



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #5
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, May 9, 2016
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. Public Meeting to Enter Nonpublic Meeting #2, April 4, 2016
 - 2. Regular Session #4, April 11, 2016
 - 3. Public Meeting to Enter Nonpublic Discipline Hearing #2, April 18, 2016
 - 4. Public Meeting to Enter Nonpublic Discipline Hearing #3, April 28, 2016
 - 5. Public Meeting to Enter Nonpublic Meeting #3, April 28, 2016
- G. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. Feline Fanciers
 - 2. Resignations/Retirements:**
 - a. Fran Hopkins, HSS Nurse-effective 12/30/16
 - b. Bailey Pike, DMS Science
 - c. Yvonne Carter, WPS SLP
 - d. Taryn Turner, WPS Kindergarten
 - e. Julie Verran, ESL Teacher
 - f. Zac Weilbrenner, WPS Physical Education
 - g. Katherine Hinkle, DHS Math
 - 3. Leaves of Absence:**
 - a. Laura Tormey, DHS French Teacher
 - 4. Nominations:**
 - a. Re-nomination and Election of Teachers-Annual Nominations
 - b. Nomination and Election of Teachers
 - 4. Extended Travel (Student Trips):**
 - a. World Arts Club Trip to Mediterranean Coast-April 2017-preliminary approval
 - 5. Donations**
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
- J. POLICY ADOPTION:**



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DISTRICT**

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a. GCBD—Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules

K. RESOLUTIONS:

a. Dover Adult Learning Center Funding 2016-2017

L. OLD BUSINESS:

a. GES JBC Discussion

M. NEW BUSINESS:

- a. Job Description—School Counselor
- b. Job Description—School Counseling Director
- c. Approve DMS, DHS and DALC Handbook Changes
- d. Award Bid--Athletic Equipment Inspections
- e. Award Bid--Elevator Maintenance and Repair Services
- f. Policy IIBC Minimum Enrollment Numbers/Waiver

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.

NEW HAMPSHIRE FELINE FANCIERS, INC
ONLINE AT NHFF.ORG

April 25, 2016

Dr. Elaine M. Arbour, Ed.D.
Dover Superintendent of Schools
Dover School District SAU 11
61 Locust St Ste 409
Dover, NH 03820-3753
e.arbour@dovert.k12.nh.us

Dear Dr. Elaine M. Arbour,

SUBJECT: NOVEMBER 5-6, 2016 CFA CAT SHOW AT THE DOVER MIDDLE SCHOOL GYM

Please consider our request to return on November 5-6, 2016 to host another Cat Fancier's Association (CFA) cat show.

Starting in January 2001 New Hampshire Feline Fanciers (NHFF), a not-for-profit 501(c)4 organization, has successfully hosted sixteen (16) all-breed CFA cat shows at the Dover Middle School Gymnasium. From these cat shows NHFF has both donated proceeds to and facilitated fundraising for local animal welfare organizations such as the Cochecho Valley Humane Society, the Lakes Region Humane Society, and the New Hampshire Animal Control (formerly Spay/Neuter) Program. NHFF show proceeds have also been donated to the Winn Feline Foundation which supports health-related studies into medical problems affecting cats, and the CFA Animal Relief Fund which contributes to the costs of relief efforts provided by humane organizations following national disasters.

We would need only the gymnasium both days over the weekend. Saturday times would be from 8 AM to 6 PM and Sunday times would be 8 AM to 6 PM.

Our show setup typically requires five (5) hours before doors open to the public Saturday and only requires access to the gymnasium and the loading dock — access 6 PM or earlier Friday works best for us. If that time is unavailable we can schedule the start of the show to be compatible with our five-hour setup and your custodian scheduling.

Please contact me with your answer to our request.

Sincerely,



Chip Blaney
Treasurer
New Hampshire Feline Fanciers Inc.
cc: Cathy Faure, Facilities Coordinator

LaFleur, Robin

From: Faure, Cathy
Sent: Monday, May 02, 2016 10:35 AM
To: LaFleur, Robin
Subject: New Hampshire Feline Fanciers

Robin,

The Feline Fanciers have requested to use our DMS gymnasium on November 5 – 6, 2016 with a set up date of Nov 4 for their annual cat show. I have touched based with Peter Wotton who said he has no problem with them using this space. This group has been using our facility since 2001 and there have been no problems or payments issue, I highly recommend they are allowed to use our school for their event.

If you have any questions please feel free to contact me.

Cathy

Cathy Faure
Dover School Department
Facilities Coordinator
c.faure@dover.k12.nh.us
603-516-6890

Frances Hopkins

11 Fairway Drive, Dover NH 03820

Dr. Elaine Arbour
Dover School Department
61 Locust Street
Dover, NH 03820

Resignation from Position of School Nurse at Horne Street School

Dear Dr. Arbour,

Please accept this as my formal resignation from the position of School Nurse at Horne Street School effective December 30, 2016.

After 25 years of working in the Dover School District I have decided that it is time to begin the next chapter in my life. I have enjoyed working with a superlative staff at Horne Street School and I will find it difficult to say goodbye.

Thank you for supporting me in all my years of service. I wish continued success to the Dover School Department.

I will always treasure my time at Horne Street School.

Sincerely,



Frances Hopkins RN, BS

APR 19 2016



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

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

Lindsay Dube
Dean of Students-5/6
l.dube@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

Mary Calhoun
School Counselor Grade 5
m.calhoun@dover.k12.nh.us

Beckie Pazdon
School Counselor Grade 6
b.pazdon@dover.k12.nh.us

Justin Pagnotta
School Counselor Grade 7
j.pagnotta@dover.k12.nh.us

Fran Meffen
School Counselor Grade 8
f.meffen@dover.k12.nh.us

April 18, 2016

Dear Principal Lyndes,

I first off wanted to thank you so much for the last three years. I have had an incredible experience at Dover Middle School and cannot express how much I have learned. Working with the talented staff that I have gotten to know, I have gained so much knowledge and insight into teaching, and it has given me a strong foundation.

I have recently accepted another teaching position with another school. It was a difficult decision, but the new position is only a short distance from my house, and relocating closer to Dover is not an option. I will forever cherish my time at Dover Middle School.

I will be sure to complete all responsibilities for the remainder of the school year. My resignation date will be June 21, 2016. Please let me know what further steps or duties must be completed before my departure. Thank you for all of your support.

Best,

Bailey Pike

April 18, 2016

Dear Patrick, Abby, Christine and School Board Members:

I want you to know how much I have enjoyed working for you at SAU 11 this year. It has been a great privilege to work with the wonderful group of special educators and the fantastic speech assistant you have on staff here not to mention the administrative and teaching staff at Woodman Park School. I had hoped against hope that I would be able to be with SAU 11 at least another year. However, that is not to be, as Matthew and I have made the decision to relocate to Colorado for family and future business opportunity.

Again, I cannot say enough about SAU 11 and it's fantastic staff. Were I to somehow be in a position to work in this district in the future, I would not hesitate. I especially want to say "Thank you" to Patrick for his strong yet gentle and respectful leadership. It truly has been a joy to work with you and be part of the wonderful community at Woodman Park School.

In conclusion and with regret, I officially submit my resignation from SAU 11 effective June 21, 2016.

Sincerely,

A handwritten signature in cursive script, appearing to read "Yvonne Carter".

Yvonne Carter, MEd, MS, CCC-SLP

May 2, 2016

Woodman Park School

11 Towle Ave

Dover, NH 03820

To Whom It May Concern,

Please accept this letter as notice of my resignation as an employee of Woodman Park School. I will not be returning to teach kindergarten this fall.

I would like to take this opportunity to say that making this decision has been difficult; as working at Woodman Park School has been such a positive experience and one for which I am grateful. I have gained much here and have enjoyed working with such a wonderful group of colleagues and staff.

I wish Woodman Park School and the Dover School District every success in the future and thank you for the opportunities I have been given during my time here.

Yours Sincerely,

A handwritten signature in cursive script that reads "Taryn Turner". The ink is dark and the signature is fluid.

Taryn Turner

LaFleur, Robin

From: Verran, Julie M.
Sent: Wednesday, May 04, 2016 2:03 PM
To: LaFleur, Robin
Subject: ESL position and next year

Dear Robin,

Please let this email serve as my letter of notification that I will not be renewing my ESL teaching contract for the 2016-2017 school year.

I have very much enjoyed working for the Dover school system as an ESL Tutor, GED Options Coordinator and ESL Teacher over the past four years. I am, however, getting married in a few weeks and moving to Merrimack. I will be looking for work in that area for next year.

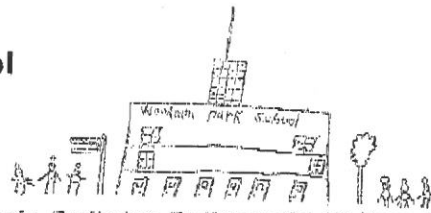
Please feel free to forward this email to any pertinent parties.

Please let me know if I need to provide you with anything further. Thank you for everything!

Sincerely,

Julie M. Verran

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



Patrick Boodey, Principal

p.boodey@dover.k12.nh.us

Phone: (603) 516-6700

Fax: (603) 516-6703

Wednesday, May 4, 2016

Dear Mr. Boodey,

Please let this letter serve as notice of my resignation from the Dover School District effective 6/21/16.

I have accepted a new teaching position that will bring me closer to my family in Goffstown.

It has been an honor to serve the City of Dover for the past 8 years. I am deeply appreciative of the opportunity and experience that working in Dover has provided me. I wish Woodman Park School and the Dover School District all the best in the future.

Sincerely,

A handwritten signature in cursive script that reads "Zac Weilbrenner".

Zac Weilbrenner

LaFleur, Robin

To: Hinkle, Katherine
Subject: RE:

From: Hinkle, Katherine
Sent: Monday, May 02, 2016 11:18 AM
To: Stephens, Kim; Driscoll, Peter
Subject:

Hi Kim and Peter,

I am writing this letter to let you both know I am leaving Dover High School (hopefully temporarily) at the end of this school year. I was not looking to leave as this has been my best year yet; I have never felt more comfortable and connected to both the faculty and my students. However, I was offered a position in Connecticut at a private school that I simply cannot turn down. This job basically fell into my lap and it's a huge personal growth opportunity for me.

I felt so torn when I was offered it because I have never been more happy here. I would still like to be part of the interview committee for the math positions if that's okay. I hope you both understand where I am coming from and know that this decision was extremely difficult for me to make. My goal is to grow and use this experience to add to my story, then return to Dover in the near future if there is an opening at that time.

I have truly enjoyed every interaction with both of you for these past seven years and I would hope that we can continue working together in a couple years.

Thank you for all your patience with me and allowing me to grow here at DHS.

Yours fondly,
Katie

Katherine Hinkle

Dover Senior High School

Mathematics Department

Office: 603-516-6968

Email: k.hinkle@dover.k12.nh.us

Laura Tormey
108 Jones Ave
Portsmouth, NH 03801

April 13, 2016

Dr. Elaine Arbour, Superintendent
School Board Members
Dover School District
61 Locust Street, Suite 409
Dover, NH 03820

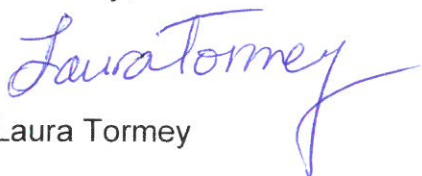
RE: Requesting Leave of Absence

Dear Dr. Arbour and Board Members,

I will be having a baby in August and am writing to request a leave of absence from my teaching position at Dover High School for the full 2016-2017 school year. I have been informed I may use my sick days towards payment during the first couple of months and understand that the rest of my leave would be unpaid. I have filled out and sent the FMLA forms to my physician and will forward these on to you as soon as I receive them.

Thank you for your consideration.

Sincerely,



Laura Tormey

Cc: Peter Driscoll

**2016-2017 NOMINATIONS
for Professionals Engaged in Teaching and Educators**

TO: **DOVER SCHOOL BOARD**

DATE: May 9, 2016

MEMORANDUM: Re-nomination of Professionals Engaged in Teaching and Educators

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 2016-2017 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

ALTERNATIVE HIGH SCHOOL:

BECK, BRIAN
EVANS, SCOTT
LAGRUA, MAUREEN
SCHWARTZ, BENJAMIN
WALKER, JAMES

DOVER HIGH SCHOOL:

ANDERSON, MAYBETH
ARGIROPOLIS, JOHN
AUSTIN, KEITH
BONELLO, JESSICA
BROWN, PATRICIA**
BUTKA, JAMES
CANCELLIERI, BETHANN
CARVER, JOHN
CARVILLE, BRITTANY**
CHASE, ANDREW
COMEAU, STEVEN
CONNELLY, JENNIFER
COSTELLO, KATHLEEN
CRETEAU, JAY
CUMMISKEY, BRYON
DEMATTEO, STEPHANIE
DETROIA, LYNDESEY
DINITTO, CATHERINE
DION-HUMPHREY,
JENNIFER
DONLON, RICHARD
DUPRAT, SCOTT
EICH, ROBIN
FABBRI, HEATHER
FAULKNER, MERVIN
FENNESSY, MATTHEW
FONTAINE, KATHYRN
FOWLER, TINA
FRANK-BERCHULSKI,
DONNA
FREEAR-MOTOR, KATE
FREISINGER, KERRY
GAMBLE, THOMAS
GEORGE, CHRISTINA
GILE, MICHAEL
GOODELL, SCOTT
GOODMAN, ERIC
GOODNOW, MARCIA
GRANDE, GREGORY
GSOSTTSCHNEIDER,
CHRISTINE
GUARINO, CHRISTINE**
HALL, CANDACE

HAMBROOK, COREY
HAMILTON, JONATHAN
HAUGH, DANIEL
HEBERT, JESSICA
HIPPERN, MARY JEAN
HOCKING, LESLEY
HOUGH, CARRIE
HOWARD, AARON
KALWAY, NATHAN
KONTOS, FRANCINE
KRATIMENOS, JULIE
LAUZE, NIKOLL
LECLAIR, ARTHUR
LEE, AMANDA
LITTLE, SALLY
LITTLE, SAMUEL
LUJIRI, PAMELA
MACDONALD,
SAMANTHA
MACK, DANIEL
MADDEN, LINDA**
MARTIN, MARGO
MCCANN, CHRISTOPHER
MCMANUS, DEBORAH
MERSEREAU, MARJORIE
MINASSIAN, DEBORAH
MITNITSKY, MICHELE
OSBON, KENNETH
PARSONT, JENNIFER
PELLETIER, MARSHA
PIATTI, NICHOLAS
PIATTI, SARAH
PIERSON, ANN**
PIRKOLA, JOSEPH
POIRIER, AMY
QUINTIN, SHELLEY
REPUCCI, BROOKE
RICHMOND III, PHILIP
RING, JUDITH
ROBERTS, MICHAEL
ROY, LISA
RUSSO, MICHAEL
SALMONSEN, ERIC
SANNELLA, SAMANTHA
SCHLAPAK, ERIC
SCHRAM, CYNTHIA
SCHULTZ, LAUREN
SCHWARTZ, CAROLYN
SEEKAMP, PETER
SMITH, DELILAH
SODATTIS, JAMES

SPENCER, KATHERINE
ST.CYR, ELIZABETH
STANCEL, MARY-
KATHERINE
STEGMAN, SUSAN
STEWART, CHRISTINE
STONE, ELIZABETH
STRICKLAND,
CHRISTOPHER
TAYLOR, CHRISTOPHER
TAYLOR, LIZABETH
THORN, SALLY
TORMEY, LAURA
TURNER, ERIC
WASON, DONALD
WELLIVER, MELISSA
WILLIAMS, KERRIE

DOVER MIDDLE SCHOOL:

ALEXANDER, PAMELA
ALLEN, LESLEY
ANDROSS, HILLARY
BERG, KAREN**
BICKFORD, TRAVIS
BOOTH, AMY
BROWN, PATRICIA
BURT, ANDREA
BUSHKIN, TINA
CALANDRIELLO, CATHY
CALHOUN, MARY
CLARK, JESSICA
CLARK, JOHN
COLLOPY, BRIAN
CONRAD, KIMBERLY
COPLY, DENISE
CRUZ, LESLEY
DAYNARD, KELLY
DILLINGHAM, LISA
DROESCH, JOSHUA
FINCH, ROBERT
FRIEND-GRAY, ALLISON
GAGNE, STACY
GALLAGHER, NICOLE
GARDELLA, JO-ANN
GRANFIELD, BRITTANY
HACKETT, DEBRA
HAMILTON, PAMELA
HERGOTT, LISA
HOLT-SHANNON, MARK
HOOKWAY, JACLYN
HORVATH, ANNE-MARIE

NOTE: Names with an "***" indicate that the nomination is pending federal funds availability.
All nominations are pending completion of teacher license renewal.

2016-2017 NOMINATIONS for Professionals Engaged in Teaching and Educators

INSANALLY, NICOLE
JACOBS, DEBORAH
JANELLE, TRACY
JOHNSON, MATTHEW
KATZ, RHONDA
LEAF, JEFFREY
LEVIN, STEPANIE
LISET, GEORGE
LUDWIG, BENJAMIN**
LYNCH, BARBARA
MANHA, SUSAN
MCGARTY, CHRISTINA
MCLEAN-MILLER,
STEPHANIE
MEFFEN, FRANCES
MEHALIK, SIOBHAN
MONE, JENNIFER
MULQUEEN, PATRICIA
NASH, LISA
NELSON, DANIELLE
NEVINS, KELLY
NICHOLS, LAUREN
NUTE, SARAH
PAGNOTTA, JUSTIN
PAIVA, JAMES
PARADIS-SMITH, MARYJO
PAZDON, REBECCA
PIKE, REBECCA
POWERS, SHERYL
RAGAZZO, LARISSA**
RATHBUN, CHARLENE
RITROSKY, ALISON
ROBICHEAU, MARIE
RUSSELL, CARRIE
SCHULTEN, KATHERINE
SCRIBNER, LINDA
SHEEHAN, SHERRIE**
SHELBY, JOCELYN
SMALL, JEREMY
SNOWMAN, GLORIA
SPATES-MESSIER, ALICIA
STEIN, MELISSA
STRANGE, SUZANNE
TAIPAN, LISA
TENUTA, JOSEPH
TROMBA, DAVID
WADE, KYLE
WINDERS, RUTH
WISNIEWSKI, JASON
WONS, PETER
WOTTON, KATHY
WYETH, LINDA

GARRISON ELEMENTARY SCHOOL:

BANCROFT, JESSICA
BAUER, LEIGHANN
BIRD, DEANNA
CHENEY, DEBRA
COLARUSSO, NANCY
COTTER, REBECCA
CROTEAU, SARAH
CUSHING-LONG, ALANA
DANIELS, JUDITH
DUBE, MONICA

DUFF, LESLIE
GAGNON, ERICA
GLASER-TAYLOR, KIM
GROSS, JOCELYN
HILL, RACHEL
KELLEHER, MARYGRACE
KENT, HAZEL
KRANS, JENNIFER
LUPI, KATHY
MATZ, KERSTIN
MAYHEW, MEGHAN
MCLAUGHLIN, JOAN
MELVIN, JOAN
MINEROWICZ, MARCIA
MOORE, SUSAN
PERKINS, NICOLE
PHOENIX, HELEN
PILLER, EMILY
ROMPS, MICHAEL
SAWYER, RIMA
SCHLAPAK, SUSAN
SILBERBERG, VALERIE
STEVENS, HEIDI
TINCHER, JENNIFER
TUCCI, EMILY

HORNE STREET SCHOOL:

BEAUDRY, DANIELLE
BEAUREGARD, AMY
BENNETT, REBECCA
BRAKE, ELLEN
BREEN, BETSY
BUESE, MARY
CALABRESE, DEBORAH
CIMINO, KRISTEN
CLARK, EVA
COLLOPY, BRIAN
DELLORUSSO, MEGAN
DRYSDALE, ROSEANNA
GEUTHER, KRISTINE
HEMPHILL, KILEY
HOPKINS, FRANCES
INGLIS, REBECCA**
JOHNSON, LEIGHANN
KELLY, KIM
KNOX, JAALYN
LABUA, KRISTEN
LAURIE, ANNIE
LAYTON, MEGHAN
LENT, ELIZABETH
LONG, LINDA
MONTECALVO, ALLISON
NARY, DEBORA**
NELSON, LYNDA
NICOLELLA, M. TERESE
PIKE, KERRI
RAMSEY, TRACY
ROGERS, DANIELLE
SANBORN, ALISA
SEELY, LOGAN
SMART, LINDA
THEIL, SAMANTHA
VAIL, MEREDITH
WALLER, ANNA
WEST, C. PATRICK

WHITE, CORINNE
WHITE, ELIZABETH

SPECIAL EDUCATION OFFICE:

DRISCOLL, PATRICIA**
HELM, ERICA**

WOODMAN PARK SCHOOL:

AVERY, ABIGAIL
BICK, JESSICA
BURNS, CONLEY
CLOUGH, JULIE
CORBIN, ALEXIS
CORTES, ALIAH
DRISCOLL, TARA
DUBOIS, ELIZABETH
DUFFY, CAITLIN
EASTMAN, APRIL
FALLON, DIANA
FINN, CAROL
FRANGIONE, MARIA
FRANSON, CHRISTINE
FREDRICKSON, JILL
GENNETT, KELLY
GORSKI, KATIE
HALE, CAROL**
JACKSON, CHRISTINE
KOZLOWSKI, CHRISTINE
LACHANCE, CALLA
LAPIERRE, SARAH
LOTHROP, GRETHEN
MAHAN, AMY
MALLET, MARA
MARSHALL, ERIN
MCLEAN, BRIDGET
NOEL, STEPHANIE
NORRIS, ELIZABETH
PINKHAM, ABIGAIL**
RODRIGUEZ, DIANA
ROUX, JEREMY
RULAND, DEANNA
RUSSELL-BICKFORD,
JENNIFER
SEARS, JILL
SHEA, SHARON
SILVA, JOYCE
SIMKO, LISA
SIMPSON, MICHELLE
SORIS, BARBARA
TRAYNOR, BRIANA
TROMBA, JACQUELINE**
WIDERSTROM, KATIE

PRESCHOOL:

BOUCHER, SHARON
CARTER, LISA
LAROCHELLE,
ALLYSON**
MCCARTHY, JENNIFER

DISTRICT WIDE:

BUCKINGHAM,
MARGARET

NOTE: Names with an "***" indicate that the nomination is pending federal funds availability.
All nominations are pending completion of teacher license renewal.

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

TO: **DOVER SCHOOL BOARD**

DATE: May 9, 2016

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 2016-2017 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Hale, Robert	English Teacher	Dover High School	Marcia Goodnow	\$60,177.00



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



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

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

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

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

EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

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

April 15, 2016

Dear Dover School Board Members,

This letter is being written in support of the Art Department's proposed trip to various locations on the Mediterranean Coast in April 2017. Enclosed in this packet you will find information related to chaperones and the final itinerary. We appreciate your support of this incredible cultural experience for our students made possible by the efforts of Ms. Kontos.

Sincerely,

Peter Driscoll
Dover High School Principal

Dover High School
Art Department
April 11, 2016

Dr. Elaine M. Arbour
Superintendent of Schools
Dover, NH 03820

Dear Dr. Arbour and Dover School Board Members:

I am writing you to request preliminary approval for the Art Department to travel to Europe in April 2017. Our plan is to take a tour through EFTours called Europe's Mediterranean Coast. I am excited about offering this trip. It is a great combination of different European cultures. We are planning on leaving in the afternoon on Thursday, April 20th and will return on Friday, April 28, 2017.

Out of my 18 years of teaching at Dover High School, I have traveled with students every year on trips that range from weekends in New York City, to camping in western Massachusetts, to weeks in various European countries. The planning and preparing for these events are extremely time consuming, but the experience a trip like this provides makes it all worthwhile. As an art teacher, I have always believed that exposing my students to a wide variety of art forms is the most important part of my job. I am constantly sharing photographs of artists' work to my students, from historical to contemporary. However, no picture can compare to seeing the work in person. You can look at a photo of Gaudi's la Sagrada Familia, but unless you see it in person you can't begin to imagine the sheer size of the structure! There is no substitute for seeing the actual work with your own eyes.

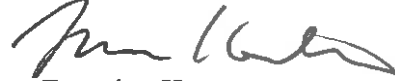
I choose my chaperones carefully. They are all adults that are experienced travelers. My husband travels with us and he speaks fluent Italian. For every 6 students we take with us, EF provides a free place for a chaperone. The chaperones travel for free, but their real benefit is seeing the world through their students' eyes. Some of the moments that have stayed with me are: watching tears form in a student's eyes when seeing Michelangelo's David for the first time; finding my students in the Sistine Chapel lying flat on their backs and gazing up at that amazing ceiling; sitting at the top of Epidaurus and experiencing the perfect acoustics of an amphitheatre that was built in 4th century B.C.

In this packet I have included an itinerary. All chaperones will have attended prior trips and are either employees of the school or have had the proper background check and fingerprinting done. All chaperones will have copies of student passports and insurance cards. I will also provide the high school with copies of the students' passports, permission slips and emergency contact information. In addition to that, I have an international cell phone so that we can be contacted on a moment's notice. We are traveling with EFTours for the 9th time. EF is backed by 40 years of time-tested

commitment to safety. We will plan some fund raising to help defray the cost of the trip and planning it this far in advance allows the students the opportunity to pay with a payment plan.

I have done my best to provide you with any information I thought you would need or want. Please contact me if there is anything else you require to grant us approval. You can call me at work at 516-6965 or at home at 741-1571 or email me at francine.kontos@dover.k12.nh.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Francine Kontos', written in a cursive style.

Francine Kontos
Art Teacher
World Arts Club Advisor
Dover High School

04/11/2016

Dear Parent/Guardian:

The art department is excited to be offering a trip to Europe in April of 2017. We will be traveling to a lot of interesting destinations along the Mediterranean Coast in Italy, France and Spain. We hope you will consider allowing your son/daughter to accompany us. Enclosed in this packet you will find an itinerary and a payment schedule. Please look them over. We will schedule a meeting to discuss the trip and any questions you might have in May. In the meantime I can be reached at school at 516-6965 or at home at 749-1571 or through e-mail at Francine.kontos@dover.k12.nh.us.

Sincerely,

Francine Kontos
Advisor of the World Arts Club

Complete costs of Europe's Mediterranean Coast

Program fee: \$2935.00

Tip fee for tour guide and bus driver: \$75.00

Suggested spending money for lunch, incidentals, souvenirs: \$300.00 - \$400.00

Pay at your own pace payment schedule:

May 30, 2016: EF Tours application and \$95.00 registration fee

June 29, 2014: \$250.00 towards the program fee

December 19, 2014: balance due

April 20, 2017: Projected departure date

April 28, 2017: Projected return date

Payment Plan:

May 30, 2016: EF Tours application and \$95.00 registration fee

Choose payment date and pay 11 payments of \$259.00 per month

April 20, 2017: Projected departure date

April 28, 2017: Projected return date

04/05/2016

Complete costs of Europe's Mediterranean Coast

Program fee: \$2935.00

Tip fee for tour guide and bus driver: \$75.00

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April 28, 2017: Projected return date

Payment Plan:

May 30, 2016: EF Tours application and \$95.00 registration fee

Choose payment date and pay 11 payments of \$259.00 per month

April 20, 2017: Projected departure date

April 28, 2017: Projected return date


Educational Tours

Europe's Mediterranean Coast

Names: Françoise Waters-Kornet

Account Number: 165583

Tour Number: 16559648N

Individual Requested Travel Dates: 4/20/2017 - 4/28/2017

Group Requested Travel Dates: 4/20/2017 - 4/28/2017

Tour Length: 9 days

Departing in: 373 days (4/20/2017)

Departure Gateway: London

Tour details

Day 1: Fly overnight to Italy

Day 2: Milan • Cinque Terre

Meet your Tour Director at the airport, travel to Cinque Terre.

Day 3: Cinque Terre

Explore Cinque Terre by train.

Day 4: Monaco • French Riviera

Take a tour of the Principality of Monaco.

With your tour director you will see:

- Prince's Palace
- Monaco Cathedral
- Monte-Carlo Casino

Tour a French perfume factory in Eze.

Continue on to the French Riviera.

Day 5: French Riviera

Take a walking tour of Nice.

With your tour director you will see:

- Vieille Ville
- Promenade des Anglais

Time to explore on your own.

Optional: Saint-Paul de Vence



Join a half-day guided excursion to the medieval, fortified hill town of Saint-Paul de Vence, one of the French Riviera's most beautiful villages. Admire breathtaking views that inspired

painters like Marc Chagall and Henri Matisse as you stroll along the 16th-century ramparts encircling the town. Then lose yourself in the town's maze of charming streets and see why it's a photographer's delight.

Day 6: Barcelona

Travel to Barcelona.

Day 7: Barcelona



Everything you get:

- Round-trip flights on major carriers
- Comfortable motorcoach • AVE high-speed train with extension
- 7 overnight stays in hotels with private bedrooms (9 with extension)
- European breakfast and dinner daily
- Full-time Tour Director
- 1 sightseeing tour led by expert, licensed local guides (2 with extension) • 2 sightseeing tours led by your Tour Director • 2 walking tours (3 with extension)
- Entrances: Park Güell • With extension: Prado • Palacio Real

Optional:

 St. Paul de Vence • Sant Pau Marçall
 Evening • Montserrat • Toledo (with extension)

Take a guided tour of Barcelona

With your expert local guide you will see:

- La Sagrada Família
- Montjuïc Hill
- Barrio Gótico
- Barcelona Cathedral

Visit Parque Güell

Take a walking tour of Barcelona

With your tour director you will see:

- Las Ramblas

Enjoy an authentic Barcelona restaurant dinner

Enjoy a free evening of

Optional: Barcelona Flamenco Evening



Feel the pulse of Spain when you attend an unforgettable flamenco performance! Born of Indian, Moorish, Arabian and gypsy influences, flamenco dance is a

passionate display of dramatic

poses and colorful costumes, accompanied by song and

guitar. Marvel at the intricate rhythms created by a dancer's

steps, castanets and clapping. The duration of the

performance is 1 hour and a beverage is included.

Day 8: Barcelona

Full day to explore on your own or

Optional: Montserrat



Journey Northwest of Barcelona

on a half-day excursion to

Montserrat. Its mountain setting

provides a dramatic backdrop for

the 9th-century monastery, whose

basilica houses the Black Virgin

Mary of Montserrat. Legend has it that Benedictine monks

could not move the statue to construct their monastery, so

instead they built around it. You may even hear the

renowned boys choir during your visit.

Day 9: Depart for home

Depart for home

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: AUGUST 10, 2015	PAGE 2 OF 2

School: _____

DOVER SCHOOL DISTRICT
FIELD TRIP NOTIFICATION AND PERMISSION FORM

Dear Parents & Guardians,

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

Please sign and return to your child's teacher by: _____

Description of Activity: _____

Purpose of Activity: _____

Destination: _____ Transportation Provided By _____

Date: _____ Departure Time: _____ Return Time _____

Cost: _____ Please make check payable to: _____

We Need Chaperones for this Trip: YES NO

_____ I understand I must complete fingerprinting for a criminal records check at least three (3) weeks in advance of the field trip at the SAU 11 office before attending this trip.

_____ I have completed the fingerprinting for a criminal records check at the SAU 11 office.

Recommended clothing, equipment, supplies, etc.: _____

School/Field Trip Permission Form

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

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

Student Name: _____ Teacher Name: _____ Grade: _____

Trip Date & Destination: _____

Parent/Guardian Signature: _____ Date: _____

Home # _____ Work # _____ Cell # _____

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

Name: _____ Home # _____ Work # _____ Cell # _____

Student Health Record

Student's Name _____ Grade _____ D.O.B. _____

Address _____ Phone# _____

Parent/Guardian's Name _____ Work Phone# _____

Cell phone# _____

In Case of Emergency Contact _____ Phone# _____
(other than parent/guardian)

Date of Last Physical _____

Medical Condition _____
(Diabetic, Asthma, Epilepsy, Allergies, etc.)

List any medication being taken on a daily basis _____

Permission to be given Tylenol, Advil, Maalox, Immodium or Midol
yes _____ no _____

Please list any other concerns or medical problems that might be a concern to the
chaperones of this trip _____

**Name of Health Insurance Company covering
student** _____

Group number _____ ID number _____

Address _____

In case of emergency, I hereby give permission for _____ **to authorize medical**
treatment while on this school-sponsored trip to

Parent/guardian's signature _____ **date** _____

*I hereby agree that the above statements of medical history are accurate and true to the
best of knowledge, and give my consent for my son/daughter go on this trip.*

Signatures

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

Dover High School
25 Alumni Drive
Dover, NH 03820

Statement of Agreement

I agree to adhere to the following rules while on the _____
_____ trip with the class:

1. To not consume, purchase, bring with or bring home alcohol or illegal substances.
2. To not purchase body art or piercing services.
3. To not purchase or bring home any type of weapon.

I understand that I am accountable to _____.

I understand that failure to comply with these rules will result in disciplinary action upon returning to Dover High School.

Student's signature

I have read and discussed this agreement with my son/daughter, and I support these rules and regulations.

Parent/guardian's signature

As a chaperone on this trip, I agree to adhere to the same standards of behavior as defined for student participants.

Chaperone's signature

Donation Request List for Approval
May 9 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
DMS	Hannaford Helps Schools	\$600.00	General Donation	New teacher classroom supplies
DMS	PTA	\$500.00	Recess Equipment	For student use
DMS	Liberty Mutual	\$1,000.00	General Donation	Drama Club

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
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SECOND READING

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

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

RECOGNITION:

The Dover School Board recognizes the administrative personnel as including the principals, deans, **(this includes elementary deans, middle schools deans, high school deans, dean of the alternative school, and the assistant director of student services)**, career technical center director, and athletics and physical education director, who will be referred to throughout this document as administrative personnel. The administrative group is professionally responsible for the operation of the school system and is considered an integral part of the system in its relationship with the Dover School Board.

EVALUATIONS:

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

WITHHOLDING OF SALARY INCREASE:

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

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

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

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ABSENCE REPORTING:

A record of leave will be submitted via Aesop (or other software as dictated by the District) for days not worked to include **non-contract**, sick, vacation, and professional leave for all administrative personnel recognized by this policy.

BENEFITS:

Administrative personnel will receive any and all benefits pertaining to other groups of personnel in the Dover school system. **Administrators hired after July 1 will receive these benefits on a prorated basis. These benefits include, but are not limited to, the following:** ~~including, but not limited to, the following:~~

1. Professional Incentive Compensation

Administrative personnel in degree-granting programs will be reimbursed up to the in-state UNH degree credit tuition costs with a limit of sixteen (16) credits per calendar year, while maintaining a grade of "B" or better. Administrative personnel enrolled in a course directly related to the individual's area of administrative responsibility, but who are not enrolled in a prescribed curriculum, will be reimbursed up to the UNH tuition costs up to eight (8) credits per year, while maintaining a grade of "B" or better. Course reimbursement will be paid only if taken in a New England state authorized program or other nationally accredited college or university. Foreign institutions will be evaluated based on credentials supplied to the superintendent prior to attendance.

The Dover School Board will contribute toward the cost of professional dues for administrative personnel upon presentation of membership to the superintendent and if funds have been budgeted and are available.

2. Sick Leave

~~200-day~~ **All** administrative personnel shall receive eighteen (18) days ~~and full-year administrative personnel 220 or 225 days) shall receive eighteen (18) days~~ sick leave with pay for personal illness for each year of service in the Dover school system cumulative to two hundred seventy five (275) days. Individuals may be asked for confirmation of an illness by a physician for seven (7) or more incidents of sick leave use in any school year.

Up to five (5) sick days per school year may be used by an administrator for the purpose of caring for a sick child, or upon approval of the Superintendent, for a different member of the employee's family who is sick.

3. Personal/Emergency Leave

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Administrative personnel may request up to a total of five (5) days personal/emergency leave in a given school year without loss of salary. Such leave shall require the prior approval of the superintendent. In cases where the reasons are of a highly personal nature, prior notification shall be given, indicating that the reasons are personal with only such justification as is necessary to provide the superintendent with adequate cause to grant the request. Non-scheduled emergency leaves shall be supported in writing as soon after the fact as possible.

4. Funeral Leave

Pay shall not be deducted for up to five (5) days of absence related to the death of a member of the administrator's immediate family, defined as spouse, child, parent, or sister or brother residing in the household. Such leave shall be granted for up to three days for the death of a sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, parent-in-law, or of a relative living in the household. Such leave shall also be granted for one day for the death of a grandparent, aunt, uncle, or close personal friend if approved by the superintendent.

5. Military Leave

Military leave shall be granted to any administrator who is inducted or called to active duty in any branch of the armed forces of the United States. For the period of said call to active duty, said administrator will be compensated by the District paying the difference between their school district salary and their annualized military salary. Upon return from such leave, an administrator will be placed on the salary schedule at the level which the administrator would have achieved had the administrator remained actively employed in the system during the period of the absence. Salary scale growth limit is equal to the period of original induction or period of call to active duty.

6. Jury Leave

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

7. Parental Leave

An administrator who is pregnant shall be entitled, without pay or salary schedule growth, upon request, to a leave to begin at any time between the commencement of her pregnancy and one (1) school year after the child is born. Except in cases of emergency the administrator shall give at least thirty (30) days' notice prior to the date on which her leave is scheduled to begin. An administrator who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to perform her required administrative duties.

A male administrator may be entitled, upon request, to a parental leave to begin at any time between the birth of his child and one (1) school year thereafter.

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An administrator adopting an infant (birth to first birthday) child may be granted a parental leave at any time after the date of the adoption and may continue the leave for up to one (1) school year after the adoption. Such leave may commence upon the administrator's receiving de facto custody of the infant, or up to three (3) months earlier if necessary to fulfill the requirements for adoption.

Parental leaves will not exceed one year in duration, and an administrator on parental leave must notify the superintendent in writing of his or her intent to return to work by March 1, preceding the beginning of the school year.

8. Extended Leave

Administrators may request an unpaid extended leave of absence which shall be granted at the discretion of the superintendent and School Board for any of the following reasons:

- a. to pursue academic studies
- b. to accept a position with the Peace Corps, Vista, or a similar governmental agency
- c. for prolonged illness, needed rest, necessities of the home, professional improvement, or any other activity which would benefit the Dover school system

Upon return from an extended leave of absence administrative personnel shall be assigned to the same or a substantially equivalent position. All benefits to which the administrator was entitled at the time of the leave, including accumulated sick leave, shall be restored upon return.

9. Health Insurance

The School Board shall provide health insurance for administrative personnel during the term of their employment through the SchoolCare program or another program providing substantially equivalent or improved coverages or services on the following basis:

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

One hundred percent (100%) of the premiums of the School Care Consumer Driven Health Plan (CDHP).

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

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

10. Life Insurance

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

11. Dental Insurance

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

12. Disability Insurance

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

13. Longevity

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

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

14. Severance Pay

All retiring administrative personnel, as well as those leaving who have at least ten (10) years of service in the Dover School District, shall receive severance pay in the amount of forty percent (40%) of their accumulated sick leave at their current per diem rate.

15. Tax-deferred Annuity

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

16. **Holidays**

All administrative personnel shall observe the following holidays and any other days as may be designated from time to time:

New Year's Day
Martin Luther King, Jr., Day
Presidents' Day
Monday of Spring Vacation (Fast Day)
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veterans' Day
Day before Thanksgiving
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve (1/2 Day)
Christmas Day
The Day after Christmas
New Year's Eve (1/2 Day)
Work day following Christmas, should school be in session on one of the holidays listed above

17. **~~Work Day Schedule~~ Work Year Schedule/Leave Days**

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

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

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

~~-~~

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

~~Any changes to your work schedule must be submitted to the Superintendent for approval.~~

~~Any carry forward of non work days must be approved by the Superintendent and used by December 31st.~~

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

Administrators' contracts start on July 1st of each year and end on June 30th of the following year. Vacation days will be given on July 1st of each year. For the 2016-2017 school year, July 5, 6, 7, 8, December 23 (1/2), 28, 29, 30 (1/2), March 3 and April 28 will be referred to as non-contract days throughout this document.

Full time Administrators

All full time administrative personnel will receive vacation days based on the following schedule:

<u>From zero (0) to five (5) years of service in the district</u>	<u>20 days</u>
<u>At the beginning of six (6) years of service or more</u>	<u>25 days</u>

216-day Administrators

All 216-day administrative personnel will receive 20 vacation days.

All 216 day administrative personnel, including but not limited to Deans of Students, will be provided the same paid holidays as Full time administrators (See Section 16). In addition, they will receive an additional nine (9) non-contract days to be taken during the holiday recess, surrounding the July 4th holiday, and one day during the winter and spring recesses. These days will be determined for the following year after the school calendar has been approved by the School Board. Specific dates for these days will be determined on an annual basis with input from the DAA and approval by the Superintendent. Exception for work flow needs may be approved by the Superintendent.

200-day Administrators

All 200-day administrative personnel will receive 15 vacation days.

All 200-day administrative personnel will have same paid holidays as Full time administrators (See Section 16). In addition, they will receive an additional thirty (30) non-contract days, nine (9) of these days to be taken during the holiday recess, surrounding the July 4th holiday, and one day during the winter and spring recesses. These days will be determined for the following year after the school calendar has been approved by the School Board. Specific dates for these days will be determined on an annual basis with input from the DAA and approval by the Superintendent. The other twenty-one (21) non-contract days will be submitted by the 200-day administrator and approved by the direct supervisor and the Superintendent. A maximum of five (5) non-

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contract days may be used when school is in session. Exception for work flow needs may be approved by the Superintendent.

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

It is permissible and suggested (so that all administrators will not be out at the same time during the summer months) that some of the administrators' vacation time be taken during the school year, at a time convenient for both the administrator and the school system.

The Superintendent's approval is required for the scheduling and taking of any vacation days during the school year.

18. Mileage Allowance

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

SALARIES:

~~Administrators will receive the following stipends:~~
~~Stipends: CAGS: \$750 — Doctorate: \$1,500~~

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

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

~~—~~

~~Salary ranges and work day schedules will be revisited.~~

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

~~Annual Salary Adjustment~~

~~Year 1: ————— 5%~~

~~Year 2: ————— 4%~~

~~Year 3: ————— 4%~~

~~Salaries in Year 2 and Year 3 will be opened for discussion as mutually agreed upon by the DAA and the Dover School District.~~

SALARY MATRIX FOR ALL EMPLOYEES UNDER THIS POLICY.

Base Salary					
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	<u>\$76,500.00</u>			
	<u>Multiplier</u>			<u>Total Salary</u>
<u>Years of Administrative Experience</u>				
<u>0</u>	<u>0</u>		<u>\$0.000</u>	<u>\$76,500.000</u>
<u>1-2</u>	<u>0.02</u>		<u>\$1,530.000</u>	<u>\$78,030.000</u>
<u>3-5</u>	<u>0.05</u>		<u>\$3,825.000</u>	<u>\$80,325.000</u>
<u>6-8</u>	<u>0.085</u>		<u>\$6,502.500</u>	<u>\$83,002.500</u>
<u>9-11</u>	<u>0.115</u>		<u>\$8,797.500</u>	<u>\$85,297.500</u>
<u>12+</u>	<u>0.145</u>		<u>\$11,092.500</u>	<u>\$87,592.500</u>
<u>Educational Degree</u>				
<u>BA</u>	<u>0</u>		<u>\$0.000</u>	<u>\$76,500.000</u>
<u>MA</u>	<u>0.01</u>		<u>\$765.00</u>	<u>\$77,265.00</u>
<u>MA + 15</u>	<u>0.012</u>		<u>\$918.00</u>	<u>\$77,418.000</u>
<u>MA + 30</u>	<u>0.014</u>		<u>\$1,071.00</u>	<u>\$77,571.000</u>
<u>MA + 45</u>	<u>0.016</u>		<u>\$1,224.00</u>	<u>\$77,724.000</u>
<u>MA + 60</u>	<u>0.018</u>		<u>\$1,377.00</u>	<u>\$77,877.000</u>
<u>CAGS</u>	<u>0.02</u>		<u>\$1,530.00</u>	<u>\$78,030.000</u>
<u>PhD - EdD</u>	<u>0.022</u>		<u>\$1,683.00</u>	<u>\$78,183.000</u>
<u>Size Factor</u>				
<u>Middle School</u>	<u>0.025</u>		<u>\$1,912.500</u>	<u>\$78,412.500</u>
<u>High School</u>	<u>0.045</u>		<u>\$3,442.500</u>	<u>\$79,942.500</u>
<u>Responsibility Factor</u>				
<u>Principal</u>	<u>0.18</u>		<u>\$13,770.000</u>	<u>\$90,270.000</u>
<u>CTC Director</u>	<u>0.08</u>		<u>\$6,120.000</u>	<u>\$82,620.000</u>
<u>Athletic Director</u>	<u>0.04</u>		<u>\$3,060.000</u>	<u>\$79,560.000</u>

NOTE: There is a one-time salary increase to compensate those Administrative personnel up to 4% of the current salary for the 2016-2017 school year if the transition to the matrix does not result in at least a 4% increase.

NOTE: Nothing in this document shall preclude administrators receiving additional benefits as may be granted by the School Board.

Reviewed April-2016
Readopted

RESOLUTION # 1
MAY 9, 2016

RE: **Dover Adult Learning Center of Strafford County Education**
Funding 2016-2017

WHEREAS the Dover Adult Learning Center Director, after consultation with staff, recommends the following utilization of state & federal adult education funding for FY 17:

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

in such amounts as designated by the Bureau of Adult Education or as required for anticipated programming in 2016-2017

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board authorize the Superintendent or her designee to apply for 2016-2017 adult education program funding from the Bureau of Adult Education, New Hampshire Department of Education, for FY17 in support of the programs listed above.

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

MAY 9, 2016

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07 DRAFT: 3/14/16	

Job Title: Guidance School Counselor
Department: Dover School District, SAU #11
Reports To: School Principal and/or guidance School Counseling Director
Prepared Date: 4/19/07- 4/12/16
Approved By: Dover School Board
Approved Date: 9/10/07

Summary:

School Counselors develop and manage a comprehensive school counseling program as per the ASCA Standards as mandated by the NH State Minimum Standards. School Counselors and Assist all students in their academic, personal, and social development. School Counselors also assist students in evaluating their interests, aptitudes and abilities, and provide information on educational, career, and extracurricular opportunities.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following.

DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

- Discuss the comprehensive school counseling program with the school administrator.
- Use the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services, and most remaining time in program management, system support, and accountability
- ~~Provide counseling and guidance on a personal, small group, classroom, and large group basis~~
- ~~Work cooperatively with the vocational department and academic faculty in career development programs~~
- Act as a consultant and a source of referral
- Utilize data driven decision making to identify and target interventions for at risk students.

DELIVERY OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM Guidance Curriculum

- Plan, develop and implement guidance curriculum in support of the developmental needs of students meeting the applicable state and national guidance standards.
- Assist all students in understanding and assessing their abilities, aptitudes, academic and career interest and educational needs.

Individual Student Planning

- Provide an individual planning system to students to guide them toward self-responsibility and development of long-range plans.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07 DRAFT: 3/14/16	

- Make recommendations to private schools, colleges and employers for admissions, employment and scholarships
- **Interpret and utilize student data accurately and appropriately**
- **Collaborate with parents/guardians and educators to assist students with educational, career and life planning.**

Preventive and Responsive Services

- Provide responsive services to individuals or small groups ~~on~~ **regarding** academic or personal issues.
- Promote a safe environment for students using conflict resolution, decision-making skills, personal responsibility and respect for others.
- Help students overcome problems that impede learning and assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible citizens.
- Communicate issues of importance to the building Principal / Deans on a regular basis.
- **Consult and collaborate effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs**
- **Implement an effective referral and follow-up process as needed.**

System Support

- Provide system support to strengthen the efforts of teachers, staff, parents and other members of the community.
- Register, or assist in registration, and provide orientation to new students and support all students making the transition from one level to another.
- Facilitate or assist in facilitation of standardized testing and assessment programs.
- Work cooperatively as a member of the special education, pupil assistance and critical incident teams.
- Act as 504 case managers
- **Participate in professional development activities to improve knowledge and skills.**
- Perform other duties as assigned by principal, designee or superintendent.
- ~~Attend professional conferences, workshops, and seminars on a regular basis to remain informed about current trends in education.~~

ACCOUNTABILITY

- Maintain student records and protect confidentiality
- **Conduct a yearly program audit to review extent of program implementation and effectiveness.**
- **Monitor student academic performance, behavior, and attendance and facilitate appropriate interventions.**

Supervisory Responsibilities:

There are no supervisory duties for this position.

Competencies:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07 DRAFT: 3/14/16	

To perform the job successfully, an individual should demonstrate the following competencies.

- Skills in the areas of evaluation of students and interpreting test data, academic and career guidance, counseling with students and their family members, recognizing symptoms of serious conditions, and effective communication skills must be evident.
- Knowledge of community referral sources, special school programs, human growth and development, counseling theories and practices and the possible existence of handicapping conditions must be evident.
- Knowledge of and willingness to abide by the laws and ethical standards regarding school counselors, students and their families and requirements for special programs must be evident.
- Ability to listen, effectively communicate with all people in a professional capacity, determine when referral services are necessary, and gather, analyze and organize information and resources must be evident.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of a Master's degree from ~~four-year college or university.~~ an accredited graduate level guidance and counseling program.

Technology Skills:

To perform this job successfully, an individual should have knowledge of recommended Internet software and recommended Word Processing software.

Certificates, Licenses, Registrations:

New Hampshire Certification as ~~Guidance~~ School Counselor or Social Worker.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07 DRAFT: 3/14/16	

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07 DRAFT: 3/14/16	

Job Title: ~~Guidance~~ **School Counseling** Director – High School
Department: Dover School District, SAU #11
Reports To: Building Principal
Prepared Date: ~~4/19/07~~ **3/10/16**
Approved By: Dover School Board
Approved Date: 9/10/07

Summary:

Ensure that every Dover High School student receives ~~guidance~~ **counseling** services through which the student can benefit from the educational opportunities and extracurricular activities of the school and community.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following.

- Plan, develop, and implement the ~~guidance~~ **school counseling** curriculum in support of developmental needs of students meeting the applicable state and national guidance standards.
- Promote post secondary options to ensure all students have access to information on the military, two-year, and 4-year educational opportunities.
- Assist all students in understanding and assessing their abilities, aptitudes, academic and career interest, and educational needs.
- Assist students with their social – emotional development.
- Enhance communications by acting as an intermediary among students, parents / guardians, faculty, administration, and referral agencies.
- Promote a safe environment for students, using conflict resolution, decision-making skills, personal responsibility, and respect for others.
- Maintain a climate in the ~~guidance~~ **school counseling** area that is open and accessible to all constituencies, but at the same time ensures privacy and confidentiality.
- Oversee the day to day duties and responsibilities of the ~~guidance~~ **school counseling** staff.
- Prepare the annual ~~guidance~~ **school counseling** budget.
- Promote positive public relations for students, the department, and the school.
- Provide counseling and guidance on a personal, small group, classroom, and large group basis.
- ~~Coordinate all postsecondary educational placement, financial aid, and scholarship services.~~
- Be responsible for the registration of new students and scheduling for all students.
- Work cooperatively as a member of the special education, pupil assistance, and critical incident teams.
- Maintain and secure student transcripts, cumulative folders, and records.
- Assist with an orientation program for incoming freshmen and all students new to the school.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07 DRAFT: 3/14/16	

- Supervise testing / assessment programs administered class-wide.
- Work cooperatively with the vocational department and the academic faculty in career development programs.
- Maintain a student caseload as appropriate.
- **Coordinate the various activities of the Department including department meetings.**
- **Serve as liaison between Department and Administration as well as Academic Coordinators.**
- **Interview prospective candidates using District protocols.**
- **Conduct weekly Department meetings.**
- **Supervise Department support staff.**
- **Review policies, procedures and protocols used by Department and provide suggestions for changes, as needed.**
- **Mentor counselors new to Department and provide support, as needed.**
- **Actively model and encourage counselor growth, consulting with counselors on individual cases, school procedures and professional development.**
- **Prepare annual department Dept. budget.**
- Perform other duties as assigned by principal, designee, or superintendent.

Management Responsibilities:

This position includes management responsibilities for high school guidance counselors.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Skills in the areas of evaluation of students and interpreting test data, academic and career guidance, counseling with students and their family members, recognizing symptoms of serious conditions, and effective communication skills must be evident.
- Knowledge of community referral sources, special school programs, human growth and development, counseling theories and practices and possible handicapping conditions must be evident.
- Knowledge of and willingness to abide by the laws and ethical standards regarding school counselors, students and their families and requirements for special programs must be evident.
- Ability to listen, effectively communicate with all people in a professional capacity, determine when referral services are necessary, and gather, analyze and organize information and resources must be evident.
- Knowledge of the district evaluation process.

Qualifications:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07 DRAFT: 3/14/16	

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of a Master's degree. Successful experience as a ~~guidance~~ **school** counselor in a school setting is required.

Technology Skills:

To perform this job successfully, an individual should have knowledge of recommended Internet software and recommended Word Processing software.

Certificates, Licenses, Registrations:

New Hampshire Certification as ~~Guidance~~ **School Counseling** Director and/or ~~Guidance~~ **School** Counselor required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

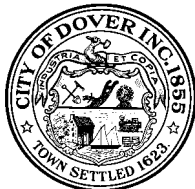
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

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

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

Lindsay Dube
Dean of Students-5/6
l.dube@dover.k12.nh.us



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Fran Meffen
School Counselor Grade 8
f.meffen@dover.k12.nh.us

TO: Superintendent Arbour and Dover School Board

FROM: Principal Lyndes, Dean Patrick and Dean Dube

DATE: May 4, 2016

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

Page 7: School Transportation Policy: text added

SCHOOL TRANSPORTATION POLICY

The bus company policy requires all students who ride the bus carry a bus pass with them. Pupils are expected to conduct themselves properly while riding the buses. Students who violate accepted standards for proper conduct will be reported for proper disciplinary action. Parents will be notified of any violation in writing, including the first or warning violation. Any violation may subject the student to suspension from riding the bus. In the event of such action, notice of this action will be sent to the parent in writing, stating the reason and duration of the restriction. In no case will such action be taken without prior notification to the child and parent.

It is important that all parents/guardians understand that the school's main concern is for the safety and welfare of all students and to ensure that students are transported in an efficient, timely, and safe manner to and from school. Since this should be the concern of parents also, we need parent support and cooperation. Should any parent/guardian feel the need to discuss any situation, concern, or problem relative to his/her child, the parent should feel free to contact the transportation coordinator of First Student at 742-5984 or 964-2322 or the Superintendent's office at 516-6800.

Note: All buses are equipped with audio/visual recording devices.

In the event that a student needs to ride a different bus to or from school other than the bus listed on his/her bus pass, a parent must call First Student at 742-5984 beforehand to obtain permission. Once that has been granted, the parent should call the main office at 516-7200 to request a temporary bus pass for the student. Permission may not be given by school personnel for a student to ride a different bus than normal.

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

VIDEO AND AUDIO RECORDING ON SCHOOL PROPERTY PROCEDURE

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.

Page 35: Dover Middle School Handbook Agreement Form – text added

DOVER MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

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

Signing below indicates that we have read and understand the expectations of Dover Middle School including the DMS Commitment to Safety (p.31), the Acceptable Internet Use Procedures (p.26), the Student Acceptable Use Form (p.27) **and the Video and Audio Recording on School Property Procedure (p.33).**

Student Name (please print):_____ Homeroom:_____

Student Signature:_____ Date:_____

Parent Signature:_____ Date:_____

Dover High School Student and Parent Handbook Revisions for 2016-2017

Concussion Protocols

This is an addition to the handbook.

Parents and students must be mindful that a concussion impacts a student's ability to learn. It shall be the parent's responsibility to notify the school nurse of all non-school related concussions or concussions not reported to school staff, including the athletic trainer. When a sports related concussion occurs, the trainer will notify the nurse of the injury and keep the nurse apprised of the student's progress in getting over the injury.

Upon diagnosis of a concussion by a physician or the school's athletic trainer, the school nurse will notify the student's teachers and guidance counselor. The notification will contain all concussion protocols from the physician and/or the athletic trainer. Teachers are to notify the school nurse of any academic issues they believe are related to the concussion and the school nurse will pass that information along to the parents. The administration, staff, athletic trainer, and school nurse will work to ensure that the student is provided with the support they need to be successful while the student is still experiencing symptoms and after their return to full academic participation.

Parents are required to provide the school nurse with documentation that outlines the student's status and physician notification of when the student has been cleared. Such clearance does not necessarily mean a student can return to athletic competition as they must also clear all protocols implemented and assessed by the athletic trainer.

Electronic Devices

This is an addition to the handbook.

RESPECT & RESPONSIBILITY AND THE CARRYING AND USING A CELL PHONE

All students that carry a cell phone accept the responsibility to communicate clearly, listen actively, cooperate, resist inappropriate social pressure, negotiate conflict constructively and seek help when needed. With that, the administrative team wants to permit students the opportunity to use their phones productively under these guidelines. However, when phones are used on or off campus to disrupt the learning environment, families and students should be aware the school is obligated to take prompt and reasonable steps to mediate the situation.

Students demonstrate respect and responsibility when they . . .

- ☐ Communicate clearly as evidenced by ... questions NOT assumptions, facts NOT guesses, followed by apologies NOT threats.
- ☐ Listen actively as evidenced by ... taking the conversation offline, talking face to face, and restating facts to demonstrate listening.

- Cooperate as evidenced by ...turning off or placing phones on airplane mode during class and storing them out of sight when not in academic use.
- Resist social pressure as evidenced by ... resisting the temptation to circulate content about others, gathering images of people without their knowledge, and recording individuals without their knowledge
- Negotiate conflict constructively as evidenced by ... using I-statements, seeking out resources within the building, and distancing oneself from the problem by taking down offensive comments and blocking unwelcome individuals.
- Seek help as evidenced by ... making an appointment with guidance, approaching a teacher, filing a statement in the Dean's Office, and/or consulting the School Resource Officer.

Students that are reported violating these guidelines will be reviewed under school policy and the appropriate steps necessary to maintain a safe and positive learning environment will be taken.

Today's technology allows the widespread dissemination of a variety of means of communication (text, images, video, symbols, etc.) that can create the conditions that meet the parameters of bullying. Unauthorized collection of images and video of other students and/or their use in a manner that disrupts the normal operation of the building, defames or damages the reputation of another student or group of students, or causes an emotive experience for a student or a group of students will be investigated under all relevant policies.

Eliminates search language related to electronic devices to comply with change in law that went into effect on July 1, 2015.

Make Up Work

Students must request make up work on the first day back **of a scheduled class** from an illness or suspension. ***Bold text is an addition.***

National Honor Society

Students must have a cumulative Grade Point Average of 3.7 at the end of the First Semester of their sophomore year to be considered for induction. ***Reworded sentence to read better and reflect proper Grade Point Average.***

Teacher rankings take into consideration areas such as behavior, honesty, courtesy, respect for others, classroom involvement, and contribution to the school community. ***Added to help explain ranking system.***

The next level involves a review of all relevant information by the school principal who will make the final decision on the application. ***Removed Faculty Council from appeals process, by their suggestion, because they make original decision.***

Food and Drink

Food and drink are permitted in the classroom at the discretion of the teacher. It is recommended that fluids (if allowed) be limited to water. Any food containing nuts is discouraged because of the many students and staff who have a life threatening nut allergy. ***Added to provided clarity to policies concerning food and drink.***

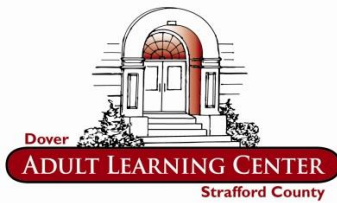
Residency

It is the responsibility of parents/guardians to notify the Dover High School Main Office or Guidance Office in the event of a change of student address **and to provide proper documentation verifying the new address.** ***Bold text is an addition to support proper documentation of residency.***

State Assessments

Students in grade 11, or those students who have become seniors without having taken state mandated assessments, will complete **assessments in English, mathematics, and science.** ***Bold text added to provide disciplines that are tested.***

The SAT and a state mandated science test will be taken during the spring. ***Added to clarify test taken and time of administration.***



TO: Dr. Elaine Arbour, Superintendent of Dover Schools
Dover School Board
FROM: Deanna Strand, Director Dover Adult Learning Center
RE: Dover Adult Learning Center Student and Staff Handbook Changes
DATE: March 31, 2016

~~Red text is to be deleted~~

Bold Italic text is to be added

In order to comply with the increased emphasis on competency based education and alternative pathways to high school completion reflected in the Revised Regulations for an Adult High School (RSA Ed 702.06 Sources of High School Credit), I request the following changes be made to the Dover Adult Learning Center Student Handbook.

Student Handbook Page 5
ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

Student Handbook Page 8
ELECTIVE CREDIT OPTIONS

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

1. ***A maximum of 2 credits may be earned by students who successfully pass high school final examinations when the final examination is for a course that is an elective and not a required course.***

Student Handbook Page 8
ELECTIVE CREDIT OPTIONS

11. Correspondence/on line schools: A maximum of two elected credits from accredited schools; they must be pre-approved by the DALC director. ~~Required courses (as listed on previous page) cannot be taken online except for NH Virtual Learning Academy Charter School (vlacs.org.)~~

In order to both strengthen our attendance policy and reduce the amount of missed class time and dismissals due to absences, while holding students accountable, I propose the following changes be made to the Dover Adult Learning Center Student Hnadbook as indicated and completely replace current text in the Staff Handbook:

Student Handbook Page 7
Staff Handbook Page 23
ATTENDANCE REQUIREMENTS

~~Tardiness Policy~~

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

Adult high school classes follow a college model of 45 hours per ***one credit*** class, significantly fewer than ***required*** in a traditional high school program. Therefore, ***excellent attendance is especially important at every class meeting is mandatory***. Students should ~~plan to attend every class session and should~~ expect to spend at least one hour of home study for every hour spent in class. ~~Students may not join a one credit course after the second class meeting or a half credit class after the first meeting.~~

While attendance is mandatory, it is understood that illness and emergencies may arise. Therefore, excused absence may be allowed in extreme circumstances. Examples of excused absences include, death of a family member and serious personal illness or injury. An unexcused absence may result in immediate dismissal from the course.

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

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

Individual teachers may have additional expectations for attendance and participation.

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

To stress that good learning behavior includes participation and preparation, and to emphasize the importance of responsible behavior, I propose the following changes:

Student Handbook Pages 14-15

Staff Handbook Pages 10-11

STUDENT CONDUCT/EXPECTATIONS

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

2. Sexual harassment
3. Insubordination
4. Plagiarism *or cheating*
- 5. Lack of preparation, including not doing homework**
- 6. Non-participation**

To reflect current practice for storm cancellations and delays, the following updates:

Student Handbook Page 16

Staff Handbook Page 11

STORM CANCELLATIONS

- A. Daytime classes are cancelled whenever schools are closed in the same town. ***Dover classes follow Dover schools, Rochester classes follow Rochester schools, etc.***
- B. If there is a delayed opening for daytime classes, DALC classes will start at 10am.***
- C. Evening classes do not automatically cancel when day school classes are cancelled. Separate announcements are made after 4:00 pm on radio stations WTSN (1270 AM), WBYY (98.7 FM), and TV Channel 9 WMUR (or www.wmur.com).
The announcement will refer to Dover Adult Learning Center of Strafford County classes.

Student Handbook Page 13

Staff Handbook Page 27

CHILDCARE

To reflect new procedures, the following text has been changed as indicated in the Staff Handbook and completely replaces current text in the Student Handbook.

Childcare

On-site childcare is available for all classes Monday through Friday at the Dover McConnell Center during daytime class hours (9am-2:30pm) for children of participants in programs such as those listed below. Children of parents for intake and testing may use childcare service as available with prior notice.

- HiSET Preparation
- Adult Basic Education
- English for Speakers of Other Languages (including Civics, Citizenship, ESOL mini courses/electives/enrichment and Discussion Groups)

The Adult Learning Center provides childcare for two important reasons:

1. So that parents can attend classes without having to arrange for babysitting, and
2. For children to have a good pre-school experience while their parents are in classes.

Childcare space is limited and the staff is concerned about the health, safety, and teaching of the children. Therefore, children can attend childcare only if they meet these guidelines:

1. A parent or legal guardian has **pre**-registered the child for childcare with the ~~counselor~~ **childcare coordinator**.
2. A parent or legal guardian is attending class on campus. Parents may not leave the premises while they have children in childcare (i.e., for a field trip).
3. The child is between the ages of six weeks and six years.
4. The child is not enrolled in public school and, therefore, missing school while attending here.
5. The child is not sick with a communicable disease.
6. The parent has completed an information form for the childcare teacher's use.

Access Fees:

- \$10.00 per month per family, **per class**.
- No cost to NHEP clients.
- Scholarships available to families unable to pay.

DALC staff reserve the right to set limits on the number of children enrolled, based on their age and activity level. At some times, students may have to wait until an opening arises before they can enroll their children.

CHILDREN (INCLUDING ALL UNDER SIXTEEN) MAY NOT BE AT THE ADULT LEARNING CENTER AT TIMES WHEN CHILDCARE IS NOT PROVIDED.

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PASSWORD POLICY

Add new policy

Password security is a vital part of keeping data safe and secure. Accounts that access sensitive data should have unique and highly secure passwords. To achieve a higher level of password security we ask that all DALC staff follow this password creation policy on DALC related accounts that protect sensitive data.

Create a Strong Password

A strong password is at least eight (8) non-repeating characters in length. Strong passwords contain a combination of upper and lower case letters, numbers, and special characters (examples: !, ^, *, \$, ~, ?). Short phrases strung together with upper and lower case letters, numbers, and special characters work well as secure passwords. For example: Learning!is2Fun

Avoid creating passwords using:

- ***Words found in a dictionary in any language,***
- ***Words spelled backwards, common misspellings, and abbreviations***

- *Sequences or repeated characters such as "asdfgh" which are letters next to each other on a typical keyboard, or "666666"*
- *Names (e.g. spouse, children, pets)*
- *Personal information that people would easily associate with you (ex: your username, favorite sports teams, hobbies, clubs or organizations with which you may be involved)*

Do not use the same password on a DALC account as one that you have used for a personal account.

Keep your Password Secure

Do not write down passwords and leave them in obvious locations. Do not tape your passwords to your monitor, under your keyboard, inside your desk, etc. If you must keep a written record of your passwords, do so in a secure location accessible only to you, a document encrypted with a strong password, or a password security phone app. Do not allow other people to use your login credentials.

Change your Password Regularly

Passwords should be changed at least once per year, or whenever you feel it may have been compromised. Accounts with greater data sensitivity should be changed more often.

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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: Libby M. Simmons, Interim Business Administrator
DATE: May 9, 2016
RE: Award for *Athletic Equipment Inspections*

On March 25, 2016, the District solicited a public bid requesting pricing information from qualified vendors to provide annual athletic equipment inspections. Four vendors were present for the mandatory site review on April 8th and all vendors submitted a proposal on April 22, 2016. Results are as follows:

Bidder	Total Price
New England Facility Sales, Inc. 1 Quarry Rd., Hooksett, NH	NO BID
A+ Athletic Products, LLC 439 Beccaris Dr., Rollinsford, NH	\$ 14,000
The Pappas Company, Inc. 12 Bridge St., Watertown, MA	\$ 13,250
Hussey Advantage 38 Dyer Street Ext., N. Berwick, ME	\$ 11,875

Facilities Director, Jeffrey White, has assisted in the review of the bid results. We request that the School Board proceed with an award to **Hussey Advantage** for an annual cost of **\$11,875**. The services will be paid through the School Facilities Fund after July 1, 2016.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

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TO: Members Dover School Board
FROM: Libby M. Simmons, Interim Business Administrator
DATE: May 9, 2016
RE: Award for *Elevator Maintenance and Repair Services*

On March 9, 2016, the District solicited a public bid requesting pricing information from qualified vendors to provide elevator maintenance and repair services on three passenger elevators and four chair lifts. Two vendors were present for the mandatory site review on April 8th and both vendors submitted a proposal on April 22, 2016. Results are as follows:

Stanley Elevator Company, Inc.				
P.O. Box 843, Nashua, NH				
	7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019	
Hourly Rate	\$ 189.00	\$ 196.00	\$ 204.00	
Overtime Rate	\$ 321.30	\$ 333.20	\$ 346.80	
Holiday Rate	\$ 378.00	\$ 392.00	\$ 408.00	
Annual Inspection Rate for all schools/sites	\$ 1,050.00	\$ 1,092.00	\$ 1,135.00	
Bi-Monthly Preventative Maintenance for all schools/sites	\$ 6,300.00	\$ 6,552.00	\$ 6,814.00	
Non-Emergency Response Time: 3 hours; Emergency Response Time: 1 hour				
ThyssenKrupp Elevator				
15 Pleasant Hill Rd., Scarborough, ME				
	7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019	
Hourly Rate	\$ 250.00	\$ 255.00	\$ 260.00	
Overtime Rate	\$ 425.00	\$ 433.50	\$ 442.00	
Holiday Rate	\$ 500.00	\$ 510.00	\$ 520.00	
Annual Inspection Rate for all schools/sites	\$ 2,398.00	\$ 2,446.00	\$ 2,495.00	
Bi-Monthly Preventative Maintenance for all schools/sites	\$ 5,208.00	\$ 5,312.00	\$ 5,418.00	
Non-Emergency Response Time: 2 hours; Emergency Response Time: 1 hour				

Facilities Director, Jeffrey White, has assisted in the review of the bid results. We request that the School Board proceed with an award to **Stanley Elevator Company, Inc.** for an annual cost in Year One of **\$7,350** for inspections and bi-monthly preventative maintenance. The services will be paid through the General Fund.

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Requests to run classes of less than 11 for school year 2016-2017

Portfolio Preparation: 6 requests

Rationale: This course is essential for students that are applying to art school to create their portfolios for admission. This is a one credit course that meets daily for the first semester. We propose running this class as a modified .5 credit class to allow those seniors to prepare their portfolio but also allow another section of Introduction to the Arts to be taught. We feel this proposal balances our course requests and staffing needs with the advanced art student that depend on the professional guidance we can offer to support their college applications.