



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD - AGENDA

Meeting Type:	Special Session #7
Meeting Location:	Media Ctr. (Rm. 306) McConnell Ctr.
Meeting Date:	Monday, June 23, 2014
Meeting Time:	6:30 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. CITIZENS' FORUM (Limited to Agenda Items Only)

D. CONSENT AGENDA

1. Correspondence: NONE

2. Resignations/Retirements:

- a. David Goldsmith, HSS STEM Teacher
- b. Lisa Hallbach, DHS Math
- c. Dorothy Katz, DMS Special Education

3. Leaves of Absence: NONE

4. Nominations:

Sheet 1: Nomination & Election of Summer School Paraprofessionals & Teachers

Sheet 2: Nomination and Election of Teachers

5. Extended Travel (Student Trips): NONE

E. OLD BUSINESS

- 1. Garrison Roof Update
- 2. Clarification of Superintendent Contract/Approval

F. NEW BUSINESS

- 1. Approval of DTU Master Agreement
- 2. CIP List and Recommendations
- 3. Capital Reserve Fund Discussion
- 4. FY14 BID APPROVALS
 - a. Chromebooks
 - b. Switches
 - c. Wireless Access Points
- 5. Priority Items for Incoming Superintendent
- 6. Approval of MS-22
- 7. Approval of MS-26C

G. SCHOOL BOARD MATTERS OF INTEREST

H. ADJOURNMENT

June 12, 2014
17 Denbow Rd.
Durham, NH 03824

Superintendent Fernandes

61 Locust St.

Dover, NH 03820

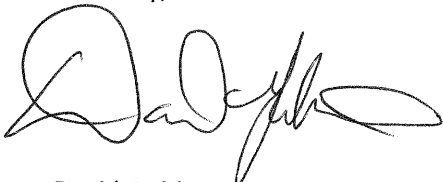
To Superintendent Fernandes:

I am writing to inform you, and the district, that I have accepted the position of Assistant Principal at the Stratham Memorial Elementary School beginning on July 1, 2014. I am hereby resigning my position as teacher in the Dover School District.

This decision is bittersweet for me. I have enjoyed my nine years in Dover and have grown as an educator because of the experiences and opportunities in this district.

I appreciate all of the support, mentorship, and friendship that I have received and been a part of here in Dover. Thank you very much.

Sincerely,

A handwritten signature in black ink, appearing to read "David Goldsmith", with a large, stylized initial "D" and "G".

David Goldsmith

JUN 12 PM 1:28

Lisa Hallbach
104 Autumn Lane
Barrington NH, 03825

June 10, 2014

Dover School District
61 Locust Street, Suite 409
Dover, NH 03820

To whom it may concern,

I regret to inform you that I am resigning from my position at Dover High School and will not be returning to teach this fall.

Thank you for the support and the opportunities that you have provided me during my time with the school. I wish you good luck and continued success.

A handwritten signature in cursive script that reads "Lisa Hallbach". The signature is written in black ink and is positioned centrally on the page.

Lisa Hallbach

JUN 12 11:52

Dorothy R. Katz, M.Ed.

37 Pinewood Drive • Somersworth, NH 03878
Phone: 603.692.6301 (ph) 603.817.6622 (cell) 603.386.6604 (fax)
E-mail: katzdorothy@gmail.com

June 17,2014

Kim Lyndes
Principal
Dover Middle School
16 Daley Dr
Dover, NH 03820

Please accept this letter as a resignation from my contract for the 2014-2015 school year.

Sincerely yours,

Dorothy R. Katz

Cc: Robin LaFleur

JUN 19 4:33

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

TO: DOVER SCHOOL BOARD

DATE: June 23, 2014

MEMORANDUM Nomination and Election of Summer School Paraprofessionals and Aides
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 2014 summer school programs and positions.

NAME	POSITION	HOURS	SALARY
Beaulieu, Patricia	DMS Summer Program	80 hrs	23.50/hr
Bickford, Travis	School Psychologist	90 hrs	23.50/hr
Brown, Jill	Sped Paraprofessional	24 hrs	14.11/hr
Dang, Timothy	Computer Aide	Not to Exceed 192 hrs	10.00/hr
Gardella, JoAnn	STEAM Teacher	30 hrs (amended from 6/9 nom)	23.50/hr
Hanson, Michelle	Sped Paraprofessional	7.5 hrs	15.38/hr
Haugh, Dan	Teacher	48 hrs	23.50/hr
Lovejoy, Pamela	Sped Paraprofessional	7.5 hrs	15.08/hr
McCann, Delaney	Computer Aide	Not to Exceed 192 hrs	10.00/hr
Meffen, Fran	STEAM Teacher	25 hrs	23.50/hr
Meffen, Jack	STEAM Teacher	25 hrs (amended from 6/9 nom)	23.50/hr
Miskell, Eola	Sped Paraprofessional	15 hrs	15.08/hr
Moore, Bambisue	Novanet Aide	Up to 100 hrs	15.38/hr
Paradis, Jen	Sped Paraprofessional	12 hrs	15.38/hr
Stein, Melissa	STEAM Teacher	50 hrs (amended from 6/9 nom)	23.50/hr
Tenuta, Joseph	STEAM Teacher	25 hrs	23.50/hr
Wolfe, Sarah	Sped Paraprofessional	13.5 hrs	12.26/hr

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

TO: **DOVER SCHOOL BOARD**

DATE: June 23, 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
Bird, Deanna	Increase position from .8 to 1.0	Garrison School	Increase due to 2 additional classrooms	Add'l \$7,436.40
Booth, Amy	Grade 5 Elementary Teacher	Dover Middle School	Kathie Males	\$36,029.00
Gagnon, Erica	Elementary Teacher	Garrison School	New Position	\$36,029.00
Gamble, Thomas	NJROTC Instructor	Dover High School	John Dal Santo	\$61,548.00
Kelleher, Mary Grace	Elementary Teacher	Garrison School	New Position	\$36,029.00
Nute, Sarah	Grade 6 Elementary Teacher	Dover Middle School	Margaret McDermott	\$37,182.00
Ritrosky, Alison	Grade 6 Elementary Teacher	Dover Middle School	New Position	\$36,029.00
Smith, Delilah	Career Assessor	Dover High School	April O'Keefe	\$62,423.00
Small, Jeremy	Grade 7 Math	Dover Middle School	Amanda Wild	\$33,407.00
Vail, Meredith	School Adjustment Counselor (OYO)	Horne Street School	Federally Funded position continuing from FY14	\$37,182.00
Wisniewski, Jason	Grade 8 Language Arts Teacher	Dover Middle School	Heidi Hutchison	\$55,299.00

**EMPLOYMENT AGREEMENT BETWEEN
SAU #11 AND Elaine Arbour**

1. **Preamble.** This agreement is entered into this first day of July, 2014; between the School Administrative Unit #11 School Board of Dover, New Hampshire, hereinafter referred to as “SAU”, and Elaine Arbour, hereinafter referred to as “Superintendent.”
2. **Employment and Term.** The SAU agrees to employ the Superintendent, and the Superintendent agrees to accept employment in the position of Superintendent of Schools for a term of 1 year commencing on July 1, 2014. The Superintendent shall be accessible during regularly scheduled SAU hours and present at scheduled meetings unless approved by the SAU School Board. A 2-year contract renewal will commence if the SAU deems her performance as satisfactory. The SAU School Board, on or before April 15, 2015, will provide a written performance evaluation to the Superintendent. A satisfactory evaluation will serve as the declaration for renewal. The Superintendent’s annual review and contract renewal will be held no later than May 15 of any given year after the first year of this contract.
3. **Compensation/Salary.** The Superintendent shall receive a salary during the first year of this Agreement of \$ 123,000 payable in no fewer than 26 installments and subject to such deductions as may be authorized or as may be required by law. If the Superintendent receives a 2-year contract upon receipt of a satisfactory evaluation, as outlined in item 2, the base salary will be negotiated with the SAU School Board.
4. **Authority and Responsibility.** Per NH RSA 194-C:4, the Superintendent shall administer and supervise the schools of School Administrative Unit #11 in accordance with the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, and the policies and regulations of SAU #11.
5. **Certification.** The Superintendent shall be required to hold for the life of this Agreement, as a condition of employment, a valid certificate for Superintendent of Schools, properly registered and issued by the State of New Hampshire.
6. **Renewal of Contract.** If the SAU does not intend to renew this Agreement, it will notify the Superintendent in writing no later than six months prior to the end of this Agreement. If the SAU does not give such notice, this Agreement shall extend for a period not to exceed one (1) additional year, upon the same terms and conditions set forth herein. If the Superintendent does not intend to seek renewal of this Agreement, she shall provide the SAU written notice of no less

than six months prior to the expiration of the Agreement. In the event the SAU does not renew this Agreement, the Superintendent may make a formal presentation to the SAU Board.

7. **Termination for Cause.** This agreement may be terminated by the SAU at any time for immorality, incompetence, insubordination, or failure on the part of the Superintendent to conform to, abide by, and/or properly implement the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, the policies and regulations of the SAU, and/or the policies and regulations of the local School Board within the SAU, or when the interests of the SAU require termination. Termination of the Agreement for one or more of these reasons shall take place only following written notification to the Superintendent. Unless the Superintendent submits to the SAU, within twenty (20) days of receipt of such notification, a written request for a hearing before the Board of the SAU, the Agreement is considered terminated as of the date which falls thirty (30) days after the Superintendent's receipt of notification. If the Superintendent requests such a hearing, the SAU shall hold this hearing within thirty (30) days of receipt of the request. The SAU shall render a written decision to the Superintendent within thirty (30) days following the hearing.
8. **Termination with Payment.** The SAU may relieve the Superintendent of her duties under the Agreement at any time, provided that the SAU continues to pay for six (6) months of the Agreement or any extension thereof, full salary and economic benefits accorded the Superintendent under the provisions of the Agreement reduced by any compensation or benefits earned by the Superintendent following termination which she was not earning prior to termination.
9. **Termination by Mutual Consent.** This agreement may be terminated at any time by the mutual consent of the SAU and the Superintendent.
10. **Termination for Illness or Disability.** In the event the Superintendent is unable to perform all or substantially all of her duties for a period of nine (9) months during any school year by reason of illness, accident, or other cause beyond her control, and such disability is not job related so as to be covered by Workers Compensation under RSA 281-A, the board may make a proportionate deduction from the salary then in effect, and if such disability exists for a period of twelve (12) months or earlier if this disability is classified as permanent, the Board may then terminate this agreement by written notice without need of a hearing as required in paragraph 7 above, since that section will not apply in this instance.
11. **Resignation of the Superintendent.** The Superintendent may, at her option, resign and thus terminate this agreement without cause. Except for extenuating

personal or medical circumstances, if the Superintendent does not provided written notice of resignation at least 90 days in advance of the resignation date, the Superintendent agrees to pay the SAU the sum of \$5,000 in liquidated damages, with such sum recognized as a portion of the cost of conducting a search for a new superintendent.

12. **Performance Evaluation.** The SAU will provide the Superintendent with at least one written evaluation each year of the Superintendent's performance. The Superintendent and the School Board Chair, or designee, will meet annually to establish mutually agreed upon performance goals. Goals will be approved by the full School Board no earlier April 1st no later than September 1st. If the School Board does not provide a written evaluation, it is assumed that performance is satisfactory. The evaluation will be performed and written prior to May 15th of each year after the first year of this contract.
13. **Benefits.** As determined by the SAU, the Superintendent will be extended benefits such as medical insurance, dental insurance, life insurance, and disability insurance. A listing of specific benefits is attached hereto as "Exhibit A."
14. **Physical Examination.** The SAU requires the Superintendent to have a physical examination by a physician selected by mutual agreement once each year with the cost of such examination to be borne by the SAU unless covered under the Superintendent's medical insurance policy. Any report of the medical examination shall be given directly and exclusively by the examining physical to the SAU Secretary to be kept on file by the Secretary. The physician shall advise the SAU Board in writing if the Superintendent has a physical or mental impairment which would substantially interfere with her ability to perform the required duties. Such report shall be confidential.
15. **Travel and Expense Reimbursement.** The Superintendent shall be reimbursed for all SAU approved travel and other expenses for the business of the SAU inside or outside of the geographic boundaries of the School Administrative Unit. Such travel and expense reimbursement shall conform to all applicable SAU policies. The Superintendent shall also be reimbursed for other SAU approved expenses which she incurs in professional development activities and attendance at national, regional, or state professional conferences, seminars, workshops, or committee meetings provided all such expenses are within the approved SAU budget, and conform to all applicable SAU policies.
16. **Professional Associations.** The SAU shall pay the Superintendent's dues to the American Association of School Administrators, the New Hampshire School

Administrators Association, and such other professional association(s) as may be mutually determined by the SAU and the Superintendent.

17. **Professional Activities.** Only upon prior written approval of the SAU, may the Superintendent engage in activities such as teaching, lecturing, or consulting, in addition to employment with the SAU.
18. **Savings Clause.** This Agreement is subject to all applicable laws, rules, and regulations of the State of New Hampshire. Invalidity of any portion of this Agreement under the Laws of the State of New Hampshire or of the United States shall not affect the validity of the remainder of the Agreement.

EXHIBIT A - BENEFITS

The Superintendent 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. Sick Leave

The Superintendent shall receive eighteen (18) days sick leave with pay for personal illness for each year cumulative to three hundred (300) days. The Superintendent may be asked by the SAU Board for confirmation of an illness by a physician for an absence of five (5) or more consecutive days.

2. Vacation Leave

The Superintendent shall receive 1.67 days of vacation per month of employment with a maximum of 20 days annually.

Vacation days shall be cumulative to twenty (20) days. All vacation days exceeding accumulation shall be taken within two (2) months of the year in which it is earned. It may be extended by prior agreement with the SAU School Board to six (6) months of the year in which it is earned for unusual or extenuating circumstances.

3. Personal/Emergency Leave

Administrative personnel may request up to a total of five (5) days personal/emergency leave in a given contract year without loss of salary.

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 Superintendent'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.

5. Military Leave

Military leave shall be granted to the Superintendent if 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 Superintendent will be compensated by the District paying the difference between their school district salary and their annualized military salary. Upon return from such leave, the Superintendent will be placed at the level which the Superintendent would have achieved had the Superintendent remained actively employed in the system during the period of the absence. Salary growth limit is equal to the period of original induction or period of call to active duty.

6. Jury Leave

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

7. Health Insurance

The School Board shall provide health insurance for the Superintendent during the term of her employment through the SchoolCare program on the following basis: The district will pay ninety percent (90%) of the premium for the Open Access Point of Service option or ninety percent (90%) of the Point of Service or HMO options. Should the Superintendent opt out of health insurance coverage, she shall receive a buyout of \$3,000.

8. Life Insurance

The School Board shall provide life insurance coverage for the Superintendent during the term of his employment in the amount of two (2) times your Basic Annual Earnings plus \$50,000, with a maximum benefit of \$250,000, for natural death and an amount equal to your amount of Life Insurance in force 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.

9. 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 during the term of her employment. Coverage shall be for the Superintendent and/or her family, 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.

10. Disability Insurance

The School Board shall provide for the Superintendent an income insurance program which will provide the following coverage: seventy percent (70%) of monthly salary up to \$7,000 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.

11. Severance Pay

A retiring Superintendent, 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 of their accumulated sick leave at their current per diem rate.

12. Tax-deferred Annuity

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

13. Retirement

Should the contract be extended 2 years, the Superintendent shall be reimbursed 25% for the cost of participation in the New Hampshire retirement program in the first year of the extension and 50% of the cost of participation in the New Hampshire retirement program in the second year of the extension.

16. Holidays

The Superintendent shall receive a total of 14 paid holidays designated by the SAU Board and commensurate with the usual and customary national, state, and local holidays.

17. Mobile Phone Reimbursement. The School Board agrees to reimburse the Superintendent \$40 per month for her mobile phone expenses. Reimbursement will be paid every 2 months.

In witness whereof, the parties have executed this Agreement this _____ day of _____, 2014.

**MEMORANDUM
FROM THE
SUPERINTENDENT OF SCHOOLS**

TO: School Board

FROM: Antonio J. Fernandes, Jr.

SUBJECT: DTU Agreement Changes

DATE: 6/23/2014

The School Board and the Dover Teachers' Union reached a tentative agreement on June 4, 2014. The costs (including all associated benefits) to this Agreement and changes to this Bargaining Agreement are listed below:

FY15	3.9%	\$ 756,401
FY15 Student Loan Repayment Inc. (assuming 16 teachers eligible)		\$ 19,490
FY15 Change in Nurses Salary Scale (from 90% of BA to 100% BA)		\$ 21,887
FY15 Estimated Savings from change in health insurance		\$ (15,681)
Total Estimated Cost for FY15		\$ 782,097
FY16	1.5% (if wage scale is not agreed upon)	\$ 302,391
FY 16 Student Loan Repayment Inc. (assuming 32 teachers eligible)		\$ 38,979
FY16 Change in Nurses Salary Scale		\$ 22,741
FY16 Estimated Savings from change in health insurance		\$ (31,362)
Total Estimated Cost for FY16		\$ 332,749

Other Information:

- **There are currently 330 DTU members in the Dover School District. 108 are at the top step**
- **This is a 2-year Agreement**
- **There are no step increases in FY15 with this agreement.**
- **A typical step increase is 3.2%**
- **3 Nurses will be affected by the change in the Nurse's Salary Scale**
- **As of today, 11 teachers have been nominated on steps 1, 2, or 3 for FY15. An estimated additional 5 will be hired for FY15 on these steps. The assumption is that FY16 will yield similar numbers**
- **With the new health insurance language, for each single HMO, 2-person HMO, and family HMO, the District will save \$414, \$768 and \$1,118**

respectively. For each single POS, 2-person POS, and family POS, the District will save \$278, \$556, and \$752 respectively.

Language Changes

IV (E.) PREPARATION PERIODS

4. The District shall not require or request that a probationary teacher substitute for another teacher during her/his preparation period during her/his first three years of employment by the District.

V (A.) BASIC SALARY SCHEDULES

The salaries and differentials of teachers are as agreed to below and also as set forth in ~~Appendices A-1, A-2 and A-3, which are~~ **Appendix A, which is** attached to and made part of this Agreement. **The parties agree that notwithstanding the provision of article V (E), employees will not advance one step on the salary schedule in the 2014-15 contract year.** The nurses' salary shall be ninety percent (90%) of the bachelor's column of the salary schedule for the duration of the contract. Nurses who hold college degrees will be placed on the teachers' salary schedule at the step appropriate for degree status and years of experience.

Effective upon approval by the Dover City Council of the associated cost items, a committee shall be established to study the teachers' compensation/health insurance package and to recommend comprehensive adjustment to the step scale and health insurance benefits (compensation package) that seeks to adjust Dover teachers' salaries/benefits commensurate with comparable school districts. It is anticipated that the duration of the comprehensive package will be between three (3) and five (5) years. The School Board shall hire a facilitator to assist the committee in its efforts. The committee shall be comprised of five union members and five district members. The facilitator shall serve as chair of the committee and shall be a non-voting member. Any recommendations of the committee must be approved by a majority vote of the committee, with ratification by union membership and the Dover School Board. In the event the Parties are unable to come to agreement on such a compensation package, the parties agree to bring to the Dover City Council and Union Membership (for ratification) a salary package for the 2015-16 contract year equal to 1.5% COLA adjustment to the scale plus steps for eligible employees.

V (G.) Summer Curriculum Compensation

All teachers engaged in summer curriculum study and curricular development and those teachers Providing summer instruction for students shall receive ~~the following rate of pay: \$22.50/hour in 2006-2007, \$23.00/hour in 2007-2008, and \$23.50/hour in 2008-2009 and thereafter.~~ All other teachers providing compensable services or participating in training for the District during the summer shall receive \$13.00/hour.

V (L.) SEVERANCE PAY

All retiring teachers, as well as teachers leaving who must have a minimum of ten (10) years' service in Dover, shall receive severance pay in the amount of thirty (30) percent of all their accumulated sick leave at their current per diem rate. Teachers must submit in writing, their **irrevocable** intent to retire or resign, prior to February 15 **of the last school year of employment** or severance pay will **may** be delayed one year for budgetary purposes. **Notwithstanding, teachers may withdraw their intent to retire prior to**

April 15th in the event there are significant and demonstrable changes in life/financial circumstances.

VI (A.) HEALTH INSURANCE

1. The School Board agrees to pay the premiums in the SchoolCare Health Program or another health program providing equivalent or improved benefits, coverages, and services as follows:

For employees hired before July 1, 2014,

Eighty three percent (83%) of the premiums of the SchoolCare Point of Service Option, or
Ninety percent (90%) of the premiums of the School Care HMO Option.

For employees hired after June 30, 2014,

**Eighty percent (80%) of the premiums of the SchoolCare Point of Service Option, or
Eighty five percent (85%) of premiums of the SchoolCare HMO Option.**

2. The teacher's contribution will be paid by the individual teachers through payroll deductions.

3. The School Board agrees to submit retired teachers' payments for the health insurance coverage at the school district group rate until said retirees attain the age of sixty-five (65) per the conditions of form R-60.

4. In any year that at least fifteen percent (15%) of the bargaining unit declines health insurance coverage, each member so declining shall receive a lump sum payment of two thousand dollars (\$2,000.00) on or before December 15th of the school year. The calculation of the percentage of members declining coverage for the next contract year shall be determined as of May 15.

5. The parties agree that all employee health and dental contributions shall be made in accordance with and pursuant to Internal Revenue Service Regulation 125.

6. The School Board shall establish a Section125 Flexible Spending Account that covers qualified medical and dependent care expenses.

VI (G.) Course Reimbursement

The Central Office will accept *Application for Course Approval* forms between ~~July 1~~ **August 1** and ~~August 1~~ **September 1** for classes ending during the next school year. Each teacher will be guaranteed full or partial reimbursement for one (1) course. If the total requested amount does not exceed available funds, reimbursement will be granted as prescribed in paragraphs two (2) and three (3) of this article. If the total requested amount exceeds available funds, the tuition reimbursement rate will be prorated equally.

VI (I) Student Loan Repayment Incentive

Any teacher hired at step one, two, or three with a start date no earlier than the beginning of the 2014-2015 school year, may participate in a voluntary student loan repayment incentive program. To enroll in this program, the teacher must agree to work for the District for a minimum of five years from the date of original hire. Upon enrollment, the teacher shall be eligible to receive \$1000.00 per year towards repayment of that teacher's student loans for the first five years of employment. Payment shall be made during the last pay period of the school year. Should the teacher reject a contract for the ensuing school year such that the teacher would fail to fulfill his/her commitment (5 years), the teacher shall forfeit the payment otherwise due in the last year of employment. Notwithstanding, teachers who leave employment involuntarily or who must relocate due to pressing family circumstances shall have no forfeiture imposed.

VII (D) Bereavement Leave for Death

*When requested, teachers may receive with full pay funeral leave each school year as follows:

Not to exceed one (1) day:

1. Grandparents
2. Aunt or uncle
3. **Step-grandparents, step-aunts or step-uncles**
4. Close personal friends, if approved by the Superintendent

Not to exceed three (3) days:

1. Brother-in-law
2. Sister-in-law
3. Son-in-law
4. Sister
5. Brother
6. Parents-in-law
7. **Step-relations 1-6**
8. Relatives living in the household

Not to exceed five (5) days:

1. Spouse or domestic partner
2. Child
3. Parent
4. Sister of brother living in the household
5. **Step-children, step-parents, step-sister or step-brother living in the household**

VII(K.) UNION LEAVE

The Union President or the President's designee shall receive five (5) school days per year to attend to the affairs of the Union. Any Union Member duly elected shall be granted one (1) day of Union leave to attend the annual NEA-NH Assembly of Delegates. **In addition to the Union President or his/her designee, one (1) additional Union member who holds a state or national office may be granted additional leave time by the superintendent.** ~~If the local Union President also holds a state or national Union position or office, additional Union leave days may be granted by the Superintendent.~~

X(A.) LAYOFFS

4. In the event the board finds it necessary to reduce the number of teachers in the District, non-tenured teachers will be laid off first. For both tenured and non-tenured teachers, evaluations and seniority shall determine the order of the layoff and recall in the certification within which hired. The teacher will be provided with all the information that forms the basis of the layoff. This article shall not be used as a method of terminating an employee's employment for any reason other than declining enrollment, district budget reductions, or elimination of a program.

5. All specialists shall be laid off ~~based upon their seniority~~ within their specialty area. Specialists as defined in this section shall mean:

Art
Music
Physical Education
Special Education
Speech and Language Therapists

Learning Disabilities
Physical and Occupational Therapists
Guidance/Social Workers
Librarians/Media Specialists
Nurses
Reading Specialists
STEM

XIV (A.) Duration

1. This Agreement shall be effective as of September 1, 2014, and shall continue in effect until and including August 31, 2016, **unless a comprehensive successor/replacement agreement is reached, and ratified, in accordance with Article V (A).** This Agreement shall not be extended orally, and it is expressly understood that it shall be automatically renewed and remain in full force and effect unless either notifies the other of its intent to terminate or modify the terms of this Agreement.
2. The School Board and the Union agree to begin negotiations for a successor Agreement no later than September 10, **2015, unless a comprehensive successor/replacement agreement is reached, and ratified, in accordance with Article V (A).**
3. The parties agree to adhere to the bargaining schedules as outlined in RSA 273-A, specifically RSA 273-A:12, in order to afford the School Board the necessary time to prepare and to submit the school department budget.
4. The School Board agrees to inform the City Council of the cost impact of the Agreement ~~for the full four year period.~~ If the City Council does not provide the funding for the cost items for the ~~first year of the~~ Agreement the School Board may declare the Agreement void; in which case the parties will resume negotiations.
5. In witness whereof the parties have caused this Agreement to be signed by their respective representatives, attested by their respective representatives and attested by their respective secretaries.

APPENDIX A
SALARY SCHEDULE
EFFECTIVE SEPTEMBER 1, 2014 - AUGUST 31, 2015

YRS							
EXP.	STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
0,1	1	34,710	35,595	36,503	37,434	38,388	39,367
	2	35,821	36,734	37,671	38,632	39,616	40,626
	3	36,967	37,910	38,877	39,868	40,884	41,926
	4	38,150	39,123	40,121	41,144	42,192	43,268
	5	39,371	40,375	41,405	42,461	43,543	44,653
	6	40,630	41,667	42,730	43,819	44,936	46,082
	7	41,931	43,000	44,097	45,222	46,374	47,556
	8	43,272	44,376	45,508	46,669	47,858	49,078
	9	44,657	45,796	46,964	48,162	49,389	50,648
	10	46,086	47,262	48,467	49,703	50,970	52,269
	11	47,561	48,774	50,018	51,294	52,601	53,942
	12	49,083	50,335	51,619	52,935	54,284	55,668
	13	50,653	51,945	53,271	54,629	56,021	57,449
	14	52,274	53,608	54,975	56,377	57,814	59,288
	15	53,947	55,323	56,734	58,181	59,664	61,185
	16	55,673	57,093	58,550	60,043	61,573	63,143
	17	57,455	58,920	60,424	61,964	63,543	65,163
	18	59,294	60,806	62,357	63,947	65,577	67,249
	18+	62,231	63,788	65,391	67,033	68,714	70,438

CAGS 825

PhD 1651

Nurses shall be paid according to the BA track.

SALARY SCHEDULE
EFFECTIVE SEPTEMBER 1, 2015 - AUGUST 31, 2016

YRS		BA	BA+15	BA+30	MA	MA+15	MA+30
EXP.	STEP						
0,1	1	35,231	36,129	37,051	37,996	38,964	39,958
2	2	36,358	37,285	38,236	39,211	40,210	41,235
3	3	37,522	38,479	39,460	40,466	41,497	42,555
4	4	38,722	39,710	40,723	41,761	42,825	43,917
5	5	39,962	40,981	42,026	43,098	44,196	45,323
6	6	41,239	42,292	43,371	44,476	45,610	46,773
7	7	42,560	43,645	44,758	45,900	47,070	48,269
8	8	43,921	45,042	46,191	47,369	48,576	49,814
9	9	45,327	46,482	47,668	48,884	50,130	51,408
10	10	46,777	47,971	49,194	50,449	51,735	53,053
11	11	48,274	49,506	50,768	52,063	53,390	54,751
12	12	49,819	51,090	52,393	53,729	55,098	56,503
13	13	51,413	52,724	54,070	55,448	56,861	58,311
14	14	53,058	54,412	55,800	57,223	58,681	60,177
15	15	54,756	56,153	57,585	59,054	60,559	62,103
16	16	56,508	57,949	59,428	60,944	62,497	64,090
17	17	58,317	59,804	61,330	62,893	64,496	66,140
18	18	60,183	61,718	63,292	64,906	66,561	68,258
18+	19	63,164	64,745	66,372	68,038	69,745	71,495

CAGS 825

PhD 1651

Nurses shall be paid according to the BA track.

**City of Dover, N.H.
CIP Schedule FY16**

June 18, 2014

Date	Department Action	Planning Director Action	Public Action
06/5		Distribution of CIP Schedule	
06/5		Distribute revised CIP Project Request Form for comments	
06/6	Begin assemblage of CIP requests		
6/12		Specific meeting times and locations set up for review meetings	
07/14	PD, SAU and FD submit preliminary CIP requests to Planning by noon		
07/15	Recreation and Library submit preliminary CIP requests to Planning by noon		
07/24		Meets with Police and Fire to review preliminary CIP requests	
07/28	CS and TIP submit preliminary CIP requests to Planning by noon		
08/4		Meets with SAU, Library and Recreation to review preliminary CIP requests	
08/5		Meets with Community Services and TIP to review preliminary CIP requests	
8/5		Meets with Media Services Coordinator to review presentation requirements	
08/11	Submit final CIP Project Request Form to Planning		
08/13		Meets with City Manager & Finance Director to review CIP Requests	
08/13-09/4	Finance assembles financial impact analysis.	Adjusts requests and reviews final requests with Departments as needed.	
09/10		Meets with City Manager & Finance Director to review final Schedule/requests	
09/12		Meets with Departments to review final CIP.	
10/1*	Present CIP to Planning Board & City Council in joint workshop		
10/28*			Planning Board holds Public hearing on CIP
11/11*			Planning Board recommends CIP to City Council.
11/12*			City Council holds Public Hearing on CIP
12/10*			City Council adopts CIP

* Tentative until September 10th meeting with City Manager.

Capital Improvement Plan – 2016 - 2021

1. Garrison Elementary School

a. Roof

b. School Renovation

i. Life Safety Issues

1. Upgrade and expand existing fire alarm system
2. Replace and add additional existing/emergency lighting systems
3. Replace security system
4. CO2 sensors
5. Kitchen ventilation and fire suppression system
6. Quick response sprinkler system
7. Additional pull stations
8. Upgrade voice evacuation system
9. Correct egress issues in the cafetorium

ii. Site Improvements

iii. Envelope

1. Window Replacement
2. Sliding Door Replacement
3. Replace Exterior Doors
4. Clean and repoint all necessary mortar joints
5. Remove and replace exiting canopies

iv. Generator Installation

v. Electrical

1. Upgrade electrical service
2. Replace all classroom lighting
3. Expand classroom power supply

vi. Mechanical

1. Replace unit ventilators and add at least 4 ventilation units to existing structure
2. Replace radiation piping and valves
3. Replace outdated pneumatic controls
4. Incorporate separate hot water system, (separate from furnace system)

vii. Interior

1. Renovate all interior door openings to ADA and life safety codes
2. Replace all interior doors, hardware and locking mechanisms
3. Remove and replace all flooring
4. Completely renovate lavatories and kitchen toilet rooms
5. Renovate all classroom sinks and cabinetry
6. Bring all classroom sizes up to State of NH code requirements
7. Replace drinking fountains
8. Renovate the stage in the cafetorium and bring to ADA compliance

9. Replace acoustical tiles

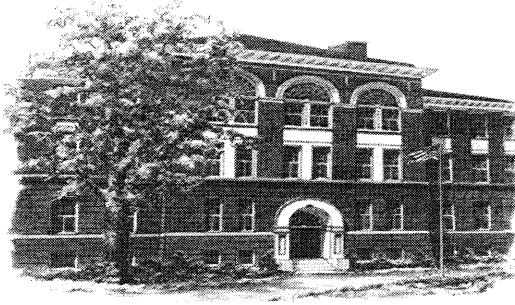
10. Renovate corridor walls with ceramic tile

viii. Field Renovation

2. DHS – Renovation Project
3. CTC – Renovation Project
4. IT
 - a. Staff/Faculty Hardware Replacement
 - b. Software Replacement
 - c. Student Hardware Replacement
 - d. Annual equipment replacement
5. Light Equipment
 - a. Tractor
 - b. Scissor Lift
 - c. Vehicle Replacement
6. Athletics
 - a. Dunaway Field – Football Field, Track and Bleachers
 - b. Gymnasium Bleachers – DHS
7. Middle School Roof
8. Paving/Striping
9. Life Safety
 - a. Sprinklers – DMS
 - b. Door Security – District Wide
10. Facilities Repair and Maintenance
11. Food Service Repairs/Maintenance/Improvements
12. Curriculum

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

TO: Members Dover School Board
FROM: Karen M. Taylor, Business Administrator
DATE: June 19th, 2014
RE: Bid Awards for Chromebooks and Chromebook Charging Carts

Based on the pricing below, I am recommending the bid be awarded to **Best Buy**. Best Buy did provide the lowest per unit pricing on the Chromebooks allowing us to accept their bid for 180 Chromebooks and 5 Chromebook Charging Carts at a cost minimally higher than the next lowest bidder.

The table below represents a summary of the three lowest bids received. The total bid award is **\$44,700**. This purchase will be paid for with FY 13 – 14 funds that are uncommitted at year end.

	<u>Best Buy</u>	<u>Softmart/Acer</u>	<u>Softmart/Asus</u>
Chromebook	\$ 37,260	\$ 37,332	\$ 38,102
Labor	\$ 7,440	\$ 5,518	\$ 5,518
Total:	\$ 44,700	\$ 42,850	\$ 43,620

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

ANTONIO J. FERNANDES, JR.
Interim Superintendent

KAREN M. TAYLOR
Business Administrator



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DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT

TO: Members Dover School Board
FROM: Karen M. Taylor, Business Administrator
DATE: June 19, 2014
RE: Bid Awards for Switching Devices to Include Installation

Based on the pricing below, I am recommending the bid be awarded to **Softmart**.

The table below represents a summary of the costs of the proposals received by each of the four vendors that submitted packets. The total bid award is **\$89,567.77**. This purchase will be paid for with FY 13 – 14 funds that are uncommitted at year end.

	<u>Softmart</u>	<u>Whalley</u>	<u>Granite State</u>	<u>Mad River</u>
Materials	\$ 72,067.77	\$ 98,347.97	\$ 183,848.60	\$216,765.29
Labor	\$ 17,500.00	\$ 16,385.00	\$ 32,850.00	\$ 27,750.00
Total:	<u>\$89,567.77</u>	<u>\$114,732.97</u>	<u>\$216,698.60</u>	<u>\$244,515.29</u>

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

ANTONIO J. FERNANDES, JR.
Interim Superintendent

KAREN M. TAYLOR
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DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT

TO: Members Dover School Board
FROM: Karen M. Taylor, Business Administrator
DATE: June 19, 2014
RE: Bid Awards for Wireless Access Points to Include Configuration and Installation

In order to enhance the Information Technology Infrastructure in the School District, I am recommending the bid to Configure and Install Wireless Access Points be awarded to **Softmart**. While not the lowest bidder, Softmart did provide a proposal based on the exact specifications we requested in our request for proposal.

The table below represents the costs for labor and materials for Softmart in comparison with the two lowest cost proposals. The total bid award is **\$152,775.32**. This Purchase will be funded through FY 14 uncommitted funds at year end.

	<u>Softmart</u>	<u>Whalley #1</u>	<u>Whalley #2</u>
Materials	\$ 63,875.31	\$ 85,668	\$ 76,818
Labor	\$ 88,900.01	\$ 13,388	\$ 13,388
Total:	<u>\$ 152,775.32</u>	<u>\$ 99,056</u>	<u>\$ 90,206</u>

Dover School District Mission Statement

Strengthening our community by educating every child, every day!



REPORT OF APPROPRIATIONS ACTUALLY VOTED

(RSA 21-J:34 AND 198:4-a)

Instructions

Cover Page

- This form is for FY2015 (July 1, 2014 through June 30, 2015)
- Select the entity name from the pull down menu
- Enter the preparer's information
- Add the first and last names of the certifying school board members

Account Codes:

- Enter the *Warrant Article Number(s)* and other required information for each applicable account code
- Select the "Add Warrant Article" button to add additional *Warrant Articles* to the account code

For Assistance Please Contact:

DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

http://www.revenue.nh.gov/munc_prop/municipalservices.htm

ENTITY'S INFORMATION ?

Fiscal Year:	2015	(July 1, 2014 through June 30, 2015)
School District:	Dover	1255
Municipalities Served:	Dover	

PREPARER'S INFORMATION ?

First Name	Last Name	
Karen	Taylor	
Street No.	Street Name	Phone Number
61	Locust Street	(603) 516-6800
Email (optional)		
k.m.taylor@dover.k12.nh.us		



SCHOOL BOARD MEMBERS (?)

<input type="checkbox"/>	First Name:	Amanda	Last Name:	Russell
<input type="checkbox"/>	First Name:	Betsey	Last Name:	Andrews-Parker
<input type="checkbox"/>	First Name:	Kathleen	Last Name:	Morrison
<input type="checkbox"/>	First Name:	Doris	Last Name:	Grady
<input type="checkbox"/>	First Name:	Sarah	Last Name:	Greenshields
<input type="checkbox"/>	First Name:	Michelle	Last Name:	Muffett-Lipinski
<input type="checkbox"/>	First Name:	Carole	Last Name:	Soule-McCammon



APPROPRIATIONS

Account #	Purpose of Appropriations (RSA 32:3, V)	Operating Budget Warrant Article #	Total Amount Actually Voted Enacting Fiscal Year	Elementary School Breakdown	Middle Junior High Breakdown	High School Breakdown
1100-1199	Regular Programs ?	Add Warrant Article -	\$19,596,323	\$7,839,757	\$5,281,172	\$6,475,394
1200-1299	Special Programs ?	Add Warrant Article -	\$7,107,950	\$2,748,445	\$2,300,948	\$2,058,557
1300-1399	Vocational Programs ?	Add Warrant Article -	\$2,360,733			\$2,360,733
1400-1499	Other Programs ?	Add Warrant Article -	\$588,407	\$8,438	\$47,286	\$532,683
1500-1599	Non-Public Programs ?	Add Warrant Article -				
1600-1699	Adult/Continuing Ed. Programs ?	Add Warrant Article -	\$210,000			
1700-1799	Comm./Jr. College Ed. Programs ?	Add Warrant Article -				
1800-1899	Community Service Programs ?	Add Warrant Article -				
Instruction Subtotal				\$10,596,640	\$7,629,406	\$11,427,367



SUPPORT SERVICES

Account #	Purpose of Appropriations (RSA 32:3, V)	Operating Budget Warrant Article #	Total Amount Actually Voted Ensuing Fiscal Year	ELEMENTARY SCHOOL BREAKDOWN	MIDDLE JUNIOR HIGH BREAKDOWN	HIGH SCHOOL BREAKDOWN
2000-2199	Student Support Services	Add Warrant Article	\$2,971,214	\$1,161,550	\$812,941	\$996,723
		-	\$2,971,214	\$1,161,550	\$812,941	\$996,723
2200-2299	Instructional Staff Services	Add Warrant Article	\$970,297	\$485,334	\$180,377	\$304,586
		-	\$970,297	\$485,334	\$180,377	\$304,586
Support Services Subtotal				\$1,646,884	\$993,318	\$1,301,309

GENERAL ADMINISTRATION

Account #	Purpose of Appropriations (RSA 32:3, V)	Operating Budget Warrant Article #	Total Amount Actually Voted Ensuing Fiscal Year	ELEMENTARY SCHOOL BREAKDOWN	MIDDLE JUNIOR HIGH BREAKDOWN	HIGH SCHOOL BREAKDOWN
2310 (840)	School Board Contingency	Add Warrant Article				
		-				
2310-2319	Other School Board	Add Warrant Article	\$230,644	\$92,258	\$62,274	\$76,112
		-	\$230,644	\$92,258	\$62,274	\$76,112
General Administration Subtotal				\$92,258	\$62,274	\$76,112

EXECUTIVE ADMINISTRATION

Account #	Purpose of Appropriations (RSA 32:3, V)	Operating Budget Warrant Article #	Total Amount Actually Voted Ensuing Fiscal Year	ELEMENTARY SCHOOL BREAKDOWN	MIDDLE JUNIOR HIGH BREAKDOWN	HIGH SCHOOL BREAKDOWN
2320 (310)	SAU Management Services	Add Warrant Article				
		-				
2320-2399	All Other Administration	Add Warrant Article	\$910,714	\$364,286	\$245,893	\$300,535
		-	\$910,714	\$364,286	\$245,893	\$300,535



New Hampshire
 Department of
 Revenue Administration

2014
MS-22

Account #	Purpose of Appropriations (RSA 323:V)	Operating Budget Warrant Article #	Total Amount Actually Voted Ensuing Fiscal Year	Elementary School Breakdown	Middle/Junior High Breakdown	High School Breakdown
2400-2499	School Administration Service	Add Warrant Article	\$2,298,265	\$718,573	\$648,005	\$931,687
		-	\$2,298,265	\$718,573	\$648,005	\$931,687
2500-2599	Business	Add Warrant Article				
		-				
2600-2699	Plant Operation & Maintenance	Add Warrant Article	\$3,841,660	\$1,471,924	\$1,034,792	\$1,334,944
		-	\$3,841,660	\$1,471,924	\$1,034,792	\$1,334,944
2700-2799	Student Transportation	Add Warrant Article	\$1,926,565	\$663,115	\$517,087	\$746,363
		-	\$1,926,565	\$663,115	\$517,087	\$746,363
2800-2999	Support Service, Central & Other	Add Warrant Article	\$808,983	\$306,414	\$222,024	\$280,545
		-	\$808,983	\$306,414	\$222,024	\$280,545
Executive Administration Subtotal			\$9,786,187	\$3,524,312	\$2,667,801	\$3,594,074

NON-INSTRUCTIONAL SERVICES						
Account #	Purpose of Appropriations (RSA 323:V)	Operating Budget Warrant Article #	Total Amount Actually Voted Ensuing Fiscal Year	Elementary School Breakdown	Middle/Junior High Breakdown	High School Breakdown
3100	Food Service Operations	Add Warrant Article				
		-				
3200	Enterprise Operations	Add Warrant Article				
		-				
Non-Instructional Services Subtotal						



FACILITIES ACQUISITION AND CONSTRUCTION

Account #	Purpose of Appropriations (RSA 32:3, V)	Operating Budget Warrant Article #	Total Amount Actually Voted Ensuing Fiscal Year	ELEMENTARY SCHOOL BREAKDOWN	MIDDLE JUNIOR-HIGH BREAKDOWN	HIGH SCHOOL BREAKDOWN
4100	Site Acquisition	Add Warrant Article -				
4200	Site Improvement	Add Warrant Article -				
4300	Architectural/Engineering	Add Warrant Article -				
4400	Educational Specification Development	Add Warrant Article -				
4500	Building Acquisition/Construction	Add Warrant Article -				
4600	Building Improvement Services	Add Warrant Article -				
4900	Other Facilities Acq. & Construction	Add Warrant Article -				
Facilities Acquisition and Construction Subtotal						

OTHER OUTLAYS (5000-5999)

Account #	Purpose of Appropriations (RSA 32:3, V)	Operating Budget Warrant Article #	Total Amount Actually Voted Ensuing Fiscal Year
5110	Debt Service - Principal	Add Warrant Article -	\$2,387,000
			\$2,387,000



5120	Debt Service - Interest	Add Warrant Article	\$1,505,349
		-	\$1,505,349
Other Outlays Subtotal			\$3,892,349

FUND TRANSFERS

Account #	Purpose of Appropriations (RSA 32:3, V)	Operating Budget Warrant Article #	Total Amount Actually Voted Ensuing Fiscal Year
5220-5221	To Food Service	Add Warrant Article	\$1,524,919
		-	\$1,524,919
5222-5229	To Other Special Revenue	Add Warrant Article	\$3,814,856
		-	\$3,814,856
5230-5239	To Capital Projects	Add Warrant Article	
		-	
5251	To Capital Reserve Fund	Add Warrant Article	
		-	
5252	To Expendable Trusts	Add Warrant Article	
		-	
5253	To Non-Expendable Trusts	Add Warrant Article	
		-	
5254	To Agency Funds	Add Warrant Article	\$172,131
		-	\$172,131
5310	To Charter Schools	Add Warrant Article	
		-	



5390 To Other Agencies	Add Warrant Article		\$195,044
	-		\$195,044
Supplemental Appropriation	Add Warrant Article		
	-		
Deficit Appropriation	Add Warrant Article		
	-		
Fund Transfers Subtotal			\$5,706,950
Operating Budget Total			\$53,421,054
			\$15,860,094
			\$11,352,799
			\$16,398,862

You have reached the end of the Appropriations Section. Please review the this section for accuracy, then move on to the Supplementary Information Section.



REQUIRED SUPPLEMENTARY INFORMATION **7**

DESCRIPTION	FUNCTION	OBJECT	ELEMENTARY	MIDDLE JR. HIGH	HIGH	TOTAL
Tuition to NH LEAS	All	561	\$50,000	\$31,200	\$98,859	\$180,059
Other Tuition	All	562-569	\$351,463	\$421,928	\$470,600	\$1,243,991
Land and Improvements	All*	710				
Buildings	All*	720				
Additional Equipment	All*	730	\$17,500	\$11,400	\$101,800	\$130,700
Summer School	1430					

*Includes all functions except 4000

Add Bond Item Amount:

Purpose:

Detail on items to be financed by bonds, notes and/or withdrawals from capital reserve funds.



Dover (1255)

PREPARER'S CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Karen

Preparer's Last Name

Taylor

Preparer's Signature and Title

Date

Check to Certify Electronic Signature: You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

SCHOOL BOARD CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the school district meeting, was taken from the official records and is complete to the best of our knowledge and belief.

Superintendent

School District Clerk

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

Submit

Print

Please save and e-mail the completed PDF form to your Municipal Services Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlameau: shelly.gerlameau@dra.nh.gov
- Jean Samms: jean.samms@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487**



DEPENDENT SCHOOL BUDGET FORM

(RSA 21-J:34)

Appropriations and Estimates of Revenue for the Fiscal Year from **July 1, 2014 to June 30, 2015**

Instructions

Cover Page

- Select the School District from the drop-down menu. The list of Municipalities Served will automatically populate.
- Enter the first and last names of up to twenty (20) school board members who will review the completed form.

Account Codes:

- Enter the Resolution number(s) and other required information for each applicable account code
- Select the "Add Resolution" button to add additional Resolution entries to the account code

For Assistance Please Contact:

NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

http://www.revenue.nh.gov/munc_prop/municipalservices.htm

ENTITY'S INFORMATION ?

School District:	Dover	1255
Municipalities Served:	Dover	

SCHOOL BOARD MEMBERS ?

<input type="checkbox"/>	First Name:	Amanda	Last Name:	Russell
<input type="checkbox"/>	First Name:	Betsey	Last Name:	Andrews-Parker
<input type="checkbox"/>	First Name:	Kathleen	Last Name:	Morrison
<input type="checkbox"/>	First Name:	Doris	Last Name:	Grady
<input type="checkbox"/>	First Name:	Sarah	Last Name:	Greenshields
<input type="checkbox"/>	First Name:	Michelle	Last Name:	Muffett-Lipinski
<input type="checkbox"/>	First Name:	Carole	Last Name:	Soule-McCammon



APPROPRIATIONS

INSTRUCTION ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	Appropriations Current Year As Approved by DRA	Proposed Appropriations Ensuing FY
1100-1199	Regular Programs ?	Add Resolution	\$18,402,909	\$19,596,324
		-		\$19,596,324
1200-1299	Special Programs ?	Add Resolution	\$6,677,031	\$7,107,950
		-		\$7,107,950
1300-1399	Vocational Programs ?	Add Resolution	\$2,294,657	\$2,360,733
		-		\$2,360,733
1400-1499	Other Programs ?	Add Resolution	\$578,607	\$588,407
		-		\$588,407
1500-1599	Non-Public Programs ?	Add Resolution		
		-		
1600-1699	Adult/Continuing Ed. Programs ?	Add Resolution	\$207,700	\$210,000
		-		\$210,000
1700-1799	Community/Jr. College Ed. Programs ?	Add Resolution		
		-		
1800-1899	Community Service Programs ?	Add Resolution		
		-		
Instruction Subtotal			\$28,160,904	\$29,863,414

SUPPORT SERVICES ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	Appropriations Current Year As Approved by DRA	Proposed Appropriations Ensuing FY
2000-2199	Student Support Services ?	Add Resolution	\$2,924,041	\$2,971,214
		-		\$2,971,214
2200-2299	Instructional Staff Services ?	Add Resolution	\$903,301	\$970,297
		-		\$970,297
Support Services Subtotal			\$3,827,342	\$3,941,511



GENERAL ADMINISTRATION ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	Appropriations Current Year As Approved by DRA	Proposed Appropriations Ensuing FY
2310 (840)	School Board Contingency ?	Add Resolution		
		-		
2310-2399	Other School Board ?	Add Resolution	\$199,844	\$230,644
		-		\$230,644
General Administration Subtotal			\$199,844	\$230,644

EXECUTIVE ADMINISTRATION ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	Appropriations Current Year As Approved by DRA	Proposed Appropriations Ensuing FY
2320 (310)	SAU Management Services ?	Add Resolution		
		-		
2320-2399	All Other Administration ?	Add Resolution	\$801,747	\$910,714
		-		\$910,714
2400-2499	School Administration Service ?	Add Resolution	\$2,241,490	\$2,298,265
		-		\$2,298,265
2500-2599	Business ?	Add Resolution		
		-		
2600-2699	Operation & Maintenance of Plant ?	Add Resolution	\$3,693,376	\$3,841,660
		-		\$3,841,660
2700-2799	Student Transportation ?	Add Resolution	\$1,784,952	\$1,926,565
		-		\$1,926,565
2800-2999	Support Service, Central & Other ?	Add Resolution	\$972,074	\$808,983
		-		\$808,983
Executive Administration Subtotal			\$9,493,639	\$9,786,187

NON-INSTRUCTIONAL SERVICES ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	Appropriations Current Year As Approved by DRA	Proposed Appropriations Ensuing FY
3100	Food Service Operations ?	Add Resolution		
		-		



3200	Enterprise Operations ?	Add Resolution		
-				
Non-Instructional Services Subtotal				

FACILITIES ACQUISITION AND CONSTRUCTION ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	Appropriations Current Year As Approved by DRA	Proposed Appropriations Ensuing FY
4100	Site Acquisition ?	Add Resolution		
-				
4200	Site Improvement ?	Add Resolution		
-				
4300	Architectural/Engineering ?	Add Resolution		
-				
4400	Educational Specification Development ?	Add Resolution		
-				
4500	Building Acquisition/Construction ?	Add Resolution		
-				
4600	Building Improvement Services ?	Add Resolution		
-				
4900	Other Facilities Acq. & Construction Services ?	Add Resolution		
-				
Facilities Acquisition and Construction Subtotal				

OTHER OUTLAYS (5000-5999) ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	Appropriations Current Year As Approved by DRA	Proposed Appropriations Ensuing FY
5110	Debt Service - Principal ?	Add Resolution	\$2,400,691	\$2,387,000
-				\$2,387,000
5120	Debt Service - Interest ?	Add Resolution	\$1,513,762	\$1,505,349
-				\$1,505,349
Other Outlays Subtotal			\$3,914,453	\$3,892,349



FUND TRANSFERS ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	Appropriations Current Year As Approved by DRA	Proposed Appropriations Ensuing FY
5220-5221	To Food Service ?	Add Resolution	\$1,521,164	\$1,524,919
		-		\$1,524,919
5220-5221	To Other Special Revenue ?	Add Resolution	\$3,777,174	\$3,814,856
		-		\$3,814,856
5230-5239	To Capital Projects ?	Add Resolution		
		-		
5254	To Agency Funds ?	Add Resolution	\$159,848	\$172,130
		-		\$172,130
		-		
5300-5399	Intergovernmental Agency Allocation ?	Add Resolution	\$193,272	\$195,044
		-		\$195,044
	Supplemental Appropriation	Add Resolution		
		-		
	Deficit Appropriation	Add Resolution		
		-		
Fund Transfers Subtotal			\$5,651,458	\$5,706,949
Operating Budget Total			\$51,247,640	\$53,421,054

You have reached the end of the Appropriations Section. Please review the this section for accuracy, then move on to the Revenues Section.



REVENUES

FROM LOCAL SOURCES

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	MS-24 Est. Revenues Current Year	Estimated Revenues Ensuing Fiscal Year
1300-1349	Tuition	Add Resolution	\$4,172,653	\$4,677,759
		-		\$4,677,759
1400-1449	Transportation Fees	Add Resolution	\$56,900	\$69,250
		-		\$69,250
1500-1599	Earnings on Investments	Add Resolution		
		-		
1600-1699	Food Service Sales	Add Resolution	\$853,466	\$852,919
		-		\$852,919
1700-1799	Student Activities	Add Resolution	\$23,000	\$23,000
		-		\$23,000
1800-1899	Community Services Activities	Add Resolution		
		-		
1900-1999	Other Local Sources	Add Resolution	\$230,693	\$181,913
		-		\$181,913
Local Revenue Sources Subtotal			\$5,336,712	\$5,804,841

FROM STATE SOURCES

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	MS-24 Est. Revenues Current Year	Estimated Revenues Ensuing Fiscal Year
3210	School Building Aid	Add Resolution	\$708,750	\$675,018
		-		\$675,018
3215	Kindergarten Building Aid	Add Resolution		
		-		
3220	Kindergarten Aid	Add Resolution		
		-		
3230	Catastrophic Aid	Add Resolution	\$173,984	\$170,000
		-		\$170,000
3240-3249	Vocational Aid	Add Resolution	\$267,414	\$110,000
		-		\$110,000



3250	Adult Education ?	Add Resolution		\$65,000
-				\$65,000
3260	Child Nutrition ?	Add Resolution	\$20,000	\$20,000
-				\$20,000
3270	Driver Education ?	Add Resolution		
-				
3290-3299	Other State Sources ?	Add Resolution	\$85,000	\$85,000
-				\$85,000
State Revenue Sources Subtotal			\$1,255,148	\$1,125,018

FROM FEDERAL SOURCES ?

Account #	Purpose of Appropriations (RSA 323: V)	Resolution #	MS-24 Est. Revenues Current Year	Estimated Revenues Ensuing Fiscal Year
4100-4539	Federal Program Grants ?	Add Resolution	\$1,073,600	\$1,044,200
-				\$1,044,200
4540	Vocational Education ?	Add Resolution	\$110,635	\$220,000
-				\$220,000
4550	Adult Education ?	Add Resolution	\$678,286	\$682,000
-				\$682,000
4560	Child Nutrition ?	Add Resolution	\$647,698	\$652,000
-				\$652,000
4570	Disabilities Programs ?	Add Resolution	\$819,658	\$789,973
-				\$789,973
4580	Medicaid Distribution ?	Add Resolution	\$211,016	\$250,000
-				\$250,000
4590-4999	Other Federal Sources (except 4810) ?	Add Resolution	\$62,500	\$50,500
-				\$50,500
4810	Federal Forest Reserve ?	Add Resolution		
-				
Federal Revenue Sources Subtotal			\$3,603,393	\$3,688,673



OTHER FINANCING SOURCES ?

Account #	Purpose of Appropriations (RSA 32:3, V)	Resolution #	MS-24 Est. Revenues Current Year	Estimated Revenues Ensuing Fiscal Year
5110-5139	Sale of Bonds or Notes ?	Add Resolution		
		-		
5221	Transfer from Food Service-Spec. Rev. Fund ?	Add Resolution		
		-		
5222	Transfer from Other Special Revenue Funds ?	Add Resolution		
		-		
5230	Transfer from Capital Project Funds ?	Add Resolution		
		-		
5251	Transfer from Capital Reserve Funds ?	Add Resolution	\$200,000	\$200,000
		-		\$200,000
5252	Transfer from Expendable Trust Funds ?	Add Resolution		
		-		
5253	Transfer from Non-Expendable Trust Funds ?	Add Resolution		
		-		
5300-5699	Other Financing Sources ?	Add Resolution		
		-		
5140	This Section for Calculation of RAN's (Reimbursement Anticipation Notes) Per RSA 198:20-d for Catastrophic Aid Borrowing RAN, Revenue This FY _____ less RAN, Revenue Last FY _____ =NET RAN ?			
		Add Resolution		
		-		
	Supplemental Appropriation (Contra)	Add Resolution		
		-		
	Amount Voted From Fund Balance	Add Resolution		
		-		
	Fund Balance to Reduce Taxes			
Other Financing Sources Subtotal			\$200,000	\$200,000
Total Estimated Revenue & Credits			\$10,395,253	\$10,818,532



BUDGET SUMMARY

	Ensuing Year
TOTAL Appropriations Proposed	\$53,421,054
TOTAL Estimated Revenues & Credits	\$10,818,532
LESS: State Education Tax/Grant	\$7,058,518
Estimated Amount of Local Taxes to be Raised For Education	\$35,544,004



Dover(125S)

PREPARER'S CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name	Preparer's Last Name

Preparer's Signature and Title	Date

Check to Certify Electronic Signature: You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

SCHOOL BOARD CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

School Board Member's Signature and Title	School Board Member's Signature and Title
School Board Member's Signature and Title	School Board Member's Signature and Title
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<div style="border: 1px solid black; padding: 2px; width: 50px; margin-bottom: 5px;">Submit</div> <div style="border: 1px solid black; padding: 2px; width: 50px;">Print</div>	<p>Please save and e-mail the completed PDF form to your Municipal Account Advisor:</p> <ul style="list-style-type: none"> Michelle Clark: michelle.clark@dra.nh.gov Jamie Dow: jamie.dow@dra.nh.gov Shelley Gerlameau: shelley.gerlameau@dra.nh.gov Jean Samms: jean.samms@dra.nh.gov <p>A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:</p> <p style="text-align: center;">NH DEPARTMENT OF REVENUE ADMINISTRATION MUNICIPAL AND PROPERTY DIVISION P.O. BOX 487, CONCORD, NH 03302-0487</p>
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