



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #6
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, June 11, 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. Special Session #15, May 7, 2018
 - 2. Regular Meeting #5, May 14, 2018
- G. CONSENT AGENDA**
 - 1. Correspondence:** none
 - 2. Resignations/Retirements:**
 - a. Delilah Smith, DHS CTC Liaison
 - b. Julie Kratimenos, School Psychologist
 - c. Sherrie Sheehan, DMS Special Education Coordinator
 - d. Kyle Wade, Grade 5 Teacher
 - e. Katelyn Foley, DHS Special Educator
 - f. Heather Haudenschild, DHS Art Teacher
 - 3. Leaves of Absence:**
 - a. James Walker—Alt School
 - b. Courtney Sessler—HSS Kindergarten Teacher
 - 4. Job Shares:** none
 - 5. Nominations:**
 - a. Teacher
 - 6. Extended Travel (Student Trips):**
 - a. World Language Trip to Montreal, 4/26/19-4/28/19, prelim approval
 - 7. Donations:**
 - a. June 11 Donations
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** none
- J. POLICY ADOPTION:** none
- K. RESOLUTIONS:**
 - a. Retiree Recognition
 - b. Authorized Signature



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- c. Federal, Special Education, CTE Perkins Funds 2018-2019
- d. Capital Reserve

L. OLD BUSINESS:

- a. Superintendent Evaluation
- b. Collection Agency Approval

M. NEW BUSINESS:

- a. 2019 Food Service Price Approval
- b. Primex W/C Contribution Assurance Program
- c. DALC, Elementary Handbook Changes
- d. Facilities Use Agreement Approval
- e. Bid Award—Overhead Devices
- f. Bid Award--Chromebooks
- g. 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.

Delilah Smith
51 Oak St
Rochester, NH 03839

Ms. Louise Paradis
25 Alumni Dr.
Dover, NH, 03820

5/24/18

Dear Ms. Paradis,

I am writing to inform you of my resignation from Dover High School and Career Technical Center effective June 25, 2018.

I have decided to pursue another opportunity in a different career field. I have been very fortunate to be given many opportunities to learn useful skills during my time at Dover High School and Career Technical Center and have enjoyed working with the students in various capacities.

Please let me know how I can be of help during the transition period.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Delilah Smith', written in dark ink.

Delilah Smith

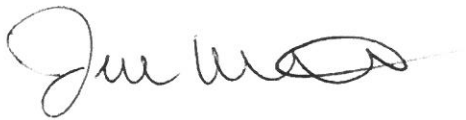
cc: Dr. William Harbron, Superintendent; Mr. Peter Driscoll, Principle

May 23, 2018

Dear Dr. Harbron,

I will not be returning to my position as school psychologist for the 2018-2019 school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Kratimenos". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Julie Kratimenos, CAGS

cc: C. Boston
P. Driscoll

May 24, 2018

William Harbron
Superintendent
Dover City Schools

Dear Mr. Harbron,

Please accept this letter of resignation and retirement from Dover Schools and the State of New Hampshire as a special educator.

Countless and wonderful memories will forever be a part of who I am, thanks to the children, families and the community of educators I have had the privilege of working with during my 22 years of employment. No matter where I go and what I do, being a part of this school system will always be a source of personal pride for me.

With sincere gratitude,

Sherrie R. Sheehan

May 16, 2018

KYLE T. WADE

184 North Main St. Rochester, NH 03867 | kwade1984@gmail.com | 603-988-6685

Ms. Kimberly Lyndes
Principal
Dover Middle School
16 Daley Dr.
Dover, NH 03820

Dear Principal Lyndes,

Please accept this letter as notice of my resignation as a fifth-grade teacher at Dover Middle School effective June 1st, 2018.

I have received a very generous compensation package to join Hubbell Incorporated's corporate office, a global electronical company, located in Shelton CT. Hubbell has set my start date on June 4, 2018.

After careful consideration, I realize that this is a unique career opportunity that I cannot decline. The past six years here at our school have been very fulfilling, challenging and rewarding. My students have impacted me a major way causing leaving my position one of the most difficult decisions I have had to make in my lifetime. I have thoroughly enjoyed teaching, coaching and being an inclusive part of the Dover community.

I would like to help with the transition of my teaching duties so that Team Sunapee will function smoothly after my departure. I am available to help ensure that my replacement is ready to finish out the year. I will make sure that all academic records are updated before my last day of teaching.

Kim, thank you again for the opportunity to work for Dover Middle School. I will hold a special spot in my heart for the entire community going forward, knowing that the impact of many of my students and coworkers has allowed me to become the person that I am today. I wish you and the entire Dover Middle School staff the best.

Regards,

A handwritten signature in cursive script that reads "Kyle T. Wade". The signature is written in dark ink and is positioned above the printed name.

Kyle T. Wade

James R. Walker

339-225-1524 | jrwalkr@gmail.com | 6 Maple Street, Apt B, Newmarket, NH 03857

5/25/2018

Dr. William R. Harbron
Superintendent
Dover School District
61 Locust Street, Suite 409
Dover, NH 03820

Dear Superintendent Harborn & the Dover School Board:

I am writing to request your consideration of an extended leave of absence from my teaching duties at the Bellamy Academy of the Dover School District for the 2018-2019 school year for necessities of the home. I very much appreciate your time and consideration of this request. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "James R. Walker", with a stylized flourish at the end.

James R. Walker

May 31, 2018

Dear Dr. Harbron,

Close to a year and a half ago, our family began the process of adopting a little boy from Ethiopia. At the time, we envisioned the length of our adoption taking several years at best. We were surprised (and delighted) when we received a call in early May notifying us that our process was complete and that it was time to travel.

After two weeks in Ethiopia, our family returned home to New Hampshire on Memorial Day. In seeking advice and support from experts in this field, we continue to hear about the value of a parent staying home with the child through the first phase of their assimilation. To support our son through his transition, I would like to request a year leave of absence for the 2018-2019 school year. I very much look forward to returning to teaching in the fall of 2019. Thank you for your understanding.

Sincerely,

Courtney W. Sessler
Kindergarten Teacher
Horne Street School

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

TO: **DOVER SCHOOL BOARD**

DATE: June 11, 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
Cote, Kyle	School Counselor	Dover High School	Melissa Mazzone	59,023.00	CAGS, Step 12
Murphy, Erin	Music Teacher	Garrison School	Melinda Harrison	41,160.00	BA, Step 5

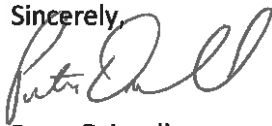
May 29, 2018

Dear Dover School Board Members,

This letter is being written in support of the World Language Department's request to travel to Montreal, Province Quebec, Canada from April 26, 2019 to April 28, 2019. The trip is being organized and the lead chaperone would be Ms. Katherine Spencer. She has helped organize and chaperone trips to both Canada and Europe in the past and would be working with Jumpstreet Tours on this trip. The opportunity to immerse themselves in another culture would help bring the students' classroom experience to life and provide a real-world opportunity to experience French Canadian practices and language.

Thank you for your consideration and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Driscoll", written in a cursive style.

Peter Driscoll

Dover High School Principal



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



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

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

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

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

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

THOMAS WALDRON
Dean of Students
t.waldron@dover.k12.nh.us

May 25, 2018

Dear Mr. Driscoll,

The World Language Department requests your permission to submit a proposal for extended travel to Montreal, Canada for April 2019.

Preliminary dates are 4/26/2019-4/28/2019. For more details, please see the attached documents.

We have had many successful trips in the past to Quebec with Jumpstreet and would like to restart regular francophone trips.

Thank you for considering this request.

Respectfully,

Katherine Spencer
French Teacher
World Language Department
(603) 516-6872
k.spencer@dover.k12.nh.us

Extended Travel Proposal

Katherine Spencer
French Teacher
World Language Department
Dover High School

Montréal Canada for a weekend during April vacation of 2019

1. Statements of the educational value of the proposed travel and the relationship to current program or course offerings.

We will visit Montréal Canada. Only students currently studying French will be allowed on the trip. The study of a francophone region and its history directly relates to the French curriculum and also allows our students to put their speaking and listening skills into practice with native speakers. Students from all levels will have the opportunity to experience francophone cooking, the underground city, the ecomuseum, and a “Cabane à Sucre” (maple syrup sugar shack). This is experiential learning at its best.

Through this direct-contact adventure, Dover High School students will become global learners. They will return to Dover with a better understanding of another country, its culture and history and eternal language, as well as an appreciation of their own. This total immersion experience is a classroom without walls. *Please see attached: World Language Department "Vision Statement."*

2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.

Yes, Jumpstreet Tours is the travel agency. The Refund Guarantee Protection is \$90. Please see attached.

3. Inclusive dates of trip.

During the 2018 Spring Recess (April vacation) for 3 days. We would leave Friday, April 26, and return April 28, 2018. We are going the second weekend of the break to avoid traveling over Easter.

4. General itinerary. Place or places to be visited:

Friday April 26

Board a luxury motorcoach and travel to Montreal (lunch en route at own expense). Your tour leader will greet you in Montreal and get the show underway. Explore charming Old Montreal with your tour leader. The Place Jacques Cartier, City Hall, Marché Bonsecours, the Old Port, and more! Learn about the stained glass art, world-famous organ the Sacred Heart Chapel and Celine Dion's wedding at Notre-Dame Basilica. Practice your French in Old Montreal before having a traditional crêpe dinner at Juliette and Chocolat.

Saturday April 27

Breakfast at La Petite Marche. Explore the city noting the new city versus old, trendy neighborhoods, world class universities, urban art, theatres, and more. Visit the Underground City to explore, lunch, and practice French. Compete in a grocery scavenger hunt while learning about Le Marché Jean Talon, an outdoor market. Go to the Zoo Ecomuseum and learn about the various flora and fauna. Discover the long history of maple syrup production at a sugar shack that includes a 17th century meal and traditional songs and dances.

Sunday April 28

Visit the Olympic Stadium and the tallest inclined tower. Retrace the steps that De Maisonneuve took to the top of the city's iconic Mont-Royal. We'll make our way up to the Chalet de la Montagne for a stunning view of the greater Montreal area. Explore hip Plateau Mont-Royal with vintage clothing stores, records shops, and quaint cafés. Participate in a cooking class and taste test what you've made. Then time to head home with dinner en route (individual expense).

Note: There are no travel advisories to Canada.

5. Cost per student: \$619

Included:

- Round trip coach transportation from the high school to Montréal
- Coach transportation during stay
- Breakfasts and dinners (excluding dinner on the return trip)
- Bilingual tour leader
- Bonded trust account for all deposited money
- Admissions to all services and attractions
- Centrally located 3 and 4 star hotels
- Ratio of 10 students: 1 teacher

Final payment is due in March 26, 2019

6. Statement of academic eligibility or other limiting roles of participation established by the trip director.

Any Dover High School student studying French during academic years 2017-19. The World Language Department student behavior policy is as follows:

- Any student receiving an OSS or ISS starting the day after December 15, 2018 will not be allowed to go on the trip. If a student can find another student to replace them, they will receive their deposit back. Any student with an ASI will meet with their parent, Ms Spencer, trip director; and Mr. Driscoll, Principal.
- Alcohol, drugs, and tobacco are strictly forbidden. Trip participants must sign the behavior policy document. *Please see behavior policy document attached.*
- During the trip students are not allowed to leave the hotel after the group has returned in the evening. This is generally at 10:00 p.m.
- The buddy system is strictly enforced. Students will be in groups of three or more during all free time.

When the tour guide is speaking, all students will listen quietly and attentively. Students are expected to participate in all events.

7. Permission forms to be reviewed and signed by parents.

See attached documents: *"Sample consent letter for a child traveling out of country without either parent."*

8. Statement of source and nature of insurance coverage.

See attached documents.

9. Decision and opinion of the Principal and Superintendent.

See attached documents.

10. Release from duty of any staff member.

None. The trip will take place during Spring Recess.

11. Cost to the District.

None.

12. Disclosure of financial benefit to trip leader and chaperones.

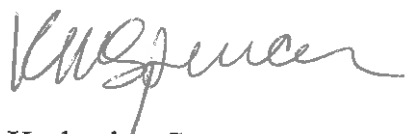
The trip leader and chaperones will receive bus transportation and multiple-occupancy hotel accommodations.

Finally, accordance with Policy Code IJOAA which states, *"The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants..."* (Pg. 1, Para. 5)

The French teacher will organize a cakewalk raffle as a vehicle for students to secure additional funding as well as a 50/50 raffle and pancake breakfast.

Thank you for considering this proposal.

Respectfully,

A handwritten signature in cursive script, appearing to read 'K. Spencer'.

Katherine Spencer
French Teacher
World Language Department
Dover High School

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

2017 – 2018 FIELD TRIP REQUEST

Date: 5/25/2018

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: Katherine Spencer

Destination of Field Trip: Montreal, Canada

Date of Field Trip: 4/26/19 - 4/28/19 Time of Departure: 7 am Time of Return: 9 pm

Number of Students: 25 min. Cost Per Student: \$589

Number of Adults Going: 3 Method of Transportation: coach bus

LIST ALL CHAPERONES: Katherine Spencer, Claudia Provencier, Susan Stegman
Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip.

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes ☒ No ☐

Non-participating teachers will be notified two weeks prior to the trip: Yes ☐ No ☐ N/A

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students **NOT** going on the trip that are the responsibilities of the teacher(s) attending?
Yes ☐ No ☐

What is the educational purpose of the field trip?
To put French learning into practice while also learning more about the history of Montréal.

What instructional classroom preparations will be done prior to the field trip?

reading, speaking, asking & answering questions

What follow-up classroom activities will take place after the field trip?

presentation of trip in French

Approval of Appropriate Administrator (AC, CTC Director:) [Signature]

*****PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY*****

_____ Trip Approved

_____ Trip Disapproved

Reason for Denial: _____

Principal's Signature: _____ Date: _____

World Language Department

Mission and Vision Statement

The World Language Department shares the philosophy of the National Standards for Foreign Language Learning in the 21st Century which calls for a future in which students are well-versed in English and at least one other language, modern or classical.

- Dover students will have the opportunity to specialize in at least one language: French, Latin, or Spanish. They will learn to communicate in this/these language(s) and develop the 21st century skills of cross-cultural competence, global awareness, multiple literacies, critical thinking, problem solving, collaboration, flexibility, adaptability, and mutual responsibility.
- Dover students will develop respect of other peoples and their customs, histories, and perspectives by exploring their language and culture.
- Dover students will improve their competency in the English language by comparing and contrasting structure and vocabulary of another language.
- Dover students will develop stronger reading, writing, listening, and speaking skills through their investigation of non-English literature and media.



3 Days Montreal

Dover HS

25 Alumni Drive, Dover, New Hampshire, 03820-4365

November 2 to 4, 2018

Friday, November 02, 2018

- 07:00 AM The day has arrived! The trip you've been waiting for is finally here!! Hop aboard your locally chartered luxury motorcoach, get comfortable and get ready for your adventure!
- Stops and lunch en route (at individual expense).
- 02:00 PM Hooray! You've arrived in Montreal! Your tour leader will greet you and get the show underway. The fun starts now :)
- Let's explore charming Old Montreal with your tour leader. There's so much to see! The Place Jacques Cartier, City Hall, Marché Bonsecours, the Old Port, and more!
- 03:00 PM Learn about the fabled stained glass art, the world-famous organ, the stunning Sacred Heart Chapel and of course Celine Dion's epic wedding during your guided visit of the Notre-Dame Basilica.
- 03:30 PM Time to explore in Old Montreal! Hang out with your friends, shop around and practice your conversational French. Your tour leader will give you a meeting place and time.
- 05:00 PM Dinner is served! There's nothing quite like a traditional crêpe dinner and that's what's in store for you at Juliette et Chocolat!
- 07:00 PM It's about to get crazy! Local professional dancers are going to teach you to throw down at your very own hip hop dance workshop (bring running shoes and workout clothes).
- > Workshop will be held at Espaces des Arts - Studio MAC (9 rue Ste-Catherine Est, Montréal).
- 08:30 PM Departure for the hotel.
- 09:00 PM Arrive at the hotel and unload the motorcoach. Hang in there a few more minutes as your tour leader gives you instructions for proper hotel conduct and for the next day full of exciting activities!
- Spend the night at the Sandman Hotel
999 De Sérigny, Longueuil, Quebec
PH: 1(450) 670-3030
- (Or equivalent pending availability upon receipt of deposit.)

> replaced
by cooking
class

Saturday, November 03, 2018

- 08:00 AM Everybody ready? Time to head out for your activities! Your tour leader will fill you in on all the fun that's in store.
- 08:30 AM Let's start the day with a breakfast of champions at La Petite Marche, a quaint French restaurant in the Plateau Mont Royal.
- 09:30 AM Let's explore this beautiful city with a local guide. Your sightseeing tour will include: city views old and new, trendy neighbourhoods, world class universities, urban art, theatres and much more!
- 11:30 AM Free time in Montreal's famous Underground City, a network of malls, museums and restaurants! Here's your chance to explore with your friends, grab lunch (at individual expense), and practice your conversational French. Your tour leader will give you a meeting place and time. Enjoy!
- 01:30 PM Take in the sights and sounds of Le Marché Jean Talon, Montreal's busiest outdoor market, as you partake in our Grocery Scavenger Hunt. (Complete with prizes! Yahoo!)
- 02:30 PM All aboard! Next stop: The Zoo Ecomuseum!

3 Days Montreal

Dover HS

November 2 to 4, 2018

- 03:30 PM Discover Quebec's fauna at the Zoo Ecomuseum, the one and only outdoor zoo on the island of Montreal! Learn how each animal was adopted by the zoo for a specific reason as you stroll through this natural and enchanted setting. Let's get curious and learn all about the animals that share our environment!
- 05:30 PM All aboard! Next stop: the SUGAR SHACK!
Discover how the people of Quebec managed to brave the difficult winters through the tradition of maple syrup production as your tour leader shares his/her Sugar Shack story.
- 06:00 PM Get ready to party like it's 1699! At La Sucrerie de la Montagne, an authentic French Canadian cabane à sucre outside of the city, you're going to learn about maple syrup production methods, feast on a 17th Century meal and get down to traditional songs and dances. Don't forget to add some syrup to your pea soup (we're not kidding).
- 09:00 PM Departure for the hotel.

Sunday, November 04, 2018

- 07:30 AM Breakfast and orientation at the hotel with your tour leader.
- 09:00 AM You won't believe it, but the time has come...for your last day of this fantastic journey! Time to leave the hotel with your luggage and take advantage of today to say goodbye to these foreign lands.
- 09:30 AM Visit the tallest inclined tower in the world and enjoy a breathtaking panorama on Montreal. Afterwards, take part in a visit of the Olympic Stadium, host to the 1976 Summer Olympics!
- 11:30 AM Let's retrace the steps that De Maisonneuve took to the top of city's iconic Mont-Royal. We'll make our way up to the Chalet de la Montagne for a stunning view of the greater Montreal area.
- 12:30 PM Lunch time! Let's explore the hip Plateau Mont-Royal, with all its vintage clothing stores, record shops and quaint cafés. You might come away with a one-of-a-kind souvenir. (Lunch is at individual expense.)
- 02:00 PM Hugs and handshakes as you bid farewell to your tour leader and head back home.
Stops and dinner en route (at individual expense).
- 09:00 PM This is when you're expected to arrive back at your school, where your family and friends will be eager to hear all about your adventure!



5

Kathy Spencer
Dover HS
25 Alumni Drive Dover, New Hampshire 03820-4365

3 Days Montreal
November 2 to 4, 2018

What is included

- Roundtrip transportation via luxury motorcoach(es)
- 1 Tour Leader(s) who will stay with your group 24/7 and bring your itinerary to life
- Accommodations as per your budget
- Private security guard (per coach) to monitor the hallways at night
- Bracelets for students and lanyards for adults featuring 24/7 emergency toll-free line
- Private and secure online payment and registration portal account
- Comfortable and convenient day bags for all travellers
- \$25M in liability protection for teachers and chaperones
- Your money placed in a bonded trust account
- 24/7 tour support, with a direct patch to our senior staff

Meals

- 2 breakfasts
- 2 dinners

Activities

- Guidatour - 2 Hour Coach
- Zoo Ecomuseum - Admission / Self-guided tour
- Marché Jean-Talon - grocery scavenger hunt
- Regie des installations olympiques - Stadium + Olympic Tower
- Basilique Notre-Dame (Mtl) - Guided tour
- Hip Hop Dance Workshop - Hip Hop - No Space

Tour Price (including taxes)

Complimentary chaperones Double Occupancy	Paying students Quad Occupancy	Per student
4	40	US\$ 449.00
4	35	US\$ 479.00
3	30	US\$ 519.00
3	25	US\$ 589.00
2	20	US\$ 669.00

U.S. TO CANADA TRIPS: YOUR INSURANCE OPTIONS

We are required by law to inform you of our various insurance options. We strongly recommend that you distribute this information at your first parent meeting.

Why purchase insurance? Simply put: Peace of mind. The cost of these insurance options is very reasonable compared to the costs you could face in the event of an unprecedented event that requires medical attention and/or trip cancellation.

Option 1: Medical Only

Must be purchased at least 30 days before departure.

Trip Duration	Cost (students)	Cost (adults)
4 days or less	\$10	\$15
Each additional trip day	\$2.20	\$3.40
Limit	\$150,000	
What's Covered		
24/7/365 Travel Assistance	Included	
Medical Expense (per accident or sickness)	\$100 deductible (\$100,000 at 100%)	
Emergency Medical Reunion	Up to \$5,000 (incl. hotel/meals, \$300/day, 10 days max)	
Accidental Dental (natural teeth only)	Covered	
Dental Relief of Pain	\$1,000	
Pre-existing Conditions Coverage Limit	Up to \$2,500	
Mental and Nervous	\$2,500 outpatient \$5,000 inpatient	
Emergency Medical Evacuation	\$100,000	

Option 2: Comprehensive (Medical & Cancellation)

Must be purchased at the same time as your initial deposit.

Trip Duration	Cost (students)	Cost (adults)
4 days or less	\$20	\$28
Each additional trip day	\$5	\$7
Limit (medical)	\$150,000	
Limit (cancellation)	\$5,000	

Continued on next page

Option 2: Comprehensive (continued)

What's Covered	
24/7/365 Travel Assistance	Included
Medical Expense (per accident or illness)	No deductible (\$150,000 at 100%)
Emergency Medical Reunion	Up to \$5,000 (incl. hotel/meals, \$300/day, 10 days max)
Accidental Dental (natural teeth only)	Covered
Dental Relief of Pain	\$1,000
Pre-existing Conditions Coverage Limit	Primary: \$10,000 Secondary: Up to policy limit
Mental and Nervous	\$2,500 outpatient \$5,000 inpatient
Emergency Medical Evacuation	\$100,000
Trip Delay	\$200/day (\$1,000 max)
Trip Interruption	\$1,000
Trip Cancellation (including terrorism)	\$5,000
Baggage & Personal Effects	\$500/item (\$1,000 max); \$50 deductible
Baggage Delay	\$100/item (\$500 max)



EXCLUSIVE PRODUCT: OUR REFUND GUARANTEE PROTECTION (RGP)

Available to groups of 30 paying participants or more.

This is not an Insurance product. The RGP is exclusive to Jumpstreet Tours and offers individuals travelling to Canada and/or the United States a refund for any reason and at any time!

Some Simple Terms Apply:

- You must purchase RGP at the same time as your initial deposit
- RGP does not cover airfare
- If you have purchased RGP and wish to drop out of your trip, simply send us a short note explaining why you're dropping out and we will reimburse you within 10 business days
- 100% of trip price (minus airfare, if applicable) is reimbursed if dropping out at least 48 hours before trip start date
- 50% of trip value (minus airfare, if applicable) is reimbursed if dropping out within 48 hours of trip start date
- No refund if dropping out after trip start date
- Cost of RGP and/or insurance premiums is not reimbursed

Cost:

Your Trip Cost (before airfare, if applicable)	Cost of RGP
\$250 or less	\$30
\$251 - \$500	\$60
\$501 - \$750	\$90
\$751 - \$1,000	\$115
\$1,001 - \$1,250	\$145
\$1,251 - \$1,500	\$165
\$1,501 - \$1,750	\$190
\$1,751 - \$2,000	\$220
\$2,001 - \$2,500	\$275
\$2,501 - \$2,750	\$300
\$2,751 - \$3,000	\$330

If you wish to purchase addition insurance coverage for your trip, such as Medical and/or Trip Cancellation/Interruption, please contact us.



GROUP CANCELLATION AND REFUND POLICY FOR 2017-2018

Thank you for considering Jumpstreet Tours for your trip. To date, nearly 175,000 students have travelled with Jumpstreet to destinations in North America, Europe, and Central America.

Many schools and parents feel comfortable approving our trips because our deposit and group cancellation policy significantly reduces financial risk associated with approving school trips. We are very flexible with deposit dates, and we're committed to having the best cancellation policy in the business. As your contract explains (please refer to your invoice for this), the following will apply in the event that your group cancels the trip:

If cancelled 61 days or more before departure date:

100% reimbursed (minus your trip deposit)*

If cancelled between 60 and 39 days prior to departure date:

75% reimbursed (minus your trip deposit)*

If cancelled between 38 and 15 days prior to departure date:

50% reimbursed (minus your trip deposit)*

If cancelled 14 days prior to departure date:

No reimbursement is possible

*Please note that unrecoverable payments made to suppliers may be added to cancellation fees in the case of group cancellation. This includes payment processing fees for online payments.

Extenuating circumstances will be taken into consideration and all efforts will be made to reschedule your trip (if desired) and to minimize your costs in case you cancel your group's trip.

Please keep in mind that this policy covers trip cancellation by the entire group. Individuals may purchase cancellation insurance to cover their individual trip payment. Jumpstreet also offers a refund guarantee program (RGP) that provides a full refund if an individual cancels for any reason. As with cancellation insurance, there is a fee for this and it is sold to students individually and only at the time of initial deposit.

I hope that this helps your school to make a decision to plan a trip.

Sincerely,

Tom Clarke
Director of Finance, Jumpstreet Educational Tours

World Language Department

Requirements to Travel to Montreal

I understand that the requirements to go on the trip to Montreal are:

1. I am studying French in 2017-2019.
2. I do not receive an ASI, ISS, or OSS beginning December 15, 2018.

I understand that if I receive an ISS or OSS for any reason that I will be dropped off the trip at my own expense. If I receive an ASI, I will be put on probation. A second ASI will result in a decision making meeting with a parent, Mr. Driscoll, Ms Spencer to determine if the student should attend. I understand that neither Jumpstreet nor Dover High School has any responsibility to refund my money.

I understand that while on the trip all school rules are in force.

I have read and agree to the above requirements.

Student _____ signature _____ date _____

Parent _____ signature _____ date _____

**School Board Guidelines on Alcohol, Drugs, Body Art
And Standards of Behavior
For All Dover Students leaving the country.**

1. Students will NOT bring, consume, purchase, or ship home **ALCOHOL** while on a school sanctioned trip.
2. Students will NOT bring, consume, purchase, or ship home illegal **DRUGS** or **PIPES** while on a school sanctioned trip.
3. Students will NOT purchase **BODY ART** or **PIERCING** services while on a school sanctioned trip.
4. Students will NOT purchase **WEAPONS** of any kind, such as knives or swords, even if they are considered "souvenirs" while on a school sanctioned trip.
5. Students will NOT purchase or wear any **CLOTHING** that portrays sex symbols or sex related messages or makes negative comments about any group while on a school sanctioned trip.

Student: print: _____

Sign: _____ date: _____

Parent/Guardian: print: _____

Sign: _____ date: _____

CONSENT LETTER FOR**A CHILD TRAVELLING OUT OF COUNTRY WITHOUT EITHER PARENT**

.....

To whom it may concern:

I/We, _____ are the parents/guardians of _____, born on _____
at _____. He/she is carrying the following citizenship document:

☐ **Passport**

Number: _____ Issued on (date & place): _____

☐ **Other – please specify**

Our child has our consent to travel with **Dover High School** to visit **Montreal Canada** for **3 days & 2 nights: April 26-28, 2019**. Our child will be residing at the following hotel(s):

Hotel Name: **see itinerary**

City: **see itinerary**

Phone number: _____

Any question regarding this consent can be directed to us at:

Address: _____

Home phone number: _____

Work phone number: _____

Parent/guardian signature

Date

Parent/guardian signature

Date

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION: April 13, 2015	PAGE 1 OF 3

EXTENDED TRAVEL

School funded overnight trips as well as clubs and other school approved organizations that engage in overnight, in-state activities are exempt from this policy but must comply with policy IJOA.

Foreign or domestic overnight travel with significant educational value is permitted following approval of the Building Principal, Superintendent, and School Board.

Approval by the School Board shall consist of preliminary approval (permission to plan and to commit funds) and final approval (permission to proceed). Except to determine interest/feasibility, no substantive discussions of foreign travel can be conducted with students until preliminary approval is granted by the School Board. Requests for final approval should be scheduled for the regular School Board meeting approximately one month prior to departure. The School Board may rescind final approval in the event the government issues a travel advisory for any areas on the itinerary or if the safety and well-being of the students may be jeopardized by acts of terrorism or government instability.

Overnight trips shall, to the extent possible, be scheduled during school vacation periods. If the trip extends into the school days, a waiver request must be approved by the superintendent and the School Board.

Costs of such trips shall be the responsibility of the participating students and their parent/guardian. The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants and to ensure availability of financial assistance to those students otherwise qualifying, but for whom the economic strain is too severe.

Requests for preliminary approval submitted to the School Board shall include:

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.
2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
3. Inclusive dates of trip.
4. General itinerary.
5. Cost per student.
6. Statement of academic eligibility or other limiting rules of participation established by the trip director.
7. Permission forms to be reviewed with and signed by parents.
8. Statement of source and nature of insurance coverage.
9. Decision and opinion of the Principal and Superintendent.
10. Release from duty of any staff member by the Superintendent.

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION: April 13, 2015	PAGE 2 OF 3

11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)
12. Cost to the District.

Requests for final approval submitted to the School Board shall include:

1. Adult/Student ratio.
2. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.

Additionally, a list of all students and chaperones will be submitted to the school and superintendent's office. All chaperones must complete a criminal background check at least one month prior to departure. Only adults assigned as chaperones are permitted to travel with the students.

A copy of this policy and release shall be provided to students and parents along with materials distributed on extended trips. Students and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

Administrative Guidelines on Alcohol, Drugs, and Body Art – Standards of Behavior:

1. Students will not consume, purchase, or ship to home, alcohol while on a school sanctioned trip
2. Students will not consume, purchase, or ship to home, drugs while on a school sanctioned trip
3. Students will not purchase body art or piercing services while on a school sanctioned trip
4. Adult chaperones on all trips will adhere to the same standards of behavior as defined for student participants

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION: April 13, 2015	PAGE 3 OF 3

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____, hereby grants permission for _____ to travel to Montreal Canada with Matherine Spencer as chaperones, as part of a Dover School District extended travel program. The scheduled departure date is 4/26/19 and the scheduled return date is 4/28/19.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

_____ day of _____, 20____

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

LIABILITY RELEASE FORM

Student Name _____ Home Telephone _____
Address _____ Zip Code/ _____
Date of Birth _____ Place of Birth _____
School Dover High School School Telephone 603-516-6872
School Contact Person Katherine Spencer Position Teacher, WL Dept
Parents/Guardians Full Names _____
Place/Times of Employment _____
Employment Telephone Numbers () _____
Person to contact in an emergency _____ Telephone () _____
Address _____ Relationship _____
Physician _____ Telephone _____

RELEASE

I, a participant in the excursion to Montreal, April 26-28, 2019, sponsored by World Language Department, Dover High School and approved by the Dover School Board, agree to all the following conditions:

The Program organizer(s), group chaperones of Dover High School and the Dover School District shall not be liable for any damages or loss to my person or property arising from my participation in this program.

The Program organizer(s) and/or group chaperones may make reasonable changes in the dates, destinations, or itinerary for the mutual benefit and safety of group participants. In such event, they shall not be liable for any delay, loss or damage resulting there from. In the event of any illness, accident, or incapacity incurred by me, the group chaperone may consider my best interests in securing medical treatment, hospitalization, medication and/or return transportation at my own expense.

Any and all claims, obligations, suits in any liabilities whatsoever against the organizer(s), chaperones, and/or the School District are hereby waived and released.

I certify that I have read and understood this release and agree to abide by its provisions.

Student Signature

Date

Signature of Witness

Date

*I certify that **I am the parent or legal guardian of the student named above** and that I have read the foregoing release. **I allow my child to participate in this trip.** I agree to every part of this release and hereby relinquish any claim that I may have against the program organizers, chaperones, and the School District, both on my behalf and in my capacity as legal representative, while my child is a participant in this program.*

Parent Signature

Date

Signature of Witness

Date

Student Health Record

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

Address _____ Phone# _____

Parent/Guardian's Name _____ Work Phone# _____

Cell phone# _____

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

Date of Last Physical _____

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

List any medication being taken on a daily basis _____

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

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

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

Group number _____ ID number _____

Address _____

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

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

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

Signatures

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

Ref. No. 320007765645 AMENDED

CERTIFICATE OF INSURANCE

Aon Reed Stenhouse Inc.
20 Bay Street
Toronto ON M5J 2N9
tel 416-868-5500 fax 416-868-5580

Amending Certificate No. : 320007742271

Re:

To Whom It May Concern

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy(ies) and as more fully described by the terms, conditions, exclusions and provisions contained in the said policy(ies) and any endorsements attached thereto.

Insured

Les Tours Jumpstreet Tours Inc.
780 Brewster Avenue, Suite 02-300
Montreal, QC H4C 2K1

Coverage

Commercial General Liability	Insurer	XL Specialty Insurance Company	
Policy #	CA00005789L17A		
Effective	01-Oct-2017	Expiry	01-Oct-2018
Limits of Liability	Bodily Injury & Property Damage, Each Occurrence \$10,000,000 Products and Completed Operations, Aggregate \$10,000,000 Non-Owned Automobile Liability \$1,000,000 Personal Injury & Advertising Liability \$10,000,000 Policy may be subject to a general aggregate and other aggregates where applicable		

Terms and / or Additional Coverage

Commercial General Liability

Contingent EL
Broad Form Property Damage
Severability of Interest
Contractual Liability Blanket Written

THIS CERTIFICATE CONSTITUTES A STATEMENT OF THE FACTS AS OF THE DATE OF ISSUANCE AND ARE SO REPRESENTED AND WARRANTED ONLY TO THE INSURED. OTHER PERSONS RELYING ON THIS CERTIFICATE DO SO AT THEIR OWN RISK.

Aon Reed Stenhouse Inc.

Dated : 13-November-2017
Issued By : Yu, Qing Hong
Tel : +14168685979



THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
OR, IN THE CASE OF AUTOMOBILE INSURANCE,

THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE



3 Days Montreal

Dover HS

25 Alumni Drive, Dover, New Hampshire, 03820-4365

April 26 to 28, 2019

Friday, April 26, 2019

- 07:30 AM** The day has arrived! The trip you've been waiting for is finally here!! Hop aboard your locally chartered luxury motorcoach, get comfortable and get ready for your adventure!
- Stops and lunch en route (at individual expense).
- 02:30 PM** Hooray! You've arrived in Montreal! Your tour leader will greet you and get the show underway. The fun starts now :)
- Let's explore charming Old Montreal with your tour leader. There's so much to see! The Place Jacques Cartier, City Hall, Marché Bonsecours, the Old Port, and more!
- 03:30 PM** Learn about the famed stained glass art, the world-famous organ, the stunning Sacred Heart Chapel and of course Celine Dion's epic wedding during your guided visit of the Notre-Dame Basilica.
- 05:00 PM** While the Plateau used to be a working class neighbourhood forgotten by the hustle and bustle of the downtown core, today - with its influx of artists, students, and small business-owners - it's one of the hippest and most popular sectors of the city. Your tour leader will take you on an orientation walk through the Plateau so you can experience its unique charm.
- 06:00 PM** Saint-Denis is a popular street that runs through the heart of the trendy Plateau neighbourhood. It's lined with wonderful local restaurants and we're going to one of them! Restaurant l'Académie is classic French cuisine with a twist.
- 07:30 PM** Let's retrace the steps that De Maisonneuve took to the top of city's iconic Mont-Royal. We'll make our way up to the Chalet de la Montagne for a stunning view of the greater Montreal area.
- 08:30 PM** Departure for the hotel.
- 09:00 PM** Arrive at the hotel and unload the motorcoach. Hang in there a few more minutes as your tour leader gives you instructions for proper hotel conduct and for the next day full of exciting activities!
- Spend the night at the Sandman Hotel
999 De Sérigny, Longueuil, Quebec
PH: 1(450) 670-3030
- (Or equivalent pending availability upon receipt of deposit.)

Saturday, April 27, 2019

- 08:00 AM** Everybody ready? Time to head out for your activities! Your tour leader will fill you in on all the fun that's in store.
- 08:30 AM** Let's start the day with a breakfast of champions at La Petite Marche, a quaint French restaurant in the Plateau Mont Royal.
- 09:30 AM** Let's explore this beautiful city with a local guide. Your sightseeing tour will include: city views old and new, trendy neighbourhoods, world class universities, urban art, theatres and much more!
- 11:30 AM** Free time in Montreal's famous Underground City, a network of malls, museums and restaurants! Here's your chance to explore with your friends, grab lunch (at individual expense), and practice your conversational French. Your tour leader will give you a meeting place and time. Enjoy!
- 01:30 PM** Take in the sights and sounds of Le Marché Jean Talon, Montreal's busiest outdoor market, as you partake in our Grocery Scavenger Hunt. (Complete with prizes! Yahoo!)
- 02:30 PM** All aboard! Next stop: The Zoo Ecomuseum!

3 Days Montreal

Dover HS

April 26 to 28, 2019

- 03:30 PM Discover Quebec's fauna at the Zoo Ecomuseum, the one and only outdoor zoo on the island of Montreal! Learn how each animal was adopted by the zoo for a specific reason as you stroll through this natural and enchanted setting. Let's get curious and learn all about the animals that share our environment!
- 05:30 PM All aboard! Next stop: the SUGAR SHACK!
Discover how the people of Quebec managed to brave the difficult winters through the tradition of maple syrup production as your tour leader shares his/her Sugar Shack story.
- 06:00 PM Get ready to party like it's 1699! At La Sucrerie de la Montagne, an authentic French Canadian cabane à sucre outside of the city, you're going to learn about maple syrup production methods, feast on a 17th Century meal and get down to traditional songs and dances. Don't forget to add some syrup to your pea soup (we're not kidding).
- 09:00 PM Departure for the hotel.

Sunday, April 28, 2019

- 07:30 AM Breakfast and orientation at the hotel with your tour leader.
- 09:00 AM You won't believe it, but the time has come...for your last day of this fantastic journey! Time to leave the hotel with your luggage and take advantage of today to say goodbye to these foreign lands.
- 09:30 AM Visit the tallest inclined tower in the world and enjoy a breathtaking panorama on Montreal. Afterwards, take part in a visit of the Olympic Stadium, host to the 1976 Summer Olympics!
- 11:30 AM Montreal has so many restaurants that you could eat out every night of the year without going to the same place twice. It's only fitting, then, that you put your own culinary skills to the test at your very own cooking workshop. You'll learn how to prepare some magnificent meals (and you'll eat them too!).
- 02:00 PM Hugs and handshakes as you bid farewell to your tour leader and head back home.
Stops and dinner en route (at individual expense).
- 09:00 PM This is when you're expected to arrive back at your school, where your family and friends will be eager to hear all about your adventure!



Kathy Spencer
Dover HS
25 Alumni Drive Dover, New Hampshire 03820-4365

3 Days Montreal
April 26 to 28, 2019

What is included

- Roundtrip transportation via luxury motorcoach(es)
- 1 Tour Leader(s) who will stay with your group 24/7 and bring your itinerary to life
- Accommodations as per your budget
- Private security guard (per coach) to monitor the hallways at night
- Bracelets for students and lanyards for adults featuring 24/7 emergency toll-free line
- Private and secure online payment and registration portal account
- Comfortable and convenient day bags for all travellers
- \$25M in liability protection for teachers and chaperones
- Your money placed in a bonded trust account
- 24/7 tour support, with a direct patch to our senior staff

Tour Price (including taxes)

Complimentary chaperones Double Occupancy	Paying students Quad Occupancy	Per student
4	35	US\$ 509.00
3	30	US\$ 549.00
3	25	US\$ 619.00
2	20	US\$ 699.00

Meals

- 2 breakfasts
- 2 dinners

Activities

- Guidatour - 2 Hour Coach
- Zoo Ecomuseum - Admission / Self-guided tour
- Marché Jean-Talon - grocery scavenger hunt
- Régie des installations olympiques - Stadium + Olympic Tower
- Basilique Notre-Dame (MTL) - Guided tour
- Provigo (Montreal) - Cooking workshop (MTL)



Dover HS
25 Alumni Drive Dover, New Hampshire 03820-4365

3 Days Montreal
April 26 to 28, 2019

NEXT STEPS

The contents of the proposed itinerary are subject to availability. As soon as you sign below and return a copy of this page to me, I will book your coach and hotel. I will then send you a trip confirmation, planning resources, a preliminary itinerary, and a contract with a payment schedule. **If this proposal does not include airfare**, your initial deposit of \$100 per paying participant is due 30 days later and with that I can book your entire proposed itinerary and guarantee your trip price.

IF THIS PROPOSAL INCLUDES AIRFARE

Making your payments on time is your ticket to guaranteeing rates and availability. Please contact us if at any point during the trip-planning process you feel that you will not be able to meet a payment deadline:

- An initial deposit of \$350 per paying participant is due within 30 days of booking this trip;
- 50% of the remaining balance is due no less than 180 days before your trip's departure date;
- The remaining balance is due no less than 90 days before your trip's departure date.

INSURANCE

By law, we are required to inform you of the insurance plans available to your group. I have sent you information about medical, cancellation and comprehensive coverage options. Please distribute this information to your group as certain packages must be purchased at the same time as your initial deposit.

TRIP-PLANNING RESOURCES

Our trip-planning resources will help you and your community stay organized and energized as you prepare for your adventure. Visit www.jumpstreet.com/resources so you can hit the ground running!

TERMS AND CONDITIONS

Please read our complete terms and conditions at www.jumpstreet.com/terms-and-conditions. The following sections are particularly helpful:

- Price
- Group cancellations
- Individual cancellations
- Exchange rate

By signing below you are confirming that you have:

- Read and accept our terms and conditions
- Distributed our travel insurance options to your group

Client signature

Date

DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER

2017 - 2018 FIELD TRIP REQUEST

Date: 5/25/2018

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: Katherine Spencer

Destination of Field Trip: Montreal, Canada

Date of Field Trip: 4/26/18 - 4/27/18 Time of Departure: 7 am Time of Return: 9 pm

Number of Students: 25 min. Cost Per Student: \$619

Number of Adults Going: 3 Method of Transportation: coach bus

LIST ALL CHAPERONES: Katherine Spencer, Claudia Provencher, Susan Stepan

Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip.

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes ☒ No ☐

Non-participating teachers will be notified two weeks prior to the trip: Yes ☐ No ☐ N/A

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students NOT going on the trip that are the responsibilities of the teacher(s) attending?
Yes ☐ No ☐

What is the educational purpose of the field trip?
To put French learning into practice while also learning more about the history of Montreal.

What instructional classroom preparations will be done prior to the field trip?

reading, speaking, asking & answering questions

What follow-up classroom activities will take place after the field trip?

presentation of trip in French

Approval of Appropriate Administrator (AC, CTC Director): [Signature]

*****PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY*****

☒ Trip Approved

☐ Trip Disapproved

Reason for Denial: _____

Principal's Signature: [Signature]

Date: 6/1/18

**Donation Request List for Approval
June 11 School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
Dover Middle School	NH St. Council— Knights of Columbus	\$676.41	Check	DMS Special Olympics
Horne Street School	PTG	\$900.00	Check	OT Service Equipment
Horne Street School	PTG	\$1,656.81	Check	Playground equipment, outdoor enclosed bulletin board, posters, paint

RESOLUTION OF RECOGNITION

RE: *Dover School District Staff Retirements 2018*

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 320 combined years for the Dover School District:*

*Pamela Alexander
Maybeth Anderson
Debra Cheney
Nancy Gebhardt
Pamela Hamilton
Elizabeth Murphy
Louise Paradis
Rebecca Pagdon
Marsha Pelletier
Joseph Pirkola
Sherrie Sheehan
James Sodaitis
Elizabeth Stone*

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

Keith Holt, Vice Chairperson

Kathleen Morrison, Secretary

Zachary Koehler

Matthew Lahr

Carolyn Mebert

Andrew Wallace

June 11, 2018

RESOLUTION

June 11, 2018

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 his 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 11, 2018

**RESOLUTION
JUNE 11, 2018**

RE: **Federal Funds 2018-19**

WHEREAS Federal funds allocations for Titles I, I, Part D, II, and III, have not yet been finalized, districts have been advised to use last year's allocation figures for planning purposes, and

WHEREAS If allocations remain stable for FY19 Dover will receive:
\$861,925 for Title I (Elementary and Secondary Education Act) –
\$51,394 for Title I, Part D (Neglected and Delinquent Funds)
\$208,984 for Title II (Highly Qualified Teachers)
\$18,085 for Title III (English Speakers of Other Languages)

with, per State and Federal directive, a proportional amount being allocated for the qualifying and participating private schools and

WHEREAS The Title I Project Manager and the Assistant Superintendent for Teaching and Learning after consultation with public and private school staff and administration at local and state level, recommends the following utilization of the Federal funds for FY19:

WHEREAS For Title I:
Woodman Park – Part time Enrichment Coordinator, 7 full time and 1 part time tutors, one part time Family Outreach Coordinator, one part time RTI coordinator, project administration, benefits, professional development.
Dover Middle School - 2 full time Title I/intervention tutors, TI coordinator, Literacy facilitator, math intervention, benefits.
St. Mary Academy - One part time literacy tutor, benefits, related supplies and materials

WHEREAS For Title I, Part D:
Dover Children's Home - Independent Living Counselor, Academic and Vocational Counselor, salaries and benefits.
Dover High School – Drug and Alcohol counselor

WHEREAS For Title II:
For the three elementary schools - three .5 literacy facilitators for the district, .6 math facilitator, benefits, professional development activities and related materials
Private schools - professional development.

WHEREAS

For Title III:
Professional development activities, part time tutor, supplies and related materials.

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of Federal Titles I, I, Part D, II, and III, funds for FY18 as recommended above.

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

JUNE 12, 2017

RESOLUTION
June 11, 2018

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 19:

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 administrators providing special education LEA 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 staffing and 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 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 FY19 as recommended above.

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

RESOLUTION
June 11, 2018

RE: Career & Technical Education Carl Perkins Federal Funds

WHEREAS Carl Perkins Program Improvement grant allocations for the coming year (FY 2019) 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 2019:

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 2019 as recommended above.

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

JUNE11, 2018

RESOLUTION

RE: TRANSFER FUNDS TO THE SCHOOL ATHLETIC, CURRICULUM AND FACILITIES CAPITAL RESERVE FUNDS

WHEREAS: The Dover City Council established capital reserve funds titled Athletic, Curriculum and School Facilities Capital Reserve funds; and

WHEREAS: The Dover School Board has recognized an amount up to seventy-five thousand (\$75,000) dollars in unencumbered funds within the 2017-2018 Dover City Council adopted budget appropriation available for transfer into capital reserves; and

WHEREAS: If necessary, the Superintendent, or designee, must be able to rescind or reduce the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 27, 2018; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council transfer an amount up to \$75,000 into the School Department Capital Reserve accounts and to appropriate those funds from General Fund-Education as noted below:

Account Number	Account Description	Budget Adjustment
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	\$ 15,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	\$ 30,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	\$ 30,000.00
		\$ 75,000.00
1000.2.620.01100.4110.00000.00.000.120.100	Salaries Teacher DMS	\$ (35,000.00)
1000.2.620.01210.4110.00000.00.000.140.100	Salaries SPED Aides DMS	\$ (25,000.00)
1000.2.630.01100.4110.00000.00.000.120.100	Salaries Teacher DHS	\$ (10,000.00)
1000.2.614.01210.4110.00000.00.000.140.100	Salaries SPED Aides WPS	\$ (5,000.00)
		\$ (75,000.00)

AND BE IT FURTHER RESOLVED THAT:

The Dover School Board gives authority to the Superintendent, or designee, the authority to rescind or reduce, if necessary, the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 27, 2018.

SUBMITTED BY:

Amanda L. Russell, Chairperson

Keith Holt, Vice Chairperson

Kathleen Morrison, Secretary

Andrew Wallace

Carolyn Mebert

RESOLUTION

RE: TRANSFER FUNDS TO THE SCHOOL ATHLETIC, CURRICULUM AND FACILITIES CAPITAL RESERVE FUNDS

Zachary Koehler

Matthew Lahr

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

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



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

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

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

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: June 11, 2018
RE: Collection Services Update

Meal charging policy EFD, attached for your review, indicates balances that reach \$40.00, upon the decision of the Superintendent of Schools, may be assigned to a collection agency. Research has been conducted to find an agency that specializes in educational collection. The results produced very few agencies who were setup to cover the District's type of debt collection.

The findings are noted below for your review:

I.C. System, Inc.

Phase I: Pricing is \$7.50 per account for 500 services (\$3,750).
Includes pre-paid letters with 100% of recoveries to the District over the course of two months.
Accounts with no response are moved into Phase II.
Phase II: Pricing for accounts less than one year old is 25%; over one year is 50%.

Parson Bishop Service, Inc.

Preferred Plan: Several collection contacts with each account submitted for a period of six months (with a minimum balance of \$40).
All accounts collected will have a contingency fee of 25% within the first year; fees will be 50% contingent on collection on all accounts aged over one year from the date of service.

DOVER SCHOOL DISTRICT	POLICY CODE: EFD
DATE OF ADOPTION: APRIL 9, 2018	PAGE 1 OF 1

MEAL CHARGING POLICY

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

The District will provide access to applications for Free and Reduced Price meals. Application forms will be sent home with all students at the beginning of each school year, posted on the District's website and available from each school's main office. Applications are accepted and processed throughout the school year.

The parent or guardian of each student must receive and acknowledge receipt of the policy/procedure. The Food Service Department will notify students verbally in all schools when their account reaches a balance of \$10.00 or less so their account can be replenished. The District's Business Office will notify students' parents or guardians if their child's account goes into a negative balance by sending home a monthly letter noting their child's negative balance.

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

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

At any time during the school year, balances that reach \$40.00, upon the decision of the Superintendent of Schools, may be assigned to a collection agency.

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

Fresh Picks Café/Café Services Inc.

DOVER SCHOOL DISTRICT

2018/2019 Proposed Price List

	"Type A" Lunch			"Type A" Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
Elementary School	\$ 2.35	\$ 0.40	\$ 3.35	\$ 1.35	\$ 0.30	\$ 2.35
Middle School	\$ 2.85	\$ 0.40	\$ 3.35	\$ 1.35	\$ 0.30	\$ 2.35
High School	\$ 2.85	\$ 0.40	\$ 3.35	\$ 1.35	\$ 0.30	\$ 2.35

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

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



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

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: June 11, 2018
RE: Contribution Assurance Program (CAP) for FY2020-FY2022 for the Workers' Compensation Program

Last May, I brought before the School Board a similar savings program for the District's Property and Liability insurance through Primex. Primex is now offering a similar option to the District to participate in the Workers' Compensation Contribution Assurance Program (CAP) for the next three coverage period years, through June 30, 2022. Participation in this program also extends the District's membership agreement with Primex for three years.

For budgetary stability, I recommend that the Board approve participation in the CAP Program which will guarantee Dover School District's increase on workers' compensation contributions not to exceed 8.0% for fiscal years 2020 through 2022. While actual increases will not exceed 8.0%, the rate may ultimately be lower based on the District's risk management performance and exposure changes. For reference, the percent change increase in FY2019 will be 6.2%, in FY2018 the percent change increase was 2.0% and the percent change increase in FY2017 was 5.6%.

Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed eight percent (8%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

FY 2020 July 1, 2019 through June 30, 2020

(maximum 8% increase over July 1, 2018 through June 30, 2019 contribution)

FY 2021 July 1, 2020 through June 30, 2021

(maximum 8% increase over July 1, 2019 through June 30, 2020 contribution)

FY 2022 July 1, 2021 through June 30, 2022

(maximum 8% increase over July 1, 2020 through June 30, 2021 contribution)

By signing this Agreement, the **Dover School District** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for three coverage period years, through **June 30, 2022**. The **Dover School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Dover School District** agrees that the eight percent (8%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Dover School District** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Dover School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Dover School District** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Dover School District** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Dover School District** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Dover School District**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Dover School District** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Dover School District** with legal authority to contractually bind the **Dover School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

Dover School District

December 1, 2017

WC-2022-08-3



RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Dover School District** adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

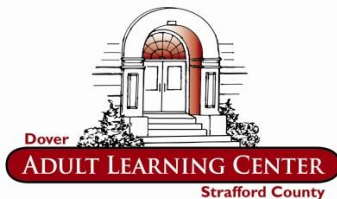
Title: _____ duly authorized

Date: _____

Dover School District

December 1, 2017

WC-2022-08-3



TO: William Harbron, Superintendent of Dover Schools
Dover School Board
FROM: Deanna Strand, Director Dover Adult Learning Center
RE: Dover Adult Learning Center Staff & Student Handbook Change
DATE: May 30, 2018

~~Red text is to be deleted~~

Bold Italic text is to be added

Proposed changes:

Staff Handbook Page 10

Disabilities

The American with Disabilities Act (ADA) of 1990: Section 504 of the Rehabilitation Act of 1973 was the first civil rights legislation specifically written to protect the rights of individuals with disabilities. Section 504 guarantees that a person with a disability will not be discriminated against because of that disability in any program receiving federal funds.

The American with Disabilities Act (ADA) of 1990 extends the scope of Section 504 to cover private as well as public programs and services. The ADA requires these entities to “level the playing field” for individuals with disabilities by providing accommodations and auxiliary aids, and by making their services physically accessible to anyone with a disability. For more information you can look on www.ada.gov.

Staff Handbook Page 11

Storm Cancellations

- A. Daytime classes are cancelled whenever schools are closed in the same town. Dover classes follow Dover schools, Rochester classes ***follow*** Rochester schools, etc.
- B. If there is a delayed opening for daytime classes, DALC classes will start at 10am.
- C. Evening ***ABE and ESL*** classes ~~do not~~ automatically cancel when day school classes are cancelled.
- D. Separate announcements ***regarding AHS classes*** are made after 4:00 pm on radio stations WTSN (1270 AM), The Bay (98.7 FM), and TV Channel 9 WMUR, ***as well as online at www.wmur.com/weather/closings and www.doveradultlearningcenter.org.***

The announcements will refer to Dover Adult Learning Center

of Strafford County, Rochester-Dover Adult Learning Center of Strafford County, or Farmington-Dover Adult Learning of Strafford County classes.

Staff Handbook Page 14

Transportation of Students

- A. No Dover Adult Learning Center job description includes transportation of students.
- B. If you decide to provide transportation for a student, do so only if you are willing to accept the fact that liability in case of an accident will probably be your own.
- C. Under no circumstances should you provide transportation if you do not have substantial liability insurance as part of your automobile insurance policy.
- D. The risk you assume is similar to that assumed in giving a ride to a neighbor or acquaintance.
- E. For the same reasons, never ask a student to give a ride to a fellow student.

This cautious policy addresses our concern for student transportation. We help as much as possible by providing information about public transportation.

~~For school related field trips, a Recreation Department vehicle (15 passenger bus) may be requested through Gary Bannon, Recreation Director.~~

Staff Handbook Page 15

Mileage Reimbursement

When **DALC** staff travel as a part of their regular duties ~~travel out of DALC's working and service area of the Greater Seacoast (defined as in excess of 30 miles from Dover) and Strafford County, respectively,~~ **and within their regular working hours, the organization will reimburse use of personal vehicles at the current federally defined rate. Commuting from home and back is not reimbursable.** For group travel, staff members are encouraged to car pool; reimbursement for single travel is subject to the discretion of the DALC director.

Staff Handbook Page 15

Hiring and Advancement Policy for Adult Education Professional Staff

Professional staff members hired for the Dover Adult Education Program will be placed at an appropriate step of the Dover Adult Education Staff Pay Scale as recommended by the DALC director and approved by the Superintendent of Schools and the Dover School Board.

Professional staff members will include teaching ~~or counseling~~ in the adult diploma, **ESL, IET, IELCE, APT**, and adult basic education programs. Enrichment class teaching, tutoring **or advising**, or other services not compensated at the professional level, **and** service in other educational programs, ~~and staff development training hours~~ shall not be included. **Teachers will be compensated for three professional development days per year at three hours each.**

Staff Handbook Page 17

Replace chart on p. 17 with chart below, reflecting a 1.5% COLA in DALC staff wages for FY18. All DALC wages are paid from grant or tuition funds. This increase will not affect the general fund budget.

Adult Education Staff Wage Scale 2018-2019

Position		2017-18	2019
Enrichment Teacher/HiSET Supervisor/ <i>Substitute Teachers not otherwise employed at DALC/Technology Integrator</i>		23.09	23.44
ABE/AHS Teachers*	Step 1*	23.09	23.44
	Step 2	26.01	26.40
	Step 3	28.82	29.25
	Step 4	29.83	30.28
	Step 5**	32.77	33.26
Teaching Aide /Receptionist/HiSET Proctor/Childcare Assistant	Step 1	13.06	13.26
	Step 2	13.55	13.75
	Step 3	14.05	14.26
	Step 4	14.53	14.75
	Step 5	15.04	15.27
	Step 6	15.53	15.76
	Step 7	16.02	16.26
	Step 8	16.51	16.76
Counselor Aide/Office Assistant/Childcare Coordinator	Step 1	14.45	14.67
	Step 2	14.93	15.15
	Step 3	15.40	15.63
	Step 4	15.87	16.11
	Step 5	16.35	16.60
	Step 6	16.82	17.07
	Step 7	17.30	17.56
	Step 8	17.77	18.04
Childcare Aide		9.74	9.89
Cleaning person		13.79	14.00
Technology Specialist Assistant	Step 1	15.97	16.21
	Step 2	16.50	16.75
	Step 3	17.03	17.29
	Step 4	17.56	17.82
	Step 5	18.09	18.36
	Step 6	18.62	18.90
	Step 7	19.13	19.42
	Step 8	19.66	19.95

Counselor	<i>According to DTU Pay Scale as funding allows</i>	
Office Manager	DEOP member Class 6	

Approved by DALC Board April 2018.

Staff Handbook Page 18

Time Card Directions

1. Please be sure to fill in full name and last 4 digits of your social security number.
2. Period ending: use date when the timecard is to be submitted by, from payroll calendar.
3. Please be sure to put date of each day you work.
4. Put in-and-out time for each day worked-class hours; this should include class hours only. Preparation time will be added by office staff in the amount of 1 hour per ~~7~~ 4 hours in class. Any non- teaching hours (i.e. staff meetings, *professional development, travel*) should be noted as such. If you sub for another teacher it must be on a separate time card noted as a sub and the teacher's name you are subbing for.
5. Put hours per day.
6. Total hours.
7. Full-time staff should use the following symbols to indicate days not worked:
 - P: Personal
 - S: Sick
 - H: Holiday
 - V: Vacation
 - C: Cancellation (storm or otherwise)
8. Sign and return card to the office.
9. Where funded, prep hours are paid each pay period *up to a maximum of 29.5 hours per week total hours* and will be added by office staff.

Staff Handbook Page 18

IMPORTANT INFORMATION ABOUT YOUR PAY

If DALC does not receive your time card by **noon** on the date specified for time card submission (see payroll calendar in this manual), we will have to assume that you intend to submit it for the next time period. Time cards may be brought or sent to the DALC office or given to the evening adult education secretary at Dover High School.

If you do forget to submit your time card, it can be accepted for the next submission date.

We transmit requests for payment along with your cards to the Dover School Department payroll clerk. Your check will be mailed to you by the School Department unless you make other arrangements. Checks are usually mailed one week after the date for time card submission.

If you have not received a check you are expecting by ten days after time card submission, please contact our office first (742-1030). We can check to be sure we've transmitted information correctly, then refer you to the School Department office if necessary.

Please feel free to contact us at any time with questions about your pay.

Substantial tuition support for professional development is also available through the New Hampshire Department of Education. ~~Contact the DALC director~~ Go to www.nhadulted.org for detailed information.

Staff Handbook Page 23 (under General HiSET Information for Teachers)

The McKinney-Vento Act guarantees access to High School Equivalency by homeless youth up to the age of 21. You are considered homeless under the McKinney-Vento Act if you lack “a fixed, regular, and adequate nighttime residence.” If fees are a barrier to your participation, those fees will be waived or paid with donations.

Staff Handbook Page 23

Guidelines for Adult High School Teachers

The Adult Diploma program is for students choosing to earn high school credits which can be applied toward a diploma. Diploma students take semester-long classes (45 hours) based on the subjects they need to complete the credit requirements. ~~Credits earned through previous high school experience, college, professional training, work or military experience count toward the 20 credit requirement. NH Ed 702.05 provides the core minimum requirements for graduation.~~

Alternative Credit options fall into the following categories:

- *Credit for prior learning (military, home management, work experience, apprenticeship)*
- *Distance Learning (online high school, Plato, correspondence class)*
- *Community and work-based learning (Extended Learning Opportunity (ELO), career exploration, community service/volunteer work)*
- *Demonstration of competence (test out, HiSET subject test, Plato competency test, Northstar digital literacy test)*
- *Courses taken at other schools and programs (adult community enrichment, community college, business/trade school, Adult Academic Skills)*

Staff Handbook Page 29

~~Program~~ Self-Evaluation and Professional Development Plans

In the spring of each year, ~~The Bureau of Adult Education conducts a program self-evaluation. All staff people are expected to participate in this process. During the program self-evaluation,~~ professional staff will complete a teacher self-assessment ~~and a program assessment~~. Using ~~these~~ *this* tools to identify areas for improvement, each teacher will create a professional development goal for the year. Each teacher will also meet annually with the director or program coordinator to review progress on their current goal and to set a goal for the coming year.

Staff Handbook Page 30

Tuition Waiver/Tuition Support

By vote of the Board of Directors, September 2004, DALC will waive tuition for staff to take DALC enrichment and personal development courses on a seat-available basis, provided there is sufficient paid enrollment for the class to be held. Staff members are expected to purchase their own supplies and materials. ***This is unpaid time, and should be taken outside working hours.***

The DALC budget includes a small fund for Professional Development activities not reimbursed by the Bureau of Adult Education or other sources. ***You may request reimbursement via the Director.***

Substantial tuition support for professional development is also available through the New Hampshire Department of Education. Contact ~~the DALC director~~ ***NH Adult Education*** for more information.

Student Handbook Page 7

Office Hours

DALC's evening secretary is generally ***on-site*** at the high school ~~from 5:45 to 8:15 p.m.~~ on the evenings classes are held ***for immediate assistance***. Otherwise, contact the DALC main office at 603-742-1030 during posted business hours. ~~The secretary is located in Dover High School Guidance Office. She answers telephone calls when possible (516-6942). However, she may have to be out of the office to visit classes and carry out other duties. If you need to leave an emergency number (with a sitter, for example), you may use the Dover High Guidance Office number, but please be aware that the phone is not always answered. In case of extreme emergency, people could contact the Police Department to get a message to you.~~

Student Handbook Page 8

Alternative Credit Options

Students have the following options for earning credit:

- ~~1. **A maximum of two credits** may earned by students who successfully pass high school final examinations when the final examination is for a course that is an elective and not a required course.~~
- ~~2. **Adult vocational education classes** offered by DALC or other adult education agencies, i.e., keyboarding, computer introduction, or personal caregiver training.~~
- ~~3. **Military Service:** You may receive one credit for military experience if you have served in the active military for at least two years with an honorable discharge or if you have served a minimum of six years in the National Guard. You must present a copy of discharge papers or a letter from the commanding officer if still serving.~~
- ~~4. **Home Management Credit:** If you have three years or more of experience in managing a household, you may receive one credit by submitting an acceptable written account of your learning in this area.~~
- ~~5. **Work Experience Credit:** You may receive one credit for three consecutive years of full time experience in no more than one work area. A maximum of two credits for work~~

~~experience will be awarded for five or more years of full-time experience in no more than two work areas. Credit will be granted upon receipt of form(s) signed by your employer.~~

~~6. **Apprenticeship:** You may receive one credit for each year completed, up to a maximum of two credits.~~

~~7. **Career Exploration:** If you are unemployed or considering a career change, you may design a program of observation and investigation in a career field that interests you, subject to the approval of the adult diploma counselor. You may earn one or two credits for the successful completion of the career exploration program.~~

~~8. **Community Service/Volunteer Work:** You may develop a plan for community service to a local non-profit service organization. Upon approval of the director, you may earn one credit for 45 hours of community service, up to a maximum of two credits. You must write a plan for your service and have it approved by the DALC director before you begin. Then you must have someone at the non-profit organization to supervise you. At the end of your service you must write a final report on your experience, describing what you have learned. Each service project must extend over at least five weeks. People who earn two community service credits must work in two different non-profit organizations.~~

~~9. **New Hampshire Virtual Learning Academy Charter School (vlaes.org)** credits are accepted for transfer on the same basis as credits from traditional high schools.~~

~~10. **Credit earned from accredited institutions:** Credit may be earned from accredited institutions, licensed trade schools, business schools, colleges, extension courses, distance learning, web-based courses, correspondence courses and extended learning opportunities (ELO).~~

Alternative Credit Options

Alternative credit options fall into the following categories:

- *Credit for prior learning (military, home management, work experience, apprenticeship)*
- *Distance Learning (online high school, Plato, correspondence class)*
- *Community and work-based learning (Extended Learning Opportunity (ELO), career exploration, community service/volunteer work)*
- *Demonstration of competence (test out, HiSET subject test, Plato competency test, Northstar digital literacy test)*
- *Courses taken at other schools and programs (adult community enrichment, community college, business/trade school, adult academic skills).*

Student Handbook Pages 10-11

HIGH SCHOOL EQUIVALENCY TESTING PROGRAM (HiSET)

The High School Equivalency Testing Program (HiSET) gives adults and out-of-school youth an opportunity to demonstrate their academic skills and to earn the New Hampshire High School Equivalency Certificate (High School Equivalency Test, formerly the GED). Students may prepare to take the HiSET exam at DALC through exercises, practice tests, and academic classes (see above).

Steps for Earning the HiSET

~~The first step in earning the HiSET is to call the office at 742-1030 to make an appointment with a counselor. The counselor will work with you to set up free diagnostic testing to see if your skills need improvement. If some improvement is needed, you may enroll in academic classes; classes are free with rolling admission throughout the year. When your skill levels are high enough, you will then be required to take practice tests to qualify for official exams.~~

~~When you are ready for the official exams, you will need to register by creating a HiSET account online. After you create this online account, visit our office to schedule and pay for your exam; you will need your HiSET ID#, full payment, and a government issued photo ID with address.~~

HiSET Tests and Cost

~~The complete battery of HiSET tests costs \$20.00/for each test, and consists of five subjects: Math, Language Arts-Writing, Science, Social Studies, and Language Arts-Reading. (If you are having difficulty with the cost, please see “Scholarships” below.)~~

What is the HISET?

The High school equivalency (HISET) test includes five sections:

- 1. Language Arts, Writing (multiple choice usage questions and an essay): 2 hours***
- 2. Social Studies (multiple choice questions on passages about history, sociology, economics, etc.; may include maps, charts, and editorial cartoons): 1 hour 10 minutes***
- 3. Science (multiple choice questions about passages on biology, general science, physics, etc.; often includes diagrams and directions): 1 hour 20 minutes***
- 4. Language Arts, Reading (multiple choice interpretive questions on poems, passages from stories; may include cartoons, bits of dialogue, etc.): 1 hour 5 minutes***
- 5. Math (multiple choice questions in word-problem format: includes arithmetic, beginning algebra and geometry; formulas provided; a calculator may be used): 1 hour 30 minutes***

Who can take the HISET test?

In New Hampshire, a person who is 18 or older and who has not completed high school. People 16 and 17 years old may register to take the test only with authorization from the school district where the student is enrolled.

How do people register to take the official test?

At DALC, we require that a test-taker complete the following steps in order to reserve a testing slot for the official HISET test:

- 1. Present a government-issued, photo ID card as proof of age and identity***
- 2. Submit proof of having passed pre-tests***
- 3. Documented school district approval if under 18.***
- 4. Complete HiSET registration online.***
- 5. Schedule HiSET tests in the DALC office.***
- 6. Pay the test fee (\$20/per test) or submit proof that an agency will pay. Scholarships are available for students who need them.***

How is the passing level determined?

HISET results are reported as standard scores. The Educational Testing Service establishes

norms on a sample of American high school seniors. The passing score is set at the point where forty-two per cent of high school seniors fail. A perfect score for each test is 20; a perfect combined score is 100. In order to pass the HiSET and obtain a New Hampshire HiSET certificate, all three of the following criteria must be met:

- 1. Minimum of 8 to pass any one test. Any test under 8 must be retaken.*
- 2. Average score of 9 or better.*
- 3. Total combined score of 45 or higher.*

Student Handbook Page 16

STORM CANCELLATIONS

Daytime classes are cancelled whenever schools are closed in the same town. Dover classes follow Dover schools, Rochester classes *follow* Rochester schools, etc.

If there is a delayed opening for daytime classes, DALC classes will start at 10am.

Evening *ABE and ESL* classes ~~do not~~ automatically cancel when day school classes are cancelled.

Separate announcements *regarding AHS classes* are made after 4:00 pm on radio stations WTSN (1270 AM), The Bay (98.7 FM), and TV Channel 9 WMUR, *as well as online at* www.wmur.com/weather/closings *and* www.doveradultlearningcenter.org.

The announcements will refer to Dover Adult Learning Center of Strafford County, Rochester-Dover Adult Learning Center of Strafford County, or Farmington-Dover Adult Learning of Strafford County classes.

Student Handbook Page 16

BUS TICKETS

Coast bus tickets ~~may be purchased for half price~~ *are available* in the DALC main office at the McConnell Center in Dover. *Due to a generous donation from Federal Savings Bank, students may receive one free round-trip ticket for each day per week that they attend classes. Tickets are not available for purchase.*

The following changes/additions/deletions will be made to the Dover Elementary Schools family handbook over the summer and added to the school website...

- Change all 2017/18 dates to 2018/19.
- Table of contents will reflect added district policies. This will include policy GBEBB-Staff conduct with students.
- Updated school calendar.
- Updated school board information.
- Updated mission statement
- Updated nurse information.
- Change all Provider information to Durham School Services.
- Updated lunch/recess schedule.
- Replace any YMCA information with SOCC and/or SOAR contacts. (Not Horne Street)
- Update any change in the cost of snack milk/breakfast/lunch.
- Update open house dates
- Update PTO/PTG officer information
- Review testing information on page 48.
- Title IX: change phone contact to Director of Student Services number instead of career tech
- Procedures for handling student behavior in the classroom- remove loss of recess as that conflicts with our wellness policy. Will add take a break or make amends
- Horne Street School specific- Add Advisory

RENTAL OF SCHOOL APPLICATION

DOVER SCHOOL DISTRICT
61 Locust Street, Suite 409
Dover, NH 03820
(603) 516-7458

FULL NAME OF ORGANIZATION: _____
ADDRESS: _____
CONTACT PERSON & DAYTIME TELEPHONE _____
EMAIL ADDRESS _____
BILLING ADDRESS _____
ACTIVITY TO BE HELD: _____
DATE(S) REQUESTED: _____
TIME (S) IN & OUT: _____
DOORS WILL OPEN AT: _____

REQUEST USE OF THE FOLLOWING FACILITIES:

DOVER HIGH SCHOOL

____ Auditorium
____ Dressing Room
____ Cafeteria
____ Cafeteria with kitchen
____ Classroom (educational agencies only)
____ Large Gym
____ Small Gym
____ Library
____ Locker Rooms

DOVER MIDDLE SCHOOL

____ Cafeteria
____ Cafeteria with kitchen
____ Conference Room
____ Gym
____ Library
____ Classroom(educational agencies only)
____ Renaissance Room

*For Field Use-See Attached

GARRISON SCHOOL

____ Cafeteria
____ Cafeteria with kitchen
____ Gym
____ Library

HORNE STREET ELEMENTARY

____ Cafeteria
____ Cafeteria with kitchen
____ Gym
____ Library

WOODMAN PARK ELEMENTARY

____ Cafeteria
____ Cafeteria with kitchen
____ Gym
____ Library

We expect ____ people. We will need ____ chairs. We will need ____ tables (\$5 per table)
We will not ____ will ____ charge admission.
We will not ____ will ____ want use of the public address system (**High School Only**)
We will not ____ will ____ need a rehearsal. If so, when? Date: _____ Time: _____
We will not ____ will ____ want to use the piano (**\$25 usage fee/outside groups only**)
We will not ____ will ____ want to use the risers. (**\$15 usage fee/outside groups only**)

Tickets may not be sold or admission granted in excess of the approved capacity of the facility.

Only those facilities or equipment specifically designated in this application may be used.

The undersigned is responsible for repairs or replacement to lost and/or damaged property.
NO LATEX BALLOONS ALLOWED IN ANY OF THE BUILDINGS

This is to certify that the undersigned has read the Rule and Regulations for use of the school facilities and agrees to abide by them.

Signature: _____

Date: _____

Emergency Exit Speech for Scheduled Events at Dover Public Schools

(To be read over PA system as part of opening statements or ceremony)

In the unlikely event of an emergency where the building needs to be evacuated, you will be notified by either the FIRE ALARM sounding or an announcement over the public address system.

Please take note of the exits that are closest to where you are seated or standing.

(Point out all exits in the event area)

Proceed to the closest EXIT.

Evacuation should occur in a *calm* and *continuous* manner until everyone is safely out of the building.

DOVER PUBLIC SCHOOLS FACILITIES RENTAL WAIVER FORM

NAME OF ORGANIZATION _____

ADDRESS: _____

CONTACT PERSON & DAYTIME TELEPHONE _____

GROUP CLASSIFICATION: _____

1. GROUP I – SCHOOL/SCHOOL SPONSERED USE
2. GROUP II – COMMUNITY/COMMUNITY SPONSERED USE
3. GROUP III – SCHOOL/COMMUNITY AFFILIATED USE-NON PROFIT 501C3 STATUS
4. GROUP IV – GENERAL USE PRIVATE OR COMMERCIAL – PROFIT

SCHOOL REQUESTED _____

ACTIVITY TO BE HELD _____

DATES REQUESTED _____

TIME(S) IN & OUT _____

WE WILL/WILL NOT CHARGE ADMISSION _____

INDIVIDUALS OR ORGANIZATION WILL/WILL NOT RECEIVE COMPENSATION _____

I/WE ARE REQUESTING A WAIVER OF:

1. _____ FACILITY RENTAL FEE 2. _____ 3 MONTH RESERVATION

3. _____ CUSTODIAL FEE

FOR THE FOLLOWING REASON(S):

1. _____

2. _____

3. _____

4. _____

SIGNED _____ DATE _____
(APPLICANT)

SAU OFFICE USE

DATE IS AVAILABLE YES/NO _____

BUILDING USE PRIORITY ASSIGNED YES/NO _____

REGULAR RENTAL FEE _____

WAIVER AMOUNT REQUESTED _____

COMMENTS _____

FACILITIES COORDINATOR _____ DATE _____

SAU OFFICE USE

APPROVE REQUEST _____

DISAPPROVE REQUEST _____

COMMENTS _____

SUPERINTENDENT/DESIGNEE _____ DATE _____

RENTAL OF FIELD APPLICATION

DOVER SCHOOL DISTRICT
61 Locust Street, Suite 409
Dover, NH 03820
(603) 516-7458

REQUEST USE OF THE FOLLOWING FACILITIES:

DOVER HIGH SCHOOL

_____ **Dunaway Football Field** Daytime Use \$675 per 3 hr. Nighttime Use \$750 per 3 hr.
_____ Recreation-Affiliated Grps- \$50 per hr. for 4 hr. minimum
_____ **Dunaway Baseball Field**
_____ **Bellamy Field # 1**
_____ **Bellamy Field # 2**
_____ **Bellamy Field # 3**
_____ **Field Hockey Field**
_____ **Softball Field**

All fields, except Dunaway Football Fd. will be charged \$100 per event per 3 hrs.

Recreation-Affiliated Gps.(75% Dover citizens) will be charged \$5 per person, per season, per sport.

FULL NAME OF ORGANIZATION: _____

ADDRESS & EMAIL ADDRESS _____

CONTACT PERSON & DAYTIME TELEPHONE _____

BILLING ADDRESS _____

ACTIVITY TO BE HELD: _____

DATE(S) REQUESTED: _____

TIME (S) IN & OUT: _____

WE EXPECT _____ PERSONS

WE WILL/WILL NOT NEED GROUNDSKEEPER-Groups Over 100

POLICE DETAIL WILL/*WILL NOT BE PROVIDED

*DESIGNATED SECURITY PERSON-NAME _____ PHONE NUMBER _____

PLEASE BE AWARE OF THE FOLLOWING RULES AND REGULATIONS FOR USE OF ANY DOVER SCHOOL DISTRICT PROPERTY: NO USE OF TOBACCO PRODUCTS, NO ALCOHOLIC BEVERAGES OR ANIMALS ON SCHOOL PREMISES, AT ANY TIME WE ASK THAT YOU ANNOUNCE TO YOUR PATRONS EITHER VERBALLY OR IN WRITING THE ABOVE RULES AND REGULATIONS.

THIS IS TO CERTIFY THAT THE UNDERSIGNED HAS READ THE RULES AND REGULATIONS FOR USE OF THE SCHOOL FACILITES AND AGREES TO ABIDE BY THEM.

SIGNATURE _____

DATE: _____

HOURLY RENTAL FEES

Available Space for Rent	Seating Capacity	Classroom Teacher Group	*School District Affiliated Group	*Non-Profit (Other) Group	For-Profit Group
<i>Dover Senior High (DHS)</i>					
Auditorium Fixed Seating	850	\$0	\$0	\$150	\$225
Stage Lighting/ Sound System		\$0	\$0	\$100 Flat Fee	\$150 Flat Fee
Rehearsal Fee	-	\$0	\$0	\$50	\$75
Dressing Room		\$0	\$0	\$40	\$50
Gymnasium (Regulation)	1,872	\$0	\$0	\$35	\$50
Gymnasium Small (Regulation)	514	\$0	\$0	\$35	\$50
Cafeteria/Kitchen	364	\$0	\$0	\$60/\$75	\$100/\$125
Library	61	\$0	\$0	\$40	\$50
Locker/Team Rooms	-	\$0	\$0	\$40	\$50
Classroom(s)	-	\$0	\$0	\$40	\$50
<i>Dover Middle School (DMS)</i>					
Renaissance Room	203/292	\$0	\$0	\$75	\$100
Gymnasium	1,484	\$0	\$0	\$35	\$50
Cafeteria/Kitchen	295	\$0	\$0	\$60/\$75	\$100/\$125
Library	55	\$0	\$0	\$40	\$50
Classroom(s)	45	\$0	\$0	\$40	\$50
Locker Rooms	60	\$0	\$0	\$40	\$50
<i>Woodman Park School (WPS)</i>					
Gymnasium (Regulation)	1,000	\$0	\$0	\$35	\$50
Balcony	322	\$0	\$0		
Cafeteria/Kitchen	304	\$0	\$0	\$60/\$75	\$100/125
Library	35	\$0	\$0	\$40	\$50
<i>Garrison School (GES)</i>					
Gymnasium (Regulation)	700	\$0	\$0	\$35	\$50
Cafeteria/Kitchen	529	\$0	\$0	\$60/\$75	\$100/\$125
Library	35	\$0	\$0	\$40	\$50
<i>Horne Street School (HSS)</i>					
Gymnasium	534	\$0	\$0	\$35	\$50
Cafeteria/Kitchen	304	\$0	\$0	\$60/\$75	\$100/\$125
Library	50	\$0	\$0	\$40	\$50
Other Fees Applied	-	n/a	(B), (C)	(A), (C)	(A), (C)

OTHER FEES

- (A) Custodial Fee: \$50/per hour, minimum charge of three (3) hours for Non-Profit and For-Profit groups per event
- (B) Custodial Fee: Custodial rate of pay for School District Affiliated Groups
- (C) House Manager Fee: \$40/per hour, minimum charge of three (3) hours per event, when applicable
- (D) Riser Flat Fee of \$15
- (E) Table \$5 per
- (F) Piano Flat Fee \$25

NOTES

*School District Affiliated Group versus Non-Profit (Other) Group: A School District Affiliated Group includes, but is not limited to, PTA's, PTO's, PTG's, Booster Clubs and DFSA.

Use of Gymnasiums: Use of WPS, HSS, and GES gymnasiums for athletic or other recreational types of activities will be charged a flat rental fee of \$35/per hour. DMS will be charged a flat rental fee of \$45/per hour. DHS Large Gym will be charged \$50 per hour. and the smaller gym will be charged \$35 per hour. A minimum of three (3) hours for use of any gymnasium will be charged.

Two Events: When there are two events held, one in the afternoon and one in the evening, a separate fee is charged for each event, providing there is an admission fee charged for each event.

Non-Profit Status & Insurance: An IRS tax-exempt certificate to substantiate non-profit status and current certificate of insurance is required prior to rental.



USE OF SCHOOL FACILITIES

The Dover School Committee supports the use of school facilities by community groups as a supplement to the primary goal of providing educational activities to students as long as the use by community groups does not interfere with the school program or school sponsored activities.

No use of school facilities is allowed unless the user(s) has/have obtained a written permit approved by the Superintendent or designee. Authorization for use of school facilities shall not be considered an endorsement of, or approval of, the activity, group, or organization nor the purposes they represent.

Procedures for Application for Use of School Buildings and Grounds for All Groups:

1. All requests will be submitted no later than one week prior to event for inside groups, two weeks for outside groups.
2. All after school events will begin after 3:00 P.M. on weekdays and will not extend past 10:30 P.M. unless prior arrangements have been made.
3. Submission of events for the following school year will begin no sooner than April 15th of the current school year.
4. When requesting a PA system, a House Manager is required to be present for said event.
5. Payment of custodian, stage manager, etc. will be required 30 days after receipt of invoice.
6. No teacher/staff member will be allowed to use the school facilities, under any circumstance when children are involved without submitting a permit first.
7. All cancellations or changes to a permit must be submitted to the Facilities Coordinator
8. Outside groups cannot be re-scheduled if already School Board approved.

Responsibility of the Applicants of the All Groups:

1. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use of occupancy of district facilities, the amount of damage shall be decided by the Superintendent of Schools or his/her designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained.
2. Organizations will provide sufficient competent adult supervision. No person under 21 yrs. of age may rent out the schools.
3. All applicant's for use of district facilities shall hold the Dover School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities.
4. Checks are made payable to the Dover School Department. Billings for custodial, media, tables, etc. will be expected within thirty days from billing date.

HOUSE MANAGER RESPONSIBILITIES

1. Opening up Auditorium
2. Lighting
3. Setting up PA system
4. Assuring the Auditorium does not exceed its capacity during functions
5. Accounting for all sound equipment that is needed and used

TIME LIMITS

Schools will not be rented out until 3:00 P.M. and may not extend beyond 10:30 P.M. without prior authorization.

CANCELLATIONS:

Request for cancellation must be received at least 24 hrs. in advance of agreed upon starting time. If event is held on the weekend a 48 hr. cancellation is required. Failure to cancel shall obligate the applicant to pay the custodial service fee and any other expenses incurred.

Cancellation of permission to use school facilities may be ordered by the superintendent or his/her designee and/or Dover School Board whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. In general, when schools are closed due to inclement weather or other reasons all after school and evening activities, including rentals are also cancelled. Organizations and groups should check the District website and local media (radio, television, etc.) for information about school closings and cancellations.

RULES FOR ALL GROUPS USING SCHOOLS AFTER HOURS

FIRE/POLICE SAFETY:

Groups receiving permission to use school facilities are responsible for the observance of local and state fire and safety regulations at all times. Police/firemen must be on duty at all major functions under the discretion of the Superintendent and/or his/her designee. Arrangements must be made with the proper officials of the Police and Fire Depts. by the applicant. The exact number of policemen and firemen required and rates to be paid will be determined by the Police and Fire Departments. Fees shall be paid directly to them.

Prior to the performance of any stage production in the Auditorium, or large event in the gym and/or cafeteria areas all exits will be pointed out as part of opening statements or ceremony. (See attached announcement statement to be read)

DRINKING, DRUGS, PROFANE LANGUAGE, SMOKING, GAMBLING AND PETS IN ANY FORM IS STRICTLY PROHIBITED ON SCHOOL PROPERTY.

ACCIDENTS AND DAMAGE TO BUILDINGS:

The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay could lead to denial of future permits for the individual and organization. Interest charges will apply to the cost incurred.

CUSTODIAL SUPPORT

Any organization using school facilities must agree to the assignment of the custodial personnel for continuous duty during the time stated on the application. Custodians will be available at all times and notify the renters of how they can be reached.

USE OF GYMNASIUM:

1. No food or drink permitted. Only non-glass containers of water are allowed.
2. Hardballs are not permitted in gymnasiums for the protection of the walls, fixtures and floor surface
3. Appropriate athletic footwear is required on floors unless floor is covered with tarp.
4. Gymnasiums are to be used for athletic activities ONLY, unless special permission is granted.

USE OF AUDITORIUM:

SEE ATTACHED AUDITORIUM USE POLICY

KITCHEN SUPPORT AND EQUIPMENT:

1. The Food Service Director will assign a food service worker for any function requiring the use of a kitchen
2. Kitchen equipment and utensils will not be used and cannot be rented.

APPARATUS/EQUIPMENT/ALTERATIONS

Requests to use public address systems, pianos, tables, chairs, bleachers, audio visual aids, etc. must be indicated on the application. There will be a fee charged for the preparation, operation and return of such equipment. Persons or organizations requiring the piano to be tuned shall be charged for such expenses.

Alterations of school buildings and equipment, such as lighting (and lighting controls) and hanging decorations are prohibited unless special permission is granted to the applicant. Any additional time incurred by School Department employees will be charged to the applicant. The use of nails, thumbtacks or staples shall not be permitted in the arranging of decorations.

ENTRANCES, CLASSROOMS, OFFICES, HALLWAYS, TEACHERS' ROOMS:

Entrances -- DHS Auditorium: TBD

Entrances -- DMS gymnasium: entrance and exit to and from the Dover Middle School gymnasium at the time it is being used shall be made behind the school off of Daley Drive.

Entrances -- GES gymnasium; entrance and exit to and from the Garrison Elementary School gymnasium at the time it is being used shall be made behind the school through the gym doors.

PARKING:

Parking lots are the designated places for leaving vehicles. Automobiles will not be parked in, or obstruct, fire lanes around the school buildings. Illegal parking may result in vehicles receiving tickets, warning tags or towing at owner's risk.

USE OF SCHOOL FIELDS

PERMITTED USE OF SCHOOL FIELDS:

1. School District
2. Recreation-sponsored groups
3. Recreation-affiliated groups (seventy-five percent Dover residents)
4. Private groups in Dover
5. Private groups outside Dover

A permanent waiver of rental fees for indoor and outdoor facilities shall exist for all school-sponsored groups and all recreation-sponsored groups. All other waivers of fees shall require a review and demonstration of financial need. To request a waiver the waiver form that's attached to the rental request can be filled out or a letter may be written to the school board.

FIELD USE FEES

NON-RECREATION DEPARTMENT USERS

1. School Fields, except Dunaway Field: \$100 per event (3 hour minimum)
2. Dunaway Football Field-\$675 per 3 hr. (3 hour minimum)
3. Dunaway Football Field-\$750 per hour after 5:00 P.M. (3 hour minimum)

All use of fields may involve grounds/custodian and police detail charges on a case by case basis depending on the use. Police details will be invoiced and paid through the Police Department. A deposit for grounds/custodian shall be made in advance.

Dunaway Football Field may only be rented a total of forty (40) times per year for all users.

RECREATION DEPARTMENT USERS

School fields except Dunaway Football Field: \$5 per person and must be 75% or over Dover residents (rosters required at the time of the rental application) per person, per season, per sport.

Dunaway Football Field: \$50 per hr. for 4 hr. minimum

ANY VIOLATIONS OF THESE REGULATIONS WILL RESULT IN IMMEDIATE SUSPENSION OF APPLICANT'S RIGHT TO USE THE FACILITIES.

AUDITORIUM USE POLICY

I. Purpose:

To provide guidelines for the use of the Dover High School Auditorium to include lobby, audience restrooms, seating (approx. 850), stage, dressing rooms and house lights.

II. General Guidelines:

- A. All event publicity is the responsibility of the applicant and must clearly identify the sponsoring entity. The location of the auditorium may be publicized, but the telephone number to the High School or the Dover SAU shall not be placed on the publicity, as the school district is not a source of information concerning the event.
- B. It is understood that the Dover School District assumes no responsibility for any property placed in the facility in connection with an event; and Dover School District is hereby expressly released and discharged from all liability for any loss, injury or damage to persons or property sustained because of an event or meeting.
- C. In consideration of the use of the Auditorium, each group or organization agrees that it will pay for all damages to any property resulting, directly or indirectly, from the conduct of the any member, employee or agent of the group/organization or any of its participants.
- D. All lessee's are responsible for their groups and everyone must remain in the rented facility room and shall not be allowed to roam the school.
- E. Fire Department regulations must be observed during all events or meetings. **MAXIMUM capacity allowable is 850 people. Only the Fire Dept. can make exceptions.**
- F. Groups wishing to bring in equipment must do so after school hours. All outside equipment must be up to code and approved by the Dover School District.
- G. Food or beverages of any kind are not permitted in the auditorium or adjacent facilities.
- H. All groups will be required to leave the facility in an orderly condition. The group using the facility is responsible for all "general" cleanups to include clearing the stage, auditorium and dressing rooms of equipment no later than the day after an event.
- I. In case of accidents, thefts or other emergencies let the House Manager know immediately. This also includes Maintenance issues.
- J. **FOOD AND BEVERAGES ARE NEVER PERMITTED IN THE AUDITORIUM AND STAGE. ONLY WATER PERMITTED IN THE BACK STAGE AREA.**

III. Stage Area:

- A. The stage must be clear of all trash, debris, furniture, equipment and set pieces not being used in the current production.
- B. No candles or pyrotechnics are allowed on stage unless otherwise approved by the Dover Fire Dept. and the SAU.
- C. Stage lighting and electrical work must be supervised by the school House Manager.
- D. The main stage curtain shall be properly operated by an adult. **Do not handle the curtains or pull curtains open or closed by hand.** No attachments of any kind to the stage curtains are allowed. Attachments to the walls or stage apron must be approved beforehand.
- E. Only use spike tape (synthetic rubber adhesive) on the stage and hallways. This must be removed when your production is done. **No nails permitted.**
- F. All equipment, sets, etc. will be removed from the auditorium no later than one day after the production.

IV. Dressing Rooms:

- A. All costumes, make up, personal items and equipment must be removed from the dressing rooms. Hair dryers, curling irons, irons and other equipment must be unplugged except while in use.
- B. The dressing rooms must be kept clean during performances and returned to a clean condition at the conclusion of performances.
- C. It should be understood the dressing rooms are accessible by a variety of people, so they are not safe places to leave personal items.

V. Auditorium Seating Area:

- A. Pianos, speakers and other equipment must be kept out of the aisles on the front and sides of the auditorium, when the auditorium is occupied by patrons.
- B. No audio/visual cables or extension cords are allowed on the floor of the auditorium while occupied by patrons.
- C. All aisles and doorways must remain clear at all times. These areas must not be blocked in any manner.
- D. No folding tables or chairs are allowed in aisles or doorways.
- E. NO candles or decorative lighting type are allowed without the prior knowledge of the Dover Fire Dept and the SAU and only then with proper safety and fire restraining procedures in place.
- F. The lessee must provide adult ushers in a ratio of 1 per 100 audience members. Ushers must remain in the auditorium during the performance and intermissions. They will insure that members of the audience behave appropriately, do not bring in food or drink and do not abuse the facility or detract from the performance.

VI. Lobby Area:

- A. Tables for ticket sales or literature distribution are allowed in the front entry of the auditorium.
- B. All doors and exit doors will remain unlocked prior to and during a performance.
- C. No electrical cables or extension cords are allowed on the floor without proper restraints placed over them.
- D. No candles, flower arrangements, or other decorations will be allowed to hinder or block access to exits.
- E. All unused programs and other handouts should be removed from the auditorium or placed in the trash at the conclusion of events.

VII. OTHER CONDITIONS:

VIII. Important Contact Information:

Cathy Faure, Facilities Coordinator
Phone: (603) 742-2672-Home
(603) 787-2219-Alternate
(603) 969-1555-Cell

Dover Fire/Police
Phone: (603) 742-4646

Jeffrey White-Facilities Director-Maintenance Issues
Phone: (603) 219-4955

I have read, understand, and agree to all of the above Auditorium Usage Policy rules and regulations in its entirety. I understand that non-compliance with these regulations may result in the cancellation of my facility rental and/or the forfeiture of all fees and deposits I have paid as well as refusal for any future usage.

X _____ DATE: _____
Renter's Signature

X _____
Renter's Printed Name

DOVER SCHOOL AUDITORIUM USAGE CHECK LIST

Group Name/Contact Person

Event Dates

Arrival-Please Initial

To be completed by House Manager/User

_____ Clear Stage/Audi

_____ Walls Cleared

_____ No Decorations

_____ Bathrooms Cleaned

_____ Damage to Floors/Walls

_____ Condition of Curtains

_____ Seats/Aisles Cleared of Debris

Departure-Please Initial

To be completed by House Manager/User

_____ Clear Stage/Audi

_____ Walls Cleared

_____ No Decorations

_____ Bathrooms Cleaned of Debris

_____ Damage to Floors/Walls

_____ Condition of Curtains

_____ Seats/Aisles Cleared of Debris

NOTES: _____

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

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



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

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

THE DOVER SCHOOL DISTRICT

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

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: June 11, 2018
RE: Overhead Devices Bid Award

On May 11, 2018, the District solicited a public bid requesting proposals for interactive and non-interactive overhead devices for the new High School. The specified equipment included fifty-three (53) Epson BrightLink 710Ui devices and fifty-two (52) Epson Powerlite 675W devices. Four vendors submitted their proposals on May 30th. The bid results are as follows:

Vendor	(53) Interactive Overhead Devices	(52) Non- interactive Overhead Devices	Cabling	Wall Plates	Installation	Total	Optional Warranty
Pro AV Systems 275 Billerica Rd Chelmsford, MA	\$ 121,558	\$ 48,802	\$ 20,246	\$ 5,730	\$ 32,900	\$ 229,236	
Northeast Digital 20A Northwest Blvd Nashua, NH	\$ 172,557	\$ 61,246	\$ 21,599	\$ 5,250	\$ 52,688	\$ 313,340	
Ockers 830 West Chestnut St Brockton, MA	\$ 130,857	\$ 49,816	\$ 28,875		\$ 22,050	\$ 231,598	
ECI Systems 68 Stiles Rd Salem, NH	\$ 180,320	\$ 63,628	\$ 17,492		\$ 26,250	\$ 287,689	\$ 16,590

As this was a joint bid with the Garrison Elementary School project, both Beth Dunton, Garrison School Principal, and Louise Paradis, CTE Director, have assisted in the review of the bid results. I request that the School Board proceed with an award to **Pro AV Systems** in the amount of **\$229,236**. Pro AV Systems was the low bidder for the new high school and met all requirements in the RFB.

Dover School District Mission Statement

Empowering All Learners

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

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



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

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

THE DOVER SCHOOL DISTRICT

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

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: June 11, 2018
RE: Chromebooks Bid Award

On May 23, 2018, the District solicited a public bid requesting proposals Chromebooks for the elementary school and high school. Nine vendors submitted their proposals on June 5th. The bid results are as follows:

Specified Equipment: Chromebooks (Dell), Dell CT 13.3						
Vendor	Chromebooks (Dell CT 13.3)	Google Management	Total	Optional Warranty	Total with Warranty	NOTES
PCM-G 13755 Sunrise Valley Dr. Herndon, VA	\$ 291.45	\$ 24.65	\$ 316.10	\$ 63.38	\$ 379.48	Dell 3-year optional warranty
Eastern Data, Inc 4386 Park Drive Norcross, GA 30093	no bid					See below
HypertecDirect 1868 E. Broadway Rd. Tempe, Arizona	\$ 280.00	\$ 24.00	\$ 304.00	\$ 64.00	\$ 368.00	Includes 1-year Dell mail-in service; optional warranty extends 2 years
Trinity3 Technology 2550 University Ave St. Paul, MN	\$ 289.00	included	\$ 289.00		\$ 289.00	Lenovo N42-20 N3060 14"; 3-year platinum warranty included
GovConnection 732 Milford Rd. Merrimack, NH	no bid				\$ -	-
Y&S Technologies 383 Kingston Ave Brooklyn, NY	no bid				\$ -	-
Ockers Company 830 West Chestnut St Brockton, MA	\$ 279.00	\$ 26.00	\$ 305.00	\$ -	\$ 305.00	Includes 3-year warranty
ECI Systems 68 Stiles Rd Salem, NH	\$ 270.00	\$ 25.00	\$ 295.00	\$ 158.00	\$ 453.00	Optional warranty -3-year service and replacement warranty (includes batteries)
Vizocom 1506 Constancia Way El Cajon, CA	\$ 293.38	\$ 25.20	\$ 318.58	\$ 71.19	\$ 389.77	Optional warranty - 3-year warranty

Dover School District Mission Statement

Empowering All Learners

Specified Equipment: Chromebooks (Lenovo Flex 11)						
Vendor	Chromebooks (Lenovo Flex 11)	Google Management	Total	Optional Warranty	Total with Warranty	NOTES
PCM-G 13755 Sunrise Valley Dr. Herndon, VA	\$ 262.22	\$ 24.65	\$ 286.87		\$ 286.87	Lenovo 300e; 1-year warranty
Eastern Data, Inc 4386 Park Drive Norcross, GA 30093	\$ 279.39	\$ 23.98	\$ 303.37		\$ 303.37	Lenovo 300e; \$263.03/device over 50; includes 1-year depot warranty
Eastern Data, Inc 4386 Park Drive Norcross, GA 30093	\$ 290.58	\$ 23.98	\$ 314.56		\$ 314.56	Lenovo Flex 11; \$273.96/device over 50
HypertecDirect 1868 E. Broadway Rd. Tempe, Arizona	\$ 265.00	\$ 24.00	\$ 289.00	\$ 69.00	\$ 358.00	Optional warranty - extended 3-year agreement
Trinity3 Technology 2550 University Ave St. Paul, MN	\$ 319.00	included	\$ 319.00		\$ 319.00	Lenovo 300E TCH MTK 11"; 3-year platinum warranty included in price
GovConnection 732 Milford Rd. Merrimack, NH	\$ 249.00	\$ 25.00	\$ 274.00	\$ -	\$ 274.00	Lenovo IdeaPad 300E; 1-year warranty
Y&S Technologies 383 Kingston Ave Brooklyn, NY	\$ 278.98	\$ 24.94	\$ 303.92	\$ -	\$ 303.92	Lenovo IdeaPad 300E
Ockers Company 830 West Chestnut St Brockton, MA	\$ 266.00	\$ 26.00	\$ 292.00	\$ 73.00	\$ 365.00	Comes with 1-year warranty; (4) warranty options (\$34-\$73)
ECI Systems 68 Stiles Rd Salem, NH	\$ 249.89	\$ 25.00	\$ 274.89	\$ 158.00	\$ 432.89	Optional warranty -3-year service and replacement warranty (includes batteries)
Vizocom 1506 Constancia Way El Cajon, CA	\$ 272.31	\$ 25.20	\$ 297.51	\$ 62.20	\$ 359.71	Optional warranty - 3-year Depot/CCI Plus ADP

Beth Dunton, Garrison School Principal, and Louise Paradis, CTE Director, have assisted in the review of the bid results. I request that the School Board proceed with an award to **Trinity3 Technology** in the amount not to exceed **\$75,000.00**. Orders are contingent upon the availability of FY2018 funds, and prices are held through August 31, 2018.

GENERAL FUND - FY2018 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED MAY 31, 2018					
Account Description	FY2018 Budget (Adjusted)	Received To Date 5/31/2018	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	\$ 5,286.60	\$ 24,900.00	\$ (30,354.00)
Tuition - Barrington	\$ 2,563,029.00	\$ 1,858,940.81	\$ 568,569.19	\$ 2,427,510.00	\$ (135,519.00)
Tuition - Nottingham	\$ 901,079.00	\$ 758,615.90	\$ 96,623.10	\$ 855,239.00	\$ (45,840.00)
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	\$ 14,565.96	\$ 434.04	\$ 15,000.00	\$ (10,000.00)
State Adequate Education Grant	\$ 9,168,512.00	\$ 9,190,594.41	\$ -	\$ 9,190,594.41	\$ 22,082.41
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	\$ 87,675.56	\$ 7,324.44	\$ 95,000.00	\$ 10,000.00
ABE Allocation	\$ 39,011.00	\$ 41,519.09	\$ -	\$ 41,519.09	\$ 2,508.09
Impact Aid	\$ 5,500.00	\$ 3,923.49	\$ -	\$ 3,923.49	\$ (1,576.51)
Medicaid Distribution	\$ 650,000.00	\$ 519,397.17	\$ 30,602.83	\$ 550,000.00	\$ (100,000.00)
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	\$ 9,675.00	\$ -	\$ 9,675.00	\$ (2,325.00)
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	\$ 5,991.62	\$ 15,348.36	\$ 348.36
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	\$ 14,283.81	\$ 50,299.13	\$ (9,700.87)
Total Non Tax Revenue	\$ 16,843,130.00	\$ 14,313,188.64	\$ 2,229,265.35	\$ 16,542,453.99	\$ (300,676.01)
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			\$ 57,791,325.99	\$ (300,676.01)
EXPENSES & ENCUMBRANCES - ESTIMATED MAY 31, 2018					
Account Description	FY2018 Budget (Adjusted)	Expenses to Date 5/31/2018	Encumbrances/ Antic. Exp 5/31/2018	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,104,073.69	\$ 15,392,420.25	\$ 5,495,363.35	\$ 20,887,783.60	\$ (216,290.09)
(1200) Special Education Programs	\$ 10,886,675.20	\$ 8,489,367.15	\$ 2,251,843.75	\$ 10,741,210.90	\$ (145,464.30)
(1300) Career and Technical Education Programs	\$ 1,840,107.47	\$ 1,345,159.24	\$ 391,209.82	\$ 1,736,369.06	\$ (103,738.41)
(1400) Co-Curricular Activities and Athletics	\$ 660,027.75	\$ 551,750.44	\$ 78,866.00	\$ 630,616.44	\$ (29,411.31)
(1600) Adult/Continuing Education Programs	\$ 216,485.01	\$ 187,130.64	\$ 24,090.93	\$ 211,221.57	\$ (5,263.44)
(2100) Support Services - Students	\$ 3,723,793.38	\$ 2,803,115.73	\$ 847,911.70	\$ 3,651,027.43	\$ (72,765.95)
(2200) Support Services - Instructional Staff	\$ 1,047,010.08	\$ 687,580.43	\$ 282,855.61	\$ 970,436.04	\$ (76,574.04)
(2300) Support Services - General Admin.	\$ 1,383,304.90	\$ 1,162,490.29	\$ 160,256.07	\$ 1,322,746.36	\$ (60,558.54)
(2400) Support Services - School Admin.	\$ 2,653,644.23	\$ 2,268,610.15	\$ 338,287.51	\$ 2,606,897.66	\$ (46,746.57)
(2600) Support Services - Operation Maint/Plant	\$ 4,429,717.07	\$ 4,107,441.87	\$ 335,487.11	\$ 4,442,928.98	\$ 13,211.91
(2700) Support Services - Student Transportation	\$ 2,791,354.94	\$ 2,167,628.21	\$ 679,014.55	\$ 2,846,642.76	\$ 55,287.82
(2800) Support Services - Centralized Services	\$ 1,190,475.10	\$ 1,024,589.96	\$ 123,427.04	\$ 1,148,017.00	\$ (42,458.10)
(2900) Support Services - Other	\$ 12,755.00	\$ 11,492.58	\$ 5,413.50	\$ 16,906.08	\$ 4,151.08
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	\$ 40,217,668.12	\$ 11,169,026.94	\$ 51,386,695.06	\$ (726,619.94)
School Debt - Principal Payments	\$ 2,007,771.00	\$ 947,498.14	\$ 1,060,272.86	\$ 2,007,771.00	\$ -
School Debt - Interest Payments	\$ 3,970,916.00	\$ 2,443,788.75	\$ 1,527,127.25	\$ 3,970,916.00	\$ -
Total Debt Service	\$ 5,978,687.00	\$ 3,391,286.89	\$ 2,587,400.11	\$ 5,978,687.00	\$ -
total Expenses, Encumbrances and Anticipated Expenses	\$ 58,092,002.00	\$ 43,608,955.01	\$ 13,756,427.05	\$ 57,365,382.06	\$ (726,619.94)
		Estimated Operating Revenue over/(under) budget			\$ (300,676.01)
		Estimated Net revenue/expenses, unexpended funds/(deficit)			\$ 425,943.93
As of May 31, 2018, estimated unexpended funds for FY2018 is \$425,943.93					



**Superintendent's Board Report
Monday, June 11, 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

Leave of Absences – I recommend the leave of absences requested by James Walker and Courtney Sessler should not extend beyond one year.

Resignations – Please note that Katelyn Foley and Heather Haudenschild did not sign contracts for the 2018-2019 school year and therefore resigned their positions. Resignation letters were not submitted.

Authorized Signature – This authorization allows the Superintendent and Business Administrator to sign federal applications – As superintendent, I request the Board approve this annual resolution.

Annual Resolutions – Annually, the Board approves the Federal Funds, CTE Perkins Funds and Special Education resolutions to comply with Federal regulations pertaining to these funds. I recommend the approval of these resolutions.

Handbook Revisions – I recommend the Board approve the revisions in the Dover Adult Learning Center and Elementary School Handbooks as presented.

Facilities Use Agreement – I recommend the Board approves the revisions in the Facilities Use Agreement as presented.

INFORMATIONAL

Assistant Director of Teaching and Learning – The District had 23 applicants for the Assistant Director of Teaching Learning. The Screening Committee met on June 4 and selected four candidates to be interviewed which will occur on June 20.

Technology Director – The District had 41 applicants for the Technology Director. The Screening Committee meet on June 7 and identified 4 candidates to be interviewed on June 14.

Karen Berg – Congratulations to Karen Berg as being selected as the Curriculum Coordinator for the Barrington School District. Ms. Berg will submit her resignation to the Dover School District when her Barrington Contract is finalized. Paula Glynn and I are having conversations on how to realign to provide additional curriculum support to Dover Middle School.



Superintendent's Board Report Monday, June 11, 2018

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. The work continues with designate time at each Leadership Team Meeting to share new learning and questions pertaining to the development of the *Bridge Document*.

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 or early August. Starting in July there will be a temporary site with limited access until the site is completed and released.

New CTC Director – Lisa Danley, new CTC Director, will be attending 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. The Board should take this opportunity to officially welcome Ms. Danley.

Innovation and Alternative Pathways – In the April Board report, I wrote the following:

The Dover Community is fortunate to have alternative educational programs in the community through charter schools, private schools, and faith-based schools. All learners are unique and have their way of approaching learning. In a recent newsletter published by the Seacoast Charter School, the following was stated:

Our lottery for the 2018–19 school year was held on March 14. There were over 250 families waiting to hear if their child was admitted. With 100% of our students returning next year, we only had 38 spots available, most of them in kindergarten. These numbers are truly humbling when we reflect on where we've been. Since moving to Dover three short years ago, the demand for our school has continually increased.

I believe it is important that the Dover School District continue to maintain high quality and effective schools for all students and expand our capacity to respond to the unique needs of all students. I believe it is important that we begin to explore alternative ways to engaged students in the learning process based on their needs.

Recently, Joan Breault introduced to me to Andrew Fersch. Joan and I are scheduled to meet with Andrew later in April to learn more about the alternative program he has developed. The following is video shared with me by Andrew, that clearly demonstrates what can occur when students are invested in their learning.

https://www.youtube.com/watch?v=SbhM0d_uAvM



Superintendent's Board Report Monday, June 11, 2018

Moving Forward with Andrew Fersch

It is fortunate that SB193 did not become a reality, but I do believe with the current politics, it will reappear in some form. Joan Breault and I have continued to maintain a conversation with Andrew Fersch and expanded the conversation to include Peter Driscoll. Mr. Driscoll and Mr. Fersch have also have had the opportunity to talk.

Joan Breault, Peter Driscoll, and I have continued to explore ways to bring Andrew Fersch into the District as a teacher to help to stimulate conversation and innovative ways to deliver education. Currently, we are exploring vacancy opportunities. Mr. Fersch is a certified teacher.

I am sending, *The Penn Program – Re-Imagining Education*, a white paper report (in a separate email due to size limitations) developed by Mr. Fersch that outlines his educational beliefs and program model. Currently, Mr. Fersch is providing the program to high school students in the Portsmouth area.

Dr. Breault, with the renaming of the Dover Alternative School to Bellamy Academy has been working diligently throughout the year to research various alternative programs. Through her efforts, we became familiarized with Mr. Fersch's alternative model. Dr. Breault recognizes students learn differently and some students require a different model to be successful learners. In addition, due to Dr. Breault's efforts, she had been invited to join a group of educators that are actively researching and exploring different models of education to fully engage students in their learning and education. This has also driven the continued conversation with Andrew Fersch.

District Diabetic Data – As the Board is aware, the District has been engaged in the process of finding the right pathway to successfully serve a student recently diagnosed with Type 1 Diabetes. The following is the number of students that are identified in the District with Type 1 diabetes:

SCHOOL	NUMBER	TREATMENT
Dover High School	7	4 – Insulin Pads 3 – Insulin Pens 2 – Continuous Glucose Monitor (CGM)
Dover Middle School	6	5 – Insulin Pump 1 – Insulin Pen 3 – CGM
Garrison School	None currently	
Horne Street School	None currently	
Woodman Park School	2	

Parent and Student Media Usage – Over the course of the past three months Vern and Lisa Nicholson, Christine Boston, Michelle Holt-Shannon, Moe Munoz, and I have been meeting to discuss and to identify a format for bringing parents/guardians and middle school students together to discuss the appropriate



**Superintendent's Board Report
Monday, June 11, 2018**

use of digital media. At the June 4 meeting, the following conceptual framework was developed for implementation in 2018-2019:

- Targeted population would be middle school families.
- The session(s) would be developed like Ed Camp used for professional development.
- The sessions in the Ed Camp will be facilitated by students.

In the remaining days of school, Michelle Holt-Shannon will work with Kim Lyndes to work through the eighth-grade advisory program to seek answers to questions like the following:

- Looking back on your years at DMS, what do you wish you had known coming into middle school? What do you wish older students had told you?
- What do you think is important to share with incoming students? What is important to tell incoming 5th graders?
- What do you wish your family and parents knew about what it is like to be in middle school (or what it is like to be 11, 12, 13, 14 years old)?
- What do you wish teachers knew about what it is like to be in middle school (or what it is like to be 11, 12, 13, 14 years old)?
- If you could teach your family and parents something, what would it be?
- If you could teach teachers something, what would it be?
- What are your hopes and concerns about high school?

The next meeting of the group is on June 28 to review the responses to do additional planning.