



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #5
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, May 14, 2018
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 #10, April 9, 2018
 - 2. Nonpublic Meeting #10, April 9, 2018
 - 3. Regular Meeting #4, April 9, 2018
- G. CONSENT AGENDA**
 - 1. **Correspondence:** none
 - 2. **Resignations/Retirements:**
 - a. Lucy Wackman, DHS ESL Teacher
 - 3. **Leaves of Absence:**
 - a. Danielle Nelson—DMS
 - 4. **Job Shares:** none
 - 5. **Nominations:**
 - a. Teacher
 - 6. **Extended Travel (Student Trips):** none
 - 7. **Donations:**
 - a. May 14 Donations
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:** none
- K. RESOLUTIONS:**
 - a. Staples Donation
- L. OLD BUSINESS:**
 - a. Budget Update
- M. NEW BUSINESS:**
 - a. Director of Technology Job Description
 - b. Superintendent Evaluation



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- c. DMS Handbook Changes
- d. Bid Award—Waste Disposal and Recycling Services
- e. Bid Award—Office, Instructional and Art Supplies
- f. April 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.

May 2nd, 2018

Dear Peter,

It is with regret that I inform you that I will not be returning to work at Dover High School in the fall. I have truly enjoyed working for the Dover School District these past two years and I will miss the community greatly.

I want to thank you for giving me this opportunity and providing me with so much support during my time here. It has been an experience of learning and growth for me, for which I am very grateful.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lucy Wackman', with a stylized flourish extending from the end.

Lucy Wackman

May 4, 2018

Dr. William Harbron
61 Locust St.
Suite 409
Dover, NH 03820

To Dr. Harbron,

I am formally requesting a maternity leave for the birth of my first child.

Enclosed is a statement from my physician verifying pregnancy and stating the approximate date of birth as August 22, 2018.

Per the Dover Teachers' Union contract allowance of a year after the birth of a child for family leave, I am requesting family leave for the duration of the 2018-2019 school year. I intend to return to my teaching position for the 2019-2020 school year.

May I please receive written notification from the Dover School District granting this leave?

Sincerely,
Danielle Nelson

A handwritten signature in cursive script that reads "Danielle Nelson". The signature is written in dark ink and includes a long horizontal flourish at the end.

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

TO: **DOVER SCHOOL BOARD**

DATE: May 14, 2018

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 2018-2019 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Appleton, Ashley	Culinary Arts Teacher	Dover High School	Joe Pirkola	46,687.00	BA, Step 9

Donation Request List for Approval
May 14 School Board Special Session

School	Group Donating	Value	Items/Service	Purpose
Dover Middle School	Hannaford Bros.	\$1,000.00	Check	Hannaford Helps Schools-general use

Agreement

This Agreement ("Agreement"), effective as of September 1, 2018 ("Effective Date"), is made and entered into by and between David and Maureen Staples, whose address is 2 Ruthie's Run, Dover, NH 03820 ("Donor") and the Dover School District ("District"), subject to the approval of the Dover School Board and City of Dover ("City") by and through its City Council, for the use and benefit of the District. Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties hereto agree as follows:

RECITALS

Whereas, the District, by and through a Joint Building Committee formed with the City pursuant to RSA chapter 199, is constructing a new Dover High School/Career Technical Center with associated amenities ("High School"); and

Whereas, the Donor wishes to make a gift to the District for the use and benefit of the District as set forth in this Agreement; and

Whereas, the District and the City desire to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift.** Donor hereby pledges to the District, for the use and benefit of the District, the following gift: \$25,000.00 ("Gift").
2. **Payment of the Gift.** The Gift is an irrevocable pledge, relied on by the District, that will be paid to the District in a lump sum payment within 30 days of the Effective Date.

Payment shall be paid by Donor to District via check or electronic funds transfer.
3. **Use of the Gift.** The Gift shall be deposited in the "Dover High School and Career Technology Center Joint Building Committee Fundraising Trust Fund" and shall be used consistent with the purposes of said trust fund.
4. **Acknowledgment.** In consideration for the Gift, the District and the City will acknowledge the Gift by naming the Health Science Lab ("Facility"), the David and Maureen Staples Health Science Lab ("Naming"). Before the Naming is affixed to the Facility, Donor shall have completed payment of the Gift. Subject to the terms of this Agreement, the Naming will last for twenty-five (25) years, concluding on August 31, 2043 [end date].
5. **Termination of Naming.** In addition to any rights and remedies available at law, the District may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:
 - a. In the event of any default in payment of the Gift as provided in this Agreement; or
 - b. In the event the District determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, or integrity of the City, the District, of the Dover High School Joint Building Committee, in the event of a continued association with Donor and the continuation of the Naming provided for herein.

Upon any such termination of this Agreement and/or the Naming hereunder the City of Dover, the Dover School District, the Dover High School Joint Building Committee shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The District, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the Gift already received.

In addition to the foregoing, if, during the useful life of the Facility, the Facility is transferred or conveyed from the District and/or City, closed, deconstructed, destroyed or severely damaged, significantly renovated, upgraded, or modified; relocated, or replaced, then the Naming shall cease. In such event, however, the Donor, if available, and in consultation with and as mutually agreed by the District and City, will have the opportunity, for no additional payment, to have another available District facility named after the Donor.

6. **Use of Name and Publicity.** The District shall have the right to use the Naming in any/all manners. For purposes of publicizing the Gift and the Naming, the District will have the right, without charge, to photograph the Donor and use the names, likenesses, and images of the Donor in photographic, audiovisual, digital or any other form of medium (the "Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing the District's and City's use of the named facility.
7. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.
8. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.
9. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of New Hampshire without regard to any conflict of laws rule or principle that might refer the governance or construction of this Agreement to the laws of another jurisdiction. Subject to the sovereign immunity of the State of New Hampshire, any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in Dover, New Hampshire, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient.
10. **Approval.** This Agreement and the recognition and naming provided for herein are subject to the approval by the District by and through its duly elected School Board and the City by and through its duly elected City Council, and this Agreement will not be effective unless and until approved by the District and the City Council.
11. **Amendment.** This Agreement may only be amended by written instrument executed by the Parties hereto.
12. **Severability.** If any provision of this Agreement, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement and the application of such provision herein shall not be construed as a general relinquishment of waiver as to that or any other provision.
13. **Notice.** Any notice or other communication under this Agreement shall be in writing, sent via registered or certified mail, and will be deemed given when deposited, postage prepaid, in the U.S. mail. Any notice or other communication will be addressed as set forth below:

To District:

Superintendent of Schools
Dover School District
61 Locust St., Suite 409
Dover, NH 03820

To Donor:

David and Maureen Staples
2 Ruthie's Run
Dover, NH 03820

ACCEPTED AND AGREED TO:

DAVID AND MAUREEN STAPLES

DOVER SCHOOL DISTRICT

By: _____
David Staples

By: _____
William R. Harbron
Superintendent of Schools

By: _____
Maureen Staples

Approved by vote of the Dover School Board on _____, 2018.

Approved by vote of the Dover City Council on _____, 2018.

RESOLUTION
RE: NAMING RIGHTS – HEALTH SCIENCE LAB

WHEREAS: The District, by and through a Joint Building Committee formed with the City pursuant to RSA Chapter 199, is constructing a new Dover High School/Career Technical Center with associated amenities, and

WHEREAS: David and Maureen Staples wish to make a one-time irrevocable donation in the amount of twenty-five thousand dollars (\$25,000) to the District, consistent with the terms of an Agreement between the Staples and the Dover School District and City of Dover (the “Gift”), and

WHEREAS: Pursuant to the Agreement, the District and the City will acknowledge the Gift by naming the Health Science Lab the ***David and Maureen Staples Health Science Lab***, commencing on September 1, 2018; and

NOW, THEREFORE, BE IT RESOLVED, the Gift is accepted, subject to the terms and conditions set forth in the Agreement between David and Maureen Staples and the Dover School District and the City of Dover, by and through the approval of the City Council.

SUBMITTED BY:

Amanda L. Russell, Chairperson

Keith Holt, Vice Chairperson

Kathleen Morrison, Secretary

Zachary Koehler

Matthew Lahr

Carolyn Mebert

Andrew Wallace

May 14, 2018

WILLIAM R. HARBRON, Ed.D.
Superintendent of Schools
w.harbron@dover.k12.nh.us

LIBBY M. SIMMONS
Business Administrator
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p.glynn@dover.k12.nh.us

THE DOVER SCHOOL DISTRICT

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

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: May 14, 2018
RE: FY19 Budget Amendment Request – Legal Opinion

At the request of the School Board, I corresponded with City Attorney, Anthony Blenkinsop, regarding a legal opinion of whether the resolution presented at the May 7th Board meeting was necessary or not. The response to that request is presented below.

Mr. Blenkinsop stated while the City Council generally only has bottom line budget appropriation authority over School District functions, capital reserve funds are subject to specific statutory provisions. RSA Chapter 34 sets the process for the establishment and oversight of capital reserve funds in cities and makes clear that the City Council is the appropriating authority for these funds. RSA Chapter 35, which concerns capital reserve funds in towns and school districts, provides that its provisions do not apply in cities (RSA 35:4). As such, in a single municipal corporation that is a city, like Dover, the City Council appropriates funds to be transferred into capital reserves, and, therefore is the only legislative body able to rescind such an appropriation once made.

With the foregoing in mind, Mr. Blenkinsop believes the process engaged in by the School Board to request a reduction in the appropriation previously approved is appropriate, and the matter should now be placed before the City Council.

Dover School District Mission Statement

Empowering All Learners!

WILLIAM R. HARBRON, Ed.D.
Superintendent of Schools
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LIBBY M. SIMMONS
Business Administrator
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FAX (603) 516-6809

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: May 14, 2018
RE: FY2019 Tuition Estimates – Barrington and Nottingham

The chart below documents three scenarios for students entering Dover High School from Barrington and Nottingham. The first section notes the number of students declared by both Barrington and Nottingham; the second section notes students as of May 1st moving up one grade level and using sending districts declared grade 9 students; and the third section notes assignment forms received for incoming freshmen for both sending districts and moving up one grade level for grades 10 through 12.

	Barrington declared #s 4/10/2018	May 1st enrollment moved ahead grade level	May 1st enrollment w/DHS assignment forms for Gr 9
Gr 9	30	30	40
Gr 10	40	41	41
Gr 11	30	32	32
Gr 12	54	55	55
	154	158	168
Budget	183	183	183
Diff	-29	-25	-15
Est Rev, +/-	-\$408,320	-\$352,000	-\$211,200
	*Nottingham declared #s 2/5/2018	May 1st enrollment moved ahead grade level	May 1st enrollment w/DHS assignment forms for Gr 9
Gr 9	38	38	39
Gr 10	17	17	17
Gr 11	12	12	12
Gr 12	13	13	13
	80	80	81
Budget	72	72	72
Diff	8	8	9
Est Rev, +/-	\$109,704	\$109,704	\$123,417
Net Rev, +/-	-\$298,616	-\$242,296	-\$87,783
*Nottingham only declared their incoming freshmen (38)			

Dover School District Mission Statement

Empowering All Learners!

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/14/15	

DRAFT

Job Title: Director of Technology
Department: Technology
Reports To: Superintendent or Designee

SUMMARY

The Director of Technology guides the implementation of a Master Education Technology Plan for SAU #11 schools and district office. Leads and supports a team of technology specialists to drive technology use by teachers, staff and students. Responsible for activities which include the integration, coordination, operation, procurement, installation, maintenance, and budgets for all data technologies used by the district. Directs the planning, coordination, integration, and control of all voice, video, and multimedia technologies used throughout the SAU #11 to support teaching, learning and district business activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under the direction of the Superintendent and within the framework provided by the NH Department of Education, develops and implements the district Master Education Technology Plan to guide district action in the effective implementation of: communication networks; hardware, software, and training standards; instructional technology; district administrative systems; human issues and technology support; and funding strategies, timelines, and utilization of resources. Facilitates the decision process for procurement, integration, coordination, operation, installation, maintenance, training, and support for technologies in all sectors of the district.
- Presents to the Superintendent and School Board each year an update of the district Master Technology Plan with recommendations for revisions to achieve the established goals of the District, and within the funding parameters established to accomplish those goals. Includes analysis of progress toward stated outcomes, assessment of needs related to education technology services and activities, update of goals and strategic activities or recommendations for revision with assignment of priority to projects, and detailed analysis of resource required to achieve the proposed plan.
- Coordinates the development of district policies and administrative procedures to support the recommendations of the district's Master Education Technology Plan.
- Provides timely and sufficient feedback, to the Superintendent or designee regarding any issue(s) related to a project or activity which may adversely impact the success or timeframe of the project or the implementation of the district Master Education Technology Plan.
- Acts as an advocate for education technology and engages the active participation of the community, parents, businesses, agencies, and other groups in fulfilling the district Master Plan.
- Serves as a district liaison to outside groups and organizations to inform and support the development of education technology for SAU #11 within the framework of a coordinated and integrated technology plan.
- Ensures that all educators have access to the appropriate tools for 21st century teaching and learning.
- Attends various events (e.g. meetings, conferences, training sessions, district information sessions, committee meetings as assigned by the Superintendent, Board Meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job.
- Performs other duties as assigned.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/14/15	

SUPERVISORY RESPONSIBILITIES

- Supervises and evaluates other members of the Information Technology department who are responsible for the integration of technology into curriculum and instruction, providing technology training for district staff, and directing the development of school technology plans.
- Supervises IT staff and contractors who manage the planning, coordination, implementation, procurement, installation, operation, and maintenance of the district's Local Area Networks (LANs) and Wide Area Network (WAN), the district's hardware and software technical support needs, maintains an inventory of district hardware, software, and technology, purchases, and supports the use of electronic mail and information resources such as the Internet.
- Supervises and evaluates IT staff and contractors, coordinating the development, design, and implementation of district-wide information/decision support systems, and systems to support district administrative functions. This includes designing systems to empower schools and district departments to enter, maintain, analyze, and perform report generation of their own data.

COMPETENCIES

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

- Communicate ideas clearly and persuasively, both orally and in writing, with district staff, parents, members of the School Board, and community leaders.
- Collaborate with department colleagues, school staff, district parents, technology experts in other organizations, businesses and groups, and community leaders, to achieve the Master Education Technology Plan goals of the district.
- Plan, organize, and supervise the work of a staff of department personnel, both professional and non-exempt, including the ability to establish and maintain effective working relationships within the department and with personnel of departments that utilize the resources of the Department of Education Technology.
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Understand and implement training strategies and standards.
- Connect technology to human issues and technology supports.
- Establish and maintain computer system maintenance contracts, software license agreements, and leases.
- Apply current technologies to effectively support the learning, teaching, and business needs of the SAU within the parameters of available funding capacity.
- Develop and implement results-oriented long-range and strategic plans.
- Plan for, define, and direct the development, design, and implementation of a district-wide communication network, an integrated information management system, and systems to support administrative functions and business practices.
- Analyze data, predict problem area, determine effective solutions, and assess progress accurately.
- Develop and implement sound funding, budgeting and financial reporting practices.

QUALIFICATIONS

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

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/14/15	

EDUCATION AND/OR EXPERIENCE

This position requires a minimum of:

- Bachelor's degree in Computer Science, Engineering, Business Administration or similar field preferred
- Will consider an Associate's degree with related experience in lieu of Bachelor's degree
- Minimum of five years of successful administrative experience

TECHNOLOGY SKILLS

To perform this job successfully, an individual should have knowledge of:

- Network security and best practices.
- Computing, data processing, data communications, **instructional software** and software applications (**Ex. MMS, Office 365, Google Suite, Etc.**)
- Voice, video and multimedia technologies and their applications.
- Communication networks and information management systems.
- Administrative functions and systems, and application programming.
- Instructional technology.
- Social media and website design.

CERTIFICATES, LICENSES, REGISTRATIONS: None

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

WORK ENVIRONMENT

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

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

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

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

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



Dover Middle School
16 Daley Drive, Dover, New Hampshire 03820
Phone: 603-516-7200 • Fax: 603-516-5747
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Meredith Vail
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Fran Meffen
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Mary Calhoun
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Beth Lent
School Counselor Grade 8
b.lent@dover.k12.nh.us

TO: Superintendent Harbron and Dover School Board

FROM: Principal Lyndes, Dean Patrick and Dean Dube

DATE: May/June 2018

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

1. DOVER MIDDLE SCHOOL MISSION STATEMENT - pg. 6 - text deleted and added

DOVER MIDDLE SCHOOL MISSION STATEMENT

~~As a team, students, staff, parents, and the community of Dover Middle School will work to promote growth and pride in learning. We believe that every student can learn and should be challenged to achieve his/her potential. Our goal is to ensure an atmosphere of mutual support, respect, and consideration of rights of others.~~

DOVER MIDDLE SCHOOL MISSION, SLOGAN AND CORE VALUES

MISSION: Working collaboratively to empower all learners to become dynamic citizens.

SLOGAN: Empowering all learners.

CORE VALUES: Diversity, Opportunity, Voice, Engagement and Rigor

2. SCHOOL HOURS - pg. 6 - text deleted and added

SCHOOL HOURS

The school doors are open at ~~7:20~~ **7:10** A.M. Students arriving before this time must enter the building through the cafeteria doors **and** wait in the cafeteria, ~~and not visit lockers until 7:20 A.M.~~ Homeroom begins at 7:30 A.M. and the day ends at 2:20 P.M. Students who remain after school for help, disciplinary action, or any other reason are expected to report directly to their supervising teacher at the close of the regular school day. Students who remain in the building after regular school hours are to be here only with permission and a clear and articulate purpose. All other students must leave campus with dismissal. Once students leave campus at the end of the day, they may not return unless they are participating in a school-sanctioned activity.

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

3. NO SCHOOL NOTIFICATION – pg. 6 – text deleted and added

NO SCHOOL NOTIFICATION

Inclement weather announcements regarding the opening of schools ~~begin at approximately 6:00 A.M. During severe weather conditions, pertinent information concerning school closing or a delayed opening will be announced on the following radio and TV stations:~~

_____ WTSN 1270AM	_____ WHEB	_____ WUNH
_____ WEVO	_____ Channel 6	_____ Channel 9
_____ WOKQ	_____ Channel 22	

will be communicated through the automated phone call system to the parent phone number on record as well as through the district website and local tv and radio stations. It is important to keep phone numbers up to date with the school.

4. MORNING ENTRY PROCEDURES – pg. 7 – text deleted and added

MORNING ENTRY PROCEDURES

Buses unload students at ~~7:20~~ **7:10** A.M. All students, including those who are dropped off by parents, enter the building through the cafeteria door. Students arriving after 7:30 A.M. or who are tardy must enter through the front doors and register at the main office. All other doors will be locked. Students will not be allowed to congregate outside the school during morning arrival time. ~~All students will enter the building upon arrival by foot, bus, car or bicycle.~~

5. SCHOOL TRANSPORTATION POLICY – pg. 7 – text added and deleted

SCHOOL TRANSPORTATION POLICY

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

It is important that all parents/guardians understand that the school's main concern is for the safety and welfare of all students and to ensure that students are transported in an efficient, timely, and safe manner to and from school. Since this should be the concern of parents also, we need parent support and cooperation. Should any parent/guardian feel the need to discuss any situation, concern, or problem relative to his/her child, the parent should feel free to contact the transportation coordinator of First Student at ~~742-5984~~ **692-4406** or 964-2322 or the Superintendent's office at 516-6800.

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

In the event that a student needs to ride a different bus to or from school other than the bus listed on his/her bus pass, a parent must call First Student at ~~742-5984~~ **692-4406** beforehand to obtain permission. Once permission has been granted, the parent should call the main office at 516-7200 to request a temporary bus pass for the student. Permission may not be given by school personnel for a student to ride a different bus than normal. The bus company has the right to refuse requests based on capacity.

6. WALKERS, BIKES, BOARDS, AND BLADES – PG. 8 – text deleted

WALKERS, BIKES, BOARDS, AND BLADES

Walkers, bikers, and others not arriving by school bus, will proceed down the sidewalk to the access walkway leading into the building next to the café. Students who ride bicycles to school must use safety equipment and park and store them in the designated bike rack area. The school is not responsible for any damage incurred to bicycles on school property. Bicycles are to be parked immediately upon entering the school grounds and not be moved until school is out. Bicycles are not to be ridden on school sidewalks or at bus loading zones. ~~Roller blades, Skateboards, and scooters should be walked on school~~

property, whether school is in or out of session. ~~“Heelies” are not allowed in school.~~ Dover Middle School does not accept any liability for any person operating or using these devices. Riding and using such equipment on campus will result in appropriate disciplinary consequences.

7. VISITORS – pg. 8 – text deleted and added

VISITORS

Students are not permitted to bring visitors to school or to school activities such as dances. Parents and other visitors must register in the main office upon arrival. ~~All visitors must~~ **and** wear a visitor’s badge ~~at all times during visits. All building doors are locked from 7:30 2:20. The main office can be accessed through the main lobby.~~

8. ACADEMIC PROBATION – Pg. 11 – text deleted

ACADEMIC PROBATION

Students who fail more than one subject during any marking period will lose privileges (~~band, chorus,~~ drama, attending dances, special functions, team sports, extra-curricular trips, etc.) until the next report card is issued.

9. HOMEWORK – pg. 11 – text deleted and added

HOMEWORK: POLICY IKB

Purpose/Rational: The purpose of homework is to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest on the part of the student to insure progression through the curricula. Homework also develops subject area knowledge and skills, promotes self discipline, task commitment, time management and responsibility. Homework that is one day late will receive a 10% reduction from the grade. Homework that is two days late will receive a 20% reduction from the grade. Homework turned in three days late will receive a 30% reduction from the grade. On day four and beyond, homework will receive no more than 50% credit at the teacher’s discretion. The complete School Board Policy (**IKB**) pertaining to homework can be located on the district website, www.dover.k12.nh.us, under the Dover School Board tab and will be sent home in the first days of school.

Homework Consistency: Homework is consistent across grade levels and teams in terms of the amount of time given daily.

Homework is assigned on a regular basis. This consistency develops solid study habits and encourages students to investigate for themselves and to work independently as well as collaboratively. At the beginning of the school year teachers shall provide students and parents with a clear explanation of their homework expectations and the relationship between homework and students grades.

Homework can be a constructive tool in the teaching/learning process when geared to the needs, abilities, and age of students. Purposeful assignments not only enhance student achievement, by may also develop self-discipline and associated good working habits.

Teachers may give purposeful and meaningful homework to students to aid in the student’s educational development. If homework is to be assigned by teachers as part of a student’s grade, the teacher will explain to students how such homework assignments relate to the teacher’s grading system. Homework should be an extension of a classroom experience, and will not be assigned for disciplinary purposes.

10. SMARTER BALANCED ASSESSMENT – pg. 12 - text deleted

SMARTER BALANCED ASSESSMENT

Students in grade 5-8 will complete the Smarter Balanced Assessment. The Smarter Balanced Assessment System, which has replaced the NECAP in math, reading, and writing, will be taken during the last 12 weeks of school. When we receive the results of this information, they will be shared with the public in a general format and then with individual parents at the earliest possible date. Parents may find information about the Smarter Balanced Assessment at www.smarterbalanced.org.

11. OBLIGATIONS – pg. 12 – text added

OBLIGATIONS

All student obligations must be paid by the end of each school year. This includes return of textbooks and library books or payment for textbooks and library books. Outstanding obligations will be carried forward and may result in loss of privileges.

12. PASSES – pg. 13 – text deleted and added

PASSES

Students will not be allowed to leave any classroom or ~~study period~~ cafeteria (except in extreme emergencies) without a signed agenda book from the teacher in charge. Students are to report only to the destination specified on the pass. Time unaccounted for may result in the student being referred to the administration. Teachers have a responsibility to make sure that students have their agenda books when they leave their classrooms. Teachers must also maintain accurate daily sign out sheets.

13. LOCKERS/BACKPACKS – pg. 13 – text deleted and added

LOCKERS/BACKPACKS

Lockers are the property of Dover Middle School. Students shall have no expectation of privacy. Lockers with combination locks are assigned by each grade level team. The schedule for the use of lockers is established by each team; students will have access several times per day. Students may not share lockers. Lockers are the property of the school district and lockers may be searched at any time for any reason. If an illegal substance/object or evidence of activity which violates the law or the disciplinary code is found during any inspection or search, it will be confiscated and appropriate action will be taken against the student. 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.

Each morning, backpacks and outerwear are to be deposited in lockers. Coats and jackets ~~are not permitted to~~ should not be worn during the school day. Backpacks may not be carried around during the school day. Small, non-rigid mesh bags and handbags may be carried from station to station during the day. Backpacks may be carried at final dismissal, or if a student has been dismissed to a parent or guardian during the day. Padlocks are not allowed on lockers. Lockers must be closed and the combination dial turned each time it is closed to ensure the security of contents. Lockers and combinations may not be shared for safety and security purposes.

14. DISCIPLINE – pg. 14 - text deleted and added

DISCIPLINE

In order to maintain a safe and positive school environment, expectations for student behavior at Dover Middle School are set very high. Rules and regulations provide structure and limits, so students may achieve their maximum potential. A positive school environment is the goal of everyone here at DMS. Teachers will handle minor disciplinary offenses within their classrooms/teams through their classroom management strategies. Students who display poor behavior or commit repeat offenses may be referred to the dean for

Disciplinary action. Disciplinary actions will be administered when necessary to protect students, school employees, or property, and to maintain the order and discipline essential to an environment conducive to learning. Persistent or repeated violations of the rules of conduct will result in increasingly serious consequences for the offending student. Disciplinary actions may include, but are not limited to, warnings, detentions, parent conferences, in-school or out-of-school suspensions, or other creative disciplinary measures designed to improve the behavior of the student. All students will be

treated fairly, equitably and provided with an appropriate amount of due process. Discipline decisions are based on a careful assessment of the circumstances surrounding each incident.

Teachers are expected to handle situations in which students are:

1. Talking or fooling around in class
2. Wasting time in class
3. Arriving for class unprepared
4. Causing minor disruptions which impede the learning process
5. Chewing gum or eating candy
6. Consistently not getting textbooks covered
7. Littering in the classroom or corridor
8. Arriving late for class
9. Rude or discourteous behavior
10. Dressed in inappropriate attire
11. Inappropriate hallway behavior
12. Showing public display of affection
13. **Plagiarism or Cheating (1st Offense)**

Consequences for improper classroom conduct will include reprimands, detentions, and parent contact. ~~Teachers will maintain their own referrals by team until three accumulate in one marking period. A student's file will be referred to the administration for further action. The student may need to remain in the Dean's office until a parent can appear for a conference.~~

Students will be referred to the Dean's office and may be suspended 1 to 10 days depending on the offense or the circumstances surrounding the offense.

1. Profane, obscene, or other improper language or gesture directed toward faculty or staff
2. Smoking in school or on school grounds
3. Serious incidents of fighting or provoking a fight
4. Any act which imperils or threatens the safety of others
5. Possession of any dangerous weapon or implement
6. Theft or damage to property of others
7. Possession of any illegal substance or apparatus
8. Acts of vandalism
9. Starting a fire or pulling a false alarm
10. Cutting class, walking out of class, or failing to report to an assigned area
11. Inappropriate behavior in the cafeteria (second offense)
12. Misuse of technology

In some cases, a student may not return to class until a parent conference has taken place.

While on field trips, students are expected to abide by all school rules. All policies are in effect.

13. OUT OF-SCHOOL SUSPENSIONS – pg 16 – text added

OUT OF-SCHOOL SUSPENSION

Certain offenses will result in immediate out-of-school suspension for a period of up to ten school days. Some examples of these offenses are:

- A student-caused injury to others.
- Harassment that can be judged to be physically or emotionally abusive.
- Possession or use of dangerous objects (blades, lighters, etc.) or controlled substances such as drugs, inhalants, aerosols, alcohol, tobacco, **vaping materials**, etc.
- Possession of look-alike weapons.
- Student conduct that is characterized by frequent offenses.
- Any threatening act, whether in words or by actions, contempt, profanity.

- Failure to comply with a reasonable request from a staff member.
- Assaulting a staff member.
- Gross or continued misuse of technology
- Bullying

The administration reserves the right to require a parent conference before a student returns to school. When your child is suspended out-of-school he/she is not allowed on school grounds or in the building for the entire time of the suspension. Being on school grounds during a period of out-of-school suspension or expulsion may be grounds for a criminal trespass citation.

Misbehavior directed at staff that is deemed gross or serious by the administration will result in immediate suspension from school. The following are cumulative and will be kept on file throughout the student's four years of middle school.

- 1st Offense: Three (3) days out-of-school suspension
- 2nd Offense: Five (5) days out-of-school suspension
- 3rd Offense: Suspension pending school board hearing

14. INSUBORDINATION – pg. 17 - text deleted

INSUBORDINATION

A sign of maturity is respect for others. Insubordination will not be tolerated at Dover Middle School. Please think before you act or say something that could take privileges away. Insubordination includes the following:

- Disrespect or any threatening act, whether in words or by actions, contempt, profanity, or failure to comply with a reasonable request will receive administrative detention, ~~Saturday School~~ or in-school suspension, or out-of-school suspension.

Failure to accompany a staff member to an administrative office may result in suspension.

Offenses of a serious nature causing a student to be suspended out-of-school for a third time in a school year will result in an expulsion hearing before the Dover School Board. Dover Middle School reserves the right to bring any student to the Board at any time, depending upon the circumstances of the offense.

15. SMOKING – pg. 18 – text added

SMOKING

A state law and school board policy states that smoking in school buildings and on school grounds is prohibited at all times by all persons. Dover Middle School policy also prohibits the possession of any tobacco **or vaping** products. Students who act as lookouts for smokers, or are knowingly present, may be subject to suspension. Any student in violation of the laws concerning tobacco products and/or smoking will be referred to the Dover Police Department for further action. Any student involved in smoking will be subject to the following disciplinary action:

First Offense: three (3) days out-of-school suspension

Second Offense: five (5) days out-of-school suspension

Third Offense: suspension pending expulsion hearing

Records: Smoking referral records will be kept on file during the student's entire career at Dover Middle School.

16. CAFETERIA RULES – pg. 23 - text deleted

CAFETERIA and OUTDOOR RECESS RULES

CAFETERIA:

Our building has a comfortable, attractive, dining area for our student body. Proper table manners are required. The routine for the lunch period is as follows:

- Following a set schedule of lunch times; ~~students will arrive and be seated.~~
- Opened snack packages or beverages other than clear water may not leave the cafeteria.
- Lunch supervisors will direct students through the serving lines.
- At the end of lunch, students are expected to clean their table area.
- Lunch supervisors will dismiss tables.
- Trays will be deposited in the wash station window, and students will proceed back to class.
- Throwing food or using other objects as projectiles, or any behavior deemed unsafe or inappropriate will result in an alternative dining setting or after school detention. Repeated offenses will result in in-school suspensions, and a progressive number of out-of-school suspensions for further infractions. Discipline decisions are based on careful consideration of the circumstances surrounding each incident.

OUTDOOR RECESS:

- Wear appropriate clothing.
- Only water bottles allowed out of the café.
- Only play equipment may be thrown. (ex: no bottle throwing)
- Students must stay in the designated recess area. (Ask to get a ball that rolls down the hill, no students are allowed on the guardrail, light fixtures, or equipment box.)
- Keep hands off of other people's bodies and clothing. (ex: no "hooding")
- Be kind and have fun!

17. FOOD POLICIES – pg. 23 – text deleted and added

~~FOOD POLICIES~~ SNACK POLICIES

Healthy snacks are encouraged. Water is encouraged. Candy, gum, soft drinks, coffee, or high energy drinks are not permitted ~~in the classroom area or halls during classtime.~~ No food may leave the cafeteria at the end of the lunch break. ~~Students may not use vending machines during school hours.~~

18. ELECTRONIC DEVICES – pg. 24 – text deleted and added

ELECTRONIC DEVICES

Electronic devices may not be used inside of Dover Middle School without teacher permission. All devices must be turned off and ~~stored away upon entering the building~~ during the school day. Teachers may allow permission and supervise the use of electronic devices only in classrooms for instructional purposes. Photography and video recordings are not allowed without teacher consent.

Text messaging and cell phone calls are not allowed during school hours. Students are responsible for any loss, theft or damage of personal electronic devices. Bringing and using technology is a personal decision and privilege. It is not a requirement and Dover Middle School is not responsible.

If misused, electronic devices will be confiscated, and in some cases, require parent pick up. Abuse in any way, will result in loss of privilege and discipline based on individual circumstances. This may include in or out of school suspension.

All Dover Middle School and personal property (including electronic devices) may be searched if needed.

19. FIRE DRILLS – pg. 28 – text added and deleted

FIRE-DRILLS EVACUATION AND SAFETY DRILLS

Student safety is paramount. Fire Drills are held at various times during the school year. ~~Directions are posted in each room. Everyone must leave the building quickly, quietly and in an orderly way during a drill.~~ **All teachers have emergency directions. Everyone must comply in an orderly way during a safety drill.** Any person posing a danger to others during an emergency will face severe penalties.

~~In the event of a fire drill, turn off all lights, close all windows and doors. Teachers may have to announce changes in exits reflecting the nature of the emergency.~~

~~If the alarm sounds when changing classes Go to the nearest exit and assemble outside in the area of your team.~~

~~At Lunch Time Follow the directions of the teacher on duty. Go to the nearest exit designated by that teacher and assemble outside.~~

~~Do not run. Proceed to your room's designated area outside of the building. Teachers must take attendance as soon as all students are outside the building. If a student is missing or if there is a concern, teachers must hold up the red page of the emergency flip chart to call attention to the orange vested staff member. Students known to be absent should not be reported as missing.~~

20. LOCK DOWN – pg. 29 – text deleted

LOCK DOWN

~~When a lock down is announced, all students, faculty, and visitors are to clear hallways immediately and report to the nearest classrooms. Teachers are to close windows, turn off lights, and lock doors. Teachers must post green cards on their doors to indicate all is well and red cards to indicate a need for assistance. Phones are not to be used except in “real emergencies” All persons must stay in these classrooms and await further instructions.~~

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THE DOVER SCHOOL DISTRICT

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

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: May 14, 2018
RE: Award for *Waste Disposal and Recycling Services*

On April 19, 2018, the District solicited a public bid requesting proposals for waste disposal and recycling services. Two vendors submitted their proposals on May 7th. The bid results are as follows:

Service Location	Container	Casella Salem, NH	Shipyards Waste Solutions Eliot, ME
Horne	10 yard/Waste Removal	\$ 722	\$ 475
Horne	10 yard/Bulk Cardboard	\$ 183	\$ 50
Horne	4 totes/Single Stream Recycling	\$ 12	\$ 60
Garrison	10 yard/Waste Removal	\$ 722	\$ 475
Garrison	10 yard/Bulk Cardboard	\$ 183	\$ 50
Garrison	6 totes/Single Stream Recycling	\$ 18	\$ 90
Woodman	10 yard/Waste Removal	\$ 722	\$ 475
Woodman	10 yard/Bulk Cardboard	\$ 183	\$ 50
Woodman	6 totes/Single Stream Recycling	\$ 18	\$ 90
DMS	10 yard/Waste Removal	\$ 1,192	\$ 950
DMS	10 yard/Bulk Cardboard	\$ 183	\$ 50
DMS	10 totes/Single Stream Recycling	\$ 30	\$ 150
DHS-CTE	35 yard compactor (x2)	\$ 1,092	\$ 995
DHS-CTE	Bayne Tippers (x2)	\$ 1,155	\$ 160
DHS-CTE	18 totes/Single Stream Recycling	\$ 54	\$ 270
Tin Shed	10 yard/Waste Removal	\$ 241	\$ 175
	Total Estimated Monthly Cost	\$ 6,710	\$ 4,565
	Total Estimated Annual Cost	\$ 80,520	\$ 54,780

Facilities Director, Jeffrey White, has assisted in the review of the bid results. I request that the School Board proceed with an award to Shipyards Waste Solutions for an estimated annual amount of **\$54,780**. The contract period will be for an initial 36-month term beginning July 1st, with the option of two 1-year renewals upon mutual agreement of the District and the vendor. The funding source for these services is the District's General Fund.

Dover School District Mission Statement

Empowering All Learners!

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TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: May 14, 2018
RE: Bid Award – General School Office, Instructional and Art Supplies

On March 15, 2018, the District solicited a public bid requesting pricing information from qualified vendors to provide office, instructional and art supplies. Seven vendors submitted proposals on April 17th. Bidders were asked to submit a *percentage discount* from items listed in their company's supply catalog, as well as provide pricing on a sampling of commonly purchased items by the District. This information was used to analyze pricing and to select qualified vendors.

I am requesting that the School Board proceed to award to the following vendors for Office, Instructional and Art Supplies (percentage discount) for school year 2018-2019. As stated in the *Request for Bid*, the award of this bid does not preclude the District from utilizing other vendors.

Office, Instructional and Art Supplies:

- Cascade School Supplies - 35% discount excluding furniture and capital equipment
- School Specialty - 30% discount on supply items; 25% discount on furniture items
- W.B. Mason - 52% discount with exclusions (furniture, technology, ink & toner, etc.)

Copier Paper – White, Color and Legal Size:

- W.B. Mason

Dover School District Mission Statement

Empowering All Learners!

GENERAL FUND - FY2018 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED APRIL 30, 2018					
Account Description	FY2018 Budget (Adjusted)	Received To Date 4/30/2018	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget
Tuition - Regular From Parents	\$ -	\$ 2,834.75	\$ -	\$ 2,834.75	\$ 2,834.75
Tuition - Other NH Districts	\$ 55,254.00	\$ 19,613.40	\$ 8,121.60	\$ 27,735.00	\$ (27,519.00)
Tuition - Barrington	\$ 2,563,029.00	\$ 1,858,940.81	\$ 566,580.19	\$ 2,425,521.00	\$ (137,508.00)
Tuition - Nottingham	\$ 901,079.00	\$ 758,615.90	\$ 97,517.10	\$ 856,133.00	\$ (44,946.00)
Tuition - SPED Aides	\$ 307,397.00	\$ 244,089.84	\$ 30,486.16	\$ 274,576.00	\$ (32,821.00)
Tuition - CTC - NH Districts	\$ 72,198.00	\$ 43,353.61	\$ 43,353.39	\$ 86,707.00	\$ 14,509.00
Tuition - CTC - Out of State	\$ 76,287.00	\$ 34,302.25	\$ 34,302.75	\$ 68,605.00	\$ (7,682.00)
Tuition - Alternative School	\$ 192,500.00	\$ 150,683.58	\$ 44,210.42	\$ 194,894.00	\$ 2,394.00
Other Local Revenue - Districtwide	\$ 25,000.00	\$ 8,341.46	\$ 11,658.54	\$ 20,000.00	\$ (5,000.00)
State Adequate Education Grant	\$ 9,168,512.00	\$ 9,168,938.80	\$ -	\$ 9,168,938.80	\$ 426.80
School Building Aid	\$ 616,673.00	\$ 616,673.13	\$ -	\$ 616,673.13	\$ 0.13
Catastrophic Aid	\$ 301,890.00	\$ 304,264.60	\$ -	\$ 304,264.60	\$ 2,374.60
CTC Tuition Aid	\$ 215,003.00	\$ 238,974.03	\$ -	\$ 238,974.03	\$ 23,971.03
CTC Transportation Aid	\$ 3,000.00	\$ 2,700.00	\$ -	\$ 2,700.00	\$ (300.00)
Indirect Cost Allocation	\$ 85,000.00	\$ 68,777.59	\$ 16,222.41	\$ 85,000.00	\$ -
ABE Allocation	\$ 39,011.00	\$ 41,519.09	\$ -	\$ 41,519.09	\$ 2,508.09
Impact Aid	\$ 5,500.00	\$ 3,923.49	\$ 1,576.51	\$ 5,500.00	\$ -
Medicaid Distribution	\$ 650,000.00	\$ 455,984.06	\$ 44,015.94	\$ 500,000.00	\$ (150,000.00)
School - Transfer from Special Revenue	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 120,000.00	\$ -
School - Transfer from Capital Reserves	\$ 1,347,797.00	\$ -	\$ 1,347,797.00	\$ 1,347,797.00	\$ -
Tuition - Preschool Program	\$ 12,000.00	\$ 9,900.00	\$ -	\$ 9,900.00	\$ (2,100.00)
Tuition - Summer School, Elementary	\$ 6,000.00	\$ 3,980.00	\$ -	\$ 3,980.00	\$ (2,020.00)
Athletic Transportation, DMS	\$ 15,000.00	\$ 9,356.74	\$ 5,643.26	\$ 15,000.00	\$ -
Tuition - Summer School, DHS	\$ 5,000.00	\$ 1,440.00	\$ -	\$ 1,440.00	\$ (3,560.00)
Athletic Transportation, DHS	\$ 60,000.00	\$ 36,015.32	\$ 13,984.68	\$ 50,000.00	\$ (10,000.00)
Total Non Tax Revenue	\$ 16,843,130.00	\$ 14,203,222.45	\$ 2,265,469.95	\$ 16,468,692.40	\$ (374,437.60)
State Wide Property Tax	\$ 6,894,236.00	\$ -	\$ 6,894,236.00	\$ 6,894,236.00	\$ -
Local Property Tax	\$ 34,354,636.00	\$ -	\$ 34,354,636.00	\$ 34,354,636.00	\$ -
Total Tax Revenue	\$ 41,248,872.00	\$ -	\$ 41,248,872.00	\$ 41,248,872.00	\$ -
Total Operating Revenue	\$ 58,092,002.00			\$ 57,717,564.40	\$ (374,437.60)
EXPENSES & ENCUMBRANCES - ESTIMATED APRIL 30, 2018					
Account Description	FY2018 Budget (Adjusted)	Expenses to Date 4/30/2018	Encumbrances/ Antic. Exp 4/30/2018	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,104,073.69	\$ 14,585,313.40	\$ 6,250,194.90	\$ 20,835,508.30	\$ (268,565.39)
(1200) Special Education Programs	\$ 10,886,675.20	\$ 8,052,722.04	\$ 2,689,909.55	\$ 10,742,631.59	\$ (144,043.61)
(1300) Career and Technical Education Programs	\$ 1,840,107.47	\$ 1,277,422.18	\$ 466,520.69	\$ 1,743,942.87	\$ (96,164.60)
(1400) Co-Curricular Activities and Athletics	\$ 660,027.75	\$ 477,257.74	\$ 139,052.53	\$ 616,310.27	\$ (43,717.48)
(1600) Adult/Continuing Education Programs	\$ 216,485.01	\$ 178,246.12	\$ 33,815.56	\$ 212,061.68	\$ (4,423.33)
(2100) Support Services - Students	\$ 3,723,793.38	\$ 2,668,362.06	\$ 994,273.50	\$ 3,662,635.56	\$ (61,157.82)
(2200) Support Services - Instructional Staff	\$ 1,047,010.08	\$ 652,225.86	\$ 304,705.93	\$ 956,931.79	\$ (90,078.29)
(2300) Support Services - General Admin.	\$ 1,383,304.90	\$ 1,106,097.87	\$ 213,287.33	\$ 1,319,385.20	\$ (63,919.70)
(2400) Support Services - School Admin.	\$ 2,653,644.23	\$ 2,165,609.75	\$ 439,516.55	\$ 2,605,126.30	\$ (48,517.93)
(2600) Support Services - Operation Maint/Plant	\$ 4,429,717.07	\$ 4,017,407.67	\$ 428,548.61	\$ 4,445,956.28	\$ 16,239.21
(2700) Support Services - Student Transportation	\$ 2,791,354.94	\$ 1,928,176.57	\$ 941,672.72	\$ 2,869,849.29	\$ 78,494.35
(2800) Support Services - Centralized Services	\$ 1,190,475.10	\$ 977,497.63	\$ 173,411.58	\$ 1,150,909.21	\$ (39,565.89)
(2900) Support Services - Other	\$ 12,755.00	\$ 11,492.58	\$ -	\$ 11,492.58	\$ (1,262.42)
Fund Transfer to Special Revenue Funds	\$ 18,891.18	\$ 18,891.18	\$ -	\$ 18,891.18	\$ -
Fund Transfer to Capital Reserves	\$ 155,000.00	\$ -	\$ 155,000.00	\$ 155,000.00	\$ -
Total Operating Expenses	\$ 52,113,315.00	\$ 38,116,722.65	\$ 13,229,909.45	\$ 51,346,632.10	\$ (766,682.90)
School Debt - Principal Payments	\$ 2,007,771.00	\$ 637,498.14	\$ 1,370,272.86	\$ 2,007,771.00	\$ -
School Debt - Interest Payments	\$ 3,970,916.00	\$ 2,429,645.44	\$ 1,541,270.56	\$ 3,970,916.00	\$ -
Total Debt Service	\$ 5,978,687.00	\$ 3,067,143.58	\$ 2,911,543.42	\$ 5,978,687.00	\$ -
total Expenses, Encumbrances and Anticipated Expenses	\$ 58,092,002.00	\$ 41,183,866.23	\$ 16,141,452.87	\$ 57,325,319.10	\$ (766,682.90)
		Estimated Operating Revenue over/(under) budget			\$ (374,437.60)
		Estimated Net revenue/expenses, unexpended funds/(deficit)			\$ 392,245.30
As of April 30, 2018, estimated unexpended funds for FY2018 is \$392,245.30					



Superintendent's Board Report Monday, May 14, 2018

SUPERINTENDENT REPORT

The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to Board meeting agenda items; (2) inform the Board of significant issues as they relate to the Board; and (3) inform Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

Job Description – I recommend the Board approve the job description for the Technology Director. The job description has been revised to describe what is required to support the District's desired state and direction for technology. As the Board is aware, this a critical leadership position that will lead the District's development of the District's technology systems as well as the District's educational and operational endeavors supported by technology.

INFORMATIONAL

New Positions – With the budget revision approved, the administration is moving forward with posting of the Assistant Director of Teaching and Learning. The Board's support of this position and recognition of the importance of curriculum is greatly appreciated. During the upcoming months, further work will be done to review and refine the job targets for the 2018-2019 school year for this position.

Strategic Plan – The development of the implementation and accountability plans to support the Dover School District Strategic Plan is underway. The Leadership Team references the document as the *Bridge Document* serving as the bridge to the implementation of the strategic plan. The implementation plan is being developed for a one-year period. As the work starts, it is recognized deeper understanding and implications of the District's Strategic Plan will surface that may require adjustments in the implementation.

Committee Structure – For the 2018-2019 school year, the SAU Cabinet is working through a process to revise the committee structure. In addition, specific annual targets will be established to drive the committees' agendas and the results. When further work is completed, the revised committee structure will be shared with the Board to receive feedback before finalization. In addition, frequency and meeting times are being reviewed to maximize participation.

Leadership Team Learning Walks – The Leadership Team continues the practice of conducting a *Learning Walk* in each of the schools. Garrison Elementary School and the Dover Career and Tech School will be completed before the conclusion of the school year. The learning walks are providing the Leadership Team insights about teaching and learning across the District. There are many good things occurring classrooms, yet it is recognized that additional professional development is required to move the District to a student-centered learning environment as well as implementing instructional practices that increase student ownership of their learning and increases student choice and engagement with their learning.



**Superintendent's Board Report
Monday, May 14, 2018**

New District Website – The District is working with *Edlio* in the development of the District's new website. Veronica Kuzmitski is leading the District's side of the development. The target date for the new website is the end of July.

FY 2019 Budget - The budget process for FY 2019 has been a learning experience for me as I learn the budget process for Dover. I appreciate the support and patience that was demonstrated during my inaugural budget year. Libby Simmons is to be recognized and applauded for her work on the budget. The District is fortunate to have a Business Administrator that is fully committed to the District as well as the financial and operational aspects of the District.

As indicated earlier, I believe the final amount deducted from the FY19 Budget was a good compromise. It allowed for further advancement of the District's Strategic Plan and maintains current programs and services.

The budget work continues as the current vacancies and new positions are further reviewed. Furthermore, the work will soon begin on developing a five-year budget forecast and a five-year staffing plan.

New CTC Director – At the April Board Meeting, Lisa Danley was approved as the new CTC Director. Lisa will plan to join us for the June Board Meeting so that the Board may meet her. She will also be spending time with Louise Paradis to start the transition process.