



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #4
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, April 14, 2014
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
  - 1. Special Session #1, March 3, 2014
  - 2. Regular Session #3, March 10, 2014
  - 3. Public Meeting to Enter Non-public Discipline Hearing #3, March 13, 2014
  - 4. Special Session #2, March 17, 2014
  - 5. Special Session #3, March 18, 2014
  - 6. Nonpublic Meeting, March 18, 2014
  - 7. Special Session #4, March 21, 2014
- G. CONSENT AGENDA**
  - 1. Correspondence:**
  - 2. Resignations/Retirements:**
    - a. Sophie Bednarek, HSS Special Education Teacher
    - b. Heidi Hutchison, DMS Language Arts Teacher
    - c. April O'Keefe, DHS CTC Career Assessor
    - d. Amanda Wild, DMS Math
    - e. Keegan Coderre, WPS Elementary Teacher
    - f. Jason Perkins, DHS CTC Exploratory Teacher
  - 3. Leaves of Absence:**
    - a. Sarah Creighton, WPS Teacher
    - b. Amanda DeCew, HSS Kindergarten Teacher
    - c. Jennifer Russell-Bickford, Kindergarten Teacher
    - d. Heather Woods, DHS English
  - 4. Nominations:**
    - a. Sheet 1: Nomination and Election of Administrators (Annual-FY15)
    - b. Sheet 2: Nomination and Election of Teachers (Annual-FY15)
    - c. Sheet 3: Nomination and Election of Coaches (Cole)
    - d. Sheet 4. Nomination and Election of SAU Staff-FY14 (Groulx)
  - 5. Extended Travel (Student Trips):**
    - a. DMS Washington, DC Trip-- Final Approval
    - b. DHS Unified Volleyball Team Trip to Phoenix, AZ—Preliminary Approval
    - c. DHS Art and Music Dept. trip to Switzerland and Italy, April 2015—Preliminary Approval



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### **H. STUDENT REPRESENTATIVE REPORT**

#### **I. POLICY – CHANGES – PROPOSALS:**

- a. GCBD Rules and Regulations in the Application of Administrative Personnel Polices and Salary Schedules
- b. BBAA—School Board Member Authority
- c. BDEA—Discipline Committee Suspension and Expulsion of Students
- d. CBA—Duties of School Principals—delete-duplicate
- e. CBI—Evaluation of a Superintendent
- f. DJE Bidding Requirements
- g. EB—Safety Program
- h. EBBC—Emergency Care and First Aid
- i. EEAE—School Bus Safety Program
- j. GBCD—Background Investigation and Criminal Records Check
- k. GBEA—Staff Conflict of Interest
- l. GCO—Evaluation of Professional Staff
- m. IHBG-R Home Education/Dual Enrollment
- n. IHCA Attachment—DHS Summer School Memo—Delete
- o. IIB-Class Size
- p. IJO—Community Resources
- q. IJOC—School Volunteers
- r. JCAA—DHS Enrollment--delete
- s. JEC—Manifest Educational Hardship
- t. JECB-R—Technical Assistance Advisory on Residency—Delete
- u. JEDA—Truancy—Delete—Combine with JH
- v. JFA—Assignment of Students to Classes
- w. JH—Student Absences and Excuses
- x. JICDD—Student Discipline—Out of School Actions
- y. JICI—Dangerous Items and Weapons on School Property
- z. JICK—Pupil Safety and Violence Prevention Policy/Bullying and Cyberbullying
- aa. JLC—Student Health Services
- bb. JRA—Student Records
- cc. JRA-R—Student Records and Access—Delete
- dd. KE—Public Complaints
- ee. KEB—Public Complaints About School Personnel
- ff. Job Description—Director of Alternative School

#### **J. POLICY ADOPTION: none**

#### **K. RESOLUTIONS:**

- a. Formation of Joint Building Committee for Dover High School and Regional Career and Technical Center
- b. Resolution of Recognition—DHS Winter Color Guard
- c. Resolution of Recognition—DHS CTC Skills USA Team



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- d. Antonia Kretsepes Memorial Scholarship Fund
- e. Resolution for DHS Career and Technical Center

**L. OLD BUSINESS:**

- 1. Superintendent Search Committee Update and approval of new members
- 2. Budget Update
- 3. Uncommitted Funds

**M. NEW BUSINESS:**

- 1. Presentation of NELMS Awards to Dover Middle School  
Presenter: NELMS Executive Director Brenda Needham
- 2. First Student Bus Contract Approval
- 3. Food Service Contract Approval
- 4. Month of March 2014 Condition of Accounts – K. Taylor

**N. SUBMISSION AND PAYMENT OF BILLS**

**O. SUPERINTENDENT’S REPORT—DMS Presentation**

**P. COMMITTEE REPORTS**

**Q. SCHOOL BOARD MATTERS OF INTEREST**

**R. 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.*

G. 2. a.

**LaFleur, Robin**

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**From:** Sophie Bednarek <sophiebednarek@gmail.com>  
**Sent:** Saturday, March 15, 2014 10:26 AM  
**To:** LaFleur, Robin  
**Subject:** Next Year

Dear Dover School District,

Although I love the time I spent working in the Dover schools, I regret to inform you that I will not be returning after my year of absence. I recently had another child and would like to stay home with my young family. Thank you, Sophie Bednarek



**LaFleur, Robin**

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**From:** O'Keefe, April  
**Sent:** Wednesday, April 09, 2014 10:18 AM  
**To:** LaFleur, Robin  
**Cc:** Antonio Fernandes  
**Subject:** Retirement

Good morning Robin,  
This email comes to inform you and the District that I will retire effective June 30, 2014.

Thanks to all of my colleagues and business acquaintences for a wonderful 12 years in the Dover School system.

Sincerely,  
-aok

April OKeefe, M.Ed.

Career Services Coordinator  
DHS Regional Career Technical Center  
25 Alumni Drive, Dover, NH 03820

603.516.6982  
603.516.6975 (f)

G. 2. d.

Amanda V. Wild  
13 Curran Way Unit 1  
Somersworth, NH 03878  
603-767-8979



April 4<sup>th</sup>, 2014

To Superintendent Antonio Fernandes:

I would like to inform you that I am resigning from my position as 7<sup>th</sup> grade mathematics teacher at the end of the 2013-2014 school year.

Thank you for the opportunities that you have provided me during the last eight years. I have enjoyed working at the middle school and will truly miss the students and staff.

Sincerely

Amanda Wild

Keegan D. Coderre  
3<sup>rd</sup> Grade Teacher  
Woodman Park Elementary School  
11 Towle Ave.  
Dover, NH 03820


APR 10 10:15

To Whom It May Concern:

The purpose of this letter is to inform you of my resignation from my position as 3<sup>rd</sup> grade teacher at the Woodman Park Elementary School of the Dover School District. With the intention of completing the school year in my current position, my resignation will be effective on the final day of classes of the 2013-2014 school year.

I have appreciated both being part of the faculty of Woodman Park Elementary and the opportunities that have been provided to me during the last several years. If it were not for my family relocating to Connecticut, it would have been a pleasure to continue working with my colleagues at WPS. Please contact me if I can be of assistance during the transition.

Sincerely,



Keegan D. Coderre

Jason Perkins  
350 Old Garrison Road  
Dover, NH 03820  
April 9, 2014



Antonio Fernandes  
Interim Superintendent  
Dover School District  
61 Locust Street Suite 409  
Dover, NH 03820

Dear Mr. Fernandes:

With this letter, I hereby submit my resignation as CTC Introductory Instructor at Dover High School effective the end of the 2013-2014 school year.

Thank you for the opportunities and experiences over the past 3 years they will serve me well in the future.

I wish you good luck and continued success.

Sincerely,

Jason Perkins  
CTC Introductory Instructor

G. 3 a

SARAH A. CREIGHTON, 75 HAM ROAD, NEW DURHAM, NH 03855  
PHONE : (603) 369-1316

March 14, 2014

Mr. Antonio Fernandes  
61 Locust Street, Suite 409  
Dover, NH 03820

Re: A Second, One-Year Leave of Absence Request

Dear Mr. Fernandes,

I am writing this letter to request a second, one-year leave of absence for the 2014-2015 school year.

Staying home with my daughter during her first year of life (2013-2014 school year) has been proven to be one of the best decisions my husband and I have made. After having discussed all of the pros and cons of our daughter's well being, our personal health, and my prospective students, we have concluded, for a number of reasons, that it would be best for me to take a second, one year leave of absence.

We feel it is in our daughter's best interest to be taken care of at home, rather than in a day care setting. I truly love teaching and do miss it. However, my priority at the moment is my daughter and her well being and it is in her best interest that I take a second leave of absence. Please know that this was a difficult decision to make.

If you have any questions or concerns, please don't hesitate to contact me.

Thank you for your time and consideration. I look forward to learning the decision of this request.

Sincerely,

Sarah A. Creighton  
WPS Teacher

G. 3 b.

March 12, 2014

Dear Superintendent Fernandes,

I am currently on a one year leave from my kindergarten position at Horne Street School. I would like to extend my maternity leave by requesting a leave of absence for the upcoming school year (2014-2015). My daughter, born last May, has unfortunately required two surgeries. The time off this past year has given me the ability to provide my daughter the extra attention she needs and the flexibility required for her doctor/specialist appointments. To maintain her care, she will be required to visit these specialists in the coming year.

Thank you for your consideration to my request.

Sincerely,

Amanda DeCew

## Leave of Absence request

Russell-Bickford, Jennifer

**Sent:** Friday, March 14, 2014 1:35 PM

**To:** Antonio Fernandes

**Cc:** LaFleur, Robin; Boodey, Patrick

March 14, 2014

Dear Superintendent Fernandes,

This letter is to tell you some exciting news! I have been accepted into the two year Teach For America Program, an affiliate of AmeriCorps. Teach For America provides a critical source of well-trained teachers to help break the cycle of educational inequity by placing teachers in low-income school districts. This rare opportunity is one that I have to professionally consider. I would like to request a two year leave. This two year leave request may not be conventional or exactly stipulated in the current DTU-Dover School Board Collective Bargaining Agreement, but due to the guidelines of the program, there does not seem to be another choice. I believe that this two year experience would make me a more well-rounded teacher by allowing me to teach in a diverse, low-income community in another part of our country. I believe that I will become a better teacher from this opportunity, and upon my return, enrich the school community.

Thank you,



Jennifer Russell-Bickford

Kindergarten Teacher

Woodman Park School

G. S. d.



1 Fern Court  
Dover NH, 03820

School District SAU #11  
61 Locus Street, Suite 409  
Dover, NH 03820

April 10, 2014

Dear Superintendent Fernandes and Members of the School Board,

I am respectfully requesting a year's leave of absence from teaching at Dover High School. I would like to take the 2014-2015 school year to be with my family and our new baby that will arrive in June.

Since I have worked for the Dover schools, I have been very appreciative of the School Board's understanding of the importance of family. Thank you for your time and for considering my request.

Sincerely,

Heather M. Woods

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

**TO: DOVER SCHOOL BOARD**

**DATE:** April 14, 2014

**MEMORANDUM:** Renomination of Administrators.

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 2014-2015 school year.

**ELEMENTARY**

Boodey, Patrick, Principal  
Dunton, Elizabeth, Principal  
McKenney, Michael, Principal

**DOVER MIDDLE SCHOOL**

Lyndes, Kimberly, Principal  
Isabelle, Amanda, Dean of Students  
Patrick, Bruce, Dean of Students

**DOVER HIGH SCHOOL**

Bennett, David, Dean of Students  
Driscoll, Peter, Principal  
Stephens, Kimberly, Freshman Dean

**DISTRICT-WIDE**

Boston, Christine, Pupil Personnel Services Director  
Glynn, Paula, Federal Projects/Curriculum Instruction Assessment Director (Partial Federal Funding)  
Paradis, Louise, Career and Technical Center Director  
Strand, Deanna, Dover Adult Learning Center Executive Director  
Taylor, Karen, Business Administrator  
Wotton, Peter, Athletics Director

**2014-2015 NOMINATIONS**  
**for Professionals Engaged in Teaching and Educators**

TO: DOVER SCHOOL BOARD

DATE: April 14, 2014

MEMORANDUM: Re-nomination of Professionals Engaged in Teaching and Educators

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 2014-2015 school year.

ALTERNATIVE HIGH SCHOOL:

BECK, BRIAN  
 EVANS, SCOTT  
 SCHWARTZ, BENJAMIN  
 THOMAS, VICKIE  
 WALKER, JAMES

DOVER HIGH SCHOOL:

ANDERSON, MAYBETH  
 ARGIROPOLIS, JOHN  
 AUSTIN, KEITH  
 BONELLO, JESSICA  
 BROWN, PATRICIA  
 CANCELLIERI, BETHANN  
 CARVER, JOHN  
 CARVILLE, BRITTANY  
 CHASE, ANDREW  
 COMEAU, STEVEN  
 CONNELLY, JENNIFER  
 COSTELLO, KATHLEEN  
 COTE, AGATHA  
 COVE, JENNIFER  
 CRETEAU, JAY  
 CUMMISKEY, BRYON  
 DEMATTEO, STEPHANIE  
 DETROIA, LINDSEY  
 DION-HUMPHREY,  
 JENNIFER  
 DUPRAT, SCOTT  
 EICH, ROBIN  
 FABBRI, HEATHER  
 FAULKNER, MERVIN  
 FENNESSY, MATTHEW  
 FONTAINE, KATHYRN  
 FRANK-BERCHULSKI,  
 DONNA  
 FREEAR-MOTOR, KATE  
 FREISINGER, KERRY  
 GEORGE, CHRISTINA  
 GILBERT, JACQUELINE  
 GILE, MICHAEL  
 GOODELL, SCOTT  
 GOODMAN, ERIC  
 GOODNOW, MARCIA  
 GRANDE, GREGORY  
 GSOSTTSCHNEIDER,  
 CHRISTINE  
 GUARINO, CHRISTINE  
 HALL, CANDACE  
 HALLBACH, LISA  
 HAMBROOK, COREY  
 HAMILTON, JONATHAN

HARRIS, IRVIN  
 HAUGH, DANIEL  
 HEATH, DANA  
 HINKLE, KATHERINE  
 HIPPERN, MARY JEAN  
 HOCKING, LESLEY  
 HOUGH, CARRIE  
 HOWARD, AARON  
 JENNISON, SARAH  
 KALWAY, NATHAN  
 KONTOS, FRANCINE  
 KOSTIS, STACEY  
 LAUZE, NIKOLL  
 LECLAIR, ARTHUR  
 LEVAN, WAYNE  
 LITTLE, SALLY  
 LITTLE, SAMUEL  
 MADDEN, LINDA  
 MARTIN, MARGO  
 MCCANN, CHRISTOPHER  
 MCMANUS, DEBORAH  
 MERSEREAU, MARJORIE  
 MITNITKSY, MICHELE  
 MROZ, FRANCINE  
 OSBON, KENNETH  
 PARSONT, JENNIFER  
 PELLETIER, MARSHA  
 PIATTI, NICHOLAS  
 PIATTI, SARAH  
 PIERSON, ANN  
 PIRKOLA, JOSEPH  
 POIRIER, AMY  
 POLAND, NATHAN  
 QUINTIN, SHELLEY  
 REPUCCI, BROOKE  
 RICHMOND III, PHILIP  
 RING, JUDITH  
 ROSS, MARY  
 ROY, LISA  
 RUSSO, MICHAEL  
 SALMONSEN, ERIC  
 SAWLER, JAIME  
 SCANLON, MAURA  
 SCHLAPAK, ERIC  
 SCHLEICHER, LAURA  
 SCHRAM, CYNTHIA  
 SCHULTZ, LAUREN  
 SCHWARTZ, CAROLYN  
 SEEKAMP, PETER  
 SODAITIS, JAMES  
 SPADAFORA, AMANDA  
 SPENCER, KATHERINE

ST.CYR, ELIZABETH  
 STAPLES, ANN MARIE  
 STEGMAN, SUSAN  
 STEWART, CHRISTINE  
 STONE, ELIZABETH  
 STONE, JUDY  
 STRICKLAND,  
 CHRISTOPHER  
 TAYLOR, CHRISTOPHER  
 TAYLOR, LIZABETH  
 TENNEY, CAITLIN  
 THORN, SALLY  
 TURNER, ERIC  
 WARREN, THERESA  
 WASON, DONALD  
 WILLIAMS, KERRIE  
 WITHKA, CHERYL

DOVER MIDDLE SCHOOL:

ALEXANDER, PAMELA  
 ANDROSS, HILLARY  
 BERG, KAREN  
 BERGERON, BAILEY  
 BICKFORD, TRAVIS  
 BLAZEK, EMILY  
 BROWN, PATRICIA  
 BURT, ANDREA  
 BUSHKIN, TINA  
 CALANDRIELLO, CATHY  
 CALHOUN, MARY  
 CLARK, JESSICA  
 CLARK, JOHN  
 CONRAD, KIMBERLY  
 COPLEY, DENISE  
 CRUZ, LESLEY  
 DILLINGHAM, LISA  
 DOHERTY, KATHERINE  
 DRINKWATER, GEORGE  
 DROESCH, JOSHUA  
 FINCH, ROBERT  
 FRIEND-GRAY, ALLISON  
 GAGNE, STACY  
 GALLAGHER, NICOLE  
 GARDELLA, JO-ANN  
 GRANFIELD, BRITTANY  
 HACKETT, DEBRA  
 HAMILTON, KELLY  
 HAMILTON, PAMELA  
 HERGOTT, LISA  
 HOLT-SHANNON, MARK  
 HOOKWAY, JACLYN  
 HORVATH, ANNE-MARIE

NOTE: Names with an "\*\*\*" indicate that the nomination is pending federal funds availability.

**2014-2015 NOMINATIONS  
for Professionals Engaged in Teaching and Educators**

INSANALLY, NICOLE  
JACOBS, DEBORAH  
JANELLE, TRACY  
JOHNSON, MATTHEW  
KATZ, DOROTHY  
KATZ, RHONDA  
KENNEDY, CAROL  
LATCHAW, DAVID  
LEAF, JEFFREY  
LEONARD, TICE  
LEVIN, STEPANIE  
LISET, GEORGE  
LUDWIG, BENJAMIN\*\*  
MANHA, SUSAN  
MCGARTY, CHRISTINA  
MCLEAN-MILLER,  
STEPHANIE  
MEFFEN, FRANCES  
MEHALIK, SIOBHAN  
MONE, JENNIFER  
MULQUEEN, PATRICIA  
NASH, LISA  
NEVINS, KELLY  
PAGNOTTA, JUSTIN  
PARADIS-SMITH, MARYJO  
PAZDON, REBECCA  
PIKE, REBECCA  
RAGAZZO, LARISSA\*\*  
RATHBUN, CHARLENE  
ROBICHEAU, MARIE  
RUSSELL, CARRIE  
SCHULTEN, KATHERINE  
SCRIBNER, LINDA  
SHEEHAN, SHERRIE  
SNOWMAN, GLORIA  
STEIN, MELISSA  
STRANGE, SUZANNE  
TAIPAN, LISA  
TENUTA, JOSEPH  
TROMBA, DAVID  
WADE, KYLE  
WINDERS, RUTH  
WONS, PETER  
WOTTON, KATHY  
WYETH, LINDA

GARRISON ELEMENTARY  
SCHOOL:

ADAMS, LYNN  
BANCROFT, JESSICA  
BAUER, LEIGHANN  
BIRD, DEANNA  
BIRNAM, ELIZABETH\*\*  
BROWN, GREGORY  
CALLO, RIMA  
CHENEY, DEBRA  
COTTER, REBECCA  
CUSHING-LONG, ALANA  
DANIELS, JUDITH  
DEWOLFE, ELAINE  
DUBE, MONICA  
DUFF, LESLIE  
GLASER-TAYLOR, KIM  
GROSS, JOCELYN

HILL, RACHEL  
KENT, HAZEL  
KRANS, JENNIFER  
LUPI, KATHY  
MATZ, KERSTIN  
MAYHEW, MEGHAN  
MCLAUGHLIN, JOAN  
MELVIN, JOAN  
MINEROWICZ, MARCIA  
MOORE, SUSAN  
PERKINS, NICOLE  
PHOENIX, HELEN  
ROMPS, MICHAEL  
SCHLAPAK, SUSAN  
SILBERBERG, VALERIE  
STARCK, AMANDA  
STEVENS, HEIDI  
TUCCI, EMILY

HORNE STREET SCHOOL:

BEAUDRY, DANIELLE  
BEAUREGARD, AMY  
BRAKE, ELLEN  
BREEN, BETSY  
BUESE, MARY  
CALABRESE, DEBORAH  
CIMINO, KRISTEN  
CLARK, EVA\*\*  
DELLORUSSO, MEGAN  
GEUTHER, KRISTINE  
GOLDSMITH, DAVID  
HEMPHILL, KILEY  
HOPKINS, FRANCES  
HORTON, SHERYL  
JOHNSON, LEIGHANN  
KNOX, JAALYN  
LABUA, KRISTEN  
LAURIE, ANNIE  
LAYTON, MEGHAN  
LENT, ELIZABETH  
LOUGHLIN, CONALL  
MONTECALVO, ALLISON  
NARY, DEBORA  
NELSON, LYNDA  
NICOLELLA, M. TERESE  
NILAND, REBECCA  
PIKE, KERRI  
RAMSEY, TRACY  
ROGERS, DANIELLE  
SANBORN, ALISA  
SEELY, LOGAN  
SMART, LINDA  
WALLER, ANNA  
WHITE, CORINNE  
WHITE, ELIZABETH

SPECIAL EDUCATION OFFICE:

FRANSON, CHRISTINE  
HELM, ERICA\*\*

WOODMAN PARK SCHOOL:

ARCHAMBAULT, TARYN  
AVERY, ABIGAIL  
BENNETT, RENEE  
BICK, JESSICA

CALCULATOR, JEAN  
CLOUGH, JULIE  
CORTES, ALIAH  
DRISCOLL, PATRICIA\*\*  
DRISCOLL, TARA  
DUBOIS, ELIZABETH  
EASTMAN, APRIL  
FENNESSY, BRIDGET  
FINN, CAROL  
FRANGIONE, MARIA  
FREDRICKSON, JILL  
GENNETT, KELLY  
HALE, CAROL\*\*  
HORAN, LAURA  
JACKSON, CHRISTINE  
KOZLOWSKI, CHRISTINE  
LOTHROP, GRETHEN  
LYNCH, CLAUDIA  
MADSEN, SHEILA  
MAHAN, AMY  
MALLET, MARA  
MESERVE, ERIN  
NORRIS, ELIZABETH  
PAINE, STEPHANIE  
PINKHAM, ABIGAIL  
POWERS, ASHLEY  
ROUX, JEREMY  
SEARS, JILL  
SHEA, SHARON  
SIMKO, LISA  
SIMPSON, MICHELLE  
SORIS, BARBARA  
SPIRES, DIANE  
STEVENS, VANESSA  
TROMBA, JACQUELINE\*\*  
WEILBRENNER,  
ZACHARY  
WIDERSTROM, KATIE

PRESCHOOL:

BOUCHER, SHARON  
CARTER, LISA  
LAROCHELLE,  
ALLYSON\*\*  
LOOKER, SUSAN  
MCCARTHY, JENNIFER

NOTE: Names with an "\*\*\*" indicate that the nomination is pending federal funds availability.

G.4.c.

OFFICE OF THE SUPERINTENDENT  
DOVER PUBLIC SCHOOLS  
DOVER, NEW HAMPSHIRE

TO: DOVER SCHOOL BOARD

DATE: April 14, 2014

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.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>REPLACING</b>	<b>SALARY</b>
Cole. Ron	JV Softball Coach	DHS	Paula Turgeon	\$2,616.00

G. 4 d.

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

TO: DOVER SCHOOL BOARD

DATE: April 14, 2014

MEMORANDUM Nomination and Election of Non-Union Personnel

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

NAME	POSITION	PROPOSED SALARY / HRLY RATE
Groulx, Dorothy	Accounting Manager	\$54,000.00

# **Final Approval**

## **Dover Middle School**

**2014**

### **Annual Trip to Washington, D.C.**

To: Dover School Board Members

Thank you for allowing us to have this opportunity.

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

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

**Dover Middle School  
Washington, D.C. Trip  
2014**

**Additional Information for School Board Meeting**

Number of Chaperones: 16 (4 per bus)  
Number of Students: 184 (46 per bus)  
Student / Chaperone Ratio: 12 students : 1 chaperone

Names of Chaperones:

Bruce Patrick	Dean – DMS
Tice Leonard	Teacher – DMS
Mark Holt-Shannon	Teacher – DMS
David Tromba	Teacher – DMS
Lisa Nash	Teacher – DMS
Siobhan Mehalek	Teacher - DMS
Kelly Hamilton	Teacher – DMS
Jen Mone	Teacher - DMS
Mr, Jim Yeradi	Parent and Police Officer
Dr. Susan Haskell	Parent and Physician
Dr. Gregory Andrecyk	Parent and Physician
Kim Stephens	Dean DHS and Parent
Christine Morrison	Parent and Pharmacist

2 teachers per team

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



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

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

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

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# Mandatory Parent Meeting

Dear Parents,

A very important meeting for all parents of students who will be going on the trip to Washington, D.C. has been scheduled for **Thursday, May 1 at 7:00 p.m.** Please don't be late.

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

Thank you for your support.

Bruce Patrick  
Dean of Students  
Dover Middle School

***Dover School District's Mission:***  
*Strengthening our Community by Educating Every Child, Every Day!*

**WASHINGTON, D.C. STUDENT/PARENT CONTRACT**  
**2014**

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

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

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

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

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

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

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

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

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

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

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

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

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

DOVER MIDDLE SCHOOL ◊ OVERNIGHT FIELD TRIP MEDICAL FORM

**\*\*MUST BE COMPLETED BY PARENT FOR ANY STUDENT ATTENDING TRIP**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SS# \_\_\_\_\_

Home Address: \_\_\_\_\_ Home

Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

Work# \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Cell# \_\_\_\_\_ Home# \_\_\_\_\_

Work# \_\_\_\_\_

**EMERGENCY ALTERNATE CONTACTS** (List in order desired)

Alternate Contact #1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Number: \_\_\_\_\_

Alternate Contact #2: \_\_\_\_\_ Relationship: \_\_\_\_\_

Number: \_\_\_\_\_

**MEDICAL INFORMATION**

Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

**(\*\*means a Medical Order from a Physician is REQUIRED to attend this Field Trip—see back of this form)**

Allergies:

Food: (list and describe reaction) \_\_\_\_\_  Epi Pen\*\*

Medication: (list and describe reaction) \_\_\_\_\_

Bee Stings: (list and describe reaction) \_\_\_\_\_  Epi Pen\*\*

Seasonal: (list and describe reaction) \_\_\_\_\_

Other: (explain) \_\_\_\_\_

Asthma:  Medication As Needed: \_\_\_\_\_ \*\*  Medication Required

EVERYDAY: \_\_\_\_\_ \*\*

Diabetes:  TYPE I\*\*  TYPE II\*\*

Notes: \_\_\_\_\_

Other Medical Conditions:

Seizures\*\*  Cardiac Concerns  Gastrointestinal  Other

Explain: \_\_\_\_\_

DOES YOUR CHILD HAVE ANY ACTIVITY RESTRICTIONS:

(EXPLAIN) \_\_\_\_\_

DOES YOUR CHILD HAVE ANY DIETARY RESTRICTIONS:

(EXPLAIN) \_\_\_\_\_

Health Insurance Co: \_\_\_\_\_ Policy

#: \_\_\_\_\_

DOVER MIDDLE SCHOOL AND ITS CHAPERONES WILL ATTEMPT TO CONTACT THE PARENTS OR GUARDIANS OF ANY SICK OF INJURED CHILD PRIOR TO SEEKING EMERGENCY TREATMENT. IN THE CASE THAT A PARENT OR GUARDIAN CANNOT BE REACHED, SUCH TREATMENT WILL BE ISSUED BY EITHER TRAINED PERSONNEL, A FIRST AID STATION OR A TREATMENT FACILITY.

BY SIGNING BELOW, I HEREBY RELEASE DOVER MIDDLE SCHOOL AND ITS ASSIGNED CHAPERONES OF ANY RESPONSIBILITY IN THE EVENT OF ACCIDENT OR INJURY. PERMISSION IS GRANTED FOR TREATMENT OF THE ABOVE NAMED PARTICIPANT BY A PHYSICIAN OR HOSPITAL IN THE EVENT OF A MEDICAL OR SURGICAL EMERGENCY.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**~INFORMATION WILL BE HELD HIGHLY CONFIDENTIAL AND SHARED ONLY WITH APPROPRIATE STAFF/VOLUNTEERS TO MAINTAIN SAFETY~**

## -OVERNIGHT FIELD TRIP MEDICATION ORDER FORM

Dear Parents:

Your child will be participating in an overnight field trip. The school nurse will not be in attendance on this trip, however, DMS Administration has designated chaperones to care for the health needs of your child. Please indicate below any current over-the-counter or prescription medication that your child will need on this trip. **If your child needs prescription medication on this trip, your doctor must complete and sign the form below.**

**PLEASE NOTE:** 1. TAKE THIS FORM TO YOUR CHILD'S PHYSICIAN TO COMPLETE AND SIGN THE PORTION FOR

PRESCRIPTION MEDICATION (Inhalers and Epi Pens are Prescription Medications)

2. NO STUDENT WILL RECEIVE ANY OVER-THE-COUNTER MEDICATIONS FOR ANY REASON

UNLESS THE PORTION FOR OTC MEDS IS COMPLETED AND SIGNED BY A PARENT

Student Name: \_\_\_\_\_ Date of

Birth: \_\_\_\_\_

Medication \_\_\_\_\_

Allergies: \_\_\_\_\_

### OVER-THE-COUNTER MEDICATIONS: (to be completed by parent)

Please mark which of the following medications you would like your child to receive if needed while on field trip:

- Acetaminophen (Tylenol)     
  Ibuprofen (Advil)     
  Antacid (Tums, Gas-x)

\*\*\*Medications will be in pill form only—no liquids. Additional OTC Medications must be provided by parent in the original container and listed below.

### PRESCRIPTION MEDICATIONS: (to be completed by Physician and initialed/dated when administered by designee)

\*\*Requires the original labeled container

<u>MEDICATION/DOSE/ROUTE</u>	<u>DAILY</u>	<u>PRN</u>	<u>AM</u>	<u>PM</u>	<u>DATE</u>	<u>DATE</u>	<u>DATE</u>	<u>DATE</u>	<u>DATE</u>
*put amt rec'd in ( )					<u>&amp;Int'l</u>	<u>&amp;Int'l</u>	<u>&amp;Int'l</u>	<u>&amp;Int'l</u>	<u>&amp;Int'l</u>
( )									
( )									
( )									
( )									
( )									
( )									

May Self-Carry Inhaler

Inhaler to be kept with Adult

May Self-Carry/Administer Epi Pen

Epi Pen to be kept with Adult

Physician Signature(for RX meds only): \_\_\_\_\_

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

Parent's Signature: \_\_\_\_\_

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

Medication Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Medication Designee Initials: \_\_\_\_\_

**HOTEL ADDRESSES  
WASHINGTON, D.C. TRIP 2014**

**Wednesday Night**

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

**Thursday and Friday Night**

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

**2014**

**White House Tour Information –  
Staff/Parents**

Name given must be legal name  
(as it appears on your passport if you have one) – no nicknames.

**Last Name:** \_\_\_\_\_

**FirstName:** \_\_\_\_\_

**Middle Initial:** \_\_\_\_\_

**Date of Birth mm/dd/yyyy):** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**Citizen of US?:** Yes \_\_\_ No \_\_\_

**If No, Country of citizenship** \_\_\_\_\_

**Gender:** Male \_\_\_ Female \_\_\_

**City of residence if NOT Dover:** \_\_\_\_\_

## Dover Middle School Washington, DC Trip Itinerary 2014

### Tuesday, May 27

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

### Wednesday, May 28

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

### Thursday, May 29

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

### Friday, May 30

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

### Saturday, May 31

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



**Name**

Adams, Jacob	Drew, Risten	Landry, Mary	Rumore, Kaeli
Albion, Noah	Driscoll, Erin	Langlois, Rose	Russell, Stephen
Andrecyk, Michael	Duffy, Noelle	Lapian, Grace	Ryan, Maia
Aubin, Peyton	Dutkowski, Issac	Launchbury, Nathan	Sandven, Abygail
Baker, Madeline	Eisenmann, Gus	Libbey, Caleb	Saunders, Jacob
Baker, Samantha	Fagundo, Emily	Lipinski, Jake	Schlapak, Alex
Banaian, Lucas	Fairbairn, Anna	Lopez, Emily	Schlapak, Nick
Barlow, Joseph	Faletra, Jackson	Low, Ian	Schneider, Kayla
Beauregard, Alirose	Fithian, James	Lugella, Wema	Schulman, Destiny
Beauregard, David	Fitzgerald, Ryan	Lynch, Davis	Schultz, Billy
Black, Megan	Forbes, Evan	Mahoney, Colleen	Schwartz, Noah
Bolden, Caleb	Frank, Dominic	Marggraf, Chris	Seipold, Zachary
Bousquet, Tyler	Fraser, Michael	Marsh, Zachary	Settele, Avery
Bradbury, James	Gage, Chandler	Mau, Kyle	Shelgren, Cole
Brand, Alexandra	Galarneau, Megan	Mehalek, Katherine	Siagian, Yosua
Breault, Ben	Gibbons, Emma	Melville, Alyssa	Silver, Savannah
Breault, Max	Glidden, Victoria	Milne, Oriah	Silverio, Dominic
Brooks, Victoria	Goodridge, Emma	Moreland, Katara	Small, Jenna
Cannon, Madeline	Gouldthorpe, Melanie	Morrison, Megan	Smith, Jackson
Carberry, Erin	Graves, Darius	Morse, Elizabeth	Smith, Jayden
Casey, Maggie	Greig, Clay	Mudrick, Christopher	Sorbello, Brooke
Champagne, MJ	Grove, Justin	Muise, Sophie	Stegman, Amanda
Chanthavong, Scott	Haas, Curtis	Muscovitz, Abigail	Stephens, Erik
Chase, Melissa	Haus, Dylan	Nadim, Chafik	Suryawan, Ayu
Cherouvis, Aran	Henck, Matthew	Newcomb, Eloisa	Swan, Garrett
Christiansen, Rachel	Hill-Ainsworth, Matth	Nhim, Dominic	Tazziz, Sarah
Claxton, Hannah	Hutomo, Jason	Nicholson, Julian	Thompson, Josh
Clemons, Iris	Hutomo, Jovan	Nkounkou, Emmanue	Thompson, Nick
Coleman, Ryan	Hyson, Elizabeth	Ontiley, Grand	Truong, Bryan
Colizzi, Justin	Indoccio-Kerr, Grace	Pearsall, Drew	Turgeon, Jared
Connolly, Amanda	James, Jesiah	Phomsena, Stacey	Vachon, Faith
Cornella, Anastasya	Jewell, Danielle	Piscitello, Angelina	Valhos, Alex
Couture, Jacob	Jin, Jessica	Plumlee, Alanna	Valley, Jacob
Cox, Liam	Johnson, Ethan	Powers, Gavyn	Verrill, Christine
Cruz, Gabrielle	Jost, Samuel	Proulx, Chris	Webb, Carson
Daigle, Jessica	Karwowski, Julianna	Ramy, Violette	Williams, Sarah
Day, Maya	Katz, Logan	Ranti, Benedict	Wingren, Helena
Degregorio, Eric	Kenyon, Liam	Reeves, Chasity	Wooster, Daniel
Dennis, Emily	Khadka, Shabal	Relinski, Saiya	Yerardi, Nick
Deplanche, Spencer	Kim, Alison	Roberts, Chris	Zlotosch, Mary
Dobson, Ava	Kinsman, Jaxson	Rochefort, Ailia	
Dolbec, Jennifer	Klemenc, Caleigh	Rogers, Jacey	
Dompkouski, Kyle	Krist, Makenna	Rose, Lucas	
Donahue, Bryce	Kurniawan, Natasha	Rova, Cameron	
Donahue, Hannah	Lachance, Sam	Roy, Grace	
Donovan, Joseph	Lancaster, Ryan	Roy, Sophie	

## DC PARENT MEETING - 2014

### TRIP RULES

1. **NOBODY OUT OF HIS OR HER ROOM AFTER CURFEW.**  
Students will be taped in. If the tape is broken, the student goes home at the parent's expense. Parents will be called.
2. **NO BOTTLES ARE TO BE BROUGHT FROM HOME.**  
Students may buy a bottle at the first rest area (plastic or glass).  
No High Energy drinks are allowed (Monster, Volt, Amp, Rock Star, Red Bull, etc.)
3. **LUGGAGE WILL BE CHECKED PRIOR TO BOARDING THE BUS.**  
Students are allowed one suitcase and one carryon.
4. **ALL STUDENTS MUST HAVE A PILLOW AND A WAY TO TELL TIME-cell phone, watch.**  
A pillow will be needed for the bus and cell phone or watch to be on time.
5. **STUDENTS ARE RESPONSIBLE FOR ANY ITEMS THEY BRING such as**  
Cameras, iPhones, Ipads, Ipods, Gaming Devices, E-readers, etc. Lap tops are **not** allowed.
6. **ALL MEDICATION WILL BE HELD BY THE CHAPERONES.**  
The exceptions will be inhalers. Please have student name, dosage and medication schedule on the medication.
7. **THE DRESS CODE IS RELAXED, BUT NOT TOTALLY REMOVED.**  
Spaghetti strap shirts are OK, but shirts that show the belly are NOT OK.
8. **ALL SCHOOL RULES APPLY - NO ALCOHOL, TOBACCO, DRUGS OR WEAPONS.**  
If it is not allowed in school, don't do it or don't bring it.
9. **NO STUDENT WILL PURCHASE BODY ART OR PIERCING SERVICES.**
10. **FLIP FLOPS ARE TO BE WORN ONLY IN THE HOTEL, NOT ON THE BUS OR WHILE TOURING.**

#### WHAT TO BRING:

Pillow-for bus and hotel

Watch and Camera if not bringing a cell phone with these.

Spending money - \$150 minimum

Snacks-for bus and hotel

A change of clothes for the next day

Umbrella

Sunscreen

Sleeping bag-if 5 to a room

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

3/31/2014



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

March 31, 2014

Dear School Board Members,

This letter is being written in support of the Unified Volleyball Team competing in the National Unified Volleyball Championships to be held May 23-26, 2014 in Phoenix, Arizona. This team has played in this tournament in previous years and supports our mission of inclusion for all students.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Driscoll".

Peter Driscoll  
Dover High School Principal

Re: Request for preliminary approval for extended travel

Trip: Unified Volleyball National Championships

Dover High School would like to compete in the 2014 National Unified Volleyball Championships May 23-26, 2014 in Phoenix Arizona.

1. This is a unique opportunity for a group of Unified Athletes and Partners to compete at a National level as well as share their unified experiences and ideas with other states. Students will bring back ideas to share with the DHS community.
2. There will not be a travel agency used. I have made all the necessary reservations with the airline, hotel, as well as van rentals. This was done with the help of Special Olympics New Hampshire.
3. Dates of the trip are May 23-26. Students would not miss any school as May 23<sup>th</sup> is a teacher workshop day and Monday May 26<sup>th</sup> is Memorial Day.
4. Itinerary is attached. There will be a round robin tournament play Saturday and Sunday. Friday night we have the opportunity to go to a WNBA game. At the game we will have one athlete from each team at the entrance for when the team enters the stadium. At half time our DHS team will be introduced on the court and we will have a meet and greet with the WNBA team after the game.
5. Cost per student – We are fundraising to cover all costs.
6. Students attending are all current athletes who have met the requirements of academic eligibility.
7. There will be numerous meetings with parents and athletes pertaining to trip rules and regulations including behavior rules.
8. Insurance coverage will be individual family medical insurance.
9. There is support from administration for this trip.
10. Staff members will be missing one teacher workshop day on May 23<sup>rd</sup>. There will be two staff members attending the trip as well as 6 parents.
11. Staff attending the trip will fundraise just as any other member of the trip.
12. There will not be any cost to the district.

Names of students are attached.

Chaperones are the Unified Volleyball coaches MJ Hippert and Alex Satterfield

Student/Chaperone ratio 6:1

## 2014 UNIFIED VOLLEYBALL NATIONAL ROSTER

Jordan Goss

Kevin Plodzik

Molly Wotton

Megan Priester

Samantha Seymour

Cory Melnick

Meghan Wotton

Mandi Evans

William Dysinger

Allyssa Jandebeur

Paige Moore

Dan Marino

Chaperones:

MJ Hippern

Alex Satterfield

# Special Olympics



## Tentative Schedule of Events

<b>Friday, May 23</b>	1:00pm – 9:00pm 7:00pm – 9:00pm	Registration at <i>Phoenix Convention Center</i> * Coaches Meeting (and social function) at <i>TBD</i>
<b>Saturday, May 24</b>	8:00am - 6:00pm 7:00pm – 10:00pm	Pool play competition at <i>Phoenix Convention Center</i> * Dinner + Dance at <u><i>TBD (if not held on Friday)</i></u>
<b>Sunday, May 25</b>	8:00am – 4:00pm 3:00pm – 4:30pm	Medal round competition at <i>Phoenix Convention Center</i> Awards on-courts at <i>Phoenix Convention Center</i>

## Reminders:

### \* Social/Dinner

Plans are being made for teams to potentially attend the WNBA Phoenix Mercury Game Friday night (game starts at 7pm local time), with dinner and the coaches meeting held at the venue. If we are unable to attend the game, plans will be made for a Saturday night dinner/dance; the coaches meeting would then be held on Friday night at the Phoenix Convention Center. Additional details will be provided as final costs are determined. The anticipated cost for the game (including dinner) is \$25-\$30/person. Please indicate if anyone on your team requires a vegetarian or gluten-free meal on the registration form.

### Awards

Will be presented on-site at the event on Sunday afternoon. More details will be provided as plans are determined with USAV.

### Souvenir Tees

Please indicate shirt sizes on the roster for Special Olympics souvenir tees. Anticipated cost is \$10-\$15/shirt (S-XL). Add \$2-\$4/shirt for XXL or larger.

### Balls

All teams must provide their own warm up balls. USA Volleyball will provide competition balls.

### Coaches Meeting

A required coaches meeting will be held on Friday night beginning at 7:00pm at either the *Phoenix Convention Center* or during the *Phoenix Mercury game*. Agenda items:

1. Review rules for competition and format of play/reading game schedules
2. Verify your team roster and uniform numbers
3. Show a copy of all athlete medicals and Partner Participant forms
4. Updated competition schedule and dinner/dance schedule/menu

### First Aid

First Aid will be provided for all athletes and coaches. Please note that while training/taping areas will be provided, taping supplies will NOT be furnished.

### Locker Rooms

Locker rooms will not be available. Rest rooms will be available but teams should come to competition dressed ready to play.

### Medicals

Coaches must carry current Athlete Medical and Partner Participation Forms for all team participants.

### Registration

All teams must register on Friday between 1:00pm-9:00pm. Registration will be held at the *Phoenix Convention Center*.

### Water

All coaches are reminded that athletes/Unified partners need to provide their own water bottles. Water fountains will be available throughout the facility during competition.

### Questions

If you have any questions about the tournament, please contact Craig Pippert:  
Telephone: (919) 785-0702                      Email: [cpippert@specialolympics.org](mailto:cpippert@specialolympics.org)

In regards to payments associated with the Unified VB Champs, please note the following:

1. The \$400 registration fee payment will need to be made payable to USA Volleyball and accompany your registration materials, which are due by 5 April.
2. Payment for the Mercury game tickets and dinner will need to be made payable to Special Olympics. If you have your numbers confirmed so that payment could be sent to arrive by the 5 April deadline, that would be ideal.
3. Payment for the tee shirts will need to be made payable to the vendor...the name will be provided at a later date, however we would like to know the quantities and shirt sizes by 5 April also.

Thanks,  
Craig

---

**From:** Craig Pippert

**Sent:** Tuesday, February 25, 2014 4:38 PM

**To:** Jamie Heckerman ([Jamie@SpecialOlympicsArizona.org](mailto:Jamie@SpecialOlympicsArizona.org)); Nadine Armstrong ([nadinea@soaz.org](mailto:nadinea@soaz.org)) ([nadinea@soaz.org](mailto:nadinea@soaz.org)); Andrea Stamm ([astamm@sonc.net](mailto:astamm@sonc.net)); 'innovationsintern@sonc.net'; Ron Bollinger ([Rbsotn@aol.com](mailto:Rbsotn@aol.com)) ([Rbsotn@aol.com](mailto:Rbsotn@aol.com)); John Seals <[john@sook.org](mailto:john@sook.org)> ([john@sook.org](mailto:john@sook.org)); Dave Pawlowski ([dpawlowski@specialolympicsva.org](mailto:dpawlowski@specialolympicsva.org)); Kelli Britt ([Kelli.Britt@specialolympicsga.org](mailto:Kelli.Britt@specialolympicsga.org)); Michael Wilson ([Michael.Wilson@specialolympicsga.org](mailto:Michael.Wilson@specialolympicsga.org)) ([Michael.Wilson@specialolympicsga.org](mailto:Michael.Wilson@specialolympicsga.org)); ROBERT (229-834-3434.Yost@specialolympicsga.org); Charles White ([Charles.White@specialolympicsga.org](mailto:Charles.White@specialolympicsga.org)); Sue Galkantas ([sgalkantas@sotx.org](mailto:sgalkantas@sotx.org)); Suzanne Anderson ([sanderson@sotx.org](mailto:sanderson@sotx.org)) ([sanderson@sotx.org](mailto:sanderson@sotx.org)); Whitehead, Bob ([BWhitehead@SpecialOlympicsWisconsin.org](mailto:BWhitehead@SpecialOlympicsWisconsin.org)); Amy ([AmyP@sonh.org](mailto:AmyP@sonh.org))

**Cc:** Brian Quinn; Haylie Bernacki; Jim Visgaitis ([jim.visgaitis@att.net](mailto:jim.visgaitis@att.net))

**Subject:** RE: Unified VB Champs - Quota Confirmation - Registration Forms - Weekend Plans

**Importance:** High

All-

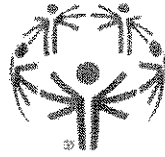
As a follow to the earlier email, please note the following:

1. We WILL be able to attend the Phoenix Mercury game as a group on Friday night. The cost for a game ticket and an all-you-can eat dinner (hot dogs, nachos, popcorn, soda and water) is \$24.50/person.
2. For those with special diets (ie. gluten-free, vegan), we will work directly with the Mercury on providing a suitable dinner...cost TBD, as would be the all-you-can eat option in those cases.
3. Teams will be recognized at half-time of the game and will be permitted to be on the court (for photos) after the game. In addition, up to 20 athletes/Partners can participate in a high-five tunnel for the Mercury (we will allocate at least 1 slot/team).
4. We gave the Mercury an estimate of 200 attendees from Special Olympics for the game. While family members are more than welcome to attend the game/dinner, seating preference within the block will be given to the participating teams and coaches. Should our overall number of attendees go above 200, the Mercury will secure seating for the additional attendees as close to the block as possible.

While this is short notice, can you forward this information to your participating teams/coaches and have them respond to me ASAP with the projected number of people that would attend the Friday game/dinner? The Mercury does have some wiggle room with giving us a larger block if we can advise them of this need sooner than later.

Thanks,  
Craig

**Special  
Olympics**



# Memo

**To:** Special Olympics Unified Sports™ Volleyball Teams  
**From:** Craig Pippert, Special Olympics North America  
**Date:** February 25, 2014  
**Re:** Official Registration for the Unified Sports™ Volleyball National Championships in **Phoenix, Arizona**

---

Congratulations! Your team has been granted quota for the 2014 Special Olympics Unified Sports™ Volleyball National Championships. Below and attached you will find pertinent information for your trip as well as Official Team Registration materials. Enclosed you will find the following:

## **Team Roster**

- \*Required of all teams and limited to 12 players and 3 coaches
- \*Due April 5, 2014

## **Team Rating Form**

- \*Required of all teams
- \* Due April 5, 2014

**Timelines:** **April 5 – Registration Deadline – Team Rosters, Rating forms and all entry fees.**  
**May 9** – Last date to activate alternates  
**May 16** – Final details about the Coaches meeting, Awards banquet and special events during the tournament. Coaches' handbooks will be distributed at the Coaches Meeting on Friday, 23 May.

**Entry Fee:** \$400 entry fee (payable to USA Volleyball) along with your Team Roster and Rating Forms are due by **April 5, 2014** to:

Special Olympics North America  
Attention: Unified Sports™ Volleyball National Championships  
3712 Benson Drive, Suite 102  
Raleigh, North Carolina 27609

*\*Your \$400 Entry Fee, Team Roster, and Team Divisioning Evaluation Form **MUST** be received by April 5 in order to meet the deadlines set by USA Volleyball. Failure to meet these deadlines could result in your team forfeiting their quota.*

**Information:** USA Volleyball Pre-tournament information is online at:  
<http://www.teamusa.org/USA-Volleyball/Events/Indoor/Adults/2014-USA-Volleyball-Open-National-Championships>

Housing and travel information is also included. Please note that USAV is working with a housing provider (THS) to secure lower hotel rates in Phoenix. However, if you are able to secure hotel housing via a hotel rewards/frequent flyer program, Program sponsorship or family-related associations that works for a hotel, those routes are also acceptable.

**From:** Craig Pippert

**Sent:** Tuesday, February 25, 2014 11:56 AM

**To:** Jamie Heckerman ([Jamie@SpecialOlympicsArizona.org](mailto:Jamie@SpecialOlympicsArizona.org)); Nadine Armstrong ([nadinea@soaz.org](mailto:nadinea@soaz.org)) ([nadinea@soaz.org](mailto:nadinea@soaz.org)); Andrea Stamm ([astamm@sonc.net](mailto:astamm@sonc.net)); 'innovationsintern@sonc.net'; Ron Bollinger ([Rbsotn@aol.com](mailto:Rbsotn@aol.com)) ([Rbsotn@aol.com](mailto:Rbsotn@aol.com)); John Seals <[john@sook.org](mailto:john@sook.org)> ([john@sook.org](mailto:john@sook.org)); Dave Pawlowski ([dpawlowski@specialolympicsva.org](mailto:dpawlowski@specialolympicsva.org)); Kelli Britt ([Kelli.Britt@specialolympicsga.org](mailto:Kelli.Britt@specialolympicsga.org)); Michael Wilson ([Michael.Wilson@specialolympicsga.org](mailto:Michael.Wilson@specialolympicsga.org)) ([Michael.Wilson@specialolympicsga.org](mailto:Michael.Wilson@specialolympicsga.org)); ROBERT (229-834-3434, [Yost@specialolympicsga.org](mailto:Yost@specialolympicsga.org)); Charles White ([Charles.White@specialolympicsga.org](mailto:Charles.White@specialolympicsga.org)); Sue Galkantas ([sgalkantas@sobx.org](mailto:sgalkantas@sobx.org)); Suzanne Anderson ([sanderson@sobx.org](mailto:sanderson@sobx.org)) ([sanderson@sobx.org](mailto:sanderson@sobx.org)); Whitehead, Bob ([BWWhitehead@SpecialOlympicsWisconsin.org](mailto:BWWhitehead@SpecialOlympicsWisconsin.org)); Amy ([AmyP@sonh.org](mailto:AmyP@sonh.org))

**Cc:** Brian Quinn; Haylie Bernacki; Jim Visgaitis ([jim.visgaitis@att.net](mailto:jim.visgaitis@att.net))

**Subject:** Unified VB Champs - Quota Confirmaiton - Registration Forms - Weekend Plans

**Importance:** High

All-

Please find attached the registration forms for the Unified VB Champs in Phoenix. We have received requests from 14 teams for this year's event as noted below:

Project Unify Teams (4 teams)

Arizona (2 teams)  
New Hampshire  
North Carolina

Adult Teams (10 teams)

Arizona  
Georgia (2 teams)  
North Carolina  
Oklahoma  
Tennessee  
Texas (2 teams)  
Virginia  
Wisconsin

While many of the policies/procedures from prior years will be repeated again this year, please note the following:

1. Teams are encouraged to either submit a maximum team roster and/or register alternate athletes/Unified partners for the event.
2. Souvenir Special Olympics tees will again be available; the design for 2014 will be provided ASAP. USAV event tees will also be available for purchase.
3. Event details can be found via the link below: <http://www.teamusa.org/USA-Volleyball/Events/Indoor/Adults/2014-USA-Volleyball-Open-National-Championships>
4. The registration deadline (softcopy forms, registration payments, shirt orders, social function numbers, etc) is **5 April**.

We are currently working with SO Arizona to secure group tickets/seating (which includes dinner) to the WNBA Phoenix Mercury game on Friday, 23 May. The projected per person costs for the game ticket and dinner is \$25-\$30, and family members are also welcome to attend. If we are able to attend the game, we would hold the Coaches Meeting at the venue...probably at the start of the game or during half-time. The time for the meeting

is partly dependent upon any game-related activities that would include the teams. Assuming we attend the game on Friday, teams would be "on your own" for Saturday night. If we are unable to attend the game on Friday night, then we would revert to the schedule from prior years...Coaches Meeting at the Convention Center at 7pm, with a dinner/dance/social function on Saturday night at a TBD location.

Additional schedule/special event information would be forthcoming, based upon the # of courts we are allocated and the schedule Jim is able to develop for the weekend. If possible, we would like to continue the tradition of an All-Star game...maybe with coaches and/or other guests.

Please let me know if you have any questions or need additional information.

Thanks,  
Craig



**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](http://www.dover.k12.nh.us/dhs)

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)

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

March 31, 2014

Dear School Board Members,

This letter is being written in support of the Art and Music Departments traveling to Switzerland and Italy in the spring of 2015. This trip offers an incredible opportunity for these students to experience these incredible cultural treasures.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Driscoll".

Peter Driscoll  
Dover High School Principal

Dover High School  
Art Department  
March 17, 2014

Mr. Fernandes  
Superintendent of Schools  
Dover, NH 03820

Dear Mr. Fernandes and Dover School Board Members:

I am writing you to request preliminary approval for the Art and Music Departments to travel to Europe in April 2015. Our plan is to take a tour through EFTours called Switzerland and Italy. We are excited about offering this trip. It is the perfect combination of cities and sites for a combined music and art tour. We are planning on leaving in the afternoon on Thursday, April 23<sup>rd</sup> and will return on Saturday, May 2<sup>nd</sup>, 2015.

Out of my 16 years of teaching at Dover High School, I have traveled with students every year on trips that range from weekends in New York City, to camping in western Massachusetts, to weeks in various European countries. The planning and preparing for these events are extremely time consuming, but the experience a trip like this provides makes it all worthwhile. As an art teacher, I have always believed that exposing my students to a wide variety of art forms is the most important part of my job. I am constantly sharing photographs of artists' work to my students, from historical to contemporary. However, no picture can compare to seeing the work in person. You can look at a photo of Michelangelo's pieta, but unless you see it in person you can't tell that the face of Mary glows. Michelangelo chose a very special type of marble that when you polished it enough it actually glowed. There is no substitute for seeing the actual work with your own eyes.

I choose my chaperones carefully. They are all adults that are experienced travelers. My husband travels with us and he speaks fluent Italian. For every 6 students we take with us, EF provides a free place for a chaperone. The chaperones travel for free, but their real benefit is seeing the world through their students' eyes. Some of the moments that have stayed with me are: watching tears form in a students' eyes when seeing Michelangelo's David for the first time; finding my students in the Sistine Chapel lying flat on their backs and gazing up at that amazing ceiling; sitting at the top of Epidaurus and experiencing the perfect acoustics of an amphitheatre that was built in 4<sup>th</sup> century B.C.

In this packet I have included an itinerary. All chaperones will have attended prior trips and are either employees of the school or have had the proper background check and finger printing done. All chaperones will have copies of student passports and insurance cards. I will also provide the high school with copies of the students' passports, permission slips and emergency contact information. In addition to that, I have an international cell phone so that we can be contacted on a moment's notice. We are

traveling with EFTours for the 8<sup>th</sup> time. EF is backed by 40 years of time-tested commitment to safety. We will plan some fund raising to help defray the cost of the trip and planning it this far in advance allows the students the opportunity to pay with a payment plan.

I have done my best to provide you with any information I thought you would need or want. Please contact me if there is anything else you require to grant us approval. You can call me at work at 516-6965 or at home at 741-1571 or email me at [francine.kontos@dover.k12.nh.us](mailto:francine.kontos@dover.k12.nh.us). I will be present at the school board meeting to answer any further questions you might have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Francine Kontos', written in a cursive style.

Francine Kontos  
Art Teacher  
World Arts Club Advisor  
Dover High School

**Dover High School**

**Switzerland and Italy**

**April 2015**

EF Center Boston  
One Education Street  
Cambridge, MA 02141  
[www.eftours.com](http://www.eftours.com)

# Who We Are:

## The World Leader in International Education

### What We Do

At EF, our mission and our passion are one and the same. For almost 50 years, we've helped millions of people become citizens of the world by breaking down barriers of language, culture and geography. Through cultural exchanges, educational travel, language training and degree programs we are the World Leader in International Education.

### The Global Classroom

EF was founded on a simple idea: to learn you need to experience. We make it possible for American teachers to lead students to over 200 countries. We prepare foreign students to attend English-speaking International Baccalaureate programs. And we run Hult, a top-ranked international MBA program. Everything we do opens more doors to the global classroom.

### Worldwide Connections

Over the last 45 years we've built a global network of 25,000 teachers, 9000 staff and 400 schools and offices in more than 50 countries, including an office in Paris and Nice, France. Across our 16 divisions we offer educational travel, cultural exchanges, language training and academic degrees. Education First is more than our company name—it's what we do every day.

### Educational Tours

At EF Tours, we strive to continually grow and improve schools' Global Education Programs and to make every aspect of the tour experience as easy as possible. As part of being the world leader, EF was the first to provide the *EF Price Guarantee* allowing teachers to be confident that after a student enrolls, the cost of their tour will never increase by eliminating fluctuating departure fees. To further our shared mission in global education, EF has recently launched two new initiatives: the launch of *EF's Global Student Leaders Summits* and the development of *weShare*, our project-based learning tool.



**Educational  
Tours**

# Our Educational Programs and Alliances

We work with educators across the globe to develop content-rich travel experiences that speak to the many ways students learn. Together we build or enhance global education programs by using our blended learning approach, which combines classroom, online and experiential learning.

## **EF International Advisory Board**

Our International Advisory Board is comprised of education professionals with expertise in teaching, administration, higher education and professional development. All educational tour experiences and coursework are developed and evaluated by academic specialists.

## **Partnership for 21<sup>st</sup> Century Skills**

EF Education First is a long-standing member of the Partnership for 21<sup>st</sup> Century Skills (P21) – a coalition of education, business and government leaders working together to advocate for 21<sup>st</sup> century readiness for every student.

## **Educational Opportunities**

EF has so many ways to give your students a new perspective on the world.

Our culturally immersive experiences provide new ways for you to inspire students for the rest of their lives. We offer subject-specific tours and AP tours.

Our Language Immersion tours improve students' fluency and spoken confidence through authentic linguistic and cultural immersion. In addition to classroom instruction from certified teachers at our EF International Language School, students will be surrounded by the language 24/7 through a completely customized experience.

Our Service Learning tours introduce teachers and students to service learning using a process of experience, reflection and action. Through authentic community connections and hands-on experience, students develop deeper global awareness and stronger critical thinking and problem solving skills. Our Global Student Leaders Summits series bring student leaders from around the world to inspire and prepare them to solve the global challenges of today – and the future. Combining an immersive tour with a two-day conference, the experience creates a forum for student to strengthen their skills of creativity, innovation and adaptability.

## **weShare:**

### **Students Having Authentic Research Experiences**

weShare is an online educational tool that helps students connect to their travel experience before, during and after their tour. We developed weShare to ignite student's curiosity in the world around them and to provide them with a platform for researching their interests through immersive, authentic experiences in an international setting.

## **Accreditation**

EF is an accredited institution – just like your school – and our programs meet or exceed the same rigorous educational standards as the country's best schools. This allows us to offer high school and college credit for students and professional development credit for our teachers.

# Liability, Coverage and Safety

## Worldwide presence

As the largest student travel organization, we have more than 460 schools and offices in over 55 countries worldwide. Our demonstrated commitment to safety and risk management are proven with our preventative procedures and extensive measures taken to ensure each traveler's safety. With 35,000 EF staff and teachers around the globe, we're accessible wherever and whenever you need us.

## EF's Global Liability Insurance Plan

EF's Global Liability Insurance Plan covers all EF Group Leaders for the duration of their EF educational tour.

EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-.

Coverage is up to \$15 million per occurrence (and in the annual aggregate) for covered claims related to the tour regarding bodily injury, property damage and errors and omissions. EF will obtain a release from the participant and/or the participant's parents related to such potential claims.

EF's Global Liability Insurance program allows for schools and districts to be added/endorsed to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

Your traveler's tour money is protected in the unlikely event of EF bankruptcy, insolvency or cessation of business under our participation in the United States Tour Operations Association (USTOA) \$1 million Travelers Assistance Program.

## EF's Peace of Mind Program

At EF, we understand that plans can change due to unforeseen circumstances. EF's exclusive Peace of Mind Program ensures:

Teachers can change their tour and/or departure date until 35 days prior to departure.

Travelers can receive an EF future travel voucher for all monies paid, less the \$95 deposit and any non-refundable fees, if the entire group decides not to travel at least 35 days prior to departure.

If a formal travel warning is issued for any country a group is traveling to, travelers could be eligible to receive a refund.

## Protections for travelers' payments

In the unlikely event of EF Bankruptcy, insolvency or cessation of business, your travelers' tour money is protected under our participation in the United States Tour Operators Association (USTOA).

## Travel Coverage

Comprehensive and affordable, EF's coverage plan for travelers allows participants to explore the world without worry. Our All-Inclusive Coverage Plan includes:

- Illness and accident coverage
  - Flight delay coverage
- Baggage and property coverage
- Tour cancellation and interruption coverage
  - 24-hour emergency assistance

# Unconditional Support

We're with you every step of the way. Teachers, students and parents work with their dedicated EF team to guide them through each phase of the planning process and travel experience.

## Support Team

Dedicated Tour Consultants guide administrators and educators through the planning process, make program recommendations and oversee the management of their tour.

Local representatives from your area work face-to-face with administrators and educators to enhance your global education programs. In addition, they provide local support to teachers, student and parents

Customer service representatives are knowledgeable and friendly and are ready to help travelers and their parents with financial transactions, insurance coverage and tour activity questions.

Full-time Tour Directors connect with teachers before their tour begins and meet their group the moment they clear customs to take care of every on-tour logistic for a safe and smooth travel experience

Expert local guides ensure that your teachers and students gain knowledge and insight during every guided tour. With academic degrees in subjects including architecture, art and history, these natural historians and teachers are passionate about educating others on their city and culture.

## Resources

Personal tour website for teachers to help them communicate with students, update and share tour information, manage deadlines and more.

Safety and tour handbooks, tour itineraries, brochures, and more are provided to teachers, travelers and their parents, walking them through each phase of the planning process.

## Affordability

### EF Price Guarantee

We're committed to making culturally immersive educational travel accessible to as many students as possible by offering the guaranteed lowest price. It's just one more way we're committed to providing students and teachers with the best possible value.

### Fundraising

We make it easy to raise funds for upcoming trips by providing a donation page that students and parents can share with others. People can make secure online contributions that are applied directly to a traveler's account balance.

### EF's monthly payment plan

Parents can make convenient interest-free monthly payments in small, manageable increments.

# Itinerary

## Day 1: Fly overnight to Switzerland

### Day 2: Zurich | Lucerne

- Meet your Tour Director at the airport
- Travel to the Lucerne region, where the majestic Swiss Alps rise behind the shores of Lake Lucerne and provide the stunning backdrop to one of Switzerland's most picturesque cities. During your stay you'll see the moving Lion Monument, or Löwendenkmal, a sandstone statue commemorating the Swiss Guards slain in the 1792 Paris storming of the Tuileries. Follow Lucerne's winding cobbled streets past fairy-tale houses to the Chapel Bridge, or Kapellbrücke. Stroll along this covered bridge, which dates back to medieval days, and admire the colorful murals overhead.

### Day 3: Lucerne

- Take a tour of Lucerne: Löwendenkmal; Kapellbrücke
- Time to see more of Lucerne or
  - o Visit Mount Pilatus
  - o Attend a Swiss Folklore Evening

### Day 4: Italian Lakes region

- Travel to Italian Lakes region
- Take a cruise on Lake Como
- Enjoy free time in Bellagio

### Day 5: Venice | Italian Lakes region

- Travel to Venice, the Floating City crisscrossed with romantic bridges, laced with history and boasting some of the world's finest art and architecture. During your stay you will see gondolas glide down the Grand Canal before stopping in St. Mark's Square. Look for the golden weathervane, which resembles archangel Gabriel, atop the 323-foot Campanile (Bell Tower). At the pink-and-white Doge's Palace, see where mighty Venetian dukes once ruled. Stroll over the Bridge of Sighs, which links the palace to a prison. As they crossed the bridge, prisoners supposedly sighed with perfect sadness as they regarded their beautiful city for the last time.
- Take an expertly guided tour of Venice: St. Mark's Square; Grand Canal
- Visit the Doge's Palace
- See a glass-blowing demonstration
- Return to the Italian Lakes region

## Days 6-7: Florence

- Travel to Florence, the birthplace of the Italian language, opera and the Renaissance, and where works of art like Michelangelo's statue of *David* and Botticelli's *The Birth of Venus* still reside today. As you stroll through the city, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's Gates of Paradise at the Baptistery. Walk across the Ponte Vecchio, a Medieval bridge where many of Florence's famed leather and gold artisans keep shop. Then, visit a leather workshop, the perfect place to find Florentine souvenirs.
- Take an expertly guided tour of Florence: Piazza della Signoria; Ponte Vecchio; Chiesa di Santa Croce; Gates of Paradise
- Visit the Duomo
- See a leather-making demonstration
- Time to see more of Florence or
  - o Visit Pisa

## Day 8: Assisi | Rome

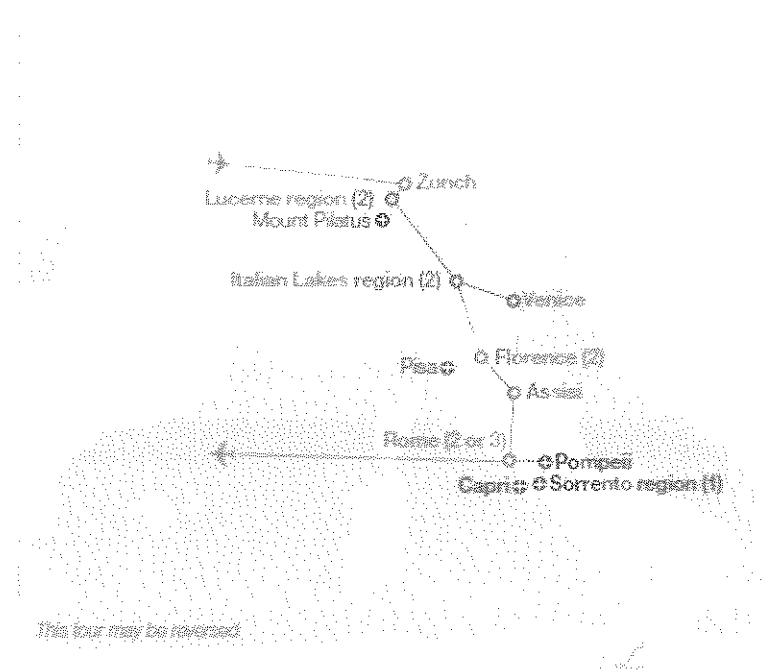
- Travel to Assisi
- Visit the Basilica of St. Francis
- Continue on to Rome, a city that integrates its past into the present better than any other. During your stay, explore the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat. Nearby, the Roman Forum marks the former heart of the Roman Empire. Julius Caesar gave many of his great political speeches there. On your visit to the Vatican City, marvel at Michelangelo's breathtaking ceiling in the Sistine Chapel and look out for the colorful uniforms of the Swiss Guard, protectors of the Vatican City. Before you say "arrivederci," toss a coin into the Trevi Fountain to ensure a return trip to the Eternal City.

## Day 9: Rome

- Take an expertly guided tour of Vatican City
- Visit the Sistine Chapel
- Visit St. Peter's Basilica
- Take an expertly guided tour of Rome
- Visit the Colosseum
- Visit the Roman Forum
- Take a self-guided walking tour of Rome

## Day 10: Depart for home

# What's included?



## EVERYTHING YOU GET:



Full-time Tour Director



Sightseeing: 4 sightseeing tours led by expert, licensed local guides (6 with extension); 1 sightseeing tour led by your Tour Director



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



weShare, our project-based learning program that combines an online platform with global experiences



All of the details are covered: Round-trip flights on major carriers; Comfortable motorcoach; 8 overnight stays



in hotels with private bathrooms (10 with extension);

European breakfast and dinner daily

# Tour Quote Breakdown

## Switzerland and Italy

### Total price

\$2,945 for Students

\$220 per month

\$3,310 for Adults

\$248 per month

### Price details <sup>1</sup>

Program Price <sup>2</sup>	\$3,010
Early Enrollment Discount <sup>3</sup>	-\$100
Weekend Supplement	\$35
EF's Peace of Mind Program	Free

	Monthly	Total
For Students (under 20)	\$220	\$2,945
Adult Supplement		\$365
For Adults	\$248	\$3,310

### Tour items not included

Swiss Folklore Event	\$110
Mount Pilatus (until May 15)	\$75
Pisa	\$62
Insurance Coverage Plan	\$155

## THE EF PRICE GUARANTEE

*The guaranteed lowest price.  
Once a student enrolls their price will never change.*



Educational Tours

For more information, please call 800-873-2250

## Switzerland and Italy

### Tour information

Group Leader:	Francine Kontos
Tour ID:	1511002HW
Tour Name:	Switzerland and Italy
Tour Provider:	Educational Tours
Departure Date:	Thursday, Apr 23, 2015
Return Date:	Saturday, May 02, 2015
Number of Days:	10
Departure City:	Boston

## THE EF PRICE GUARANTEE

*The guaranteed lowest price.  
Once a student enrolls their price will never change.*

### Total price

\$2,945 for Students	\$238 per month
\$3,310 for Adults	\$268 per month

### Price details <sup>1</sup>

Program Price <sup>2</sup>	\$3,010
Early Enrollment Discount <sup>3</sup>	-\$100
Weekend Supplement	\$35
EF's Peace of Mind Program	Free

	Monthly	Total
For Students (under 20)	\$238	\$2,945
Adult Supplement		\$365
For Adults	\$268	\$3,310

### Tour items not included

Swiss Folklore Event	\$110
Mount Pilatus (until May 15)	\$75
Pisa	\$62
Insurance Coverage Plan	\$155

### Tour description

In Lucerne, the folkloric Swiss culture fits perfectly against the backdrop of spectacular Alpine scenery. Down through the Italian lakes region, nature's beauty continues to amaze, all the way to the picturesque canals of Venice. Further south, humankind's imprint becomes more pronounced, from Florence's Renaissance piazzas to the remains of the Ancient Empire in Rome.

### EF's guaranteed lowest price includes:



#### On-tour transportation

We take care of all the travel details so teachers, chaperones and students can enjoy the tour to the fullest. That means we take care of flights, buses, trains, cruise ships, ferries, and subways.



#### Accommodations

Ok, everyone might be too excited to sleep. But for those who are ready for a good night's rest, we ensure safe, comfortable hotels with private bathrooms.



#### Meals

Regional-style breakfasts and dinners are part of the tour experience. We leave lunches up to you so everyone has the chance to explore their own tastes. Please refer to your itinerary for specific meal details.



#### Full-time Tour Director

We have the best Tour Directors in the business. These trusted, friendly individuals are with the group 24/7 to handle all on-tour logistics and to provide cultural insights everywhere the group goes.



#### Sightseeing tours led by expert local guides

Your group will get the in-depth version of the world's greatest attractions. The group will be joined by licensed, local guides on tours of anything from the Vatican City to Versailles.



#### Entrances into the world's greatest attractions

Students, alongside their teachers, will step inside the world's most inspiring places. With EF, those entrance fees are included.



#### Worldwide support, safety and security

We have over 400 schools and offices in more than 50 countries, which means if something happens, we can react quickly and in person. We also include our \$15 million liability policy and \$1 million consumer protection plan at no additional cost to travelers.

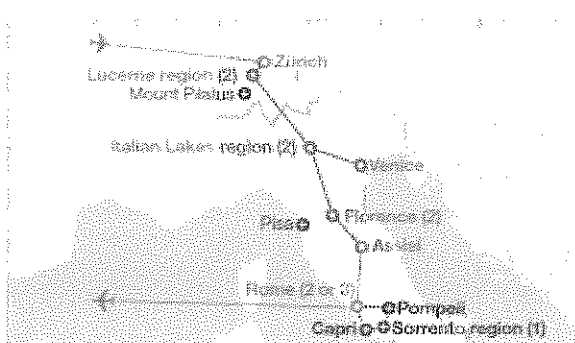


#### Accreditation

We're fully accredited, just like your school. Students and teachers can earn credit by taking an EF tour and completing required coursework.

**EF is the World Leader in International Education**

Our mission and our passion are one and the same. For almost 50 years, we've helped millions of people become citizens of the world by breaking down barriers of language, culture and geography. Through cultural exchanges, educational travel, language training and degree programs we are the World Leader in International Education.

**Itinerary**

Day 1: Fly overnight to Switzerland  
 Day 2: Zurich • Lucerne  
 Day 3: Lucerne  
 Day 4: Italian Lakes region  
 Day 5: Venice • Italian Lakes region  
 Day 6: Florence  
 Day 7: Florence  
 Day 8: Assisi • Rome  
 Day 9: Rome  
 Day 10: Depart for home

<sup>1</sup> Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at <http://eftours.com/baggage>. All prices subject to verification by EF Tour Consultant. To view EF's Booking Conditions, visit <http://eftours.com/bc>.

<sup>2</sup> Program price valid for all who enroll from Saturday, February 01, 2014 through Friday, February 28, 2014.

<sup>4</sup> Discount applicable to travelers enrolled January 01, 2014 through February 28, 2014. This discount cannot be used or combined with any other offer.

**Everything included in this EF tour:**

Round-trip airfare on major carriers

Comfortable motorcoach

8 overnight stays in hotels with private bathrooms (10 with extension)

European breakfast and dinner daily

Full-time Tour Director

4 sightseeing tours led by expert, licensed local guides (6 with extension) • 1 sightseeing tour led by your tour director

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

Optional: Mount Pilatus • Swiss Folklore Evening • Pisa

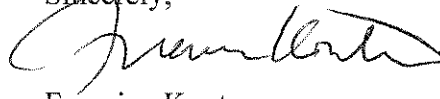
For more information, call EF at 800-665-5364.

03/18/2014

Dear Parent/Guardian:

The music and art departments are excited to be offering a trip to Europe in April of 2015. We will be traveling to a lot of interesting destinations in Switzerland and Italy. We hope you will consider allowing your son/daughter to accompany us. Enclosed in this packet you will find an itinerary and a payment schedule. Please look them over. We will schedule a meeting to discuss the trip and any questions you might have in April. In the meantime I can be reached at school at 516-6965 or at home at 749-1571 or through e-mail at [Francine.kontos@dover.k12.nh.us](mailto:Francine.kontos@dover.k12.nh.us).

Sincerely,



Francine Kontos  
Advisor of the World Arts Club

**Complete costs of Switzerland to Italy tour**

Program fee: \$2980.00

Tip fee for tour guide and bus driver: \$75.00

Suggested spending money for lunch, incidentals, souvenirs: \$300.00 - \$400.00

**Tour payment schedule**

Friday, May 2, 2014: EF Tours application and \$95.00 registration fee

Thirty days after you register with EF Tours: \$250.00 payment toward the program fee

Friday, August 29, 2014: \$200.00 payment toward the program fee

Friday, December 19, 2014: Payment in full

Thursday, April 23, 2015: Projected departure date

Saturday, May 2, 2015: Projected return date

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: IJOAA</b>
<b>DATE OF ADOPTION: November 14, 2011</b>	<b>PAGE 1 OF 3</b>

## **EXTENDED TRAVEL**

In-state, overnight school funded trips are exempt from this policy. However, they must comply with policy IJOA – Field Trips and Excursions. Clubs and other school-approved organizations that engage in in-state, overnight activities are also exempt from this policy but must also comply with policy IJOA.

Foreign or domestic overnight travel with significant educational value is permitted following approval of the Building Principal, Superintendent, and School Board.

Approval by the School Board shall consist of preliminary approval (permission to plan and to commit funds) and final approval (permission to proceed). Except to determine interest/feasibility, no substantive discussions of foreign travel can be conducted with students until preliminary approval is granted by the School Board. Requests for final approval should be scheduled for the regular School Board meeting approximately one month prior to departure. The School Board may rescind final approval in the event the government issues a travel advisory for any areas on the itinerary or if the safety and well-being of the students may be jeopardized by acts of terrorism or government instability.

Overnight trips shall, to the extent possible, be scheduled during school vacation periods. If the trip extends into the school days, a waiver request must be approved by the superintendent and the School Board.

Costs of such trips must be the responsibility of the participating students and their parent/guardian. The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants and to ensure availability of financial assistance to those students otherwise qualifying, but for whom the economic strain is too severe.

Requests for preliminary approval submitted to the School Board shall include:

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.
2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
3. Inclusive dates of trip.
4. General itinerary.
5. Cost per student.
6. Statement of academic eligibility or other limiting rules of participation established by the trip director.
7. Permission forms to be reviewed with and signed by parents.
8. Statement of source and nature of insurance coverage.
9. Decision and opinion of the Principal and Superintendent.
10. Release from duty of any staff member by the Superintendent.

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: IJOAA</b>
<b>DATE OF ADOPTION: November 14, 2011</b>	<b>PAGE 2 OF 3</b>

11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)
12. Cost to the District.

Requests for final approval submitted to the School Board shall include:

1. Names and addresses of all students and chaperones. (Note: All chaperones must complete a criminal background check, at District expense, at least one month prior to departure.)
2. The only adults allowed to travel with the students will be those assigned as chaperones.
3. Adult/Student ratio.
4. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.

A copy of this policy and release shall be provided to pupils and parents along with materials distributed on extended trips. Pupils and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

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

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

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

The undersigned \_\_\_\_\_, hereby grants permission for \_\_\_\_\_ to travel to \_\_\_\_\_ with \_\_\_\_\_ as chaperones, as part of a Dover School District extended travel program. The scheduled departure date is \_\_\_\_\_ and the scheduled return date is \_\_\_\_\_.

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

**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** \_\_\_\_\_ **to authorize medical**  
**treatment while on this school-sponsored trip to**

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 \_\_\_\_\_  
\_\_\_\_\_ trip with the 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 \_\_\_\_\_.

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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<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: GCBD</b>
<b>DATE OF ADOPTION: A ROLL CALL VOTE PASSED:</b>	<b>PAGE 1 OF 7</b>

## **FIRST READING**

### **RULES AND REGULATIONS IN THE APPLICATION OF ADMINISTRATIVE PERSONNEL POLICIES AND SALARY SCHEDULES**

The following rules and regulations will govern the application of personnel policies for administrative personnel in the Dover public schools.

#### **RECOGNITION:**

The Dover School Board recognizes the administrative personnel as including the principals, deans, career technical center director, director of curriculum, assessment and instruction, special education director, and athletics and physical education director, who will be referred to throughout this document as administrative personnel. The administrative group is professionally responsible for the operation of the school system and is considered an integral part of the system in its relationship with the Dover School Board.

#### **EVALUATIONS:**

It is agreed and understood that prior to July 1 of each year hereafter, the administrator shall have been evaluated as to his/her professional service by appropriate certified personnel, and be given a copy of said evaluation that shall contain a provision allowing written comment by the administrator. A conference shall be held with the administrator to discuss the evaluation, and the administrator shall be given a full and complete opportunity to correct and improve upon any designated deficiencies within the next year following the evaluation. Should the administrator not be evaluated as required herein, the administrator's efforts and professional services shall be deemed conclusively to be at least satisfactory in all respects and for all purposes.

#### **WITHHOLDING OF SALARY INCREASE:**

The District may withhold the negotiated salary increase of an administrator whom the District determines is performing less than satisfactorily. This will not occur before the District identifies the administrator's weakness and makes reasonable attempts to help the administrator to overcome these weaknesses.

The phrase "reasonable attempts" shall include, but not be limited to the following:

- A. The provision of a written clarification of weakness(es).
- B. The provision of written goals, results, behavior patterns, etc., that the District deems necessary for that administrator to be satisfactory.
- C. Development of a written plan that will assist the administrator in reaching the above goals.

- D. Establishment of an evaluation schedule during the year that may include observations and discussions which may provide the administrator with guidance and direction.

### **ABSENCE REPORTING:**

A Record of Leave card will be submitted to the Payroll and Benefits Manager bi-weekly, coinciding with the existing pay periods, for all administrative personnel recognized by this policy. A card will be submitted even when there are zero absences during the pay period. Administrative personnel reporting to a building administrator will submit the Record of Leave card to the building administrator who will then forward it to the Payroll and Benefits Manager. Absence cards are to be signed by the administrator and not by a designee. via Aesop for days not worked to include sick, vacation, and professional leave for all administrative personnel recognized by this policy.

### **BENEFITS:**

Administrative personnel will receive any and all benefits pertaining to other groups of personnel in the Dover school system, including, but not limited to, the following:

#### **1. Professional Incentive Compensation**

Administrative personnel in degree-granting programs will be reimbursed up to the in-state UNH degree credit tuition costs with a limit of sixteen (16) credits per calendar year, while maintaining a grade of "B" or better. Administrative personnel enrolled in a course directly related to the individual's area of administrative responsibility, but who are not enrolled in a prescribed curriculum, will be reimbursed up to the UNH tuition costs up to eight (8) credits per year, while maintaining a grade of "B" or better. Course reimbursement will be paid only if taken in a New England state authorized program or other nationally accredited college or university. Foreign institutions will be evaluated based on credentials supplied to the superintendent prior to attendance.

The Dover School Board will contribute toward the cost of professional dues for administrative personnel upon presentation of membership to the superintendent and if funds have been budgeted and are available.

#### **2. Sick Leave**

200 day administrative personnel shall receive fifteen and three-quarters (15.75) days and full-year administrative personnel (220 or 225 days) shall receive eighteen (18) days sick leave with pay for personal illness for each year of service in the Dover school system cumulative to two hundred seventy five (275) days. Individuals may be asked for confirmation of an illness by a physician for seven (7) or more incidents of sick leave use in any school year.

#### **3. Personal/Emergency Leave**

Administrative personnel may request up to a total of five (5) days personal/emergency leave in a given school year without loss of salary. Such leave shall require the prior approval of the superintendent. In cases where the reasons are of a highly personal nature, prior notification shall be given, indicating that the reasons are personal with only such justification as is necessary to provide the superintendent with adequate cause to grant the request. Non-scheduled emergency leaves shall be supported in writing as soon after the fact as possible.

**4. Funeral Leave**

Pay shall not be deducted for up to five (5) days of absence related to the death of a member of the administrator's immediate family, defined as spouse, child, parent, or sister or brother residing in the household. Such leave shall be granted for up to three days for the death of a sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, parent-in-law, or of a relative living in the household. Such leave shall also be granted for one day for the death of a grandparent, aunt, uncle, or close personal friend if approved by the superintendent.

**5. Military Leave**

Military leave shall be granted to any administrator who is inducted or called to active duty in any branch of the armed forces of the United States. For the period of said call to active duty, said administrator will be compensated by the District paying the difference between their school district salary and their annualized military salary. Upon return from such leave, an administrator will be placed on the salary schedule at the level which the administrator would have achieved had the administrator remained actively employed in the system during the period of the absence. Salary scale growth limit is equal to the period of original induction or period of call to active duty.

**6. Jury Leave**

Administrative personnel on jury duty shall be entitled to pay differential and continued benefits while fulfilling this duty.

**7. Parental Leave**

An administrator who is pregnant shall be entitled, without pay or salary schedule growth, upon request, to a leave to begin at any time between the commencement of her pregnancy and one (1) school year after the child is born. Except in cases of emergency the administrator shall give at least thirty (30) days notice prior to the date on which her leave is scheduled to begin. An administrator who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to perform her required administrative duties.

A male administrator may be entitled, upon request, to a parental leave to begin at any time between the birth of his child and one (1) school year thereafter.

An administrator adopting an infant (birth to first birthday) child may be granted a parental leave at any time after the date of the adoption and may continue the leave for up to one (1) school year after the adoption. Such leave may commence upon the administrator's receiving de facto custody of the infant, or up to three (3) months earlier if necessary to fulfill the requirements for adoption.

Parental leaves will not exceed one year in duration, and an administrator on parental leave must notify the superintendent in writing of his or her intent to return to work by March 1, preceding the beginning of the school year.

## **8. Extended Leave**

Administrators may request an unpaid extended leave of absence which shall be granted at the discretion of the superintendent and School Board for any of the following reasons:

- a. to pursue academic studies
- b. to accept a position with the Peace Corps, Vista, or a similar governmental agency
- c. for prolonged illness, needed rest, necessities of the home, professional improvement, or any other activity which would benefit the Dover school system

Upon return from an extended leave of absence administrative personnel shall be assigned to the same or a substantially equivalent position. All benefits to which the administrator was entitled at the time of the leave, including accumulated sick leave, shall be restored upon return.

## **9. Health Insurance**

The School Board shall provide health insurance for administrative personnel during the term of their employment through the SchoolCare program or another program providing substantially equivalent or improved coverages or services on the following basis:

~~Ninety-two percent (92%)~~ **Ninety percent (90%)** of the premiums of the SchoolCare Point of Service Option, or the School Care HMO Option.

If an administrator does not subscribe to the School Department of the City of Dover, New Hampshire, New Hampshire School Health Care Coalition plan, SchoolCare health program, or to another City of Dover health insurance plan through a family member, he/she will receive a lump sum payment of three thousand dollars (\$3,000) on or before December 15<sup>th</sup> of the school year.

The School Board agrees to submit or have submitted retired administrators' payments for health insurance at the School Department group rate.

**10. Life Insurance**

The School Board shall provide life insurance coverage for administrative personnel during the term of their employment in the amount of \$100,000 for natural death and \$200,000 for accidental death. Coverage for new personnel will not begin until the first of the month following the completion of a thirty- (30) day waiting period.

**11. Dental Insurance**

The School Board shall provide and pay the premiums for dental insurance through the Delta Dental Insurance Plan or a substantially equivalent plan for administrative personnel during the term of their employment. Coverage shall be for individuals or their families, as appropriate, and coverage for new personnel will not begin until the first of the month following the completion of a thirty- (30) day waiting period.

**12. Disability Insurance**

The School Board shall provide for administrative personnel an income insurance program which will provide the following coverage: seventy percent (70%) of monthly salary up to \$5,000 maximum to begin after ninety (90) consecutive calendar days or expiration of accumulated sick leave, whichever is greater. Said insurance will run until age sixty-five (65) and shall be coordinated with Social Security benefits.

**13. Longevity**

Administrative personnel shall receive a longevity benefit for service in the Dover school system (teaching and administrative) as follows:

Upon completion of ten years	\$500
Upon completion of fifteen years	\$550
Upon completion of twenty years	\$625
Upon completion of twenty-five years	\$700
Upon completion of thirty years	\$775
Upon completion of thirty-five years	\$850

**14. Severance Pay**

All retiring administrative personnel, as well as those leaving who have at least ten (10) years of service in the Dover School District, shall receive severance pay in the amount of ~~thirty (30) percent~~ **forty percent (40%)** of their accumulated sick leave at their current per diem rate.

**15. Tax-deferred Annuity**

The School Board shall allow administrative personnel to take advantage of the federal law regarding tax-deferred annuities. Any new group must have at least ten (10) members.

## 16. Holidays

All administrative personnel shall observe the following holidays and any other days as may be designated from time to time:

New Year's Day  
Martin Luther King, Jr., Day  
Presidents' Day  
Monday of Spring Vacation (Fast Day)  
Memorial Day  
Fourth of July  
Labor Day  
~~NEA Teacher Workshop Day (Columbus Day)~~ **Columbus Day**  
Veterans' Day  
Day before Thanksgiving  
Thanksgiving Day  
Friday following Thanksgiving  
Christmas Eve (1/2 Day)  
Christmas Day  
The Day after Christmas (To be scheduled with School Secretary)  
New Year's Eve (1/2 Day)  
Work day following Christmas, should school be in session on one of the holidays listed above

## 17. Work Day Schedule

200 day administrative personnel shall provide the Superintendent with a schedule for days to be worked prior to July 31<sup>st</sup> of each year.

Full year (contracted for 220 or 225 days) administrative personnel shall provide the Superintendent with a schedule for days to be worked prior to July 31<sup>st</sup> of each year. Full year administrative personnel will be contracted for 220 or 225 days based upon their years of service in the Dover school system as follows:

From zero (0) to five (5) years: Contracted for 225 days worked

At the beginning of six (6) year or more: Contracted for 220 days worked

Any changes to your work schedule must be submitted to the Superintendent for approval. Any carry forward of non work days must be approved by the Superintendent and used by December 31<sup>st</sup>.

Administrators are able to carry over no more than ten (10) days of vacation leave into the subsequent school year. In addition, all carry-over leave must be taken on or before December 31 of that year, or it will be forfeited.

18. Mileage Allowance

Administrators shall be paid \$150.00 on or before December 31 and \$150.00 on or before the close of the school year for in-district travel. They will continue to be able to submit requests for mileage for out-of-district travel.

**SALARIES:**

Administrators will receive the following stipends:

Stipends: CAGS: \$750 Doctorate: \$1,500

**SALARY RANGES BY CATEGORY FOR ALL NEW EMPLOYEES HIRED DURING THE DURATION OF THIS CONTRACT.**

Principal	\$85,000	to	\$110,000
Director	\$79,000	to	108,000
Dean	\$75,000	to	95,000

**Salary ranges and work day schedules will be revisited.**

Any request to exceed the salary range scale when hiring a new employee must be approved by the Dover School Board.

Annual Salary Adjustment

Year 1:	<del>-0%</del>	<b>5%</b>
Year 2:	<del>-0%</del>	<b>4%</b>
Year 3:	<del>-0%</del>	<b>4%</b>

~~Salaries in Year 2 and Year 3 will be opened for discussion if mutually agreed upon by the DAA and the Dover School District.~~

**NOTE:** Nothing in this document shall preclude administrators receiving additional benefits as may be granted by the School Board

*Reviewed April 2014*

*Readopted*

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

## FIRST READING

### SCHOOL BOARD MEMBER AUTHORITY

~~Because all powers of the School Board lie in its action as a group, individual Board members exercise their authority over district affairs only as they vote to take action at a legal meeting of the Board.~~

~~In other instances, an individual Board member, including the chairman, has power when the Board, by vote of a quorum, has delegated authority to him or her.~~

The authority of individual Board members is limited to participating in actions taken by the Board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each agenda will provide an opportunity for Board members to comment on District activities and/or educational issues. These comments may become topics for future Board discussions.

Board members may occasionally serve on committees or organizations for the purpose of reciprocal communication and reporting back to the Board. Committee assignments will be made by the Chairperson with Board approval.

Each member is obligated to attend Board meetings regularly. Whenever possible, each Board member shall give advance notice to the Chairperson or Superintendent of his/her inability to attend a Board meeting.

**Legal references:**

*RSA [91-A:2](#), Meetings Open to Public*

*RSA [91-A:2-a](#), Communication Outside Meetings*

*N.H. Code of Administrative Rules-Section Ed. [303.01](#), Substantive Duties of School Boards*

*Appendix: [BBA-R](#)*

Revised: April 2011

Revised: July 1998, November 1999. February 2004

**Legal References**

Ed 303.01

DOVER SCHOOL DISTRICT	POLICY CODE: BDEA
DATE OF ADOPTION:	PAGE 1 OF 1

## FIRST READING

### DISCIPLINE COMMITTEE

#### SUSPENSION AND EXPULSION OF STUDENTS

The Dover School Board shall form and duly authorize a Discipline Committee. (RSA 193:13, VII).

The Discipline Committee shall hear and adjudicate all discipline hearings in the Dover School District.

The Discipline Committee shall agree to and publish its rules and procedures.

The Dover School Board chairperson shall nominate, and the School Board shall approve, three of its members to this committee.

The committee shall elect its own chairperson.

Two members of the committee shall constitute a quorum.

Any member of the School Board may attend and participate in a discipline hearing.

Any member of the School Board present at a hearing may be a voting member of the Discipline Committee, providing that the member has no conflict with the hearing participants and hears the entire case.

All members of the School Board shall be notified of a pending hearing in the same manner that is used to notify the Discipline Committee.

**Appeals:** ~~All appeals shall be made to the New Hampshire State Board of Education.~~

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: CBA</b>
<b>DATE OF ADOPTION: OCTOBER 9, 2006</b>	<b>PAGE 1 OF 1</b>

DUPLICATE OF CF POLICY  
**SUBSTANTIVE DUTIES OF SCHOOL PRINCIPALS**

~~The Board reaffirms the rights and responsibilities of the building principals for the administration of their various programs and buildings within the broad scope of the adopted Board policies.~~

~~Specifically, the principal of an individual school is the responsible head and professional leader in the development of the educational program and the improvement of instruction in the school of which s/he is the Principal. All personnel will work through and under the direction of the Principal in the performance of their duties within his/her school.~~

*Legal Reference:*

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*NH Code of Administrative Rules, section Ed. 304.01, Substantive Duties of School Principals*

## **FIRST READING**

### **EVALUATION OF THE SUPERINTENDENT**

~~Through evaluation of the Superintendent, the School Board will strive to accomplish the following:~~

- ~~1. Clarify for the Superintendent his or her role in the school system as seen by the School Board.~~
- ~~2. Clarify for all School Board members the role of the Superintendent in the light of his or her job description and the immediate priorities among his or her responsibilities as agreed upon by the School Board and the Superintendent.~~
- ~~3. Assess the Superintendent's performance as it relates to the Superintendent's:
  - ~~a. Overall administration of district schools;~~
  - ~~b. Delivery of district instructional goals; and~~
  - ~~c. Relationship with Board, staff, and community.~~~~
- ~~4. Develop harmonious working relationships between the School Board and Superintendent.~~
- ~~5. Provide effective administrative leadership for the school system.~~

~~The School Board will provide the Superintendent with periodic opportunities to discuss Superintendent-School Board relationships and will inform him or her, at least annually, of its assessment of his or her performance.~~

The Board will annually evaluate the Superintendent based on written criteria as established by the Board. Co-extensive with the Superintendent evaluation, the Board and Superintendent will jointly establish annual goals and objectives. The Board believes that establishing annual goals and objectives will serve as a benchmark and criteria for the Superintendent's annual evaluation.

The Superintendent is responsible for the services described in applicable statute and Department of Education rules. In addition to and related to those responsibilities, the following areas are representative of those in which objectives may be set and progress appraised:

1. Fiscal management

2. Curriculum
3. Pupil achievement and assessment
4. Delivery of instruction
5. Relationship with the school board
6. Administration of educational services
7. Administration of school facilities
8. Governance of pupils
9. Hiring and supervision of school district staff
10. Overall leadership on educational issues

The board may choose not to annually evaluate and review every area listed above.

The Board desires that the annual Superintendent evaluation and goal setting will clarify the Superintendent's role within the school community, address areas for the Superintendent to improve, and address areas for which the Superintendent should be commended.

See Appendix: [CBI-R](#)

**Legal References:**

*N.H. Code of Administrative Rules, Section Ed 303.01(k), Substantive Duties of School Boards, Superintendent Evaluation*

Revised: September 2012

Revised: July 1998, November 1999, August 2006

**Legal References:**

~~N.H. Code of Administrative Rules, Section Ed. 303.01(k), Substantive Duties of School Boards, Superintendent Evaluation~~

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

## **FIRST READING BIDDING REQUIREMENTS**

All contracts for and purchases of supplies, materials, equipment, and contractual services in the amount of \$4,000 **\$10,000** or more shall be based, when feasible, on at least three competitive bids, **using the formal bid process**. All purchases less than \$4,000 **\$10,000** but over \$1,000, **\$5,000** unless on an emergency basis, shall be based on three written quotations ~~—vendor bids—~~ **Anything under \$5,000 would require three employee documented competitive bids or quotations**. All written quotations are to be sent to the office of the Superintendent for processing. All purchases made in the open market shall be consummated after careful planning.

In purchases involving professional services, such as engineers, auditors, or architects, where the ethics of the profession prohibit bidding, the requirements of bidding may be waived by the School Board.

In emergency or unusual circumstances any requirements for bids may be waived by the School Board. Waivers of bid requirements are permissible if items are purchased through the State of New Hampshire bid process.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent's Office, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified, and all bidders and other persons shall be invited to be present.

The School Board reserves the right to accept any bid and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the School Department"; to accept the bid on one or more items of a proposal, on all items of a proposal, or any combination of items of a proposal.

The School Board reserves the right to waive, or reject, any informalities in, any or all bids, or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The School Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made may be required to enter into a written contract with the district.

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### **Legal References:**

RSA 194-C 4I (a)  
Rules 303.01 (6)

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## **FIRST READING**

### **SAFETY PROGRAM/JOINT LOSS MANAGEMENT COMMITTEE**

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; 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.

#### 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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**FIRST READING**

**EMERGENCY CARE AND FIRST AID**

~~In the event of illness or injury during school hours or a scheduled school event and the school nurse is not available, the principal or his/her designee will refer to "Emergency Guidelines for Schools" to implement appropriate action. The emergency guidelines were originally produced by the Ohio Department of Public Safety's Emergency Care Committee of the Ohio Chapter, American Academy of Pediatrics (1999). This manual will be available in each school in the health office, the principal's office, and other designated areas deemed necessary by the building principal.~~

~~First aid or emergency treatment in case of sudden illness or injury to a student or staff member while on school grounds may be given by staff, in accordance with School Board policy. Further medical attention to students is the responsibility of the parent or guardian or of someone the parent or guardian designate in case of emergency. Each student will have on file a current emergency treatment form, signed by a parent or a guardian, designating responsible persons to act on his/her behalf. Each emergency form will include the following:~~

- ~~\_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_~~
- ~~\_\_\_\_\_ In case of emergency, your signature validates our permission to bring your child to the local emergency room by ambulance.~~
- ~~\_\_\_\_\_ Your signature validates permission for the school nurse or designee to administer emergency treatment (adrenalin) for anaphylaxis (a life-threatening allergic reaction).~~
- ~~\_\_\_\_\_ Your signature validates permission to share pertinent medical information with staff.~~

~~List allergies and/or medical conditions: \_\_\_\_\_~~

~~List medications your child is on at home: \_\_\_\_\_~~

~~Please write on the back of this form any information of which the school nurse needs to be aware.~~

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Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of control. A school nurse or individual designated by the principal will administer emergency aid. In the event of a severe injury and a parent or designee cannot be reached, the school nurse or person in charge acting in loco parentis should determine the proper course of action and the necessary steps. The instructions of the parent or guardian as listed on the emergency form shall be followed.

In each school procedures for the handling of such emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first aid equipment. Emergency phone numbers, including fire, police, rescue squad, and poison center, shall be posted prominently in the school office.

Students who are too ill to remain in class should report to the nurse or other designated area. The nurse will decide whether the student will remain in school, be referred for emergency medical treatment, or be sent home. No student will be released to home until the parent, guardian, or designee has been contacted. The nurse shall keep a log of students receiving first aid and emergency care.

Transportation of pupils home or to a source of medical attention is the responsibility of the parent. If the parent or his/her designee is unavailable, the school nurse or principal may access emergency medical services for transport to an appropriate medical facility.

School personnel have responsibilities in connection with accidents occurring in school and at school-sponsored events, which may be classified as follows:

1. Administering first aid
2. Summoning medical assistance
3. Notifying administration
4. Notifying parents
5. Filing accident reports

All personnel will understand the proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical condition of students so that they may be prepared to meet any emergency, which may arise.

All employees are expected to be knowledgeable about first aid and to know where first aid supplies are kept in their work areas. The school nurse will provide such training.

The school nurse and specially trained staff members shall stand ready to assist in treatment of accident victims. The school nurse has the authority to administer oxygen to the case of a medical emergency without prior notification of a parent/guardian.

Registered Nurses or Licensed Practical Nurses who are employed or contracted by

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public school systems may possess and administer epinephrine for the emergency treatment of anaphylaxis (RSA 318:42). This applies to treating students who have never been previously diagnosed with anaphylaxis. Possessing epinephrine actually means that a school nurse can go to a pharmacy and obtain this drug without a specific doctor's order. Bringing a copy of the legislation as well as written permission from the school or principal is required. School nurses who train staff to administer epinephrine are assuming some responsibility for the administration, should that staff member choose to administer this drug.

Regardless of the seriousness of the accident, the nurse must submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims.

The District does not provide student accident insurance, but makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September and enrollment is on-going.

Statutory Reference:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

NH Code of Administrative Rules - Section Ed. 306.12(b), School Health Services

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## FIRST READING

### SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least two times a year (Oct.-May) to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
4. All drivers will be screened before employment for physical condition, proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.
5. The Board authorizes use of video and/or audio surveillance on school buses to ensure the health, welfare, and safety of all students while riding on school buses.
6. In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.
7. The School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

#### **Legal References:**

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

*RSA 189:6a, School Bus Safety*

*RSA 200:40, Emergency Care*

*RSA 570:A-2, Interception and Disclosure of Telecommunications or Oral Communications Prohibited*

*Also see Dover School District policies EEA, EEAA, EEAEC and EEAEC-Addendum 1*

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## **FIRST READING**

### **BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK**

#### ***BACKGROUND INVESTIGATION***

The Superintendent or his/her designee shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the district. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process each applicant for a position shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

#### ***CRIMINAL RECORDS CHECK***

Each person considered for employment by the School Board whose duties require regular contact with pupils must submit to a state and FBI criminal records check.

Persons regularly in contact with students means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons who, the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the state and FBI Criminal Records Check.

#### ***VOLUNTEERS***

~~The Dover School District~~ The volunteer, excluding interns, shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check for any person who is required by the Board to have a Criminal Records Check, unless otherwise determined by the Board.

#### ***CONDITIONAL EMPLOYMENT***

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Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the state and FBI Criminal Records Check.

No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent or his/her designee has initiated the formal state and FBI Criminal Records Check process and has completed a background investigation.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely contingent upon the completion of a Criminal Records Check which is satisfactory to the district.

All persons employed under a conditional offer of employment may be covered under the district's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this policy.

***FINAL OFFER OF EMPLOYMENT***

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of the following offenses, as referenced in RSA 189:13-a, V: (1) murder or (2) child pornography or (3) aggravated felonious sexual assault, (4) felonious sexual assault, (5) kidnapping, (6) manufacturing, selling, administering, dispensing, or distributing any controlled substance(s) on school property, or (7) sexual misconduct within an education setting in this state; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has been convicted of **ANY** felony. Such determination will be made by the Board on a case-by-case basis.

The Superintendent, or designee, will transmit this policy to the state police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the district receives a notification of a felony conviction from the state policy on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform

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the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

***ADDITIONAL CRIMINAL RECORDS CHECKS***

The Board may require a Criminal Records Check of any employee at any time.

***Effective January 1, 2009: Dover School District staff employed as teachers, paraprofessionals, substitutes, ~~café workers, facility workers,~~ coaches and secretaries, will be required to pay in advance the sum equivalent of what the State of New Hampshire charges.***

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**Legal References:**

RSA 189:13-a  
Appendix GBCD-R

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Technical Assistance Advisory from the New Hampshire State Department of Education, dated 11/27/2000

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**FIRST READING**

**STAFF CONFLICT OF INTEREST ETHICS**

~~Employees of the School Board will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes, but is not limited to, the following:~~

~~1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or their parents. However, this should not be construed so as to prohibit providing of enrichment instruction (e.g., music lessons) for pay beyond the normal workday and off school premises.~~

~~2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the district schools.~~

~~3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the school system.~~

~~4. School employees will not solicit or sell for personal gain any educational materials or equipment in the attendance areas served by the school to which they are assigned, nor will any employees make available lists of names of students or parents to anyone for sales purposes.~~

~~5. The district will not purchase supplies or materials from a staff member of the school district nor from a member of the household of the staff member.~~

~~To avoid nepotism in the supervision of personnel, the School Board directs that no employee be assigned in any position where the employee would be responsible to a close relative.~~

All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.

- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Implement the School Board's policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

Employees are put on notice that this list is not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

**Legal References:**

*RSA [189:13](#), Dismissal of Teacher*

*RSA [189:14-a](#), Failure to Be Renominated or Re-elected*

*RSA [189:14-d](#), Termination of Employment*

*RSA [189:31](#), Removal of Teacher*

*NH Code of Administrative Rules, Section Ed [511](#), Denial, Suspension or Revocation of Certified Personnel*

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## FIRST READING

### EVALUATION OF PROFESSIONAL STAFF

~~The administration will cause all teachers to be evaluated and a report of such evaluation with recommendation will be made annually to the School Board in accordance with RSA 189:14-a.~~

The School Board will adopt and the superintendent will implement a teacher performance and evaluation system. The performance and evaluation system will include procedures, evaluation criteria and other components necessary to evaluate certified teaching personnel. Such procedures, criteria and components may be included as an appendix to this policy.

The School Board will involve teachers and principals in the development of this policy and its corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions. However, all final decisions relative to evaluation procedures, criteria and components will remain with the School Board.

#### Legal References:

*RSA [189:1-a](#), Duty to Provide Education*

*RSA [189:14-a](#), Failure to be Renominated or Reelected*

*N.H. Code of Administrative Rules, Section Ed. 302.02(n), Substantive Duties of Superintendents*

*N.H. Code of Administrative Rules, Section Ed. 304.01(b), Substantive Duties of School Principals*

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#### Statutory/Regulatory/Policy Cross References

~~RSA 189:14-a.~~

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## FIRST READING

### HOME EDUCATION/DUAL ENROLLMENT PARTICIPATING IN PUBLIC SCHOOL ACTIVITIES BY HOME EDUCATED AND NONPUBLIC SCHOOL PUPILS

~~The Board acknowledges the right of every parent to choose to home educate their child(ren) in compliance with RSA 193-A or to send their child(ren) to a nonpublic school. Recognition of home education and nonpublic school programs will be limited to students ages 6 to 18 years.~~

#### I. Participation in Classes/Activities

~~All requests by home educated or nonpublic school student for participation in an educational program or co-/extra-curricular activity shall be made in writing by the parent/guardian, in duplicate to the principal of the appropriate school and to the Superintendent. After consulting with the principal (who shall consult with appropriate staff), the Superintendent or his/her designee shall, in writing, grant or deny the request.~~

~~A request by home educated or nonpublic school student for the following related services of physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, etc., and/or other special education services shall generally be denied.~~

~~Resident home educated or nonpublic school students may enroll in specific classes or activities provided the following conditions are met:~~

#### A. General Participation

- ~~1. There is space available in the class/activity.~~
- ~~2. The admission of the student will not have an adverse affect on the class/activity.~~
- ~~3. There are no extra costs incurred by the district.~~
- ~~4. The class/activity is deemed to be developmentally and academically appropriate.~~
- ~~5. Prerequisite class/activity requirements are met.~~
- ~~6. Transportation, other than regularly scheduled school bus service, is provided by the parent/guardian.~~
- ~~7. No substantial administrative or staff burden is created.~~
- ~~8. There are no other factors impacting why the request should be granted or denied.~~

#### B. Participation in Regular Class

- ~~1. Notification of desire to participate is received by the Superintendent and school principal at least thirty (30) days in advance of the first class meeting. Requests will be processed on a first come first served~~

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~~basis. In case of a tie, requests will be accepted by drawing lots.~~

- ~~2. Attendance is regular, behavior is appropriate, and the parent/guardian and student demonstrate a willingness to follow the district's/school's rules and regulations.~~
- ~~3. The student completes all assignments and tests as required of other students in the class.~~
- ~~4. Credit/grade is granted only after the successful completion of the class.~~
- ~~5. Enrollment is for a full semester only and not so extensive to warrant full-time participation.~~

~~C. Participation in Co-Curricular Activities (Field trips, assemblies, science fairs, etc.)~~

- ~~1. Prior written permission has been given by the parent/guardian.~~
- ~~2. Prior written permission has been given by the principal.~~
- ~~3. The student has agreed to abide by the same code of conduct as the regularly enrolled students participating in the activity.~~
- ~~4. The parent/guardian accepts responsibility for transportation to and from the school and/or activity.~~
- ~~5. The parent/guardian agrees to chaperone an event if deemed advisable by the applicable principal.~~
- ~~6. Requests for participation in activities which are purely social, such as school dances, will be determined in accordance with the school's guest policies or practices.~~

~~D. Participation in Extra-Curricular Activities (OM, band, chorus, school clubs, intramural sports, etc.)~~

- ~~1. The student meets the same academic, physical examination, age, and eligibility requirements and standards as regularly enrolled students (documentation of such must be provided when requested by the principal).~~
- ~~2. The transfer student from a home education or nonpublic school program meets the same eligibility requirements as enrolled transfer students.~~
- ~~3. The student maintains the same code of behavior as required of other regularly enrolled school participants.~~
- ~~4. The student must travel to and from team events with the team.~~
- ~~5. The student may not be enrolled in another public school.~~

II. Use of Facilities and Equipment

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~~Students may use school facilities and equipment on the same basis as regularly enrolled students provided the following conditions are met:~~

- ~~A. The use does not disrupt regular student, staff, or special program use.~~
- ~~B. The use has been approved by the building principal prior to use.~~
- ~~C. The use will not create additional expense to the school district.~~
- ~~D. The use is directly related to the home instruction educational program.~~
- ~~E. The use does not involve removing furniture or equipment from the school premises.~~

### III. Use of School Texts and Library Books/Materials

~~Students may be permitted to use school texts and library books/materials provided the following conditions are met:~~

- ~~A. Sufficient copies are available.~~
- ~~B. The text is appropriate to the student's age and grade.~~
- ~~C. The text is signed out to the student and/or parent/guardian for a period of no longer than one year.~~
- ~~D. Library books are signed out according to the library loan policy.~~
- ~~E. The student and/or parent/guardian agree to pay the school district for all lost, damaged, and/or non returned texts and/or library books. The District may require a security deposit.~~

### IV. Eighth Grade Diploma Eligibility

~~Nonpublic school or home educated students are not eligible to receive a Public School diploma.~~

### V. Evaluation

~~Students being home educated may participate in regularly scheduled, standardized testing program administered by the district or annual evaluation services provided the following conditions are met:~~

- ~~A. The parent/guardian notifies the building principal as to the intention to participate at least three (3) months in advance of the testing dates.~~
- ~~B. The student attends the scheduled testing sessions/dates.~~
- ~~C. The parent/guardian complies with state standards for home school annual evaluations.~~

See policy IHBG

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The Board recognizes the right of parents to home educate their children consistent with the provisions RSA 193-A or to send their children to a nonpublic school. The Board also recognizes the right of home educated pupils or pupils attending nonpublic schools to have access to curricular courses and co-curricular programs offered by the District. Access to such programs shall be consistent with the provisions of RSA 193:1-c and these administrative regulations.

### **Participation in Curricular Courses**

Requests by home educated or nonpublic school pupils for participation in curricular courses shall be made in writing by the parent/guardian to the building principal. The following criteria and conditions are established:

1. The curricular course is developmentally and academically appropriate for the pupil.
2. All course prerequisite requirements are met.
3. Transportation to and from school generally shall not be provided. The principal may make an exception to this condition based on his/her review of all pertinent circumstances.

The principal's decision shall be final.

4. Pupils participating in curricular courses are expected to maintain punctual attendance and complete all required coursework, homework, exams, etc. as established by the teacher or instructor.
5. The parent/guardian may be required to provide proof of prior course work to establish academic appropriateness and/or to establish that all academic prerequisites have been met.
6. If the pupil is taking the course for credit or grade, such credit or grade will be granted only after the completion of the class.
7. Requests for participation that are received after class schedules have been made will be granted only if there is space available.
8. Requests for the related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall generally be denied. If a dispute arises between the parent/guardian and this District as to the pupil's right to these services, the building principal shall inform the Superintendent, who shall consult the District's attorney for a legal opinion.

### **Participation in Extra-Curricular Activities**

Requests by home educated or nonpublic school pupils for participation in extra-curricular activities shall be made in writing by the parent/guardian to the building principal. Extra-curricular activities include, but are not necessarily limited to field trips, excursions, athletics (including intramurals), band, chorus, clubs, organizations, school dances, and others.

The following criteria and conditions are hereby established:

1. The parent/guardian must provide prior written permission for participation.

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2. The participating pupil agrees to abide by all Board policies relative to student code of conduct and eligibility.
3. Participation in the activity is developmentally appropriate for the pupil.
4. The building principal may ask the parent/guardian to chaperone an event.
5. Coaches, teachers and group/club supervisors may establish their own rules relative to participation, attendance, and expectations, provided such rules are not contrary to this Appendix or its corresponding policy. Participating home educated and nonpublic school pupils are expected to abide by those rules as well.
6. Home educated or nonpublic school pupils may be required to provide proof of a recent physical examination from their physician for participation in athletic activities, consistent with other board policies relative to athletic participation.

### **Use of School Texts and Library Materials**

Home educated and nonpublic school pupils will be permitted to use the school library, borrow school texts and borrow library materials under the same conditions and rules as pupil enrolled in the District.

# Memorandum

## ATTACHMENT TO POLICY IHCA

**To:** Armand LaSelva  
**CC:** High School Administrators and Guidance Counselors  
**From:** Eric D. Ely  
**Date:** 4/9/2014  
**Re:** Summer School Thoughts

School Board Policy IHCA was adopted on June 9, 2003 and requires attendance at summer school for any freshman that fails English or Social Studies, with English being the priority. This begs the question, "what do we do if they don't attend summer school?"

I believe there are a myriad of reasons why a student may not be able to attend summer school. For example, if there is a custodial order which requires the student to reside with an estranged parent out of town during the summer, or a student's parents are taking a family vacation during the summer school time frame. These two situations are undoubtedly going to occur and there are probably a hundred practical, and acceptable reasons why summer school will not be an option for these students. I have no magic answer for finding a way to making mandatory summer school work. However, I believe the board policy is clear that our responsibility is to work with the parents and the students to identify strategies and formulate a plan to help the student catch up and complete high school in four years.

We will be taking several steps to insure that this policy is enforced as directed by the school board.

1. We will notify students and their parents no later than May 15<sup>th</sup> each year that failure is a possibility and summer school is required for their child.
2. Guidance counselors will meet with the parents and child to formulate a plan to recover the failed credits and make full use of the following available options:
  - a. Plato Learning Credit Recovery Program
  - b. Virtual High School
  - c. Dover Adult Learning
  - d. Creative Student Scheduling in subsequent years.
3. Guidance counselors will monitor the students more closely in subsequent years and revisit the student's plan as appropriate.

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## **FIRST READING**

### **CLASS SIZE**

~~The School Board is aware that class size can have a bearing upon effective teaching. It therefore directs the Superintendent to work with principals in attempting to establish a reasonable and equitable enrollment for each class.~~

~~The School Board understands that achieving this goal is dependent upon the financial ability of the school district. In determining the size of various classes, the administration will consider the following factors:~~

- ~~1. The type of load which will help the teacher be most effective with the children in the class.~~
- ~~2. The experience of the teacher and his or her familiarity with district programs and policies.~~
- ~~3. Required preparation and correction time for the particular class.~~

~~The District will adhere to all state laws and regulations pertaining to class size. In the event of scheduling conflicts, staffing shortages, space limitations, fiscal limitations, or other issues that prevent a classroom from adhering class size regulations, the Superintendent or designee will contact the New Hampshire Department of Education and seek alternative compliance allowances through the applicable State procedures.~~

~~For kindergarten through grade two (K-2), the District will strive to achieve a class size of no more than 20 students or fewer per teacher. For grades three through five (3-5), the District will strive to achieve a class size of no more than 25 students per teacher. In the middle and high schools, the District will strive to achieve a class size of no more than 25 students per teacher.~~

### **Legal References**

Rules: 306.17

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## FIRST READING COMMUNITY RESOURCES

~~The Board encourages the use of community resources and citizens to assist in furthering the educational program. Each principal should study the needs of his or her individual school and survey the resources available in the school community. Opportunities may include school-to-work programs, community service projects, school-based partnerships, artists, and writers in residence, etc.~~

~~Use of outside people will conform to the policies of the Board as implemented by the Superintendent and his/her staff.~~

The School Board recognizes the importance of having a strong partnership between the school system and the parents of our students as well as the community at large. It is therefore the policy of the Board to define standards for involvement between the schools, the community, and the parents of all students enrolled in District schools. The Superintendent is directed to implement these standards.

- District schools are a welcoming place, clearly accessible to parents and the community.
- Communication between home and school is regular, two-way and meaningful.
- Parents are full partners in the educational decisions that affect children and families.
- Parents will be encouraged to visit their schools for beginning of the year events such as "Open House" and new student orientations. These events will be used to disseminate information on school policies, discipline procedures, assessment tools and school goals.
- Opportunities are provided to guide parents on ways to assist with homework, give feedback to teachers, and how parents can help their children improve skills and perform well on assessments.
- Parents are encouraged to attend school-sponsored parent workshops to learn about parenting skills, health, safety, nutrition, home environments that support education and other topics of child and adolescent development throughout the year.
- Reasonable efforts will be made to communicate with parents in their primary language or in the language in which they feel comfortable.
- For the purposes of this policy, the term "parent" refers to any adult – mother, father, older sibling, aunt, uncle, grandparent, guardian, mentor – who plays a significant role in the care of a student or students enrolled in District Schools.
- Students and parents will receive information regarding cultural, recreational, academic, health, social and other resources that serve families within the community.
- The support of area businesses, agencies and faith-based organizations will be sought through financial, goods and services, and volunteer contributions.

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- Partnerships will be developed with local organizations, local city and county governments, and talented individuals to strengthen school programs, family practices and student learning.

\_\_\_\_\_ • Student participation in community service will be encouraged.

\_\_\_\_\_ • Business partnerships will also be developed to assist students in the successful transition to employment or further education.

**Legal References:**

\_\_\_\_\_ NH Code of Administration Rules, Section Ed [306.04\(a\)\(11\)](#), Community Partnerships

\_\_\_\_\_ NH Code of Administration Rules, Section Ed [306.04\(k\)](#), Community Partnerships

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Statutory/Regulatory/Policy Cross References

~~NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Policy Development~~

~~NH Code of Administrative Rules, Section Ed. 306.04(k), Policy Development  
Community Partnerships~~

~~NH Code of Administrative Rules, Section Ed. 306.08(a)(2)(d), Instructional Resources~~

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**FIRST READING**  
**SCHOOL VOLUNTEERS AND CHAPERONES**

~~The School Board encourages the use of qualified lay people to assist in the educational program. Volunteers shall be carefully chosen on the basis of their interest in children and the ability to devote the necessary time and energy to the school.~~

~~Use of such persons will only be upon prior approval by the principal for the specific duty to be performed.~~

~~Volunteers must be fingerprinted. In the event the volunteer has not performed gratuitous services for a year, they must be re-fingerprinted.~~

~~A volunteer Service Statement Agreement must be signed (Policy IJOC-E, Page 1).~~

~~Chaperones who participate in day excursions away from school must complete a Volunteer Criminal Record Release Authority Form (Policy IJOC-E, Page 2). Chaperones who supervise children on overnight trips must be fingerprinted.~~

The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

**Designated Volunteers**

Designated volunteers will be required to undergo a background investigation and a criminal records check. “Designated volunteer” means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

**Volunteer Application & Selection**

Persons wishing to volunteer at the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available at the Principal’s office.

Volunteer selection shall be made based on the qualifications and availability of the volunteer. Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff should request volunteers through administrative channels for selected activities and as resource persons.

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Assignment shall be made by the school administrator or designee.

Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

A volunteer may be asked to terminate his/her services when circumstances in the judgment of the administrator necessitate termination.

### **Volunteer Duties**

Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district who has a legitimate educational purpose for discussing such information.

The Confidentiality Agreement is included as Appendix **IJOC-R**.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignment shall be limited to situations that may be supervised by a certificated staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

Volunteers will Receive orientation, including: (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.

Volunteers will receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

### **Coaches**

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the all other regulations and standards as set by NHIAA.

### **Legal References:**

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*RSA [189:13-a](#), School Employee and Volunteer Criminal History Records Check*

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**Legal References:**

RSA 189:13-a

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**~~DOVER HIGH SCHOOL ENROLLMENT  
OUT OF DISTRICT TUITION STUDENTS~~**

~~The Superintendent and staff shall carefully monitor the present and future forecasted population of full time students at Dover High School.~~

~~The population of Dover high School shall not exceed the totals of full time students listed below.~~

~~After the 2009 school year, the full time student population of Dover High School shall not exceed 1575.~~

~~After accounting for all Dover resident students, the Superintendent may fill any remaining seats, up to the cap, with students from surrounding school districts as described and agreed to in current and future contracts with sending districts.~~

**MAXIMUM POPULATION**

	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Max	1700	1700	1700	1700	1675	1650	1625	1575	1575	1575	1575	1575

~~Nottingham is exempt from this policy until June 2006.~~

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FIRST READING

## **MANIFEST EDUCATIONAL HARDSHIP**

Resident students of the Dover School District shall be assigned to a public school within the district by the Superintendent or designee.

The Dover School Board recognizes that in unusual and extraordinary circumstances, parent(s) or guardian(s) may wish to request a change of assignment to another public school within the district or a public school in another district. When the parent(s) or guardian(s) believe that the assignment which has been made will result in a manifest educational hardship to the student, the School Board will consider these requests, according to the procedure outlined below.

### **PROCEDURE FOR CONSIDERATION OF A MANIFEST EDUCATIONAL HARDSHIP REQUEST**

The following procedures will be utilized where a parent(s) or guardian(s) seeks a change of assignment within the district or a waiver of assignment from attending any school in the district, based on an assertion that the current assignment constitutes a manifest educational hardship:

1. The parent(s) or guardian(s) shall make a written request, through the Superintendent's office, detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship. Any such written request shall be made by the parent(s) or guardian(s) within fifteen (15) days of the assignment made by the Superintendent or designee.
2. The School Board will schedule a time at a regular board meeting held within thirty (30) days of receipt of the written request of the parent(s) or guardian(s) to hear the parent(s) or guardian(s) request. At such time, the parent(s) or guardian(s) may address the Board. The Board will hear the parent(s) or guardian(s) request in non-public session, subject to the right of the parent(s) or guardian(s) to have the matter heard in public session under RSA 91-A:3 II. (c).
3. The parent(s) or guardian(s) of the student may use whatever information which they deem is appropriate to support their request. At a minimum, however, the parent(s) or guardians(s) must submit information demonstrating to the School Board that the current assignment is detrimental or has a negative effect on the student.
4. In determining whether the current assignment of the student constitutes a manifest educational hardship and what the corresponding appropriate action should be (which may include, but not be limited to, assignment to a public school in another district), the Board shall consider all information given it by the

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parent(s) or guardian(s), the recommendations of the Superintendent, and any other information which the School Board deems relevant and useful.

5. The School Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case-by-case basis.
6. The School Board will render its decision in writing within fifteen (15) days after the board meeting in which the parent(s) or guardian(s) addressed the School Board and will forward its written decision to the parents or guardians via U.S. mail.
7. If a parent or guardian is aggrieved by the decision of the School Board, he/she may appeal to the State Board of Education in accordance with the provisions of Ed 200.

#### Tuition and Transportation

The Superintendents involved in the reassignment of schools under this policy shall jointly establish a tuition rate for each student. Tuition payments shall be the responsibility of the pupil's resident school district. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to other board policy, if applicable.

The cost of transportation shall be the responsibility of the parent/guardian.

**NOTE: See also Dover School District Policy JCA**

#### **Legal References**

*RSA 193:3*, which requires each school district to establish a policy on change of assignment due to manifest educational hardship

*RSA 193:14-a*

*RSA 91-A:3 II. (c)*

*Ed 320*, State Board of Education Rules concerning manifest educational hardship

*Ed 200 et seq.*

*Lisbon Regional School District v. Landaff School District*, 114 NH 674 (1974)

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**~~TECHNICAL ASSISTANCE ADVISORY~~**

**~~RESIDENCY~~**

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**TECHNICAL ASSISTANCE ADVISORY**  
**RESIDENCY**

Purpose:

The purpose of this Technical Assistance Advisory is to clarify existing law with respect to a pupil's district of residency and school district liability for educational costs when a child is placed in a home for children; the home of a relative or friend by the Department of Health and Human Services or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463; health care facility; or state institution.

Definitions: The following definitions shall apply:

- (a) "Legal residence" means, in the case of a minor, where the parents reside, except:
  - (1) If parents live apart and are not divorced, legal residence is the residence of the parent with whom the child resides.
  - (2) If parents are awarded joint legal custody the legal residence of a minor child is the residence of the parent with whom the child resides.
  - (3) If a parent is awarded sole or primary physical custody, legal residence of a minor child is the residence of the parent who has sole or primary physical custody.
  - (4) If the parent with sole or primary physical custody lives outside the state of New Hampshire, a minor child does not have residence in New Hampshire.
  - (5) If the parents are awarded joint or shared physical custody legal residence of a minor child is the residence of whichever parent has primary physical custody. If primary physical custody is not awarded by a court of competent jurisdiction the legal residence of a minor child is the residence of the parent with whom the child resides more than 50% of the school week, or 3 days out of the 5-day school week.
- (b) "Legal guardian" means a person appointed by a probate court in New Hampshire or a court of competent jurisdiction in another state, territory, or country. A legal guardian shall not be appointed solely for the purpose of allowing a pupil to attend school in a district other than the district of residence of the minor's parent or parents.
- (c) "Legal resident" as defined in RSA 193:12, III means:

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- (1) ~~Legal resident of a school district is “a natural person who is domiciled in the school district and who, if temporarily absent, demonstrates an intent to maintain a principal dwelling place in the school district indefinitely and to return there, coupled with an act or acts consistent with that intent.~~
- (2) ~~A married person may have a domicile independent of the domicile of his or her spouse.~~
- (3) ~~If a person removes to another town with the intention of remaining there indefinitely, that person shall be considered to have lost residence in the town in which the person originally resided even though the person intends to return at some future time.~~
- (4) ~~A person may have only one legal residence at a given time.”~~
- (d) ~~“Home for children or health care facility” means any~~
- (1) ~~Orphanage;~~
- (2) ~~Institution for the care, treatment, or custody of children;~~
- (3) ~~Child care agency as defined by RSA 170-E: 25, II and III;~~
- (4) ~~A residential school approved under RSA 186:11, XXIX; or~~
- (5) ~~A program approved pursuant to Ed 1133.~~
- (e) ~~“Child of homeless parents” means a child whose parents:~~
- (1) ~~Lack a fixed, regular, and adequate residence; or~~
- (2) ~~Have a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations such as:~~
- a. ~~Public assistance hotels,~~
- b. ~~Emergency shelters,~~
- c. ~~Battered women’s shelters, and transitional housing facilities, or~~
- d. ~~A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.~~
- (f) ~~“Home of a relative or friend” means an unlicensed home of a relative or friend where a child has been placed by the Department of Health and Human Services or a court of competent jurisdiction. “Friend” means any non-relative.~~

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- (g) ~~“Legal custody” means an award of legal custody by a court of competent jurisdiction, in this state or in any other state. A parent shall not have legal custody if legal custody has been awarded to some other individual or agency, even if that parent retains residual parental rights.~~
- (h) ~~“Placement” means the physical placement of a child in a residence. For purposes of assigning financial or programmatic responsibility for a child’s education or special education and related services, it shall not include incidental, transient, or short-term stays of an emergency nature.~~

Legal Residence and Right of Attendance.

- (a) ~~No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board.~~
- (b) ~~In accordance with RSA 189:1-a, “It shall be the duty of the school board to provide, at district expense, elementary and secondary education to all pupils who reside in the district until such time as the pupil has acquired a high school diploma or has reached age 21, whichever occurs first; provided, that the board may exclude specific pupils for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, and further provided that this section shall not apply to pupils who have been exempted from school attendance in accordance with RSA 193:5.”~~
- (c) ~~“Whenever any child is placed and cared for in any home for children, or is placed by the Department of Health and Human Services in the home of a relative or friend of such child pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, such child, if of school age, shall be entitled to attend the public schools of the school district in which said home is located unless such placement was solely for the purpose of enabling a child residing outside said district to attend such schools, provided that the school district for a child placed in a group home, as defined in RSA 170-D:25,II(b), within a cooperative school district, shall be the cooperative school district.”  
(RSA 193:28)~~

Education of a Child Placed and Cared for in any Home for Children.

- (a) ~~Nothing shall limit or abridge the right of any child placed and cared for in any home for children, as defined in RSA 193:27, to attend school in the district in which the home is located.~~
- (b) ~~Any child placed in the home of a relative or friend by the Department of Health and Human Services, or by a court pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, may attend the public schools of the school district in which the home for children or home of the relative or friend is~~

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located.

- (c) ~~Whenever a parent or guardian voluntarily places a child with a relative at the recommendation or request of the Department of Health and Human Services, that child shall be permitted to attend the public schools of the school district in which that relative resides provided that:~~

~~“Upon request of the school district, the Department of Health and Human Services shall confirm that the department recommended or requested that the child be placed with the relative to promote the child’s well being, and not for the purpose of allowing the child to attend school in the district where the relative resides; and~~

~~Upon request of the school district, the relative shall take reasonable steps to secure a court award of guardianship over the child; the child being allowed to attend school in that district while the relative seeks guardianship.” (RSA 193:12, V, a)~~

Legal Guardianship:

- (a) ~~Legal guardianship shall not be appointed for the purpose of allowing a pupil to attend school in a district other than the district of residence of the minor’s parent or parents.~~
- (b) ~~Whenever a petition for guardianship or legal custody is filed in a court of competent jurisdiction on behalf of a relative of a child, other than a parent, the child shall be permitted to attend school in the district in which the relative of the child resides pending a court determination relative to custody or guardianship.~~
- (c) ~~Upon the request of the school district, the relative shall take reasonable steps to secure a court award of guardianship over the child, and the child shall be allowed to attend school in that district while the relative seeks guardianship.~~
- (d) ~~Any change of legal guardianship shall be filed with and approved by the probate court.~~
- (e) ~~If guardianship papers are filed with the probate court, the pupil shall be entitled to attend school in the district in which the guardian resides.~~
- (f) ~~Once guardianship is approved, the pupil shall be a resident of the school district in which the guardian resides.~~

Liability of School District for Special Education Costs:

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(a) — If a child is:

(1) — ~~Placed in a home for children, the home of the relative or friend by the Department of Health and Human Services, or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, health care facility, or state institution, and~~

(2) — ~~The child is not in the legal custody of a parent or if the parent resides outside the state, then the school district in which a child most recently resided prior to such placement shall be liable for the cost of special education and related services. However, if the child is retained in the legal custody of a parent residing within the state, the school district in which the parent resides shall be liable for the cost of special education and related services.~~

(b) — ~~If custody is transferred subsequent to original placement of a child in a home for children, the home of a relative or friend in which a child is placed by the Department of Health and Human Services or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, health care facility, or state institution, then the “sending district” shall be, from the change in legal custody or guardianship forward, that district in which the child resided at the time of the original placement.~~

(c) — ~~If a pupil 17 years of age or older, who is living independently, is placed in a non-residential facility by the Department of Health and Human Services or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, the pupil shall be considered a resident of the school district in which he/she is living.~~

(d) — ~~If a pupil 17 years of age or older is placed in a residential facility by the Department of Health and Human Services or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, the school district which was liable for the cost of special education and related services immediately prior to the pupil’s 17<sup>th</sup> birthday shall remain the school district of liability.~~

(e) — ~~If a child is placed by the Department of Health and Human Services or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, and the parent resides outside the state of New Hampshire, the district of liability shall be determined in accordance with the interstate agreement.~~

Appeals: Residency.

(a) — ~~The superintendent shall decide all residency issues within a school district.~~

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- (b) ~~If more than one school district is involved in a residency dispute or the parents who live apart cannot agree on the residence of a minor child, the respective superintendents shall jointly make such decision.~~
- (c) ~~In those instances when an agreement between superintendents cannot be reached within 10 days, the Commissioner of Education shall make a determination.~~
- (d) ~~The superintendents shall jointly submit to the Commissioner a written Request for Determination of Residency identifying the specific issues involved in the residency dispute.~~
- (e) ~~The Commissioner, upon receipt of the written Request for a Determination of Residency, shall utilize the provisions of Ed 200, except that Ed 213 shall apply to a proceeding before the Commissioner.~~
- (f) ~~A decision of the Commissioner of education may not be appealed to the Board of Education.~~
- (g) ~~If the residency dispute does not involve more than one school district the dispute shall be resolved by the local school board. Such decision may be appealed to the State Board in accordance with Ed 200.~~
- (h) ~~During the pendency of a determination of residency, a pupil shall remain in attendance in the pupil's current school.~~

Appeals: District of Liability.

- (a) ~~The State Board of Education shall determine the district of liability in disputes involving a special education child placed in the home of a relative of that child by the Department of Health and Human Services, or placed in the home of a relative or friend by a court pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463.~~
- (b) ~~Such determination shall be made in accordance with rules adopted by the State Board of Education.~~

Nonresidents.

- (a) ~~No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board except as otherwise provided by law or a local school board policy.~~
- (b) ~~Each school district shall adopt an admission and attendance of non-resident student's policy.~~

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**TECHNICAL ASSISTANCE ADVISORY**  
**RESIDENCY: HOMELESS CHILDREN AND YOUTH**

Purpose

The purpose of this advisory is to provide clarification concerning the education of homeless students in New Hampshire. Varying Interpretations of homelessness, school placement, and New Hampshire Residency Law regarding homeless students have led to confusion and in certain instances have prohibited children from enrolling and attending school. This advisory addresses the basic requirements for school districts to meet the needs of homeless students and answers some of the most frequently asked questions.

Definition

The Stewart B. McKinney Homeless Assistance Act, Subtitle VII-B: Education of Homeless Children and Youth, protects homeless children and youth from being excluded from school enrollment due to the nature and impermanence of their night-time residence. Under the McKinney Act, school districts must review any rules or regulations, practices, or policies that may act as barriers to the enrollment of homeless children and undertake steps to revise such regulations, practices or policies to assure that homeless children and youth are afforded the same opportunities as non-homeless children and youth.

“New Hampshire Education for Homeless Children and Youth”, means as part of the Stewart B. McKinney Homeless Assistance Act, that a homeless child has the right to:

- A free, appropriate public education.
- Remain in the school of origin (last school attended or school attended when child lost housing) for the remainder of the academic year, or if the child or youth became homeless between academic years, for the following academic year, or attend the school nearest their shelter or temporary home. To the extent feasible, the Local Education Agency (LEA) shall comply with the request made by the parent or guardian regarding school placement, regardless of whether the child or youth lives with the homeless parent(s) or is temporarily living elsewhere.
- Immediate enrollment, even when school or medical records cannot be produced at the time of enrollment.
- A priority to pre-school programs.

Which school may a homeless child attend?

There are options, whichever is in the best interest of the child or youth, either

1. The school of origin, which is the school attended when last permanently housed, or the school in which the child was last enrolled; or

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~~2. Any school in which non-homeless students living in the attendance area are eligible to attend. In making a determination of school attendance, the best interest of the child and the request of the parent and/or youth are to be considered.~~

~~Is there any reason to delay enrolling a homeless child or youth?~~

~~No. Lack of school records or immunizations cannot prevent a homeless student from enrolling in a new school. It is the responsibility of the new school to request health and academic records from the previous schools in a "timely manner" and to refer parents and/or youth to a physician or to a free or low cost clinic for any required immunizations. Homeless students do not need to wait until academic or health records arrive to attend the new school. Federal law requires immediate enrollment of homeless children and youth.~~

~~Who is considered homeless?~~

~~If a family, out of necessity, because of lack of housing, must reside in a shelter, motel, vehicle, campground, on the street, or doubled up with family or friends, they are homeless. Children and youth living under these or similar circumstances with or without other family members, are considered homeless.~~

~~Does homelessness have to be proven?~~

~~No. If a family reports they are homeless, the case must be decided individually. Present living conditions (i.e., shelter, campground, motel, hotel or doubled-up families) should be reviewed according to present situation of the family and relative permanence and adequateness of the living environment.~~

~~Does residency have to be proven in order for a homeless child to enroll in school?~~

~~No. Proof of residency is not required for the enrollment of homeless children. A school may require the parents or guardian of a homeless child to submit an address or other information for contact purposes, as they would for any non-homeless child enrolling in their school.~~

~~How does the New Hampshire Residency Law deal with school enrollment of homeless students?~~

- ~~• RSA 193:12 (IV) provides the definition of a homeless child and exceptions to legal residence requirements for homeless pupils. Homeless pupils may attend school in either the district the child/youth is presently residing or, if parents and another district agree, in the best interest of the child, for continuity of education, remain in the school the child/youth was attending when he/she became homeless (known as the school of origin).~~
- ~~• In those cases when there appears to be a conflict in state law and federal law with respect to homeless students, federal law prevails.~~

~~What if there is a disagreement on school placement between two superintendents?~~

~~The following procedures are in place if superintendents are not able to reach a placement agreement, taking into consideration the best interest of the student(s), and request of the parent(s):~~

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- ~~• The Coordinator for the Education of Homeless Children and Youth, Lynda Thistle Elliott (271-3840) may be called upon to help resolve differences.~~
- ~~• In those instances when an agreement between superintendents cannot be reached within 10 days, the Commissioner of Education will make a determination.~~
- ~~• The Superintendents shall jointly submit to the Commissioner a written Request for Determination of Residency identifying the specific issues involved in the residency dispute.~~
- ~~• The Commissioner, upon receipt of the written Request for Determination of Residency, shall utilize the provisions of Ed 200, except that Ed 213 shall apply to a proceeding before the Commissioner.~~
- ~~• A decision of the Commissioner of Education may not be appealed to the State Board of Education.~~

~~What if there is a school placement dispute between homeless constituents and Local Education Agencies (LEAs)?~~

~~The following steps are provided when there is a placement dispute between parents/youth and LEAs:~~

- ~~• Informal discussion between school district personnel and homeless parents/or or homeless youths to reach a mutually agreeable solution.~~
- ~~• The State Coordinator for the Education of Homeless Children and Youth (271-3840) may be called upon to help resolve continued differences.~~
- ~~• If the residency dispute does not involve more than one school district the dispute shall be resolved by the local school board. Such decision may be appealed to the State Board of Education. The State Coordinator will provide information to the homeless parents and or youths and the school district about the state appeals process in accordance with the New Hampshire Code of Administrative Rules, Chapter Ed 200.~~
- ~~• During the pendency of a determination of residency, a pupil shall remain in attendance in the pupil's current school.~~

~~Where can you call for more information?~~

~~If you have questions about enrolling homeless children or youth or providing services please call the Department of Education Homeless Education Program at 271-3840 or e-mail [LthistleElliott@ed.state.nh.us](mailto:LthistleElliott@ed.state.nh.us).~~

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## TRUANCY

Regular attendance for all school days is expected of students (see RSA 193:1,7 – Compulsory School Attendance). Unauthorized absence from school is considered truancy and will be treated as such (see RSA 189:35a Truancy). Students between the ages of 6-18 who are absent from school without a proper excuse are considered truant under state law. Habitual Truancy is defined as 10 half days of unexcused absences from class.

~~“**excused absence**”~~: An absence from class will be considered excused if a parent or guardian report illness or there is documentation of a professional appointment (e.g. doctor, attorney, dentist, court, college tour) which cannot be made outside of school hours. Religious Holidays, a death in the family or other family or individual emergency will be considered excused. **Confirmation (parent phone call or in writing) will be furnished within 1 school day of absence.** Extenuating circumstances may be addressed individually by the building administrator. Whenever possible, pre-approval of an excusal should be sought. All absences without confirmation will be listed as “truant.”

~~“**truant**”~~: An absence from class will be considered truancy if there is no confirmation or, if the parent/guardian labels the absence truancy. Multiple absences that are assessed by administration to negatively impact academic or social progress may be considered truanancies.

~~“**half day**”~~ will mean two blocks or more at the high school. At the elementary/middle school “half day” will mean greater than **3 hours**. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

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

All absences whether excused or truant, will accumulate and be applied toward the Attendance Policy (JH) which states that students absent more than 18 days will be considered for retention and/or class failure.

The Principal in each building will address truancy issues or appoint an employee annually to track and address truancy issues.

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The following steps will be taken to address truancy, with the acknowledgement that steps may be combined and time frames may be dictated by the severity of the truant behavior:

- ~~After each absence deemed truancy, the student will meet with Administration/designee to discuss the truancy. Parents/guardian will be notified via letter and/or telephone contact.~~
- ~~Personal contact (face to face or voice to voice NOT via mail or voice mail) will be made between the school administration (or designee) and parents/guardians~~
- ~~At each absence for students K-4 a parent, guardian or emergency contact will be spoken with by school personnel.~~
- ~~A home visit will be made by the Truant Officer or designee.~~
- ~~Summons may be issued.~~
- ~~Student will meet with guidance counselor and/or Interventionist and a regular meeting schedule will be considered.~~
- ~~After the third truancy, a face to face meeting with parents/guardian will be requested; a referral to the building level PAT team will be made or if identified with Special Education needs, a progress review meeting will be scheduled; additional summons may be issued; a copy of RSA 193:1 (Duty of Parent; Compulsory Attendance by Pupil) will be provided to parent either in hand or via registered mail; Summons may be issued ; an attendance contract will be established including but not limited a team agreement of at what point a CHINS petition alleging habitual truancy will be filed with the courts.~~
- ~~A CHINS petition alleging habitual truancy may be filed after 12 half days of truancy if meetings are not effective in resolving the student's habitual truancy or if the family does not engage in developing a plan.~~

**Legal Reference:**

*RSA 193.1, Duty of Parent: Compulsory Attendance by Pupil*

*RSA 193:1,7— Compulsory School Attendance*

*RSA 193:16, Bylaws as to Nonattendance*

*RSA 189:34— Appointment Truant Officer*

*RSA 189:35— Truancy Defined*

*NH Code of Administrative Rules, Section Ed. 306.18(c)(6), School Half Day*

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## **FIRST READING ASSIGNMENT OF STUDENTS TO CLASSES**

~~It is the responsibility of the principal to assign students to classes. Ordinarily, principals will be assisted by teachers, staff members, and/or guidance personnel.~~

Students will be enrolled in grades and classes in which they can be expected to master established district instructional and learning objectives. All students who are included under the compulsory attendance law must be enrolled and required to attend all classes prescribed by the state and the district unless exempt by the school authorities.

Students will be placed in the grade level and class that best meets the student's academic needs, after consultation between the building principal and the student's parent/guardian.

Students transferring into the school district will be placed in the grade level and class that best meets the student's needs, after review of the records from the student's prior school, and after consultation between the building principal and the student's parents.

Students receiving special education services will be placed in accordance with applicable law.

The decision of the building principal regarding student placement may be appealed to the Superintendent, and then to the School Board. The School Board will give significant consideration to the principal's and Superintendent's recommended placement.

### **Legal References:**

*NH Code of Administrative Rules, Section Ed [302.02\(l\)](#), Duties of Superintendent  
NH Code of Administrative Rules, Section Ed [306.14\(a\)](#), Instructional Program;  
Appropriate Assignment of All Incoming Students*

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**FIRST READING**  
**~~STUDENT ABSENCES AND EXCUSES~~**  
**ATTENDANCE, ABSENTEEISM AND TRUANCY**

~~Regular and punctual patterns of attendance will be required of each student enrolled in the Dover School District. Students must be in attendance 162 or more of the total 180 days required by the State of New Hampshire. Failing to meet the attendance requirement may result in course failure or retention.~~

~~Building principals are responsible for developing student handbooks which will include rules regarding student absences, excuses, and truancy. These rules will apply to all students.~~

~~Each school principal is responsible for overseeing attendance procedures and ensuring that:~~

- ~~1. Attendance is accurately checked and reported to the school office daily.~~
- ~~2. All student absences are recorded.~~
- ~~3. All permanent records of pupil attendance shall be maintained at the SAU office.~~

**Absences**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family

6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

### **Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

### **Tuancy**

Tuancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

### **Intervention Process to Address Truancy**

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents,

and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

### **Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

### **Developing and Coordinating Strategies for Truancy Reduction**

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

### **Parental Notification of Truancy Policy**

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

**Legal References:**

*RSA [189](#):34, Appointment*

*RSA [189](#):35-a, Truancy Defined*

*RSA [193](#):1, Duty of Parent; Compulsory Attendance by Pupil*

*RSA [193](#):7 Penalty*

*RSA [193](#):8, Notice Requirements*

*RSA [193](#):16 Bylaws as to Nonattendance*

*NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism*

*NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism*

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**Legal References:**

~~*RSA [193](#):1, Duty of Parent; Compulsory Attendance by Pupil*~~

~~*RSA [193](#):7 Penalty*~~

~~*RSA [193](#).8, Notice Requirements*~~

~~*RSA [193](#):16 Bylaws as to Nonattendance*~~

~~*NH Code of Administrative Rules, Section Ed. 306.04 (a)(1), Attendance & absenteeism*~~

~~*NH Code of Administrative Rules, Section Ed. 306.04(c), Policy relative to attendance and Absenteeism*~~

~~*NH Code of Administrative Rules, Section Ed. 306.18(c)(6), School Half-Day*~~

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## **FIRST READING STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS**

The Dover School Board recognizes that out-of-school conduct of students attending school within the district is not normally a concern of the School Board. However, the School Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the Dover School Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school.

Out-of-School and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees;
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

### Cyber-Bullying and Internet Threats

The Board also recognizes that there are growing occurrences of "cyber-bullying" and threatening language being used by students on the internet when out-of-school and off-campus. Cyber-bullying will be addressed in accordance with Policy JICK-(Bullying Policy)

~~It shall be the policy of this Board to impose disciplinary measures against students found to have engaged in such behavior, provided the cyber-bullying and/or internet threats:~~

- ~~1. Violate any school district rules or regulations;~~
- ~~2. Contain threats of violence against staff members or students;~~
- ~~3. Threaten vandalism to school property;~~
- ~~4. Suggests or advocates physical harm to staff members or students;~~
- ~~5. Create a disruption to the school's educational mission, purpose, and objectives.~~

~~Any staff member who learns of an occurrence of cyber-bullying and/or internet threats shall report the same to the Principal, who shall then conduct an investigation into the alleged bullying and/or threat.~~

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~~Any discipline imposed by virtue of this policy will be in accordance and consistent with the Board's policy regarding student discipline.~~

**FIRST READING****~~DANGEROUS ITEMS AND WEAPONS ON SCHOOL PROPERTY~~**

~~Weapons are not permitted on school property, in school vehicles, or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.~~

~~The term "weapons" includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy clubs, stiletos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.~~

~~In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.~~

~~Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.~~

~~Weapons under control of law enforcement personnel are permitted.~~

~~All students will receive written notice of this policy at least once each year.~~

**Legal References:**

~~18 U.S.C. § 921 Et seq., Firearms~~

~~20 U.S.C. § 7151, Gun-Free Schools Act~~

~~RSA 193-D, Safe School Zones~~

~~RSA 193:13, Suspension and Expulsion of Students~~

~~NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process~~

~~Appendix JICD-R~~

**Guns and Firearms - Students:**

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year.

**Other weapons:**

For the purposes of this policy, "weapon" includes but is not limited to: slung shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

"Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner.

The superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

**Legal References:**

— 18 U.S.C. § 921, Et seq., Firearms

— 20 U.S.C. § 7151, Gun-Free Schools Act

— RSA 193:11, Disturbance

— RSA 193-D, Safe School Zones

— RSA 193:13, Suspension and Expulsion of Students

— NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

— Appendix JICD-R

— Appendix JICI-R

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## **PUPIL SAFETY AND VIOLENCE PREVENTION POLICY BULLYING AND CYBERBULLYING**

### **I. GENERAL STATEMENT OF POLICY**

The School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations. Conduct constituting bullying and/or cyberbullying will not be tolerated, and is prohibited.

Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories

This policy is intended to comply with RSA 193-F. The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as deemed appropriate.

### **II BULLYING AND CYBERBULLYING DEFINED**

#### **Definitions**

1. "Bullying" means a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
  - a. physically harms a pupil or damages the pupil's property;
  - b. causes emotional distress to a pupil; For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
  - c. interferes with a pupil's educational opportunities;
  - d. creates a hostile educational environment; or
  - e. substantially disrupts the orderly operation of the school.

"Bullying" shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs if those actions cause one or more of the results in paragraphs(a) through (e) above.

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Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the Board's Student Discrimination and Harassment Complaint Procedure (ACAB-R).

2. "Cyberbullying" means conduct defined in paragraph I of this section that takes place through the use of electronic devices.
3. "Electronic devices" include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. "Perpetrator" means a pupil who engages in bullying or cyberbullying.
6. "Victim" means a pupil against whom bullying or cyberbullying has been perpetrated.

### **Actionable Incidents of Bullying or Cyberbullying**

"Bullying" or "cyberbullying" shall occur when an action or communication as defined in the above "Definitions" section:

- (a) Occurs on, or is delivered to, school property or a school-sponsored activity or event, on or off school property; or
- (b) Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event

### **III. BULLYING, CYBERBULLYING AND RETALIATION PROHIBITED**

It shall be a violation of this policy to engage in, or cause others to engage in, the bullying or cyberbullying of a pupil.

It shall be a violation of this policy to engage in retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying.

All students are protected by this policy, regardless of their status under the law.

There shall be disciplinary consequences or interventions, or both, for a ~~person~~ student who commits an act of bullying or cyberbullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy. If it is determined, after investigation that a student has engaged in bullying conduct prohibited by this policy, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to suspension and expulsion. Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements.

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#### **IV. REPORTING PROCEDURES**

Students who are subjected to bullying or cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to any school employee, including but not limited to teachers, administrators, counselors, or other staff.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to the building principal or designee as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyberbullying of students to the building principal or designee.

The building administrator or designee shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the building principal or designee may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

The district will make available forms for reporting incidents of bullying and cyberbullying and shall encourage the use of these forms. Such forms shall be available in the administrative and the school guidance offices in each building and from the Superintendent's Office.

#### **V. INVESTIGATION**

The principal or designee will initiate an investigation within two (2) school days of the reported incident of bullying or cyberbullying. The investigation shall be completed within ~~fifteen (15)~~ ten (10) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses, and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.

- a. The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.
- b. Privacy rights of all parties shall be maintained in accordance with applicable laws.
- c. The building principal or designee shall keep a written record of the investigation process.
- d. The building principal or designee may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.

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- e. The building principal or designee shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.
- f. The investigation shall be completed within ~~fifteen (15)~~ ten (10) school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.
- g. If the building principal or designee substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.
- h. The building principal or designee shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days and shall be compliance with applicable privacy laws.

## **VI. TRAINING**

The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyberbullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying/cyberbullying.

The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyberbullying prevention, how to identify, respond to and report bullying/cyberbullying.

## **VII. ANNUAL REPORT TO NEW HAMPSHIRE DEPARTMENT OF EDUCATION**

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyberbullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

## **VIII. IMMUNITY**

By virtue of NH RSA 193-F:7, any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

## **IX. POLICY DISSEMINATION**

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide

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services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

**X. APPEAL**

The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.

The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

**XI. CAPTURE OF AUDIO & VIDEO RECORDINGS ON SCHOOL BUSES:**

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

NOTE: See JICK-E (report form)

**Legal References:** NH RSA 193-F2-F:10 ; NH RSA 193:13 Pupil Safety and Violence Prevention Act as amended 7/2010

RSA 570-A:2 Capture of Audio Recordings on School Buses Allowed  
NH Code of Administrative Rules, Section Ed 317

**Cross References:**

- AC – Nondiscrimination/Equal Opportunity
- ACAB - Harassment and Sexual Harassment of Students
- ACAB-R - Harassment and Sexual Harassment of Students Complaint Procedure
- JRA – Student Records and Information

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**FIRST READING**  
**STUDENT HEALTH SERVICES**

~~The Board may appoint a school nurse to function in the school health program. A school nurse shall be a registered professional nurse licensed in New Hampshire.~~

~~The Board may employ or contract with a licensed practical nurse or a certified nursing assistant, to work under the direct supervision of the school registered nurse. Treatment is limited to first aid care. The school nurse will notify parents or the person designated on the emergency form before a student who is ill is permitted to go home.~~

- ~~1. Any student not in class because of illness must report to the nurse.~~
- ~~2. All student medications, except those as defined in policy JLCD, must be kept in the custody of the school nurse. No medication is to be administered by school personnel except as prescribed by a doctor and/or accompanied by a parental permission form as per Policy JLCD.~~
- ~~3. All accidents occurring on school property are to be reported to the school nurse and the school principal immediately. Students attending school during the extended day, night, or summer school or any other time when the school nurse is not in the building are to report to the main office immediately in case of illness or accident.~~

The Board may appoint a school nurse to function in the school health program and to provide school health services. A school nurse shall be a registered professional nurse licensed in New Hampshire. The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN).

Responsibilities of the school nurse include, but are not limited to: providing direct health care to students and staff; providing leadership for the provision of health services; promoting a healthy school environment; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for developing procedures to address and meet special physical health needs of students. Such procedures may be developed and implemented on a case-by-case basis.

All injuries or illnesses occurring during the school day are to be reported to the school nurse or the building principal. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report to the supervising adult. The school nurse, principal or designee will notify

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parents/guardians before a student who is injured or ill is permitted to go home. Students will not be allowed to leave school without first notifying either the school nurse or principal of his/her injury or illness. Additionally, parent/guardian notification and authorization is necessary before any student will be released from school due to injury or illness.

Emergency medical care will be provided pursuant to the guidelines of Board Policy [EBBC/JLCE](#).

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02. Clarification of these provisions are in Board Policy JLCD and Appendix [JLCD-R](#).

In addition to the provisions of this policy, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to student health needs, maintaining accurate health records, screening for vision, hearing and BMI according to national recommendations, participating on 504 and IEP teams (if requested), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy.

**Legal References:**

- [RSA 200:27, School Health Services](#)
- [RSA 200:29, School Nurse](#)
- [RSA 200:31, School Health Personnel](#)
- [RSA 326-B, Nurse Practice Act](#)
- [NH Code of Administrative Rules, Section Ed 306.12\(b\), School Health Services](#)
- [NH Code of Administrative Rules, Section Ed 311, School Health Services](#)

**Statutory/Regulatory/Policy Cross References:**

- [RSA 200:27, School Health Services](#)
- [RSA 200:29, School Nurse](#)
- [RSA 200:31, School Health Personnel](#)

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## **FIRST READING STUDENT RECORDS AND ACCESS**

~~The objective of the student record policy is to protect the rights and privacy of students and parents and to assure the welfare of the child.~~

~~This policy is not intended to determine what information shall be included in student records. However, student records are intended to include factual information and care should be taken to ensure that material placed therein shall meet those requirements. The Superintendent shall develop such procedures as are necessary to comply with the federal "Family Educational and Privacy Act" (FERPA), the "Health Insurance Portability and Accountability Act" (HIPAA), and other applicable statutes governing student records.~~

~~The School Board is intent upon maintaining an adequate individual student record system designed to benefit the education of every student and to assist school staff in this process.~~

~~It is the responsibility of school personnel to collect and maintain data to assure such benefit and data required by statute and/or State Department regulations. This data shall be presented in a format which meets the needs of students with emphasis placed upon accurate reporting.~~

~~When the parents of a student are separated or divorced, or for some other reason is not in the joint custody of both parents, information concerning the student shall be disclosed to both natural parents or persons having legal custody of the student and to a person having written authority from the legal custodian of the student unless there exists a court order to the contrary.~~

~~Student records are to be kept in the custody of the principal or the principal's designee of the school the child attends and may not be transferred outside the district without written permission of the parent except when in accordance with state and federal law.~~

~~Students and parents will have access to their school records. The eligible student and his/her parent, or either one, as applicable, shall have access to the student record and may have copies of any information in the record upon payment of a reasonable fee. Authorized school personnel shall have access to the student records. Except for directory information released in accordance with state guidelines, no information in a student record shall be disseminated without the specific, informed, written consent of the eligible student and his/her parent, or either one, as applicable, except when in accordance with state or federal law. A log shall be kept to record the dissemination of any information in the student record.~~

~~The eligible student and his/her parent. Or either one, as applicable, shall have the right to add information or other relevant material to the record. They shall have the right to request deletion or amendment of any information in the record which is inaccurate,~~

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~~misleading, or otherwise in violation of the student's right to privacy under the Buckley Amendment. The principal. Or principal's designee, will make a decision which may be appealed first to the Superintendent and then to the School Board.~~

~~The school will notify parents and adult students annually of the following:~~

- ~~1. The type of records kept;~~
- ~~2. The procedure for inspecting and copying records;~~
- ~~3. The right for interpretation;~~
- ~~4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;~~
- ~~5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.~~

~~Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.~~

~~The education records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his/her own use, and which are not available to others are exempt from this definition.~~

~~The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formally enrolled to ascertain safety issues in incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.~~

~~When the schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exception exists for material under court order. Parents must be notified of such order prior to release.~~

~~The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the~~

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~~Attorney General of the United States or his/her designee in response to an ex parte order in the connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.~~

**Military Recruiters**

~~Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The district shall notify parents of the option to make such a request and shall comply with any requests received.~~

~~The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.~~

**Statutory/Regulatory/Policy Cross References**

- ~~RSA 91-A:5, Access to Public Records~~
- ~~RSA 189:27, Register~~
- ~~RSA 189:27-b, Retention of Pupil Registers~~
- ~~20 U.S.C. § 1232g, Family Education and Privacy Rights (FERPA)~~
- ~~34 C.F.R. Part 99, FERPA Regulations~~
- ~~Public Law 104-191, Health Insurance Portability and Accountability Act of 1996~~
- ~~Public Law 107-110, Sec 9528 (No Child Left Behind Act, Armed Forces Recruiter Access to Students and Student Recruiting Information)~~

~~Policy JRA-R and JLCD-R and EHB-R~~

~~See Procedures of Confidentiality of Information in Special Education Plan~~

**ACCESS TO STUDENT RECORDS - FERPA**

**General Statement.** It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

**Education Record.** For the purposes of this policy and in accordance with FERPA, the term “educational record” is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

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**Directory Information.** For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term “directory information” means:

- Students' name, address, telephone number, date and place of birth, dates of enrollment
- Parents'/guardians' name and address
- Students' grade level, enrollment status and dates of attendance
- Students' photograph
- Students' participation in recognized school activities and sports
- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

The District may release or disclose student directory information without prior consent of the student’s parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students that the District may publish directory information without their prior consent. Parents/eligible students will be given until [date to be determined by the Superintendent] to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all direction information shall not be released will only be valid for that school year and must be re-issued each school year.

**Personally Identifiable Information.** “Personally identifiable information” is defined as data or information which makes the subject of a record known, including a student’s name the student’s or student’s family’s address; the name of the student’s parent or other family members; a personal identifier such as a student’s Social Security number; the student’s date of birth, place of birth, or mother’s maiden name; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

**Annual Notification/Rights of Parents and Eligible Students.** Within the first \_\_\_\_\_ weeks of each school year (Superintendent to determine; NHSBA recommends three or four), the District will publish notice to parents and eligible students of their rights under State and Federal law and this policy. The District will send home with each student a notice listing these rights. The notice will include:

- (1) The rights of parents or eligible students to inspect and review the student’s education records;
- (2) The intent of the District to limit the disclosure of information in a student’s record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;

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(3) The right of a student’s parents or an eligible student to seek to correct parts of the student’s educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent’s or eligible student’s request;

(4) The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and

(5) The procedure that a student’s parents or an eligible student should follow to obtain copies of this policy.

**Procedure To Inspect Education Records.** Parents or eligible students may inspect and review education records which they are entitled to. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student’s records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student’s school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals will determine if a review at that site is reasonable.

Parents/eligible students should submit to the school principal a written request that identifies as precisely as possible the record or records that he/she wishes to inspect. The principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within 30 days or earlier after the principal’s receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student’s education records, the principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent’s child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the principal will seek consultation with the Superintendent and/or the District’s attorney to determine how best to proceed.

**Procedures To Seek To Correction of Education Records.** Parents of students or eligible students have a right to seek to change any part of the student’s records which they believe is inaccurate, misleading or in violation of student rights. To establish an orderly process to review and correct the education records for a requester, following processes are established.

1. First-level decision. When a parent or eligible student finds an item in the student’s education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building principal to correct it.

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If the records are incorrect because of clear error and it is a simple matter to make the change, the principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the principal believes that the record should not be changed, he/she shall:

1. Provide the requester a copy of the questioned records at no cost;
2. Ask the parent/eligible student to initiate a written request for the change, which will be forwarded to the Superintendent;
3. Forward the written request to the Superintendent; and
4. Inform the parents/eligible student that the matter has been forwarded to the Superintendent for subsequent processing.

2. Second-level decision. If the parent/eligible student wishes to challenge the principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the principal asking that the matter be appealed to the Superintendent. The principal will forward to the Superintendent the request.

The Superintendent shall, within ten business days after receiving notification of the request:

1. Review the request;
2. Discuss the request with other school officials;
3. Make a decision to comply or decline to comply with the request;
4. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
5. Contact the parents/eligible student of his/her decision concern the request for amendment.

If the Superintendent determines the records should be amended, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been amended and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records are will not be amended, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the school board.

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3. Third-level decision. If the parents or eligible student are not satisfied with the Superintendent’s decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the Superintendent’s written decision in level-two. The Superintendent will inform the school board of the request for a hearing and will work with the school board to schedule a hearing within 45 days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session, The school board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request/complaint. Parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The school board will issue its final decision in writing within 30 days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The school board will base its decision solely on the evidence presented at the hearing. The school board’s written decision will include a summary of the evidence and the reasons for its decision.

If the school board determines that the student record should be changed or amended, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been changed or amended. At this meeting, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

The school board’s decision will be final.

**Disclosure of Student Records and Student Information.** In addition to directory information, the District may disclose student records and student information without consent to the following parties or under the following conditions.

1. School Officials With a Legitimate Educational Interest. School officials with a legitimate educational interest may access student records. “Legitimate education interest” refers to school officials or employees who need to know information in a student’s education record in order to perform the employee’s employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling.
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the school district. Student records or student information will only be provided pursuant to this paragraph if

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the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction.

6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas.
8. Health and safety emergencies.

**Maintenance of Student Records and Data.** The principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person access such records.

The principal will ensure that all records are maintained in accordance with application retention schedules as may be established by law.

**Disclosures Made From Education Records.** The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

**Legal References:**

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*RSA [91-A](#):5,III, Exemptions, Pupil Records*

*RSA [189](#):1-e, Directory Information*

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

*34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations*

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## **STUDENT RECORDS AND ACCESS**

~~An accurate cumulative record shall be maintained on each student including "... but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized, intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor observations and verified reports of serious or recurrent behavior patterns."~~

~~The School District respects students' and parents' right to know, and follows these guidelines, consistent with federal, state, and local laws and recommendations.~~

~~1. The Principal shall be the records manager for the school and shall assume responsibility for maintaining and preserving confidentiality of school records. He/she may, however, designate another school official to perform the duties of records manager. The records manager shall be responsible for reviewing and deleting information in each cumulative folder in accordance with District guidelines.~~

~~2. Information of any kind other than directory information will not be disclosed without prior written consent of the parent or eligible student, except as permitted by law.~~

~~3. Broad, comparative results of standardized tests may be reported in general terms to the public.~~

~~4. Records, not including identification, may be released for statistical studies by the records manager with the knowledge of the Principal and the consent of the Superintendent of Schools.~~

~~1. Information from records of individual students will be available to juvenile court when requested in writing by proper officials with the parent, guardian, and/or student over eighteen years being informed in writing.~~

~~2. Parents and eligible students wishing to inspect student records must file a written request to do so with the Principal. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.~~

~~3. Single copies of appropriate records shall be made available in a reasonable length of time, but in no case more than 45 days after request has been made in writing to the records manager. The records may be inspected by the parents, guardians, and all students once they reach eighteen in the presence of the records manager or his/her designee.~~

~~4. The school shall make a written record of the disclosure of all student information, except directory information, and such record will be kept in the student's file. This~~

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record of disclosure is also available for inspection by the parent or eligible student. A record of inspections will also be kept.

5. ~~Amendment of Records~~ — The parent or eligible student may request that the records be amended in respect to information alleged to be inaccurate, misleading or in violation of the privacy rights of the student. Such request shall be in writing, dated, and addressed to the Principal.

6. ~~In the event that the School District decides to refuse the request to amend, the Principal shall inform the Parent or eligible student, and shall advise said person of his/her rights to "a hearing to challenge the content of their child's school records, to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein."~~

7. ~~After a student leaves the School District, records shall be kept on file for three years; except that records for students who have been enrolled in special education programs shall be maintained until the individual is 35 years old.~~

## **STUDENT RECORDS**

~~This policy is adopted pursuant to the federal *Family Educational and Privacy Act of 1974 (FERPA)*, the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*, and other applicable statutes governing student records so as to ensure a uniform policy of access to student records.~~

1. ~~Access to said records shall be furnished to the following persons:~~

- ~~a. Authorized Local School District personnel, counselors, teachers of that student, and administrators.~~
- ~~b. The student's parent or legal guardian.~~
- ~~c. The student, if over 18 or attending an institution of higher learning and not enrolled in the Local School District.~~
- ~~d. The Comptroller General of the United States, the administrative head of a state or federal educational agency and authorities of New Hampshire State Educational Agencies and the authorized representatives of the above.~~

2. ~~Other Third Parties~~

~~Access to such records shall be furnished to others only upon the written consent of the parents of the student, the student himself if over 18, or~~

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~~\_\_\_\_\_ in response to a judicial subpoena upon notice to the student or his/her parents or guardians.~~

~~-~~

### ~~3. Review of Records~~

~~-~~

~~\_\_\_\_\_ To ensure proper interpretation and understanding of information contained in student records or personally identifiable records, a counselor or building administrator must be present to provide assistance at the time of the inspection of such records including psychological tests.~~

~~-~~

~~\_\_\_\_\_ If psychological studies or background information is sought, the counselor or administrator shall arrange for the presence of the school psychologist at the time of inspection to interpret, explain or assist in the understanding of such information.~~

~~-~~

### ~~4. Confidential Records~~

~~-~~

~~\_\_\_\_\_ a. Records pertaining to child abuse, law enforcement activities, medical records, and investigation of criminal acts, shall be maintained in separate files by the building Principal or a designated representative. Such records shall be deemed confidential information under the provisions of the New Hampshire Revised Statutes Annotated Education Laws Chapter 91 A:5 Access to Public Records which pertain to personal privacy and law enforcement investigatory files and shall not be released to any person or agency except upon the instruction of the Superintendent. In no event shall such records be used as the basis for the preparation of reports or recommendations on an individual basis.~~

~~\_\_\_\_\_ Such records, when kept, shall only be used to ensure compliance with the statute governing child abuse, to protect the property and persons of the students and personnel of the School District, to make necessary investigations of actual or suspected criminal activities and to render assistance as necessary to law enforcement officers and agencies.~~

~~-~~

~~\_\_\_\_\_ Student medical records shall be governed by Policy GBJ Health Insurance Portability and Accountability Act.~~

~~-~~

~~\_\_\_\_\_ b. Unverified data of serious or recurrent behavior patterns will not be included in records to which access will be given nor shall such data be used in reports or recommendations made to any individual or agency outside the school system.~~

~~-~~

~~\_\_\_\_\_ c. The term "educational records" does not include records of institutional, supervisory and administrative personnel ancillary thereto which are in sole possession of the maker thereof and which are not accessible or revealed to any other person.~~

~~-~~

~~d. At the beginning of each school year, parents will be given written notification through student handbooks or other means of publication of the categories of information which have been designated as "directory information" with respect to~~

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each student attending the Local School District. By the third Monday following the opening of school in September, a parent or student over 18 years of age shall notify the appropriate Principal of their desire that any or all of the information designated should not be released without the parent or student's prior consent.

-

\_\_\_\_\_ "Directory Information" relating to a student includes the following:

-

- \_\_\_\_\_ 1. The student's name, address, date of birth
- \_\_\_\_\_ 2. Major field of study
- \_\_\_\_\_ 3. Participation in officially recognized activities and sports
- \_\_\_\_\_ 4. Weight and height of members of athletic teams
- \_\_\_\_\_ 5. Dates of attendance
- \_\_\_\_\_ 6. Awards and honors received

-

#### 5. Procedures Governing Access

-

\_\_\_\_\_ a. The Parent, student or guardian shall sign a request form.

-

\_\_\_\_\_ b. Permissible third parties shall sign a request form.

-

\_\_\_\_\_ c. In cases involving a third party, the student over 18, parent or guardian shall sign a consent form furnished by the Principal. Forms used will identify the records to which access is sought and will be placed in the student's file as a record of the request.

-

\_\_\_\_\_ d. Access will be refused or granted depending upon the propriety of the request and validity of the request and consent forms.

-

\_\_\_\_\_ e. If the request for access is refused, and the party who requested access objects to said refusal, said request will be referred to the Superintendent for a final ruling.

-

\_\_\_\_\_ f. Custodians of student records:

-

\_\_\_\_\_ The building Principal shall be the custodian of all student records, except in the case of Special Education records, which shall rest in the possession of the District's Director of Special Education.

-

#### 6. Challenges to Records

-

\_\_\_\_\_ The parent(s), guardian(s) and/or student 18 years of age or older shall have an opportunity for a hearing to challenge the content of the school record, to ensure the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

-

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- ~~\_\_\_\_\_ a. The parent(s), guardian(s) of a student under 18, or a student over 18, shall have an opportunity to identify in writing, addressed to the building Principal, the record or records which they believe to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, together with a statement of the reasons for the challenge to the record.~~
- 
- ~~\_\_\_\_\_ b. A response by the building Principal shall be made within fourteen days indicating he/she finds the challenged record to be inaccurate, misleading or otherwise inappropriate and that it will be corrected or deleted; or that he/she finds no basis for correcting or deleting the records in question. The parent or student will be given an opportunity to refer the request on to the Superintendent of Schools.~~
- 
- ~~\_\_\_\_\_ c. If the request is again denied, and the party requesting access is still not satisfied, a hearing may be requested in writing to the Superintendent of Schools.~~
- 
- ~~\_\_\_\_\_ d. A hearing, if requested, shall be held within a reasonable period of time, but in no case more than 45 days after receipt of such a request by the Superintendent of Schools. The parent(s), guardian(s) or student 18 years or older, should be given the right to present evidence in support of his/her belief that the record is erroneous and to rebut any evidence submitted in support of the record. A written decision should be rendered within 30 days stating the disposition of the challenge to the record and the reasons for the determination. Although the hearing may be informal in nature, the processes used shall ensure fairness and impartiality.~~
- 
- ~~\_\_\_\_\_ In cases involving a constitutionally protected right, the School District attorney should be consulted with respect to the hearing procedure and the degree of formality required.~~
- 
- ~~\_\_\_\_\_ e. A fee shall be charged for copies made of records authorized to be disclosed at a rate of twenty five cents per page or fraction thereof.~~
- 
- 
-

**LOCAL SCHOOL DISTRICT**

**THIRD-PARTY REQUESTS**

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

I, (We), request the following information from the school records of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My authority for making this request is:

\_\_\_\_\_

\_\_\_\_\_

~~I am authorized by law to have access to said records or I attach the consent of the student and/or his/her parent or legal guardian.~~

~~I agree not to release said information to any other person or party except as said release may be authorized by law.~~

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

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**FIRST-PARTY REQUEST**

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

-  
I, \_\_\_\_\_  
\_\_\_\_\_, (am

-  
over 18) (am attending an institution of higher learning) (am the parent or legal guardian  
of) \_\_\_\_\_

-  
and request access to the school records of  
\_\_\_\_\_  
\_\_\_\_\_:

The specific records I should like to inspect are: (Please indicate specific areas, i.e., student  
folder, athletic, scholastic, reading scores, test results, attendance, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature

-

**SCHOOL DISTRICT**

-

**FIRST PARTY CONSENT**

-

I, \_\_\_\_\_

\_\_\_\_\_, consent to the inspection of the school records of \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ of

consent that the following information be mailed to them. I am the student involved and am over 18, or his/her parent or legal guardian. The records may be personally inspected or may be mailed to them as they request. This consent pertains to all records usually furnished in the best judgment of the School District authorities or limited as stated in the School Policy on Student Records.

-

\_\_\_\_\_

-

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

-

\_\_\_\_\_

Signature

-

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: JRA-R</b>
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**ACCESS TO STUDENT RECORDS**

**NOTICE CONCERNING STUDENT RECORDS**

Notice is hereby given to all Parents and guardians of students attending the Local Schools and students 18 years of age and older.

The following records are considered "Directory Information" and will not be treated as confidential information. Such information will be made available for publication through School District news releases.

- ~~a. The student's name, address, date of birth.~~
- ~~b. Major field of study.~~
- ~~c. Participation in officially recognized activities and sports.~~
- ~~d. Weight and height of members of athletic teams.~~
- ~~e. Dates of attendance in Local Schools~~
- ~~f. Awards and honors received.~~

Parents or guardians of Local Students and students 18 years of age and older who desire such "Directory Information" not be released for publication shall notify the appropriate Principal in writing by the third Monday in September.

All other information contained in educational records cannot be released without the written consent of the Parents or eligible students with certain exceptions:

- ~~a. Release to intra institutional officials such as teachers, counselors, and administrators.~~
- ~~b. Release to other schools where the student is seeking to enroll.~~
- ~~c. Release to federal and state officials for the purposes of evaluating or auditing a program receiving federal or state support.~~
- ~~d. Release of information in connection with a student's application for financial aid.~~
- ~~e. Release to official accrediting organizations in conjunction with the accreditation process.~~
- ~~f. Release of necessary information in cases of health or safety emergencies.~~

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- 
- g. Release to state and local officials if statutes or regulations requiring release were adopted prior to November 19, 1974.
- 
- h. Release to organizations or persons developing validation information or conducting predictive tests.
- 
- i. Release of such information as tuition bills and grades to parents of dependent students.
- j. Release of information pursuant to judicial order or subpoena.
- 

Parents or guardians wishing to have access to the records of their children should contact either the school Principal or school counselors. Records pertaining to individual students may include standardized test scores, permanent record card, achievement and health records.

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*See policies JRA and GBJ*

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## PUBLIC COMPLAINTS

~~While the School Board recognizes its obligation to be available to the public at all times, it also believes that individual complaints can usually be resolved most effectively by parties directly concerned. The Board therefore will not hear complaints from individual parents until such complaints have been raised first with the child's teacher and, if not resolved, successively with the principal and the Superintendent.~~

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

- \_\_\_\_\_ 1. Teacher
- \_\_\_\_\_ 2. Principal
- \_\_\_\_\_ 3. Superintendent
- \_\_\_\_\_ 4. Board of Education

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complaints from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or Board operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

- \_\_\_\_\_ 1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to the Principal.
- \_\_\_\_\_ 2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
- \_\_\_\_\_ 3. If the person making a complaint feels that a satisfactory reply has not been received from the Superintendent may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.

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## PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

~~Constructive criticism of the schools is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to their task more effectively.~~

~~The School Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.~~

~~Whenever a complaint is made directly to the School Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he or she sees them.~~

~~If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the School Board for the purposes of fuller study and a decision by this body. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.~~

~~The School Board shall conduct such meetings in a fair and just manner. The Board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.~~

Any complaint presented to the Board about school personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent may be made directly to the Board through the Clerk, but

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only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint believes that a satisfactory reply has not been received from the Superintendent, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.
5. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

<b>DOVER SCHOOL DISTRICT</b>	<b>JOB DESCRIPTION</b>
<b>DATE OF ADOPTION: 9/10/07</b>	

## FIRST READING

**Job Title :** ~~Director~~ **Dean** of Alternative School  
**Department:** Alternative School  
**Reports To:** Director of Pupil Personnel Services and High School Principal  
**Prepared Date:** 04/08/14  
**Approved By:** Dover School Board  
**Approved Date:**

### Summary:

To manage and supervise all aspects of Dover High School's Alternative Program

### Essential Duties and Responsibilities:

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

- Coordinate, and direct the Alternative education program including managing local budget, state and federal funds, tuition that are developed in conjunction with the PPD, transportation, requisitions, local expenditure report, program/course evaluation and all applications, forms and reports.
- Report to the Director of Pupil Personnel Services for the needs of the school with respect to equipment, supplies, building maintenance, etc.
- Coordinate alternative education programs with sending and receiving educational programs and school districts.
- **Participate in overall treatment planning for students within the alternative program.**
- Provide program information and assist guidance, career counseling, vocational education and special education with placement of students.
- Attend or ensure the attendance of a staff member at student/teacher conferences, teacher/parent/student conferences and I.E.P. team meetings as necessary.
- Promote a safe environment for students by ensuring that an adequate safety policy and program is in place and by overseeing the use of conflict resolution, decision-making skills, personal responsibility, and respect for others.
- Serve as chairperson for the interview and admissions committees for prospective students at the Alternative Program.
- Coordinate an orientation program for incoming students and all aspects of student scheduling, grading reporting processes.
- Has responsibility of reporting to the high school principal or deans, infractions of school rules in the building or on school grounds.
- Maintain a behavioral record for all students during their attendance at the Alternative School and keep parents informed by telephone, correspondence or other means when incidents arise with care taken to ensure confidentiality as appropriate.

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- Assist in interviews of prospective candidates for staff positions within the Alternative Program.
- Conduct regular staff meetings to assist in development of staff goals, monitor progress, plan and facilitate the delivery of professional in-service training and plan for individualized student programs.
- Assure all staff maintains HQT status in subjects that they teach.
- Assist teachers and staff with the development of effective classroom management techniques incorporating innovative strategies and training as necessary to aid in daily programs.
- Visit classrooms, support the PPD with supervising and evaluating teachers, therapeutic staff and paraprofessionals and submit written reports to the Director of Pupil Personnel Services for promoting, retaining, and dismissing staff.
- Promote community awareness, good public relations, and partnerships with businesses, industry and professional organizations.
- Cooperate with external agencies concerning aid or services to students involved in extenuating situations.
- Work with curriculum coordinator ~~and federal project coordinator~~ to exchange ideas and information related to programs, innovative practices and curriculum initiatives.
- Keep up to date on changing laws and requirements regarding state and federal funds for alternative education.
- Be responsible for any additional duties as assigned by the School Board, Superintendent, High School Principal or ~~immediate supervisor~~ Pupil Personnel Services Director.

#### **Management Responsibilities:**

This position includes management responsibilities for Alternative School Staff members.

#### **Competencies:**

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

- Strong leadership skills
- Knowledge of Alternative Education models
- Knowledge of Special Education laws
- Knowledge of NH Juvenile laws
- Good communication and organizational skills
- Work effectively with parents, staff members, and community members

#### **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.

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**Education and/or Experience:**

This position requires a minimum of a Master's degree in Education, Social Work, or related concentration. At least five (5) years of successful experience teaching or in a related background

**Technology Skills:**

To perform this job successfully, an individual should have knowledge of recommended Internet software and recommended Word Processing software.

**Certificates, Licenses, Registrations:**

~~New Hampshire State certification as a teacher Certification in special education and/or social work and/or program administration preferred.~~

**Certification as Special Education Administrator OR**

**Possess all of the following:**

**-license as a special educator or licensure as a Mental Health Counselor and a minimum of a master's degree in special education or related field.**

**-3-5 years' experience with students with emotional/behavioral disabilities.**

**-Experience supervising teachers and paraprofessionals.**

**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 and hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

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.

**RESOLUTION**

**RESOLUTION RE: FORMATION OF THE DOVER HIGH SCHOOL AND  
CAREER TECHNICAL CENTER JOINT BUILDING  
COMMITTEE**

**WHEREAS:** the Dover School Board is considering options for substantial renovations to, or new construction of, the Dover High School and the Regional Career Technical Center; and

**WHEREAS:** Pursuant to RSA 199:3, the City Council and School Board are required to form a Joint Building Committee (JBC) regarding the potential renovations/construction, which shall have the duties and powers set forth in RSA 199; and

**WHEREAS:** It is believed the JBC should be made up of six (6) members—three (3) appointed by the City Council and three (3) appointed by the School Board; and

**WHEREAS:** The School Board is authorized by state statute to appoint members to the JBC for the renovations/construction of the Dover High School and RCTC.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Dover School Board hereby appoints the following three (3) persons on the Joint Building Committee. The Joint Building Committee shall meet to elect a Chairperson per the requirements of RSA 199:3 and to otherwise undertake its business.

Amanda Russell  
Sarah Greenshields  
Matthew Severson

**SUBMITTED BY:**

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Amanda Russell, Chairperson

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Betsey Andrews Parker, Vice Chairperson

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Kathleen Morrison, Secretary

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Doris Grady

---

Sarah Greenshields

---

Michelle Muffett-Lipinski

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Carole Soule McCammon

***April 14, 2014***

## Dover High School 2014 Winter Color Guard

### Resolution of Commendation

- WHEREAS** The DHS 2014 Winter Color Guard has been rehearsing diligently since November 2013, putting in at least 12 hours a week of focused practice time, and
- WHEREAS** The DHS 2014 Winter Color Guard competed in eleven competitions during the winter season of the New England Scholastic Band Association, and
- WHEREAS** The DHS 2014 Winter Color Guard won 1<sup>st</sup> place in all competitions in which they participated, and
- WHEREAS** The DHS 2014 Winter Color Guard received their highest score of the season at the New England Championships, held at Salem High School, Salem, MA on March 29th, 2014, winning their division for the ninth consecutive season and also competed in World Guard International (WGI) Regional competition in February 2014 nationally ranking the Winter guard 2<sup>nd</sup> place in the weekend of competition, and
- WHEREAS** The DHS 2014 Winter Color Guard performed their show, "Lincoln Portrait", under the direction of a creative team of advisors, including: Jessica Cabral, coordinator, Robert Mulvanity, show designer, Bridget Mulvanity, equipment and dance coach, and Claudia Wigger, Maddie Retrosi, Meg Hauschildt, Kasey Sjostedt, and Kevin Riley, assistant coaches, and
- WHEREAS** The DHS 2014 Winter Color Guard students, Summer Busching, Katie Clerkin (captain), Shannon Corbett, Amanda Eisfeller, Madeline Epperson, Katie Hicking, Anna Loos, Preston Massingham, Emily McDonald, Elayna Messenger, Tamara Nicholson, Emily Perkins, Erin Pierce, Kunthea Relinski, Katie Rose, Holly Scammon, Julia Schultz, Sydney Seaver, Jenny Stevens, Kayla Viel (captain) and Cailin Zabielski, should be recognized for their extraordinary skill and talent, shown by their devotion to long hours of rehearsal in order to produce exciting performances throughout the winter competition season, and
- WHEREAS** The DHS 2014 Winter Color Guard was supported by their parents and the rest of the Dover Parents' Music Club, with both time, energy and financial help, and
- WHEREAS** The DHS 2014 Winter Color Guard had the support of the DHS music staff, faculty and administration as they continued to strive for excellence and represented Dover High School through their unwavering good sportsmanship and dedication,

**NOW, THEREFORE, BE IT RESOLVED** that the Dover School Board and the Dover community acknowledge the outstanding achievement of the 2014 DHS Winter Color Guard and their staff in winning the New England Championships for the ninth straight year.

**SUBMITTED BY:**

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

\_\_\_\_\_  
Betsey Andrews Parker, Vice Chairperson

\_\_\_\_\_  
Kathleen Morrison, Secretary

\_\_\_\_\_  
Doris Grady

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

\_\_\_\_\_  
Michelle Muffett-Lipinski

\_\_\_\_\_  
Carole Soule McCammon

April 14, 2014

## Resolution of Recognition

- WHEREAS** the Dover High School and Regional Career Technical Center 2014 Skills USA team, a Group of Twenty-four (24) Career Technical Students and Five Advisors joined together on March 23, 2014 as a group of young Skills USA Participants, and
- WHEREAS** the Dover High School 2014 Skills USA team demonstrated hard work, technical knowledge, perseverance, and character throughout the year, and
- WHEREAS** members of the Dover High School 2014 Skills USA team won a total of nine individual medals, and
- WHEREAS** the Dover High School 2014 Skills USA team members were awarded nine (9) medals: (5) Five Bronze - one in Electrical Construction Wiring, one in Cosmetology, one in Telecommunications Cabling, one in Internet Working; and one in Industrial Motor Control. (1) One Silver medal awarded in Telecommunications Cabling and (3) Three Gold medals awarded to, Construction Wiring, Industrial Motor Control and Restaurant Service, and
- WHEREAS** the Dover High School 2014 Skills USA team was composed of students Cassandra Morris, Logan Woodworth, Nathan Bennett, Keith Correll, Matthew Nolette, Lucas Karafeli, Nicholas Caverly, John Warren, Katrina Dutkoski, Craig Carper, Scott Collins, Jake Cummings, Natasha Wilson, Emily Belden, Logan Duncan, Francisco Santana, Timety Dang, Tyler Foley, Raina Gladu, Brianna Pelchat, Andrew Bowers, Cameron Russell, Ryan Hackett, and Brandon Beatham., and Advisors Judy Ring, Sarah Jennison, Nathan Poland, Keith Austin, Joseph Pirkola, and Irvin Harris.
- WHEREAS** the Dover High School 2014 Skills USA team had (3) three members qualify to participate at the National Skills USA Conference in Kansas City, and
- WHEREAS** the Dover High School 2014 Skills USA 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 2014 Skills USA team and their Advisors.

**SUBMITTED BY:**

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

\_\_\_\_\_  
Betsy Andrews Parker, Vice Chairperson

\_\_\_\_\_  
Kathleen Morrison, Secretary

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

\_\_\_\_\_  
Michelle Muffett-Lipinski

\_\_\_\_\_  
Carole Soule McCammon

\_\_\_\_\_  
Doris Grady

**April 14, 2014**

## RESOLUTION

### RE: Antonia Kretsepes Memorial Scholarship Fund

- WHEREAS:** the Dover School Board approved policy IKG, Establishments of Scholarships, and
- WHEREAS:** this policy states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds," and
- WHEREAS:** in memory of Antonia (Toni) Kretsepes, one of eight children, born in Biddeford, Maine in 1938 to Greek immigrant parents, a scholarship will be granted in accordance with the attached trust agreement. She married Peter Kretsepes and moved to Dover, New Hampshire where she was actively engaged in many community events and charitable organizations. She passed away on January 4, 2014. Her family would like to honor her memory with this scholarship, and award a deserving, graduating senior who intends to contribute to the community and leave a lasting impact on the people he/she touches in life.

**NOW, THEREFORE, BE IT RESOLVED** that the Dover School Board requests the Dover City Council accept the establishment of the Antonia (Toni) Kretsepes Memorial Scholarship Fund to be held in trust, for the purpose of awarding one annual scholarship in the amount of five hundred dollars (\$500), and said funds to be held in common by the City of Dover Board of Trustees of Trust Funds. The principal, any investment income and any new donations to the trust will be disbursed for the purpose of one annual scholarship upon written request from the Principal of Dover High School to the Trustees.

**SUBMITTED BY:**

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Amanda L. Russell, Chairperson

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Betsey Andrews Parker, Vice Chairperson

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Kathleen E. Morrison, Secretary

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Sarah J. Greenshields

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Michelle Muffett-Lipinski

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Carole Soule McCammon

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Doris F. Grady

**March 2014**

**Resolution**

**RE: Intent to Proceed with Career Technical Center Design and Construction**

**WHEREAS** The Dover School Board is considering options for the substantial renovations to, or new construction of the Dover High School And Regional Career Technical Center

**NOW, THEREFORE, BE IT RESOLVED** The Dover School Board intends to proceed immediately with the design and construction of the Dover High School Career and Technical Center if the State of New Hampshire advances the availability of the grant funds to Dover.

**SUBMITTED BY:**

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

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Betsey Andrews Parker, Vice Chairperson

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Kathleen Morrison, Secretary

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Doris Grady

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Sarah Greenshields

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Michelle Muffett-Lipinski

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Carole Soule McCammon

April 14, 2014

## SCHOOL FOOD SERVICE AGREEMENT

Date: February 19, 2014

Client: Dover School District

Contractor: CAFE SERVICES INC.

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## SCHOOL FOOD SERVICE AGREEMENT

THIS AGREEMENT is dated as of February 19, 2014 between CAFE' SERVICES, INC., P.O. Box 1069, 1 E Commons Drive, #25, Londonderry, N.H. 03053 (called "contractor") and The Dover School District, SAU #11, 6 Locust Street, Suite 409, Dover, NH 03820 (called "Client").

Contractor and Client agree:

### SECTION 1. AUTHORIZATION AND SERVICE AREAS

1.01 Contractor is authorized and directed to manage and operate the "Food Services" offered by Client relating to the following school: Dover School District. School Food Service Agreement. The original contract was effective as of 7/1/12 and included up to 4 one-year renewal options, unless terminated by either Party as hereinafter provided. This is the 2nd renewal option, effective as of July 1, 2014 and continuing through June 30, 2015.

1.02 Contractor's rights are exclusive and without charge to Contractor and shall apply to those "Premises" designated by the parties as reasonably necessary for efficient Food Services (including dining, serving, food preparation, storage and office areas). The food Premises shall not be used by others without (1) prior written notice with the Contractor, and (2) during any such use, the presence of an employee of Contractor whose wages shall be reimbursed by the user unless mutually agreed to otherwise.

### SECTION 2. SERVICE POLICIES. STANDARDS

2.01 Contractor shall be responsible for the management and operation of Food Services on the Premises including: general supervision of food service areas; employment of personnel; purchasing of food and non-food supplies and supervision of sanitation and safety practices. "The District shall monitor the food service operation through periodic on-site visits to ensure the food service is in conformance with program regulations" (210.16 (a) (3)). "The SFA retains control of the quality, extent, and general nature of its food service and the prices to be charged for meals. 210.16(a)(4)". "Any silence, absence or omission from the contract document specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials (food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used."

2.02 The food, confections and beverages furnished by Contractor shall be wholesome, palatable, and nutritious and shall be professionally prepared and presented. Contractor shall receive no payment for meals that are spoiled or unwholesome at time of delivery, or do not meet the detailed specifications for each food component as specified in Federal Register, 7 CFR; 210.10 for lunches and 220.8 for breakfasts in the meal pattern or do not otherwise meet the requirements of this Agreement.

2.03 Contractor's meal service (1) shall serve students on such days and at such prices as Client shall prescribe; (2) shall be meals which follow the menus and recipes prepared by Contractor and approved by Client; and (3) shall meet the requirements prescribed by the National School Lunch Program (NSLP), Fresh Fruit & Vegetable Program (FFVP) and the School Breakfast Program (SBP) of the United States Department of Agriculture and additional requirements as established by the State of New Hampshire, Commissioner of Education (called "State Agency"). Client shall retain signature authority for the Program Agreement, reimbursement claims, and free and reduced price meal applications as specified in the Federal Register 210.16(a) (5). In addition, the Client shall maintain control of the school food service account and overall financial responsibilities for the NSLP 210.16 (a) (5). "The District shall ensure that the food service operation is in conformance with the SFA's agreement under the program." (210.16 (a) (2)).

2.04 As prescribed by Client, Contractor shall serve free/reduced price and full prices reimbursable meals to all eligible students in a nondiscriminatory and confidential manner. The Client is responsible for developing, distributing, and collecting free and reduced price letters and applications. The Client is further responsible for determination of free and reduced price meals and will conduct hearings if necessary. The Client shall also comply with the USDA/NSLP requirements for free and reduced priced meal application verification. Contractor and Client also agree that no child shall be discriminated against on the basis of race, color, national origin, age, sex, or disability. "The FSMC accepts liability caused by FSMC negligence for claims assessed as a result of Federal/State reviews/audits, corresponding with the SFA's period of liability.

2.05 Except as approved in writing by Client, Contractor shall not engage in any other food service operation on the Premises.

2.06 The parties shall cooperate in promoting the nutrition education aspects of Client's food service program. Café Services will have an active representation on the school district's Wellness Committee. In coordinating such efforts with classroom instruction, Contractor will make food preparation and storage areas available for visits by students at reasonable times. This is not to be construed as children working in meals program.

2.07 Contractor shall periodically make good faith recommendations to Client regarding the quality, extent and general nature of food service operations, including prices to be charged; but at all times Client shall retain the right to make final decisions regarding such matters including pricing for all reimbursable meals, ala carte, adult meals and vending machines. The cost of adult meals provided at anytime must include cost of all commodities that will be used in the production of meals.

2.08 The FSMC must provide the method which delineates how the FSMC will pass the value of USDA donated foods used to the SFA.

a. Contract Requirements and Procurement

i. All donated foods received for use by the recipient agency for the school year covered by the contract shall be used in the recipient agency's food service.

ii. The FSMC will provide the following services in relation to commodity foods:

1. Preparing and serving meals

2. Ordering or selection of donated foods, in coordination with the recipient agency in accordance with 7 CFR 250.52

3. Storage and inventory management of donated foods in accordance with 7 CFR 250.52

4. Payment of processing fees and or submittal of refund requests to a processor on behalf of the recipient agency, or remittance of refunds for the value of donated foods in processed end products to the recipient agency, in accordance with subpart C of 7 CFR 250

b. Crediting for, and use of, donated foods

i. The FSMC will credit the recipient agency for the value of all donated foods received for use in the recipient agency's meals service in a school year (including both entitlement and bonus foods).

ii. The FSMC will credit for donated foods by disclosure, i.e. the food service management company credits the recipient agency for the value of donated foods by disclosing, in its billing for costs submitted to the recipient agency, the savings resulting from the receipt of donated foods for the billing period. Crediting by disclosure does not affect the requirement that the food service management company shall only bill the recipient agency for net allowable costs.

1. The FSMC shall use the USDA's November 15<sup>th</sup> list of commodity food values to report the value of donated foods in its disclosure of the value of donated foods to the recipient agency on its billing documents.

iii. All donated foods shall be used in the recipient agency for food service.

c. Storage and inventory management of donated foods

i. The FSMC must meet the general requirements in 7 CFR 250.14(b) for the storage and inventory management of donated foods. Additionally, the FSMC must ensure that its system of inventory management does not result in the recipient agency being charged for donated foods.

ii. If the contract terminates, and is not extended or renewed, the FSMC must return all unused donated foods to the recipient agency.

iii. The recipient agency must ensure that the FSMC has credited it for the value of all donated foods received for use in the recipient agency's meal service in the school year. The FSMC shall cooperate in this endeavor.

d. Recordkeeping and reviews

i. The FSMC will maintain the following records relating to the use of donated foods in its contract with the recipient agency:

1. The donated foods and processed end products received from, or on behalf of, the recipient agency, for use in the recipient agency's food service;
2. Documentation that it has credited the recipient agency for the value of all donated foods received for use in the recipient agency's food service in the school year, including, in accordance with the requirements in 7 CFR 250.51(a), the value of donated foods contained in processed end products; and
3. Documentation of its procurement of processed end products on behalf of the recipient agency, as applicable.
4. The distributing agency, subdistributing agency, or recipient agency, the Comptroller General, the Department of Agriculture, or their duly authorized representatives, may perform onsite reviews of the food service management company's food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods.
5. Extensions or renewals of the contract, if applicable, are contingent upon fulfillment of all contract provisions relating to donated foods.

ii. The recipient agency must ensure that the FSMC is in compliance with the requirements of this part through its monitoring of the food service operation, as required in 7 CFR parts 210, 225, or 226, as applicable.

iii. The recipient agency must also conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all donated foods received for use in the recipient agency's food service in the school year, including, in accordance with the requirements in 7 CFR 250.51(a) the value of donated foods contained in processed end products.

USDA donated foods are not to be used for special functions conducted outside the nonprofit school food service.

Any federally donated commodities received by Client and made available to Contractor will accrue only to the benefit of Client's non-profit food service operation and be utilized therein. Such donated commodities shall be separated and apart from the purchases inventory of food and supplies. To the maximum extent feasible Contractor shall use in the preparation of the meals and other foods served to the children, usable food donated by USDA for the use of Client. Contractor shall maintain adequate storage, recipes, inventory, and control of such donated foods to ensure that its use is in conformance with Client's agreement with the State Department of Administrative Services. Contractor shall give the School Food Authority, USDA/NSLP, and appropriate State representative's access to the donated commodities storage areas. In addition, failure by Contractor to maintain records required in using donated foods shall be considered prima facie evidence of improper distribution, use of loss of the donated foods. The Client reserves the right to assert claims against Contractor as set forth in Federal Register, 7 CFR Part 250, Section 250.6 (6), subsection 3, and shall obtain restitution from the

Contractor in connection with any claim for improper distribution, use or loss of or damage to the donated food. "The District shall retain title to USDA donated foods." (210.16 (a) (6).

2.09 All goods, services or monies received by Contractor as a result of rebate will be utilized in the Client's food service program. Any discounts and credits and rebates will be identified on the invoice and credited against expenses monthly. Contractor shall report a listing of all discounts, rebates or credits that have accrued to the benefit of the School Food Service Authority annually. Any and all discounts, rebates and credits earned at the School Food Service Authority will be credited to the benefit of the School Food Service Authority. In the event the school is closed prior to any discounts, rebates and credits earned are calculated Contractor shall report all discounts, rebates and credits and pay the School Food Service Authority any additional funds not credited on the monthly billing within 120 days of the closing. Contractor shall provide adequate information and tracking systems to report and to determine allowable and unallowable costs and the amount of the discounts, rebates and credits on all submitted invoices and reporting.

2.10 Contractor will adhere to School Food Service Authority's written code of conduct that includes procurement practices.

2.11 Client's faculty and staff shall be permitted to purchase meals or a la carte items sold on the Premises, however, adult meals must be priced to include the entitlement cost of any commodity used. Catered meals should not include commodity use and/or must show on any invoice the commodity used and the actual entitlement costs associated. Al a Carte costs should be priced according to industry standards and costing principles.

2.12 Contractor shall purchase food products that are produced or manufactured in the United States whenever possible and will abide by the "Buy American" Act as appropriate and possible.

2.13 Contract will run for the first 21 days of service on the presented 21 day cycle menu CFR 210.16 (b) (1).

### SECTION 3. CLEANING, LAUNDRY, MAINTENANCE, UTILITIES

3.01 Contractor shall be responsible for the washing of dishes, trays, pots, pans, and utensils; the cleaning and sanitation of food equipment, counters, serving lines, dining tables and chairs; and routine cleaning, sanitation and housekeeping in the kitchen and storage areas used by it.

3.02 Client shall be responsible for (1) heavy cleaning, stripping, waxing and maintaining in good condition the floors; walls, windows, vents, ducts, ceiling, light fixtures, drapes and blinds in the food service and dining areas; (2) insecticide and pest control service; and (3) building maintenance.

3.03 Client shall be responsible for removing rubbish and garbage after it has been placed by Contractor in containers furnished by Client and placed in designated areas.

3.04 Client shall furnish and maintain all utilities, including electricity, water and telephone service. Client shall not permit interruptions in utility service except in an emergency and in such case, agrees to notify Contractor immediately.

3.05 Contractor shall pay for all long distance calls, and other services in addition to the basic telephone service will be provided by Client.

3.06 Contractor and Client shall comply with all applicable standards, orders or regulations issued pursuant to Section 306 of the Clean Air Act of 1970 as amended (42 U.S.C. 1857B), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR, Part 15). Contractor and Client will also comply with the mandatory standards and policies relating to energy efficiency as contained in the State energy conservation plan issued in compliance with Energy Policy and Conservation Act (PL 94-163). Part 3016.36(i).

#### SECTION 4. EQUIPMENT FIXTURES, FURNITURE, EXPENDABLES, VEHICLES

4.01 Contractor shall take reasonable care in the use of the Premises, equipment, vehicles, and other items furnished by the Client.

4.02 Client shall provide and maintain fixed/movable equipment, fixtures and furniture reasonably necessary and convenient efficient operation and control of Food Services by Contractor, except Contractor shall be responsible for its own negligence.

4.03 Contractor shall replace expendable equipment as the items become worn, broken, used, lost or otherwise disposed of up to the amount of the original inventory, and charge the replacements as an allowable expense to the food service program.

4.04 Client shall provide and maintain necessary inter-school delivery vehicles and equipment as specified in the Request for Proposal.

#### SECTION 5. PERSONNEL

5.01 Contractor shall employ all management and non-management employees reasonably necessary for efficiently providing the Food Services. The Food Service management company will provide all food service employees the opportunity within their first year of employment to obtain a certificate of completion for an approved sanitation course. The person employed as Contractor's resident manager is subject to Client's approval, which will not be unreasonably withheld.

5.02 During this Agreement and for two (2) years following its termination, Client agrees not to hire for any position, any present or past supervisory employee furnished by Contractor without written consent from the Contractor.

5.03 All food service personnel shall be subject to regulations and health examinations as Client may require and as established by applicable governmental requirements.

5.04 Contractor shall arrange for background investigations, including criminal history checks, the expense of which is to be borne by the Contractor, on all of the employees who shall be providing services, under this Agreement, pursuant to 1997 New Hampshire Laws, Chapter 77.

5.05 Non-food service personnel such as custodians and noon-duty aides shall be the responsibility of Client.

5.06 Contractor shall comply with Section 103 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by the Department of Labor Regulations (29 CFR, Part 5). Part 3016.36(i).

5.07 The Contractor shall comply with Title VI of the Civil Rights Act of 1964 and the implementing regulations of the United States Department of Agriculture issued thereunder and any additions or amendments thereto.

5.08 The FSMC shall hire from the District all returning staff employed by the District as of June 6<sup>th</sup>, 2012 on a trial basis ending November 30, 2012. Contractor will work with all employees to transition them to Contractor's methods and procedures of doing business. During the transition period any disciplinary action to previous school employees must be preapproved by the Administration in writing. Once the transition period is over all employees are subject to Café Services rules and procedures. The FSMC will have the sole responsibility to compensate its employees, including all applicable taxes, insurance, and worker's compensation. The FSMC shall be solely responsible for any losses incurred by the District resulting from dishonest, fraudulent or negligent acts on the part of its employees or agents. The FSMC is required to provide a fidelity bond for all employees. All food service employees shall comply with all rules of the District.

## SECTION 6. INSURANCE. INDEMNITY

6.01 Contractor shall maintain as a direct cost of operation the following insurance coverage: Workers Compensation providing statutory coverage A and coverage B limits of \$500,000/\$500,000/\$500,000. A comprehensive General Liability policy with a limit of \$1,000,000 combined single limit for bodily injury and property damage. A comprehensive automobile policy with a limit of \$1,000,000 combined single limit for bodily injury and property damage. Umbrella excess policies providing limits of not less than \$5,000,000 combined single limit over the primary coverage. Certificates of insurance for the foregoing requiring 30 days notice prior to cancellation shall be delivered to the Client within 30 days of the effective date of this Agreement.

6.02 Client shall be named as an additionally insured under all of the foregoing Contractor insurance programs. Contractor shall indemnify Client from any and all claims for personal injury and property damage caused by Contractor negligence in the operation of the

Food Service. Client and Contractor hereby waive any and all right of recovery from each other for loss caused by perils defined in their respective Fire, Extended Coverage, and Sprinkler Leakage Policies.

6.03 Contractor shall indemnify and hold Client (and its employees, agents, and invitees) harmless from any liability, losses, damages, judgments, liens, expenses, and costs sustained or incurred in connection with any claims, suits, actions or proceedings made or brought against any such party as a result of any intentional or negligent acts or omissions as Contractor (or its officers, employees, and agents) in the performance of its obligations under this Agreement.

6.04 Client shall indemnify and hold Contractor (and its officers, employees, agents, and invitees) harmless from any liability, losses, damages, judgments, liens, expenses, and costs sustained or incurred in connection with any claims, suits, actions, or proceedings made or brought against any such party as a result of any intentional or negligent acts or omission of Administration (or its employees, agents, and invitees).

6.05 The indemnified party shall give notice as promptly as reasonably practicable to the indemnifying party of any action commenced against it in respect of which indemnity may be sought hereunder. As indemnifying party may participate at its own expense in the defense of any such action.

#### SECTION 7 LAWS. LICENSES. TAXES

7.01 Contractor shall comply with all State and Federal statutes, rules, and regulations applicable to its Food Service operation which now exist or which may be promulgated during the term of this Agreement or extension thereof; i.e. "Current Federal Regulations 7 CFR part 210, Sections 210.1 through 16 and Sections 210.21 through 23, Federal Register 7 CFR 3015 and Attachment "0" of OMB Circular A-102, 7 CFR Parts 215, 220, 245 and 250, as well as the Parts currently listed all of which are considered part of this contract", including the Federal and State of New Hampshire procurement standards which provide for maximum open and free competition.

7.02 The Client shall ensure applicable health certification(s) is maintained and that all State and local regulations are being met by the Contractor preparing or serving meals at Client's facilities. Contractor shall obtain necessary State or local health certification for any facility outside Client's school buildings in which it will prepare meals for use by the Client and shall maintain said certification for the duration of the Agreement.

7.03 Applicable sales taxes will be collected and remitted by Contractor when authorized by Client. Interest payments to vendor may not be paid with food service funds. If any sales tax becomes due upon subsequent audits by an authorized governmental agency, Client agrees to reimburse Contractor for payment, including any penalties of interest, which may be assessed.

## SECTION 8. ADDITIONAL SERVICES

8.01 Contractor shall conduct periodic food service evaluation surveys and shall require that a member of its resident management staff on Client's Premises be an active participant in the School District's Wellness Committee. Through periodic on-site visits, the Client shall monitor the food service operation to ensure the food service is in conformance with program regulations. The Client will establish the advisory board composed of parents, teachers, and students and the FSMC to assist in following through on Wellness Policy and Menu Planning.

8.02 Contractor shall provide such additional Food Services on the Premises as Client request, such as banquets, parties, etc.; subject to Client and Contractor then agreeing on the nature, extent and cost of such additional service. All catering costs will be itemized as mutually agreed by contractor and client to include cost of food, labor, supplies etc., labor cost for special functions will be maintained separately from the labor cost for NSLP meal services, all revenues from additional food services on the premises credited to the benefit of the food service program.

8.03 In the event of strike or other work stoppage, which interferes with the food service operation on the Premises, upon request, Contractor will take all reasonable steps to continue to provide Food Services, subject to reimbursement by Client for all direct costs of operation incurred by Contractor. Contractor shall submit to Client an invoice for such cost and fees following the end of the month.

## SECTION 9. FINANCIAL ARRANGEMENTS: ACCOUNTING

9.01 Contractor shall operate, administer, and manage the food service for Client in accordance with the fiscal arrangements as set forth herein. The Client and Contractor agree that this Agreement is not a cost-plus-a- percentage-of-cost or a cost-plus-a- percentage-of-income contract. "In a cost reimbursable contract, if the FSMC makes the purchases, the prices charged the SFA must be reasonable and necessary."

9.02 Contractor shall invoice the Client on a monthly basis for the Cash deposits, Government Reimbursements, and Function sales. Contractor shall prepare a monthly statement detailing the revenues and expenses incurred in the food service program per the bid specifications and forward to the Client within twenty (20) days after the months closing. Payments to be per "Addendum 8" Schedule of Payments. The sum of which not in excess of Contractors actual net allowable costs computed by deducting certain rebates, discounts and other credits and other such items as may be stipulated by the Client from time to time. If any amount owed to Contractor is not paid within Twenty (20) days of the due date, Contractor shall be entitled to collect a late charge equal to one and one half percent (1.5%) per month (or in the event applicable law prohibits the charge of such rate, at the maximum legal rate permitted) on the unpaid amount from the due date until paid in full together with costs of collection, including reasonable legal fees. No Food Service funds may be used to cover the costs of interest payments.

9.03 Contractor cost of operation shall include but not be limited to, cost of food, cost of salaries and wages, including payroll taxes and applicable benefits, cost of direct expenses; office supplies, insurance, postage, laundry, taxes, and any other items necessary to do business.

9.04 Contractors Administrative/Service Fee of professionally administrating the school districts food service program includes overhead expense for corporate services, covering area supervision and accounting, purchasing, personnel, research, payroll, banking, data processing, contract administration, and other related administrative functions. Administrative/Service Fee expenses are flat rate charges and will be charged to the SFA equally over a ten-month period beginning in September and ending in June.

9.05 Prior to the start of initial operations, Client and Contractor will take a beginning inventory of all usable food, supplies and donated commodities on the Premises. Contractor will utilize such inventory at a value determined by invoice cost. On termination of the Agreement, Client and Contractor will take a similar inventory. If the value of ending inventory is greater than the beginning inventory, the difference shall be added to Contractor's Costs of Business and if lesser, the difference shall be subtracted from Contractor's Cost of Business.

9.06 Contractor shall charge the Client an administrative/service fee expense of \$75,000.00 per annum, prorated and payable in ten (10) monthly installments. The Contractor's Administrative/management fee will be reduced to cover any loss in the foodservice account. If the loss exceeds the amount paid for the Administrative/Management fee, then the Contractor will reimburse the food service account, making it whole.

9.07 Surplus revenues existing after deduction of the approved cost of operation, administrative expense, and management fee from the verified food service receipts and all federal and state reimbursement shall be Client's.

9.08 No payment shall be made for meals that are spoiled, unwholesome or that do not meet the program requirements of the Client's specifications.

9.09 Contractor shall not provide free meals or food during the course of this agreement to any person that does not qualify for the free and reduced lunch program. Meal costs not associated with the NSLP or the food service operation for students will be charged to the general fund account.

9.10 Prior to February 10 of each school year, Contractor shall submit to Client for Client's approval a projected food service operating budget. The FSMC must provide a basis for any fee adjustments.

9.11 Contractor shall keep and maintain records by the calendar month to coincide with State and Federal forms. Within twenty (20) working days after the end of each month, Contractor shall provide Client with a prepared statement of operation and

invoice for all costs of operation and invoice for all costs of operation, including the monthly charge for Contractor cost of administration and/or management fee. All records will be available at the school district's office.

9.12 Contractor will provide Client within ten (10) working days after the end of each month, information for the monthly meal count reimbursement voucher to be executed by the Client.

9.13 Contractor shall, at all times, maintain accurate records of merchandise, inventories, surplus commodities, sales, cash collections, taxes, Federal and State reimbursements, costs of operation, Contractor administrative fee and management fee in connection with the operation or its food service on Client's premises and Client shall have the right to inspect said records at the facility during business hours upon reasonable advance notice.

9.14 Contractor shall maintain such records as the Client shall need to support its claim for reimbursement and Contractor shall report to the Client promptly at the end of each month as required under 7 CFR 210.16(c) (1986). Such records shall be available for a period of three (3) years from the date of receipt of the final payment under this agreement plus the current year for inspection and audit by representatives of the United States General Accounting Office at a reasonable time and place upon advance written notice: except if audit findings have not been resolved, the records shall be retained beyond the three (3) year period as long as required for the -resolution of the issues raised by the audit as required under 7 CFR 210.23 (c) (1986). In the event of termination per client's request all records will be surrendered to client.

## SECTION 10. TERMS, RENEWAL, TERMINATION

10.01 Amendment to existing contract dated July 1, 2012. This amendment is dated July 1, 2014 and ending June 30, 2015. This is the second Amendment to the existing contract, which was renewable each year for four (4) additional one-year terms, unless at the option of either party, written notice of non-renewal is given to the other party at least sixty (60) days prior to the start of the school year. Also that the Administrative and Management Fee amounts charged by the Contractor shall be negotiated between both parties and be recorded as a line item in the projected food service operating budget.

10.02 Notwithstanding Section 10.1 either party may terminate this Agreement

A. For Cause: If either party breaches a material provision of this Agreement, the non-breaching party may give the other party notice of such breach. If the breach is remedied in the case of failure to make payment when due by the next District manifest date or in sixty (60) days in the case of any other breach, the notice shall be null and void.

If such breach is not remedied within the time specified, the party giving notice shall have the right to terminate the Agreement upon expiration of such remedy period. These rights of termination are not exclusive, but are in addition to any other rights available at law or in equity.

B. Without Cause: Either party may terminate the Agreement anytime upon ninety (90) days prior written notice to the other party of intention to terminate the Agreement.

10.03 Upon termination of this Agreement, Contractor shall surrender the Premises in the same condition as received by Contractor allowing for reasonable wear and tear.

## SECTION 11. NOTICE

11.01 All notices shall be in writing and sent to the recipient at its respective address shown on the face of this agreement or such other address as may, from time to time, be designated by written notice. Any notice of termination shall be sent certified mail, return receipt requested.

## SECTION 12. RELATIONSHIP: CONFIDENTIALITY OF RECORDS

12.01 The relationship of Contractor to Client shall at all times be that of an independent contractor. Client is interested in the general nature and results and the manner, method or means by which Contractor renders Food Services.

12.02 It is recognized Contractor has expended considerable time and money in the development of systems, procedures, computer programs, forms, recipes, menus and other items of a proprietary nature which are unique to Contractor's way of conducting business. Client agrees to keep such information confidential and not copy, divulge or otherwise use it. Upon termination of this Agreement (1) Client will cooperate in allowing Contractor its right to remove all such information from the Premises and (2) Client will turnover to Contractor all such information otherwise in the control or custody of Client.

## SECTION 13. NON-DISCRIMINATION

13.01 Contractor agrees that it shall not unlawfully discriminate against any person in the performance of work under this Agreement because of race, religion, age, color, sex, national origin or ancestry, or disability unrelated to such person's ability to engage in the particular work. In all solicitations or advertisements for employees, Contractor shall include the phrase "Equal Opportunity Employer" or a similar phrase. Contractor further agrees to conduct its operations so as to adhere to Client's policy that there shall be no discrimination in the employment, assignment, training or promotion of personnel, the provision and maintenance of physical supplies and equipment and all other matters relating to the Food Services. Paragraph 1 through 7 of Section 60-1.4 of the Equal Opportunity Federal Contract Compliance Program is hereby incorporated by reference.

## SECTION 14. MISCELLANEOUS

14.01 Failure of either party to insist upon strict adherence to any term of this Agreement or failure to enforce a particular provision shall not be a waiver or deprive any party the right thereafter to insist upon strict adherence to the Agreement.

14.02 Contractor certifies that neither it, nor its principals are presently ineligible or proposed for ineligibility, from participation in this transaction by any Federal department or agency.

14.03 This Agreement is the entire Agreement and supersedes any other prior Agreement or communications whether written or oral except for Contractor's terms in the proposal dated June 26, 2012 which are not inconsistent with terms of this agreement shall be incorporated into this Agreement by reference. No changes shall be effective unless in writing and signed by the party to be charged.

14.04 Client may terminate this Agreement for breach/neglect as determined by Client when considering such items as failure to maintain and enforce required standards of sanitation, failure to maintain proper insurance coverage as outlined by this Agreement, failure to provide required periodic information/statements, or failure to maintain quality of service as determined within this Agreement. The Client is the responsible authority without recourse to the New Hampshire State Board of Education and/or the New Hampshire Attorney General's Office for the settlement and satisfaction of all contractual and administrative issues arising from the transaction. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of contractual nature. Matters concerning violations of the law will be referred to the local, State, or Federal authority that has proper jurisdiction.

14.05 This Agreement will be construed in accordance with New Hampshire law and any litigation will be conducted in the courts of New Hampshire.

14.06 Neither Contractor nor Client may assign or transfer this Agreement or any part thereof without the written consent of the other party.

14.07 Attached Addendums included and considered to be a part of this Agreement are:

- Non-Collusive Statement: Addendum - 1
- Certificate of Independent Price Determination: Addendum -2
- Certification Regarding Lobbying: Addendum - 3
- Disclosure of Lobbying Activities: Addendum - 4
- USDA Certification Regarding Debarment: Addendum - 5
- Certificate of Clean Air and Water: Addendum - 6
- Certification Policy and Conservation Act: Addendum - 7
- Schedule of Payment: Addendum - 8

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Attest: Dover School District

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

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

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

Attest: Café Services, Inc.

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

Title: President & CEO

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

Reviewed by State Agency:

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

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

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

**Addendum-1  
Non-Collusive Statement  
Food Service Program  
Public Schools**

By submission of this proposal, the FSMC certifies that:

- a. This proposal has been independently arrived at without collusion with any other proposer, competitor, potential proposer or potential competitor.
- b. This proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of the proposals for the work to be performed or the goods to be sold, to any other proposer, competitor, potential proposer or potential competitor.
- c. No attempt has been made, or will be made, to induce any other person, partnership or corporation to submit or not to submit a proposal.
- d. The person signing this proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder, as well as the person signing in his behalf.
- e. That below is a certified copy of the resolution authorizing the execution of this certificate by the signator of this proposal on behalf of the corporate proposer.

**Typed or printed name of signator**

J. Brian Stone

Typed or printed name of person authorized to submit the proposal

\_\_\_\_\_  
Signature of person authorized to submit this proposal

President & CEO  
Title

\_\_\_\_\_  
Date

---

Resolve that J. Brian Stone be authorized to sign and  
(name)

Submit the proposal of this corporation Café Services, Inc. for the Food Service  
(company name)

Management Program at the \_\_\_\_\_ Public Schools.  
(name of the school/s)

**Addendum - 2**  
**Certificate of Independent Price Determination**

**Both the School Food Authority and the Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.**

Café Services, Inc.

\_\_\_\_\_  
Name of Food Service Management Company

\_\_\_\_\_  
Name of School Food Authority

**(A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:**

- 1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
- 2) Unless required by law, the prices which have been quoted in this offer has not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
- 3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

**(B) Each person signing this offer on behalf of the Food Service Management Company certifies that:**

- 1) He or she is the person in the offeror's organization responsible within the Organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
- 2) He or she is not the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such person have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

_____ Signature of Food Service Management Company's Authorized Representative	<u>President &amp; CEO</u> Title	_____ Date
--	-------------------------------------	---------------

In accepting this offer, the SFA certifies that no representatives of the SFA have taken any action, which may have jeopardized the independence of the offer referred to above.

_____ Signature of School Food Authority's Authorized Representative	_____ Title	_____ Date
--	----------------	---------------

Note: Accepting a bidder's offer does not constitute award of the contract

**Addendum - 3**  
**CERTIFICATION REGARDING LOBBYING**

Applicable to

---

Grants, Sub grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

---

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension , continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
  - (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
  - (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.
- 

*Name/Address of Organization*

**Café Services, Inc.**  
**1 E Commons Drive, # 25**  
**PO Box 1069**  
**Londonderry, NH 03053**

J. Brian Stone, President  

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*Printed Name/Title of Submitting Official*

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**Signature of Submitting Official**

---

**Date**



**Addendum – 4 (cont.)**  
**DISCLOSURE OF LOBBYING ACTIVITIES**  
**CONTINUATION SHEET**  
**SF-LLL-A**

Reporting entity: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

**Addendum – 4 (cont.)**

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year end quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1<sup>st</sup> tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name for the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreement, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prim entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contracted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, D.C. 20503.
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**Addendum - 5**  
**U.S. DEPARTMENT OF AGRICULTURE**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS OF REVERSE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principles is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Café Services, Inc.

---

Organization Name

PR/Award Number or Project Name

J. Brian Stone, President & CEO

---

Name and Title(s) of Authorized Representative(s)

---

Signature(s)

Date

Form AD-1048 (1/92)

**Addendum – 5 (cont.)**  
**Instructions for Certification**

1. by signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Addendum - 6**

**CLEAN AIR AND WATER CERTIFICATE**

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8©(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate.

(NAME OF FOOD SERVICE MANAGEMENT COMPANY)

(NAME OF SCHOOL FOOD AUTHORITY)

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq. as amended by Public Law 92-500), respectively, relating to Inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued there under before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in , issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111© or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6© or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- D. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
- E. The term "Compliance" means compliance with clean are or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
- F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management company.

SIGNATURE OF FOOD SERVICE MANAGEMENT COMPANY'S AUTHORIZED REPRESENTATIVE	President & CEO TITLE	DATE
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SIGNATURE OF SCHOOL FOOD AUTHORITY'S AUTHORIZED REPRESENTATIVE	TITLE	DATE
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**Addendum - 7**

**ENERGY POLICY AND CONSERVATION ACT  
CONTRACT ADDENDUM**

Café Services, Inc. \_\_\_\_\_ agrees to comply with the  
Food Service Management Company (FSMC)

Energy Policy and Conservation Act (P.L. 94-163) for the duration of the contract.

*For: Café Services, Inc.*

*For the Board of Education*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

President & CEO  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**“Addendum 8”**

**Café Services  
Food Service Agreement**

**Schedule of Payments**

The Dover School District shall make monthly payments to Café Services Inc. based on the 2014 / 2015 Food Service Agreement as follows:

Projected annual costs of \$ 1,427,474.00

Monthly reimbursement payments to Café Services at 1/10th of total costs or \$142,747.40 per month payable on or before the first of each month September 2014 through June 2015. The June payment to be 50% of the regular payment.

The yearend balance to be paid within (10) ten days of the final year end statement and reconciliation.

Café Services and the Dover School District representatives agree to meet periodically throughout the school year to review and update the payment schedule accordingly.

Dover School District

Café Services Inc.

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

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

It's \_\_\_\_\_

It's President \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Café Services Inc.

Dover School District

## 2014/2015 Proposed Price List

	"Type A" Lunch			"Type A" Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
Elementary School	\$2.25	.40	\$3.25	\$1.25	.30	\$2.25
High School & Jr. High	\$2.75	.40	\$3.25	\$1.25	.30	\$2.25
High School Meal Deal Breakfast with breakfast sandwich			\$2.00	.30	\$3.50	
				Ala Carte Milk		.50

**Dover School District**  
**Food Service Base Bid 2014 / 2015**  
**Based on Enrollment 4,046**

<u>Projected Income</u>	
Student Breakfast	13,000
Adult Sales	24,000
Student Lunch	526,500
Ala Carte	230,000
Special Functions	4,500
FFV	27,000
Fed and State Reimbursements	645,000
<b>Total Income</b>	<b>1,470,000</b>
<u>Projected Costs</u>	

<b>Labor Costs</b>	<b>650,354</b>
<b>Food Cost</b>	<b>640,200</b>
<b>Commodity Value</b>	<b>(45,000)</b>
Paper Supplies	36,000
Cleaning Supplies	8,000
Laundry and Uniforms	6,000
Insurance	14,700
Office Supplies Postage	5,000
Advertising/Promotions /CBC	3,000
Employee Training	1,000
Bond Expense	1,800
Depreciation	18,920
Computer	1,500
License	2,500
USDA Delivery / Administrative	8,500
Administrative / Service Fees	75,000
<b>Total Costs</b>	<b>1,427,474</b>
<b>Net (cost) / return to the District</b>	<b>42,526</b>

The updated base bid is for the 2014 / 2015 school year. Renewal of the existing foodservice agreement between the Dover School District and Café Services Inc. All other arrangements and specifications agreed upon in the original agreement are to be carried forward with this renewal.

Dover School District

Café Services Inc.

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

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

It's: \_\_\_\_\_

It's: President \_\_\_\_\_

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

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

**City of Dover, New Hampshire**

**\*ML - Condition of Accounts (Obj and Function)**

From Date: 7/1/2013

To Date: 6/30/2014

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
1000.2.000.01100.4101.00000.00.000.000.000	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	Regular Salaried Employees	\$11,143,711.17	\$7,390,857.71	\$7,390,857.71	\$3,752,853.46	\$3,591,777.06	\$161,076.40	1.45%
1000.2.000.01100.4111.00000.00.000.000.000	Benefit Reimbursement	\$15,450.00	\$15,900.00	\$15,900.00	(\$450.00)	\$0.00	(\$450.00)	-2.91%
1000.2.000.01100.4160.00000.00.000.000.000	Severance Pay	\$120,000.00	\$0.00	\$0.00	\$120,000.00	\$96,063.35	\$23,936.65	19.95%
1000.2.000.01100.4170.00000.00.000.000.000	Longevity Pay	\$67,289.00	\$38,787.47	\$38,787.47	\$28,501.53	\$19,733.03	\$8,768.50	13.03%
1000.2.000.01100.4200.00000.00.000.000.000	Personal Svcs - Emp. Benefits	\$0.00	\$38,408.85	\$38,408.85	(\$38,408.85)	\$0.00	(\$38,408.85)	0.00%
1000.2.000.01100.4211.00000.00.000.000.000	Health Insurance	\$2,887,543.80	\$1,894,311.55	\$1,894,311.55	\$993,232.25	\$963,045.94	\$30,186.31	1.05%
1000.2.000.01100.4212.00000.00.000.000.000	Dental Insurance	\$122,978.84	\$81,772.75	\$81,772.75	\$41,206.09	\$41,405.58	(\$199.49)	-0.16%
1000.2.000.01100.4213.00000.00.000.000.000	Life Insurance	\$16,044.00	\$10,047.98	\$10,047.98	\$5,996.02	\$5,996.02	\$0.00	0.00%
1000.2.000.01100.4214.00000.00.000.000.000	Disability Insurance	\$22,474.01	\$15,104.51	\$15,104.51	\$7,369.50	\$7,369.50	\$0.00	0.00%
1000.2.000.01100.4220.00000.00.000.000.000	FICA	\$863,827.69	\$684,259.40	\$684,259.40	\$179,568.29	\$272,014.16	(\$92,445.87)	-10.70%
1000.2.000.01100.4230.00000.00.000.000.000	Retirement	\$1,473,792.41	\$967,180.42	\$967,180.42	\$506,611.99	\$500,458.25	\$6,153.74	0.42%
1000.2.000.01100.4341.00000.00.000.000.000	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	Maint Chrgs - Equipment	\$5,300.00	\$2,085.85	\$2,085.85	\$3,214.15	\$0.00	\$3,214.15	60.64%
1000.2.000.01100.4580.00000.00.000.000.000	Travel Expense	\$337.92	\$200.37	\$200.37	\$137.55	\$0.00	\$137.55	40.70%
1000.2.000.01100.4590.00000.00.000.000.000	MISCELLANEOUS PURCHASED SERVI	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
1000.2.000.01100.4611.00000.00.000.000.000	Office Supplies	\$281,346.60	\$187,523.77	\$187,523.77	\$93,822.83	\$29,535.23	\$64,287.60	22.85%
1000.2.000.01100.4640.00000.00.000.000.000	Books/Publications	\$113,762.83	\$51,930.80	\$51,930.80	\$61,832.03	\$4,775.56	\$57,056.47	50.15%
1000.2.000.01100.4641.00000.00.000.000.000	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	MAGAZINES	\$330.00	\$139.00	\$139.00	\$191.00	\$0.00	\$191.00	57.88%
1000.2.000.01100.4731.00000.00.000.000.000	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	NEW/ADDL FURNITURE	\$8,630.50	\$8,029.31	\$8,029.31	\$601.19	\$0.00	\$601.19	6.97%
1000.2.000.01100.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$31,252.12	\$29,328.13	\$29,328.13	\$1,923.99	\$691.39	\$1,232.60	3.94%
1000.2.000.01100.4735.00000.00.000.000.000	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	REPLACE FURNITURE	\$1,000.00	\$295.00	\$295.00	\$705.00	\$0.00	\$705.00	70.50%
	Func: REGULAR EDUCATION PROGRAMS - 01100	\$17,184,169.89	\$11,419,249.03	\$11,419,249.03	\$5,764,920.86	\$5,532,865.07	\$232,055.79	1.35%
1000.2.000.01101.4110.00000.00.000.000.000	Regular Salaried Employees	\$926,425.16	\$627,940.16	\$627,940.16	\$298,485.00	\$298,145.36	\$339.64	0.04%
1000.2.000.01101.4170.00000.00.000.000.000	Longevity Pay	\$4,247.00	\$2,803.50	\$2,803.50	\$1,443.50	\$1,378.50	\$65.00	1.53%
1000.2.000.01101.4211.00000.00.000.000.000	Health Insurance	\$190,244.16	\$128,934.71	\$128,934.71	\$61,309.45	\$66,835.69	(\$5,526.24)	-2.90%
1000.2.000.01101.4212.00000.00.000.000.000	Dental Insurance	\$7,300.20	\$5,056.50	\$5,056.50	\$2,243.70	\$2,598.10	(\$354.40)	-4.85%
1000.2.000.01101.4213.00000.00.000.000.000	Life Insurance	\$1,836.00	\$1,149.80	\$1,149.80	\$686.20	\$686.20	\$0.00	0.00%
1000.2.000.01101.4214.00000.00.000.000.000	Disability Insurance	\$1,883.69	\$1,265.98	\$1,265.98	\$617.71	\$617.71	\$0.00	0.00%
1000.2.000.01101.4220.00000.00.000.000.000	FICA	\$69,875.91	\$46,515.91	\$46,515.91	\$23,360.00	\$22,040.28	\$1,319.72	1.89%
1000.2.000.01101.4230.00000.00.000.000.000	Retirement	\$94,896.48	\$63,326.60	\$63,326.60	\$31,569.88	\$33,783.60	(\$2,213.72)	-2.33%
	Func: REGULAR ED. KINDERGARTEN - 01101	\$1,296,708.60	\$876,993.16	\$876,993.16	\$419,715.44	\$426,085.44	(\$6,370.00)	-0.49%
1000.2.000.01210.4110.00000.00.000.000.000	Regular Salaried Employees	\$3,356,936.26	\$2,378,815.80	\$2,378,815.80	\$978,120.46	\$924,502.40	\$53,618.06	1.60%
1000.2.000.01210.4111.00000.00.000.000.000	Benefit Reimbursement	\$5,662.50	\$9,439.94	\$9,439.94	(\$3,777.44)	\$1,894.06	(\$6,611.50)	-100.16%
1000.2.000.01210.4170.00000.00.000.000.000	Longevity Pay	\$17,303.03	\$16,899.20	\$16,899.20	\$403.83	\$2,504.87	(\$2,101.04)	-12.14%
1000.2.000.01210.4211.00000.00.000.000.000	Health Insurance	\$488,052.19	\$341,618.21	\$341,618.21	\$146,433.98	\$148,820.40	(\$2,386.42)	-0.49%
1000.2.000.01210.4212.00000.00.000.000.000	Dental Insurance	\$21,424.99	\$15,686.72	\$15,686.72	\$5,738.27	\$6,538.19	(\$799.92)	-3.73%
1000.2.000.01210.4213.00000.00.000.000.000	Life Insurance	\$8,559.36	\$5,360.44	\$5,360.44	\$3,198.92	\$3,198.92	\$0.00	0.00%
1000.2.000.01210.4214.00000.00.000.000.000	Disability Insurance	\$6,628.29	\$4,454.67	\$4,454.67	\$2,173.62	\$2,173.62	\$0.00	0.00%
1000.2.000.01210.4220.00000.00.000.000.000	FICA	\$258,463.06	\$175,547.46	\$175,547.46	\$82,915.60	\$66,230.22	\$16,685.38	6.46%
1000.2.000.01210.4230.00000.00.000.000.000	Retirement	\$220,562.90	\$150,158.15	\$150,158.15	\$70,404.75	\$67,930.12	\$2,474.63	1.12%
1000.2.000.01210.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$5,255.99	\$4,046.99	\$4,046.99	\$1,209.00	\$1,200.00	\$9.00	0.17%
1000.2.000.01210.4323.00000.00.000.000.000	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	PHOTOCOPIER MAINTENANCE	\$4,010.00	\$1,389.69	\$1,389.69	\$2,620.31	\$1,210.32	\$1,409.99	35.16%
1000.2.000.01210.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$3,250.00	\$720.00	\$720.00	\$2,530.00	\$272.50	\$2,257.50	69.46%
1000.2.000.01210.4531.00000.00.000.000.000	Telecommunications	\$1,224.00	\$712.66	\$712.66	\$511.34	\$511.34	\$0.00	0.00%
1000.2.000.01210.4534.00000.00.000.000.000	Postage	\$2,628.67	\$696.65	\$696.65	\$1,932.02	\$26.99	\$1,905.03	72.47%

**City of Dover, New Hampshire**

**\*ML - Condition of Accounts (Obj and Function)**

From Date: 7/1/2013

To Date: 6/30/2014

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
1000.2.000.01210.4540.00000.00.000.000.000	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	Tuition - Public/Other	\$105,689.02	\$50,558.69	\$50,558.69	\$55,130.33	\$33,816.30	\$21,314.03	20.17%
1000.2.000.01210.4563.00000.00.000.000.000	Tuition-Private	\$1,166,255.12	\$823,648.09	\$823,648.09	\$342,607.03	\$273,699.97	\$68,907.06	5.91%
1000.2.000.01210.4580.00000.00.000.000.000	Travel Expense	\$6,716.10	\$2,489.31	\$2,489.31	\$4,226.79	\$2,979.50	\$1,247.29	18.57%
1000.2.000.01210.4611.00000.00.000.000.000	Office Supplies	\$20,497.94	\$9,962.67	\$9,962.67	\$10,535.27	\$895.57	\$9,639.70	47.03%
1000.2.000.01210.4640.00000.00.000.000.000	Books/Publications	\$2,129.25	\$102.83	\$102.83	\$2,026.42	\$156.50	\$1,869.92	87.82%
1000.2.000.01210.4650.00000.00.000.000.000	SOFTWARE	\$750.00	\$0.00	\$0.00	\$750.00	\$750.00	\$0.00	0.00%
1000.2.000.01210.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$11,677.10	\$5,838.65	\$5,838.65	\$5,838.45	\$0.00	\$5,838.45	50.00%
1000.2.000.01210.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$10,496.98	\$8,471.98	\$8,471.98	\$2,025.00	\$0.00	\$2,025.00	19.29%
1000.2.000.01210.4810.00000.00.000.000.000	Membership Dues	\$10,379.38	\$1,490.94	\$1,490.94	\$8,888.44	\$3,008.00	\$5,880.44	56.66%
	Func: SPECIAL EDUCATION - 01210	\$5,751,397.28	\$4,019,704.89	\$4,019,704.89	\$1,731,692.39	\$1,547,319.79	\$184,372.60	3.21%
1000.2.000.01220.4110.00000.00.000.000.000	Regular Salaried Employees	\$221,456.10	\$153,453.82	\$153,453.82	\$68,002.28	\$68,839.06	(\$836.78)	-0.38%
1000.2.000.01220.4170.00000.00.000.000.000	Longevity Pay	\$1,721.00	\$616.85	\$616.85	\$1,104.15	\$194.15	\$910.00	52.88%
1000.2.000.01220.4211.00000.00.000.000.000	Health Insurance	\$44,847.00	\$29,323.13	\$29,323.13	\$15,523.87	\$15,524.00	(\$0.13)	0.00%
1000.2.000.01220.4212.00000.00.000.000.000	Dental Insurance	\$1,670.76	\$1,111.24	\$1,111.24	\$559.52	\$559.24	\$0.28	0.02%
1000.2.000.01220.4213.00000.00.000.000.000	Life Insurance	\$230.40	\$144.30	\$144.30	\$86.10	\$86.10	\$0.00	0.00%
1000.2.000.01220.4214.00000.00.000.000.000	Disability Insurance	\$314.11	\$211.11	\$211.11	\$103.00	\$103.00	\$0.00	0.00%
1000.2.000.01220.4220.00000.00.000.000.000	FICA	\$17,073.05	\$11,458.76	\$11,458.76	\$5,614.29	\$5,103.66	\$510.63	2.99%
1000.2.000.01220.4230.00000.00.000.000.000	Retirement	\$18,345.56	\$11,897.83	\$11,897.83	\$6,447.73	\$6,337.15	\$110.58	0.60%
	Func: SPECIAL ED. PRESCHOOL - 01220	\$305,657.98	\$208,217.04	\$208,217.04	\$97,440.94	\$96,746.36	\$694.58	0.23%
1000.2.000.01230.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$324,133.00	\$216,319.36	\$216,319.36	\$107,813.64	\$88,764.67	\$19,048.97	5.88%
	Func: SPECIAL ED. CONSULTANT - 01230	\$324,133.00	\$216,319.36	\$216,319.36	\$107,813.64	\$88,764.67	\$19,048.97	5.88%
1000.2.000.01231.4611.00000.00.000.000.000	Office Supplies	\$11,205.00	\$3,645.61	\$3,645.61	\$7,559.39	\$7,559.40	(\$0.01)	0.00%
	Func: SPECIAL EVALUATION & TESTING - 01231	\$11,205.00	\$3,645.61	\$3,645.61	\$7,559.39	\$7,559.40	(\$0.01)	0.00%
1000.2.000.01270.4110.00000.00.000.000.000	Regular Salaried Employees	\$209,205.39	\$138,761.67	\$138,761.67	\$70,443.72	\$55,469.46	\$14,974.26	7.16%
1000.2.000.01270.4170.00000.00.000.000.000	Longevity Pay	\$1,011.00	\$366.81	\$366.81	\$644.19	\$194.19	\$450.00	44.51%
1000.2.000.01270.4211.00000.00.000.000.000	Health Insurance	\$40,761.36	\$17,166.78	\$17,166.78	\$23,594.58	\$7,795.70	\$15,798.88	38.76%
1000.2.000.01270.4212.00000.00.000.000.000	Dental Insurance	\$1,363.08	\$693.59	\$693.59	\$669.49	\$292.92	\$376.57	27.63%
1000.2.000.01270.4213.00000.00.000.000.000	Life Insurance	\$504.00	\$315.64	\$315.64	\$188.36	\$188.36	\$0.00	0.00%
1000.2.000.01270.4214.00000.00.000.000.000	Disability Insurance	\$441.45	\$296.70	\$296.70	\$144.75	\$144.75	\$0.00	0.00%
1000.2.000.01270.4220.00000.00.000.000.000	FICA	\$16,081.56	\$10,044.79	\$10,044.79	\$6,036.77	\$4,012.36	\$2,024.41	12.59%
1000.2.000.01270.4230.00000.00.000.000.000	Retirement	\$7,368.96	\$4,808.87	\$4,808.87	\$2,560.09	\$2,548.46	\$11.63	0.16%
1000.2.000.01270.4323.00000.00.000.000.000	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	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	Office Supplies	\$1,760.00	\$961.30	\$961.30	\$798.70	\$0.00	\$798.70	45.38%
1000.2.000.01270.4640.00000.00.000.000.000	Books/Publications	\$836.00	\$835.76	\$835.76	\$0.24	\$0.00	\$0.24	0.03%
1000.2.000.01270.4810.00000.00.000.000.000	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	\$174,251.91	\$174,251.91	\$106,547.89	\$70,646.20	\$35,901.69	12.79%
1000.2.000.01280.4810.00000.00.000.000.000	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	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	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	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	Regular Salaried Employees	\$1,288,758.75	\$792,166.96	\$792,166.96	\$496,591.79	\$374,132.88	\$122,458.91	9.50%

**City of Dover, New Hampshire**

**\*ML - Condition of Accounts (Obj and Function)**

From Date: 7/1/2013

To Date: 6/30/2014

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
1000.2.000.01300.4170.00000.00.000.000.000	Longevity Pay	\$4,209.00	\$3,305.89	\$3,305.89	\$903.11	\$903.11	\$0.00	0.00%
1000.2.000.01300.4211.00000.00.000.000.000	Health Insurance	\$291,913.96	\$197,537.27	\$197,537.27	\$94,376.69	\$100,068.05	(\$5,691.36)	-1.95%
1000.2.000.01300.4212.00000.00.000.000.000	Dental Insurance	\$12,516.24	\$7,997.50	\$7,997.50	\$4,518.74	\$4,063.02	\$455.72	3.64%
1000.2.000.01300.4213.00000.00.000.000.000	Life Insurance	\$1,728.00	\$1,082.19	\$1,082.19	\$645.81	\$645.81	\$0.00	0.00%
1000.2.000.01300.4214.00000.00.000.000.000	Disability Insurance	\$2,426.00	\$1,630.44	\$1,630.44	\$795.56	\$795.56	\$0.00	0.00%
1000.2.000.01300.4220.00000.00.000.000.000	FICA	\$93,182.34	\$58,621.27	\$58,621.27	\$34,561.07	\$27,462.46	\$7,098.61	7.62%
1000.2.000.01300.4230.00000.00.000.000.000	Retirement	\$157,231.88	\$103,685.49	\$103,685.49	\$53,546.39	\$50,646.02	\$2,900.37	1.84%
1000.2.000.01300.4323.00000.00.000.000.000	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	PHOTOCOPIER MAINTENANCE	\$4,200.00	\$1,147.05	\$1,147.05	\$3,052.95	\$82.95	\$2,970.00	70.71%
1000.2.000.01300.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$22,600.00	\$8,524.14	\$8,524.14	\$14,075.86	\$475.86	\$13,600.00	60.18%
1000.2.000.01300.4440.00000.00.000.000.000	FACILITY REPAIRS/RENOVATIONS	\$30,000.00	\$22,500.00	\$22,500.00	\$7,500.00	\$7,500.00	\$0.00	0.00%
1000.2.000.01300.4460.00000.00.000.000.000	Taxes	\$1,367.00	\$750.00	\$750.00	\$617.00	\$0.00	\$617.00	45.14%
1000.2.000.01300.4525.00000.00.000.000.000	Student Insurance	\$1,720.84	\$1,704.00	\$1,704.00	\$16.84	\$0.00	\$16.84	0.98%
1000.2.000.01300.4531.00000.00.000.000.000	Telecommunications	\$5,027.80	\$2,937.50	\$2,937.50	\$2,090.30	\$2,090.30	\$0.00	0.00%
1000.2.000.01300.4532.00000.00.000.000.000	DATA COMMUNICATIONS	\$1,218.00	\$648.00	\$648.00	\$570.00	\$222.00	\$348.00	28.57%
1000.2.000.01300.4534.00000.00.000.000.000	Postage	\$800.00	\$534.61	\$534.61	\$265.39	\$128.01	\$137.38	17.17%
1000.2.000.01300.4561.00000.00.000.000.000	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	Travel Expense	\$1,250.00	\$1,062.37	\$1,062.37	\$187.63	\$0.00	\$187.63	15.01%
1000.2.000.01300.4611.00000.00.000.000.000	Office Supplies	\$114,331.00	\$86,339.32	\$86,339.32	\$27,991.68	\$16,633.92	\$11,357.76	9.93%
1000.2.000.01300.4612.00000.00.000.000.000	Operating Supplies	\$7,300.00	\$2,876.69	\$2,876.69	\$4,423.31	\$2,337.96	\$2,085.35	28.57%
1000.2.000.01300.4640.00000.00.000.000.000	Books/Publications	\$19,500.00	\$8,423.35	\$8,423.35	\$11,076.65	\$5,385.18	\$5,691.47	29.19%
1000.2.000.01300.4650.00000.00.000.000.000	SOFTWARE	\$22,000.00	\$10,226.90	\$10,226.90	\$11,773.10	\$0.00	\$11,773.10	53.51%
1000.2.000.01300.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$19,000.00	\$10,299.87	\$10,299.87	\$8,700.13	\$5,639.04	\$3,061.09	16.11%
1000.2.000.01300.4733.00000.00.000.000.000	NEW/ADDL FURNITURE	\$4,298.16	\$1,948.16	\$1,948.16	\$2,350.00	\$2,305.00	\$45.00	1.05%
1000.2.000.01300.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$26,200.00	\$4,654.29	\$4,654.29	\$21,545.71	\$6,410.65	\$15,135.06	57.77%
1000.2.000.01300.4735.00000.00.000.000.000	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	Membership Dues	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00	100.00%
Func: VOCATIONAL EDUCATION PROGRAMS - 01300		\$2,180,278.97	\$1,330,603.26	\$1,330,603.26	\$849,675.71	\$610,060.78	\$239,614.93	10.99%
1000.2.000.01350.4531.00000.00.000.000.000	Telecommunications	\$191.40	\$111.65	\$111.65	\$79.75	\$79.75	\$0.00	0.00%
Func: CAREER TECH-VOC INCLUSION SERV - 01350		\$191.40	\$111.65	\$111.65	\$79.75	\$79.75	\$0.00	0.00%
1000.2.000.01390.4110.00000.00.000.000.000	Regular Salaried Employees	\$129,034.00	\$85,675.96	\$85,675.96	\$43,358.04	\$45,358.04	(\$2,000.00)	-1.55%
1000.2.000.01390.4170.00000.00.000.000.000	Longevity Pay	\$561.00	\$0.00	\$0.00	\$561.00	\$0.00	\$561.00	100.00%
1000.2.000.01390.4211.00000.00.000.000.000	Health Insurance	\$30,196.80	\$19,744.14	\$19,744.14	\$10,452.66	\$10,452.78	(\$0.12)	0.00%
1000.2.000.01390.4212.00000.00.000.000.000	Dental Insurance	\$985.98	\$644.64	\$644.64	\$341.34	\$341.28	\$0.06	0.01%
1000.2.000.01390.4213.00000.00.000.000.000	Life Insurance	\$144.00	\$90.18	\$90.18	\$53.82	\$53.82	\$0.00	0.00%
1000.2.000.01390.4214.00000.00.000.000.000	Disability Insurance	\$252.00	\$169.37	\$169.37	\$82.63	\$82.63	\$0.00	0.00%
1000.2.000.01390.4220.00000.00.000.000.000	FICA	\$9,871.10	\$6,364.17	\$6,364.17	\$3,506.93	\$3,368.76	\$138.17	1.40%
1000.2.000.01390.4230.00000.00.000.000.000	Retirement	\$18,271.21	\$12,131.76	\$12,131.76	\$6,139.45	\$6,422.67	(\$283.22)	-1.55%
1000.2.000.01390.4531.00000.00.000.000.000	Telecommunications	\$191.40	\$111.65	\$111.65	\$79.75	\$79.75	\$0.00	0.00%
Func: CAREER TECH - SPECIAL SERVICES - 01390		\$189,507.49	\$124,931.87	\$124,931.87	\$64,575.62	\$66,159.73	(\$1,584.11)	-0.84%
1000.2.000.01391.4170.00000.00.000.000.000	Longevity Pay	\$0.00	\$733.66	\$733.66	(\$733.66)	\$388.34	(\$1,122.00)	0.00%
1000.2.000.01391.4220.00000.00.000.000.000	FICA	\$0.00	\$55.14	\$55.14	(\$55.14)	\$27.98	(\$83.12)	0.00%
1000.2.000.01391.4230.00000.00.000.000.000	Retirement	\$0.00	\$103.98	\$103.98	(\$103.98)	\$55.02	(\$159.00)	0.00%
Func: CAREER TECH - GUIDANCE - 01391		\$0.00	\$892.78	\$892.78	(\$892.78)	\$471.34	(\$1,364.12)	0.00%
1000.2.000.01402.4110.00000.00.000.000.000	Regular Salaried Employees	\$7,500.00	\$1,721.38	\$1,721.38	\$5,778.62	\$2,256.00	\$3,522.62	46.97%
1000.2.000.01402.4220.00000.00.000.000.000	FICA	\$574.75	\$143.28	\$143.28	\$431.47	\$0.00	\$431.47	75.07%
1000.2.000.01402.4230.00000.00.000.000.000	Retirement	\$0.00	\$20.80	\$20.80	(\$20.80)	\$0.00	(\$20.80)	0.00%
Func: OTHER-HOMEBOUND INSTRUCTION - 01402		\$8,074.75	\$1,885.46	\$1,885.46	\$6,189.29	\$2,256.00	\$3,933.29	48.71%

**City of Dover, New Hampshire**

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1000.2.000.01410.4110.00000.00.000.000.000	Regular Salaried Employees	\$34,809.00	\$6,590.41	\$6,590.41	\$28,218.59	\$27,804.51	\$414.08	1.19%
1000.2.000.01410.4220.00000.00.000.000.000	FICA	\$2,663.33	\$504.20	\$504.20	\$2,159.13	\$1,935.99	\$223.14	8.38%
1000.2.000.01410.4230.00000.00.000.000.000	Retirement	\$4,861.16	\$453.51	\$453.51	\$4,407.65	\$3,019.82	\$1,387.83	28.55%
1000.2.000.01410.4810.00000.00.000.000.000	Membership Dues	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: CO-CURRICULAR ACTIVITIES - 01410	\$44,333.49	\$9,548.12	\$9,548.12	\$34,785.37	\$32,760.32	\$2,025.05	4.57%
1000.2.000.01420.4110.00000.00.000.000.000	Regular Salaried Employees	\$269,404.61	\$209,017.01	\$209,017.01	\$60,387.60	\$62,099.75	(\$1,712.15)	-0.64%
1000.2.000.01420.4111.00000.00.000.000.000	Benefit Reimbursement	\$2,097.00	\$1,887.30	\$1,887.30	\$209.70	\$1,887.30	(\$1,677.60)	-80.00%
1000.2.000.01420.4170.00000.00.000.000.000	Longevity Pay	\$962.50	\$856.65	\$856.65	\$105.85	\$105.85	\$0.00	0.00%
1000.2.000.01420.4211.00000.00.000.000.000	Health Insurance	\$23,338.56	\$18,850.44	\$18,850.44	\$4,488.12	\$4,488.20	(\$0.08)	0.00%
1000.2.000.01420.4212.00000.00.000.000.000	Dental Insurance	\$1,686.00	\$1,361.85	\$1,361.85	\$324.15	\$324.25	(\$0.10)	-0.01%
1000.2.000.01420.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$135.27	\$135.27	\$80.73	\$80.73	\$0.00	0.00%
1000.2.000.01420.4214.00000.00.000.000.000	Disability Insurance	\$210.01	\$141.12	\$141.12	\$68.89	\$68.89	\$0.00	0.00%
1000.2.000.01420.4220.00000.00.000.000.000	FICA	\$20,843.59	\$16,070.18	\$16,070.18	\$4,773.41	\$4,538.47	\$234.94	1.13%
1000.2.000.01420.4230.00000.00.000.000.000	Retirement	\$35,152.66	\$18,792.23	\$18,792.23	\$16,360.43	\$5,224.16	\$11,136.27	31.68%
1000.2.000.01420.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$2,775.00	\$1,065.00	\$1,065.00	\$1,710.00	\$0.00	\$1,710.00	61.62%
1000.2.000.01420.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$26,180.00	\$15,000.00	\$15,000.00	\$11,180.00	\$0.00	\$11,180.00	42.70%
1000.2.000.01420.4391.00000.00.000.000.000	OFFICIAL SERVICES	\$53,043.00	\$28,253.80	\$28,253.80	\$24,789.20	\$1,700.00	\$23,089.20	43.53%
1000.2.000.01420.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$10,860.00	\$4,766.75	\$4,766.75	\$6,093.25	\$6,092.70	\$0.55	0.01%
1000.2.000.01420.4441.00000.00.000.000.000	Rental of Land & Buildings	\$1,320.00	\$810.00	\$810.00	\$510.00	\$270.00	\$240.00	18.18%
1000.2.000.01420.4531.00000.00.000.000.000	Telecommunications	\$818.00	\$476.64	\$476.64	\$341.36	\$341.36	\$0.00	0.00%
1000.2.000.01420.4580.00000.00.000.000.000	Travel Expense	\$3,700.00	\$1,204.47	\$1,204.47	\$2,495.53	\$0.00	\$2,495.53	67.45%
1000.2.000.01420.4581.00000.00.000.000.000	Travel-Courier	\$300.00	\$30.01	\$30.01	\$269.99	\$0.00	\$269.99	90.00%
1000.2.000.01420.4611.00000.00.000.000.000	Office Supplies	\$32,135.00	\$27,698.99	\$27,698.99	\$4,436.01	\$0.00	\$4,436.01	13.80%
1000.2.000.01420.4810.00000.00.000.000.000	Membership Dues	\$38,965.00	\$36,979.80	\$36,979.80	\$1,985.20	\$655.00	\$1,330.20	3.41%
	Func: ATHLETICS - 01420	\$524,006.93	\$383,397.51	\$383,397.51	\$140,609.42	\$87,876.66	\$52,732.76	10.06%
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	\$113,414.01	\$113,414.01	\$36,348.39	\$23,602.13	\$12,746.26	8.51%
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	\$23,338.30	\$23,338.30	\$5,048.90	\$5,459.05	(\$410.15)	-1.44%
1000.2.000.01602.4212.00000.00.000.000.000	Dental Insurance	\$2,188.80	\$1,773.16	\$1,773.16	\$415.64	\$420.95	(\$5.31)	-0.24%
1000.2.000.01602.4213.00000.00.000.000.000	Life Insurance	\$288.00	\$180.36	\$180.36	\$107.64	\$107.64	\$0.00	0.00%
1000.2.000.01602.4214.00000.00.000.000.000	Disability Insurance	\$220.50	\$148.20	\$148.20	\$72.30	\$72.30	\$0.00	0.00%
1000.2.000.01602.4220.00000.00.000.000.000	FICA	\$11,510.37	\$8,537.78	\$8,537.78	\$2,972.59	\$1,766.70	\$1,205.89	10.48%
1000.2.000.01602.4230.00000.00.000.000.000	Retirement	\$14,642.44	\$11,662.02	\$11,662.02	\$2,980.42	\$2,998.29	(\$17.87)	-0.12%
	Func: ADULT EDUCATION - 01602	\$207,699.71	\$159,753.83	\$159,753.83	\$47,945.88	\$34,427.06	\$13,518.82	6.51%
1000.2.000.02112.4392.00000.00.000.000.000	POLICE SERVICES	\$45,907.00	\$45,907.00	\$45,907.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: RESOURCE OFFICERS - 02112	\$45,907.00	\$45,907.00	\$45,907.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.02114.4550.00000.00.000.000.000	Printing & Binding	\$1,182.80	\$1,165.75	\$1,165.75	\$17.05	\$0.00	\$17.05	1.44%
	Func: ATTENDANCE-REPORTING - 02114	\$1,182.80	\$1,165.75	\$1,165.75	\$17.05	\$0.00	\$17.05	1.44%
1000.2.000.02122.4110.00000.00.000.000.000	Regular Salaried Employees	\$882,950.72	\$588,768.41	\$588,768.41	\$294,182.31	\$259,654.07	\$34,528.24	3.91%
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%

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1000.2.000.02122.4170.00000.00.000.000.000	Longevity Pay	\$6,125.00	\$1,557.54	\$1,557.54	\$4,567.46	\$445.46	\$4,122.00	67.30%
1000.2.000.02122.4211.00000.00.000.000.000	Health Insurance	\$227,825.52	\$162,455.20	\$162,455.20	\$65,370.32	\$71,946.15	(\$6,575.83)	-2.89%
1000.2.000.02122.4212.00000.00.000.000.000	Dental Insurance	\$8,243.04	\$5,939.30	\$5,939.30	\$2,303.74	\$2,704.36	(\$400.62)	-4.86%
1000.2.000.02122.4213.00000.00.000.000.000	Life Insurance	\$1,368.00	\$856.72	\$856.72	\$511.28	\$511.28	\$0.00	0.00%
1000.2.000.02122.4214.00000.00.000.000.000	Disability Insurance	\$1,786.20	\$1,200.44	\$1,200.44	\$585.76	\$585.76	\$0.00	0.00%
1000.2.000.02122.4220.00000.00.000.000.000	FICA	\$68,014.28	\$43,220.87	\$43,220.87	\$24,793.41	\$18,992.21	\$5,801.20	8.53%
1000.2.000.02122.4230.00000.00.000.000.000	Retirement	\$122,487.22	\$80,996.99	\$80,996.99	\$41,490.23	\$36,002.25	\$5,487.98	4.48%
1000.2.000.02122.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$1,400.00	\$865.03	\$865.03	\$534.97	\$443.85	\$91.12	6.51%
1000.2.000.02122.4531.00000.00.000.000.000	Telecommunications	\$2,316.00	\$1,356.13	\$1,356.13	\$959.87	\$959.87	\$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	\$10,369.90	\$6,794.56	\$6,794.56	\$3,575.34	\$865.42	\$2,709.92	26.13%
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	\$540.00	\$537.99	\$537.99	\$2.01	\$0.00	\$2.01	0.37%
	Func: GUIDANCE - 02122	\$1,342,238.38	\$894,549.18	\$894,549.18	\$447,689.20	\$393,110.68	\$54,578.52	4.07%
1000.2.000.02123.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$8,645.00	\$4,107.69	\$4,107.69	\$4,537.31	\$0.00	\$4,537.31	52.48%
	Func: APPRAISAL SERVICES - 02123	\$8,645.00	\$4,107.69	\$4,107.69	\$4,537.31	\$0.00	\$4,537.31	52.48%
1000.2.000.02130.4110.00000.00.000.000.000	Regular Salaried Employees	\$308,938.38	\$205,886.52	\$205,886.52	\$103,051.86	\$105,677.97	(\$2,626.11)	-0.85%
1000.2.000.02130.4170.00000.00.000.000.000	Longevity Pay	\$2,358.00	\$1,541.73	\$1,541.73	\$816.27	\$816.27	\$0.00	0.00%
1000.2.000.02130.4211.00000.00.000.000.000	Health Insurance	\$59,378.40	\$38,824.43	\$38,824.43	\$20,553.97	\$20,554.11	(\$0.14)	0.00%
1000.2.000.02130.4212.00000.00.000.000.000	Dental Insurance	\$3,155.16	\$2,062.78	\$2,062.78	\$1,092.38	\$1,092.06	\$0.32	0.01%
1000.2.000.02130.4213.00000.00.000.000.000	Life Insurance	\$360.00	\$225.45	\$225.45	\$134.55	\$134.55	\$0.00	0.00%
1000.2.000.02130.4214.00000.00.000.000.000	Disability Insurance	\$593.61	\$398.92	\$398.92	\$194.69	\$194.69	\$0.00	0.00%
1000.2.000.02130.4220.00000.00.000.000.000	FICA	\$23,814.21	\$15,259.91	\$15,259.91	\$8,554.30	\$7,805.09	\$749.21	3.15%
1000.2.000.02130.4230.00000.00.000.000.000	Retirement	\$40,058.13	\$26,630.05	\$26,630.05	\$13,428.08	\$14,173.56	(\$745.48)	-1.86%
1000.2.000.02130.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,494.00	\$0.00	\$0.00	\$1,494.00	\$1,106.00	\$388.00	25.97%
1000.2.000.02130.4611.00000.00.000.000.000	Office Supplies	\$6,203.40	\$4,615.90	\$4,615.90	\$1,587.50	\$3.30	\$1,584.20	25.54%
1000.2.000.02130.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$325.00	\$238.00	\$238.00	\$87.00	\$0.00	\$87.00	26.77%
	Func: HEALTH SERVICES - 02130	\$446,678.29	\$295,683.69	\$295,683.69	\$150,994.60	\$151,557.60	(\$563.00)	-0.13%
1000.2.000.02134.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$19,242.30	\$8,967.00	\$8,967.00	\$10,275.30	\$1,797.00	\$8,478.30	44.06%
	Func: NURSING SERVICES - 02134	\$19,242.30	\$8,967.00	\$8,967.00	\$10,275.30	\$1,797.00	\$8,478.30	44.06%
1000.2.000.02143.4110.00000.00.000.000.000	Regular Salaried Employees	\$185,136.32	\$135,262.25	\$135,262.25	\$49,874.07	\$55,030.76	(\$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	\$26,565.21	\$26,565.21	\$2,039.43	\$9,109.23	(\$7,069.80)	-24.72%
1000.2.000.02143.4212.00000.00.000.000.000	Dental Insurance	\$1,848.60	\$1,332.34	\$1,332.34	\$516.26	\$501.84	\$14.42	0.78%
1000.2.000.02143.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$135.27	\$135.27	\$80.73	\$80.73	\$0.00	0.00%
1000.2.000.02143.4214.00000.00.000.000.000	Disability Insurance	\$354.37	\$238.16	\$238.16	\$116.21	\$116.21	\$0.00	0.00%
1000.2.000.02143.4220.00000.00.000.000.000	FICA	\$14,214.46	\$10,094.40	\$10,094.40	\$4,120.06	\$4,105.71	\$14.35	0.10%
1000.2.000.02143.4230.00000.00.000.000.000	Retirement	\$26,310.69	\$19,153.04	\$19,153.04	\$7,157.65	\$7,792.33	(\$634.68)	-2.41%
1000.2.000.02143.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$11,040.00	\$4,575.25	\$4,575.25	\$6,464.75	\$0.00	\$6,464.75	58.56%
	Func: PSYCHOLOGICAL COUNSELING - 02143	\$268,286.08	\$197,355.92	\$197,355.92	\$70,930.16	\$76,736.81	(\$5,806.65)	-2.16%
1000.2.000.02152.4110.00000.00.000.000.000	Regular Salaried Employees	\$357,086.41	\$223,253.29	\$223,253.29	\$133,833.12	\$115,072.01	\$18,761.11	5.25%
1000.2.000.02152.4170.00000.00.000.000.000	Longevity Pay	\$3,089.00	\$1,888.87	\$1,888.87	\$1,200.13	\$1,000.13	\$200.00	6.47%
1000.2.000.02152.4211.00000.00.000.000.000	Health Insurance	\$45,794.16	\$30,142.21	\$30,142.21	\$15,651.95	\$16,142.13	(\$490.18)	-1.07%
1000.2.000.02152.4212.00000.00.000.000.000	Dental Insurance	\$2,474.76	\$1,631.24	\$1,631.24	\$843.52	\$875.92	(\$32.40)	-1.31%
1000.2.000.02152.4213.00000.00.000.000.000	Life Insurance	\$576.00	\$360.72	\$360.72	\$215.28	\$215.28	\$0.00	0.00%

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1000.2.000.02152.4214.00000.00.000.000.000	Disability Insurance	\$718.66	\$482.99	\$482.99	\$235.67	\$235.67	\$0.00	0.00%
1000.2.000.02152.4220.00000.00.000.000.000	FICA	\$27,491.38	\$16,789.03	\$16,789.03	\$10,702.35	\$8,677.89	\$2,024.46	7.36%
1000.2.000.02152.4230.00000.00.000.000.000	Retirement	\$36,415.00	\$26,561.56	\$26,561.56	\$9,853.44	\$14,076.27	(\$4,222.83)	-11.60%
	Func: SPEECH PATHOLOGY - 02152	\$473,645.37	\$301,109.91	\$301,109.91	\$172,535.46	\$156,295.30	\$16,240.16	3.43%
1000.2.000.02160.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$68,240.00	\$37,215.75	\$37,215.75	\$31,024.25	\$30,389.25	\$635.00	0.93%
	Func: PHYSICAL THERAPY - 02160	\$68,240.00	\$37,215.75	\$37,215.75	\$31,024.25	\$30,389.25	\$635.00	0.93%
1000.2.000.02163.4110.00000.00.000.000.000	Regular Salaried Employees	\$151,166.80	\$95,891.12	\$95,891.12	\$55,275.68	\$45,329.52	\$9,946.16	6.58%
1000.2.000.02163.4211.00000.00.000.000.000	Health Insurance	\$47,714.40	\$34,654.50	\$34,654.50	\$13,059.90	\$18,346.50	(\$5,286.60)	-11.08%
1000.2.000.02163.4212.00000.00.000.000.000	Dental Insurance	\$1,848.60	\$1,351.80	\$1,351.80	\$496.80	\$687.96	(\$191.16)	-10.34%
1000.2.000.02163.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$135.27	\$135.27	\$80.73	\$80.73	\$0.00	0.00%
1000.2.000.02163.4214.00000.00.000.000.000	Disability Insurance	\$268.31	\$180.33	\$180.33	\$87.98	\$87.98	\$0.00	0.00%
1000.2.000.02163.4220.00000.00.000.000.000	FICA	\$11,564.26	\$6,501.62	\$6,501.62	\$5,062.64	\$3,021.80	\$2,040.84	17.65%
1000.2.000.02163.4230.00000.00.000.000.000	Retirement	\$14,244.11	\$8,289.10	\$8,289.10	\$5,955.01	\$4,445.02	\$1,509.99	10.60%
	Func: OCCUPATIONAL THERAPY SERVICES - 02163	\$227,022.48	\$147,003.74	\$147,003.74	\$80,018.74	\$71,999.51	\$8,019.23	3.53%
1000.2.000.02190.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$7,225.00	\$0.00	\$0.00	\$7,225.00	\$0.00	\$7,225.00	100.00%
1000.2.000.02190.4564.00000.00.000.000.000	TUITION (OTHER)	\$9,000.00	\$567.50	\$567.50	\$8,432.50	\$0.00	\$8,432.50	93.69%
1000.2.000.02190.4611.00000.00.000.000.000	Office Supplies	\$0.00	\$109.45	\$109.45	(\$109.45)	\$0.00	(\$109.45)	0.00%
	Func: OTHER SUPPORT SERVICES - STUDENT - 02190	\$16,225.00	\$676.95	\$676.95	\$15,548.05	\$0.00	\$15,548.05	95.83%
1000.2.000.02191.4564.00000.00.000.000.000	TUITION (OTHER)	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
	Func: OTHER SUPPORT SERVICES - HS STUDENTS - 02191	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
1000.2.000.02211.4110.00000.00.000.000.000	Regular Salaried Employees	\$125,424.68	\$65,794.57	\$65,794.57	\$59,630.11	\$75,852.55	(\$16,222.44)	-12.93%
1000.2.000.02211.4111.00000.00.000.000.000	Benefit Reimbursement	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
1000.2.000.02211.4213.00000.00.000.000.000	Life Insurance	\$86.40	\$54.12	\$54.12	\$32.28	\$32.28	\$0.00	0.00%
1000.2.000.02211.4214.00000.00.000.000.000	Disability Insurance	\$107.10	\$71.98	\$71.98	\$35.12	\$35.12	\$0.00	0.00%
1000.2.000.02211.4220.00000.00.000.000.000	FICA	\$7,966.46	\$5,073.74	\$5,073.74	\$2,892.72	\$5,798.19	(\$2,905.47)	-36.47%
1000.2.000.02211.4230.00000.00.000.000.000	Retirement	\$14,745.75	\$9,250.83	\$9,250.83	\$5,494.92	\$10,711.00	(\$5,216.08)	-35.37%
	Func: ACADEMIC COORDINATORS - 02211	\$150,130.39	\$80,245.24	\$80,245.24	\$69,885.15	\$92,429.14	(\$22,543.99)	-15.02%
1000.2.000.02212.4110.00000.00.000.000.000	Regular Salaried Employees	\$42,777.60	\$31,178.20	\$31,178.20	\$11,599.40	\$10,353.58	\$1,245.82	2.91%
1000.2.000.02212.4170.00000.00.000.000.000	Longevity Pay	\$600.00	\$550.00	\$550.00	\$50.00	\$0.00	\$50.00	8.33%
1000.2.000.02212.4211.00000.00.000.000.000	Health Insurance	\$12,231.00	\$9,071.50	\$9,071.50	\$3,159.50	\$2,156.10	\$1,003.40	8.20%
1000.2.000.02212.4212.00000.00.000.000.000	Dental Insurance	\$505.08	\$380.14	\$380.14	\$124.94	\$89.15	\$35.79	7.09%
1000.2.000.02212.4213.00000.00.000.000.000	Life Insurance	\$86.40	\$54.12	\$54.12	\$32.28	\$32.28	\$0.00	0.00%
1000.2.000.02212.4214.00000.00.000.000.000	Disability Insurance	\$46.99	\$31.58	\$31.58	\$15.41	\$15.41	\$0.00	0.00%
1000.2.000.02212.4220.00000.00.000.000.000	FICA	\$3,318.39	\$2,293.49	\$2,293.49	\$1,024.90	\$759.03	\$265.87	8.01%
1000.2.000.02212.4230.00000.00.000.000.000	Retirement	\$2,410.07	\$1,872.58	\$1,872.58	\$537.49	\$504.41	\$33.08	1.37%
1000.2.000.02212.4290.00000.00.000.000.000	FSA Fees	\$35.00	\$60.00	\$60.00	(\$25.00)	\$0.00	(\$25.00)	-71.43%
1000.2.000.02212.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$916.30	\$916.30	\$916.30	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.02212.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$849.13	\$0.00	\$0.00	\$849.13	\$0.00	\$849.13	100.00%
1000.2.000.02212.4531.00000.00.000.000.000	Telecommunications	\$1,045.00	\$609.21	\$609.21	\$435.79	\$435.79	\$0.00	0.00%
1000.2.000.02212.4534.00000.00.000.000.000	Postage	\$1,500.00	\$850.95	\$850.95	\$649.05	\$587.34	\$61.71	4.11%
1000.2.000.02212.4580.00000.00.000.000.000	Travel Expense	\$1,200.00	\$642.25	\$642.25	\$557.75	\$0.00	\$557.75	46.48%
1000.2.000.02212.4611.00000.00.000.000.000	Office Supplies	\$5,581.43	\$3,127.70	\$3,127.70	\$2,453.73	\$959.58	\$1,494.15	26.77%
1000.2.000.02212.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$1,096.00	\$1,095.85	\$1,095.85	\$0.15	\$0.00	\$0.15	0.01%
	Func: CURRICULUM SUPERVISION AND DEV - 02212	\$74,198.39	\$52,733.87	\$52,733.87	\$21,464.52	\$15,892.67	\$5,571.85	7.51%
1000.2.000.02213.4111.00000.00.000.000.000	Benefit Reimbursement	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$6,500.00	\$2,500.00	27.78%

**City of Dover, New Hampshire**

**\*ML - Condition of Accounts (Obj and Function)**

From Date: 7/1/2013

To Date: 6/30/2014

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
1000.2.000.02213.4220.00000.00.000.000.000	FICA	\$688.50	\$0.00	\$0.00	\$688.50	\$497.25	\$191.25	27.78%
1000.2.000.02213.4240.00000.00.000.000.000	Staff Development Reimbursable	\$80,500.00	\$56,168.00	\$56,168.00	\$24,332.00	\$16,480.00	\$7,852.00	9.75%
1000.2.000.02213.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$41,720.00	\$15,969.14	\$15,969.14	\$25,750.86	\$5,370.00	\$20,380.86	48.85%
	Func: STAFF DEVELOPMENT - 02213	\$131,908.50	\$72,137.14	\$72,137.14	\$59,771.36	\$28,847.25	\$30,924.11	23.44%
1000.2.000.02215.4110.00000.00.000.000.000	Regular Salaried Employees	\$33,165.38	\$29,418.52	\$29,418.52	\$3,746.86	\$0.00	\$3,746.86	11.30%
1000.2.000.02215.4220.00000.00.000.000.000	FICA	\$2,537.16	\$2,176.76	\$2,176.76	\$360.40	\$0.00	\$360.40	14.20%
1000.2.000.02215.4230.00000.00.000.000.000	Retirement	\$4,696.22	\$4,025.88	\$4,025.88	\$670.34	\$0.00	\$670.34	14.27%
1000.2.000.02215.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$5,148.00	\$4,560.00	\$4,560.00	\$588.00	\$480.00	\$108.00	2.10%
1000.2.000.02215.4550.00000.00.000.000.000	Printing & Binding	\$2,400.00	\$844.20	\$844.20	\$1,555.80	\$0.00	\$1,555.80	64.83%
1000.2.000.02215.4580.00000.00.000.000.000	Travel Expense	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
1000.2.000.02215.4611.00000.00.000.000.000	Office Supplies	\$2,125.00	\$246.47	\$246.47	\$1,878.53	\$0.00	\$1,878.53	88.40%
1000.2.000.02215.4640.00000.00.000.000.000	Books/Publications	\$30,875.00	\$190.23	\$190.23	\$30,684.77	\$0.00	\$30,684.77	99.38%
	Func: CURRICULUM DEVELOPMENT - 02215	\$81,446.76	\$41,462.06	\$41,462.06	\$39,984.70	\$480.00	\$39,504.70	48.50%
1000.2.000.02216.4110.00000.00.000.000.000	Regular Salaried Employees	\$374.15	\$47.00	\$47.00	\$327.15	\$0.00	\$327.15	87.44%
1000.2.000.02216.4220.00000.00.000.000.000	FICA	\$131.06	\$3.54	\$3.54	\$127.52	\$0.00	\$127.52	97.30%
1000.2.000.02216.4230.00000.00.000.000.000	Retirement	\$242.59	\$6.66	\$6.66	\$235.93	\$0.00	\$235.93	97.25%
1000.2.000.02216.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$3,339.00	\$1,179.00	\$1,179.00	\$2,160.00	\$2,160.00	\$0.00	0.00%
1000.2.000.02216.4580.00000.00.000.000.000	Travel Expense	\$1,700.00	\$1,432.32	\$1,432.32	\$267.68	\$0.00	\$267.68	15.75%
1000.2.000.02216.4640.00000.00.000.000.000	Books/Publications	\$500.00	\$278.32	\$278.32	\$221.68	\$0.00	\$221.68	44.34%
1000.2.000.02216.4810.00000.00.000.000.000	Membership Dues	\$900.00	\$495.60	\$495.60	\$404.40	\$0.00	\$404.40	44.93%
	Func: PROFESSIONAL DEVELOPMENT - 02216	\$7,186.80	\$3,442.44	\$3,442.44	\$3,744.36	\$2,160.00	\$1,584.36	22.05%
1000.2.000.02222.4110.00000.00.000.000.000	Regular Salaried Employees	\$301,390.00	\$189,380.80	\$189,380.80	\$112,009.20	\$95,113.27	\$16,895.93	5.61%
1000.2.000.02222.4170.00000.00.000.000.000	Longevity Pay	\$2,441.00	\$1,596.03	\$1,596.03	\$844.97	\$844.97	\$0.00	0.00%
1000.2.000.02222.4211.00000.00.000.000.000	Health Insurance	\$46,542.60	\$30,431.70	\$30,431.70	\$16,110.90	\$16,110.90	\$0.00	0.00%
1000.2.000.02222.4212.00000.00.000.000.000	Dental Insurance	\$1,971.96	\$1,289.28	\$1,289.28	\$682.68	\$682.56	\$0.12	0.01%
1000.2.000.02222.4213.00000.00.000.000.000	Life Insurance	\$360.00	\$225.45	\$225.45	\$134.55	\$134.55	\$0.00	0.00%
1000.2.000.02222.4214.00000.00.000.000.000	Disability Insurance	\$587.10	\$394.57	\$394.57	\$192.53	\$192.53	\$0.00	0.00%
1000.2.000.02222.4220.00000.00.000.000.000	FICA	\$23,059.48	\$14,133.69	\$14,133.69	\$8,925.79	\$7,081.49	\$1,844.30	8.00%
1000.2.000.02222.4230.00000.00.000.000.000	Retirement	\$42,682.64	\$27,042.48	\$27,042.48	\$15,640.16	\$13,587.69	\$2,052.47	4.81%
1000.2.000.02222.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,736.01	\$1,165.38	\$1,165.38	\$570.63	\$258.64	\$311.99	17.97%
1000.2.000.02222.4611.00000.00.000.000.000	Office Supplies	\$4,166.85	\$3,978.50	\$3,978.50	\$188.35	\$28.14	\$160.21	3.84%
1000.2.000.02222.4640.00000.00.000.000.000	Books/Publications	\$18,209.96	\$13,236.81	\$13,236.81	\$4,973.15	\$4,966.94	\$6.21	0.03%
1000.2.000.02222.4641.00000.00.000.000.000	REFERENCE BOOKS	\$9,824.10	\$8,086.72	\$8,086.72	\$1,737.38	\$988.75	\$748.63	7.62%
1000.2.000.02222.4642.00000.00.000.000.000	ELECTRONIC INFO. CABLE/VIDEO	\$5,000.00	\$4,515.53	\$4,515.53	\$484.47	\$378.86	\$105.61	2.11%
1000.2.000.02222.4644.00000.00.000.000.000	MAGAZINES	\$3,677.13	\$2,540.18	\$2,540.18	\$1,136.95	\$865.00	\$271.95	7.40%
1000.2.000.02222.4750.00000.00.000.000.000	INFORMATION SERVICES EQUIPT	\$16,118.23	\$15,851.66	\$15,851.66	\$266.57	\$0.00	\$266.57	1.65%
	Func: LIBRARY SERVICES - 02222	\$477,767.06	\$313,868.78	\$313,868.78	\$163,898.28	\$141,234.29	\$22,663.99	4.74%
1000.2.000.02223.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,687.13	\$519.00	\$519.00	\$1,168.13	\$435.00	\$733.13	43.45%
1000.2.000.02223.4611.00000.00.000.000.000	Office Supplies	\$2,345.13	\$986.51	\$986.51	\$1,358.62	\$140.01	\$1,218.61	51.96%
1000.2.000.02223.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$194.00	\$0.00	\$0.00	\$194.00	\$0.00	\$194.00	100.00%
1000.2.000.02223.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$1,220.00	\$207.90	\$207.90	\$1,012.10	\$0.00	\$1,012.10	82.96%
	Func: AUDIOVISUAL SERVICES - 02223	\$5,446.26	\$1,713.41	\$1,713.41	\$3,732.85	\$575.01	\$3,157.84	57.98%
1000.2.000.02311.4125.00000.00.000.000.000	Elected Officials	\$7,200.00	\$5,400.00	\$5,400.00	\$1,800.00	\$1,800.00	\$0.00	0.00%
1000.2.000.02311.4220.00000.00.000.000.000	FICA	\$550.80	\$413.19	\$413.19	\$137.61	\$118.60	\$19.01	3.45%
1000.2.000.02311.4521.00000.00.000.000.000	Property Insurance	\$114,912.00	\$81,195.60	\$81,195.60	\$33,716.40	\$0.00	\$33,716.40	29.34%
1000.2.000.02311.4524.00000.00.000.000.000	Public Liab Insurance	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
1000.2.000.02311.4821.00000.00.000.000.000	JUDGMENTS AGAINST THE LEA	\$5,000.00	\$205.00	\$205.00	\$4,795.00	\$0.00	\$4,795.00	95.90%

**City of Dover, New Hampshire**

**\*ML - Condition of Accounts (Obj and Function)**

From Date: 7/1/2013

To Date: 6/30/2014

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
	Func: SCHOOL BOARD SERVICES - 02311	\$127,762.80	\$87,213.79	\$87,213.79	\$40,549.01	\$1,918.60	\$38,630.41	30.24%
1000.2.000.02312.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$3,625.00	\$2,885.64	\$2,885.64	\$739.36	\$0.00	\$739.36	20.40%
1000.2.000.02312.4211.00000.00.000.000.000.000	Health Insurance	\$0.00	\$1,329.57	\$1,329.57	(\$1,329.57)	\$0.00	(\$1,329.57)	0.00%
1000.2.000.02312.4212.00000.00.000.000.000.000	Dental Insurance	\$0.00	\$90.15	\$90.15	(\$90.15)	\$0.00	(\$90.15)	0.00%
1000.2.000.02312.4220.00000.00.000.000.000.000	FICA	\$277.31	\$218.59	\$218.59	\$58.72	\$0.00	\$58.72	21.17%
1000.2.000.02312.4230.00000.00.000.000.000.000	Retirement	\$390.41	\$310.80	\$310.80	\$79.61	\$0.00	\$79.61	20.39%
	Func: SCHOOL BOARD SECRETARY - 02312	\$4,292.72	\$4,834.75	\$4,834.75	(\$542.03)	\$0.00	(\$542.03)	-12.63%
1000.2.000.02317.4335.00000.00.000.000.000.000	Auditing Services	\$22,000.00	\$18,000.00	\$18,000.00	\$4,000.00	\$4,000.00	\$0.00	0.00%
	Func: AUDIT SERVICES - 02317	\$22,000.00	\$18,000.00	\$18,000.00	\$4,000.00	\$4,000.00	\$0.00	0.00%
1000.2.000.02318.4334.00000.00.000.000.000.000	Legal Services	\$40,000.00	\$37,196.41	\$37,196.41	\$2,803.59	\$0.00	\$2,803.59	7.01%
	Func: SCHOOL BOARD LEGAL SERVICES - 02318	\$40,000.00	\$37,196.41	\$37,196.41	\$2,803.59	\$0.00	\$2,803.59	7.01%
1000.2.000.02319.4810.00000.00.000.000.000.000	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%
1000.2.000.02321.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$431,634.45	\$345,415.43	\$345,415.43	\$86,219.02	\$82,136.41	\$4,082.61	0.95%
1000.2.000.02321.4111.00000.00.000.000.000.000	Benefit Reimbursement	\$0.00	\$6,896.26	\$6,896.26	(\$6,896.26)	\$4,152.59	(\$1,048.85)	0.00%
1000.2.000.02321.4170.00000.00.000.000.000.000	Longevity Pay	\$3,425.00	\$700.00	\$700.00	\$2,725.00	\$1,400.00	\$1,325.00	38.69%
1000.2.000.02321.4211.00000.00.000.000.000.000	Health Insurance	\$145,212.08	\$78,737.63	\$78,737.63	\$66,474.45	\$15,567.40	\$50,907.05	35.06%
1000.2.000.02321.4212.00000.00.000.000.000.000	Dental Insurance	\$7,493.88	\$5,586.59	\$5,586.59	\$1,907.29	\$1,189.85	\$717.44	9.57%
1000.2.000.02321.4213.00000.00.000.000.000.000	Life Insurance	\$1,332.80	\$834.69	\$834.69	\$498.11	\$498.11	\$0.00	0.00%
1000.2.000.02321.4214.00000.00.000.000.000.000	Disability Insurance	\$895.94	\$602.14	\$602.14	\$293.80	\$293.80	\$0.00	0.00%
1000.2.000.02321.4220.00000.00.000.000.000.000	FICA	\$33,271.66	\$25,878.00	\$25,878.00	\$7,393.66	\$7,525.06	(\$131.40)	-0.39%
1000.2.000.02321.4230.00000.00.000.000.000.000	Retirement	\$52,485.61	\$41,195.03	\$41,195.03	\$11,290.58	\$10,664.62	\$625.96	1.19%
1000.2.000.02321.4240.00000.00.000.000.000.000	Staff Development Reimbursable	\$15,000.00	\$7,239.00	\$7,239.00	\$7,761.00	\$1,050.00	\$6,711.00	44.74%
1000.2.000.02321.4290.00000.00.000.000.000.000	FSA Fees	\$70.00	\$75.00	\$75.00	(\$5.00)	\$7.50	(\$12.50)	-17.86%
1000.2.000.02321.4322.00000.00.000.000.000.000	PROF SERVICES INSTRUCTIONAL	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
1000.2.000.02321.4323.00000.00.000.000.000.000	PROFESSIONAL SERVICES PUPIL	\$5,000.00	\$2,475.00	\$2,475.00	\$2,525.00	\$943.00	\$1,582.00	31.64%
1000.2.000.02321.4330.00000.00.000.000.000.000	Other professional Services	\$1,200.00	\$1,245.00	\$1,245.00	(\$45.00)	\$585.75	(\$630.75)	-52.56%
1000.2.000.02321.4409.00000.00.000.000.000.000	PHOTOCOPIER MAINTENANCE	\$7,800.00	\$635.86	\$635.86	\$7,164.14	\$164.14	\$7,000.00	89.74%
1000.2.000.02321.4410.00000.00.000.000.000.000	TECHNOLOGY MAINTENANCE	\$26,780.00	\$21,317.00	\$21,317.00	\$5,463.00	\$0.00	\$5,463.00	20.40%
1000.2.000.02321.4433.00000.00.000.000.000.000	Maint Chrgs - Equipment	\$100.00	\$278.00	\$278.00	(\$178.00)	\$0.00	(\$178.00)	-178.00%
1000.2.000.02321.4441.00000.00.000.000.000.000	Rental of Land & Buildings	\$29,256.12	\$24,380.10	\$24,380.10	\$4,876.02	\$4,876.02	\$0.00	0.00%
1000.2.000.02321.4531.00000.00.000.000.000.000	Telecommunications	\$2,899.00	\$1,819.58	\$1,819.58	\$1,079.42	\$1,079.42	\$0.00	0.00%
1000.2.000.02321.4534.00000.00.000.000.000.000	Postage	\$5,818.00	\$3,886.07	\$3,886.07	\$1,931.93	\$2,583.93	(\$652.00)	-11.21%
1000.2.000.02321.4540.00000.00.000.000.000.000	Advertising	\$3,600.00	\$233.45	\$233.45	\$3,366.55	\$1,016.55	\$2,350.00	65.28%
1000.2.000.02321.4550.00000.00.000.000.000.000	Printing & Binding	\$5,491.20	\$4,650.50	\$4,650.50	\$840.70	\$0.00	\$840.70	15.31%
1000.2.000.02321.4580.00000.00.000.000.000.000	Travel Expense	\$3,050.00	\$1,090.32	\$1,090.32	\$1,959.68	\$377.77	\$1,581.91	51.87%
1000.2.000.02321.4611.00000.00.000.000.000.000	Office Supplies	\$7,790.57	\$6,750.60	\$6,750.60	\$1,039.97	\$1,064.12	(\$24.15)	-0.31%
1000.2.000.02321.4640.00000.00.000.000.000.000	Books/Publications	\$500.00	\$987.65	\$987.65	(\$487.65)	\$0.00	(\$487.65)	-97.53%
1000.2.000.02321.4810.00000.00.000.000.000.000	Membership Dues	\$8,824.50	\$10,228.74	\$10,228.74	(\$1,404.24)	\$0.00	(\$1,404.24)	-15.91%
	Func: OFFICE OF THE SUPERINTENDENT - 02321	\$801,430.81	\$593,137.64	\$593,137.64	\$208,293.17	\$137,176.04	\$71,117.13	8.87%
1000.2.000.02410.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$1,225,562.11	\$945,059.06	\$945,059.06	\$280,503.05	\$245,560.82	\$34,942.23	2.85%
1000.2.000.02410.4111.00000.00.000.000.000.000	Benefit Reimbursement	\$24,747.00	\$12,740.65	\$12,740.65	\$12,006.35	\$12,740.60	(\$734.25)	-2.97%
1000.2.000.02410.4170.00000.00.000.000.000.000	Longevity Pay	\$12,437.50	\$11,714.31	\$11,714.31	\$723.19	\$673.19	\$50.00	0.40%
1000.2.000.02410.4211.00000.00.000.000.000.000	Health Insurance	\$293,252.64	\$238,797.21	\$238,797.21	\$54,455.43	\$55,592.30	(\$1,136.87)	-0.39%
1000.2.000.02410.4212.00000.00.000.000.000.000	Dental Insurance	\$22,632.84	\$17,448.27	\$17,448.27	\$5,184.57	\$4,178.95	\$1,005.62	4.44%
1000.2.000.02410.4213.00000.00.000.000.000.000	Life Insurance	\$3,240.00	\$2,029.09	\$2,029.09	\$1,210.91	\$1,210.91	\$0.00	0.00%

**City of Dover, New Hampshire**

**\*ML - Condition of Accounts (Obj and Function)**

From Date: 7/1/2013

To Date: 6/30/2014

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
1000.2.000.02410.4214.00000.00.000.000.000	Disability Insurance	\$2,459.35	\$1,652.88	\$1,652.88	\$806.47	\$806.47	\$0.00	0.00%
1000.2.000.02410.4220.00000.00.000.000.000	FICA	\$94,658.59	\$72,181.54	\$72,181.54	\$22,477.05	\$20,722.70	\$1,754.35	1.85%
1000.2.000.02410.4230.00000.00.000.000.000	Retirement	\$156,524.41	\$120,688.19	\$120,688.19	\$35,836.22	\$29,010.65	\$6,825.57	4.36%
1000.2.000.02410.4290.00000.00.000.000.000	FSA Fees	\$35.00	\$30.00	\$30.00	\$5.00	\$0.00	\$5.00	14.29%
1000.2.000.02410.4409.00000.00.000.000.000	PHOTOCOPIER MAINTENANCE	\$103,985.00	\$39,939.67	\$39,939.67	\$64,045.33	\$16,860.33	\$47,185.00	45.38%
1000.2.000.02410.4433.00000.00.000.000.000	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	Telecommunications	\$106,975.00	\$63,554.91	\$63,554.91	\$43,420.09	\$43,620.09	(\$200.00)	-0.19%
1000.2.000.02410.4534.00000.00.000.000.000	Postage	\$27,382.79	\$7,292.36	\$7,292.36	\$20,090.43	\$3,127.70	\$16,962.73	61.95%
1000.2.000.02410.4550.00000.00.000.000.000	Printing & Binding	\$14,696.20	\$2,004.41	\$2,004.41	\$12,691.79	\$0.00	\$12,691.79	86.36%
1000.2.000.02410.4580.00000.00.000.000.000	Travel Expense	\$3,655.00	\$271.52	\$271.52	\$3,383.48	\$0.00	\$3,383.48	92.57%
1000.2.000.02410.4611.00000.00.000.000.000	Office Supplies	\$8,933.86	\$2,210.84	\$2,210.84	\$6,723.02	\$490.62	\$6,232.40	69.76%
1000.2.000.02410.4735.00000.00.000.000.000	REPLACE EQUIPMENT	\$4,792.85	\$0.00	\$0.00	\$4,792.85	\$0.00	\$4,792.85	100.00%
1000.2.000.02410.4810.00000.00.000.000.000	Membership Dues	\$8,434.00	\$7,466.46	\$7,466.46	\$967.54	\$0.00	\$967.54	11.47%
	Func: OFFICE OF THE SCHOOL PRINCIPAL - 02410	\$2,115,204.14	\$1,545,081.37	\$1,545,081.37	\$570,122.77	\$434,595.33	\$135,527.44	6.41%
1000.2.000.02490.4110.00000.00.000.000.000	Regular Salaried Employees	\$81,391.13	\$46,883.34	\$46,883.34	\$34,507.79	\$19,404.22	\$15,103.57	18.56%
1000.2.000.02490.4111.00000.00.000.000.000	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	Life Insurance	\$72.00	\$45.09	\$45.09	\$26.91	\$26.91	\$0.00	0.00%
1000.2.000.02490.4214.00000.00.000.000.000	Disability Insurance	\$31.18	\$20.96	\$20.96	\$10.22	\$10.22	\$0.00	0.00%
1000.2.000.02490.4220.00000.00.000.000.000	FICA	\$6,226.43	\$3,586.67	\$3,586.67	\$2,639.76	\$1,482.58	\$1,157.18	18.58%
1000.2.000.02490.4323.00000.00.000.000.000	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	Office Supplies	\$16,000.00	\$5,997.43	\$5,997.43	\$10,002.57	\$10,002.00	\$0.57	0.00%
1000.2.000.02490.4810.00000.00.000.000.000	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	\$59,289.49	\$59,289.49	\$53,872.25	\$30,925.93	\$22,946.32	20.28%
1000.2.000.02610.4220.00000.00.000.000.000	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	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	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	PHOTOCOPIER MAINTENANCE	\$1,098.00	\$932.88	\$932.88	\$165.12	\$165.12	\$0.00	0.00%
1000.2.000.02610.4531.00000.00.000.000.000	Telecommunications	\$1,262.00	\$738.07	\$738.07	\$523.93	\$523.93	\$0.00	0.00%
1000.2.000.02610.4580.00000.00.000.000.000	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	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	\$82,805.95	\$82,805.95	\$1,881.15	\$689.05	\$1,192.10	1.41%
1000.2.000.02620.4110.00000.00.000.000.000	Regular Salaried Employees	\$11,538.16	\$6,950.00	\$6,950.00	\$4,588.16	\$2,287.50	\$2,300.66	19.94%
1000.2.000.02620.4220.00000.00.000.000.000	FICA	\$803.87	\$531.77	\$531.77	\$272.10	\$175.01	\$97.09	12.08%
1000.2.000.02620.4330.00000.00.000.000.000	Other professional Services	\$2,201,596.00	\$1,844,187.69	\$1,844,187.69	\$357,408.31	\$357,408.31	\$0.00	0.00%
1000.2.000.02620.4346.00000.00.000.000.000	AMERA 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	Water & Sewer Expense	\$43,895.93	\$25,450.06	\$25,450.06	\$18,445.87	\$27,282.50	(\$8,836.63)	-20.13%
1000.2.000.02620.4412.00000.00.000.000.000	Sewer Expense	\$34,693.71	\$17,917.75	\$17,917.75	\$16,775.96	\$14,654.27	\$2,121.69	6.12%
1000.2.000.02620.4414.00000.00.000.000.000	FIRE ALARM	\$7,008.00	\$2,671.65	\$2,671.65	\$4,336.35	\$0.00	\$4,336.35	61.88%
1000.2.000.02620.4415.00000.00.000.000.000	REPAIRS-FIRE EQUIPMENT	\$8,281.00	\$1,499.35	\$1,499.35	\$6,781.65	\$285.00	\$6,496.65	78.45%
1000.2.000.02620.4417.00000.00.000.000.000	REPAIRS BACKFLOW PROTECTION	\$2,600.00	\$0.00	\$0.00	\$2,600.00	\$0.00	\$2,600.00	100.00%
1000.2.000.02620.4421.00000.00.000.000.000	Waste Disposal Services	\$61,382.41	\$42,625.79	\$42,625.79	\$18,756.62	\$16,186.46	\$2,570.16	4.19%
1000.2.000.02620.4422.00000.00.000.000.000	Contract Snow Plowing	\$14,400.00	\$0.00	\$0.00	\$14,400.00	\$0.00	\$14,400.00	100.00%
1000.2.000.02620.4426.00000.00.000.000.000	REPAIRS-ELECTRICITY	\$0.00	\$3,811.53	\$3,811.53	(\$3,811.53)	\$0.00	(\$3,811.53)	0.00%
1000.2.000.02620.4428.00000.00.000.000.000	REPAIRS-HVAC	\$0.00	\$1,250.00	\$1,250.00	(\$1,250.00)	\$0.00	(\$1,250.00)	0.00%
1000.2.000.02620.4431.00000.00.000.000.000	Maint Chrgs - Buildings	\$5,498.90	\$9,959.50	\$9,959.50	(\$4,460.60)	\$0.00	(\$4,460.60)	-81.12%
1000.2.000.02620.4440.00000.00.000.000.000	FACILITY REPAIRS/RENOVATIONS	\$11,500.00	\$9,717.38	\$9,717.38	\$1,782.62	\$0.00	\$1,782.62	15.50%
1000.2.000.02620.4443.00000.00.000.000.000	Rental of Equipment	\$7,517.84	\$3,689.95	\$3,689.95	\$3,827.89	\$1,354.69	\$2,473.20	32.90%
1000.2.000.02620.4522.00000.00.000.000.000	Vehicle & Equip Insurance	\$29,000.00	\$32,991.44	\$32,991.44	(\$3,991.44)	\$0.00	(\$3,991.44)	-13.76%
1000.2.000.02620.4531.00000.00.000.000.000	Telecommunications	\$3,120.00	\$1,900.02	\$1,900.02	\$1,219.98	\$1,219.98	\$0.00	0.00%

**City of Dover, New Hampshire**

**\*ML - Condition of Accounts (Obj and Function)**

From Date: 7/1/2013

To Date: 6/30/2014

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
1000.2.000.02620.4621.000000.00.000.000.000	Natural Gas	\$302,030.59	\$240,357.15	\$240,357.15	\$61,673.44	\$126,106.58	(\$64,433.14)	-21.33%
1000.2.000.02620.4622.000000.00.000.000.000	Electricity	\$539,328.19	\$369,886.84	\$369,886.84	\$169,441.35	\$180,519.59	(\$11,078.24)	-2.05%
1000.2.000.02620.4810.000000.00.000.000.000	Membership Dues	\$370.00	\$0.00	\$0.00	\$370.00	\$0.00	\$370.00	100.00%
	Func: OPERATION OF BUILDINGS - 02620	\$3,285,839.60	\$2,615,397.87	\$2,615,397.87	\$670,441.73	\$727,479.89	(\$57,038.16)	-1.74%
1000.2.000.02630.4330.000000.00.000.000.000	Other professional Services	\$256,562.00	\$0.00	\$0.00	\$256,562.00	\$256,562.00	\$0.00	0.00%
	Func: GROUNDS UPKEEP - 02630	\$256,562.00	\$0.00	\$0.00	\$256,562.00	\$256,562.00	\$0.00	0.00%
1000.2.000.02650.4330.000000.00.000.000.000	Other professional Services	\$21,514.00	\$0.00	\$0.00	\$21,514.00	\$21,514.00	\$0.00	0.00%
1000.2.000.02650.4433.000000.00.000.000.000	Maint Chrgs - Equipment	\$255.00	\$0.00	\$0.00	\$255.00	\$0.00	\$255.00	100.00%
1000.2.000.02650.4626.000000.00.000.000.000	Vehicle Fuels	\$1,500.00	\$957.85	\$957.85	\$542.15	\$0.00	\$542.15	36.14%
	Func: VEHICLE OPERATIONS - 02650	\$23,269.00	\$957.85	\$957.85	\$22,311.15	\$21,514.00	\$797.15	3.43%
1000.2.000.02690.4330.000000.00.000.000.000	Other professional Services	\$33,639.00	\$0.00	\$0.00	\$33,639.00	\$6,289.92	\$27,349.08	81.30%
1000.2.000.02690.4616.000000.00.000.000.000	SUPPLIES PAINTING	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
	Func: MAINTENANCE OF BUILDINGS-STAFF - 02690	\$34,239.00	\$0.00	\$0.00	\$34,239.00	\$6,289.92	\$27,949.08	81.63%
1000.2.000.02721.4514.000000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT	\$1,054,458.00	\$637,023.08	\$637,023.08	\$417,434.92	\$425,497.92	(\$8,063.00)	-0.76%
	Func: TRANSPORATION-REGULAR PROGRAMS - 02721	\$1,054,458.00	\$637,023.08	\$637,023.08	\$417,434.92	\$425,497.92	(\$8,063.00)	-0.76%
1000.2.000.02722.4513.000000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$246,740.19	\$143,030.69	\$143,030.69	\$103,709.50	\$96,357.76	\$7,351.74	2.98%
1000.2.000.02722.4514.000000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT	\$235,183.81	\$166,376.35	\$166,376.35	\$68,807.46	\$68,807.46	\$0.00	0.00%
	Func: TRANSPORTATION-SPECIAL PROGRAM - 02722	\$481,924.00	\$309,407.04	\$309,407.04	\$172,516.96	\$165,165.22	\$7,351.74	1.53%
1000.2.000.02723.4513.000000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$100,800.00	\$55,859.53	\$55,859.53	\$44,940.47	\$35,741.20	\$9,199.27	9.13%
1000.2.000.02723.4626.000000.00.000.000.000	Vehicle Fuels	\$600.00	\$276.31	\$276.31	\$323.69	\$0.00	\$323.69	53.95%
	Func: TRANSPORATION-VOCATIONAL - 02723	\$101,400.00	\$56,135.84	\$56,135.84	\$45,264.16	\$35,741.20	\$9,522.96	9.39%
1000.2.000.02724.4513.000000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$87,490.00	\$60,296.09	\$60,296.09	\$27,193.91	\$9,939.50	\$17,254.41	19.72%
	Func: TRANSPORATION-ATHLETIC - 02724	\$87,490.00	\$60,296.09	\$60,296.09	\$27,193.91	\$9,939.50	\$17,254.41	19.72%
1000.2.000.02725.4513.000000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$13,415.00	\$6,441.98	\$6,441.98	\$6,973.02	\$1,058.02	\$5,915.00	44.09%
	Func: TRANSPORTATION-COCURRICULAR - 02725	\$13,415.00	\$6,441.98	\$6,441.98	\$6,973.02	\$1,058.02	\$5,915.00	44.09%
1000.2.000.02730.4110.000000.00.000.000.000	Regular Salaried Employees	\$5,820.00	\$3,675.00	\$3,675.00	\$2,145.00	\$1,500.00	\$645.00	11.08%
1000.2.000.02730.4220.000000.00.000.000.000	FICA	\$445.23	\$280.95	\$280.95	\$164.28	\$114.75	\$49.53	11.12%
1000.2.000.02730.4230.000000.00.000.000.000	Retirement	\$0.00	\$14.87	\$14.87	(\$14.87)	\$0.00	(\$14.87)	0.00%
	Func: TRAFFIC GUARDS - 02730	\$6,265.23	\$3,970.82	\$3,970.82	\$2,294.41	\$1,614.75	\$679.66	10.85%
1000.2.000.02790.4513.000000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$40,000.00	\$41,058.25	\$41,058.25	(\$1,058.25)	\$23,912.10	(\$24,970.35)	-62.43%
	Func: TRANSPORATION - OTHER STUDENT - 02790	\$40,000.00	\$41,058.25	\$41,058.25	(\$1,058.25)	\$23,912.10	(\$24,970.35)	-62.43%
1000.2.000.02832.4819.000000.00.000.000.000	Fees & Charges	\$0.00	\$2,801.00	\$2,801.00	(\$2,801.00)	\$0.00	(\$2,801.00)	0.00%
	Func: STAFF SERVICES-CRIMINAL RECORD - 02832	\$0.00	\$2,801.00	\$2,801.00	(\$2,801.00)	\$0.00	(\$2,801.00)	0.00%
1000.2.000.02835.4336.000000.00.000.000.000	Medical Services	\$2,521.76	\$3,682.28	\$3,682.28	(\$1,160.52)	\$0.00	(\$1,160.52)	-46.02%
	Func: CENTRAL SUPPORT-HEALTH SERV. - 02835	\$2,521.76	\$3,682.28	\$3,682.28	(\$1,160.52)	\$0.00	(\$1,160.52)	-46.02%
1000.2.000.02839.4250.000000.00.000.000.000	Unemployment	\$125,000.00	\$97,434.00	\$97,434.00	\$27,566.00	\$0.00	\$27,566.00	22.05%
1000.2.000.02839.4260.000000.00.000.000.000	Workers Comp Insurance	\$147,700.00	\$110,774.97	\$110,774.97	\$36,925.03	\$0.00	\$36,925.03	25.00%
	Func: CENTRAL SUPPORT-INSURANCES - 02839	\$272,700.00	\$208,208.97	\$208,208.97	\$64,491.03	\$0.00	\$64,491.03	23.65%
1000.2.000.02843.4110.000000.00.000.000.000	Regular Salaried Employees	\$262,369.60	\$209,359.74	\$209,359.74	\$53,009.86	\$53,361.54	(\$351.68)	-0.13%

**City of Dover, New Hampshire**

**\*ML - Condition of Accounts (Obj and Function)**

From Date: 7/1/2013

To Date: 6/30/2014

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
1000.2.000.02843.4111.00000.00.000.000.000	Benefit Reimbursement	\$4,194.00	\$4,887.30	\$4,887.30	(\$693.30)	\$1,887.30	(\$2,580.60)	-61.53%
1000.2.000.02843.4170.00000.00.000.000.000	Longevity Pay	\$2,300.00	\$3,325.00	\$3,325.00	(\$1,025.00)	\$0.00	(\$1,025.00)	-44.57%
1000.2.000.02843.4211.00000.00.000.000.000	Health Insurance	\$76,431.84	\$41,719.20	\$41,719.20	\$34,712.64	\$10,429.80	\$24,282.84	31.77%
1000.2.000.02843.4212.00000.00.000.000.000	Dental Insurance	\$5,787.90	\$4,452.40	\$4,452.40	\$1,335.50	\$1,113.10	\$222.40	3.84%
1000.2.000.02843.4213.00000.00.000.000.000	Life Insurance	\$720.00	\$450.90	\$450.90	\$269.10	\$269.10	\$0.00	0.00%
1000.2.000.02843.4214.00000.00.000.000.000	Disability Insurance	\$494.82	\$332.57	\$332.57	\$162.25	\$162.25	\$0.00	0.00%
1000.2.000.02843.4220.00000.00.000.000.000	FICA	\$20,247.22	\$16,400.38	\$16,400.38	\$3,846.84	\$4,460.42	(\$613.58)	-3.03%
1000.2.000.02843.4230.00000.00.000.000.000	Retirement	\$28,504.92	\$21,183.56	\$21,183.56	\$7,321.36	\$5,747.04	\$1,574.32	5.52%
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	\$860.48	\$860.48	\$1,139.52	\$0.00	\$1,139.52	56.98%
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	\$63,550.00	\$51,174.18	\$51,174.18	\$12,375.82	\$869.00	\$11,506.82	18.11%
1000.2.000.02843.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$3,000.00	\$611.65	\$611.65	\$2,388.35	\$59.48	\$2,328.87	77.63%
1000.2.000.02843.4531.00000.00.000.000.000	Telecommunications	\$4,320.20	\$4,283.46	\$4,283.46	\$36.74	\$665.91	(\$629.17)	-14.56%
1000.2.000.02843.4532.00000.00.000.000.000	DATA COMMUNICATIONS	\$16,452.00	\$7,221.54	\$7,221.54	\$9,230.46	\$4,867.44	\$4,363.02	26.52%
1000.2.000.02843.4580.00000.00.000.000.000	Travel Expense	\$600.00	\$270.68	\$270.68	\$329.32	\$0.00	\$329.32	54.89%
1000.2.000.02843.4611.00000.00.000.000.000	Office Supplies	\$1,950.00	\$1,938.06	\$1,938.06	\$11.94	\$0.00	\$11.94	0.61%
1000.2.000.02843.4650.00000.00.000.000.000	SOFTWARE	\$31,000.00	\$29,779.00	\$29,779.00	\$1,221.00	\$0.40	\$1,220.60	3.94%
1000.2.000.02843.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$125,000.00	\$120,502.22	\$120,502.22	\$4,497.78	\$0.00	\$4,497.78	3.60%
1000.2.000.02843.4738.00000.00.000.000.000	REPLACE TECH. EQUIP.	\$16,000.00	\$4,181.45	\$4,181.45	\$11,818.55	\$0.00	\$11,818.55	73.87%
	Func: COMPUTER SYSTEMS MANAGEMENT - 02843	\$674,422.50	\$526,727.77	\$526,727.77	\$147,694.73	\$83,892.78	\$63,801.95	9.46%
1000.2.000.02900.4160.00000.00.000.000.000	Severance Pay	\$7,500.00	\$30,310.26	\$30,310.26	(\$22,810.26)	\$0.00	(\$22,810.26)	-304.14%
1000.2.000.02900.4220.00000.00.000.000.000	FICA	\$573.75	\$2,318.73	\$2,318.73	(\$1,744.98)	\$0.00	(\$1,744.98)	-304.14%
1000.2.000.02900.4230.00000.00.000.000.000	Retirement	\$1,062.00	\$3,264.42	\$3,264.42	(\$2,202.42)	\$0.00	(\$2,202.42)	-207.38%
1000.2.000.02900.4330.00000.00.000.000.000	Other professional Services	\$12,326.32	\$990.08	\$990.08	\$11,336.24	\$0.00	\$11,336.24	91.97%
	Func: SUPPORT SERVICES - Other - 02900	\$21,462.07	\$36,883.49	\$36,883.49	(\$15,421.42)	\$0.00	(\$15,421.42)	-71.85%
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	\$28,782,783.94	\$28,782,783.94	\$13,480,806.06	\$12,135,658.31	\$1,345,147.75	3.18%

End of Report