



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – AGENDA

Meeting Type:	<b>Regular Session #11</b>
Meeting Location:	<b>Media Ctr. (Rm. 306) McConnell Center</b>
Meeting Date:	<b>Monday, November 10, 2014</b>
Meeting Time:	<b>7:00 pm</b>

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
  - 1. Regular Session #9, September 8, 2014 (tabled from previous meeting)
  - 2. Special Session #9, September 22, 2014 (tabled from previous meeting)
  - 3. Regular Session #10. October 6, 2014
  - 4. Joint Barrington/Nottingham/Dover Workshop, October 28, 2014
- G. CONSENT AGENDA**
  - 1. Correspondence:**
    - a. UNH Survey Request
    - b. UNO Fundraiser
    - c. Moms on the Run
  - 2. Resignations/Retirements: None**
  - 3. Leaves of Absence: None**
  - 4. Nominations:**
    - a. Sheet 1: Nomination and Election of Staff (Couture to Troy)
    - b. Sheet 2: Nomination and Election of Coaches (Casey to Young)
  - 5. Extended Travel (Student Trips):**
    - a. Westminster Weekend Feb 14-16, 2015
    - b. NYC International Beauty Show March 9-11, 2015
    - c. Going Global Trip to NYC April 17-19, 2015
    - d. Latin Trip to Italy April 22-30, 2016
- H. STUDENT REPRESENTATIVE REPORT**
- I. POLICY – CHANGES – PROPOSALS:**
  - a. GCBD—Rules and Regulations in the Application of Administrator Personnel Policies and Salary Schedules
  - b. JKAA—Physical Restraint Policy
  - c. JKAA-R—Procedures on Use of Child Restraint Seclusion
- J. POLICY ADOPTION:** none
- K. RESOLUTIONS:** None



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- L. OLD BUSINESS:**
  - 1. Energy Conservation Update and Discussion
  
- M. NEW BUSINESS:**
  - 1. Photovoltaic System-RFP Discussion
  - 2. IT Discussion
  - 3. Superintendent Goal Update
  - 4. Preliminary Budget Discussion
  - 5. Schools/SAU Christmas Hours
  - 6. October Condition of Accounts
  
- N. SUBMISSION AND PAYMENT OF BILLS**
  
- O. SUPERINTENDENT’S REPORT**
  
- P. COMMITTEE REPORTS**
  - a. JBC
  
- Q. SCHOOL BOARD MATTERS OF INTEREST**
  
- R. ADJOURNMENT**

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*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.*

Updated draft minutes with edits provided by Mrs. Grady are in red font and included in these agenda materials.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

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Meeting Date: **Monday, September 8, 2014**  
Meeting Time: **7:00 pm**

Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, September 8, 2014 at 7:05 p.m. in the McConnell Center Media Center.

**A. CALL TO ORDER:** Chairperson Amanda Russell called the meeting to order.

**B. ROLL CALL:** Present were Amanda Russell, Betsey Andrews Parker, Kathy Morrison, Doris Grady, Sarah Greenshields, Carole Soule McCammon, and Michelle Muffett-Lipinski.

Also present were: Business Administrator Karen Taylor, WPS Principal Patrick Boodey, GES Principal Beth Dunton, CIA Director Paula Glynn, DHS Principal Peter Driscoll, DMS School Counselor Fran Meffen, Alternative School Dean Joan Breault, DALC Executive Director Deanna Strand.

**C. PLEDGE OF ALLEGIANCE:** Carole Soule McCammon led the Pledge of Allegiance.

**D. CITIZENS' FORUM:** None

**E. AGENDA APPROVAL:** Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the agenda with the addition of a Student Representative report. An oral **VOTE PASSED 7/0.**

**F. APPROVAL OF MINUTES**

1. Regular Session #8, August 11, 2014
2. Public Meeting to Enter Non-public Session #9, August 11, 2014
3. Nonpublic Session #9, August 11, 2014
4. Public Meeting to Enter Non-public Discipline Hearing #5, August 19, 2014
5. Special Session #8, August 25, 2014

Sarah Greenshields moved, Carole Soule McCammon seconded approval of the minutes. An oral **VOTE PASSED 7/0.**

**G. CONSENT AGENDA**

**1. Correspondence:**

- a. UNH Parent Focus Group, Prevention of Head Impacts in Football Research

**2. Resignations/Retirements:**

**3. Leaves of Absence: None**

**4. Nominations:**

- a. Sheet 1: Nomination and Election of Aides (Albion - Widener)
- b. Sheet 2: Nomination and Election of Staff (Anderson - Wons)
- c. Sheet 3: Nomination and Election of Coaches (McMahon)

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



## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9  
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- a. Dover High Trip to National FFA Convention (October 29-November 1, 2014) Preliminary

Betsey Andrews Parker requested to pull item 1.a. and Doris Grady requested to pull 4.b. from the consent agenda. Sarah Greenshields moved, Carole Soule McCammon seconded approval of the remaining consent agenda items. An oral **VOTE PASSED 7/0.**

Ms. Andrews Parker asked Mr. Wotton to explain the UNH study on head impacts in football. Mr. Wotton explained the study and introduced Mr. Swartz from UNH who provided additional information. Ms. Andrews Parker questioned how this would impact the Dover football program. She wanted to ensure that this is to help the program and wondered if lower school grades would also benefit from this program. Mr. Wotton stated that this would improve safety and they would be in contact with the Dover Little Green program also, but is unsure how their program will be affected. This is just in the beginning stages and the goal is to improve overall safety.

Mr. Swartz explained that the close relationship with Dover High School and proximity to the school is a major reason that they would like to work with Dover on this study.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve item 1.a. An oral **VOTE PASSED 7/0.**

Mrs. Grady asked for a clarification on the elementary band extracurricular position that the three music teachers at the elementary divide. Ms. Russell explained that this is position that involves times outside of the school day. Doris Grady moved, Michelle Muffett-Lipinski seconded to approve item 4.b. An oral **VOTE PASSED 7/0.**

**H. STUDENT REPRESENTATIVE REPORT:** New student representative Michael Hoeing discussed activities at DHS. He stated that it was a smooth opening at DHS and has heard that the incoming freshman class is very respectful and well behaved. Activities include spirit week and homecoming football game which will be held on September 26. The dance will be held after the game which should help to increase attendance to the dance. Ms. Greenshields asked how the student representative is selected. Michael responded that he received a call from Mr. Driscoll over the summer with the request. Mrs. Grady added that she feels that Mr. Driscoll made a good decision based on his first night as a representative.

**I. POLICY -- CHANGES – PROPOSALS:** None

**J. POLICY ADOPTION:** None

**K. RESOLUTIONS:** None

**L. OLD BUSINESS:**

**1. Enrollment Update**



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

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Dr. Arbour discussed enrollment and stated that there haven't been many changes since the beginning of the year and enrollment seems consistent at this point.

### **2. Budget Assumptions**

Dr. Arbour asked the Board for their assumptions on budgeting so that she could share with administrators before beginning the budgeting process.

#### **The list of budget assumptions from the Board include:**

- Lower class size
- Additional adult support is a larger class
- Adequate staffing in all departments
- Elimination of paper
- Equity among elementary schools
- More options for completing credits
- Later start time for DMS/DHS
- CIP Priorities
- Staggered start time (flexible scheduling)
- Putting students first and staff next in regards to scheduling
- Continue to go forward and not going backward
- More reading and math support
- Recess at DMS
- Funding for strategic planning
- Tuition alternatives
- Teacher Pay
- Removal of fees and barriers (reduction at least)
- STEM school and how to incorporate into learning
- Budgeting for HS and GES projects
- Personal devices in school for learning
- Late bus
- Mental Health awareness
- Reduction of redundancies in purchasing

It was also requested that reports be in a snapshot format and perhaps more dashboard summary reports which are easier to digest and less overwhelming.

Ms. Taylor stated that she will be able to provide different reports that may make the budget easier to understand. She will incorporate pie and bar charts into presentations.

Ms. Andrews Parker added that she likes the form that shows all of the different revenue sources and shows expense by location and appreciates the simplified format with more detail in the binder.

She added that she would like "rolled up" accounts with broader categories (Parent categories).



**DOVER SCHOOL  
DISTRICT**

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Meeting Time: **7:00 pm**

Mrs. Grady requested that the Board continue to see monthly condition of accounts since she finds them helpful.

Ms. Greenshields would like to make sure that there are no redundancies with purchases and would also like to see comparisons with other projects in the CIP. She wants to be sure the CIP is established on real assumptions.

Ms. Greenshields commented that she agrees with Ms. Andrews Parker that there should be a ratio of one device to one student, but realizes that this may not be possible and at the very least would like to see what other districts are using for technology. She added that the time should be appropriate when asking parents for money for items.

Dr. Arbour commented that many of the items on the budget assumption list have already been discussed by administrators. If Board members have other ideas, they should email them to Dr. Arbour. She added that some of the items may be longer range goals.

### **N. NEW BUSINESS**

#### **1. Donation Approvals**

Ms. Russell summarized the donation requests. Walmart is offering 20 gift certificates in the amount of \$50 to WPS teachers. Shaw's is offering a \$400 donation each to Woodman Park School and Horne Street School.

Ms. Andrews Parker appreciates and is grateful for the donations, but feels that it is difficult to accept since Garrison School was excluded from the donation.

Dr. Arbour commented that Garrison has received a recent donation that the other two schools did not receive, but it was not brought to the Board since it did not fall within the guidelines.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the donations. An oral **VOTE PASSED 7/0.**

#### **2. Data Technology Coordinator**

Dr. Arbour summarized the reason for the request, stating that there had been a person in this position that was in the Dover Education Office Personnel bargaining unit, but has time went by; it became clear that the position did not belong in this union and was not an administrative assistant position. Since the person in the person resigned, it was determined by DEOP and Dr. Arbour, that the position would be removed from the bargaining unit. Dr. Arbour provided a job description to the Board, along with a statement signed by the DEOP president and stating that the position should be removed from the union. The proposed salary would be \$39,192 and there is funding in the budget for this position since it is not an additional position.

Mrs. Grady asked Dr. Arbour what type of improvements she expected to see with this position. Dr. Arbour responded that there would be operational improvements and this person would be supporting and coordinating all systems.



**DOVER SCHOOL  
DISTRICT**

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Meeting Type: Regular Meeting #9  
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Meeting Time: **7:00 pm**

Mrs. Grady asked about the funding of this position. She stated her concern since she already has questions on the condition of accounts. She also would have preferred to have information on this position earlier.

Dr. Arbour agreed with Mrs. Grady that she would have liked to present it earlier, but due to the timing of the resignation and the need for re-evaluation on the needs of the system, it was delayed.

The person who had been in the position had recommended that the position be removed from DEOP before she left.

Ms. Taylor stated that this position is included in the current budget since there was a person in the position before her resignation.

Ms. Taylor also added that budget transfers have not been completed yet, which makes the condition of accounts look more concerning. Funds will be transferred when all positions have been filled.

Ms. Muffett-Lipinski asked that clarification be made that this position is a year round position. Dr. Arbour confirmed that this will be added to the job description.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the job description and remove from the DEOP bargaining unit. An oral **VOTE PASSED 6/1 (Grady opposed)**.

### **3. Steam Academy Update**

Dr. Arbour stated that Ms. Meffen has met with the administrative team and the team would prefer that the academy be K-12 instead of K-8. There is also concern about the proposed location of the building and if the curriculum would be appropriate for all learners. There is a concern about “peeling off” of some resources to potentially fund another school. They also want to be sure that there is equity in access to this type of program for all students in Dover. Dr. Arbour added that she would like to see as a first step, a start of this program by building off of **the existing Steam already in schools. To open a whole new school is way out and if we could all capitalize on our resources, we would capitalize on the program.**

Dr. Arbour added that she is still trying to schedule a meeting with someone from the DOE to help with this project, but it has been difficult since the DOE has had staffing changes and they currently have a freeze on hiring.

Ms. Andrews Parker asked if an official subcommittee of the School Board should be formed for this project. She is in support of this program because there is a need for more space in the schools and **we need to look at this as we have done it before. We should be talking about what we can do. Need something to help this momentum and need to do it now.** she does not want to lose momentum for the academy.



DOVER SCHOOL  
DISTRICT

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #9  
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Meeting Date: **Monday, September 8, 2014**  
Meeting Time: **7:00 pm**

Ms. Muffett-Lipinski asked what the time commitment would be for this subcommittee. **I would need to know what the commitment is to this committee** Dr. Arbour responded that Ms. Meffen has an advisory group in existence already that may be able to include School Board members. **I believe that they meet the 2<sup>nd</sup> Wednesday of the month.**

Ms. Andrews Parker commented that if the Board wants to make change she recommends that a subcommittee be formalized so that the process can continue. **People are already talking about this and it is going to happen. We have the momentum and don't want to lose it. It is not going to go away. You take it seriously or it will go away,**

Mrs. Grady agreed that it could be a good program but reminded that policy states that any new programs should go to the School Board before any action occurs and this didn't happen with this program. **The sub-committee should have come to us before proceeding and it did not. This all started before it came to the Board and every organization knew about it before we did. We were left out of this whole process. This is my major concern as it breaks the law established in policy BA Rules and Duties of the School Board..One does not get started, find new buildings, appoint a Director of a committee (program) before discussion with the seven member Board.. A committee is an offshoot of an established program. The committees referred to tonight are part of an established curriculum and they do come and go. There is not program yet, so no established committee.**

Ms. Russell commented that School Board members can join the advisory committee and feels that membership of the Board on this committee may be helpful to the program. **Committees come and go. Some member of this Board would like to be a member of it. I would suspect that Mc Meffen would not turn us away, I believe it would give more clout to the program if it became an official part and we worked together.**

Ms. Andrews Parker stated that it would be helpful for Board members to report back to the Board on the progress of the committee. It would show Dover and other communities that the School Board is serious about this endeavor. She feels that a Steam Academy would be a great opportunity **to move forward and be more focused** for the students. **. It is connected to UNH The whole idea is to report back to the Board. Doris should know programs at the Career Tech and make it more official to give it more credence.**

Ms. Muffett-Lipinski agreed, but wants to make sure that the Board is transparent and minutes would need to be taken, along with all proper process. **What would happen if Dover becomes more serious about this? We need to be more organized and see the minutes and what they look like. Just made more aware.**

Robin LaFleur added that the Board could have members on this committee and not have to provide minutes, etc. if only acting as an advisory member. They would need to report back with committee reports to the Board, but would not have input on the committee.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

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Meeting Date: **Monday, September 8, 2014**  
Meeting Time: **7:00 pm**

Ms. Meffen stated that she would support Ms. Andrews Parker's request to have Board membership on the advisory committee. She added that the donors would like to see a commitment from the School Board and would appreciate membership on the committee by School Board members in any capacity. She added that she is very aware of budget constraints.

Ms. Muffett-Lipinski recommended attendance by Board members at the next advisory meeting to see if this is something that they would like to formalize. **-not decide if it is to be a formal committee or not.. It gives us the authority to make the decision.**

Dr. Arbour **absolutely** agreed that this would be a good next step and added that this will be placed on the September 22 Special Session agenda to determine if it should be more formalized. **It would give us authority to decide if it would be a formal committee by Board authority. I am not sure just where things are seem to bepulling in different directions**

#### **4. Alternative School Handbook Changes**

Ms. Russell recommended changes to a sentence that seemed awkward. Ms. Breault agreed to review the language and make a change.

One change to be made included, "Be respectful of others" instead of "Be respectful toward others."

Ms. Boston and Ms. Breault stated that they wanted a more positive tone to the handbook, along with a more therapeutic focus.

Ms. Russell appreciated the procedural pieces that were added and clarified. Ms. Breault stated that they students can earn points to buy items including healthy snacks from the school store, etc.

Ms. McCammon asked that the line regarding staff responses be "tweaked" so that the actions are for students.

Sarah Greenshields moved, Carole Soule McCammon seconded approving changes to the Alternative School handbook with the revisions suggested. An oral **VOTE PASSED 7/0.**

#### **5. Month of August Condition of Accounts**

Ms. Taylor summarized the August condition of accounts stating there is a budget balance of approximately \$5 million. She added that she would put September condition of accounts in a dashboard format, hopefully making it easier to read. There will be a better idea of where the district is after transfers have been made.

Mrs. Grady asked if the district would need to be cautious based on the current condition of accounts. Ms. Taylor responded that they are always cautious and are watching very closely,



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

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but will know better in November or December. She feels that the numbers are comparable with past years at this point.

### 6. Special Funds Update

Ms. Taylor summarized the special revenue funds starting with the school cafeteria fund which has a \$400,000 balance. Some of this money will be used for kitchen improvements. The Alternative School fund balance has a \$53,000 balance and there are no immediate plans for the use of those funds. The School Facilities fund has a balance of \$293,000. Some of these funds will be incorporated in the new CIP projects.

### 7. Scholarship and Trust Update

Ms. Taylor presented the balance of these accounts as of June 30, 2014.

**N. SUBMISSION AND PAYMENT OF BILLS:** Sarah Greenshields moved, Carole Soule McCammon seconded to direct the payment of manifest 15-C in the amount of \$265,498.71 for FY14 and \$2,355,439.03 for FY15 for a total of \$2,620,937.74 for the period 8/12/14-9/8/14. A roll call **VOTE PASSED 7/0.**

**O. SUPERINTENDENT'S REPORT:** Dr. Arbour updated the School Board on her entry plan stating she had met with Officer Mal Speidel regarding traffic questions, School Board member Kathy Morrison and UNH Carsey School of Public Policy representatives on possible strategic planning. The Carsey representatives will be submitting a proposal for strategic planning for the November School Board meeting. She also continued to attend JBC meetings and also met with Nottingham Superintendent Bob Gadomski regarding the tuition agreement. She learned that the tuition agreement with Nottingham does not expire until June of 2016 and not 2015, as originally thought. Mr. Gadomski informed Dr. Arbour that the Nottingham School Board may be putting out an RFP for other options for their students. She, Mr. Driscoll, and Ms. Boston also met with the Barrington Superintendent regarding improving communication and support students as they enter Dover High School. In addition, Dr. Arbour also attended a Primex workshop and a regional superintendent's meeting.

Dr. Arbour met with Ms. Taylor on the budget and will begin weekly budget meetings with administrators on September 9. She has also reviewed the Barrington and Nottingham tuition agreements and a traffic study for DMS and DHS. Dr. Arbour commented that she has also attended and enjoyed sporting events including soccer and field hockey games.

Dr. Arbour feels she is on track for her first 60 days of her entry plan and will begin collecting artifacts for Ms. Muffett-Lipinski. She reported that the opening of schools went very well. Several schools have had hosted open houses and other events for families. Bellamy Fields donated fully stocked backpacks for students in need.



**DOVER SCHOOL  
DISTRICT**

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Governor Hassan signed HB 1350 and SB 335 at the DHS CTC on August 29<sup>th</sup>. These bills will provide funding for the CTC renovation and they ensure that the district will have a 75/25 split with the State for the cost of the project. These bills were sponsored by Senator Watters and Representative Murphy. City officials, students and teachers attended the ceremony.

Math Academic Coordinator Stephanie Dematteo shared a message with Dr. Arbour which included high praise for incoming freshman. Freshman math teachers are very impressed with the students and they've had a great start to the year. She sends her thanks to everyone at DMS and elementary schools for helping to prepare the students.

Dr. Arbour provided dates for all district open houses.

Dr. Arbour reported that the Lunchbox payment system is not working properly at this time, but it is being resolved quickly and students will not be refused lunch. At DHS, the kitchen floor tiles were popping as a result of expansion and contraction and inferior installation of the existing tile. Options are being reviewed for this repair project. Funds for this repair will come from the Food Service Special Funds.

Lastly, Dr. Arbour stated that Horne Street Principal Mike McKenney has had an injury, but should be back soon and in the meantime, CIA Director Paula Glynn will be covering.

### **P. COMMITTEE REPORTS:**

Carole Soule McCammon reported on DALC. Academic Classes begin on Sept 15 including writing, reading, math, ESL and high school equivalency preparation. Childcare is available for morning classes. High school classes begin Sept 22. There are new classes that meet Great Bay Community College developmental education requirements in algebra, reading and math. Community enrichment classes begin on Sept. 29. There are several new mini-courses this year. Adult career pathways advising, classes and support are always available for adults seeking to return to college or career transition. Free and low cost classes are available morning, afternoon and evening. Volunteer tutors are also available. Anyone over 16 may apply. There is more information online or by phone at 742-1030.

Amanda Russell reported on DHS JBC. Feasibility firms will be interviewed on Monday, September 15. After this phase will be design phase and then construction phase. There may be a vote on the September 22 Special Session for a firm recommended by the JBC.

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

Betsey Andrews Parker spoke about the passing of Thad Mandsager and the Board and all present honored him with a moment of silence. There was a memorial last Friday at Woodman Park School for him which had a large turnout.

Dr. Arbour stated that the September 22 Special Session will be primarily for School Board training about Roles and Responsibilities with Barrett Christina from the NHSBA. If any Board



**DOVER SCHOOL  
DISTRICT**

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members have specific questions or outcomes, please send to Dr. Arbour by the end of the week.

**R. ADJOURNMENT:** Sarah Greenshields moved, Carole Soule McCammon seconded to adjourn at 8:48 P.M. An oral **VOTE PASSED 7/0.**

Dr. Arbour's and other's handouts have been archived with these Minutes.

Respectfully Submitted,  
Robin LaFleur, Recording Secretary

DRAFT



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

A special session of the Dover School Board was called to order by Chair Amanda Russell on Monday, September 22, 2014 at 6:35 P.M. in the Media Center of the McConnell Center.

**A. ROLL CALL:** Present were Amanda Russell, Kathy Morrison, Doris Grady, Sarah Greenshields, Carole Soule McCammon and Michelle Muffett-Lipinski. Betsey Andrews Parker was excused.

Also present were: Fosters; Superintendent Elaine Arbour, Fran Meffen, citizens

**B. PLEDGE OF ALLEGIANCE:** Michelle Muffett-Lipinski led the Pledge of Allegiance.

**C. CITIZEN'S FORUM:** Annette Studebaker, Employee of Dover company Cramer Fabrics requested to speak in support of the STEAM Academy. Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to allow Ms., Studebaker to address the Board even though she is not a Dover resident. An oral **VOTE PASSED 6/0**. Ms. Studebaker stated that she feels a STEAM Academy would be positive for Dover and supports a School Board sub-committee for this purpose.

**D. SCHOOL BOARD TRAINING AND Q & A WITH NHSBA STAFF ATTORNEY BARRETT CHRISTINA**

Mr. Christina reviewed handouts (archived) with the School Board and informed the Board that one of the main and most important jobs of a School Board is to set and establish policy. The superintendent and administrators administer policies. In addition, other important jobs of a Board include hiring a superintendent and setting the school district's budget. He answered questions from Dr. Arbour and the School Board including:

- Should the School Board Chairperson sign employment contracts? Yes, that is appropriate and many district SB chairs sign contracts.
- Should the School Board approve all nominations and job descriptions? That is also acceptable, at least for certified positions. The Board does not need to approve non-certified staff.
- How long can an uncertified teacher be on an Alternative Plan? Dr. Arbour explained that a teacher can be on an Alt 4 plan for up to 3 years and can be on an Alt 5 plan for up to 2 years. Mr. Christina added that if the teacher is not certified after that time, there are many things that would need to be reviewed before beginning the non-renewal process, including verifying the status of the plan and number of courses taken.



**DOVER SCHOOL  
DISTRICT**

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Meeting Type:	Special Session #9
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Meeting Time:	<b>6:30 P.M.</b>

Mr. Christina cautioned the School Board on their authority relating to issues. If a School Board member receives an issue from a parent or community member, it should be forwarded to the Superintendent.

- If a parent contacts a School Board member, should the SB member refer to the teacher? Yes, and in addition, notify the Superintendent. Dr. Arbour elaborated, stating that administrators usually contact her if there are issues so that she will be aware if she is contacted.
- If the Superintendent is involved in an initial meeting of an issue, would she still be able to be involved in the case at a more progressed level? In this case, the school counsel should be contacted for an opinion.

Mr. Christina reviewed his handout, “Why Board Culture Matters” and highlighted two important parts commenting that School Boards need to resolve to govern as a body and to develop School Board member’s Code of Conduct. He suggested using the system of alternating between pros and cons when a motion is on the table or allowing all members to speak once before multiple comments from individual board members.

Mrs. Grady commented that this handout should be used as a Bible. She noted, “It’s the best paper I’ve read” and encouraged the School Board to study and follow it.

Mr. Christina reviewed “The Hardest Lessons” on page 6 of the 2014 Roles and Responsibilities handout with the Board. One of the main lessons to be learned is that individual Board members do not have power, only the Board as a whole. Also, all students should be represented by the School Board.

Mrs. Grady commented that the Board is in a strange situation regarding Dr. Arbour’s evaluation. The School Board has a short period of time for an evaluation and she would like to see goals that demonstrate accountability and are measurable. She would like there to be a mention of students or education in Dr. Arbour’s goals.

Mr. Christina said that he would send a document on development Goal Setting that may also be helpful to the Board. He noted that the Board and Dr. Arbour can always amend goals if all parties are in agreement. Goal setting needs to be a collaborative process.

Ms. Muffett-Lipinski commented that the goals from student data are unattainable for the April deadline.

Mr. Christina reminded the School Board that the NHSBA has many job descriptions available that can be used in Dover and he will forward to Dr. Arbour.



DOVER SCHOOL DISTRICT

# DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	Monday, September 22, 2014
Meeting Time:	6:30 P.M.

Mr. Christina added that he believes that benchmarking is a good tool also. Goals can be reviewed every few months.

Ms. Russell noted the timeline for goals and evaluation in Dr. Arbour’s contract. Dr. Arbour added that when she and Ms. Muffett-Lipinski met, she had only been employed by Dover for a month and a half and school had not been in session at that point so most of her goals were operational.

Dr. Arbour agreed that student goals should be included and can do that during the next round. Mrs. Grady clarified that she just wants to know what Dr. Arbour has found in the district so far regarding positives and negatives. Dr. Arbour appreciated the clarification and better understands Mrs. Grady’s request. She will collect educational impressions and include with her artifacts.

## E. CONSENT AGENDA:

1. **Extended Travel (Student Trips):** Preliminary and Final Approval for Volleyball trip to Springfield, MA 10/12-10/13

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the consent agenda. An oral **VOTE PASSED 6/0.**

## F. OLD BUSINESS:

### 1. **STEAM COMMITTEE UPDATE AND POSSIBLE VOTE TO ESTABLISH SUB-COMMITTEE**

Ms. Russell stated that **the Board received the minutes that were held and that Ms. Meffen would be willing to answer any questions. And** at the last Board meeting, it was decided that Board members could attend the STEAM meeting and decide after attending if they felt that it should become a School Board sub-committee. She continued to say that her view from reading minutes of the last meeting is that this was how the School Board would like to proceed. **We would like to make this an official committee.**

Dr. Arbour clarified that at the last School Board meeting there was **discussion** as to whether or not to make the STEAM exploratory group a School Board sub-committee, but **does not recall** a motion to approve this group as a School Board sub-committee. **We talked about it and that we could go to the meetings if we wished.**

Ms. Russell agreed and noted that it was determined by the Board that the decision would be made at this meeting. **It was my understanding that the decision would be made tonight. Anyonenhave a different take on that?**

Ms. Russell added that this could be a temporary committee and when it is not needed, it will be disbanded as others have been in the past.



**DOVER SCHOOL DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Mrs. Grady asked **if someone could tell her** when the Board recommended that a full committee be established for the purpose of STEAM. She referenced policy BA **Article 6, Section 3** stating that the School Board is legally responsible for establishment of school policy and programs. She continued to **say that the Board approved a STEAM summer program and also approved an after-school STEM program.** She doesn't believe the School Board approved for anything else regarding STEAM. She **asked, the attorney present, before the meeting, if she understood the policy correctly and his answer was that she did.** Mrs. Grady added that she appreciates the work of the group and the importance of the program, but believes this does not have Board approval or authority. **The committee has been called an assigned Lab committee, and exploratory committee, and an advisory committee. Just which is it?**

**The committee made the leader a DIRECTOR of Steam Academy. Do you know of any time that this was decided by the Board.? Committees establish a chair of the committee while a Director is similar to an administrator, the position must be opened to the public for application and the decision is made by the Superintendent. And then brought before the Board.**

Ms. Russell responded that this hadn't been done yet since Ms. Meffen's group has just been for exploration only. Other committees such as the DHS Vision Committee were not approved by the Board.

Ms. Morrison thought that the Board had given this program their blessing to which Ms. Russell responded that information was brought to the Board due to increased interest. The group started to meet on their own, but there is no programming in the buildings at this time and there have not been any decisions made regarding programming at this time. She agreed that the Board should have been included in the process earlier, but noted that nothing has been implemented yet.

Ms. Muffett-Lipinski commented that she and Ms. Meffen spoke casually about 4 years ago about a possible Charter School in Dover or other options. She added that it has morphed into something different and agreed that it should have gone to the School Board earlier.

Ms. Meffen explained that there has never been intent to convey to the community that this is a sub-committee of the School Board. They have had an open forum which is how it started. She summarized the STEAM timeline to date.

Ms. Soule McCammon commented that the article in Foster's may have muddied the waters by stating a potential location for the STEAM Academy. She continued to say that the article may have been confusing to residents.

Ms. Meffen agreed with Ms. Soule McCammon and stated her appreciation for the Board's time.

Mrs. Grady asked Ms. Meffen if there was anything brought up at the meetings about what the District is already doing in the system that is part of the goal that she has for STEAM. Programs for receiving credit, CTC programs, etc. have already been initiated by the School Board. Mrs. Grady recommended that Ms. Meffen review other programs to see what the District is currently doing. She feels that his should be the start of where the District wants to go.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Mrs. Grady added that it will take a minimum of 5 years before it can be considered since there are so many changes in education. There is a great deal of research that still needs to be done.

Ms. Greenshields commented that she has worked with STEM/STEAM in very early education and finds that it is very challenging to see kids go to kindergarten and get away from what they have learned in earlier years. Her advice to Ms. Meffen is to do as much research as possible to determine the need for a committee. She still feels that Ms. Meffen has been “doing homework” to see if a committee is needed. Ms. Greenshields felt that there may be steps that can be taken to start implementation of a program at this time, even though a full program implementation could take years. She added that it would be a disservice to students if a committee wasn’t formed..**She is interested in bridging the gap. It helps students to decide what they may want to be.**

Ms. Russell believed that the intent of this special session was to choose to either make a formal committee or to not make a formal committee..

**Superintendent Arbour stated that she was not sure if the Board was going to make a motion this evening but you should include language as to what you are charging the committee to do so there is guidance.**

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to set up a School Board sub-committee to discuss planning of what it would take to include STEAM into existing curriculum and what would be **feasible** for longer term programming

Mrs. Grady commented that the high school project could cost a minimum of \$50 million. In addition the cost of a STEAM Academy should be included in CIP. She continued to say that she is not sure if there is still debt left at the high school.

Mrs. Grady continued to say that the Superintendent may need to find an additional \$1.1 million in salaries alone. Eventually, there also may be a need for an elementary school. The police building and parking **garage** are in the process of being built, along with a waterfront project. **And the Dover High School Project.** Garrison School will be in need of repairs in the near future also. All of these items will cost the City a great deal of money **Garrison School has been in the CIP for 7/8 years and it is in tough shape. This sets a financial figure of around 100 million dollars.. Steam has 10 to 11 students per class.Prior motions was to discuss the feasibility of a committee at this time.**

Mrs. Grady asked if the Board is ready for this step and maybe more research should be done since there is so much going on at this time.

Ms. Greenshields asked to add “equity and access” to the motion amending the motion to:**charge how quality and access can be be distributed through the committee along with financial feasibility.**

**Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded forming a School Board sub-committee to discuss feasibility of including STEAM into existing curriculum, including equity, access and financial feasibility for longer term programming. An oral VOTE PASSED 5/1 (Grady opposed).**



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Mrs. Grady explained her opposition stating that she thinks it is too quick and too soon and the Board needs more time to determine the direction of the committee.

Mrs. Grady cautioned against rushing into this. Ms. Morrison added that the reason the committee wasn't determined at the last meeting was so that the Board could think about it and make a decision at this meeting.

Ms. Russell commented that the committee will do much of the research.

As long as there is not a quorum of the school board on the sub-committee, the committee is acceptable.

Mrs. Grady asked who nominates members of the committee. Ms. Russell responded that the Board only nominates School Board members of the committee

**Final Motion and vote taken of the evening.**

**Ms. Russell: Anyone else????**

**"All in favor of forming this committee for STEAM to discuss the feasibility and whatever Robin has so dutifully added for us"**

**Passes 5 to 1**

Ms. Muffett-Lipinski and Ms. Soule McCammon were excused at 8:30 P.M.

### **G. NEW BUSINESS**

#### **1. ENERGY STRATEGY**

Dr. Arbour explained Energy Strategy stating that she will be adding it to the October 6 School Board meeting. She is trying looking at ways to save money through reduced energy consumption. She will have experts in behavior of occupants present to the Board. She will also look at the physical plant and how savings can be achieved which will be an important part of the budget proposal. These savings will allow cost savings can go toward educational programs. Policy and procedure will be addressed as well.

Ms. Greenshields asked how she is getting sourcing experts and requested energy costs per building. Dr. Arbour stated that one of the presenters is Johnson Controls. They currently work with the City of Dover. Synergistic is a company that helps to manage energy consumption and there are other companies available that can help with these issues also. Dover may want to or need to partner with another school district so that there is enough population for these companies to provide expertise.

### **H. SCHOOL BOARD MATTERS OF INTEREST**

Ms. Morrison attended the State of the State meeting and noted that UNH has put a freeze on tuition costs for the next 5 years. She is impressed with the achievements of Governor Hassan.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	Media Center, McConnell Center
Meeting Date:	<b>Monday, September 22, 2014</b>
Meeting Time:	<b>6:30 P.M.</b>

Ms. Russell stated that she, Dr. Arbour and Ms. Greenshields will be involved in JBC architect interviews on September 25.

### **I. ADJOURNMENT**

Sarah Greenshields moved, Doris Grady seconded to adjourn the special session at 8:40 pm. An oral **VOTE PASSED 5/0.**

Respectfully submitted,  
Robin LaFleur, Recording Secretary

DRAFT



DOVER SCHOOL  
DISTRICT

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

**A. CALL TO ORDER:** Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, October 6, 2014 at 7:02 p.m. in the McConnell Center Media Center.

**B. ROLL CALL:** Present were Amanda Russell, Betsey Andrews Parker, Kathy Morrison, Doris Grady, Sarah Greenshields, and Carole Soule McCammon. Michelle Muffett-Lipinski was excused.

Also present were: Business Administrator Karen Taylor, WPS Principal Patrick Boodey, GES Principal Beth Dunton, CIA Director Paula Glynn, DHS Principal Peter Driscoll, DMS School Counselor Fran Meffen, HSS Principal Mike McKenney, PPS Director Christine Boston, CTC Director Louise Paradis, DMS Principal Kim Lyndes, DTZ Manager Jeff White, Fosters, Citizens.

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

**D. CITIZENS' FORUM:** Fran Meffen, 16 Benjamin Way and DMS School Counselor, invited the School Board to attend any of the sessions of the first session of STEAM Academy (after school program) which starts today. She summarized the offerings for the School Board.

**E. AGENDA APPROVAL:** Sarah Greenshields moved, Carole Soule McCammon seconded to approve the agenda as presented. An oral **VOTE PASSED 6/0.**

### **F. APPROVAL OF MINUTES**

1. Regular Session #9, September 8, 2014
2. Special Session #9, September 22, 2014
3. Public Meeting to Enter Non-public Discipline Hearing #6, September 30, 2014

Betsey Andrews Parker moved, Sarah Greenshields seconded approval of the minutes.

Doris Grady **asked to remove F1 and F,2 for many reasons and asked to table the minutes of September 8,2014 and Sept.22, 2014 until** the recording secretary, Robin LaFleur **can** review the video of the **these** School Board Meetings and insert information that is missing. She feels that much of the conversation from that evening is missing and would like to have that included as part of the public record.

She continued to say that the motion in the minutes of September 8 did not say that a decision must be made at the September 22 Special Session and should be brought back for discussion. The Board was told that they had to proceed and make a decision on September 22, but there was no indication of this on the video of that meeting. She added that Chairperson Russell had said this would be a temporary committee. Mrs. Grady commented that Policy BA states that the School Board is legally responsible for establishment of new programs. The STEAM Academy is a program and not a committee. The lead person of a committee is a chairperson, whereas the lead person of a program is a director. A director for a program would need to be



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

nominated by the Superintendent. She suggested that the School Board obtain a legal interpretation. Ms. Russell clarified that STEAM Academy is an after-school enrichment program. Mrs. Grady agreed that the Board had approved these programs in the summer, but the subject of this discussion is a school since a building; along with 500 students is the subject matter. Legally, the School Board must approve this since it is stated in Policy BA in Powers and Duties of the School Board.

Ms. Russell clarified that there is a difference between the current STEAM Academy and what the future STEAM Academy could be.

Ms. Andrews Parker agreed to amend her motion to state that Mrs. Grady will come back to the School Board at the next meeting with language she would like included in the meeting minutes for Regular Session #9 and Special Session #9. Ms. Greenshields agreed to amend her second to the motion. **If Doris wants to come back with the changes, the discussion could be done under Old Business, which will be after the STEAM discussion.**

Ms. Grady expressed great concern with how the School Board was interacting with each other and stated that she may resign from her position.

Ms. Russell re-read the motion made and seconded by Ms. Andrews Parker and Ms. Greenshields: Table Regular Session #9, September 8 and Special Session #9, September 22 and approve Public to Enter Nonpublic Discipline Hearing Session #6, September 30. An oral **VOTE PASSED 6/0.**

Tabled minutes will be discussed at the November 10 School Board meeting.

### **G. CONSENT AGENDA**

#### **1. Correspondence:**

- a. Cat Fanciers Association Cat Show January 24-25, 2015
- b. Ecosystem Computing Challenge

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

#### **3. Leaves of Absence: None**

#### **4. Nominations:**

- a. Sheet 1: Nomination and Election of Staff (Armstrong-Young)
- b. Sheet 2: Nomination and Election of Co-Curricular Staff (Argiropolis-Stewart)

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

- a. Future Farmers of America Convention, Louisville, KY (October 28) Final Approval

Betsey Andrews Parker moved, Carole Soule McCammon seconded approval of the consent agenda items. An oral **VOTE PASSED 6/0.**

**H. STUDENT REPRESENTATIVE REPORT:** Student representative Michael Hoeing discussed activities at DHS. He stated that Spirit Week and the Homecoming dance went well.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

Money was raised to purchase canned goods for the canned food drive. There is a Lip Sync contest on November 14 sponsored by the NHS and Student Council with money raised going to Community Actions Partners in which he will be participating.

**I. POLICY -- CHANGES – PROPOSALS:** None

**J. POLICY ADOPTION:** None

**K. RESOLUTIONS:** None

**L. OLD BUSINESS:**

**1. Energy Conservation Discussion and Presentations**

Dr. Arbour introduced the presentations and stated that this is for informational purposes only. There needs to be no decisions at this time.

At 7:20 PM, Sarah Greenshields moved, Betsey Andrews Parker seconded to take a 5 minute recess. An oral **VOTE PASSED 5/0**. Mrs. Grady had exited the room.

The first presentation was by Charles Fasnacht of Cenergistic. A Powerpoint was presented with facts regarding the focus of Cenergistic. Their focus is saving energy dollars from school districts with an average savings of 26% without equipment changes. This is a behavior reducing consumption. This program would include a full time staff person who would be shared between Dover and a neighboring school district. This person will typically do 10-15 building audits per week, mostly when the building is not in use.

There is no charge for the first 4 months and the projected savings for the first 16 months is \$98,750 (after all obligations are paid). The savings is based on behavioral changes. There is no fee after 5 year contract but the school district would still realize savings.

Ms. Greenshields commended the program and asked when the program would be presented to Rochester. Ms. Fasnacht responded that the program is being presented to the Rochester School Board on Thursday night.

Ms. Greenshields asked if money will need to be spent on old buildings before savings are realized. Mr. Fasnacht responded that there will still be a savings no matter what type of buildings and equipment are available.

Mrs. Grady asked if he had visited the buildings. The response was that team members had visited the buildings. She asked if a boiler or any other item needs to be replaced, will savings be reduced. Mr. Fasnacht responded that there is no requirement of purchases of equipment, but if there is a need to replace something, this will be taken out of the equation.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

Mrs. Grady asked if the basis of the program is training staff to behave more effectively. Ms. Fasnacht responded in the affirmative stating that experts meet individually with our resident experts to train them.

Mrs. Grady asked if he had met with the Business Administrator to review the District's spending. Mr. Fasnacht stated that he had and he looked at all expenses.

Mrs. Grady asked if DTZ and Cenergistic would be doing the same types of things. Mr. Fasnacht responded that they serve a different purpose.

Mrs. Grady asked if there were many small electrical appliances found when his company toured the schools. The response was that this is not the main focus and these items account for less than 1% of the cost. He added that most of the savings are from reducing the number of costly decisions without authorization.

The focus on the program is based on 1200 different evaluations related to use of energy. The savings comes from the difference between routine and best practices.

Ms. Russell commented that the program guarantees that the district will at least break even. There is no risk and the district does the measuring to verify.

Mrs. Grady asked what would happen if the district wanted to break the contract. Mr. Fasnacht responded that there is a "get-out" clause in case the district would opt to break the contract. Cenergistic would receive a recovery of cost.

Mrs. Grady asked if a surety bond is required, to which the answer was negative.

Ms. Soule McCammon asked if both Dover and Rochester need to stay in the program. Mr. Fasnacht responded that there are two separate contracts and the reason two districts are requested is for the convenience of sharing of services such as engineering.

Ms. Soule McCammon asked for an example of a major decision that would cost a large amount of money. Mr. Fasnacht responded that an example is of a food service worker turning on the steam table. The routine that is used may not be the most cost and energy efficient process. A one degree change can add up quickly and cost a large amount of money.

Ned Reynolds of Johnson Controls presented information on energy savings with a PowerPoint presentation. Johnson Controls is an energy savings performance contractor which is a method of project delivery and a financing method for getting energy related work done with a single source. They design and install equipment and measure and verify. There is a guarantee that energy cost savings from the new systems will equal or exceed debt service. There is no impact on the tax rate. This would be one tool to address the needs of the district. ESPC would not be used if the decision is to build a new high school, but could be useful with a renovation.

Ms. Morrison asked if there is an ongoing agreement with the City of Dover to which Mr. Reynolds responded in the affirmative. There is a 10-year contract that was signed in 2009. It



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

took two years to install everything and is in year four of the performance period. There is no current work with the Dover School District.

Ms. Greenshields asked if the City of Dover participated in a behavior program. Dr. Arbour responded that they have not yet engaged in the behavioral component. They are interested in discussing the options. Cenergistic does not typically work with municipalities.

Ms. Greenshields asked for Jeff White's opinion of the presentations. Mr. White commented that the school district is in dire need of infrastructure. Changes are starting to be made in the schools regarding behaviors and he sees benefits to both programs but can't answer at this point if they should both be done at this time.

Ms. Greenshields asked how the greatest needs of the district can be determined. Ms. Taylor responded that Dover High School has the most square footage and some of the older infrastructure, but additional analysis is needed to determine the greatest need.

Dr. Arbour added that an independent energy consultant can help to make decisions and to look at the whole picture and what is best for the district now and in the longer term. The initial process would include an audit of our system.

Mrs. Grady commented that sometime near 2002 there was a policy that all small electrical appliances were required to be out of rooms. Dr. Arbour responded that many of them are still there and though not a focus of these programs, they are important, draw energy and are safety concerns.

These energy policies should be updated and will be placed on a future agenda.

Dr. Arbour has met with city officials and the goal is to try to maximize sharing resources. The energy commission is meeting on October 15 to discuss a solar project that will go out to bid. They offered that the School District participate in this discussion and the meeting is at 5:30 pm in the 2<sup>nd</sup> floor conference room of the City Hall. This may provide more information to the School Board regarding maximizing resources.

### **2. STEAM Committee**

The Board Chair asked Superintendent Arbour if she would like to explain her discussion with the City Attorney.. Dr. Arbour then explained that "We met today and had a conversation in reference to a discussion with Attorney Blakenstop" A question had been raised by . several about confusion of the motion made and voted at the Sept. 22,2014 meeting.. On order to have clarity about the Board's intent, Upon advice,Dr. Arbour explained this agenda item stating that there had been confusion on the intent of the motion and asked the Board to consider rescinding the motion made at the September 22 Special Session for clarity.

Dr. Arbour's recommendation would be re-establishment of discussion and a re-vote on intent.

Mrs. Grady asked if this is legal since Ms. Muffett-Lipinski is excused from this meeting and had made the original motion at the last meeting. Mrs. Grady read the motion that had been



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

previously approved and noted there was nothing in the motion that **by Michelle** that stated authority was given to form a separate academy called the STEAM Academy. **Please note wording of that motion by visiting the Sept. 22,2014 minutes of the meeting.**

Dr. Arbour explained that she had discussed the specific charge of the committee with the City Attorney and it became clear that there was more work to be done. She believes the intent of the motion was to form a committee to determine appropriate next steps and for further exploration.

She added that the charge and makeup of the committee should be discussed and if it is a work group only, that would need to be discussed also.

Dr. Arbour believed that the School Board could make a motion to withdraw the charge of the committee in order to revisit it.

Mrs. Grady added that at least one member of the committee is a non Dover resident and inquired if others were also from other communities. Dr. Arbour commented that she wasn't sure, but the expectations can be set if it is a subcommittee. Mrs. Grady reminded that a non-resident cannot be a voting member of a committee.

Ms. Russell stated that the motion to reconsider must be made by a Board member who voted in favor of the previous motion.

Sarah Greenshields moved, Carole Soule McCammon seconded to reconsider the subcommittee of the School Board for the purpose of STEAM. An oral **VOTE PASSED 5/0 (Grady abstained)**

**Ms. Russell then stated that we are now reconsidering.**

Dr. Arbour stated that if the work is to be done under the auspice of the school district, the School Board would need to define it as either a Board subcommittee or a work group. If a work group is the choice, the School Board would then task the superintendent to assemble and support it. She would need to have clarity about what the charge is, the duration, and what information is requested to be brought back to the School Board.

Ms. Andrews Parker stated her strong feelings about STEAM and the reasons for it. She feels that there is a great deal of momentum with UNH, CTC and outside businesses. She likes the previous motion because it dealt with how to incorporate STEAM into existing curriculum.

She would like the group to look at what can be done for the students of Dover and wants to keep the momentum going. She feels that something needs to be done to bring it back and is a believer in working within the school district and not outside it.

Ms. Greenshields agreed with Ms. Andrews Parker and believes that all Board members share her feelings **Lipinski's motion was spot on but we did not define the reviewing portion.** In the



DOVER SCHOOL  
DISTRICT

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

previous motion failed to define the scope, length of committee and **our desired** outcome. She believes that Ms. Meffen's committee has done a great job, but a true inventory needs to be done by the District of the work of the committee.

Ms. Greenshields would like Dr. Arbour to make this a high priority and would like a true understanding of work that has been completed to date and how it can be implemented in the existing curriculum. A formation of a new STEAM-based school is very far down the line.

Ms. Russell agreed and wants to be sure that STEAM is under the umbrella of the School District and may be more fact-finding and feasibility at this point rather than a committee. The conversation about STEAM should probably have come to the School Board sooner. **We can't change that now but we can move forward with the investigation.**

Dr. Arbour asked if the Board would like a sub-committee or a work group that would work closely with Ms. Meffen and led by the superintendent.

Ms. Soule McCammon stated her frustration on trying to determine exactly what is trying to be accomplished with a committee. She would like some clarification on the goal **What are we talking about? Community organizations ready to go, are we establishing a program, an Academy, what are we going to do about it? I understand the after school but I do not know what we are talking about..**

Ms. Russell responded that the ultimate goal would be part of the charge of the work group or committee.

Dr. Arbour added that a first step would be to determine how to incorporate STEAM into existing curriculum with longer term options. Inventory on work already done as well as work with current staff would all need to be part of the investigation.

Ms. Morrison suggested the possibility of a future workshop on the subject and delaying a decision on a committee or workgroup.

Ms. Greenshields commented that it would be Dr. Arbour's job to obtain information and bring back to the School Board. The workgroup, under the supervision of Dr. Arbour would explore opportunities on how to integrate STEAM into the School District and bring recommendations to the Board for approval. **In terms of types of programs we are looking at. Work within the system so it becomes stronger within our system.**

Mrs. Grady commented that the current discussion is almost exactly what was moved by Ms. Muffett-Lipinski at the last Board meeting. Dr. Arbour agreed that it is similar, but wanted to provide clarity. The overall intent is similar, but need more expectations of the work group or committee.

Mrs. Grady asked about the makeup of the workgroup. Dr. Arbour responded that she feels that since she is tasked by the Board with putting together the workgroup, she could more easily



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

select members who could be accessed easily allowing more options to be explored. It would be more difficult with a sub-committee since it is more of a closed group.

Ms. Russell summarized and stated that instead of a committee with the School Board, a work group put together by Dr. Arbour of school staff and possibly others would investigate options and report back to the Board. This group would have no decision-making authority, but would provide recommendations and Dr. Arbour would report back to the School Board in a pre-determined period of time.

**Dr. Arbour stated that would be her recommendation. They would bring information to the Board.**

Ms. Andrews Parker stated her agreement with the workgroup. There is community momentum and would like to keep it going.

Ms. Glynn added that the State of NH has added a STEM as part of NH curriculum and there is a science Task force that is working with implementing the standards. This will be integrated with the daily curriculum of students who are K-12. The task force can possibly work with Dr. Arbour on this.

Ms. Russell asked if the workgroup would be beneficial in implementing this new curriculum. Ms. Glynn responded that it is in initial phases, but all parties should work together. **42 parents are on this committee who have another dimension of this in Dover.**

Ms. Russell stated that although very similar, STEM and STEAM are different and Ms. Greenshields commented that the issue is much larger than any sub-committee.

Sarah Greenshields moved, Carole Soule McCammon seconded to form a workgroup charged by the Superintendent to further investigate implementing STEAM into current curriculum and make recommendations to the Board for the future. The group is tasked to considering equity, access and financial feasibility. The group should be comprised of school district employees, community members, superintendent and other stakeholders and experts. They should be charged for the 2014-2015 school year and report their findings and recommendations to us by July 31, 2015. At the Board's discretion, the group may be extended. An oral **VOTE PASSED 6/0.**

School Board members are not part of the committee but may attend as observers, not participants. Dr. Arbour is tasked with committee formation and administration.

### **3. Amend Budget Preparation and Adoption Schedule**

Dr. Arbour stated that she has met with City Manager Joyal regarding the budget approval date and communicated to him that the School District loses highly qualified teachers each year due to the late date of the budget adoption by the City Council. The late date affects many things including reductions in force. The goal is for a May adoption of the budget by the City Council.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

Ms. Andrews Parker asked if the school budget hearing is during April vacation to which Dr. Arbour responded in the negative.

Betsey Andrews Parker moved, Sarah Greenshields seconded to approve the amended budget schedule. An oral **VOTE PASSED 6/0**.

### **N. NEW BUSINESS**

#### **1. Approval of 2015-2016 School Calendar**

Dr. Arbour presented the calendar and noted the late date of Labor Day and return of students. She commented that the calendar was completed in collaboration with area schools so that students would not miss time.

Ms. Andrews Parker asked if school vacations are the same as Massachusetts. It was noted that they are different weeks. She also asked why students and staff do not work on the Wednesday prior to Thanksgiving. It was determined that this was because it was bargained in many years ago in exchange for evening teacher conferences.

Ms. Andrews Parker stated her dissatisfaction for a Tuesday teacher workshop during the same week as Veteran's Day. She would prefer that it would be attached to a weekend since middle of the week makes it difficult on families. Dr. Arbour responded that it was the best option when discussing with area superintendents. Dr. Arbour commented that it can be changed, but the Dover calendar will be out of sync with area schools. At least one of the other schools has approved the calendar at this point.

Ms. Russell commented that the calendar can be amended at a later date.

Sarah Greenshields moved, Betsey Andrews Parker seconded to approve 2015-2016 school calendar. An oral **VOTE PASSED 5/1 (Andrews Parker opposed)**.

Dr. Arbour will bring back information on the calendar as she hears from other Districts.

#### **2. Nottingham Contract Negotiations Update**

Dr. Arbour stated that she spoke with Nottingham Superintendent Bob Gadomski and stated that the Nottingham contract expires in 2016. Mr. Gadomski had told her earlier that the Nottingham School Board was considering going out to bid for a new contract, but had reconsidered and would like to open conversation with Dover regarding a new contract. The existing negotiating team of Ms. Greenshields and Ms. Russell will be meeting with Mr. Gadomski and members of the Nottingham School Board regarding a new contract. Dr. Arbour continued to say that Mr. Gadomski and his Board is interested in finding out what the Dover School Board is hoping to accomplish with a new contract.

Ms. Soule McCammon was excused from the meeting at 9:35 PM.

#### **3. Approval of DEOP Job Classification Change**



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

Betsey Andrews Parker moved, Sarah Greenshields seconded to approve the change as presented. An oral **VOTE PASSED 5/0**.

#### **4. Approve Student Tuition Rates for 2014-2015**

Betsey Andrews Parker moved, Sarah Greenshields seconded approving student tuition rates as presented. An oral **VOTE PASSED 5/0**.

#### **5. Month of September Condition of Accounts and Quarterly Special Funds Report**

Ms. Taylor explained the new format of the report and stated that there is a negative number in the report due to a grant that has not been approved. That will change when the grant is approved.

Ms. Russell asked when tuition payments are received. Ms. Taylor responded that there are three installments for Barrington and ten for Nottingham and invoices should be going out soon.

**N. SUBMISSION AND PAYMENT OF BILLS:** Sarah Greenshields moved, Kathy Morrison seconded to direct the payment of manifest 15-D in the amount of \$199,316.99 for FY14 and \$2,128,386.43 for FY15 for a total of \$2,327,703.42 for the period 9/9/14-10/6/14. A roll call **VOTE PASSED 5/0**.

#### **O. SUPERINTENDENT'S REPORT:**

Dr. Arbour reported on the following topics:

She has completed the first 90 days as superintendent and has developed the budget schedule for Board, finished initial meetings with Board members, met with area school leaders (public and private schools), organized School Board training, begun budget process with administrative team, secured a professional mentor, attended community events (State of the State w/ Governor Hassan, City Council/Planning Board, GBCC fundraiser w/ focus on advanced manufacturing on NH). She will provide a quarterly report of evaluation system at the November Board meeting.

Dr. Arbour noted several challenges regarding transportation this fall including busses very late to elementary schools in the afternoon, calls to First Student office not being answered when local dispatcher is driving, difficulty retrieving video feed in a timely manner, difficulty with computer route software, concerns about bus maintenance and already ongoing minor issues exacerbated by construction and general traffic congestion. She and Ms. Taylor have met with First Student representatives from Dover, Hampton and the regional offices to address these issues. They are looking at cleaning up some of the routes where they overlap for several busses, along with the possibility of combining some middle and high school runs for busses that are well under capacity. These busses freed up can be used to support elementary runs. In the long term, they are looking to address start and stop times (will also possibly help with traffic issues around the DMS/DHS campus) and will have community conversations before



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

making any decisions on final times. They are also addressing training and IT needs at the Dover First Student office and are working with First Student to ensure reliability of all busses.

Dr. Arbour stated that she has been engaging in energy conversations with City Manager Joyal and City Planner Parker to see where the District and the City can collaborate.

She updated the status of the DHS kitchen floor stating floor tiles began popping up in the kitchen work area as a result of expansion and contraction and inferior installation of the existing tile. Repair is underway.

Dr. Arbour continued her report by updating the School Board on My School Bucks. The system failed when Heartland attempted to upgrade it this fall resulting in inability to make online payments to accounts, F/R lists, student status for 5<sup>th</sup> graders not correct, some lost data and POS terminals not working. The kitchen staff was wonderful in ensuring that all students were fed while issues were worked out. The current status is that all POS terminals are working, the online payment system is working, the system is up and running, accounts have been reconciled, F/R lists have been corrected and she and Ms. Taylor are working on gathering information about lost revenue to address the issue with Heartland.

Lastly, Dr. Arbour addressed IT issues. She commented that there have been many challenges with compatibility of web filters and the firewall and District IT personnel are working closely with the City to address the conflicts. They are still working on the summer projects before anything new is undertaken. The District is working on an IT audit of physical infrastructure, hardware, staffing, connection to the City's IT infrastructure in order to determine how best to proceed.

Despite operational challenges of opening school this past month, teachers and administrators have pulled together to be patient and supportive. Progress is being made toward longer term solutions to these issues.

### **P. COMMITTEE REPORTS:**

Kathy Morrison reported on Technology committee meeting of September 9. The committee reviewed the technology plan that was submitted to the state in June and reviewed the 5-year action plan and budget proposal. They also previewed the summer work upgrades for DMS and DHS schools to ensure Wi-Fi communication. They also discussed support for teacher training with chrome books, SmarterBalanced testing and logistics and middle and senior high using 365 and Google for Elementary schools. Passwords were also discussed. It was suggested that a committee meet with IT to discuss software issues.

Sarah Greenshields reported on Curriculum committee that met on October 2. This was the first meeting of the year and planning for the year was discussed, along with mission and vision and report cards.

Sarah Greenshields reported on Joint Building Committee. They had met with four firms from the RFQ for feasibility study and this number was reduced to two firms. Reference checks were conducted and the committee is scheduled to meeting on October 7 to make a final decision.



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #10  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, October 6, 2014**  
Meeting Time: **7:00 pm**

### Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Russell commented that the Joint Fiscal Committee will meet on October 15<sup>th</sup> at 7:00 pm in Room 305 of the McConnell Center and the Joint Schools Boards of Dover, Nottingham and Barrington are scheduled to meet at the DHS Gourmet's Table on October 28<sup>th</sup> at 6:30 pm.

**R. ADJOURNMENT:** Sarah Greenshields moved, Kathy Morrison seconded to adjourn at 9:50 P.M. An oral **VOTE PASSED 5/0.**

Dr. Arbour's and other's handouts have been archived with these Minutes.

Respectfully Submitted,  
Robin LaFleur, Recording Secretary

DRAFT



**The perception of higher education among a sample of low-income high school age students in the UK and the US: What are the opportunities and barriers?**

**Purpose of the study:**

To learn if high school student perceptions of barriers to and opportunities of a college education are the same or different in two similar countries and populations.

Access to higher education and inequality in higher education attainment is a global problem. Research has demonstrated that students from similar backgrounds within the same country face similar changes in accessing higher education. But are the challenges in accessing higher education limited to specific nationalities and demographic populations, or are barriers to participation in higher education broader in scope? Through this comparative case study, my colleague and I seek to explore the following questions below:

Do American and British students from similar backgrounds have similar aspirations for participation in higher education? How do these students perceive the role of higher education in their life, if at all?

Do American and British students from similar backgrounds perceive similar barriers to participation in higher education? Are these barriers specific to where students live, or are they broader issues related to socioeconomic background and parent education rather than nationality?

**International Partner:**

Anna Mountford-Zimdars, Professor in Higher Education, King's College, London

[anna.mountford-zimdars@kcl.ac.uk](mailto:anna.mountford-zimdars@kcl.ac.uk)

**Time Commitment from School:**

The project is structured to have four students in three focus groups in each country, for a total of 12 American and 12 British students. Each student would first participate for a 1-2 hour conversation with their classmates at Dover High. Then at a later date each student would participate with the same group of students plus a group of British students via video conferencing technology for 1-2 hours.

2 hours > identification of subjects by school staff, distribution of forms home to parents, collection of forms and distribution to researchers

1 hour > setting up scheduling so students can participate in the conversation

2-4 hours participation for each student, which results in 6-12 hours total (due to the 3 groups)

*About 9-15 hours total commitment, plus any follow up activities*



**Target Populations:**

12 parents and 12 students total.

1. Parents or guardians that have not gone to college and are low-income. Low-income status is determined by free or reduced lunch eligibility for the student. Parents will be asked to complete a survey that will help the researchers determine if students are eligible for the study.
2. Students will be selected that do not have parents who went to college and are eligible for free or reduced price lunch. Students should ideally be sophomores in high school (around 15-16 years old). At least four of the students (33% total) should be non-white in race/ethnicity if possible to assure diversity in the sample. More than four students can be non-white but it is not required.

*Process – school staff would identify potential students. Researchers would only look at information from and interact with parents who gave their permission and completed the eligibility survey.*

**Scheduling:**

Since the London area is 5 hours ahead of the USA, ideally US students could meet in the morning sometime for this project. Depending on the needs of the two schools, we could aim for November/December or January/February.

**Privacy and Permission:**

Parents/guardians must give permission for any student participation. The students themselves must also give their permission and willingly participate in the study. Students would be audio recorded for the first conversation and video recorded on the second one, but all recordings will be destroyed after the study. Neither Dover nor the other school will be identified, nor will any students or parents.

**Final Product:**

For Dover, we could do a final informational presentation and other workshops to be negotiated.

For the researchers, ideally this project would result in a conference presentation and scholarly article.



October 8, 2014

Dear Principal Driscoll:

I am conducting a study that looks at how students view college after high school. I am a doctoral student at the University of New Hampshire. I hope to learn more about what opportunities and barriers students perceive about pursuing higher education. The purpose of the study is to gather information that will help high schools, colleges, and universities to better understand what factors help or prevent students from pursuing education after high school. I am collaborating on this project with a professor from Kings College in London, England. We want to explore if students in the United Kingdom and the United States from similar backgrounds experience common challenges and opportunities in how they view higher education. I have selected your school as a potential school site for the study because your student population matches the kinds of students I'm interested in studying.

Allow me to share details of the study. I would like to interview 12 students at your school and send a survey to 12 parents or guardians at your school. 24 participants (12 students and 12 parents/guardians) will also be asked to participate in the United Kingdom, for a total of 48 participants in the study. I'm seeking students whose parents did not attend college who are low-income. I'm hoping to interview students from a variety of racial backgrounds, including students who are not Caucasian, though some Caucasian students can participate in the study. I would ask your help in identifying students that may want to participate in the study. I wouldn't have any direct contact with the students or families at first – you would send some materials home to students who you think may be a good fit for the study, and I would only interact with the students once I had their parents' or guardians' permission.

The study would require students to meet once in groups of four with other students in their school for about an hour. The students who met in that group of four would then be asked to participate in a one hour conversation with students from England via Zoom (video conferencing technology similar to Skype). Therefore the time commitment for students would be about 2 hours total. I would like to meet with three groups of students total (with four student per group)

for a total of 12 students and six different meetings (each group would meet for one hour talking with their peers, then each group would meet for another hour talking with students from England via Zoom). Thus, the total time commitment for the school would be 6 hours and a total of 6 meetings. I would like these interviews to occur at the high school before, during, or after school depending on scheduling.

Your students will not directly benefit from the study by any financial compensation or special credentials, but they could enjoy the experience of talking to other students in another country and the reflection on their own career path could be helpful. The first conversation with students among peers in their own school would be audio recorded. The second conversation via Zoom would be video recorded. As a researcher, I might require some assistance from your IT department to get on the school internet if possible. The audio and video recordings will be transcribed so that we can analyze the data and then destroyed so that students cannot be identified. The conversations will all be focused on the opportunities and barriers that students perceive in pursuing higher education.

I would use the following data from the study: parent information on a screening questionnaire as well as student comments from both the national and international conversations. I will not identify you as principal, your school's name, students' names, parents' names or related identifying information in any documents or research studies. I will make every effort to keep the information that is shared confidential. Any identifying information from the study will not be shared with the general public. University of New Hampshire employees and the employees from Kings College in London will be the primary people working with the information generated from the study, and all files will be password protected. The results of the questionnaire might be reported in conference presentations, journals, or policy briefs. Your name, your school's name, the students' names, and the parents' names would never be linked to the information in any of these presentations or publications.

However, sometimes personal information that students or parents share in their responses such as their job or ethnic background may identify them. Some information about your school profile

could identify you as a school district. Although I will make every effort to keep information related to the study confidential, I cannot guarantee confidentiality. Information from the study may be shared with officials at the University of New Hampshire, appropriate government agencies, and other groups as necessary. In rare situations, I may be required by law to report information (such as child abuse, violence against self or others, etc).

If you give permission for the study to occur in your school, please sign the form below.

If you have any questions about this study, feel free to contact me, Quixada Moore-Vissing at (603) 498-6185 or [qvissing@wildcats.unh.edu](mailto:qvissing@wildcats.unh.edu), or my academic advisor Dr. Bruce Mallory, at (603) 862-2821 or [bruce.mallory@unh.edu](mailto:bruce.mallory@unh.edu)

**I, name \_\_\_\_\_ AGREE to allow students in my school district participate in the research study if the students and their parents/guardians grant approval.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## **Student Assent for Participation in Study**

Dear student:

I am a graduate student from the University of New Hampshire who is interested in how students your age view education after high school (such as college). I hope to learn more about your personal feelings about pursuing an education after high school. You are invited to participate in an international research study.

The purpose of the study is to gather information that will help colleges and universities to better understand what factors help or prevent students from pursuing education after high school. You won't get any benefits from participating in this project, but it will help me to understand how to support other students and families as they consider education after high school. This project has no connection to your classes or grades. It won't influence your reputation or relationships with teachers. But it will help me to learn more about your experience, which may in turn help others.

If your parents or guardian agree that you can participate in the study, you also have a choice whether or not you'd like to participate. If you choose to participate in the study, it will proceed as follows. First you will have the chance to talk with three other students from your school about college. You would talk during or after school with these students one time for about 45 minutes to an hour. We would audio record that conversation. Then you will get to talk with these same students from your school together with British students about college using Zoom (video conferencing technology similar to Skype). This conversation would also take about 45 minutes to an hour, and would be held during or after school. We would video record that conversation. Both conversations will be hosted at your high school, so you do not need to travel elsewhere.

My co-worker in England and I are asking 12 students in each country, for a total of 24 students, to participate in this international study. So you would be one of these twelve American students if you choose to participate. We also are asking parents and/or guardians of each student to fill out the questionnaire. Thus, the total number of participants in the study will range be 48 people – 24 parents and 24 students total.

I will audio and video record conversations so I make sure I capture your thoughts accurately. After the audio and video recordings have been typed up so that we can use them for research, we will destroy the original recordings so that your voice and face cannot be identified. I will make every effort to keep the information that you share with me is confidential. However, sometimes personal information that you share through the interviews or that your parents share through the questionnaire may identify you. University of New Hampshire employees and the employees from Kings College in London will be the primary people working with the information generated from the study, and all files will be password protected. Your comments from both the conversation with American students and the conversation with American and British students might be reported in presentations at conferences or in research publications. But your name, your school's name, and your parent(s) or guardians' names would never be linked to the information in any of these presentations or publications.

However, I want you to know that there are some risks in confidentiality that exist if you choose to participate in the study. Sometimes personal information that you share about yourself and your family such as your mother's job or your ethnicity may identify you or your parents. Some information about your school profile could identify your school district so that people guess what high school this study occurred at. Although I will make every effort to keep information related to the study confidential, I cannot guarantee confidentiality. Information from the study may be shared with officials at the University of New Hampshire and at Kings College London, appropriate government agencies, and other groups as necessary. In rare situations, I may be required by law to report information (such as child abuse, violence against self or others, etc).

If you agree to participate in the research study, please sign the form below. Participation in this study for both you and your parents/guardians is completely voluntary. There will be no penalty if you choose not to participate or to withdraw from the study. There is no payment for this study and no reward for participation other than the experience of being in the study. If you do not feel comfortable participating in the interviews with other students, you are under no obligation to do so.

If you have any questions about the study, feel free to contact me, Quixada Moore-Vissing at (603) 498-6185 or my academic advisor Dr. Bruce Mallory, at (603) 862-2821 or [bruce.mallory@unh.edu](mailto:bruce.mallory@unh.edu)

If you have any questions about your rights as a research participant, feel free to contact Dr. Julie Simpson, who is the Director of UNH Research Integrity Services at (603) 862-2003 or [Julie.simpson@unh.edu](mailto:Julie.simpson@unh.edu)

**Please sign below if you GIVE PERMISSION FOR your information/comments from the two interviews to be used for research purposes.**

**I, name \_\_\_\_\_ AGREE to allow my information to be used for research purposes.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## **Consent for Adult Participation in Screening Questionnaire**

**Note:** *This letter will be distributed to parents prior to any interaction with students as a first step in the research process.*

Dear parent/guardian:

I am conducting a study about how high school students think about education after high school, such as college or other training. I am a graduate student at the University of New Hampshire studying education. I'd like to conduct an international study between high school students in England and the United States, and your student's high school has been selected as a research site. A colleague at Kings College in London is helping me to work with English students. The purpose of the study is to gather information that will help colleges and universities to better understand what factors help or prevent students from pursuing education after high school.

We are asking 12 students in each country, for a total of 24 students, to participate in this international study. We also are asking a parent and/or guardian of each child to fill out the questionnaire, thus 24 adults will participate in the questionnaire and 48 individuals (children and adults) total will be involved in the study. Although you and your student will not benefit directly from participating in this project, your participation would help me to understand how to support other students and families as they pursue education after college. Keep in mind that participation in this study will not affect your student's grades or reputation at school in any way. I thank you for considering helping me out.

The study would proceed as follows if you qualify and choose to participate. During or after school at the high school, I would like to talk to four students in the United States together as a group for about 45 minutes. This first group conversation would be audio recorded so that I can make sure I accurately represent student comments. My colleague in England will be conducting conversations with British students of a similar nature. Then the same group of four students in the United States will have the chance to speak over Zoom (internet video chatting similar to Skype) with four other students from England about their plans for the future. This conversation will take about an hour. These video conversations would also be recorded. After the study is over, all recordings will be destroyed.

In order to see if your student qualifies for the above described study, I would like you as a parent/guardian to answer a brief questionnaire which is included below. The questionnaire will help me to determine if your child is eligible for this research study. If you participate in the questionnaire below and your student is selected to participate in the study, I will include some of your responses to the questionnaire in the final research study. I will make every effort not to identify you as a parent or guardian, your student's name, or related identifying information in any documents or publications. University of New Hampshire employees and the employees from Kings College in London will be the primary people working with the information generated from the study, and all files will be password protected. The results of the questionnaire and student responses from the two conversations might be reported in conference presentations, journals, or policy briefs. Your name, your school's name, and the students' names, would never be linked to the information in any of these presentations or publications.

However, there are some risks to confidentiality that exist if you choose to participate in the study. Sometimes personal information that you share about your student and family such as your job or ethnicity may identify you or your student. Some information about your school profile could identify your school district. Although I will make every effort to keep information related to the study confidential, I cannot guarantee confidentiality. Information from the study may be shared with officials at the University of New Hampshire and at Kings College London, appropriate government agencies, and other groups as necessary. In rare situations, I may be required by law to report information (such as child abuse, violence against self or others, etc).

You will need to take the following steps if you would like to participate in the research study:

- Sign the form below allowing your information to be used from the screening questionnaire
- Complete the questionnaire below
- Provide your own contact information, as well as your child's, on an attached sheet so that I can get in touch with you if your child qualifies for the research study

You and your child will be asked to read and agree to additional paperwork if you are selected to participate in the study. You are under no obligation to agree to the study. It is voluntary.

If you give permission for the results of the questionnaire to be used for research purposes, please sign the form below. Participation in the study for both you and your child is completely voluntary. There will be no penalty if you choose not to participate or to withdraw from the study. There is no compensation for this study and no reward for participation other than the experience of being in the study. If you do not feel comfortable answering any question on the questionnaire, you are under no obligation to do so.

If you have any questions about the study, feel free to contact me, Quixada Moore-Vissing at (603) 498-6185 or my academic advisor Dr. Bruce Mallory, at (603) 862-2821 or [bruce.mallory@unh.edu](mailto:bruce.mallory@unh.edu)

If you have any questions about your rights as a research participant, feel free to contact Dr. Julie Simpson, who is the Director of UNH Research Integrity Services at (603) 862-2003 or [Julie.simpson@unh.edu](mailto:Julie.simpson@unh.edu)

**Please sign below if you GIVE PERMISSION FOR your information/comments from the questionnaire below to be used for research purposes.**

**I, name \_\_\_\_\_ AGREE to have my information used for research purposes.**

**Signature: \_\_\_\_\_**

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

## QUESTIONNAIRE FOR PARENTS AND GUARDIANS

*We would like to find out a little bit about your family. We appreciate there are many different family structures, so please just respond to the questions as they apply to you.*

- 1. Is your child currently in 10<sup>th</sup> grade?** *(Please circle an answer)*

Yes

No

I don't know

- 2. What is your child's ethnicity and/or race?** *(Please circle an answer)*

Hispanic/Latino

Black/African American

Asian

White

Mixed Race (please specify) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

- 3. What is the gender of your child?** *(Please circle an answer)*

Female

Male

- 4. Is your child eligible for free or reduced cost school lunches?** *(Please circle an answer)*

Yes

No

I Don't Know

5. **We would like to know more about your child's family background. Which of the following people do you live with most of the time?** *(Please circle yes or no for each option)*

Mother	YES	NO
Other female guardian (e.g. stepmother or foster mother)	YES	NO
Father	YES	NO
Other male guardian (e.g. stepfather or foster father)	YES	NO
Brother(s) including stepbrother	YES	NO
Sister(s) including stepsister	YES	NO
Grandparents	YES	NO
Other(s)	YES	NO

Please specify \_\_\_\_\_

6. **If you are the MOTHER of the child or the primary guardian, please circle the highest level of education YOU have completed. If you are the father or second guardian, please complete this for your partner. Complete this even if the mother or first guardian is deceased, divorced, or not present.**

Middle School or Below

High School or GED

Technical Degree (Automotive, Cosmetology, etc.)

Some College

Associates Degree (2 year)

Bachelor's Degree

Graduate Degree

None of the Above

Other Qualifications (please describe in a sentence or two):

**7. If you are the FATHER of the child or the secondary guardian, please circle the highest level of education YOU have completed. If you are the mother or primary guardian, please complete this for your partner. Complete this even if the father or second guardian is deceased, divorced, or not present.**

Middle School or Below

High School or GED

Technical Degree (Automotive, Cosmetology, etc.)

Some College

Associates Degree (2 year)

Bachelor's Degree

Graduate Degree

None of the Above

Other Qualifications (please describe in a sentence or two):

**8. Does the student's mother (or guardian 1) work? Circle YES or NO.**

**9. If the mother or guardian 1 DOES WORK, can you please describe what she does for a job? If the mother/guardian 1 does not work, skip to question 11. (*Write a few sentences below*).**

**10. If the mother/guardian 1 DOES NOT WORK, can you describe what she does? If the mother/guardian 1 works, skip this question. (For example, do you look after the home, or are you a student, or are you unable to work?)**

**11. Does the student's father (or guardian 2) work? Circle YES or NO.**

**12. If the father or guardian 2 DOES WORK, can you please describe what he does for a job? If the father/guardian 2 does not work, skip this question. (*Write a few sentences below*).**

**13. If the father/guardian 2 DOES NOT WORK, can you describe what he does? If the father/guardian 2 works, skip this question. (For example, do you look after the home, or are you a student, or are you unable to work?)**

**14. What do you most hope for the future of your child? (*Write a few sentences below*).**

**15. Do you think education after high school like college or other training plays a part in helping your child achieve this future? (*Write a few sentences below*).**

## **Parent/Guardian Consent Form for Child's Participation in Study**

Dear parent/guardian:

If you are reading this letter, you should have already received paperwork about a research study and completed a questionnaire. You are receiving this letter because your student is eligible for the research study. Just because your student is eligible does NOT require you to participate in the study.

As I shared before, I am conducting a study about how high school students think about education after high school, such as college or other training. I am a graduate student at the University of New Hampshire studying education. I'd like to conduct an international study between high school students in England and the United States, and your student's high school has been selected as a research site. A colleague at Kings College in London is helping me to work with English students. The purpose of the study is to gather information that will help colleges and universities to better understand what factors help or prevent students from pursuing education after high school.

We are asking 12 students in each country, for a total of 24 students, to participate in this international study. We also are asking a parent and/or guardian of each child to fill out the questionnaire, thus 24 adults will participate in the questionnaire and 48 individuals (children and adults) total will be involved in the study. Although you and your student will not benefit directly from participating in this project, your participation would help me to understand how to support other students and families as they pursue education after college. Keep in mind that participation in this study will not affect your student's grades or reputation at school in any way. I thank you for considering helping me out.

If you choose to allow your child to participate in the study, your child would participate in conversations with two groups of high school students. The first focus group would occur at your child's high school during or after school. The conversation would take about 45 minutes to an hour total. Participants in the conversation would include your child and three other students from their high school. The students would be asked questions about how they perceive a college education fitting in (or not) to their future life plans. The students' conversation and your child's comments would be audio recorded, and all student comments will be typed up so that we can

analyze them for research purposes. The second conversation would also occur at your child's high school for about 45 minutes to an hour. Your child will be grouped with the same students he or she spoke with before at the high school, however the group of students will also be talking with a four students from England over video conferencing technology called Zoom (similar to Skype). The British students will also be high school students of the same approximate age as your child. Your child and his/her classmates will then be asked questions about college and to discuss college with the British students through a conversation on the computer. The conversation will be video recorded and all of the students' comments including the comments of your child will be typed up so that we can analyze them for research purposes.

I plan to record conversations and then type them up so that I can examine the comments of all students who participate in the study to see what the similarities and differences are among American and British students in their perception of education after high school. After the audio and video recordings have been typed up, we will destroy the original recordings so that your child's voice and face cannot be identified.

University of New Hampshire employees and the employees from Kings College in London will be the primary people working with the information generated from the study, and all files will be password protected. The results of the questionnaire and student responses from the two conversations might be reported in conference presentations, journals, or policy briefs.

Participation in this study is expected to present minimal risk to your child. Your child's name, your school's name, and your own name would never be linked to the information in any of these presentations or publications.

However, there are some risks to confidentiality that exist if you choose to participate in the study. Sometimes personal information that you share about your student and family such as your job or ethnicity may identify you or your student. Some information about your school profile could identify your school district. Although I will make every effort to keep information related to the study confidential, I cannot guarantee confidentiality. Information from the study may be shared with officials at the University of New Hampshire and at Kings College London, appropriate government agencies, and other groups as necessary. In rare situations, I may be required by law to report information (such as child abuse, violence against self or others, etc).

If you give permission for your child to participate in the group conversations, please sign the form below. Your child's participation in the study is completely voluntary. If your child does not want to participate or you do not want your child to participate, you do not have to sign the form below. Your child can withdraw from the study at any time, and as parent/guardian, you can withdraw your permission for your child's participation at any time. There is no compensation for this study and no reward for participation other than the experience of being in the study.

If you have any questions about the study, feel free to contact me, Quixada Moore-Vissing at (603) 498-6185 or my academic advisor Dr. Bruce Mallory, at (603) 862-2821 or [bruce.mallory@unh.edu](mailto:bruce.mallory@unh.edu)

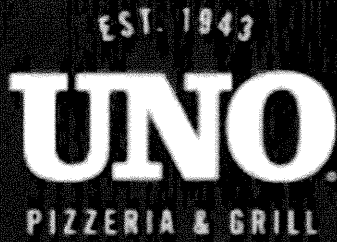
If you have any questions about your rights as a research participant, feel free to contact Dr. Julie Simpson, who is the Director of UNH Research Integrity Services at (603) 862-2003 or [Julie.simpson@unh.edu](mailto:Julie.simpson@unh.edu)

**Please sign below if you GIVE PERMISSION FOR your child's information/comments from two conversations to be used for research purposes.**

**I, (your name)\_\_\_\_\_ AGREE to allow my child's information to be used for research purposes.**

**My child's name is \_\_\_\_\_.**

**Parent/Guardian Signature:\_\_\_\_\_ Date:\_\_\_\_\_**



**EAT, DRINK &  
RAISE MONEY!**

**INTRODUCING:**

**THE  
GET BRIGHTER  
PROGRAM**

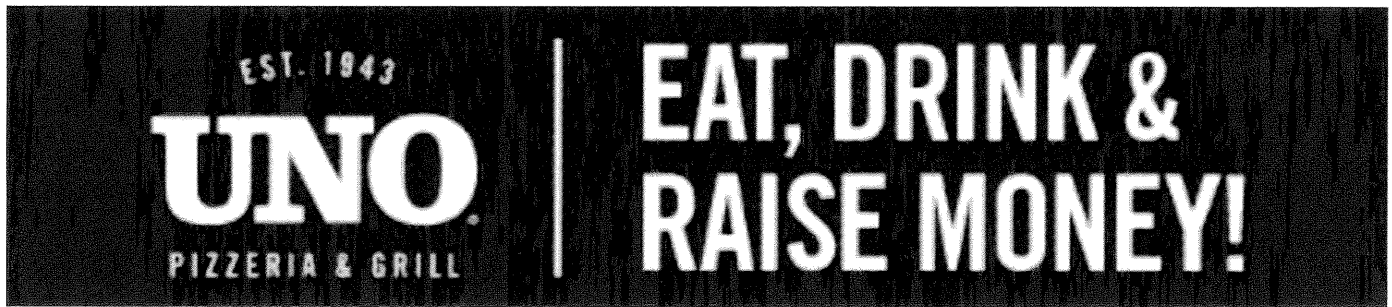




## THE GET BRIGHTER PROGRAM

UNO, CCS New England and Epson have partnered together to create a unique UNO Dough Rai\$er Program: The "Get Brighter" Program,. Get Brighter will launch Spring 2015 and will run for approximately 8 weeks. This program helps school departments raise much needed funds and improves their access to cutting edge technology, helping to improve public education as a whole. In 2015, 8 UNO Pizzeria & Grill locations in the Boston area will participate. Guests of these locations will be able to support their school of choice within that town's public school department by having 20 percent of their total bill donated directly to their school. The school that raises the most funds by the end of the program will receive a cutting edge Epson BrightLink Interactive Projector, retailing at approximately \$2,000, generously donated by UNO, CCS New England and Epson. With the Get Brighter Program, all schools win by raising funds for their school and one lucky school also receives the grand prize.





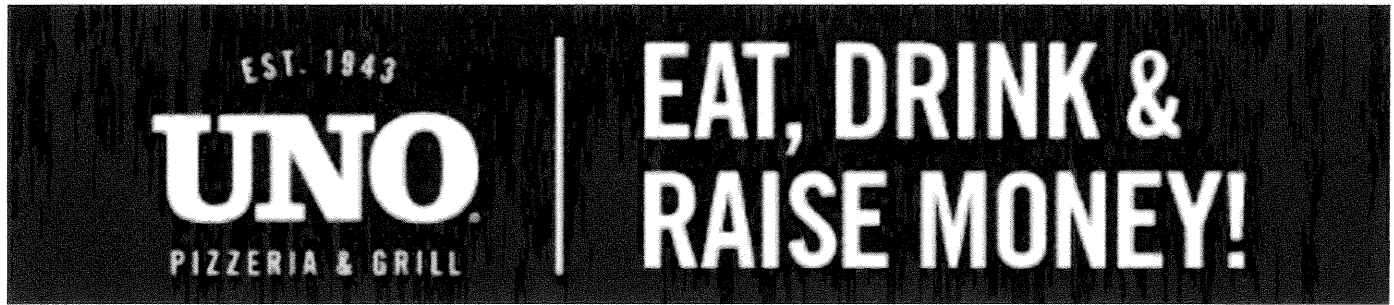
**About UNO:**

Based in Boston, Massachusetts, Uno Restaurant Holdings Corporation includes 143 company-owned and franchised restaurants located in 24 states, the District of Columbia, Puerto Rico, South Korea, the United Arab Emirates, Honduras, Kuwait and Saudi Arabia. UNO's mission is to deliver intensely flavorful, delicious and nutritious food in an environment of heartfelt hospitality, and was named America's Healthiest Chain Restaurant by Health magazine. The Company also operates fast casual Uno Dué Go cafés, a quick service concept called Uno Express, and Uno Foods, a consumer packaged foods business which supplies airlines, movie theaters, hotels, airports, travel plazas, schools and supermarkets with both frozen and refrigerated private-label foods and UNO branded products. For more information, visit [www.unos.com](http://www.unos.com).

**About UNO Dough Raisers:**

Uno is proud to support the local communities it serves with its hugely popular Dough Raisers program. To date, Uno has donated more than \$4 million to deserving organizations. Organizations host a lunch, dinner or both at their local Uno and earn up to 20% of sales generated from guests who eat at Uno to support the cause. (<http://www.unos.com/raisers.php>)





### **About Epson:**

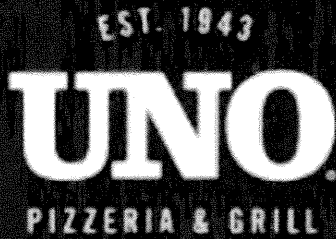
Epson is a global innovation leader dedicated to exceeding expectations with solutions for markets as diverse as the office, home, commerce, and industry. Epson's lineup ranges from inkjet printers, printing systems and 3LCD projectors to industrial robots, smart glasses and sensing systems and is based on original compact, energy-saving and high-precision technologies.

Led by the Japan-based Seiko Epson Corporation, the Epson Group comprises more than 73,000 employees in 94 companies around the world, and is proud of its ongoing contributions to the global environment and the communities in which it operates. Epson America, Inc. based in Long Beach, Calif. is Epson's regional headquarters for the U.S., Canada, and Latin America. To learn more about Epson, please visit: [www.Epson.com](http://www.Epson.com).

### **About CCS New England:**

CCS New England was founded in 1998 by Cheryl and Chris Gamst. CCS serves New England-area customers in the corporate, government and education sectors. The company provides full service sales, design, integration, installation and maintenance of audio and video equipment including interactive whiteboards, classroom response systems, projectors, LCD and Video Conferencing Systems, Digital Signage, audio systems, document cameras, energy management systems, sound masking and more. During the past 15 years, CCS New England has been named a Top 50 Woman Owned Business, Top 50 Diversity Owned Business and Top 50 Privately Held Business. CCS was also recently designated as a certified Cisco TelePresence Video Express Authorized Technology Provider Partner. Additionally, the company was recently ranked by Systems Contractor News magazine in the top 50 AV Integrators in the nation at #6. Commercial Integrator named CCS Integrator of the Year in 2013. For more information about CCS visit [www.ccsnewengland.com](http://www.ccsnewengland.com).





**EAT, DRINK &  
RAISE MONEY!**

## **THE GET BRIGHTER PROGRAM PLAN**

UNO, CCS New England, Epson and your School Department will promote The Get Brighter Program to the local community and surrounding communities from January 2015-March 2015. The program will launch March 2, 2015 and end April 17, 2015. Supporters of each school will utilize their Dough Rai\$er tickets as much as possible during the fundraiser period in order to raise the most funds for their school. Dough Rai\$er tickets will be valid for use in the UNO restaurant located in your town. They will be valid in the restaurant, lounge and also be valid for take-out, delivery and catering. Each school will receive school specific Get Brighter Dough Rai\$er tickets to distribute and utilize. Dough Rai\$er tickets will be valid as printed tickets or when shown on a Smartphone. Get Brighter ticketed sales for each school will be totaled at the end of the fundraiser program. Each school will receive 20% of the sales generated for their school. The school that generates the most funds will also receive the donation of the Epson Brightlink interactive projector valued at \$2,000, training and installation will be included. A Celebration Party will be held in May 2015 to celebrate the program and the winning school.





# THE GET BRIGHTER PROGRAM PLAN

## Materials Provided:

- Dough Rai\$er Tickets, 500 printed tickets for each school.
- Flyers: 500 printed flyers for each school.
- Posters: 10 printed posters for each school.
- Electronic Dough Rai\$er Tickets and Flyers: To utilize to promote electronically and for additional printing.
- Letter Template to be sent home to parents

## Promotional Tactics:

Local Media

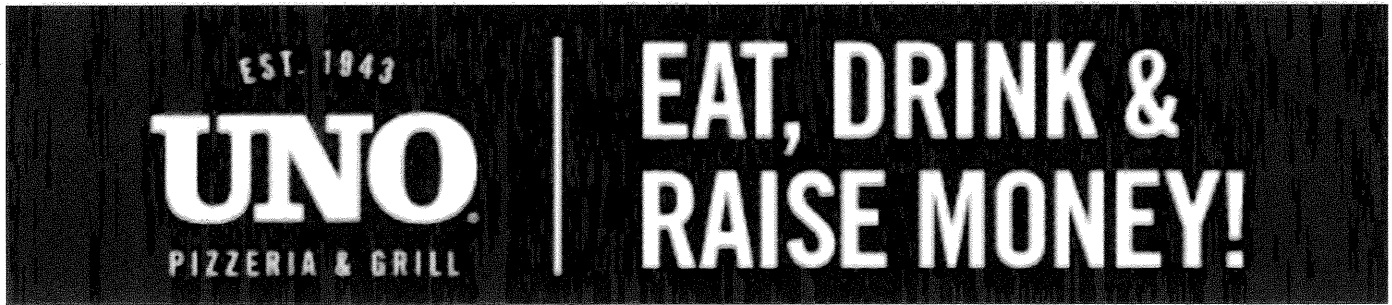
Social Media

Email Marketing

Press Releases

In Restaurant





## **THE GET BRIGHTER PROGRAM PLAN**

### **What is needed from your School Department?**

- Approval to move forward from your School Department's Administration
- Contact with your School's Business Department, IT Department and Technology Department.
- A Main Contact at each of your School's to help promote the program to that school's administrative, parent and student body.
- Assistance with promoting the program through existing communication tools utilized by your School Department (Ex. Email Updates, Website, Text Alerts etc)





**EAT, DRINK &  
RAISE MONEY!**

## **THE GET BRIGHTER PROGRAM**

**Yes, we would like to move forward with  
participating in the 2015 Get Brighter Program.**

**Deadline for Commitment: October 15, 2014**

**Agreed to by:**

NAME:

---

SIGNATURE:

---

DATE:

---

Your UNO Contact:  
Sarah Coletti, Local Marketing  
978-914-0514  
scoletti@unos.com



# Moms on the Run

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August 7th, 2014

Dear School Board Members,

On Mother's Day 2014, we held our 8<sup>th</sup> annual event at the Dover High School. We had an incredible event this year; we have an astounding 1,235 participants. We broke 1,000 people, this was truly amazing!! Our community came together on Mother's Day to support Zebra Crossings. We would like to thank you again for allowing us to use the Dover High School's mezzanine and restrooms. Your generosity has allowed us to make a generous donation of \$19,500 to Zebra Crossings. WOW!!

On Sunday May 10<sup>th</sup>, 2015, we will have our 9<sup>th</sup> annual Mother's Day 5k Run/Walk. For 2015, we have chosen to support End 68 Hours of Hunger. End 68 Hours of Hunger has a location based in Dover NH. The program was established in New Hampshire in 2011. End 68 Hours of Hunger puts nourishing food in the hands of elementary school children to carry them through the weekend. Food is both purchased and packed into bags by volunteers, and delivered to the offices of the selected elementary schools. From there, a school employee delivers the food to the classrooms of the individual participating students. The students take the bags home on Friday afternoon. The cycle starts again every week. More information can be found at [www.end68hoursofhunger.org](http://www.end68hoursofhunger.org)

For 2015, I would like to know if we could have use of your mezzanine, restroom facilities, and cafeteria. Having use of the cafeteria has been extremely beneficial. This area would be used for our post-race snacks. If possible, could we have the rental fee waived for next year? We certainly appreciate the use of the facilities and we also understand that Moms on the Run is responsible for the compensation of the custodian. Each year, I contact Cathy Faure the Facilities Coordinator at the Dover High School.

Thank you very much for your time, consideration and your support. If you have any questions, please contact me at 742-6350. Also, please visit our website for more information regarding our event,

Best Regards,



Nicole Kurr  
Race Director

RENTAL OF SCHOOL APPLICATION

DOVER SCHOOL DISTRICT
DOVER HIGH SCHOOL
25 ALUMNI DRIVE
DOVER, NH 03820-4181
603-516-6890

FULL NAME OF ORGANIZATION: Moms on the Run Mother's Day 5K run/walk
ADDRESS: P.O. Box 1408, Dover, 03820
CONTACT PERSON & DAYTIME TELEPHONE: Kicah Kurt 742-6350
EMAIL ADDRESS: kurr4@comcast.net
BILLING ADDRESS: P.O. Box 1408, Dover, NH 03820
ACTIVITY TO BE HELD: 5K run/walk
DATE(S) REQUESTED: Sunday May 10, 2015 Mother's Day
TIME (S) IN & OUT: 6am - 11am
DOORS WILL OPEN AT: 5:30a - 6am for set-up

REQUEST USE OF THE FOLLOWING FACILITIES:

DOVER HIGH SCHOOL

- Auditorium
Cafeteria (checked) & mezzanine
Cafeteria with kitchen
Classroom (educational agencies only)
Gym
Library
Locker Rooms

DOVER MIDDLE SCHOOL

- Cafeteria
Cafeteria with kitchen
Conference Room
Gym
Library
Renaissance Room

\*For Field Use-See Attached

GARRISON SCHOOL

- Cafeteria
Cafeteria with kitchen
Gym
Library

HORNE STREET ELEMENTARY

- Cafeteria
Cafeteria with kitchen
Gym
Library

WOODMAN PARK ELEMENTARY

- Cafeteria
Cafeteria with kitchen
Gym
Library

We expect \_\_\_ people. We will need \_\_\_ chairs. We will need \_\_\_ tables.
We will not \_\_\_ will \_\_\_ charge admission.
We will not \_\_\_ will \_\_\_ want use of the public address system (High School Only)
We will not \_\_\_ will \_\_\_ need a rehearsal. If so, when? Date: \_\_\_ Time: \_\_\_
We will not \_\_\_ will \_\_\_ want to use the piano.
We will not \_\_\_ will \_\_\_ want to use the bleachers.

Tickets may not be sold or admission granted in excess of the approved capacity of the facility.

Only those facilities or equipment specifically designated in this application may be used.

This is to certify that the undersigned has read the Rule and Regulations for use of the school facilities and agrees to abide by them.

Signature: Kicah Kurt

Date: 8/7/14

**REVISED STATUE ANNOTATED**

**126-K-7**

**USE OF TOBACCO PRODUCTS ON PUBLIC EDUCATIONAL FACILITY  
GROUNDS PROHIBITED.**

- I. No person shall use any tobacco product in any public educational facility or on the grounds of any public educational facility.**
- II. Any person who violates this section shall be guilty of a violation and, notwithstanding RSA 651:2, shall be punished by a fine not to exceed \$100.00 for each offense.**

**I understand and agree to abide with the above RSA.**

*Kicellum August 7<sup>th</sup> 2014*

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**SIGNATURE/DATE**

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

TO: DOVER SCHOOL BOARD

DATE: November 10, 2014

MEMORANDUM: Nomination and Election of Paraprofessional and 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 2014-2015 school year.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>REPLACING</b>	<b>HOURS</b>	<b>SALARY</b>
Couture, Melissa	Instructional Aide	Garrison School	Tina Lavallee	6.5 hrs/day	
Cozzone, Laura	Academic Coordinator	Dover Children's Home		34 hrs/wk for 52 weeks	\$15.30/hr
MacMillan, Bryan	Parking Supervisor	Dover High School	Jason Cote	Up to 6 hrs/day	12.00/hr
Pettis, Diana	Sped Aide	Garrison School	Melissa Couture	6.5 hrs/day	15.69/hr
Rup, Kristen	Data Coordinator-Non-Union	SAU-Techology	Gayle Osburn	8 hrs/day	\$19.33/hr
Sayers, Courtney	Academic Assistant	Dover Children's Home		10 hrs/wk for 42 weeks	\$12.00/hr
Southgate, Lindsay	Independent Living Coordinator	Dover Children's Home		34 hrs/wk for 52 weeks	\$15.30/hr
Troy, Benjamin	Sped Aide	Dover High School	Barrington Funded	6.5 hrs/day	\$12.51/hr

OFFICE OF THE SUPERINTENDENT  
DOVER PUBLIC SCHOOLS  
DOVER, NEW HAMPSHIRE

TO: DOVER SCHOOL BOARD

DATE: November 10, 2014

MEMORANDUM: Nomination and Election of Coaching Positions.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2013-14 school year.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>REPLACING</b>	<b>SALARY</b>
Casey, Dan	Girls Varsity Basketball	DHS		5,264.00
Corcoran, Whitney	JV Winter Cheering	DHS		2,407.00
Dimon, Brendan	Boys Asst Basketball	DMS		1,504.00
Donlon, Tyler	Boys Freshman Basketball	DHS		3,007.00
Fennessy, Matt	Boys JV Basketball	DHS		3,488.00
Heagarty, Kristen	Head Winter Cheering	DHS		4,059.00
Leighton, Kelsey	Cheering	DMS		1,504.00
Long, Linda	Head Swim/Dive Coach	DHS		1,705.00
O'Doherty, Ronan	Girls JV Basketball	DHS	Curran Leighton	3,488.00
<b>Open</b>	B/G Asst. Winter Track	DHS		2,150.00
<b>Open</b>	B/G Asst Winter Track	DHS		2,150.00
Piatti, Nick	Boys Head Winter Track	DHS		4,068.00
Riker, Steve	Head Ice Hockey	DHS		4,931.00
Romps, Mike	Boys Varsity Basketball	DHS		5,264.00
Seraikas, Katie	Girls Freshman Basketball	DHS		3,007.00
Towle, Kaylee	Girls Head Basketball	DMS	Kate Schulten	2,616.00
Turgeon, Paula	Girls Asst Basketball	DMS		1,504.00
Wons, Peter	Boys Head Basketball	DMS		2,616.00
Young, Mike	Asst/JV Ice Hockey	DHS		3,007.00



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



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

25 ALUMNI DRIVE  
DOVER, NEW HAMPSHIRE 03820-4365  
(603) 516-6900 Fax (603) 516-6926  
[www.dover.k12.nh.us/dhs](http://www.dover.k12.nh.us/dhs)

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

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

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

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

October 16, 2014

Dear School Board Members,

This letter is being written in support of a trip by the Animal Science students to the 2015 Westminster Weekend to be held February 14-16th, 2015 in New York, NY. This trip will be coordinated and chaperoned by Mrs. Carrie Hough, Dover High School and Regional Career Technical Center's Animal Science teacher.

Sincerely,

Peter Driscoll  
Dover High School Principal

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



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



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

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

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

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

EMILY SHERMAN  
Dean of Instruction  
[e.sherman@dover.k12.nh.us](mailto:e.sherman@dover.k12.nh.us)

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

10/14/2014

Dear Dover School Board,

The Animal Science program is a thriving program that tries to give our students a variety of knowledge in all animal fields. Beginning this year we have a new class this for the second level students in the program called Canine Science. This Canine Science class is devoted to learning about all aspects of dogs from their reproduction, anatomy, and health to training and obedience. With dogs being apart of many families lives the need for dog trainers, behaviorists, groomers, and veterinarians is not going to go away. Due to the class focusing on dogs having as much exposure to all aspects of the industry are essential for students to learn about the canine industry.

The Animal Science program would like to request the approval of a field trip to the Westminster Dog Show held in New York City. The Westminster Dog Show is one of this country's largest and most popular dog shows. It will be held at the Madison Square Gardens in New York City. It is a three day event and students will only miss one day of school. Students will have many opportunities over the weekend being able to see all of the different dog breeds, talk to professionals in the industry, observe grooming demonstrations, training techniques, and learn about confirmation. This is an amazing opportunity for we do not have any shows even close to this in New Hampshire. Our students will be expected to behave professionally at all times and to get the most out of this experience.

The tentative schedule for this event would be to depart from Dover High School at 6 am on February 14<sup>th</sup>, 2015. Take a First Student bus to the Amtrak Station in Boston where we will take the Amtrak to New York City. From there we will check in at the Hotel, most likely the Skyline Hotel, 725 10<sup>th</sup> Avenue New York, NY. This is within a short walking distance to the Madison Square Gardens which will allow us to walk as a group to the center each day. On Saturday we will tour the Meet the Breeds convention which is put on by the American Kennel Club and highlights all 170 dog breeds. On Sunday there will be the National Canine Agility competition which highlights some superior training and work on the part of the handlers and their dogs. On Monday is the Westminster show in which students can tour behind the scenes to see the dogs getting groomed and prepared. In the show ring students can see how each dog moves and how the judges choose the winning animals. We will head home Monday evening.

The approximate cost of this event is \$300 per student. The costs will be \$70 for the tickets for entrance to the Westminster Show, Meet the Breeds, and National Agility Competition. Hotel rate is about \$330, which is divided amongst four students staying in a room. The remaining \$100 is to pay for

transportation for the Amtrak tickets and bus costs. Upon approval we will plan a fundraiser to help offset some of the student costs for this trip. This opportunity is only offered to students taking the Animal Science II, Canine or Veterinary Science classes.

The Westminster Dog Show is a motivating and educational experience that will enhance our students canine knowledge. This fieldtrip will be a unique opportunity for our students to learn and excel. This should be an amazing experience for all, and will provide a positive and motivating experience that they will never forget. These students will also bring back so many skills and knowledge that they will than be able to share with their classmates. We are very excited for this opportunity this coming year.

We appreciate your time and consideration.

Thank you,

Carrie Hough

Dover Animal Science Program

DOVER HIGH SCHOOL  
AND  
REGIONAL CAREER TECHNICAL CENTER

JK PS

2014 - 2015 FIELD TRIP REQUEST

Date: 10/7/14

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

Teacher Requesting the Trip: Mrs Carrie Hough

Destination of Field Trip: New York City

Date of Field Trip: 2/14-2/16/15 Time of Departure: 6:00 am Time of Return: 7:00 pm

C.A. Approval: ml Number of Students: 12 Cost Per Student: \$300.00

Number of Adults Going: 2 Method of Transportation: First Student and AmTrak

LIST ALL CHAPERONES: TBD

~~\*~~

\*\*\*Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip. The forms are in the main office with Ms. Stacy.\*\*\*

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

Are all phases of the trip handicap accessible? Yes  No

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

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

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

What is the educational purpose of the field trip? See Attached Page

What instructional classroom preparations will be done prior to the field trip? Discussions, Training, Breed ID

What follow-up classroom activities will take place after the field trip? Projects, Slideshow

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

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

Trip Approved  Trip Disapproved

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

Principal's Signature: [Signature] Date: 10/14/14

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

School: \_\_\_\_\_

**DOVER SCHOOL DISTRICT  
FIELD TRIP NOTIFICATION AND PERMISSION FORM**

Dear Parents & Guardians,

Your child's class will be participating in a school sponsored activity away from school. The information for this activity is as follows. \*\*Please note that no child will be allowed to attend a trip without a signed permission slip.\*\*

Please sign and return to your child's teacher by: Nov. 1st 2014

Description of Activity: Westminster Kennel Club Show, Meet the Breeds Fair, National Dog Agility Championship

Purpose of Activity: Learn a variety of dog showmanship requirements and techniques.

Destination: New York City Transportation Provided By: First Student Bus to Boston then Amtrak Trains

Date: 2/14/15 - 2/16/15 Departure Time: 2/14/15 - 6am Return Time: 2/16/15 - 7pm

Cost: \$ 300.00 Please make check payable to: Dover Animal Science

We Need Chaperones for this Trip:  YES  NO

Recommended clothing, equipment, supplies, etc.: Animal Science Shirts

School/Field Trip Permission Form

I/we have been informed as to the nature of the activity and acknowledge that there are always certain risks for those who participate. We realize that all efforts will be made by the teachers and chaperones to ensure the safety of the students, but understand that the school cannot assume responsibility for unreasonable accidents and/or injuries. I/we agree that our child must adhere to all safety rules and regulations, as well as all instructions from the adults. Failure to do so may result in exclusion from this or other activities. If there is important information, medical or otherwise, that the school staff should know, I/we agree to provide it to the nurse and/or teachers before the trip. I/we understand the risks and requirements for our child to participate and give our consent to attend the trip to:

I hereby give permission for my child to be transported to a hospital or other emergency medical facility and to receive emergency medical treatment. Emergency contact phone number: \_\_\_\_\_

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

Teacher Name: Mrs. Hough Grade: \_\_\_\_\_

Trip Date & Destination: 2/14 - 2/16/15 - New York City

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

In case of an emergency and you cannot be reached, whom do you want us to call?

Name: \_\_\_\_\_ Home # \_\_\_\_\_

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

## Westminster Kennel Club Trip 2015

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.

On Saturday of the trip there is a Meet the Breeds Fair. Here students will be able to identify, talk with and see all of the American Kennel Clubs recognized breeds. They will be able to see the different breeds in person and observe how the breed standards are supposed to look and learn a bit about the history of each breed. They will also see and observe how to do the specialty clips for a specific breed. On Sunday is the National Agility Championships. Students will get to see how these dogs perform, see complex agility setups, and how professionals practice and training techniques. We will also be able to look at the purposes for obedience training. On Monday is the first day of the Westminster Dog Show. Students will get to observe the practices for showing a dog, dog etiquette, and confirmation of a dog. They can observe different members within a class and try to judge and evaluate the top placing animals according to breed standards. This fieldtrip will be a huge opportunity for the students to understand the world of dogs and get a good variety of experiences all at once.

2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.

Yes.

3. Inclusive dates of trip.

Saturday February 14<sup>th</sup> 2015- Monday February 16<sup>th</sup> 2015

4. General itinerary.

February 14<sup>th</sup>- Travel to New York City, Check in at hotel, and in the afternoon go to Meet the Breeds AKC Fair

February 16<sup>th</sup>- Attend the National Canine Agility Championship

February 16<sup>th</sup>- Attend the Westminster Kennel Club Dog Show, Travel Home in afternoon.

5. Cost per student.

\$22 Entrance to the National Agility Championship

\$22 Entrance to Meet the Breeds

\$27 Entrance to Westminster Dog Show

\$73 Amtrak Train from Boston  
\$120 Hotel Accommodations (roughly \$453 divided among four students)

Estimated Total \$264

6. Statement of academic eligibility or other limiting rules of participation established by the trip director.
  - A. Students must be passing all classes in order to go on this trip.
  - B. Students should be enrolled in either Canine Science or Animal Science III-Veterinary Science Class.
  - C. Students will fill out a simple application for their reasons to go on this trip.

7. Permission forms to be reviewed with and signed by parents.

Yes. 16 students would like to attend.

8. Statement of source and nature of insurance coverage.

Will send out student insurance forms to be filled out in December.

9. Decision and opinion of the Principal and Superintendent.

Fieldtrip was approved.

10. Release from duty of any staff member by the Superintendent.

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.)- Same as students costs.

No financial benefit needed.

12. Cost to the District.- \$264 for teachers portion of trip.



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



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

25 ALUMNI DRIVE  
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LOUISE PARADIS  
Director of Career Technical Education  
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JON ALTBERGS  
Dean of Instruction  
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Dean of Students  
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KIMBERLY STEPHENS  
Dean of Students  
[k.stephens@dover.k12.nh.us](mailto:k.stephens@dover.k12.nh.us)

October 8, 2014

Dear School Board Members,

This letter is being written in support of a trip by Cosmetology students to the 2014 International Beauty Show to be held March 9, 2015 through March 11, 2015 in New York City. This trip will be coordinated and chaperoned by Sarah Jennison and Judith Ring, Dover High School and Regional Career Technical Center's Cosmetology teachers.

This event is a prestigious event in the industry and will give the students exposure to the latest practices in the field.

Thank you for your support of this outstanding learning opportunity for our students.

Sincerely,

Peter Driscoll  
Dover High School Principal

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

DOVER HIGH SCHOOL  
AND  
REGIONAL CAREER TECHNICAL CENTER

2014 - 2015 FIELD TRIP REQUEST

Date: 9/17/14

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

Teacher Requesting the Trip: Sarah Jennison / Judy Ring

Destination of Field Trip: New York City / Hairshow

Date of Field Trip: 3/9 - 3/10 Time of Departure: 3pm 3/9 Time of Return: 11pm 3/10

C.A. Approval: rr Number of Students: 32 Cost Per Student: \$300.00

Number of Adults Going: 4 Method of Transportation: Cand J Transportation

LIST ALL CHAPERONES: Kathleen Costello - Delilah Smith Judy Ring Sarah Jennison

\*\*\*Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip. The forms are in the main office with Ms. Stacy.\*\*\*

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

Are all phases of the trip handicap accessible? Yes  No

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

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

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

What is the educational purpose of the field trip?

International Hair Show. New techniques and Products

Instructional classroom preparations will be done prior to the field trip?

Continuous technique training

Classroom activities will take place after the field trip?

Techniques learned at event

Appropriate Administrator (CA, CTC Director:): Louise Paradi

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

Trip Approved

Trip Disapproved

Reason for Denial:

Principal's Signature: [Signature]

Date: 9/23/14



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



PETER DRISCOLL  
Principal  
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LOUISE PARADIS  
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EMILY SHERMAN  
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KIM STEPHENS  
Dean of Students  
[k.stephens@dover.k12.nh.us](mailto:k.stephens@dover.k12.nh.us)

October 6, 2014

Dear Dover School Board,

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

The Cosmetology department would like to request the approval of a field trip to the International Beauty Show (IBS), in New York City. The IBS is an International Trade Show held at the Jacob Javits Convention Center, 655 West 34<sup>th</sup> St New York, NY. This three-day event, showcases all the latest trends in hair styles, education and products in the Cosmetology, as well as the Barbering and Esthetics Industry. One day is totally committed to the learning for our future salon professionals. Students will be able to attend classes all designed to improve their success in school and the eventual transition into this industry career. I have enclosed for your review, the rules and information, as well as, the Student Etiquette Rules and Guidelines for the full review. The IBS is a prestigious event, with the expectation that all attendees conduct themselves in a professional manner at all times.

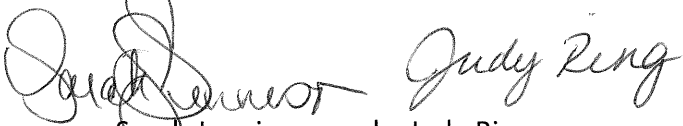
The tentative schedule for this event would begin with a departure from Dover High School (transportation provided by C&J bus lines Portsmouth N.H.) at roughly 4pm on Monday March 9<sup>th</sup> 2015. The bus will take the class directly to the hotel, Holiday Inn Express Times Square 343 West 39<sup>th</sup> St, New York, N.Y 10018. The Jacob Javits Center is a few blocks from the hotel and we will walk as a group to the Convention Center to the show. The IBS floor is open from 9:30am-5pm; we are suggesting a 3:30 exit to avoid the closing rush. Our estimated arrival back in Dover is 11pm.

The approximate cost currently is \$300 per student. The cost break down is \$38 per student ticket if purchased before February 10, 2015. Transportation cost is estimated at \$100 for a round trip ticket currently (prices may change). The hotel total is \$306 with four girls to a room which reduces the cost to about \$75 each. Upon approval plans for fundraising to offset costs will be implemented. This opportunity is being offered only to students enrolled in Cosmetology 2& 3 this year.

The IBS is a very high energy, motivating educational trade show that exemplifies all of the newest and most exciting fashions and trends in the beauty industry. The students will be exposed to International and Celebrity Hair Artists in private classrooms as well as witness runway presentations. Not only will this trip be educational and motivating it will inspire their creativity for years to come, and a memory that will last their entire career. Last year's trip was a huge success with there being no problems or incidents. We are very excited as a class to have the opportunity to go to New York City again this year.

We appreciate your time and consideration.

Thank You

Handwritten signatures of Sarah Jennison and Judy Ring in cursive script.

Sarah Jennison and Judy Ring  
Dover High School Cosmetology Department



## Student Etiquette Rules & Guidelines

Dear School Administrator,

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

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

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

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

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

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

Sincerely,

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

Dana Lupton  
Vice President, Questex Beauty & Wellness Group

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

Natasha Bhalla  
School Program Coordinator



## SCHOOL OFFICIAL ELIGIBILITY & INFORMATION

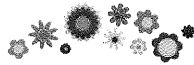
- Ten student tickets must be purchased to receive three (3) complimentary School Official entry tickets – **one ticket per School Official**.
- Each School Official **receives one ticket** and the ticket can be used on one day only (either Sunday, Monday or Tuesday). School Official names must be provided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

## REGISTRATION & PAYMENT – Registration opens in November

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

## GENERAL SHOW INFORMATION

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

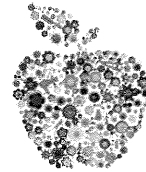


INTERNATIONAL BEAUTY SHOW

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FAQ'S

# School Program

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## IBS NEW YORK STUDENT DAY 2015 IS TUESDAY, MARCH 10

IBS New York offers an exciting and inspiring program for students enrolled in a certified beauty school—at a special price! Please check back soon for more information on the 2015 School Program.

Registration for the School Program will open in October.

**Important:** The student discount is valid for Tuesday, March 10 only. A minimum of ten student tickets must be purchased in order to get the discounted student pricing of \$38 per ticket.

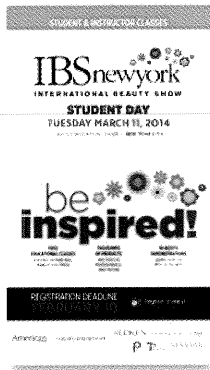
**Student pricing before February 9: \$38 per student / After February 9: \$45 per student**

Only School Officials can place student group orders. School Officials will receive their registration packets in October.

Please [click here](#) to email us with any questions you may have.

The 2015 conference program will be posted later this year. In the mean time, check out the some of the student and instructor focused classes that were available in 2014.

SCHOOL INSTRUCTOR?  
Join the mailing list.



The Spa Show

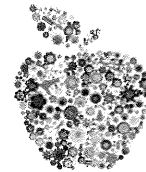
IBS Las Vegas

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FAQ'S

## Frequently Asked Questions

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Join our mailing list

- What is the International Beauty Show?
- Who is allowed to attend IBS New York?
- When's the next show and where does it take place?
- What is the price of IBS New York?
- How do I register for the event?
- What should I do if I lose my ticket?
- What if I need special assistance at the show?
- How can I make travel arrangements to attend the show?
- What types of companies exhibit at the show?
- What is included with my ticket to IBS New York?
- How many people attend IBS New York each year?
- What classes are offered at IBS New York?
- Is there accreditation for the classes I take at IBS New York?
- How many exhibitor booths will be at IBS New York?
- How do I get to the Jacob Javits Convention Center?
- How can I request information and join the mailing list for IBS New York?
- Can I exhibit at the show? How can I go about exhibiting?

### What is the International Beauty Show?

The International Beauty Show is the top trade show for members of the professional beauty industry. The show is for beauty professionals only and is not open to the general public. The show's main objective is to educate, in effect opening new doors for beauty professionals.

### Who is allowed to attend IBS New York?

IBS New York is only open to licensed beauty professionals. All attendees will be asked to present a photo ID along with one of the following credentials:

- Cosmetology License
- Salon/Spa Business License
- Business card
- Letter from owner of salon or spa
- W-2 Form
- Invoice from professional beauty product distributor
- Student I.D. Cosmetology School business or state license
- Other appropriate license(s) denoting one as a member in the professional beauty industry.
- Students attending a certified beauty school can also attend, with proper identification.
- **No one under the age of 15 is allowed on the show floor or in classrooms, including infants in strollers.**

### When's the next show and where does it take place?

IBS New York, 2015 will take place March 8-10th. The show takes place at the Jacob Javits Convention Center in New York City-655 West 34th Street, at 11th Avenue.

### What is the price of IBS New York?

Pricing information will be available closer to the 2015 show dates.

### How do I register for the event?

Registration for IBS New York 2015 will open in late 2014. Check back for updates!

### What should I do if I lose my ticket?

Any attendee who loses their ticket will have to purchase another ticket to gain entrance to the show.

### What if I need special assistance at the show?

Please [click here](#) to email the operations department if you need special assistance. Please specify what you will need at the show in this email.

### How can I make travel arrangements to attend the show?

[Click here](#) for more information on hotel and travel arrangements.

### What types of companies exhibit at the show?

All companies exhibiting at IBS New York either sell or distribute products related to the beauty industry. The 2014 show offered exhibitors from top beauty brands! [Click here to view the 2014 exhibitor list.](#)

### What is included in my ticket to IBS New York?

Included with your ticket to IBS New York is access to all Main Stage performances, the opportunity to walk the extensive show floor and meet with thousands of exhibitors, and over 100 educational classes designed to increase your professional skills. Your IBS New York ticket also grants you access to the International Esthetics, Cosmetics & Spa Conference show floor, held simultaneously at the Jacob Javits Center, completely free of charge.

### How many people attend IBS New York each year?

Over 61,000 beauty professionals attend IBS New York.

### What classes are offered at IBS New York?

Included with your one day ticket are nail, hair, color and makeup workshops, taught by well-known industry professionals. Also available are business and manufacturer classes. The show's legendary Main Stage offers presentations by renowned artists.

### Is there accreditation for the classes I take at IBS New York?

No official credit is given for classes held during IBS New York. However, upon request, IBS New York can issue you a certificate of completion which you may appeal to your board with for accreditation. Certificates are available at the Show Office during IBS New York.

### How do I get to the Jacob Javits Convention Center?

Take the following MTA subway trains to 34th Street: A,C,E, 1, 2, 3, 9, B, D, F, N, Q, R, 4, 5, 6

Also, IBS New York offers a convenient shuttle bus from major New York City transportation hubs to the Javits Center during IBS New York show hours. For driving directions, please [click here](#).

**How can I request information and join the mailing list for IBS New York?**

Please [click here](#) to request a brochure and join the mailing list. Please also "like" us on **Facebook** and follow us on **Twitter** and **Instagram** to get updated show information.

**Can I exhibit at the show? How can I go about exhibiting?**

Please [click here](#) to contact a sales executive.

[The Spa Show](#)

[IBS Las Vegas](#)

[American Salon](#)

[Stylist Voice](#)

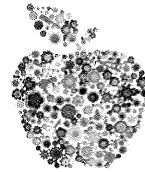
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## Attendee Resources

Like 133 people like this.

Save the date! IBS New York will take place March 8-10, 2015!

IBS New York 2014 was amazing! Thanks to all involved! Stay tuned for information regarding IBS New York 2015.

### IBS NEW YORK DELIVERS WHAT SERIOUS PROFESSIONALS WANT:

- Outstanding Education
- An Expansive Exhibit Hall (view the 2014 exhibit hall map here)
- Show-stopping Main Stage performances
- Products and tools at professionals-only pricing

### TWO SHOWS FOR THE PRICE OF ONE

The International Esthetics, Cosmetics & Spa Conference New York, co-locates with IBS New York and features free seminars by leading experts in the field of dermatology, spa services, equipment and massage techniques. IBS New York attendees got the opportunity to walk the IECSC show floor for FREE with their 2014 IBS admission ticket!

### SCHOOL PROGRAM

IBS New York offered a valuable School Program for students enrolled in accredited beauty program. Student Day is Tuesday, March 10, 2015. Click here for more information on the School Program.

Please note: IBS New York is open to the trade only; you must show a valid license or other beauty credentials for admittance. No one under the age of 15 will be allowed on the show floor. No roller carts are allowed on the show floor.

### SHOW HOURS & LOCATION

Click here.



SASSOO  
ACADEMY

Co-locates with the largest spa show in the northeast



The Spa Show

IBS Las Vegas

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



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**Beckie Pazdon**  
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**Justin Pagnotta**  
School Counselor Grade 6  
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**Fran Meffen**  
School Counselor Grade 7  
f.meffen@dover.k12.nh.us

**Mary Calhoun**  
School Counselor Grade 8  
m.calhoun@dover.k12.nh.us

TO: Superintendent Elaine Arbour  
FROM: Kimberly Lyndes  
DATE: October 30, 2014  
RE: Going Global Trip

The purpose of this letter is to give my endorsement regarding the Going Global trip on April 17, 2015 through April 19, 2015.

This trip is designed as a culmination activity of the Going Global group. Students will visit historical and cultural sites in New York City. Students have been involved in the planning and researching for this trip.

I am comfortable with Mrs. Meffen organizing this event. This is the second time she has led this trip. Attached is a detailed packet including a general itinerary and budgeting information.

If you require any more information regarding this worthwhile trip, do not hesitate to call.

Sincerely,

Kimberly Lyndes  
Principal  
Dover Middle School



**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***

**Beckie Pazdon**  
*School Counselor Grade 5*  
b.pazdon@dover.k12.nh.us

**Justin Pagnotta**  
*School Counselor Grade 6*  
j.pagnotta@dover.k12.nh.us

**Fran Meffen**  
*School Counselor Grade 7*  
f.meffen@dover.k12.nh.us

**Mary Calhoun**  
*School Counselor Grade 8*  
m.calhoun@dover.k12.nh.us

## **Statement of Educational Value**

The Going Global (2G) group has been meeting since the 2012-2013 School Year to further their knowledge of the world outside Dover and in a quest to become active global citizens. As part of this group, students have researched their own cultural heritage sharing that with each other and their parents at a capstone International Potluck dinner during 5<sup>th</sup> grade followed by researching a country to which they planned a group trip complete with itinerary and budget which was also presented to their parents during 6<sup>th</sup> grade. Students have also heard presentations on Africa, Japan and China hearing first-hand what the culture is like in each of these countries. These presentations included demographics, history, language exposure as well as looking at the differences between these cultures and that of Dover.

Last spring, the group traveled to Boston, Massachusetts in order to gain experience traveling in a city and to experience a big city firsthand. Students visited the Marathon Bombing exhibit at the public library, the MIT Science Museum on Girls in Science Day, the North End to experience the Italian section of the city as well as Quincy Market. Travel included riding the train and the MBTA navigating both of these systems on their own to learn about using public transportation systems in readiness for the current proposed extended travel.

This year, the group will be attending multi-cultural events at UNH, researching different cultures and areas of the world, and hosting speakers who will present their travel experience. The goal is to continue to foster an interest and desire to learn about and participate in the global society. The group will be meeting on Mondays at lunch and afterschool for additional activities including a voyage on the gundalow anchored at Prescott Park in Portsmouth.

As a capstone for this year's activities the group would like to travel to New York City to explore its many cultures and history. During their trip, they will visit sites that are important to the many diverse cultures that make up the United States. Students have already researched a variety of sites for this trip which are included in the "general itinerary". They will also be studying the island of Manhattan to get a sense of the layout of the city and how to navigate their way from one location to the next. They have been

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

involved in developing the budget for this trip looking at alternatives to make sure that the trip remains affordable. They will continue to research the different sites that we will visit, ie the 9/11 Memorial and Museum and their importance from a historic perspective as well as the Tree Sculpture at Trinity Church. Students will prepare for the trip to the Museum of Modern Art by selecting one piece of art within the museum and finding background information about it to present to the group. In short, students will use skills that they have learned in middle school to research and prepare for the trip.

## Itinerary for the Going Global 2G Trip to New York City

Dates : April 17 – 19<sup>th</sup>

Friday April 17<sup>th</sup>

Leave Dover Middle School: 5:30am

Breakfast: Denny's, Vernon CT – 8am

Arrive Robert Treat Hotel, Best Western, Newark NJ noon

Lunch at the hotel – brown bag lunch - packed in our coolers

PATH to 33<sup>rd</sup> St. NY City

Time Square – between 42<sup>nd</sup> and 47<sup>th</sup> street on Broadway

Rockefeller Center – 49<sup>th</sup> and 5<sup>th</sup> Avenue

St. Patrick's Cathedral – same address

Museum of Modern Art – 53<sup>rd</sup> St. between 5<sup>th</sup> and 6<sup>th</sup> Avenue

Central Park – if time to walk around and eat dinner in the park if the weather is good

Dinner : Europa Café – Madison and 53<sup>rd</sup>

Walk back to 34<sup>th</sup> St.

PATH to hotel – walk to hotel BED!

Saturday April 18<sup>th</sup>

Continental Breakfast at the hotel – 8am

PATH to World Trade Center – 9am

9/11 Memorial and Museum 10am

Trinity Church – 9/11 Sagamore Tree Memorial

Battery Park – Staten Island Ferry – round trip

South St Seaport – Lunch and shopping

Financial District

Brooklyn Bridge

City Hall

Pace University

China Town

Little Italy – Dinner

PATH to hotel

Sunday April 19<sup>th</sup>

Continental Breakfast – check out

Head home

Lunch on the bus – catered by the hotel

Arrive Dover Middle School – 3pm

## Budget Outline for 2GTrip to New York City

Budget for New York City Trip: April 17-19<sup>th</sup>, 2015

Students will not pay expenses for 2G Advisor: Mrs. Meffen

Bus transportation: Round trip Dover to Newark NJ – Total \$3400

Divided by number of adults and children – approx. \$100 – deposited into 2G account

Room for two nights Robert Treat Best Western, Newark, NJ:

Room cost divided evenly between students - \$85 per student for two nights – deposited into 2G account

Chaperones and myself – 2 to a room – cost: \$127.05 per person for the two nights – deposited into 2G account

### **Friday**

Breakfast on the road at Denny's - \$11.00 – bring cash

Lunch : students will bring a brown bag lunch

PATH - \$5.50 – bring cash

Spending money – up to the discretion of the parents

Museum of Modern Art – free admission

Dinner in New York City - \$15 – bring cash

### **Saturday**

Breakfast at hotel – no cost

PATH \$5.50 – bring cash

9/11 Museum - \$15 for students and \$24 for adults – deposited with 2G account

Lunch – \$12.00 – bring cash

Staten Island Ferry - free

Spending money – up to the discretion of the parent

Dinner - \$25 Little Italy Restaurant – group rate – still working on quote – deposited with 2G account

### **Sunday**

Breakfast at hotel – no cost

Lunch – brown bag lunch being “catered” by the hotel - \$12.95 – deposited into 2G account

TOTAL \$ \$287/student \$339/Chaperone

PAYMENT SCHEDULE:

January 15<sup>th</sup> : Deposit of \$150 to cover deposited expenses noted in budget

March 1<sup>st</sup> Balance Due to cover deposited expenses noted in budget

April 13<sup>th</sup> – cash given to Mrs. Meffen for any student traveling without a parent to cover all cash payments noted in budget

Official We Are Worldly Wise Club Trip to New York City

Permission Slip and Eligibility Policy

I, the parent/guardian of \_\_\_\_\_, by signing below, give my permission for him/her to participate in the Dover Middle School 2G New York City trip from Friday April 17, to Sunday April 19, 2015.

I understand that my child will be transported in a chartered bus. I understand that I will not hold Dover Middle School or its chaperones liable for any accidental injury that may occur to my child anytime during the trip. Further, I give Dover Middle School chaperones my permission to seek medical care in the event of illness or medical emergency.

I further understand that if my child receives two in school suspensions or one out of school suspension at any time or if any child receives more than one cumulative F on any of the first 3 report cards that my child will not be allowed on the trip and will receive a refund.

I also understand that if my child breaks any of the trip rules such as alcohol, tobacco or being out after curfew that I as a parent will come and remove them from the trip or have them sent home at my expense.

- No refunds will be given after March 1, 2015

By signing below, I agree with the above statements.

\_\_\_\_\_  
\_\_\_\_\_

Parent's signature

Date

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

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_



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



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

25 ALUMNI DRIVE  
DOVER, NEW HAMPSHIRE 03820-4365  
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DAVID BENNETT  
Dean of Students  
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KIMBERLY STEPHENS  
Dean of Students  
[k.stephens@dover.k12.nh.us](mailto:k.stephens@dover.k12.nh.us)

October 29, 2014

Dear School Board Members,

This letter is being written in support of a trip by Latin students to travel to Italy from April 22, 2016 to April 30, 2016. The trip would include stops in Rome, Pompeii, Ostia and Tivoli. This trip will be coordinated and chaperoned by Jennifer Connelly, Dover High School and Regional Career Technical Center's Latin teacher.

This trip would support the classroom instruction of the growing Latin program at Dover High School and offer students with an incredible cultural experience.

Thank you for your support of this outstanding learning opportunity for our students.

Sincerely,

A handwritten signature in black ink that reads "Peter Driscoll".

Peter Driscoll  
Dover High School Principal

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



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



PETER DRISCOLL  
Principal  
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[www.dover.k12.nh.us/DHS/Index.shtml](http://www.dover.k12.nh.us/DHS/Index.shtml)

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

October 28, 2014

Dear Mr. Driscoll,

The World Language Department requests your permission to submit a proposal for extended Latin to Italy during April vacation of 2016.

Preliminary travel dates are April 22 through April 30, 2016. For more details, please see the attached documents.

French students have had a travel opportunity every year alternating trips to France and to Québec. In April 2014, we took students to France. Latin students have never experienced a trip unique to their curriculum.

Thank you for considering this request.

Respectfully,

Jennifer Connelly  
Latin Teacher  
World Language Department  
(603) 516-6872  
[j.connelly@dover.k12.nh.us](mailto:j.connelly@dover.k12.nh.us)

cc: A.M. Staples

DOVER HIGH SCHOOL  
AND  
REGIONAL CAREER TECHNICAL CENTER

ok ks

2014 - 2015 FIELD TRIP REQUEST

Date: Oct 28, 2014

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

Teacher Requesting the Trip: Jennifer M. Connelly  
Destination of Field Trip: Italy [Rome, Pompeii, Ostia, Tivoli]  
Date of Field Trip: April/vacation 2016 Time of Departure: ~ 2pm Time of Return: ~ noon  
C.A. Approval: \_\_\_\_\_ Number of Students: ~ 25 Cost Per Student: \$ 3379.00  
Number of Adults Going: ~ 5 Method of Transportation: airplane + bus

LIST ALL CHAPERONES: to be announced if approved + enough student participants  
\*\*\*Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip. The forms are in the main office with Ms. Stacy.\*\*\*

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

Are all phases of the trip handicap accessible? Yes  No \_\_\_\_\_

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

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

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

What is the educational purpose of the field trip?

To visit all the places we study in class.

What instructional classroom preparations will be done prior to the field trip?

Readings, map questions, an "itinerary"

What follow-up classroom activities will take place after the field trip?

Displaying of photos and artifacts from the Old Country.

Approval of Appropriate Administrator (CA, CTE Director): [Signature]

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

.....  
 Trip Approved \_\_\_\_\_ Trip Disapproved

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

Principal's Signature: [Signature]

Date: 10/28/14

## **Extended Travel Proposal**

Jennifer Connelly  
Latin Teacher  
World Language Department  
Dover High School

### **Rome, Italy during April vacation of 2016**

#### **1. Statements of the educational value of the proposed travel and the relationship to current program or course offerings.**

We will visit Rome and Pompeii. Only students who are currently studying Latin are allowed on the trip. Studying the city of Rome and the town of Pompeii and relating their historical implications to our culture today are essential elements of the Latin curriculum. Students from the first level to the IV Honors course will have the opportunity to witness, observe, and experience the ancient Roman culture, along with Italian language (modern Latin). This is experiential learning at its best.

Through this direct-contact adventure, Dover High School students will become global learners. They will return to Dover with a better understanding of another country, its culture and history and eternal language, as well as an appreciation of their own. This total immersion experience is a classroom without walls. *Please see attached: World Language Department "Vision Statement."*

#### **2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.**

Yes, Worldstrides International Discovery is the travel agency. The cancellation Protection Plus Program is \$200. Please see attached.

#### **3. Inclusive dates of trip.**

During the 2016 Spring Recess (April vacation) for 8 days. We would leave Friday, April 22, and return Saturday, April 30.

#### **4. General itinerary. Place or places to be visited.**

**DAY 1-2 FLY TO ITALY.** Fly overnight to Europe. Begin your exploration of Italy's capital city, Rome.

**DAY 3 ROME.** Join a local guide on a walking tour of historic Rome. Listen for the roar of the ancient crowds at the Colosseum. See the Arch of Constantine and Trajan's Column as you explore the Roman Forum. Play your part in Ancient Rome Live. Train as one of Caesar's Gladiators.

**DAY 4 VATICAN CITY.** Discover the artistic legacy of Catholicism at the Vatican. Explore the Vatican Museums and marvel at the ceiling of the Sistine Chapel. Climb the broad steps to the world's largest Christian church, and residence of the Pope, St. Peter's Basilica. Opt to go on a bus tour to explore Rome by Night.

**DAY 5 POMPEII** An optional excursion reveals Pompeii, a mysterious city left remarkably preserved after being buried by a catastrophic volcanic eruption in 79AD.

**DAY 6 OSTIA ANTICA.** Enjoy an excursion to Ostia Antica, the 4th century BC port of Ancient Rome. See the remarkable catacombs where the early Christians were buried.

**DAY 7 TIVOLI.** This morning travel to see Emperor Hadrian's Villa and the Villa d'Este at Tivoli, a beautiful display of architecture, and UNESCO World Heritage Site.

**DAY 8 RETURN JOURNEY TO THE UNITED STATES.**

Note: There are no travel advisories to Canada.

#### **5. Cost per student:       \$3379**

##### **Included:**

- Air fare to/from Rome, Italy
- Coach transportation during stay
- All breakfasts and dinners
- Bilingual tour leader
- Admissions to all services and attractions
- Centrally located 3 and 4 star hotels
- Bonded trust account for all deposited money
- Ratio of 6 students: 1 teacher

**Students who enroll before December 15, 2014 \$3379**

Students who enroll before October 31, 2015 \$3979

Tips and US ground transportation \$150.00

*Final payment is due in February 2016*

## **6. Statement of academic eligibility or other limiting roles of participation established by the trip director.**

Any Dover High School student studying Latin during academic year 2015-16. The World Language Department student behavior policy is as follows:

- Any student receiving an OSS or ISS starting the day after December 1 2014 Evening Information Meeting with students and parents, will not be allowed to go on the trip. If a student can find another student to replace them, they will receive their deposit back. Any student with an ASI will meet with their parent, Mrs. Connelly, trip director; and Mr. Driscoll, Principal.
- Alcohol, drugs, and tobacco are strictly forbidden. Trip participants must sign the behavior policy document. *Please see behavior policy document attached.*
- During the trip students are not allowed to leave the hotel after the group has returned in the evening. This is generally at 10:00 p.m.
- The buddy system is strictly enforced. Students will be in groups of three or more during all free time.

When the tour guide is speaking, all students will listen quietly and attentively.

## **7. Permission forms to be reviewed and signed by parents.**

See attached documents: *"Sample consent letter for a child traveling out of country without either parent."*

## **8. Statement of source and nature of insurance coverage.**

See attached documents.

## **9. Decision and opinion of the Principal and Superintendent.**

See attached documents.

**10. Release from duty of any staff member.**

None. The trip will take place during Spring Recess.

**11. Cost to the District.**

None.

**12. Disclosure of financial benefit to trip leader and chaperones.**

The trip leader and chaperones will receive bus transportation and multiple-occupancy hotel accommodations.

Finally, accordance with Policy Code IJOAA which states, "*The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants...*" (Pg. 1, Para. 5)

1. The World Language Department will organize a 50/50 as a vehicle for students to secure additional funding.
2. By opening the trip 16 months in advance, students and families have more time to pay for the trip. Final payment is due in February 2016 for students who choose EZ Pay. Most students pay for the trip through gifts and jobs.
3. Discounted price of the trip by Worldstrides is \$600.
4. Scholarship: Worldstrides provides grants to students meeting financial criteria who apply. Whether or which students apply is unknown, due to confidentiality policy.

Thank you for considering this proposal.

Respectfully,

Jennifer Connelly  
Latin Teacher  
World Language Department  
Dover High School

# The Experience of a Lifetime

## Trip Details

Trip Name: Roman Holiday  
 Group Leader: Jennifer Connelly  
 Departure Date: Wednesday, April 20, 2016  
 Departure City: Boston, MA  
 Group Username: Worldstrides  
 Group Password: Italy

Login at [www.EducationalTravel.com/Login](http://www.EducationalTravel.com/Login)

### An Enriched Educational Experience

WorldStrides International Discovery programs offer unrivaled travel experiences to more than 60 countries on six continents. For more than three decades we've leveraged personal service, uncompromised quality, expert craftsmanship, and an unwavering focus on educational value to inspire and enrich the lives of our travelers. Our unique LEAP program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP engages students, making them active learners who translate information into knowledge and understanding.

### Why Quality Matters

WorldStrides quality enhances the educational outcomes for our students, provides for the comfort and safety of the whole group and gives peace of mind to teachers and families. We use centrally located hotels in safe neighborhoods, which mean more time where you want to be and less time travelling. Meals are carefully chosen to reflect local cuisine. Our Tour Directors are much more than escorts. They use their extensive training to act as cultural mediators, engaging students throughout the program.

### Safety

Your child's safety is always our top priority. Our staff members are on call 24 hours a day and our Tour Directors stay in the same hotels as their groups. Tours have a ratio of one chaperone for every six students. Each Group Leader is provided with an international cell phone. We include travel insurance and strongly recommend the Cancellation Protection Plus.

## Included in the Trip Cost

### Transportation

- Round-trip airfare and other transportation described in the itinerary

### Travel Insurance

- Traveler Assistance
- Medical Insurance
- Travel Insurance

### Hotel Accommodations & Meals

- Centrally located three- and four-star hotels for 6 nights
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily

### Tour Director & Local Guides

- Full time, bilingual, WorldStrides International Discovery programs Tour Director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program

## Trip Cost

### Total Cost

**\$3379**

Using EZpay Plan

16 Payments of \$192.44

Based on enrollment today with deposit of \$300 and then 16 payments of \$192.44

### Cost Breakdown

Tuition (Valid through 12 15 14)	\$3979
Welcome Scholarship	-\$300
Early Enrollment Savings (Valid through 12 15 14)	-\$300

# Itinerary

**DAY 1-2 FLY TO ITALY.** Fly overnight to Europe. Begin your exploration of Italy's capital city, Rome.

**DAY 3 ROME.** Join a local guide on a walking tour of historic Rome. Listen for the roar of the ancient crowds at the Colosseum. See the Arch of Constantine and Trajan's Column as you explore the Roman Forum. Play your part in Ancient Rome Live. Train as one of Caesar's Gladiators.

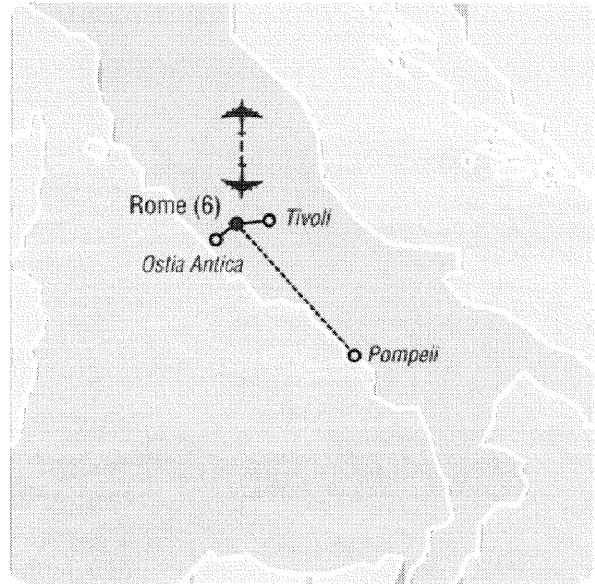
**DAY 4 VATICAN CITY.** Discover the artistic legacy of Catholicism at the Vatican. Explore the Vatican Museums and marvel at the ceiling of the Sistine Chapel. Climb the broad steps to the world's largest Christian church, and residence of the Pope, St. Peter's Basilica. Opt to go on a bus tour to explore Rome by Night.

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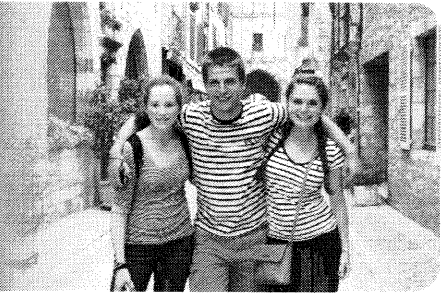
**DAY 8 RETURN JOURNEY TO THE UNITED STATES.**





**WORLDSTRIDES®  
INTERNATIONAL  
DISCOVERY  
PROGRAMS**

*Journeys designed to **Inspire, Enrich, and Educate**  
today's students for tomorrow's world.*



**WorldStrides Cost Worksheet Specially Prepared For Jennifer Connelly**

<b>Total Cost</b>	<b>\$3379</b>
<b>Using EZpay Plan</b>	<b>16 Payment(s) of \$192.44</b>
Based on enrollment today with deposit of \$300 and then 16 payment(s) of \$192.44	

**Cost Breakdown**

Tuition	\$3979	Valid for enrollment on or before 12/15/2014
Weekend supplement	\$0	
Basic Travel Insurance	\$0	
Early Enrollment Credit	- \$300	Valid for enrollment on or before 12/15/2014
Scholarship	- \$300	
Twin Room Supplement	\$300	

**Trip Overview**

Itinerary	Roman Holiday
Trip length	8 days
Departure date	Wednesday, April 20, 2016
Departure city	Boston, MA

**Cancellation Protection**

Cancellation Protection Plus	\$200
Individual rate. A reduced rate of \$20/day applies when all group members select this option. <i>Recommended</i>	

**Optional Activities and Trip Extensions**

Pompeii	\$139
Rome by Night Tour	\$59
Individual rate. A discount of \$10 applies when all group members select this activity or extension	

Refer to the Agreement in the WorldStrides Enrollment Guide for terms and conditions.

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

## **FIRST READING**

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

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

#### **RECOGNITION:**

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

#### **EVALUATIONS:**

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

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

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

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

- A. The provision of a written clarification of weakness(es).
- B. The provision of written goals, results, behavior patterns, etc., that the District deems necessary for that administrator to be satisfactory.
- C. Development of a written plan that will assist the administrator in reaching the above goals.
- D. Establishment of an evaluation schedule during the year that may include observations and discussions which may provide the administrator with guidance and direction.

## **ABSENCE REPORTING:**

A record of leave will be submitted 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 eighteen (18) 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 percent (90%) of the premiums of the SchoolCare Point of Service Option, or the School Care HMO Option.

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

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

## **10. Life Insurance**

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

## **11. Dental Insurance**

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

**12. Disability Insurance**

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

**13. Longevity**

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

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

**14. Severance Pay**

All retiring administrative personnel, as well as those leaving who have at least ten (10) years of service in the Dover School District, shall receive severance pay in the amount of 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  
Columbus Day  
Veterans' Day  
Day before Thanksgiving  
Thanksgiving Day  
Friday following Thanksgiving  
Christmas Eve (1/2 Day)  
Christmas Day  
The Day after Christmas (~~To be scheduled with School Secretary~~)  
New Year's Eve (1/2 Day)  
Work day following Christmas, should school be in session on one of the holidays listed above

**17. Work Day Schedule**

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

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

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

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

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

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

**18. Mileage Allowance**

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

**SALARIES:**

Administrators will receive the following stipends:

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

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

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

Salary ranges and work day schedules will be revisited.

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

Annual Salary Adjustment

Year 1:        **5%**

Year 2:        **4%**

Year 3:        **4%**

Salaries in Year 2 and Year 3 will be opened for discussion as 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 May 2014*

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: JKAA</b>
<b>DATE OF ADOPTION: 2/14/2011</b>	

## FIRST READING

### PHYSICAL RESTRAINT POLICY

In accordance with RSA 126-U the Dover School District shall follow this policy for the use of physical restraint.

~~**The Dover School District authorizes staff members to use physical restraints in limited situations and only as a last resort to prevent harm. Physical restraint may be used only under the following conditions:**~~

- ~~**1. Staff is trained in de-escalation and physical management; Non-Violent Crisis Intervention, through the Crisis Prevention Institute (CPI®), is the current training program adopted by Dover School District.**~~
- ~~**2. Physical action of a student creates a substantial risk of harm to self or others;**~~
- ~~**3. Other positive interventions have failed, or the level of immediate risk prohibits exhausting other means.**~~
- ~~**4. Conforms to the requirements of Ed 1113.06 Use of Aversive Behavioral Interventions of the New Hampshire Rules for the Education of Children with Disabilities.**~~

~~**The following scenarios are NOT considered a restraint for the purposes of this document:**~~

- ~~1. Holding a child to calm or comfort, holding a child's hand or arm to escort the child safely from one area to another, or intervening in an ongoing assault or fight;~~
- ~~2. Brief periods of physical restriction by person to person contact without the aid of medication or mechanical restraints, accomplished with minimal force and designed either to prevent a child from completing an act that potentially would result in physical harm to himself or herself or to another person, or to remove a disruptive child who is unwilling to leave an area voluntarily;~~
- ~~3. Physical devices or other physical holding when necessary for routine physical examinations or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling, or to permit a child to participate in activities without the risk of physical harm;~~
- ~~4. The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.~~
- ~~5. The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of force that he or she reasonably believes to be necessary for such purpose.~~

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: JKAA</b>
<b>DATE OF ADOPTION: 2/14/2011</b>	

Physical restraint is appropriate only when a student is displaying physical behavior that presents substantial risk to the student or others, and considered when, in the opinion of the supervising adult, the threat is imminent. Persons implementing a restraint will use extreme caution and the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed must be in proportion to the circumstances of the incident and the potential consequences.

~~**A physical restraint of a student should be conducted in a manner consistent with the techniques prescribed in the District approved training program. The purpose of the restraint should be to assist the student to regain emotional and behavioral stability. It should last only as long as is necessary to accomplish this. To the extent possible, it should be conducted in such a way as to preserve the confidentiality and dignity of all involved.**~~

~~**Restraint should be carried out by trained persons authorized by the Superintendent, Special Education Administrator, Principal, Director or his/her designee. Untrained staff is limited to physically intervening by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance from trained staff as soon as possible.**~~

~~**School staff shall not use or threaten to use restraint as a punishment or consequence.**~~

~~**All employees shall follow the procedures as outlined in the document titled: "Procedures for Use of Restraint in the Dover School District"**~~

#### Definitions

1. ~~**Physical restraint occurs whenever a staff member physically restricts a child's movement against his or her will. Physical restraint is a temporary measure to be used only when necessary to facilitate care, welfare, safety, and security for all.**~~
2. ~~**Substantial risk is the serious, imminent threat of bodily harm where there is the ability to enact such harm. Substantial risk shall exist only if other less restrictive alternatives to diffuse the situation have been exhausted and have failed, or the level of risk prohibits exhausting other means.**~~
3. ~~**Trained Staff are those individuals who successfully complete and stay current in a training program that results in acquisition of skills in verbal de-escalation, preventing restraints, evaluating risk of harm in an individual situation, use of approved techniques and monitoring the effect of the restraint.**~~
4. ~~**District/facility shall mean the Dover School District.**~~

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: JKAA</b>
<b>DATE OF ADOPTION: 2/14/2011</b>	

5. ~~Parent shall mean the student's parent, legal guardian, surrogate parent or student over the age of 18.~~
6. ~~**Mechanical Restraint.** When a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body. Prohibited as per RSA 126-U:6.~~
7. ~~**Medication Restraint.** When a child is given medication involuntarily for the purpose of immediate control of the child's behavior. Prohibited as per RSA 126-U:6.~~

Dover School District hereby authorizes school officials to use restraint to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, and in a manner consistent with state law and regulations.

The Superintendent of Schools shall develop procedures for the use of child restraint and seclusion.

For purpose of this policy and any accompanying procedures, the term "restraint" means any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: JKAA</b>
<b>DATE OF ADOPTION: 2/14/2014</b>	

such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

School staff shall not use physical restraint except to ensure the immediate physical safety of person when there is a substantial and imminent risk of serious bodily harm to the child or others.

For purpose of this policy and any accompanying procedures, the term “seclusion” means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion shall not include:

- (1) The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave.
- (2) Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

School staff shall not use seclusion except when a child’s behavior poses a substantial and imminent risk of physical harm.

School officials shall not use or threaten to use any dangerous restraint techniques or containment, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

Physical restraint or seclusion shall be used only by trained personnel and only after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably believed to be unlikely to succeed based on the student’s past history.

In the event of a physical restraint, seclusion, or intentional physical contact with students who are actively combative, assaultive, or self-injurious, school officials shall comply with all state-mandated notification and record keeping requirements.

Legal Reference: RSA 126-U:1 to 13 (2014).

Cross Reference: JKAA-R – Procedures on Use of Child Restraint and Seclusion

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

## FIRST READING

### DOVER SCHOOL DISTRICT PROCEDURES ON USE OF CHILD RESTRAINT AND SECLUSION

The Dover School District hereby establishes the following procedures to describe how and in what circumstances restraint or seclusion is used in this District. The procedures are adopted for the purpose of meeting the District's obligations under state law governing the use of restraints and seclusion. The procedures shall be interpreted in a manner consistent with state law and regulations.

#### I. Definitions.

**Restraint.** Any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication..

Restraint shall not include the following:

— (1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.

(2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.

(3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

(4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.

(5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

The five interventions listed immediately above are not considered "restraint" under these procedures, are not barred or restricted by these procedures, and are not subject

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

to the training or notification requirements that otherwise apply to permissible restraints addressed herein.

**Medication Restraint.** When a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

**Mechanical Restraint.** When a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

**Physical restraint.** When a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

**Dangerous Restraint Techniques.**

- a. Any technique that:
  - (1) Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
  - (2) Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a child;
  - (3) Obstructs the circulation of blood;
  - (4) Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
  - (5) Endangers a child's life or significantly exacerbates a child's medical condition.
- b. Intentional infliction of pain, including the use of pain inducement to obtain compliance.
- c. The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the child for the purpose of controlling or modifying the behavior of or punishing the child.
- d. Any technique that subjects the child to ridicule, humiliation, or emotional trauma.

**Seclusion.** The involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion does not include:

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

- (1) the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave;
- (2) Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

## ***II. Use of Restraint***

1. Restraint as defined in these procedures shall be used only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to others.
2. Restraint as defined in these procedures shall only be used by trained personnel and with extreme caution. It should be used only after all other interventions have failed or appear unlikely to succeed based on the student's past history.
3. Use of restraint as defined in these procedures shall be limited to physical restraint. School officials shall not use or threaten to use any dangerous restraint techniques, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

## ***III. Use of Seclusion***

1. Seclusion may only be used when a child's behavior poses a substantial and imminent risk of physical harm to the child or to others, and may only continue until that danger has dissipated.
2. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
3. Each use of seclusion shall be directly and continuously visually and verbally monitored by a person trained in the safe use of seclusion.

## ***IV. Prohibited Use of Restraint or Seclusion***

1. School officials shall not use or threaten to use restraint or seclusion as punishment or discipline for the behavior of child.
2. School officials shall not use or threaten to use medication restraint.

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

3. School officials shall not use or threaten to use mechanical restraint, except its use is permitted in the transportation of children, as outlined under these procedures.
4. School officials shall not use or threaten to use dangerous restraint techniques, as defined in these procedures.
5. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
6. Seclusion shall not be used in a manner that that unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

**V. Authorization and Monitoring of Extended Restraint & Length of Restraint**

When restraint may permissibly be used on a child, school officials must comply with the following procedures:

1. Restraint shall not be imposed for longer than is necessary to protect the child or others from the substantial and imminent risk of serious bodily harm;
2. Children in restraint shall be continuously and directly observed by personnel trained in the safe use of restraint;
3. No period of restraint shall exceed 15 minutes. If restraint is to exceed this time, approval of the Principal or supervisory employee designated by the Principal to provide such approval is required.
4. No period of restraint shall exceed 30 minutes unless a face-to-face assessment of the mental, emotional and physical well-being of the child is conducted by the Principal or supervisory employee designated by the Principal who is trained to conduct such assessments. The assessment must include a determination of whether the restraint is being conducted safely and for a proper purpose. These assessments must be repeated at least every 30 minutes during the period of restraint and documented in writing pursuant to the notification requirements set forth below.

**VI. Restriction of Use of Mechanical Restraints during Transport of Children.**

1. Mechanical restraints during the transportation of children are prohibited unless the child's circumstances dictate the use of such methods. In any event when a child is transported using mechanical restraints, the Principal shall document in writing the reasons for the use of mechanical restraint. This documentation shall be treated as notification of restraint as discussed in paragraph VI, below.

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

2. Whenever a child is transported to a location outside a school, the Principal shall ensure that all reasonable measures consistent with public safety are taken to transport and/or escort the child. Such measures should:
  - a. Prevent physical and psychological trauma,
  - b. Respect the child's privacy, and
  - c. Represent the least restrictive means necessary for the safety of the child.

**VII. Room Conditions for a Seclusion Area**

When permitted by this chapter, seclusion may only be imposed in rooms which:

- (a) Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.
- (b) Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.
- (c) Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.
- (d) Are free of any object that poses a danger to the children being placed in the rooms.
- (e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an "emergency" includes, but is not limited to:
  - (1) The need to provide direct and immediate medical attention to a child;
  - (2) Fire;
  - (3) The need to remove a child to a safe location during a building lockdown; or
  - (4) Other critical situations that may require immediate removal of a child from seclusion to a safe location.
- (f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

**VIII. Notice and Record Keeping Requirements**

1. Unless prohibited by a court order, a school official shall verbally notify the parent or guardian and guardian ad litem of a restraint or seclusion no later than the time of the return of the child to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notice shall be made in a manner calculated to provide actual notice of the incident at the earliest practicable time.

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

2. A school employee who uses restraint or seclusion shall submit a written report to the building principal or the principal's designee within 5 business days after that intervention. If the school employee is not available to submit such a report, the employee's supervisor shall submit such a report within the same time frame. If the principal uses restraint or seclusion, he/or she shall submit a written report to the Superintendent, or his/her designee, within 5 business days. Any report addressed in this section shall contain the following information:
  - a. The date, time and duration of the restraint or seclusion;
  - b. A description of the actions of the child before, during, and after the occurrence; a description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the restraint or seclusion;
  - c. The names of the persons involved in the occurrence;
  - d. A description of the actions of the school employees involved before, during, and after the occurrence;
  - e. A description of any interventions used prior to the restraint or seclusion;
  - f. A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary;
  - g. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of restraint or seclusion;
  - h. A description of any property damage associated with the occurrence;
  - i. A description of actions taken to address the emotional needs of the child during and following the incident;
  - j. A description of future actions to be taken to control the child's problem behaviors;
  - k. The name and position of the employee completing the notification; and
  - l. The anticipated date of the final report.
3. Unless prohibited by court order, the Principal or other designee shall, within 2 business days of receipt of the written report described above, send or transmit by first class mail or electronic transmission to the child's parent or guardian and guardian ad litem the information contained in that written report. **[Optional but recommended: Within the same time frame, the Principal shall also forward any such report to the Superintendent for retention in that office.]**
4. Each written report referenced in this section shall be retained by the school and shall be made available for periodic, regular review consistent with any rules that may be adopted by the state board of education for that purpose.

***IX. Serious Injury or Death during Incidents of Restraint or Seclusion.***

1. In cases involving serious injury or death to a child subject to restraint or seclusion, the school district shall, in addition to the notification requirements

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

above, notify the commissioner of the department of education, the attorney general, and the state's federally designated protection and advocacy agency for individuals with disabilities. Such notice shall include a copy of the written report referenced in Section VIII above.

2. "Serious injury" means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

**X. Team Meeting Requirements**

1. After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.
2. Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted "if there have been multiple instances of restraint or seclusion since the last review."

**XI. Notice and Records of Intentional Physical Contact**

1. If a school employee has intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior, a school representative shall make reasonable efforts to promptly notify the child's parent or guardian.
2. Such notification shall be no later than the time of the child's return to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notification shall be made in a manner to give the parent or guardian actual notice of the incident at the earliest practicable time.
3. Within 5 business days of the incident of "intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior," the school shall prepare a written description of the incident. This description shall include:
  - a) Date and time of the incident;
  - b) Brief description of the actions of the child before, during and after the occurrence;
  - c) Names of the persons involved in the occurrence;
  - d) Brief description of the actions of the school employees involved before, during and after the occurrence; and

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

- e) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during or after the incident.
- 4. If an incident of intentional physical contact amounts to a physical restraint as set forth earlier in these procedures, the school shall meet the notification and record requirements that apply to physical restraint, rather than the requirements that apply to incidents of “intentional physical contact.”
- 5. The notification and record-keeping duties for an incident of intentional physical contact do not apply in the following circumstances:
  - a) When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location -- unless the child is actively combative, assaultive, or self-injurious while being escorted, and then these requirements do apply.
  - b) When actions are taken such as separating children from each other, or inducing a child to stand, or otherwise physically preparing a child to be escorted.
  - c) When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child’s attention – except that blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the requirement.

***XII. Department of Education Review***

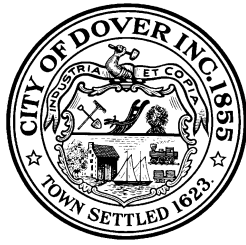
- 1. A parent may file a complaint with the New Hampshire Department of Education regarding the improper use of restraint or seclusion. Resolution of any such complaint should occur within 30 days, with extensions only for good cause.
- 2. Investigation of any such complaint shall include appropriate remedial measures to address physical and other injuries, protect against retaliation, and reduce the incidence of violations of state standards on restraint and seclusion.

***XIII. Civil or Criminal Liability***

Nothing in the District’s Policy or Procedures on the Use of Child Restraint should be understood in any way to undercut the protections from civil and criminal liability provided to school officials for the use of force against a minor, consistent with state law found at RSA 627:1, 4, and 6.

DANIEL R. LYNCH  
Finance Director  
[d.lynch@dover.nh.gov](mailto:d.lynch@dover.nh.gov)

ANN M. LEGERE, CPPB  
Purchasing Agent  
[a.legere@dover.nh.gov](mailto:a.legere@dover.nh.gov)



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## *City of Dover, New Hampshire* OFFICE OF THE FINANCE DIRECTOR

November 6, 2014

### **REQUEST FOR PROPOSAL #B15019**

#### **Photovoltaic System**

You are cordially invited to submit a Proposal for a Photovoltaic System in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

**Five (5) copies of the Proposal must be submitted in a sealed envelope, plainly marked:**

#### **RFQ #B15019- Photovoltaic System**

**Purchasing/Finance Office  
City of Dover  
288 Central Ave 2<sup>nd</sup> Floor  
Dover NH 03820**

All proposals/bids must be received by ----- at 11:00 a.m. EST

*A NON-mandatory pre-proposal meeting will be held on \_\_\_\_ at 10:00 am at Dover City Hall 288 Central Ave in the Finance office. A tour of facilities for those interested will be conducted following this meeting.*

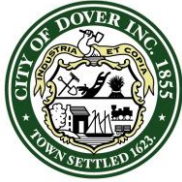
#### **IMPORTANT:**

In order to be notified by email for projects associated with your service, visit our web page, <http://www.dover.nh.gov/government/city-operations/finance/bids/index>, proceed to BECOME A VENDOR and add your company to our vendor database (if you have not already done so).

#### **Contracted Services Code -----**

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



**CITY OF DOVER**

## REQUEST FOR PROPOSAL

Request Type RFR  
Title **Photovoltaic System**  
Date November 13, 2014

Number: **B15019**

### I. INTRODUCTION

The City of Dover seeks business development proposals for photovoltaic systems located on any one or any combination of the City-owned project sites listed below, to develop solar power projects pursuant to the **New Hampshire Group Net Metering statute, RSA 362-A**. The designation of off-site municipal electric meters at any site shall be determined at the sole discretion of the City of Dover.

### II. GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Qualifications (RFQ). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

**No late, email or facsimile proposals will be accepted.**

Costs incurred for the preparation of a proposal in response to this RFQ shall be the sole responsibility of the vendor submitting the proposal. The City of Dover reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the proposals.

A **NON-mandatory** pre-proposal meeting will be conducted as indicated on page one of this document. The attendee should be directly linked to this project. The vendor selected will be required to execute an Agreement for Professional Services, see sample agreement Attachment A.

Questions should be directed in writing to Ann M. Legere, at [a.legere@dover.nh.gov](mailto:a.legere@dover.nh.gov) no later than 7 days prior to bid date and time on cover page of this document.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Purchasing Agent prior to submission of the response.

### III. PROJECT REQUIREMENTS

#### SCOPE OF SERVICES



**CITY OF DOVER**

## REQUEST FOR PROPOSAL

Request Type RFR  
Title **Photovoltaic System**  
Date November 13, 2014

Number: **B15019**

For this project, the successful developer will have the ability to design, engineer, install, monitor, evaluate, maintain, finance, and decommission (as applicable) these projects. The City is seeking arrangements for the subject locations that provide value to the taxpayers of Dover and may include ownership, leases, power purchase agreements, or other relationships that provide the best benefit to the City. Additional considerations may include appearance, security, and the availability of performance data for educational purposes.

These photovoltaic system (or systems) must be complete turnkey systems and include solar panels, inverters, wiring, metering, controls, and all other components necessary for a current technology system installation. The City looks to the proposer to provide an arrangement that optimizes the financial benefit to the City. System size is not specified; responders are encouraged to build the most creative, efficient, and economical system that will provide the most economic benefit to the City over any specified period of time. Economic benefits proposed to the City may include a combination of lease payments, discounted electrical rates, tax revenue, and/or renewable energy credit revenue.

### **POTENTIAL PROJECT SITES**

The sites listed below are available for incorporation into the proposed system. These sites may be used in all possible combinations at the discretion and expertise of the proposer in creating an efficient and reasonable system. It is **incumbent** for proposers to familiarize themselves with the sites.

Site #1 –Municipal Landfill, Tolend Road – this property is a federal Superfund site. (See attached aerial photo)

Site #2 – Dover Police Station, Orchard Street parking lot – this facility has been designed and will begin construction in 2015. (See attached architectural rendering)

Site #3 – City Hall, 288 Central Avenue (See attached photo)

Site #4 – McConnell Center, 61 Locust Street (See attached photo)

**Site #5 – Butler** building (See attached photo)

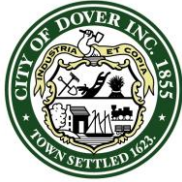
Site #6 – Ice Arena, 110 Portland Avenue (See attached photo)

Site # 7 – Garrison School, 50 Garrison Road (See attached photo)

Site # 8 – Woodman Park School, 11 Towle Avenue (See attached photo)

Site #9 – Horne Street School, 78 Horne Street (See attached photo)

Site #10 – Dover Middle School, 16 Daley Drive (See attached photo)



**CITY OF DOVER**

# REQUEST FOR PROPOSAL

Request Type RFR  
Title **Photovoltaic System**  
Date November 13, 2014

Number: **B15019**

Site #11 – Dover High School Alternative Program building, 50 Alumni Drive (See attached photo)

## KEY CONSIDERATIONS

It is probable that the economic success of these projects will depend on supplemental funding from other sources. These funds may derive from a variety of sources including tax incentives, RGGI and other rebates, and renewable energy credits. The proposer/developer should demonstrate a clear understanding of these programs and applicable requirements, deadlines, and limitations to the City.

The City further anticipates that the success of a proposal may require other partners to participate in the relationship. Proposals should describe the nature of such relationships and the parties involved.

The City possesses very limited structural information for most of the buildings listed above.

All responses to this RFP must acknowledge that the selected developer is responsible for analyzing the structural capacity of any building for which a solar power project is proposed. The structural analysis must be performed by a structural engineer and reviewed and approved by the City of Dover Building Official.

## IV INFORMATION AVAILABLE

Attachment A - Sample Agreement

Attachment B - RSA362-A Limited Electrical Energy Producers Act

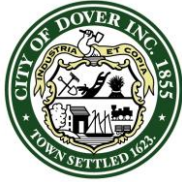
Attachment C – Photos of locations??????

## V ANTICIPATED TIMELINE

Proposals due:	Mm dd yyyy @ 11:00am
Site visit to facilities	Mm dd yyyy @ 9:00am
Potential Interviews, selection, negotiation:	Mm dd yyyy @
City Council Award:	Mm dd yyyy
Anticipated Contract signing:	Mm dd yyyy

## VI SUBMITTAL REQUIREMENTS (any missing items may result in rejection of the proposal)

- 1) **Five (5)** copies of the Statement of Qualifications are to be provided. The Statement of Qualifications shall be limited to 20 pages single sided and shall include as a minimum, the following information:



**CITY OF DOVER**

## REQUEST FOR PROPOSAL

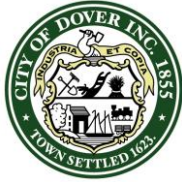
Request Type RFR  
Title **Photovoltaic System**  
Date November 13, 2014

Number: **B15019**

- a. Introductory cover letter.
- b. The firm(s) recent (past five years) experience in projects of similar size and scope.
- c. Information describing the names, roles, qualifications and resumes of key members of your firm that may be involved with these projects including the proposed main client contact person.
- d. Include a history of your organization including dossiers of principal ownership and management and certifications of your organization and staff including explanations of those certifications.
- e. Proposals may include one or more of the project sites. Respondents may form partnerships for purposes of crafting proposals in response to this RFP. Such partnerships require complete disclosure. Teaming arrangements, if joint venture, provide same information for all parties.
- f. Proposals may include time phased financial pro forma statements and other financial information relating to all phases of the proposed project. This includes but is not limited to expense and bond requirements, tax credits, revenue projections, buy out verses no buy out scenarios and City requirements for professional financial and tax management.
- g. Include a history of past projects including scope, financial information and responsibilities with bond requirements, preliminary and final design drawings, planned verses actual timeline, references and client evaluations.
- h. A minimum of five client references for projects completed.
- i. Proposals may include preliminary design drawings.
- j. Submissions should include a summary of benefits to the City.
- k. Buyout costs associated with proposals that include a power purchase component shall not exceed \$1.00.

Submit all costs related to development, construction, maintenance, metering, installation fees, and decommissioning as applicable expenses are the responsibility of the selected developer. All costs related to the proposal submission will be borne by the submitters in responding to this RFP or in responding to any further request for interviews, additional information, etc., prior to the issuance of a contract.

### Insurance



**CITY OF DOVER**

## REQUEST FOR PROPOSAL

Request Type RFR  
Title **Photovoltaic System**  
Date November 13, 2014

Number: **B15019**

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000.00 per occurrence and \$2,000,000 aggregate, types of liability coverage and workers compensation participation. Thirty day notice is required for cancellation of policy and City of Dover shall be listed as additional insured.

### **Licenses and Permits-(if any)**

All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on city property. Vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by city. Copies of such permits and licenses will be forwarded to the Purchasing Agent for the file prior to work commencing

### **VII SELECTION**

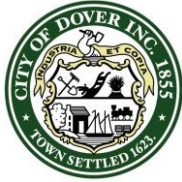
A selection committee will review submissions. After review of submissions and prior to final ranking, the committee may, at its discretion, conduct interviews with a limited number of firm(s). The Committee may, at its discretion, visit sites representing the work of a specific firm. If the City desires to interview a firm, that firm will receive notification of the date and time of the interview. Vendors who are interviewed should anticipate interviews that focus the professionals who will be directly involved in the project.

The Owner is under no obligation to grant interviews to any vendor receiving a copy of this RFP and/or submitting a written response to this RFP.

The Committee will rank the vendors and select the most qualified vendor on price, terms and conditions. The Committee's recommendation will be submitted to the City Council for consideration.

### **CRITERIA FOR EVALUATION SHALL INCLUDE BUT NO LIMITED TO:**

- Demonstrated experience in providing service required for projects of similar size and scope to our anticipated project
- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Response of references.
- Have the available resources to complete projects.



**CITY OF DOVER**

## REQUEST FOR PROPOSAL

Request Type RFR  
 Title **Photovoltaic System**  
 Date November 13, 2014

Number: **B15019**

**CONTACT INFORMATION: SIGNATURE REQUIRED:**

<b>Official Entity Name</b>		<b>FOB Information:</b>	
<b>Address:</b>			
<b>City, State, Zip</b>		<b>Availability:</b>	
<b>Email address:</b>		<b>State of Incorporation</b>	
<b>Warranty/guarantee:</b>		<b>Price holds for:</b>	
<b>Date:</b>		<b>SSN or EIN:</b>	
<b>Telephone #:</b>		<b>Fax #:</b>	
<b>Signature:</b>		<b>Title:</b>	

Check here if appropriate: \_\_\_\_\_ **(X) NO B**

**Bid Protests**

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Purchasing Agent, the person submitting the protest shall submit a written appeal to the City Manager within three (3) calendar days of a decision by the Purchasing Agent.
- C. Purchasing procedures shall be stayed pending a decision of the City Manager unless the City Manager decides that the award of a contract is necessary to protect substantial interests of the City.



**CITY OF DOVER**

## REQUEST FOR PROPOSAL

Request Type RFR  
Title **Photovoltaic System**

Number: **B15019**

Date November 13, 2014

### **BID, RFP AND QUOTE TERMS AND CONDITIONS**

1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover 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 City"; 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 and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. **FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER.** If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at [www.dover.nh.gov](http://www.dover.nh.gov), or by sending a written request for the bid analysis along with a self-addressed stamped envelope.

Goal

Evaluation of proposed 90 day plan

First 30 days

Action Item	Evidence/Artifacts				
secure a mentor	Mentor secured and meetings have begun				
transition activities with the Interim Superintendent	6/26/14				
Meet support staff in the SAU office, administrators, the School Board and the City Council	Melissa Glidden (7/17/14) Dot Groulx (8/1/14) Erica Helm (7/23/14) Ann Marie Hinz (7/22/14) Robin LaFleur (7/29/14) Brenda Leclair (8/5/14) Cindi McKenney (7/24/14) Darlene Shanahan (8/1/14) Silvia Weeks (8/6/14)	Christine Boston (7/1/14) Paula Glynn (7/8/14) Karen Taylor (7/8/14)	Patrick Boodey (7/3/14) Peter Driscoll (7/2/14) Beth Dunton (7/3/14) Joe Flockerzi (7/7/14) Kim Lyndes (7/2/14) Mike McKenney (7/2/14) Louise Paradis Deanna Strand (7/3/14) Jeff White (8/6/14) Peter Wotton (7/9/14)	Betsey Andrews-Parker (7/9/14) Doris Grady (8/6/14) Sarah Greenshields (9/23/14) Kathleen Morrison (9/2/14) Michelle Muffet-Lipinski (8/15/14) Amanda Russell (7/31/14) Carole Soule-McCammon (8/1/14)	
visit the schools to meet staff who are present	July & August 2014				
meet people in the broader school community in scheduled and informal venues	COC: Molly Hodgson (8/19/14) Dover Listens: Michelle Holt-Shannon (8/15/14) DTZ: Bob Kennedy (7/23/14) DHA: Alan Kraus (7/29/14) Matt Upton (7/2/14)	Dan Barufaldi (6/19/14) Anthony Blenkinsop (7/24/14) Annie Dove Mike Gillis (7/23/14) Mike Joyal (7/15/14) Ann Legeres Dan Lynch Christopher Parker (6/19/14) Doug Steele (8/19/14) Mayor Karen Weston (8/19/14) City Council meeting Planning Board/City Council meeting	Chief Anthony Colarusso (7/7/14) Lieutenant Brant Dolleman (7/23/14) SRO Sean Kennedy (7/23/14)	Chief Richard Driscoll (7/18/14)	GBCC: Will Arvelo (8/24/14) STA: Kevin Collins (7/28/14) PCA: John Engstrom (9/1/14)
meet the presidents of various unions or associations	DTU: Greg Brown (7/23/14)	DPA: Lorna Zucarro (7/21/14)	DEOP: Renee Ward (8/27/14)		
tour facilities	July 2014				
learning the details of the renovation projects	Have met w/ JBC, BA, City officials	Advisory member and administrative Point of Contact for DHS/CTE JBC project	Consultants for GES roof		

Goal

Evaluation of proposed 90 day plan

First 30 days

Ongoing Biz Ed Connect meetings	STEAM work group member	Dover Family School Alliance participant	Superintendent's meetings	PTO, ice cream social, Chamber of Commerce reception, Rotary meeting, school events, SEED, community members requesting time with me, Boy Scouts, Tri-City CTE directors/superintendents meeting, State of the State address hosted by COC, GBCC Advanced Manufacturing event

Goal

Second 30 days

Action Item	Evidence/Artifacts				
learn budget for the 2014-2015 school year	Weekly meetings w/ BA				
status of the recommendations in the 2011 Special Education Study					
curriculum review and implementation	August 2014				
Review professional development plan	July 2014				
Review technology plan	July 2014				
Review current or pending litigation	Met w/ City Attorney as needed				
work with the School Board to develop a communication plan	Ongoing staff email communications for updates and responses to questions	Board communications for weeks without School Board meetings			
review School Board policies	financial policies July 2014	bullying, harassment, fund raising policies August 2014	others ongoing (related to building process, tuition, staffing, etc.)		
set a policy review cycle	Meeting w/ Board Chair on 10/14/14 to discuss this				
training through NHSBA	9/22/2014				
set a budget calendar	Budget assumptions (9/8/14)	Budget calendar (8/11/14)	Budget calendar amended (10/6/14) to move approval of all City budgets up to May instead of June		
contract negotiations that are due in the next budget cycle	Ongoing meetings w/ DTU study committee				
welcome staff back	8/25/14: Had students and a former student welcome staff with presentations	Stopped into opening staff meetings and classrooms			
spend time in the schools	ongoing school visits	attended all Open Houses			

Goal

Last 30 days

Action Item	Evidence/Artifacts				
work with the School Board to identify a process that will help us make it a more robust strategic plan	Reviewed several types of strategic plan proposals to begin to think about what we might want	Met w/ Carsey School of Public Policy staff about additional plan and evaluation models			
required changes to the supervision and evaluation plan due to the ESEA Flexibility Waiver	Discussed current practices w/ Paula Glynn	Discussed current practices & revision plans w/ Greg Brown	Proposed revised rubric for teachers to administrative team (8/14/14)	Revised rubrics for specialists w/ administrative team (9/9/14)	
work with the schools and administrative team to develop a budget based on the needs of the students	Developed budget schedule for administrative team meetings (9/9/14)	Ongoing meetings w/ administrative team regarding specific areas of the budget per budget schedule	Ongoing budget planning meetings w/ BA		
be present in schools and at many student events	Attended PTO/A meetings, Open Houses, soccer games, field hockey game, ice cream social, walk-to-school day, awards to schools, general drop-ins				

Goal	Action Item	Evidence/Artifacts				
Goal 1: By June 30, 2015, Dr. Arbour will develop a budget process that aligns with Dover Public School's vision, mission, and goals. Dr. Arbour will be responsible for allocating and managing expenditures consistent with district/school-level goals and available resources.	Dr. Arbour will meet with her leadership team regularly beginning in September to prioritize and organize the needs of the schools/students.	Developed budget schedule for administrative team meetings (9/9/14)	Ongoing meetings w/ administrative team regarding specific areas of the budget per budget schedule	Ongoing budget planning meetings w/ BA	Ongoing communication w/ staff and community about budget intentions and process	
	Dr. Arbour will use the 2014-2015 budget as a template for the 2015-2016 school year budget process.	Using FY15 budget to cross-check requests for FY 16 budget; building zero-based budget with administrative team				
	Budget timeline will begin with School Board on December 8 <sup>th</sup> , 2014 and end no later than March 15, 2015.	Working w/ administrative team, staff & Board regarding budget process	Requested to the City Manager that we work to move the budget approval from June to May to enable the District to avail itself of hiring season, stabilize work force, and ensure efficient & correct business office practices			
	The efficiency of personnel, purchasing, budget software, operational systems and other HR areas will be reviewed and data collected.	Reviewing all operational systems and software (IT, purchasing & receiving, RFP process, Student Activity Accounts system, hiring forms & processes, etc.)				
	Implement a purchase order system for all items purchased in the school district.	Developed new purchasing protocol (8/6/14)				
	Create a committee to review job descriptions throughout the district.	New job description developed & approved for Data Systems Coordinator	Draft job descriptions for CTE positions	Will be reviewing others throughout the year with appropriate departments		
	Will continue ongoing communication and clarification with Business Administrator Karen Taylor.	Weekly meetings w/ BA	Ongoing meetings w/ BA regarding specific operational topics (food service, transportation, IT, tuition, etc.)			

Goal	Action Item	Evidence/Artifacts				
<p>Goal 2: By June 30, 2015, Dr. Arbour will establish ongoing relationships with community organizations, community members and local businesses. She will engage them to increase their involvement to maximize community contributions for school effectiveness.</p>	<p>Over the past 45 days, Dr. Arbour has met with local municipal leaders and community partners. She will continue to nurture these relationships with the Rotary, Biz Ed Connect, JBC, Tri-City CTC Council, Regional Superintendents Organizations, Chief of Police and Fire, and some City Councilors.</p>	<p>Chamber of Commerce reception, monthly meeting w/ City Manager, regular meetings w/ business and City officials around specific topics (business internships, higher ed partnerships, STEAM, energy partnerships, IT, etc.)</p>	<p>Planning Board re: CIP (10/14/14)</p>			
	<p>Over the next school year, these relationships will be expanded to include formal and informal meetings with the school board and City Council.</p>	<p>JFC meeting (10/15/14)</p>				
	<p>Throughout the 2014-2015 school year, Dr. Arbour will meet with leaders from the child-serving agencies as well as local legislators.</p>					
	<p>Meet with local legislators in early March, 2015 regarding adequacy.</p>					
<p>Goal 3: By June 2015, Dr. Arbour will utilize the data from Dover Listens and student achievement data to inform the strategic plan process. This information and community feedback will be used to develop succinct, results-oriented decisions to guide the professional development opportunities and encourage training in evidence-based practices.</p>	<p>With the help of the Dover School Board, Dr. Arbour will work with the School Board in sending out an RFP to begin the process of hiring a facilitator hire a facilitator for the strategic planning process.</p>	<p>Have introduced strategic planning options to Board and added funds to pay for this in the FY16 budget</p>	<p>Have reviewed Dover Listens full report</p>	<p>Have met w/ Michelle Holt-Shannon</p>		
	<p>Begin strategic plan</p>					
	<p>Continue to play an integral role in the JBC to inform the planning process</p>	<p>JBC administrative POC for members and outside contracts/firms</p>				
	<p>Development of comprehensive CIP accurately reflects the needs of the Dover School district</p>	<p>CIP approved by School Board and introduced to City Council &amp; Planning Board</p>	<p>Presented to Planning Board (10/14/14)</p>	<p>Presented to JFC (10/15/14)</p>		

**October 2014 Condition of Accounts**

Description	FY15 Budget	FY 15 Actual to Date	Over/(Under) Budget
<b>Revenue</b>			
Tuition-Regular-Other NH Districts	\$ 14,797	\$ -	\$ (14,797)
Tuition-Barrington-DHS	\$ 2,527,237	\$ 50,000	\$ (2,477,237)
Tuition-Nottingham-DHS	\$ 1,206,499	\$ 50,000	\$ (1,156,499)
Tuition-SPED Aides	\$ 37,500	\$ -	\$ (37,500)
Tuition-CAREER AND TECH-NH Districts	\$ 51,000	\$ 16,493	\$ (34,507)
Tuition-CAREER AND TECH-Out of State (Maine)	\$ 22,000	\$ -	\$ (22,000)
Tuition-Preschool Program	\$ 8,000	\$ 6,900	\$ (1,100)
Tuition - Summer School	\$ -	\$ 3,013	\$ 3,013
Athletic Transportation - DMS	\$ 12,000	\$ 6,381	\$ (5,619)
Athletic Transportation - DHS	\$ 40,000	\$ 16,179	\$ (23,821)
DHS Transportation	\$ 17,250	\$ 17,888	\$ 638
Other Local Revenue	\$ 32,782	\$ 1,692	\$ (31,090)
State Adequate Education Grant	\$ 7,058,518	\$ 1,411,704	\$ (5,646,814)
School Building Aid	\$ 675,018	\$ 337,509	\$ (337,509)
Catastrophic Aid	\$ 170,000	\$ -	\$ (170,000)
CAREER TECH Tuition Aid	\$ 100,000	\$ -	\$ (100,000)
CAREER TECH Transportation Aid	\$ 10,000	\$ -	\$ (10,000)
Indirect Cost Allocation	\$ 115,697	\$ -	\$ (115,697)
Impact Aid	\$ 2,500	\$ -	\$ (2,500)
Adult Basic Ed. Reimbursement	\$ 65,000	\$ -	\$ (65,000)
Medicaid Distribution	\$ 250,000	\$ 185,095	\$ (64,905)
Transfer from Capital Reserves, (includes Impact Fees)	\$ 200,000	\$ -	\$ (200,000)
<b>Revenue:</b>	<b>\$ 12,615,798</b>	<b>\$ 2,102,852</b>	<b>\$(6,712,425)</b>

Description	FY15 Budget	FY 15 Actual to Date and Encumbrances	Budget Balance Remaining	%
<b>Expenses:</b>				
1100 REGULAR EDUCATION PROGRAMS	\$ 19,631,950	\$ 18,738,376	\$ 893,574	4.55%
<b>1200 SPECIAL EDUCATION PROGRAMS***</b>	<b>\$ 7,083,225</b>	<b>\$ 7,450,538</b>	<b>\$ (367,313)</b>	<b>-5.19%</b>
1300 CAREER AND TECH EDUCATION PROGRAMS	\$ 2,361,711	\$ 2,028,627	\$ 333,084	14.10%
1400 CO-CURRICULAR ACTIVITIES AND ATHLETIC	\$ 588,406	\$ 457,031	\$ 131,375	22.33%
1600 ADULT/CONTINUING EDUCATION PROGRAM:	\$ 210,000	\$ 179,328	\$ 30,672	14.61%
2100 SUPPORT SERVICES - Students	\$ 2,994,469	\$ 2,945,748	\$ 48,721	1.63%
2200 SUPPORT SERVICES - Instructional Staff	\$ 933,370	\$ 800,988	\$ 132,382	14.18%
2300 SUPPORT SERVICES - General Admin.	\$ 1,141,358	\$ 942,762	\$ 198,596	17.40%
2400 SUPPORT SERVICES - School Admin.	\$ 2,301,520	\$ 2,078,055	\$ 223,465	9.71%
2600 SUPPORT SERVICES - Operation Maint/Plant	\$ 3,839,660	\$ 3,404,095	\$ 435,565	22.60%
2700 SUPPORT SERVICES - Student Transportatio	\$ 1,927,055	\$ 1,866,930	\$ 60,126	7.55%
2800 SUPPORT SERVICES - Centralized Services	\$ 796,145	\$ 783,041	\$ 13,104	1.65%
2900 SUPPORT SERVICES - Other	\$ 427,886	\$ -	\$ 427,886	100.00%
	<b>\$ 44,236,755</b>	<b>\$ 41,675,519</b>	<b>\$ 2,561,236</b>	<b>5.79%</b>

Description	FY15 Budget	FY 15 Actual to Date and Encumbrances	\$	6/30/2014 Fund Balance
Cafeteria (2800)	\$ 1,524,919	\$ 1,476,572	\$ 48,347	\$400,784
Special Programs (2900) - eRate	\$ 48,000	\$ -	\$ 48,000	\$0
Tuition Programs (3810)	\$ 147,044	\$ 55,604	\$ 91,440	\$0
Alternative Education (3825)	\$ 663,682	\$ 569,357	\$ 94,325	\$62,422
Facilities (3830)	\$ 172,555	\$ 90,165	\$ 82,390	\$293,422
<b>Total:</b>	<b>\$ 2,556,200</b>	<b>\$ 2,191,698</b>	<b>\$ 364,501</b>	<b>\$756,627</b>



## DHS-CTC JBC Timeline

12-MAR-14	Committee Formation and city side appointments made
29-APR-14	First meeting, chair Robert Carrier selected
13-MAY-14	DHS Principal & CTC Director tasked with staff survey BA tasked to begin drafting RFQ
10-JUN-14	RFQ was posted
5-AUG-14	Site visit reports were given
6-AUG-14	9 responses to the RFQ were received
19-AUG-14	4 firms selected to interview
15-SEP-14	4 firms interviewed
16-SEP-14	2 firms selected for a second interview
25-SEP-14	2 firms interviewed. Decision was made to contact three references
7-OCT-14	HMFH selected by unanimous vote to be recommended to the School Board
14-OCT-14	Authority was granted to the Superintendent to begin contract negotiations with HMFH

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*A tentative timeline and more complete list of major votes/actions to be taken will be available after the JBC meeting on October 28, 2014.*

Additional major votes to be taken by JBC\* (Please note that some of these votes/actions are occurring simultaneously.):

- Approve HMFH contract (Funds already appropriated and available for expenditure)
- Review feasibility study results to determine whether or not to renovate, build new, or do a combination of the two
- Develop RFP for an architect for the construction phase of the project based on the results of the feasibility study
- Seek appropriation of funds from School Board and City Council for construction phase of the project
- Develop RFP for the Clerk of the Works/Owner's Project Manager
- Select architect for the design and construction phase of the project
- Select Clerk of the Works/Owner's Project Manager
- Negotiate contracts with architect and Clerk of the Works/Owner's Project Manager

\* Our school district attorney is reviewing the work of the JBC to ensure that all necessary processes are followed.