DOVER SCHOOL BOARD – AGENDA

DOVER SCHOOL DISTRICT

Meeting Type:	**Regular Session #8**
Meeting Location:	**Media Ctr. (Rm. 306) McConnell Center**
Meeting Date:	**Monday, August 13, 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. Regular Meeting #7, July 9, 2018

G. CONSENT AGENDA
1. Correspondence:
a. Letter from O'Connell's regarding transportation request
2. Resignations/Retirements:
a. Diana Tintle, WPS Grade 3 Teacher
3. Leaves of Absence: none
4. Job Shares: none
5. Nominations:
a. Teacher
6. Extended Travel (Student Trips):
a. 8th Grade Washington, DC Trip-Prelim Approval 5/28-6/1/19
7. Donations: August 13

H. STUDENT REPRESENTATIVE REPORT: none

I. POLICY – CHANGES – PROPOSALS:
a. IKFC—Alternative Diploma Policy

J. POLICY ADOPTION: none

K. RESOLUTIONS: none

L. OLD BUSINESS: none

M. NEW BUSINESS:
a. Approval of Proposed CIP
b. DHS, Bellamy Academy Handbook Changes
c. Bid Award—Bellamy Academy Vestibule
d. Enrollment Update

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.

August 1, 2018

Dear Members of the board,

My name is Laura O'Connell, my husband is Ron O'Connell. We have a 4 year old son named Jacob. Jacob has hemiparesis with a right sided deficit due to a stroke he suffered at birth. He has received PT, OT and speech therapy once a week since he was 18 months old, and in the past year we have added a second private PT session weekly. When he turned 3 he became eligible for services through the preschool program offered at Woodman Park Elementary School. Since he started last year the outcome has been amazing and we are so thankful for the team at Woodman Park. They put in place an IEP and Jacob was able to meet all of his goals by the end of the school year. He is currently attending the summer school program at Woodman and we are excited that he will be going again in the fall. In order to adequately prepare him to be successful in kindergarten it has been recommended by his team that he attend 4 days a week in the preschool. My husband and I both work full time and we have been able to make arrangements for transportation for him 3 out of the 4 days but we are unable to find transportation for him on Wednesdays. We met with his team at the school and let them know that he would not be able to attend Wednesdays because his daycare is in Somersworth and we have no way of getting him to and from daycare, they said that would be "a shame" because Wednesday is the day they go to the gym and Jacob would greatly benefit from attending this day. We thought of switching his daycare to a place in Dover but have come to the decision that Little Steps is the best place for him. He has been there since he was an infant and they are familiar with his individual needs and are most capable of preparing him for kindergarten. Little steps is approximately 1 mile over the Dover boarder into Somersworth. Our question is for permission for Jacob to take the bus on Wednesdays from Little Steps in the morning to Woodman Park School and then back to Little Steps in the afternoon. We have exhausted all other options. I truly believe if Jacob is not able to attend the recommended 4 days of preschool it will negatively impact his performance in kindergarten. This seems to be our last hope in being able to keep our son on the best track for elementary school. Please help us in being able to provide our son with the best tools to be successful in the years to come. Thank you so much for your time and consideration in this matter. I am grateful that you have taken the time to review our situation. I apologize that I am unable to attend the August 13th meeting I will be out of the country that week. Thank you again.

Sincerely,

Laura and Ron O'Connell

July 27, 2018

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

Dear Dr. Harbron,

Please accept this letter, as notice of my resignation, from my position as a third grade teacher at Woodman Park Elementary School. I have accepted a teaching position closer to my home in Massachusetts and will not be returning for the 2018-2019 academic year.

I am grateful for the opportunities that Woodman Park School and the Dover School District has provided me over the past 5 years. I have grown both personally and professionally since beginning my career at WPS as a University of New Hampshire intern. My interactions with my students, families, dedicated colleagues, and superb administrators have contributed to a positive and extremely rewarding teaching experience.

I wish you and Woodman Park School continued success in the future. If there is anything I can do to assist with the transition, please let me know.

Respectfully,

Diana Tintle

Diana Tintle

OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE

TO: **DOVER SCHOOL BOARD**

DATE: August 13, 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
Webster, Katrina	CTE Liaison	Dover High School CTC	Delilah Smith	46,682.00	MA30, Step 5
Yuva, Ramona	ESL Teacher	TBD	New Position	43,014.00	MA, Step 4
Ciotti, Robert	.34 Spanish Teacher	Dover High School	Susan Dromey Heeter	22,828.28	BA, Step 20
Dunn, Meaghan	ESL Teacher	TBD	Lucy Wackman	44,391.00	MA, Step 5
Pietro, Bianca	Special Educator	Dover High School	Katelyn Foley	42,209.00	BA15, Step 4
Lajoie, Brielle	Special Educator	Woodman Park School	Para positions (3)	45,811.00	MA, Step 6
Blough, Natalie	1:1 Nurse	Woodman Park School	New Position	52,955.00	BA, Step 13
St. Pierre, Baylee	Transition Coordinator-pending certification	Dover High School	Jeffrey Pluta	41,160.00	BA, Step 4
Eyles, Katelyn	Science Teacher (OYO)	Bellamy Academy	Jamie Walker	40,388.00	MA, Step 2

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

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

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

Ada McDowell
Dean of Student Services-5-8
a.mcdowell@dover.k12.nh.us

Dover Middle School
16 Daley Drive, Dover, New Hampshire 03820
Phone: 603-516-7200 ∘ Fax: 603-516-5747
www.dms.dover.k12.nh.us

Beth Lent
School Counselor Grade 5
b.lent@dover.k12.nh.us

Meredith Vail
School Counselor Grade 6
m.vail@dover.k12.nh.us

Fran Meffen
School Counselor Grade 7
f.meffen@dover.k12.nh.us

Mary Calhoun
School Counselor Grade 8
m.calhoun@dover.k12.nh.us

Dover Middle School
Washington, D.C. Trip
2018-2019

Preliminary request inclusions

1. Statement of educational value (included).
2. Dates of trip: May 28 – June 1, 2019
3. Itinerary (sample included).
4. Cost per student. $589 (some scholarship money is available).
5. Academic eligibility (included).
6. Permission forms (included).
7. Principal opinion.
8. Release from duty. Will be requested when we have preliminary approval.
9. Financial benefit for leader and chaperones. 4 Chaperones per bus are complimentary there are no other benefits. No additional money is added to the students cost for chaperones.
10. Substitutes for staff that are attending, there is no other cost for the district.

Thank you for your consideration

The Dover Middle School Student Council has sponsored an eighth grade trip to Washington DC for the past thirty-six years since 1983.

This has become a tradition for our students, and in fact, the students in the younger grades have something to look forward to for their future and get excited about becoming eighth graders at Dover Middle School.

While in the nation's Capital we view and participate in many educational and social activities, such as meeting our US Senator or Congressman, touring the Capital Building, White House, Washington Monument, Lincoln Memorial, Vietnam Memorial, and the World War 2, Memorial. We also witness the changing of the guard at Arlington National Cemetery; visit the Smithsonian Museum complex and National Archives to view the Declaration of Independence. On many of the trips we have met a United States Congressman and they graciously take the time to talk to our students.

This is a life lesson. Some of the students have never experienced travel. Students learn cooperation and understanding each other and themselves.

We also establish goals for the students to achieve. Students are not allowed to receive more than one "in school suspension" or one "out of school suspension" throughout the year and they may not receive more than one "F" on their report cards cumulative for the first three eighth grade terms. This is a tremendous carrot for the students and it helps with the building climate. Some students that had discipline problems in the seventh grade change their behavior in the eighth grade in order to be able to attend this trip.

Last year all students that needed scholarship money were accommodated and no extra money is added onto the student price to pay for chaperones.

The real world experience, student energy and focus, take the classroom and expand it outside the walls of the school.

Thank you

Bruce Patrick
Dean of Students-DMS

Dover Middle School
Washington, DC Trip Itinerary 2019

Tuesday, May 28

7:00 pm	Students arrive at the school. Teachers will check all baggage.
8:00 pm	After loading the busses, we will depart.
12:00 am	Lights out. Quiet time on the bus.

Wednesday, May 29

Breakfast	To be determined
6:00-7:00 am	Students may talk in low tones.
10:00 am	Arrive at Busch Gardens
6:00 pm	Leave Busch Gardens
6:30 pm	Arrive at the Williamsburg Embassy Suites
7:00 pm	Pizza Party at the pool
8:00-9:00 pm	Swim at the hotel
9:30 pm	Curfew, everyone in their room - earlier, if group is heard in halls.

Thursday, May 30

5:30 am	Wake up call
6:30 am	Breakfast at the hotel
8:00 am	Drive to Washington, D.C.
11:00 am	Union Station to have lunch at the food court
12:30-3:00 pm	Tour of U.S. Capitol Building and new Visitor Center
4:00 pm	Dinner and shopping at the Pentagon City Mall
6:00 pm	Visit Lincoln, Vietnam, Jefferson Memorial, World War II Memorial and maybe the Washington Monument
9:00-10:00 pm	Swim at the hotel
11:00 pm	Curfew at the hotel. Earlier. if group is loud in the hallways

Friday, May 31

6:30 am	Wake up call
7:30 am	Breakfast at the hotel
10:00 am	Visit Ford's Theatre if available
11:00 am	Tour of the White House
12:00 pm	Lunch at the Smithsonian & Buildings
2:00 pm	Visit National Zoo
6:00-8:30 pm	Dinner at Dave and Busters

Saturday, June 1

7:00 am	Wake up call
8:00 am	Breakfast at the hotel
9:00 am	Check out of hotel
10:00am	Tour Arlington National Cemetery and changing of the guards
11:00 am	Head home

Dover Middle School

To: Parents of Eighth Graders
From: Dean Patrick and the Student Council
Re: *Washington* DC *Permission Slip*

The Dover Middle School Student Council is again sponsoring a trip to Washington, D.C. This year the dates are Tuesday, May 28 (leaving at 8 pm) through Saturday, June 1, 2019 (arriving home at 11pm).

This trip will be open to all 8th graders <u>EXCEPT</u> those who receive two IN school suspensions or one OUT of school suspension (which are outlined in the student handbook section of your child's agenda) from the <u>First Day of School</u> until we leave on the trip. Also, eligible students are not allowed to receive more than one "F" on their report cards within the first 3 terms, including Related Arts classes. Excessive absences will also keep students from attending.

The number of students that go is determined by the number of signups we have. We need at least 48 students per bus. Last year, we took four buses. If we have an additional 48 students sign up, we will take 5 buses. If we don't have a full 48, we will have a waiting list. The last few years we have taken everyone who has been on the waiting list. Signups are on a first-come first-served basis dependent upon when students return the official permission slip <u>along with the deposit.</u>

The cost of this year's trip is $589. The payment schedule is as follows:

$189 due at sign up
$100 due January 18th
$300 due March 8th

Please make checks payable to Dover Middle School and <u>please put your child's name on the bottom of the check.</u> Cancellations within the last 30 days before the trip will result in loss of total payment.

While in D.C., we will visit the Capitol Building, the White House, and the Lincoln, Vietnam, Jefferson, and Washington Memorials. We will stop at the Smithsonian Air & Space and Natural History Museum, Tomb of the Unknown Soldier, The Holocaust Museum, National Zoo and other historical sites in the nation's capital. We will also be going to Williamsburg, Virginia, stopping at Bush Gardens Amusement Park.

The price includes bus transportation, hotel accommodations, and most meals (3 breakfast, 3 dinners, and 2 lunches in D.C.).

We run a fun and educational trip and adhere to several trip rules. Students and parents will be given notice of these rules and sign a contract prior to the trip. A parent of each participating student must attend a mandatory parent meeting in April.

Students will stay four to a room and will be choosing roommates in March. Each student must have one of their roommates as their "buddy" and must be with him/her during the entire trip. Friends are encouraged to sign up.

If you wish for your child to participate, you must return the official permission slip (no handwritten notes will be accepted) with a $189 deposit. Remember, this is first-come first-served. Checks should be made payable to DMS. Cash is also accepted.

Also, we have received many requests so far this year for parents to be chaperones for this trip. Our chaperone list is already filled, but if you are interested you can have your name added to the existing chaperone waiting list. The cost is the same for the chaperones. Parents that are either with law enforcement or in the medical profession, such as doctors, nurses or EMT's, will have a higher priority to go as a trip chaperone.

If there are any questions, please call Dean Patrick at school: 516-7215.

Thank You

Donation Request List for Approval
August 13 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
Dover High School CTC	Beauty Systems Group	$805.87	Joico, Wella, Pravana hair care products	Use in Cosmetology program

FIRST READING

A. PURPOSE The purpose of this policy is to meet the requirements of the federal Every Student Succeeds Act ("ESSA") to establish and allow the awarding of a District Alternate Diploma to certain students with the most significant cognitive disabilities.

B. INTRODUCTION Under ESSA, states may adopt alternate content standards and alternate assessments for students with the most significant cognitive disabilities. In states that have adopted such alterative content standards, ESSA allows local school boards to adopt polices allowing certain students with significant cognitive disabilities the ability to earn an Alternate Diploma based on the alternative content standards.
An Alternate Diploma provides students who may have ordinarily earned certificates of attendance, or completion under New Hampshire Administrative Rule Ed. 306.27(q), with the option to earn a diploma.
New Hampshire has adopted Dynamic Learning Maps (DLM) as an alternate assessment tool. The DLM assessment measures yearly student progress and provides independent standards which align with the NH Statewide Assessment.
Accordingly, this policy authorizes the District to award an Alternate Diploma in accordance with the below requirements and conditions.

C. ELIGIBILITY

Consistent with ESSA, the Alternate Diploma may be awarded to students who:

1. Have significant cognitive disabilities;
2. Have a current Individualized Education Program ("IEP"); and
3. Participate in the state authorized alternate assessment (currently DLM).

The Alternate Diploma is NOT available to students without IEP's, including students with Section 504 plans.

D. DETERMINATION OF AWARD

The determination to award and the Alternate Diploma is the responsibility of the student's IEP team, including the student's parent(s)/guardian(s). The IEP team's consideration of the appropriateness of an Alternate Diploma should be included in transition planning beginning at age sixteen (16). Details of this decision shall be included in the student's IEP transition plan in accordance with Ed. 1109.03.

E. TIME OF AWARD

The student may choose (individually or through the IEP team) to receive the Alternate Diploma at one (1) of three (3) times:

1. At graduation with common age peers;

2. At the conclusion of the student's IEP; or
3. Upon reaching age twenty-one (21).

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program with no difference in listing from his/her peers awarded a regular diploma.

F. EFFECT OF AWARD AND CONTINUED ELIGIBILITY

1. Under 34 CFR 300.102 (a)(3), the awarding of any document other than regular high school diploma shall not terminate a child's eligibility for a free and appropriate public education ("FAPE"). Accordingly, earning an Alternate Diploma does not end a student's eligibility for special education services. Rather, students who have earned the Alternate Diploma, and are otherwise eligible for special education services, may continue to receive such services and may continue working towards meeting the requirements for the regular high school diploma.

2. Alternate Diplomas awarded under this policy are counted in the state graduation rate, while certificates of attendance or equivalency are not.

G. IMPLEMENTATION

The Superintendent, with the assistance of the [Director of Special Education/Student Services Director] is directed to establish and make available procedures and administrative rules to implement this policy.

Legal References:

20 U.S.C. §7801 (23) - Every Student Succeeds Act (§ 8101(a)(23))
34 CFR 300.102 (a)(3); 300.43; and 300.320(b)
RSA 193-E - Adequate Public Education
Ed 306.27(q)(4)- Minimum Standards/High School Requirements/Equivalency Diplomas
Ed 1109.03- When and IEP is in Effect...Transition Services

SUMMARY OF CAPITAL IMPROVEMENTS PROJECT REQUESTS FOR SCHOOL BOARD APPROVAL OF CAPITAL IMPROVEMENTS PROGRAM, 2020-2025

Capital Improvements Project Requests with Funding Source, FY2020:

1. Athletic Improvements
   Repair/replacement of athletic projects (i.e., bleachers replacement). $30,000 request funded through Special Revenue Funds (Fund 3830, School Facilities)
2. Curriculum Replacement and Upgrade
   Curriculum upgrades. $100,000 request funded through General Operating Budget
3. Facilities Repair/Maintenance
   Districtwide repairs/replacement/upgrades to include, but not limited to life safety, improvement to grounds & facilities, energy efficiency upgrades, paving, etc. $125,000 request funded through General Fund Operating Budget
4. Furniture Replacement, Districtwide
   Districtwide furniture replacement – $10,000 funded through General Fund Operating Budget
5. Garrison Elementary School Improvements
   Funds for Add Alternate (to include, but not limited to, administration addition with new entrance & renovation, bus loop & sitework in back parking lot). $5,700,000 request funded through Debt Financing in FY2024 of CIP
6. Information Technology Replacement and Upgrade
   Annual replacement of hardware (desktops, laptops, monitors, etc),replacement of print solutions, large scale replacement of software programs. $146,000 request funded through General Fund Operating Budget
7. Kitchen/Cafeteria Maintenance/Repair/Upgrade/Vehicle
   Replacement of furniture (i.e., café tables), equipment, vehicles, etc. $40,000 funded through Special Revenue Funds (Fund 2800, Cafeteria Fund)
8. Light Equipment Replacement Program
   Replacement of district vehicles and small maintenance equipment (i.e., vans, scissor lifts, trailers). $50,000 funded through Special Revenue Funds (Fund 3830, School Facilities)
9. Middle School Roof Replacement
   Replacement of shingle and EPDM roof at DMS – over two phases (years 2020 and 2023). $545,000 request funded through Debt Financing in FY2020 and $525,000 request funded through Debt Financing in FY2023.
10. Middle School – Installation of AC/Dehumidification System - ***NEW***
    Installation of an AC/dehumidification system into the existing mechanical units at Dover Middle School. $525,000 request funded through Debt Financing in FY2025.

FY2020 Requests, by Funding Source:
Total FY2020, Request from General Fund Operating Budget: $381,000
Total FY2020, Request from Special Revenue Funds, Fund 2800: $40,000
Total FY2020, Request from Special Revenue Funds, Fund 3830: $80,000
Total FY2020, Debt Financing: $545,000

Transfers to Capital Reserve Funds, funded through the General Fund Operating Budget, FY2020:

1. Athletics Reserve: Reserve for expenditures of future athletic upgrades, improvements and any replacement/repair projects: $20,000
2. Curriculum Reserve: Reserve for expenditures of future curriculum upgrade projects: $50,000
3. Information Technology Reserve: Reserve for expenditures of future IT upgrade/improvement projects: $50,000
4. School Facility: Reserve for expenditures of future facility upgrade/improvement projects: $50,000

FY2020 Requests to Transfer to Capital Reserve Funds:
Total FY2020 Request from General Fund Operating Budget: $170,000

City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Athletic Improvements	2. Category Special Revenue	3. Priority High
4. Location: District Wide	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects): FY18 $30,000	

8. Description (including incorporating Climate Change)
Special revenue funds will be used in conjunction with capital reserve funds to fund improvements of current and future athletic projects and programming needs, such as:

- Fields, track and related equipment
- Tennis courts
- Score Boards
- Lighting
- Storage Facilities
- Bleachers

9. Justification Useful Life 20 Years

Criteria	Meets
Protects health and Safety of employees/community	X
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) / 10A. Recommended Sources of Financing

BUDGET FY	**TOTAL** (Interest cost not included)	**COST ELEMENT**	**PRINCIPAL**	**SECONDARY**
Program year FY 2020	$30,000	Other	Special Revenue	Choose an item.
Program year FY 2021	$30,000	Other	Special Revenue	Choose an item.
Program year FY 2022	$30,000	Other	Special Revenue	Choose an item.
Program year FY 2023	$30,000	Other	Special Revenue	Choose an item.
Program year FY 2024	$30,000	Other	Special Revenue	Choose an item.
Program year FY 2025	$30,000	Other	Special Revenue	Choose an item.
TOTAL SIX YEARS	$180,000	Note:		
After Sixth Year	$30,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested: 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	**number**	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		
Total Costs		

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):	40
For the weeks used, estimate:	
Average days per week:	5
Average hours per day used:	6
Estimated useful life in years:	20

15. Net Effect on Municipal Revenue (±)

Taxes	
other income	
Subtotal	
gain from sale of replaced assets	
Total	

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. ***Use additional sheets as necessary.***

City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Curriculum Replacement and Upgrade	2. Category Education	3. Priority High
4. Location: District Wide	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects): Continued from previous CIP | FY18: $100,000	

8. Description (including incorporating Climate Change)
Planned curriculum review and upgrade per Curriculum Cycle.

Expenditures from this account ensure that adequate funding is available for curriculum upgrades without having large increases in tax **rates.**

9. Justification — Useful Life XX Years

Criteria	Meets
Protects health and Safety of employees/community	
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$100,000	Other	Operating Budget	Choose an item.
Program year FY 2021	$100,000	Other	Operating Budget	Capital Reserve
Program year FY 2022	$100,000	Other	Operating Budget	Choose an item.
Program year FY 2023	$100,000	Other	Operating Budget	Capital Reserve
Program year FY 2024	$100,000	Other	Operating Budget	Choose an item.
Program year FY 2025	$100,000	Other	Operating Budget	Capital Reserve
TOTAL SIX YEARS	$600,000	Note: Funding from Capital Reserves may be used in conjunction with general Operating Budget funds.		
After Sixth Year	$100,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested:	11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	**number**	
	$ amount	
purchase of **service**		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating **Costs**		
fringe benefits		
General Admin **Costs**		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		
Total Costs		

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):	
For the weeks used, estimate:	
Average days per week:	
Average hours per day used:	
Estimated useful life in years:	

15. Net Effect on Municipal Revenue (±)

Taxes	
other income	
Subtotal	
gain from sale of replaced assets	
Total	

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. **Use additional sheets as necessary.**

City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Facilities/School Maintenance and Repairs	2. Category Education	3. Priority High
4. Location: District Wide	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects): Continued from a previous CIP | FY17 $75,000, FY18: $125,000	

8. Description (including incorporating Climate Change)

- Mechanical and ventilation systems to include, but not limited to plumbing and electrical upgrades
- Roof and insulation
- Window replacement
- Life Safety
- Paving and Striping
- Replacement and expansion of bathrooms
- Remodeling and enlarging of classrooms to NH state standards
- Improvement to grounds
- Energy efficiency upgrades

9. Justification — Useful Life 20 Years

Criteria	Meets
Protects health and Safety of employees/community	X
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	X
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$125,000	Improvements to Buildings	Operating Budget	Capital Reserve
Program year FY 2021	$125,000	Improvements to Buildings	Operating Budget	Capital Reserve
Program year FY 2022	$125,000	Improvements to Buildings	Operating Budget	Capital Reserve
Program year FY 2023	$125,000	Improvements to Buildings	Operating Budget	Capital Reserve
Program year FY 2024	$125,000	Improvements to Buildings	Operating Budget	Capital Reserve
Program year FY 2025	$125,000	Improvements to Buildings	Operating Budget	Capital Reserve
TOTAL SIX YEARS	$750,000	Note: Funding from Capital Reserves may be used in conjunction with general Operating Budget funds.		
After Sixth Year	$125,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested: 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	**number**	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):	
For the weeks used, estimate:	
Average days per week:	
Average hours per day used:	
Estimated useful life in years:	

15. Net Effect on Municipal Revenue (±)

Taxes

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. **Use additional sheets as necessary.**

City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/p13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Furniture Replacement	2. Category Education	3. Priority Medium
4. Location Districtwide	5. Purpose of Project Request Add a new item to the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects): FY18: $0	

8. Description (including incorporating Climate Change)
Replacement of districtwide furniture in all school buildings **due to damage and end of useful life.**

9. Justification for inclusion

Criteria	Meets
Protects health and Safety of employees/community	
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	
Reduces future operating costs	
Increases future operating revenues:	
Supports efforts to promote economic vitality	
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) | 10A. Recommended Sources of Financing

BUDGET FY	**TOTAL** (Interest cost not included)	**COST ELEMENT**	**PRINCIPAL**	**SECONDARY**
Program year FY 2020	$10,000	Other	Operating Budget	Choose an item.
Program year FY 2021	$10,000	Other	Operating Budget	Choose an item.
Program year FY 2022	$10,000	Other	Operating Budget	Choose an item.
Program year FY 2023	$10,000	Other	Operating Budget	Choose an item.
Program year FY 2024	$10,000	Other	Operating Budget	Choose an item.
Program year FY 2025	$10,000	Other	Operating Budget	Choose an item.
TOTAL SIX YEARS	$60,000			
After Sixth Year	$10,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested: | 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	**number**	
	$ amount	
purchase of service		
materials & supplies		
equipment **purchases**		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		
Total Costs		

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):	
For the weeks used, estimate:	
Average days per week:	
Average hours per day used:	
Estimated useful life in years:	

15. Net Effect on Municipal Revenue (±)

Taxes	
other income	
Subtotal	
gain from sale of replaced assets	
Total	

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. ***Use additional sheets as necessary.***

City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Garrison Elementary School Improvements	2. Category Education	3. Priority High
4. Location: Garrison School – 50 Garrison Road	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects):	

8. Description (including incorporating Climate Change)
- Upgrade accessibility standards
- Admin Addition w/new main entrance & renovation
- Bus Loop
- Address site needs

9. Justification Useful Life 20 Years

Criteria	Meets
Protects health and Safety of employees/community	X
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2021	$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2022	$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2023	$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2024	$5,700,000	Improvements to Buildings	Debt Financing	Choose an item.
Program year FY 2025	$0	Choose an item.	Choose an item.	Choose an item.
TOTAL SIX YEARS	$5,700,000	Note:		
After Sixth Year	$0	10B. Source of Cost Estimate: Harvey Construction & Harriman Architects		

11. If Equipment, Number of units requested: 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	**number**	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		
Total Costs		

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):	
For the weeks used, estimate:	
Average days per week:	
Average hours per day used:	
Estimated useful life in years:	

15. Net Effect on Municipal Revenue (±)

Taxes	
other income	
Subtotal	
gain from sale of replaced assets	
Total	

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City of Dover, NH — CAPITAL IMPROVEMENTS PROJECT REQUEST

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Information Technology Replacement and Upgrade	2. Category Education	3. Priority High
4. Location: District Wide	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects): Continued from a previous CIP | FY17 $75,000, FY18: $125,000	

8. Description (including incorporating Climate Change)

- Infrastructure Improvements, including replacement of Servers/Routers/Switches
- Annual Replacement of Hardware, (Desktops, Laptops, IPads, Chromebooks, etc) on a 5 year lifespan cycle
- Replacement of print solutions and other related hardware
- Large scale replacement of software programs

9. Justification — Useful Life 20 Years

Criteria	Meets
Protects health and Safety of employees/community	
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	X
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$146,000	Other	Operating Budget	Choose an item.
Program year FY 2021	$152,000	Other	Operating Budget	Choose an item.
Program year FY 2022	$158,000	Other	Operating Budget	Choose an item.
Program year FY 2023	$164,000	Other	Operating Budget	Choose an item.
Program year FY 2024	$171,000	Other	Operating Budget	Choose an item.
Program year FY 2025	$178,000	Other	Operating Budget	Choose an item.
TOTAL SIX YEARS	$969,000	Note:		
After Sixth Year	$178,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested:

11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	number	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		
Total Costs		

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):	
For the weeks used, estimate:	
Average days per week:	
Average hours per day used:	
Estimated useful life in years:	

15. Net Effect on Municipal Revenue (±)

Taxes	
other income	
Subtotal	
gain from sale of replaced assets	
Total	

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City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Kitchen/Cafeteria Maintenance/Repair/Upgrade	2. Category Special Revenue	3. Priority High
4. Location: District Wide	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects): FY18 $40,000	

8. Description (including incorporating Climate Change)
Ongoing repair of the infrastructure and replacement of the equipment and furniture is essential to providing high quality food and nutrition services to students. A multi-year strategic plan for improvements is under development to inform project priorities.

- Cafeteria/Kitchen Maintenance and Repairs
- Mechanical and ventilation systems, plumbing and electrical upgrades
- Life Safety Improvements
- Replacement of Furniture and Equipment
- Replacement of Food Service Transportation Vehicle

9. Justification Useful Life 20 Years

Criteria	Meets
Protects health and Safety of employees/community	X
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$40,000	Improvements to Buildings	Special Revenue	Choose an item.
Program year FY 2021	$40,000	Improvements to Buildings	Special Revenue	Choose an item.
Program year FY 2022	$40,000	Improvements to Buildings	Special Revenue	Choose an item.
Program year FY 2023	$40,000	Improvements to Buildings	Special Revenue	Choose an item.
Program year FY 2024	$40,000	Improvements to Buildings	Special Revenue	Choose an item.
Program year FY 2025	$40,000	Improvements to Buildings	Special Revenue	Choose an item.
TOTAL SIX YEARS	$240,000	Note:		
After Sixth Year	$40,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested: 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	number	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		
Total Costs		

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment	
Weeks per year (months if seasonal):	40
For the weeks used, estimate:	
Average days per week:	5
Average hours per day used:	6
Estimated useful life in years:	20

15. Net Effect on Municipal Revenue (±)	
Taxes	
other income	
Subtotal	
gain from sale of replaced assets	
Total	

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City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Light Equipment Replacement Program

2. Category Special Revenue

3. Priority High

4. Location: District Wide

5. Purpose of Project Request Modify a project already in the CIP

6. Master Plan Chapter, Section and page #
Community Facilities

7. Project History (Previous CIP Year or connection to other projects):
FY18 $50,000

8. Description (including incorporating Climate Change)
Replace district vehicles (primarily vans) that transport students to various curricular and co-curricular activities. Replacement of maintenance equipment such as tractors, trailers, scissor lifts, Steiner and the like, as well as utility vehicles to transport equipment and materials. Several current pieces of equipment (e.g., scissor lift) are out of code and need to be replaced to meet OSHA and other safety standards. Utility vehicles are nearing end of life and will impact ability to effectively maintain facilities if not replaced.

9. Justification — Useful Life 20 Years

Criteria	Meets
Protects health and Safety of employees/community	X
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$50,000	Auto/Light Truck	Special Revenue	Operating Budget
Program year FY 2021	$50,000	Auto/Light Truck	Special Revenue	Operating Budget
Program year FY 2022	$50,000	Auto/Light Truck	Special Revenue	Operating Budget
Program year FY 2023	$50,000	Auto/Light Truck	Special Revenue	Operating Budget
Program year FY 2024	$50,000	Auto/Light Truck	Special Revenue	Operating Budget
Program year FY 2025	$50,000	Auto/Light Truck	Special Revenue	Operating Budget
TOTAL SIX YEARS	$300,000	Note:		
After Sixth Year	$50,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested:

11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	number	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		
Total Costs		

13. Equipment Cost

	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):	40
For the weeks used, estimate:	
Average days per week:	5
Average hours per day used:	6
Estimated useful life in years:	20

15. Net Effect on Municipal Revenue (±)

Taxes	
other income	
Subtotal	
gain from sale **of replaced assets**	
Total	

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City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Middle School Roof Replacement	2. Category Education	3. Priority High
4. Location: Dover Middle School	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects):	

8. Description (including incorporating Climate Change)
This project will entail removing and replacing approximately 65,000 SF of 20-year old asphalt architectural shingles at Dover Middle School.

It will also entail adding a new layer of EPDM (approximately 52,000 SF) on the existing EPDM roof at Dover Middle School.

9. Justification Useful Life 20 Years

Criteria	Meets
Protects health and Safety of employees/community	X
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) / 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$545,000	Improvements to Buildings	Debt Financing	Choose an item.
Program year FY 2021	$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2022	$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2023	$525,000	Improvements to Buildings	Debt Financing	Choose an item.
Program year FY 2024	$0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2025	$0	Choose an item.	Choose an item.	Choose an item.
TOTAL SIX YEARS	$1,070,000	Note:		
After Sixth Year	$0	10B. Source of Cost Estimate: ARM Roof Consultants		

11. If Equipment, Number of units requested: 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	number	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		

13. Equipment Cost

	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):
For the weeks used, estimate:
Average days per week:
Average hours per day used:
Estimated useful life in years:

15. Net Effect on Municipal Revenue (±)

Taxes
other income
Subtotal
gain from sale of replaced assets

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. **Use additional sheets as necessary.**

City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800p

1. Project Title Middle School AC/Dehumidification	2. Category Education	3. Priority Medium
4. Location: Dover Middle School	5. Purpose of Project Request Add a new item to the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects):	

8. Description (including incorporating Climate Change)
This project will include purchase and installation of AC/Dehumidification system **into the two mechanical** units.

9. Justification Useful Life: XX Years

Criteria	Meets
Protects health and Safety of employees/community	x
Significantly improves the efficiency of existing services	x
Preserves a previous capital investment made by the City	
Reduces future operating costs	
Increases future operating revenues:	
Supports efforts to promote economic vitality	
Supports efforts to promote a high quality of life	x
Responds to a Federal or State requirement	
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	**TOTAL** (Interest cost not included)	**COST ELEMENT**	**PRINCIPAL**	**SECONDARY**
Program year FY 2020	0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2021	0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2022	0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2023	0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2024	0	Choose an item.	Choose an item.	Choose an item.
Program year FY 2025	$525,000	Other	Debt Financing	Capital Reserve
TOTAL SIX YEARS	$ 0.00			
After Sixth Year		10B. Source of Cost Estimate: Harriman Architects		

11. If Equipment, Number of units requested: — 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	**number**	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		
Total Costs		

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):	
For the weeks used, estimate:	
Average days per week:	
Average hours per day used:	
Estimated useful life in years:	

15. Net Effect on Municipal Revenue (±)

Taxes	
other income	
Subtotal	
gain from sale of replaced assets	
Total	

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City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Transfer to Capital Reserve – Athletics

2. Category Education

3. Priority High

4. Location: District Wide

5. Purpose of Project Request Modify a project already in the CIP

6. Master Plan Chapter, Section and page #
Community Facilities

7. Project History (Previous CIP Year or connection to other projects):
Continued from previous | CIP FY18: $35,000

8. Description (including incorporating Climate Change)
Transfer of funds from the operating budget into the existing School Athletics reserve account for payment of future athletic upgrades, improvements and any replacement and or repair projects.

To ensure adequate funding is available for athletic upgrade and improvement projects without having large increases in tax rates. Capital Reserve funds are used in conjunction with General Operating Funds and Special Revenue Funds generated from athletic gate receipts and field user fees.

9. Justification Useful Life XX Years

Criteria	Meets
Protects health and Safety of employees/community	
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$20,000	Other	Operating Budget	Choose an item.
Program year FY 2021	$20,000	Other	Operating Budget	Choose an item.
Program year FY 2022	$20,000	Other	Operating Budget	Choose an item.
Program year FY 2023	$20,000	Other	Operating Budget	Choose an item.
Program year FY 2024	$20,000	Other	Operating Budget	Choose an item.
Program year FY 2025	$20,000	Other	Operating Budget	Choose an item.
TOTAL SIX YEARS	$120,000			
After Sixth Year	$20,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested:

11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs
personnel: **number**
$ amount
purchase of service
materials & supplies
equipment purchases
utilities
other
Subtotal
Indirect Operating Costs
fringe benefits
General Admin Costs
other
Subtotal
Total Operating Costs
Debt Service (P &I)
Total Costs

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment
Weeks per year (months if seasonal):
For the weeks used, estimate:
Average days per week:
Average hours per day used:
Estimated useful life in years:

15. Net Effect on Municipal Revenue (±)
Taxes
other income
Subtotal
gain from sale of replaced assets
Total

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City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Transfer to Capital Reserve - Curriculum	2. Category Education	3. Priority High
4. Location: District Wide	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects): Continued from previous | CIP FY17 $45,000, FY18: $75,000	

8. Description (including incorporating Climate Change)
Transfer of funds from the operating budget into reserve account for payment of future large curriculum upgrade projects. This reserve fund will be used in conjunction with the annual curriculum funding in the general operating budget to ensure adequate funding is available for curriculum upgrades without having large increases **in tax rates.**

9. Justification Useful Life XX Years

Criteria	Meets
Protects health and Safety of employees/community	
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2021	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2022	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2023	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2024	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2025	$50,000	Other	Operating Budget	Choose an item.
TOTAL SIX YEARS	$300,000			
After Sixth Year	$50,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested: 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs
personnel: **number** ____
$ amount ____
purchase of service ____
materials & supplies ____
equipment **purchases** ____
utilities ____
other ____
Subtotal ____
Indirect Operating **Costs** ____
fringe benefits ____
General Admin Costs ____
other ____
Subtotal ____
Total Operating Costs ____
Debt Service (P &I) ____
Total Costs

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment
Weeks per year (months if seasonal): ____
For the weeks used, estimate:
Average days per week: ____
Average hours per day used: ____
Estimated useful life in years: ____

15. Net Effect on Municipal Revenue (±)
Taxes ____
other income ____
Subtotal ____
gain from sale of replaced **assets** ____
Total

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. **Use additional sheets as necessary.**

City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Transfer to Capital Reserve – Information Technology	2. Category Education	3. Priority High
4. Location: District Wide	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects): Continued from previous | CIP FY17 $50,000, FY18: $40,000	

8. Description (including incorporating Climate Change)
Transfer of funds from the operating budget into the existing School Information Technology reserve account for payment of future IT upgrade/improvement projects. Capital Reserve funds are used in conjunction with general Operating Budget and E-Rate reimbursements.

9. Justification — Useful Life XX Years

Criteria	Meets
Protects health and Safety of employees/community	
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) — 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2021	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2022	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2023	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2024	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2025	$50,000	Other	Operating Budget	Choose an item.
TOTAL SIX YEARS	$300,000			
After Sixth Year	$50,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested: — 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs
- personnel: number / $ amount
- purchase of service
- materials & supplies
- equipment purchases
- utilities
- other
- *Subtotal*

Indirect Operating Costs
- fringe benefits
- General Admin Costs
- other
- *Subtotal*

Total Operating Costs
Debt Service (P &I)

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment
- Weeks per year (months if seasonal):
- *For the weeks used, estimate:*
- Average days per week:
- Average hours per day used:
- Estimated useful life in years:

15. Net Effect on Municipal Revenue (±)
- Taxes
- other income
- *Subtotal*
- gain from sale of replaced assets

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. **Use additional sheets as necessary.**

City of Dover, NH **CAPITAL IMPROVEMENTS PROJECT REQUEST**

Department	School	Date	8/13/2018
Contact Person, Title	Dr. William Harbron, Superintendent	Phone Number	516-6800

1. Transfer to Capital Reserve – School Facilities	2. Category Education	3. Priority High
4. Location: District Wide	5. Purpose of Project Request Modify a project already in the CIP	
6. Master Plan Chapter, Section and page # Community Facilities	7. Project History (Previous CIP Year or connection to other projects): Continued from previous | CIP FY17 $50,000, FY18: $80,000	

8. Description (including incorporating Climate Change)
Transfer of funds from the operating budget into the existing School Facility reserve account for payment of future facility upgrade/improvement projects. This reserve fund will be used to ensure adequate funding is available for school facility upgrades without having large increases in tax rates.

9. Justification Useful Life XX Years

Criteria	Meets
Protects health and Safety of employees/community	
Significantly improves the efficiency of existing services	X
Preserves a previous capital investment made by the City	X
Reduces future operating costs	X
Increases future operating revenues:	
Supports efforts to promote economic vitality	X
Supports efforts to promote a high quality of life	X
Responds to a Federal or State requirement	X
PCI # or Consequence of Failure #	
Consistent with Dept. Strategic Plan	

10. Cost (Years 2 – 6 use an inflationary factor of 4%) / 10A. Recommended Sources of Financing

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2020	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2021	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2022	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2023	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2024	$50,000	Other	Operating Budget	Choose an item.
Program year FY 2025	$50,000	Other	Operating Budget	Choose an item.
TOTAL SIX YEARS	$300,000			
After Sixth Year	$50,000	10B. Source of Cost Estimate:		

11. If Equipment, Number of units requested: 11A. Number of similar units in operation:

12. Net Effects on Operating Expenditures (±)

Direct Costs		
personnel:	number	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal		
Indirect Operating Costs		
fringe benefits		
General Admin Costs		
other		
Subtotal		
Total Operating Costs		
Debt Service (P &I)		
Total Costs		

13. Equipment Cost	Per Unit	Total
Purchase Price		
Plus: Installation		
Less: Trade In/Credit		
Net Cost		

14. Estimated Use of Requested Equipment

Weeks per year (months if seasonal):	
For the weeks used, estimate:	
Average days per week:	
Average hours per day used:	
Estimated useful life in years:	

15. Net Effect on Municipal Revenue (±)

Taxes	
other income	
Subtotal	
gain from sale of replaced assets	
Total	

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. **Use additional sheets as necessary.**

Dover High School
Student and Family Handbook
2018-2019 Updates

General Housekeeping

- Updated dates and names of administration
- Grammar revision, rewording and minor formatting changes

Attendance

- Pg. 12: DELETED:
  - Any student who has five (5) unexcused absences/cuts in a marking period will not receive a grade higher that 59 (F) in that class for the quarter.
- Pg. 12 CHANGED:
  - **From:** Students who are placed in ASI more than five (5) times for cutting class will be suspended from school
  - **To:** Students who are placed in ASI more than five (5) times for cutting class will initiate a parent/administrator conference
- Pg. 12 DELETED:
  - All absences whether excused or truant, will accumulate and be applied toward the Attendance Policy (JH) which states that students absent more than 18 days will be considered for retention and/or class failure.

Conduct

- Pg. 16 DELETED:
  - Students who fail to identify themselves or falsely identify themselves when asked by a faculty or staff member will be suspended out of school for one day.

BELLAMY ACADEMY
at Dover High School

Empowering Non-Traditional Learners

STUDENT & FAMILY HANDBOOK
2018-2019

Bellamy Academy

50 Alumni Drive
Dover, New Hampshire 03820
(603) 516-6790

www.bellamy.dover.k12.nh.us

POLICY STATEMENT

All rules and regulations of Dover High School, as stated in the Dover High School and Career Technical Center handbooks, apply to Bellamy Academy students, unless otherwise stated in this handbook.

DOVER SCHOOL DISTRICT STRATEGIC PLAN

The Dover School District's 2018–2023 Strategic Plan articulates the district's focus on four essential goals:

- ***Goal 1:*** *The Dover School District will improve educational outcomes for students by effectively engaging with the broader community.*
- ***Goal 2:*** *The Dover School District will develop and sustain a culture that is characterized by optimizing social, emotional, civic, physical, and rigorous academic learning.*
- ***Goal 3:*** *The Dover School District is committed to continued investments in infrastructure to support student learning inclusive of facilities, technology, safety, and security.*
- ***Goal 4:*** *The Dover School District will recruit, hire, develop and retain effective and caring educators and support them in their growth as a strong school community.*

DOVER SCHOOL DISTRICT MISSION

Working collaboratively to empower all learners to become dynamic global citizens.

DOVER SCHOOL DISTRICT CORE VALUES

- *Diversity*
- *Opportunity*
- *Voice*
- *Engagement*
- *Rigor*

SEXUAL HARASSMENT AND DISCRIMINATION POLICY

It is the policy of Dover High School/Bellamy Academy not to discriminate in its educational programs and activities on the basis of race, color, national origin, language, religion, sex, sexual orientation, age, or handicapping condition.

Sexual harassment is a form of unlawful discrimination and is against school district policy. Sexual harassment is described as an unpleasant environment caused by unwelcome verbal or physical conduct of a sexual nature, which interferes with an individual's academic performance.

A concern or complaint concerning sexual discrimination or discrimination of any kind should be made to the Administrator of Bellamy Academy. A complaint concerning the program Administrator should be made to the Assistant Superintendent of Student Services.~~Dover Director of Pupil Personnel Services.~~

ABOUT BELLAMY ACADEMY

Bellamy Academy is a specialized program within Dover High School in beautiful Dover, New Hampshire. Our facility is located at 50 Alumni Drive directly across the street from Dover High School. Bellamy Academy services students in grades 9-12 who have an individualized educational program. Students who have been identified as having a specific learning disability, speech and language impairment, other health impairment or emotional disturbance may be considered for enrollment into Bellamy Academy. Bellamy Academy considers students for enrollment from Dover as well as surrounding communities. Students who reside outside of Dover must be referred from their sending school district to be considered for enrollment.

OUR MISSION and GOAL

Bellamy Academy's mission is to meet the needs of students who have demonstrated a lack of success within the general school setting, even with modifications and support. Our students require additional supports and services to achieve their potential. Our philosophy is predicated on the belief that all children have worth and can be successful if provided with the proper supports.

The ultimate goal within the program is to inspire a passion for learning and develop the skills within each student to enable them to achieve their high school diploma and be successful in the future.

OUR BELIEFS

At Bellamy Academy we believe in and value:

- ***Empathy, Kindness and Tolerance of others' differences** - We build others up, not put others down.*
- ***Resiliency** - We resolve conflicts, persevere when faced with challenges and display grit.*

- ***Self-Actualization*** *- We constantly reflect on our actions and interactions, gain insight and strive to become more self-aware.*
- ***Connectedness*** *- We seek to positively connect to others, our environment and to our community through our actions, interactions and service.*
- ***Empowerment*** *- We are creative and curious. We empower ourselves and others to take risks that help us grow and believe that failure is an opportunity to learn.*
- ***Purpose and Productivity*** *- We seek fulfillment through setting and achieving our goals.*
- ***Physical Wellness*** *- We work towards building healthy bodies and healthy minds*[CB1].

BELLAMY ACADEMY PROCEDURES & SERVICES

POSITIVE REINFORCEMENT SYSTEM

Students at Bellamy Academy earn recognition within their classes for displaying pro-social behavior and effort with academics. They can save their tickets and use them towards the Bellamy River Food Truck or for other activities offered. In addition, each month a student is selected for student of the month or most improved student. These students are selected based on a rubric developed by the community. The selected student earns a small token of recognition for their efforts.

BELLAMY RIVER FOOD TRUCK

Housed within Bellamy Academy is the Bellamy River Food Truck or school café. This is a student run school store. Students can purchase snacks, beverages and other items during store hours. All proceeds go back into the operations of the store.

COMMUNITY MEETINGS

Community meetings are held on a regular basis. These meetings are the venue for program development as well as an opportunity for Bellamy Academy community members to discuss issues and enhance relationships.

COMMUNITY-BASED TRIPS

Bellamy Academy provides multiple opportunities for learning/service within community-based settings. These experiences are an integral component of our program and not considered "extra". Students who are accepted into Bellamy Academy will be required to participate in these opportunities.

At times, different students will be participating in different experiences outside of the school building. When a student is not part of that community-based trip, they are expected to attend the daily programming within the school building. These days are not a "day off" for those students not attending.

In addition, it is school policy that students cannot be dropped off or dismissed from these opportunities. When being transported by Bellamy Academy staff, students are required to wear their seatbelts at all times, keep the vehicle clean and damage free, and obey all instructions from the driver.

FAMILY INVOLVEMENT

The staff at Bellamy Academy believe that consistency between home and school is crucial for a student's success. Each family will have contact with, at a minimum, the student's clinician, special education case manager and academic mentor on an on-going basis, including family support group meetings. In addition, the administrator will also reach out to families to provide both positive updates as well as information related to disciplinary issues. It is crucial that families/staff communicate any concerns to one another in a timely fashion so that we can work together to resolve any issues. In addition, we expect that families will support the rules and expectations of Bellamy Academy with their children.

ADMISSIONS POLICIES

REFERRAL PROCESS

Application*: The first step in the referral process is the completion of an application and transmission of required documents (current IEP, evaluations, transcripts) to the program administrator, Dr. Joan Breault. Dr. Breault will review the provided documentation to determine if Bellamy Academy can meet the student's needs. Dr. Breault will inform the referring district whether the referral process will move forward.*

Interview*: The next step in the process is an on-site interview with the student, family and sending district. The interview consists of a conversation with all involved parties focusing on the student's strengths and struggles as well as the academic and social/emotional needs of the student. The interview is a strong predictor of whether the student/family will be open to the expectations/opportunities offered at Bellamy Academy. During this site visit the student/family will be given a tour and explanation of program offerings.*

Shadow Day*: Based on the outcome of the interview the student may then be invited to spend a "shadow" day within Bellamy Academy. This provides an opportunity for the student to experience a typical day within the program and for staff to begin to understand how the student functions within our environment. Once all the referral requirements are met Dr. Breault will consider a student for acceptance and will inform the district of the decision. Consideration is based on the "fit" between student needs and program offerings. A good "fit" needs to be present for students to be successful while at Bellamy Academy.*

Intake: *Students who are accepted at Bellamy Academy require an intake which consists of the family and student completing the required forms for enrollment into the program.*

Special Education Meeting: *Once a student is accepted into Bellamy Academy, an IEP team meeting is required to propose/approve Bellamy Academy as the program placement. Students with educational disabilities may not begin attending*

Bellamy Academy until the LEA and family have provided written agreement to the placement proposal. Students with educational disabilities will be assigned a special education case manager at Bellamy Academy to monitor the implementation of their IEP, including evaluation needs and transition planning.

***Probationary Status**: We acknowledge that students who attend Bellamy Academy present with challenges in various areas. Our program is designed to address these challenges and meet the needs of the students. On occasion, regardless of interventions and opportunities to make good decisions, students are unresponsive or inflexible and consistently struggle to meet the expectations of the program. These students may require probationary status within the program.*

During this probationary period, the student will be placed on a behavior contract for a specified time period and they will be expected to exhibit effort towards the goals outlined in their contract. If progress is not made, a recommendation of termination of placement may be made by the administrator.

TRANSITION

A student may remain at Bellamy Academy provided he/she is benefitting from the program and it is considered by the student, family, and/or IEP team to be the most appropriate placement for the student. Students transition from Bellamy Academy under the following circumstances:

- ***Graduation** - to transition to post-secondary education, vocational training programs or employment. The staff at Bellamy Academy work closely with students/families to facilitate successful transitions.*
- ***Return to sending school district high school** - Students who wish to attend their regular high school will discuss these options with Bellamy Academy staff. Not all students will be ready/recommended to transition back. Transitions may occur slowly until the student is fully transitioned. The staff at Bellamy Academy make recommendations to sending school districts regarding the appropriateness of transitions based on the student's progress. Families, student, and district administration or IEP team make the final decision.*

- ***Another program/placement*** *- This process is similar to the decision-making process to transition back to the high school. A student's IEP team may determine that Bellamy Academy is no longer appropriate for the student and the team seeks a different placement.*
- ***Withdrawal from school*** *- A student age 18 or older can make the decision to withdraw from school prior to graduation. Staff encourages students to pursue other options such as an adult diploma or HiSet through the Adult Learning Center. Students with educational disabilities who are 18 and withdraw before graduation remain eligible for special education and/or related services (student is placed on "Child Find") until age 21.*

TRANSITION FROM BELLAMY ACADEMY TO DOVER HIGH SCHOOL

Placement at Bellamy Academy occurs because a student has academic or other difficulties that stem from social/emotional and/or developmental issues. These students have demonstrated challenges in their ability to succeed in a large, traditional high school.

The goal for all students who attend Bellamy Academy is to successfully reintegrate into their high school, if desired. For some students, this is not possible or in their best interest. For others, success may include reintegration for portions of the day. Bellamy Academy staff work closely with high school counselors to choose courses/activities that ensure a high degree of success for a transitioning student.

Any requests for a change in placement (by a sending school district or at the request of Bellamy Academy administration) triggers the reconvening of the student's IEP team to determine if the change in placement is appropriate or in the best interest of the student. ~~*The final decision of student placement is the responsibility of the school.*~~

[CB2]

ACADEMICS

CURRICULUM

At its core, Bellamy Academy closely follows the curriculum of Dover High School and Regional Career Technical Center (see Dover High School Program of Studies). That being said, Bellamy Academy also embraces the concept of Alternative Learning Pathways for students. Alternative Learning Pathways is an educational term that means that students are given access to multiple instructional, evaluation and learning environments or opportunities to best meet their needs, strengths and interests. These options may include traditional instruction and evaluation, personalized learning plans, independent studies, project-based learning~~, flipped instruction~~, portfolio development, on-line learning[CB3]*, or extended learning opportunities (see Dover High School Program of Studies)~~, etc~~.*

Bellamy Academy's curriculum provides instruction in the skills, concepts and knowledge required to receive a high school diploma. A wide array of courses is offered with a focus on maintaining a small, personalized academic and therapeutic environment for all students. There is a low student-to-staff ratio and the curriculum includes extensive experiential, hands-on learning.

Bellamy Academy also provides social, emotional, and behavioral programming to meet the needs of the students. A system of rewards and consequences are used to enhance this programming. Students frequently apply learned knowledge and skills to real life situations, through a combination of both in-class and community-based projects. Therapeutic and academic opportunities offered at Bellamy Academy are designed to maximize student learning about themselves, their community and society, with an emphasis on tearing down barriers and building up bridges.

Programming geared towards specific careers/trades can be accessed through the DHS Career Technical Center. Students also take courses in physical education, health education and elective credits relating to a variety of topics. Up to two career elective credits are available for work experience. These are overseen by the Administrator of Bellamy Academy or counselor.

A student's learning is assessed continuously by program teachers. Regular communication between all teachers ensure that both the curriculum and supporting materials are current. Juniors take standardized tests in the spring of that year.

Students attending Bellamy Academy may also take courses at Dover High School with permission from the administrator. When attending Dover High School, students are subject to the rules/consequences of Dover High School.

GRADING/HIGH SCHOOL CREDIT

All students attending Bellamy Academy, whether from Dover or out-of-district, are enrolled in Dover High School. The Guidance Department maintains transcripts on all students. [CB4]

The Administrator of Bellamy Academy, or designee, works closely with the Dover High School guidance department, administration and sending school districts to determine the credits/classes for each student in preparation for graduation (20 or 26 credit diploma). The staff at Bellamy Academy make every effort to prioritize graduation requirements when establishing a student's class assignments.

Students receive grades in accordance with the Dover High School grading system. Student grades are updated within MMS as often as possible (minimum of once per week). Students receive a progress report in the middle of each quarter, and Bellamy Academy submits grades to the Dover High School guidance department on a quarterly basis. At the end of each school year, Bellamy Academy submits final grades to the Dover High School guidance department, where grades are entered on the student's high school transcript. Credits earned by out-of-district students can be transferred.

ATTENDANCE

SCHEDULE

Bellamy Academy follows the calendar and cancellation practices of the Dover School District. Bellamy Academy's day is from 7:40am to 2:30pm. Staff is available at the school from 7:30am to 2:45pm, Monday – Friday. Additional times are available for student/parent conference by appointment.

DUTY OF CUSTODIAN

Regular student attendance is essential to academic success. "Every child between six and eighteen years of age shall attend the public school within the district or a public school outside the district to which he is assigned or to an approved private school during all the time the public schools are in session, unless he has been excused from attending on the grounds that his physical or mental condition is as to prevent attendance or make it undesirable (RSA 193.1)."

Duty of custodian: *Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session (RSA 193.2).*

This policy is intended to emphasize class attendance as a major dimension in a student's education. An absence from school (class) deprives a student of the teacher's presentation and class discussion which is crucial to the educational process and student success. To receive credit for a course, the student must fulfill the course requirements as set forth by the teacher and meet the quarterly attendance requirement set forth by school policy.

Consistent discussion regarding attendance will occur within counseling sessions and community meetings. Our intent is to have students develop personal awareness about this aspect of their school performance.

ABSENCES

Students are expected to be in attendance each day unless excused by a parent for reasons described per school board policy. Families are required to call the administrative assistant each day and provide the reason for a student's absence/tardiness.

Every effort will be made to work with students/families to enhance attendance. However, the eighth (8) absence in one quarter shall trigger Bellamy Academy staff to review a student's situation. Continued absences could impact whether a student passes and receives credit for that class. This may mean a student will have to take an additional semester of that class to fulfill graduation requirements. Excessive truancy/unexcused absences may lead to discussions regarding the appropriateness of the placement for a student.

Excused absences will not be counted against a student. An excused absence is defined as either a school directed suspension, an illness, or an appointment with a professional or outside agency, which MUST be accompanied by written documentation of dates and times.

Students will be allowed to make up work and receive credit for missed work, regardless of the nature of absence. Those students who are physically unable to complete missed assignments at home due to the nature of their illness, will be given up to an equal amount of days to their absence to complete missed assignments, up to 10 academic days. Failure to make up work will impact academic grades and performance.

DISMISSALS

All dismissals by a parent during the school day must go through the administrative assistant. Acceptable methods of dismissal include a written note *signed by the parent, an email or phone call by the parent, or by a parent using the sign-out sheet in the office.*

Students who feel ill and wish to be dismissed must go through the school nurse.

A student who leaves school before the end of the school day (not properly dismissed or truant) may not return to school on the same day unless readmitted by a parent or responsible adult.

If a student chooses to leave school without permission, the following protocol will be followed:

- *Parent is notified*
- *School Resource Officer is notified (police may be contacted to look for the student)*
- *Dover High School is notified*
- *Students are not allowed to hang around on campus/disrupt school procedures if they have chosen to leave school without permission. We will work with families of students to determine the best protocol for an individual student if this issue arises. We do not follow students. Based on individual conversations with families, the Dover Police Department may be dispatched to locate a student.*
- *At times, certain students require an opportunity to pace outside as a coping skill. This is allowed based on individual student support plans developed by the school counselor and approved by the administration. Students are expected to communicate their need to use this coping skill.*

LONG-TERM ABSENCES

As per Dover School Board Policy, any student who has exceeded the maximum allowable number of absences may not receive credit for effected classes. The Dean of Bellamy Academy in consultation with the Dover High School Principal will perform a review of absences. Any appeal or review process must be accompanied by valid documentation of excused absences.

TARDINESS/TRUANCY

Families must inform staff of all absences, lateness or dismissals in writing or by phone. Late arrival to school will be considered late to class. If more than one half of a period is missed, it will be considered an absence for that class. All excused absences may be reviewed and may not be accepted without proper documentation. Any absence can be referred to the School Resource Officer. If a student does not arrive by 9am and a parent has not notified the school, a staff member will call his/her parent to determine the nature of the absence. The parent is informed of the attendance policy (Dover School District Policy JH: Student Excuses and Absences) and the ramifications of an unexcused absence.

If a student leaves school before the end of the school day or leaves a school activity without being properly dismissed, a staff member will call his/her parent as soon as possible and report the truancy to the School Resource Officer. The student may not be excused after the fact. A student is considered to be in school once he/she enters a school bus or van or, if not using school transportation, once he/she enters a school.

STUDENT CONDUCT

EXPECTATIONS & GUIDELINES

Our expectations of students are based upon our foundational beliefs and values. Students are positively reinforced and experience academic and social/emotional success when they consistently follow the expectations.

- ***Respect***
- ***Responsibility (goals, attendance, classwork, belongings, technology)***
- ***Safety (self/others/property)***
- ***Conflict Resolution (staff/students)***
- ***Accountability (actions/interactions)***
- ***Communication (needs versus wants)***

PARTICIPATION

Excessive absence from class will negatively impact a student's success at Bellamy Academy. We work closely with students/families to support regular attendance in school. Consistent truancy will result in a referral to outside agencies.

Students are expected to attend all their classes. We understand that our students have a variety of needs. If a student is unable to be in class it is expected that they communicate their needs to an adult and staff will work to support them and accommodate their needs to the extent possible.

Students are expected to complete all assignments in a timely fashion. Staff are willing to allow for flexibility with time/assignments, but it is the student's responsibility to complete work to earn academic credit. In addition, staff will hold students to high expectations and may ask students to revise their work to enhance its quality.

RESPECT

Students will treat others in a respectful manner. The use of slurs (racial, disability related, sexual, etc.) will not be tolerated.

DRESS CODE

Students must follow the dress code established by the Dover School Board (Dover School District Policy JICA: Student Dress Code). If staff determine that a student's appearance is deemed unsafe, disruptive, or offensive, according to the dress code policy, the student will be required to correct the situation (at school or at home). Judgments related to unacceptable clothing shall be made by the staff and are not subject to arbitration.

SMOKING POLICY

There is no use of any tobacco products anywhere on school property, on a community-based trip, or other school sponsored event on or off school grounds. In accordance with RSA 8:12-C "No person under 18 years of age shall purchase, possess or use any tobacco product." Students caught smoking or in possession of tobacco products and/or lighters shall be subject to the school's discipline procedure. Students in the presence of others who are smoking, or who act as lookouts for smokers may be subject to disciplinary action as well. Recognizing that tobacco use is an addiction problem, every effort will be made to work with students on all issues related to smoking cessation.

LEGAL VIOLATIONS

Families and appropriate legal authorities (School Resource Officer/Local Police Department and other necessary community agencies) are notified immediately if a student violates any legal code. This includes, but is not limited to: disorderly conduct, sexual harassment, bullying, threatening, fighting, smoking, possession, use or selling of illegal substances or look-alikes, vandalism, theft, and possession of weapons or dangerous objects. Any legal infractions are subject to consequences imposed by legal authorities as well as any Bellamy Academy or Dover High School sanctions.

Prior to making any disciplinary decisions for a student who is identified with a disability under Special Education or 504, a team meeting will be held to determine if the behavior is a manifestation of the student's disability.

If any student residing in Dover (including students in a foster placement), Barrington or Nottingham violates a rule that requires an expulsion hearing, that student may be brought before the Dover School Board. If the student has been placed at Bellamy Academy by any other school district, then that school district will be informed of the violation(s) and the student may be removed from Bellamy Academy. The sending school district will address any change in placement.

DISORDERLY CONDUCT

Disorderly conduct is defined as behavior which disrupts the educational flow of the school. Examples of disorderly conduct are: continued loud and disrespectful behavior in an area that disrupts other students and refusing to leave an area that is needed by a staff and/or other students. If a student persists with disorderly conduct, regardless of staff intervention, beyond a 3-5-minute period of time, staff may call the School Resource Officer to remove the student. The School Resource Officer/local authorities determine their course of action in response to the call for assistance. In addition, students will be held accountable for their choices.

FIGHTING, THREATENING, AND BULLYING

Bullying (Dover School District Policies JICK, JICK-E: Pupil Safety and Violence Prevention Policy; Bullying and Cyberbullying), fighting, intimidating, harassing or threatening (Dover School District Policy JICD: Student Conduct, Discipline, and Due Process) others will not be tolerated at Bellamy Academy. Our staff makes every effort to redirect and eliminate antisocial behaviors in order to help students maintain safety and make positive proactive social choices within the context of school district policies.

Students who engage in these actions/interactions will be subject to disciplinary action. If a "third party" becomes involved in any manner with an incident in progress, then the individual/group may be subject to disciplinary action as well. Disciplinary action may include suspension and referral to local authorities. Students who are suspended from school will require a reintegration meeting with the Dean of Bellamy Academy or designee in order to return. Students may be required to meet specific expectations (incident reflection, conflict resolution, student contract) upon their return in order to be fully reintegrated back into community areas. In addition, any damages resulting from acts of violence may require some form of restitution. Records related to these incidents will be maintained in the student's file.

DRUG AND ALCOHOL POLICIES

(Dover School District Policy JICD: Student Conduct, Discipline, and Due Process)

User:

A user is defined as one who is on campus and/or at a school function under the influence of alcohol and/or a controlled substance. It is further defined as one who is on campus and/or at a school function having consumed alcohol or a controlled substance.

Possession:

Being in possession is defined as being on campus and/or at a school function in possession of any amount of alcohol and/or controlled drug, drug paraphernalia, and/or look-alikes (as defined below).

Selling/Distributing and Purchasing/Receiving:

Selling, distributing, purchasing, or receiving alcohol, controlled substances or look-alikes on school grounds or at a school sponsored event will not be tolerated. If in the opinion of the administration a student is in possession of a large quantity of alcohol and/or a controlled substance or look-alikes, it will be considered possession with the intent to sell.

Look-Alikes:

Look-alikes are defined as a substance, which one represents or attempts to represent as alcohol or a controlled or narcotic drug, whether in using, possessing, or selling said substance.

Solicitation:

In accordance with our desire to create a safe learning environment, we view attempting to obtain drugs and alcohol while in school to be a major distraction and in some cases a harmful act.

A student who is not in compliance with the Drugs and Alcohol policy will be reported to the School Resource Officer and will be subject to the disciplinary and restorative action outlined in the discipline policy.

Records: *Records related to these incidents will be maintained in the student's file. All cases will be referred to the proper authorities.*

VANDALISM OR THEFT

Any student involved in vandalism or theft of school or personal property including computers, software, network equipment, and illegal use thereof, may be subject to suspension or other disciplinary action, reported to the School Resource Officer, or responsible for restitution. Serious or repeated violations may result in termination from the program.

DANGEROUS OBJECTS/EXPLOSIVE DEVISES/FIREARMS

(Dover School District Policy JICI: Weapons on School Property)

Any object deemed as dangerous will not be allowed. Such objects will be confiscated. Any student possessing or knowingly being in the presence of such an object will face ***administrative suspension and a possible expulsion hearing.*** *A referral will be made to the Dover Police Department. Any student who brings a firearm to school will be immediately suspended pending an expulsion hearing with the school board. Students expelled for a firearm violation face a mandatory 12-month expulsion from school in accordance with State Law (RSA 193:13, III).*

FALSE ALARM/BOMB SCARE/RUMORS

If a student deliberately causes a false alarm, bomb scare, tampers with the sprinkler system, or creates a malicious rumor concerning the safety of students in the school; the student will be ***suspended pending an expulsion hearing*** *with the Dover School Board and will be referred to the Dover Police Department.*

ENDANGERING

Due to the unique nature of the approach to delivering Curriculum (pg. 9), which includes many Community Based Trips (pg. 5), there exists a heightened need for safety for both students and staff. If a student acts in a way that poses a threat to the safety of themselves or others they may be subject to administrative suspension as per Dover School District Policy JICD (STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS).

OTHER VIOLATIONS

Gambling, littering, electronic tampering (including misuse of the internet and e-mail), conduct unbecoming to a high school student, including inappropriate language and any action that may emotionally or physically endanger a student, staff or property will be reported to the administration. Violations may result in a warning, loss of privileges, behavior plan, ASI, In-School Suspension or Out of School Suspension. Serious or repeated violations may result in expulsion.

INTERNET POLICY

Responsible use of internet access by students includes, but is not limited to, the following:

1. *Only using the Internet after getting permission from a teacher who is in the room with the student*
2. *Not interfering with the normal and proper operation of the network or the Internet*
3. *Not adversely affecting the ability of others to use equipment or services*
4. *Not conducting themselves in ways that are harmful or deliberately offensive to others*
5. *Only using the network for legal purposes*

6. *Only accessing or changing computer files that belong to the user*
7. *Only storing or transferring files that are relevant to classroom assignment.*
8. *Not creating, transferring or otherwise using any text, image, movie, or sound recording that contains pornography, profanity, obscenity or language that offends or tends to degrade others*
9. *Not attempting to install any software on the computers*
10. *Not downloading software or screen savers from the Internet*
11. *Not revealing their personal home address, home phone number, or phone numbers of any individual.*

Records*: Records related to internet violations will be maintained in the student's file. Certain violations may be referred to the School Resource Officer.*

ELECTRONICS

Students are not allowed to have personal electronics (including phones, tablets, laptops, etc.) in classes. They will have an opportunity to secure it in a locked cabinet at the beginning of each day. If a student is seen with a personal device in class it will be removed from their possession, secured and returned at the end of the day.

It has been our experience that access to these devices inhibits students' success academically and socially. In addition, many students become extremely pre-occupied with their devices and do not focus on the expectations of the program.

Taking pictures or videotaping in school is strictly prohibited. The inappropriate use of electronic devices will result in loss of privileges.

District owned electronic devices will be available to students for learning purposes. Students may only use the program phones during breaks or lunch unless the administration determines otherwise.

PERSONAL ITEMS

Before school begins, students must turn off and store away personal electronic devices. Personal items can be distracting to the learning environment and should be stored in the student's locker or other designated area. Staff may confiscate personal items if they become a nuisance and students do not follow protocol. Skateboards, scooters and bikes must be stored in designated areas. Students may earn the permission of using specific personal items based on administrator approval and as deemed appropriate by staff.

CONSEQUENCES

Each infraction of the rules is considered per student per event. In addition, patterns of behavior are looked at when determining consequences. Consequences for rule infractions include:

- *Redirection*
- *Warning*
- *Conference with the administrator or other staff*
- *Conference with a parent*
- *Conflict Resolution*
- *Community Service*
- *Restitution*
- *After/before school detention*
- *Removal from the community/community-based trips*
- *In-school suspension*
- *Out of school suspension (requires re-admittance meeting with parent/guardian)*
- *Referral to the School Resource Officer*
- *Placement on probationary status*
- *Request for removal from the program*

INFORMATION FOR FAMILIES

STUDENT RECORDS

It is the policy of Bellamy Academy to comply with the Family Educational and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPPA), and other applicable statutes.

In accordance with this policy, Bellamy Academy provides a digital copy of this handbook on their website as well as a paper copy upon acceptance and then annually upon request. Parents and eligible students who wish to review student records must provide the Bellamy Academy administrator with written notice indicating their desire to review a student's educational records.

Parents and eligible students shall have the right to make copies of all educational records that pertain to the student in question unless this right to make copies of the material in question is specifically prohibited by law.

Bellamy Academy keeps on site only student cumulative and special education records. Records for students from other districts are maintained within their district. For more information about the district's policies on student records and access, please see school board policy JRA-R available from the office of the Superintendent or on-line under school board policies for SAU 11.

STUDENT RIGHTS

Bellamy Academy strives to create an optimal learning environment. Such an environment must include dignity and respect amongst all its members. To meet this goal, Bellamy Academy acknowledges the following student rights:

1. *The right to an environment that promotes learning and an education free from prejudice.*
2. *The right to be treated honestly and with respect.*
3. *The right to physical privacy and that of your possessions from others (unless you are potentially endangering yourself or others).*
4. *The right to have your personal space honored and entered only upon invitation (unless you are potentially endangering yourself or others). Students are expected to keep the hands/bodies to themselves and refrain from physical contact in school.*
5. *The right to express yourself (respectfully), and to be heard without interruption and criticism.*
6. *The right to expect and request equal participation from all class members.*
7. *The right to structure your own break time in accordance with the rules.*
8. *The right to give your input regarding school rules, policies, and privileges through participation in Bellamy Academy school meetings.*

EXCEPTIONS TO PRIVACY/CONFIDENTIALITY

It is the philosophy of the Dover Alternative Program that students have the right to privacy. However, if staff members have cause to be concerned that a student is in possession of any illegal substance or objects that may be dangerous to themselves or others, the Administration may conduct searches of property on the Bellamy Academy campus, including but not limited to; lockers, backpacks and clothing. Parents/guardians will be informed of these searches. Searches are conducted to ensure the safety of staff and students. The Superintendent or his/her designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

If a staff member hears information that indicates a student may be posing a danger to him/herself or others, the staff will report the information to a parent, probation officer (when applicable) or, when required as a mandated reporter, to the Department of Children, Youth, and Families.

ADDITIONAL PROCEDURES & POLICIES

MEDICAL PROCEDURES

Students are not permitted to carry prescription or nonprescription medication (other than carrying Albuterol inhalers according to physician orders). All medication, including nonprescription, such as aspirin, must be brought to the office. Medications are administered according to procedures established by the Dover High School nurse.

Staff has received training in universal precautions and is able to administer First Aid. Staff notifies families of any student with a significant injury or illness. Staff calls 911 for immediate treatment of a critical injury.

FIRE DRILLS AND EMERGENCY SITUATIONS

The signal for a fire drill is a continuous sounding of the horn. Students and teachers must leave the building by the nearest exit as designated by the emergency evacuation plan posted in each classroom, or by the exit designated by a teacher. Students must leave the building in an orderly manner. Students must leave coats, books, and etc. behind. Students must report immediately to the designated area for attendance to be taken by staff. The administrator of Bellamy Academy or designee signals when students may return to the building. Students *must follow the directions of teachers at all times. Students are instructed as to this procedure each quarter.*

STUDENT PICTURES

Students are required to have picture identification in order to ride assigned high school buses. Bellamy Academy students may also be required to present this identification when entering Dover High School during school hours. Students participate in the annual photograph sessions arranged by Dover High School to obtain this identification. Parents may also choose to purchase additional pictures as offered by the photographer.

FOOD AND BEVERAGES

Students are encouraged to eat before school starts, during break and during the lunch period. All food and drinks must be consumed in the lunchroom or in designated areas outside the building during these times. Only water in clear plastic bottles may be brought into classrooms. Any exceptions to this policy must be approved by the classroom teacher.

Hot lunches are purchased through the Dover High School lunch program. Students can walk to the high school to obtain their lunch, eat in the DHS cafeteria, or order their lunch from food services to be delivered. Lunches are paid for in accordance with the Dover Schools' free and reduced lunch program. Students may elect to bring their own lunch on any day. Students may also choose to eat lunch at the high school cafeteria.

Snacks may be purchased at school during break time at the Bellamy River Food Truck. NO FOOD OR DRINKS ARE ALLOWED NEAR COMPUTERS!

VISITORS

Students may only have visitors in school if staff has approved the visit in advance. Visits must be of a professional nature and pertinent to the therapeutic or academic needs of the student. All visitors and parents must report to the office immediately upon arriving at the school. Visitors and families are not to be in *classrooms or hallways of the school unless accompanied by staff or other arrangements are made in advance. Families are discouraged from stopping by without an appointment or dropping off non-essential items for students.*

PETS

Only service animals are allowed in the building unless otherwise approved by the administrator of Bellamy Academy or the Dover High School Principal.

BELLAMY ACADEMY

HANDBOOK-SIGNOFF

To: Families/Students

From: Bellamy Academy

Re: Student Handbook

The Bellamy Academy Handbook provides students and parents with information regarding the nature of our program. It is important that both students and their parents read this handbook thoroughly and clarify any questions they may have.

Please sign below indicating that both the student and at least one parent/guardian have read this handbook and return this form to the program.

____

Student Date

Parent/Guardian Date

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.
Assistant Superintendent of Student Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Assistant Superintendent of Teaching and Learning
p.glynn@dover.k12.nh.us

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

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: August 13, 2018
RE: Award for ***Security Vestibule Renovation Project at Bellamy Academy***

On June 7, 2018, working collaboratively with Harriman Architects, the District solicited a public bid requesting proposals for a security vestibule renovation at Bellamy Academy. One vendor, Broadview Construction Corporation, submitted a proposal on June 21st in the amount of $52,975.00.

The security vestibule renovation project at Bellamy Academy is one of several school infrastructure projects that was approved by the State in the amount of $40,000 of which $32,000 or 80% will be funded by the Public-School Infrastructure Fund.

Harriman Architects has assisted in review of the bid results and has had communication with Broadview Construction on possible increases to raw material prices noted in their bid documents. Labor and fabrication numbers will remain the same, however, due to current market uncertainly, particularly with aluminum and steel markets, prices could not be held beyond sixty days for this project to begin. Based on potential increases, I am requesting that the School Board proceed with an award to Broadview Construction Corporation in an amount not to exceed **$59,975.00**. The District has also requested additional funds through the Public-School Infrastructure Commission to account for the additional project costs which are due for review in September. The funding source for these services, which are not part of the award from the State, is the District's General Fund under facility repairs and renovations.

SCHOOL YEAR 2018- 2019 **MEMBERSHIP IN THE DOVER PUBLIC SCHOOLS MONTHLY ENROLLMENT DATED August 9, 2018**

GRADE	*PS (SPED) & KINDER	1	2	3	4	5	6	7	8	9	10	11	12	Special Classes	Other		Totals	*ADJ Totals
DOVER HIGH										401	327	312	358			SubTotal	**1398**	**1398**
PG = Post Grad										**CTC**	66	15	48			PG		
CTC Sending School Students																PT	**6**	
DOVER MIDDLE						AB 25	JC 23	KC 25	MJ 24							Total:	**1404**	
						MA 25	DC 23	GD 24	SM 26							CTC	**129**	
CTC numbers are incl in high school totals						BM 23	LD 23	SM 26	JM 25									
						JB 25	DH 23	KT 25	JD 26									
						AH 25	RK 23	KN 26	JP 26									
						AM 23	LA 22	DJ 25	BG 26									
						SM 25	SL 23	MS 25	JW 26									
						CM 25	AN 21	JT 25	KS 24									
						LT 24	RP 22	AK 26	KD 28									
						JP 23	MS 23	SB 25	LN 27									
						RW 23	AB 22	RD 25	PM 26									
						KW 25	AR 23	HA 25	MHS 26									
Sub Totals by Grade:						291	271	302	310								**1174**	**1174**
						not placed 10												
	AC 15	1P 20	2C 15	3B 25	4ET 22													
GARRISON	MR 15	1M 19	TBD 15	3EG 25	4S 22													
	JG 14	1L 19	2M 17	3C 25	4K 23													
not placed 3	MM 14	1K 18	2D 17	3SC 25	4ST 22													
	MD 14	1V 19																
Sub Totals by Grade:	**72**	**95**	**64**	**100**	**89**												**420**	**420**
HORNE	ST 17	1S 19	2B 19	3S 20	4O 19													
	AL 17	1L 19	2K 18	3B 19	4L 19													
	KC 16	1Be 20	2W 18	3G 20	4W 20													
	LL 14	1M 20	2P 16	3R 20	4Ca 20													
	KD 13		2D 20	3Be 20	4H 19													
			J/B 17															
not placed	**3**		**1**	**1**	**2**													
Sub Totals by Grade:	**80**	**78**	**109**	**100**	**99**												**466**	**466**
WOODMAN PARK	BC 17	1R 20	2A 17	3B 19	4D 17													
	LD 18	1C 19	2L 18	3T 18	4M 17													
	LS 18	1J 19	2E 17	3K 17	4R 17													
	MZ 17	1SO 19	2MC 17	3FR 17	4S 18													
		1SH 20	2W 17	3LR 18	4MC 19													
Sub Totals by Grade:	**70**	**97**	**86**	**89**	**88**												**430**	**430**
District PRESCHOOL																		
43																	**43**	**43**
TOTALS	**222**	**270**	**259**	**289**	**276**	**291**	**271**	**302**	**310**	**401**	**327**	**312**	**358**	**0**	**0**		**3937**	**3931**

Barrington Total -	169			**Nottingham Total -**	84			
Gr.9	40	Gr. 12	58	Gr.9	44	Gr.	14	
Gr. 10	41	PG		Gr. 10	15	PG		
Gr. 11	30			Gr. 11	11			

ENROLLMENT:		
	ELEM	**1359**
	DMS	**1174**
	DHS	**1404**
		3937

*ADJ Totals exclude PT and PG

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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

Transportation Request – I recommend the Board discuss the request being made before acting on the consent agenda. The request has implications beyond the immediate request that need to be considered before the Board grants a wavier to the policy.

Resignations/Retirements – I recommend the Board approve the resignations and retirements as listed.

Nominations – I recommend the Board approve the nominations as posted.

Eighth Grade Washington, D.C. Trip - I recommend the Board approve the Eighth Grade Washington, D.C. Trip for May 28, 2019 through June 1, 2019.

IKFC Alternative Diploma Policy - Board's first reading of the policy revision. Board needs to identify any further revisions for the policy during the first reading. Christine Boston, Assistant Superintendent of Student Services, will be available to answer questions pertaining to the policy.

CIP – Libby Simmons and I met with Chris Parker to discuss the proposed CIP for Fiscal Year 2020. The Board needs to provide any further revisions before approving.

DHS, Bellamy Academy Handbook Changes – I recommend the Board approve the Dover High School, Bellamy Academy Handbook Changes.

Bid – I recommend that the Board award the bid for the Security Vestibule Renovation Project at Bellamy Academy to Broadview Construction Corporation.

INFORMATIONAL

2018-2019 Staffing – The Leadership Team continues to work with staffing for the 2018-2019 school year. At the writing of the Superintendent's Report, the following positions remain to be filled: WPS Special Educator, DMS Social Studies, HSS Reading Specialist and Grade 2, GES Grade 2, paraprofessional positions.

2019-2020 – The Dover School District hosted a meeting of the area superintendents to discuss future calendar concepts and begin the discussion of the 2019-2020 calendar. The following is purposes and aims that guided the conversation.

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Purposes:
- To identify calendar parameters for the 2019-2020 academic calendar.
- To identify and reach agreement on future calendar initiatives.
- To identify the process(es) to be used to develop and to move forward with future calendar initiatives.
- To establish future dates for further calendar development discussions.

Aims:
- To develop a calendar that is student-centered and aligns with instructional and learning needs of today's students.
- To develop a calendar that addresses the weather pattern that appears to be developing and impacting the current school calendar.
- To identify a calendar that is supported by evidence to be effective in improving student learning and achievement.

Superintendents Attending:
- Jim Morse – Oyster River School District
- Mike Hopkins – Rochester School District
- Mary Nash – Marshwood School District
- Scott Reunig – Nottingham School District
- Dan Moulis – Barrington School District
- Bob Gadomski – Somersworth School District
- Penny Botterman – Representing the Newmarket School District
- Bill Harbron – Dover School District

Meeting Outcomes:
- Increased flexibility with calendar development.
- Move most the professional development days to April and May so that they can be used as make-up days if needed, and if needed, move to later time.
- Discussed the concept of one-week March break rather than one-week winter break and one-week spring break. Requires further conversation.
- Further research the late start/early release concept used by Marshwood to establish continual professional development and the development of professional learning communities. Currently Marshwood provides all schools 100 minutes of common time per week. Provides before and after school services for families.
- Started initial review and development for the 2019-2020 calendar.
- Second meeting will be scheduled for September.

IT Administration – Christy Prosser, IT Director, has made a successful transition to the Dover School District. Ms. Prosser has focused on communication with the Leadership Team and IT Team. The feedback is positive, and she has effectively embraced the agenda that needs to be accomplished in August. From my perspective, I have seen her effort to improve communication and effectively manage the District's technology projects.

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. I preliminarily review the *Bridge* Documents and provide feedback as the work continues which will be completed by the end of August for the first year of implementation of the *Strategic Plan.*

Assistant Director of Teaching and Learning – As indicated at the June Special Board Meeting, Emily Sherman was selected as the Assistant Director of Teaching and Learning. The nomination to the Board will not be moved forward until it is determined if the position can be funded and sustained. As indicated, the staffing of the District continues. Once the staffing is completed, the budget will be reviewed to determine if the position can be funded and sustained. The position is a key in assisting with moving forward with the teaching and learning objectives of the Dover School District Strategic Plan.

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 new website should be released within a few weeks.

Innovation and Alternative Pathways – Peter Driscoll, Joan Breault, and I continue to have conversation with Andrew Fersch. We believe Mr. Fersch has a concept that can serve as a valuable alternative for Dover High School students. I believe offering different pathways for students to learn is vital to the future of the District. Mr. Fersch is researching a grant that will provide development funding for a public charter school. The public charter school would be sponsored by the Dover School District and serve as alternative program within the District.

The grant is available through NewSchools Invent. *The organization invest in teams of educators who want to launch public schools that prepare young people to finish high school prepared and inspired to vreate and live the lives want – good lives, full of opportunity, choices, connection, and meaning. These schools will reimagine the learning experiences for students, particularly those from underserved communities. NewSchools Invent is a major part of NewSchools' Innovative School portfolio.*

The application deadline is November 26, 2018 for schools planning to launch in 2020. Available funding up to $200,000.

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Teacher Retention – In the July 2018 report, information on preliminary information on the retention of teachers was provided. Exit survey is being developed to teachers that left the District during or following the 2018-2019 school year. **A draft of the survey is attached for your review.**

Communication Plan – Tom Waldron, Josh Brennick, and I have been working on the development of a Communication Plan for 2018-2019. Mr. Waldron has done a significant amount of research for the plan. The following is the initial draft of a table representation of the plan.

INTERNAL COMMUNICATION	PURPOSE	DATES	WHO
Dover Breakers – Staff Update	To inform faculty and staff of developments, operations, and current events in the Dover School District.	Monthly – Published the Third Thursday: ▪ August 16 ▪ September 20 ▪ October 18 ▪ November 15 ▪ December 20 ▪ January 17 ▪ February 21 ▪ March 21 ▪ April 18 ▪ May 16 ▪ June 13	Superintendent's Office
Leadership Team Update	To inform the members of the All Leadership Team of developments, operations, and current events and provide professional development readings.	Weekly – Published each Friday.	Superintendent's Office
Board Update	To inform Board members of developments, operations, current events, and superintendent's weekly activities and provide professional development reading.	Weekly – Published each Friday.	Superintendent's Office
Tech Bytes	To inform employees of technology developments and appraise employees of planning and actions by the Technology Department.	Monthly	Christy Prosser
District Webpage	To serve as the central hub for District and district schools' information.	Ongoing	Veronica Kuzmitski Josh Brennick
Coffee with the Superintendent	To provide a public venue to share and to receive information from the public pertaining to the Diver School District.	October January March May	Superintendent's Office
School-Based Parent Officer Meetings	To provide an opportunity for the Parent Organization Officer of the elementary schools and Dover Middle School to meet	September December March	Superintendent's Office

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	quarterly with the superintendent to share ideas and concerns.	May	
City Preschool Meeting	To prove an opportunity quarterly for the preschool providers to meet to share and to coordinate with the Dover School District.	October January April June	Superintendent's Office
EXTERNAL COMMUNICATION	**PURPOSE**	**DATES**	
Superintendent Student Breakfast Meetings	To provide the opportunity to hear perspectives from students in the Dover School District.	October – Horne Street November – Dover Middle School January – Garrison February – Dover High School March – Woodman Park April - CTC	Superintendent's Office
District Webpage	To serve as the central hub for District and district schools' information.	Ongoing	Veronica Kuzmitski Josh Brennick
Dover District Facebook	To provide ongoing updates on District events and information to the school community.	Ongoing	Josh Brennick
District E-Blast	To provide information on events, activities, and general information pertaining to the District and District schools.	Monthly	Josh Brennick
Media Releases	To provide area media sources with newsworthy events, activities and initiatives in occurring in the Dover School District.	1 to 3 media releases per week to local newspaper and other media outlets.	Josh Brennick
Dover Public Access Channel	To provide updates on newsworthy events, activities and initiatives in occurring in the Dover School District.	Work with a student intern and the Dover Public Access Channel to create and release a regularly scheduled program.	Josh Brennick
Superintendent's Message	To share with the Dover School District what is occurring in the District from the Superintendent's perspective.	Monthly	Superintendent's Office
One Call Now	To inform registered families of events occurring in the District	As needed.	Superintendent's Office School Offices
Annual Report	To provide the community with annual report of the state of the Dover School District.	June	Superintendent's Office

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Communication Themes

- Dover Middle School Bullying Initiative
- Transitioning to the new Dover High School and CTC
- Attendance
- Competency-Based Education
- Community Engagement

Leadership Team & Other Meetings – The following is a preliminary draft of the Leadership Meetings for the 2018-2019 school year:

NAME	PURPOSE	DATES	NOTES
SAU Cabinet	To plan, inform, and coordinate efforts at the SAU Level.	First Monday of the month from 9 a.m. to 11 a.m. ▪ September 10 ▪ October 1 ▪ November 5 ▪ December 3 ▪ January 7 ▪ February 4 ▪ March 4 ▪ April 1 ▪ May 6 ▪ June 3	**Members:** ▪ W. Harbron ▪ C. Boston ▪ P. Glynn ▪ L. Simmons ▪ C. Prosser Except for the monthly meeting week, schedule a 60-minute weekly meeting.
Leadership Team Meeting	To plan, inform, coordinate, and provide professional development for the members of the Leadership Team. Book Studies will be part of the professional development: ▪ The Six Secrets of Change – Michael Fullan – Work on the Dover Traveling Theory ▪ From Leading to Succeeding – Douglas Reeves ▪ Leaders Learning – Richard DuFour and Robert Marzano ▪ Competency-Based Education A New Architecture for K-12 Schooling – Rose Colby ▪ Becoming Brilliant – Roberta Michnick-Golinkoff and Kathy Hirsch-Pasek	Weekly on Tuesday from 9 a.m. to 10:30 a.m. ▪ **First Tuesday**: Business ▪ **Second Tuesday:** Learning Walk ▪ **Third Tuesday:** Inspired Leadership with Tamara Konrade – None in November & February ▪ **Fourth Tuesday:** Professional Development	**Members:** ▪ W. Harbron ▪ C. Boston ▪ P. Glynn ▪ C. Prosser ▪ P. Driscoll ▪ P. Wotton ▪ J. Brault ▪ L. Danley ▪ K. Lyndes ▪ P. Boodey ▪ B. Dunton ▪ P. Driscoll **Second Tuesday – Learning Walks:** ▪ **September:** Dover High School & CTC – Tour Only ▪ **October:** Horne Street ▪ **November:** Dover Middle School

			▪ **December:** Woodman Park ▪ **January**: Bellamy Academy ▪ **February:** Dover Adult Learning ▪ **March:** CTC ▪ **April:** Dover High School ▪ **May:** Dover Middle School
All Leadership Team Meeting	To provide professional development. The area concentration for 2018-2019 will be *The Journey to Equity and Inclusion in Ourselves and Our Schools*.	Meetings will be on the second Wednesday of the month: ▪ September 12 ▪ October 9 ▪ November 14 ▪ January 9 ▪ March 13 ▪ May 8 ▪ June 12	**Members:** ▪ W. Harbron ▪ C. Boston ▪ P. Glynn ▪ C. Prosser ▪ P. Driscoll ▪ P. Wotton ▪ J. Brault ▪ L. Danley ▪ K. Lyndes ▪ P. Boodey ▪ B. Dunton ▪ P. Driscoll ▪ A. Small ▪ E. Sherman ▪ T. Waldron ▪ K. Stephens ▪ B. Patrick ▪ L. Dube ▪ J. Marshall ▪ K. Moaratty ▪ G. Brown ▪ L. Madden ▪ A. McDowall ▪ M. Taylor
Monthly Conferences	To hold monthly conferences with school administrators to inform, plan, resolve issues, and implement the supervision/evaluation model as outlined.	Meetings will be scheduled by those listed through contacting Robin LaFleur.	**Monthly Conferences:** ▪ P. Driscoll ▪ P. Wotton ▪ J. Brault ▪ L. Danley ▪ K. Lyndes ▪ P. Boodey ▪ B. Dunton ▪ P. Driscoll
School Based Meetings	To learn and understanding educational endeavors each school and discuss and review the implementation of the Dover Strategic Plan. Elementary School – Quarterly Meeting – 120 Minutes	Elementary School – Quarterly Meeting – 90 Minutes ▪ September ▪ December ▪ March	**Elementary Quarterly Meeting:** ▪ W. Harbron ▪ C. Boston ▪ P. Glynn ▪ C. Prosser

	▪ September – Horne Street ▪ December – Woodman Park ▪ March - Garrison ▪ June – Horne Street Dover Middle School – Trimester – 120 Minutes ▪ November ▪ February ▪ May ▪ June Dover High School & CTC – Semester – 120 Minutes ▪ October ▪ April ▪ June	▪ June Dover Middle School – Trimester ▪ November ▪ February ▪ May	▪ P. Boodey ▪ Beth Dunton ▪ Patty Driscoll **Middle School Quarterly Meetings:** ▪ W. Harbron ▪ C. Boston ▪ P. Glynn ▪ C. Prosser ▪ K. Lyndes ▪ B. Patrick ▪ L. Dube ▪ Instructional Coach **High School & CTC Semester Meeting:** ▪ W. Harbron ▪ C. Boston ▪ P. Glynn ▪ C. Prosser ▪ Peter Driscoll ▪ Peter Wotton ▪ Emily Sherman ▪ Tom Waldron ▪ Kim Stephens
Table Top Exercise	To train for the execution of emergency procedures.	November 20 - TBD	

Introduction

The purpose of the document is to identify the District Committees' vision and mission and 2018-2019 targets.

COMMITTEE	VISION/MISSION	2018-2019 TARGETS
Curriculum Planning Council	**Vision:** To unite the Dover educational community in a collaborative, creative effort to ensure high performing schools. **Mission:** To evaluate, approve and support the design and implementation of effective instruction and curriculum that ensures equitable access and success for all students. **Purpose**: Our purpose is to have a written curriculum for every course taught from kindergarten through twelfth grade. The curriculum will be designed and developed around the New Hampshire Department of	▪ Provide a system of continual evaluation, revision and coordination of curriculum k-12 including approval of curriculum, support for new curriculum initiatives and pilots of new courses. ▪ Provide a system of continual vertical alignment K-12. ▪ Provide a structure for ensuring accountability and quality control of curriculum in the district.

	Education's College and Career ready Standards.) The intent is to create a balanced, rigorous, and relevant curriculum that supports a competency-based education system and recognizes that our students will live in an era of unprecedented technology and communication.	▪ Establish and maintain a system of communication among professional staff, administrators, school board members and community members.
Teaching & Learning	**Committee Directive:** To create a blueprint for implementing a system of competency-based learning in the Dover School District. **Vision Statement:** The Dover educational community is working collaboratively in a system of competency-based learning to empower all learners to become dynamic global citizens. **Mission Statement:** To unite the Dover educational community in working collaboratively to create a system of competency-based learning to empower all learners to become dynamic global citizens.	▪ To design and conduct a District-wide needs assessment of the understanding and implementation of competency-based education. ▪ To develop a framework for the design, establishment, and implementation of a competency-based education program. ▪ To develop a timeline for the develop and implementation of competency-based education. ▪ To develop the one-year *Bridge Document* for the implementation of the Strategic Plan competency-based education. ▪ To conduct an ongoing literature review of competency-based education. ▪ To identify the professional development needs of District personnel in understanding, developing, and implement competency-based education.
Data Committee	**Vision Statement:** Stakeholders at all levels will regularly use data to provide timely interventions, assess curriculum, monitor student progress, evaluate programs, examine services, engage community members, to support students and staff in our community. **Mission:** To design a systematic approach to using and communicating data to continually improve the effectiveness and quality of instruction, learning, and operations.	▪ To design a Data Dashboard/Balanced Scorecard to monitor and communicate the District's effectiveness in supporting the learning and achievement of all students. ▪ Once the metrics are established for the Data Dashboard/Balance Score Card, to identify the data source to be used to populate the Data Dashboard/Balanced Score Card.

		▪ To use the District's data to determine the current effectiveness of the District's reading, writing, and math curriculum programs in having all students demonstrate continual growth in reading, writing, and math in grades K-8 and provide recommendations to the Assistant Superintendent of Teaching and Learning. ▪ To develop a procedural process for schools to annually review and analyze school-based data that aligns with the Data Dashboard/Balanced Scorecard to continue to improve the implementation of curriculum, instruction, and student learning and achievement in the schools and the District.
Education Technology Committee	**Vision:** Develop, maintain, and sustain comprehensive technology system that responds and evolves to the learning, communication, and management needs of the District's stakeholders and clients. **Mission:** The mission is to evaluate, approve and support the development and implementation of technology to effectively support student learning and manage all aspects of the effective and efficient administration and operation of the school district.	▪ To assess the status of the District's infrastructure and identify the needs for a three-year period. ▪ To assess the status of hardware devices and identify needs for a three-year period. ▪ To assess the level of knowledge and skills of the instructional faculty to effectively integrate technology into the instructional program and design a professional development to address the gap of knowledge and skills that may exist. ▪ To assess current IT policies and procedures and identify policies and procedures that need to be developed. ▪ To assist the Technology Director in developing a three-year plan. ▪ To research student information systems that improve District's operations and support the development and implementation of competency-based education.

Wellness Committee	**Vision:** The vision of the Dover School District Wellness Committee is to support growth in teaching and learning by building a culture of health and well-being that supports all school community members physically, mentally, emotionally, intellectually and socially. **Mission:** The mission of the Dover School District Wellness Committee is to promote the health and well-being of the Dover School Community through initiatives that: • Inspire individuals to take responsibility for their own health • Encourage wellness behaviors • Identify resources contributing to well-being • Support a sense of community	▪ To assist with the development of a wellness webpage on the District's new website. ▪ To assess the Dover Middle School's wellness program and identify areas for further refinement and improvement. ▪ To review the results of the state's health survey and identify primary target areas to address.
Community Engagement	**Vision:** Have all stakeholders engaged and be viable members of the Dover School District Community. . **Mission:** The mission is to build understanding about inclusive equitable community engagement; develop an implementation plan to continually improve community involvement in our schools.	▪ To assist with the identification, design, and implementation of community engagement activities.
Safety and Security	**Vision:** Maintain safe and secure school facilities for all stakeholders. **Mission:** The mission is to provide oversight and coordination of the critical and necessary aspects for school safety. Inclusive of information gathering and recommendations on building and student safety.	▪ To assess schools' emergency plans and identify areas for further refinement and improvement. ▪ To assess the current level of school staff's and faculty's knowledge of school emergency plans and based on assessment results identify by school additional training needs. ▪ To review current facilities and identify physical changes that need to be made improve security. ▪ To identify how to keep schools secure and safe during none-school times when the facilities are being used. ▪ To monitor the implementation of Public School Works and to make recommendations for continual

		improvement of the content and use of Public School Works.
Facilities Use	**Vision:** Have school facilities that are a resource for the community. **Mission:** The mission is to help insure a coordinated effort between schools and city departments directed to proper use of all school and city facilities.	▪ To review and identify policies and procedures that are needed to maintain the appropriate use and scheduling of facilities.
Joint Loss Committee	**Vision:** Maintain safe facilities and safe work environments to continually Improve relations, morale and health, and reduce the cost of Worker's compensation, **Mission:** The Mission is to bring workers and management together in non-adversarial, cooperative effort to promote workplace safety. The focus of the committee is to improve workplace safety and productivity, enhance employee relations, morale and health, and provide significant financial savings in Worker's Compensation.	▪ To conduct annual reviews and make recommendations for further training, policies and procedures, and other as needed.

NOTE: Committee facilitators will submit minutes of all committee meetings to the Superintendent's Office. The minutes of the meeting will be posted in the District's Website to keep all stakeholders informed of committee work being accomplished. **Committee organizational chart is attached for review.**

SEL Task Force – The following is a preliminary draft of the Social Emotional Learning Task Force:

TASK FORCE CHARGE

Develop SEL systemic policies, practices, and programming that will contribute to the improvement of school climate, behavior, attendance, graduation rates, and academic achievement.

TASK FORCE MEMBERS

- Justin Pagnotta
- Kate Schulten
- Lynda Nelson
- Emily Tucci
- Transition Coordinator
- Karli Shill
- Travis Bickford

- Tom Waldron
- Joan Breault
- Christine Boston

SEL TASK FORCE STRATEGIC PLAN:

The SEL Task Force will develop and propose the following as deliverables:

- Communication Plan: The task force will develop a roadmap to communicate what SEL is, build enthusiasm/support, and inform key stakeholders about the district's plans and achievements with SEL implementation.
- Vision: Develop a shared vision which will serve as the foundation for SEL planning and implementation.
- Align Resources: To ensure the effective roll-out, implementation, and sustainability of SEL the district will need to align financial and human resources.
- Build Expertise: District leaders will cultivate expertise and competence. Expertise involves developing a knowledge base of SEL research, theory, and implementation methods. Competence refers to using SEL practices in life and on the job.
- Needs Assessment: The district will inventory SEL related activities and resources and identify gaps where new programs, practices, or policies are needed.
- Professional Learning: District will consider developing a comprehensive plan for professional learning that includes an introduction to SEL, related activities, and benefits. A continuous SEL learning plan will need to be considered to ensure sustainability.
- Integration: District will include SEL in the planning and training for all district related priorities and projects. SEL should be integrated in daily operations throughout the district, which includes instructional practices, multi-tiered systems of support, culture and climate, and human resources.
- Programming: Adopt and implement evidence-based programs that have been proven to produce better academic performance, improved attitudes and behavior, fewer negative behaviors, and reduced emotional distress.
- Standards: District will establish K-12 standards that will identify specific goals /benchmarks for our student population to graduate with. SEL standards will also guide the selection of evidence-based programs and aid in the creation of professional learning.
- Continuous Improvement: District will develop a system of continuous improvement by using data to evaluate the success of implementation and progress towards outcomes.

FOLLOWING TO BE DECIDED

- 1st Task Force Meeting – Mid September 1:30-3:30 location TBD
- Develop an agenda for the first meeting
- Arrange for teacher substitutes as needed
- Determine whether to contract the consulting service of Dr. Douglas Reeves
- Review/Edit SEL Strategic Plan timeline