



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #6
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, June 12, 2017
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 #7, May 8, 2017
 - 2. Nonpublic #7, May 8, 2017
 - 3. Regular Meeting #5, May 8, 2017
 - 4. Special; Session #10, May 22, 2017
- G. CONSENT AGENDA**
 - 1. **Correspondence:** none
 - 2. **Resignations/Retirements:**
 - a. Tara Charmanski—WPS Grade 3
 - b. Stacey Kostis—DHS Spanish
 - c. Allison Friend-Gray—DMS Grade 5
 - d. Sara Rochefort—HSS School Nurse
 - 3. **Leaves of Absence:** none
 - 4. **Nominations:**
 - a. Teacher nominations
 - b. Administrator Nomination
 - 5. **Extended Travel (Student Trips):** None
 - 6. **Donations:** June 12 Donations
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:**
 - a. GCBD—Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules
- K. RESOLUTIONS:**
 - a. Retiree Recognition
 - b. Authorized Signature
 - c. Federal, Special Education, CTE Perkins Funds 2017-2018



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #6
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, June 12, 2017
Meeting Time:	7:00 pm

- L. OLD BUSINESS:**
 - a. Potential Funding Shortage
- M. NEW BUSINESS:**
 - a. DMS After School Program (SOAR)
 - b. DHS, DMS, Elementary Handbook Changes
 - c. Public Relations Company Discussion
 - d. May Condition of Accounts
- 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.

Tara Charmanski
17 Beaver Brook Circle
Amherst, NH 03031
5/25/17

Patrick Boodey
Principal
Woodman Park School
11 Towle Avenue
Dover, NH 03820

Dear Patrick Boodey :

It is with a heavy heart that I submit my resignation. The last five years at Woodman Park School have been remarkable. While attending the University of New Hampshire, I had the pleasure of completing my full year internship for my Masters of Education at this astounding school. I quickly learned that this elementary school was unlike any school I had ever stepped foot in. Each and every student, staff and family member contribute to this dynamic community. A few months after completing my internship, my dream came true: I was hired as a third-grade teacher at WPS.

Over the past five years, I have grown significantly both professionally and personally. The lessons I have learned at Woodman Park School will stay with me forever. The mentoring by two close colleagues, BarBara Soris and Jessica Bick, aided in my development and allowed me to become the teacher I am today.

My last day at Woodman Park School will be June 30, 2017. My family is being relocated to Cork, Ireland for a developmental assignment for my husband's career. This is a once in a lifetime opportunity, that we simply cannot decline.

I have treasured working at Woodman Park School and would not be resigning except for the need to relocate my family, in response to my husband's job. I will miss my students, family members, and especially my colleagues, who have become my closest companions.

Sincerely,

Tara Charmanski
Third-Grade Teacher

Stacey Kostis
29 Harlans Way
Dover, NH, 03820

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

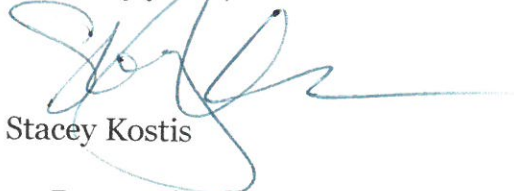
May 22, 2017

Dear Dr. Arbour,

Please accept my resignation from my position as a High School Spanish Teacher at Dover High School. I have struggled with this decision for many months, but have come to the realization that I can not be the teacher I want to be, and be the mom my children need me to be, as a full time teacher. I hope to return to teaching Spanish in the future, once my children are older and in school themselves.

My students have given me great pleasure over my 11 years at Dover High School, and the administration has been very supportive during my tenure with the school district. I wish you all the best.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Stacey Kostis', with a long horizontal flourish extending to the right.

Stacey Kostis

cc: Peter Driscoll, Principal, Dover High School
Jennifer Connelly, Academic Coordinator, World Language Dept., Dover High School

May 27, 2017

Dear Principal Lyndes,

I am writing to inform you of my intent to leave the Dover school district at the conclusion of this school year. I have accepted a new job at another school; the schedule and location of this new job will allow me to better meet my family's needs. I've enjoyed my time at Dover and will miss working with the staff and students here.

Thank you for your support,

Allison Friend-Gray

26 Grandview Dr
Dover, NH 03820
phone (207) 631-6356

May 26rd, 2017

Dover School District
61 Locust St. #409
Dover, NH 03820

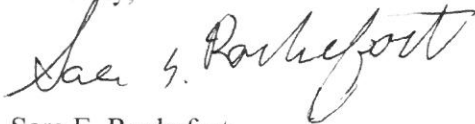
To Whom it May Concern:

This letter is to provide confirmation that I will not be renewing my contract as school nurse for Horne Street Elementary for the 2017-2018 school year and therefore resigning at the completion of the 2016-2017 school year.

I can assure you that I did not make this decision lightly, and it was based on personal reasons. My intent is to provide you with adequate notice so that you will be able to fill the position in a permanent manner at a time that is most conducive to a seamless transition.

I sincerely appreciate the opportunity you have afforded me, and I wish great success for the Dover School District and Horne Street School Staff in the future.

Sincerely,

A handwritten signature in cursive script, reading "Sara E. Rochefort". The signature is written in dark ink and is positioned above the printed name.

Sara E. Rochefort

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

TO: **DOVER SCHOOL BOARD**

DATE: June 12, 2017

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 2017-2018 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Brickley, Jillian	Grade 5 Teacher	Dover Middle School	Allison Friend-Gray	\$56,508.00	BA Step 16
Churchill, Heath	Social Studies Teacher	Dover High School	Bryon Cummiskey	\$42,560.00	BA Step 7
Mourais, Sara	Math Teacher	Dover High School	Kyle Averill	\$43,098.00	MA Step 5

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

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

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

To: Dover School Board

From: Elaine M. Arbour, Superintendent

Date: June 12, 2017

Re: Nomination for Principal of Horne Street School

It is with pleasure that I nominate Patricia Driscoll as Principal of Horne Street School. Most recently, Ms. Driscoll has served as the Interim Principal of Horne Street School. For the past 8 years, Ms. Driscoll has served as Elementary Mathematics Facilitator for the Dover School District. In addition to her duties as Math Facilitator, Ms. Driscoll was also New Teacher Induction Coordinator and Math In Focus Trainer for the Dover School District. Prior to employment in Dover, Ms. Driscoll was employed by the North Hampton, NH School District

I am confident that Ms. Driscoll will be great addition to the Dover School District Leadership Team and I would like to extend her an annual contract with a salary of \$92,871.00 with no additional stipends and/or contractual obligations. This is in keeping with policy GCBBD.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Donation Request List for Approval
June 12 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
DMS	DonateWell	\$2,901	PPG Classroom Innovation Grant	For purchase of sensors for lab equipment

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 1 of 12

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.~~

ABSENCE REPORTING:

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 2 of 12

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:

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

All administrative personnel 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

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.

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 3 of 12

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.

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.

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 4 of 12

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:

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.

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.

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 5 of 12

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

Upon retirement or death of an All retiring administrative personnel, as well as those leaving who have at least ten (10) years of service in the Dover School District, the administrator or beneficiary 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

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. Layoffs/Recalls

In the event of a layoff of personnel, the unit member laid off shall be notified in writing on or before April 15th prior to the contract year in which the layoff becomes effective. The personnel

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 6 of 12

file of an administrator shall indicate the reason for the layoff (budget cuts, declining enrollment, need for a different position, etc.).

Layoffs will be determined based on certifications, other relevant qualifications, performance evaluations and total experience as an administrator. In the event that two (2) or more administrators are equal in these areas, seniority will be the determining factor. Seniority is defined as the length of continuous service within the DAA. DTU service will not contribute to DAA seniority unless it is the result of a previous DAA layoff in which a DAA recall was not available. An administrator may not bump another administrator.

Administrator(s) affected by a staff reduction will be assigned to a teaching position should a vacancy for which the administrator is qualified and certified or certifiable by the New Hampshire Department of Education be available. An administrator may not bump an employee already in a teaching position in order to obtain that position. The administrator will be given credit for relevant teaching and administrative experience for purposes of placement on the teacher salary schedule unless that is in conflict with the terms of the DTU collective bargaining agreement. This provision is available to all administrators in the DAA, regardless of prior teaching experience in the Dover School District.

The administrator(s) so affected will be recalled to an administrative vacancy which may subsequently occur within a period of two (2) years following the layoff or reassignment and for which the administrator is qualified and certified or certifiable by the New Hampshire Department of Education. If more than one administrator was laid off, recall will occur in the opposite order of the layoffs, provided that the administrator is qualified and certified or certifiable by the New Hampshire Department of Education for the position. The administrator will have ten (10) calendar days to accept or decline a recall offer. Acceptance of the position will return the administrator to the DAA and experience will be calculated based on years of administrative experience only for purposes of placement on the salary schedule, not to include any teaching experience resulting from a layoff. Refusal to accept the position will terminate the District's obligation to recall.

17. Grievance Procedure

1. Level One (Informal)

A grievant will first discuss the grievance with the immediate superior, either directly or through the DAA President, with the objective of resolving the matter informally. Failure to reach a mutually satisfactory resolution may be cause for the administrator to refer the grievance to Level Two.

2. Level Two – Superintendent (Formal Written)

A grievant wishing to process a grievance at Level Two will do so in writing to the Superintendent within eight (8) school days from the conclusion of the discussion of Level One. The grievance shall be specific in nature and shall state the remedy requested. The Superintendent shall establish a formal conference on the matter and shall notify the DAA President. The aggrieved administrator shall be given at least two (2) school days' notice of said

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 7 of 12

conference and shall have the right to representation at said conference. The Superintendent shall respond in writing eight (8) school days from the date the formal grievance is filed unless both parties agree to an extension in writing. The Superintendent's decision shall be presented in writing to both the administrator and the DAA President.

3. Level Three – School Board

If a grievance remains unsettled after having processed through Level Two, the grievant may, within eight (8) school days from the date the decision is rendered at the previous level, submit the grievance to the School Board Chair, in which case, the grievance is to be submitted in writing and shall specify the nature of the complaint and the remedy requested. Copies of the previous decision are to be included with the grievance. Within eight (8) school days from the date the grievance is filed at Level Three, the School Board will establish a mutually convenient date and time for a meeting to discuss the matter. Both parties reserve the right to include consultants in any such meeting. The School Board shall render its decision in writing together with supporting reasons to the administrator, DAA President, and Superintendent within twenty (20) school days from the date the grievance is received unless both parties agree to an extension in writing.

4. Arbitration

- a. Any grievance which remains unsettled after having been fully processed pursuant to the provision of the grievance procedure as stated herein may be submitted to arbitration by the DAA by filing with the School Board and the American Arbitration Association a request for arbitration within twenty (20) school days after the final decision of the School Board has been given to the administrator and DAA President unless both parties agree to an extension in writing.
- b. A request for arbitration shall state in reasonable detail the specific nature of the dispute and the remedy requested. The dispute as stated in the request for arbitration shall constitute the sole and entire subject matter to be heard by the arbitrator, unless the parties mutually agree to modify the scope of the hearing. Only one request shall be scheduled for the same arbitration hearing except by mutual agreement of the parties
- c. In the conduct of an arbitration hearing, the applicable provisions of the Voluntary Labor Arbitration Rules of the American Arbitration Association shall apply.
- d. The arbitrator shall issue a decision no later than thirty (30) business days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusion on the issue submitted. The decision of the arbitrator shall be final and binding except that any decision of the arbitrator which requires the School Board to expend more than one thousand five hundred dollars (\$1,500) shall be advisory to the School Board which shall, in such cases, make a final decision within twenty (20) school days after receiving the arbitrator's decision.
- e. Both parties agree the arbitrator shall be prohibited from modifying or adding to this Agreement.
- f. Each party will bear the total cost incurred by themselves. The cost of the arbitrator shall be shared equally by the parties to the dispute.

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 8 of 12

1618. 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

Holidays will be prorated for administrators who work fewer than 200 days.

1719. Work Year Schedule/Leave Days

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.~~

A. Full Time Administrators

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

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

B. Part Time Administrators

1) 216-day Administrators

Formatted: Indent: Left: 0.5", First line: 0.5"

Formatted: Indent: First line: 0.5"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0.75"

Formatted: Indent: Left: 0.75"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: List Paragraph, Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63" + Indent at: 0.88"

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 9 of 12

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

Formatted: Indent: Left: 0.88"

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~~18). These administrators are required to work on all school days, per the approved calendar, except as allowed in Section 19:C. In addition, ~~they will receive an additional nine (9) non-contract days will to be taken outside the approved school year calendar. These days must be approved by the building administrator or Superintendent, 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.~~ Exceptions for work flow needs may be approved by the Superintendent.

Formatted: Indent: Left: 0.88"

2) 200-day Administrators

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

Formatted: Indent: Left: 0.75"

All 200-day administrative personnel will have same paid holidays as Full time administrators (See Section ~~16~~18). These administrators are required to work on all school days, per the approved calendar. In addition, ~~they will receive an additional thirty (30) non-contract days, nine (9) of these days to will be taken outside the approved school year calendar. These days must be approved by the building administrator or Superintendent, 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-contract days may be used when school is in session. Exceptions for work flow needs may be approved by the Superintendent.

Formatted: List Paragraph, Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63" + Indent at: 0.88"

Formatted: Indent: Left: 0.75"

Formatted: Indent: Left: 0.88"

C. Administrators shall 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.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

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.

Formatted: Indent: Left: 0.75"

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

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 10 of 12

20. 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.

21. SALARIES:

All current administrative salaries will be grandfathered into this salary matrix. Administrator salaries will remain the same or increase based on the matrix. The salary of an administrator who works less than full time will be prorated. In Year 1 of this policy the following terms will apply: (1) 0% increase on base salary; and (2) administrators will be awarded salary adjustments based on steps and changes in educational attainment.

The School Board and DAA will reconvene no later than November of 2017 for the purpose of revising the salary matrix for Year 2 and Year 3 of this policy. It is the intent of all parties to consider the following amendments to the policy: (1) Adjust the base salary; (2) Add steps to the Experience category; (3) Adjust the multipliers in order to balance the weight of Experience and Education, with the higher weighted items decreasing in value and the lower weighted items increasing in value; and (4) Bring all administrators to full time.

Formatted: Allow hanging punctuation, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Auto

Formatted: Indent: First line: 0"

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 11 of 12

SALARY MATRIX FOR ALL EMPLOYEES UNDER THIS POLICY

Base Salary				
	\$76,500.00			
	Multiplier			Total Salary
Years of Administrative Experience				
0	0.000	\$0.000	\$76,500.000	
1-2	0.020	\$1,530.000	\$78,030.000	
3-5	0.050	\$3,825.000	\$80,325.000	
6-8	0.085	\$6,502.500	\$83,002.500	
9-11	0.115	\$8,797.500	\$85,297.500	
12+	0.145	\$11,092.500	\$87,592.500	
Educational Degree Attainment				
BA	0.000	\$0.000	\$76,500.000	
MA	0.010	\$765.00	\$77,265.00	
MA + 15	0.012	\$918.00	\$77,418.000	
MA + 30	0.014	\$1,071.00	\$77,571.000	
MA + 45	0.016	\$1,224.00	\$77,724.000	
MA + 60	0.018	\$1,377.00	\$77,877.000	
CAGS	0.020	\$1,530.00	\$78,030.000	
PhD—EdD Doctorate	0.022	\$1,683.00	\$78,183.000	
Size Factor				
Middle School	0.025	\$1,912.500	\$78,412.500	
High School	0.045	\$3,442.500	\$79,942.500	
Responsibility Factor				
High School Principal	0.180.380	\$13,770.000	\$90,270.000	
Middle School Principal	0.200			
Elementary School Principal	0.180			
High School Deans	0.045			
Middle School Deans	0.025			
Elementary School Deans	0.000			
Alternative School Dean	0.000			
CTC Director	0.080.125	\$6,120.000	\$82,620.000	
Athletic Director	0.040.085	\$3,060.000	\$79,560.000	

DOVER SCHOOL DISTRICT	POLICY CODE: GCBD
DATE OF ADOPTION: 5/09/16 DRAFT FROM 4/27/17 MEETING: 5/1/17 EMA	Page 12 of 12

<u>Assistant Director of Student Services</u>	<u>0.080</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.

22. Definitions:

Contract Days – Days based upon the approved school year calendar

Years of Administrative Experience – Years of supervisory/administrative experience in any school district or other field relevant to the position.

Year 1 – 2017-2018 school year (FY 2018)

Year 2 – 2018-2019 school year (FY 2019)

Year 3 – 2019-2020 school year (FY2020)

Full Time Administrator – See Paragraph 19-A

Part Time Administrator – See Paragraph 19-B(1) and (2)

Reviewed ~~April 2016~~

~~Readopted 5/9/16~~

RESOLUTION OF RECOGNITION

RE: *Dover School District Staff Retirements 2017*

WHEREAS *the Dover School District relies upon dedicated individuals to work with our students, and*

WHEREAS *those dedicated teachers and staff members can have a life-long impact in the life of a child, and*

WHEREAS *this level of dedication demonstrates a sense of compassion, caring, and love for students, and*

WHEREAS *one measure of dedication is their many years of service to the community, and*

WHEREAS *those individuals worked tirelessly for many years and each day arrived at work with one goal in mind: to make the Dover School District a safe and exciting place for children, and*

WHEREAS *the following individuals have worked selflessly for a total of 164 combined years for the Dover School District.*

*Mary Buese
Eva Clark
Kathleen Costello
Bryon Cumiskey
Christine Franson
Joan McLaughlin
Cynthia Schram
Suzanne Strange*

NOW THEREFORE BE IT RESOLVED *that the Dover School Board and the Dover School community acknowledge the contribution and thank these most important individuals for many years of dedicated service and devotion to the children and community of the Dover School District.*

SUBMITTED BY:

Amanda L. Russell, Chairperson

Betsey Andrews Parker, Vice Chairperson

Kathleen Morrison, Secretary

Keith Holt

Matthew Lahr

Carolyn Mebert

Michelle Muffett-Lipinski

June 12, 2017

RESOLUTION

June 12, 2017

RE: **Authorized Signature**

WHEREAS federal applications demand a School Board authorized signature, and

WHEREAS yearly applications have to be submitted by various program directors;

NOW, THEREFORE, BE IT RESOLVED by the Dover School Board that William R. Harbron, Superintendent of Schools, or her designee, or Libby Simmons, Business Administrator or her designee, be authorized to sign all federal and state grant applications.

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

June 12, 2017

RESOLUTION
June 12, 2017

RE: **Special Education Federal Funds**

WHEREAS the IDEA Part B and IDEA Preschool allocations for next year have not been finalized, and

WHEREAS If allocations remain stable for FY 18, Dover expects to receive federal funds of \$829,374 for IDEA Part B, and \$12,705 for IDEA Preschool funds, and

WHEREAS the Pupil Personnel Services Director, after consultation with staff of both public and private schools, and with parent input at team meetings, recommends the following utilization of federal special education funds for FY 18:

Continued funding of previously established positions to include a part time reading specialist for Dover High School; a family services facilitator; a part time preschool teacher; three special education teachers providing special education coordination services; an elementary special educator; a high school special educator; tutors funded from the proportional share to provide special education and related services for students attending private schools;

WHEREAS it is recommended that funds continue to be utilized for contracted services from an Audiologist to assist teachers and related service providers on meeting the needs of students with hearing loss or hearing impairments; contracted services from an ABA instructor and BCBA consultant to provide applied behavioral analysis and other methodology specific to student with autism disorders; consultation and evaluation of Assistive Technology needs of students with disabilities; contracted staff development and workshop fees for both public and private school staff in legal requirements in special education, programming for students with disabilities, transition, drop-out prevention; and the purchase of materials, and equipment related to the instruction of special needs students in both public and private schools; and

WHEREAS it is recommended that Preschool funds be used to fund a part time preschool teacher

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of federal IDEA Part B and Preschool funds for FY18 as recommended above.

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

RESOLUTION
June 12, 2017

RE: Career & Technical Education Carl Perkins Federal Funds

WHEREAS Carl Perkins Program Improvement grant allocations for the coming year (FY 2018) have not been finalized, and

WHEREAS the Career and Technical Education Director, after collaboration with teachers, program advisory committees, and New Hampshire Department of Education staff, recommends the following utilization of federal career and technical education funds as designated by the New Hampshire Department of Education for FY 2018:

continued funding for the improvement of academic skills, strengthening connections with postsecondary education, preparing students for occupations in demand that pay family supporting wages, and investing in effective, high quality programs, professional development, equipment, supplies and other related supporting materials.;

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of federal program improvement funds for FY 2018 as recommended above.

SUBMITTED BY: Amanda L. Russell, Chairperson
Dover School Board
BY REQUEST

JUNE12,2017

S.O.A.R.

Beyond All Expectations

An Afterschool Program

What is S.O.A.R.?

S.O.A.R is an after-school program for middle school students, 5th-8th grade. The program is comprised of four main focuses: Social, Occupational, Academic and Recreational.



What will S.O.A.R. do?

S.O.A.R. will provide a safe learning environment for all students by providing development opportunities and support in social, occupational, academic, and recreational skills.



Social

Staff will help students navigate peer relationships, build appropriate communication skills and cope with such things as peer pressure. This will be achieved by establishing and actively maintaining positive relationships, as well as utilizing the Teaching Tolerance curriculum to further promote compassion and empathy. These values will be applied while implementing service based projects within the Dover community. The program also has the potential to offer counseling services on site for students who qualify.

Occupational

The program will partner with a variety of organizations on the University of New Hampshire campus and local businesses to expose the students to secondary education as well as a variety of potential occupations, providing a leg up as they look to their future.

Academic

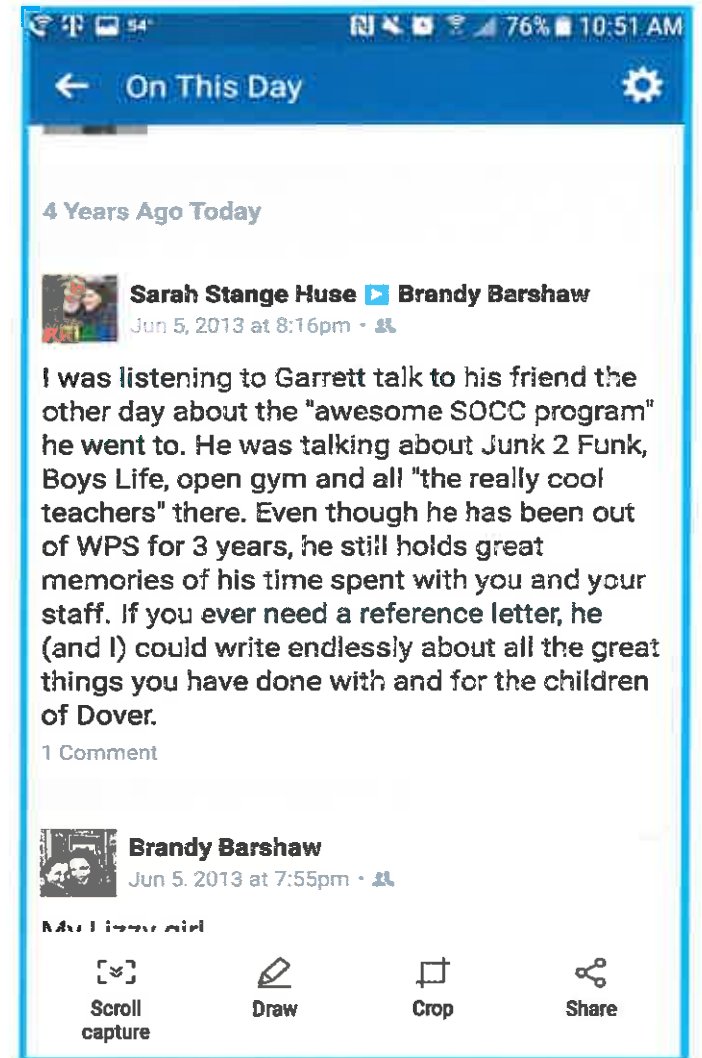
The program will be specifically designed to work in partnership with the school, to compliment learning goals and needs. This will be done by offering homework help and partnering with the STEAM Academy. In addition, S.O.A.R. will offer students a variety of enrichment activities.

Recreation

S.O.A.R. will offer a variety of programs designed to get kids up and moving, encourage creativity, and promote a sense of community. The students will be an active part of creating a safe, welcoming, fun environment for all participants to enjoy.

STAFF

- ❖ Owner/Director
 - Brandy Barshaw
 - 15 years of afterschool/summer camp experience
 - 15 years of partnering/working with the Dover School District
- ❖ DMS staff
- ❖ UNH and GBCC students
- ❖ Community volunteers



Cost to Families

The program will enroll (at minimum) 40 students.

- ❖ Cost to Family

- 1-2 days = \$35
- 3 days = \$50
- 4-5 days = \$70

- ❖ This program has been designed with the goal of offering 5-10 scholarships in year one.



Who will we serve?

All Dover Middle School students

With particular emphasis on outreach to youth:

- At risk
- Struggling academically
- Going home alone
- Referred by DMS staff



Woodman Park School PTO

Mar 9, 2016 at 2:47pm · 🌐

Congratulations to Brandy Barshaw, recipient of the NH Department of Education's Thad Mandsager Award for 2016. Such a well deserved honor for an amazing woman. Brandy works tirelessly for the benefit of youth and families in Dover. Thank you, Brandy, for all that you do! We are lucky to have you at WPS!



Educator honored for work with children, families...

An educator who has forged strong relationships with families in the Dover community has won the Th...

www.fosters.com



Like



Comment



Share



Sarah Stange Huse and 65 others



**Woodman Park School PTO
Congratulations!!**

Mar 9, 2016 · Like · Reply



Write a comment...





What S.O.A.R. needs from SAU 11

- ❖ Space for programming/storage
- ❖ Access to technology
- ❖ Willing cooperation
- ❖ Communication
- ❖ Support and promotion of the program with faculty, families and the community

How S.O.AR will support Dover Middle School

Support the School Day

Communication
Inquiry
Programming connected to the school day

Support students

Advocacy
Academic support
Staying consistent with school day

The program is designed to fit the individual need of the child
opposed to the child fitting the need of the program

Support families

Communication
Resource giving
Advocacy

Support the community

Community service
Safe place for kids
Partnerships

[illegible]



To whom it may concern
 Ms. Brandy is a hard worker in the
 her son is a /
 She is a /
 She is a /
 I have a /
 Thank you /

Very truly,
 [Signature]



I am Brandy

Brandy is an amazing person
 who has been for four years
 and every day Mrs. Brandy makes
 every one of us back to
 school.

Brandy is a very hard worker
 who is always on top of her
 work and is a very hard worker
 who is always on top of her
 work and is a very hard worker
 who is always on top of her
 work and is a very hard worker

Some times there are people
 that are not as hard working
 people that are not as hard
 working people that are not as
 hard working people that are not
 as hard working people that are
 not as hard working people that
 are not as hard working people

Tell me and I forget.

Teach me and I
remember.

Involve me and I
learn.

-Benjamin Franklin

**DHS Handbook Revisions
2017-2018**

DOVER HIGH SCHOOL MISSION STATEMENT

We as an educational community inspire excellence and address our students' academic, career and social needs. We challenge our students to meet high expectations in an environment that is safe, supportive of creativity, and nurturing of mutual respect and personal responsibility.

Academic Expectations

- Access and analyze information
- Read, write and speak effectively
- Think critically
- Solve problems resourcefully and effectively

Social & Civic Expectations

- Assume responsibility for one's actions
- Treat self and others with respect
- Work cooperatively with others
- Set personal goals for education and career
- Understand the importance of personal wellness
- Make positive contributions to the community
- Foster a sense of belonging among its members

Mission Statement

Dover High School is committed to the development of lifelong learners who strive to reach their full potential academically, civically, and socially. We will foster collaboration among students, teachers, administration and the greater community to create a student-centered educational experience in a respectful and safe environment.

Core Values

- **Authenticity**
- **Integrity**
- **Personal Responsibility**
- **Perseverance**
- **Resilience**
- **Respect**
- **Compassion**

Beliefs

We believe all students have the right to:

- **A safe and respectful learning environment**
- **Individualized educational experiences**
- **Inclusive and supportive community**
- **Opportunities to pursue personal interests and passions**
- **Access to technology, resources, and services**

21st Century Learning Expectations

Critical Thinking

Communication

Creativity

Collaboration

Academic

- **Establish and pursue goals for personal growth, academic success, and career readiness**
- **Access and critically analyze the source and value of information**
- **Work independently as well as collaboratively to complete authentic learning tasks**
- **Solve problems creatively using both traditional and innovative methods**
- **Communicate clearly and effectively with an understanding of your purpose and audience**

Social

- **Assume responsibility for one's own actions**
- **Demonstrate respect for and acceptance of diversity**
- **Work cooperatively and collaboratively with others**

Civic

- **Make positive contributions to the culture and climate of the school**
- **Be involved and engaged in the greater community in meaningful ways**

ACADEMIC INTEGRITY

Participation/Facilitation of acts of academic dishonesty

- **Sharing information about the content of an assessment with a student who has not yet participated in that assessment**

MAKE-UP WORK

Students must request make-up work on the first day back of a scheduled class ~~of a scheduled class~~ from an illness or suspension. Students are expected to make up all work missed; credit will be granted only after absences have been excused. ~~Students who refuse to serve After School Intervention will not receive credit for work missed while on suspension.~~ Students are responsible for making up work due to field trips. In general students are allowed the same number of days to make up an assignment as the number of days missed though arrangements can be made with the individual teacher to facilitate the make-up process.

DOVER HIGH SCHOOL'S NATIONAL HONOR SOCIETY SELECTION PROCESS

If a student feels he/she has been wrongfully denied admittance to NHS there is an appeal process. The process begins with the advisor who will review relevant information with the student. This review will either help the student understand the Council's decision and provide effective direction for a successful application process the following year; or the student will decide to take the appeal to the next level. The next level involves a review of all relevant information by the school principal who will make the final decision on the application. **All appeals must be heard before the induction ceremony.**

UNEXCUSED ABSENCE FROM SCHOOL (TRUANCY)

Legal Reference:

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

~~RSA 193:1, 7 Compulsory School Attendance~~

RSA 193:16, Bylaws as to Nonattendance

RSA 189:34 – Appointment Truant Officer

RSA 189:35-a – Truancy Defined

NH Code of Administrative Rules, Section Ed. 306.18(c)(6), School Half Day

Unexcused absences (truancy) include students who miss an entire day or any part of a day of school without being properly excused. Students who leave school without being properly dismissed will not be excused after the fact, and may be considered truant. All excused absences may be reviewed and may not be accepted without proper documentation. Any absence can be referred to the Truancy Officer. Any student who is truant will be assigned three (3) days of After-School Intervention and a referral will may be made to the Dover Police Department. ~~All three (3) days must be served on the assigned days or the student will not be re-admitted to school.~~ A student that is considered truant may also have their parking privileges revoked.

CAMPUS SEARCH

The Administration may conduct searches of **students and** property on the Dover High School campus, including but not limited to; lockers, backpacks and clothing. Parents/guardians will be informed of these searches. Searches are conducted in order to ensure the safety of staff and students. The Superintendent or his/her designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

ELECTRONIC DEVICES

Cell Phones and Electronic Devices- Students may possess a cell phone and privately owned electronic devices but the devices must remain off and out of sight while students are in class, study hall, the library, assemblies or other school activities where their use would be a distraction. ~~Examples of cell phones and electronic devices include: blackberries, I-phones, I-pods, MP 3 players, handheld and lap top computers and electronic games.~~

- Videotaping, **photographing** or audio recording ~~without a teacher's~~ **of any individual without their** permission is not allowed.
- ~~Student cell phone and electronic devices may be searched if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.~~
- **With consent of parents, students can share information on their phones or provide screenshots to the Administration.**

RESPECT & RESPONSIBILITY AND THE CARRYING AND USE OF A CELL PHONE

- 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. **These actions could be illegal and could result in serious consequences for students.**

DANGEROUS OBJECTS/EXPLOSIVE DEVICES/FIREARMS

When a student's action is determined to be unsafe toward oneself or others, **immediate** disciplinary action will be taken.

Any object deemed as dangerous ~~is not~~ **is not** will not be allowed. Such objects will be confiscated. Hand tools found outside of Career Technical Center classrooms will be forwarded to the Career Technical Center Director so that safety procedures and program enrollment can be addressed with the student. The student involved with such an object will face **immediate and automatic** administrative suspension and a possible expulsion hearing. A referral will be made to the Dover Police Department. Any student who brings a firearm to school will be immediately suspended pending an expulsion hearing with the School Board. Students expelled for a firearm violation face a mandatory 12-month expulsion from school in accordance with State Law. (RSA 193:13, III)

The term "weapons" includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, ammunition etc.) knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts

weapons (as defined by RSA 159:24), self-defense weapons (as defined by RSA 159:20) or any other substance, object, or thing which, in the manner used, or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, students who knowingly possess a firearm (as defined by 18 USC 921) in school or on school property, including school buses, without written authorization from the superintendent or superintendent's designee shall be expelled from school for at least one year (365 days) and also shall be referred to the criminal justice system. Any expulsion shall be subject to review if requested prior to the start of each school year, and any parent or guardian has the right to appeal any such expulsion to the State Board of Education.

The Superintendent may modify the expulsion requirements above, in accordance with applicable law, on a case-by-case basis.

DRESS CODE

9. Hats **may be worn in the hallways and other public areas. In the classroom, hats may be worn at the discretion of the teacher** and coats will be stored by the start of the instructional day.

FIGHTING, THREATENING, HAZING

A student can be disciplined for off-campus actions, including any offensive language that affects the safety, environment, and learning at school. Students are not allowed to use communication tools to stalk or otherwise **harass** intimidate others.

DETENTIONS AND SUSPENSIONS

DUE PROCESS

All students will be given due process when enforcing all school rules.

Students subject to discipline under RSA 193:13 (Suspension and Expulsion of Pupils) and RSA 193-D (Safe School Zones Act), shall be entitled to all rights provided for under the law.

If a student receives a short-term suspension (ten school days or less), the student shall meet with the superintendent or a district official designated by the superintendent to discuss the charges and the evidence against the student. The superintendent or district official shall inform the student of the possibility of a short-term suspension. The student shall be given an opportunity to present his or her side of the story at this meeting. The student shall also receive a written statement directed to at least one of the student's parents/guardians explaining the disciplinary action taken against the student.

SCHOOL BOARD DISCIPLINE COMMITTEE

The School Board Discipline Committee is comprised of three fixed members of the School Board. The Discipline Committee shall hear and adjudicate all discipline hearings in the Dover School District involving suspension of students for more than ten days or expulsion. The School Board authorizes the superintendent to impose suspensions of longer than ten days, provided that the superintendent was not the person who imposed the original ten day-suspension and provided that the suspension in excess of ten days is not imposed until after the student has been given a hearing before the superintendent. The Discipline Committee does not review appeals of student disciplinary decisions unless a right to appeal is explicitly conferred by policy or by law.

Once a student's file is referred to the Discipline Committee, the Committee shall, as soon as practicable, set a date for a hearing.

Long-term suspensions (in excess of ten days):

1. Upon issuance of a long-term suspension, there shall be a written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail to the pupil's last known address, prior to the hearing, for the charges and an explanation of the evidence against the pupil.
2. The student is entitled to a hearing in which school officials shall present evidence in support of the charges and the student or the student's parent/guardian shall have an opportunity to present any defense or reply. The student or parent/guardian shall have the right to examine any witnesses presented by school officials. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges made by the superintendent.
3. Following the hearing, the Discipline Committee shall issue a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
4. The Discipline Committee will provide notice to the student with notice that the decision of the School Board may be appealed to the State Board of Education, or, if the hearing is held before the superintendent, an appeal may be made to the School Board within ten days of the superintendent's decision.

Expulsion

1. The Discipline Committee, acting on behalf of the Dover School Board, may expel a student after there has been a formal hearing with the superintendent prior to expulsion.
2. The hearing may be held either before or after the short-term suspension has expired and, pending the disciplinary hearing, may result in expulsion by the Dover School Board.
3. The Discipline Committee will provide written notice to the student and at least one of the student's parents/ guardians, delivered in person or by mail to the student's last known address, of the date, time and place for the hearing. The notice shall contain a statement of the charges and the nature of the evidence against the student and the superintendent's recommendation for school board action and a description of the process used by the superintendent to reach his or her recommendation. The notice shall be delivered to the student and at least one of the student's parents/guardians at least five days prior to the hearing.
4. The Discipline Committee shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed. 317.04(g).
5. The Discipline Committee shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled. The expulsion shall run until the school board later reviews it and restores the student's permission to attend school, and the written decision shall state any action that the student may take to be restored by the Board. The decision shall also state that the student has the right to appeal the decision to the state board of education within twenty calendar days of receipt of the decision from the Board.

IN-SCHOOL SUSPENSION (ISS) AND OUT-OF-SCHOOL SUSPENSION (OSS)

Offenses involving drugs and alcohol, weapons or violence will result in automatic out-of school suspensions of three days for a first offense, five days for a second offense, and ten days for a third offense.

PARKING

Steps will be taken to identify unauthorized vehicles, and interventions will be put in place for violation which may include school consequences and towing.

Excessive tardies, defined as ten or more in either semester, makes a student ineligible as well. Students may earn the privilege of buying a parking permit back by signing an attendance contract with the appropriate dean.

RESIDENCY

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12. No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board. **Except as otherwise provided in RSA 193:12,** ~~For the purposes of this policy,~~ the legal residence of a pupil in the case of a minor is where his/her parents reside. The Board reserves the right to request proof of residency and custody (if applicable) for students new to District and students in District suspected of not having legal residency per state law. Please see Policy JECB-R for complete policy.

STUDENTS WITH DISABILITIES

The Dover School District provides a free and appropriate education for all students in accordance with Section 504 of the Rehabilitation Act of 1973, ~~the Education for All Handicapped Children Act of 1975~~ **Individuals with Disabilities Education Act of 1990** and the New Hampshire ~~Standards~~ **Rules** for the Education of ~~Handicapped Students~~ **Children with Disabilities**. Any student who is suspected or known to have an educational handicap should be referred to the Special Education Building Coordinator. A referral may be made by school personnel, parents/guardians, students themselves, medical personnel or a social service agency. Additional referral information may be obtained through the Special Education Department at Dover High School. Any student referred to Dover school personnel will be afforded all due processes as prescribed by state and federal laws. For complete policy please contact the SAU office.

DRUG AND ALCOHOL POLICIES

TOBACCO, ALCOHOL, AND DRUG FREE ZONES

A student who is a user or in possession **or attempted possession** will be subject to the following administrative actions:

*Look-alikes are defined as a substance which one represents or attempts to represent as alcohol or a controlled or narcotic drug, whether in using, possessing, or selling said substance. **This includes e-cigarettes and vapor pens.**

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY

BULLYING AND CYBER BULLYING

I. General Statement of Policy

For the complete policy, please see Board Policy JICK on the District's website.

~~Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories~~

~~This policy is intended to comply with RSA 193-F. The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as deemed appropriate.~~

II. BULLYING AND CYBER BULLYING DEFINED

Definitions

1. ~~“Bullying” means a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:~~
 - a. ~~physically harms a pupil or damages the pupil’s property;~~
 - b. ~~causes emotional distress to a pupil;~~
 - i. ~~For the purposes of this policy, the term “emotional distress” means distress that materially impairs the student’s participation in academic or other school-sponsored activities. The term “emotional distress” does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint.~~
 - c. ~~interferes with a pupil’s educational opportunities;~~
 - d. ~~creates a hostile educational environment; or~~
 - e. ~~substantially disrupts the orderly operation of the school.~~

~~“Bullying” shall include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs if those actions cause one or more of the results in paragraphs(a) through (e) above.~~

~~The above referenced conduct is only considered “bullying” if it:~~

- ~~(a) Occurs on, or is delivered to, school property or a school sponsored activity or event, on or off school property; or~~
- ~~(b) Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.~~

~~Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, creed, ancestry, national origin, religion, age, marital status, familial status, economic status, pregnancy, physical or mental disability may also constitute illegal discrimination or harassment under federal and/or state laws.~~

2. ~~“Cyberbullying” means conduct defined in paragraph 1 of this section that takes place through the use of electronic devices.~~
3. ~~“Electronic devices” include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.~~
4. ~~“School property” means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.~~
5. ~~“Perpetrator” means a pupil who engages in bullying or cyberbullying.~~
6. ~~“Victim” means a pupil against whom bullying or cyberbullying has been perpetrated.~~
1. ~~“Bullying” means a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:~~
 - a. ~~physically harms a pupil or damages the pupil’s property;~~
 - b. ~~causes emotional distress to a pupil; For the purposes of this policy, the term “emotional distress” means distress that materially impairs the student’s participation in academic or other school sponsored activities. The term “emotional distress” does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;~~
 - c. ~~interferes with a pupil’s educational opportunities;~~
 - d. ~~creates a hostile educational environment; or~~
 - e. ~~substantially disrupts the orderly operation of the school.~~

"Bullying" shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs if those actions cause one or more of the results in paragraphs (a) through (e) above.

Bullying or cyber bullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the Board's Student Discrimination and Harassment Complaint Procedure (ACAB-R).

2. "Cyber Bullying" means conduct defined in paragraph 1 of this section that takes place through the use of electronic devices.

3. "Electronic devices" include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

5. "Perpetrator" means a pupil who engages in bullying or cyber bullying.

6. "Victim" means a pupil against whom bullying or cyber bullying has been perpetrated.

Actionable Incidents of Bullying or Cyber Bullying

"Bullying" or "Cyber Bullying" shall occur when an action or communication as defined in the above "Definitions" section:

(a) Occurs on, or is delivered to, school property or a school sponsored activity or event, on or off school property; or

(b) Occurs off school property or outside of a school sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity or event

II. REPORTING AND INVESTIGATION PROCEDURES

The reporting procedure and investigative procedure for reports of bullying and/or cyberbullying is set forth in the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R).

The building administrator or designee shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyber bullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the building principal or designee may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

IV. INVESTIGATION

The principal or designee will initiate an investigation within two (2) school days of the reported incident of bullying or cyber bullying. The investigation shall be completed within fifteen (15) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses, and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.

a. The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.

b. Privacy rights of all parties shall be maintained in accordance with applicable laws.

- ~~c. The building principal or designee shall keep a written record of the investigation process.~~
- ~~d. The building principal or designee may take interim remedial measures to reduce the risk of further bullying/cyber bullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.~~
- ~~e. The building principal or designee shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.~~
- ~~f. The investigation shall be completed within fifteen (15) school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.~~
- ~~g. If the building principal or designee substantiates the bullying/cyber bullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.~~
- ~~h. The building principal or designee shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days and shall be compliance with applicable privacy laws.~~

X. APPEAL

The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.

Appeal rights related to complaints of bullying/cyberbullying are set forth in the Board's Student Discrimination, Harassment, and Bullying Complaint Procedure (ACAA-R).

~~The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.~~

XI. CAPTURE OF AUDIO & VIDEO RECORDINGS ON SCHOOL BUSES:

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

NOTE: See JICK-E (report form)

~~Legal References: NH RSA 193-F2-F:10 ; NH RSA 193:13 Pupil Safety and Violence Prevention Act as amended 7/2010~~

~~—RSA 570-A:2 Capture of Audio Recordings on School Buses Allowed~~

~~—NH Code of Administrative Rules, Section Ed 317~~

~~Cross References: AC—Nondiscrimination/Equal Opportunity~~

~~—ACAB—Harassment and Sexual Harassment of Students~~

~~—ACAB-R—Harassment and Sexual Harassment of~~

~~—Students Complaint Procedure~~

~~—JRA—Student Records and Information~~

PARENTS RIGHT TO KNOW

~~At any time during the school year, parents must be notified if a child is assigned, or taught by, a teacher who is not highly qualified for four or more consecutive weeks.~~

SAFETY/DRUG FREE PROGRAMS

From time to time throughout the school year, students at Dover High School will be exposed to various types of programming encouraging them to refrain from drugs, alcohol, and tobacco products, as well as refraining from other unsafe behaviors such as sexual activity, violence and improper use of electronic devices and social media. As these programs are offered, parents will be notified of the time and of the content of the material presented. **Students and families will be notified two weeks in advance of instruction concerning human sexuality.** If a parent objects in writing to a program, their child(ren) will not participate and will be given access to an alternative activity.

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

Fran Meffen
School Counselor Grade 5
f.meffen@dover.k12.nh.us

Mary Calhoun
School Counselor Grade 6
m.calhoun@dover.k12.nh.us

Beckie Pazdon
School Counselor Grade 7
b.pazdon@dover.k12.nh.us

Justin Pagnotta
School Counselor Grade 8
j.pagnotta@dover.k12.nh.us

TO: Superintendent Arbour and Dover School Board

FROM: Principal Lyndes, Dean Patrick and Dean Dube

DATE: June 12, 2017

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

1. BULLYING POLICY: Page 20 and 21 – text deleted and text added

Dover Middle School takes a strong stand on bullying so that all students feel safe. Incidents are dealt with immediately and consequences may range from detention to suspension or expulsion. Ongoing incidents will be dealt with according to the district policy, JICK. The Dover School Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. Conduct constituting bullying will not be tolerated and is prohibited by this policy, in accordance with RSA 193-F.

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal, emotional, sexual, or physical by nature, which is likely to intimidate or provoke a violent or disorderly response from the students being treated in this manner. Bullying includes behaviors which can be observed by others, such as hitting, pushing, threatening, name calling, or electronic communication. It also includes behaviors that are not easily observed, such as excluding from a group, starting rumors, or giving dirty looks. Any student who feels threatened or hurt by the behavior of their peers should talk to an adult. ~~The superintendent may develop administrative regulations to implement this definition.~~

Any school employee, or employee of a company under contract with a school in the district, or the district itself, who has witnessed or has information that a pupil has been subjected to “bullying”, as defined in Paragraph above, shall report the incident ~~in writing to the principal~~ **Administration** who shall in turn report the incident to the Superintendent. ~~The district will make available forms for reporting incidents of bullying and shall encourage the use of these forms by posting on the district website. Forms are also available in the principal’s office in each building and from the superintendent’s office.~~ The superintendent shall direct an investigation to be made of reports of bullying in accordance with the procedures specified in policy, JICK.

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

If it is determined, after investigation, that a pupil has engaged in bullying conduct prohibited by this policy and implementing administrative regulations, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion. Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements. A follow-up report will be made to the victim but will not include confidential interventions or consequences.

2. SEXUAL HARASSMENT AND DISCRIMINATION REGULATIONS:Page 21 – text added and deleted

**SEXUAL HARASSMENT AND DISCRIMINATION REGULATIONS
HARASSMENT, SEXUAL HARASSMENT AND DISCRIMINATION**

No one should be subjected to harassment at school for any reason. Therefore, it is the policy, **ACAA**, of the Dover School Board that all employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, sexual orientation, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, sexual, emotional, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

~~Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. Harassment can include:~~

- ~~1. Sexually suggestive looks or gestures~~
- ~~2. Sexual jokes, pictures or teasing~~
- ~~3. Pressure for dates or sex~~
- ~~4. Sexually demeaning comments~~
- ~~5. Deliberate touching, cornering or pinching~~
- ~~6. Attempts to kiss or fondle~~
- ~~7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.~~

Harassment includes but is not limited to verbal abuse based on sex, sexual orientation, gender identity, religion, race, color, creed, ancestry, national origin, age, marital status, familial status, economic status, physical or mental disability.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written, graphic, electronic, or verbal conduct that is gender-based and that interferes with a student's education.

For counsel and assistance in resolving matters of this nature contact your guidance counselor or ~~the principal~~ **Administration.**

All students, parents, and staff members are informed that the Dover School District enforces a policy of equal educational and equal employment opportunities; the district does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social, or economic status.

The School District also strives to guarantee an environment free of any harassment that interferes with an individual's work or school performance. If a person has a concern about discrimination or harassment, that person should contact the Title IX Coordinator/Director of Pupil Personnel Services at 516-6722.

3. Parent Resource Page – Page 34 - text deleted and text added

PARENT RESOURCE PAGE

*Student passwords should be private - user names only below.

Office 365 Link: <https://login.microsoftonline.com/> **Online Usernames**

Username: _____ **For:** _____

Username: _____ **For:** _____

MMS Portal: <http://gradebooks.dover.k12.nh.us>

Parent's Account Username: _____

Student's Account Username: _____

Math In Focus Website – Grade 5: www-k6.thinkcentral.com / Grade 6-8: my.hrw.com

Lunch Account Website (to add funds): www.mySchoolBucks.com

Username: _____

Proposal to NH Southeast Superintendents

John Guilfoil Public Relations LLC

8 Prospect St.

Georgetown, MA 01833

617-993-0003

Background:

John Guilfoil Public Relations LLC is a full service public relations and communications agency specializing in municipal governments, police and fire departments, and schools. We provide content, social media management, press releases, media relations, branding, crisis management, and other communications services to more than 175 government agencies, non-profits, and small businesses in six states.

We have a proven track record of success. John Guilfoil is a former Boston Globe reporter and former deputy press secretary to the late former Boston Mayor Thomas M. Menino. He is the 2015 and 2016 PR News National Public Affairs Professional of the Year and the 2016 National Crisis Manager of the Year.

Our company proposes a complete public relations retainer and campaign, assisting school districts through:

1. Complete public relations representation for the region as a whole AND SAUs as individuals AND schools as individuals
2. Proactive content production – 90% of which should be “positive” non-crisis news -- Scheduled, aggressive cultivation and promotion of ongoing/annual events that are relevant and timely
3. Proper, transparent crisis management
4. A new, mobile-responsive website for the region with complete 2-way social media integration

Breakdown of Services

Public Relations

- Complete public relations representation for the Region
 - Able to handle daily work, special projects, overflow, crisis management, or anything else that is needed.
 - Reporting to individual superintendents and doing work region wide
- Up to 4-6-8 press releases written and distributed per month on any topics (small/med/large districts)
- Two press releases for the Southeasters as a group per month
- 24/7/365 availability for work or direct, in-person response for incidents or crises
- Unlimited telephone consultations
- Crisis management/Crisis communications services

- Logistical support and press staging/management during incidents
- Promotion of positive events
- Branding and publicity for local and regional events and campaigns

Website Design:

JGPR designs a brand new website for the organization, which will contain:

Details:

- .com or .org URL registration
- HTML-5 Responsive Design
- Mobile compatibility
- WordPress Software
- News blog
- Events calendar
- One day of professional photography for website and future use
- Lifetime security updates and daily backups
- Training session with staff and unlimited user accounts
- We post all of your press releases for free during contract term
- Members Only pages

The website will also be configured to broadcast news/events/messages to ALL or SOME of the region's Twitter and Facebook portals, including official city/town portals and school/SAU portals (giving us the ability to potentially broadcast to dozens of channels, immediately, with the same message.

PRICE

FY2018 Price: \$10,000 website/startup cost plus

Breakdown:

- \$999 per month per SAU for large districts
- \$699 per month for mid-sized districts
- \$399 per month for small districts

\$75/hour for evening, weekend, or in-person work, besides reasonably scheduled meetings

\$250 for creation of Twitter/Facebook pages, per SAU, if they do not exist

\$500 per day for additional photography needs

Website redesign for individual SAUs starting at about \$10,000 each (optional extra project)

Long-term plan

JGPR seeks to open office in Southeasters zone and JGPR will hire a dedicated account executive for zone.

Public Relations for the Southeasters

The Presenter

■ John Guilfoil

- Founder and Principal Owner of John Guilfoil Public Relations LLC
- Provides Public Relations Services, Crisis Communications, Websites, Social Media, and Consulting to more than 200 municipal agencies – police, fire, schools, public health, water, sewer, municipal managers, etc.

The Presenter

- 5+ Years Boston Globe Police/Crime Reporter
- 2 Years Deputy Press Secretary, Mayor Thomas M. Menino
- Bachelor of Science, Criminal Justice, Northeastern University
- Bachelor of Arts, Journalism, Northeastern University
- Master of Arts, Journalism, Emerson College

Two Main Goals

- 1. Publicity
 - Gain favorable press coverage
 - Promote in a positive light
 - Credit/attention/thanks/publicity for programs, services, achievements, success, etc.
- 2. Public Information/Public Affairs
 - “Get the Word Out”
 - Inform the public
 - Graduation rates, hires, retirements, manage crisis and crime

What is the goal?

- What are you trying to gain from media relations?

What is the goal?

- Positivity
- Management of negativity
 - Fight
 - Sexual violence
 - Swastikas and hate speech
- Legitimacy
- Visibility, Branding, Coverage
 - Where do our tax dollars go?
 - “Do we have good schools”

CRISIS MODE

- A crisis is an opportunity to test yourself and potentially strengthen relationships and reputations through proper, calm, organized, and honest reactions.

Press?

- The press is not shrinking, it's growing, at an alarming rate
 - *Youtube, Vimeo, Wordpress, Flickr, Instagram, Twitter, Facebook, Facebook Groups (Trust me, your town has one or two) Snapchat, iPhones, Androids, Tout, Blogger, Tumblr*
 - *Oh and newspapers, TV, radio, and actual news blogs.*

The Perception.

- A bad relationship with:
 - Weekly Newspaper
 - Weekly “Advertiser”
 - Daily Newspaper
 - TV reporter
 - Local Radio Reporter
 - *Active* “Mom Blogger”

The Perception.

- Forms the public perception of not only your schools but your ability to lead.
 - *That perception counts at budget and town meeting season*

The Good

- We'll talk a bit about crisis first, but 90% of our work with you should be POSITIVE
- Who did what?
- Teachers doing great things
- Students doing great things
- Awards, trips, championships – from K to 12

What do we do?

- 1. Content production
 - Each district gets a pool of press releases/memos/letters home, etc. per month
 - 24/7 Availability for consulting
 - Social media advising and review
 - Creation of Twitter and/or Facebook Pages

What do we do?

■ 2. Media Relations

- Direct outreach to all forms of media / story pitching
- Distribution of press releases to all media and on social media
- Logistical support and staging of press during major incidents or events

What do we do?

- 3. Creation of a Southeast N.H. Superintendents website with:
 - Events calendar
 - News blog
 - Resources
 - List of personnel
 - Logos of all districts
 - Photo gallery
 - Ongoing priorities and major events
- The website ties into social media – meaning that we/you would have the power to post to ALL 14 districts at once over Twitter and Facebook, for major news

What do we do?

■ 4. Consult

- What are the goals of the individual districts?
- Each location has separate needs, goals, and struggles
- What can we focus on for each of you?

What do we do?

- 5. Manage crisis

- John Guilfoil is the 2016 PR News National Crisis Manager of the Year
- Sometimes bad things happen
- If you fail to react, bad things become terrible for you.

What to do when things appear to be going wrong..

- 1. Make sure everyone knows who's in charge. Chain of command.
- 2. Know who has what information.
- 3. Know who will speak on behalf of the organization.
- 4. Understand the feeding needs of the media. You have to feed the beast sometimes.
- 5. Don't delay or withhold.

Continued

- 6. Monitor, monitor, monitor the media
- 7. Make good use of your website and social media channels
- 8. Talk to your employees.
- 9. Don't hide. Be accessible. Answer your phone.
- 10. Accept that it's not going to go 100% swimmingly.

The cost

- One-year contract, if all sign up for services:
- Large districts – For example: SAU 16, 11, 52, 54*, 90, 17, 56 -- \$999 per month each
- Mid-districts – For example: 44 and 40 -- \$699 per month each
- Small districts – For Example: 74, 31, 64, 33 - - \$399 per month each
- *Rochester is already a JGPR client

The quantity

- Large districts split a pool of 8 press releases/content pieces per month
- Mid: 6
- Small: 4
- Unlimited phone consultations for all
- Consulting/crisis management
- \$75 per hour for any in-person, night, or weekend response
- \$10,000 initial website/startup cost

The added benefit

- JGPR will, upon renewal of the contract, open a satellite office in the Southeasters zone (anyone have an extra office?)
- And JGPR will hire a dedicated account executive just to service your needs.

Questions?

- John M. Guilfoil
- john@jgpr.com
- 617-993-0003
- Cell: 781-752-9877

GENERAL FUND - FY2017 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED MAY 31, 2017					
Account Description	FY2017 Budget (Adjusted)	Received To Date 5/31/2017	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	(Over)/ Under Budget
Tuition - Regular From Parents	\$ -	\$ (1,050.00)	\$ -	\$ (1,050.00)	\$ (1,050.00)
Tuition - Other NH Districts	\$ (64,235.00)	\$ (20,661.06)	\$ -	\$ (20,661.06)	\$ 43,573.94
Tuition - Barrington	\$ (2,731,250.00)	\$ (2,524,346.83)	\$ 2,788.25	\$ (2,521,558.58)	\$ 209,691.42
Tuition - Nottingham	\$ (988,174.00)	\$ (901,017.47)	\$ -	\$ (901,017.47)	\$ 87,156.53
Tuition - SPED Aides	\$ (312,000.00)	\$ (335,121.04)	\$ -	\$ (335,121.04)	\$ (23,121.04)
Tuition - Voc - NH Districts	\$ (80,000.00)	\$ (36,099.19)	\$ (36,099.19)	\$ (72,198.38)	\$ 7,801.62
Tuition - Voc - Out of State	\$ (50,000.00)	\$ (37,680.82)	\$ (38,606.14)	\$ (76,286.96)	\$ (26,286.96)
Other Local Revenue - Districtwide	\$ (163,000.00)	\$ (33,059.56)	\$ -	\$ (33,059.56)	\$ 129,940.44
Other Local Revenue - DMS	\$ -	\$ (10,112.00)	\$ -	\$ (10,112.00)	\$ (10,112.00)
Other Local Revenue - DHS	\$ -	\$ (401.97)	\$ -	\$ (401.97)	\$ (401.97)
Other Local Revenue - GES	\$ -	\$ (21.07)	\$ -	\$ (21.07)	\$ (21.07)
State Adequate Education Grant	\$ (8,933,782.00)	\$ (8,926,329.69)	\$ -	\$ (8,926,329.69)	\$ 7,452.31
FY17 Adequacy Aid Settlement	\$ (1,347,797.00)	\$ (1,347,797.00)	\$ -	\$ (1,347,797.00)	\$ -
School Building Aid	\$ (650,873.00)	\$ (650,873.26)	\$ -	\$ (650,873.26)	\$ (0.26)
Catastrophic Aid	\$ (263,520.00)	\$ (322,237.05)	\$ -	\$ (322,237.05)	\$ (58,717.05)
Voc Tuition Aid	\$ (225,000.00)	\$ (179,831.01)	\$ -	\$ (179,831.01)	\$ 45,168.99
Voc Transportation Aid	\$ (3,000.00)	\$ (3,000.00)	\$ -	\$ (3,000.00)	\$ -
Indirect Cost Allocation	\$ (100,000.00)	\$ (65,784.10)	\$ (14,215.90)	\$ (80,000.00)	\$ 20,000.00
ABE Allocation	\$ (39,011.00)	\$ (25,983.54)	\$ (13,027.46)	\$ (39,011.00)	\$ -
Impact Aid	\$ (5,000.00)	\$ (521.45)	\$ (4,478.55)	\$ (5,000.00)	\$ -
Medicaid Distribution	\$ (650,000.00)	\$ (506,423.79)	\$ (43,576.21)	\$ (550,000.00)	\$ 100,000.00
School - Transfer from Special Reserves	\$ (200,000.00)	\$ -	\$ (50,000.00)	\$ (50,000.00)	\$ 150,000.00
School - Transfer from Capital Reserves	\$ (2,729,000.00)	\$ -	\$ (2,692,436.00)	\$ (2,692,436.00)	\$ 36,564.00
Tuition - Preschool Program	\$ (14,400.00)	\$ (10,610.01)	\$ (389.99)	\$ (11,000.00)	\$ 3,400.00
Tuition - Summer School, WPS	\$ (8,000.00)	\$ (6,140.00)	\$ -	\$ (6,140.00)	\$ 1,860.00
Athletic Transportation, DMS	\$ (10,000.00)	\$ (10,052.30)	\$ (5,221.42)	\$ (15,273.72)	\$ (5,273.72)
Tuition - Summer School, DHS	\$ (27,650.00)	\$ (2,160.00)	\$ -	\$ (2,160.00)	\$ 25,490.00
Athletic Transportation, DHS	\$ (55,000.00)	\$ (46,631.47)	\$ -	\$ (46,631.47)	\$ 8,368.53
Total Non Tax Revenue	\$ (19,650,692.00)	\$ (16,003,945.68)	\$ (2,895,262.61)	\$ (18,899,208.29)	\$ 751,483.71
State Wide Property Tax	\$ (6,844,285.00)	\$ -	\$ (6,844,825.00)	\$ (6,844,285.00)	\$ -
Local Property Tax	\$ (30,985,059.00)	\$ -	\$ (30,985,059.00)	\$ (30,985,059.00)	\$ -
Total Tax Revenue	\$ (37,829,344.00)	\$ -	\$ (37,829,884.00)	\$ (37,829,344.00)	\$ -
Total Operating Revenue	\$ (57,480,036.00)			\$ (56,728,552.29)	\$ 751,483.71
EXPENSES & ENCUMBRANCES - ESTIMATED MAY 31, 2017					
Account Description	FY2017 Budget (Adjusted)	Expenses to Date 5/31/2017	Encumbrances/ Antic. Exp 5/31/2017	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,021,741.51	\$ 16,177,160.63	\$ 4,521,378.91	\$ 20,698,539.54	\$ (323,201.97)
(1200) Special Education Programs	\$ 9,521,517.14	\$ 7,864,280.21	\$ 1,520,037.66	\$ 9,384,317.87	\$ (137,199.27)
(1300) Career and Technical Education Programs	\$ 1,879,648.62	\$ 1,409,658.34	\$ 324,068.48	\$ 1,733,726.82	\$ (145,921.80)
(1400) Co-Curricular Activities and Athletics	\$ 609,299.90	\$ 552,432.97	\$ 26,224.25	\$ 578,657.22	\$ (30,642.68)
(1600) Adult/Continuing Education Programs	\$ 238,400.88	\$ 216,890.41	\$ 10,714.79	\$ 227,605.20	\$ (10,795.68)
(2100) Support Services - Students	\$ 3,523,649.58	\$ 2,740,891.07	\$ 700,620.74	\$ 3,441,511.81	\$ (82,137.77)
(2200) Support Services - Instructional Staff	\$ 990,377.17	\$ 730,767.92	\$ 133,384.98	\$ 864,152.90	\$ (126,224.27)
(2300) Support Services - General Admin.	\$ 1,409,437.58	\$ 1,236,989.28	\$ 92,750.37	\$ 1,329,739.65	\$ (79,697.93)
(2400) Support Services - School Admin.	\$ 2,609,262.53	\$ 2,467,092.31	\$ 141,748.72	\$ 2,608,841.03	\$ (421.50)
(2600) Support Services - Operation Maint/Plant	\$ 4,011,489.39	\$ 3,795,652.90	\$ 230,758.05	\$ 4,026,410.95	\$ 14,921.56
(2700) Support Services - Student Transportation	\$ 2,200,289.21	\$ 1,866,273.02	\$ 428,869.94	\$ 2,295,142.96	\$ 94,853.75
(2800) Support Services - Centralized Services	\$ 912,011.49	\$ 814,878.79	\$ 74,866.93	\$ 889,745.72	\$ (22,265.77)
(2900) Support Services - Other	\$ 10,015.00	\$ 10,451.96	\$ -	\$ 10,451.96	\$ 436.96
Fund Transfer to Special Revenue Funds	\$ 525,280.00	\$ 525,280.00	\$ -	\$ 525,280.00	\$ -
Fund Transfer to Capital Reserves	\$ 80,000.00		\$ 80,000.00	\$ 80,000.00	\$ -
Fund Transfer to Cap Res-FY17 Adequacy Aid Settlement	\$ 1,347,797.00	\$ 1,347,797.00	\$ -	\$ 1,347,797.00	\$ -
Total Operating Expenses	\$ 50,890,217.00	\$ 41,756,496.81	\$ 8,285,423.82	\$ 50,041,920.63	\$ (848,296.37)
School Debt - Principal Payments	\$ 2,046,065.00	\$ 978,943.25	\$ 1,067,121.75	\$ 2,046,065.00	\$ -
School Debt - Interest Payments	\$ 4,543,754.00	\$ 3,058,125.67	\$ 1,485,628.33	\$ 4,543,754.00	\$ -
Total Debt Service	\$ 6,589,819.00	\$ 4,037,068.92	\$ 2,552,750.08	\$ 6,589,819.00	\$ -
Total Expenses, Encumbrances and Anticipated Expenses	\$ 57,480,036.00	\$ 45,793,565.73	\$ 10,838,173.90	\$ 56,631,739.63	\$ (848,296.37)
				Estimated Operating Revenue (over)/under budget	\$ 751,483.71
				Estimated Net revenue/expenses, (unexpended funds)/deficit	\$ (96,812.66)
As of May 31, 2017, estimated unexpended funds is \$96,812.66					