



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #3
Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, March 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. Budget Workshop #2, February 4, 2019
 - 2. Regular Meeting #2, February 11, 2019
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Rebecca Pike/Teacher, Dover Middle School
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:** None
 - 6. **Extended Travel (Student Trips):**
 - a. Final Approval - DHS Art Department Trip to Portugal & Spain - April 18 – 29, 2019
 - b. Final Approval - DHS World Language Trip to Montreal – April 26, 2019
 - c. Final Approval - DHS Music Program Trip to NYC – May 11 – 12, 2019
 - d. Final Approval - DMS World Explorers Trip to NYC – April 12, 2019
 - e. Preliminary Approval – CTC Extended Travel to Oregon – June 23 – 25, 2019
 - 7. **Donations:** March Donations
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - 1. BA - Bylaws of the Dover School Board – First Reading
- J. POLICY ADOPTION:** None
- K. RESOLUTIONS:** None
- L. OLD BUSINESS:**
 - 1. 2019-2020 School District Calendar Update
- M. NEW BUSINESS:**
 - 1. Condition of Accounts



**DOVER SCHOOL
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DOVER SCHOOL BOARD – AGENDA

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Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, March 11, 2019
Meeting Time:	7:00 pm

2. Approval for Recommended DHS 2018 - 2019 Graduation Date
3. Approval to Use Dover Career Technical Center Expendable Trust Funds
4. Approval of Award – Woodman Park Elementary School Vestibule Renovation
5. Recommendation for new Student Information System (SIS)
6. Boy Scouts of America - Request to Charter a Robotics Explorer Post
7. SAU # 56 Obtainment of SAU Services

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.

Rebecca Pike
31 Sanderson Rd, Greenland, NH, 30840
(603) 682-6488
pikerb@gmail.com

William R. Harbron, Ed.D.
Superintendent
Dover School District, SAU 11
61 Locust Street, Suite 409
Dover, New Hampshire 03820

Dear Dr. Harbron,

Please accept this letter as my official resignation from teaching at the conclusion of the current school year. I will not be returning for the 2019-2020 school year. After much contemplation, I have concluded that right now it is best for me to focus my attention on my family's needs at home.

I have enjoyed my time here and am honored to have had the chance to touch the lives of so many children. It has been as much a pleasure to learn from them as it has been to teach them. Thank you for all of the opportunities that this district has provided me.

If I can be of any assistance or if you need any additional information I can be reached by phone at (603) 682-6488 or email at pikerb@gmail.com.

Sincerely,

Rebecca Pike

Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: DHS World Arts Club

Destination: Portugal and Spain

Contact Person (s): Francine Kontos

Dates of Travel: 4/18/2019-4/29/2019

Number of Students Traveling: 20

Number of Chaperones: 4

Adult/Student Ratio: 1/5

Please circle appropriate response:

Permission Forms submitted to Principal: yes

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes

Telephone Contact Notification submitted to Principal: yes

List of all students and chaperones submitted to the school and Supt's Office: yes

All Chaperones completed criminal background check: yes

Dover High School
Art Department
February 15, 2019

Dr. William Harbron
Superintendent of Schools
Dover, NH 03820

Dear Dr. Harbron and Dover School Board Members:

I am writing you to request final approval for the Art Department trip to Europe. We will be visiting two countries this year: Portugal and Spain. We are excited about visiting such a wide variety of places and have been looking forward to it since you granted us preliminary approval in May of last year. We will leave in the evening on Thursday, April 18th and will return on Monday, April 29th.

In this packet I have included an itinerary. I have lists of both students and chaperones attending the trip. All chaperones are either employees of the school or have had the proper background check and finger printing done. There is a six to one student to chaperone ratio. All chaperones will have copies of student passports and insurance cards. I will also provide the high school with copies of the students' passports, permission slips and emergency contact information. In addition to that I will be contactable by cell phone in case of an emergency. We are traveling with EFTours for the 10th time. EF is backed by 50 years of time-tested commitment to safety.

I have done my best to provide you with any information I thought you would need or want. Please contact me if there is anything else you require to grant us final approval. You can call me at work at 516-6965 or on my cell at 953-4810 or email me at francine.kontos@dover.k12.nh.us. I will be present at the school board meeting to answer any further questions you might have.

Sincerely,



Francine Kontos
Art Teacher
World Arts Club Advisor
Dover High School

Checklist for Final Approval of Extended Travel (Per Policy UOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: World Language Dept

Destination: Montreal, Canada

Contact Person (s): Katherine Spencer

Dates of Travel: April 26-28, 2019

Number of Students Traveling: 25

Number of Chaperones: 2

Adult/Student Ratio: 13:1

Please circle appropriate response:

Permission Forms submitted to Principal: yes/no

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes/no

Telephone Contact Notification submitted to Principal: yes/no

List of all students and chaperones submitted to the school and Supt's Office: yes/no

All Chaperones completed criminal background check: yes/no

Dover High School
World Language Department
March 6, 2019

Dr. William Harbron
Superintendent of Schools
Dover, NH 03820

Dear Dr. Harbron and Dover School Board Members:

I am writing you to request final approval for the World Language Department trip to Montreal, Canada. We will be spending three days learning about history in the city and practicing our language skills. We leave on the morning of Friday, April 26 and returning on the evening of Sunday, April 28.

In this packet I have included an itinerary. I have lists of both students and chaperones attending the trip. All chaperones are employees of the school and have had the proper background check and finger printing done. There is a thirteen to one student to chaperone ratio. All chaperones will have copies of student passports and insurance cards. I will also provide the high school with copies of the students' passports, permission slips, and emergency contact information. In addition to that I will be contactable by cell phone in case of an emergency. We are traveling with Jumpstreet Tours, a Canadian company that we have used in the past.

I have done my best to provide you with any information I thought you would need or want. Please contact me if there is anything else you require to grant us final approval. You can call me at work at 516-6872 or on my cell at 616-822-9697 or email me at k.spencer@dover.k12.nh.us.

Sincerely,



Katherine Spencer
World Language Teacher
Dover High School



Dover HS
3 Days Montreal
April 26 to 28, 2019



Friday, April 26, 2019

- 07:30 AM The day has arrived! The trip you've been waiting for is finally here! Hop aboard your locally chartered luxury motorcoach, get comfortable and get ready for your adventure!
- Stops and lunch en route (at individual expense).
- 02:00 PM Hooray! You've arrived in Montreal! Meet your tour leader and drop your bags off in a room at the hotel (check-in will be at 9:00 PM). The fun starts now :)
- 02:30 PM All aboard. Next stop: The Zoo Ecomuseum!
- 03:30 PM Discover Quebec's fauna at the Zoo Ecomuseum, the one and only outdoor zoo on the island of Montreal! Learn how each animal was adopted by the zoo for a specific reason as you stroll through this natural and enchanted setting. Let's get curious and learn all about the animals that share our environment!
- 05:00 PM All aboard! Next stop: the SUGAR SHACK!
Discover how the people of Quebec managed to brave the difficult winters through the tradition of maple syrup production as your tour leader shares their Sugar Shack story.
- 05:30 PM Get ready to party like it's 1699! At La Sucrerie de la Montagne, an authentic French Canadian cabane à sucre outside of the city, you're going to learn about maple syrup production methods, feast on a 17th Century meal and get down to traditional songs and dances. Don't forget to add some syrup to your pea soup (we're not kidding).
- 08:00 PM Departure for the hotel.
- 09:00 PM Arrive at the hotel and unload the motorcoach. Hang in there a few more minutes as your tour leader gives you instructions for proper hotel conduct and for the next day full of exciting activities!

Spend the night at the Gouverneur Hotel Place Dupuis
1415, rue St-Hubert, Montreal, Quebec
PH: (514) 842-4881

(Or equivalent pending availability upon receipt of deposit.)

Saturday, April 27, 2019

- 07:30 AM Everybody ready? Time to head out for your activities! Your tour leader will fill you in on all the fun that's in store.
- 08:00 AM Let's start the day with a breakfast of champions at La Petite Marche, a quaint French restaurant in the Plateau Mont Royal.
- 09:00 AM Let's explore this beautiful city with a local guide. Your sightseeing tour will include: city views old and new, trendy neighbourhoods, world class universities, urban art, theatres and much more!
- 11:00 AM Take in the sights and sounds of Le Marché Jean Talon, Montreal's busiest outdoor market, as you partake in our Grocery Scavenger Hunt. (Complete with prizes! Yahoo!)
- 12:30 PM Free time in Montreal's famous Underground City, a network of malls, museums and restaurants! Here's your chance to explore with your friends, grab lunch (at individual expense), and practice your conversational French. Your tour leader will give you a meeting place and time. Enjoy!
- 03:00 PM Learn about the famed stained glass art, the world-famous organ, the stunning Sacred Heart Chapel and of course Celine Dion's epic wedding during your guided visit of the Notre-Dame Basilica.
- 04:00 PM Let's explore charming Old Montreal with your tour leader. There's so much to see! The Place Jacques Cartier, City Hall, Marché Bonsecours, the Old Port, and more! Afterwards, enjoy some free time in the area!

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

Jumpstreet Tours 780 avenue Brewster, Suite 02-300 Montreal (Quebec) H4C
2K1 514-954-9990/800-663-4956

3 Days Montreal
(19-99095/1)

Feb 8, 2019
Page 1 of 2

- 05:30 PM** While the Plateau used to be a working class neighbourhood forgotten by the hustle and bustle of the downtown core, today - with its influx of artists, students, and small business-owners - it's one of the hippest and most popular sectors of the city. Your tour leader will take you on an orientation walk through the Plateau so you can experience its unique charm.
- 06:30 PM** Saint-Denis is a popular street that runs through the heart of the trendy Plateau neighbourhood. It's lined with wonderful local restaurants and we're going to one of them! Restaurant l'Académie is classic French cuisine with a twist.
- 08:00 PM** Let's retrace the steps that De Maisonneuve took to the top of city's iconic Mont-Royal. We'll make our way up to the Chalet de la Montagne for a stunning view of the greater Montreal area.
- 09:00 PM** Departure for the hotel.

Sunday, April 28, 2019

- 07:15 AM** Meet up with the rest of the group in the hotel lobby and make your way to the restaurant for breakfast, just a couple of minutes away.
- 07:30 AM** Time to fill up for the day with a delicious breakfast at Tutti Frutti, located in Place Dupuis. Bon appétit!
- 08:30 AM** Head back up to your rooms to grab your luggage and check out before you meet up with your driver.
- 09:00 AM** You won't believe it, but the time has come...for your last day of this fantastic journey! Time to leave the hotel with your luggage and take advantage of today to say goodbye to these foreign lands.
- 09:30 AM** Visit the tallest inclined tower in the world and enjoy a breathtaking panorama on Montreal. Afterwards, take part in a visit of the Olympic Stadium, host to the 1976 Summer Olympics!
- 12:00 PM** Montreal has so many restaurants that you could eat out every night of the year without going to the same place twice. It's only fitting, then, that you put your own culinary skills to the test at your very own cooking workshop. You'll learn how to prepare some magnificent meals (and you'll eat them too!).
- 02:00 PM** Hugs and handshakes as you bid farewell to your tour leader and head back home.
Stops and dinner en route (at individual expense).
- 09:00 PM** This is when you're expected to arrive back at your school, where your family and friends will be eager to hear all about your adventure!

Checklist for Final Approval of Extended Travel (Per Policy UOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: DHS Music Dept.

Destination: New York City

Contact Person (s): Jim Butka

Dates of Travel: May 11 & 12, 2019

Number of Students Traveling: 48

Number of Chaperones: 5

Adult/Student Ratio: 1/9.5

Please circle appropriate response:

Permission Forms submitted to Principal: yes/no Being passed out this week

Student Code of Conduct Contracts, Inc. Standards for Behavior submitted to Principal: yes/no
Being passed out this week

Telephone Contact Notification submitted to Principal: yes/no

List of all students and chaperones submitted to the school and Supt's Office: yes/no

All Chaperones completed criminal background check: yes/no



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



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

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LOUISE PARADIS
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l.paradis@dover.k12.nh.us

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

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

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

Mar. 6, 2019

Dear members of the Dover School Board:

I am writing this to request final approval of the Dover High School Music Department trip to New York City on May 11 & 12 this year.

The travel company we are using is Bennett Student Travel, Inc., P.O Box 2205, Fitchburg, MA 01420. The phone number is 978-342-7188 and the fax is 978-342-1579. The proprietor is Doug Bennett. I have done three school trips previously with Bennett Student Travel, most recently was the DHS trip to New York in May of 2017.

Attached is the itinerary of the trip and checklist for final approval of extended travel. Students have turned in registration forms. The permission forms, medical forms, student code of conduct contracts and standards for behavior are being distributed to the students this week. I am including a list of students and chaperones. Chaperones have completed criminal background check.

I will submit the permission forms, code of conduct contracts, and telephone contact information to Mr. Driscoll as soon as they are collected.

Sincerely,


James Butka

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

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

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

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

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



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

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

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

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

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

March 6, 2019

Dear Dover School Board Members,

This letter is being written in support of the final approval of the Dover Middle School World Explorers trip to New York City, April 12, 2019 to April 14, 2019. Mrs. Meffen has previously submitted all details and information related to the trip. I want to thank you for supporting this opportunity for our students. The experiences and memories will stay with them forever. I want to thank Mrs. Meffen for her efforts in making this trip possible.

Sincerely,

Kimberly R. Lyndes
Dover Middle School Principal

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

Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: World Explorers

Destination: Newark, NJ / New York City

Contact Person (s): Fran Meffer

Dates of Travel: Apr. 12-14, 2019

Number of Students Traveling: 21 students

Number of Chaperones: 7 chaperones and 1 advisor

Adult/Student Ratio: 2.5 students / 1 adult

Please circle appropriate response:

Permission Forms submitted to Principal: yes/no

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes/no

Telephone Contact Notification submitted to Principal: yes/no

List of all students and chaperones submitted to the school and Supt's Office: yes/no

All Chaperones completed criminal background check: yes/no



**DOVER HIGH SCHOOL
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REGIONAL CAREER TECHNICAL CENTER**



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Principal
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l.danley@dover.k12.nh.us

EMILY SHERMAN
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e.sherman@dover.k12.nh.us

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

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

March 7, 2019

William Harbron, Superintendent
SAU 11
McConnell Center
Dover, NH 03820

Re: Letter of Support

Dr. Harbron:

This is to express Career and Technical Center Director support for the field trip to Oregon submitted by the Marketing teacher, Bethann Cancellieri. This will be an extended stay trip.

Their plan is to attend the Portland Summer Sports Business Conference in Portland, Oregon. Visiting vendors, interacting with industry leaders and touring nationally known businesses is valuable experience for these students; this aligns perfectly with the two-year curriculum in Marketing.

Without reservation, I support this trip and commend Ms. Cancellieri for her determination to ensure a real-world experience for her students.

Sincerely,

Lisa Danley
Director
Career and Technical Education



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



PETER DRISCOLL
Principal

pdriscoll@dover.k12.nh.us

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EMILY SHERMAN
Dean of Instruction

KIM STEPHENS
Dean of Students
kstephens@dover.k12.nh.us

THOMAS WALDRON
Dean of Students
twaldron@dover.k12.nh.us

Dear Dover School Board,

The Dover Career Technical Center Marketing program has the opportunity to attend the Portland Summer Sports Business Conference. This conference is being held from Sunday, June 23rd -Tuesday, June 25th in Portland/Beaverton, Oregon.

This is an amazing opportunity for students to see the business side of the sport business. During this conference, students will have the opportunity to tour various sports businesses and athletic facilities. They will participate in branding and design workshops attend and sessions with marketing executives from national brands. These brands include Nike, Adidas, Columbia Sportswear, Portland Trail Blazers, and ProGolf.

The Marketing program is requesting School Board approval to attend this conference.

Sincerely,

Bethann Cancellieri
Dover CTC Marketing Teacher

DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER

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2017 - 2018 FIELD TRIP REQUEST

Date: 1/14/2019

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: Bethann Cancellieri

Destination of Field Trip: Portland, Oregon

Date of Field Trip: 6/23-6/26 Time of Departure: _____ Time of Return: _____

Number of Students: 12 Cost Per Student: \$1000.00

Number of Adults Going: 2 Method of Transportation: Airplane

LIST ALL CHAPERONES: Bethann Cancellieri, Daniel Casey

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?

Sports marketing conference

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

Students will read Shoe Dog by Phil Knight

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

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

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

☒ Trip Approved

☐ Trip Disapproved

Reason for Denial: _____

Principal's Signature: [Signature]

Date: 1/24/19

Revised 7/2017

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

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

See letter

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

3. Inclusive dates of trip.

Departing Boston, MA on Sunday, June 23rd

Departing Portland, OR on Wednesday, June 26th

4. General itinerary.

See attached

5. Cost per student.

Approximately \$1224.00

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

Students must pass Marketing I to attend.

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

See attached

8. Statement of source and nature of insurance coverage.

N/A

9. Decision and opinion of the Principal and Superintendent.

10. Release from duty of any staff member by the Superintendent

Trip takes place after the school year ends

Join us in Portland this summer!

**Portland Summer
Sports Business Conference:**

**Summer PDX Sports Business Conference
Sunday, June 23rd - Tuesday, June 25th
Cost: \$299 per person (before May 1st)
\$350 per person (after May 1st)**

Register early, space is limited for this exclusive opportunity!

Agenda and registration forms coming soon, contact kim@sportscareerconsulting.com or call 503-679-9651 for details.

To register online, click [here](#).

Conference Information:

**** For Educators: Learn best practices for connecting sports business content to the classroom***

This conference will provide unique professional development opportunities for teachers who will learn from industry pros and hear best practices for integrating sports business projects in the classroom. Educators will leave with lots of knowledge, project and activity ideas, and a free copy of SCC's franchise management project to implement in classrooms next season.

****For Students: Get a behind-the-scenes look at the business of sports***

Learn everything you want to know about the business of sports from executives with brands like Nike, adidas, Columbia Sportswear, Portland Trail Blazers and more! You'll never have a better opportunity to build your network than attending this event!

**** VIP Access: See some of the most successful brands in sports, up close and personal!***

Attendees of the summer conference will have the chance to tour the beautiful Nike World Headquarters along with exclusive opportunities to visit the adidas employee store (North America HQ is in Portland) and Columbia Sportswear employee store (company HQ is also in Portland). Other industry tours will also be featured.

**Sport Marketing Summer Conference
Portland, Oregon**

June 23, 2019 – June 26, 2019

Sunday, June 23rd:

All Day: Guests arrive

Evening: (Optional) Front Office Football Sports Marketing Simulation / social (dinner provided)

Monday, June 24th:

9:00 – Moda Center tour (home of Portland Trail Blazers)

10:30 – Adidas North America HQ (employee store visit)

11:30 - Lunch

1:00 – MLB to Portland presentation / Portland Gear marketing & branding workshop

2:30 – Return to hotel / brief break / sneaker design workshop

5:30 – Q&A with Hops General Manager / Networking and dinner at Ron Tonkin Field

7:00 – Hillsboro Hops baseball game

Tuesday, June 25th:

9:00 – Nike World Headquarters

11:30 – Columbia Sportswear headquarters (employee store visit)

12:45 - Lunch (Food Carts / PDX Experience)

1:45 – Advertising Workshop (Star Wars theme / licensing discussion) & Competition

3:30 – TopGolf marketing and promotion presentation

4:30 – Dinner and game play social at TopGolf

Airfare	425.00 approximately	JetBlue
Conference	299.00	
Hotel	300.00 approximately	Hilton Garden Inn, Beaverton, OR
Food/spending money	200.00	
Total	1224.00	

Day	Breakfast	Lunch	Dinner	
Sunday			included	
Monday	included	included	included	
Tuesday	included		included	
Wednesday	included			

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

EXTENDED TRAVEL

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

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

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

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

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

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

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

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DATE OF ADOPTION: April 13, 2015	PAGE 2 OF 3

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

12. Cost to the District.

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

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

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

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

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

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

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PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____
 hereby grants permission for _____ to travel to
Portland, Oregon with Bethann Cancellieri as chaperones, as part
 of a Dover School District extended travel program. The scheduled departure date is
6/23/19 and the scheduled return date is 6/26/19.

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

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

_____ day of _____, 20____

 Parent/Guardian Signature

 Parent/Guardian Signature

 Student Signature

Dover High School
25 Alumni Drive
Dover, NH 03820

Statement of Agreement

I agree to adhere to the following rules while on the
_____ trip with the class:

1. To not consume, purchase, bring with or bring home alcohol or illegal substances.
2. To not purchase body art or piercing services.
3. To not purchase or bring home any type of weapon.

I understand that I am accountable to _____

I understand that failure to comply with these rules will result in disciplinary action upon returning to Dover High School.

Student's signature

I have read and discussed this agreement with my son/daughter, and I support these rules and regulations.

Parent/guardian's signature

As a chaperone on this trip, I agree to adhere to the same standards of behavior as defined for student participants.

Chaperone's signature

**Donation Request List for Approval
March 11, 2019 School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
DHS & CTC	Madeleine's Daughter Bridal/Formal	500.00	Monetary	Project Graduation
DHS & CTC	Global Partners of Educational Alliance	500.00	Monetary	Educational Alliance Program
DMS	DMS PTA	500.00	Monetary	Field Trip to Fisher Cats

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**BYLAWS OF THE
DOVER SCHOOL BOARD
CITY OF DOVER, NEW HAMPSHIRE**

First Reading

ARTICLE I: Name

Section 1. The name of the School Board shall be the Dover School Board.

ARTICLE II: Members

Section 1. The School Board shall be composed of seven members in accordance with Section C4.2 of the City Charter.

ARTICLE III: Officers

Section 1. The officers of the School Board shall be a chairperson, a vice-chairperson, and a secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this School Board.

Section 2. Officers shall serve a one-year term. Officers shall be elected in accordance with Section C4-2 of the City Charter.

Section 3. These officers shall be elected as prescribed in Article IV, Section C4-3, of the City Charter.

Section 4. Any officer may be removed from his/her office by a majority vote of the School Board at any regularly scheduled, monthly, public meeting.

ARTICLE IV: Meetings

Section 1. All meetings of the School Board shall be held in the rooms designated by the School Board or the chairperson. The School Board shall meet for organization on the day stipulated by Section C4.3 of the Charter.

Section 2. The School Board shall hold its regular monthly meeting on the second Monday of each month. Changes may be made in this schedule due to conflicts with holidays. Regular meetings shall begin at 7 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

The School Board shall meet on the fourth Monday of each month in workshop session if there is business to be conducted. Workshop sessions shall begin at 6:30 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

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Nonpublic sessions may be held consistent with the provisions of RSA 91-A:3. The contents of these meetings shall conform to governing state law, RSA 91-A.

Section 3. Additional meetings shall be called by the chairperson at any time or upon written request of three members. Each call for an additional meeting shall distinctly specify the purpose for which the meeting is called. No other than such specific matters shall be considered at such special meetings except for emergency in accordance with RSA 91-A. At least twenty-four hours notice shall be given for such special meetings.

Section 4. A majority of the members of the School Board shall constitute a quorum.

Section 5. The meetings of the School Board shall be called to order promptly on the hour and then should proceed as follows:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ~~CITIZEN'S FORUM~~ **AGENDA APPROVAL**
- E. ~~AGENDA APPROVAL~~ **CITIZENS' FORUM**
- F. APPROVAL OF MINUTES
- G. CONSENT AGENDA
- H. STUDENT REPORT
- I. POLICIES-CHANGES-PROPOSALS
- J. POLICY ADOPTION
- K. RESOLUTIONS
- L. OLD BUSINESS
- M. NEW BUSINESS
- N. SUBMISSION AND PAYMENT OF BILLS
- O. SUPERINTENDENT'S REPORT
- P. COMMITTEE REPORTS, INCLUDING LEGISLATIVE UPDATE
- Q. SCHOOL BOARD MATTERS OF INTEREST
- R. ADJOURNMENT

Section 6. The following shall appear on all meeting agendas, except nonpublic meetings.

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members; and limit

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~~comments to five (5) minutes beginning after the obligatory statement of name and address by the citizen.~~

Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens' Forum will be restricted to items on the meeting agenda. Statements shall be limited to five **(5)** 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.

Section 7. All items for the agenda from School Board members shall be submitted in writing to the Superintendent's office before noon on the Tuesday preceding the regular meeting. The chairperson shall determine the order of the agenda for each meeting.

Section 8. The School Board shall be comprised of seven members. Every member present, when a question is put, shall vote for or against the same, unless he or she abstains.

Section 9. The ayes and nays upon all questions of appropriations of money shall be called and entered upon the minutes and on all other questions at the request of any member.

Section 10. The Dover School Board shall act in accordance with the New Hampshire "Right to Know Law" (RSA 91-A) as amended.

Section 11. The following paragraph is to appear on all regular meeting agenda:

All meetings conducted by the School Board are open to the public except for times when the School Board enters non-public session.

Section 12. A notice of the time and place of each meeting shall be posted in two appropriate public places and/or shall be printed in a newspaper of general circulation in Dover, at least twenty-four hours, excluding Sundays and legal holidays, prior to such meetings.

ARTICLE V: Workshop Session

Section 1. The Workshop Session shall be defined as a non-policy making meeting of the entire School Board. Said Workshop Session shall assemble for purposes of discussion on topics to prepare the School Board for understanding and action at a subsequent policy-making meeting.

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Section 2. The secretary shall see that proper minutes of the proceedings are kept on file in the office of the School Board.

ARTICLE VI: Power and Duties of the School Board

Section 1. The Dover School Board shall be the governing body of the Dover School District and derives its authority from State laws and Department of Education Rules.

Section 2. The Dover School Board recognizes its duty to provide, at district expense, elementary and secondary education to all pupils who reside in the district, consistent with the provisions of RSA 189:1-a. the Dover School Board further recognizes its additional powers and duties within the scope of this statute.

Section 3. The School Board is legally responsible for the establishment of school policies and programs, the determining of the budgetary requirements of the schools, the election of regular employees of the district, and the evaluation of the results obtained. The School Board shall take final action upon recommendation of the Superintendent where the election or assignment of personnel or a change of policy and/or program is involved.

Section 4. The secretary shall keep a full and accurate record of attendance and proceedings of all meetings of the School Board and shall have the care and custody of all records, papers, and communications relative to the School Board.

Section 5. The School Board shall have the oversight of the financial condition of the School District and shall cause to have prepared and presented a financial statement each month.

Section 6. A payroll summary ledger and/or vendor check register will be issued for signature to the Chairperson or Vice-Chairperson on a weekly basis. The School Board shall be presented a manifest of all general fund expenditures for the preceding month, and this shall be issued to the Board for a majority signature of all members present.

Section 7. The School Board shall take action on all matters which pertain to the administration of the schools which calls for the investigation of violations of the regulations of the School Board, complaints made by staff, parents, or pupils, and complaints against staff, provided such complaints cannot be investigated and satisfactorily resolved by the Superintendent of Schools.

Section 8. The Board shall serve as the governing body of School Administrative Unit #11; a School District established under the laws of the State of New Hampshire. The Board shall provide all Superintendent services as described in RSA 194-C:4.

ARTICLE VII: Subcommittees

The School Board shall have the following standing subcommittee:

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The Discipline Committee

Section 1: Any subcommittee shall be made up of three (3) members of the School Board, who shall be appointed by the Chairperson and approved by the School Board at the first regular meeting of each calendar year. A quorum of the subcommittee shall be a simple majority of its members. A vacancy in a subcommittee shall be filled by the Chairperson for the remainder of the term. Each subcommittee shall elect a chair from its membership. Meetings shall be scheduled by the subcommittee chair as deemed necessary.

Section 2: The School Board may form ad hoc subcommittees on an as needed basis by vote of the School Board.

ARTICLE VIII: Liaisons

Section 1. For the purpose of gathering information on matters of interest to the School Board and reporting back to the School Board, the School Board may designate a member to serve as a liaison to the Dover City Council and New Hampshire School Board Association or other committees, as needed:

Section 2. A liaison shall be appointed by the Chairperson and approved by the Board during any regular meeting.

Section 3. The School Board may designate a liaison to any Workgroup established pursuant to Article IX of these Rules.

ARTICLE IX: Workgroups

Section 1. The School Board may direct the Superintendent to organize Workgroups comprised of School District Staff on issues of importance to the School Board. The Superintendent shall report to the School Board on the work of such Workgroups as requested by the School Board.

ARTICLE X: Parliamentary Authority

Section 1. General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda.

ARTICLE XI: Amendment of Bylaws

Section 1. These bylaws can be amended at any regular meeting of the School Board by a two-thirds vote, provided that the amendment has been submitted in writing to the entire membership at the preceding regular meeting. For sixty days following the inauguration these bylaws can be amended at any meeting of the School Board by a majority vote, provided that the amendment has been submitted in writing to the entire membership at the preceding meeting.

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ARTICLE XII: Student Representative to Dover School Board

Section 1. The student representative is responsible for presenting current student issues to the School Board. The student representative shall represent his/her constituents in the same manner as a regular School Board official.

Section 2. Eligible students must be entering the tenth, eleventh, or twelfth grade; they will be required to fill an application which will be reviewed by the student council advisors and administrative staff. Finalists will be selected and will be allowed to run in a general election concurrent with the class elections. The student body as a whole will be responsible in voting the student representative. The term of the elected student representative shall run from the meeting following the student council election.

Section 3. The student representative shall be a non-voting member of the School Board. RSA 189:1,C.

Amended: March 12, 2001
 May 14, 2001
 January 7, 2002
 January 13, 2003
 February 2, 2004
 February 14, 2005
 January 3, 2006
 January 8, 2007
 January 7, 2008
 January 12, 2009
 March 8, 2010
 February 13, 2012
 February 10, 2014
 April 13, 2015
 January 11, 2016
 January 2, 2018

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

February 13, 2019

Lisa Dillingham, DTU President
Dover Middle School

Reference: 2019-2020 Calendar Modification

Ms. Dillingham:

The Leadership Team has reviewed the DTU recommendation pertaining to the 2019-2020 calendar modification to accommodate the polling places in District facilities. The following is the Leadership Team's recommendation:

- Teacher Workshop scheduled for January 17 moved to December 6. This date will be used for K-8 conferences and professional development at Dover High School and CTC.
 - ✓ Moved to December due to concern with possible winter weather preventing conferences.
 - ✓ December date aligns with the grading period.
- Following dates were agreed upon:
 - ✓ November 5 – Teacher Work Day
 - ✓ November 8 – Regular School Day
 - ✓ April 17 – Regular School Day
 - ✓ June 5 – Regular School Day (June 5 Teacher Workshop becomes Primary Day.)
- There was not an agreement to move open houses to October. The observation presented by the Leadership Team if the open houses are held later, then parents/guardians begin to view as an opportunity for conferencing with the teacher. Dover High School felt the later open house had a significant impact on the high school parent knowing their child's schedule, teacher, and course expectations. The open house dates selected are:
 - ✓ Dover High School – September 19
 - ✓ Dover Middle School – September 17 and September 18
 - ✓ Garrison School – September 24
 - ✓ Horne Street School – September 25 or 26
 - ✓ Woodman Park School – September 25 or 26

My target is to present the modified calendar to the Board on March 11.

Respectfully,

William R. Harbron, Ed.D.
Superintendent

Dr. William Harbron, Ed.D.
Superintendent of Schools
w.harbron@dover.k12.nh.us

Libby Simmons
Business Administrator
l.simmons@dover.k12.nh.us

Dr. Christine Boston, Ed.D.
Assistant Superintendent
Student Services
c.boston@dover.k12.nh.us

Paula Glynn
Assistant Superintendent
Teaching and Learning, Federal Funds
p.glynn@dover.k12.nh.us

From: [Lisa Dillingham](#)
To: [William Harbron](#)
Subject: Meeting Follow-Up
Date: Thursday, January 31, 2019 9:20:24 AM
Attachments: MOU 2 hour delays.docx

Good Morning,

As a follow-up to our meeting on Tuesday:

1. Apparently there is a Team Leader job description, however it is specific to the middle school. I will work with Christine on revising the document so that it encompasses our needs for the high school special education department. Perhaps this would also be a good time to revise it to include the needs for the elementary team leaders. What do you think?
2. I brought our proposed idea for the changes in the school calendar to the DTU Executive Board yesterday. They very much liked the changes, especially changing parent-teacher conferences to January. The only request is if conferences are going to be that much later, can we please push open houses to October? This way teachers would have more time to gather student work for display and close the gap between open house and conferences. So to confirm:
 - a. November 5 – Teacher Workshop Day
 - b. November 8 – Regular School Day
 - c. January 17 – Teacher Workshop Day/Parent-Teacher Conferences
 - d. April 17 – Regular School Day
 - e. June 5 – Regular School Day
 - f. June 5 Teacher Workshop becomes Primary Day
3. I have created a Memorandum of Understanding for the plan period situation at Woodman Park. I have attached the draft for you to read. If it is acceptable to you, I will send over the hard copy with my signature.
4. You mentioned during our discussion about meeting with Roger Johnson of the NAACP yesterday (I think you said). I was curious if that meeting happened and if he showed up?
5. Speaking of that topic, you mentioned wanting to do something for the March Teacher Workshop day surrounding the issues of race and white privilege. I am having a phone conference with the NEA-NH President and the NEA Director of Human and Civil Rights tonight to learn about what resources and training could be available to assist us with this work. I'm not trying to step on your toes, but figured it couldn't hurt to see what would be available to us if we wanted to do something for March.

Please let me know if I have missed anything.

Enjoy the day!

Lisa

GENERAL FUND - FY2019 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED FEBRUARY 28, 2019					
Account Description	FY2019 Budget (Adjusted)	Received To Date 2/28/2019	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	\$ 1,781,115.42	\$ 2,394,526.00	\$ (32,280.00)
Tuition - Nottingham	\$ 1,170,017.00	\$ 567,695.96	\$ 607,423.04	\$ 1,175,119.00	\$ 5,102.00
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	\$ 38,142.96	\$ 112,020.00	\$ (86,255.00)
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	\$ 59,182.71	\$ 85,000.00	\$ (10,000.00)
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	\$ 380,480.00	\$ 219,520.00	\$ 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	\$ 9,514,248.97	\$ 6,434,983.07	\$ 15,949,232.04	\$ (80,649.96)
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			\$ 60,404,193.04	\$ (80,649.96)
EXPENSES & ENCUMBRANCES - ESTIMATED FEBRUARY 28, 2019					
Account Description	FY2019 Budget (Adjusted)	Expenses to Date 2/28/2019	Encumbrances/ Antic. Exp 2/28/2019	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,617,129.62	\$ 11,025,076.50	\$ 10,452,329.52	\$ 21,477,406.02	\$ (139,723.60)
(1200) Special Education Programs	\$ 11,832,419.34	\$ 6,461,359.66	\$ 5,187,045.73	\$ 11,648,405.39	\$ (184,013.95)
(1300) Career and Technical Education Programs	\$ 1,863,602.00	\$ 967,464.42	\$ 827,642.19	\$ 1,795,106.61	\$ (68,495.39)
(1400) Co-Curricular Activities and Athletics	\$ 657,403.93	\$ 428,289.61	\$ 125,850.78	\$ 554,140.39	\$ (103,263.54)
(1600) Adult/Continuing Education Programs	\$ 204,341.00	\$ 132,651.04	\$ 71,418.85	\$ 204,069.89	\$ (271.11)
(2100) Support Services - Students	\$ 4,058,339.96	\$ 2,093,263.66	\$ 1,906,170.56	\$ 3,999,434.22	\$ (58,905.74)
(2200) Support Services - Instructional Staff	\$ 1,142,585.76	\$ 589,432.42	\$ 435,908.96	\$ 1,025,341.38	\$ (117,244.38)
(2300) Support Services - General Admin.	\$ 1,446,279.04	\$ 942,535.00	\$ 440,243.91	\$ 1,382,778.91	\$ (63,500.13)
(2400) Support Services - School Admin.	\$ 2,806,338.55	\$ 1,742,521.70	\$ 967,565.45	\$ 2,710,087.15	\$ (96,251.40)
(2600) Support Services - Operation Maint/Plant	\$ 4,723,320.40	\$ 3,279,514.49	\$ 1,535,106.65	\$ 4,814,621.14	\$ 91,300.74
(2700) Support Services - Student Transportation	\$ 2,693,545.00	\$ 1,385,245.01	\$ 1,395,777.24	\$ 2,781,022.25	\$ 87,477.25
(2800) Support Services - Centralized Services	\$ 1,324,105.40	\$ 872,943.58	\$ 300,274.52	\$ 1,173,218.10	\$ (150,887.30)
(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	\$ 29,971,286.36	\$ 23,760,334.36	\$ 53,731,620.72	\$ (777,363.28)
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	\$ 29,971,286.36	\$ 29,736,193.36	\$ 59,707,479.72	\$ (777,363.28)
		Estimated Operating Revenue over/(under) budget			\$ (80,649.96)
		Estimated Net revenue/expenses, unexpended funds/(deficit)			\$ 696,713.32
As of February 28, 2019, estimated unexpended funds for FY2019 is \$696,713,32					



**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

LISA DANLEY
Director of Career Technical Education
l.danley@dover.k12.nh.us

LINDA MADDEN
Dean of Student Services
l.madden@dover.k12.nh.us

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

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

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

March 5, 2019

Dear School Board Members,

Dover High School and Regional Career Technical Center would like to request Wednesday, June 12, 2019 as the graduation date for the Class of 2019. Students and faculty have begun preparations and are looking forward to the culminating event of our students' careers at Dover High School.

Sincerely,

Peter Driscoll
Dover High School Principal



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: March 11, 2019
RE: Approval to Use Dover Career Technical Center Expendable Trust Funds

On June 26, 2017, the School Board approved the establishment of the Dover Career Technical Center Expendable Trust Fund. The Fund is managed by the City of Dover, Trustees of the Trust Fund and funds may be expended at the request of the Dover School Board for the sole purpose of use within the Career Technical Center.

Attached to this memo is a request from Lisa Danley, CTE Director, to purchase a Tiny House Trailer from Nichols Trailers, as well as information from other area vendors who manufacture similar trailers. Ms. Danley is requesting that the School Board proceed with an award to Nichols Trailers in the amount of \$5,600.

Approved By,

Amanda L. Russell, Chairperson

Keith Holt, Vice-Chairperson

Kathleen Morrison, Secretary

Andrew Wallace

Carolyn Mebert

Zachary Koehler

Matthew Lahr



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



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

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

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

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

Memorandum

To: Libby Simmons, SAU Business Manager

From: Lisa Danley, CTE Director

Subject: Order For Tiny House Trailer

Date: February 13, 2019

This is to request the purchase of a Tiny House Trailer from:

Nichols Trailers
116 Hillside Drive
Farmington, ME 04938

This trailer is 24', GVW 14,000 lbs. and is DOT ready with lights and brakes. Delivery charges are added to the attached invoice.

Additional Quotes were sought from:

TruckCraft Corporation in Chambersburg, PA (locations in NH)
J & J in Winchester, NH
Tiny House Northeast in Wakefield, NH

TruckCraft no longer manufactures these trailers; this is also the case with J & J which was learned after emails were not answered and a phone call followed up to confirm they also were not manufacturing trailers.

The quote from Tiny House Northeast came in at \$5950 without a guarantee that will be the price at time of purchase due to rising costs.

There are no other manufacturers in the area for tiny houses.

We would like to go forward with ordering the Tiny House Trailer from Nichols Trailer at \$5600 which includes delivery.

*2005 New Hampshire School of Excellence
Accredited New England Association of Schools and Colleges
Equal Employment Opportunities – Equal Educational Opportunities*

Nichols Trailers
116 Hillside Dr
Farmington, ME 04938

Invoice

Date	Invoice #
11/14/2018	200

Bill To
Dover Regional Career Tech Center

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	2019 Nichols 24' Tiny House Trailer Black GVW 14,000 lb Delivery to Dover Sales Tax	5,250.00 350.00 5.50%	5,250.00 350.00 0.00
Thank you for your business.		Total	\$5,600.00

Pay online at: <https://ipn.intuit.com/login/qb>

Re: Tiny House Northeast Design-Build: Tiny House Trailer

Eric/Isa/THNE Team <tinyhousenortheast@gmail.com>

Sat 2/9/2019 6:51 PM

To: Lisa Danley <L.Danley@dover.k12.nh.us>

Hi Lisa. Thanks for the inquiry. The prices for trailers have increased in 2018 and were actually held back (not reflecting our increased expense), but for 2019 they will increase a few more hundred dollars in the next few weeks. Going forward they must reflect the costs to build them. For a 24' at 14k gvwr it's 5.950.

They are all 100% DOT compliant with light, breaks, etc. and dual axle by default, until beyond 24'. We can have them built with a recess which is several inches deep (e.g., 3"-5") or reverse the channel metal and provide a flat bed on which to build. The bed is always between the wheel wells (approx. 7' wide bed), though we weld a horizontal flange of approx. 7" wide along the parameter onto which the walls often rest, so people have built out to 8' wide. We suggest that review your new trailer in person before you make final commitments to measurements and placements of components in your plans.

On Sat, Feb 9, 2019 at 4:27 PM <tinyhousenortheast@gmail.com> wrote:

Hello Tinyhousenortheast,

IP : 74.70.24.242

Subscription :

A new user has been created in AcyMailing :

Name : Lisa

Last Name : Danley

Email : L.danley@dover.k12.nh.us

Phone Number : 603.892.1901

Subject : Tiny House Trailer

Message : This is to request a quote on a 24' Tiny House Trailer, GVW 14000 lbs. with delivery to Dover, NH.

What Product or Service do you need? : Custom Trailer Order

Do you need financing? : no

Comments/Notes : I appreciate your response.

Thank you again for your interest in Tiny House Northeast! If you haven't already, please click on the subject for more information on our website:

[Wheelhouses](#)

[Wheelshells](#)

[Designing](#)

[Classes](#) (when scheduled)

Regards,

Tiny House Northeast
& the *Wheelhouse*™ Team
(978) 463-7715

ABOUT PARKING: Unfortunately, THNE is unable to provide tiny house parking information for your town or state because there are thousands of zones in the Northeast with unique requirements.

WE ARE CLOSED WEEKENDS. EXPECT WEEKDAY RETURNS TO EMAILS & PHONE MSGS

www.TinyHouseNortheast.com

RE: Lisa Danley has sent you a message

Barry Umbrell <BarryU@truckcraft.com>

Tue 1/8/2019 1:35 PM

To: Lisa Danley <L.Danley@doover.k12.nh.us>

Hello Lisa,

Thank you for your inquiry however we do not manufacture trailers.

Sincerely,

**Barry Umbrell
Sales Manager
TruckCraft Corporation
5751 Molly Pitcher Highway South
Chambersburg, PA 17202
www.truckcraft.com**

-----Original Message-----

From: Lisa Danley <l.danley@doover.k12.nh.us>

Sent: Tuesday, January 08, 2019 12:14 PM

To: Barry Umbrell <BarryU@truckcraft.com>

Subject: Lisa Danley has sent you a message

From: Lisa Danley <l.danley@doover.k12.nh.us>

Address: 25 Alumni Drive Dover, NH

Phone: 603-516-6978

Business Type: School

Message Body:

I am contemplating purchasing a flatbed trailer to support a tiny house. What would be your cost of a 24' Tiny House Trailer, GVW 14,000 pounds?

Lisa Danley

--

This mail is sent via contact form on Truck Craft <http://truckcraft.com>



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: March 11, 2019
RE: Approval of Award – Woodman Park Elementary School Vestibule Renovation

On January 18, 2019, working collaboratively with Harriman Architects, the District solicited a public bid requesting proposals for a security vestibule renovation at Woodman Park Elementary School. Four vendors submitted proposals on February 15, 2019 and those results are noted below:

Bidders	Base Bid Lump Sum	Commence Work on or About	Substantially Completed Date
Bonnette, Page & Stone Corp. 91 Bisson Avenue Laconia, NH 03246	\$137,810	6/17/2019	8/9/2019
Broadview Construction Corp. 350 Cherry Valley Road Gilford, NH 03249	\$166,913	4/1/2019	8/9/2019
Structure Tone, LLC 59 Stiles Road, Suite 204 Salem, NH 03079	\$204,067	6/14/2019	8/9/2019
Solid Roots Construction, LLC 159 South Main Street Manchester, NH 03102	\$209,000	6/14/2019	8/9/2019

The security vestibule renovation project at Woodman Park Elementary School is one of several school infrastructure projects that was approved by the State in the amount of \$180,000.

Harriman Architects has assisted in review of the bid results. I am requesting that the School Board proceed with an award to **Bonnette, Page & Stone in the amount of \$137,810.** The District will request 80% of the project cost that also includes estimated architectural services approved by the School Board on April 5, 2018 in the amount of \$12,650. To request an extension by April 1, 2019, I am also requesting that the School Board approve the **total local appropriation of \$30,092** or 20% of the full project cost.

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

LIBBY M. SIMMONS
Business Administrator
lsimmons@dover.k12.nh.us



CHRISTINE BOSTON, Ed.D.
Assistant Superintendent of Student Services
c.boston@dover.k12.nh.us

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

THE DOVER SCHOOL DISTRICT

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

TO: Dover School Board
William R. Harbron, Superintendent
FROM: Christy Prosser, Director of Technology
DATE: March 6, 2019
RE: Recommended New Student Information System

The Dover School District's Technology Department request the approval to purchase and implement a new Student Information Systems product for the 2019-2020 school year. The Educational Technology committee began the RFP process in January 2019 and received 6 RFP's from Student Information Systems Companies. The Committee narrowed the selection to 2 vendors to come on site for district wide presentations. The selected vendors were Aspen by Follet and Infinite Campus.

The Educational Technology Committee is made up of 7 members representing departments and all schools of the Dover School District. Committee voting was 5 to 2 in favor of Infinite Campus as the Student Information Systems of choice.

The selected vendors implementation costs is as follows:

Implementation Cost (FY19)	Aspen (Follet)	Infinite Campus
Implementation Cost	\$55,225.00 *	\$64,400.00

**Note Aspen had additional "optional" costs versus "included in" cost by Infinite Campus*

Total Implementation Costs and Breakdown of "Optional and Included" is as follows.

Product Cost Breakdown	Aspen (Follet)	Infinite Campus
Implementation & Year 1 (combined cost)	\$112,325.00	\$106,128.00
Online Registration	\$ 21,300.00	\$ 7,932.00
Health Module Implementation	\$ 19,800.00	included
Messenger (basic)	N/A	included
Managed Hosting	\$5,000.00	N/A
Annual prorated	N/A	\$ 991.50
Total Year 1	\$158,425.00	\$115,051.51

Dover School District Mission Statement

Empowering All Learners

Annual Subscription Cost	\$38,800.00	\$41,728.00
Online Registration	\$13,300	\$ 7,932.00
Managed Hosting	\$5,000.00	0
TOTAL ANNUAL COST	\$57,100.00	\$49,660.00

Benefits of the implementation of a new student information system will allow the school district the ability to utilize, access, monitor, maintain and manage student data, gradebooks, attendance, etc. Teachers will have more access to student information for classes, student progress and portals for teacher / parent / student communications. Student and Parents will have portal access to view grades, schedules, request demographic updates and if utilized a platform for additional points of communication to parents and students about upcoming assignments, events, or school notifications.

The implementation of a new student information system will also allow the district to define a more granular data integrity and levels of data analysis to drive data driven decisions and showcase the districts performance over time.

The selected Student Information System, Infinite Campus is integrated with Online Registrations so new or returning students can provided updated demographic information, complete forms online and even upload necessary supporting documentation needed by the schools during times of registrations or new enrollments.

We have an aggressive timeline in place to be ready to go live on August 15, 2019 which includes the data migration beginning in March 2019 and concluding over the summer. Teacher, Staff and Administrative trainings will be structured to support a successful transition with vendor on-site support and trainings at the beginning of the school year.

The benefits of selecting Infinite Campus for Dover School District as the new student information system will allow the district the opportunity to redefine data collection, teacher data access, data efficiency, and more app based and online access for students, parents, and teachers.

The Educational Technology Committee and I reviewed the bid results. The committee is requesting that the Dover School District Board proceed with an award for the Student Information System to **Infinite Campus**. Total Project Cost of **\$115,051.51**.

Payment Installments and Timeline:

	Initial Term <u>4/1/19 - 6/30/19</u>	First Annual <u>7/1/19 - 6/30/20</u>	Second Annual <u>7/1/20 - 6/30/21</u>
Implementation Milestone 1	\$ 21,466.67		
Implementation Milestone 2	\$ 21,466.67		
Implementation Milestone 3		\$ 21,466.67	
Annual Subscription	N/A	\$ 49,660.00	\$ 49,660.00
Total	\$ 42,933.34	\$ 71,126.67	\$ 49,660.00

Dover School District Mission Statement

Empowering All Learners

Our goal is to begin the partnership between FIRST Robotics and Daniel Webster Council/Boy Scouts of America but forming the first in New Hampshire Exploring Post dedicated to STEM and robotics via our FIRST Tech Challenge robotic team.

Our current team is made up of students from the middle and high school who will all become members of Exploring Post 7804. Once established the Post will be also be open to members of the FRC team 4546 Shockwave if they would like to join. Once there is a need for younger students we will establish an Exploring Club to accommodate the younger students into the program as well.

This partnership would allow us to take full advantage all of the properties owned by Daniel Webster Council as well as provided us with much needed insurance coverage during our meetings.

Scouting units need to have a sponsoring organization and we are asking that SAU 11 become our chartered organization as this will cover students from all schools within the district. There will be no cost incurred by the SAU as all cost are covered through the membership.

Daniel Webster Council and FIRST have been working to reach this point for a couple years and Dover will be designing the template that will be used across the state to move this partnership forward.

For Inspiration and Recognition of Science and Technology (FIRST) is an international youth organization that operates the FIRST Robotics Competition, FIRST LEGO League, FIRST LEGO League Jr., and FIRST Tech Challenge competitions. Founded by Dean Kamen and Woodie Flowers in 1989, its expressed goal is to develop ways to inspire students in engineering and technology fields. Its philosophy is expressed by the organization as cooperation and gracious professionalism. FIRST also operates FIRST Place, a research facility at FIRST headquarters in Manchester, New Hampshire, where it holds educational programs and day camps for students and teachers.

The Boy Scouts of America (BSA) is one of the largest Scouting organizations and youth organizations in the United States, with more than 2.4 million youth participants and nearly one million adult volunteers. The BSA was founded in 1910, and since then, more than 110 million Americans have been participants in BSA programs at some time. The BSA is part of the international Scout Movement and became a founding member organization of the World Organization of the Scout Movement in 1922.

Exploring is an interactive, worksite-based career education program of Learning for Life, an affiliate of the Boy Scouts of America. Participants in the program are called Explorers and previously Explorer Scouts. The program serves youth in 6th-8th grades (Exploring clubs), and young men and women who are 14 through 20 years old (Exploring posts). Exploring units (clubs or posts), are sponsored by local businesses, government agencies, and nonprofit organizations, and usually focus on a single career field, but can also introduce youth to a variety of career fields within a single unit.

Check One:

Explorer Club ☐

Explorer Post ☐

Renewal Post/Club No. _____

Council _____ District _____

Annual Memorandum of Understanding

_____ has read and understands the following conditions for participating in this program operated and maintained by Learning for Life, a District of Columbia nonprofit corporation ("Learning for Life"), and desires to enter into this agreement regarding participation in this program. The responsibilities of the organization include:

Explorer Clubs only:

- Screening and selecting at least two adults, including a sponsor and associate sponsor, to work directly with the Explorer Club participants.

Explorer Posts only:

- Screening and selecting at least four adults, including committee chairman, two committee members, and an advisor, who will work directly with the post officers.

Explorer Clubs and Explorer Posts:

- Ensuring that all participating adults complete the required Exploring Youth Protection training. The training is available at www.exploring.org.
- Providing adequate facilities for the participants to meet on a regular schedule with a time and place reserved.
- Participating in a program planning meeting and Open House.
- Participating in at least one evaluation with Learning for Life representatives each year.

Note: Adults may serve in multiple posts and clubs.

Exploring is part of Learning for Life's education resource program. Learning for Life provides the support service necessary to help the participating organizations succeed in their use of the program.

These services include year-round training techniques and methods for selecting quality leaders; program resources; and primary general liability insurance to cover the participating organization, its board of directors and/or trustees, and its officers and employees in their official and individual capacities against personal liability judgments arising from official Learning for Life activities.

This Annual Memorandum of Understanding shall remain in effect through the registration expiration of the post or club. Either organization may discontinue the program at any time upon written notice to the other organization.

Date: _____

Signature of executive officer or designee

Signature of Exploring representative

(Print name)

(Print name)

EXPLORING™

DISCOVER YOUR FUTURE

GETTING STARTED

So you just agreed to start an Exploring program in your business or organization. On behalf of the youth who will have a more prepared and bright future as a result of your commitment to Exploring, thank you! Your commitment to the youth in our community (your future employees) deserves an applause. You will have year-round support from your local Exploring professional in the way of youth recruitment, adult leader training, program design and all of the other questions that will arise. In the meantime, here is a snapshot of what should be happening within the first nine weeks of saying YES to Exploring:

3 WEEKS	ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
	CEO/Head of Org.	Executive Officer signs Memo of Understanding	Schedule program planning meeting
	CEO/Head of Org.	Identify 6-8 adult leaders who will become the unit committee	Schedule meeting with local schools
	all	Leaders complete Youth Protection Training online at exploring.org/training-safety	Share links to: Exploring leader training Exploring Guidebook (CH. 3) Activity Library/Career Opportunity Worksheet
	all	Review links provided by your Exploring professional prior to the program planning meeting	Suggested bylaws & standard operating procedures

6 WEEKS	ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
	all	Attend program planning meeting	Lead program planning meeting
		Set Exploring unit meeting schedule	Prepare sample activity ideas
		Set initial bylaws	Provide guidance on setting bylaws
		Start Exploring leader training online	Provide guidance on setting unit budget
6 WEEKS		Schedule & promote open house	Connect new leaders with existing program leaders
	all	Browse Exploring Guidebook (CH. 3)	Assist in coordinating the open house
			Share survey results & open house fliers

9 WEEKS	ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
	CEO/Head of Org.	Approve bylaws & standard operating procedures	Get copies of bylaws & standard operating procedures
		Set unit budget	Share unit fundraising opportunities
		Complete Exploring leader trainings online	Confirm Exploring leader trainings are completed
	all	Host open house	Attend open house with youth applications
9 WEEKS		Submit applications and fees	Collect applications and fees
		Schedule youth officer elections	Introduce unit leaders to assigned Service Team Member/Commissioner
		Report progress to Executive Officer	

YOUR LOCAL EXPLORING PROFESSIONAL IS: _____

EMAIL _____ CELL _____

FOR A DETAILED STEP-BY-STEP RESOURCE REFER TO THE UNIT PERFORMANCE GUIDE AT EXPLORING.ORG.

EXPLORING™

DISCOVER YOUR FUTURE

NEW POST/CLUB APPLICATION

Exploring brings business and community leaders together to help young people reach their full potential. Exploring offers teens and young adults unique, hands-on experiences in an environment that develops leadership, character, and confidence through many immersive and empowering moments along the way.

OUR MISSION

Deliver character-building experiences and mentorship that allow youth to achieve their full potential in both life and work.



OUR VISION

BRINGING A DIVERSE COHORT OF YOUNG PEOPLE TOGETHER TO DISCOVER THEIR FUTURE. PROVIDING AN IMMERSIVE EXPERIENCE THAT DEVELOPS LEADERSHIP, CHARACTER, AND CONFIDENCE THROUGH MANY IMMERSIVE AND EMPOWERING MOMENTS ALONG THE WAY.

CLUBS

The Explorer Club is a group of youth who are interested in exploring their future. They meet at least once a month to discuss their interests and goals. They also have a chance to share their experiences and learn from each other. The Explorer Club is a great way for youth to connect with others who share their interests and goals.

POSTS

The Explorer Post is a group of youth who are interested in exploring their future. They meet at least once a month to discuss their interests and goals. They also have a chance to share their experiences and learn from each other. The Explorer Post is a great way for youth to connect with others who share their interests and goals.

524-565
SKU 634697
April 2016 Printing

EXPLORING™

Organization Certification/ Special Interest Codes

The executive officer of the participating organization, by signature, approves the post or club application. Each Explorer post or club must list the correct special interest code (see code list on the next two pages). The executive officer must also approve all participating adults by signing their individual applications.

Post-Club Liability Insurance Fee

Posts and clubs are required to pay an annual Unit Liability Insurance Fee of \$40. This cost shall be submitted with the application and will help defray the expenses for the general liability insurance program. These fees will raise approximately 25 percent of the funds required to maintain insurance coverage for all participating organizations and leaders.

Adult Leadership: Post

Each post is required to have only one committee chairman, at least two committee members, and only one advisor. All adults must be 21 years of age or older.

Adult Leadership: Club

Each club is required to have only one sponsor and at least one associate sponsor. All adults must be 21 years of age.

Your local LFL office, through the national LFL office:

1. Helps you organize your post or club.
 - Provides post or club committee with proven and accepted methods to recruit leadership.
 - Outlines suggested procedures to recruit youth.
 - Conducts organization meetings.
 - Shares in approval process for post or club leaders.
2. Provides training opportunities for your Exploring leaders.
3. Provides year-round help:
 - Leader conferences
 - Service Team assistance
 - Concerned district personnel
 - Special activities and events
4. Maintains a council service center:
 - Program resources
 - Latest editions of literature
 - Professional staff assistance

Special Needs Designation (if applicable)

Indicate primary special need by placing the special need in the special needs box (limit to one). The special needs categories are: Developmental, Emotional, Hearing, Learning Disability, Mental Disability, Orthopedic, and Visual.

Special Interest Codes

These codes are used by registrars during the registration and renewal process to sort Explorer posts and clubs into the proper career interest category. This enables the Exploring department to then evaluate each post or club's program.

ARTS AND HUMANITIES

0100 Arts and Hobbies
0101 Actor/Actress
0103 Animal Care/Pets
0104 Artist/Sculptor (non-commercial)
0106 Author/Poet
0120 Commercial Artist
0127 Drama/Theater
0130 Fashion Designer/Model/Buyer
0134 Interior Designer/Decorator
0142 Movie Director/Producer
0143 Musician (Instrumental/Choral/Vocal)
0145 Photography

AVIATION

0200 Aviation
0201 Aerospace/Aeronautical Engineer
0207 Aviation Mechanic
0208 Aviation Engineer/Designer
0213 Flight Attendant
0215 Model Aircraft/Rockets
0216 Pilot/Flight Engineer
0217 Radio-Controlled Aircraft
0218 Soaring
0219 Civil Air Patrol

BUSINESS

0300 Business
0301 Accountant/CPA
0302 Advertising/Public Relations
0306 Banker/Teller
0313 Computer Programmer/Operator
0316 Data Processing Management

0317 Fashion Buyer (Merchandising)
0319 Financial Analyst
0320 Food Service/Restaurant Mgmt/Caterer
0324 Hotel Management
0333 Marketing
0336 Personnel Manager/Counselor
0337 Real Estate/Insurance
0338 Receptionist
0339 Retail Store Manager
0342 Secretary/Stenographer
0344 Small Business Manager/Owner
0345 Stock Broker/Investments
0349 Travel Agent

COMMUNICATIONS

0500 Communications
0501 Broadcasting
0504 Editor-Newspaper/Magazine
0505 Graphic Artist
0506 Journalist/Reporter/ Newspaper/Magazine
0507 Public Relations Manager
0510 Radio/TV Producer/Broadcaster

ENGINEERING AND TECHNOLOGY

1300 General Engineering
1305 Architect
1313 Chemical and Petroleum-Engineer
1315 Civil Engineer
1316 Computer Engineer
1320 Environmental Engineer
1322 Electronics Engineer
1341 Mechanical Engineer
1348 Solar Engineer

1349 Surveyor
1350 Plastic Engineer
1805 Robotics

FIRE/EMERGENCY SERVICE

0600 Fire/Emergency Service
0601 Civil Defense/Emergency Service
0602 First Aid/Ambulance Corps
0603 Firefighter/Rescue Service
0604 Paramedic/EMT (Emergency Service)
0606 Search and Rescue
0607 Volunteer Fireman
0608 Ski Patrol

HEALTH CAREERS

0700 Health Careers
0701 Anesthetist
0703 Chiropractor
0704 Dental Assistant/Technician
0705 Dentist
0708 Hospital Administrator
0711 Medical Technician (EEG-EKG)
0712 Nurse/Nurse Aide
0713 Occupational Therapist
0714 Optometrist
0716 Pathologist/Microbiologist
0717 Pharmacist
0718 Physical Therapist
0719 Physician/Surgeon
0721 Psychiatrist/Psychologist
0722 Public Health Worker
0724 Speech/Hearing Therapist
0725 Veterinarian
0726 X-Ray Technician

Special Interest Codes

LAW ENFORCEMENT

0800 General Law Enforcement
0802 Federal Agent (FBI, Secret Service)
0803 Military Police
0804 Police Officer
0806 Sheriff/Deputy
0807 State Police/Hwy. Patrol
0808 Probation/Parole Officer
0810 Police Reserve/Auxiliary
0812 Private Security

LAW, GOVERNMENT, AND PUBLIC SERVICE

0900 Law/Government and Public Service
0901 Air Force
0902 Army
0903 Attorney/Lawyer
0904 Urban Planning
0905 City Manager
0906 Civil Service/Government
0907 Coast Guard
0909 Court Reporter
0910 Legal Secretary
0911 Marine Corps
0912 National Guard
0913 Navy
0915 Parks/Recreation Director
0918 Politician
0922 Military Career
0923 Safe Rides Program

SCIENCE

1700 General Science
1703 Anthropologist
1704 Archaeologist

1706 Astronaut
1707 Astronomer
1708 Biochemist
1709 Molecular Biology
1710 Biologist
1712 Botanist
1714 Chemist
1717 Computers/Programmer
1718 Conservationist/Ecologist
1723 Environmental Scientist
1730 Geologist/Geophysicist
1739 Marine Biologist/Oceanographer
1740 Mathematician/Statistician
1743 Meteorologist
1746 Physicist/Nuclear Scientist
1751 Wildlife/Fish Manager
1752 Zoologist/Zoo Director

SKILLED TRADES

1400 Skilled Trades
1402 Appliance Repair/Service
1403 Auto Repair
1406 Hair Stylist
1408 Building Contractor
1409 Florist/Horticulture
1410 Landscape Architect
1414 Carpenter/Woodworking
1415 Chef/Baker
1419 Draftsman
1421 Electrician
1424 Farmer/Rancher
1426 Forester/Lumberjack
1427 Heavy Equipment Operator
1428 Homemaker

1437 Mass Transit Employee-Railroad
1440 Painter/Paperhanger
1443 Plumber/Pipefitter
1446 Printer/Lithographer/Engraver
1466 Truck/Bus Driver
1471 Animal Control Officer

SOCIAL SERVICES

1500 Social Service
1501 Adult Care Attendant
1504 Child Care Attendant
1506 Dietician
1507 Drug/Alcohol Counselor
1509 Exercise Attendant
1511 Funeral Director
1513 Home Economist
1515 Librarian
1517 Museum Curator/History
1521 School Counselor/Guidance
1522 Social/Welfare Worker
1525 Teacher/Teacher Aide
1530 Volunteer Worker (disabilities/senior)
1531 Youth Organization Volunteer
1532 Youth Worker (Scouts, Y, 4-H, J.A.)

OTHER

0400 Career Education
0411 Multi-careers
0415 Sports
0416 Physical disabilities
0417 Mental disabilities
0419 Correctional Institutions

EXPLORER CLUBS

0999 Explorer Club

New Post/Club Application Print one letter in each space—leave a space between words.

Region	Council no.
1 2	5 4 6
Org. Code	Full name of participating organization
District no.	District name
Address of participating organization	
City	State
Zip code	County
Executive officer: first name	Middle name
Last name	Date of birth
Address	Email
City	State
Zip code	Phone number
Effective date	Terms (months)
Expire date (month and year)	Club Post
Post/Club number	Number
Special Interest code	Special Interest description
Signature of executive officer or designee by the executive officer Signature of Exploring representative for the local office YOUTH FEES ADULT FEES UNIT LIABILITY INSURANCE FEE TOTAL FEES \$ \$ \$ 40.00 \$	

Local Council Copy

Retain on file for three years.

EXPLORING™

New Post/Club Application

Print one letter in each space—leave a space between words.

Region	Council no.		
Org. Code	Full name of participating organization		
District no.	District name		
Address of participating organization		Special needs, if applicable	
City	State	Zip code	County
Executive officer first name	Middle name	Last name	Date of birth
Address		Email	
City	State	Zip code	Phone number
Effective date	Terms (months)	Expire date (month and year)	Club Post
Special interest code	Special interest description		
Signature of executive officer or designee by the executive officer		Signature of Exploring representative for the local office	

Number	Youth fees	\$	
	Adult fees	\$	
	Unit Liability Insurance Fee	\$	40.00
	Total fees	\$	

EXPLORING™

Post/Club Copy

Retain on file for three years.



SCHOOL ADMINISTRATIVE UNIT FIFTY SIX
Rollinsford School District – Somersworth School District



51 West High Street
Somersworth, NH 03878
(603) 692-4450 • Fax (603) 692-9100

ASSISTANT SUPERINTENDENT
Lori Lane

SUPERINTENDENT
Dr. Robert Gadomski

BUSINESS ADMINISTRATOR
Katie Krauss

DIRECTOR STUDENT SERVICES
Pam MacDonald

SPECIAL EDUCATION LIAISON
Tom Hayward

February 22, 2019

William R. Harbron
SAU#11
McConnell Center, 61 Locust St.
Suite 409
Dover, NH 03820-4132

Dear Superintendent William R. Harbron,

The Somersworth School District has formed a committee to study the feasibility of withdrawal from SAU #56. The committee is gathering information pertaining to future options of obtaining SAU services elsewhere, for both Somersworth and Rollinsford.

To that end I am writing to inquire if you would ask your SAU board if there is any interest in having future conversations of allowing either Somersworth or Rollinsford to obtain central office services from your SAU. At this early point in the process, the committee is simply gauging interest.

I look forward to feedback from your board. Thank you for your time and assistance in this matter.

Sincerely,

Robert Gadomski
Superintendent SAU #56



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, March 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 resignation as listed.

Leaves of Absence - None

Nominations – None

Extended Trips - I recommend the Board approves the following extended trips:

- Final Approval - DHS Art Department Trip to Portugal and Spain – April 18-29, 2019
- Final Approval - DHS World Language Trip to Montreal – April 26, 2019
- Final Approval - DHS Music Trip to NYC – May 11-12, 2019
- Final Approval - DHS World Explorers Trip to NYC – April 12, 2019
- Preliminary Approval – CTC Trip to Oregon – June 23-25, 2019

Donations - I recommend the Board approve the March donations.

POLICY – CHANGES – PROPOSALS

- First Reading: BA – Bylaws of the Dover School Board – The Bylaw has been reviewed and adjustment made in the following areas:
 - ✓ Duplications removed pertaining to the five-minutes limit with the Public Forum
 - ✓ Adoption of the Agenda before the Public Forum

OLD BUSINESS

Academic Calendar Year – Polling Places

Due to the request by the Attorney General for the use of schools as polling locations; Horne Street School (Ward 1) and Woodman Park School (Ward 2) must be used as polling locations.

NEW BUSINESS

Dover High School 2018-2019 Graduation Date – Recommend the approval of the 2018-2019 Graduation date of June 12, 2019.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, March 11, 2019

Dover CTC Expendable Trust Fund – Recommend the approval of the use of the Dover Career Technical Center Expendable Trust Fund.

Woodman Park Elementary School Vestibule Renovation – Recommend the approval of the Woodman Park Vestibule Renovation Bid

New Student Information System – Christy Prosser, IT Director, has prepared a report pertaining to the recommendation of the new Student Information System.

Explorer Post – Dylan Croston, Senior District Executive of the Daniel Webster Council and Jeff Slattery, are requesting the Dover School Board serve as the chartering organization for an Explorer Post dedicated to robotics and STEM. A copy of their proposal and chartering application are attached for your review. Dylan and Jeff will be present to provide an overview and answer questions. It is an opportunity for the Dover School District to connect with a community resources and provide a viable after school program for the Dover students.

SAU #56 – Dr. Robert Gadomski, Superintendent SAU #56, sent a letter indicating the Somersworth School District has formed a committee to study the feasibility of withdrawal from SAU #56. The committee is gathering information pertaining to future options of obtaining SAU services elsewhere, for both Somersworth and Rollinsford. See attached letter.

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 – District committee updates:

- **Curriculum Planning Council** – The committee met on March 7 to discuss English/Literacy K-12.
- **Data Committee** – The committee met on February 13 to further discuss the move to a new Student Information System (SIS) vendor.
- **Teaching and Learning Committee** – The meeting scheduled for February 21 was cancelled due to the district having a 2-hour delay. The next meeting date is March 13.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Superintendent's Board Report Monday, March 11, 2019

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. There will be two board representatives present at each of the meetings.

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.

New England Base Camp Visitation – On Tuesday, a team of Dover educators and administrators had the opportunity to visit New England Base Camp and visit schools that are implementing Summit Learning. The team had the opportunity to meet with students and educators and observe the different components of the Summit Program. The program includes personalized learning and project-based learning. Donna Stone, Executive Director of New England Base Camp, was our host.

Birmingham Covington School – A team of educators traveled to Birmingham Covington School in Birmingham, Michigan (just north of Detroit) to learn and observe the innovative programs being implemented in the school. We had the opportunity to observe multi-age team, project-based learning, ENGage, and Thinkering. The school serves students in grades 3-8. The purpose was to see how these innovative practices have become the norm for the school.