



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #12
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, December 14, 2015
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
 - 1. Regular Session #11, November 9, 2015
 - 3. Special Session #6, November 23, 2015
- G. CONSENT AGENDA**
 - 1. **Correspondence:** none
 - 2. **Resignations/Retirements:**
 - a. George Drinkwater-DMS Math
 - b. Wayne Levan-DHS Math
 - 3. **Leaves of Absence:** None
 - 4. **Nominations:**
 - a. Teacher-DALC
 - 5. **Extended Travel (Student Trips):**
 - 6. **Donations:**
 - a. Auto Donations to CTC
 - b. Dometic Freezer to Biomedical Program at CTC
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - a. EEAA—Video and Audio Surveillance on School Property
 - b. EEAA-R—Video and Audio Surveillance on School Property Procedure
- J. POLICY ADOPTION:**
 - a. JRA—Student Records and Access
 - b. IKF—High School Graduation Policy
- K. RESOLUTIONS:**
 - a. Resolutions of Appreciation—Departing School Board Members
- L. OLD BUSINESS:**
 - a. Approval of Amended 2016-2017 Academic Calendar
 - b. Transfer of Appropriations from Prior Year Capital Projects



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c. Garrison School Update

M. NEW BUSINESS:

- a. FY17 Budget Presentation
- b. November Condition of Accounts
- c. Update on McConnell Center Mail Issue

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three minutes unless otherwise extended by the Chairperson, with the approval of the School Board. All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

11/23/2015

GEORGE DRINKWATER
DOVER MIDDLE SCHOOL

TO WHOM IT MAY CONCERN,

THIS LETTER IS TO INFORM
YOU THAT I INTEND TO
RETIRE AT THE END OF THE
2015-2016 CONTRACT YEAR.

SINCERELY

George H Drinkwater

23 November 2015

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

**To: Mrs. Elaine Arbour, Superintendent
Robin LaFleur, Superintendent Admin Assistant**

From: Wayne D. Levan

re: Notification of intent to retire

After 14 very enriching and mostly enjoyable years of service at Dover High School as a math teacher, it is time to move into retirement.

Barring unforeseen circumstances, it is my intention to retire from teaching effective 1 July 2016, at the end of the current school year.

I am eternally appreciative of the school district for providing me the opportunity to do what I have always wanted to do – impact young live by teaching the math that I love. I will miss my classroom.

Sincerely;

A handwritten signature in cursive script, appearing to read "Wayne D. Levan".

**Wayne D. Levan
Math Department
Dover High School**

NOV 30 - 12:22

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

TO: **DOVER SCHOOL BOARD**

DATE: December 14, 2015

MEMORANDUM: Nomination and Election of Teachers.

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

NAME	POSITION	SCHOOL	REPLACING	SALARY
Varley, Kaili	English Teacher	DALC	New Position	22.41/hr

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

KAREN M. TAYLOR
Business Administrator
k.m.taylor@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
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: Dover School Board
FR: Elaine M. Arbour, Ed.D., Superintendent of Schools
RE: Donation Approval
DATE: December 14, 2015

I would like to respectfully request your acceptance of the donation of a 2000 Ford Taurus Wagon with an approximate value of \$2,600 and a 1989 Chevrolet S-10 valued at approximately \$500. The Taurus was donated by Norman Stacy and the S-10 was donation by Mary and David Martin. These cars will be used by the CTC's Auto Collision program and will be utilized solely as a training aide by our students to learn valuable automotive body work skills.

On behalf of the entire Dover School District, I would like to thank Mr. Stacy and Mr. and Mrs. Martin for their generous donations. I would also like to thank the School Board for their consideration of acceptance of these donations.

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

KAREN M. TAYLOR
Business Administrator
k.m.taylor@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

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TO: Dover School Board
FR: Elaine M. Arbour, Ed.D., Superintendent of Schools
RE: Donation Approval
DATE: December 14, 2015

I would like to respectfully request your acceptance of the donation of a new Dometic Freezer valued at approximately \$12,000 to the Dover High School Career Technology Center. City Councilor Deb Thibodeaux was instrumental in working with Bryan Lavallee from The Baker Company to make this donation possible. The CTC is excited about this generous gift to the Biomedical Program. The immediate plan for the freezer is to store it in the Building Technology secure cage until the new construction is completed. The freezer will eventually be installed in the new CTC program space.

On behalf of the entire Dover School District, I would like to thank Mr. Lavallee and The Baker Company for their generous donation. I would also like to thank the School Board for their consideration of acceptance of these donations.

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VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

FIRST READING

The Board authorizes the use of video and/or audio surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. **Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas of at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.**

Recording equipment will be placed in classrooms only after a public hearing held by the School Board. The administration must receive written permission and consent from the classroom teacher and the parent/guardian of all students within the classroom prior to the use of recording equipment within a classroom.

~~Backup devices will be installed and removed on a rotating basis by District personnel appointed by the Superintendent. The devices may be used by the District for personnel or disciplinary purposes. If disciplinary action is taken as a result of video/audio device, the parent/guardian or staff member may request, in writing within 5 days, to review the device with the appropriate school personnel. In the case of student discipline, such a request will only be granted under circumstances where the parents/guardians of all students depicted have consented to the review. In the alternative, the parents/guardians of the student subject to discipline may review a redacted copy if they are willing to pay the cost associated with obscuring the identities of any other student depicted. For the purposes of this policy, the term "depicted" shall mean a view of the facial features of a student or the display of any other information that would be easily traceable to the identity of a student.~~

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. At the Superintendent's discretion, parents and students may also be notified through the student handbook. Students will be responsible for any violations of school rules caught on tape by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. The Superintendent will consult with the necessary personnel to determine how and when such records should be deleted.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of misconduct is no longer subject to

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review or appeal as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's educational record. If an audio or vide recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

~~In the event the backup device from a video or audio surveillance device contains evidence of wrongdoing, be it a crime or violation of school conduct policies that could result in discipline, the actual, original device will be pulled from service and the relevant information shall be secured prior to the device being put back into operation. Should the device be confiscated by prosecutorial authorities as evidence in a crime, the District will take all steps possible to arrange for a certified copy to be retained by the District.~~

~~The Superintendent will notify staff, students, and parents through handbooks or by other means that video and/or audio surveillance may occur on District property. A notice will also be posted at the main entrance of all school district buildings an on all buses indicating the use of video and/or audio surveillance.~~

~~The District may choose to make surveillance recordings part of a student's educational record or a staff member's personnel record subject to the language of the Board approved employment contract. The District will comply with all applicable state and federal laws related to record maintenance and retention.~~

Legal References

20 U.S.C.1232g, Family Educational Rights and Privacy Act (**FERPA**)

RSA 189:65 Definitions

RSA 189:68 Student Privacy

RSA 570-A:2

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

RSA 189:6, Transportation of Pupils

RSA 189:8, Limitations and Additions

RSA 189:9, Pupils in Private Schools

~~*RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons*~~

~~*RSA 200:40, Emergency Care*~~

*Also see Dover School District Policies EEA, **EEAA-R**, EEAE, EEAEAC, and EEAEAC Addendum 1*

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VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY PROCEDURE

FIRST READING

Dear Parent/Guardian,

New Hampshire RSA 189:68 IV requires written consent of teachers and parents or legal guardians for recordings in classrooms. There are many valuable reasons why recordings may be useful in classrooms. Some uses include, but are not limited to:

- Creating a video presentation as part of any academic class;
- Student practice work in a music, photography, videography course or similar courses;
- Recording a speech therapy or English language session to evaluate a student's progress; and
- Videotaping student teachers for teacher education coursework.

The Dover School Board has held a public hearing to allow classroom recordings, as required by RSA 189:68 IV. The Dover School District is now seeking your permission for your student to participate in classroom recordings for educational purposes. Annual permission will be requested, and may be included in yearly permission forms and FERPA notices.

Recordings will not be made available to the public (e.g., via website or newsletter) without your prior knowledge and consent. Recordings may be used in password-protected, restricted environments such as Google Classroom environments.

This law does not affect recordings outside of a classroom setting.

Thank you,

Dr. Elaine M. Arbour
Dover Superintendent of Schools

Student: _____ Date: _____

Parent Signature: _____

Also see Dover School District Policy EEAA

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SECOND READING

STUDENT RECORDS AND ACCESS

ACCESS TO STUDENT RECORDS - FERPA

General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

Education Record. For the purposes of this policy and in accordance with FERPA, the term “educational record” is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

Directory Information. For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term “directory information” means:

- Students' name, address, telephone number, date and place of birth, dates of enrollment
- Parents'/guardians' name and address
- Students' grade level, enrollment status and dates of attendance
- Students' photograph
- Students' participation in recognized school activities and sports
- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

The District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students that the District may publish directory information without their prior consent. Parents/eligible students will be given until the **third Friday in September** to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all direction information shall not be released will only be valid for that school year and must be re-issued each school year.

Personally Identifiable Information. “Personally identifiable information” is defined as data or information which makes the subject of a record known, including a student's name the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name; or other information that, alone or in

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combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Annual Notification/Rights of Parents and Eligible Students. Within the first **three** weeks of each school year (Superintendent to determine; NHSBA recommends three or four), the District will publish notice to parents and eligible students of their rights under State and Federal law and this policy. The District will send home with each student a notice listing these rights. The notice will include:

- (1) The rights of parents or eligible students to inspect and review the student's education records;
- (2) The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
- (3) The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
- (4) The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
- (5) The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

Procedure To Inspect Education Records. Parents or eligible students may inspect and review education records which they are entitled to. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals will determine if a review at that site is reasonable.

Parents/eligible students should submit to the school principal a written request that identifies as precisely as possible the record or records that he/she wishes to inspect. The principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within **14** ~~30~~ days or earlier after the principal's receipt of the request for access.

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If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education records, the principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed.

Procedures To Seek To Correction of Education Records. Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. To establish an orderly process to review and correct the education records for a requester, following processes are established.

1. First-level decision. When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the principal believes that the record should not be changed, he/she shall:

1. Provide the requester a copy of the questioned records at no cost;
2. Ask the parent/eligible student to initiate a written request for the change, which will be forwarded to the Superintendent;
3. Forward the written request to the Superintendent; and
4. Inform the parents/eligible student that the matter has been forwarded to the Superintendent for subsequent processing.

2. Second-level decision. If the parent/eligible student wishes to challenge the principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the principal asking that the matter be appealed to the Superintendent. The principal will forward to the Superintendent the request.

The Superintendent shall, within ten business days after receiving notification of the request:

1. Review the request;
2. Discuss the request with other school officials;
3. Make a decision to comply or decline to comply with the request;

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4. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
5. Contact the parents/eligible student of his/her decision concerning the request for amendment.

If the Superintendent determines the records should be amended, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been amended and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records are will not be amended, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the school board.

3. Third-level decision. If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the Superintendent's written decision in level-two. The Superintendent will inform the school board of the request for a hearing and will work with the school board to schedule a hearing within 45 days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session, The school board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request/complaint. Parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The school board will issue its final decision in writing within 30 days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The school board will base its decision solely on the evidence presented at the hearing. The school board's written decision will include a summary of the evidence and the reasons for its decision.

If the school board determines that the student record should be changed or amended, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been changed or amended. At this meeting, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

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The school board's decision will be final.

Disclosure of Student Records and Student Information. In addition to directory information, the District may disclose student records and student information without consent to the following parties or under the following conditions.

1. School Officials With a Legitimate Educational Interest. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling.
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the school district. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas.
8. Health and safety emergencies.

Maintenance of Student Records and Data. The principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person access such records.

The principal will ensure that all records are maintained in accordance with application retention schedules as may be established by law.

Disclosures Made From Education Records. The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;

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3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

Legal References:

RSA [91-A](#):5,III, Exemptions, Pupil Records

RSA [189](#):1-e, Directory Information

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

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

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HIGH SCHOOL GRADUATION POLICY

SECOND READING

The normal program of instruction for seniors may be modified to make adequate preparations for graduation exercises.

- a. It is expected that graduation preparations will not dominate the operation of the school during the last few days of the school year.
- b. If local conditions necessitate the holding of graduation exercised prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 172 ~~175~~th day of instruction. No school day shall be modified for preparation activities prior to the 172 ~~175~~th day.
- c. It is understood that modifications in the schedule for the last few days of school shall apply only to seniors. All other classes shall complete 177 ~~180~~ days of instruction and maintain their normal class schedules.

The above is in accordance with the State Board of Education policy on graduation.

DOVER SCHOOL DISTRICT CALENDAR 2016-2017

	M	T	W	TH	F		M	T	W	TH	F
AUGUST/ SEPTEMBER	TR	TW	31	1	X	FEBRUARY					
21 S & 23 T	X	6	7	8	9	18 S & 18 T			1	2	3
	12	13	14	15	16		6	7	8	9	10
	19	20	21	22	23		13	14	15	16	17
	26	27	28	29	30		20	21	22	23	24
							X	X			
OCTOBER						MARCH			X	X	X
19 S & 20 T	3	4	5	6	TW	19 S & 20 T	6	7	8	9	10
	X	11	12	13	14		13	14	15	16	17
	17	18	19	20	21		20	21	22	23	TW
	24	25	26	27	28		27	28	29	30	31
	31										
NOVEMBER						APRIL					
17 S & 18 T		1	2	3	4	15 S & 15 T	3	4	5	6	7
	7	8	9	TW	X		10	11	12	13	14
	14	15	16	17	18		17	18	19	20	21
	21	22	X	X	X		X	X	X	X	X
	28	29	30								
DECEMBER				1	2	MAY					
16 S & 16 T	5	6	7	8	9	21 S & 22 T	1	2	3	4	5
	12	13	14	15	16		8	9	10	11	12
	19	20	21	22	X		15	16	17	18	19
	X	X	X	X	X		22	23	24	25	TW
							X	30	31		
JANUARY	X	3	4	5	6	JUNE				1	2
19 S & 20 T	9	10	11	12	13	12 S & 12 T	5	6	7	8	9
	X	17	18	19	20		12	13	14	15	16
	TW	24	25	26	27		(*19	*20	*21	*22	*23
	30	31					*26	*27	*28	*29	*30)

S=Students (177 - Total) T=Teachers (184 - Total)

* = Snow Days

DAYS OUT

August 29	Teacher Return/Teacher Workshop
August 30	Teacher Workshop
September 2-5	Labor Day Recess
October 7	Teacher Workshop
October 10	Columbus Day
November 10	Teacher Workshop/ Parent-Teacher Conferences
November 11	Veterans Day
November 23-25	Thanksgiving Recess
December 23-January 2	Holiday Recess
January 16	Martin Luther King Day
January 23	Teacher Workshop
February 27-Mar 3	Winter Recess (Includes Presidents' Day holiday)
March 24	Teacher Workshop
April 24-28	Spring Recess
May 26	Teacher Workshop
May 29	Memorial Day

177 days required attendance for instructional purposes, or the equivalent number of hours and an additional 9 days for time lost due to inclement weather.

Schools close on June 16, 2017 (half-day), or upon **completion of the 177th day**.

Teachers report on August 29, 2016. **Students return** on August 31, 2016.

Teacher workshops will be held on **August 30, Oct. 7, Nov. 10, 2016; January 23, March 24, May 26, 2017**

RE: TRANSFER OF APPROPRIATIONS FROM PRIOR YEAR CAPITAL PROJECTS

WHEREAS: On November 9, 2015 the Garrison Roof Replacement Project was complete; and

WHEREAS: The project came in under budget and there are remaining funds in the amount of \$89,028.00; and

WHEREAS: There are remaining funds within other various School District Capital Improvement Project funds: and

WHEREAS: Garrison Elementary School is in need of renovations and improvements to correct a variety of life safety, accessibility and efficiency issues, as well as to create a 21st Century learning environment; and

WHEREAS: The total transfer below is requested for reprogramming from the Garrison Roof Replacement Project and other various School District Capital Improvement Project funds to the Garrison School Facilities Study to comprise of the existing current conditions of Garrison School, including a physical and space needs' analysis, as well as preliminary designs, cost estimates and scheduling/phasing information for any recommended improvements, renovations, reorganization and/or new construction.

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

The unexpended funds in the sum of one hundred sixty thousand seven hundred eighty-six dollars and thirty-six cents (\$160,786.36) shall be reprogrammed for the purpose of a Garrison Elementary School Facility study as follows:

Account	Description	Amount Remaining
From:		
4006.1.600.46900.4725.07103.06.000.000.700	Garrison School Facility Improvements - FY 2006	\$14,830.98
4008.1.600.46900.4725.07105.08.000.000.700	Woodman Park School Facility Improvement - FY 2008	\$56,455.62
4009.1.600.46900.4725.07101.09.000.000.700	Dover High School Facility Improvement - FY 2009	\$471.76
4015.1.600.46900.4725.07103.15.000.000.700	Garrison School Facility Improvements - FY 2015	\$89,028.00
Total Transfer:		\$160,786.36
To:		
4016.1.600.46900.4725.07103.16.000.000.700	Garrison School Facility Improvements - FY 2016	\$160,786.36
Total Transfer:		\$160,786.36

RESOLVED, this 14th day of December, 2015.

SUBMITTED BY:

Amanda Russell, Chairperson

Betsey Andrews Parker, Vice Chairperson

Kathleen Morrison, Secretary

Doris Grady

Sarah Greenshields

Michelle Muffett-Lipinski

Carole Soule McCammon

December 14, 2015

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THE DOVER SCHOOL DISTRICT
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61 LOCUST STREET SUITE 409
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TEL (603) 516-6800
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TO: Members Dover School Board
Members Dover City Council
FROM: Elaine M. Arbour, Superintendent of Schools
DATE: December 9, 2015
RE: Garrison School Reprogramming of Funds

LMJ

In an effort to resolve questions of balances remaining in Capital Improvement Funds, several steps were taken to confirm those amounts. The available amount reflected in the table below has been confirmed by the City Finance Director for a total amount of \$160,786.36. The request to reprogram these funds to Garrison Elementary School is on the December 14th School Board Meeting Agenda for the purpose of a school facility study.

			Funds requested to be reprogrammed to Garrison School
4006.1.600.46900.4725.07103.06.000.000.700	Garrison School Gym Facility Improvements		\$14,830.98
4008.1.600.46900.4725.07105.08.000.000.700	Woodman Park School Facility Improvements		\$56,455.62
4009.1.600.46900.4725.07101.09.000.000.700	Dover High School Facility Improvements		\$471.76
4015.1.600.46900.4725.07103.15.000.000.700	Garrison School Roof Replacement Project		\$89,028.00
			\$160,786.36

The Horne Street School Capital Improvement Project, which closed with zero (\$0) unexpended funds in December 2012, used a variety of funding sources. One source was the reprogramming of balances remaining in prior year Horne Street School Capital Improvement accounts, as well as the SAU Office McConnell Center Project and those accounts and amounts are reflected below:

Account Number	Description	Remaining Balances from Prior Year Horne Appropriations
4005.1.600.46900.4715.07104.05.000.000.700	School - Horne St Sch Fac Impr - Land Improvements	\$1,766.63
4007.1.600.46900.4725.07104.07.000.000.700	School - Horne St Sch Fac Impr - Building Improvements	\$1,635.00
4008.1.600.46900.4725.07104.08.000.000.700	School - Horne St Sch Fac Impr-Building Improvements	\$114,205.47
		\$117,607.10
		Funds reprogrammed from SAU Office McConnell Center Project to Horne
4008.1.600.46900.4725.07104.08.000.000.700	School - Horne St Sch Fac Impr-Building Improvements	\$38,434.88
		\$38,434.88

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Garrison Facility Improvements

At Garrison Elementary School there are currently 474 students and 64 faculty and staff that occupy the building and utilize 31 classrooms. Various projects that have been completed dating back to original construction and include the following:

- Garrison Elementary School was originally constructed in 1962, 1967 and 1969 with 47,178 square feet.
- The Kindergarten Addition was constructed in 1999 adding 2,500 square feet.
- The Media Center and Four Classrooms were constructed in 2005 adding 5,500 square feet
- The chimney was repaired in 2005.
- The Gymnasium and Administrative Areas were added in 2006 adding 10,760 square feet
- Parking and building access improvements were made in 2010.
- Replaced damaged insulation in ceilings in 2014.
- Installed reflective film to decrease solar gain in 2014.
- Removed wallpaper and painted classroom walls to match others in 2014.
- Provided new screens on all windows in 2014.
- Installed new baseboard heat in IT office in 2015.
- Roof replacement was complete in 2015.

Work that still needs to be completed includes:

- The building is structurally sound, but most of all its mechanical systems are obsolete.
- The remaining classrooms need to be renovated, enlarged where possible and brought up to NH State Standards.
- Cafeteria, Lunch Room, Kitchen and stage areas need to be renovated.
- Extensive review and replacement is needed for the mechanical and ventilation systems, and plumbing and electrical.
- ADA compliant bathrooms in the building. Adult bathrooms, excluding kitchen, are ADA compliant. Only the boys and girls bathrooms outside of the gym have ADA access.
- Faucet upgrade and replacement in all bathrooms.
- Window replacement as all are fairly original and most have been replaced with inefficient Plexiglas.
- Replacement of all sliding doors, exterior door openings and frames with ADA compliant door dimensions.
- Renovation of all interior door openings bringing up to ADA and life safety codes.
- Replacement of all interior doors, hardware and locking mechanisms.
- Replacement of unit ventilators and the addition of at least four ventilation units to existing structure.
- Replacement of all classroom lighting with high efficiency series ballasts, bulbs and sensors.
- Upgrade and expansion of existing fire alarm system to meet current NFPA 101 Code, add hood suppression system and increase the number of fire pull stations.
- Replacement and addition of additional existing/emergency lighting systems.
- Removal and abatement of all hazardous materials in the building.
- Addition of a generator as there is no emergency power to the building.