



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Special Session #7
Meeting Location:	Media Center (Room 306), McConnell Center
Meeting Date:	Thursday, July 14, 2016
Meeting Time:	5:30 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 #6, June 28, 2016
 - 2. Regular Meeting #6, June 6, 2016
- G. CONSENT AGENDA**
 - 1. **Correspondence: none**
 - 2. **Resignations/Retirements:**
 - a. Jennifer Dion-Humphrey, DHS Guidance
 - b. Benjamin Ludwig—Literacy Facilitator
 - 3. **Leaves of Absence:**
 - 4. **Nominations:**
 - a. Nomination and Election of Teachers
 - b. Nomination of Assistant Director of Student Services
 - 5. **Extended Travel (Student Trips): none**
 - 6. **Donations**
- J. NEW BUSINESS:**
 - a. Award Bid—Water Heater Replacement for DMS
 - b. June Condition of Accounts
- K. SUBMISSION AND PAYMENT OF BILLS**
- L. SCHOOL BOARD MATTERS OF INTEREST**
- M. 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.

Dear Dover School District,

July 1, 2016

I am writing to inform you that I am resigning from my role of School Counselor at Dover High School. I have been offered an opportunity closer to my home and children's schools.

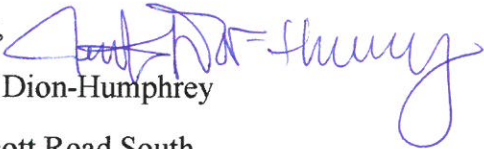
I would like to give my sincere thanks to the Dover School District and will certainly miss my students.

Warmly,

Jennifer Dion-Humphrey

32 Linscott Road South

York, ME 03909



JUL 12 2016

Benjamin Ludwig
342 Merry Hill Road
Barrington, NH 03825

July 6, 2016

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

Dear Dr. Arbour,

Because you have declined my request for a one year leave of absence while I work with HarperCollins to support my first novel, I am writing to resign my position as literacy facilitator. I will not be returning to DMS this coming academic year.

Please let me know if you require any additional information.

Sincerely,

Benjamin Ludwig

Cc: Kim Lyndes

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

TO: DOVER SCHOOL BOARD

DATE: July 14, 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	TRACK
Ackerman, Samantha	Grade 2 Teacher	Woodman Park School	Jennifer Russell-Bickford	\$39,211.00	MA 2
Barnard, Kimberly	French Teacher (OYO)	Dover High School	Laura Tormey	\$40,466.00	MA 3
Connolly, Ashley	English Teacher	Dover High School	Marcia Goodnow	\$37,285.00	BA15 2
Cook, Jeremy	Grade 4 Teacher (OYO)	Garrison School	Lynn Adams	\$55,448.00	MA 13
Dromey-Heeter, Susan	.34 Spanish Teacher	Dover High School	New Position	\$22,566.48	BA30 19
LaHaise, Taylor	Latin Teacher	Dover High School	Michael Roberts	\$35,231.00	BA 1
Lawton, Allison	Speech Pathologist	Woodman Park School	Yvonne Carter	\$39,211.00	MA 2
Lisbon, Crystal	Media Specialist	Woodman Park School	Melissa Maguire	\$35,231.00	BA 1
McCormack, James	Math Teacher	Dover High School	Ann Marie Staples	\$35,231.00	BA 1
Monteiro, Tereza	ESL Teacher	Dover Middle School	New Position	\$64,090.00	MA30 16
O'Mahony, John	Spanish Teacher (OYO)	Dover High School	Stacey Kostis	\$37,996.00	MA 1
Rogers, Elizabeth	Elementary Teacher	Woodman Park School	Taryn Turner	\$37,996.00	MA 1
Velazquez, David	PE Teacher	Woodman Park School	Zac Weilbrenner	\$35,231.00	BA 1
Wackman, Lucy	ESL Teacher	Dover High School	Julie Verran	\$37,996.00	MA 1

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

LIBBY SIMMONS
Business Administrator
l.simmons@dover.k12.nh.us



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

PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
p.glynn@dover.k12.nh.us

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

JEFFREY MYERS
Director of Technology
j.myers@dover.k12.nh.us

To: Dover School Board

From: Elaine M. Arbour, Superintendent

Date: July 11, 2016

Re: Nomination for Assistant Director of Student Services

It is with pleasure that I nominate Abigail Pinkham as Assistant Director of Student Services for the Dover School District. For the past 8 years, Ms. Pinkham has served as Special Education Coordinator for the elementary schools in the Dover School District. Prior to that, she was Special Education Coordinator for the Manchester School District and a Special Education Case Manager in Oregon. In her new role, Ms. Pinkham will be working with all grades and students within the Dover School District to provide oversight of special education, Title IX, Guidance and Nursing services.

I am confident that Ms. Pinkham will be great addition to the Dover School District Administrative Team and I would like to extend her an annual contract with a salary of \$83,385.00 with no additional stipends and/or contractual obligations.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Donation Request List for Approval
July 11 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
DHS	Liberty Mutual	\$500.00	General Donation	Project Graduation
HSS	Dr. Joe White	\$729.00	General Donation	Responsive Classroom Tuition
HSS	Northeast ENT & Allergy	\$729.00	General Donation	Responsive Classroom Tuition
HSS	Wentworth Douglas Hospital	\$1,458.00	General Donation	Responsive Classroom Tuition

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

LIBBY M. SIMMONS
Business Administrator
l.simmons@dover.k12.nh.us



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c.boston@dover.k12.nh.us

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TO: Members Dover School Board
FROM: Libby M. Simmons, Business Administrator
DATE: July 11, 2016
RE: Results of Request for Bid (RFB) for ***Hot Water Heater Replacement at Dover Middle School***

In December 2015, one of the two original hot water heaters at Dover Middle School failed. On March 14, 2016, Harriman Architects and Engineers was selected to provide design engineering services for the project.

On June 13, 2016, the business office released a RFB for a water heater replacement system at Dover Middle School. On June 20, 2016, five vendors participated in the mandatory walk-through at Dover Middle School. Of those five vendors, one submitted a proposal within the general requirements of the RFB documents on June 28, 2016.

Facilities Director, Jeff White, and David Story, Senior Associate at Harriman, have assisted in the review of the bid results. The recommendation to the Board is to select **Denron Plumbing & HVAC, LLC** for their services as outlined in the scope of work in the amount of **\$77,383**. We base this recommendation on their demonstrated experience in comparable projects, their reliability and attention to detail.

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GENERAL FUND - FY2016 CONDITION OF ACCOUNTS

REVENUE - ESTIMATED JUNE 30, 2016

Account Description	FY2016 Budget	Received To Date 6/30/2016	Add'l Anticipated Revenue	Total Estimated Revenue	(Over)/ Under Budget
TUITION-REGULAR FROM PARENTS	\$ -	\$ (11,243.00)	\$ -	\$ (11,243.00)	\$ (11,243.00)
TUITION - OTHER NH DISTRICTS	\$ (27,971.00)	\$ (42,531.94)	\$ -	\$ (42,531.94)	\$ (14,560.94)
TUITION - BARRINGTON	\$ (2,575,500.00)	\$ (2,601,882.80)	\$ -	\$ (2,601,882.80)	\$ (26,382.80)
TUITION - NOTTINGHAM	\$ (1,155,273.00)	\$ (1,018,052.06)	\$ -	\$ (1,018,052.06)	\$ 137,220.94
TUITION SPED AIDES	\$ (256,800.00)	\$ (273,385.57)	\$ -	\$ (273,385.57)	\$ (16,585.57)
TUITION-VOC-NH DISTRICTS	\$ (83,250.00)	\$ (55,819.71)	\$ -	\$ (55,819.71)	\$ 27,430.29
TUITION-VOC-OUT OF STATE DIST	\$ (69,852.00)	\$ (45,931.07)	\$ -	\$ (45,931.07)	\$ 23,920.93
OTHER LOCAL REVENUE DW	\$ (32,782.00)	\$ (53,946.55)	\$ -	\$ (53,946.55)	\$ (21,164.55)
STATE ADEQUATE EDUCATION GRANT	\$ (7,623,199.00)	\$ (7,623,199.00)	\$ -	\$ (7,623,199.00)	\$ -
SCHOOL BUILDING AID	\$ (665,067.00)	\$ (665,067.24)	\$ -	\$ (665,067.24)	\$ (0.24)
CATASTROPHIC AID	\$ (230,961.00)	\$ (256,382.45)	\$ -	\$ (256,382.45)	\$ (25,421.45)
VOC TUITION AID	\$ (197,500.00)	\$ (158,580.39)	\$ -	\$ (158,580.39)	\$ 38,919.61
VOC TRANSPORTATION AID	\$ (3,000.00)	\$ (2,680.80)	\$ -	\$ (2,680.80)	\$ 319.20
INDIRECT COST ALLOCATION	\$ (100,000.00)	\$ (62,223.18)	\$ (15,000.00)	\$ (77,223.18)	\$ 22,776.82
ABE ALLOCATION	\$ (70,000.00)	\$ (42,891.56)	\$ -	\$ (42,891.56)	\$ 27,108.44
IMPACT AID	\$ (5,000.00)	\$ (5,751.43)	\$ -	\$ (5,751.43)	\$ (751.43)
MEDICAID DISTRIBUTION	\$ (589,000.00)	\$ (630,271.94)	\$ -	\$ (630,271.94)	\$ (41,271.94)
SCHOOL - TRANSFER FROM CAPITAL RESERVES	\$ (337,392.00)	\$ -	\$ (316,647.00)	\$ (316,647.00)	\$ 20,745.00
TUITION - PRESCHOOL PROGRAM	\$ (11,500.00)	\$ (11,175.00)	\$ -	\$ (11,175.00)	\$ 325.00
OTHER LOCAL REVENUE GARRISON	\$ -	\$ (56.75)	\$ -	\$ (56.75)	\$ (56.75)
OTHER LOCAL REVENUE HORNE	\$ -	\$ (1,556.20)	\$ -	\$ (1,556.20)	\$ (1,556.20)
Tuition - Summer School WPS	\$ (7,600.00)	\$ (4,130.00)	\$ -	\$ (4,130.00)	\$ 3,470.00
OTHER LOCAL REVENUE WOODMAN	\$ -	\$ (653.50)	\$ -	\$ (653.50)	\$ (653.50)
ATHLETIC TRANSPORTATION DMS	\$ (12,000.00)	\$ (17,683.74)	\$ -	\$ (17,683.74)	\$ (5,683.74)
OTHER LOCAL REVENUE DMS	\$ -	\$ (230.50)	\$ -	\$ (230.50)	\$ (230.50)
Tuition - Summer School DHS	\$ (2,400.00)	\$ (2,100.00)	\$ -	\$ (2,100.00)	\$ 300.00
DOVER HIGH SCHOOL TRANSPORTATION REVENUE	\$ -	\$ (75.00)	\$ -	\$ (75.00)	\$ (75.00)
ATHLETIC TRANSPORTATION DHS	\$ (40,000.00)	\$ (60,548.28)	\$ -	\$ (60,548.28)	\$ (20,548.28)
OTHER LOCAL REVENUE DHS	\$ -	\$ (1.35)	\$ -	\$ (1.35)	\$ (1.35)
Total Non Tax Revenue	\$ (14,096,047.00)	\$ (13,648,051.01)	\$ (331,647.00)	\$ (13,979,698.01)	\$ 116,348.99
State Wide Property Tax	\$ (6,789,922.00)			\$ (6,789,922.00)	\$ -
Local Property Tax	\$ (29,582,715.00)			\$ (29,582,715.00)	\$ -
Total Tax Revenue	\$ (36,372,637.00)			\$ (36,372,637.00)	\$ -
Total Operating Revenue	\$ (50,468,684.00)			\$ (50,352,335.01)	\$ 116,348.99

EXPENSES & ENCUMBRANCES - ESTIMATED JUNE 30, 2016

Account Description	FY2016 Budget	Actual to Date 6/30/2016	Encumbrances AND Anticipated	Total Estimated Expenses	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 20,438,727.55	\$ 20,097,374.94	\$ 27,041.19	\$ 20,124,416.13	\$ (314,311.42)
(1200) Special Education Programs	\$ 8,248,832.00	\$ 8,327,935.75	\$ 128,013.62	\$ 8,455,949.37	\$ 207,117.37
(1300) Career and Technical Education Programs	\$ 2,333,478.00	\$ 1,980,768.44	\$ 8,085.31	\$ 1,988,853.75	\$ (344,624.25)
(1400) Co-Curricular Activities and Athletics	\$ 572,315.00	\$ 560,610.10	\$ 666.90	\$ 561,277.00	\$ (11,038.00)
(1600) Adult/Continuing Education Programs	\$ 223,387.00	\$ 221,268.74	\$ -	\$ 221,268.74	\$ (2,118.26)
(2100) Support Services - Students	\$ 3,387,113.75	\$ 3,329,895.13	\$ 813.62	\$ 3,330,708.75	\$ (56,405.00)
(2200) Support Services - Instructional Staff	\$ 910,283.87	\$ 916,049.41	\$ 8,444.37	\$ 924,493.78	\$ 14,209.91
(2300) Support Services - General Admin.	\$ 1,275,359.83	\$ 1,315,620.34	\$ 37,856.44	\$ 1,353,476.78	\$ 78,116.95
(2400) Support Services - School Admin.	\$ 2,388,819.00	\$ 2,403,383.24	\$ 39,944.00	\$ 2,443,327.24	\$ 54,508.24
(2600) Support Services - Operation Maint/Plant	\$ 3,756,187.00	\$ 3,708,456.71	\$ 135,136.20	\$ 3,843,592.91	\$ 87,405.91
(2700) Support Services - Student Transportation	\$ 2,062,425.00	\$ 2,042,050.37	\$ 40,606.68	\$ 2,082,657.05	\$ 20,232.05
(2800) Support Services - Centralized Services	\$ 685,943.00	\$ 789,346.68	\$ 3,948.28	\$ 793,294.96	\$ 107,351.96
(2900) Support Services - Other	\$ 11,112.00	\$ 24,945.07	\$ -	\$ 24,945.07	\$ 13,833.07
Fund Transfer to Special Revenue Funds	\$ 407,280.00	\$ 407,280.00	\$ -	\$ 407,280.00	\$ -
Fund Transfer to Capital Reserves	\$ 75,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -
Total Operating Expenses	\$ 46,776,263.00	\$ 46,124,984.92	\$ 505,556.61	\$ 46,630,541.53	\$ (145,721.47)
School Debt - Principal Payments	\$ 2,245,586.00	\$ 1,038,285.81	\$ 1,207,300.00	\$ 2,245,585.81	\$ (0.19)
School Debt - Interest Payments	\$ 1,446,835.00	\$ 1,251,743.43	\$ 195,091.61	\$ 1,446,835.04	\$ 0.04
Total Debt Service	\$ 3,692,421.00	\$ 2,290,029.24	\$ 1,402,391.61	\$ 3,692,420.85	\$ (0.15)
Total Expenses, Encumbrances and Anticipated Expenses	\$ 50,468,684.00	\$ 48,415,014.16	\$ 1,907,948.22	\$ 50,322,962.38	\$ (145,721.62)
				Estimated Operating Revenue (over)/under budget	\$ 116,348.99
				Estimated Net revenue/expenses, (surplus)/deficit	\$ (29,372.63)

Note: The District is still completing the closing process so the estimated figure as of 7/7/2016 is subject to change based on submission of final FY2016 invoices and closing entries.