



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #9
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, September 12, 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 #8, August 5, 2016
 - 2. Regular School Board Meeting #8, August 8, 2016
 - 3. Special Session #7, August 24, 2016
 - 4. Public Meeting to Enter Nonpublic Meeting #9, August 26, 2016
- G. CONSENT AGENDA**
 - 1. **Correspondence:**
 - 2. **Resignations/Retirements: none**
 - 3. **Leaves of Absence: none**
 - 4. **Nominations:**
 - a. Nomination and Election of Teachers
 - 5. **Extended Travel (Student Trips): none**
 - 6. **Donations: none**
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - a. EEAE—Student Transportation Services
 - b. JICH—Student Substance Abuse
 - c. JH—Student Absences and Excuses
 - d. EFD—Meal Charging Policy
- J. POLICY ADOPTION:**
 - a. EFB—USDA Nondiscrimination Statement
 - b. EF—Food Service Management
- K. RESOLUTIONS:**
 - a. Garrison Elementary School Trust-Amended
- L. OLD BUSINESS:**
- M. NEW BUSINESS:**



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- a. Tuition Rates-Barrington, Nottingham and Other Rates & Nottingham Negotiating Team
- b. M3 Super Saver Days
- c. IT Update from Jeffrey Myers
- d. Award Bid for Strategic Planning Services
- e. C&W Facility Services—Three Year Agreement
- f. DALC Executive Director Job Description
- g. Budget Adoption Schedule FY18
- h. Draft School Calendar 2017-2018 for Discussion
- i. Condition of Accounts-June 30, 2016

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.

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

TO: **DOVER SCHOOL BOARD**

DATE: September 12, 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
McKenzie, David	Electrical Teacher	Dover High School CTC	Nathan Poland	\$52,769.64	BA Step 14

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SCHOOL TRANSPORTATION POLICY

The District will provide pupil transportation services consistent with applicable law.

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 ~~by the school, by the transportation provider, of any violation in writing, including the first or, including verbal warnings~~ 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 by the ~~transportation provider~~ school to the child and parent.

~~Prior notification of a parent/guardian by the transportation provider will consist of a telephone call to the home. If the transportation provider is unable to reach the parent/guardian, a follow-up call will be made later in the evening. If the transportation provider is still unable to contact the parent/guardian, the student will be transported to school the following morning and the school administration will be notified of the incident. The school will then contact the parent/guardian and advise what disciplinary action will be taken. This information will also be provided the transportation provider.~~

Students are provided with a temporary bus pass for the start of the school year. Permanent school identification passes are created for Middle School and High School students in October or November of each year. Middle and High School students are required to carry a bus pass in order to ride on a district bus. Drivers will ask students to produce a bus pass once a week (usually on Wednesday) in order to maintain accurate student bus riderships. This is necessary to eliminate overcrowding on buses and as a safety measure to identify students belonging on the bus in the event of an emergency.

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 provider at 964-2322 or the~~ Business Administrator at 516-6800.

A. Who is a Bus Student and What Should a Student and Parent Know?

Riding the bus is a privilege!

1. A student is considered a bus student if the student is a Dover resident:
 - a. In kindergarten through grade four who lives more than one mile from school
 - ~~b. In grade five who lives more than one mile from school~~
 - ~~e.b.~~ In grades ~~six-five~~ through eight who lives more than one and one-half miles from school
 - d. In grades nine through twelve who lives more than two miles from school

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- e. Identified as having a disability with transportation included in an IEP or 504 plan
- f. Resides in an area designated hazardous by the Dover School Board

g. Attending a Dover private or charter school, with transportation to be provided as required by law.

The walking distance will be determined by the Geographical Information System (GIS) which measures the actual walking distance as opposed to the radius distance.

There will be a three-tier bus system whenever possible. Those students in kindergarten through grade 4 will ride together; students in grades 5 through 8 will ride together; and students in grades 9 through 12 will ride together. At times it will be necessary to combine tiers to address factors that affect the School District's ability to safely and/or efficiently transport students. Parents will be notified if that occurs.

- 2. For students who meet the above criteria, transportation will be provided to and from school.
- 3. For safety reasons, we encourage parents of kindergarten aged children to wait with their child at their morning bus stop.
- 4. Parents of kindergarten aged children (or other person as designated below) are required to be waiting at the child's afternoon bus stop or the child will not be released from the bus. The bus driver will return the child to his or her school until a parent can be contacted to pick up the child.

A parent may submit a request to waive this policy to the school's principal. Other appropriate arrangements may be made for the child's safe travel to their home or afterschool care (e.g., walk with older siblings, babysitter/childcare provider, or other responsible adult). An approved waiver must be on file with the school, the bus company, and the bus driver or the child will not be released.

- 5. Special accommodations for transportation of students to other than their normal pick-up or delivery will be allowed only if the student is a current rider and the accommodation is on the student's regular bus run. In cases when a student lives with two parents part time, accommodations may be made to pick up and drop off on a regular schedule at two Dover addresses.

B. The Purpose and Goal of Student Disciplinary Regulations Are as Follows:

- 1. To provide an atmosphere in which safety and welfare of all students are primary.

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2. To promote an attitude of respect for public property and school transportation personnel.
3. To provide fair and reasonable treatment of students with regard to expected behavior.

C. School Bus Driver Responsibilities Toward Student Behavior:

1. The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the transportation provider.
2. The bus driver has the authority to reprimand, warn, and/or take initial action to acquire such control, as necessary, prior to notification of the transportation provider as long as it is carried out according to the transportation policy.
3. After such action is taken, the bus driver will report any and all infractions to the transportation provider for further disciplinary action.
4. The bus driver will, upon request, attend any meeting or conference held with regard to a specific problem that occurs on the driver's school bus.
5. If a problem is creating an unsafe condition and a driver believes that the bus cannot continue in a safe manner, the transportation provider should be contacted immediately.
6. The bus driver will deal with individual students involved in misconduct while on the school bus and not penalize everyone on the bus.

D. Student Behavior

Students are expected to demonstrate school-wide expectations on the bus.

At Bus Stops, Students Should:

1. Wait and ride only if approved by the school
2. Be orderly and ~~avoid horseplay~~ stay safe
3. Arrive at least 5 minutes before the bus is scheduled to arrive. Schedules do not allow time for drivers to wait for students who are not ready.
4. Wait clear of traffic and back 6-10 feet from the road
5. Wait to approach only after the bus has stopped
6. Cross the street only in front of bus after the driver has put on the flashing lights and signaled to cross

Once on the Bus, Students Should:

1. Go directly to an available seat or assigned seat
2. Remain seated during the bus ride
3. Keep hands, heads, arms, and legs inside
4. ~~Never play with~~ Stay clear of emergency exit equipment
5. ~~Never throw or pass around~~ Keep any object(s) they have carried on the bus in their possession

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6. ~~Not bring toys onto the bus~~ Leave personal items in their bags (e.g., toys, electronic devices, etc.) Students can use electronic devices to listen to music and communicate.
7. Carry on only items that they can hold on their laps. Aisles must be kept free from books, lunch boxes, and other objects.
8. Not eat or drink food items. Water IS allowed on school busses.
9. Not willfully damage or deface any part of the school bus
10. Not carry living creatures on the bus (anything that eats or breathes)

For the Driver to Keep Attention to the Bus Operation and the Traffic, Students Must:

1. Not carry or use hazardous materials, nuisance items, such as laser lights, or aerosols
2. Not have or carry on weapons of any kind
3. Not use or carry tobacco products, drugs, alcohol, or any other controlled substance
4. Not use profanity or make obscene gestures
5. Observe all other school rules and policies
6. Show respect for the driver and other students
7. Not be involved in unsafe behavior of any kind

E. Procedure for Handling School Bus Discipline

Guidelines:

1. Based on the severity of the violation, the first and second steps may be bypassed.
2. Any revocation of student bus privileges may be appealed to the school administrator.
3. Suspension or revocation of riding privileges shall be in school days.
4. Cases of criminal acts will be referred to the proper authorities.

1. First Offense (Grades K-12)

Grades K-12: The student is given a written warning.

When a student receives his/her first offense warning, a notice shall be sent ~~by the transportation provider, by the school~~ to the parent or legal guardian ~~and building administrator~~ within one-two school days of the infraction.

2. Second Offense (Grades 5K-12)

Upon written receipt of a second complaint, an attempt will be made by the ~~transportation provider-school~~ to contact the parent(s)/legal guardian that day. A notice shall be sent ~~by the transportation provider, by the school~~ to the parent or legal guardian ~~and building administrator~~ within one-two days of the infraction. The student will be suspended from bus privileges as outlined below:

Grades 9-12 – Ten days

Grades 5-8 – Three days

Grades K-4 - The student may be suspended off the bus for one (1) day. The student will meet with Support Staff in a Bus Safety Group and may develop an Individual Bus Support Plan. Parent(s)/legal guardian will be notified

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by telephone that day by the ~~transportation provider~~ school. All second offense notices will be sent to parent(s) or legal guardian.

3. Third Offense (Grades 5-12)

Upon written receipt of a third complaint, an attempt will be made by the ~~transportation provider~~ school to contact the parent(s)/legal guardian that day. A notice shall be sent, ~~by the transportation provider, the school~~ to the parent or legal guardian ~~and building administrator~~ within ~~one-two school~~ days of the infraction, ~~as well as the Office of the Superintendent.~~ The student will be suspended from bus privileges as outlined below:

Grades 9-12 – Twenty (20) days

Pending the decision of the Discipline Committee,
REVOCATION OF BUS PRIVILEGES for the remainder of the school year or sixty school days, whichever is greater.

Grades 5-8 –Ten (10) days

Grades K-4

Student may be suspended off the bus for five (5) days. Parent(s)/guardian will be notified that day by the school administration who will also notify the transportation provider. Upon student's return, he/she may have random supervised bus rides to reinforce appropriate behaviors. The ~~Behavior Specialists~~ school will reevaluate the Individual Bus Support Plan which may include assigned seating. All third offense notices will be sent by the ~~transportation provider~~ school to the parent(s)/legal guardian ~~and the building administrator~~ within ~~one-two school~~ days of infraction.

4. Fourth Offense (Grades K-8)

Upon written receipt of a fourth complaint, an attempt will be made by the ~~transportation provider~~ school to contact the parent(s)/legal guardian that day. A notice shall be sent, ~~by the transportation provider, by the school,~~ to the parent or legal guardian ~~and building administrator~~ within ~~one-two school~~ days of the infraction. The student will be suspended from bus privileges as outlined below:

Grades K-8– Twenty (20) days

Pending the decision of the Discipline Committee,
REVOCATION OF BUS PRIVILEGES for the remainder of the school year or sixty school days, whichever is greater.

All fourth offense notices shall be sent, ~~by the transportation provider, by the school~~ to the parent or legal guardian, ~~building administrator,~~ and the Office of the Superintendent within ~~one-two school~~ days of the infraction.

- 5. Riding during Suspension:** Suspension shall begin the next school day following verbal notification of the parent or legal guardian. Any student found to be riding any district bus during the period of suspension may have his/her bus privilege revoked for the remainder of the school year or sixty school days, whichever is greater.

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F. Appeal Process for Revocation of Bus Privileges:

(RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons.)

1. If the Dover School Board Discipline Committee has revoked a pupil's right to ride a school bus for disciplinary reasons, the parent or legal guardian of that pupil has the right of appeal within ten (10) days of the revocation to the Dover School Board. [An appeal may be made verbally or in writing and must include specific reason\(s\) for the appeal.](#)
2. All hearings for discipline held by the Dover School Board and all written and personal appeals shall be heard in nonpublic session.
3. Until the appeal is heard, or if the revocation of the pupil's right to ride the school bus is upheld, it shall be the parents' or legal guardians' responsibility to provide transportation to and from school for that pupil for the period of the revocation.

G. Notification

1. Building administrators shall be responsible for reviewing the transportation policy with students at the beginning of the school year and with any transferring students during the year.
2. A notice shall appear in all student handbooks identifying that the transportation policy exists, and behavior on the bus will become part of the student's record that may cause a loss of bus privileges.
3. The School Board has authorized the use of video cameras, with audio, on school buses as an aid to drivers in enforcing discipline. Audio and ~~video~~[Videotape](#) evidence may be used to corroborate or refute [alleged](#) incidents of misconduct. Any ~~videotape~~ so used is to be kept in the office of the Superintendent of Schools [until the opportunity for appeal has passed](#).
4. Inclement weather announcements regarding the opening of schools begin at approximately 6 a.m. During severe weather conditions, pertinent information concerning school closing or a delayed opening will be announced on the following radio and TV stations:
WTSN 1270AM
WOKQ
WHEB
Channel 6
Channel 9

Legal References

RSA 189:9-a

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STUDENT SUBSTANCE USE POLICY

Preamble

The Dover School District recognizes that use disorders involving alcohol and other substances is a treatable health problem. In some instances, this involves [\(? medical, psychological?\)](#) conditions and violations of law. It also recognizes that involvement with alcohol, tobacco, drugs, and other impairing substances can interfere with a student's academic, physical, emotional, and social development. Further, the Dover School District recognizes that the schools, as well as families and the community at large, have a responsibility to address this important matter.

The Dover School District acknowledges that every student has a right to a substance-free school and that it is the responsibility of students, parents/guardian, school personnel, and the community at large to work together to achieve this goal.

The Dover School District prohibits the use of alcohol, tobacco, drugs, and other impairing substances as well as alcohol, tobacco, drugs and other impairing substance related activities of any kind on school property at any time by anyone, including at school related, sponsored, or sanctioned events regardless of location.

The Dover School District commits to the following:

- i. Educating students about the risks of alcohol, tobacco, drugs and other impairing substances at a developmentally appropriate level.
- ii. Promoting a climate in which students can seek help if they are in distress from their own or others' use of alcohol, tobacco, drugs and other impairing substances.
- iii. Supporting students whose use of alcohol, tobacco, drugs and other impairing substances interferes with school performance and assisting with in-school interventions as indicated.
- iv. Supporting students recovering from dependency on alcohol, tobacco, drugs and other impairing substances as requested or deemed appropriate.
- v. Providing referrals to community agencies for further assessment, treatment, or other services as appropriate.
- vi. Developing and implementing guidelines and sanctions in each school which:
 1. Define violations and their consequences, both disciplinary and supportive;
 2. Define immediate procedures for handling incidents, including the searching and assessment of students;
 3. Describe a support and referral system, which includes response to self-referrals and suspected users;
 4. Are clearly articulated to staff, parents, and students at least annually;
 5. Train all personnel in school guidelines related to alcohol and other drugs;

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- 6.Support students returning to school from inpatient treatment facilities (including the receipt and of treatment plans);
- 7.Make recommendations and advocate on a student’s behalf, if appropriate;
- 8.Ensure no less than a biannual evaluation of the above efforts.

v. Notifying staff, parents, and students annually of current guidelines and sanctions.

Guidelines & Procedures

a. Prescription medication or over the counter for medicinal purposes

i. Prescription medications shall only be allowed with written orders from a physician. Over-the-counter (OTC) medications, herbal or homeopathic medications for personal use, shall be allowed only with written permission from parents or guardians. Federal, state and local laws shall apply to students and employees alike.

ii. If the student is using such a product for medicinal purposes, the medicinal purpose must be reported to the school nurse and the product kept in the original container by the nurse during school hours. If the administration discovers a student is in possession of such a medicinal product and the nurse has no prior knowledge of the student’s medicinal need of the product, the product shall be considered a controlled substance or alcohol for the purposes of this policy.

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b. Apparel

Apparel displaying messages exhibiting or promoting alcohol, tobacco, drugs and other impairing substances are prohibited.

c. Suspected Use

Any member of the school community concerned that a student is involved with alcohol, tobacco, drugs or other impairing substances should report that concern to any staff member. The receiving staff member must report the concern to a building administrator as soon as possible. All referrals are confidential. A trained staff member must evaluate students expected to be under the influence.

d. Self-Referral

If a student voluntarily seeks treatment for a substance use disorder (including alcohol, tobacco, or other impairing drugs) the school will cooperate as fully as possible with the student. Typically, a self-referral will not initiate a disciplinary

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action.

e. Student Found in Violation

If a student is found possessing, using, distributing, selling, promoting and/or under the influence of alcohol, tobacco, drugs, e-cigarettes or other impairing substances or paraphernalia:

1. The teacher or staff member must bring the student and any alcohol, tobacco, drugs and other impairing substances to the school principal or designee.
2. The principal or his/her designee and nurse will make the judgment regarding the immediate medical needs of the student.
3. The principal or his/her designee will notify the parents, the superintendent, and law enforcement in the event a local, state, or federal law has been violated.

f. Post Incident

- i. The principal or his/her designee shall meet with the student's school counselor, the **Student Assistant Program Coordinator**, and review the student's file to support the determination of the appropriate consequences for the violation.
- ii. School guidelines and procedures shall be established to dictate the degree of discipline imposed for alcohol or drug use (e.g. in-school suspension, out-of-school suspension, expulsion, etc.).
- iii. The student shall be referred to the superintendent of schools as part of the re-entry determination process.

g. Students in Treatment

- i. Students who enter into residential treatment for substance abuse services will be encouraged to remain enrolled in school. The school will comply with treatment recommendations. The school district may or may not be financially responsible for a student's education while s/he is in treatment. The student's school counselor will:
 1. Obtain written releases to discuss the student's educational and aftercare program with the appropriate person(s) at the treatment facility.
 2. When appropriate, provide the necessary assignments and materials.
 3. When appropriate, ensure that the student receives credit for education efforts while in treatment.

h. Extra-Curricular and Co-Curricular Activities

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Students participating in extra-curricular and co-curricular activities carry a responsibility to themselves, fellow students, coaches/advisors, parents/guardians, and school to set the highest possible example of conduct, sportsmanship and training. These responsibilities include avoiding any involvement with prohibited substances. Students participating in extra-curricular and co-curricular activities face the additional regulations outlined in the [Dover School District Athletic/Extra-Curricular/Co-Curricular Agreement](#).

i. Search and Seizure

A search may be conducted when it is justified at its inception and the scope of the search is reasonably related to the circumstances which justify the search (*New Jersey v. T.L.O.*, 469 U.S. 325 (1985)). In accordance with school policy, a student may be searched. As their lockers are school property, these too may be searched, as well as their backpack, car, and other bags or items brought to school. The Dover School District reserves the right to utilize detection dogs to aid in the search of the school. [Students refusing a reasonable search will \(? Can be\) suspended for a length of time commensurate with the normal discipline applied if a substance was to be found.](#)

j. Retaliation

- i. It shall be a violation of this policy and other applicable school policies for anyone to retaliate in any way against any person who may have or has participated or cooperated in an investigation of the above violation. Retaliation is a very serious matter and will be the basis of separate disciplinary action.
- ii. A student suspected of a violation will be expected to comply with a school and/or police investigation.

k. Emergency

- i. Nothing in this policy shall deter any school employee from initiating quicker and more effective action than outlined in the regulations if a student is obviously in need of immediate medical assistance. The priority is protecting the student and other students from physical harm and from disrupting the school environment.
- ii. Should an emergency arise the following steps shall be taken (911 may be called prior to retrieving the nurse if deemed appropriate):
 1. Notify a teacher, staff member immediately
 2. Remain with the student
 3. Send for the school nurse/call 911 for emergency medical assistance if nurse is

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- not available
- 4.Contact an administrator
- 5.If indicated, release the student to the custody of appropriate medical personnel
- 6.Contact parents/guardians

Legal References:

New Jersey v. T.L.O., 469 U.S. 325 (1985)

[21 U.S.C. § 812\(c\)](#), *Controlled Substances Act*

RSA [318-C](#), *Controlled Drug Act*

RSA [571-C](#):2, *Intoxicating Beverages at Interscholastic Athletic Contests*

Code

Required

ATTENDANCE, ABSENTEEISM AND TRUANCY

Absences

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal

may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. ~~The school principal or his/her designees may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.~~ **Family vacations that occur while school is in session are not considered excused absences. The Superintendent or his/her designee may make an exception for educational trips and college visits, provided that the itinerary and learning experiences are outlined in writing and work to be completed is approved prior to the trip.**

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy. ~~A half-day~~ absence is defined as a student missing more **than** two hours of instruction time and ~~less~~ **fewer** than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

Four tardies that are less than half days, as defined above, are the equivalent of one absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause (s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing truancy;

3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board. Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is ~~mailed~~ **distributed** to parents annually at the beginning of each school year.

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

DOVER SCHOOL DISTRICT	POLICY CODE: EFD
DATE OF ADOPTION: MARCH 10, 2008	PAGE 1 OF 1

Funding Student Breakfast and Lunch Accounts Meal Charging Policy

It is the responsibility of students, guardians, or parents of students, to ensure that their child's lunch account is adequately funded or ~~that the child has a~~ they have daily cash payment if they intend to participate ~~on participating~~ in the National School Breakfast or Lunch Program.

The District will provide access to applications for Free and Reduced Price meals. Application forms will be sent home with all students at the beginning of each school year, posted on the District's website and available from each school's main office. Applications are accepted and processed throughout the school year. The Food Service Department will notify students in all schools when their account reaches a balance of \$5.00 or less so their account can be replenished.

The parent or guardian of each student must receive and acknowledge receipt of the policy/procedure. The Food Service Department will notify students verbally in all schools when their account reaches a balance of \$5.00 or less so their account can be replenished. The District's Business Office Food Service Department will notify students' parents or guardians if their child's account goes into a negative balance by sending home a monthly letter noting their child's negative balance. Accounts that are in a negative balance need to be replenished in order for the student to continue participating in the National School Breakfast or Lunch Program.

If the account is not replenished after written notification, a regular meal will be provided to all students regardless of their account balance at the time of service. The student's account will be charged for the meal. All students will have access to a healthy school lunch. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures. The District may claim the meal as a reimbursable meal through the National School Lunch Program as all students will have access to all 5 food components and which meet the meal pattern regulations. During this time, students will not be permitted to make a la carte purchases on account. ~~on the sixth day, an alternative meal may be offered to the student in lieu of the menu item until it is replenished. The alternative meal will consist of a sandwich, fruit, and milk.~~

The federal program may not incur debt and food service debt must be recovered annually. Any student debt at the end of each school year must be transferred from the food service account to the school's general fund and at which time will become debt belonging to the school district. At the end of each fiscal year, the District's general funds shall transfer to the Food Service account an amount equal to the total of outstanding student accounts receivable as of June 30th. The District will continue to attempt to collect the debt from the various households and any payment received will be returned to the general fund.

DOVER SCHOOL DISTRICT	POLICY CODE: EFD
DATE OF ADOPTION: MARCH 10, 2008	PAGE 2 OF 1

At the end of the fiscal year, unpaid student accounts with an excessive deficit may, upon the decision of the Superintendent of Schools, be assigned to a collection agency.

The Department of Education or the State Board of Education, upon request of the local school board, may provide communication assistance to school districts and parents of school children regarding the school meal payment policy.

DOVER SCHOOL DISTRICT	POLICY CODE: EFB
DATE OF ADOPTION:	PAGE 1 OF 1

USDA NONDISCRIMINATION STATEMENT

SECOND READING

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

DOVER SCHOOL DISTRICT	POLICY CODE: EF
DATE OF ADOPTION: SEPTEMBER 11, 2006	PAGE 1 OF 1

FOOD SERVICE MANAGEMENT

SECOND READING

All food service personnel will be directly responsible to the Food Service Manager and ultimately responsible to the building principal, Superintendent, or designee.

The Food Service Manager is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will comply with the nutrition standards as set forth by the school wellness program.

The Food Service Manager will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

~~The Food Service Manager will be certified by a NH Department of Education approved program.~~

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Manager will make recommendations to the building principal, the Superintendent, or designee concerning personnel and operational matters related to the food service program.

The Food Service Manager will be responsible for requesting two Food Safety Inspections annually for the District's schools.

The Food Service Manager will follow the small purchase threshold established by the District's governing requirements, and will maintain a 3-year retention policy for all RFPs plus current.

The Food Service Manager will follow their established written Code of Conduct which includes conflict of interest, acceptance of gifts and disciplinary action. The Code of Conduct shall be provided to the District.

The Food Service Manager will follow their established written Procurement Procedures. The Procurement Procedures shall be provided to the District.

All Food Staff and non-Food Staff working within the meals program, both District and FSMC employees, shall adhere to USDA's Professional Standards regulations. The District shall ensure that all applicable employees' trainings are tracked and logged appropriately.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

NH Code of Administrative Rules, Section Ed. 306.11, Food and Nutrition Services

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

RESOLUTION
RE: GARRISON ELEMENTARY SCHOOL TRUST

WHEREAS: the Dover School Board approved policy KCD, Public Gifts/Donations, and

WHEREAS: Garrison Elementary School was named as a beneficiary in the Rivers Family Trust, in the amount of \$5,000.00 for the purpose of needed equipment or supplies at Garrison Elementary School and was accepted at the June 6, 2016 School Board meeting, and

WHEREAS: the Dover School Board authorizes the creation of a trust that shall be submitted to the Dover City Council for approval and acceptance of the trust funds. Upon City Council approval, the trust funds will be immediately turned over to the City of Dover, Trustees of Trust Funds, and

NOW, THEREFORE, BE IT RESOLVED the Dover School Board requests the Dover City Council accept the establishment of the Garrison Elementary School Trust and allow the City of Dover to be Trustees of these funds. The principal, any investment income and any new funds to the trust will be disbursed to Garrison Elementary School upon request by the School District Business Administrator. District purchasing procedures will be utilized for any purchase from the trust.

SUBMITTED BY:

Amanda L. Russell, Chairperson

Betsey Andrews Parker, Vice Chairperson

Kathleen Morrison, Secretary

Keith Holt, At Large

Matthew Lahr, At Large

Carolyn Mebert, At Large

Michelle Muffett-Lipinski, At Large

September 12, 2016

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TEL (603) 516-6800
FAX (603) 516-6809

TO: Dr. Elaine M. Arbour, Superintendent of Schools
Members Dover School Board

FROM: Libby M. Simmons, Business Administrator

DATE: September 12, 2016

RE: Barrington Tuition Rate Approval for FY2016-2017

Below is the tuition rate for Barrington students who will attend Dover High School during the 2016-2017 school year. The general tuition rate is calculated using Dover's average per pupil cost for those students in grades 9-12 in the preceding school year plus an administrative fee of 8.0%.

*Please note that the rate is subject to change upon final approval of *Cost per Pupil* rates by the New Hampshire Department of Education.

	Elementary	Middle	High
*Cost per Pupil, DOE-25 FY2016	\$11,480.66	\$10,357.62	\$12,556.86
Barrington	-	-	\$13,561.41

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TO: Dr. Elaine M. Arbour, Superintendent of Schools
Members Dover School Board

FROM: Libby M. Simmons, Business Administrator

DATE: September 12, 2016

RE: (Other) Tuition Rate Approvals for FY2016-2017

Below are the tuition rates for school districts in New Hampshire and Maine who send their students through Dover schools. These rates exclude Barrington and Nottingham School Districts as each District has their own separate agreement.

*Please note that the rates are subject to change upon final approval of *Cost per Pupil* rates by the New Hampshire Department of Education.

	Elementary	Middle	High
*Cost per Pupil, DOE-25 FY2016	\$11,480.66	\$10,357.62	\$12,556.86
Other NH and Maine Districts	\$12,128.36	\$10,951.45	\$13,282.10
Vocational Tuition	-	-	\$12,556.86

From: [Libby Simmons](#)
To: [Elaine Arbour](#); [Robin Lafleur](#)
Subject: 2016-2017 Tuition Rates
Date: Wednesday, September 07, 2016 12:10:29 PM
Attachments: [DRAFT - Nottingham FY2017 tuition calculation.pdf](#)

Email for the SB

Good Afternoon Everyone,

We are in the process of calculating the 2016-2017 tuition rates which will be presented at the September 12th school board meeting. In calculating the 2016-2017 tuition rate for the Nottingham School District, it was recognized that the 2015-2016 tuition rate should have been adjusted to reflect a budget amendment in school adequacy aid revenue and debt service appropriation on September 23, 2015. The result will be an approximate credit owed to Nottingham in the amount of \$21,992 (or \$241.83 per student) which we may elect to provide as a credit in their first 2016-2017 tuition billing. In addition, the percentage increase for 2016-2017 is 11.22%. According to Nottingham's contract, if the tuition rate exceeds the prior year's tuition by 4%, Nottingham and Dover shall be permitted to reopen the agreement to negotiate the base tuition rate.

The attached document is being provided to you in advance as Nottingham's Superintendent will be bringing this information to his Board this week for discussion. The document shows the original 2015-2016 tuition rate (in orange), the adjusted 2015-2016 tuition rate (in blue) and the 2016-2017 proposed tuition rate (in purple).

This information is for your review only so I ask that you please do not respond to this email as we will have a public discussion at the September 12th school board meeting.

Thank you very much,
Libby

Libby Simmons
Business Administrator
Dover School District
61 Locust Street, Suite 409
Dover, NH 03820
603-516-6482
l.simmons@dover.k12.nh.us

DOVER SCHOOL DISTRICT		HIGH SCHOOL
FY 15 - 16 NOTTINGHAM TUITION RATE		
DOVER HIGH SCHOOL		
2014-2015 BASE TUITION RATE	\$	11,515.88
TOTAL GENERAL FUND APPROPRIATIONS:		
2014-15	\$	48,349,104
2015-16	\$	51,482,185
Percentage Increase/Decrease: Increase		6.48%
2015-2016 TUITION RATE	\$	12,262.11

The 2015-16 appropriations were not adjusted in the tuition calculation to reflect the budget amendment in school adequacy aid revenue and debt service appropriation on 9/23/2015.

Adjusted tuition rate calculation for 2015-2016, 8/20/2016:

2014-2015 BASE TUITION RATE	\$	11,515.88
TOTAL GENERAL FUND APPROPRIATIONS:		
2014-15	\$	48,349,104
2015-16	\$	50,468,684
Percentage Increase/Decrease: Increase		4.38%
2015-2016 TUITION RATE (ADJUSTED)	\$	12,020.28
2015-16 Tuition Rate: 12,262.11 Adjusted 2015-16 Tuition Rate: 12,020.28 (241.83)		

NOTTINGHAM	HIGH SCHOOL
2015-2016 BASE TUITION RATE (ADJUSTED)	\$ 12,020.28
TOTAL GENERAL FUND APPROPRIATIONS:	
2015-16	\$ 50,468,684
2016-17	\$ 56,132,239
Percentage Increase/Decrease: Increase	11.22%
2016-2017 TUITION RATE	\$ 13,368.96

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As part of the M3 Money Club, your children will have the opportunity to conduct their financial business at participating schools when an HRCU representative visits for a Super Saver Day! It's a great way to get kids involved and used to saving money and planning for their future.



HRCU understands the importance of educating and helping today's youth save money. That's why we come to the schools - to help teachers and parents educate kids while giving them a way to make deposits without a trip to the branch!

Super Saver Days are scheduled for the 2015-2016 school year at the following schools:

Rochester - weekly collections (Starts October 6)

- School St. School
- St. Elizabeth Seton
- McClelland School
- Gonic School
- Chamberlain School
- Maple St. School
- William Allen School
- East Rochester School
- Nancy Loud School

Somersworth - bi-weekly collections (Starts September 16)

- Tri-City Christian Academy

Farmington - weekly collections (Starts September 22)

- Valley View Community School

Read about Super Saver Days in Foster's Daily Democrat!

For more information call Member Services at (603) 332-6840 or e-mail kids@hrcu.org.

Would you like Cash & Violet to visit your youth program?

Cash & Violet love to teach financial education! If you have a classroom or another type of youth program, we can provide a 45 minute long activity.

HELPFUL INFORMATION

[Contact Us](#)[Financial Calculators](#)

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[Go Green with HRCU](#)[Fraud Protection](#)

Activities you can chose from:

- **Story time:** We have many financial books geared for youth. You can choose a specific book from our book list.
- **Financial activity packets:** Word puzzles, newsletters, coloring, games, etc.
- **Structured lessons:** Wants vs. needs, budgeting, and saving money. Works best with smaller groups.

Just send an email to M3@hrcu.org to get started!

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TO: Members Dover School Board
FROM: Libby M. Simmons, Business Administrator
DATE: September 12, 2016
RE: C&W Facility Services, Inc.: Three-Year Services Agreement for Comprehensive Facilities Management Services

The District has concluded negotiations for a three-year services agreement with C&W Facility Services, Inc (CWS). The following key topics and amendments have been added to the original services agreement entered into in July 2008:

- Term of service commencing on July 7, 2016 and concluding on July 7, 2019.
- A clear definition of what school expenses are versus CWS expenses with respect to repair and/or replacement of capital assets.
- Additional consumable items as part of the agreement to include cleaning wipes for all classrooms and offices and upgrades to current paper products.
- Cleaning services performed in all SAU offices.
- Delivery and pick up of library books to/from schools and to/from the Dover Public Library on a weekly basis during the weeks that school is in session.
- Quarterly review meetings with a CWS senior management representative, facilities director and school district administration.

CWS has provided the attached exhibit within their three-year services agreement limiting their fiscal year 2017 increase to 2.3%. For fiscal years 2018 and 2019, CWS service agreement will not exceed an annual increase of 3%.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!



Exhibit B

	Management	Custodial	Maintenance	Grounds	SAU	Summary
Billing July 1, 2016 - June 30, 2017	\$ 358,338.21	\$ 1,307,887.55	\$ 771,871.92	\$ 286,665.66	\$ 8,038.68	\$ 2,732,802.02
1% quarterly pre payment discount	\$ 3,583.38	\$ 13,078.88	\$ 7,718.72	\$ 2,866.66	\$ 80.38	\$ 27,328.02
Total Billing FY 2017	\$ 354,754.83	\$ 1,294,808.67	\$ 764,153.20	\$ 283,799.00	\$ 7,958.30	\$ 2,705,474.00
 Billing July 1, 2017 - June 30, 2018	 \$ 369,088.35	 \$ 1,347,124.17	 \$ 795,028.07	 \$ 295,265.62	 \$ 8,279.84	 \$ 2,814,786.05
1% quarterly pre payment discount	\$ 3,690.88	\$ 13,471.24	\$ 7,950.28	\$ 2,952.65	\$ 82.79	\$ 28,147.84
Total Billing FY 2018	\$ 365,397.47	\$ 1,333,652.93	\$ 787,077.79	\$ 292,312.97	\$ 8,197.05	\$ 2,786,638.21
 Billing July 1, 2018 - June 30, 2019	 \$ 380,161.00	 \$ 1,387,537.00	 \$ 818,878.91	 \$ 304,123.58	 \$ 8,528.23	 \$ 2,899,228.72
1% quarterly pre payment discount	\$ 3,801.61	\$ 13,875.37	\$ 8,188.78	\$ 3,041.23	\$ 85.28	\$ 28,992.27
Total Billing FY 2019	\$ 376,359.39	\$ 1,373,662.52	\$ 810,690.13	\$ 301,082.35	\$ 8,442.95	\$ 2,870,237.34

Note:

Annual 3% increase is a not to exceed increase. Increases will be negotiated annually.
All other terms and conditions shall remain the same as per existing agreement.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Job Title: Dover Adult Learning Center Executive Director
Department: Adult Learning
Reports To: Superintendent of Schools
Prepared Date: September 8, 2016

Summary: The DALC Executive Director provides leadership that fosters fulfillment of DALC's mission and vision under the direction and authority of the Dover Adult Learning Board of Directors and the Dover School Board.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Administer DALC finances in accordance with Board policy and direction; initiate enhancements to maximize efficient use of DALC resources.
- Initiate policy and changes in standard personnel practices as the need develops; administer search, hiring and termination; ensure access to and encourage participation in staff development opportunities.
- Apply for, administer, evaluate and complete grants and contracts according to the requirements of funding sources; continually identify and seek new funding sources; be actively involved in support of the work of the New Hampshire Bureau of Adult Education.
- Monitor and evaluate programs on a regular basis; develop new programs that reflect the needs of the community as they relate to the mission of DALC.
- Provide guidance and support to Board committees and for Board development according to the bylaws of DALC and the policies adopted by the Board.
- Take responsibility for the implementation, review and renewal of the strategic plan.
- Represent DALC in community organizations, to the media, as a program collaborator, and to partner organizations serving similar clientele; establish and maintain strong relationships with Strafford County school districts.
- Oversee the development of quality publications, online resources and social media communications.
- Provide leadership for Board and staff initiatives; seek out new opportunities for resource development from the widest possible range of sources.
- Manage DALC facilities to provide optimal learning/working environment.
- Fulfill the duties of DALC's Memorandum of Agreement with the Dover School District; participate in Dover School District activity related to the mission of DALC; maintain strong, positive relationships with Dover School Board and Dover School District personnel.
- To the extent consistent with DALC's mission and capacities, collaborate on programming to provide alternate pathways to secondary completion for high school students age 16 and older.

Supervisory Responsibilities: Supervise all staff according to the personnel policies of DALC and the Dover School District.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Competencies:

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

- Successful track record in grant writing and fundraising, including event planning.
- Superior communication skills, including writing and speaking in a variety of formats for diverse audiences.
- Strong, positive interpersonal skills.
- Ability to foster collaborative organizational relationships across a wide spectrum of public and private agencies.

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:

B.A or B.S degree; M.A. or M.S. preferred. This position requires a minimum of five years' experience in executive leadership position including supervision of multiple task positions; nonprofit leadership preferred. Demonstrated commitment to education; prior experience with adult education preferred.

Technology Skills:

To perform this job successfully, an individual should have proficiency with standard office software.

Certificates, Licenses, Registrations: None 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 or 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.



(FY18) BUDGET PREPARATION ADOPTION SCHEDULE (9/12/16)

DATE	DESCRIPTION
2016 – September 13	Instructions provided to Administrators
September 12	School Board to approve the FY18 Budget Preparation Adoption Schedule
September 12	School Board Budget Assumptions
October 14	Deadline for administrators to submit proposed budget data in IVee to Central Office
October 17-21	SAU staff to work on remaining budget documents
October 24	Business Administrator to provide budget to Superintendent
October 24-28	Review budget documents with Business Administrator
November 1-22	Superintendent to review budget(s) with Administration
December 12	Superintendent to present Proposed Budget to School Board
2017 – January-TBD	School Board Special Session (Organizational Meeting)/Budget Workshop
January - 9	School Board Meeting
January – TBD	CPI to be released based upon a 12-month average
January – TBD	Budget Workshop
January – TBD	Budget Workshop
February 6	School Board Meeting to Adopt Budget (no later than)
February 13	School Budget due to City Manager – Tentative Date
April 6	Superintendent to present Proposed Budget to City Council – Tentative Date
April 20	School Budget Public Hearing – Tentative Date
May	City Budget (including School Budget) Adoption

APPROVED:

DOVER SCHOOL DISTRICT CALENDAR -DRAFT

2017-2018

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

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

* = Snow Days

DAYS OUT

August 28	Teacher Return/Teacher Workshop
August 29	Teacher Workshop
September 1-4	Labor Day Recess
October 6	Teacher Workshop
October 9	Columbus Day
November 9	Teacher Workshop/ Parent-Teacher Conferences
November 10	Veterans Day (Observed)
November 22-24	Thanksgiving Recess
December 25-January 1	Holiday Recess
January 15	Martin Luther King Day
January 22	Teacher Workshop
February 26-Mar 2	Winter Recess (Includes Presidents' Day holiday)
March 23	Teacher Workshop
April 23-27	Spring Recess
May 25	Teacher Workshop
May 28	Memorial Day

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

Schools close on June 14, 2018 (half-day), or upon **completion of the 177th day**.

Teachers report on August 28, 2017. **Students return** on August 30, 2017.

Teacher workshops will be held on **August 29, Oct. 6, Nov. 9, 2017; January 22, March 23, May 25, 2018**

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)	\$ (56,192.21)	\$ -	\$ (56,192.21)	\$ 27,057.79
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)	\$ (53,968.64)	\$ -	\$ (53,968.64)	\$ (21,186.64)
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)	\$ (80,325.78)	\$ -	\$ (80,325.78)	\$ 19,674.22
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)	\$ (317,712.99)	\$ -	\$ (317,712.99)	\$ 19,679.01
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)	\$ (13,984,261.19)	\$ -	\$ (13,984,261.19)	\$ 111,785.81
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)			\$ (50,356,898.19)	\$ 111,785.81
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	\$ 20,091,904.30	\$ 26,544.29	\$ 20,118,448.59	\$ (320,278.96)
(1200) Special Education Programs	\$ 8,248,832.00	\$ 8,406,743.88	\$ 460.85	\$ 8,407,204.73	\$ 158,372.73
(1300) Career and Technical Education Programs	\$ 2,333,478.00	\$ 1,984,362.92	\$ 2,093.00	\$ 1,986,455.92	\$ (347,022.08)
(1400) Co-Curricular Activities and Athletics	\$ 572,315.00	\$ 560,849.58	\$ 661.53	\$ 561,511.11	\$ (10,803.89)
(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	\$ 3,330,315.28	\$ 3,148.00	\$ 3,333,463.28	\$ (53,650.47)
(2200) Support Services - Instructional Staff	\$ 910,283.87	\$ 917,166.89	\$ 1,277.19	\$ 918,444.08	\$ 8,160.21
(2300) Support Services - General Admin.	\$ 1,275,359.83	\$ 1,346,219.54	\$ 9,706.04	\$ 1,355,925.58	\$ 80,565.75
(2400) Support Services - School Admin.	\$ 2,388,819.00	\$ 2,410,498.10	\$ 827.34	\$ 2,411,325.44	\$ 22,506.44
(2600) Support Services - Operation Maint/Plant	\$ 3,756,187.00	\$ 3,716,776.81	\$ 162,996.09	\$ 3,879,772.90	\$ 123,585.90
(2700) Support Services - Student Transportation	\$ 2,062,425.00	\$ 2,067,825.82	\$ 229.25	\$ 2,068,055.07	\$ 5,630.07
(2800) Support Services - Centralized Services	\$ 685,943.00	\$ 789,502.46	\$ 3,785.00	\$ 793,287.46	\$ 107,344.46
(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	\$ 437,017.53	\$ -	\$ 437,017.53	\$ (29,737.53)
Fund Transfer to Capital Reserves	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -
Total Operating Expenses	\$ 46,776,263.00	\$ 46,380,396.92	\$ 211,728.58	\$ 46,592,125.50	\$ (184,137.50)
School Debt - Principal Payments	\$ 2,245,586.00	\$ 2,245,585.81	\$ -	\$ 2,245,585.81	\$ (0.19)
School Debt - Interest Payments	\$ 1,446,835.00	\$ 1,446,835.04	\$ -	\$ 1,446,835.04	\$ 0.04
Total Debt Service	\$ 3,692,421.00	\$ 3,692,420.85	\$ -	\$ 3,692,420.85	\$ (0.15)
total Expenses, Encumbrances and Anticipated Expenses	\$ 50,468,684.00	\$ 50,072,817.77	\$ 211,728.58	\$ 50,284,546.35	\$ (184,137.65)
		Estimated Operating Revenue (over)/under budget			\$ 111,785.81
		Estimated Net revenue/expenses, (unexpended funds)/deficit			\$ (72,351.84)
Note: The final reconciliation is subject to audit review.					