



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – AGENDA

Meeting Type:	<b>Regular Session #4</b>
Meeting Location:	<b>Media Ctr. (Rm. 306) McConnell Center</b>
Meeting Date:	<b>Monday, April 13, 2015</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. Public Meeting to Enter Nonpublic Discipline Hearing #1, March 9, 2015
  - 2. Regular Session #3, March 9, 2015
  - 3. Public Meeting to Enter Nonpublic Meeting #2, March 23, 2015
  - 4. Workshop Session #2, March 23, 2015
- G. CONSENT AGENDA**
  - 1. Correspondence: None**
  - 2. Resignations/Retirements:**
    - a. Sarah Creighton, WPS Elementary Teacher
    - b. Amanda DeCew, HSS Elementary Teacher
    - c. Brandi Green, GES Elementary Teacher
  - 2. Leaves of Absence: None**
  - 3. Nominations:**
    - a. Sheet 1: Nomination and Election of Teachers-Annual Nominations
    - b. Sheet 2: Nomination and Election of Administrators-Annual Nominations
  - 4. Extended Travel (Student Trips):**
    - a. DMS Trip to Washington, DC-Final Approval
    - b. Skills USA Trip to Louisville, KY-Preliminary Approval
- H. STUDENT REPRESENTATIVE REPORT**
- I. POLICY – CHANGES – PROPOSALS:**
  - a. DALC Hiring and Advancement Policy
- J. POLICY ADOPTION:**
  - a. BA—By-laws of the Dover School Board
  - b. IHBH—Extended Learning Opportunities
  - c. IJOAA—Extended Travel
  - d. IKC—Earning of Credit
  - e. IKFA—High School Certificate of Achievement for Handicapped Students
  - f. IKFB—Credits and Graduation for Fifth Year High School Students
  - g. ILBA--Assessment



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**K. RESOLUTIONS:**

- a. Resolution of Recognition-DHS Ice Hockey
- b. Capital Reserve Resolution—Curriculum
- c. Capital Reserve Resolution—Facilities
- d. Capital Reserve Resolution—Technology
- e. Resolution to Alter Budget Appropriation

**L. OLD BUSINESS:**

1. JBC Update
2. Superintendent Evaluation Summary

**M. NEW BUSINESS:**

1. Energy Performance Contract Consultant (RFQ request)
2. Google Apps-Beth Dunton
3. Dover Family School Alliance-Alyson Genovese
4. Bid for Chromebooks and Carts
5. March Condition of Accounts

**N. SUBMISSION AND PAYMENT OF BILLS**

**O. SUPERINTENDENT’S REPORT**

**P. COMMITTEE REPORTS**

**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.*

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

March 13, 2015

Elaine M. Arbour  
61 Locust Street, Suite 409  
Dover, NH 03820

Re: Letter of Resignation

Dear Ms. Arbour,

I am writing this letter to inform the district of my resignation.

Staying home during the last two years (*two-year leave of absence, after the birth of our daughter*) has proven to be one of the best decisions my husband and I have made. And now that we are expecting our second child in the middle of July, I was forced to make a difficult decision regarding my employment.

I have spoken with the HR Department and understand that I no longer qualify for 12 weeks of FLMA leave; I am only permitted to take eight weeks of maternity leave. Because of this policy, and because my husband and I know that it is in our baby's best interest that he/she be cared for at home at such a young age (eight weeks), I regretfully must inform you that I cannot commit to working full time during this upcoming school year.

I truly love teaching and do miss it very much. However, my priority at the moment is my children and their well being, and it is in their best interest that I do not return to teaching full time.

I would love to substitute teach within the district once our new baby is a little older. I also hope the district keeps me in mind in when I am ready to return to work fulltime.

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

Thank you for a wonderful six years of teaching. It is with great pride to be able to say I taught in the Dover School District.

Sincerely,



Sarah A. Creighton  
WPS Teacher

MAR 13 AM 10:20

March 12, 2015

Dear Superintendent Arbour,

I am a former kindergarten teacher at Horne Street School and I am currently on my second year leave of absence. My daughter was born almost two years ago with a complication that required surgery immediately after birth. I originally took this leave of absence to have the flexibility to bring my daughter to follow up medical appointments and therapies that she needed. I appreciate this opportunity granted from Dover School District as it has allowed me to devote my time fully to my family during this new transition. Today, my daughter continues to have frequent therapies and medical consultations so I have decided to resign from my kindergarten position at Horne Street School in order to fully support her.

I have had a very positive and professional experience working with the staff, families and students in the Dover School District and will miss them. Thank you again to the Dover School District for its continued support during this challenging time for my family.

Sincerely,

Amanda DeCew

HSS Kindergarten Teacher

3/12/15 10:10:25

March 6, 2015

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

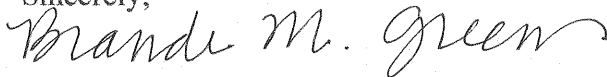
Dear Dr. Elaine M. Arbour,

After much consideration and reflection, I am writing to inform you that I am resigning from my current position as a teacher within the Dover School District. Previous superintendents and the school board have approved my leave of absence requests for two years and I am very grateful for this time. However, my husband's travel expectation has not changed within his company and we continue to feel that it is in the best interest of our young children that I am home with them since we do not have any family in the area.

The decision to resign is a very difficult one for me. I love the teaching profession and feel very proud to have worked with the families of Dover over the years. I enjoyed my time within the classroom working with such kind, eager, and determined learners. My time with the students is something that I found so rewarding and something that I truly miss each day. I also enjoyed working collaboratively with our dedicated staff and administrators on district professional development committees such as Dover's Growing Readers (DGR) and Dover's Growing Writers (DGW). I have grown as an educator during my years in Dover. I have continued to grow during my leave of absence by completing my inquiry work on numeracy development in math thinkers and observing classrooms to find successful ways to implement a workshop model for math instruction. I am very appreciative of all my years working in Dover.

Please feel free to contact me via email at [bmgreen715@gmail.com](mailto:bmgreen715@gmail.com) or by phone at (614) 395-4230 if my experience or expertise is needed and a flexible arrangement can be pursued. I wish you, and Dover Schools continued success in the future.

Sincerely,



Brandi M. Green

402 395 4230

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

**TO: DOVER SCHOOL BOARD**

**DATE:** April 13, 2015

**MEMORANDUM:** Renomination of Administrators.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2015-2016 school year.

**ELEMENTARY**

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

**DOVER MIDDLE SCHOOL**

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

**DOVER HIGH SCHOOL**

Bennett, David, Dean of Students  
Breault, Joan, Dean of Alternative Program  
Driscoll, Peter, Principal  
Stephens, Kimberly, Freshman Dean

**DISTRICT-WIDE**

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

# **Final Approval**

## **Dover Middle School**

**2015**

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

To: Dover School Board Members

Thank you for allowing us to have this opportunity.

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

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

**Dover Middle School  
Washington, D.C. Trip  
2015**

**Additional Information for School Board Meeting**

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

Names of Chaperones:

Bruce Patrick	Dean – DMS
Tice Leonard	Teacher – DMS
David Tromba	Teacher – DMS
Lisa Nash	Teacher – DMS
Siobhan Mehalek	Teacher - DMS
Kelly Hamilton	Teacher – DMS
Jen Mone	Teacher - DMS
Dr. Andrecyk	Parent and Physician
Jim Paiva	Teacher
Suzanne Vitko	Parent
Ron Greenberg	Parent and Physician
Martha Foss	Parent and Nurse
Kim Lyndes	Principal

2 teachers per team

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

**WASHINGTON, D.C. STUDENT/PARENT CONTRACT**  
**2015**

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

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

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

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

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

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

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

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

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

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

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

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

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

DOVER MIDDLE SCHOOL ◊ OVERNIGHT FIELD TRIP MEDICAL FORM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**MEDICAL INFORMATION**

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

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

Allergies:

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

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

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

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

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

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

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

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

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

Other Medical Conditions:

Seizures\*\*  Cardiac Concerns  Gastrointestinal  Other

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

DOES YOUR CHILD HAVE ANY ACTIVITY RESTRICTIONS:

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

DOES YOUR CHILD HAVE ANY DIETARY RESTRICTIONS:

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

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

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

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

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

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

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

## -OVERNIGHT FIELD TRIP MEDICATION ORDER FORM

Dear Parents:

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

**PLEASE NOTE:** 1. TAKE THIS FORM TO YOUR CHILD'S PHYSICIAN TO COMPLETE AND SIGN THE PORTION FOR PRESCRIPTION MEDICATION (Inhalers and Epi Pens are Prescription Medications)  
 2. NO STUDENT WILL RECEIVE ANY OVER-THE-COUNTER MEDICATIONS FOR ANY REASON UNLESS THE PORTION FOR OTC MEDS IS COMPLETED AND SIGNED BY A PARENT

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

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

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

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

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

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

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

\*\*Requires the original labeled container

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

May Self-Carry Inhaler

May Self-Carry/Administer Epi Pen

Inhaler to be kept with Adult

Epi Pen to be kept with Adult

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

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

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

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

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

Date: \_\_\_\_\_ Medication Designee Intials: \_\_\_\_\_

**HOTEL ADDRESSES  
WASHINGTON, D.C. TRIP 2015**

**Wednesday Night**

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

**Thursday and Friday Night**

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

**2015**

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

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

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

**First Name:** \_\_\_\_\_

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

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

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

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

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

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

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

## Dover Middle School Washington, DC Trip Itinerary 2015

### **Tuesday, May 26**

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

### **Wednesday, May 27**

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

### **Thursday, May 28**

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

### **Friday, May 29**

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

### **Saturday, May 30**

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

**DC PARENT MEETING - 2015**  
**TRIP RULES**

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

**WHAT TO BRING:**

Pillow-for bus and hotel  
Watch and Camera if not bringing a cell phone with these.  
Spending money - \$150 minimum  
Snacks-for bus and hotel  
A change of clothes for the next day  
Umbrella  
Sunscreen  
Sleeping bag-if 5 to a room

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

**3/31/2015**



**Kimberly 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

# Mandatory Parent Meeting

Dear Parents,

A very important meeting for all parents of students who will be going on the trip to Washington, D.C. has been scheduled for **Tuesday, April 21 at 7:00 p.m.** Please don't be late.

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

Thank you for your support.

Bruce Patrick  
Dean of Students  
Dover Middle School



**DOVER 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)

April 8, 2015

Dear School Board Members,

---

This letter is being written in support of a trip to the Skills USA National Leadership Competition in Louisville, Kentucky that will be coordinated and chaperoned by Mr. Irvin Harris, a Technology Teacher in the Career Technical Center. Students will be leaving on Monday, June 22, 2015 and returning on Saturday, June 27, 2015. This trip will allow five of our top students to compete at the national level.

Sincerely,

Peter Driscoll  
Dover High School Principal

April 8, 2015

RE: Request to Dover School Board for travel to SkillsUSA National Championship competition in Louisville, KY leaving Monday June 22, 2015 and returning Saturday June 27, 2015.

From: Irvin Harris, Computer Technology Teacher, and Dover High School & Regional Career Technical Center.

On behalf of Dover High School Regional Career Technical Center New Hampshire SkillsUSA medal winning students Carter Merrill, Maxx Tanguay, Nicholas Caverly, & Mathew Nolette, I am writing you (The City of Dover School Board) to request your vote of approval for travel to this event (including chaperones Irvin Harris & Keith Austin). The estimated cost of hotel & travel to the SkillsUSA National competition covering the teachers and students is:

- \$3962.00 (Hotel rooms for 2 Teachers and 4 Students)
  - \$5034.00 (Estimated cost round trip airfare for 6)
  - Food \$300.00
- Total estimated cost: \$9296.00

Initial registration fee of \$160.00 for the SkillsUSA New Hampshire Delegation to the 2015 National Leadership and Skills Championship is due no later than April 17, 2015. This deposit reserves the hotel room for the teacher advisers and students. The balance of the money (\$3962.00 total) is due by June 1 2015 (see attached SkillsUSA letter dated March 25, 2015). Airfare Estimated at \$5034 as of 4/8/2015 (see Southwest Airlines attachment for Manchester, NH to Louisville, KY).

We are proud and honored for this opportunity to attend the national championship where Professional Development opportunity is available for the teachers. Additionally as SkillsUSA Advisors, teacher attendance is required to chaperone our qualifying students, support them as they compete, coach and advise them throughout the tournament as they represent Dover High School and our community. Our students worked very hard in class preparing for this opportunity. They won State gold medals and the right to represent Dover in the SkillsUSA National Championship competition. I am confident that they will do us all proud provided they are approved to attend this SkillsUSA National event.

- SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens.
- SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employ-ability, technical and professional skills training.
- SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.

SkillsUSA, there are students here from varied backgrounds with varied interests, but one thing binds them together: the positive, often life-changing effect that SkillsUSA has had - and continues to have - on their lives. Our students have earned the opportunity to participate in this event and we ask that you consider approving this request allowing them to grow from the experience.

**2015 NLSC Condensed Schedule**  
**(Tentative - Subject to Change)**

**Monday, June 22**

Travel Day

8:30 am - 3 pm                      Leverage, Activities & Engage

7 p.m. - 9 p.m.                      Conference Registration & Leadership Testing

---

8:30 p.m.                              Advisors Meeting

**Tuesday, June 23**

8 a.m. - 4 p.m.                      TECHSPO & Career Fair

8:30 a.m. - 5 p.m.                      TAG Tuesday (Delegates)

11 a.m. - 6 p.m.                      Contest Orientation Meetings

12 p.m. - 6 p.m.                      Setup display event, exhibits and check in notebooks

2 p.m.                                      Joint Delegate Session

7 p.m.                                      Opening Ceremony

**Wednesday, June 24**

7:30 a.m.                              Contestants report to contest area

8 a.m.                                      Leadership contest finals

9 a.m. - 4 p.m.                      SkillsUSA Championships (open to public)

8 a.m. - 4 p.m.                      TECHSPO & Career Fair

9 a.m. - 4 p.m.                      Delegate Meetings

9 a.m. - 5 p.m.                      Chapter Excellence Program Interviews

10 a.m. - 4 p.m.                      SkillsUSA University

6 p.m. - 9 p.m.                      SkillsUSA New Hampshire Riverboat Dinner

**Thursday June 25**

7:30 a.m.                              Contestants report to contest area

8 a.m.                                      Leadership contest finals

9 a.m. - 4 p.m.                      SkillsUSA Championships (open to public)

8 a.m. - 4 p.m.                      TECHSPO & Career Fair (indoor exhibits close @ 3p.m.)

9 a.m. - 4 p.m. Delegate Meetings  
9 a.m. - 5 p.m. Chapter Excellence Program Interviews  
10 a.m. - 4 p.m. SkillsUSA University  
1 p.m. Meet the Candidates/Delegate Assemble Business Mtg.  
6:30 p.m. - 10 p.m. "SkillsUSA Night" at Kentucky Kingdom  
7 p.m. - 9 p.m. Chapter Distinction Reception

**Friday, June 26**

7:30 a.m. Community Service Project

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9 a.m. SkillsUSA University  
10:30 a.m. Delegate Assemble Business mtg. /Meet the Candidates  
6 p.m. Awards Ceremony  
9 p.m. SkillsUSA New Hampshire Awards Celebration

**Saturday, June 27**

Head home from the event

For you review, the complete SkillsUSA package is attached along with a letter of support from high school Principal Mr. Peter Driscoll.

Thanks for your consideration.

Sincerely,



Irvin Harris M.Ed.  
Computer Technology Teacher





## Manchester, NH to Louisville, KY

Air

Total Price: **\$5034.00**

## ITINERARY

DEPART JUN 22	<b>05:55 AM</b>	Depart <b>Manchester, NH (MHT)</b> on Southwest Airlines	Flight # <b>647</b> Southwest	
<b>MON</b>	<b>07:25 AM</b>	Arrive in Baltimore/Washington, MD (BWI)		<b>Monday, June 22, 2015</b>
	<b>08:25 AM</b>	Change ✕ to Southwest Airlines in Baltimore/Washington, MD (BWI)	Flight # <b>966</b> Southwest	Travel Time 4 h 10 m (1 stop, includes 1 plane change) Business Select
	<b>10:05 AM</b>	Arrive in <b>Louisville, KY (SDF)</b>		
			 WiFi available	
RETURN JUN 27	<b>11:00 AM</b>	Depart <b>Louisville, KY (SDF)</b> on Southwest Airlines	Flight # <b>1336</b> Southwest	
<b>SAT</b>	<b>01:05 PM</b>	Arrive in Orlando, FL (MCO)		<b>Saturday, June 27, 2015</b>
	<b>01:55 PM</b>	Change ✕ to Southwest Airlines in Orlando, FL (MCO)	Flight # <b>2491</b> Southwest	Travel Time 5 h 45 m (1 stop, includes 1 plane change) Business Select
	<b>04:45 PM</b>	Arrive in <b>Manchester, NH (MHT)</b>		
			 WiFi available	

## What you need to know to travel:

**Check-in:** Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

**No Show Policy:** If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after May 10, 2013 and travel beginning September 13, 2013, Customers who fail to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

## PRICE: ADULT

Trip	Routing	Fare Type   View Fare Rules	Fare Details	Quantity	Total
Depart	MHT-BWI-SDF	<b>Business Select</b> Superior Benefits	<ul style="list-style-type: none"> <li>Priority Boarding</li> <li>Premium Drink</li> <li>Fully Refundable</li> </ul>	6	\$2517.00
Return	SDF-MCO-MHT	<b>Business Select</b> Superior Benefits	<ul style="list-style-type: none"> <li>Priority Boarding</li> <li>Premium Drink</li> <li>Fully Refundable</li> </ul>	6	\$2517.00

Enroll in Rapid Rewards and earn at least 8862 Points for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

**Subtotal** **\$5034.00**  
Fare Breakdown

You can't find this great fare on any other website. Southwest fares are only on [southwest.com](http://southwest.com)®.

**1st and 2nd Checked Bags Fly Free®\***

\*Weight and size limits apply.

Bag Charge \$0.00

**Air Total:**  
**\$5034.00**

Modify Trip

**Purchase your shopping cart...**  
By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

[Continue](#)

You Pay Today: \$5,034.00  
Credit On Your Statement: -\$100.00  
**Total After Statement Credit: \$4,934.00**

[Add a Hotel](#)

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.



SpringHill Suites by Marriott Louisvi...

\$234/night

Rapid Rewards Partner

3 Star Rating

View Details

Search for hotels in Louisville (06/22/2015 - 06/27/2015)

Close To (optional)

Center of destination within 30 miles

Show Only (optional)

Hotel Chains Shop All Hotel Chains

Find Hotels

Add a Car

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.

Type in any city or airport in the U.S., Canada or Mexico

Pickup Location	Pickup Date	Dropoff Date
Louisville, KY - SDF	06/22/2015	06/27/2015

Vehicle Type (optional) Which Company? (optional)

Economy Shop All

Advanced Search

Find Cars

Trip Total \$5034.00

Modify Trip

Purchase your shopping cart...

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

Continue

# SkillsUSA New Hampshire

## Group Room Reservation Form

### Totals

School: Dover High School RCTC Date Submitted: 4/8/15

2 Single Packages @ \$897.00 = \$ 1794.<sup>00</sup>  
(Per person)

4 Double Packages @ \$542.00 = \$ 2168.<sup>00</sup>  
(Per person)

\_\_\_\_\_ Triple Packages @ \$430.33 = \_\_\_\_\_  
(Per person)

\_\_\_\_\_ Quad Packages @ \$379.50 = \_\_\_\_\_  
(Per person)

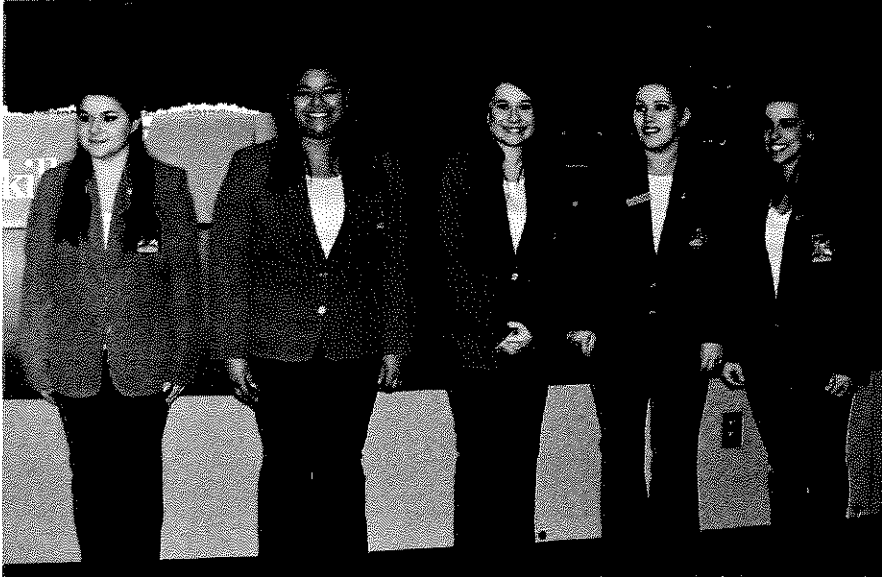
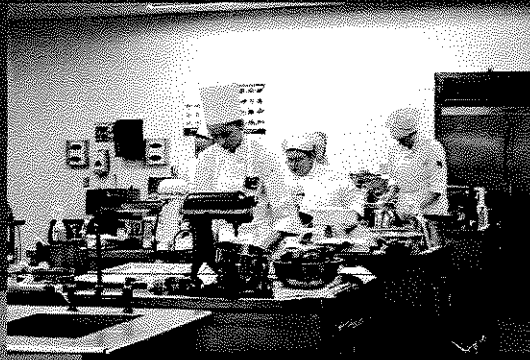
Total Due = \$ 3962.<sup>00</sup>

Make checks payable to: SkillsUSA New Hampshire

Mail to: Kate Krumm, State Director  
SkillsUSA New Hampshire  
c/o Sanborn Regional School District  
17 Danville Rd.  
Kingston NH, 03848

***Be sure to include the individual Room Reservation sheets along with this sheet.***

Due Dates: April 17, 2015 Registration Due  
June 1, 2015 Balance of National Conference due at SkillsUSA NH Office



# National Leadership and Skills Conference Handbook





March 25, 2015

Congratulations on having a student medal at the SkillsUSA New Hampshire Championships! It is because of dedicated advisors like you that your student excelled and now has the opportunity to represent your school and the State of New Hampshire at the National Leadership and Skills Championships. This is an incredible honor and opportunity for your student and one that the SkillsUSA New Hampshire Board of Directors hopes your student will take full advantage of.

If your student has earned a gold medal, we await your confirmation that your student will attend the SkillsUSA National Leadership and Skills Championships in Louisville in late June. Please let Kate Krumm, State Director, know if you can or can not attend by April 3<sup>rd</sup>. If their medal was a silver or bronze, be prepared. It has been our experience over the past years that the gold medalist has been unable to attend Nationals for a host of legitimate reasons. In this event, we will ask the silver or bronze medalist to represent the State of New Hampshire. Stay in touch with the state director and watch your email to determine the status of those who finished ahead of your student in their competition. Even if your student does not have the opportunity to represent the State of New Hampshire at Nationals, you and your students can still attend the National Championships as observers.

REGISTRATION: Registration for the SkillsUSA New Hampshire Delegation to the 2015 National Leadership and Skills Championships will be handled through the office of the State Director. Advisors are responsible to ensure that all registration materials and appropriate fees are due ***no later than*** April 17, 2015. Send registration materials to:

Kate Krumm, State Director  
SkillsUSA New Hampshire  
c/o Sanborn Regional School District  
17 Danville Rd.  
Kingston NH, 03848

All registrants for the National Championships must be dues paying members of the SkillsUSA organization. The registration fee for the 2015 conference is **\$160.00**; please make checks payable to **SkillsUSA New Hampshire**. The balance of the money is due by **June 1, 2015**.

**Checks for Registration should be made payable to: SkillsUSA New Hampshire**

The registration fee entitles you to all SkillsUSA functions while in Louisville including Opening & Closing Ceremonies, the actual skills competitions, planned entertainment, seminars, and ground transportation (excluding airport shuttles).

## **NLSC Registration Procedures for Contestants, Advisors, and Observers**

ALL state associations are required to use the online registration for the NLSC. To register online, go to the national web site at <http://www.skillsusa-register.org>. Advisors should be the one to do the registering of the contestants. You should already have a username and password. If not, you have to create a login and then the system will send you a password within 20 minutes. Each participant can fill out the NLSC-1 form online. The national headquarters, as well as state associations will be able to access each completed form online.

Please make copies of the NLSC-1 form to have each person attending the conference fill out before you start to enter the online registrations.

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## **NLSC Registration Procedures for Parents and Children**

In order for family members to attend all the events and activities, along with staying at our hotel, they will need to register. They can attend the national conference without registering, but they will not be allowed to stay at our hotel, attend our state sponsored meals, go to opening ceremonies, attend Skills University Sessions, go to Kentucky Kingdom Amusement Park, or ride the buses. You will register them as an observer.

## **NLCS Registration, Personal and Liability Release Form**

The NLSC-1 form is required of all persons attending the NLSC, not just students. If a student is under 18, a parent or guardian must check the box! All registration forms must be printed and kept with the head advisor of your schools delegation.

## **NLSC Name Badge**

You will be issued a nametag upon arrival in Louisville. This will be your ticket to the activities listed above. If you lose your name tag, there will be a \$10 replacement fee. Spectators and the general public may attend the competitions at no cost. Passes for the Awards Program are available for a small fee. (Usually \$10) Parents, spouses, and children of members participating in the conference must be registered to stay at the same hotel.

**Checks for Registration should be made payable to : SkillsUSA New Hampshire**

## 2015 NLSC Condensed Schedule

(Tentative – Subject to Change)

### Monday, June 22

Travel Day	
8:30 a.m. – 3 p.m.	Leverage, Activate & Engage
7 p.m. – 9 p.m.	Conference Registration and Leadership Testing
8:30 p.m.	Advisors Meeting

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### Tuesday, June 23

8 a.m. – 4 p.m.	TECHSPO & Career Fair
8:30 a.m. – 5 p.m.	TAG Tuesday (Delegates)
11 a.m. – 6 p.m.	Contestant Orientation Meetings
12 p.m. – 6 p.m.	Set up display event, exhibits and check in notebooks
2 p.m.	Joint Delegate Session
7 p.m.	Opening Ceremony

### Wednesday, June 24

7:30 a.m.	Leadership contestants report to contest area
8:30 a.m.	A Call to Action Teachers' Session
8 a.m. – 5 p.m.	SkillsUSA Championships (open to the public)
8 a.m. – 4 p.m.	TECHSPO & Career Fair
9 a.m. – 4 p.m.	Delegate Meetings
9 a.m. – 5 p.m.	Chapter Excellence Program Interviews
10 a.m. – 4 p.m.	SkillsUSA University
6 p.m. – 9 p.m.	SkillsUSA New Hampshire Riverboat Dinner

### Thursday, June 25

7:30 a.m.	Contestants report to contest area
8 a.m.	Leadership contests finals
9 a.m. – 4 p.m.	SkillsUSA Championships (open to the public)
8 a.m. – 4 p.m.	TECHSPO & Career Fair (indoor exhibits close at 3 p.m.)
10 a.m. – 2 p.m.	SkillsUSA University
1 p.m.	Meet the Candidates/Delegate Assembly Business Mtg.
6:30 p.m. – 10 p.m.	“SkillsUSA Night” at Kentucky Kingdom
7 p.m. – 9 p.m.	Chapter Distinction Reception

Friday, June 26

7:30 a.m.	Community Service Project
9 a.m.	SkillsUSA University
10:30 a.m.	Delegate Assembly Business Mtg./Meet the Candidates
6 p.m.	Awards Ceremony
9 p.m.	SkillsUSA New Hampshire Awards Celebration

Saturday, June 27

Head home – Safe Travels

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## NLSC Hotel Information

The New Hampshire delegation to the 2015 NLSC will be staying at the Residence Inn, Marriott in Louisville, Kentucky.

Contact information:            Residence Inn, Marriott  
   700 Phillips Lane  
   Louisville, KY 40209

The rates quoted below include 5 night's hotel (Monday – Friday), a River cruise, a Monday night snack, and the charge for the Awards dinner. Airfare to and from Louisville is up to you.

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<b>Single</b>	=	<b>\$897.00</b>
<b>Double</b>	=	<b>\$542.00</b>
<b>Triple</b>	=	<b>\$430.33</b>
<b>Quad</b>	=	<b>\$379.50</b>

For insurance reasons, National SkillsUSA regulations require that ALL members of the state delegation stay at the assigned hotel for the duration of the conference. No member will be registered to participate in the NLSC whose name does not appear on an official group room registration form.

Our hotel has free WiFi, laundry on site, all rooms are equipped with a kitchen so you can prepare meals there. The Hotel has a free cookout dinner on Tuesday, Wednesday and Thursday and provides a complimentary breakfast everyday.

## Hotel Courtesies

SkillsUSA members have a nationwide reputation of high standards to uphold. Keep in mind it is our good reputation that enables you to take pride in your organization. The following is a list of hotel courtesies and suggestions to which your students should give serious consideration:

1. Registered conference attendees should register properly in the hotel and know the hotel room rates.
2. Registered conference attendees should tip the bellhop when he/she takes bags to rooms (about \$1 per bag) and when he/she answers room service (20% of price).
3. Registered conference attendees should tip for meals (20% of price).
4. Registered conference attendees will not open hotel windows or throw objects out of the windows (an offense subject to police action).
5. Registered conference attendees should also be considerate of other guests in the hotel
6. Registered conference attendees should consider the stay in their hotel room as being a guest in someone's home and should conduct their behavior in the same manner.
7. Keep the sleeping room neat and clean at all times.
8. Registered conference attendees are expected to respect and obey hotel security procedures and safety regulations including fire alarms, cleared stairwells, security doors and lighting and posted notices must be followed at all times.

9. Code of Conduct and rules established by hotel must be followed at all times.
10. Hotels may charge for any call from rooms, either to another room in the hotel or outside.

### **Hotel Safety**

In addition to observing all hotel security and safety procedures, identify the nearest exit on the floor of both the hotel sleeping room and state meeting room. In the event of a hotel fire or emergency evacuation, hotel elevators will not operate. To obtain additional emergency information for state hotels, visit the following web page:

<http://skillsusa.org/events-training/national-leadership-and-skills-conference/registration-andlogistics/hotel/>

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### **Contest Uniform**

Each and every contest has a specific uniform that the contestant needs to wear. The contestant will lose up to 50 points off their score for not following the uniform/dress code. Since the difference between first and second place is typically less than a point, this would take your contestant of the medal standing completely. We encourage you to shop early. You can order the uniform online at [www.skillsusastore.org](http://www.skillsusastore.org). You can also purchase the uniform while at National conference, but be aware amounts are limited. You will see on the next page the uniforms needed for each contest.

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: <u>GCFA</u></b>
<b>DATE OF ADOPTION:</b>	<b>2 PAGES</b>

## FIRST READING

**ADULT EDUCATION PROFESSIONAL STAFF:**  
**HIRING AND ADVANCEMENT POLICY FOR ADULT EDUCATION PROFESSIONAL STAFF**

**Approved by DALC Board March 17, 2015**

Professional staff members hired for the Dover Adult Education Program will be placed at an appropriate step of the Dover Adult Education Staff Pay Scale as recommended by the DALC director and approved by the Superintendent of Schools and the Dover School Board. **Professional staff members will include teaching or counseling in the adult diploma and adult basic education programs. Enrichment class teaching, tutoring, or other services not compensated at the professional level, service in other educational programs, and staff development training hours shall not be included.**

In recommending professional staff members for an appropriate step, the DALC director shall take into consideration professional experience in education at all levels and particularly in adult education. Relevant industrial experience shall also be taken into consideration for vocational teachers. These experiences shall be evaluated and placement recommendation made according to the guidelines indicated here below. The Dover School Board reserves the right to make exceptions to the guidelines.

Progression to the next higher step on the adult education salary schedule will require the completion of 250 additional hours of successful professional services at Dover Adult Learning Center prior to the beginning of the academic year for which the salary level is being set. **Successful professional service shall include teaching or counseling in the adult diploma, vocational and adult basic education programs, Enrichment class teaching, tutoring, or other service not compensated at the professional level, service in other educational programs, and staff development training hours shall not be included.**

**Professional staff members are contracted to work for a specific period of time: a semester, a course or a year. Renewal of contracts is subject to grant funding and performance. A teacher may retain the same teaching load and schedule from year to year, provided grant funding allows and performance is satisfactory. Teachers may request changes to their schedule mid-year or from one year to the next and may swap with one another for time slots, subject or level with program coordinator's recommendation and director's approval. If a teacher vacates a position without taking on another to replace it, that position will be posted internally, and applications taken and reviewed. If no suitable candidates are found, the position will be posted externally.**

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*Guidelines for Initial Placement of Staff Members on the Adult Education Salary Schedule*

STEP 1 under 250 hours adult education OR 1-8 years teaching, industrial

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: <u>GCF</u>A</b>
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STEP 2250-499 hours adult education OR 9 -16 years other teaching, industrial

STEP 3500-749 hours adult education OR 17 + years other teaching, industrial

STEP 4750 hours adult education

(Dover School Committee – Adopted 7/81)

STEP 5 professional staff member with master's degree or above, ten or more years of successful adult education experience, and currently employed by DALC for twenty hours per week or more.

(approved by DALC Board 9/96)

DRAFT

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: BA</b>
<b>DATE OF ADOPTION: February 10, 2014</b>	<b>PAGE 1 OF 6</b>

## **Second Reading**

# **BYLAWS OF THE DOVER SCHOOL BOARD CITY OF DOVER, NEW HAMPSHIRE**

## **ARTICLE I: Name**

**Section 1.** The name of the School Board shall be the Dover School Board.

## **ARTICLE II: Members**

**Section 1.** The School Board shall be composed of seven members in accordance with Section C4.2 of the City Charter.

## **ARTICLE III: Officers**

**Section 1.** The officers of the School Board shall be a chairperson, a vice-chairperson, and a secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this School Board.

**Section 2.** Officers shall serve a one-year term. Officers shall be elected in accordance with Section C4-2 of the City Charter.

**Section 3.** These officers shall be elected as prescribed in Article IV, Section C4-3, of the City Charter.

**Section 4.** Any officer may be removed from his/her office by a majority vote of the School Board at any regularly scheduled, monthly, public meeting.

## **ARTICLE IV: Meetings**

**Section 1.** All meetings of the School Board shall be held in the rooms designated by the School Board or the chairperson. The School Board shall meet for organization on the day stipulated by Section C4.3 of the Charter.

**Section 2.** The School Board shall hold its regular monthly meeting on the second Monday of each month. Changes may be made in this schedule due to conflicts with holidays. Regular meetings shall begin at 7 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

The School Board shall meet on the fourth Monday of each month in workshop session if there is business to be conducted. Workshop sessions shall begin at 6:30 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: BA</b>
<b>DATE OF ADOPTION: February 10, 2014</b>	<b>PAGE 2 OF 6</b>

Nonpublic sessions may be held at the request of the chairperson, or the Superintendent, or by three members of the School Board, through written petition to the chair. **consistent with the provisions of RSA 91-A:3.** The contents of these meetings shall conform to governing state law, RSA 91-A.

**Section 3.** Special **Additional** meetings shall be called by the chairperson at any time or upon written request of three members. Each call for an **special additional** meeting shall distinctly specify the purpose for which the meeting is called. No other than such specific matters shall be considered at such special meetings except for emergency in accordance with RSA 91-A. At least twenty-four hours notice shall be given for such special meetings.

**Section 4.** A majority of the members of the School Board shall constitute a quorum.

**Section 5.** The meetings of the School Board shall be called to order promptly on the hour and then should proceed as follows:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. H. **STUDENT REPORT**
- E. D. CITIZEN'S FORUM
- F. E. AGENDA APPROVAL
- G. F. APPROVAL OF MINUTES
- H. G. CONSENT AGENDA
- H. ~~STUDENT REPORT~~
- I. POLICIES-CHANGES-PROPOSALS
- J. POLICY ADOPTION
- K. RESOLUTIONS
- L. OLD BUSINESS
- M. NEW BUSINESS
- N. SUBMISSION AND PAYMENT OF BILLS
- O. SUPERINTENDENT'S REPORT
- P. COMMITTEE REPORTS, INCLUDING LEGISLATIVE UPDATE
- Q.. SCHOOL BOARD MATTERS OF INTEREST
- R. ADJOURNMENT

**Section 6.** The following shall appear on all meeting agendas, except nonpublic meetings.

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

DOVER SCHOOL DISTRICT	POLICY CODE: BA
DATE OF ADOPTION: <del>February 10, 2014</del>	PAGE 3 OF 6

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members; and limit comments to five (5) minutes beginning after the obligatory statement of name and address by the citizen.

Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings **and special sessions**, Citizens' Forum will be restricted to items on the meeting agenda. Statements shall be limited to five 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.

**Section 7.** All items for the agenda from School Board members shall be submitted in writing to the Superintendent's office before noon on the Tuesday preceding the regular meeting. The chairperson shall determine the order of the agenda for each meeting.

**Section 8.** The School Board shall be ~~composed~~ **comprised** of seven members. Every member present, when a question is put, shall vote for or against the same, unless he or she abstains.

**Section 9.** The ayes and nays upon all questions of appropriations of money shall be called and entered upon the minutes and on all other questions at the request of any member.

**Section 10.** The Dover School Board shall act in accordance with the New Hampshire "Right to Know Law" (RSA 91-A) as amended.

**Section 11.** The following paragraph is to appear on all regular meeting agenda:

All meetings, ~~except nonpublic meetings~~, conducted by the School Board are open to the public., **except for times when the School Board enters non-public session.**

**Section 12.** A notice of the time and place of each meeting shall be posted in two appropriate public places and/or shall be printed in a newspaper of general circulation in Dover, at least twenty-four hours, excluding Sundays and legal holidays, prior to such meetings.

## ARTICLE V: Workshop Session

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: BA</b>
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**Section 1.** The Workshop Session shall be defined as a non-policy making meeting of the entire School Board. Said Workshop Session shall assemble for purposes of discussion on topics to prepare the School Board for understanding and action at a subsequent policy-making meeting.

**Section 2.** The secretary shall see that proper minutes of the proceedings are kept on file in the office of the School Board.

## **ARTICLE VI: Power and Duties of the School Board**

**Section 1.** The Dover School Board shall be the governing body of the Dover School District and derives its authority from State laws and Department of Education Rules.

**Section 2.** **The Dover School Board recognizes its duty to provide, at district expense, elementary and secondary education to all pupils who reside in the district, consistent with the provisions of RSA 189:1-a. the Dover School Board further recognizes its additional powers and duties within the scope of this statute.**

### ***189:1-a Duty to Provide Education***

~~I. It shall be the duty of the school board to provide, at district expense, elementary and secondary education to all pupils who reside in the district until such time as the pupil has acquired a high school diploma or has reached age 21, whichever occurs first; provided, that the board may exclude specific pupils for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, and further provided that this section shall not apply to pupils who have been exempted from school attendance in accordance with RSA 193:5.~~

~~II. Elected school boards shall be responsible for establishing the structure, accountability, advocacy, and delivery of instruction in each school operated and governed in its district. To accomplish this end, and to support flexibility in implementing diverse educational approaches, school boards shall establish, in each school operated and governed in its district, instructional policies that establish instructional goals based upon available information about the knowledge and skills pupils will need in the future.~~

**Section 3.** The School Board is legally responsible for the establishment of school policies and programs, the determining of the budgetary requirements of the schools, the election of regular employees of the district, and the evaluation of the results obtained. The School Board shall take final action upon recommendation of the Superintendent where the election or assignment of personnel or a change of policy and/or program is involved.

**Section 4.** The secretary shall keep a full and accurate record of attendance and proceedings of all meetings of the School Board and shall have the care and custody of all records, papers, and communications relative to the School Board.

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: BA</b>
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**Section 5.** The School Board shall have the oversight of the financial condition of the School District and shall cause to have prepared and presented a financial statement each month.

**Section 6.** A payroll summary ledger and/or vendor check register will be issued for signature to the Chairperson or Vice-Chairperson on a weekly basis. The School Board shall be presented a manifest of all general fund expenditures for the preceding month, and this shall be issued to the Board for a majority signature of all members present.

**Section 7.** The School Board shall take action on all matters which pertain to the administration of the schools which calls for the investigation of violations of the regulations of the School Board, complaints made by staff, parents, or pupils, and complaints against staff, provided such complaints cannot be investigated and satisfactorily resolved by the Superintendent of Schools.

**Section 8.** The Board shall serve as the governing body of School Administrative Unit #11; a School District established under the laws of the State of New Hampshire. The Board shall provide all Superintendent services as described in RSA 194-C:4.

#### **ARTICLE VII: Subcommittees**

~~**Section 1.** Subcommittees necessary to the proper functioning of the Dover School Board may be appointed at any regular or special meeting by the chairperson with the consent of a majority of the membership present. Such subcommittees shall report to the full School Board and, when appropriate, to the public, at each regular meeting of the School Board, and a final report shall be submitted to the School Board at the conclusion of a subcommittee's work.~~

**The School Board shall have the following standing subcommittee:**

#### **The Discipline Committee**

~~**Section 2.** Any subcommittee shall be made up of three (3) members of the School Board, who shall be appointed by the Chairperson and approved by the School Board at the first regular meeting of each calendar year. A quorum of the subcommittee shall be a simple majority of its members. A vacancy in a subcommittee shall be filled by the Chairperson for the remainder of the term. Each subcommittee shall elect a chair from its membership. Meetings shall be scheduled by the subcommittee chair as deemed necessary. The chairperson shall serve as ex-officio member of all committees.~~

~~**Section 3:** The School Board may form ad hoc subcommittees on an as needed basis by vote of the School Board. The Discipline Committee shall be the only permanent standing committee of the School Board.~~

~~**Section 4:** The School Board shall affirm from its membership reporting members to the following positions. Each reporting member shall propose all business that requires~~

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~~debate and a vote to the entire Board at the earliest possible meeting date. Committee assignments shall be appointed by the chairperson and approved by the School Board.~~

~~Vocational Trust Liaison  
 City Council Liaison  
 Joint Fiscal Committee  
 Joint Building Committee  
 Legislative Representative with NHSBA  
 Dover Adult Learning Center Liaison  
 Discipline Committee  
 Career Technical Center Advisory Committee Liaison  
 Professional Development Master Plan Committee Liaison  
 Curriculum Planning Committee Liaison  
 Wellness Advisory Committee Liaison  
 Standards Policy Review Committee (Policy IKE)~~

**ARTICLE VIII: LIASIONS Parliamentary Authority**

**Section 1. For the purpose of gathering information on matters of interest to the School Board and reporting back to the School Board, the School Board may designate a member to serve as a liaison to any of the following:**

Dover City Council

Dover Adult Learning Center

New Hampshire School Board Association

Vocational Trust

**Section 2. A liaison shall be appointed by the Chairperson and approved by the Board during any regular meeting.**

**Section 3. The School Board may designate a liaison to any Workgroup established pursuant to Article IX of these Rules.**

**ARTICLE IX: WORKGROUPS Amendment of Bylaws**

**Section 1. The School Board may direct the Superintendent to organize Workgroups comprised of School District Staff on issues of importance to the School Board. The Superintendent shall report to the School Board on the work of such Workgroups as requested by the School Board.**

**ARTICLE ~~X~~ VIII: Parliamentary Authority**

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**Section 1. General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda.** ~~The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the School Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the School Board may adopt. Each one-year term of the School Board shall constitute a session as defined in Robert's Rules of Order.~~

### **ARTICLE XI IX: Amendment of Bylaws**

**Section 1.** These bylaws can be amended at any regular meeting of the School Board by a two-thirds vote, provided that the amendment has been submitted in writing to the entire membership at the preceding regular meeting. For sixty days following the inauguration these bylaws can be amended at any meeting of the School Board by a majority vote, provided that the amendment has been submitted in writing to the entire membership at the preceding meeting.

### **ARTICLE XII X: Student Representative to Dover School Board**

**Section 1.** The student representative is responsible for presenting current student issues to the School Board. The student representative shall represent his/her constituents in the same manner as a regular School Board official.

**Section 2.** Eligible students must be entering the tenth, eleventh, or twelfth grade; they will be required to fill an application which will be reviewed by the student council advisors and administrative staff. Finalists will be selected and will be allowed to run in a general election concurrent with the class elections. The student body as a whole will be responsible in voting the student representative. The term of the elected student representative shall run from the meeting following the student council election.

**Section 3.** The student representative shall be a non-voting member of the School Board. RSA 189:1,C.

Amended:    March 12, 2001  
                   May 14, 2001  
                   January 7, 2002  
                   January 13, 2003  
                   February 2, 2004  
                   February 14, 2005  
                   January 3, 2006  
                   January 8, 2007  
                   January 7, 2008  
                   January 12, 2009  
                   March 8, 2010  
                   February 13, 2012  
                   February 10, 2014

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## SECOND READING

### EXTENDED LEARNING OPPORTUNITIES

#### Purpose

The Board encourages students to pursue extended learning opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. Extended learning opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ extended learning opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies.

Extended learning opportunities may be taken for credit or may be taken to supplement regular academic courses. Extended learning opportunities may also be used to fulfill prerequisite requirements for advanced classes. If the extended learning opportunity is taken for credit, the provisions of *Policy IMBC, Alternative Credit Options*, will apply. The granting of credit shall be based on a student's mastery of course competencies, as defined by *Policies ILBA, Assessment of Educational Programs* and *ILBAA, High School Competency Assessments*. Highly Qualified Teachers must authorize the granting of credit for learning accomplished through extended learning opportunities.

#### Roles and Responsibilities

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable Board policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and District curriculum standards. All extended learning opportunities will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students wishing to pursue programs of study under these guidelines must first present their proposal to the school's ELO coordinator(s) for approval. The name and contact information for the school's ELO coordinator(s) will be found in the Student/Parent Handbook or by contacting the Principal's office or the Guidance

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Department. The designated ELO coordinator will assist students in preparing the application form and other necessary paperwork.

The Principal will have primary responsibility and authority for ensuring the implementation of extended learning opportunities and all aspects of such programs. The Principal will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages and disadvantages to both the student and the district.

The Principal will review and determine credits that will be awarded for extended learning opportunities toward the attainment of a high school diploma. Parents/guardians and/or students may appeal decisions rendered by the Principal within the provisions below (see Appeal Process).

Students approved for an extended learning opportunity must have parental/guardian permission to participate in such a program. Such permission will be granted through a Memorandum of Understanding for Educational Services signed by the parent/legal guardian and returned to the district before beginning the program.

All extended learning opportunities shall be the financial responsibility of the student or his/her parent/legal guardian. Students electing independent study, college coursework, internships, or other extended learning opportunities that are held off the high school campus will be responsible for providing their own transportation to and from the off-campus site.

Students who have a financial or transportation need that would prevent such participation may request school assistance through their school Guidance Counselor. Such requests may be granted if district resources are available and at the discretion of the Superintendent. The Principal or Guidance Counselor will assist students in seeking alternative means of financial or transportation assistance if so needed.

Students approved for off-campus extended learning opportunities are responsible for their personal safety and well-being. Extended learning opportunities at off-campus sites will require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.

#### Application Process

1. The application is to be completed by the student/parent/guardian seeking approval for the extended learning opportunity.
2. The application should be completed and submitted at least thirty (30) days prior to the beginning of the proposed program. However, the Board

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recognizes that short-term notice opportunities may present themselves to students from time to time. As such, the Principal may grant waivers to the thirty (30) day submission requirement at his/her discretion, provided all other application criteria are satisfied. Such waivers will be granted on a case-by-case basis. All required information must be attached to the application and submitted to the student's Guidance Counselor.

3. The application will be reviewed by appropriate School District staff and administration and a decision will be made within ten (10) days of receipt of the application. The student will be notified in writing of the status of the application. If additional information is requested, the information must be submitted within one week of receipt of the request.
4. It is the student's responsibility to maintain academic standing and enrollment in the approved program. Any failure to complete an approved program may jeopardize the student's ability to earn credit for the course. The student and parent/guardian recognize that in the event the student withdraws from an approved program, the District cannot guarantee placement in an equivalent District-offered course.
5. The District reserves the right to determine the number of credits to be awarded. Any credits earned will be calculated towards the overall Grade Point Average. The course name and actual grade earned will be noted on the student's official transcript.

#### Evaluation Criteria

The Principal or his/her designee will evaluate all applications. At a minimum, all applications must meet the following criteria:

- Provides for administration and supervision of the program
- Provides that certified school personnel oversee and monitor the program
- Requires that each extended learning opportunity meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District standards

#### Appeal Process

A student whose application has been denied may request a meeting with the Principal. The Principal will provide the student with rationale as to why the proposal was denied. Students may resubmit alternate proposals for consideration if such proposals are made within the timelines established by this policy. If the Principal rejects the resubmitted proposal, the student may appeal to the Superintendent. All decisions made by the Superintendent shall be final.

#### Program Integrity

In order to ensure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress and attendance. The Principal will be responsible for certifying course completion and the award of credits consistent with the District's policies on graduation.

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If a student is unable to complete the extended learning opportunity for valid reasons, the Principal or Principal's designee will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the extended learning opportunity for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the Principal may determine that the student's transcript be adjusted to reflect the experience as a failure.

In order to certify completion of co-curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop appropriate mechanisms to document student progress and program completion on student personnel records.

Students transferring from other schools who request acceptance of course credits awarded through similar extended learning opportunity programs shall have their transcripts evaluated by the Guidance Counselor and Principal.

It shall be incumbent upon the students or his/her parent/legal guardian to request that copies of the student's official transcript be sent from the former school.

*Legal References:*

*NH Code of Administrative Rules, Section Ed 306.04(a)(13), Extended Learning Opportunities*

*NH Code of Administrative Rules, Section Ed 306.26(f), Extended Learning Opportunities – Middle School*

*NH Code of Administrative Rules, Section Ed 306.27(b)(4), Extended Learning Opportunities – High School*

*Appendix IHBH-R*

*Category R*

*See also IHBI, IKF, IMBA, and IMBC*

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**DRAFT**

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

## **SECOND READING**

### **EXTENDED TRAVEL**

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

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

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

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

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

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

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.
2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
3. Inclusive dates of trip.
4. General itinerary.
5. Cost per student.
6. Statement of academic eligibility or other limiting rules of participation established by the trip director.

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<b>DATE OF ADOPTION: November 14, 2011</b>	<b>PAGE 2 OF 3</b>

7. Permission forms to be reviewed with and signed by parents.
8. Statement of source and nature of insurance coverage.
9. Decision and opinion of the Principal and Superintendent.
10. Release from duty of any staff member by the Superintendent.
11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)
12. Cost to the District.

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

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

**Additionally, a list of all students and chaperones will be submitted to the school and superintendent's office. All chaperones must complete a criminal background check at least one month prior to departure. Only adults assigned as chaperones are permitted to travel with the students.**

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

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

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

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<b>DATE OF ADOPTION: November 14, 2011</b>	<b>PAGE 3 OF 3</b>

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

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

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

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

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

---

Parent/Guardian Signature

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Parent/Guardian Signature

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: IJOAA</b>
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Student Signature

DRAFT

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## **SECOND READING**

### **EARNING OF CREDIT**

Students can earn course credit by demonstrating mastery of the required coursework and material. Mastery is defined as **a high level of demonstrated proficiency with regard to a competency**; ~~sufficient evidence of attainment of the required content, concepts, and skills of a particular course.~~ Student assessment of mastery is the responsibility of the building principal.

Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies. Additionally, credit may also be awarded if a student is able to demonstrate learning experience in compliance with the district-specified curriculum and assessment standards **through alternative means**.

#### **Policy References:**

**See also IHBH (Extended Learning Opportunities)**

#### **Legal References:**

~~NH Code of Administrative Rules, Section Ed 306.04(a)(14), Earning of Credit  
NH Code of Administrative Rules, Section Ed 306.14(f), Awarding of Credit  
NH Code of Administrative Rules, Section Ed 306.27(d), Mastery of Required Competencies~~

New Policy: May 2008

**Ed 306.02(e), Credit**

**Ed 306.04(a)(15), How Credit Can Be Earned**

**Ed 306.04(a)(16), How A Credit Used To Track Achievement Of Graduation Competencies**

## SECOND READING

### HIGH SCHOOL CERTIFICATE OF ACHIEVEMENT FOR HANDICAPPED STUDENTS WITH SPECIAL NEEDS

In lieu of a standard high school diploma, a certificate of achievement may be granted to a student when:

1. The student is an identified as a handicapped student with special needs
2. The student has spent at least four years in full-time programming at a high school, grades 9 through 12
3. The granting of a certificate of achievement is recommended by the student's individual education plan team and the Dover High School Student Evaluation/Placement Team.

The student will participate in commencement activities and will be included in all listings of participants.

The certificate presented to the student will resemble a standard diploma.

When a student has been granted a certificate of achievement, the student's transcript will include the following statement:

A certificate of achievement was granted upon completion of individual goals and objectives established as part of an individual education plan through the Special Education programs of the Dover School System and is not a standard diploma based upon completion of state and local requirements.

The certificate of achievement is for students who have spent a majority of their high school programming in noncredit-granting courses and, therefore, are unable to attain sufficient credits for a standard diploma.

All educationally handicapped disabled students have equal opportunity to complete a course of studies leading to a high school diploma.

Dover High School individual education plans will state whether or not the student is enrolled in ~~credit~~ courses for credit.

The granting of a certificate of achievement and participation in commencement activities does not negate these students' right to services as prescribed in an individual education plan to the age of twenty-one (21), including postgraduate instruction training at Dover High School.

DRAFT

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## **SECOND READING**

### **CREDITS AND GRADUATION FOR FIFTH YEAR HIGH SCHOOL STUDENTS**

The Dover School District has as one of its priorities to assist all students at its high school by affording them every opportunity to graduate. Each year there are some students who cannot successfully earn the required credits to graduate within the four-year structure of the high school schedule.

At the discretion of the principal, students earning less than the required credits within four years may continue to be enrolled only as full-time students at the high school.

Exceptions to the full-time requirement may be made by the principal if a student meets all the conditions for a part-time fifth-year program.

#### **OPTION ONE: PART-TIME STUDENT IN-HOUSE**

To enter the program within the high school a fifth-year part-time student shall meet or have met all of the following criteria:

- Completed four years of study
- Earned at least ~~seventeen credits (2009-2010)~~ 19 credits ~~(2010-2011)~~ 21 credits ~~(2011-2012)~~ 23 credits ~~(2012-2013)~~
- **Earned at least 18 credits if the student has been approved for a Basic Diploma.**
- Possess a behavior/academic record that shows promise that the student shall be able to complete graduation requirements in one year.
- Agree to enter the building during the school day for classes that he/she is enrolled in and depart when his/her assigned class work is complete.

#### **OPTION TWO: DOVER ADULT LEARNING CENTER**

To enter the fifth-year program with Dover High School collaborating with the Dover Adult Learning Center, a student shall meet or have met the following criteria:

- Completed four years of study
- Earned at least seventeen **(17)** credits
- Possess a behavior/academic record that shows promise that he/she shall be able to complete graduation requirements in one year
- Choose courses at Dover Adult Learning Center that are accepted by Dover High School for equivalent credits

## SECOND READING

### ASSESSMENT

It is the policy of the Board that the Superintendent will develop and manage an assessment program that provides an ongoing evaluation of the effectiveness of the curriculum on improving student performance.

The program must adhere to the processes for selection, administration, and interpretation of assessment instruments specified below. This program will include both local and statewide assessment tools.

The program must be aligned with the goals of the district and be designed to assess each student's progress toward meeting the defined curriculum objectives.

Test results will be analyzed and used with other data for the following purposes:

- To identify individual student strengths and weaknesses in skill development
- To diagnose strengths and weaknesses of groups
- To individualize instruction
- To report progress to parents
- To select curriculum materials
- To set the pace of instruction
- To select methods of instruction
- To counsel students
- To help determine revisions needed in the curriculum
- **To identify areas for professional development**

#### Selection

The selection process will include the professional and administrative staff in its efforts to investigate new assessment tools and evaluate existing ones.

Assessment instruments selected will provide an authentic assessment of student learning outcomes through multiple formative and summative assessment instruments including, but not limited to, teacher observation of ~~object-based~~ learning, including ~~off-site~~ learning projects; competency-based assessments; national and state accountability assessments; and teacher-designed quizzes and tests. Additional instruments may include written examinations, oral examinations, alternative questions, demonstrations, writing exercises, individual projects, group projects, performances, **and** student portfolios, ~~and samples of student's best works.~~

#### Administration

The assessment program will include a schedule for administration to students, distributed to staff and the Board, before the start of each school year.

Each building principal will provide assurance that test procedures are followed at the school level including the distribution and collection of test materials, test security, use of test results, and testing dates, as well as other pertinent requirements.

**A** readiness assessment shall be administered to all children entering kindergarten or first grade.

Handicapped Students **with special needs** must be provided the opportunity to participate in all student assessments. Any modifications in administration should be made and documented during the Individualized Education Program (IEP) review.

#### Interpretation

The Superintendent or designee will ensure that data from the student assessment program is compiled, analyzed, summarized, and reported to the Board annually. The Superintendent or designee is responsible for **maintaining confidentiality of** the scores of individual students, and they shall be made available only to appropriate personnel within the school in which the student is enrolled and to parent(s) or legal guardian(s) of each student as provided by law. Interpretation of test results shall be made available to parents and students.

The Board will provide funding for the student assessment program, including professional development for teachers in the use of tools to understand assessment results, to adjust instruction to meet personalized needs of students, and to monitor progress.

The Superintendent will provide an ongoing evaluation of the assessment program, and will provide regular reports to the Board showing the effectiveness of the curriculum on improving student performance.

#### Statutory/Regulatory/Policy Cross References

RSA 193-C, Statewide Education Improvement and Assessment Program  
~~NH Code of Administrative Rules, Section Ed. 306.24(b)(1), Local Assessment~~  
~~NH Code of Administrative Rules, Section Ed. 306.24(c)(4), Evaluation of Curriculum~~

**Ed 306.24, Assessment**

## Resolution of Recognition

- WHEREAS** the Dover High School Ice Hockey Team, a group of 24 players, 4 coaches, and 1 manager joined together in late November with high expectations for the season, and
- WHEREAS** the Dover High School Ice Hockey Team previously won the Division II State Championships during the 1994-1995, 2003-2004, 2004-2005, 2007-2008 and 2010-11 seasons, and
- WHEREAS** the Dover High School Ice Hockey Team finished the regular season in third place with a regular season record of 14 wins and 4 losses, and
- WHEREAS** the Dover High School Ice Hockey Team defeated tournament opponents Lebanon in the quarterfinals and Merrimack in the semifinals and
- WHEREAS** the Dover High School Ice Hockey Team, on March 14, 2015 at the Verizon Center in Manchester, New Hampshire, defeated long-time rival Spaulding High School, 2 to 1, in the NHIAA State Championship game, and
- WHEREAS** The Dover High School Ice Hockey Team was led by seniors Mitchell Welch, Cam Crowley, Brady Chamberlain, Brad Bishop, Tim Burke, Robert Markusic, Connor Gaffney, Luc Ravenelle and underclassmen, David Beauregard, Jared Turgeon, Steven Constas, Cole Shelgren, Eric Degregorio, Francesco Pozzi, Greg Stohrer, Bryce Donahue, Kieran Lombard, Arie Johnston, Alex Schlapak, Jesse Frase, Bryce Sczekan, Nolan Laakso, Brendan Nichols, Nick Martinen, Manager – Colby Stewart, and Coaches Steve Riker, Mike Young, Zach Cobb and Brian Murphy and
- WHEREAS** the Dover Ice Hockey Team demonstrated hard work, perseverance, and character throughout the season and
- WHEREAS** the Dover High School Ice Hockey Team has brought great pride, recognition, enthusiasm, and honor to themselves, to their parents and families, to Dover High School, and to the City of Dover,

**NOW, THEREFORE, BE IT RESOLVED** that the Dover School Board applauds, honors, and recognizes the many achievements of the Dover High School Ice Hockey Team and their coaches.

**SUBMITTED BY:**

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

\_\_\_\_\_  
Betsey Andrews Parker, Vice Chairperson

\_\_\_\_\_  
Kathleen Morrison, Secretary

\_\_\_\_\_  
Doris Grady

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

\_\_\_\_\_  
Carole Soule McCammon

\_\_\_\_\_  
Michelle Muffett-Lipinski

*April 13, 2015*

**RESOLUTION**  
**RESOLUTION TO TRANSFER FUNDS TO THE SCHOOL CURRICULUM**  
**CAPITAL RESERVE FUND**

WHEREAS: the School Board has identified that the District will be incurring future expenses for capital improvement projects; and

WHEREAS: on December 12, 2012 the Dover City Council established a capital reserve fund titled School Curriculum Capital Reserve fund for the purpose of acquisition of curriculum equipment or improvement that has been identified as a project with the City's annual Capital Improvements Program; and

WHEREAS: the Dover School Board has recognized Thirty Thousand (\$30,000) Dollars in unencumbered funds within the 2015 Fiscal Year's Dover City Council adopted budget appropriation available for transfer to capital reserves;

NOW, THEREFORE, BE IT RESOLVED BY THE DOVER SCHOOL BOARD THAT:

1. **Source of Funds.** Capital reserve fund may consist of moneys transferred during any fiscal year from appropriations that exist as a result of any particular purpose which may not be needed; or may consist of unexpended moneys in the School District's general fund at the end of any fiscal year. All earnings on capital reserve funds shall become part of the capital reserve.
2. **Annual Reporting.** The Dover School District shall annually report the amount of moneys in the capital reserve fund.
3. **Purpose.** The moneys in the capital reserve fund may only be expended for capital improvements, replacement of equipment and improvements as noted in the annual City CIP. These purposes are consistent with the resolution adopted by the Dover City Council.
4. **Designation.** The Dover City Council hereby approves transfer of Thirty Thousand (\$30,000) Dollars to the School Curriculum Capital Reserve. Said transfer to be from School Department approved FY15 appropriations.

**RESOLVED**, this 13<sup>th</sup> day of April, 2015.

**SUBMITTED BY:**

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Amanda Russell, Chairperson

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Betsey Andrews Parker, Vice Chairperson

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Kathleen Morrison, Secretary

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Doris Grady

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Sarah Greenshields

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Michelle Muffett-Lipinski

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Carole Soule McCammon

April 13, 2015

## RESOLUTION

### **RESOLUTION TO TRANSFER FUNDS TO THE SCHOOL FACILITIES CAPITAL RESERVE FUND**

WHEREAS: the School Board has identified that the District will be incurring future expenses for capital improvement projects; and

WHEREAS: on March 12, 2003 the Dover City Council established a capital reserve fund titled School Facilities Capital Reserve fund for the purpose of acquisition of facilities equipment or improvement that has been identified as a project with the City's annual Capital Improvements Program; and

WHEREAS: the Dover School Board has recognized \$60,000 Thousand (\$60,000) Dollars in unencumbered funds within the 2015 Fiscal Year's Dover City Council adopted budget appropriation available for transfer to capital reserves;

NOW, THEREFORE, BE IT RESOLVED BY THE DOVER SCHOOL BOARD THAT:

- 1. Source of Funds.** Capital reserve fund may consist of moneys transferred during any fiscal year from appropriations that exist as a result of any particular purpose which may not be needed; or may consist of unexpended moneys in the School District's general fund at the end of any fiscal year. All earnings on capital reserve funds shall become part of the capital reserve.
- 2. Annual Reporting.** The Dover School District shall annually report the amount of moneys in the capital reserve fund.
- 3. Purpose.** The moneys in the capital reserve fund may only be expended for capital improvements, replacement of equipment and improvements as noted in the annual City CIP. These purposes are consistent with the resolution adopted by the Dover City Council.
- 4. Initial Designation.** The Dover School Board hereby approves transfer of Sixty Thousand (\$60,000) Dollars to the School Facilities Capital Reserve. Said transfer to be from School Department approved FY15 appropriations.

**RESOLVED**, this 13th day of April, 2015.

**SUBMITTED BY:**

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Amanda Russell, Chairperson

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Betsey Andrews Parker, Vice Chairperson

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Kathleen Morrison, Secretary

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Doris Grady

---

Sarah Greenshields

---

Michelle Muffett-Lipinski

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Carole Soule McCammon

April 13, 2015

## RESOLUTION

### RESOLUTION TO TRANSFER FUNDS TO THE SCHOOL TECHNOLOGY CAPITAL RESERVE FUND

WHEREAS: the School Board has identified that the District will be incurring future expenses for capital improvement projects; and

WHEREAS: on December 12, 2012 the Dover City Council established a capital reserve fund titled School Technology Capital Reserve fund for the purpose of acquisition of technology equipment or improvement that has been identified as a project with the City's annual Capital Improvements Program; and

WHEREAS: the Dover School Board has recognized Fifteen Thousand (\$15,000) Dollars in unencumbered funds within the 2015 Fiscal Year's Dover City Council adopted budget appropriation available for transfer to capital reserves;

NOW, THEREFORE, BE IT RESOLVED BY THE DOVER SCHOOL BOARD THAT:

- 1. Source of Funds.** Capital reserve fund may consist of moneys transferred during any fiscal year from appropriations that exist as a result of any particular purpose which may not be needed; or may consist of unexpended moneys in the School District's general fund at the end of any fiscal year. All earnings on capital reserve funds shall become part of the capital reserve.
- 2. Annual Reporting.** The Dover School District shall annually report the amount of moneys in the capital reserve fund.
- 3. Purpose.** The moneys in the capital reserve fund may only be expended for capital improvements, replacement of equipment and improvements as noted in the annual City CIP. These purposes are consistent with the resolution adopted by the Dover City Council.
- 4. Designation.** The Dover City Council hereby approves transfer of Fifteen Thousand (\$15,000.00) Dollars to the School Technology Capital Reserve. Said transfer to be from School Department approved FY15 appropriations.

**RESOLVED**, this 13<sup>th</sup> day of April, 2015.

**SUBMITTED BY:**

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Amanda Russell, Chairperson

---

Betsey Andrews Parker, Vice Chairperson

---

Kathleen Morrison, Secretary

---

Doris Grady

---

Sarah Greenshields

---

Michelle Muffett-Lipinski

---

Carole Soule McCammon

April 13,2015



**RESOLUTION**

**RESOLUTION TO AMEND THE 2015 FISCAL YEAR APPROPRIATION OF THE SCHOOL DISTRICT**

WHEREAS: on March 12, 2003 the Dover City Council established a capital reserve fund titled School Facilities Capital Reserve fund for the purpose of acquisition of facilities equipment or improvement that has been identified as a project with the City's annual Capital Improvements Program; and

WHEREAS: the Dover School Board has budgeted in the 2015 Fiscal Year for Two Hundred Thousand (\$200,000) Dollars to be transferred from the capital reserve fund titled School Facilities Capital Reserve fund within the 2015 Fiscal Year's Dover City Council adopted budget appropriation available for transfer to capital reserves; and

WHEREAS: the School Board has identified that the District will be recognizing revenues in excess of the amount budgeted;

NOW, THEREFORE, BE IT RESOLVED BY THE DOVER SCHOOL BOARD THAT:

**The sum of Two Hundred Thousand (\$200,000) Dollars should not be transferred from the capital reserve fund titled School Facilities Capital Reserve fund within the 2015 Fiscal Year's Dover City Council adopted budget appropriation.**

**RESOLVED**, this 13th day of April, 2015.

**SUBMITTED BY:**

\_\_\_\_\_  
Amanda Russell, Chairperson

\_\_\_\_\_  
Betsey Andrews Parker, Vice Chairperson

\_\_\_\_\_  
Kathleen Morrison, Secretary

\_\_\_\_\_  
Doris Grady

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

\_\_\_\_\_  
Michelle Muffett-Lipinski

\_\_\_\_\_  
Carole Soule McCammon

April 13, 2015

# DOVER FAMILY SCHOOL ALLIANCE

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April 13, 2015



# Background

Parents felt disconnected to their child's educational journey

Parents wanted to connect with others who are raising similar children

Parents wanted to be more able to understand special education



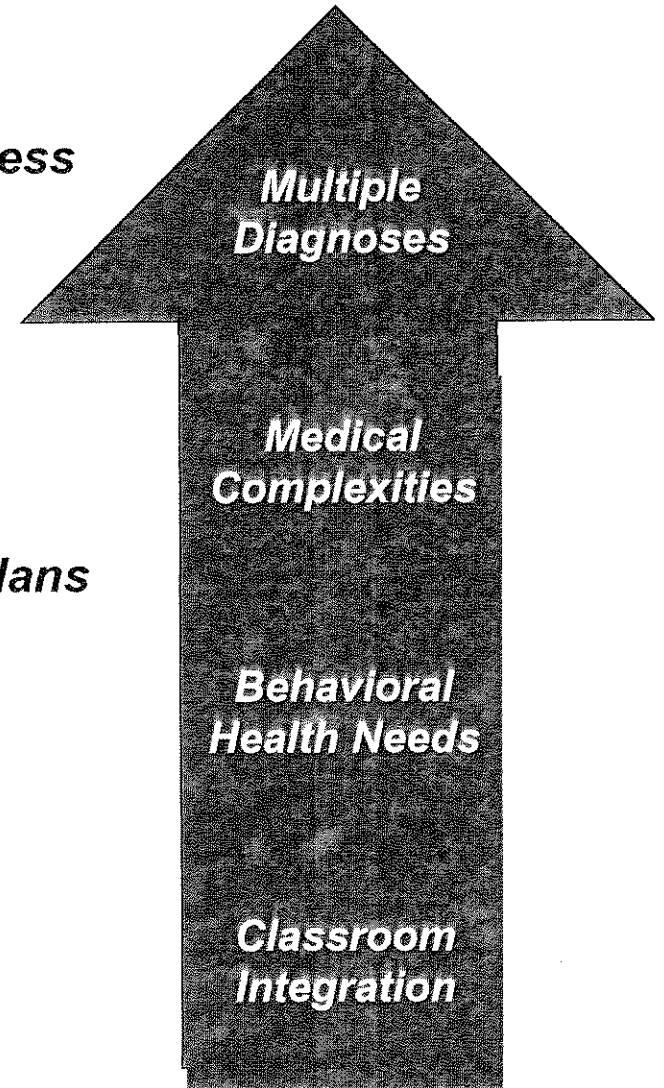
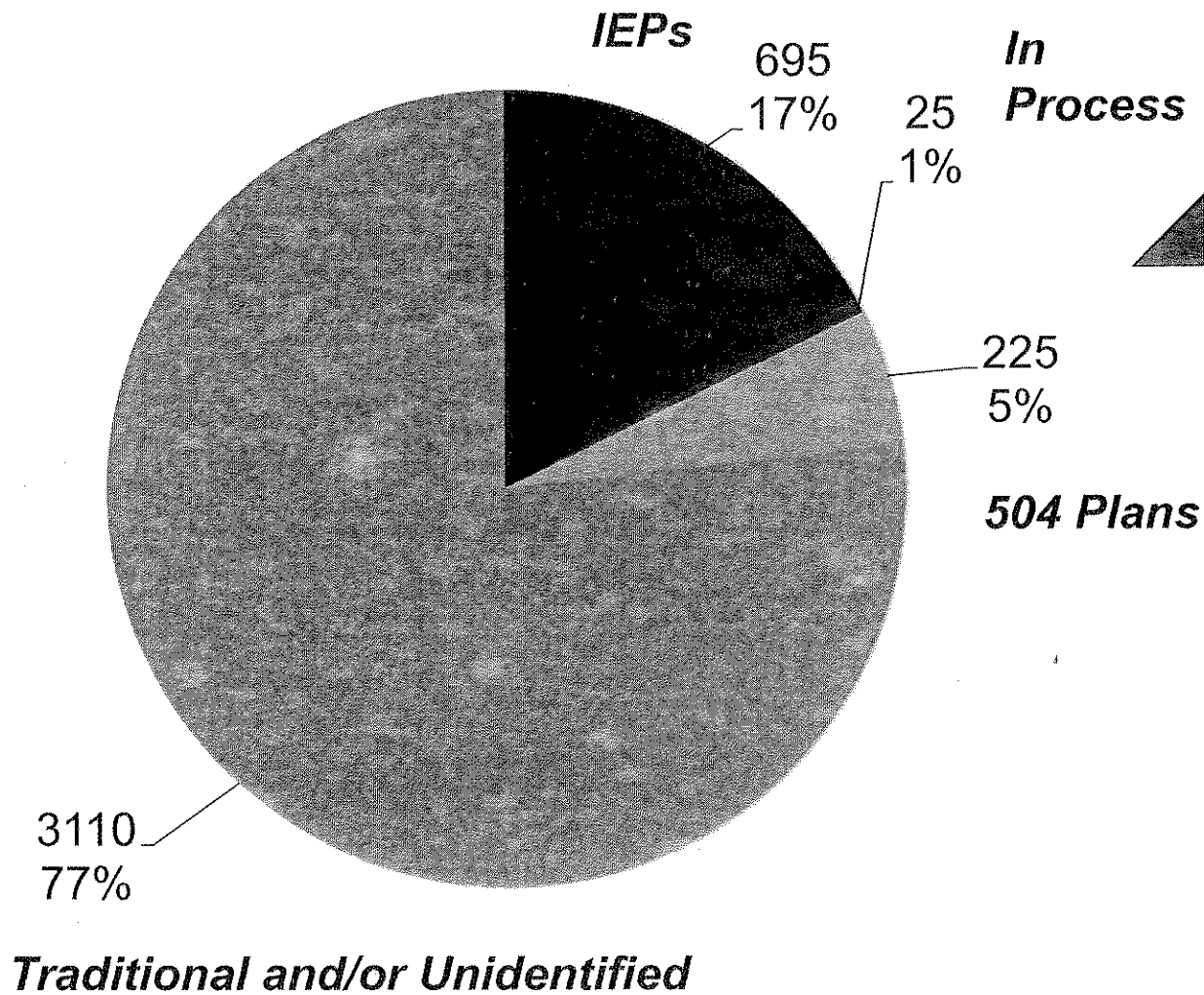
Educators seeing greater diversity of student needs and challenges

Educators lack opportunity for ongoing professional development

Educators wanted to engage parents more in the process

# Dover Special Education

(Oct 2014 Data)



# Why DFSA?

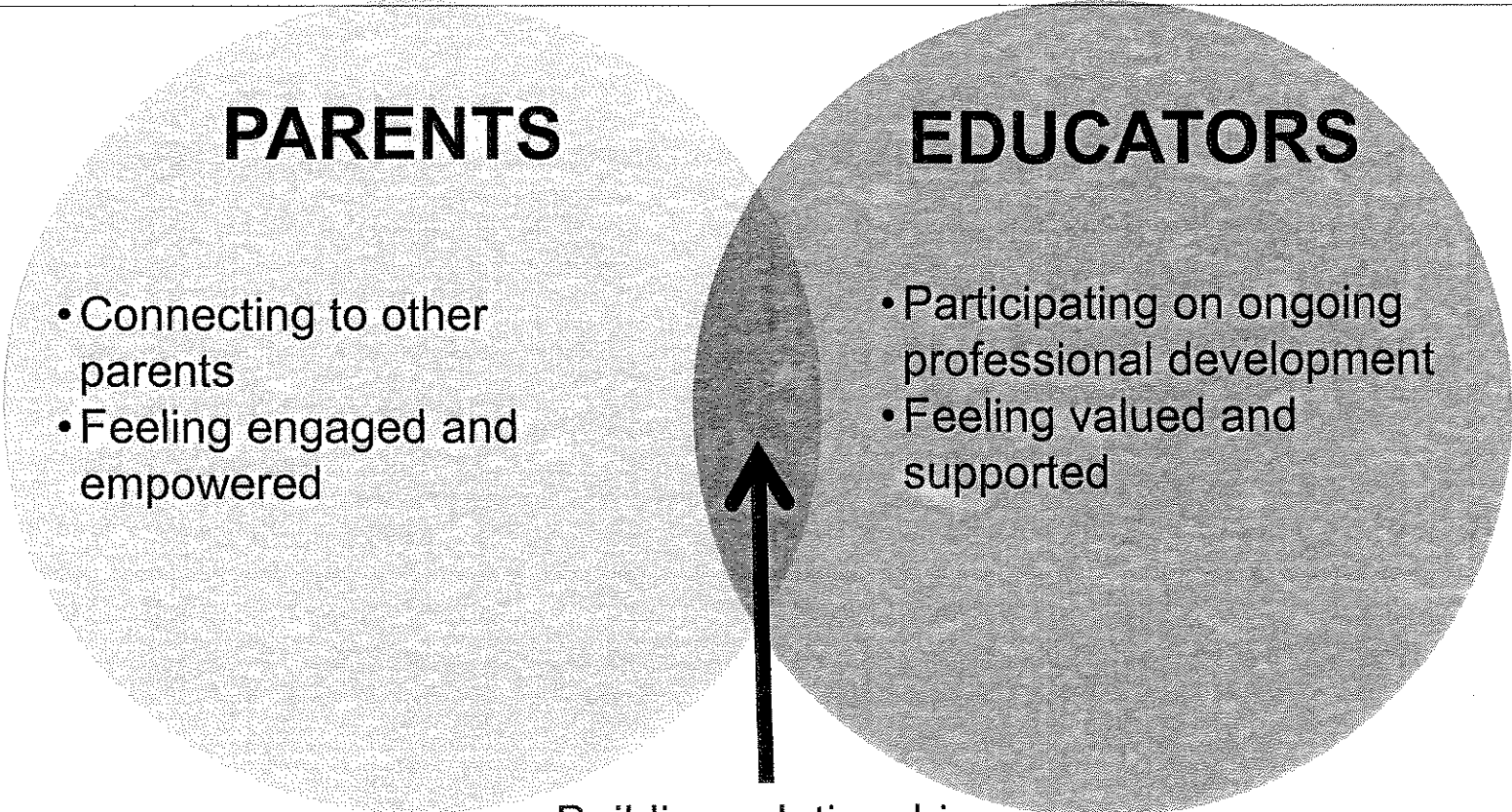


## PARENTS

- Connecting to other parents
- Feeling engaged and empowered

## EDUCATORS

- Participating on ongoing professional development
- Feeling valued and supported



Building relationships  
Building trust  
Building knowledge  
Building support

# Mission



To improve the educational experiences of students with special needs within the Dover School District.

We seek to create a community that comes together to support, encourage and celebrate the learning needs of all children, especially those with unique learning needs.

# What We Do

- Provide parents access to relevant information, training and emotional support in meeting their children's special needs
- Deepen the connection between parents and educators
- Offer relevant, timely and high-quality learning opportunities for Dover educators on topics of interest to special education
- Ensure that parents and educators within the Dover School District have awareness of and access to resources available within our community

# Highlights of Activities

## Information Sharing:

- Created [www.doverfamilyschoolalliance.org](http://www.doverfamilyschoolalliance.org)
- Monthly e-newsletter, currently delivered to 225+ individuals

## Relationship Building:

- Facilitate bi-annual events to assess community needs/interests
- Host 10+ informal opportunities for parents/educators to meet and connect
- Sponsor back-to-school picnic for families and educators

## School District Supports:

- Promote Parent Involvement Survey as key district tool
- Host discussion on understanding Special Education budget
- Monthly meetings with Superintendent and Director PPS
- Promote Dover Listens and other pro-education events

## Celebrate Success:

- Created “Parapalooza” event to celebrate the contributions of paraprofessionals in the Dover SD
- Include stories on educator innovations, grant opportunities and other topics that highlight what is going “right” in the district



## Tuesday Education

Local News | 11 | Wednesday, October 28, 2014

### talk Hodges was honored as a Parent Involvement in Education awardee

Carolyn Bell Hodges, Director of Homecare for the Dover School District, was honored as a Parent Involvement in Education award recipient at the Dover School District's annual Parent Involvement in Education Awards ceremony on Tuesday, October 28, 2014. The award recognizes parents who have made significant contributions to their children's education and the school community.



The Dover School District's annual Parent Involvement in Education Awards ceremony is a special event that recognizes the dedication and passion of parents who have made significant contributions to their children's education and the school community. The award is presented to parents who have demonstrated exceptional leadership and commitment to their children's education and the school community.

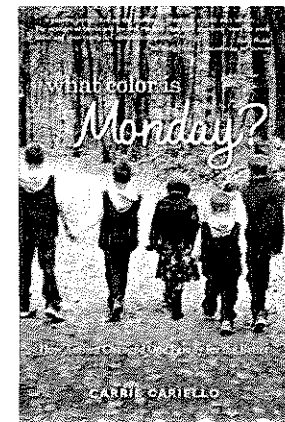
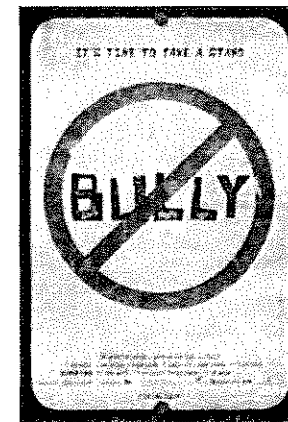
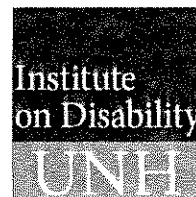
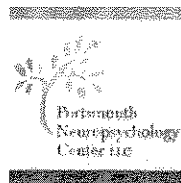
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# Additional Activities



## Trainings for Parents/Educators:

- Best Apps for Kids with Learning Disabilities
- Strategies for Behavior – Inclusive Education
- Discussion: Screening of documentary “Bully”
- How to Talk to Siblings of Special Needs Students
- Mental Health in the Classroom
- Author & Discussion: Autism
- Student Regulation – Classroom Strategies



# Today



- 8 Dedicated Steering Committee members
- 150+ Parents attended events
- 110+ Educators attended events
- ~400 Professional Development hours
- 30+ Resources Listed on DFSA Web site
- 199 Newsletter Recipients
- 2 Awards from State of NH and Parent Information Center

# Where we are Going

- ◆ Deepening parental education and empowerment programs
- ◆ Developing formal educator PD strategies and metrics
- ◆ Increasing family events

## What we Need to Do to Get There:

- ◆ Solidify 501c3 status
- ◆ Develop small, reliable funding streams
- ◆ Formalize relationship with the District

ELAINE M. ARBOUR, Ed.D.  
Superintendent of Schools  
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KAREN M. TAYLOR  
Business Administrator  
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CHRISTINE BOSTON  
Director of Pupil Personnel Services  
[c.boston@dover.k12.nh.us](mailto:c.boston@dover.k12.nh.us)

PAULA GLYNN  
Director of Curriculum, Instruction and  
Assessment  
[p.glynn@dover.k12.nh.us](mailto:p.glynn@dover.k12.nh.us)

### THE DOVER SCHOOL DISTRICT

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

**TO:** Members Dover School Board  
**FROM:** Karen M. Taylor, Business Administrator  
**DATE:** April 13, 2015  
**RE:** Bid Awards for Chromebooks and Chromebook Charging Carts

Based on the pricing below, I am recommending the bid be awarded to **SHI**. **SHI** did provide the lowest overall price on the combination package of Chromebooks, Management Software and Storage/Charging Carts.

The table below represents a summary of the three lowest bids received. The total bid award is **\$24,236.40**. This purchase will be paid for with E-Rate Funds.

	<u>SHI #1</u>	<u>Firefly</u>	<u>SHI #2</u>
Chromebooks	\$17,910.00	\$17,815.50	\$17,910.00
Software	\$2,192.40	\$2,335.50	\$2,192.40
Carts	\$4,134.00	\$4,287.00	\$5,340.00
Total	\$24,236.40	\$24,438.00	\$25,442.40

*Dover School District Mission Statement*

*Strengthening our community by educating every child, every day!*

***Dover School District Mission Statement***  
*Strengthening our community by educating every child, every day!*

**March 2015 Condition of Accounts**

**General Fund**

<b>General Fund - Description</b>	<b>FY15 Budget</b>	<b>FY 15 Actual to Date</b>	<b>Over/(Under) Budget</b>	<b>Anticipated</b>
<b>Non Tax Revenues</b>				
Tuition-Regular-Other NH Districts	\$ 14,797	\$ 14,608	\$ (189)	\$ -
Tuition-Barrington-DHS	\$ 2,527,237	\$ 1,598,620	\$ (928,617)	\$ 921,548
Tuition-Nottingham-DHS	\$ 1,206,499	\$ 707,348	\$ (499,151)	\$ 514,506
Tuition-SPED Aides	\$ 37,500	\$ 172,246	\$ 134,746	\$ -
Tuition-CAREER AND TECH-NH Districts	\$ 51,000	\$ 46,504	\$ (4,496)	\$ 25,225
Tuition-CAREER AND TECH-Out of State (Maine)	\$ 22,000	\$ 24,388	\$ 2,388	\$ 24,388
Tuition-Preschool Program	\$ 8,000	\$ 11,050	\$ 3,050	\$ -
Tuition - Summer School	\$ -	\$ 3,013	\$ 3,013	\$ -
Athletic Transportation - DMS	\$ 12,000	\$ 6,381	\$ (5,619)	\$ 1,000
Athletic Transportation - DHS	\$ 40,000	\$ 16,414	\$ (23,586)	\$ 14,000
DHS Transportation	\$ 17,250	\$ 19,048	\$ 1,798	\$ -
Other Local Revenue	\$ 32,782	\$ 5,914	\$ (26,868)	\$ -
State Adequate Education Grant	\$ 7,058,518	\$ 7,058,518	\$ -	\$ -
School Building Aid	\$ 675,018	\$ 337,509	\$ (337,509)	\$ 377,509
Catastrophic Aid	\$ 170,000	\$ 230,961	\$ 60,961	\$ -
CAREER TECH Tuition Aid	\$ 100,000	\$ 227,128	\$ 127,128	\$ -
CAREER TECH Transportation Aid	\$ 10,000	\$ 1,853	\$ (8,147)	\$ -
Indirect Cost Allocation	\$ 85,000	\$ 35,932	\$ (49,068)	\$ -
Impact Aid	\$ 2,500	\$ 2,897	\$ 397	\$ -
Adult Basic Ed. Reimbursement	\$ 65,000	\$ -	\$ (65,000)	\$ -
Medicaid Distribution	\$ 250,000	\$ 361,016	\$ 111,016	\$ 100,000
Transfer from Capital Reserves, (Impact Fees)	\$ 200,000	\$ -	\$ (200,000)	\$ -
<b>Revenue:</b>	<b>\$ 12,585,101</b>	<b>\$ 10,881,346</b>	<b>\$(1,703,755)</b>	<b>\$ 1,978,176</b>

<b>General Fund - Description</b>	<b>FY15 Budget</b>	<b>FY 15 Actual to Date</b>	<b>Budget Balance Remaining</b>	<b>%</b>
<b>Expenses</b>				
1100 REGULAR EDUCATION PROGRAMS	\$ 19,631,950	\$ 19,835,610	\$ (203,660)	-1.04%
<b>1200 SPECIAL EDUCATION PROGRAMS***</b>	\$ 7,083,225	\$ 7,514,367	\$ (431,142)	-6.09%
1300 CAREER AND TECH EDUCATION PROGRAMS	\$ 2,361,711	\$ 2,149,846	\$ 211,865	8.97%
1400 CO-CURRICULAR ACTIVITIES AND ATHLETICS	\$ 588,406	\$ 538,826	\$ 49,580	8.43%
1600 ADULT/CONTINUING EDUCATION PROGRAMS	\$ 210,000	\$ 190,850	\$ 19,150	9.12%
2100 SUPPORT SERVICES - Students	\$ 2,994,469	\$ 2,877,452	\$ 117,017	3.91%
2200 SUPPORT SERVICES - Instructional Staff	\$ 933,370	\$ 887,478	\$ 45,892	4.92%
2300 SUPPORT SERVICES - General Admin.	\$ 1,141,358	\$ 992,690	\$ 148,669	13.03%
2400 SUPPORT SERVICES - School Admin.	\$ 2,301,520	\$ 2,154,042	\$ 147,478	6.41%
2600 SUPPORT SERVICES - Operation Maint/Plant	\$ 3,839,660	\$ 3,701,503	\$ 138,157	7.17%
2700 SUPPORT SERVICES - Student Transportation	\$ 1,927,055	\$ 1,887,865	\$ 39,191	4.92%
2800 SUPPORT SERVICES - Centralized Services	\$ 796,145	\$ 676,546	\$ 119,599	15.02%
2900 SUPPORT SERVICES - Other	\$ 427,886	\$ 296,118	\$ 131,768	30.80%
	<b>\$ 44,236,755</b>	<b>\$ 43,703,192</b>	<b>\$ 533,563</b>	<b>1.21%</b>

**March 2015 Condition of Accounts  
Special Revenue Funds**

Revenues	FY15 Budget	FY 15 Actual to Date	Budget Balance Remaining
<b>Cafeteria (2800)</b>			
Day Sales - Meals	\$ 852,919	\$ 598,038	\$ 254,882
State Nutrition Aid	\$ 20,000	\$ 19,995	\$ 5
Federal Nutrition Aid	\$ 652,000	\$ 366,840	\$ 285,160
Commodities	\$ -	\$ 49,060	\$ (49,060)
Café - Other	\$ -	\$ 2,027	\$ (2,027)
Fresh Fruit and Vegetable Program - Provide fresh fruit and vegetable snacks at Woodman Park School	\$ -	\$ 11,490	\$ (11,490)
<b>Sub-Total Cafeteria Revenue</b>	<b>\$ 1,524,919</b>	<b>\$ 1,047,449</b>	<b>\$ 477,470</b>
<b>Special Programs (2950) - eRate</b>	<b>\$ 48,000</b>	<b>\$ 57,073</b>	<b>\$ (9,073)</b>
<b>Tuition Programs (3810)</b>	<b>\$ 147,044</b>	<b>\$ 68,332</b>	<b>\$ 78,712</b>
<b>Alternative Education (3825)</b>	<b>\$ 663,682</b>	<b>\$ 435,529</b>	<b>\$ 228,153</b>
<b>Facilities (3830)</b>			\$ -
Transportation Fees	\$ 500	\$ 391	\$ 109
Gate Receipts	\$ 23,000	\$ 18,187	\$ 4,813
Facilities Rental	\$ 95,500	\$ 79,195	\$ 16,305
Field User Fees	\$ 5,131	\$ 1,739	\$ 3,393
Parking Lot Revenue	\$ 48,000	\$ 46,759	\$ 1,241
Other Income	\$ -	\$ 160	\$ (160)
<b>Sub-Total Facilities Revenue</b>	<b>\$ 172,131</b>	<b>\$ 146,431</b>	<b>\$ 25,700</b>
<b>Total Revenue :</b>	<b>\$ 2,555,776</b>	<b>\$ 2,655,832</b>	<b>\$ 1,252,732</b>

Expenses	FY15 Budget	FY 15 Actual to Date and Encumbrances	\$	Fund Balance @ 6/30/2014
Cafeteria Expenses (2800)	\$ 1,524,919	\$ 1,538,292	\$ (13,373)	\$400,784
Special Program Expenses (2950) - eRate	\$ 48,000	\$ 2,865	\$ 50,044	\$0
Tuition Program Expenses (3810)	\$ 147,044	\$ 79,585	\$ 67,459	\$0
Alternative Education Expense (3825)	\$ 663,682	\$ 561,247	\$ 102,435	\$62,422
Facilities Expense (3830)	\$ 172,131	\$ 134,253	\$ 37,878	\$293,422
<b>Total Expenses:</b>	<b>\$ 2,555,776</b>	<b>\$ 2,316,242</b>	<b>\$ 244,443</b>	

**March 2015 Condition of Accounts  
State and Federal Grants Funds**

<b>State and Federal Grant Revenues</b>	<b>FY15 Budget</b>	<b>FY 15 Actual to Date</b>	<b>Budget Balance Remaining</b>
<b>2821 - Title I, Part A and Part D - Part A -</b> Helping at-risk and disadvantaged students meet high standards. Part D - For neglected or delinquent students who are at risk. Part D assists in funding an education component at the Dover Children's Home.	\$ 923,674	\$ 481,945	\$ 441,728
<b>2822 - Title II, III -</b> Preparing, training & recruiting Highly Qualified Teachers and Principals. Language instruction for English Language Learners.	\$ 350,641	\$ 134,958	\$ 215,683
<b>2823 - Perkins/Apprenticeship Program - Carl</b> Perkins Grant Funding was established to improve Career Technical Education Programs. Apprenticeship Program conducts related instruction for registered apprentices in plumbing and electrical trades in the State of New Hampshire.	\$ 283,702	\$ 152,523	\$ 131,179
<b>2824 - Adult Education -</b> Five separate grants that are designed to to assist individuals 18 years and older imrove skill levels in reading, math and writing; learn english; help adults prepared for career or college; learn Civics and prepare for the U.S. Citizenship test.	\$ 672,133	\$ 329,960	\$ 342,172
<b>2826 - IDEA/Preschool -</b> "The Individuals with Disabilities Education Act of 2004". The grant provides assistance for Child Find activities, Coordinated Early Intervention Services and other Special Education programs, services and personnel.	\$ 859,966	\$ 277,553	\$ 582,413
<b>Total Federal Grant Revenue</b>	<b>\$ 3,090,115</b>	<b>\$ 1,376,940</b>	<b>\$ 1,713,176</b>

<b>State and Federal Grant Expenses</b>	<b>FY15 Budget</b>	<b>FY 15 Actual to Date and Encumbrances</b>	<b>Budget Balance Remaining</b>
<b>2821 - Title I</b>	\$ 923,674	\$ 840,212	83,461.79
<b>2822 - Title II, III, IV</b>	\$ 350,641	\$ 261,548	89,093.32
<b>2823 - Perkins</b>	\$ 283,702	\$ 233,874	49,827.20
<b>2824 - Adult Education</b>	\$ 672,133	\$ 472,385	199,748.10
<b>2826 - IDEA</b>	\$ 859,966	\$ 824,913	35,052.83
<b>Total:</b>	<b>\$ 3,090,115</b>	<b>\$ 2,632,932</b>	<b>\$ 457,183</b>

