



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #5
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, May 12, 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. Regular Session #4, April 14, 2014
 - 2. Public Meeting to Enter Non-public Meeting #6, April 29, 2014
 - 3. Nonpublic Meeting, April 29, 2014
- G. CONSENT AGENDA**
 - 1. Correspondence:**
 - 2. Resignations/Retirements:**
 - a. Katherine Doherty, DMS Librarian
 - b. Sheryl Horton, HSS Kindergarten Teacher
 - 3. Leaves of Absence: None**
 - 4. Nominations:**
 - a. Sheet 1: Nomination and Election of Non-Union Personnel
 - b. Sheet 2: Nomination and Election of Teachers (Cote)
 - c. Sheet 3: Nomination and Election of Staff (Cozzone-Sturgeon)
 - 5. Extended Travel (Student Trips):**
 - a. DHS Marketing Education Summit and Students Sports Marketing Boot Camp--
Final Approval
 - b. DHS Unified Volleyball Team Trip to Phoenix, AZ—Final Approval
- H. STUDENT REPRESENTATIVE REPORT**
- I. POLICY – CHANGES – PROPOSALS: none**
- J. POLICY ADOPTION:**
 - 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



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type: **Regular Session #5**
Meeting Location: **Media Ctr. (Rm. 306) McConnell Center**
Meeting Date: **Monday, May 12, 2014**
Meeting Time: **7:00 pm**

- 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

K. RESOLUTIONS:

- a. Dover Adult Learning Center of Strafford County Education Funding 2014-2015

L. OLD BUSINESS:

- 1. Superintendent Search Update
- 2. Budget Update

M. NEW BUSINESS:

- 1. Dover Paraprofessionals Association Bargaining Agreement
- 2. Approve Elementary, DMS, DHS, and DALC Handbook Changes
- 3. STEAM Academy Proposal
- 4. Elementary Enrollment Update
- 5. Policy IIBC Minimum Enrollment Numbers/Waiver
- 6. Bus Contract Update
- 7. Food Service Contract Approval
- 8. Month of April 2014 Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #5
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, May 12, 2014
Meeting Time:	7:00 pm

- O. SUPERINTENDENT’S REPORT—None**
- 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.

April 28, 2014

Mr. Antonio Fernandes
Interim Superintendent
Dover City Schools

Dear Mr. Fernandes

I am writing to inform you and the district that I will be resigning from my teaching position at Horne Street School. My resignation is effective the last day of the 2013-2014 school year.

I love spending my days teaching and learning with children. I love seeing the “Ah ha!” moments when they finally figure something out or when they realize that they just read something for the first time. While I am very happy in my current position, I have been given the opportunity to teach in a multi-age looping classroom, and to use more of a student led investigative approach to learning for several disciplines, both of which I have wanted to try for quite some time.

It is with mixed emotions that I am saying goodbye to Horne Street, my home as a teacher for the past 11 years. I have been blessed to work with such wonderful colleagues and administrative staff and have grown as a teacher and as a person. I will miss the strong community at Horne Street and hope to stay connected in some way as I move forward in my career.

I wish you, the Dover School District and the Horne Street community growth and success in all future endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Sheryl Horton".

Sheryl Horton

G. 4 a.

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

TO: DOVER SCHOOL BOARD

DATE: May 12, 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 2014-2015 school year.

NAME	POSITION	PROPOSED SALARY / HRLY RATE
Black, Cheryl	Building Technology Coordinator (DMS)	\$45,752.00
Britt, Kathryn	Building Technology Coordinator (Elem)	\$47,093.00
Cote, Jason	Parking Lot Supervisor (DHS)	\$12.48/hr
Davis, Walter	SAU Custodian	\$13.00/hr
Faure, Cathy	Facilities Coordinator	\$20.30/hr (100% paid by Facilities Fund)
LaFleur, Robin	Administrative Assistant to Superintendent/HR Coordinator	\$55,332.00
McKenney, Lucinda	Title I Project Assistant/Homeless Liaison	\$41,029.00
Raiche, Mark	Building Technology Coordinator (DHS)	\$41,706.00
Flockerzi, Joseph	Support Services Technology Manager	\$74,160.00
Groulx, Dorothy	Accounting Manager	\$54,000.00
Weeks, Silvia	Payroll & Benefits Manager	\$50,249.00

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

TO: **DOVER SCHOOL BOARD**

DATE: May 12, 2014

MEMORANDUM: Nomination and Election of Teachers.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2014-2015 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Cote, Jillian	Special Education Case Manager	Horne Street School	Sophie Bednarek	\$35,580.00
Norris, Elizabeth	Associate Principal	Woodman Park School	New Position	\$54,262.00+ \$5,000 stipend

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

TO: DOVER SCHOOL BOARD

DATE: May 12, 2014

MEMORANDUM: Nomination and Election of Staff Positions

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

NAME	POSITION	SCHOOL	REPLACING	HOURS	SALARY
Cozzone, Laura	Independent Living Coordinator	Dover Children's Home	Helen Kettenring	6.8 hrs/day	\$15.00/hr
Sturgeon, Kristen	Sped Aide	GES	Maggie Gaskin	6.5 hrs/day	\$15.38/hr



DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER



PETER DRISCOLL
Principal
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

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

JON ALTBERGS
Dean of Instruction
j.altbergs@dover.k12.nh.us

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

KIMBERLY STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

May 2, 2014

Dear School Board Members,

This letter is being written in support of final approval for a trip by the Marketing students to the 2014 Marketing Education Summit & Student Sports Marketing Boot Camp to be held June 24 and 25, 2014 in Portland, Oregon. This trip will be coordinated and chaperoned by Bethann Cancellieri, Dover High School and Regional Career Technical Center's marketing teacher and Academic Coordinator for the Career Technical Center.

Sincerely,

Peter Driscoll
Dover High School Principal

2005 New Hampshire High School of Excellence
Accredited New England Association of Schools and Colleges

MARKETING CLASS – SUMMER BOOT CAMP

Dates :	Sunday, June 22, 2014	Fly Boston, MA – Portland, OR
	Tuesday, June 24, 2014	Sports Marketing Boot Camp
	Wednesday, June 25, 2014	Sports Marketing Boot Camp
	Thursday, June 26, 2014	Tour of Portland and surrounding area
	Thursday, June 26, 2014	Fly Portland, OR – Boston, MA

Flight Information: (JetBlue changed original itinerary)

Sunday, June 22, 2014

Boston, MA – Portland, OR FLT 95 Depart 7:35PM Arrive 10:43PM

Thursday June 26, 2014

Portland, OR – Boston, MA FLT 96 Depart 11:35PM Arrive 7:47AM (6/27/14)

Parents will provide transportation to Logan Airport.

Group will return to Dover on C&J from Boston

JUNE 23rd Tentative Itinerary

Group will tour Portland, OR

JUNE 24TH Tentative Itinerary

9:30 AM - Nike's World Headquarters (students & teachers)

11:30 AM - Sports marketing boot camp **for students** on campus at Nike led by faculty from Ohio University, one of the premier collegiate sport management programs in the country!

Portland "Industry" Tour **for teachers** in downtown Portland

5:30 PM - Presentation from the General Manager of the Hillsboro Hops, the minor league baseball team in the Portland area

6:00 PM - Dinner at the ballpark and evening social (dinner provided)

7:00 PM - Hillsboro Hops baseball (game ticket included with registration fee)

JUNE 25TH Tentative Itinerary

9:00 AM - Moda Center for a stadium tour and presentation from a Blazers rep

11:00 AM - Providence Park for a stadium tour and presentation from Timbers/Thorns reps

1:00 PM - Lunch (not provided)

2:30 PM - Visit to world class ad agency for a tour and behind the scenes look at the advertising world

4:00 PM - Event conclusion

Cost per student: Total cost estimate: \$1355.00 per student

Airfare: \$550.00

Transportation: \$50.00 (to and from the airport)

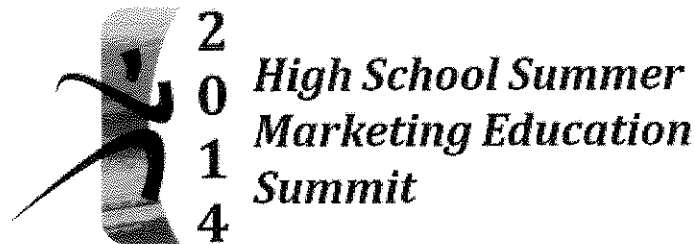
Hotel: \$336.00 Crowne Plaza Portland Downtown Convention Center

Boot Camp: \$219.00

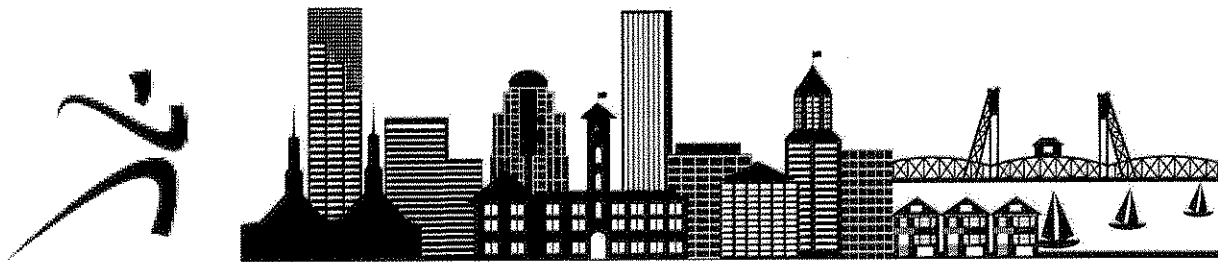
Food: \$200.00



**Sports Career Consulting in conjunction with
Marketing Education Association Present:**



June 24-25, 2014 in Portland, Oregon



“Nothing of value comes without being earned.”

- Michael Jordan

This summer, students and teachers alike will have a unique opportunity to get a behind the scenes glimpse at some of the most iconic sports brands in the country. With private tours of Nike, the Moda Center (home to the Portland Trailblazers), Providence Park (home of the Portland Timbers and Thorns) and a world renowned advertising agency, students will get an up close and personal look at the business of sports. In addition to tours, students will hear from industry executives, providing the perfect opportunity for them to ask questions about our exciting industry. The two day event will also include a social event and a unique look at the City of Portland's eccentric culture.

Event agenda (tentative):

JUNE 24TH Tentative Itinerary

***Morning:** Nike's World Headquarters (students & teachers)*

***Afternoon:** Sports marketing boot camp for students on campus at Nike*

Portland "Industry" Tour for teachers in downtown Portland

***Evening:** An evening with the Hillsboro Hops, our extremely successful minor league baseball club (game ticket included with registration fee)*

JUNE 25TH Tentative Itinerary

***Morning:** Moda Center for a stadium tour and presentations from a Blazers rep*

***Afternoon:** Providence Park for a stadium tour and presentations from Timbers/Thorns reps*

***Afternoon:** Ad agency downtown for a tour and behind the scenes look at the advertising world*

***Evening:** OPTIONAL (Portland Thorns women's professional soccer game at Providence Park, ticket NOT included with registration fee)*

CONDUCT / DRESS CODE

UnEEK Projects & Sports Career Consulting (herein referred to as "SCC") ask that all event participants conduct themselves as "business professionals". Please make sure that all students and chaperones understand that, while participating in our event, they are representatives of your school and student leadership organization and should conduct themselves as such. Because we will be visiting places of business during work hours, it is imperative that ALL participants be on their best behavior. **WE RESERVE THE RIGHT TO ASK THOSE NOT COMPLYING WITH OUR CONDUCT POLICY TO LEAVE.**

IMPORTANT NOTE: Cameras are allowed but not INSIDE certain buildings throughout the event, however tour guides will let you know when taking pictures is permissible. If you are caught taking pictures in areas that you were told are off limits, your camera will be confiscated and returned at the end of the event.

Dress code for the event will be business casual but we will be spending a lot of time walking so please wear comfortable clothes and shoes.

SUPERVISION

Schools must provide one registered adult for each twenty (20) students you register. Please be sure that every adult you are bringing to assist you with supervision understands the conduct and dress code.

SCC EVENT PARTICIPANT RELEASE FORM

Conduct and Dress Code Endorsement, Permissions to attend The PDX Sports Marketing Experience event, Authorization to use student image and/or name on the SCC web site, Release of Claim for Damages, Emergency Medical Treatment Authorization, Insurance Information, and Private Transportation Form:

Name of Student _____

Date: _____

Home Address _____

Phone: _____

E-mail: _____

Date of Birth: _____

Name of High School _____

Phone: _____

Advisor (s) in Charge _____

E-Mail: _____

This is to certify that _____ has my permission to attend the 2014 High School Sports Marketing Education Summit in Portland, Oregon. On behalf of the above-named student member, we hereby absolve and release Sports Career Consulting as well as officials from participating businesses (tours) and/or the SCC authorized conference staff from any claims for any personal injuries which might be sustained while he/she is on the way to and from or during such SCC sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the preceding parties.

I authorize the above-named advisor(s) or chaperone(s), his/her designated to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of an accident or illness, and I will provide for the payment of these costs.

We have read and agree to abide by the supplied Conduct Code. Should a conduct code violation occur, law enforcement personnel and/or security may be called to assist and students may be asked to leave the premises. I am aware of the consequences that will result from violation of any of the above guidelines.

By signing this agreement, I acknowledge that I have read and fully understand all terms of the agreement in its entirety. The agreement shall be binding on you, any legal representatives, and assigns. If attendee is a minor, this agreement must be signed by a parent or legal guardian on behalf of the attendee.

Attendee Signature _____

Date _____

Parent / Guardian Signature (if attendee is a minor) _____

Date _____

Advisor / Chaperone Signature _____

Date _____

School/Official Signature _____

Date _____

USE OF IMAGE AND NAME

I agree that my (attendee) picture and/or name may be included on future Uneek Projects/SCC marketing material and/or Uneek Projects' or SCC's conference web sites.

Student Signature _____

Date _____

Parent / Guardian Signature _____

Date _____

MEDICAL INFORMATION

Known allergies (drug or natural)

Special medication being taken

Date of last tetanus shot

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever

Any physical restrictions

Other conditions

Emergency contact _____

Phone _____

Family doctor _____

Phone _____

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

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

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

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.

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

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____ hereby grants permission for _____ to travel to Portland OR, Boat Camp with B. Cancellier as chaperones, as part of a Dover School District extended travel program. The scheduled departure date is 6/22/14 and the scheduled return date is 6/27/14.

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

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

_____ day of _____, 20____

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature



DHS Career Technical Center
Marketing I Class
25 Alumni Drive
Dover, New Hampshire 03820
E-Mail: b.cancellieri@dover.k12.nh.us
Tax ID: 02-6000230

Dear Dover High School Supporter:

The Dover High School Marketing I Class would like to announce an outstanding opportunity that has been extended to them to attend a one of a kind marketing education summit at the end of this school year. Ms. Bethann Cancellieri has been invited to bring a dedicated group of students to Portland, Oregon for this year's **Marketing Education Summit & Student Sports Marketing Boot Camp** on June 24th and 25th. The motivated students in this class all share a passion for Marketing and an interest in Sports Marketing specifically. They will travel to Nike World Headquarters to attend workshops delivered by top industry professionals. They will also tour the Moda Center, home of the NBA's Portland Trail Blazers, as well as Jeld-Wen Field, home to the success story of both Major League Soccer(Timbers) and Women's Professional Soccer(Thoms).

As you can see from the list of agenda items and tours, this trip will expose these students to some of the preeminent Sports Marketing venues in the country and is sure to not only broaden their understanding of the marketing field, but also give them some real life examples of what this profession is about and the possibilities it can present to them. This is an exclusive invite list as these 11 students will be part of a group of only 50 chosen across the nation to attend this event.

This group of students is attempting to raise money to help defray the costs of traveling to Oregon to attend this event. They are using their various marketing techniques that they have already learned in class to help them with their fundraising efforts. We are hoping that they may be able to count on your support by way of a financial donation towards their cause. With your support they may be able to achieve their fundraising goals and attend this event.

Please consider a tax deductible donation paid out to Dover High School (please note: Marketing Boot Camp in check memo) to help this cause. Donations can be sent to the address indicated below, by May 15, 2014 to be processed in time for this trip. Bethann Cancellieri teaches Marketing and Advertising at Dover High's Career Technical Center.

Donations can be forwarded to:
DHS CTC, Marketing I Class
Attn: Bethann Cancellieri
25 Alumni Drive
Dover, NH 03821

Thank you in advance for your support!
Sincerely,

Bethann Cancellieri – DHS CTC - Marketing I Teacher
Students – Emily Benson, Victoria Cortez, Jeisy Korompsis, Hope Boucher, Tim Burke,
Tim Mainella, Ryan Allen, Ian Forbes, Matt Mulcahy, Tim Verrill, Luc Ravenelle

Don Forbes *Bethann Cancellieri* *Tim Mainella*
Matt Mulcahy *Luc Ravenelle* *Victoria Cortez* *Hope Boucher*
Tim Verrill *Emily Benson* *Tim Burke*

Marketing Summer Boot Camp List - Portland, OR - June 2014

Student/ Parent or Guardian	Address	Phone Parent Cell/Home
Allen, Ryan D.	30 Augusta Way	603.767.5766
Brian & Colleen	Dover, NH	
Benson, Emily H.	32 Elmview Circle	603.978.1060
William & Joanna	Dover, NH	
Boucher, Hope A.	40 New Rochester Road	603.765.0854
Sharon & Ronald	Dover, NH	
Burke, Timothy R.	17 Mathes Hill Drive	603.380.0440
Kerry & Linda	Dover, NH	
Cortez, Victoria S.	98 Old Rochester Road	603.969.1541
Kathryn	Dover, NH	
Forbes, Ian M.	188 Locust Street	603.781.4519
David & Paula	Dover, NH	
Korompis, Jeisy V.	45 New Rochester Road #8	603.781.1461
Senly	Dover, NH	
Mainella, Timothy	399 Back Road	603-978-5944
Scott & Joanne	Dover, NH	
Mulcahy, Matthew	21 Morningside Drive	603.953.6429
Linda	Dover, NH	
Ravenelle, Luc T.	72 Mahala Way	
Kevin & Laurie	Barrington, NH	603-332-2514
Verrill, Timothy W.	22 Benjamin Way	603.828.8231
Sally & Tim	Dover, NH	603.749.9607

Chaperones

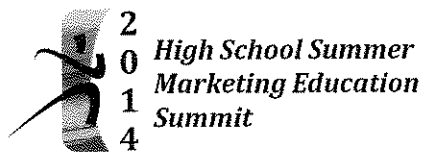
Cancellieri, Bethann	17 Kirriemuir Rd	978.821.6023
	Stratham, NH 03885	603.772.0404
Allen, Brian	30 Augusta Way	603.767.5766
	Dover, NH	

Mr. Allen completed the criminal background check in March 2014

Chaperone/Student Ratio: 2/13



Sports Career Consulting in conjunction with Marketing Education Association Present:



June 24-25, 2014 in Portland, Oregon



Registration Form

Cost: \$259 for teachers
\$219 for students

Regular Registration Deadline: May 22nd, 2014

Registration Information

Name: _____

School: _____

Address (please indicate home or work): _____

City: State: Zip: _____

Cell Phone: _____

Home Phone: _____

Business Phone: _____

Home Email address (where we can reach you through July): _____

Work/ School Email address (where we can reach you through July): _____

IMPORTANT: Payment information *must* be included with registration form to meet the deadline.

- Check enclosed in the amount of \$ _____ (check payable to Sports Career Consulting, LLC)
- Purchase Order No. _____
- Visa
- MasterCard

Account No.: _____

Exp. Date: 3 Digit Security Code (on back of card):

Your billing zipcode: _____

Signature: _____

Role at school (please check all that apply):

- Athletic/Activities Director
- Coach (Sport?)
- Teacher (Class/ Classes taught?)
- Student Leadership (DECA/FBLA/BPA etc)
- Administrator
- Other

IMPORTANT HOTEL BOOKING INFORMATION:

Make hotel reservations direct: To book your room using the conference group rate at the Crowne Plaza Hotel, call Laurie Jones at 503.542.4261 or email ljones@cpportland.com (be sure to let her know you are registering with Sports Career Consulting).

YOU CAN ALSO BOOK ONLINE THROUGH THE FOLLOWING LINK: <https://resweb.passkey.com/go/sportscareerconsulting>

IMPORTANT: Some of the travel for the event will be on Portland's light rail system, located right near our hotel. The hotel will also shuttle guests to and from the airport upon request.

CONFERENCE REGISTRATION:

Register by mail: Sports Career Consulting, 236 NW Evensong Place, Portland, OR 97229

Register by fax with purchase order, Visa or MasterCard: 503-627-0851

Register by phone with verifiable purchase order number, Visa or MasterCard information at 503-330-1895

Register by email by emailing this completed form to chris@sportscareerconsulting.com.

Refund policy: Sorry, due to the small number of spots available, no refunds will be provided after registration.

W+K VISITOR AGREEMENT

This Agreement is hereby entered into between Wieden+Kennedy, Inc. (the "Agency") and _____ (subsequently referred to in this agreement as "you" or "Visitor") regarding a visit to the offices located at 224 NW 13th Ave and/or 300 NW 14th Avenue in Portland, Oregon ("Premises").

During the course of your visit at Agency, you will be exposed to information and materials that are proprietary and/or highly confidential to the Agency. Because the Agency and its clients are engaged in businesses that are highly competitive, the protection of this information is vital to the Agency, the Agency's client relationships, and future success.

BY ENTERING THE PREMISES, YOU AGREE NOT TO DISCLOSE OR USE ANY CONFIDENTIAL INFORMATION (as defined below) FOR ANY REASON WHATSOEVER.

"Confidential Information" means all information, of any medium, disclosed directly or indirectly by the Agency or by any of its affiliates or representatives, through any means of communication, including by observation of the Visitor, which has not previously been disclosed to the public by Agency. Confidential Information includes but is not limited to:

all materials designed, created, developed or displayed by Agency, to which you have access in connection with your visit to the Agency, which include trade secrets, data, statistics, tables, reports, charts, electronic data processing materials, questionnaires, test products, findings, marketing and advertising plans, areas of research development, project work, testing and evaluation procedures, cost figures, or any special concept, technique or other information about the Agency, its employees, affiliates, or Clients.

You agree to refrain from photographing or recording Confidential Information whether or not it is visible to guests and passersby in the building. The Confidential Information of the Agency and its clients, whether or not you photograph, record, or otherwise recreate the information in whole or in part, remains the property of the Agency and/or its clients. **If you unintentionally capture Confidential Information on photo or video, you are expressly prohibited from disclosing this Confidential Information to third parties, which includes posting to social media, such as Twitter, Facebook, or Instagram.** Further, you agree to indemnify Agency for damages caused by your breach of this agreement.

There may be instances where you are asked to directly or indirectly disclose Confidential Information pursuant to a court order. If that occurs, you must immediately notify the Agency of the request so that the Agency and/or its clients have an opportunity to assert their rights to object to the disclosure.

You also agree to fully release and discharge, and to indemnify and hold harmless, Agency and its officers, agents, employees, directors and affiliated entities (collectively, the "Releasees") from any and all claims, injuries, damages, costs, liabilities and expenses (including reasonable attorney's fees) caused by, relating to or arising from your visit.

BY SIGNING THIS DOCUMENT, YOU INTEND TO EXEMPT AND RELEASE THE RELEASEES FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE, LOSS OF SERVICES, OR WRONGFUL DEATH, HOWEVER CAUSED, IN CONNECTION WITH YOUR VISIT, INCLUDING, BUT NOT LIMITED TO, THE NEGLIGENCE OF THE RELEASEES, WHETHER PASSIVE OR ACTIVE.

You hereby personally assume all risks in connection with your visit, for any harm, injury, or damage that you may suffer while you are visiting, whether foreseen or unforeseen.

This Agreement shall be deemed to have been entered into in Oregon and shall be interpreted, enforced and governed under the laws of the state of Oregon. This Agreement may not be waived, altered or amended, in whole or in part, except by a written letter signed by a duly authorized representative of the Agency.

By signing below you acknowledge that you have read and fully understood this entire Agreement. This Agreement shall be binding on you and your heirs, legal representatives, and assigns. If Visitor is a minor, this Agreement must be signed by a parent or legal guardian on behalf of Visitor.

Signature

Date

Printed Name



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



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

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

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

JON ALTBERGS
Dean of Instruction
j.altbergs@dover.k12.nh.us

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

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

May 2, 2014

Dear Dover School Board,

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

Thank you for your consideration.

Sincerely,

Peter Driscoll

Unified Volleyball National Championships

Enclosed you will find the following:

Preliminary approval for extended travel

Permission/release statement for foreign or extended travel

Code of Conduct

Roster with name, DOB, address, and phone number

Chaperone list with adult/student ratio

Trip itinerary

Special Olympics New Hampshire youth LPV and unified Partner Application

Special Olympics New Hampshire application for participation

Emergency card

ANTONIO J. FERNANDES, JR.
Interim Superintendent

KAREN M. TAYLOR
Business Administrator



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

THE DOVER SCHOOL DISTRICT

April 15, 2014

MJ Hippern
Physical Education Teacher
Dover High School

Dear MJ,

I am writing to confirm that at its meeting on Monday, April 14, 2014, the Dover School Board voted to approve your request for preliminary approval for the DHS Unified Volleyball National Championships with a departure on May 23, 2014.

In accordance with the Extended Travel Policy IJOAA, you must submit a request to the Board approximately one month prior to your departure to receive final approval.

This item will be on the May 12, 2014 agenda for final approval.

Sincerely,

Antonio J. Fernandes Jr.
Superintendent

AJF:ral

cc: P. Driscoll, DHS Principal

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

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 23th is a teacher workshop day and Monday May 26th 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 23rd. 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

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

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

Code of
Conduct

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

2014 Unified National Volleyball Championship Roster

Students

<u>Name</u>	<u>DOB:</u>	<u>Address</u>	<u>Phone</u>
William Dysinger	11/2/1997	345 Washington Street Dover, NH	603-312-2233
Amanda Evans	11/11/1994	11 Corbin Drive Dover, NH 03820	603-740-8677
Jordan R. Goss	5/11/1996	3 Grady's Lane Dover, NH 03820	603-749-4051
Allyssa E. Jandebeur	2/11/1997	33 Welsh Road Northwood, NH 03261	603-942-5463
Daniel Marino	4/7/1998	1 Regent Drive Apt #408 Dover	603-512-2867
Cory Melnick	7/15/1996	4 Amy Lane, Dover, NH 03820	603-749-2348
Paige Moore	3/24/1998	2 Cherokee Street Dover, NH 03820	603-312-5851
Kevin G. Plodzick	12/24/1995	20 Toftree Lane Dover, NH 03820	603-749-0780
Megan Priester	12/26/1995	17 Governor Sawyer Lane, Dover	603-750-4163
Samantha Seymour	2/24/1998	12 Hemlock Circle, Dover, NH	603-749-1993
Meghan Wotton	2/24/1994	12 Apache Street Dover, NH 03820	603-742-9058
Molly Wotton	6/24/1996	12 Apache Street Dover, NH 03820	603-742-9058

Chaperones

Mary Jean Hippern	Teacher/Coach Dover High School
Alex Satterfield	Para/Coach Dover High School
Kathy Wotton	Teacher/Parent Dover Middle School

Adult Student Ratio 4:1

Fans who will be attending but not as chaperones

Wayne Dysinger
Nancy Evans
Alison Goss
Neil Moore
Tracie Plodzick

Trip Itinerary:

Friday May 23, 2014

- 3:45 Depart Dover High School via First Student bus to Logan Airport
- 6:25 Depart Logan Airport via US Airways
- 9:06 Arrive at Phoenix Airport
- 9:30 Pick up rental vans from Enterprise Rental
- 10:00 TBD lunch
- 2:00 Arrive and check in at Embassy Suites Airport-Phoenix. Down time in assigned rooms
- 6:00 Leave for WNBA game Phoenix Suns. Vs. San Antonio Stars. At game Athletes will be introduced via Jumbo tram as well as meet and greet after the game
- 10:30 Back to hotel – Lights out

Saturday May 24

Breakfast at Hotel and depart for Phoenix Convention center

Competition schedule TBD

Dinner at hotel

Following dinner team will travel to Aspire Volleyball Club 8350 S. Kyrene Road, Suite 107 Tempe, AZ 85284. The Arizona Outlaws Unified Volleyball team and their coaches have made their training facility available as an “Open House” for the teams to dance, play pick-up volleyball or just hang out.

10:00 Back to the Hotel – Lights out

Sunday May 25

Breakfast in the am

Competition schedule TBD

Afternoon sight-seeing and meals TBD

Lights out at 10:00

Monday May 26

Breakfast in the am

Back to the room to pack

10:00 Check out of hotel

10:30 Arrive at Phoenix Airport

12:30 Flight leaves Phoenix

8:32 Arrive in Boston

9:00 Pick up First Student bus

10:00 Arrive at Dover High School

Youth LPV and Unified Partner Application

Youth Local Program Volunteers must complete and submit this form and if ages 16-17 you must complete Protective Behaviors Training (Ages 16-17) (available online at www.sonh.org)

- This form must be completed prior to participation by all persons 8 to 17 years of age who wish to serve as a Youth Local Program Volunteer or a Unified Partner for SONH.
- Youth Local Program Volunteers and Youth Unified Partners must have this form signed by a parent or guardian.
- Youth Local Program Volunteers and Youth Unified Partners must submit two personal/professional references who are not related to the youth or the youth's legal guardian, one of whom is from the Youth Local Program Volunteer's school, church or civic group.

Please print this 3 page application, fill out and email, mail or fax to the address below.

Demographics

Applicant

Name _____

Home Address _____

Home Email _____

Home Phone _____

Local Program Name _____

Male Female

T-Shirt Size:

S M L XL XXL XXXL

School Email _____

Cell Phone _____

Date of Birth _____

Parent/Guardian

Name _____

Address (if different than applicant) _____

Home Email _____

Relationship to applicant _____

Cell Phone _____

I do not wish to receive mailings from SONH

Please Answer the Following Questions:

- Do you use illegal drugs? Yes No
- Have you ever been convicted of a criminal offense? Yes No
- Have you ever been charged with neglect, abuse or assault? Yes No
- Has your Drivers License been suspended or revoked in the past 3 years? Yes No

Reverse side must be completed

650 Elm St. Manchester, NH 03101-2508 Tel: (603) 624-1250 Fax: (603) 624-4911 www.sonh.org

Created by the Joseph P. Kennedy, Jr. Foundation

Authorized and Accredited by Special Olympics International for the Benefit of Citizens with Intellectual Disabilities

Youth LPV and Unified Partner Application

Please read the following:

- In the course of volunteering for Special Olympics, I may become aware of personal information, and I agree to keep said information in the strictest confidence.
- I grant Special Olympics New Hampshire permission to use my likeness, voice, and words in television, radio, film or any form to promote activities of Special Olympics.
- I understand that the relationship between Special Olympics New Hampshire and volunteers is an "at will" arrangement and that it may be terminated at any time, without cause, by either the volunteer or Special Olympics New Hampshire.
- I will notify Special Olympics New Hampshire of any change to the information I have provided on this Application within 90 days of its occurrence.

Print Name of Youth Volunteer

Signature of Youth Volunteer

Date

Signature of Parent /Guardian

Date

Section A

Youth Volunteer References Form

By signing below, I confirm the following:

- I know the applicant in either a personal or professional capacity
- I am at least 18 years of age and am not a legal guardian or relative of the applicant.
- I am not aware of any reason that Applicant should not be permitted to volunteer on behalf of Special Olympics New Hampshire.
- I do not possess any information that would cause me to believe Applicant would pose any undue risk to Special Olympics athletes or others who participate in Special Olympics

Reference 1	Last	First	Middle
Phone Number	Association to volunteer		Signature
Reference 2	Last	First	Middle
Phone Number	Association to volunteer		Signature



Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement



Section B Special Olympics Release and Waiver of Liability to be a Unified Partner (complete this section only if you want to become a Youth Unified Partner)

In consideration of participating in Special Olympics as a Unified Partner, I represent that I understand the nature of the program and that I (and/or my minor child) am (are/is) qualified, in good health, and in proper physical condition to participate as a Unified Partner at events. I fully understand the program involves risks of serious bodily injury which may be caused by my own actions or inactions, by the actions of others participating in the event, or by the conditions in which events takes place. I fully accept and assume all such risks and all responsibility for losses, costs, and/or damages I (and/or my minor child) may incur as a result of my (and/or my minor child's) participation. I acknowledge that, if at any, time I (we) feel that the event conditions are unsafe; I (and/or my minor child) will discontinue participation immediately.

If during my participation in Special Olympics activities I need emergency medical treatment and (and/or my minor child) am (are/is) not able to give my consent for or make my own arrangement for that treatment because of my injuries, I authorize Special Olympics to take whatever measures are necessary to protect my (my minor child's) health and well-being, including, if necessary, hospitalization.

I (and/or my minor child) release, indemnify, covenant not to sue, and hold harmless Special Olympics, its administrators, directors, agents, officers, volunteers, employees, and other Unified Partner participants, and sponsors, advertisers, and if applicable, any owners and lessors of premises on which the activity takes place from all liability, any losses, claims (other than that of medical accident benefits), demands, costs or damages that I (and/or my minor child) may incur as a result of participation as a Unified Partner at events and further agree that if, despite this "Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement," I, or anyone on my behalf, makes a claim against any of the Releases, I will indemnify, save, and hold harmless each of the Releases from any litigation expenses, attorney fees, loss, liability, damage or cost which may incur as a result of such claim.

I affirm that I have read all pages of this Application and understand its meaning. I also affirm the information I have given is true and complete. I have read this "Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement" and fully understand it.

Print Unified Partner Name

Signature of Unified Partner

Date

Signature of Parent/Guardian

Date



Application for Participation in Special Olympics New Hampshire

Please print this 3 page application, fill out and email, mail or fax to the address below.



Demographics

Athlete

Name _____

Male Female

Home Address _____

T-Shirt Size:

S M L XL XXL XXXL

Home email _____

Cell Phone _____

Home Phone _____

Work Phone _____

Local Program Name _____

Date of Birth ____/____/____

Health/Accident Insurance Company _____

Policy No. _____

Parent/Guardian

Name _____

Relationship to athlete _____

Address (if different than athlete) _____

Cell Phone _____

Home email _____

I do not wish to receive mailings from SONH

Emergency Contact

Name _____

Relationship to athlete _____

Address (if different than athlete) _____

Cell Phone _____

Home Email _____

Primary Phone _____

I do not wish to receive mailings from SONH.

Athlete Health Information

to be completed by parent/caregiver

Y N

- Uses wheelchair
- Blindness / visual problems
- Seizures / epilepsy
- Diabetes
- Chest pain / fainting spells
- Concussion / serious head injury
- Major surgery / serious illness
- Heat stroke / exhaustion
- Heart disease / heart defect / high blood pressure
- Impaired motor ability
- Down Syndrome
- Immunizations are up to date

Y N

- Tendency to bleed easily
- Emotional / psychiatric / behavioral problems
- Serious bone or joint disorder
- Sickle cell trait or disease
- Hearing aid / hearing loss
- Contact lenses / eyeglasses
- Tobacco usage
- Special diet
- Asthma
- Allergies
- Medicines _____
- Food _____
- Insect stings/bites _____

Medications: Please print medication name, dosage, date prescribed and number of times per day medicine is taken. Please use additional space on page two if needed.

Medication Name	Dosage	Date Prescribed	Times per Day



Application for Participation in Special Olympics New Hampshire



Atlanto-Axial Instability Assessment for Athletes with Down Syndrome

EXAMINER'S NOTE: If the athlete has Down syndrome, Special Olympics New Hampshire requires a full radiological examination establishing the absence of Atlanto-axial Instability before he/she may participate in sports or events which, by their nature, may result in hypertension, radical flexion or direct pressure on the neck of upper spine. The sports and events for which such a radiological examination is required are: judo, equestrian sports, gymnastics, diving, pentathlon, butterfly stroke and diving starts in swimming, high jump, alpine skiing, snowboarding, squat lift and soccer team competition.

Y N

- Has an x-ray evaluation for atlanto-axial instability been done?
- If yes, was it positive for atlanto-axial instability? (positive indicates that the atlanto-dens interval is 5mm or more)

Medical Certification

to be completed by a licensed examiner (medical doctor, physician's assistant or nurse practitioner)

Blood pressure _____ / _____
Normal/Abnormal

Weight: _____
Normal/Abnormal

Height: _____
Normal/Abnormal

- Vision
- Hearing
- Oral cavity
- Neck
- Extremities

- Cardiovascular system
- Respiratory system
- Gastrointestinal system
- Genitourinary system
- Skin

- Cranial nerves
- Coordination
- Reflexes

Other _____

I have reviewed the above health information and have performed the above examination on this athlete within the past 6 months and certify that the athlete can participate in Special Olympics. This application will be valid for 3 years from the date of the examiner's signature.

Athlete Name _____

Restrictions _____

Examiner's Signature _____ Date ____/____/____

Examiner's Name _____

Address _____

Additional medications (continued from page one)

Medication Name	Dosage	Date Prescribed	Times per Day



Application for Participation in Special Olympics New Hampshire



Consent

to be completed by a parent/guardian of minor athlete or the guardian of adult athlete

I am the parent/ guardian of _____, the athlete on whose behalf I have submitted the attached application for participation in Special Olympics. I hereby represent that the athlete has my permission to participate in Special Olympics

I represent and warrant that, to the best of my knowledge and belief, the athlete is physically and mentally able to participate in Special Olympics activities. I also represent that a licensed examiner (medical doctor, physician's assistant or nurse practitioner) has reviewed the health information contained in the athletes application and has certified, based on an independent medical examination, that there is no medical evidence which would preclude the athlete from participating in Special Olympics. I understand that if the athlete has Down syndrome, he/she cannot participate in sports or events which by their nature result in hyper-extension, radical flexion or direct pressure on the neck or upper spine unless he/she has had a one-time full radiological examination which establishes the absence of Atlanto-Axial Instability. I am aware that the athlete must have this radiological examination before he/she can participate in judo, equestrian sports, gymnastics, diving, pentathlon, butterfly stroke and diving starts in swimming, high jump, alpine skiing, snowboarding, squat lift and soccer team competition.

In permitting the athlete to participate, I am specifically granting my permission (both during and anytime after) to use the athlete's likeness, name, voice, or words in either television, radio, film, newspapers, magazines, and other media, and in any form, for the purpose of advertising or communicating the purposes and activities of Special Olympics and/or applying for funds to support those purposes and activities.

If a medical emergency should arise during the athlete's participation in any Special Olympic activities, at a time when I am not personally present to be consulted regarding the athlete's care, I hereby authorize Special Olympics, on my behalf, to take whatever measures are necessary to ensure the athlete is provided with any emergency medical treatment, including hospitalization, which Special Olympics deems advisable in order to protect the athlete's health and well-being

I understand that by signing below I give consent for the athlete to participate in the **Special Olympics Healthy Athletes Program** that provides individuals screening assessments of health status and health care needs in the areas of vision; oral health; hearing; physical therapy; and a variety of health promotion areas. I understand there is no obligation for the athlete to participate in the **Healthy Athlete Program** and that he/she may decide not to participate. Provision of these health services is not intended as a substitute for regular care. I also understand that the athlete should seek their own independent medical advice and assistance irrespective of the provisions of these services and that Special Olympics is not through the provisions of these services responsible for the athletes health.

I am the parent or guardian of the athlete named in this application. I have read and fully understand the provisions of the above release and have explained the provisions to the athlete. Through my signature on this release form, I am agreeing to the above provisions on my own behalf and on behalf of the athlete.

Signature of Parent/Guardian _____

Date _____

Consent

to be completed by an athlete that is 18 years or older and does not have a guardian

I, _____ am at least 18 years old, am my own guardian and have submitted the attached application for participation in Special Olympics.

I represent and warrant that, to the best of my knowledge and belief, I am physically and mentally able to participate in Special Olympics activities. I also represent that a licensed examiner (medical doctor, physician's assistant or nurse practitioner) has reviewed the health information contained in my application and has certified, based on an independent medical examination, that there is no medical evidence which would preclude me from participating in Special Olympics. I understand that if I have Down syndrome, I cannot participate in sports or events which by their nature result in hyper-extension, radical flexion or direct pressure on my neck or upper spine unless I have had a one-time full radiological examination which establishes the absence of Atlanto-Axial Instability. I am aware that I must have this radiological examination before I can participate in judo, equestrian sports, gymnastics, diving, pentathlon, butterfly stroke and diving starts in swimming, high jump, alpine skiing, snowboarding, squat lift and soccer team competition.

Special Olympics has my permission (both during and anytime after) to use my likeness, name, voice, or words in either television, radio, film, newspapers, magazines, and other media, and in any form, for the purpose of advertising or communicating the purposes and activities of Special Olympics and/or applying for funds to support those purposes and activities.

If, during my participation in Special Olympics activities, I should need emergency medical treatment, and I am not able to give my consent or make my own arrangements for the treatment because of my injuries, I authorize Special Olympics to take whatever measures are necessary to protect my health and well being, including, if necessary, hospitalization.

I understand that by signing below I consent to participate in the **Special Olympics Healthy Athletes Program** that provides individuals screening assessments of health status and health care needs in the areas of vision; oral health; hearing; physical therapy; and a variety of health promotion areas. I understand there is no obligation for me to participate in the **Healthy Athlete Program** and that I may decide not to participate. Provision of these health services is not intended as a substitute for regular care. I also understand that I should seek my own independent medical advice and assistance regardless of the provisions of these services and that Special Olympics is not through the provisions of these services responsible for my health.

I, the athlete named above, have read and fully understand the provisions of the release that I am signing. I understand that by signing this paper, I am saying that I agree to the provisions of this release.

Signature of Adult Athlete _____

Date _____

I hereby certify that I have reviewed this release with the athlete whose signature appears above. I am satisfied based on that review that the athlete understand this release and has agreed to its terms.

Name (please print) _____

Relationship to athlete (family member, teacher, coach, etc.) _____

Since this is an athletic field trip, all participants have this emergency card filled out as well as have their insurance card (or a copy) on file

SPORT _____ HOME PHONE _____
 NAME _____ CELL PHONE _____
 ADDRESS _____ WORK PHONE _____
 _____ FAMILY DR. PHONE _____

Contact in case of an emergency & parent cannot be reached:

NAME	RELATIONSHIP	PHONE NO
Diabetes	Yes _____	No _____
Epileptic	Yes _____	No _____
Heart Condition or disease	Yes _____	No _____
Kidney Injuries	Yes _____	No _____
Asthma	Yes _____	No _____
Allergy to any medications	Yes _____	No _____
Do you wear contacts?	Yes _____	No _____

Other - Please note: _____

I, _____, parent/guardian of _____
 Authorize medical treatment for my son/daughter in the event I cannot be reached and treatment is necessary due to injury sustained while my said son/daughter is participating in the Athletic Program of the Dover School District. Such medical treatment shall be given by a licensed physician in the field of medicine at my expense.

_____ Date _____ Parent/Guardian

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

SECOND 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 15th 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 31st 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 31st 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 31st.

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:	-0%	5%
Year 2:	-0%	4%
Year 3:	-0%	4%

~~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

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

SECOND 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

SECOND 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.~~

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

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:

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

SECOND 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~~

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

SECOND 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.

Legal References:

DOVER SCHOOL DISTRICT	POLICY CODE: DJE
DATE OF ADOPTION:	PAGE 2 OF 1

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

DRAFT

DOVER SCHOOL DISTRICT	POLICY CODE: EB
DATE OF ADOPTION: JANUARY 9, 2006	PAGE 1 OF 1

SECOND 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

DOVER SCHOOL DISTRICT	POLICY CODE: EBBC
DATE OF ADOPTION:	PAGE 1 OF 3

SECOND 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.~~

DOVER SCHOOL DISTRICT	POLICY CODE: EBBC
DATE OF ADOPTION:	PAGE 2 OF 3

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

DOVER SCHOOL DISTRICT	POLICY CODE: EBBC
DATE OF ADOPTION:	PAGE 3 OF 3

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

DOVER SCHOOL DISTRICT	POLICY CODE: EEAE
DATE OF ADOPTION:	PAGE 1 of 1

SECOND 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

DOVER SCHOOL DISTRICT	POLICY CODE: GBCD
DATE OF ADOPTION:	PAGE 1 OF 3

SECOND 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

DOVER SCHOOL DISTRICT	POLICY CODE: GBCD
DATE OF ADOPTION:	PAGE 2 OF 3

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

DOVER SCHOOL DISTRICT	POLICY CODE: GBCD
DATE OF ADOPTION:	PAGE 3 OF 3

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.

Legal References:

RSA 189:13-a
Appendix GBCD-R

DOVER SCHOOL DISTRICT	POLICY CODE: GBCD
DATE OF ADOPTION:	PAGE 4 OF 3

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

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

SECOND 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

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

SECOND 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

Statutory/Regulatory/Policy Cross References

~~RSA 189:14-a.~~

DOVER SCHOOL DISTRICT	POLICY CODE: IHBG-R
DATE OF ADOPTION:	PAGE OF

SECOND 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~~

DOVER SCHOOL DISTRICT	POLICY CODE: IHBG-R
DATE OF ADOPTION:	PAGE OF

~~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

DOVER SCHOOL DISTRICT	POLICY CODE: IHBG-R
DATE OF ADOPTION:	PAGE OF

~~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

DOVER SCHOOL DISTRICT	POLICY CODE: IHBG-R
DATE OF ADOPTION:	PAGE OF

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.

DOVER SCHOOL DISTRICT	POLICY CODE: IHBG-R
DATE OF ADOPTION:	PAGE OF

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: 5/7/2014
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 15th 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.

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

SECOND 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

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

SECOND 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.

DOVER SCHOOL DISTRICT	POLICY CODE: IJO
DATE OF ADOPTION:	PAGE 2 OF 1

- 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

-

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~~

DOVER SCHOOL DISTRICT	POLICY CODE: IJOC
DATE OF ADOPTION:	PAGE 1 OF 2

SECOND 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.

Assignment shall be made by the school administrator or designee.

DOVER SCHOOL DISTRICT	POLICY CODE: IJOC
DATE OF ADOPTION:	PAGE 2 OF 2

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:

RSA 189:13-a, School Employee and Volunteer Criminal History Records Check

Legal References:

RSA 189:13-a

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

**~~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

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

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

DOVER SCHOOL DISTRICT	POLICY CODE: JEC
DATE OF ADOPTION:	PAGE 1 OF 2

SECOND 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

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

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)

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 1 OF 10

~~TECHNICAL ASSISTANCE ADVISORY~~

~~RESIDENCY~~

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 2 OF 10

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:

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 3 OF 10

- (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.~~

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 4 OF 10

- (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~~

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 5 OF 10

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:

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 6 OF 10

(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 17th 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.~~

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 7 OF 10

- (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.~~

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 8 OF 10

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~~

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 9 OF 10

~~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):~~

DOVER SCHOOL DISTRICT	POLICY CODE: JECB-R
DATE OF ADOPTION:	PAGE 10 OF 10

- ~~• 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.~~

DOVER SCHOOL DISTRICT	POLICY CODE: JEDA
DATE OF ADOPTION:	PAGE 1 OF 2

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.

DOVER SCHOOL DISTRICT	POLICY CODE: JEDA
DATE OF ADOPTION: April 11, 2011	PAGE 1 OF 2

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

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

SECOND 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*

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

SECOND 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

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*~~

DOVER SCHOOL DISTRICT	POLICY CODE: JICDD
DATE OF ADOPTION:	PAGE 1 of 1

SECOND 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.~~

DOVER SCHOOL DISTRICT	POLICY CODE: JICDD
DATE OF ADOPTION:	PAGE 2 of 1

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

DRAFT

SECOND 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, stilletos, 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

-

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION:	TOTAL 5 PAGES

SECOND READING

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

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION:	TOTAL 5 PAGES

person’s characteristics, behaviors, or beliefs if those actions cause one or more of the results in paragraphs(a) through (e) above.

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

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION:	TOTAL 5 PAGES

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.

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.

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION:	TOTAL 5 PAGES

- 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.
- 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.

DOVER SCHOOL DISTRICT	POLICY CODE: JICK
DATE OF ADOPTION:	TOTAL 5 PAGES

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 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

SECOND 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

DOVER SCHOOL DISTRICT	POLICY CODE: JLC
DATE OF ADOPTION:	PAGE 2 OF 1

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

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

SECOND 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,~~

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

~~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~~

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

~~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.

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

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;

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

(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.

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

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.

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

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

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

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:

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

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

DRAFT

DOVER SCHOOL DISTRICT	POLICY CODE: JRA-R
DATE OF ADOPTION:	PAGE 1 OF 10

SECOND READING
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~~

DOVER SCHOOL DISTRICT	POLICY CODE: JRA-R
DATE OF ADOPTION:	PAGE 2 OF 10

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~~

DOVER SCHOOL DISTRICT	POLICY CODE: JRA-R
DATE OF ADOPTION:	PAGE 3 OF 10

~~_____ 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~~

DOVER SCHOOL DISTRICT	POLICY CODE: JRA-R
DATE OF ADOPTION:	PAGE 4 OF 10

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.

DOVER SCHOOL DISTRICT	POLICY CODE: JRA-R
DATE OF ADOPTION:	PAGE 5 OF 10

- 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

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.

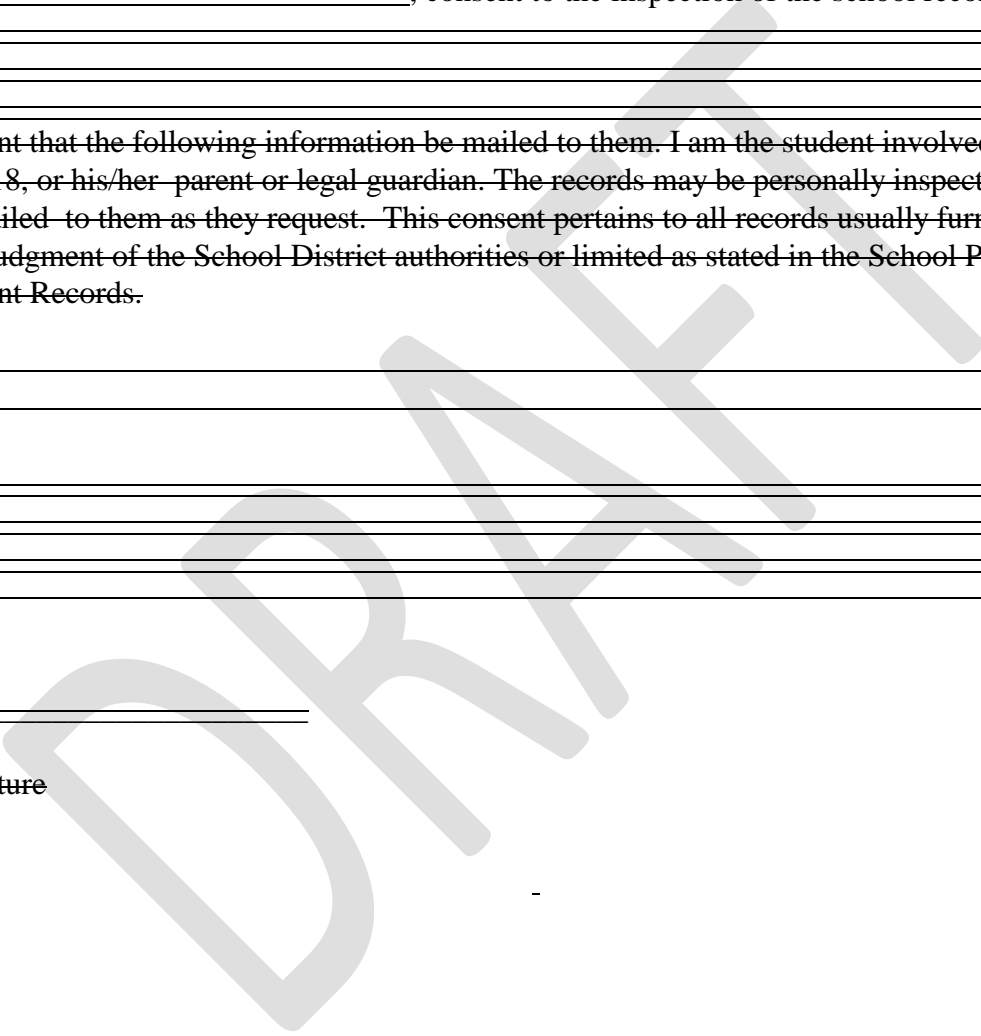
-

-

-

Signature

-



DOVER SCHOOL DISTRICT	POLICY CODE: JRA-R
DATE OF ADOPTION:	PAGE 9 OF 10

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:

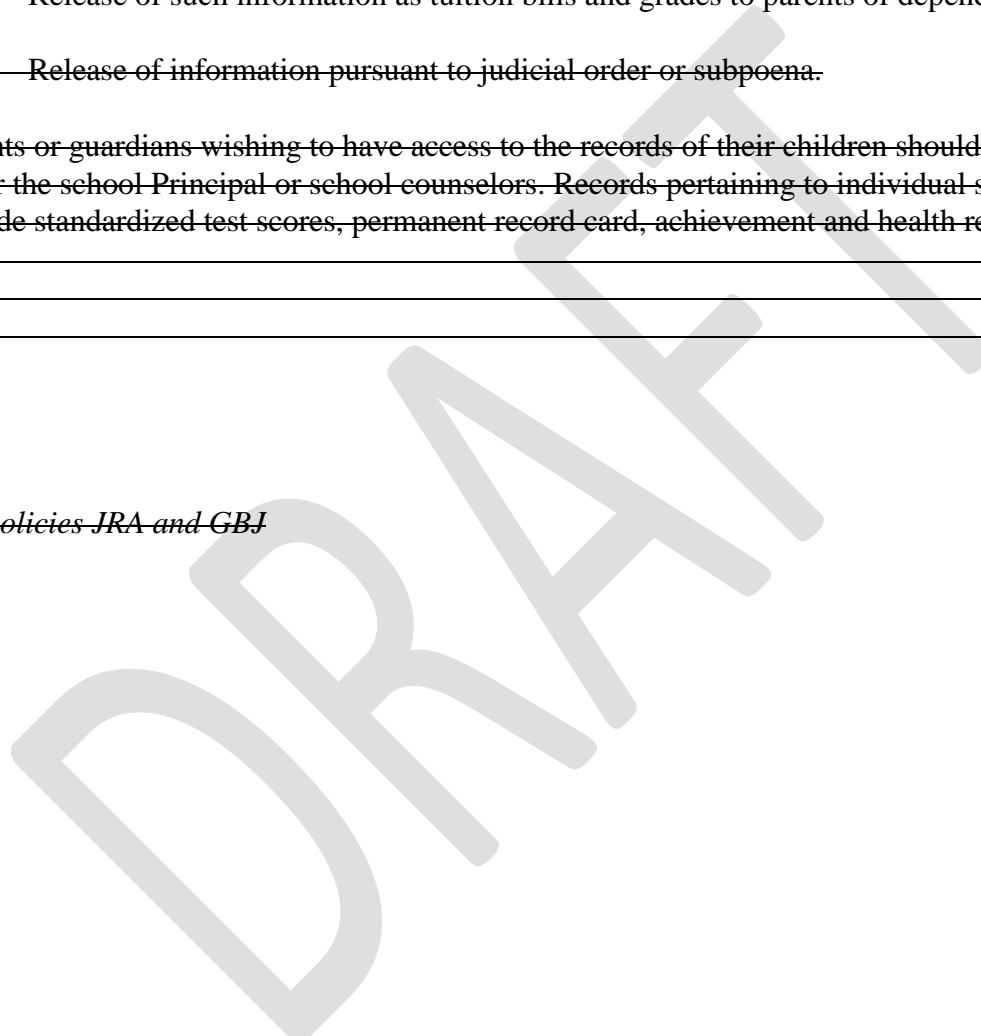
- ~~a. Release to intra institutional officials such as teachers, counselors, and administrators.~~
- ~~b. Release to other schools where the student is seeking to enroll.~~
- ~~c. Release to federal and state officials for the purposes of evaluating or auditing a program receiving federal or state support.~~
- ~~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.~~

DOVER SCHOOL DISTRICT	POLICY CODE: JRA-R
DATE OF ADOPTION:	PAGE 10 OF 10

-
- 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.

See policies JRA and GBJ



DOVER SCHOOL DISTRICT	KE
DATE OF ADOPTION:	PAGE 1 OF 1

SECOND READING 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.

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

SECOND READING 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

DOVER SCHOOL DISTRICT	POLICY CODE: KEB
DATE OF ADOPTION:	PAGE 2 OF 1

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.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07	

SECOND 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.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07	

- 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.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07	

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 # 1
MAY 12, 2014**

RE: **Dover Adult Learning Center of Strafford County Education
Funding 2014-2015**

WHEREAS the Dover Adult Learning Center Director, after consultation with staff, recommends the following utilization of state & federal adult education funding for FY 15:

Adult Learner Services (Tutorial Program)
Adult Basic Education/ESOL Program
English Language/Civics Education Program
Adult High School Diploma Program
Adult Post-secondary Transitions Program

in such amounts as designated by the Bureau of Adult Education or as required for anticipated programming in 2014-2015

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board authorize the Superintendent or his designee to apply for 2014-2015 adult education program funding from the Bureau of Adult Education, New Hampshire Department of Education, for FY14 in support of the programs listed above.

SUBMITTED BY: **Amanda Russell, Chairperson
Dover School Board
At Large**

MAY 12, 2014

MEMORANDUM FROM THE SUPERINTENDENT OF SCHOOLS

TO: School Board

FROM: Antonio Fernandes

SUBJECT: DPA Agreement Changes

DATE: 5/12/14

The School Board and the Dover Paraeducators' Association reached a tentative agreement on April 28, 2014. The minimal changes to this Bargaining Agreement are listed below:

- This is a three year contract
- There is a new severance provision
- Health Benefit language is changed to comply with the Affordable Care Act
- COLA's for this contract are as follows:
 - 2014-2015 2%
 - 2015-2016 2%
 - 2016-2017 3%
- The cost for the COLA's, including associated benefits are as follows:
 - 2014-2015 \$60,292
 - 2015-2016 \$61,842
 - 2016-2017 \$94,537
 - Total \$216,671
- The cost for the severance provision is unknown at this time, but below are estimations (incl. associated benefits) if all employees eligible leave employment when they are eligible:
 - 2014-2015 \$7,381
 - 2015-2016 \$8,724
 - 2016-2017 \$9,410

J. SEVERANCE [NEW PARAGRAPH]

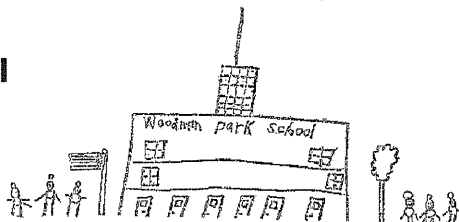
Each paraprofessional who leaves employment in good standing after at least ten (10) years of continuous service with the Dover School District may request severance pay in an amount equal to thirty (30) percent of up to fifty (50) days of his/her accumulated unused sick leave at his/her current per diem rate (i.e., no more than 15 total days will be paid to any qualifying employee). No payment will be made unless the District has received at least two weeks' advance written notice of separation from employment from the employee. The severance amount will be paid via the District's regular payroll process and included in the employee's last paycheck.

ARTICLE VII
FRINGE BENEFITS

A. HEALTH BENEFITS

4. Pursuant to the Affordable Health Care Act, pParaprofessionals employed for less than 30 hours per week may opt to participate and purchase at their own expense, health coverage under Schoolcare HMO options, provided that such employee is eligible for coverage under that plan (i.e., regularly scheduled to work at least fifteen hours per week).

Woodman Park School
11 Towle Avenue
Dover, NH 03820
www.dover.k12.nh.us



Patrick Boodey, Principal

p.boodey@dover.k12.nh.us

Phone: (603) 516-6700

Fax: (603) 516-6703

"Be Safe Be Caring Be Respectful Be Here Be Ready"

May 5, 2014

Dear Superintendent Fernandes:

The following is a list of proposed changes to the three elementary schools' Family Handbook. If approved, the changes will be added to the 2014-2015 Family Handbook and will be available on-line on the elementary school websites. The Family Handbook is also available in different languages through the use of the translation programs offered on the Internet. A family may request the Family Handbook in print if they wish.

Changes made to 2014-2015 Family Handbook for the Dover elementary schools

- A. General dates changed for annual events (ex. From "2013" to "2014" and Open House)
- B. Personnel changes for 2014-2105 (ex. Superintendent Fernandes to ?)
- C. New school year calendar inserted
- D. Dover School Board members listed
- E. Dismissal procedures updated for some schools
- F. Café Services online payment information inserted
- G. Milk prices, selection, and offerings have been updated
- H. School lunch prices have been updated
- I. Curriculum descriptions changed from New Hampshire Grade Level Equivalents (G.L.E.) to Common Core State Standards where appropriate
- J. Christine Boston is now listed as both the Director of Pupil Personnel Services and the school district's Title IX Coordinator
- K. Revised form of the '*Permission to Publish*' for student names, work, and images has been included
- L. The plethora of Dover School Board policy updates that are on-going will be updated when appropriate

Sincerely,

Patrick Boodey, Principal

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

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

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



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

Justin Pagnotta
School Counselor Grade 5
j.pagnotta@dover.k12.nh.us

Fran Meffen
School Counselor Grade 6
f.meffen@dover.k12.nh.us

Mary Calhoun
School Counselor Grade 7
m.calhoun@dover.k12.nh.us

Beckie Pazdon
School Counselor Grade 8
b.pazdon@dover.k12.nh.us

TO: Superintendent Anthony Fernandez and Dover School Board

FROM: Principal Lyndes, Dean Patrick and Dean Isabelle

DATE: May 7, 2014

RE: DMS Student Handbook Changes (Text deleted is crossed out and text added is in bold)

Page 9: DETENTION: text deleted

Detention will be assigned by the building administrators and/or teachers. A student who fails to attend or is removed from an administrative detention will receive an in-school suspension. Students serving detentions ~~may not ride the late bus and~~ may not wander the building. Students who are found in the building without permission or purpose may face administrative consequence.

Page 9: IN-SCHOOL SUSPENSION PROGRAM: text added

Students are placed in the In-School Suspension Program only by a member of the administration, and parents will be notified by letter. Some examples that warrant ISS are:

- Failure to serve an administrative detention
- Directing profanity toward another student
- Cutting or walking out of class without permission, or failure to report to an assigned area
- Using food or other objects as a projectile in the cafeteria (Second offense)
- Threats toward other students
- Earning two referrals in one day
- Plagiarism or cheating (Second offense)
- Insubordinations, defiance, or disrespect of staff
- Destruction of school property
- Misuse of technology
- **Bullying**

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

Page 9: OUT-OF-SCHOOL SUSPENSION PROGRAM: text added

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

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

Page 22: SEXUAL HARASSMENT AND DISCRIMINATION REGULATIONS – text deleted and added

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of the Dover School Board that all employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, sexual orientation, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, sexual, emotional, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. Harassment can include:

1. Sexually suggestive looks or gestures
2. Sexual jokes, pictures or teasing
3. Pressure for dates or sex
4. Sexually demeaning comments
5. Deliberate touching, cornering or pinching
6. Attempts to kiss or fondle
7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

For counsel and assistance in resolving matters of this nature contact your guidance counselor or the principal.

All students, parents, and staff members are informed that the Dover School District enforces a policy of equal educational and equal employment opportunities; the district does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social, or economic status.

The School District also strives to guarantee an environment free of any harassment that interferes with an individual's work or school performance. If a person has a concern about discrimination or harassment, that person should contact the principal (516-7200) or the Title IX Coordinator:

~~Jim Amara~~ **Christine Boston**

Dover School District

Phone Number: ~~516-6976~~ **516-7208**

Page 23: APPROPRIATE ATTIRE: text deleted and added

(bullet #4 added so bullets after #4 are one number higher than original bullets)

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

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

Page 28: PERMISSION TO PUBLISH AND PHOTOGRAPH GUIDELINES: Text deleted and added

PERMISSION TO PUBLISH AND PHOTOGRAPH GUIDELINES

MEDIA PERMISSON

~~Published documents may not include a student's phone number, street address or box number. Documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in after school activities. Documents must conform to Dover School District Policy. Documents must follow Dover website requirements – www.Dover.k12.nh.us/requirements/index.htm. Dover School District's website is located at www.dover.k12.nh.us. Students do appear in public media photos and videos for various school programs and activities. Parents and guardians must advise the school regarding the exclusion of their child from photos and videos.~~

Students in Dover may appear in any newspaper, television show (news or any type of educational program), or through the Internet (video, blog, podcast, article) originating from the Dover School District. The

appearance could include name, photo, video, and/or resemblance. I also grant permission for the Dover School District to publish educational content created by my child (blogs, pictures, videos, etc.). It is understood that the Dover School District is not responsible for inappropriate content posted by my child or another person on any social media site that may be used in school (social media sites include but are not limited to: Flickr, podcasting sites, YouTube, Blogs, etc.).

The district will assume your consent to your child's participation in District publishing activities unless you indicate otherwise on the signature page (page 33).

Page 32: BLANK PAGE: text added

PARENT RESOURCE PAGE
(Students are requested to keep passwords private
but there is room below to note your usernames.)

Office 365 link: <https://login.microsoftonline.com/>

Username: _____

MMS Portal: <http://gradebooks.dover.k12.nh.us/>

Parent Username: _____

Student Username: _____

Math In Focus Websites: Gr. 5: www-k6.thinkcentral.com / Gr.6-8: my.hrw.com

Lunch Account Website: www.mySchoolBucks.com

PROGRESS REPORT AND REPORT CARD SIGNATURES

Parent signatures below indicate they have seen their child's progress reports and report cards. Students are required to obtain a signature at each reporting cycle.

Progress Report Quarter 1: _____

Report Card Quarter 1: _____

Progress Report Quarter 2: _____

Report Card Quarter 2: _____

Progress Report Quarter 3: _____

Report Card Quarter 3: _____

Progress Report Quarter 4: _____

PAGE 33: DOVER MIDDLE SCHOOL HANDBOOK AGREEMENT FORM – text added and deleted

The following pages must be signed and returned to Dover Middle School no later than Wednesday, ~~September 4th~~ September 3rd (4 school days). In terms of the standards in this handbook, the school administration retains discretionary authority to consider mitigating the unusual circumstances in a given case. The handbook takes notice of the fact that the school is obligated to treat every student as an individual according to his/her educational development. This handbook has been approved by the Dover School Board; therefore, it is a policy document.

Signing below indicates that we have read and understand the expectations of Dover Middle School including the **DMS Commitment to Safety (p.31)** and the **Acceptable Internet Use Procedures (p.26)**.

Student Name (please print): _____ Homeroom: _____

OPTION A

- There are no court orders in place that need to be brought to the attention of school personnel concerning my child.

OPTION B

- There is a court order in place ~~denying visitation and contact with my child at school~~ regarding **guardianship (temporary or permanent), custodial arrangements that limit or prohibit contact or visitation, orders that affect educational decision making or access to school, etc.**

Judgments and actions cannot be determined on verbal information. Documentation (copies of court orders) are required for enforcement.

* I have provided the school with this documentation. Yes ___ No ___
(If you answered "NO," this information must be provided to the guidance department immediately or we cannot guarantee the safety of your child).

I understand that it is my responsibility as a custodial parent or guardian to provide the Dover Middle School with new and updated information (and a copy of court orders) regarding the above-mentioned issues.

Signature: _____ Date: _____

Phone: (home) _____ (work) _____ (cell) _____

Thank you for your assistance in this most important matter.
"Your child's safety is our first priority"

Dover High School Student Handbook Revisions for 2014-2015

1. School Board Members

Amanda Russell	Chairperson	At Large
Betsey Andrews-Parker	Vice Chair	At Large
Kathleen Morrison	Secretary	At Large
Sarah Greenshields		At Large
Doris Grady		At Large
Michelle Muffet-Lipinski		At Large
Carole Soule McCammon		At Large

2. Superintendent of Schools- TBA

3. Dean of Instruction- TBA

4. National Honor Society Selection Process

1. shortly after First Semester report cards
2. at the beginning of the Second Semester
3. Students must also submit a letter or recommendation from a faculty member as part of the application process.
4. Career Technical Center
5. by the school principal who will make the final decision on the application.

5. Add Section- World Language Honor Society

The World Language Department annually recognizes students with a 90 or above grade for that year for membership in the World Language Honor Society. In addition, the World Language Honor Society awards a red cord to be worn at graduation to students who have earned a 90 or above in all four years of a language sequence culminating in completion of a Level IV- Honors course. The cord is not awarded for obtaining a 90 or above in a Level IV- Honors class if a student has a grade below a 90 in a Level I, II, or III course.

6. Add Section- National Technical Honor Society

DOVER HIGH SCHOOL'S NATIONAL TECHNICAL HONOR SOCIETY SELECTION PROCESS

1. The NTHS member excels in their respective career technical area, leadership, character, and citizenship. Shortly after 1st semester report cards come out the NTHS advisor reviews student academic records to determine those persons who may be eligible for membership.

2. Eligibility criteria at DHS, is a minimum cumulative Grade Point Average of 3.0 and an overall CTC grade average of 87 in their respective career technical program after the 1st semester of their second year in a CTC program. A student must have 10 or fewer unexcused absences for the year. Students must be a senior completing at least their 2nd year in a Career Technical program.
3. Eligible students are notified and informed that for further consideration for selection into the NTHS, they must complete the Candidate Instructor Nomination Form in their career technical area and a Teacher Nomination Form from a Non-CTC Teacher outlining their accomplishments. These forms must be returned to the advisor in a timely manner.
4. Students also need to complete an application letter regarding their activities in and out of school, to include any leadership positions they have held during their High School career. The student will also need to include what their plans are for the future regarding career and educational goals. This essay must be returned to the advisor in a timely manner.
5. Students are inducted into the NTHS if they meet all of the above criteria.

If a student feels he/she has been wrongfully denied admittance to NTHS there is an appeal process. The process begins with the advisor who will review relevant information with the student. This review will either help the student understand the Council's decision and provide effective direction for a successful application process the following year; or the student will decide to take the appeal to the next level. The next level involves a review of all relevant information by the CTC Director, who will then determine if the student's case warrants a revisit of the student's application.

7. Attendance Procedures

1. 159 or more of the total 177 days
2. delete No excuse will be accepted after that time (48 hours) without an administrative penalty.

8. Unexcused Absence from School (Truancy)

1. a home visit will be made by a school official or designee; home visits may include welfare checks by the Dover police Department
2. deletion of summons
3. Guidance will be notified of truancy

9. Electronic Devices

1. Cell Phones and Electronic Devices- Students may possess a cell phone and privately owned electronic devices but they must remain off and out of sight while students are in class, study hall, the library, assemblies or other school activities where their use would be a distraction. Examples of cell phones and electronic devices include: blackberries, iPhones, Ipods, MP 3 players, handheld and lap top computers and electronic games.

- The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose such as completion of an assignment or research.

- Students may use their phones when in the hallway between classes and during lunch. At these times, cell phones must be kept on vibrate or quiet mode in order to avoid disturbing others.
- Any use of cell phones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding or displaying any materials that are defamatory, abusive, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
- Any use of cell phones to distribute class work, homework and examinations for the purpose of cheating is prohibited.
- Videotaping or audio recording without a teacher's permission is not allowed.
- Student cell phone and electronic devices may be searched if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.
- Evidence of illegal activities involving electronic devices will be referred to the Dover Police Department.

10. Dangerous Objectives/Explosive Devices/Firearms

1. Hand tools found outside of Career Technical Center classrooms will be forwarded to the Career Technical Center Director so that safety procedures and program enrollment can be addressed with the student.

11. Smoking

1. knowingly present will be subject to a day of in-school suspension. Repeat offenses may result in longer times in in-school suspension or out-of-school suspension.

2. possession of a lighter will be subject to a day of in-school suspension. . Repeat offenses may result in longer times in in-school suspension or out-of-school suspension.

12. Out-of-School Suspension (O.S.S.) and In-School Suspension.

1. Offenses involving drugs and alcohol, weapons or violence will result in out-of-school suspensions of three days for a first offense, five days for a second offense, and ten days for a third offense. Suspensions in this category require a re-admittance meeting with the parent and student and may result in a behavioral contract.

13. Parking

1. Juniors or seniors who have ten or more tardies in the First or Second Semester will have their parking privileges suspended for ten days and will not have them returned until a contract is signed.

14. Cafeteria

1. open from 7:10- 7:34 to serve breakfast.

15. Graduation

1. change General Equivalency Diploma (GED) to High School Equivalency Test (HiSET)

16. Parking

1. A senior who receives 10 or more tardies during the First or Second Semester of the junior year must sign and successfully complete an attendance/tardy contract before being able to purchase a parking permit.

2. Students who have ten or more tardies in the first or second semester will have their parking privileges suspended and face revocation for future offenses.

TO: Antonio Fernandes, Interim Superintendent of Schools
Dover School Board
FROM: Deanna Strand, Executive Director Dover Adult Learning Center
RE: Dover Adult Learning Center Student and Staff Handbook Changes
DATE: May 7, 2014

STAFF HANDBOOK

Throughout-The word “GED” has replaced with the word “HiSET” to reflect the change in the high school equivalency testing program in NH.

Page 4-Organizational Chart has been updated.

Page 8-9- Lock down and Evacuation Drill procedures have been added.

Page 16- GENERAL HISET INFORMATON FOR TEACHERS has been updated to reflect changes in pricing and scoring of the HiSET, as follows:

How do people register to take the official test?

At DALC, we require that a test-taker complete the following steps in order to reserve a testing slot for the official HISET test:

- Present a government-issued photo ID card as proof of age and identity
- Submit proof of having passed pre-tests
- Documented school district approval if under 18.
- Complete HiSET registration online.
- Schedule HiSET tests in the DALC office.

Pay the test fee (\$95) or submit proof that an agency will pay.

Scholarships are available for students who need them.

How is the passing level determined?

HISET results are reported as standard scores. The Educational Testing Service establishes norms on a sample of American high school seniors. The passing score is set at the point where forty-two per cent of high school seniors fail. A perfect score for each test is 20; a perfect combined score is 100. In order to pass the HiSET and obtain a New Hampshire HiSET certificate, all 3 of the following criteria must be met:

- Minimum of 8 to pass any one test. Any test under 8 must be retaken.
- Average score of 9 or better.
- Total combined score of 45 or higher.

Page 18-Updated Pay Scale for 2014-15, reflecting a 2% increase, is included

Page 21-Acceptable Use Policy Added (copy attached)

STUDENT HANDBOOK

All student handbooks (ABE/ESOL, Adult Diploma and Students in Credit Classes) have been combined into one student handbook and a section has been added for Adult Career Pathways. A full copy is attached.

Throughout-The word “GED” has replaced with the word “HiSET” to reflect the change in the high school equivalency testing program in NH, and reflect changes in pricing and scoring of the HiSET.

Page 11- The word “legal” was inserted into the following paragraph:

Our childcare room is a service to allow parents to come to classes. It is not a licensed day care center. Children can only be here when a parent (or *legal* guardian) is on site. Children cannot come with a grandmother, an aunt, or a baby-sitter, or any other friend or relative—only with a parent or *legal* guardian.

Page 21-Acceptable Use Policy Added (copy attached)



www.doveradullearning.org

Transforming Lives Through Education

DOVER ADULT LEARNING CENTER STUDENT HANDBOOK

2014-2015

To be Adopted by the Dover School Board 5/12/2014

DOVER LOCATION
McConnell Community Center
61 Locust Street
Dover, NH 03820
(603) 742-1030 Fax 743-4262
dalc@dalc-online.org

ROCHESTER LOCATION
First Church Congregational
63 South Main Street
Rochester, NH 03867
(603) 335-6200
dalc@dalc-online.org

Nondiscrimination

The Dover Adult Learning Center of Strafford County is an affirmative action, equal opportunity agency that does not discriminate in its education programs or policies, activities, scholarship and loan programs, or employment practices on the basis of race, color, national and ethnic origin, marital or veteran status, age, sex, non-job related medical condition or handicap, sexual orientation, or any other legally-protected status.

DOVER ADULT LEARNING CENTER

Dover Adult Learning Center of Strafford County (DALC) helps adults in the Strafford County area enhance their life-coping skills and improve their lives through basic education, job training, high school completion, and enrichment classes. The Adult Learning Center has been recognized as an Outstanding Adult Education Program by the US Secretary of Education several times in its 40 plus year history and is ranked in New Hampshire as the 2nd largest Adult Education Program by the Bureau of Adult Education in Concord, NH. The Dover Adult Learning Center of Strafford County operates under the auspices of the Dover School Board.

Dover School Board 2014-2015

Amanda L. Russell, Chairperson
Betsey Andrews Parker, Vice Chair
Kathleen Morrison, Secretary
Sarah Greenshields
Michelle Muffett-Lipinski
Carole Soule McCammon
Doris Grady

Antonio Fernandes, Interim Superintendent of Schools

Staff and Faculty

Administrative

Deanna Strand, Executive Director
Darlene Therrien, Office Manager
Heather Hughes, Office Assistant
Janet McConnell, Office Assistant (Evenings)

Program Coordinators

Pam Shaw, Adult Basic Education (ABE)
Tracey Donaldson, Outreach
Pam Shore, Adult Career Pathways
Lien Harris, English for Speakers of Other Languages (ESOL)
Bev O'Brien, Adult High School
Tanya Delisle, Childcare
Debbie Liskow, Adult Learner Services (tutorial)

Adult Basic Education (ABE)

Counselors

Pamela Shaw – Dover
Tracey Donaldson – Rochester

Counselor Aides

Donna Ciereszynski – Dover
Cynthia St. Germain – Rochester

Teachers	Penny Baker Bill Badgley Carol Birch Tiffany Brand Paula Dubois Jodi Edwards Muriel Farrar Kim Hanson Lien Harris	Minnett Induisi Joyce Malley Barbara Murray Thuy Nguyen Denise Reddington Melissa Sauer Donna Shannon Pam Shore Jill Taylor
<u>Adult High School (AHS)</u>		
Counselors	Bev O'Brien Minnett Induisi	
Secretary (evenings)	Julie Doyle	
Teachers	Deb D'Antilio Gail Condon Bob Gilbert Kim Hanson Steve Larson Leslie Lewis Sam Little	Margo Martin Jennifer Parsont Sarah Piatti Eric Salmonsens Christopher Strickland Jill Taylor Karen Van Dyke
Childcare	Tanya Delisle, Coordinator Susan Hardy, Assistant Barbara Rottet, Aide	
Specialists	Tiffany Brand, Technical Support Debbie Liskow, Adult Learner Services Coordinator Judi Currie, Marketing & Communications	

TABLE OF CONTENTS

Adult High School Diploma Program	4	High School Equivalency Testing	
How the Diploma Program Works	4	Program (HiSET)	10
Classes for High School Graduates	4	Steps for Earning the HiSET	11
Classes for In-school Students	4	HiSET Tests and Costs	11
Who is Eligible to Enroll?	4	Test Schedules	11
How to Enroll	5	Adult Career Pathways	11
Adult Diploma Counselor	5	Childcare	11
Tuition Charges	5	Graduation	12
Class Hours	5	Transcripts	12
Attendance Requirements	6	Scholarships	12
Tardiness Policy	6	Tutoring Help	12
Office Hours	6	Writing	12
Grading System	6	Computer Lab	12
Certificates	7	Hours	13
Graduation Requirements	7	Policies and Guidelines	13
Elective Credit Options	7	Student Conduct/Expectations	13
Appealing Decisions	8	Grievance Policy	14
Records	9	Storm Cancellations	14
Adult Basic Education	9	Bus Tickets	14
Academic Classes	9	Parking	14
Who is Eligible to Enroll?	9	Health Information	14
English for Speakers of Other		No Smoking Law	14
Languages	9	Student Safety	14
New Students	9	Security	15
Class Materials	9	High School Diploma (Sample)	16
Goals	9	Policies and Guidelines for Computer	
Class Schedules	10	and Internet Use (Sample)	17
Attendance	10	Internet and Computer Registration	
		Form (Sample)	18

This student handbook belongs to

PROGRAMS AT THE DOVER ADULT LEARNING CENTER

ADULT HIGH SCHOOL DIPLOMA PROGRAM

Dover Adult High School (DALC) offers classes for high school credit. Adults who left high school before graduation can take the courses they need to earn a high school diploma, not an equivalency.

The adult diploma program operates under the "Revised Regulations for an Adult High School Program" (http://www.gencourt.state.nh.us/rules/state_agencies/ed700.html) of the NH State Department of Education. Credit requirements are similar to those for regular high school students; the adult program differs in the options available for earning credits. Required credits must be earned through class work (online credits are accepted for required courses only from the Virtual Learning Academy Charter School, www.vlacs.org). Adult diploma candidates may also receive a limited number of elective credits for work experience, home-management experience, military service, community service, career exploration, or successfully passing a high school exam for an elective course.

Most classes meet after day school or in the evening, twice a week, for a 9 week period during the school year. There is a tuition charged for most classes.

How the Diploma Program Works

- The first step is an assessment of your high school credits.
- A coordinator or counselor will look at your high school transcript to see how many credits you earned in high school.
- Then you can make a plan to earn the remaining credits you need to graduate.
- When you have completed requirements, your adult high school diploma will be granted by the Dover School Board at June graduation.

Classes for High School Graduates

- Some adults who are high school graduates also take diploma classes as refresher courses
- Others take diploma classes to meet college entry requirements, such as algebra and chemistry.
- Several courses are equivalent to developmental classes offered at Great Bay Community College.

Classes for In-School Students

- In school students may take classes to earn credits toward their local high school's diploma, or to earn a Dover Adult High School diploma, under an alternative learning plan developed with the school counselor.

Who is Eligible to Enroll?

People 18 years and older who are not presently enrolled in high school may enroll in the diploma program. Also, in-school youth who have the permission of their schools and any interested people aged 16 and older may take courses offered for the adult diploma program.

High school level classes ordinarily require eighth grade reading level or above. Potential students may be referred to free Adult Basic Education classes to improve skills before beginning high school classes.

How to Enroll

The first step is to meet with an adult diploma counselor (see details below). You may do this at any time during the school year. Call 742-1030 to make an appointment.

If you have attended high school, no matter how long ago, the credits you earned then will apply to the adult program. Therefore, you need to have a copy of your high school transcript (official school record). If you do not have a copy, call or write the last high school you attended and request one. You should have your transcript at the time you meet with the adult diploma counselor. The counselor will review your earned credits, discuss options for experience credits, and create a plan with you for fulfilling all remaining requirements.

In order to be granted a Dover Adult High School diploma, a student must be enrolled in the Adult High School Diploma Program for at least one semester, successfully complete one class and earn at least one credit.

Most adult high school classes begin in September, January, or late March. Your consultation with the counselor is free. There are tuition charges for adult high school classes, which you pay when you register for your particular classes. Some scholarships are available; the counselor can tell you how to apply if necessary.

The Adult Diploma Counselor

The adult diploma counselor is available to plan your class schedule throughout your time in the adult diploma program and afterward. The counselor can work with you on:

- how to study.
- how to work on any problems that affect your school work and where to get assistance with personal or family problems.
- how to prepare for a job change or for further schooling after you graduate.

The Adult Diploma Counselor is at Dover High School two nights a week when classes are in session. She is generally available for appointments from 5:30 to 8:00 p.m. on those nights. She cannot always be reached by phone there, however, so please call the office (742-1030) to set up an appointment in advance. (During the school year, the Adult Learning Center office is open from 8:00 a.m. to 5:00 p.m. Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Fridays, and 5:00 to 8:00 p.m. Tuesday and Thursday nights.)

Tuition Charges

There is a tuition charge for adult high school courses. Rates are reduced for enrolled adult diploma students because federal and state funding subsidizes the adult diploma program. Students enrolled in Dover High School may receive a tuition waiver for some adult high school classes. If you find the cost prohibitive, you may apply for scholarship assistance.

Class Hours

A one-credit class meets for a total of 45 hours. Usually the schedule includes two class meetings a week for 2½ hours a night for a period of nine weeks, eighteen sessions in all. A typical class

meets from 6:30 to 9:00 p.m. Some classes meet Monday and Wednesday nights; others meet Tuesday and Thursday nights; some meet late afternoons.

Cancelled classes are made up by adding a day to the end of the schedule (unless other arrangements are agreed to between the instructor and the class).

Attendance Requirements

Adult high school classes follow a college model of 45 hours per class, significantly fewer than in a traditional high school program. Therefore, excellent attendance is especially important.

Students should plan to attend every class session and should expect to spend at least one hour of home study for every hour spent in class. Students may not join a one credit course after the second class meeting or a half credit class after the first meeting.

Class attendance and participation are important in all adult high school classes; attendance and participation will constitute a percentage of the final grade for each student. Many classroom activities, including skills practice, laboratory work, and group discussion, cannot be made up; absence from class, however good the reason, will result in a lower grade.

A student who misses a class for any reason must assume all responsibility for finding out about and completing makeup work. Students must get assignments and notes from other students and must arrange to make up any tests or quizzes. Teachers are not expected to accept any makeup work that is turned in more than one week after the student's absence.

For the reasons previously given, it is generally impossible to grant credit for an adult high school class if a student has more than two absences, even if the reason is a completely understandable one such as a prolonged medical problem. In cases where there is a clear documented medical reason for absence, such as hospitalization, the student may apply to the Board of Directors for a tuition refund.

Tardiness Policy

Students are expected to be on time for classes. A quarter absence will be applied if a student is five minutes or more late at the start of class or returning from a break.

Office Hours

DALC's evening secretary is generally at the high school Monday – Thursday from 5:15 to 8:30 p.m. in the Dover High School Guidance Office. She answers telephone calls when possible. (The phone number is 516-6942). However, she may have to be out of the office to visit classes and carry out other duties. If you need to leave an emergency number (with a sitter, for example), you may use the Dover High Guidance Office number, but please be aware that the phone is not always answered. *In case of extreme emergency*, people could contact the Police Department to get a message to you.

Grading System

The Dover Adult Diploma Program uses the same grading system as Dover High School. Numerical equivalencies grades are reported as:

A+ 98-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 and below
A 93-97	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Regular courses: A= 4.0 B= 3.0 C = 2.0 D =1.0 F = 0

Progress reports will be distributed at least once at mid-term and additionally throughout the term as needed.

Certificates

In addition to a grade report, people who have satisfactory attendance and performance in class may receive a certificate upon request, stating that they have completed the class and giving the number of class hours. Even if you are not taking your class for credit, you may want to have a certificate for your own records or for an employer.

Graduation Requirements

For all students completing diplomas after June 20, 2006

Courses	Credits
English	4
Math	2
Biology	1
Physical Science	1
Computer Literacy	.50
Art	.50
Social Studies	3
Courses must include these subgroups:	
U.S. History	1
Civics	.50
Economics	.50
World Cultures & Geography	.50
Electives	8
Total	20

A student must be enrolled in the Dover Adult High School Diploma Program for at least one semester, successfully complete at least one course therein, and be awarded at least one credit from Dover AHS to be eligible to receive a Dover Adult High School Diploma.

Elective Credit Options

Students have the following options for elective credit:

1. **Additional adult high school courses** offered by DALC or by comparable adult education programs. You may take an extra English course as an elective provided it is not in the same subject matter as the ones for which you previously received credit.

2. **Adult vocational education classes** offered by the Center or other adult education agencies, i.e., keyboarding, computer introduction, or Licensed Nursing assistant training.
3. **Military Service:** You may receive one credit for military experience if you have served in the active military for at least two years with an honorable discharge or if you have served a minimum of six years in the National Guard. You must present a copy of discharge papers or a letter from the commanding officer if still serving.
4. **Home Management Credit:** If you have three years or more of experience in managing a household, you may receive one credit by submitting an acceptable written account of your learning in this area.
5. **Work Experience Credit:** You may receive one credit for three consecutive years of full time experience in no more than one work area. A maximum of two credits for work experience will be awarded for five or more years of full-time experience in no more than two work areas. Credit will be granted upon receipt of form(s) signed by your employer.
6. **Apprenticeship:** If you have completed an apprenticeship, you may receive one or two credits, depending upon the time involved.
7. **Career Exploration:** If you are unemployed or considering a career change, you may design a program of observation and investigation in a career field that interests you, subject to the approval of the adult diploma counselor. You may earn one or two credits for the successful completion of the career exploration program.
8. **Community Service/Volunteer Work:** You may develop a plan for community service to a local non-profit service organization. Upon approval of the director, you may earn one credit for 45 hours of community service, up to a maximum of two credits. You must write a plan for your service and have it approved by the DALC director before you begin. Then you must have someone at the non-profit organization to supervise you. At the end of your service you must write a final report on your experience, describing what you have learned. Each service project must extend over at least five weeks. People who earn two community service credits must work in two different non-profit organizations.
9. **Post-secondary Education:** A maximum of four credits may be earned from accredited institutions, licensed trade schools, business schools, colleges, extension courses, distance learning and web-based courses that meet the requirements of local adult high schools.
10. **New Hampshire Virtual Learning Academy Charter School (vlacs.org)** credits are accepted for transfer on the same basis as credits from traditional high schools.
11. **Correspondence/on line schools:** A maximum of two elected credits from accredited schools; they must be pre-approved by the DALC director. Required courses (as listed on previous page) cannot be taken online except for NH Virtual Learning Academy Charter School (vlacs.org.)

Appealing Decisions

Decisions about granting elective credit will be made by the director. If you disagree with a

decision made by the director concerning class credits or any other aspect of the Adult Diploma Program, you have the right to appeal to the Dover Superintendent of Schools, 61 Locust St., Dover, NH, telephone 516-6800.

Records

The adult high school counselor will keep a cumulative record for each enrolled adult high school student. You are responsible for completing requirements and for carrying out the plans you make in your meetings with the counselor. Please call the counselor if you need assistance or have questions. *At the beginning of your final term, request a meeting with the counselor to be sure you are meeting all requirements for graduation.*

ADULT BASIC EDUCATION (ABE)

Academic Classes

Academic classes are for people who seek to improve basic skills in reading, writing and math, or to complete a high school equivalency. Students gain the skills they need to be successful as parents, wage earners, and citizens. Adults over 18 who have earned a high school diploma or equivalency may be eligible to take ABE classes to build skills necessary for a training program, college entrance or employment. Programs are offered at no charge to eligible participants.

Who is Eligible to Enroll?

In New Hampshire, a person who is 18 or older and who has not completed high school is eligible. People 16 and 17 years old may register only with authorization from the school district where the student is enrolled. Adults over 18 who have earned a high school diploma or equivalency may be eligible to take ABE classes to build skills necessary for a training program, college entrance or employment.

English for Speakers of Other Languages (ESOL)

ESOL courses offer students whose first language is not English, who are 18 years or older, and who are not enrolled in high school the opportunity to learn English, as well as understand American customs or prepare for the US Citizenship Test. Cross-cultural communication, cooperative learning, and the development of self-confidence are important components of our programs. Programs are offered at no charge to eligible participants.

New Students

New people may join throughout the year. Talk to counselors Pam Shaw (Dover) or Tracey Donaldson (Rochester) about registering for a class.

Class Materials

Class materials are provided free of charge.

Goals

Dover Adult Learning Center of Strafford County emphasizes education for life and for success in your roles as a family member, worker, and citizen. Your instructor will ask you to set personal learning goals and to review your progress each month.

Class Schedules:

Academic Classes

Dover: McConnell Community Center, 61 Locust Street
9:00 a.m. – 12:00 p.m. Monday/Wednesday and Tuesday/Thursday
12:15 – 2:15 p.m. Monday through Thursday
6:00 – 8:30 p.m. Tuesday and Thursday

Farmington: Farmington High School
6:30 – 8:30 p.m. Tuesday & Thursday

Farmington: Goodwin Library
9:00 p.m. – 12 p.m. Thursdays

Rochester: First Church Congregational, 63 South Main Street
9:00 a.m. – 12:00 p.m. Monday/Wednesday and Tuesday/Thursday
6:00 – 8:30 p.m. Tuesday and Thursday

Milton: Nute High School, 22 Elm Street
5:30 – 8:30 p.m. Thursday

ESOL Classes

Dover: McConnell Community Center, 61 Locust Street
9:00 a.m. – 12:00 p.m. Monday/Wednesday and Tuesday/Thursday
6:30 – 8:30 p.m. Tuesday and Thursday

The counselor will provide you with your specific class schedule and a school year calendar.

Attendance

Good attendance is vital. Your learning depends on the time and effort you put in. Please call the DALC office (742-1030) if you must miss class. Leave your name and phone number. If there is anything we can do to help, ask to speak to the counselor. An unexcused absence of more than two days in a row may jeopardize your enrollment status.

If you cannot come regularly at this time, we may ask you to reapply when you can make a commitment to regular attendance.

Be sure to get take-home materials if you would like to work on your own while you are away.

HIGH SCHOOL EQUIVALENCY TESTING PROGRAM (HiSET)

The High School Equivalency Testing Program (HiSET) gives adults and out-of-school youth an opportunity to demonstrate their academic skills and to earn the New Hampshire High School Equivalency Certificate (High School Equivalency Test, formerly the GED). Students may prepare to take the HiSET exam at DALC through exercises, practice tests, and academic classes (see above).

Steps for Earning the HiSET

The first step in earning the HiSET is to call the office at 742-1030 to make an appointment with a counselor. The counselor will work with you to set up free diagnostic testing to see if your skills need improvement. If some improvement is needed, you may enroll in academic classes; classes are free with rolling admission throughout the year. When your skill levels are high enough, you will then be required to take practice tests to qualify for official exams.

When you are ready for the official exams, you will need to register by creating a HiSET account online. After you create this online account, visit our office to schedule and pay for your exam; you will need your HiSET ID#, full payment, and a government issued photo ID with address.

HiSET Tests and Cost

The complete battery of HiSET tests costs \$95.00, and consists of five subjects: Math, Language Arts-Writing, Science, Social Studies, and Language Arts-Reading. (If you are having difficulty with the cost, please see “Scholarships” below.)

Test Schedules

Both computer-based and paper-based tests are offered in Dover. Computer-based tests are offered once a month on Saturday and paper-based tests are offered on two Wednesday evenings per month. Paper-based tests only are offered in Rochester twice a month on Tuesday and Thursday afternoons.

ADULT CAREER PATHWAYS

Adult Career Pathways can help adult students navigate through the next steps of their journey. Whether you know where you are headed or are looking for guidance in finding that out, Adult Career Pathways offers:

- Career exploration assistance: What career is best for you? What skills do you need?
- Information and advising on area training programs.
- Academic skill building, including Accuplacer preparation and testing and math and reading/writing refresher courses.
- College prerequisite classes such as Algebra, Biology, and Chemistry, as well as college developmental class equivalents in math and reading.
- Assistance with college searches and applications.

The ultimate goal is to help students make successful transitions to higher learning and job training.

Anyone 18 years of age or older and not currently attending high school can access these services. Please call Pam Shore, Career Pathways Coordinator, at 742-1030 for more information.

CHILDCARE

On-site childcare is available Monday through Thursday, 9 a.m. – 2:15 p.m. for children of participants in our Dover daytime program. There is a fee of \$10/per month per family. Scholarships are available to families unable to pay. Please see the counselor to register children

for childcare.

Our childcare room is a service to allow parents to come to classes. It is not a licensed day care center. Children can only be here when a parent (or legal guardian) is on site. Children cannot come with a grandmother, an aunt, or a baby-sitter, or any other friend or relative—only with a parent or guardian. *Please be sure to tell the childcare coordinator about any special needs your child may have.*

You may not bring a sick child, a baby less than six weeks old, or a school-aged child. Please call the office (742-1030) to report an absence due to illness.

GRADUATION

All HiSET and adult diploma graduates during the school year are invited and encouraged to participate in graduation ceremonies in June. Adult high school diplomas earned during the school year are granted at that time. A copy of the diploma is shown on the inside back cover of this handbook. HiSET certificates are issued by the State of NH Bureau of Adult education and will be received within a few weeks of passing the HiSET test.

You will receive information about graduation late in May. After graduation, you may request a copy of your adult high school or HiSET records (transcript) from the DALC main office.

TRANSCRIPTS

If you complete requirements for the adult diploma earlier in the year, you may request a copy of your transcripts or a letter stating you have met all the requirements for graduation, signed by the DALC director and the Superintendent of Schools.

SCHOLARSHIPS

Funds donated by local service organizations, individuals and churches are available to students seeking an adult high school diploma or to take the HiSET test. To request a scholarship you will need to complete a scholarship application. Call the office at 742-1030 to request the application. Send your completed scholarship application to the Dover Adult Learning Center of Strafford County, 61 Locust Street, Dover, NH 03820. Scholarship applications must be received prior to the end of the registration period for AHS classes. Scholarships are generally awarded for half of the cost of tuition or testing fees. Scholarship requests in excess of half the amount are submitted to DALC's Board of Directors for consideration.

TUTORING HELP

Volunteer tutors from the Strafford County Adult Tutorial Program may be able to assist you with your studies. Let your teacher or counselor know if you would like to request tutoring help.

WRITING

Each year Dover Adult Learning Center of Strafford County students publish a book of writings called *In Our Own Words*. Please consider contributing a story or article to the book; talk with your teacher about how to submit a story.

COMPUTER LAB

We are pleased to be able to offer the use of computers and access to the Internet for Strafford County residents as part of DALC's commitment to helping adults enhance their life-coping skills and improve their lives through basic education, job training, high school completion, and

enrichment classes.

The Internet is a global connection of networks much like the phone company system. It provides the means to access information and share ideas from a wide array of resources. The vast information available over the Internet is of sound value. There may be a small percentage of information that is considered questionable, pornographic, controversial, illegal or otherwise objectionable. DALC accepts no responsibility or liability for questionable material found on the Internet. Users must use the Internet at their own risk.

Computer Lab Hours

Access is limited to regularly scheduled, proctored open lab times and as space is available during times reserved for other classes. Regular computer lab hours are (except for holidays and school vacations):

Tuesday, Wednesday & Thursday 10:00 a.m. – 12:00 p.m.

Tuesday & Thursday 5:30 – 7:30 p.m.

Users must sign a user agreement prior to the first use. **Data storage devices brought in from elsewhere must be scanned prior to use – please get instructions from the proctor.** Please see below for complete computer lab policies.

Policies and Guidelines for Computer and Internet Use

Before using computers at Dover Adult Learning Center, users must read the attached “Policy and Guidelines for Computer and Internet Use” document in full, initial where indicated, and fill out the computer user registration form on the reverse side.

STUDENT CONDUCT/EXPECTATIONS

1. Acceptance into each program is dependent upon consent of the director and instructor. Decisions are based on an interview by the counselor and on evaluation by appropriate staff.
2. Recommendations for entrance must be completed by staff members of the referring agency when applicable. Agency staff will work with a DALC counselor.
3. **Students are expected to conduct themselves in a socially acceptable manner that is conducive to their learning and to the learning of fellow students. Students must:**
 - a. Be able to exhibit self-control in class and on public/school property.
 - b. Be physically able to function in the program.
 - c. Follow DALC’s conduct rules.
 - d. Arrange for their own transportation to and from classes.
 - e. Be accompanied by support personnel from a referring agency at the Center’s request.
 - f. Be able to work independently in a group setting.
 - g. Be capable of making academic progress.
 - h. Obey the laws of New Hampshire, including:
 1. No smoking on public/school property except in designated areas.
 2. No possession, sale or being under the influence of alcohol or other drugs on public/school property.
 - i. Show respect for themselves, teachers, other students and property. Disrespect will not be tolerated. Examples of disrespect include:
 1. Disruptive behavior such as excessive talking or swearing
 2. Sexual harassment

3. Insubordination
4. Plagiarism

Administrative withdrawal from a class for disciplinary reasons is at the discretion of the DALC director after conferring with the counselor, teacher, and student. The director reserves the right to remove any student who shows disrespect for people or property.

GRIEVANCE POLICY

If you have a complaint about discrimination or about any aspect of your experience with DALC, please speak first to the staff member involved. If not satisfied, speak to the director at 742-1030. If still not satisfied, speak to the Dover Superintendent of Schools at 516-6800.

STORM CANCELLATIONS

Daytime classes are cancelled whenever schools are closed in the town where the classes are held.

Evening classes **do not** automatically cancel when day school classes are cancelled. Separate announcements are made after 3:00 p.m. on radio stations WTSN (1270 AM), WOKQ (97.5 FM), WBYY (98.7 FM) and WMUR TV (Channel 9), or www.wmur.com. **The announcement will refer to Dover Adult Learning Center of Strafford County classes.**

BUS TICKETS

Coast bus tickets may be purchased for half price in the DALC main office at the McConnell Center in Dover.

PARKING

The lot behind the Dover Public Library is limited to 3 hour parking from 8:00 a.m. to 6:00 p.m. All day students need to get a parking pass from the office. Cars without the parking pass will get ticketed. Parking is available free of charge at Dover High School in any of the open lots. In Rochester, Milton and Farmington, please consult your teachers.

HEALTH INFORMATION

Since no healthcare staff are available during adult education classes, when you register please give the counselor, secretary or director any information important for your safety. In the event of an emergency a staff member will call 911.

NO SMOKING LAW

According to NH State law, there can be no smoking anywhere in school buildings or on school grounds at any time of day. Smoking in the school building, outside of school, in the Dover High School parking lot, or in the parking lot at the McConnell Center is a violation of state law. Students who wish to smoke must go off school grounds. A designated smoking area for the McConnell Center is located in the corner of the parking lot near the Senior Center.

STUDENT SAFETY

Learners must have a safe atmosphere for study. DALC will not tolerate touching (assault) or threatening in any of the DALC's programs.

If a staff member observes fighting or assault or hears a threat of violence, the staff member* should contact the local police department immediately. If a staff member receives a report from

a student that an assault has taken place or that a threat of violence has been received, the staff member should contact the local police department immediately. If a staff member learns that there has been a threat to student safety, such as a bomb threat, the staff member must evacuate all students immediately and then contact the police department.

*If an administrator or counselor is on the premises, the decision to call may be made by that person. If not, the teacher on-site will make the decision. Always err on the side of safety.

SECURITY

People are in and out of each of our locations all day and evening. On rare occasions, items have been reported missing. Please keep all belongings, including coats and bags, near you and safe.

DOVER ADULT HIGH SCHOOL
High School Diploma



This Certifies That

*has completed all High School requirements as specified by the
New Hampshire State Department of Education in conjunction
with the Dover School Department and is therefore entitled to
this High School Diploma
Given at Dover, New Hampshire, this day of*

CHAIRPERSON, DOVER SCHOOL COMMITTEE

SUPERINTENDENT OF SCHOOL

SECRETARY, DOVER SCHOOL COMMITTEE

DIRECTOR OF COMMUNITY EDUCATION



POLICY AND GUIDELINES FOR COMPUTER AND INTERNET USE

Dover Adult Learning Center
61 Locust St, Dover, NH 03820
603-742-1030 dalc@dalc-online.org

Policy

We are pleased to be able to offer the use of computers and access to the Internet for Strafford County residents as part of Dover Adult Learning Center's commitment to helping adults enhance their life-coping skills and improve their lives through basic education, job training, high school completion, and enrichment classes.

The Internet is a global connection of networks much like the phone company system. It provides the means to access information and share ideas from a wide array of resources. The vast information available over the Internet is of sound value. There may be a small percentage of information that is considered questionable, pornographic, controversial, illegal or otherwise objectionable. Dover Adult Learning Center accepts no responsibility or liability for questionable material found on the Internet. Users must use the Internet at their own risk.

Guidelines

- 1) Before using computers at the Dover Adult Learning Center (DALC), users must read this document in full, initial in the space indicated, and fill out the computer user registration form on the reverse side.
- 2) Internet users may sign up for free email services such as Yahoo or Gmail. Email applications which use software on a DALC computer may not be used. Any material ordered from a vendor over the Internet must be paid for by the user via their credit card only. DALC cannot guarantee complete privacy and/or security for these transactions. DALC will not be responsible or liable for these transactions.
- 3) Users are expected to engage in responsible, ethical use of the Internet, which includes not displaying text or images which are inappropriate. Users may not use the Internet accessible via DALC computers for any illegal purpose including, but not limited to unauthorized access, software piracy or violation of copyright laws. Viewing, storing or transmitting sexually explicit material is prohibited.
- 4) In order to prohibit the sharing of viruses that can harm operating systems, installation and/or download of software on DALC computers is prohibited.
- 5) Email attachments from unknown senders should be deleted without opening. If the attachment seems suspicious, notify DALC staff. Viruses are often spread by enclosing them in email attachments that look legitimate. Email attachments from known senders should be scanned for viruses. Do not disable the automatic scanning that takes place on your machine.
- 6) The alteration of any DALC computer configuration, including – but not limited to operating system, setup, screen settings or files – is not allowed under any circumstances.

- 7) Any flash drive, CD or other external storage media must be checked by a proctor or instructor before being used.
- 8) Personal devices are welcome, but they may not be hard wired to our network without prior authorization from DALC technology staff. The DALC Student Wireless network is available in our Dover location for students and staff to access the Internet on their personal devices. Users are required to abide by the Internet use guidelines listed in this document while connected to DALC Student Wireless.
- 9) DALC personnel, in order to prevent any abuse of the system or to recover from disaster, reserve the authority to inspect any and all materials transferred by or stored on the DALC network. This inspection can occur at any time and without any cause.
- 10) Violation of the above guidelines and policies may result in termination of DALC computer and network access.

Initials _____



INTERNET AND COMPUTER REGISTRATION FORM

Dover Adult Learning Center
61 Locust St, Dover, NH 03820
603-742-1030 dalc@dalc-online.org

I have read or had read to me and fully understand the Dover Adult Learning Center's "Policies and Guidelines for Computer and Internet Use" and agree to abide by these policies. I will not hold Dover Adult Learning Center responsible for materials accessed on the Internet or any other consequences of Internet or computer use.

Date: _____

Name (print): _____

Signature: _____

Street Address: _____

Town/City/State: _____ **Zip** _____

Phone Number: _____

Memo: STEAM Academy

To: the Dover School District School Board and Superintendent

From: Fran Meffen, STEAM Academy Director, Dover Middle School

I am submitting a proposal for the STEAM Academy Summer Enrichment Program to begin July 5 which will provide three weeks of extended enrichment opportunities for current Dover Middle School 5 – 8th grade students. There are five teachers, Jack Meffen, Joe Tenuta, Melissa Stein, Lisa Taipan and Jo-Ann Gardella who will be teaching a variety of programs. The attached brochure gives detailed descriptions of each teacher's strand. This program will be self-sustaining with the school district incurring no expense. The net revenues will be used to continue to expand the STEAM Academy programming at Dover Middle School.

I would be happy to meet with the Board to answer any questions about this next step in providing opportunities for students in the Dover School District.

Thank you for considering this request.

STEAM Academy Summer School 2014

July 7 – 11, July 14 – 18 and July 21 – 25

8:00 – 12 noon Art Programs

8:30 – 11:30am All other classes

Extended Care hours: 7:30am – 8:30am and 11:30am – 12:30pm

Expenditures:

Staffing expenditures: Coordinator and 5 Teachers

(1)Coordinator: \$28.63/hour (\$23.50/hr and associated benefits)

(4)Teachers: \$ 28.63/hour (\$23.50/hr and associated benefits)

(1) Teacher \$25.30/hour (\$23.50/hr and associated benefits-not eligible for NHRS)

(1) Art Teacher: 30 hours per week

(5) teachers and coordinator: 25 hours per week

Total Salary per week : \$4,354.40

Consumable expenditures:

Supplies per class/week: \$300 x 5 - \$,1500

Snacks for students - \$500 per week

Total Consumables per week: \$2,000

TOTAL EXPENDITURES PER WEEK: \$6,354.40

Revenues:

Each class must have 10 students/week in order for the program to run. Any class without 10 students will be cancelled for the week. Teachers will not be paid if a class is cancelled.

Art classes: \$175/week per student x 10 - \$,1750

4 other classes: \$150/week per student x 10 x4 - \$6,000

TOTAL REVENUE PER WEEK: \$7,750

Additional revenues will come from extended -care fees but have not been included.

NET REVENUE: \$1,395.60



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



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

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

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

JON ALTBERGS
Dean of Instruction
j.altbergs@dover.k12.nh.us

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

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

May 6, 2014

Dear Dover School Board Members,

Dover High School and Regional Career Technical Center is requesting the following course waivers because they do not meet the minimum course enrollment of 11 students as outlined in Policy II BC.

Mathematics

1. AP Calculus BC- 10 students

We have a small senior class next year (280 students) and thus had only one section of Honors Pre-calculus this year. We have two sections of Honors Pre-calculus for next year.

2. College Preparatory Calculus- 9 students

We have a small senior class next year (280 students) and this class services students who cannot fit the two periods of an AP Class (Calculus AB, Calculus BC, Probability and Statistics) into their schedule.

World Language

1. French IV- 10 students

We have a small senior class next year (280 students) and French IV- Honors has 21 students with an achievement gap that is too large to bridge in one section of 31 students.

2. Spanish IV- 9 students

This class will be combined with Spanish IV- Honors to make a class of 23 students.

Visual Arts

1. Portfolio Preparation- 7 students

We have a small senior class next year (280 students). This class is critical in helping students prepare their portfolios for admission to Fine Arts school.

2. Drawing IV- 5 students

We have a small senior class next year (280 students) and this class is critical in helping students prepare their portfolios for admission to Fine Arts school. Every attempt will be made to combine this with Drawing III but that will depend on student schedules.

3. Photography II- 10 students

We have a small senior class next year (280 students) and this class is part of the Southern New Hampshire University in the High School Program which allows students to earn three college credits.

Career Technical Center

1. Game Design II- 10 students

We have a small senior class next year (280 students) and this class, which is run during the Second Semester, should grow because Game Design I is run First Semester.

2. Childhood Development- 8 students

This class traditionally fills up when students need an elective when they cannot get all their classes. This year the course ended up with 31 students in two sections.

3. Yearbook II- 4 students

This class will be combined with Yearbook I to make a class of 20 students.

4. Accounting II- 2 students

This class will be combined with Accounting I to make a class of 14 students.

5. CTE Approved State Programs

SCHOOL FOOD SERVICE AGREEMENT

Date: February 19, 2014

Client: Dover School District

Contractor: CAFE SERVICES INC.

INDEX

Section 1. Authorization and Service Area(s)

Section 2. Service Policies, Standards

Section 3. Cleaning, Laundry, Maintenance, Utilities

Section 4. Equipment, Fixtures, Furniture, Expendables, Vehicles

Section 5. Personnel

Section 6. Insurance, Indemnity

Section 7. Laws, License, Taxes

Section 8. Additional Services

Section 9. Financial Arrangements; Accounting

Section 10. Terms, Renewal, Termination

Section 11. Notice

Section 12. Relationship; Confidentiality of Records

Section 13. Non-Discrimination

Section 14. Miscellaneous

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, disability or on any of the other protected classes listed in the most recent USDA non-discrimination statement. 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 15th 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. All 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 6th, 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

President & CEO
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
Printed Name/Title of Submitting Official

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 1st 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.

Addendum - 5
U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

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 principals 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

SIGNATURE OF SCHOOL FOOD AUTHORITY'S
AUTHORIZED REPRESENTATIVE

TITLE

DATE

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
Total Income	1,470,000
<u>Projected Costs</u>	

Labor Costs	650,354
Food Cost	640,200
Commodity Value	(45,000)
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
Total Costs	1,427,474
Net (cost) / return to the District	42,526

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 - Monthly Condition of Accounts (Obj & Func)

From Date: 7/1/2013

To Date: 4/30/2014

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	\$7,839,401.63	\$7,839,401.63	\$3,304,309.54	\$3,159,102.62	\$145,206.92	1.30%
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	\$100,534.39	\$19,465.61	16.22%
1000.2.000.01100.4170.00000.00.000.000.000	Longevity Pay	\$67,289.00	\$41,077.68	\$41,077.68	\$26,211.32	\$19,686.82	\$6,524.50	9.70%
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	\$2,887,643.80	\$2,006,402.22	\$2,006,402.22	\$881,141.58	\$854,915.12	\$26,226.46	0.91%
1000.2.000.01100.4212.00000.00.000.000.000	Dental Insurance	\$122,978.84	\$86,595.27	\$86,595.27	\$36,383.57	\$36,725.90	(\$342.33)	-0.28%
1000.2.000.01100.4213.00000.00.000.000.000	Life Insurance	\$16,044.00	\$11,321.27	\$11,321.27	\$4,722.73	\$4,722.73	\$0.00	0.00%
1000.2.000.01100.4214.00000.00.000.000.000	Disability Insurance	\$22,474.01	\$17,012.79	\$17,012.79	\$5,461.22	\$5,461.22	\$0.00	0.00%
1000.2.000.01100.4220.00000.00.000.000.000	FICA	\$663,827.69	\$717,474.13	\$717,474.13	\$146,353.56	\$240,525.10	(\$94,171.54)	-10.90%
1000.2.000.01100.4230.00000.00.000.000.000	Retirement	\$1,473,792.41	\$1,024,145.96	\$1,024,145.96	\$449,646.45	\$444,612.48	\$5,033.97	0.34%
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	\$1,053.92	\$910.92	\$910.92	\$143.00	\$0.00	\$143.00	13.57%
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	\$280,606.60	\$190,612.27	\$190,612.27	\$89,994.33	\$26,967.98	\$63,026.35	22.46%
1000.2.000.01100.4640.00000.00.000.000.000	Books/Publications	\$113,762.83	\$52,926.09	\$52,926.09	\$60,836.74	\$4,146.96	\$56,689.78	49.83%
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	\$275.98	\$275.98	\$2,024.02	\$0.00	\$2,024.02	88.00%
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		\$17,184,145.89	\$12,085,428.51	\$12,085,428.51	\$5,098,717.38	\$4,898,092.71	\$200,624.67	1.17%
1000.2.000.01101.4110.00000.00.000.000.000	Regular Salaried Employees	\$926,425.16	\$666,623.62	\$666,623.62	\$259,801.54	\$259,352.69	\$448.85	0.05%
1000.2.000.01101.4170.00000.00.000.000.000	Longevity Pay	\$4,247.00	\$2,956.64	\$2,956.64	\$1,290.36	\$1,225.36	\$65.00	1.53%
1000.2.000.01101.4211.00000.00.000.000.000	Health Insurance	\$190,244.16	\$136,547.30	\$136,547.30	\$53,696.86	\$59,223.10	(\$5,526.24)	-2.90%
1000.2.000.01101.4212.00000.00.000.000.000	Dental Insurance	\$7,300.20	\$5,355.42	\$5,355.42	\$1,944.78	\$2,299.18	(\$354.40)	-4.85%
1000.2.000.01101.4213.00000.00.000.000.000	Life Insurance	\$1,836.00	\$1,295.49	\$1,295.49	\$540.51	\$540.51	\$0.00	0.00%
1000.2.000.01101.4214.00000.00.000.000.000	Disability Insurance	\$1,883.69	\$1,425.93	\$1,425.93	\$457.76	\$457.76	\$0.00	0.00%
1000.2.000.01101.4220.00000.00.000.000.000	FICA	\$69,875.91	\$49,377.49	\$49,377.49	\$20,498.42	\$19,170.38	\$1,328.04	1.90%
1000.2.000.01101.4230.00000.00.000.000.000	Retirement	\$94,896.48	\$67,080.32	\$67,080.32	\$27,816.16	\$30,029.92	(\$2,213.76)	-2.33%
Func: REGULAR ED. KINDERGARTEN - 01101		\$1,296,708.60	\$930,662.21	\$930,662.21	\$366,046.39	\$372,298.90	(\$6,252.51)	-0.48%
1000.2.000.01210.4110.00000.00.000.000.000	Regular Salaried Employees	\$3,354,826.24	\$2,534,089.18	\$2,534,089.18	\$820,737.06	\$774,136.01	\$46,601.05	1.39%
1000.2.000.01210.4111.00000.00.000.000.000	Benefit Reimbursement	\$5,662.50	\$9,818.76	\$9,818.76	(\$4,156.26)	\$1,515.24	(\$5,671.50)	-100.16%
1000.2.000.01210.4170.00000.00.000.000.000	Longevity Pay	\$17,303.03	\$17,192.35	\$17,192.35	\$110.68	\$2,772.72	(\$2,662.04)	-15.38%
1000.2.000.01210.4211.00000.00.000.000.000	Health Insurance	\$488,052.19	\$362,459.81	\$362,459.81	\$125,592.38	\$132,044.89	(\$6,452.51)	-1.32%
1000.2.000.01210.4212.00000.00.000.000.000	Dental Insurance	\$21,424.99	\$16,622.70	\$16,622.70	\$4,802.29	\$5,818.17	(\$1,015.88)	-4.74%
1000.2.000.01210.4213.00000.00.000.000.000	Life Insurance	\$8,559.36	\$6,039.67	\$6,039.67	\$2,519.69	\$2,519.69	\$0.00	0.00%
1000.2.000.01210.4214.00000.00.000.000.000	Disability Insurance	\$6,628.29	\$5,017.49	\$5,017.49	\$1,610.80	\$1,610.80	\$0.00	0.00%
1000.2.000.01210.4220.00000.00.000.000.000	FICA	\$259,363.50	\$186,857.71	\$186,857.71	\$72,505.79	\$56,607.77	\$15,898.02	6.13%
1000.2.000.01210.4230.00000.00.000.000.000	Retirement	\$221,772.48	\$158,743.62	\$158,743.62	\$63,028.86	\$60,890.26	\$2,138.60	0.96%
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	\$16,688.55	\$11,595.15	\$11,595.15	\$5,093.40	\$5,093.40	\$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	\$992.50	\$992.50	\$2,257.50	\$960.00	\$1,297.50	39.92%
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	\$723.64	\$723.64	\$1,905.03	\$197.26	\$1,707.77	64.97%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 4/30/2014

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	\$1,155,135.12	\$849,578.32	\$849,578.32	\$305,556.80	\$245,708.38	\$59,848.42	5.18%
1000.2.000.01210.4580.00000.00.000.000.000	Travel Expense	\$6,716.10	\$3,374.74	\$3,374.74	\$3,341.36	\$2,355.24	\$986.12	14.68%
1000.2.000.01210.4611.00000.00.000.000.000	Office Supplies	\$19,940.66	\$10,179.88	\$10,179.88	\$9,760.78	\$858.72	\$8,902.06	44.64%
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%
1000.2.000.01210.4643.00000.00.000.000.000	INFORMATION ACCESS FEES	\$3,522.00	\$0.00	\$0.00	\$3,522.00	\$3,522.00	\$0.00	0.00%
1000.2.000.01210.4650.00000.00.000.000.000	SOFTWARE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	0.00%
1000.2.000.01210.4731.00000.00.000.000.000	NEW/ADDL EQUIP	\$14,295.75	\$5,838.65	\$5,838.65	\$8,457.10	\$8,457.10	\$0.00	0.00%
1000.2.000.01210.4734.00000.00.000.000.000	NEW/ADDL TECH. EQUIP.	\$11,054.26	\$8,471.98	\$8,471.98	\$2,582.28	\$557.28	\$2,025.00	18.32%
1000.2.000.01210.4810.00000.00.000.000.000	Membership Dues	\$6,763.98	\$4,348.94	\$4,348.94	\$2,415.04	\$150.00	\$2,265.04	33.49%
	Func: SPECIAL EDUCATION - 01210	\$5,743,645.93	\$4,248,755.95	\$4,248,755.95	\$1,494,869.98	\$1,344,169.39	\$150,720.59	2.62%
1000.2.000.01220.4110.00000.00.000.000.000	Regular Salaried Employees	\$221,456.10	\$163,297.13	\$163,297.13	\$58,158.97	\$58,933.00	(\$774.03)	-0.35%
1000.2.000.01220.4170.00000.00.000.000.000	Longevity Pay	\$1,721.00	\$638.43	\$638.43	\$1,082.57	\$172.57	\$910.00	52.88%
1000.2.000.01220.4211.00000.00.000.000.000	Health Insurance	\$44,847.00	\$31,048.02	\$31,048.02	\$13,798.98	\$13,799.11	(\$0.13)	0.00%
1000.2.000.01220.4212.00000.00.000.000.000	Dental Insurance	\$1,670.76	\$1,177.10	\$1,177.10	\$493.66	\$493.38	\$0.28	0.02%
1000.2.000.01220.4213.00000.00.000.000.000	Life Insurance	\$230.40	\$162.58	\$162.58	\$67.82	\$67.82	\$0.00	0.00%
1000.2.000.01220.4214.00000.00.000.000.000	Disability Insurance	\$314.11	\$237.78	\$237.78	\$76.33	\$76.33	\$0.00	0.00%
1000.2.000.01220.4220.00000.00.000.000.000	FICA	\$17,073.05	\$12,193.18	\$12,193.18	\$4,879.87	\$4,364.43	\$515.44	3.02%
1000.2.000.01220.4230.00000.00.000.000.000	Retirement	\$18,345.56	\$12,601.96	\$12,601.96	\$5,743.60	\$5,633.02	\$110.58	0.60%
	Func: SPECIAL ED. PRESCHOOL - 01220	\$305,657.98	\$221,356.18	\$221,356.18	\$84,301.80	\$83,539.66	\$762.14	0.25%
1000.2.000.01230.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$335,253.00	\$229,831.87	\$229,831.87	\$105,421.13	\$85,691.60	\$19,729.53	5.88%
	Func: SPECIAL ED. CONSULTANT - 01230	\$335,253.00	\$229,831.87	\$229,831.87	\$105,421.13	\$85,691.60	\$19,729.53	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	\$148,426.74	\$148,426.74	\$60,778.65	\$45,804.39	\$14,974.26	7.16%
1000.2.000.01270.4170.00000.00.000.000.000	Longevity Pay	\$1,011.00	\$388.38	\$388.38	\$622.62	\$172.62	\$450.00	44.51%
1000.2.000.01270.4211.00000.00.000.000.000	Health Insurance	\$40,761.36	\$18,205.61	\$18,205.61	\$22,555.75	\$6,716.48	\$15,839.27	38.86%
1000.2.000.01270.4212.00000.00.000.000.000	Dental Insurance	\$1,363.08	\$735.90	\$735.90	\$627.18	\$249.20	\$377.98	27.73%
1000.2.000.01270.4213.00000.00.000.000.000	Life Insurance	\$504.00	\$355.63	\$355.63	\$148.37	\$148.37	\$0.00	0.00%
1000.2.000.01270.4214.00000.00.000.000.000	Disability Insurance	\$441.45	\$334.18	\$334.18	\$107.27	\$107.27	\$0.00	0.00%
1000.2.000.01270.4220.00000.00.000.000.000	FICA	\$16,081.56	\$10,748.56	\$10,748.56	\$5,333.00	\$3,311.86	\$2,021.14	12.57%
1000.2.000.01270.4230.00000.00.000.000.000	Retirement	\$7,368.96	\$5,092.03	\$5,092.03	\$2,276.93	\$2,265.31	\$11.62	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	\$188.00	\$0.00	\$0.00	\$188.00	\$0.00	\$188.00	100.00%
1000.2.000.01270.4611.00000.00.000.000.000	Office Supplies	\$1,885.00	\$961.30	\$961.30	\$923.70	\$923.60	\$0.10	0.01%
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	\$186,084.09	\$186,084.09	\$94,715.71	\$59,699.10	\$35,016.61	12.47%
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%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 4/30/2014

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
1000.2.000.01300.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$1,297,858.75	\$840,043.16	\$640,043.16	\$457,815.59	\$329,452.43	\$128,363.16	9.89%
1000.2.000.01300.4170.00000.00.000.000.000.000	Longevity Pay	\$4,209.00	\$3,406.24	\$3,406.24	\$802.76	\$1,363.76	(\$561.00)	-13.33%
1000.2.000.01300.4211.00000.00.000.000.000.000	Health Insurance	\$291,913.96	\$209,061.80	\$209,061.80	\$82,852.16	\$88,543.52	(\$5,691.36)	-1.95%
1000.2.000.01300.4212.00000.00.000.000.000.000	Dental Insurance	\$12,516.24	\$8,465.80	\$8,465.80	\$4,050.44	\$3,594.72	\$455.72	3.64%
1000.2.000.01300.4213.00000.00.000.000.000.000	Life Insurance	\$1,728.00	\$1,219.32	\$1,219.32	\$508.68	\$508.68	\$0.00	0.00%
1000.2.000.01300.4214.00000.00.000.000.000.000	Disability Insurance	\$2,426.00	\$1,836.44	\$1,836.44	\$589.56	\$589.56	\$0.00	0.00%
1000.2.000.01300.4220.00000.00.000.000.000.000	FICA	\$93,182.34	\$62,154.09	\$62,154.09	\$31,028.25	\$24,176.93	\$6,851.32	7.35%
1000.2.000.01300.4230.00000.00.000.000.000.000	Retirement	\$157,231.88	\$109,740.33	\$109,740.33	\$47,491.55	\$44,591.22	\$2,900.33	1.84%
1000.2.000.01300.4409.00000.00.000.000.000.000	PHOTOCOPIER MAINTENANCE	\$4,200.00	\$1,147.05	\$1,147.05	\$3,052.95	\$82.95	\$2,970.00	70.71%
1000.2.000.01300.4433.00000.00.000.000.000.000	Maint Chrgs - Equipment	\$22,600.00	\$8,944.47	\$8,944.47	\$13,655.53	\$285.18	\$13,370.35	59.16%
1000.2.000.01300.4440.00000.00.000.000.000.000	FACILITY REPAIRS/RENOVATIONS	\$30,000.00	\$22,500.00	\$22,500.00	\$7,500.00	\$7,500.00	\$0.00	0.00%
1000.2.000.01300.4460.00000.00.000.000.000.000	Taxes	\$1,367.00	\$750.00	\$750.00	\$617.00	\$0.00	\$617.00	45.14%
1000.2.000.01300.4525.00000.00.000.000.000.000	Student Insurance	\$1,720.84	\$1,704.00	\$1,704.00	\$16.84	\$0.00	\$16.84	0.98%
1000.2.000.01300.4531.00000.00.000.000.000.000	Telecommunications	\$5,027.80	\$2,937.50	\$2,937.50	\$2,090.30	\$2,090.30	\$0.00	0.00%
1000.2.000.01300.4532.00000.00.000.000.000.000	DATA COMMUNICATIONS	\$1,218.00	\$720.00	\$720.00	\$498.00	\$150.00	\$348.00	28.57%
1000.2.000.01300.4534.00000.00.000.000.000.000	Postage	\$800.00	\$534.61	\$534.61	\$265.39	\$111.50	\$153.89	19.24%
1000.2.000.01300.4561.00000.00.000.000.000.000	Tuition - Public/Other	\$31,000.00	\$0.00	\$0.00	\$31,000.00	\$0.00	\$31,000.00	100.00%
1000.2.000.01300.4580.00000.00.000.000.000.000	Travel Expense	\$1,250.00	\$1,062.37	\$1,062.37	\$187.63	\$0.00	\$187.63	15.01%
1000.2.000.01300.4611.00000.00.000.000.000.000	Office Supplies	\$114,331.00	\$92,266.79	\$92,266.79	\$22,064.21	\$13,112.28	\$8,951.93	7.83%
1000.2.000.01300.4612.00000.00.000.000.000.000	Operating Supplies	\$7,300.00	\$3,294.07	\$3,294.07	\$4,005.93	\$1,920.58	\$2,085.35	28.57%
1000.2.000.01300.4640.00000.00.000.000.000.000	Books/Publications	\$19,500.00	\$8,423.35	\$8,423.35	\$11,076.65	\$5,885.18	\$5,191.47	26.62%
1000.2.000.01300.4650.00000.00.000.000.000.000	SOFTWARE	\$22,000.00	\$10,226.90	\$10,226.90	\$11,773.10	\$0.00	\$11,773.10	53.51%
1000.2.000.01300.4731.00000.00.000.000.000.000	NEWADDL EQUIP	\$19,000.00	\$10,610.89	\$10,610.89	\$8,389.11	\$5,163.04	\$3,226.07	16.98%
1000.2.000.01300.4733.00000.00.000.000.000.000	NEWADDL FURNITURE	\$4,298.16	\$1,948.16	\$1,948.16	\$2,350.00	\$2,305.00	\$45.00	1.05%
1000.2.000.01300.4734.00000.00.000.000.000.000	NEWADDL TECH. EQUIP.	\$26,200.00	\$6,739.16	\$6,739.16	\$19,460.84	\$4,354.82	\$15,106.02	57.66%
1000.2.000.01300.4735.00000.00.000.000.000.000	REPLACE EQUIPMENT	\$4,700.00	\$0.00	\$0.00	\$4,700.00	\$0.00	\$4,700.00	100.00%
1000.2.000.01300.4810.00000.00.000.000.000.000	Membership Dues	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00	100.00%
Func: VOCATIONAL EDUCATION PROGRAMS - 01300		\$2,180,278.97	\$1,409,736.50	\$1,409,736.50	\$770,542.47	\$535,781.65	\$234,760.82	10.77%
1000.2.000.01350.4531.00000.00.000.000.000.000	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%
1000.2.000.01390.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$129,034.00	\$90,715.73	\$90,715.73	\$38,318.27	\$40,318.27	(\$2,000.00)	-1.55%
1000.2.000.01390.4170.00000.00.000.000.000.000	Longevity Pay	\$561.00	\$0.00	\$0.00	\$561.00	\$0.00	\$561.00	100.00%
1000.2.000.01390.4211.00000.00.000.000.000.000	Health Insurance	\$30,196.80	\$20,905.56	\$20,905.56	\$9,291.24	\$9,291.36	(\$0.12)	0.00%
1000.2.000.01390.4212.00000.00.000.000.000.000	Dental Insurance	\$985.98	\$682.56	\$682.56	\$303.42	\$303.36	\$0.06	0.01%
1000.2.000.01390.4213.00000.00.000.000.000.000	Life Insurance	\$144.00	\$101.61	\$101.61	\$42.39	\$42.39	\$0.00	0.00%
1000.2.000.01390.4214.00000.00.000.000.000.000	Disability Insurance	\$252.00	\$190.77	\$190.77	\$61.23	\$61.23	\$0.00	0.00%
1000.2.000.01390.4220.00000.00.000.000.000.000	FICA	\$9,871.10	\$6,738.48	\$6,738.48	\$3,132.62	\$2,994.45	\$138.17	1.40%
1000.2.000.01390.4230.00000.00.000.000.000.000	Retirement	\$18,271.21	\$12,845.39	\$12,845.39	\$5,425.82	\$5,709.07	(\$283.25)	-1.55%
1000.2.000.01390.4531.00000.00.000.000.000.000	Telecommunications	\$191.40	\$111.65	\$111.65	\$79.75	\$79.75	\$0.00	0.00%
Func: CAREER TECH - SPECIAL SERVICES - 01390		\$189,507.49	\$132,291.75	\$132,291.75	\$57,215.74	\$58,799.88	(\$1,584.14)	-0.84%
1000.2.000.01391.4170.00000.00.000.000.000.000	Longevity Pay	\$0.00	\$776.81	\$776.81	(\$776.81)	\$345.19	(\$1,122.00)	0.00%
1000.2.000.01391.4220.00000.00.000.000.000.000	FICA	\$0.00	\$58.38	\$58.38	(\$58.38)	\$24.74	(\$83.12)	0.00%
1000.2.000.01391.4230.00000.00.000.000.000.000	Retirement	\$0.00	\$110.09	\$110.09	(\$110.09)	\$48.88	(\$158.97)	0.00%
Func: CAREER TECH - GUIDANCE - 01391		\$0.00	\$945.28	\$945.28	(\$945.28)	\$418.81	(\$1,364.09)	0.00%
1000.2.000.01402.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$7,500.00	\$1,756.63	\$1,756.63	\$5,743.37	\$1,786.00	\$3,957.37	52.76%
1000.2.000.01402.4220.00000.00.000.000.000.000	FICA	\$574.75	\$145.98	\$145.98	\$428.77	\$135.06	\$293.71	51.10%
1000.2.000.01402.4230.00000.00.000.000.000.000	Retirement	\$0.00	\$20.80	\$20.80	(\$20.80)	\$252.92	(\$273.72)	0.00%
Func: OTHER-HOMEBOUND INSTRUCTION - 01402		\$8,074.75	\$1,923.41	\$1,923.41	\$6,151.34	\$2,173.98	\$3,977.36	49.26%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 4/30/2014

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
1000.2.000.01410.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$34,809.00	\$6,757.08	\$6,757.08	\$28,051.92	\$27,637.84	\$414.08	1.19%
1000.2.000.01410.4220.00000.00.000.000.000.000	FICA	\$2,663.33	\$516.95	\$516.95	\$2,146.38	\$2,114.19	\$32.19	1.21%
1000.2.000.01410.4230.00000.00.000.000.000.000	Retirement	\$4,861.16	\$471.46	\$471.46	\$4,389.70	\$3,355.31	\$1,034.39	21.28%
1000.2.000.01410.4810.00000.00.000.000.000.000	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	\$9,745.49	\$9,745.49	\$34,588.00	\$33,107.34	\$1,480.66	3.34%
1000.2.000.01420.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$269,404.61	\$213,342.47	\$213,342.47	\$56,062.14	\$60,390.29	(\$4,328.15)	-1.61%
1000.2.000.01420.4111.00000.00.000.000.000.000	Benefit Reimbursement	\$2,097.00	\$1,887.30	\$1,887.30	\$209.70	\$1,887.30	(\$1,677.60)	-80.00%
1000.2.000.01420.4170.00000.00.000.000.000.000	Longevity Pay	\$962.50	\$877.80	\$877.80	\$84.70	\$84.70	\$0.00	0.00%
1000.2.000.01420.4211.00000.00.000.000.000.000	Health Insurance	\$23,338.56	\$19,748.08	\$19,748.08	\$3,590.48	\$3,590.56	(\$0.08)	0.00%
1000.2.000.01420.4212.00000.00.000.000.000.000	Dental Insurance	\$1,686.00	\$1,426.70	\$1,426.70	\$259.30	\$259.40	(\$0.10)	-0.01%
1000.2.000.01420.4213.00000.00.000.000.000.000	Life Insurance	\$216.00	\$152.41	\$152.41	\$63.59	\$63.59	\$0.00	0.00%
1000.2.000.01420.4214.00000.00.000.000.000.000	Disability Insurance	\$210.01	\$158.96	\$158.96	\$51.05	\$51.05	\$0.00	0.00%
1000.2.000.01420.4220.00000.00.000.000.000.000	FICA	\$20,843.59	\$16,396.73	\$16,396.73	\$4,446.86	\$4,211.92	\$234.94	1.13%
1000.2.000.01420.4230.00000.00.000.000.000.000	Retirement	\$35,152.66	\$19,384.05	\$19,384.05	\$15,768.61	\$4,632.34	\$11,136.27	31.68%
1000.2.000.01420.4322.00000.00.000.000.000.000	PROF SERVICES INSTRUCTIONAL	\$2,775.00	\$1,065.00	\$1,065.00	\$1,710.00	\$40.00	\$1,670.00	60.18%
1000.2.000.01420.4323.00000.00.000.000.000.000	PROFESSIONAL SERVICES PUPIL	\$26,180.00	\$15,000.00	\$15,000.00	\$11,180.00	\$0.00	\$11,180.00	42.70%
1000.2.000.01420.4391.00000.00.000.000.000.000	OFFICIAL SERVICES	\$53,043.00	\$28,453.80	\$28,453.80	\$24,589.20	\$5,035.00	\$19,554.20	36.86%
1000.2.000.01420.4433.00000.00.000.000.000.000	Maint Chrgs - Equipment	\$10,860.00	\$4,766.75	\$4,766.75	\$6,093.25	\$6,092.70	\$0.55	0.01%
1000.2.000.01420.4441.00000.00.000.000.000.000	Rental of Land & Buildings	\$1,320.00	\$900.00	\$900.00	\$420.00	\$180.00	\$240.00	18.18%
1000.2.000.01420.4531.00000.00.000.000.000.000	Telecommunications	\$818.00	\$476.64	\$476.64	\$341.36	\$341.36	\$0.00	0.00%
1000.2.000.01420.4580.00000.00.000.000.000.000	Travel Expense	\$3,700.00	\$1,204.47	\$1,204.47	\$2,495.53	\$100.00	\$2,395.53	64.74%
1000.2.000.01420.4581.00000.00.000.000.000.000	Travel-Couner	\$300.00	\$30.01	\$30.01	\$269.99	\$62.00	\$207.99	69.33%
1000.2.000.01420.4611.00000.00.000.000.000.000	Office Supplies	\$32,135.00	\$27,698.99	\$27,698.99	\$4,436.01	\$0.00	\$4,436.01	13.80%
1000.2.000.01420.4810.00000.00.000.000.000.000	Membership Dues	\$38,965.00	\$37,504.80	\$37,504.80	\$1,460.20	\$120.00	\$1,340.20	3.44%
	Func: ATHLETICS - 01420	\$524,006.93	\$390,474.96	\$390,474.96	\$133,531.97	\$67,142.21	\$46,389.76	8.85%
1000.2.000.01430.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$0.00	\$2,632.00	\$2,632.00	(\$2,632.00)	\$0.00	(\$2,632.00)	0.00%
1000.2.000.01430.4220.00000.00.000.000.000.000	FICA	\$0.00	\$195.59	\$195.59	(\$195.59)	\$0.00	(\$195.59)	0.00%
1000.2.000.01430.4230.00000.00.000.000.000.000	Retirement	\$0.00	\$372.70	\$372.70	(\$372.70)	\$0.00	(\$372.70)	0.00%
1000.2.000.01430.4611.00000.00.000.000.000.000	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%
1000.2.000.01602.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$149,762.40	\$119,668.72	\$119,668.72	\$30,093.68	\$19,247.42	\$10,846.26	7.24%
1000.2.000.01602.4170.00000.00.000.000.000.000	Longevity Pay	\$700.00	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.01602.4211.00000.00.000.000.000.000	Health Insurance	\$28,387.20	\$24,470.50	\$24,470.50	\$3,916.70	\$4,367.24	(\$450.54)	-1.59%
1000.2.000.01602.4212.00000.00.000.000.000.000	Dental Insurance	\$2,188.80	\$1,858.76	\$1,858.76	\$330.04	\$336.76	(\$6.72)	-0.31%
1000.2.000.01602.4213.00000.00.000.000.000.000	Life Insurance	\$288.00	\$203.22	\$203.22	\$84.78	\$84.78	\$0.00	0.00%
1000.2.000.01602.4214.00000.00.000.000.000.000	Disability Insurance	\$220.50	\$166.92	\$166.92	\$53.58	\$53.58	\$0.00	0.00%
1000.2.000.01602.4220.00000.00.000.000.000.000	FICA	\$11,510.37	\$9,006.60	\$9,006.60	\$2,503.77	\$1,441.34	\$1,062.43	9.23%
1000.2.000.01602.4230.00000.00.000.000.000.000	Retirement	\$14,642.44	\$12,222.29	\$12,222.29	\$2,420.15	\$2,438.02	(\$17.87)	-0.12%
	Func: ADULT EDUCATION - 01602	\$207,699.71	\$168,297.01	\$168,297.01	\$39,402.70	\$27,969.14	\$11,433.56	5.50%
1000.2.000.02112.4392.00000.00.000.000.000.000	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%
1000.2.000.02114.4550.00000.00.000.000.000.000	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%
1000.2.000.02122.4110.00000.00.000.000.000.000	Regular Salaried Employees	\$882,950.72	\$622,142.90	\$622,142.90	\$260,807.82	\$226,279.58	\$34,528.24	3.91%
1000.2.000.02122.4111.00000.00.000.000.000.000	Benefit Reimbursement	\$5,662.50	\$0.00	\$0.00	\$5,662.50	\$0.00	\$5,662.50	100.00%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 4/30/2014

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
1000.2.000.02122.4170.00000.00.000.000.000	Longevity Pay	\$6,125.00	\$1,607.99	\$1,607.99	\$4,517.01	\$395.01	\$4,122.00	67.30%
1000.2.000.02122.4211.00000.00.000.000.000	Health Insurance	\$227,825.52	\$171,736.39	\$171,736.39	\$56,089.13	\$62,664.96	(\$6,575.83)	-2.89%
1000.2.000.02122.4212.00000.00.000.000.000	Dental Insurance	\$8,243.04	\$6,279.76	\$6,279.76	\$1,963.28	\$2,363.90	(\$400.62)	-4.86%
1000.2.000.02122.4213.00000.00.000.000.000	Life Insurance	\$1,368.00	\$965.26	\$965.26	\$402.74	\$402.74	\$0.00	0.00%
1000.2.000.02122.4214.00000.00.000.000.000	Disability Insurance	\$1,786.20	\$1,352.11	\$1,352.11	\$434.09	\$434.09	\$0.00	0.00%
1000.2.000.02122.4220.00000.00.000.000.000	FICA	\$68,014.28	\$45,662.01	\$45,662.01	\$22,352.27	\$16,540.72	\$5,811.55	8.54%
1000.2.000.02122.4230.00000.00.000.000.000	Retirement	\$122,487.22	\$85,592.53	\$85,592.53	\$36,894.69	\$31,387.69	\$5,507.00	4.50%
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%
1000.2.000.02122.4550.00000.00.000.000.000	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	\$52.54	\$297.46	84.99%
1000.2.000.02122.4611.00000.00.000.000.000	Office Supplies	\$10,369.90	\$6,979.48	\$6,979.48	\$3,390.42	\$1,130.50	\$2,259.92	21.79%
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	\$945,077.58	\$945,077.58	\$397,160.80	\$343,055.45	\$54,105.35	4.03%
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	\$218,740.74	\$218,740.74	\$90,197.64	\$93,428.53	(\$3,230.89)	-1.05%
1000.2.000.02130.4170.00000.00.000.000.000	Longevity Pay	\$2,358.00	\$1,632.42	\$1,632.42	\$725.58	\$725.58	\$0.00	0.00%
1000.2.000.02130.4211.00000.00.000.000.000	Health Insurance	\$59,378.40	\$41,108.22	\$41,108.22	\$18,270.18	\$18,270.32	(\$0.14)	0.00%
1000.2.000.02130.4212.00000.00.000.000.000	Dental Insurance	\$3,155.16	\$2,184.12	\$2,184.12	\$971.04	\$970.72	\$0.32	0.01%
1000.2.000.02130.4213.00000.00.000.000.000	Life Insurance	\$360.00	\$254.00	\$254.00	\$106.00	\$106.00	\$0.00	0.00%
1000.2.000.02130.4214.00000.00.000.000.000	Disability Insurance	\$593.61	\$449.32	\$449.32	\$144.29	\$144.29	\$0.00	0.00%
1000.2.000.02130.4220.00000.00.000.000.000	FICA	\$23,814.21	\$16,212.23	\$16,212.23	\$7,601.98	\$6,899.06	\$702.92	2.95%
1000.2.000.02130.4230.00000.00.000.000.000	Retirement	\$40,058.13	\$28,204.89	\$28,204.89	\$11,853.24	\$12,598.74	(\$745.50)	-1.86%
1000.2.000.02130.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,494.00	\$759.00	\$759.00	\$735.00	\$600.00	\$135.00	9.04%
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	\$314,398.84	\$314,398.84	\$132,279.45	\$133,746.54	(\$1,467.09)	-0.33%
1000.2.000.02134.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$19,242.30	\$9,261.00	\$9,261.00	\$9,981.30	\$1,503.00	\$8,478.30	44.06%
	Func: NURSING SERVICES - 02134	\$19,242.30	\$9,261.00	\$9,261.00	\$9,981.30	\$1,503.00	\$8,478.30	44.06%
1000.2.000.02143.4110.00000.00.000.000.000	Regular Salaried Employees	\$185,136.32	\$143,240.40	\$143,240.40	\$41,895.92	\$47,052.61	(\$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	\$28,116.63	\$28,116.63	\$488.01	\$7,557.81	(\$7,069.80)	-24.72%
1000.2.000.02143.4212.00000.00.000.000.000	Dental Insurance	\$1,848.60	\$1,410.40	\$1,410.40	\$438.20	\$423.78	\$14.42	0.78%
1000.2.000.02143.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$152.40	\$152.40	\$63.60	\$63.60	\$0.00	0.00%
1000.2.000.02143.4214.00000.00.000.000.000	Disability Insurance	\$354.37	\$268.25	\$268.25	\$86.12	\$86.12	\$0.00	0.00%
1000.2.000.02143.4220.00000.00.000.000.000	FICA	\$14,214.46	\$10,686.87	\$10,686.87	\$3,527.59	\$3,513.24	\$14.35	0.10%
1000.2.000.02143.4230.00000.00.000.000.000	Retirement	\$26,310.69	\$20,282.74	\$20,282.74	\$6,027.95	\$6,662.63	(\$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	\$208,732.94	\$208,732.94	\$59,553.14	\$65,359.79	(\$5,806.65)	-2.16%
1000.2.000.02152.4110.00000.00.000.000.000	Regular Salaried Employees	\$357,086.41	\$236,668.25	\$236,668.25	\$120,418.16	\$101,657.05	\$18,761.11	5.25%
1000.2.000.02152.4170.00000.00.000.000.000	Longevity Pay	\$3,089.00	\$1,999.98	\$1,999.98	\$1,089.02	\$889.02	\$200.00	6.47%
1000.2.000.02152.4211.00000.00.000.000.000	Health Insurance	\$45,794.16	\$31,935.78	\$31,935.78	\$13,858.38	\$14,348.56	(\$490.18)	-1.07%
1000.2.000.02152.4212.00000.00.000.000.000	Dental Insurance	\$2,474.76	\$1,728.56	\$1,728.56	\$746.20	\$778.60	(\$32.40)	-1.31%
1000.2.000.02152.4213.00000.00.000.000.000	Life Insurance	\$576.00	\$406.40	\$406.40	\$169.60	\$169.60	\$0.00	0.00%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 4/30/2014

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
1000.2.000.02152.4214.00000.00.000.000.000	Disability Insurance	\$718.66	\$544.01	\$544.01	\$174.65	\$174.65	\$0.00	0.00%
1000.2.000.02152.4220.00000.00.000.000.000	FICA	\$27,491.38	\$17,801.37	\$17,801.37	\$9,690.01	\$7,665.56	\$2,024.45	7.36%
1000.2.000.02152.4230.00000.00.000.000.000	Retirement	\$36,415.00	\$28,125.59	\$28,125.59	\$8,289.41	\$12,512.28	(\$4,222.87)	-11.60%
	Func: SPEECH PATHOLOGY - 02152	\$473,645.37	\$319,209.94	\$319,209.94	\$154,435.43	\$138,195.32	\$16,240.11	3.43%
1000.2.000.02160.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$70,605.00	\$41,884.00	\$41,884.00	\$28,721.00	\$28,708.47	\$12.53	0.02%
	Func: PHYSICAL THERAPY - 02160	\$70,605.00	\$41,884.00	\$41,884.00	\$28,721.00	\$28,708.47	\$12.53	0.02%
1000.2.000.02163.4110.00000.00.000.000.000	Regular Salaried Employees	\$151,166.80	\$101,587.99	\$101,587.99	\$49,578.61	\$39,632.65	\$9,946.16	6.58%
1000.2.000.02163.4211.00000.00.000.000.000	Health Insurance	\$47,714.40	\$36,693.00	\$36,693.00	\$11,021.40	\$16,308.00	(\$5,286.60)	-11.08%
1000.2.000.02163.4212.00000.00.000.000.000	Dental Insurance	\$1,848.60	\$1,428.24	\$1,428.24	\$420.36	\$611.52	(\$191.16)	-10.34%
1000.2.000.02163.4213.00000.00.000.000.000	Life Insurance	\$216.00	\$152.40	\$152.40	\$63.60	\$63.60	\$0.00	0.00%
1000.2.000.02163.4214.00000.00.000.000.000	Disability Insurance	\$268.31	\$203.12	\$203.12	\$65.19	\$65.19	\$0.00	0.00%
1000.2.000.02163.4220.00000.00.000.000.000	FICA	\$11,564.26	\$6,887.88	\$6,887.88	\$4,676.38	\$2,635.54	\$2,040.84	17.65%
1000.2.000.02163.4230.00000.00.000.000.000	Retirement	\$14,244.11	\$8,782.99	\$8,782.99	\$5,461.12	\$3,951.13	\$1,509.99	10.60%
	Func: OCCUPATIONAL THERAPY SERVICES - 02163	\$227,022.48	\$155,735.62	\$155,735.62	\$71,286.86	\$63,267.63	\$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	\$627.50	\$627.50	\$8,372.50	\$0.00	\$8,372.50	93.03%
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	\$736.95	\$736.95	\$15,488.05	\$0.00	\$15,488.05	95.46%
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	\$69,708.23	\$69,708.23	\$55,716.45	\$71,938.69	(\$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	\$60.98	\$60.98	\$25.42	\$25.42	\$0.00	0.00%
1000.2.000.02211.4214.00000.00.000.000.000	Disability Insurance	\$107.10	\$81.07	\$81.07	\$26.03	\$26.03	\$0.00	0.00%
1000.2.000.02211.4220.00000.00.000.000.000	FICA	\$7,966.46	\$5,373.14	\$5,373.14	\$2,593.32	\$5,503.38	(\$2,910.06)	-36.53%
1000.2.000.02211.4230.00000.00.000.000.000	Retirement	\$14,745.75	\$9,805.01	\$9,805.01	\$4,940.74	\$10,165.31	(\$5,224.57)	-35.43%
	Func: ACADEMIC COORDINATORS - 02211	\$150,130.39	\$85,028.43	\$85,028.43	\$65,101.96	\$87,659.03	(\$22,557.07)	-15.02%
1000.2.000.02212.4110.00000.00.000.000.000	Regular Salaried Employees	\$42,777.60	\$32,969.75	\$32,969.75	\$9,807.85	\$8,535.78	\$1,272.07	2.97%
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	\$9,502.72	\$9,502.72	\$2,728.28	\$1,724.88	\$1,003.40	8.20%
1000.2.000.02212.4212.00000.00.000.000.000	Dental Insurance	\$505.08	\$397.97	\$397.97	\$107.11	\$71.32	\$35.79	7.09%
1000.2.000.02212.4213.00000.00.000.000.000	Life Insurance	\$86.40	\$60.98	\$60.98	\$25.42	\$25.42	\$0.00	0.00%
1000.2.000.02212.4214.00000.00.000.000.000	Disability Insurance	\$46.99	\$35.57	\$35.57	\$11.42	\$11.42	\$0.00	0.00%
1000.2.000.02212.4220.00000.00.000.000.000	FICA	\$3,318.39	\$2,423.94	\$2,423.94	\$894.45	\$626.57	\$267.88	8.07%
1000.2.000.02212.4230.00000.00.000.000.000	Retirement	\$2,410.07	\$1,955.27	\$1,955.27	\$454.80	\$421.72	\$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	\$3,246.41	\$3,246.41	\$2,335.02	\$827.25	\$1,507.77	27.01%
1000.2.000.02212.4734.00000.00.000.000.000	NEWADDL 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	\$55,317.17	\$55,317.17	\$18,881.22	\$13,267.49	\$5,613.73	7.57%
1000.2.000.02213.4111.00000.00.000.000.000	Benefit Reimbursement	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$6,000.00	\$3,000.00	33.33%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 4/30/2014

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	\$459.00	\$229.50	33.33%
1000.2.000.02213.4240.00000.00.000.000.000	Staff Development Reimbursable	\$80,500.00	\$56,886.00	\$56,886.00	\$23,614.00	\$16,480.00	\$7,134.00	8.66%
1000.2.000.02213.4322.00000.00.000.000.000	PROF SERVICES INSTRUCTIONAL	\$41,244.00	\$18,369.14	\$18,369.14	\$22,874.86	\$2,496.00	\$20,378.86	49.41%
	Func: STAFF DEVELOPMENT - 02213	\$131,432.50	\$75,255.14	\$75,255.14	\$56,177.36	\$25,435.00	\$30,742.36	23.39%
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	\$429.00	\$71.00	14.20%
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	\$909.00	\$39,075.70	47.98%
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	\$199,282.26	\$199,282.26	\$102,107.74	\$85,211.81	\$16,895.93	5.61%
1000.2.000.02222.4170.00000.00.000.000.000	Longevity Pay	\$2,441.00	\$1,689.90	\$1,689.90	\$751.10	\$751.10	\$0.00	0.00%
1000.2.000.02222.4211.00000.00.000.000.000	Health Insurance	\$46,542.60	\$32,221.80	\$32,221.80	\$14,320.80	\$14,320.80	\$0.00	0.00%
1000.2.000.02222.4212.00000.00.000.000.000	Dental Insurance	\$1,971.96	\$1,365.12	\$1,365.12	\$606.84	\$606.72	\$0.12	0.01%
1000.2.000.02222.4213.00000.00.000.000.000	Life Insurance	\$360.00	\$254.00	\$254.00	\$106.00	\$106.00	\$0.00	0.00%
1000.2.000.02222.4214.00000.00.000.000.000	Disability Insurance	\$587.10	\$444.43	\$444.43	\$142.67	\$142.67	\$0.00	0.00%
1000.2.000.02222.4220.00000.00.000.000.000	FICA	\$23,059.48	\$14,869.52	\$14,869.52	\$8,189.96	\$6,345.67	\$1,844.29	8.00%
1000.2.000.02222.4230.00000.00.000.000.000	Retirement	\$42,682.64	\$28,457.83	\$28,457.83	\$14,224.81	\$12,172.39	\$2,052.42	4.81%
1000.2.000.02222.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,736.01	\$1,424.02	\$1,424.02	\$311.99	\$0.00	\$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	\$14,664.36	\$14,664.36	\$3,545.60	\$3,529.99	\$15.61	0.09%
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	\$4,577.38	\$4,577.38	\$422.62	\$311.71	\$110.91	2.22%
1000.2.000.02222.4644.00000.00.000.000.000	MAGAZINES	\$3,677.13	\$2,935.67	\$2,935.67	\$741.46	\$380.00	\$361.46	9.83%
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	\$330,103.17	\$330,103.17	\$147,663.89	\$124,895.75	\$22,768.14	4.77%
1000.2.000.02223.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$1,687.13	\$602.54	\$602.54	\$1,084.59	\$351.46	\$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	\$1,796.95	\$1,796.95	\$3,649.31	\$491.47	\$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	\$137.73	(\$0.12)	-0.02%
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 - Monthly Condition of Accounts (Obj & Func)

From Date: 7/1/2013

To Date: 4/30/2014

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	\$1,937.73	\$38,611.28	30.22%
1000.2.000.02312.4110.00000.00.000.000.000	Regular Salaried Employees	\$3,625.00	\$3,014.83	\$3,014.83	\$610.17	\$0.00	\$610.17	16.83%
1000.2.000.02312.4211.00000.00.000.000.000	Health Insurance	\$0.00	\$1,384.49	\$1,384.49	(\$1,384.49)	\$0.00	(\$1,384.49)	0.00%
1000.2.000.02312.4212.00000.00.000.000.000	Dental Insurance	\$0.00	\$93.87	\$93.87	(\$93.87)	\$0.00	(\$93.87)	0.00%
1000.2.000.02312.4220.00000.00.000.000.000	FICA	\$277.31	\$228.38	\$228.38	\$48.93	\$0.00	\$48.93	17.64%
1000.2.000.02312.4230.00000.00.000.000.000	Retirement	\$360.41	\$324.71	\$324.71	\$65.70	\$0.00	\$65.70	16.83%
Func: SCHOOL BOARD SECRETARY - 02312		\$4,292.72	\$5,046.28	\$5,046.28	(\$753.56)	\$0.00	(\$753.56)	-17.55%
1000.2.000.02317.4335.00000.00.000.000.000	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	Legal Services	\$40,000.00	\$37,196.41	\$37,196.41	\$2,803.59	\$6,306.61	(\$3,503.02)	-8.76%
Func: SCHOOL BOARD LEGAL SERVICES - 02318		\$40,000.00	\$37,196.41	\$37,196.41	\$2,803.59	\$6,306.61	(\$3,503.02)	-8.76%
1000.2.000.02319.4810.00000.00.000.000.000	Membership Dues	\$5,788.94	\$5,813.94	\$5,813.94	(\$25.00)	\$0.00	(\$25.00)	-0.43%
Func: SCHOOL BOARD-OTHER - 02319		\$5,788.94	\$5,813.94	\$5,813.94	(\$25.00)	\$0.00	(\$25.00)	-0.43%
1000.2.000.02321.4110.00000.00.000.000.000	Regular Salaried Employees	\$431,634.45	\$360,437.60	\$360,437.60	\$71,196.85	\$79,871.22	(\$8,674.37)	-2.01%
1000.2.000.02321.4111.00000.00.000.000.000	Benefit Reimbursement	\$0.00	\$6,896.26	\$6,896.26	(\$6,896.26)	\$4,152.59	(\$11,048.85)	0.00%
1000.2.000.02321.4170.00000.00.000.000.000	Longevity Pay	\$3,425.00	\$1,400.00	\$1,400.00	\$2,025.00	\$700.00	\$1,325.00	38.69%
1000.2.000.02321.4211.00000.00.000.000.000	Health Insurance	\$145,212.08	\$81,796.19	\$81,796.19	\$63,415.89	\$16,703.78	\$46,712.11	32.17%
1000.2.000.02321.4212.00000.00.000.000.000	Dental Insurance	\$7,493.88	\$5,820.84	\$5,820.84	\$1,673.04	\$1,174.90	\$498.14	6.65%
1000.2.000.02321.4213.00000.00.000.000.000	Life Insurance	\$1,332.80	\$940.45	\$940.45	\$392.35	\$392.35	\$0.00	0.00%
1000.2.000.02321.4214.00000.00.000.000.000	Disability Insurance	\$895.94	\$678.22	\$678.22	\$217.72	\$217.72	\$0.00	0.00%
1000.2.000.02321.4220.00000.00.000.000.000	FICA	\$33,271.66	\$27,082.47	\$27,082.47	\$6,189.19	\$7,289.99	(\$1,100.80)	-3.31%
1000.2.000.02321.4230.00000.00.000.000.000	Retirement	\$52,485.61	\$43,225.08	\$43,225.08	\$9,260.53	\$10,008.50	(\$747.97)	-1.43%
1000.2.000.02321.4240.00000.00.000.000.000	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	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	PROF SERVICES INSTRUCTIONAL	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
1000.2.000.02321.4323.00000.00.000.000.000	PROFESSIONAL SERVICES PUPIL	\$5,000.00	\$2,745.00	\$2,745.00	\$2,255.00	\$673.00	\$1,582.00	31.64%
1000.2.000.02321.4330.00000.00.000.000.000	Other professional Services	\$1,200.00	\$1,830.75	\$1,830.75	(\$630.75)	\$0.00	(\$630.75)	-52.56%
1000.2.000.02321.4409.00000.00.000.000.000	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	TECHNOLOGY MAINTENANCE	\$26,780.00	\$21,317.00	\$21,317.00	\$5,463.00	\$0.00	\$5,463.00	20.40%
1000.2.000.02321.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$100.00	\$278.00	\$278.00	(\$178.00)	\$0.00	(\$178.00)	-178.00%
1000.2.000.02321.4441.00000.00.000.000.000	Rental of Land & Buildings	\$29,256.12	\$26,818.11	\$26,818.11	\$2,438.01	\$2,438.01	\$0.00	0.00%
1000.2.000.02321.4531.00000.00.000.000.000	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	Postage	\$5,818.00	\$4,075.57	\$4,075.57	\$1,742.43	\$2,394.43	(\$652.00)	-11.21%
1000.2.000.02321.4540.00000.00.000.000.000	Advertising	\$3,600.00	\$684.25	\$684.25	\$2,915.75	\$565.75	\$2,350.00	65.28%
1000.2.000.02321.4550.00000.00.000.000.000	Printing & Binding	\$5,491.20	\$4,650.50	\$4,650.50	\$840.70	\$0.00	\$840.70	15.31%
1000.2.000.02321.4580.00000.00.000.000.000	Travel Expense	\$3,050.00	\$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	Office Supplies	\$8,790.57	\$7,180.44	\$7,180.44	\$1,610.13	\$1,570.43	\$39.70	0.45%
1000.2.000.02321.4640.00000.00.000.000.000	Books/Publications	\$1,000.00	\$987.65	\$987.65	\$12.35	\$0.00	\$12.35	1.24%
1000.2.000.02321.4810.00000.00.000.000.000	Membership Dues	\$8,824.50	\$10,709.22	\$10,709.22	(\$1,884.72)	\$0.00	(\$1,884.72)	-21.36%
Func: OFFICE OF THE SUPERINTENDENT - 02321		\$801,430.81	\$620,413.36	\$620,413.36	\$181,017.45	\$130,831.50	\$50,185.95	6.26%
1000.2.000.02410.4110.00000.00.000.000.000	Regular Salaried Employees	\$1,225,562.11	\$991,207.73	\$991,207.73	\$234,354.38	\$199,900.45	\$34,453.93	2.81%
1000.2.000.02410.4111.00000.00.000.000.000	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	Longevity Pay	\$12,437.50	\$11,848.92	\$11,848.92	\$588.58	\$538.58	\$50.00	0.40%
1000.2.000.02410.4211.00000.00.000.000.000	Health Insurance	\$293,252.64	\$250,496.38	\$250,496.38	\$42,756.26	\$46,796.68	(\$4,040.42)	-1.38%
1000.2.000.02410.4212.00000.00.000.000.000	Dental Insurance	\$22,632.84	\$18,302.64	\$18,302.64	\$4,330.20	\$3,417.48	\$912.72	4.03%
1000.2.000.02410.4213.00000.00.000.000.000	Life Insurance	\$3,240.00	\$2,286.22	\$2,286.22	\$953.78	\$953.78	\$0.00	0.00%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 4/30/2014

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	\$1,861.72	\$1,861.72	\$597.63	\$597.63	\$0.00	0.00%
1000.2.000.02410.4220.00000.00.000.000.000	FICA	\$84,658.59	\$75,618.13	\$75,618.13	\$19,040.46	\$17,913.63	\$1,126.83	1.19%
1000.2.000.02410.4230.00000.00.000.000.000	Retirement	\$156,524.41	\$126,352.54	\$126,352.54	\$30,171.87	\$24,213.41	\$5,958.46	3.81%
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	\$45,569.43	\$45,569.43	\$58,415.57	\$11,236.09	\$47,179.48	45.37%
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	\$63,694.81	\$63,694.81	\$43,280.19	\$43,480.19	(\$200.00)	-0.19%
1000.2.000.02410.4534.00000.00.000.000.000	Postage	\$27,382.79	\$7,957.38	\$7,957.38	\$19,425.41	\$3,120.00	\$16,305.41	59.55%
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	\$2,733.09	\$2,733.09	\$6,200.77	\$0.00	\$6,200.77	69.41%
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	\$7,966.46	\$7,966.46	\$467.54	\$0.00	\$467.54	5.54%
	Func: OFFICE OF THE SCHOOL PRINCIPAL - 02410	\$2,115,204.14	\$1,620,942.03	\$1,620,942.03	\$494,262.11	\$364,908.52	\$129,353.59	6.12%
1000.2.000.02490.4110.00000.00.000.000.000	Regular Salaried Employees	\$81,391.13	\$50,384.68	\$50,384.68	\$31,006.45	\$15,390.77	\$15,615.68	19.19%
1000.2.000.02490.4111.00000.00.000.000.000	Benefit Reimbursment	\$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	\$50.80	\$50.80	\$21.20	\$21.20	\$0.00	0.00%
1000.2.000.02490.4214.00000.00.000.000.000	Disability Insurance	\$31.18	\$23.61	\$23.61	\$7.57	\$7.57	\$0.00	0.00%
1000.2.000.02490.4220.00000.00.000.000.000	FICA	\$6,226.43	\$3,854.54	\$3,854.54	\$2,371.89	\$1,177.44	\$1,194.45	19.18%
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	\$6,192.41	\$6,192.41	\$9,807.59	\$9,807.02	\$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	\$63,262.04	\$63,262.04	\$49,899.70	\$26,404.00	\$23,495.70	20.76%
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	\$7,325.00	\$7,325.00	\$4,213.16	\$1,912.50	\$2,300.66	19.94%
1000.2.000.02620.4220.00000.00.000.000.000	FICA	\$803.87	\$560.46	\$560.46	\$243.41	\$146.32	\$97.09	12.08%
1000.2.000.02620.4330.00000.00.000.000.000	Other professional Services	\$2,201,596.00	\$2,201,596.00	\$2,201,596.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.02620.4346.00000.00.000.000.000	AHERA SERVICES	\$1,275.00	\$0.00	\$0.00	\$1,275.00	\$0.00	\$1,275.00	100.00%
1000.2.000.02620.4411.00000.00.000.000.000	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	\$47,131.03	\$47,131.03	\$14,251.38	\$11,681.22	\$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	\$3,839.95	\$3,839.95	\$3,677.89	\$1,354.69	\$2,323.20	30.90%
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 - Monthly Condition of Accounts (Obj & Func)**

From Date: 7/1/2013

To Date: 4/30/2014

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
1000.2.000.02620.4621.00000.00.000.000.000	Natural Gas	\$302,030.59	\$320,028.26	\$320,028.26	(\$17,997.67)	\$62,047.87	(\$80,045.54)	-26.50%
1000.2.000.02620.4622.00000.00.000.000.000	Electricity	\$539,328.19	\$410,018.53	\$410,018.53	\$129,309.66	\$140,387.90	(\$11,078.24)	-2.05%
1000.2.000.02620.4810.00000.00.000.000.000	Membership Dues	\$370.00	\$0.00	\$0.00	\$370.00	\$0.00	\$370.00	100.00%
	Func: OPERATION OF BUILDINGS - 02620	\$3,285,839.60	\$3,097,667.91	\$3,097,667.91	\$188,171.69	\$260,972.25	(\$72,800.56)	-2.22%
1000.2.000.02630.4330.00000.00.000.000.000	Other professional Services	\$256,562.00	\$256,562.00	\$256,562.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: GROUNDS UPKEEP - 02630	\$256,562.00	\$256,562.00	\$256,562.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.02650.4330.00000.00.000.000.000	Other professional Services	\$21,514.00	\$21,514.00	\$21,514.00	\$0.00	\$0.00	\$0.00	0.00%
1000.2.000.02650.4433.00000.00.000.000.000	Maint Chrgs - Equipment	\$255.00	\$0.00	\$0.00	\$255.00	\$0.00	\$255.00	100.00%
1000.2.000.02650.4626.00000.00.000.000.000	Vehicle Fuels	\$1,500.00	\$621.54	\$621.54	\$878.46	\$336.31	\$542.15	36.14%
	Func: VEHICLE OPERATIONS - 02650	\$23,269.00	\$22,135.54	\$22,135.54	\$1,133.46	\$336.31	\$797.15	3.43%
1000.2.000.02690.4330.00000.00.000.000.000	Other professional Services	\$33,639.00	\$6,289.92	\$6,289.92	\$27,349.08	\$0.00	\$27,349.08	81.30%
1000.2.000.02690.4616.00000.00.000.000.000	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	\$6,289.92	\$6,289.92	\$27,949.08	\$0.00	\$27,949.08	81.63%
1000.2.000.02721.4514.00000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT	\$1,054,458.00	\$747,164.08	\$747,164.08	\$307,293.92	\$326,256.92	(\$18,963.00)	-1.80%
	Func: TRANSPORATION-REGULAR PROGRAMS - 02721	\$1,054,458.00	\$747,164.08	\$747,164.08	\$307,293.92	\$326,256.92	(\$18,963.00)	-1.80%
1000.2.000.02722.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$246,740.19	\$143,943.89	\$143,943.89	\$102,796.30	\$101,435.04	\$1,361.26	0.55%
1000.2.000.02722.4514.00000.00.000.000.000	TRANS CONTRACTED - IN DISTRICT	\$235,183.81	\$166,400.99	\$166,400.99	\$68,782.82	\$68,782.82	\$0.00	0.00%
	Func: TRANSPORTATION-SPECIAL PROGRAM - 02722	\$481,924.00	\$310,344.88	\$310,344.88	\$171,579.12	\$170,217.86	\$1,361.26	0.28%
1000.2.000.02723.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$100,800.00	\$62,681.43	\$62,681.43	\$38,118.57	\$29,630.30	\$8,488.27	8.42%
1000.2.000.02723.4626.00000.00.000.000.000	Vehicle Fuels	\$600.00	\$276.31	\$276.31	\$323.69	\$0.00	\$323.69	53.95%
	Func: TRANSPORATION-VOCATIONAL - 02723	\$101,400.00	\$62,957.74	\$62,957.74	\$38,442.26	\$29,630.30	\$8,811.96	8.69%
1000.2.000.02724.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$87,490.00	\$60,371.09	\$60,371.09	\$27,118.91	\$9,864.50	\$17,254.41	19.72%
	Func: TRANSPORATION-ATHLETIC - 02724	\$87,490.00	\$60,371.09	\$60,371.09	\$27,118.91	\$9,864.50	\$17,254.41	19.72%
1000.2.000.02725.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$13,415.00	\$6,957.62	\$6,957.62	\$6,457.38	\$542.38	\$5,915.00	44.09%
	Func: TRANSPORTATION-COCURRICULAR - 02725	\$13,415.00	\$6,957.62	\$6,957.62	\$6,457.38	\$542.38	\$5,915.00	44.09%
1000.2.000.02730.4110.00000.00.000.000.000	Regular Salaried Employees	\$5,820.00	\$3,975.00	\$3,975.00	\$1,845.00	\$1,200.00	\$645.00	11.08%
1000.2.000.02730.4220.00000.00.000.000.000	FICA	\$445.23	\$303.81	\$303.81	\$141.42	\$91.80	\$49.62	11.14%
1000.2.000.02730.4230.00000.00.000.000.000	Retirement	\$0.00	\$23.37	\$23.37	(\$23.37)	\$0.00	(\$23.37)	0.00%
	Func: TRAFFIC GUARDS - 02730	\$6,265.23	\$4,302.18	\$4,302.18	\$1,963.05	\$1,291.80	\$671.25	10.71%
1000.2.000.02790.4513.00000.00.000.000.000	CONTRACTED TRANS OUT OF DIST	\$40,000.00	\$40,340.41	\$40,340.41	(\$340.41)	\$23,274.78	(\$23,615.19)	-59.04%
	Func: TRANSPORATION - OTHER STUDENT - 02790	\$40,000.00	\$40,340.41	\$40,340.41	(\$340.41)	\$23,274.78	(\$23,615.19)	-59.04%
1000.2.000.02832.4819.00000.00.000.000.000	Fees & Charges	\$0.00	\$2,726.00	\$2,726.00	(\$2,726.00)	\$0.00	(\$2,726.00)	0.00%
	Func: STAFF SERVICES-CRIMINAL RECORD - 02832	\$0.00	\$2,726.00	\$2,726.00	(\$2,726.00)	\$0.00	(\$2,726.00)	0.00%
1000.2.000.02835.4336.00000.00.000.000.000	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%
1000.2.000.02839.4250.00000.00.000.000.000	Unemployment	\$125,000.00	\$97,434.00	\$97,434.00	\$27,566.00	\$0.00	\$27,566.00	22.05%
1000.2.000.02839.4260.00000.00.000.000.000	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%
1000.2.000.02843.4110.00000.00.000.000.000	Regular Salaried Employees	\$262,369.60	\$218,298.52	\$218,298.52	\$44,071.08	\$44,114.28	(\$43.20)	-0.02%

City of Dover, New Hampshire

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

From Date: 7/1/2013

To Date: 4/30/2014

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	\$43,805.16	\$43,805.16	\$32,626.68	\$8,343.84	\$24,282.84	31.77%
1000.2.000.02843.4212.00000.00.000.000.000	Dental Insurance	\$5,787.90	\$4,675.02	\$4,675.02	\$1,112.88	\$890.48	\$222.40	3.84%
1000.2.000.02843.4213.00000.00.000.000.000	Life Insurance	\$720.00	\$508.05	\$508.05	\$211.95	\$211.95	\$0.00	0.00%
1000.2.000.02843.4214.00000.00.000.000.000	Disability Insurance	\$494.82	\$374.59	\$374.59	\$120.23	\$120.23	\$0.00	0.00%
1000.2.000.02843.4220.00000.00.000.000.000	FICA	\$20,247.22	\$17,072.00	\$17,072.00	\$3,175.22	\$3,766.13	(\$590.91)	-2.92%
1000.2.000.02843.4230.00000.00.000.000.000	Retirement	\$28,504.92	\$22,146.26	\$22,146.26	\$6,358.66	\$4,751.11	\$1,607.55	5.64%
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	\$4,911.56	\$4,911.56	(\$591.36)	\$367.06	(\$958.42)	-22.18%
1000.2.000.02843.4532.00000.00.000.000.000	DATA COMMUNICATIONS	\$16,452.00	\$8,518.65	\$8,518.65	\$7,933.35	\$3,570.33	\$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	\$0.00	\$1,221.00	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.	\$18,000.00	\$4,181.45	\$4,181.45	\$11,818.55	\$0.00	\$11,818.55	73.87%
	Func: COMPUTER SYSTEMS MANAGEMENT - 02843	\$674,422.50	\$541,633.83	\$541,633.83	\$132,788.67	\$68,951.19	\$63,837.48	9.47%
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	\$7,092.67	\$1,406.08	\$1,406.08	\$5,686.59	\$0.00	\$5,686.59	80.18%
	Func: SUPPORT SERVICES - Other - 02900	\$16,228.42	\$37,299.49	\$37,299.49	(\$21,071.07)	\$0.00	(\$21,071.07)	-129.84%
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%
	Grand Total:	\$42,263,590.00	\$31,018,818.15	\$31,018,818.15	\$11,244,771.85	\$10,051,696.14	\$1,193,075.71	2.82%

End of Report