



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #2
Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, February 11, 2019
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. Nonpublic Student Discipline Committee Meeting #4, January 7, 2019
2. Organizational Meeting, January 7, 2019
3. Special Session #1, January 7, 2019
4. Nonpublic Student Discipline Committee Meeting #5, January 14, 2019
5. Regular Session #1, January 14, 2019
6. Budget Workshop Session, #1, January 22, 2019
7. Special Session #2, January 28, 2019

G. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Darlene Therrien, DALC Office Manager
3. **Leaves of Absence:** None
4. **Job Shares:** Johnson-Breen Job Share Proposal
5. **Nominations:** None
6. **Extended Travel (Student Trips):**
 - a. DHS, Music Students to NYC, May 11-12, 2019
7. **Donations:**
 - a. February Donations

H. STUDENT REPRESENTATIVE REPORT:

I. POLICY – CHANGES – PROPOSALS: None

J. POLICY ADOPTION:

- a. ADB – Tobacco Products Ban, Use and Possession in and on School Facilities and Grounds
- b. EBC – Crisis Prevention and Response
- c. EBCA – Emergency Plans, Crisis Prevention and Emergency Response
- d. EHAB – Data Governance and Security
- e. EHB – Data/Records Retention
- f. EHB-R – Local Data/Records Retention Schedule



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #2
Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, February 11, 2019
Meeting Time:	7:00 pm

- g. GADA – Employment References and Verification (Prohibiting Aiding and Abetting Sexual Abuse)
- h. GBEC – Drug-Free Workplace and Drug-Free Schools
- i. JCA – Change of School or Assignment Policy
- j. JEC – Change of School or Assignment – Manifest Educational Hardship

K. RESOLUTIONS: None

L. OLD BUSINESS:

- a. Budget Approval
- b. Academic Calendar Issue Update

M. NEW BUSINESS:

- a. Award of Electronic Access System and Surveillance Cameras
- b. DHS Student Presentation
- c. Youth Risk Behavior Study
- d. DALC – Update to Office Manager Job Description
- e. Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three minutes unless otherwise extended by the Chairperson, with the approval of the School Board. All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

January 31, 2019

Deanna Strand, Director
Dover Adult Learning Center
61 Locust St.
Dover, NH 03820

Dear Deanna,

Please accept this letter of resignation as Office Manager for Dover Adult Learning Center as I will be retiring effective July 1, 2019.

I can't thank you and the staff I have worked with over the past 20 years for the friendship and support I received. DALC is a wonderful organization with such great memories I will never forget.

I will be available part time in July and August for about 10-12 hours a week if needed to help with the transition. I will be relocating to Denver in September!

Sincerely,

A handwritten signature in dark ink, appearing to read 'Darlene Therrien', with a long horizontal flourish extending to the right.

Darlene Therrien

HORNE STREET ELEMENTARY SCHOOL

Patricia Driscoll, Principal
patty.driscoll@dover.k12.nh.us

Katherine Moaratty, Dean of Students
k.moaratty@dover.k12.nh.us



Dover, New Hampshire 03820-4365
Tel. (603) 516-6756 Fax (603) 516-6766

Visit our website at:
<http://www.hss.dover.k12.nh.us/>

2/7/19

Dear Dr. Harbron,

I would like to move forward with the teacher job share (for 2019-2020) proposal submitted by Mrs. Leighann Johnson and Mrs. Betsy Breen. The proposal was thoughtful, well-articulated and most importantly, put student learning and achievement first.

As you know, Mrs. Johnson and Mrs. Breen have job shared this year in grade two. They have worked diligently to provide for seamless transitions for students between the teachers. Having worked closely together for nine years, they share similar philosophies around teaching and learning. Classroom expectations and teaching pedagogies are closely aligned.

In analyzing student achievement data, students in this class have made growth that is consistent with the other grade two classrooms in reading and in math.

I highly recommend moving forward with the job share proposal for the 2019-2020 school year.

Sincerely,

Patty Driscoll
Principal, Horne Street School

Job Sharing Proposal- Leighann Johnson and Betsy Breen

We wish to propose to continue our job share elementary teaching position with a 50/50 split at Horne Street Elementary School for the 2019-2020 school year. Mrs. Betsy Breen and Mrs. Leighann Johnson are both currently teaching second grade at Horne Street, in a job share position. If we are to continue our job sharing situation, Mrs. Breen will teach Monday, Tuesday, and Wednesday morning, while Mrs. Johnson will teach on Wednesday afternoon, Thursday and Friday. Our goal is to keep consistency in the classroom routines. Mrs. Johnson will be responsible for planning and teaching new concepts in math and reading. Mrs. Breen will be responsible for planning and teaching new concepts in writing, science, and social studies. A daily communication log will be used as well as regularly scheduled telephone calls, emails, and personal contact to ensure smooth transitions for the students. We truly believe that we are strong candidates to continue our job share position as we have not only had a very successful first year, we have been colleagues for the past eight years, and are close friends as well. It is difficult to convey how often we already plan together, and how similar our teaching philosophies and management techniques are. Many of our established classroom routines, procedures and units of study are a direct result of our collaboration and work together. As a second grade team at Horne Street School we have always planned together and co-taught our students in the areas of mathematics and reading. To say that we are able to finish each other's sentences is not an exaggeration of our like mindedness.

Throughout the proposal we have outlined main ideas of the benefits for the students, the school, and teachers involved as determined by our extensive research on job sharing. We have also broken down how we will run our classroom together and keep consistency. We are dedicated teachers, eager to work together. We feel our strengths will complement each other and are confident we can use our past eight years of working closely together to continue to maintain a stable and consistent partnership and classroom community that will provide a beneficial situation for all involved. Our main focus will continue to be supporting student growth and achievement in all areas. Thank you for your consideration of this proposal.

Yours truly,
Leighann Johnson & Betsy Breen

Schedule:

Monday, Tuesday, rotating Wednesday morning and afternoon - Betsy Breen

Rotating Wednesday morning and afternoon, Thursday, Friday- Leighann Johnson

Advantages for Students

- Energy and enthusiasm level of teachers is much higher.
- Wealth of ideas provides an enriched classroom.
- Teachers have their own individual areas of strength (children benefit from both).
- Children are exposed to two points of view and two different styles.
- Similar philosophies concerning classroom expectations and standards of behavior.
- Complementary teaching styles and management systems.
- A “fresh face” stimulates pupils.
- Enhanced student assessment – able to compare with another professional.
- Students that need extra adult support each day, have two more adults they can depend on.

Advantages for the School

- Two sources for ideas and opinions with regard to staff and school matters.
- More time can be used outside of the school day to help come up with fresh ideas.
- Two professional opinions on a child's progress are available to parents and staff.
- Combined teaching experience of two professionals.
- Make it possible to incorporate a broader range of expertise within a single position.
- Reduced tendency toward burnout.
- Less need for substitutes- we will act as each other's sub, providing consistency to students

Advantages for Teachers

- A new challenge
- A happier and more positive outlook towards the job.
- An opportunity for professional and personal growth.
- A better balance between professional and personal lives with young children at home.
- Necessary appointments can be scheduled for days off.
- Keeping up-to-date with current trends in teaching.
- Collegial support.
- Professional Development opportunities to learn from another colleague.

Advantages for Parents

- Two teachers to bounce ideas off of.
- Two people monitoring to make sure a student does not fall through the cracks.
- More flexibility in times to meet when two schedules can be consulted.

Job Share Proposal Nuts and Bolts

Communication:

We will be communicating with each other on a frequent basis to discuss all aspects of teaching including planning, student needs and progress, parent communication, and school events. Staff meetings and professional days will be attended by both partners on a rotating basis. We will be keeping a professional journal and contacting each other by phone and in person regularly. Once a week, we plan to have an overlapping lunch to plan in person.

Curriculum Planning:

We will plan the year's curriculum together. Consistent educational goals for the students will be kept through cooperative planning. Daily planning will be the individual responsibility of each teacher and will be available in case of illness. We will each be responsible to plan for certain areas. Leighann Johnson will plan for mathematics and reading each week. Betsy Breen will plan for Writing and Science/Social studies. The daily schedule will be made together.

Parent Meetings/Communication and Report Cards:

We will keep records of student progress. Report cards will be written in consultation with each other. Both teachers will hold formal and informal meetings with parents as necessary, but will both be in attendance of conferences. Parents will have an opportunity to meet both teachers at the beginning of the school year. We will divide the class in half for report cards to fill out behavior areas, and swap to check to make sure we are in agreeance. Each teacher will fill out their academic area of expertise on the report card. All email correspondence to parents and other staff will be sent to and from both teachers.

Classroom Management:

We have already worked closely together in the past to develop common management techniques as a grade level. Horne Street School also follows a Responsive Classroom approach and has adopted a school wide system to support common expectations for all students. We will have common signals and routines in the classroom. Consistent behavioral expectations for the children will be established. We will confer on strategies used to develop appropriate behavior plans and strategies for individual students. As we have worked closely together in the past, we believe our classroom procedures, routines and expectations are already closely aligned.

Special School Events/Meetings/Workshops/Snow Days:

Both teachers will rotate attending staff meetings. In order to optimize student learning time, we will use our half day of the week on workshop days. One teacher will attend the morning session, and the other the afternoon. We will swap sessions for the following workshop day. We will work out amongst each other how to evenly distribute any additional days that may be attended by either partner. We understand that we will only be paid for 94 days of the year each. We will keep a journal that will mark when each of us works an extra day, or misses a day, to see where we need to cover each other. If there is a snow day, the person that missed the snow day, will make it up at the end of the year even if it is not on their specific work day. We will both attend the first two days of school in order to develop routines and expectations together, and so that students see us as equals. We will both attend Open House, conferences, and special school events such as Fall Festival and Olympic Day.

Insurance:

Only one teacher would need to school insurance- Leighann Johnson.

8/20

DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER

2017 - 2018 FIELD TRIP REQUEST

Date: 1/24/19

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

Teacher Requesting the Trip: James Butka

Destination of Field Trip: New York City

Date of Field Trip: May 11, 12 (Sat. & Sun.) Time of Departure: 6 AM Time of Return: 11 PM on May 12

Number of Students: approx. 83 Cost Per Student: \$442

Number of Adults Going: 7 Method of Transportation: Coach Bus

LIST ALL CHAPERONES: Jim Butka, Marge Mersereau

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

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

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

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

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

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

What is the educational purpose of the field trip? Students will attend a Broadway musical and a workshop with actors & singers. Students will also visit Museum of Natural History, 9/11 Museum, Stardust Diner, Times Square, Central Park.

What instructional classroom preparations will be done prior to the field trip?
Rules & regulations of trip, Synopsis of the Musical they will see.

What follow-up classroom activities will take place after the field trip?
Classroom discussion on the trip and what they learned.

Approval of Appropriate Administrator (AC, CTC Director:)

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

☒ Trip Approved

☐ Trip Disapproved

Reason for Denial:

Principal's Signature: [Signature]

Date: 1/28/19

BENNETT STUDENT TRAVEL, INC.

Post Office Box 2205
Fitchburg, Massachusetts 01420

978-342-7188 - Phone
978-342-1579 - Fax
email: dougbennett64@hotmail.com

To: James Butka
Dover High School

From: Doug Bennett
Bennett Student Travel, Inc.

Date: January 17, 2019

Re: New York City Trip
May 11-12, 2019

Enclosed, please find our initial proposal for the coordination of the travel arrangements for your proposed trip to New York City in May 2019.

This information details how we would accommodate your group and has a specific price breakdown of each item that we have discussed. Please remember that this proposal can be adjusted or changed completely should you need to.

Although we have been as specific as we could with relation to the details of your trip, please feel free to contact me at any time about questions that you may have.

We would look forward to working with your group again this coming year. We are very confident that we will be able to put together a trip that will be both rewarding and exciting for your students.

Please call me at any time if you have any questions.

Thank You.

Pricing

CONFIDENTIAL

This pricing breakdown includes a line item listing for each component of your group's trip. This price is based on 90 travelers (83 students/2 staff/5 chaperones). Should these numbers drop, some of the items listed below may increase due to less travelers contributing to their costs.

The accommodations for your group will be at a hotel in the Secaucus area of New Jersey.

All of the individual prices listed are net prices. This means that our commission has not been added to each line item or that the listed prices are non-commissionable. We have added a line called Travel Services to cover the cost of our services. We find this approach to be more beneficial to the group instead of adding our commission into the individual items. Our policy is to be up front about our pricing procedures.

The line "Director Expenses" will cover the total cost of the two directors. The directors and the five chaperones will be accommodated in one single room and three double rooms.

Please note that some of the prices in this proposal have been estimated for May 2019. The final pricing will be set once the group is booked and under deposit.

	<u>Adult Double</u>	<u>Student Triple</u>	<u>Student Quad</u>
Bus Transportation	\$110.00	\$110.00	\$110.00
1 Night Hotel and Tax	\$88.00	\$59.00	\$44.00
Natural History Museum	\$12.00	\$12.00	\$12.00
Broadway Classroom Workshop		\$24.00	\$24.00
911 Museum	\$15.00	\$15.00	\$15.00
Broadway Show	\$60.00	\$60.00	\$60.00
Lunch at Bubba Gump's Restaurant	\$25.00	\$25.00	\$25.00
Dinner in Times Square	\$15.00	\$15.00	\$15.00
Breakfasts at Ellen's Stardust Diner	\$22.00	\$22.00	\$22.00
Lunch in Times Square	\$15.00	\$15.00	\$15.00
Dinner on the way Home	\$10.00	\$10.00	\$10.00
Bus Drivers' Rooms/Tips	\$13.00	\$13.00	\$13.00
Director Expenses		\$12.00	\$12.00
Travel Services	\$55.00	\$55.00	\$55.00
Contingency Funds	\$10.00	\$10.00	\$10.00
	-----	-----	-----
Total Per Student (83)		\$457.00	\$442.00
Total Per Director (2)	\$0.00		
Total Per Chaperone (5)	\$450.00		

Director Expenses

Based on 90 travelers

The cost for the two directors to travel for free is calculated by taking these expenses and dividing that figure by the number of students paying. We have made this calculation based on 83 students. Should this number drop, we would need to recalculate the per student expense and adjust the price of their trip accordingly.

Bus Transportation	\$110.00	x	2	=	\$220.00
1 Night Hotel/Tax - Single	\$176.00	x	1	=	\$176.00
1 Night Hotel/Tax - Double	\$88.00	x	1	=	\$88.00
Natural History Museum	\$12.00	x	2	=	\$24.00
911 Museum	\$15.00	x	2	=	\$30.00
Broadway Classroom Workshop	\$0.00	x	2	=	\$0.00
Broadway Show Ticket	\$60.00	x	2	=	\$120.00
Lunch at Bubba Gump's Restaurant	\$25.00	x	2	=	\$50.00
Dinner in Times Square	\$15.00	x	2	=	\$30.00
Breakfast at Ellen's Stardust Diner	\$22.00	x	2	=	\$44.00
Lunch at Times Square	\$15.00	x	2	=	\$30.00
Dinner on the way Home	\$10.00	x	2	=	\$20.00
Bus Driver's Room and Tip	\$13.00	x	2	=	\$26.00
Travel Services	\$55.00	x	2	=	\$110.00
Contingency Funds	\$15.00	x	2	=	\$30.00

					\$998.00
					divided by 83
					=====
Cost Passed on to Each Student					= \$12.00

Payment Schedule

		Due From Students -----	Due to Bennett Student Travel -----
Payment #1	\$125.00 per person	01/30/19	02/05/19
Payment #2	\$125.00 per person	02/25/19	02/28/19
Payment #3	\$125.00 per person	03/25/19	03/31/19
Payment #4	Balance Due	04/25/19	04/30/19

Other Deadlines

We need an exact number of participants	3/05/19
The Rooming List is due in our office	3/25/19
Final changes made to the Rooming List	3/31/19

Monthly reviews will be conducted between the group leaders and our company. These reviews can be conducted by telephone or in person.

All travel documents, schedules, etc. will be delivered to the group two weeks prior to the departure date.

A final information meeting is recommended between the group leaders, the chaperones, and our staff just before the trip to review the schedule in detail and answer any questions from the chaperones.

Cancellation Penalties

There are many factors to consider when discussing the topic of cancellation penalties for a group.

Many items in this program are priced out based on 90 travelers contributing to their costs. Should the number of paying students drop below 83, then these costs would need to be spread out over a smaller number thus increasing the per person price for the trip. Therefore, the amount of the penalty per person would need to be high enough to prevent an increase from being passed on to those students remaining on the trip.

With this in mind, we have established the following cancellation policies.

Cancellation of Individuals

If an individual needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing at our office.

Now	to	Jan 31, 2019	=	No Penalty
Feb 1, 2019	to	Feb 28, 2019	-	\$125.00 Penalty Per Person
Mar 1, 2019	to	Mar 31, 2019	-	\$250.00 Penalty Per Person
Apr 1, 2019	to	Apr 25, 2019	=	\$375.00 Penalty Per Person
Apr 26, 2019	to	May 11, 2019	=	Full Amount Paid Penalty

Cancellation of the Entire Group

If the entire group needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing at our office.

Now	to	Jan 31, 2019	=	No Penalty
Feb 1, 2019	to	Feb 28, 2019	=	\$100.00 Penalty Per Person
Mar 1, 2019	to	Mar 31, 2019	=	\$225.00 Penalty Per Person
Apr 1, 2019	to	Apr 25, 2019	-	\$350.00 Penalty Per Person
Apr 26, 2019	to	May 11, 2019	=	Full Amount Paid Penalty

Optional Cancellation Insurance

Optional cancellation insurance is available to individuals at an additional cost. This would allow for a full refund of the amount paid for the trip if the individual needed to cancel due to a covered physical illness or injury. Further details about this insurance are available upon request.

Travel Escort and On-Site Services

There is a unique advantage for a group to hire our company to manage the detailed arrangements for a group trip. No other travel company provides this type of service the way that we do.

We will send a trained travel professional along with your group to facilitate the various components of your group trip.

This staff member will travel with the group and stay with the group in the same room block as the students and chaperones. The escort will work behind the scenes during the trip and arrive at the hotel before the group to facilitate the check-in process. This escort will also travel with the group to events, theaters, and the meal venues.

By doing this, room keys will always be ready on time, buses will never arrive late, meals will be ready when the students are seated, and any glitches are quickly and efficiently handled by our staff, not by the chaperones or group leaders.

The most beneficial aspect of this service is that there are no additional costs associated with it. This is part of the service that we provide to each group.

BENNETT STUDENT TRAVEL, INC.

Post Office Box 2205
Fitchburg, Massachusetts 01420

978-342-7188 - Phone
978-342-1579 - Fax
email: dougbennett64@hotmail.com

Dover High School New York City Trip

May 11-12, 2019

Full Package Includes:

- * Bus Transportation throughout the trip
- * 1 Night Hotel Accommodations
- * 1 Breakfasts / 2 Lunches / 2 Dinners
- * Tickets to a Broadway show
- * Music Workshop Hosted on Broadway
- * Admissions and Sightseeing in New York City
- * All Travel Arrangements and Services
- * All Taxes and Gratuities

Price: **\$442.00** per student/quad occupancy
 \$450.00 per chaperone/double occupancy

Note - These prices are subject to change and cannot be finalized until the final number of students attending the trip has been determined.

Payment Schedule

Payment #1	\$150.00 per person	Due on January 30, 2019
Payment #2	\$150.00 per person	Due on February 25, 2019
Payment #3	\$150.00 per person	Due on March 25, 2019
Payment #4	Balance Due	Due on April 25, 2019

All checks should be payable to: Bennett Student Travel, Inc.

Please give all payments to Mr. Butka at Dover High School.

Cancellation Penalties

If an individual needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing at our office.

Now	to	Jan 31, 2019	-	No Penalty
Feb 1, 2019	to	Feb 28, 2019	-	\$125.00 Penalty Per Person
Mar 1, 2019	to	Mar 31, 2019	-	\$250.00 Penalty Per Person
Apr 1, 2019	to	Apr 25, 2019	-	\$375.00 Penalty Per Person
Apr 26, 2019	to	May 11, 2019	-	Full Amount Paid Penalty

Optional Cancellation Insurance

Optional cancellation insurance is available to individuals at an additional cost. This would allow for a full refund of the amount paid for the trip if the individual needed to cancel due to a covered physical illness or injury. Further details about this insurance are available by calling Doug Bennett at Bennett Student Travel at 978-342-7188.

Dover High School

2019 New York City Trip

Proposed Schedule

Saturday May 11, 2019

5:30 am	Load the buses at Dover High School
6:00 am	The buses will depart from Dover for New York City
11:30 am	The buses will arrive into New York City
12:00 pm	Lunch at Bubba Gump's Restaurant - Included
2:00 pm	Visit to the American Museum of Natural History
4:00 pm	Admission into the 911 Museum at Ground Zero
6:30 pm	Dinner is on your own in Times Square - \$15 cash provided
7:30 pm	Free time to explore Times Square
8:30 pm	The buses will depart from New York City for the hotel in New Jersey
9:15 pm	The buses will arrive at the hotel
10:30 pm	Room checks will be conducted by the chaperones

Sunday May 12, 2019

6:30 am	Wake Up calls will be made by the hotel
7:30 am	Load the buses at the hotel
7:45 am	The buses will depart from the hotel for New York City
8:30 am	Breakfast at Ellen's Stardust Diner - Included
10:15 am	Broadway Classroom Workshop in Manhattan
12:00 pm	Lunch in Times Square - \$15 cash provided
2:00 pm	Attend a Broadway show
5:00 pm	The buses will depart from New York City for Dover
	Dinner stop on the way to Dover - \$10 cash provided
11:00 pm	Approx. arrival at Dover High School

Dover High School

2019 New York City Trip

Registration Form

Student's Name: _____

Parent's Name: _____

Home Address: _____

City/State/Zip: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

I hereby acknowledge receipt of the payment schedule and the cancellation penalty schedule for this trip.

I hereby acknowledge that I am aware that optional cancellation insurance is available that would provide for a full refund should the student listed above need to cancel his/her for a covered medical reason. I fully understand that it is my responsibility to initiate the purchase this optional insurance from Bennett Student Travel, Inc.

I hereby acknowledge I will not hold Bennett Student Travel, Inc. responsible for any financial losses should the Dover School District and/or its administrator(s) decide to delay, reschedule, or cancel this trip due to any reason not caused by Bennett Student Travel, Inc.

Parent's Signature: _____

Date: _____

Please return this registration form, and the \$150.00 deposit, to Mr. Butka by Jan 30, 2019.



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



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

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

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

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

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

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

January 31, 2019

Dear Dover School Board Members,

This letter is being written in support of an overnight trip to New York City on May 11 and 12, 2019. Students from the Music and Theater Arts Program will attend a Broadway musical, participate in a workshop with musicians and performers, and take in other New York City sites including the Museum of Natural History, the 911 Museum, the Star Dust Diner, Times Square, and Central Park. James Butka and Marge Mersereau, along with five parent chaperones, will be overseeing the trip which will give these students a glimpse into the entertainment industry while enjoying the additional opportunity of taking in other New York City cultural sites.

Thank you for your consideration.

Sincerely,

Peter Driscoll
Dover High School Principal

Donation Request List for Approval
February 11, 2019 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
DHS & CTC	Northeast Precision CNC	400.00	Carbon Steel	CTC Welding Program
DHS & CTC	Liberty Mutual	3000.00	Funding	Technology Support

DOVER SCHOOL DISTRICT	POLICY CODE: ADB
DATE OF ADOPTION: OCTOBER 10, 2005	Page 1 of 2

TOBACCO PRODUCTS BAN

USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

SECOND READING

USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

~~No person shall use any tobacco product in any facility or vehicle maintained by the school district nor on any of the grounds of the district.~~

~~Tobacco products means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.~~

~~“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the district. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.~~

~~It is the responsibility of the building principal(s), or designee, to enforce this policy initially by requesting that any person who is violating this policy to cease the use of tobacco products immediately. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.~~

~~STUDENTS:-~~

~~No student shall purchase, attempt to purchase, possess, or use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the district.~~

~~Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.~~

DOVER SCHOOL DISTRICT	POLICY CODE: ADB
OCTOBER 10, 2005	Page 2 of 2

EMPLOYEES:

~~No employee shall use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.~~

~~Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension, or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.~~

ALL OTHER PERSONS:

~~No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the district.~~

~~Responsibility for enforcement of this prohibition shall rest with all school district employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended

or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

- **RSA 155:64 - 77, Indoor Smoking Act**
- **RSA 126-K:2, Definitions**
- **RSA 126-K:6, Possession and Use of Tobacco Products by Minors**
- **RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited**

DOVER SCHOOL DISTRICT	POLICY CODE: EBC
DATE OF ADOPTION: 3/13/17	PAGE 1 OF 1

Repeal per NHSBA ~~CRISIS PREVENTION AND RESPONSE~~

~~The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, and other events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.~~

~~The Superintendent shall establish an advisory committee to develop a Crisis Prevention and Response Plan. Board Policy [EBCA](#) and Appendix [EBCA-R](#) contain provisions relative to Emergency Response Plans. Consistent with Policy [EBCA](#) and RSA [189](#):64, the School Board directs the Superintendent to develop site specific emergency response plans for each school building and further directs the Superintendent to submit the emergency response plans to the Division Of Homeland Security And Emergency Management, Department Of Safety.~~

~~The committee will review school district programs and activities, assess the district's security and safety needs, and review Board policies, administrative regulations, response plans and procedures.~~

~~The Superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.~~

Legal References:

~~*RSA [189](#):64, Emergency Response Plans*~~

~~*RSA [193](#)-D, Safe School Zones*~~

~~*RSA [193](#)-F, Pupil Safety and Violence Prevention*~~

~~*NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety*~~

~~Revised: September 2014~~

~~Revised: August 2007~~

~~New Policy: November 2006~~

DOVER SCHOOL DISTRICT	POLICY CODE: EBCA
DATE OF ADOPTION: DECEMBER 11, 2017	PAGE 1 OF 1

EMERGENCY PLANS CRISIS PREVENTION AND EMERGENCY RESPONSE

~~The Superintendent is responsible for ensuring the district's Emergency Response Plan addresses hazards such as: acts of violence, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.~~

~~The School Board directs the Superintendent to develop site-specific emergency response plans for each school building, to have each plan reviewed annually prior to September 1, and to submit the emergency response plans or if the annual review does not change the plan, notice that the review has been completed to the Department of Education no later than September 1st each year. The Superintendent is authorized to provide a current building schematic floor plan in digital format to the Division of Homeland Security and Emergency Management, Department Of Safety.~~

~~The Superintendent is responsible for ensuring that at least two times per year, the district conducts emergency response drills. The Superintendent will establish relations with local and state emergency and law enforcement authorities. The Superintendent or his/her designee will serve as a coordinator/liaison with these authorities.~~

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

The Superintendent is responsible for ensuring that at least two times per year, the District conducts emergency response drills. The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liaison with these authorities.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan, which must, at a minimum, include a site-specific Emergency Response Plan for each school. [NHSBA is aware that one of the toolkits/templates used by districts to prepare the site-specific plan uses "Operations" in the title in place of "Response". As "Response" is the term referenced in RSA 189:64, we recommend using that term, or "Response Operations".]

DOVER SCHOOL DISTRICT	POLICY CODE: EBCA
DATE OF ADOPTION: DECEMBER 11, 2017	PAGE 1 OF 1

The Superintendent is responsible for ensuring that each Emergency Response Plan conforms with the requirements of RSA 189:64, as the same may be amended or replaced, and that each Emergency Response Plan addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to assure that each Emergency Response Plan is reviewed annually (in consultation with appropriate personnel, and in coordination with local emergency authorities), and is updated as necessary. If, after such review, the plan remains unchanged, then the Superintendent shall notify the Department of Education by September 1 that the plan is unchanged. If an Emergency Response Plan is update/revised, the Superintendent shall submit the updated Emergency Response Plan to the New Hampshire Department of Education no later than September 1.

The District Crisis and Response Plan will be updated annually to include each site-specific Emergency Response Plan as updated, and any other changes as deemed appropriate by the Superintendent.

The Superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

Legal References:

- ***RSA 189:64, Emergency Response Plans***
- ***RSA 193-D, Safe School Zones***
- ***RSA 193-F, Pupil Safety and Violence Prevention***
- ***NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety***

DOVER SCHOOL DISTRICT	POLICY CODE: EHAB
DATE OF ADOPTION:	PAGE OF

DATA GOVERNANCE AND SECURITY

SECOND READING

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. Data Governance Plan. The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

(a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;

DOVER SCHOOL DISTRICT	POLICY CODE: EHAB
DATE OF ADOPTION:	PAGE OF

(b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;

(c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);

(d) A response plan for any breach of information; and

(e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

The Director of Technology is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The [assistant director of technology] is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

DOVER SCHOOL DISTRICT	POLICY CODE: EHAB
DATE OF ADOPTION:	PAGE OF

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information.

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative

DOVER SCHOOL DISTRICT	POLICY CODE: EHAB
DATE OF ADOPTION:	PAGE OF

procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated [by reference] into the data/record retention schedule established under Policy EHB and administrative procedure EHB-R. including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy EHB.

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing

DOVER SCHOOL DISTRICT	POLICY CODE: EHAB
DATE OF ADOPTION:	PAGE OF

services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:

15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)

20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)

20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)

20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)

20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)

RSA 189:65 * Definitions

RSA 186:66 * Student Information Protection and Privacy

RSA 189:67 * Limits on Disclosure of Information

RSA 189:68 * Student Privacy

RSA 189:68-a * Student Online Personal Information

RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach

DOVER SCHOOL DISTRICT	POLICY CODE: EHB
DATE OF ADOPTION: OCTOBER 2, 2017	PAGE 1 of 2

DATA/RECORDS RETENTION

SECOND READING

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-A and Department of Education regulations **and also addresses retention/destruction of all other record which are subject to specific statutes or regulations.** The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

Special Education Records

~~The District shall retain a student's special education records until at least the student's 25th birthday, unless written consent to destroy the records or a written request to destroy the records is received from the parent or, where applicable, the adult student.~~

~~The District shall inform parents when personally identifiable information collected, maintained, or used under related to providing special education for their student is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.~~

~~The District shall maintain a copy of the last Individualized Education Plan ("IEP") that was in effect prior to the student's exit from special education until the student's 60th birthday.~~

Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.

The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.

Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.

The District shall provide parents, or where applicable the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

The District shall provide public notice of its document destruction policy at least annually.

Litigation Hold

On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written

DOVER SCHOOL DISTRICT	POLICY CODE: EHB
DATE OF ADOPTION: OCTOBER 2, 2017	PAGE 2 of 2

directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

Right-to-Know Request - Hold

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

Legal References:

RSA 91-A, Right to Know Law

RSA 189:29-a, Records Retention and Disposition

NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention

NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention

NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements

20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

Appendix EHB-R, Records Retention Schedule

DOVER SCHOOL DISTRICT	POLICY CODE: EHB-R
DATE OF ADOPTION: OCTOBER 2, 2017	PAGE 1 of 8

LOCAL DATA/RECORDS RETENTION SCHEDULE

SECOND READING

Special Education Records

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

Litigation Hold

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

Right-to-Know Request - Hold

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney representing the District authorizing destruction of the records has been received.

Electronic Records.

For legal purposes, electronic records and communications are no different than paper documents. The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: "Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or

DOVER SCHOOL DISTRICT	POLICY CODE: EHB-R
DATE OF ADOPTION: OCTOBER 2, 2017	PAGE 2 of 8

stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by [Superintendent as the party] responsible for the records. The [Superintendent] is responsible for assuring the accessibility of the records for the mandated period."

Retention Period Schedule.

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.. [The superintendent should include language to this administrative procedure identifying one or more persons responsible for either assuring retention/destruction in accordance with the schedule, as well as any specific means of retention/destruction]

Note regarding records relating to federal funds (items marked below with "*"): Before any records related to federal funds are destroyed, however, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that district "shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit for three years after the completion of the activity for which the funds are used." Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time.

<u>Type of Record</u>	<u>Statute, Rule, or other legal authority – if none listed the retention period is a recommendation</u>	<u>Retention Period</u>
<u>Business Records</u>		
<u>Accident Reports:</u>		
<u>Employee</u>		<u>Term of employment, plus 6 years</u>
<u>Student</u>		<u>Age of majority, plus 6 years</u>
<u>Accounts Receivable</u>	<u>RSA 33-A:3-a</u>	<u>Until audited, plus 1 year</u>
<u>Annual Audit</u>	<u>RSA 33-A:3-a (10 years)</u>	<u>Permanent</u>
<u>Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)</u>	<u>RSA 33-A:3-a</u>	<u>Permanent</u>
<u>Application for Federal Grants</u>	<u>20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply</u>	<u>5 years</u>
<u>Architectural Plans</u>		<u>Permanent</u>
<u>Asbestos Removal</u>		<u>Permanent</u>
<u>Bank Deposit Slips</u>	<u>RSA 33-A:3-a</u>	<u>6 years</u>
<u>Bonds and continuation certificates</u>	<u>RSA 33-A:3-a (expiration plus 2 years)</u>	<u>Permanent</u>
<u>Budget Worksheets</u>		<u>End of budget year, plus 1 year</u>
<u>Cash receipts, disbursement records, checks</u>	<u>RSA 33-A:3-a</u>	<u>Until Audited and at least 6 years after last entry</u>

DOVER SCHOOL DISTRICT	POLICY CODE: EHB-R
DATE OF ADOPTION: OCTOBER 2, 2017	PAGE 3 of 8

<u>Child Labor Permits</u>		<u>1 year</u>
<u>Work-study</u>	<u>29 C.F.R. §570.37</u>	<u>3 years from date of enrollment</u>
<u>Construction Contracts, Capital projects, fixed assets that require accountability after acquired*</u>	<u>RSA 33-A:3-a (Life of project/asset)</u>	<u>Life of contract, building, asset plus 20 years</u>
<u>Engineering Surveys</u>		<u>Permanent</u>
<u>Unsuccessful bids</u>	<u>RSA 33-A:3-a (Completion of project, plus one year)</u>	<u>Life of contract plus 3 years</u>
<u>Certified Educator</u>		<u>Permanent</u>
<u>COBRA Notices</u>	<u>42 U.S.C. 300bb-1, et. seq. (3 years)</u> <u>ERISA 29 U.S.C. §1027 (6 years)</u>	<u>6 years from date of issue</u>
<u>Collective Bargaining Agreements</u>		<u>Permanent</u>
<u>Correspondence for Business transactions*</u>		<u>Life of subject matter plus 4 years</u>
<u>Correspondence - General</u>		<u>3 years or longer when historic/useful</u>
<u>Correspondence Transitory</u>	<u>RSA 33-A:3-a</u>	<u>As needed for reference</u>
<u>Deeds</u>		<u>Permanent</u>
<u>District Meeting Minutes & Warrant</u>		<u>Permanent</u>
<u>Insurance policies</u>	<u>RSA 33-A:3-a</u>	<u>Permanent</u>
<u>Notes (loan documents)</u>	<u>RSA 33-A:3-a</u>	<u>Until paid, Audited, plus 3 years</u>
<u>Student Activities Records/Accounts</u>	<u>RSA 33-A:3-a (bank deposit slips and statements 6 years)</u>	<u>Until Audited, plus 6 years</u>
<u>Enrollment Reports:</u>		
<u>Fall Reports A12A (RSA 189:28)</u>		<u>Permanent</u>
<u>Pupil Registers</u>	<u>RSA 189:27-b</u>	<u>Permanent</u>
<u>Resident Pupil Membership Forms</u>		<u>14 years</u>
<u>School Opening Reports</u>		<u>3 years</u>
<u>Statistical Report A-3 (RSA 189:28)</u>		<u>Permanent</u>
<u>Federal Projects Documents</u>	<u>Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply</u>	<u>5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit</u>
<u>FICA Reports – monthly</u>		<u>7 years</u>
<u>Fixed Trip Requests/Confirmation</u>		<u>1 year</u>
<u>Fixed Assets Schedule</u>		<u>Permanent/as updated</u>
<u>Form C-2 Unemployment</u>		<u>6 years</u>
<u>Wage Report (DES 100)</u>		<u>6 years</u>
<u>Invoices*</u>	<u>Until Audited, plus 1 year</u>	<u>3 years*</u>
<u>MS-22 Budget Form</u>		<u>6 years</u>
<u>MS-23 Budget Form</u>		<u>6 years</u>
<u>MS-25 Budget Form</u>		<u>Permanent</u>
<u>Minutes of Board Meetings, Board Committees</u>	<u>RSA 91-A:2, II, RSA 33-A:3-a</u>	<u>Permanent</u>

DOVER SCHOOL DISTRICT	POLICY CODE: EHB-R
DATE OF ADOPTION: OCTOBER 2, 2017	PAGE 4 of 8

<u>Purchase Orders*</u>		<u>Until Audited, plus 1 year</u>
<u>Request for Payment Vouchers*</u>		<u>Until Audited, plus 1 year</u>
<u>Requisitions*</u>		<u>Until Audited, plus 1 year</u>
<u>Retirement Reports – Monthly</u>		<u>1 year</u>
<u>Time Cards:</u>		
<u>Bus Drivers</u>	<u>Lab 803.03. Notification and Records no less than 4 years</u>	<u>5 years</u>
<u>Custodial</u>	<u>Lab 803.03. Notification and Records no less than 4 years</u>	<u>5 years</u>
<u>Secretarial</u>	<u>Lab 803.03. Notification and Records no less than 4 years</u>	<u>5 years</u>
<u>Substitute Teachers pay slips</u>	<u>Lab 803.03. Notification and Records no less than 4 years</u>	<u>5 years</u>
<u>Payroll Records</u>	<u>RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C. §2616, 3 years</u>	<u>6 years</u>
<u>Travel Reimbursements*</u>	<u>Until Audit, plus 1 year</u>	<u>3 years*</u>
<u>Treasurer's Receipts – canceled checks</u>		<u>6 years</u>
<u>Treasurer's Report</u>		<u>6 years</u>
<u>Vocational Education:</u>		
<u>AVI Forms</u>		<u>1 year</u>
<u>Vocational Center Regional Contracts</u>		<u>20 years</u>
<u>Federal Vocational Forms*</u>		<u>6 years</u>
<u>Vouchers Manifests*</u>		<u>Until Audit, plus 1 year</u>
<u>Tax Forms:</u>		
<u>W-2's, 1099 *</u>	<u>Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)</u>	<u>7 years</u>
<u>W-4 Withholding Exemption Certificate</u>	<u>Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)</u>	<u>7 years</u>

DOVER SCHOOL DISTRICT	POLICY CODE: EHB-R
DATE OF ADOPTION: OCTOBER 2, 2017	PAGE 5 of 8

<u>W-9</u>	<u>Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)</u>	<u>7 years</u>
<u>941-E Quarterly Taxes</u>	<u>Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)</u>	<u>7 years</u>
<u>Personnel Records</u>	<u>RSA 33-A:3-a. Retirement or termination, plus 50 years</u>	<u>Term of Employment, plus 50 years</u>
<u>Application for employment - Successful</u>	<u>RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years.</u>	<u>Term of Employment, plus 50 years</u>
<u>Attendance Records:</u>		
<u>Leaves</u>	<u>Family Medical Leave Act – 3 years</u>	<u>3 years</u>
<u>Request for Leaves</u>		<u>1 year</u>
<u>Class Observation Forms</u>		<u>1 year</u>
<u>Criminal Record Check:</u>		
<u>No criminal record</u>	<u>RSA 189:13-a (Superintendent only)</u>	<u>Destroy immediately after review</u>
<u>Criminal record</u>	<u>RSA 189:13-a (Superintendent only)</u>	<u>Destroy within 30 days of receipt</u>
<u>Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report</u>	<u>29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)</u>	<u>6 years</u>
<u>Deferred Compensation plans</u>	<u>RSA 33-A:3-a</u>	<u>7 years</u>
<u>Dues Authorization</u>	<u>RSA 33-A:3-a. – Personnel record</u>	<u>Term of Employment, plus 50 years</u>
<u>Employment test papers with results</u>	<u>29 C.F.R. §1627.3</u>	<u>One year from date of personnel action</u>
<u>Evaluations</u>	<u>RSA 33-A:3-a. – Personnel record</u>	<u>Term of Employment, plus 50 years</u>
<u>HIPPA Documentation</u>	<u>RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938</u>	<u>Term of Employment, plus 50 years</u>
<u>Labor-PELRB actions</u>	<u>RSA 33-A:3-a</u>	<u>Permanent</u>
<u>Labor Negotiations</u>	<u>RSA 33-A:3-a</u>	<u>Permanent</u>
<u>Legal Actions - lawsuits</u>	<u>RSA 33-A:3-a</u>	<u>Permanent</u>
<u>Medical Benefits Application</u>	<u>RSA 33-A:3-a. – Personnel record</u>	<u>Term of Employment, plus 50 years</u>

DOVER SCHOOL DISTRICT	POLICY CODE: EHB-R
DATE OF ADOPTION: OCTOBER 2, 2017	PAGE 6 of 8

<u>Medical exams, Physical examinations used for personnel action</u>	<u>29 C.F.R. §1627.3(One year from date of personnel action)</u> <u>RSA 33-A:3-a. – Personnel record</u> <u>29 C.F.R. §1910.1020 (term of employment plus 30 years)</u>	<u>Term of Employment, plus 50 years</u>
<u>Oaths of Office</u>	<u>RSA 33-A:3-a Term, plus 3 years</u>	<u>Permanent</u>
<u>Promotion, demotion, transfer, selection for training, layoff, recall, or discharge</u>	<u>29 C.F.R. §1627.3 (1 year from date of action)</u> <u>RSA 33-A:3-a. – Personnel record</u>	<u>Term of Employment, plus 50 years</u>
<u>Recruitment Documents</u>	<u>29 C.F.R. §1627.3</u>	<u>One year from date of personnel action</u>
<u>Re-employment Letter of Assurance</u>	<u>RSA 33-A:3-a. – Personnel record</u>	<u>Term of Employment, plus 50 years</u>
<u>Retirement application</u>	<u>RSA 33-A:3-a. – Personnel record</u>	<u>Term of Employment, plus 50 years</u>
<u>School Bus Driver Drug Tests – positive results & records of administration of test</u>	<u>49 C.F.R. §382.401; 49 C.F.R. § 40.333</u>	<u>5 years</u>
<u>School Bus Driver Drug tests – negative & cancelled</u>	<u>49 C.F.R. §382.401</u>	<u>1 year</u>
<u>Separation from Employment Form/Letter</u>	<u>RSA 33-A:3-a. – Personnel record</u>	<u>Term of Employment, plus 50 years</u>
<u>Settlement agreements, even if in anticipation of a lawsuit</u>	<u>RSA 91-A:4, VI (10 years)</u>	<u>Permanent</u>
<u>Staff Development Plan</u>	<u>Term of Employment, plus 50 years</u>	<u>Term of Employment, plus 50 years</u>
<u>Substitute Teacher Lists</u>		<u>7 years</u>
<u>Student Records:</u>		
<u>Applications for Free/Reduced Lunch</u>		<u>6 years</u>
<u>Assessment Results</u>	<u>Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.</u>	<u>Permanent</u>
<u>Attendance</u>	<u>Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.</u>	<u>Permanent</u>
<u>Disciplinary Records</u>		<u>Term of Enrollment, plus 3 years</u>
<u>Early Dismissal</u>		<u>1 year</u>
<u>Emergency Information Form</u>		<u>1 year/as updated</u>
<u>Grades</u>	<u>Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.</u>	<u>Permanent</u>

DOVER SCHOOL DISTRICT	POLICY CODE: EHB-R
DATE OF ADOPTION: OCTOBER 2, 2017	PAGE 7 of 8

<u>Health and Physical Records</u>		<u>Term of Enrollment, plus 3 years</u>
<u>Immunization Record</u>		<u>Term of Enrollment, plus 3 years</u>
<u>Log of requests for access to education records</u>	<u>FERPA 20 U.S.C. §1232g (b)(4)(A)</u>	<u>As long as the education record is retained</u>
<u>Medical Reports</u>		<u>Term of Enrollment, plus 3 years</u>
<u>Registration Form</u>		<u>Term of Enrollment, plus 3 years</u>
<u>Student Handbook</u>		<u>1 copy of each edition, Permanent</u>
<u>Transcripts</u>	<u>Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.</u>	<u>Permanent</u>
<u>Internal Records:</u>		
<u>Child Abuse Reports/Allegations</u>		<u>Permanent</u>
<u>Criminal Investigation</u>		<u>Permanent</u>
<u>Personnel Investigations</u>		<u>Permanent</u>
<u>Sexual Harassment</u>		<u>Permanent</u>
<u>Records Management, transfer to storage or disposal</u>	<u>RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)</u>	<u>Permanent</u>
<u>Vehicle maintenance</u>	<u>RSA 33-A:3-a</u>	<u>Life of vehicle, plus 3 years</u>

Legal References:
ED 306.04 (a)(4)(h)

DOVER SCHOOL DISTRICT	POLICY CODE: GADA
DATE OF ADOPTION:	PAGE OF

EMPLOYMENT REFERENCES AND VERIFICATION (PROHIBITING AIDING AND ABETTING SEXUAL ABUSE)

SECOND READING

The District shall act in good faith when providing employment references and verification of employment for current and former employees.

The School District, and its employees, contractors, and agents, are prohibited from providing a recommendation of employment, and/or from otherwise assisting any school employee, contractor, or agent in obtaining a new position or other employment if he/she or the District has knowledge of, or probable cause to believe that the other employee, contractor, or agent ("alleged perpetrator") engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction;
2. The information giving rise to probable cause has been reported to any other authorities as required by local, state or federal law (for instance New Hampshire Division of Children, Youth and Families "DCYF"), and
3. At least one of the following conditions applies:
 - a. The matter has been officially closed;
 - b. The District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed;
 - c. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated; or
 - d. the case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

Legal References:

20 U.S.C. 7926(a) (§8546(a) of the Elementary and Secondary Education Act/Every Student Succeeds Act

DOVER SCHOOL DISTRICT	POLICY CODE: GBEC
DATE OF ADOPTION: FEBRUARY 13, 2006	PAGE 1 OF 1

DRUG-FREE WORKPLACE AND DRUG-FREE SCHOOLS

SECOND READING

~~The Dover School District will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations. The Dover School District certifies that it will:~~

- ~~1. Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district's workplace and that disciplinary action will be taken against employees for violation of such prohibitions.~~
- ~~2. Establish a drug-free awareness program to inform employees about (a) the dangers of drug abuse in the workplace, (b) the district's policy of maintaining a drug-free workplace, (c) any available drug counseling, rehabilitation, and employee assistance programs, and (d) possible penalties that may be imposed on employees for drug abuse violations occurring in the workplace.~~
- ~~3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.~~
- ~~4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.~~
- ~~5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.~~
- ~~6. Take one of the following actions within thirty days of receiving notice with respect to any employee who is so convicted: take appropriate personnel action against such an employee up to and including termination or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law enforcement, or other appropriate agency.~~
- ~~7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all provisions of this policy.~~
- ~~8. Establish the following as grounds for disciplinary action:~~
 - ~~a. Working under the influence of alcohol or illegal drugs, no matter where consumed.~~

- ~~b. Having an unsealed container of alcohol or consuming alcohol on school property. (Any employee who finds any type of container of alcohol on school property should report it to the administration as soon as possible.)~~
- ~~c. Possessing or distributing controlled substances on school property.~~
- ~~d. Consuming, possessing, or distributing alcohol or illegal drugs at official school functions not on school property.~~

DRUG FREE WORKPLACE AND DRUG-FREE SCHOOLS

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:

a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.

b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.

2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.

3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.

4. As a condition of employment, each employee and all contracted personnel will:

a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and

b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;

b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;

c. Establish a drug-free awareness program to educate employees about the dangers

of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.

b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

- *41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients*
- *RSA Chapter 193-B Drug Free School Zones*
- *N.H. Admin. Code, Ed. Part 316*

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

DOVER SCHOOL DISTRICT	POLICY CODE: JCA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 2

~~CHANGE OF SCHOOL OR ASSIGNMENT POLICY~~

~~In circumstances where the best interests of a pupil warrant a change of school or assignment, the Superintendent is authorized to reassign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another superintendent to accept a transfer of a pupil from a school district that is not part of the School Administrative Unit (SAU), under the following conditions and procedure.~~

~~CONDITIONS AND PROCEDURES FOR REASSIGNMENT~~

- ~~1. The parent(s) or legal guardian(s) (or superintendent of another SAU) shall make a written request to the superintendent for a change of school assignment. In the request the parent(s)/legal guardian(s) shall state why the best interests of the pupil warrant a reassignment.~~
- ~~2. The superintendent shall fully consider this written request, shall meet with the parent(s) or legal guardian(s), if necessary, and shall make a decision concerning the reassignment request.~~
- ~~3. The superintendent's decision shall be based on the best interests of the pupil, as determined by the superintendent. The superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.~~
- ~~4. If the superintendent determines that the best interests of the pupil warrant a reassignment, he/she may approve reassignment of the pupil to (a) another school within the same school district; (b) another school district within the same SAU; or (c) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the superintendent of the receiving SAU.~~
- ~~5. The superintendent's reassignment decision shall be in writing and shall be final and binding.~~
- ~~6. The total reassignments or transfer made under this policy in any one school year shall not exceed one (1) percent of the average daily membership in residence of a school district or five (5) percent of the average daily membership in residence of any single school, whichever is greater.~~
- ~~7. Reassignments made under this policy which exceed the percentages provided in paragraph #6 above must have the prior written approval of the School Board.~~

DOVER SCHOOL DISTRICT	POLICY CODE: JCA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

~~COUNT OF REASSIGNED PUPILS, TUITION PAYMENT AND RATE, AND TRANSPORTATION~~

~~Pupils reassigned under this policy shall be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district shall forward any tuition payment due to the district to which said pupil was assigned.~~

~~The superintendents involved in the reassignment of a pupil shall jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the superintendent of the receiving district for good cause shown, or pursuant to any applicable policy/policies of the receiving district, presuming said action is not contrary to law.~~

~~The cost of transportation for any pupil reassigned under this policy shall be the sole responsibility of the parent/legal guardian.~~

~~ROLE OF THE DEPARTMENT OF EDUCATION~~

~~The superintendent of the pupil's resident SAU shall notify the Department of Education within thirty (30) days of any reassignment made under this policy.~~

~~MANIFEST EDUCATION HARDSHIP CHANGE OF ASSIGNMENT~~

~~When a parent(s)/legal guardian(s) believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, said parent(s)/legal guardian(s) may seek a change of assignment in accordance with RSA 193:3 I and II, and Policy JEC, Manifest Educational Hardship.~~

Statutory/Regulatory/Policy Cross References

~~RSA 193:3, III (Change of School Assignment)
RSA 193:3, I and II (Manifest Educational Hardship)
RSA 193:14-a (Change of School Assignment; Duties of State Board of Education)
Dover Policy JEC, Manifest Educational Hardship
Dover Policy JFAB, Admission of Non-Resident Students~~

DOVER SCHOOL DISTRICT	POLICY CODE: JEC
DATE OF ADOPTION: 5/12/14	PAGE 1 OF 2

CHANGE OF SCHOOL OR ASSIGNMENT - MANIFEST EDUCATIONAL HARDSHIP

SECOND READING

Resident students of the Dover School District shall be assigned to a public school within the district by the Superintendent or designee.

~~The Dover School Board recognizes that in unusual and extraordinary circumstances, parent(s) or guardian(s) may wish to request a change of assignment to another public school within the district or a public school in another district. When the parent(s) or guardian(s) believe that the assignment which has been made will result in a manifest educational hardship to the student, the School Board will consider these requests, according to the procedure outlined below.~~

PROCEDURE FOR CONSIDERATION OF A MANIFEST EDUCATIONAL HARDSHIP REQUEST

~~The following procedures will be utilized where a parent(s) or guardian(s) seeks a change of assignment within the district or a waiver of assignment from attending any school in the district, based on an assertion that the current assignment constitutes a manifest educational hardship:~~

- ~~1. The parent(s) or guardian(s) shall make a written request, through the Superintendent's office, detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship. Any such written request shall be made by the parent(s) or guardian(s) within fifteen (15) days of the assignment made by the Superintendent or designee.~~
- ~~2. The School Board will schedule a time at a regular board meeting held within thirty (30) days of receipt of the written request of the parent(s) or guardian(s) to hear the parent(s) or guardian(s) request. At such time, the parent(s) or guardian(s) may address the Board. The Board will hear the parent(s) or guardian(s) request in non-public session, subject to the right of the parent(s) or guardian(s) to have the matter heard in public session under RSA 91-A:3 II. (c).~~
- ~~3. The parent(s) or guardian(s) of the student may use whatever information which they deem is appropriate to support their request. At a minimum, however, the parent(s) or guardians(s) must submit information demonstrating to the School Board that the current assignment is detrimental or has a negative effect on the student.~~
- ~~4. In determining whether the current assignment of the student constitutes a manifest educational hardship and what the corresponding appropriate action should be (which may include, but not be limited to, assignment to a public school in another district), the Board shall consider all information given it by the~~

DOVER SCHOOL DISTRICT	POLICY CODE: JEC
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

~~—parent(s) or guardian(s), the recommendations of the Superintendent, and any other information which the School Board deems relevant and useful.~~

5. ~~The School Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case-by-case basis.~~
6. ~~The School Board will render its decision in writing within fifteen (15) days after the board meeting in which the parent(s) or guardian(s) addressed the School Board and will forward its written decision to the parents or guardians via U.S. mail.~~
7. ~~If a parent or guardian is aggrieved by the decision of the School Board, he/she may appeal to the State Board of Education in accordance with the provisions of Ed 200.~~

~~Tuition and Transportation~~

~~The Superintendents involved in the reassignment of schools under this policy shall jointly establish a tuition rate for each student. Tuition payments shall be the responsibility of the pupil's resident school district. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to other board policy, if applicable.~~

~~The cost of transportation shall be the responsibility of the parent/guardian.~~

The Superintendent will assign resident students to a public school within the District.

The Board recognizes that in unusual and extraordinary circumstances, a parent, guardian or other person having custody ("parent/guardian") may wish to request a change in the student's school assignment to another public school within the District or a public school in another district.

A. Procedure for Consideration of a Manifest Educational Hardship Request.

The following procedures will be utilized when a parent/guardian seeks a change of assignment within the District, or a waiver of assignment for his/her child from attending any school in the District based on an assertion that the current assignment constitutes a manifest educational hardship:

1. The parent/guardian will submit a written application to the Superintendent's office detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship. Through the application, the parent/guardian may request that the child:

- a. Attend another public school or public academy in the District; or**
- b. Attend a public school or public academy in another school district.**

2. The Board will hold a hearing on the matter within thirty (30) days of receipt of the written request. The Board will hear the matter in non-public session,

unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).

3. Prior to the hearing, the Superintendent shall provide the Board his/her recommendations regarding the parent/guardian's request. Such recommendations may be provided orally at the hearing, or in writing at or before the hearing, with a copy to the parent/guardian.

4. At the hearing, the parent/guardian may use whatever information he/she deems is necessary and appropriate to support the request.

5. In determining whether the current assignment of the student constitutes a manifest educational hardship, and what the corresponding appropriate action should be, the Board will consider all information presented by the parent/guardian, the recommendations of the Superintendent, and any other information which the Board deems relevant and useful.

6. The Board may find that a manifest educational hardship exists provided that parent/guardian demonstrates that attendance at the assigned school will have a detrimental effect on the child's education, and that another public school or public academy, either within the District or in another district, can reasonably meet the child's educational needs.

7. The Board shall find that a manifest educational hardship exists if it determines that there is clear and convincing evidence that:

a. A compelling amount of a child's academic, physical, personal, or social needs cannot be met by the assigned school or are not found within the student body of the assigned school;

b. The attendance at the assigned school will impair the educational progress of the child; and

c. Another public school or public academy, either within the district or in another district, can reasonably meet the child's educational needs.

8. The Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case by case basis.

9. The Board will render its decision in writing within fifteen (15) days after the Board meeting in which the parent/guardian addressed the Board and will forward its written decision to the parents or guardians via means producing third party proof of delivery (e.g., Certified, FedEx, UPS, etc.).

10. If a parent or guardian is aggrieved by the decision of the Board, he/she may appeal to the State Board of Education within thirty (30) days of receipt of the local board in accordance with the provisions of Ed 200.

B. Children with Disabilities.

Children with disabilities as defined in RSA 186-C:2 shall be accorded a due process review pursuant to rules adopted under RSA 186-C:16.

C. Tuition and Transportation.

If the child is assigned to attend school in another district ("receiving district"), tuition to be paid by the Dover School District to the receiving

district shall be computed as provided in RSA 193:4. Some or all of the tuition may be waived by the Superintendent/board of the receiving district.

The cost of transportation shall be the responsibility of the parent/guardian.

Legal References:

- ***RSA 193:3, Change of School or Assignment; Manifest Educational Hardship***
- ***NH Code of Admin. Rule, Section Ed 320, Manifest Educational Hardship***
- ***NH Code of Admin. Rule, Section Ed 200, Rules of Practice and Procedure***

NOTE: See also Dover School District Policy JCA

DOVER SCHOOL DISTRICT CALENDAR 2019-2020

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

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

* = Snow Days

DAYS OUT

August 26	Teacher Return/Teacher Workshop
August 27	Teacher Workshop
October 14	Columbus Day
November 8	Teacher Workshop/ Parent-Teacher Conferences
November 11	Veterans Day (Observed)
November 27-29	Thanksgiving Recess
December 23-January 1	Holiday Recess
January 20	Martin Luther King Day
February 24-28	Winter Recess (Includes Presidents' Day holiday)
March 20	Teacher Workshop
April 17	Teacher Workshop
April 27-May 1	Spring Recess
May 22	Teacher Workshop
May 25	Memorial Day
June 5	Teacher Workshop

177 days required attendance for instructional purposes, or the equivalent number of hours and an additional 10 days for time lost due to inclement weather.

Schools close on June 15, 2020 (half-day), or upon **completion of the 177th day**.

Teachers report on August 26, 2019. **Students return** on August 28, 2019.

Teacher workshops will be held on **August 27, Nov. 8, 2019; March 27, April 17, May 22, June 5, 2020**



DOVER SCHOOL DISTRICT

SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: February 11, 2019
RE: Approval of Electronic Access Control System & Surveillance Systems

In the spring and summer of 2018, applications were submitted and approved for a districtwide electronic access control system and surveillance systems at all schools except for the new high school. The projects are funded with support from Public School Infrastructure Funding at 80% of the total project cost and 20% of the total project cost to the District.

Total funding for these projects is \$427,000 and includes the following:

1. Districtwide Electronic Access Control System: \$144,000 project funded/\$36,000 local funded
2. Bellamy Academy Surveillance System: \$24,000 project funded/\$6,000 local funded
3. Garrison Elementary School Surveillance System: \$33,600 project funded/\$8,400 local funded
4. Horne Street Elementary School Surveillance System: \$40,000 project funded/\$10,000 local funded
5. Woodman Park Elementary & Dover Middle School Surveillance System: \$100,000 project funded/\$25,000 local funded

In November, I began having discussions with IT Director, Christy Prosser, to assist with procurement and to maintain consistency throughout the district with what is in place now at Garrison Elementary School and the new high school. The current vendor for those two schools is Johnson Controls. Ms. Prosser contacted vendors CDWG and Meraki, however, both withdrew meetings due to concerns of not being compatible with the existing electronic access system and surveillance system in place in the District. Ms. Prosser obtained quotes for each school from Johnson Controls on February 1st and they are currently being reviewed. As matching funds need to be approved by April 1st, I am requesting that the Board approve the District's matching funds (20% of project cost) in the total amount of \$85,400, as well as to proceed with a total award to Johnson Controls in an amount not to exceed \$385,000 (removed Garrison as work was complete through the renovation project) pending complete review of provided quotes. District matching funds have already been reserved in the general fund.

2019 Middle School Youth Risk Behavior Survey

This survey is about health behavior. It has been developed so you can tell us what you do that may affect your health. The information you give will be used to improve health education for young people like yourself.

DO NOT write your name on this survey. The answers you give will be kept private. No one will know what you write. Answer the questions based on what you really do.

Completing the survey is voluntary. Whether or not you answer the questions will not affect your grade in this class. If you are not comfortable answering a question, just leave it blank.

The questions that ask about your background will be used only to describe the types of students completing this survey. The information will not be used to find out your name. No names will ever be reported.

Make sure to read every question. Fill in the ovals completely. When you are finished, follow the instructions of the person giving you the survey.

Thank you very much for your help.

DIRECTIONS

- **Use a #2 pencil only.**
- **Make dark marks.**
- **Fill in a response like this:**
- **If you change your answer, erase your old answer completely.**



1. How old are you?
 - A. 10 years old or younger
 - B. 11 years old
 - C. 12 years old
 - D. 13 years old
 - E. 14 years old
 - F. 15 years old
 - G. 16 years old or older
2. What is your sex?
 - A. Female
 - B. Male
3. In what grade are you?
 - A. 6th grade
 - B. 7th grade
 - C. 8th grade
 - D. Ungraded or other grade
4. Are you Hispanic or Latino?
 - A. Yes
 - B. No
5. What is your race? **(Select one or more responses.)**
 - A. American Indian or Alaska Native
 - B. Asian
 - C. Black or African American
 - D. Native Hawaiian or Other Pacific Islander
 - E. White
6. During the past 12 months, how would you describe your grades in school?
 - A. Mostly A's
 - B. Mostly B's
 - C. Mostly C's
 - D. Mostly D's
 - E. Mostly F's
 - F. None of these grades
 - G. Not Sure

The next 2 questions ask about bullying. Bullying is when 1 or more students tease, threaten, spread rumors about, hit, shove, or hurt another student over and over again. It is not bullying when 2 students of about the same strength or power argue or fight or tease each other in a friendly way.

7. Have you ever been bullied **on school property**?
 - A. Yes
 - B. No
8. Have you ever been **electronically** bullied? (Count being bullied through e-mail, chat rooms, instant messaging, websites, social media sites or texting.)
 - A. Yes
 - B. No

The next question asks about hurting yourself on purpose.

9. Have you ever done something to purposefully hurt yourself without wanting to die, such as cutting or burning yourself on purpose?
- A. Yes
 - B. No

The next 4 questions ask about sad feelings and attempted suicide. Sometimes people feel so depressed about the future that they may consider attempting suicide or killing themselves.

10. Have you ever felt so sad or hopeless almost every day for two weeks or more in a row that you stopped doing some usual activities?
- A. Yes
 - B. No
11. Have you ever **seriously** thought about killing yourself?
- A. Yes
 - B. No
12. Have you ever made a **plan** about how you would kill yourself?
- A. Yes
 - B. No
13. Have you ever **tried** to kill yourself?
- A. Yes
 - B. No

The next 5 questions ask about tobacco use.

14. Have you ever tried cigarette smoking, even one or two puffs?
- A. Yes
 - B. No
15. How old were you when you smoked a whole cigarette for the first time?
- A. I have never smoked a whole cigarette
 - B. 8 years old or younger
 - C. 9 years old
 - D. 10 years old
 - E. 11 years old
 - F. 12 years old
 - G. 13 years old
 - H. 14 years old or older
16. During the past 30 days, on how many days did you smoke cigarettes?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

17. During the past 30 days, on the days you smoked, how many cigarettes did you smoke per day?
- A. I did not smoke cigarettes during the past 30 days
 - B. less than 1 cigarette per day
 - C. 1 cigarette per day
 - D. 2 to 5 cigarettes per day
 - E. 6 to 10 cigarettes per day
 - F. 11 to 20 cigarettes per day
 - G. More than 20 cigarettes per day
18. During the past 30 days, how did you **usually** get your own cigarettes? (Select only **one** response.)
- A. I did not smoke cigarettes during the past 30 days
 - B. I bought them in a store such as a convenience store, supermarket, discount store, or gas station
 - C. I got them on the internet
 - D. I gave someone else money to buy them for me
 - E. I borrowed (or bummed) them from someone else
 - F. A person 18 years old or older gave them to me
 - G. I took them from a store or family member
 - H. I got them some other way

The next 2 questions ask about electronic vapor products, such as JUUL, Vuse, MarkTen, and blu. Electronic vapor products include e-cigarettes, vapes, vape pens, ecigars, e-hookahs, hookah pens, and mods.

19. Have you ever used an electronic vapor product?
- A. Yes
 - B. No
20. During the past 30 days, on how many days did you use an electronic vapor product?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

The next 5 questions ask about drinking alcohol. This includes drinking beer, wine, wine coolers, and liquor such as rum, gin, vodka, or whiskey. For these questions, drinking alcohol does not include drinking a few sips of wine for religious purposes.

21. Have you ever had a drink of alcohol, other than a few sips?
- A. Yes
 - B. No
22. Have you had a drink of alcohol within the past 30 days, other than a few sips?
- A. Yes
 - B. No
23. How old were you when you had your first drink of alcohol other than a few sips?
- A. I have never had a drink of alcohol other than a few sips
 - B. 8 years old or younger
 - C. 9 years old
 - D. 10 years old
 - E. 11 years old
 - F. 12 years old
 - G. 13 years old or older

24. Have you ever had 5 or more drinks of alcohol in a row, that is, within a couple of hours?
- A. Yes
 - B. No
25. How do you usually get the alcohol you drink?
- A. I do not drink alcohol
 - B. I buy it in a store such as a liquor store, convenience store, supermarket, discount store, or gas station
 - C. I buy it in a restaurant, bar, or club
 - D. I buy it at a public event such as a concert or sporting event
 - E. I gave someone else money to buy it for me
 - F. Someone gave it to me
 - G. I took it from a store or family member
 - H. I got it some other way

The next 3 questions ask about marijuana use. Marijuana also is called weed, grass, or pot.

26. Have you ever used marijuana?
- A. Yes
 - B. No
27. Have you used marijuana in the past 30 days?
- A. Yes
 - B. No
28. How old were you when you tried marijuana for the first time?
- A. I have never tried marijuana
 - B. 8 years old or younger
 - C. 9 years old
 - D. 10 years old
 - E. 11 years old
 - F. 12 years old
 - G. 13 years old or older

The next 7 questions ask about other drugs.

29. Have you ever used synthetic marijuana (also called K2 or Spice)?
- A. Yes
 - B. No
30. Have you ever used **any** form of cocaine, including powder, crack, or freebase?
- A. Yes
 - B. No
31. Have you ever sniffed glue, breathed the contents of spray cans, or inhaled any paints or sprays to get high?
- A. Yes
 - B. No
32. Have you ever taken **steroid pills or shots** without a doctor's prescription?
- A. Yes
 - B. No

33. Have you ever taken a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?

- A. Yes
- B. No

34. During the past 30 days have you taken a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?

- A. Yes
- B. No

35. Have you ever taken an **over-the-counter drug** (such as cough medicine, allergy medicine, or pain relievers) to get high?

- A. Yes
- B. No

The next 2 questions ask about your family, your activities, and your community.

36. Do you agree or disagree that your parents or other adults in your family have clear rules and consequences for your behavior?

- A. Strongly agree
- B. Agree
- C. Not sure
- D. Disagree
- E. Strongly disagree

37. During the past 12 months, have you talked with at least one of your parents about the dangers of tobacco, alcohol, or drug use?

- A. Yes
- B. No
- C. Not sure

The next 4 questions ask about the perceived harm from tobacco, alcohol or drug use.

38. How much do you think people risk harming themselves (physically or in other ways) if they smoke **one or more packs of cigarettes** per day?

- A. No risk
- B. Slight risk
- C. Moderate risk
- D. Great risk

39. How much do you think people risk harming themselves (physically or in other ways) when they have **one or two drinks of an alcoholic beverage** nearly every day?

- A. No risk
- B. Slight risk
- C. Moderate risk
- D. Great risk

40. How much do you think people risk harming themselves (physically or in other ways) when they have **five or more drinks of an alcoholic beverage** once or twice a week?

- A. No risk
- B. Slight risk
- C. Moderate risk
- D. Great risk

41. How much do you think people risk harming themselves (physically or in other ways) if they use **marijuana once or twice a week**?

- A. No risk
- B. Slight risk
- C. Moderate risk
- D. Great risk

42. How much do you think people risk harming themselves (physically or in other ways) if they take a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?

- A. No risk
- B. Slight risk
- C. Moderate risk
- D. Great risk

The next 8 questions ask about attitudes toward cigarette, alcohol, and other drug use.

43. How wrong do your **friends** feel it would be for you to **smoke tobacco**?

- A. Very wrong
- B. Wrong
- C. A little bit wrong
- D. Not at all wrong
- E. Not Sure

44. How wrong do your **friends** feel it would be for you to have one or two drinks of an alcoholic beverage (beer, wine, or liquor) nearly every day?

- A. Very wrong
- B. Wrong
- C. A little bit wrong
- D. Not at all wrong
- E. Not sure

45. How wrong do your **friends** feel it would be for you to **smoke marijuana**?

- A. Very wrong
- B. Wrong
- C. A little bit wrong
- D. Not at all wrong
- E. Not sure

46. How wrong do your **friends** feel it would be for you to take a **prescription drug** (such as OxyCotin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?

- A. Very wrong
- B. Wrong
- C. A little bit wrong
- D. Not at all wrong
- E. Not sure

47. How wrong do your **parents** feel it would be for you to **smoke tobacco**?

- A. Very wrong
- B. Wrong
- C. A little bit wrong
- D. Not at all wrong
- E. Not sure

48. How wrong do your **parents** feel it would be for you to have one or two drinks of an alcoholic beverage (beer, wine, or liquor) nearly every day?

- A. Very wrong
- B. Wrong
- C. A little bit wrong
- D. Not at all wrong
- E. Not sure

49. How wrong do your **parents** feel it would be for you to **smoke marijuana**?

- A. Very wrong
- B. Wrong
- C. A little bit wrong
- D. Not at all wrong
- E. Not sure

50. How wrong do your **parents** feel it would be for you to take a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?

- A. Very wrong
- B. Wrong
- C. A little bit wrong
- D. Not at all wrong
- E. Not sure

***This is the end of the survey.
Thank you very much for your help.***

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: OCTOBER 10, 2005 <u>DRAFT JANUARY 31, 2019</u>	PAGE 1 OF 2

Job Title: Grade VI Administrative Assistant: DALC Office Manager
Department: Dover School District, SAU #11
Reports To: Administrator or designee

Summary:

The Grade VI Secretary will perform higher-level data processing using designated administrative software and/or database programs. Additionally, s/he will be responsible for the daily management of office functions, **including bookkeeping, audit and accounting functions.**

Essential Duties and Responsibilities:

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

- Oversee and maintain systems and ~~for~~ student records for, ~~including, but not limited to,~~ registrations, grade reports, test scores, ~~GED~~ **High School Equivalency testing and Adult High School** diploma files, **programs** and online classes.
- Maintain database(s) ~~for mailing lists.~~
- Prepare and process purchase orders for department supplies, materials, and services.
- **Prepare and distribute a variety of publications including catalogs, flyers, newsletters and advertising materials for the department.**
- **Perform all accounting functions in accordance with DALC, SAU and BAE policies and procedures.**
- **Prepares financial records for annual audit and work with auditor to complete audit in a timely and efficient manner.**
- Process timecards, prepare payroll reports for Dover School District, and maintain payroll records.
- Assist with the preparation of special events.
- **Coordinate all aspects of Enrichment program, including recruiting instructors, reviewing proposals, negotiating contracts, scheduling rooms and preparing catalog.**
- Generate reports, correspondence, and *perform* other clerical functions, as required.
- Oversee or perform tasks assigned to the DALC Secretary **Assistant to the Office Manager.**
- Other work related duties as assigned.

Supervisory Responsibilities:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: OCTOBER 10, 2005 DRAFT JANUARY 31, 2019	PAGE 1 OF 2

The DALC Office manager supervises the DALC Secretary **Assistant to the Office Manager**, office interns, and/or work-study placements.

Competencies:

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

- Advanced knowledge of office practices and procedures.
- Ability to set up and maintain accurate records and possess excellent organizational skills.
- Ability to work independently or in a team in a fast-paced environment.
- Strong interpersonal skills.
- Must practice discretion and maintain confidentiality at all times.
- **Exceptional ability to manage multiple projects and tasks simultaneously.**
- **Advanced knowledge of Microsoft Office programs and QuickBooks software.**

Qualifications:

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

Education and/or Experience:

This position requires a minimum of an associate degree **in accounting** or equivalent supplemented by coursework or other training ~~on computer applications~~. ~~Three (3)~~ Five (5) years' experience with **bookkeeping, accounting**, computer programs, data entry, word processing, or any combination of education and experience **sufficient to perform job functions**.

Technology Skills:

To perform this job successfully, an individual needs advanced knowledge of computer software programs, **particularly QuickBooks**, databases **and website** management. ~~Required to have other~~ **Other** office related technology skills **required**.

Certificates, Licenses, Registrations:

There are no certificates, licenses, or registrations required for a Grade VI Secretary.

Physical Demands:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: OCTOBER 10, 2005 <u>DRAFT JANUARY 31, 2019</u>	PAGE 1 OF 2

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

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

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

GENERAL FUND - FY2019 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED JANUARY 31, 2019					
Account Description	FY2019 Budget (Adjusted)	Received To Date 1/31/2019	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget
Tuition - Regular From Parents	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition - Other NH Districts	\$ 55,792.00	\$ 26,318.39	\$ 28,027.61	\$ 54,346.00	\$ (1,446.00)
Tuition - Barrington	\$ 2,426,806.00	\$ 613,410.58	\$ 1,787,314.07	\$ 2,400,724.65	\$ (26,081.35)
Tuition - Nottingham	\$ 1,170,017.00	\$ 567,695.96	\$ 613,007.71	\$ 1,180,703.67	\$ 10,686.67
Tuition - SPED Aides	\$ 270,000.00	\$ 145,083.27	\$ 131,289.73	\$ 276,373.00	\$ 6,373.00
Tuition - CTC - NH Districts	\$ 93,869.00	\$ (130.59)	\$ 90,640.59	\$ 90,510.00	\$ (3,359.00)
Tuition - CTC - Out of State	\$ 69,000.00	\$ -	\$ 53,905.00	\$ 53,905.00	\$ (15,095.00)
Tuition - Bellamy Academy	\$ 198,275.00	\$ 73,877.04	\$ 57,410.14	\$ 131,287.18	\$ (66,987.82)
Other Local Revenue - Districtwide	\$ 25,000.00	\$ 2,784.60	\$ 7,215.40	\$ 10,000.00	\$ (15,000.00)
State Adequate Education Grant	\$ 9,001,485.00	\$ 6,355,156.00	\$ 2,646,328.87	\$ 9,001,484.87	\$ (0.13)
State Kindergarten Program	\$ 295,149.00	\$ 207,279.00	\$ 87,870.80	\$ 295,149.80	\$ 0.80
School Building Aid	\$ 581,114.00	\$ 290,557.15	\$ 290,556.85	\$ 581,114.00	\$ -
Catastrophic/Special Education Aid	\$ 426,868.00	\$ 451,440.19	\$ -	\$ 451,440.19	\$ 24,572.19
CTC Tuition Aid	\$ 245,000.00	\$ 298,679.18	\$ -	\$ 298,679.18	\$ 53,679.18
CTC Transportation Aid	\$ 2,500.00	\$ 1,556.00	\$ -	\$ 1,556.00	\$ (944.00)
Indirect Cost Allocation	\$ 95,000.00	\$ 25,817.29	\$ 49,182.71	\$ 75,000.00	\$ (20,000.00)
ABE Allocation	\$ 39,011.00	\$ 24,597.77	\$ 14,413.23	\$ 39,011.00	\$ -
Impact Aid	\$ 6,000.00	\$ 7,789.33	\$ (1,789.33)	\$ 6,000.00	\$ -
Medicaid Distribution	\$ 600,000.00	\$ 311,141.19	\$ 288,858.81	\$ 600,000.00	\$ -
School - Transfer from Capital Reserves	\$ 342,996.00	\$ -	\$ 342,996.00	\$ 342,996.00	\$ -
Tuition - Preschool Program	\$ 12,000.00	\$ 9,282.00	\$ -	\$ 9,282.00	\$ (2,718.00)
Tuition - Summer School, Elementary	\$ 6,000.00	\$ 4,220.00	\$ -	\$ 4,220.00	\$ (1,780.00)
Athletic Transportation, DMS	\$ 15,000.00	\$ 6,934.20	\$ 8,065.80	\$ 15,000.00	\$ -
Tuition - Summer School, DHS	\$ 3,000.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ (1,500.00)
Athletic Transportation, DHS	\$ 50,000.00	\$ 19,921.61	\$ 30,078.39	\$ 50,000.00	\$ -
Total Non Tax Revenue	\$ 16,029,882.00	\$ 9,444,910.16	\$ 6,525,372.38	\$ 15,970,282.54	\$ (59,599.46)
State Wide Property Tax	\$ 6,945,209.00	\$ -	\$ 6,945,209.00	\$ 6,945,209.00	\$ -
Local Property Tax	\$ 37,509,752.00	\$ -	\$ 37,509,752.00	\$ 37,509,752.00	\$ -
Total Tax Revenue	\$ 44,454,961.00	\$ -	\$ 44,454,961.00	\$ 44,454,961.00	\$ -
Total Operating Revenue	\$ 60,484,843.00			\$ 60,425,243.54	\$ (59,599.46)
EXPENSES & ENCUMBRANCES - ESTIMATED JANUARY 31, 2019					
Account Description	FY2019 Budget (Adjusted)	Expenses to Date 1/31/2019	Encumbrances/ Antic. Exp 1/31/2019	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,617,129.62	\$ 9,351,886.67	\$ 12,103,504.69	\$ 21,455,391.36	\$ (161,738.26)
(1200) Special Education Programs	\$ 11,832,419.34	\$ 5,495,791.20	\$ 6,076,186.29	\$ 11,571,977.49	\$ (260,441.85)
(1300) Career and Technical Education Programs	\$ 1,863,602.00	\$ 825,719.83	\$ 961,866.75	\$ 1,787,586.58	\$ (76,015.42)
(1400) Co-Curricular Activities and Athletics	\$ 657,403.93	\$ 307,282.80	\$ 283,006.82	\$ 590,289.62	\$ (67,114.31)
(1600) Adult/Continuing Education Programs	\$ 204,341.00	\$ 117,044.65	\$ 87,025.17	\$ 204,069.82	\$ (271.18)
(2100) Support Services - Students	\$ 4,058,339.96	\$ 1,800,807.44	\$ 2,202,227.11	\$ 4,003,034.55	\$ (55,305.41)
(2200) Support Services - Instructional Staff	\$ 1,142,585.76	\$ 523,734.88	\$ 513,960.39	\$ 1,037,695.27	\$ (104,890.49)
(2300) Support Services - General Admin.	\$ 1,446,279.04	\$ 841,674.91	\$ 527,383.56	\$ 1,369,058.47	\$ (77,220.57)
(2400) Support Services - School Admin.	\$ 2,806,338.55	\$ 1,552,737.76	\$ 1,174,107.27	\$ 2,726,845.03	\$ (79,493.52)
(2600) Support Services - Operation Maint/Plant	\$ 4,723,320.40	\$ 2,281,456.05	\$ 2,454,046.81	\$ 4,735,502.86	\$ 12,182.46
(2700) Support Services - Student Transportation	\$ 2,693,545.00	\$ 999,878.33	\$ 1,790,869.83	\$ 2,790,748.16	\$ 97,203.16
(2800) Support Services - Centralized Services	\$ 1,324,105.40	\$ 807,269.20	\$ 358,922.99	\$ 1,166,192.19	\$ (157,913.21)
(2900) Support Services - Other	\$ 10,001.00	\$ 23,338.71	\$ -	\$ 23,338.71	\$ 13,337.71
Fund Transfer to Special Revenue Funds	\$ 14,573.00	\$ 27,650.56	\$ -	\$ 27,650.56	\$ 13,077.56
Fund Transfer to Capital Reserves	\$ 115,000.00	\$ -	\$ 115,000.00	\$ 115,000.00	\$ -
Total Operating Expenses	\$ 54,508,984.00	\$ 24,956,272.99	\$ 28,648,107.68	\$ 53,604,380.67	\$ (904,603.33)
School Debt - Principal Payments	\$ 1,891,205.00	\$ -	\$ 1,891,205.00	\$ 1,891,205.00	\$ -
School Debt - Interest Payments	\$ 4,084,654.00	\$ -	\$ 4,084,654.00	\$ 4,084,654.00	\$ -
Total Debt Service	\$ 5,975,859.00	\$ -	\$ 5,975,859.00	\$ 5,975,859.00	\$ -
total Expenses, Encumbrances and Anticipated Expenses	\$ 60,484,843.00	\$ 24,956,272.99	\$ 34,623,966.68	\$ 59,580,239.67	\$ (904,603.33)
		Estimated Operating Revenue over/(under) budget			\$ (59,599.46)
		Estimated Net revenue/expenses, unexpended funds/(deficit)			\$ 845,003.87
As of January 31, 2019, estimated unexpended funds for FY2019 is \$845,003.87					



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, February 11, 2019

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 the Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

Resignations/Retirements – I recommend the Board approve the retirement as listed.

Leaves of Absence - None

Job Share – The first year of the job share with Johnson-Breen of the second grade at Horne Street School has been and continues to be successful. Ms. Johnson and Ms. Breen have submitted a proposal to continue the job share during the academic year 2019-2020. Principal Patty Driscoll highly supports the continuation of the job share. I recommend the Board approve the job share.

Nominations – None

Extended Travel (Student Trips) – I recommend the Board approve the Dover High School Music Students trip to New York City for May 11 through May 12, 2019.

Donations - I recommend the Board approve the February donations.

NEW AND REVISED POLICIES

With new changes in legislation, the following new or revised policies will need to be reviewed and adopted by the Board. The following are the policies and schedule for adoption:

POLICY	STATUS	JANUARY – 1 st READ	FEBRUARY – 2 nd READ ADOPTION
Tobacco Products Ban, Use & Possession in and on School Facilities and Grounds - ADB	Revised for E-Cigarettes and liquid nicotine	January 14	February 11
Crisis Prevention & Response - EBC	Combined with EBCA	January 14	February 11
Emergency Plans, Crisis Prevention and Emergency Response - EBCA	Revised to include information from EBC	January 14	February 11
Data Governance and Security - EHAB	New	January 14	February 11
Data/Records Retention - EHB	Revised	January 14	February 11



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, February 11, 2019

Local Data/Records Retention Schedule – EHB-R	Revised and reorganized	January 14	February 11
Employment References and Verification (Prohibiting Aiding and Abetting Sexual Abuse) - GADA	New	January 14	February 11
Drug-Free Workplace and Drug-Free Schools - GBEC	Revised	January 14	February 11
Change of School or Assignment Policy - JCA	Combined with JEC	January 14	February 11
Change of School or Assignment – Manifest Educational Hardship - JEC	Combines and revises JCA and JEC	January 14	February 11

OLD BUSINESS

Fiscal Year 20 Budget:

I have appreciated the Board's ability to thoroughly and openly discuss the Fiscal Year 2020 budget and recognize the dilemma on striving to move the District forward with the appropriate resources and be responsible to the taxpayers.

From the discussions on Monday, February 4, the following priorities were established:

- ✓ 50% K-2 Literacy Coach being transferred from grant funding to general budget funding - **\$52,106**
- ✓ Addition of 5-8 Math/Science Coach - **\$80,000**
- ✓ 3% Annual increase for (16) Non-Union positions - **\$30,000**
- ✓ 2.0 FTE Special Education Teachers - **\$160,000**
- ✓ Stipend for the Weight Room Supervisor - **\$8,000**
- ✓ Medical Services Support (contracted services) - **\$15,000**
- ✓ **TOTAL - \$345,106**

- ✓ Fountas & Pinnell Option A - **\$466,917**
- ✓ Curriculum and Instruction Staff Development - **\$73,550**
- ✓ DHS Scheduling Software - **\$9,847**
- ✓ **TOTAL - \$550,314**
- ✓ **GRAND TOTAL - \$895,420**

- ✓ Additional Library Funding under study - **\$16,151** – Report was provided to the Board.

I would like the Board to revisit the following:



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, February 11, 2019

- ✓ The additional guidance counselor had not been discussed. The enrollment has increased, and the demographics of Horne Street are changing. Cost is \$80,000
- ✓ Would like to revisit the Assistant Director of Teaching and Learning

Academic Calendar Year – Polling Places

On Wednesday, January 23, I met with Susan Mistretta, City Clerk, to learn more about the polling request. We visited both Horne Street School (Ward 1) and Woodman Park School (Ward 2). Note the following:

- Both Horne Street and Woodman Park School's cafeteria would be used as the polling locations due to the proximity to parking lots and doors.
- No voting equipment will be stored at the school.
- City facilities would set up the polling locations when activities are completed for the day in the schools.
- Following the election, City facilities would take down the set-up and remove the equipment.
- Horne Street School will replace St. Mary's Church as the polling location for Ward 1. Parking, traffic, and size are concerns with St. Mary's Church.
- Woodman Park School will replace First Parish Church for Ward 2. Parking, traffic, and size are concerns with First Parish Church.
- I have also requested Susan Mistretta to secure a letter from the Attorney General pertaining to the use of schools for polling locations.
- Susan Mistretta and Anthony Blenkinsop are willing to attend the February Board Meeting to provide additional information and answer questions.

I have meet with Lisa Dillingham, DTU President, to review potential modifications in the 2019-2020 Academic Calendar. The Leadership Team is in the process of reviewing the potential modifications. We are attempting to shift Professional Development Days to accommodate the dates the schools are needed for polling places. The initial thoughts are:

- November 5 – Teacher Workshop Day
- November 8 – Regular School Day
- January 17 – Teacher Workshop Day/Parent-Teacher Conferences
- April 17 – Regular School Day
- June 5 – Regular School Day or Teacher Workshop becomes Primary Day

NEW BUSINESS

Award of Electronic Access System and Surveillance Cameras – I concur with Libby Simmons' recommendation as provided.

Youth Behavior Risk Survey – I recommend the Board approve the Youth Behavior Risk Survey.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, February 11, 2019

DALC Updated Office Manager Job Description – With the retirement of Darlene Therrien, DALC Office Manager, the job description has been revised. I recommend the Board approve the job description as presented.

INFORMATIONAL

Dover High School and CTC – The Dover High School and CTC JBC is studying the certificate of substantial completion.

Negotiations – Negotiation sessions continue between the Board Negotiations Team and the Dover Teachers' Union Negotiation Team.

Committee Work – The following district committees held their second meetings in October:

- **Curriculum Planning Council** – On Thursday, January 17: The focus of the meeting was on K-12 Science
- **Data Committee** – Next meeting is scheduled for February 13.
- **Ed-Technology Committee** – The Ed-Technology Committee has been focused on the selection of a new Student Information System. Two companies have been selected. Aspen has completed their formal presentation. Infinite Campus presentation is forthcoming.
- **Teaching and Learning Committee** – On Thursday, January 24 the Teaching and Learning Committee meeting was held with the focus on the portrait of a graduate and subcommittee work.

Community Racism Conversation – The next community conversation is on Saturday, February 16 at Wentworth Douglas Hospital from 9 a.m. to 3 p.m. Registration opens at 8:30 a.m. Lunch is provided. There is a \$25 registration fee. Third community conversation is being planned.

Center for Education Equity – Michelle Nutter, consultant project manager, has been assigned to the Dover School District. Planning sessions are scheduled for Monday, March 18; Monday, April 8; and Monday, April 28 from 9 a.m. to 2 p.m. The focus is to develop a long-term plan to address racism, bias, and prejudice in the Dover School District. The Board will need to consider appointing two representatives to the planning committee.

ADL New England Region – Phil Fogelman, Director of the A World of Difference Institute ADL New England Region, will be meeting with the District to discuss services that the ADL can provide. The District is interested in developing a program for faculty and staff for the March professional development.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, February 11, 2019

Mid-Way – The mid-point of the school year will soon be reached. Principals have been directed to review the status of their school's 2018-2019 Strategic Implementation plans and map the course for the remainder of the school year to accomplish the first-year implementation plan. Plans are due on February 22.

Professional Development Task Force – The members of the Professional Development Task Force have been identified. The first meeting of the Task Force is scheduled for March 13.