



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #5
Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, June 10, 2019
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM**
- F. APPROVAL OF MINUTES**
 - 1. Regular Session #4, May 13, 2019
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Hillary Andross / Teacher / DMS
 - b. Rebecca Inglis / Speech Language Pathologist / HSS
 - c. George Liset / Teacher / DMS
 - d. Jeff Moretti / Counselor / DHS
 - e. Charlene Rathbun / Teacher / DMS
 - f. Linda Scribner / Teacher / DMS
 - g. Patricia VanDeventer / Teacher / DMS
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. Teacher Nominations
 - b. Paraprofessional Nominations
 - c. Non-Union Nominations
 - d. Administrative Assistant Nominations
 - e. Fall Coach Nominations
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** June Donations
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:** None
- J. POLICY ADOPTION:**
 - a. DJE - Bidding Requirements – Second Reading
 - b. EEAG - Use of Private Vehicles to Transport Students – Second Reading



DOVER SCHOOL BOARD – AGENDA

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K. RESOLUTIONS:

- a. Use of the Fundraising Trust Fund for DHS-CTC Building Project
- b. Engineering Services for Garrison Replacement Boiler
- c. Resolution of Retirement Recognition
- d. Resolution of Federal Funds
- e. Resolution of Special Education Federal Funds
- f. Resolution of Career Technical Center Perkins Federal Funds
- g. Resolution of Authorized Signature

L. OLD BUSINESS: None

M. NEW BUSINESS:

- a. 1612 Data Compliancy Plan and Governance
- b. Technology Department Job Descriptions
- c. Approval to Proceed with the S.O.A.R. Program
- d. Performing Arts Center Policy Committee
- e. DHS/CTC Course Requirement, Minimum Enrollment
- f. Approval of Bellamy Academy Handbook Changes
- g. Approval of Dover High School Handbook Changes
- h. Bid Award – Athletic Equipment Inspections
- i. Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens, 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. 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.

Dear Kim and Bruce,

I would like to start by thanking you for the support you have shown me over the past eight years. I have learned and grown so much as an educator during my time here in Dover. Unfortunately, I need to inform you that I will not be returning to Dover Middle School next year. I have accepted a teaching position in another school district for the 2019-2020 school year.

At my end of the year meeting, I hope to discuss my reasons for making this decision.

Please let me know if there is anything I can do to ease the transition or help in the process for finding a new seventh grade language arts teacher. Again, thank you for all you have done for me and all that you do for our school.

Sincerely,

Hillary Andross

May 20, 2019

Dr. William R. Harbron ED. D
Superintendent of Dover Schools
61 Locust Street Suite 409
Dover NH 03820

Dear Dr. Harbron,

I, Rebecca Inglis, am writing this letter to inform the Dover School District that I am resigning from my position as Speech Language Pathologist effective at the completion of the 2018-2019 school year. These years with Dover have helped me to grow as a professional. I have enjoyed my time working with the dedicated professionals and caring families at Horne Street School.

Sincerely,


Rebecca Inglis

5/24/2019

Dr. William R. Harbron, Ed. D.
Superintendent
Dover Public Schools, NH

George Liset, M Ed.
Wellness
Dover Middle School

Dear Dr. Harbron,

After almost 40 years of teaching and coaching in the Dover Public School system, and having worked with three generations of Dover students, I am writing to notify you of my intention to retire at the end of the 2018-2019 school year.

I would like to share with you a few of the accomplishments that I am most proud of. I was on the committee that researched the middle school concept that helped Dover Junior H.S. transition into Dover Middle School and helped Dover Middle School achieve the Middle School of the Year award from NELMS.

I started both the Dover Middle School Cross Country and Spring Track programs. We started at the old Jr. High running around the front lawn with 25 boys and girls and became a program that, at one time had over 200

participants in the spring program and has been a catalyst for a successful Dover High School program.

I have been a cooperating teacher with the UNH Pedagogy program for over 30 years. This has allowed Dover Middle School to be aligned with best practices and to be recognized by NELMS for our work in developing a Cooperative Learning based Wellness program. It was through this relationship with UNH that I was able to start an Adapted Physical Education program at Dover Jr. H.S..

Most recently my colleagues and I have transformed a large storage space into a functional fitness facility which is utilized by our entire student body.

I have been fortunate to work with many wonderful people. It will be the daily interactions with teachers and students that I will miss the most.

Hoping I made a difference,
Go Greenwave!

A handwritten signature in black ink, appearing to read "George Liset", with a stylized, flowing script.

George Liset

Jeff Moretti

52 Park St
Exeter, NH
(203) 415-3469
jmoretti003@gmail.com

26 May 2019

Dr. William Harbron

Dover School District
61 Locust St #409
Dover, NH 03820

Dear Dr. Harbron,

With a heavy heart, I am writing to let you know that I will be resigning from my position as School Counselor at Dover High School. While working with the Director of Guidance at the high school, we have decided upon three summer days, and my official last day of employment being August 31, 2019, per the agreement between the Dover School Board and Dover Teacher's Union.

My time at Dover has been nothing short of wonderful. As a new professional in education, Dover gave me a chance as a school counselor when many other districts would not. Dover High School will always be "my first job." As a 24 year old at the time, I had never been so excited to start a role, and Dover gave me that chance.

The students, faculty, and administrators at the high school were wonderful to work with and made coming to work every day feel the same way it did when I first started. That is a quality that I highly valued at DHS and a feeling that made this decision very difficult.

I have accepted a position as School Counselor at Exeter High School, and while this was a difficult decision to make, I look forward to continue to collaborate with the DHS Counseling staff and Administrators in my new role. I understand transitions can be challenging as well, so I have included my personal contact information to help in this transition however you and the Director of Guidance may see fit.

Thank you for everything you have provided to this district. I highly enjoyed hearing you speak and know that you and the rest of your staff will continue to impact this district in the most positive way.

Sincerely,

Jeff Moretti

May 31, 2019

Dr. Harbron,

After much consideration, I have made the decision to retire from teaching in the Dover School District.

I have thoroughly enjoyed working in this district for over 40 years, and I'm grateful for all the wonderful teaching and learning opportunities I have experienced.

Sincerely,

A handwritten signature in cursive script that reads "Charlene M. Rathbun". The signature is written in dark ink and is positioned above the printed name.

Charlene Rathbun

Christine Boston
Director of Pupil Services
Abby Pinkham
Assistant Director of Pupil
Services

Ada McDowell
Dean of Student Services

Carol Manning
Special Education
Administrative Assistant

Travis Bickford
School Psychologist, NCSP

Dr. Barbara Lynch
OASIS Counselor



Dover Middle School
Special Education Department

16 Daley Drive, Dover, New Hampshire 03820

Phone: 603-516-6780 • Fax: 603-516-6866

www.dover.k12.nh.us

Special Education Case

Managers:

Joseph Belakonis
Tina Bushkin
Cathy Calandriello
Robin Eich
Stacy Gagne
Jennifer Gorski
Matt LeBlanc
Charlene Rathbun
Carrie Russell
Gloria Snowman
Linda Scribner
Patricia VanDeventer

Anna Puertas
Speech Language Pathologist
Tracy Janelle
Occupational Therapist
Nettie Vaughan
Inclusion Facilitator

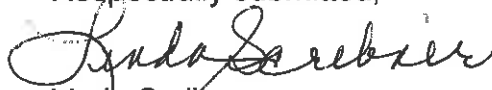
May 26, 2019

Dear Dr. Harbron,

This letter is to inform you that I have made the difficult decision to retire starting July 1, 2019 for personal reasons. This is not something I planned on but find the time has come to do so. I have enjoyed my tenure with the special education team for the past seventeen years at Dover Middle School and will miss working with each and every one of them and the students with whom we work.

Please accept this letter of resignation.

Respectfully submitted,


Linda Scribner

Tammy Badger

From: William Harbron
Sent: Thursday, June 6, 2019 1:14 PM
To: Tammy Badger; Kimberly Lyndes; Christine Boston; Ada McDowell
Subject: FW: Letter of Resignation

William R. Harbron, Ed.D.
Superintendent
Dover School District, SAU 11
61 Locust Street, Suite 409
Dover, New Hampshire 03820
Phone: (603) 516-6804

From: Patricia VanDeventer <trishvandeventer@gmail.com>
Sent: Thursday, June 6, 2019 10:50 AM
To: William Harbron <w.harbron@dover.k12.nh.us>
Subject: Letter of Resignation

Dear Dr. Harbron,

Please accept this letter as formal notification that I am resigning from my position as special educator at Dover Middle School. I have accepted a position at Oyster River Middle School.

I want to thank you for being a compassionate, hopeful, and positive leader for the Dover School District. When you speak at our district meetings, I always leave feeling inspired and motivated. You have made a very positive impact on me as a professional.

Sincerely,

Patricia J. VanDeventer

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

TO: DOVER SCHOOL BOARD

DATE: June 10, 2019

MEMORANDUM: Nomination and Election of Teachers.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2019-2020 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Tota, Madeline	Math Teacher	Dover Middle School	Rebecca Pike	\$39,468.00	MA, Step 1
Stewart, Benjamin	Science Teacher	Dover High School	Mervin Faulkner	\$40,841.00	MA, Step 2
LaFrance, Laura	Kindergarten Teacher	Horne Street School	Kris Geuther	\$39,845.00	BA30, Step 2
Simonds, Courtney	Grade 5 English/Social Studies	Dover Middle School	Anne Murphy Bean	\$46,825.00	MA, Step 6
Goddu, Emily	Grade 2 Teacher	Woodman Park School	Abby Avery	\$42,261.00	MA, Step 3
Fitzpatrick, Laurel	Elementary Read. Spec.	Horne Street School	Christina Vogel	\$51,883.00	MA, Step 9
Boles, Joseph	Elementary PE Teacher	Garrison School	Sarah Loranger	\$39,468.00	MA, Step 1
Davis, Paige	Grade 2 Teacher	Horne Street School	Tracy Ramsey	\$40,841.00	MA, Step 2
Raymond, Gabrielle	Grade 5 Teacher	Dover Middle School	Elizabeth Mennelle	\$39,468.00	MA, Step 1
Baiocchi, Madison	Grade 4 Teacher	Horne Street School	Kristin Dunham	\$39,468.00	MA, Step 1

2019-2020 NOMINATIONS Paraprofessionals

TO: **DOVER SCHOOL BOARD**

DATE: June 10, 2019

MEMORANDUM: Re-nomination of Paraprofessionals

I hereby nominate the following persons for the designated positions for the 2019-2020 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY

BENNETT, JORDAN

DOVER HIGH SCHOOL:

ARMSTRONG, ELISSA J

BAKKE, JENNIFER M

CASEY, DANIEL R

CHARPENTIER, MARTINA M

DEWORKEN, MAUREEN L

EASTER, SUZANNE L

FERRARA, MICHAEL

FLORIAN, MAURA

FOX, JENNIFER A

GAGNE, REBECCA L

GAGNON, KATHLEEN E

HAKES, LOIS

HARRIS, RICHARD A

HUNKINS, KAYLEE K

IVEY, LYNN A

JACQUES, PAMELA A

JONES, DEBORAH L

MARTIN, AMY GEMAS

MARTIN, ELIZABETH

MCGRAIL, EMILY R

MERRILL, KAREN M

MISKELL, EOLA M

MOORE, BAMBI SUE

MUISE, LEANNE E

OSBORNE, TAYLOR T

PARADIS, JENNIFER M

PARADISE, ANTHONY M

PERRON, JENNIE L

QUINN, LAUREN M

QUINN, THOMAS M

ROBICHAUD, KAREN

DOVER MIDDLE SCHOOL:

BEAULIEU, PATRICIA

BENET, CATHERINE A

BERRAY, SHANNON M

BOLES, EMILY A

COOK, CAMERON C

CORSON, TRACEY M

DESAUTEL, BAILEY R

DIONNE, KENDRA E

DODGE, ANGELA M

DUARTE, JANE A

ECKER, CHRISTINE M

EDGECOMB, LAURIE A

FITZPATRICK, BRIANNA C

FOLEY, KELLY A

FREDERICK, DEBORAH L

HANSON, KRYSTAL A

JOINER-SIMS, LETITIA J

KIDNEY, CEILI H

KINNEY, ELIZABETH C

MANCUSO, DERRAL A

MARSOLAIS, CHERYL A

MEFFEN, JOHN A

MITCHELL, TINA M

NELSON, KRISTIN L

PALCZYNSKI, SHEILA A

PARKS, MARIA P

POWERS, ALISON M

QUINTANAR, DEBORAH A

RAMANUJAM, UMA V

RELLA, JENNIFER A

RIELLY, COLLEEN L

SCAMMON, LARA S

SNOW, LAURINDA

SNOWMAN, ROBERT L

SWIFT, KALEIGH E

VISOSKY, LAURIE J

WHEATON, CAMERON A

WHITTEN, PETER J

WISNIEWSKI, LAURIE R

WOOD, JAMES N

ZUCARO, LORNA-JEAN

**GARRISON ELEMENTARY
SCHOOL:**

ANDERSON, REBECCA S

CASWELL, SARAH L

CHADWICK, AMY L

COPPINGER, KAREN M

CUNIO, VALERIA

DORAND, RUSSELL E

EDGECOMB, DIANA L

FITZGERALD, KELLY A

GARMAN, SARAH E

GREVE, MICHELLE A

GRINLEY, CHRISTOPHER W

HODGDON, KARA

LANGLOIS, CAROL A

MCQUATE, TAMARA A

MILLER, HEATHER M

MORANN, RAENYA M

MURPHY, LISA M

MYERS, CONSTANCE F

PETERSON, DONNA L

SCHWARTZ, JULIA E

SNOW, DANIELLE S

STILES, PATRICIA M

SWARTZENDRUBER, KRISTIN T

TILTON, HAZEL J

WEBBER, JASMINE R

WILSON, TIMOTHY J

HORNE STREET SCHOOL:

2019-2020 NOMINATIONS

Paraprofessionals

ANDERSON, LEANNE M
BOUFFORD, JENNIFER L
CALABRESE, VANESSA
CATLIN, MARIAH A
CONROY, DEBRA L
CRICENTI-PAIVA, DOREEN A
DODIER, SARAH J
DOWNER, KRISTIE E
DUQUETTE, AMANDA
GREIG, AMY L
GUERRETTE, KATRINA F
JABRE, BRYNN M
JEANPIERRE, ALISON E
KEAZER, RACHEL E
KLOTZ, MELISSA E
LAPOINT, JANET M
LEONARD, TONYA B
LONG, LINDA C
MALINOWSKI, ALISON E
MARTUSCELLO, VICKY L
MCCABE, SHAWN G
MORIN, KERRY E
MORRIS, ELIZABETH A
OTASH, MEGAN K
PATEL, RAKHEE
ROCHE, JANE
SCHULTZ, ELLEN M
TRASK, SPENCER D
WHITE, NIKKI A

WOODMAN PARK SCHOOL:

AUGER, JENNIFER L
BARSHAW, BRANDY D
BILLINGS, TALI
BONNY, KRISTIN A
BOURASSO, MICHELE A
BRENEMAN, DIANNA D
BURDWOOD, HEATHER
CASTRO, ALICIA L
CHU, STACIE R
CONNERY, JESSICA A
DAY, DIANE
DEMOTSES, KRISTINE
DIHARCE, RITA M
DOTSON, CHRISTINA L

ERNSTING, SUSAN M
FEDYSCHYN, JONATHAN C
FOSS, BERNADETTE M
GONZALES, MELISSA A
GRAVES, LEDONNIA M
HELLIWELL, JILL M
HOUSLEY, JESSICA L
HOWARD, DIENNE M
JENCOS, KATHY A
KARAS, MEGAN E
KENNEY, JESSICA L
KOVALCIK, KAROLYN R
MANDSAGER, ALISON L
MARSILLO-BRYCE, KELLY A
MARTIN, CHANTAL L
MCCORMACK, REBECCA A
MONAGLE, JULIE K
MORROW, AMY C
NASBERG, WENDY A
NELSON, JILL M
NUZZO, MARIA L
O'CALLAHAN, CAROLINE J
PALKOVIC, AMANDA M
PELLETIER, SUSAN L
PIPER, SUSAN M
PLAFKER BUSHWAY, JAMIE L
REYNOLDS, HEATHER J
SIPPLE, CHRISTINA J
SMITH, TASHA L
TALON, EMILY F
TRASK, TABITHA L
WILLIAMS, TAMMY L
WOLFE, SARAH J
YOUNG, DONNA L

2019-2020 NOMINATIONS
Non-Union Personnel

TO: DOVER SCHOOL BOARD

DATE: June 10, 2019

MEMORANDUM: Re-nomination of Non-Union Personnel

I hereby nominate the following persons for the designated positions for the 2019-2020 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

SAU

BADGER, TAMMY
FAURE, CATHY
KILL-KISH, EVONNE
KUZMITSKI, VERONICA
LAFLEUR, ROBIN
PARKER, KELLY
RUP, KRISTEN
SHATTUCK, LUCINDA
SHEARER, SAM

2019-2020 NOMINATIONS
Administrative Assistants

TO: DOVER SCHOOL BOARD

DATE: June 10, 2019

MEMORANDUM: Re-nomination of Administrative Assistants

I hereby nominate the following persons for the designated positions for the 2019-2020 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY

POLAND, MINDEE

DOVER HIGH SCHOOL:

BOYATSI, JAN C

CORRENTI, ELIZABETH

COTE, VICKI A

DIGREGORIO, LAURIE S

FLEWELLING, SHERRY E

GRAVES, BETSY J

MASON, JANET S

NAULT, FERN D

STACY, KAREN A

WARD, RENEE N

WOODWARD, CAROLYN B

DOVER MIDDLE SCHOOL

GLENNON, SHIRLEY M

MANNING, CAROL J

MCCANN, DEBORAH A

ROUSSEAU, JEANETTE A

WHITE, KAREN E

WINTERS, MARIE R

GARRISON SCHOOL

HURLEY, KAREN

HORNE STREET SCHOOL

MORTON, MARGARET

WOODMAN PARK SCHOOL

ROUILLARD, MARIA

SAU

HAMEL, KIMBERLEY

RUSSELL, ADDISON

LECLAIR, BRENDA

SHANAHAN, DARLENE

OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE

TO: DOVER SCHOOL BOARD

DATE: June 10, 2019

MEMORANDUM: Nomination and Election of Coaching Positions for Fall 2019 Positions

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2019-20 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Bicknell, Jonathan	Boys Soccer	DMS		1,979
Boles, Emily	Girls Volleyball	DMS		500.00 (contingency)
Brickley, Jillian	Field Hockey	DMS	Hillary Andross	1,576
Cardoso, Caitlin	JV Cheering	DHS		2,492
Carrier, Whitney	Girls Varsity Volleyball	DHS		3,592
Clinch, Chris	Girls JV Soccer	DHS		2,492
Clough, Richard	Freshman Football	DHS	Scott Sicko	3,115
Cumba, Eric	Head Football	DHS	Ken Osbon	5,461
Droesch, Josh	JV Football	DHS		3,628
Fennessy, Matt	B/G Golf	DHS		1,942
Hambrook, Corey	Boys Reserve Soccer	DHS		1,979
Innis, Don	Asst Football	DHS		3,628
Leighton, Kelsey	Varsity Cheering	DHS		4,215
Lopez, David	Freshman Football	DHS		3,115
O'Doherty, Ronan	Boys Soccer	DHS		3,592
Paul, Jessica	JV Field Hockey	DHS		2,492
Piatti, Nick	B/G Cross Country	DHS		3,262
Rebrovich, Katie	Girls JV Volleyball	DHS		2,492
Richards, Sarah	Head Field Hockey	DHS		3,592
Sicko, Scott	JV Football	DHS	Eric Cumba	3,628
Tenuta, Joe	B/G JV Golf	DHS		500.00 (contingency)
Towle, Kaylee	Girls Asst. Cross Country	DMS		500.00 (contingency)
Towle, Laura	Cross Country	DMS		1,576
Wason, Don	Boys JV Soccer	DHS		2,492
Wilhelm, Christen	Girls Soccer	DMS		1,979
Wisniewski, Jason	Girls Varsity Soccer	DHS		3,592

**Donation Request List for Approval
June 10, 2019 School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
HSS	Hannaford Helps Schools	\$1,000.00	Monetary	Student Activities Account
DHS	Measured Progress	\$16,000.00	Monetary	DHS Online Databases
DMS	DMS PTA	\$1,400.00	Monetary	Field Trip to The Works for Last Day
DMS	DMS PTA	\$1,500.00	Monetary	8 th Grade DC Trip Scholarships
DMS	DMS PTA	\$12,000.00	Monetary	Locker Relocation Project
DHS	Dover Teachers Union	\$500.00	Monetary	DHS Project Graduation

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

BIDDING REQUIREMENTS

Second Reading

All contracts for and purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more shall be based, when feasible, on at least three competitive bids, using the formal bid process. All purchases less than \$10,000 but over \$5,000, unless on an emergency basis, shall be based on three written vendor bids. Anything under \$5,000 would require three employee documented competitive bids or quotations. All written quotations are to be sent to the office of the Superintendent for processing. All purchases made in the open market shall be consummated after careful planning.

Regarding the use of Federal funding, the District will, through a competitive bid process, include in all bid documents and notifications that small and minority businesses, and women's business enterprises will be solicited whenever possible. Affirmative action will include solicitation lists, as well as to require outside contractors, in subcontracts, to use affirmative steps to assure such businesses are being used when possible.

In purchases involving professional services, such as engineers, auditors, or architects, where the ethics of the profession prohibit bidding, the requirements of bidding may be waived by the School Board.

In emergency or unusual circumstances any requirements for bids may be waived by the School Board. Waivers of bid requirements are permissible if items are purchased through the State of New Hampshire bid process.

When bidding procedures are used, bids shall be advertised appropriately **in newspapers, on the District's website, etc.** In addition, ~~sSuppliers shall be invited to have their names placed on mailing lists~~ **join the bid notification mailing list through the City of Dover** to receive invitations to bid. When specifications are prepared, they will be ~~mailed~~ **emailed and or will be directed to the District's website** to all merchants and firms who have indicated an interest in bidding. **However, the advertising for formal purchases (over \$10,000) will not be limited to those vendors on the mailing list. Mailing lists are constantly updated by new subscribers to the City of Dover's bid notification mailing list.**

All bids must be submitted in sealed envelopes, addressed to the Superintendent's Office, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified, and all bidders and other persons shall be invited to be present.

The School Board reserves the right to accept any bid and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the School Department", **however, the reasons for doing so shall be justified and**

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

documented appropriately, to accept the bid on one or more items of a proposal, on all items of a proposal, or any combination of items of a proposal.

The School Board reserves the right to waive, or reject, any informalities in, any or all bids, or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The School Board also reserves the right to negotiate with **all** bidders when all bids exceed the budgeted appropriation.

The bidder to whom the award is made may be required to enter into a written contract with the district.

Legal References:

RSA 194-C 4I (a)

Rules 303.01 (6)

2 CFR 200.321

DOVER SCHOOL DISTRICT	POLICY CODE: EEAG
DATE OF ADOPTION:	PAGE 1 of 1

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Second Reading

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. Parents transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

Legal References:

New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School Bus Driver's Certificate

Revised: April 2009

Reviewed: April 2004

Revised: July 1998, November 1999

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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: June 10, 2019
RE: Approval to Use the Fundraising Trust Fund for DHS-CTC Building Project

On May 22, 2017, the School Board approved the establishment of the Fundraising Trust Fund for the DHS-CTC Building Project. 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 High School and Career Technology Center Joint Building Committee and Dover School Board for the purchase of enhancing the project for items not otherwise included in the project budget.

In May 2019, Measured Progress donated \$16,000 for the purpose of purchasing online databases for the library at Dover High School.

On May 28, 2019, the DHS-CTC JBC approved the purchase of an annual subscription to **Gale in the amount of \$7,722** and to **Credo Source in the amount of \$484**. The remaining funds from the donation will be used to offset the expense in Year 2 (Fiscal Year 2020-2021). We are requesting that the School Board also approve the purchase to **Gale** and **Credo Source** in the amounts noted above.

Approved By,

Amanda L. Russell, Chairperson

Keith Holt, Vice-Chairperson

Kathleen Morrison, Secretary

Matthew Lahr

Carolyn Mebert

Zachary Koehler

Andrew Wallace

Additional information on the online databases:

Databases provide our students with 24/7 access to credible, current resources that can be leveled to meet all students' needs. High school use of databases supports College and Career Readiness by building their skills on the types of resources they will use in college while strengthening information literacy.

Databases also provide simultaneous, unlimited access to resources. If one student checks out the books on a topic that others are also researching, those books may not be available to the next student for up to 3 weeks. Databases give all students access to the same materials from anywhere they have an Internet connection.

Gale In Context Suite (Science, US History, World History, Global Issues): \$7,722.00

Current, authoritative, media-rich information — you'll find it in Gale's In Context suite of online resources, which meets the needs of today's learners with a user-friendly, mobile-responsive design. Eye-catching, engaging, topical databases — Biography, Canada, Global Issues, Science, Student Resources, U.S. History, and World History seamlessly integrate trusted content with curriculum-aligned materials that span core subjects.

(<https://www.gale.com/databases/in-context>)

We already have access to Biography in Context via the Dover Public Library and recently obtained Opposing Viewpoints in Context with library funds.

Credo Source: \$484.00

Provides access to 400+ top-tier reference titles, 11,000+ topic pages - ideal for pre-search and topic exploration. Includes research skill builders on topics like identifying and debunking fake news, narrowing your research topic and using primary sources. Additionally, Credo Source provides one-stop searching by connecting with all library databases owned by the school. Without Credo Source, students must access each database separately. Credo Source returns results that link to materials from all library databases.

(<https://corp.credoreference.com/product-services/source.html>)



DOVER SCHOOL DISTRICT

SAU 11

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

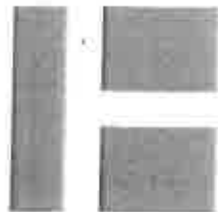
Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: June 10, 2019
RE: Engineering Services for the Design/Installation of New Boiler at Garrison Elementary School

Harriman Architects has been providing their architectural and engineering services at Garrison Elementary School during the school's renovation project. Recently, the existing boiler at Garrison Elementary School failed and will need to be replaced prior to the next heating season. Professional engineering services are required to design the installation of the new boiler and integrate with the boiler plant system at the school.

I am requesting that the School Board waive the requirements of bidding as outlined in policy DJE and allow the business office to proceed with an agreement with Harriman Architects. Services will include the development of the design of the replacement boiler, assist with procurement documents for the replacement boiler and construction administration services through the process of replacement. The estimated fees, not including normal reimbursement expenses, are \$23,800. The Clerk of Works for the Garrison renovation project has assisted in review of Harriman's proposal. Harriman Architects has provided their services for the multiple projects in Dover and is able to immediately proceed with this project.

Replacement of the Garrison Elementary School boiler was an unknown expense and is therefore not in the existing capital improvement plan. Upon completion of design drawings, Harriman Architects will provide a budget estimate for the project. The budget estimate will be used to create a resolution that will be approved by the School Board and City Council for use of funds from the School Facilities Capital Reserve Fund.



HARRIMAN

April 30, 2019
DCP-2 Draft

William R. Harbron, Ed.D. W.Harbron@dover.k12.nh.us
Superintendent of Schools
Dover School District
School Administrative Unit #11
61 Locust Street, Suite 409
Dover, NH 03820-4132

Re: Dover School District
Garrison Elementary School
Additional Services
Dover, NH
No. 15618
Design Change Proposal— Boiler Replacement Design

Dear Dr. Harbron and the Dover School District:

Thank you for allowing Harriman to submit our proposal for additional professional engineering services for the design of the installation of a new boiler to replace the recently failed existing boiler and integrate it with the boiler plant system at Garrison Elementary School.

SCOPE OF WORK & SERVICES

Harriman's proposed services entail the development of the design and procurement documents and the construction administration services for the replacement of the failed boiler. The existing boiler plant consists of two boilers. A single new boiler was recently installed as part of the GES Renovation Project. The replacement was a result of the evaluation of its condition and the fact that it was past its useful life expectancy. The new boiler was installed at the location of the same location as the old one.

As part of this proposal, Harriman proposes to also replace the remaining older failed boiler with a model similar to or the same as the recently installed boiler. We also propose to design improvements to the piping, pumping and control configurations within the boiler room to increase the reliability and improve the overall performance of the heating plant.

General

1. Submit to School District and Michael Brooks (Facilities Director) at 75% completion of Construction Documents for Owner review and comment on overall design.
2. Provide an Opinion of Probable Cost at the end of 75% completion.
3. Produce drawings and specifications detailing the design installation. These drawings will allow the School District to bid the work to the contractors of their choice.
4. Provide one set of electronic Construction Documents.
5. Provide bidding consultation and review of bids when collected.
6. Provide Construction Administration services such as:
 - a. Review of any field adjustments needed.
 - b. Biweekly attendance of 3 meetings included.
 - c. Provide one final punch-list. This will be based on the design drawings.

AUBURN

BOSTON

PORTLAND

PORTSMOUTH

harriman.com



Dr. William R. Harbron
April 30, 2019
Page 2 of 2

7. We have assumed the School District's representative to be Michael Brooks (Facilities Director) will attend any necessary meetings.
8. We have assumed Horizon Engineering Associated (presently Owner's commissioning agent at (GES) to be available as needed and to provide commissioning services.

Architectural

1. Provide drawings for items that impact the exterior envelope and interior finishes.

Plumbing

1. Provide drawings showing installation to the existing gas system.

Mechanical

1. Perform sizing calculations for the new boiler system.
2. Provide drawings showing installation of the new piping, expansion, air separation and pumping distribution systems.
3. Provide drawings showing installation of the boiler, combustion and venting systems.
4. Provide drawings showing modifications to the distribution systems within the building.
5. Provide sequence of operations for new boiler and boiler plant systems.

Electrical

1. Provide electrical design drawings showing installation and modifications as needed.
2. Modifications to life safety items in the boiler rooms.

BUDGET

A formal budget has not yet been established.

PERSONNEL

We plan on the following key personnel to complete this project. Other staff members may be included in the project work as needed to complete administrative and CAD drafting needs.

Name	Role
Mark Lee, AIA, LEED AP	Principal-in-Charge
Daniel A. Bisson, AIA	Project Manager
Jeff Cormier, P.E.	Mechanical Engineer

Daniel Bisson, Project Manager, will be the primary point of contact.

FEE

Our proposal for replacement of the of boiler plant design services for the project as identified above is a lump sum fee of \$23,800.

Normal reimbursable expenses are included in our fee. To reduce the cost of reimbursable expenses, all documents, sketches, letters, written correspondence, and bid documents will be sent electronically to the School District unless directed by School District.

The quoted fees are based on our current knowledge of the scope of work required for the boiler plant replacement services. If this project becomes greater in scope than we currently understand or project budget increases significantly, we reserve the right to negotiate a fair increase in fee. Increase from the

Dr. William R. Harbron
April 30, 2019
Page 3 of 3

original scope of work and the respective fee change must be described in writing and be accepted prior to the respective additional work commencing. Increased scope will be billed at our current hourly rates (see attached hourly rates).

If this proposal is satisfactory and acceptable, please signify your acceptance by signing below and returning to us. Upon receipt we will incorporate this proposal as part of our agreement between Harriman and the Dover School District.

Thank you for considering Harriman. We are very pleased to have the opportunity to continue our collaboration with you. If you have any questions or need additional information, please contact us.

Sincerely,
Harriman



Mark D. Lee, AIA
Principal
mlee@harriman.com

Sincerely,
Harriman



Daniel A. Bisson, AIA
Associate, Project Manager
dbisson@harriman.com

Accepted By:

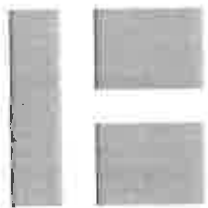
Dover School District
Title:

Date

pjm

Enclosure: Hourly Rates

Cc: Libby Simmons, Business Administrator, SAU #11, l.simmons@dover.k12.nh.us



HARRIMAN

2019 HOURLY RATES

Principal	\$ 195
Architecture & Interior Design	
Senior Architect	125
Architect/Senior Interior Designer	105
Senior Architectural Designer	95
Architectural Designer/Interior Designer	80
Urban Planning & Landscape Architecture	
Senior Landscape Architect/Senior Urban Designer	135
Senior Urban Planner	125
Landscape Architect/Urban Designer	105
Urban Planner	100
Assistant Urban Designer	90
Landscape Designer	85
Assistant Urban Planner	85
Engineering	
Senior Engineer	145
Engineer	110
Senior Engineering Designer	95
Engineering Designer	85
Interdepartmental Services	
Senior Project Manager	135
Construction Administrator	110
QA/QC Specialist	105
Graphic Designer	105
Commissioning Agent	90
Administrative Support	65

AUBURN

BOSTON

PORTLAND

PORTSMOUTH

RESOLUTION OF RECOGNITION

RE: *Dover School District Staff Retirements 2019*

WHEREAS *the Dover School District relies upon dedicated individuals to work with our students, and*

WHEREAS *those dedicated teachers and staff members can have a life-long impact in the life of a child, and*

WHEREAS *this level of dedication demonstrates a sense of compassion, caring, and love for students, and*

WHEREAS *one measure of dedication is their many years of service to the community, and*

WHEREAS *those individuals worked tirelessly for many years and each day arrived at work with one goal in mind: to make the Dover School District a safe and exciting place for children, and*

WHEREAS *the following individuals have worked selflessly for a total of 255 combined years for the Dover School District:*

*Cathy Calandriello
Mervin Faulkner
Michael Gile
Carol Hale
Arthur LeClair
George Lisette
Joan Melvin
Charlene Rathbun
Linda Scribner
Gloria Snowman
Darlene Therrien
Corinne White*

NOW THEREFORE BE IT RESOLVED *that the Dover School Board and the Dover School community acknowledge the contribution and thank these most important individuals for their many years of dedicated service and devotion to the children and community of the Dover School District.*

SUBMITTED BY:

Amanda L. Russell, Chairperson

Keith Holt, Vice Chairperson

Kathleen Morrison, Secretary

Zachary Koehler

Matthew Lahr

Carolyn Mebert

Andrew Wallace

June 10, 2019

**RESOLUTION
JUNE 10, 2019**

RE: **Federal Funds 2019-2020**

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

WHEREAS If allocations remain stable for FY20 Dover will receive:
\$72,702.75 for Title I, Part D (Neglected and Delinquent Funds)
\$23,475 for Title III (English Speakers of Other Languages)

Federal funds have been allocated for Title I, Title II and Title IV:
Title I- \$765,793.13 (Elementary and Secondary Education Act)
Title II- \$180,773.26 (Highly Qualified Teachers)
Title IV- \$109,136.41 (Student Support and Academic Enrichment)

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

WHEREAS The Title I Project Manager and the Assistant Superintendent for Teaching and Learning after consultation with public and private school staff and administration at local and state level, recommends the following utilization of the Federal funds for FY20:

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

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

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

WHEREAS

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

WHEREAS

For Title IV:
Student Support and academic enrichment intended to help meet goals by increasing the capacity of State educational agencies by increasing the use of technology to improve academic achievement, improve school conditions and provide students with access to a well-rounded education

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of Federal Titles I, I, Part D, II, and III, funds for FY20 as recommended above.

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

JUNE 10, 2019

RESOLUTION
June 10, 2019

RE: **Special Education Federal Funds**

WHEREAS the IDEA Part B and IDEA Preschool allocations for next year have not been finalized, and

WHEREAS If allocations remain stable for FY 20, Dover expects to receive federal funds of \$881,609.15 for IDEA Part B, and \$14,105.74 for IDEA Preschool funds, and

WHEREAS the Pupil Personnel Services Director, after consultation with staff of both public and private schools, and with parent input at team meetings, recommends the following utilization of federal special education funds for FY 20:

Continued funding of previously established positions to include a part time reading specialist for Dover High School; a family services facilitator; a part time preschool teacher; three special education administrators providing special education LEA services; an elementary special educator; a high school special educator; tutors funded from the proportional share to provide special education and related services for students attending private schools;

WHEREAS it is recommended that funds continue to be utilized for staffing and contracted services to assist teachers and related service providers on meeting the needs of students with hearing loss or hearing impairments; contracted staff development and workshop fees for both public and private school staff in legal requirements in special education, programming for students with disabilities, transition, drop-out prevention; and the purchase of materials, and equipment related to the instruction of special needs students in both public and private schools; and

WHEREAS it is recommended that Preschool funds be used to fund a part time preschool teacher

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of federal IDEA Part B and Preschool funds for FY20 as recommended above.

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

RESOLUTION
June 10, 2019

RE: **Career & Technical Education Carl Perkins Federal Funds**

WHEREAS Carl Perkins Program Improvement grant allocations for the coming year (FY 2020) have not been finalized, and

WHEREAS the Career and Technical Education Director, after collaboration with teachers, program advisory committees, and New Hampshire Department of Education staff, recommends the following utilization of federal career and technical education funds as designated by the New Hampshire Department of Education for FY 2020:

continued funding for the improvement of academic skills, strengthening connections with postsecondary education, preparing students for occupations in demand that pay family supporting wages, and investing in effective, high quality programs, professional development, equipment, supplies and other related supporting materials.;

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board approve the utilization of federal program improvement funds for FY 2020 as recommended above.

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

JUNE 10, 2019

RESOLUTION

June 10, 2019

RE: **Authorized Signature**

WHEREAS federal applications demand a School Board authorized signature, and

WHEREAS yearly applications have to be submitted by various program directors;

NOW, THEREFORE, BE IT RESOLVED by the Dover School Board that William R. Harbron, Superintendent of Schools, or his designee, or Libby Simmons, Business Administrator or her designee, be authorized to sign all federal and state grant applications.

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

June 10, 2019

Dover School District



Technology & Data Governance Manual

June 10, 2019

Bi-Annual Review

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Introduction

The DOVER School District is committed to protecting our students' and staffs' privacy through maintaining strong privacy and security protections. The privacy and security of this information is a significant responsibility, and we value the trust of our students, parents, and staff.

The DOVER School District's Data Governance Manual includes information regarding the data governance team, data and information governance, applicable School Board policies, District procedures, as well as applicable appendices and referenced supplemental resources.

This manual outlines how operational and instructional activity shall be carried out to ensure the District's data is accurate, accessible, consistent, and protected. The document establishes who is responsible for information under various circumstances and specifies what procedures shall be used to manage and protect it. Definitions of terminology can be found in Appendix A: Definitions.

The DOVER School District's Data Governance Manual shall be a living document. To make the document flexible, details are outlined in the appendices and referenced supplemental resources. This document and any future modifications to this document will be posted on the District's website.

Data Governance Team

The DOVER School District's Data Governance team consists of the following positions: Superintendent, Assistant Superintendent, Business Administrator, Director of Special Services and the Director of Technology. Members of the Data Governance Team will act as data stewards for all data under their direction. The Director of Technology will act as the Information Security Officer (ISO), with assistance from members of the full Technology team. The Business Administrator is the district's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available. All members of the district administrative team will serve in an advisory capacity as needed.

Purpose

The School Board recognizes the value and importance of a wide range of technologies for a well-rounded education, enhancing the educational opportunities and achievement of students. The DOVER School District provides its faculty, staff, and administrative staff access to technology devices, software systems, network and Internet services to support research and education. All components of technology must be used in ways that are legal, respectful of the rights of others, and protective of juveniles and that promote the educational objectives of DOVER School District.

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

It is the policy of the DOVER School District that data or information in all its forms, written, electronic, or printed, is protected from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software, and practices used to process, store, and transmit data or information. All staff and authorized district contractors or agents using confidential information will strictly observe protections put into place by the district.

Scope

The data security policy, standards, processes, and procedures apply to all students and staff of the district, contractual third parties and agents of the district, and volunteers who have access to district data systems or data. This policy applies to all forms of DOVER School District data and information, including but not limited to:

- Speech, spoken face to face, or communicated by phone or any current and future technologies.
- Hard copy data printed or written.
- Communications sent by post/courier, fax, electronic mail, text, chat and/or any form of social media.
- Data stored and/or processed by any electronic device, including servers, computers, tablets, mobile devices.
- Data stored on any type of internal, external, or removable media or cloud based services.
- The terms data and information are used separately, together, and interchangeably throughout the policy, the intent is the same.
- Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems, assets or resources.
- All involved systems and information are considered assets of the DOVER School District and shall be protected from misuse, unauthorized manipulation, and destruction.

Regulatory Compliance

The district will abide by any law, statutory, regulatory, or contractual obligations affecting its data systems (see Appendix B: Laws, Statutory, and Regulatory Security Requirements). The DOVER School District complies with or exceeds the NH Minimum Standards for Privacy and Security of Student and Employee Data approved on June 10, 2019 and standards applicable to data governance are addressed throughout this Data Governance Manual. The DOVER School District complies with all other applicable regulatory acts including but not limited to the following:

- Children's Internet Protection Act (CIPA)
- Children's Online Privacy Protection Act (COPPA)
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Payment Card Industry Data Security Standard (PCI DSS)
- Protection of Pupil Rights Amendment (PPRA)
- Individuals with Disabilities in Education Act (IDEA)
- New Hampshire State RSA - Student and Teacher Information Protection and Privacy
 - NH RSA 189:65 Definitions
 - NH RSA 189:66 Data Inventory and Policies Publication
 - NH RSA 189:67 Limits on Disclosure of Information
 - NH 189:68 Student Privacy
 - NH RSA 189:68-a - Student Online Personal Information
- New Hampshire Minimum Standards for Privacy and Security of Student and Employee Data
- New Hampshire State RSA - Right to Privacy:

Data User Compliance

The Data Governance Manual applies to all users of DOVER School District's information including: staff, students, volunteers, and authorized district contractors or agents. All data users are to maintain compliance with School Board Policies and District administrative procedures, EHAB (Data Governance and Security), GBEF (Employee Use of District-Issued Computers, Devices and the Internet), GBEF-R (Employee Computer/Device and Internet Responsible Use Rules), JICL (Student Use of Computers, Devices and the Internet), JICL-R (Student Technology Responsible Use) and all policies, procedures, and resources as outlined within this Data Governance Manual and School Board Policy.

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Unless permission has been granted by the ISO or designee, no staff, vendor or other person may remove confidential or critical data from the district's premises or the district's network, remove a device containing confidential or critical data from the district's premises, or modify or copy confidential or critical data for use outside the district. If permission is given, the data may be accessed only on a district-provided device with appropriate security controls or through a secure virtual private network (VPN). When users access confidential or critical data from a remote location, the user must take precautions to ensure that the confidential or critical data is not downloaded, copied or otherwise used in a manner that would compromise the security and confidentiality of the information.

Staff who fail to follow the law or district policies or procedures regarding data governance and security may be disciplined or terminated. Volunteers may be excluded from providing services to the district. The district will end business relationships with any contractor who fails to follow the law, district policies or procedures, or the confidentiality provisions of any contract. In addition, the district reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of a staff member's teaching certificate.

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

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

Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:

- Unauthorized disclosure of PII or Confidential Information.
- Sharing your user IDs or passwords with others (exception for authorized technology staff for the purpose of support)
- Applying for a user ID under false pretenses or using another person's ID or password.
- Unauthorized use of an authorized password to invade student or staff privacy by examining records or information for which there has been no request for review.
- The unauthorized copying of system files.
- Attempting to secure a higher level of privilege without authorization.
- Installation or use of unlicensed software or software not approved for district technological systems.

- The intentional unauthorized altering, destruction, or disposal of district information, data and/or systems. This includes the unauthorized removal of technological systems such as but not limited to: laptops, internal or external storage, computers, servers, backups or other media, that may contain PII or confidential information.
- The introduction of computer viruses, hacking tools or other disruptive or destructive programs.

Data Lifecycle

Data Governance is necessary at each phase in the data lifecycle. This lifecycle starts at evaluating the need for data collection and ends when the data is destroyed. It is important that appropriate safeguards, policies, procedures and practices are in place for each phase of the data lifecycle.



Identifying Need & Assessing Systems for District Requirements

To accomplish the district's mission and to comply with the law, the district may need to maintain confidential information, including information regarding students, parents/guardians, staff, applicants for employment and others. The district will collect, create or store confidential information only when the Superintendent or designee determines it is necessary.

New Systems

District staff members are encouraged to research and utilize online services or applications to engage students and further the district's educational mission. However, before any online service or application is purchased or used to collect or store confidential or critical information, including confidential information regarding students or staff, the ISO or designee must approve the use of the service or application and verify that it meets the requirements of the law and School Board policy and appropriately protects confidential and critical information. This prior approval is also required when the services are obtained without charge.

The DOVER School District has an established process for vetting new digital resources. Staff are required to complete steps outlined under the staff section of the District's [Student Technology Use and Data Privacy](#) website, to ensure that all new resources meet business and/or instructional need as well as security requirements.

Memorandums of understanding (MOU), contracts, terms of use and privacy policy for any system that creates, collects or uses personally identifiable information (PII), student records or confidential data must be reviewed by the ISO prior to initiation.

All new resources shall be properly evaluated against the following criteria, when applicable:

- Impact on technology environment including storage and bandwidth
- Hardware requirements, including any additional hardware
- License requirements/structure, number of licenses needed, and renewal cost
- Maintenance agreements including cost

- Resource update and maintenance schedule
- Funding for the initial purchase and continued licenses and maintenance
- Evaluate terms of service, privacy policy, and MOU/contract that meet the following criteria:
 - o The district continues to own the data shared, and all data must be available to the district upon request.
 - o The vendor's access to and use of district data is limited; the data cannot be used for marketing, targeted advertising or data mining; and the data cannot be shared with third parties unless allowed by law and authorized by the district. If metadata is collected, it will be protected to the same extent as the district's confidential or critical information.
 - o District data will be maintained in a secure manner by applying appropriate technical, physical and administrative safeguards to protect the data.
 - o The provider will comply with district guidelines for data transfer or destruction when contractual agreement is terminated.
 - o No API will be implemented without full consent of the district.
 - o All data will be treated in accordance to federal, state and local regulations
 - o The provider assumes liability and provides appropriate notification in the event of a data breach.

Note: Exceptions can be made by the ISO when all the criteria cannot be met for a legitimate reason while still meeting all regulatory requirements for use. Parent permission is requested from parents during the yearly online registration process for district vetted and approved applications and tools.

A current list of all vetted and approved software systems, tools and applications is published on the DOVER School Districts Technology Use and Student Data Privacy website.

Review of Existing Systems

The District will ensure that data collection is aligned with School Board Policy EHAB. Data systems shall be regularly reviewed to ensure that only necessary data is being transmitted and collected.

Individual student level data is submitted to different approved service providers in order to ensure business operations and instructional services. At times, these imports include PII for staff and students. The District must ensure that each piece of PII is necessary for operations or instruction and that the providers are abiding by their terms of service.

The District will audit data imports annually. These audits should include:

- Review of provider's terms of service to ensure they meet the District's data security requirements.
- Verification that software imports are accurate and pulling the correct information.
- Verification that, when applicable, the staff, students and classes included in the imports are still necessary for instructional purposes (only those that need data collected are included in import).
- Determine if the fields included in the imports are still necessary for intended purpose.

Acquisition and Creation

After completing the requirements for adoption of any new systems, staff shall complete an online request form (located on the Districts Student Privacy and Technology Use website) for any new digital app/tool that either has an associated cost or collects staff or student data (see Appendix C: Digital Resource Acquisition and Use). All staff must adhere to the following guidelines regarding a new digital resource acquisition:

- Contracts for any system that creates, collects or uses personally identifiable information (PII), student records or confidential data must be reviewed by the ISO prior to initiation. Staff should speak with their building Technology Representative or Technology Specialist before using ANY new app/online tool with students and seek their assistance with the evaluation/vetting process. This includes any online tool that a student interacts with where they may be creating content and/or any site that requires any student login.
- It is the responsibility of the staff requesting to use new digital content to properly vet the resource to ensure that it meets district business objectives, is in line with curriculum or behavioral standards, is age appropriate, is instructionally sound, and is appropriate for the intended use.
- Digital resources that accompany adopted instructional and/or curriculum materials will be vetted by the Assistant Superintendent, Curriculum Directors/Deans and the ISO, or designee, prior to purchase.

Management and Storage

Systems Security

The district will provide access to confidential information to appropriately trained district staff and volunteers only when the district determines that such access is necessary for the performance of their duties. The district will disclose confidential information only to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law and authorized by the district (School Board Policy EHAB). Therefore, systems access will only be given on an as-needed basis as determined by the data manager and ISO. Further information regarding Electronic Access Security Controls is contained in the Security/Protection section of this manual.

Data Management

The effective education of students and management of district personnel often require the district to collect information, some of which is considered confidential by law and district policy. In addition, the district maintains information that is critical to district operations and that must be accurately and securely maintained to avoid disruption to district operations.

Data Managers are responsible for the development and execution of practices and procedures that ensure the accuracy and security of data in an effective manner. All district administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage. Data managers will:

- ensure that system account creation procedures and data access guidelines appropriately match staff member job function with the data on instructional and operational systems.
- review all staff with custom data access beyond their typical group's access.
- review district processes to ensure that data will be tracked accurately.
- review contracts with instructional and operational software providers to ensure that they are current and meet the district data security guidelines.
- ensure that staff are trained in the district's proper procedures and practices in order to ensure accuracy and security of data.
- assist the ISO in enforcing district policies and procedures regarding data management.

Data Classification and Inventory

Classification is used to promote proper controls for safeguarding the confidentiality of data. Regardless of classification, the integrity and accuracy of all classifications of data are protected. The classification assigned and the related controls applied are dependent on the sensitivity of the data. Data is classified according to the most sensitive detail they include. Data recorded in several formats (ie. source document, electronic record,

report) have the same classification regardless of format (see Appendix E: Data Classification Levels).

The ISO or designee will identify all systems containing district data, such as student information systems, financial systems, payroll systems, transportation systems, food-service systems, email systems, instructional software applications and others. The ISO or designee will identify the data files and data elements maintained in those systems and identify confidential and critical information the district possesses or collects. Once the data files and data elements are identified, the ISO or designee will classify the data as confidential or critical so that those files and the information they contain can be more closely monitored.

The district will create and maintain a data inventory for all information systems containing PII or confidential information. When possible, a data dictionary will be maintained for critical information systems. The data inventory will contain the following elements:

- Data Source
- What data is stored
- Where the data is stored
- Persons assigned to manage the data
- Staff or staff categories that have access to the files
- When the data is collected and received
- How the data is accessed
- Who has access
- Criticality/Sensitivity Rating

Security/Protection

Risk Management

A thorough risk analysis of all DOVER School District's data networks, systems, policies, and procedures shall be conducted on a biannual basis by an external third party or as requested by the Superintendent, ISO or designee. An internal audit of District network security will be conducted annually by District Technology staff. This analysis shall be completed using the risk management steps outlined in the Data Security Checklist (Appendix D). The product of the risk analysis will be referred to as the risk assessment. The risk assessment shall be used to develop a plan to mitigate identified threats and risk to an acceptable level by reducing the extent of vulnerabilities.

Security Logs

The District will maintain a comprehensive list of critical system events that will be logged and monitored to ensure data security. These events will include, but are not limited to, access to critical systems and modification of critical data. When applicable, notifications will be established for critical event triggers.

Physical Security Controls

Technology telecommunication closets are housed in secure locations. Access authorization is assigned through the Director of Technology, Lead Systems Administrator and or Director of Facilities. In addition, access to areas in which information processing is carried out shall be restricted to only appropriately authorized individuals (see appendix G: Physical Security Controls).

No technological systems shall be disposed of or moved without adhering to the appropriate procedures (see Appendix H: Asset Management).

Inventory Management

The district shall maintain a process for inventory control in accordance to federal and state requirements and School Board policy. All district technology assets will be maintained in inventory and verified through the regular inventory verification process (see Appendix H: Asset Management).

Virus, Malware, Spyware, Phishing and SPAM Protection

The District uses a multi-layered approach to ensure that all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. These include, but are not limited to, enterprise virus/malware/spyware software, group policy, gateways, firewalls, and content filter. Users shall not turn off or disable district protection systems or install other systems (see Appendix I: Virus, Malware, Spyware, Phishing and SPAM Protection).

Electronic Access Security Controls

District staff will only access personally identifiable and/or confidential information if necessary to perform their duties. The district will only disclose this information to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law. All staff are required to read and acknowledge applicable district policies via the Faculty Handbook sign-off form annually.

Mechanisms to control access to PII, confidential information, internal information and computing resources include, but are not limited to, the following methods:

- **Identification/Authentication:** Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, confidential information, and/or internal information. Users will be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall not be shared.
- **Authorization:** Access controls are maintained through a partnership between the technology department, human resources (HR) and data managers.

Additionally, only members of the District Technology staff will be granted access to domain level administrator and local machine administrator accounts in order to complete their job functions.

Access security is audited annually or whenever access permission requirements are changed for a particular application/software or when an application/software is no longer necessary.

Staff Users

All new staff accounts are authorized through an HR hiring process (see Appendix J: Account Management). Role-based permissions and security groups are used to establish access to all systems (see Appendix K: Data Access Roles and Permissions). If a staff member requires additional access, a request must be made directly to the ISO with a clear justification for access.

Contractors/Vendors

Access to contractors/vendors is governed through the same process using School Board Policy EHAB. All contractor/vendor access must be approved by HR and the ISO. All contractors doing business on district premises must also pass a background check unless other security measures are addressed in a vendor contract. All contractors/vendors accessing district data will be considered on premise users. Once the approval has been obtained, the technology department will create the account, only granting access to the server/application that the contractor/vendor supports.

Password Security

The District will enforce secure passwords for all systems within their control (see Appendix L: Password Security). When possible, the district will utilize Single Sign On (SSO) or LDAP/Active Directory Integration

to maintain optimal account security controls.

Concurrent Sessions

When possible, the district will limit the number of concurrent sessions for a user account in a system.

Remote Access

Access into the District's network from outside is strictly prohibited without explicit authorization from the ISO. Remote access will be granted through virtual private network (VPN) connection through the district's network VPN appliance; no other method of remote access shall be granted without explicit authorization from the ISO. PII, confidential information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protection as information stored and accessed within District's network.

In the event that VPN access is needed by a contractor/vendor, access must be approved by the ISO. The Network Administrator will establish the contractor account, only granting access to the server/application that the contractor/vendor supports.

All VPN accounts will be reviewed at least annually.

Securing Data at Rest and Transit

District data security applies to all forms of data, including data stored on devices, data in transit and data stored on additional resources. All district external hard drives will be maintained in inventory and verified through the regular inventory verification process. Regular transmission of student data to internal and external services is managed by the technology department using a secure data transfer protocol.

Users must ensure that they are securely storing their data. Guidelines have been established for Cloud Storage and File Sharing, External Storage Devices, and File Transmission Practices. (see Appendix F: Securing Data at Rest and Transit). These guidelines are outlined in the following section.

Usage and Dissemination

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. All district staff, volunteers, contractors and agents who are granted access to critical and confidential information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of confidential information. All individuals using confidential and critical information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information in a confidential and secure manner.

All users are responsible for the security and integrity of the data they create, store or access. Users are expected to act as good stewards of data and treat data security and integrity with a high degree of responsibility and priority. Users must follow all guidelines outlined with Board policies, specifically Employee and Student Technology Usage (GBEF, GBEF-R, JICL, JICL-R), Data Governance and Security (EHAB), Data Retention (EHB-R) and Student Records (JRA, JRA-R).

District staff, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise.

Data Storage and Transmission

All staff and students that log into a district owned Macintosh and PC computers will be provided with several options for data storage and transmission. Staff and students will need to ensure that they are securely storing

their data. Staff and students will be able to store data on the local device. It is important to note that this data is not a part of the district's continuity plan, and thus will not be backed up by the district's backup solution. Staff and students will also have a mapped personal folder. This folder acts as a redirection of document and desktop folders to district file servers. Access to these files is restricted to the folder's owner (staff or student who is assigned) and district enterprise administrator accounts. Staff and students using Chromebook devices have limited local storage capabilities. Chromebook users are to store data within their GSuite for Education Drive account.

Cloud Storage and File Sharing

The term "Cloud Storage" is used to define all types of remote server storages accessed by users through the internet. All staff and students are provided with a Google GSuite for Education account that provides unlimited storage. Users are responsible for all digital content on their district provided Google GSuite for Education Drive (see Appendix F: Securing Data at Rest and Transit).

File Transmission Practices

Staff are responsible for securing sensitive data for transmission through email or other channels. Staff should not transmit files labeled classified, confidential, or restricted through email or third party file transfer services without district approval. When possible, staff should de-identify or redact any PII or confidential information prior to transmission. Regular transmission of student data to services such as a single sign on provider is managed by the technology department using a secure data transfer protocol (see Appendix F: Securing Data at Rest and Transit).

Credit Card and Electronic Payment

Users of systems that process electronic payments, including but not limited to processing credit card information, must adhere to strict guidelines regarding the protection of payment information and cardholder data. These users are responsible for adhering to the appropriate level of PCI compliance when handling such data (see Appendix F: Securing Data at Rest and Transit).

Mass Data Transfers

Downloading, uploading or transferring PII, confidential information, and internal information between systems shall be strictly controlled. Requests for mass download of, or individual requests for, information for research or any other purposes that include PII shall be reviewed and approved by the Superintendent or designee. All other mass downloads of information shall be approved by the ISO and include only the minimum amount of information necessary to fulfill the request.

Printing

When possible, staff should de-identify or redact any PII or confidential information prior to printing. PII and confidential information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise.

Oral Communications

Staff shall be aware of their surroundings when discussing PII and confidential information. This includes, but is not limited to, the use of cellular telephones in public areas. Staff shall not discuss PII or Confidential Information in public areas if the information can be overheard. Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or public areas.

Training

The district will create and maintain a data security training program. This program will consist of the following:

- Training for all staff on technology policies and procedures, including confidentiality and data privacy.

- Additional training for new instructional staff on federal regulations and the use of digital resources and student electronic records.
- Training for all instructional staff on federal regulations and the use of digital resources and student electronic records.
- Training for district administration on federal regulations, data privacy and security.
- All training or professional learning that includes the use of data systems shall include data security.

Archival and Destruction

Once data is no longer needed, the ISO or designee will work with the data managers to ensure that it is appropriately destroyed. Special care will be taken to ensure that confidential information is destroyed appropriately and in accordance with law. Confidential paper records will be destroyed using methods that render them unreadable, such as shredding. Confidential digital records will be destroyed using methods that render the record unretrievable.

District Data Destruction Processes

The district will regularly review all existing data stored on district provided storage for the purposes of ensuring data identification and appropriate destruction. Data destruction processes will align with School Board Policy EHB and EHB-R. District data managers will regularly review systems and data to ensure that data that is no longer needed is destroyed. The following exceptions will be made:

- Data in an active litigation hold will be maintained until the conclusion of the hold.
- Student GSuite for Education / Microsoft O365 accounts will be maintained for one school year after the student's final date of attendance.
- Staff GSuite for Education / Microsoft O365 accounts will be suspended after the final work day, unless HR or the ISO approves a district administrator to maintain access.

Asset Disposal

The district will maintain a process for physical asset disposal in accordance with School Board Policy DN. The district will ensure that all assets containing PII, confidential, or internal information are disposed of in a manner that ensures that this information is destroyed (see Appendix H: Asset Management).

Critical Incident Response

Controls shall ensure that the District can recover from any damage to or breach of critical systems, data, or information within a reasonable period of time. Each school, department, or individual is required to report any instances immediately to the ISO or designee for response to a system emergency or other occurrence (for example, fire, vandalism, system failure, data breach and natural disaster) that damages/breaches data or systems.

Business Continuity

The District's administrative procedure EHB-R, delineates the timeline for data retention for all district data. The District will maintain systems that provide near-line and off-site data backup. These systems shall allow for the full recovery of critical systems in the event of a disaster. The district will test near-line and off-site backups of critical systems quarterly.

Disaster Recovery

The District's Technology Disaster Recovery Plan outlines critical staff, responsibilities, and processes in the event of a disaster or critical data loss. The District shall maintain a list of all critical systems and data, including contact information. The Technology Disaster Recovery Plan shall include processes that enable the District to continue operations and efficiently restore any loss of data in the event of fire, vandalism, natural disaster, or critical system failure (see Appendix M: Disaster Recovery Plan).

Data Breach Response

New Hampshire's data breach law (RSA 359-c:19, 20, 21) is triggered when a School District computer system is breached and personal information is acquired without authorization in a way that compromises the security or confidentiality of the information. The law requires a school district experiencing a breach to conduct a good faith and reasonably prompt investigation to determine the likelihood that personal information was, or will be, misused. The Data Breach Response Plan enables the District to respond effectively and efficiently to a data breach involving personally identifiable information (PII) as defined by NH Law, confidential or protected information (ie-FERPA), district identifiable information and other significant cybersecurity incident. The Data Breach Response Plan shall include processes to validate and contain the security breach, analyze the breach to determine scope and composition, minimize impact to the users, and provide notification (see Appendix N: Data Breach Response Plan).

Appendix A - Definitions

Confidentiality: Data or information is not made available or disclosed to unauthorized persons.

Confidential Data/Information: Information that the district is prohibited by law, policy or contract from disclosing or that the district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (PII) regarding students and staff.

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

Data: Facts or information. Data can be in any form; oral, written, or electronic.

Data Breach, Breach of Security or Breach: A security incident in which there was unauthorized access to and unauthorized acquisition of personal information maintained in computerized form that compromises the security, confidentiality or integrity of the information.

Data Integrity: Data is current, accurate and has not been altered or destroyed in an unauthorized manner.

Data Management: The development and execution of policies, practices, and procedures in order to manage the accuracy and security of district instructional and operational data in an effective manner.

Data Owner: User responsible for the creation of data. The owner may be the primary user of that information or the person responsible for the accurate collection/recording of data. Ownership does not signify proprietary interest, and ownership may be shared. The owner of information has the responsibility for:

- knowing the information for which she/he is responsible.
- determining a data retention period for the information according to Board policy and state statute.
- ensuring appropriate procedures are in effect to protect the integrity, confidentiality, and availability of the data used or created.

- reporting promptly to the ISO the loss or misuse of data.
- initiating and/or implementing corrective actions when problems are identified.
- following existing approval processes for the selection, budgeting, purchase, and implementation of any digital resource.

Information Security Officer: The Information Security Officer (ISO) is responsible for working with the Superintendent, Data Governance Team, data managers, data owners, and users to develop and implement prudent security policies, procedures, and controls. The ISO will oversee all security audits and will act as an advisor to:

- data owners for the purpose of identification and classification of technology and data related resources.
- systems development and application owners in the implementation of security controls for information on systems, from the point of system design through testing and production implementation.

Systems: Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device, whether hosted by the district or provider.

Security Incident: An event that 1) actually or potentially jeopardizes the confidentiality, integrity or availability of an information system or the information the system processes, stores or transmits, or 2) constitutes a violation or imminent threat of violation of security policies, security procedures or acceptable-use policies.

Personally Identifiable Information (PII): Any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, State Assigned Student Identification, date and place of birth, mother's maiden name, or biometric records and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Risk: The probability of a loss of confidentiality, integrity, or availability of information resources.

User: The user is any person who has been authorized to read, enter, print or update information. A user of data is expected to:

- access information only in support of their authorized job responsibilities.
- comply with all data security procedures and guidelines.
- keep personal authentication confidential (user IDs, passwords, secure cards, PINs, access codes).
- report promptly to the ISO the loss or misuse of data.
- follow corrective actions when problems are identified.

Appendix B - Laws, Statutory, and Regulatory Security Requirements

CIPA: The Children's Internet Protection Act was enacted by Congress to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies shall include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they shall provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

COPPA: The Children's Online Privacy Protection Act regulates operators of commercial websites or online services directed to children under 13 that collect or store information about children. Parental permission is required to gather certain information. <https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>

FERPA: The Family Educational Rights and Privacy Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. This regulation protects student information and accords students specific rights with respect to their data. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

HIPAA: The Health Insurance Portability and Accountability Act applies to organizations that transmit or store Protected Health Information (PII). It is a broad standard that was originally intended to combat waste, fraud, and abuse in health care delivery and health insurance, but is now used to measure and improve the security of health information as well. <https://www.hhs.gov/hipaa/index.html>

IDEA: The Individuals with Disabilities in Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children. <https://sites.ed.gov/idea/>

PCI DSS: The Payment Card Industry Data Security Standard was created by a consortium of payment brands including American Express, Discover, MasterCard, and Visa. It covers the management of payment card data and is relevant for any organization that accepts credit card payments. www.pcisecuritystandards.org

PPRA: The Protection of Pupil Rights Amendment affords parents and minor students' rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. <https://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

New Hampshire State RSA 189:65-189:68: Student and Teacher Information Protection and Privacy as defined by the following sections:

- NH RSA 189:65 (<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-65.htm>) Definitions
- NH RSA 189:66 (<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-66.htm>) Data Inventory and Policies Publication
- NH RSA 189:67 (<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-67.htm>) Limits on Disclosure of Information
- NH RSA 189:68 (<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-68.htm>) Student Privacy
- NH RSA 189:68-a (<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-68-a.htm>) Student Online Personal Information

[New Hampshire Minimum Standards for Privacy and Security of Student and Employee Data](#)

New Hampshire State RSA Chapter 359-C Right to Privacy:

- NH RSA 359-C:19 (<http://www.gencourt.state.nh.us/rsa/html/Doveri/359-c/359-c-19.htm>) Notice of Security Breach - Definitions
- NH RSA 359-C:20 (<http://www.gencourt.state.nh.us/rsa/html/Doveri/359-c/359-c-20.htm>) Notice of Security Breach Required
- NH RSA 359-C:21 (<http://www.gencourt.state.nh.us/rsa/html/Doveri/359-c/359-c-21.htm>) Notice of Security Breach Violation

Appendix C - Digital Resource Acquisition and Use

The purpose of the Digital Resource Acquisition and Use process is to:

- ensure proper management, legality and security of information systems,
- increase data integration capability and efficiency,
- and minimize malicious code that can be inadvertently downloaded.

New Resource Acquisition

Staff are required to complete steps outlined under the staff section of the District's Student Technology Use and Data Privacy website. An online request form is required for any new digital resources that either has an associated cost or collects staff or student data. All staff must adhere to the following guidelines regarding digital resource acquisition:

- Contracts for any system that creates, collects or uses personally identifiable information (PII), student records or confidential data must be reviewed by the ISO prior to initiation. Staff should speak with their building Technology Integrator before using ANY new app/online tool with students and seek their assistance with the evaluation/vetting process. This includes any online tool that a student interacts with where they may be creating content and/or any site that requires any student login.
- It is the responsibility of the staff requesting to use new digital content to properly vet the resource to ensure that it meets district business objectives, is in line with curriculum or behavioral standards, is age appropriate, is instructionally sound, and is appropriate for the intended use.
- Digital resources that accompany adopted instructional and/or curriculum materials will be vetted by the appropriate Assistant Superintendent, Curriculum Directors/Deans and the Director of Technology, or designee, prior to purchase.

All new resources shall be properly evaluated against the following criteria, when applicable:

- Impact on technology environment including storage and bandwidth
- Hardware requirements, including any additional hardware
- License requirements/structure, number of licenses needed, and renewal cost
- Maintenance agreements including cost
- Resource update and maintenance schedule
- Funding for the initial purchase and continued licenses and maintenance
- Evaluate terms of service, privacy policy, and MOU/contract that meet the following criteria:
 - o The district continues to own the data shared, and all data must be available to the district upon request.
 - o The vendor's access to and use of district data is limited; the data cannot be used for marketing, targeted advertising or data mining; and the data cannot be shared with third parties unless allowed by law and authorized by the district. If metadata is collected, it will be protected to the same extent as the district's confidential or critical information.
 - o District data will be maintained in a secure manner by applying appropriate technical, physical and administrative safeguards to protect the data.
 - o The provider will comply with district guidelines for data transfer or destruction when

contractual agreement is terminated.

- o No API will be implemented without full consent of the district.
- o All data will be treated in accordance to federal, state and local regulations
- o The provider assumes liability and provides appropriate notification in the event of a data breach.

Note: Exceptions can be made by the ISO when all the criteria cannot be met for a legitimate reason while still meeting all regulatory requirements for use. Parent permission is requested from parents during the yearly online registration process for district vetted and approved applications and tools.

Approved Digital Resources

In order to ensure that all digital resources used meet security guidelines and to prevent software containing malware, viruses, or other security risk, digital resources that have been vetted are categorized as Approved or Denied.

- A list of vetted software will be maintained on the District Technology Use and Student Data Privacy website.
- It is the responsibility of staff to submit a request to use a new digital resource if a resource is not listed.
- Digital resources that are denied or have not yet been vetted will not be allowed on district owned devices or used as part of district business or instructional practices.

Digital Resource Licensing/Use

All computer software licensed or purchased for district use is the property of the District and shall not be copied for use at home or any other location, unless otherwise specified by the license agreement.

All staff must adhere to the following guidelines regarding digital resource licensing/use:

- Only approved district resources are to be used.
- District software licenses will be:
 - o kept on file in the technology office.
 - o accurate, up to date, and adequate.
 - o in compliance with all copyright laws and regulations.
 - o in compliance with district, state and federal guidelines for data security.
- Software installed on DOVER School District systems and other electronic devices will have a current license on file or will be removed from the system or device.
- Resources with or without physical media (e.g. downloaded from the Internet, apps, or online) shall still be properly vetted and licensed, if necessary, and is applicable to this procedure.
- Under no circumstances can staff act as a parental agent when creating student accounts for online resources; resources requiring this permission must be approved at the district level.

Appendix D - Data Security Checklist

A thorough risk analysis of all DOVER School District data networks, systems, policies, and procedures shall be conducted on an bi-annual basis or as requested by the Superintendent, ISO or designee by an independent third party. The risk analysis will include internal and external vulnerability cybersecurity risk assessments and external penetration testing of the District network. An internal audit of District network security will be conducted annually by District Technology staff.

The Data Security Checklists examine the types of threat that may affect the ability to manage and protect the information resource. The analysis also documents any existing vulnerabilities found within each entity, which could potentially expose the information resource to threats. Finally, the analysis includes an evaluation of the information assets and the technology associated with its collection, storage, dissemination and protection.

From the combination of threats, vulnerabilities, and asset values, an estimate of the risks to the confidentiality, integrity and availability of the information is determined. The product of the risk analysis will be referred to as the risk assessment. The risk assessment shall be used to develop a plan to mitigate identified threats and risk to an acceptable level by reducing the extent of vulnerabilities.

Data Security Checklist for District Hosted Systems

- ☐ Inventory and classification of data on system
- ☐ Types of potential threats (internal, external, natural, manmade, electronic and non-electronic)
- ☐ Physical security of system
- ☐ Location within network including network systems protection (firewall, content filter) and if system is externally facing or only allows for district network access
- ☐ Access controls including password security (can district password requirements be enforced)
- ☐ Authentication methods (LDAP/Active Directory, Single Sign On, District managed account, user managed account)
- ☐ Server/system security patch frequency
- ☐ Ability to access from mobile devices
- ☐ Ability to maintain critical system event logs
- ☐ Ability to receive notification for critical system events

Data Security Checklist for Provider Hosted Systems

- ☐ Inventory and classification of data on system
- ☐ Types of potential threats (internal, external, natural, manmade, electronic and non-electronic)
- ☐ Contract, terms of service and privacy policy are current and meet district data security requirements
- ☐ Provider has adequate data security measures including data management and incident response
- ☐ Ability to ensure proper access controls including password security (ie- can district password requirements be enforced)
- ☐ Authentication methods (LDAP/Active Directory, Single Sign On, District managed account, user managed account)
- ☐ Server/system security patch frequency
- ☐ Ability to access from mobile devices
- ☐ Notification practices in the event of a system compromise or security breach

Appendix E - Data Classification Levels

Personally Identifiable Information (PII)

PII is information about an individual maintained by an agency, including:

- Any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records.
- Any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Unauthorized or improper disclosure, modification, or destruction of this information could violate state and federal laws, result in civil and criminal penalties, and cause serious legal implications.

Confidential Information

Confidential Information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and shall be restricted to those with a legitimate business need for access. Examples of confidential information may include: student records, personnel information, key financial information, proprietary information, system access passwords and encryption keys.

Unauthorized disclosure of this information to individuals without a business need for access may violate laws and regulations, or may cause significant consequences for district, its staff, parents, students or other stakeholders. Decisions about the provision of access to this information shall always be cleared through the data manager and/or ISO.

Internal Information

Internal Information is intended for unrestricted use within the district and in some cases within affiliated stakeholders. This type of information is already widely-distributed within the district, or it could be distributed within the organization without advance permission from the information owner. Examples of Internal Information include internal policies and procedures and handbooks.

Unauthorized disclosure of this information to outsiders may not be appropriate due to copyright, legal or contractual provisions.

Directory Information

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The DOVER School District designates the following items as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

This information may only be disclosed as permitted in School Board Policy JRA and JRA-R

Public Information

Public Information has been specifically approved for public release by the Superintendent or appropriate district administrator. Examples of public information may include patron mailings and materials posted to the district's website.

This information may be disclosed outside of the district.

Appendix F - Securing Data at Rest and Transit

All staff and students that log into a district owned Macintosh or PC computer will be provided with several options for data storage and transmission. Staff and students will need to ensure that they are securely storing their data. Staff and students will be able to store data on the local device. It is important to note that this data is not a part of the district's continuity plan, and thus will not be backed up by the district's backup solution. Staff and students will also have a mapped personal folder. This folder acts as a redirection of document and desktop folders to district file servers. Access to these files is restricted to the folder's owner (staff or student who is assigned) and district enterprise administrator accounts. Staff and students using Chromebook devices have limited local storage capabilities. Chromebook users are to store their data within their GSuite for Education Drive account.

Confidential and critical information will be saved and maintained in a secure manner using encryption or other password-protected security measures. Likewise, when data is transmitted, the district will use encryption or password-protected security measures.

Cloud Storage and File Sharing

The term "Cloud Storage" is used to define all types of remote server storages accessed by users through the internet. All staff and students are provided with a GSuite for Education account that provides unlimited storage. Users are responsible for all digital content on their district provided GSuite for Education Drive. When using cloud storage, staff must adhere to the following guidelines:

- Staff and students may not access cloud storage through third party applications outside of approved internet browsers and Google Drive App on Android & iOS. This will ensure that native operating systems do not replace cloud sharing security.
- Users need to be aware of default sharing settings on folders when they upload files. Users are required to limit sharing files to an as needed basis.
- Staff and students must ensure that any cloud storage providers used are approved by the district and meet district student data and data security standards.
- When exiting the district, students should responsibly copy their content to their own personal storage solution.
- When exiting the district, staff should ensure that they are only copying personal content that they created. Staff are prohibited from copying content that contains confidential information, student records or data.

- Data with personally identifiable information of staff or students may be posted to users' district provided Google Drive with appropriate security settings. Users may not post this data to other cloud sharing platforms without consent of district administration.
- Staff should never post any documents labeled classified, confidential, or restricted to any cloud storage including district provided Google Drive accounts without district approval.
- All users shall immediately report any cloud storage security problems of the district's technology resources to a teacher or administrator.
- Attempting to gain or gaining unauthorized access to cloud storage or the files of another is prohibited.
- As with other forms of district technology, district staff, students, and other GSuite for Education drive users have no expectation of privacy on data stored on this platform.

The term "File Sharing" is used to define all activities that share access to digital information whether in the cloud or on district administered mapped drives. When file sharing, staff must adhere to the following guidelines:

- Users must abide by all policies and procedures regarding professional conduct and communication when sharing, reviewing, updating, commenting and re-sharing.
- When sharing content, users must ensure that other users accessing the information in the files have appropriate access to the information based on job function.
- All users shall immediately report any inappropriate sharing of the district's technology resources to an administrator.

External Storage Devices

The term "External Storage Devices" is used to define all portable storage devices (including USB drives, rewritable CD/DVD, memory cards, and external hard drives) used by staff and students. While the district recognizes the advantages for staff and students to maintain information on these devices, users are strongly encouraged to rely on their district provided GSuite for Education Drive account for all storage needs. When using external storage devices, staff must adhere to the following guidelines:

- Users are responsible for all content on external storage devices that have been connected to district technology resources.
- Users must ensure that they will not introduce harmful software including computer viruses, malware, non-district approved software, or hacking tools to district technology resources.
- Users must ensure that the data will remain secure through appropriate encryption or password protection when transferring files containing PII or protected information to an external storage device. Users should only keep the information stored on the external device for the duration of the project, and then promptly remove.
- Staff should never transfer any documents labeled classified, confidential, or restricted to any external storage device.
- Staff should never transfer or create confidential data or student records on personal storage devices.

File Transmission Practices

- Staff are responsible for securing sensitive data for transmission through email or other channels. When possible, staff should de-identify or redact any PII or confidential information prior to transmission.
- Staff should never include a password in any electronic communication unless directed to do so by Technology Staff.
- Staff should not transmit files labeled classified, confidential, or restricted through email or third party file transfer services without district approval.
- Regular transmission of student data to services such the District Library Management system, Food

Service Management system and Single Sign On Provider system is managed by the technology department using a secure data transfer protocol. All such services are approved by a district/building administrator and the Director of Technology.

Credit Card and Electronic Payment

Users of systems that process electronic payments, including but not limited to processing credit card information, must adhere to strict guidelines regarding the protection of payment information and cardholder data. These users are responsible for adhering to the following requirements and appropriate level of PCI compliance when handling such data:

- Never store cardholder data on district systems or in written form. All cardholder data may only be entered in secured payment systems approved by the district. Any cardholder data collected in written form must be shredded immediately after entry into approved system.
- The district will never maintain a data system for payment information. All payment information will be stored and processed by a 3rd party accessible through a secure portal.
- Never request cardholder information to be transmitted via email or any other electronic communication system.
- Payment information shall be entered directly into the approved payment system by individual making payment. If the individual is not able to directly input the payment, designated staff may gain verbal approval for the payment process either in person or via phone (after identification is verified). If verbal payment information is received, that information must be entered directly into the payment system and not written down during the process.
- If payment information is collected via a physical form, that form must be shredded or payment information redacted immediately upon receipt and entry into payment system.

Appendix G - Physical Security Controls

The following physical security controls shall be adhered to:

- Network systems shall be installed in an access-controlled area. The area in and around the computer facility shall afford protection against fire, water damage, and other environmental hazards such as power outages and extreme temperature situations.
- Monitor and maintain data centers' temperature and humidity levels.
- File servers and/or storage containing PII, Confidential and/or Internal Information shall be installed in a secure area to prevent theft, destruction, or access by unauthorized individuals.
- Ensure network systems and network equipment are properly secured to prevent unauthorized physical access and data is properly safeguarded to protect from loss.
- Computers and other systems shall be secured against use by unauthorized individuals. It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.
- Monitor and control the delivery and removal of all data-storing technological equipment or systems. Maintain a record of all such items entering or exiting their assigned location using the district approved technology inventory program. No technology equipment regardless of how purchased or funded shall be moved without the explicit approval of the technology department.
- Ensure that technological equipment or systems being removed for transfer to another organization or being designated as surplus property is appropriately sanitized in accordance with applicable policies and procedures (see Appendix I: Asset Management).

Appendix H - Asset Management

Data security must be maintained through the life of an asset, including the destruction of data and disposal of assets. Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as a system, asset or device.

All involved systems and information are assets of the district and are expected to be protected from misuse, unauthorized manipulation, and destruction.

Inventory

All technology devices or systems considered an asset are inventoried by the technology department. This includes, but is not limited to, network appliances, servers, computers, laptops, mobile devices, and external hard drives. The technology department will conduct annual inventory verification of all district devices. It is the responsibility of the technology department to update the inventory system to reflect any in-school transfers, in-district transfers, or other location changes for district technology assets.

Disposal Guidelines

Assets shall be considered for disposal in accordance with state/federal regulations and School Board Policy DN. The following considerations are used when assessing an asset for disposal:

- End of useful life
- Lack of continued need
- Obsolescence
- Wear, damage, or deterioration
- Excessive cost of maintenance or repair
- Salable value

The Director of Technology shall approve disposals of any district technology asset.

Methods of Disposal

Once equipment has been designated and approved for disposal (does not have salable value), it shall be handled according to one of the following methods. It is the responsibility of the technology department to update the inventory system to reflect the disposal of the asset.

Discard

All technology assets shall be discarded in a manner consistent with applicable environmental regulations. Electronic equipment may contain hazardous materials such as mercury, lead, and hexavalent chromium. When possible, any re-usable hardware that can be used as parts to repair and/or maintain district technology assets shall be removed (motherboards, screens, adapters, memory). In addition, systems may contain Personally Identifiable Information (PII), Confidential, or Internal Information. Systems shall be wiped clean of this information prior to leaving the school district.

A district-approved vendor shall be contracted for the disposal of all technological systems/equipment. The vendor shall provide written documentation verifying the method used for disposal and a certificate stating that no data of any kind can be retrieved from the hard drive or any other component capable of storing data.

Under no circumstances should any technological systems/equipment be placed in the trash.

Donation/Gift

In the event that the district determines that an asset shall be donated or gifted, systems shall be wiped clean of Personally Identifiable Information (PII), Confidential, and/or Internal Information prior to leaving the school district. The DOVER School District will not support or repair any equipment that is donated. In addition, software licenses are not transferred outside the district. Therefore, systems must be returned to factory installation prior to donation.

Appendix I - Virus, Malware, Spyware, Phishing and SPAM Protection

Virus, Malware, and Spyware Protection

DOVER School District PC desktops, laptops, and file servers are protected using enterprise virus/malware/spyware software. Definitions are updated daily and an on-access scan is performed on all “read” files continuously. A full scheduled scan runs weekly. A full scheduled scan is performed on all servers weekly during non-peak hours. All files and systems are scanned.

Internet Filtering

Student learning using online content and social collaboration continues to increase. The DOVER School District views Internet filtering as a way to balance safety with learning, letting good content, resources, and connections in while blocking the bad. To balance educational Internet resource and application use with student safety and network security, the Internet traffic from all devices on the district network is routed through the district firewall and content filter. Filtering levels are based on the role of the user, staff or student and student grade level. All sites that are known for malicious software, phishing, spyware, etc. are blocked.

Phishing and SPAM Protection

Email is filtered for viruses, phishing, spam, and spoofing using Google services.

Security Patches

Server patch management is performed regularly. Security patches are applied on an as needed basis, but at least weekly.

Appendix J - Account Management

Access controls are essential for data security and integrity. The DOVER School District maintains a strict process for the creation and termination of district accounts. All new staff accounts are authorized through an HR hiring process prior to creation. Role-based permissions are used to establish access to all systems. Access security is audited at least annually or whenever access permission requirements are changed for a particular application/software or when an application/software is no longer necessary.

Staff Accounts

When a staff member is hired by the DOVER School District, the following process ensures that each staff member has the correct access and permissions to the resources that are required for their position.

- Notification of new staff member is sent from Human Resources to the Technology Department. This notification includes position, building assignment(s), and start date.
- Only after notification has been received from Human Resources, the Technology Department creates user accounts. The user is given access and permissions to the necessary resources based on their position and building assignment(s) (see Appendix K: Data Access Roles and Permissions).
- Any exception to permissions must be approved by the district administrator responsible for the system (data manager) and the Director of Technology.

When a staff member's employment is ended, either by termination or resignation, account permissions are revoked in one of two ways.

- In the event of termination, HR will notify the Technology Department via email or phone call requiring the account to be disabled at once, preventing any further access to district resources.
- In the event of resignation, HR will notify the Technology Department via email indicating the termination date. The account is disabled at the end of business on the termination date, preventing further access to district resources.
- In the event that a user having elevated permissions to any system separates from the district, additional measures are taken to ensure that all elevated accounts to those systems are secure.

Local/Domain Administrator Access

Only members of the District Technology staff will be granted access to domain level administrator and local machine administrator accounts in order to complete their job functions.

Remote Access

Access into the District's network from outside is strictly prohibited without explicit authorization from the ISO. Remote access will be granted through virtual private network (VPN) connection through the district's network VPN appliance; no other method of remote access shall be granted without explicit authorization from the ISO. PII, confidential information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protection as information stored and accessed within District's network.

In the event that VPN access is needed by a contractor/vendor, access must be approved by the ISO. The Network Administrator will establish the contractor account, only granting access to the server/application that the contractor/vendor supports.

All VPN accounts will be reviewed at least annually.

Contractors/Vendors

Access to contractors/vendors is governed through the same process using School Board Policy EHAB. All contractor/vendor access must be approved by HR and ISO. All contractors doing business on district premises must also pass a background check unless other security measures are addressed in a vendor contract. All contractors/vendors accessing district data will be considered on premise users. Once the approval has been obtained, the technology department will create the account.

Appendix K - Data Access Roles and Permissions

Student Information System (SIS)

Staff are entered into the DOVER School District's student information system. Only staff whose roles require access are provided accounts for the system. The following minimum information is entered for each staff member:

- Building/Site location
- Status - Active
- Staff Type
- District Email Address
- Primary Alert Phone Number and Cell phone number

Access accounts for the District's SIS are setup based on staff role/position, building and required access to student data and are assigned by the Director of Technology or designee. Teacher accounts are created for all staff responsible for taking student attendance and entering and maintaining grades. Teacher accounts login to the SIS Teacher Portal. Staff assigned a Teacher account only have access to students they teach or provide services to. Administrative accounts are created based on the staff member's role/position and function and further restrictions to data are controlled through security groups. Security groups control access permissions to certain data sets such as attendance, demographic data, grades, discipline etc. and whether the staff member can view or maintain data. Additional page level permissions are assigned to the security groups. Administrative accounts log into the SIS Admin Portal.

SIS Security Groups

- Administrator
- AdminReadAll
- Athletic
- Dean Guidance
- Counselors
- DemoRead
- General User View Only
- Media Specialist
- LunchDir
- LunchManager
- LunchWrk
- Maintenance
- Principal
- Registrar
- School Nurses
- SchoolAdmin
- SchoolSec
- SpecialEd
- Specials_Roles
- SRO
- Unassigned - no access

- * A complete list of permissions is kept on file in the technology department.

Financial System

All staff members are entered into the District's financial system for the purpose of staff payroll and HR tracking. Staff access to their individual payroll information is granted through the employee portal. Only staff requiring access are provided accounts for the financial/personnel system.

After basic information and user ID are created, a security role is assigned to the account granting them access to designated areas of the financial system to complete their job responsibilities.

Financial System Security Roles

- Accountant
- Accounts Payable
- Budget
- Full Access
- HR
- Payroll
- Principal w SA
- Student Activity
- Superintendent

- * A complete list of permissions is kept on file in the technology department.

Special Education System

The State of New Hampshire provides the District access to the NH Special Education Information System (NHSEIS) that houses all student IEP information. Access accounts to NHSEIS is maintained by the District's Director of Special Services office through the MyNHDOE single sign on portal. A user role determines the user's authority and applicable permissions within the NHSEIS system. The established roles are as follows:

- School Administrator
- Provider
- Case Manager
- District IT Administrator
- IEP Team Member
- District Administrator
- SAU System Administrator
- SAU System Staff
- General Ed Teacher
- SAU District Administrator

The following user roles access NHSEIS through the MyNHDOE portal: Case Manager, District Administrator, District IT Administrator, SAU District Administrator, SAU System Administrator, SAU System Staff, and School Administrator. The remaining user roles, Provider, General Ed Teacher and IEP Team Member access NHSEIS through a SAU specific web address.

Health Software System

School District Nurses, Nurse Substitutes and Technology Staff are the only staff members granted access to the District's Health Software system. Technology Staff access is for the purpose of upgrades, and technical support for the use of the system. The medical data that is collected and maintained by the school nurses on the system includes immunizations, conditions, medications, and clinic logs (Time in/out of clinic and action taken). School nurses are the only accounts that can view and maintain medical information.

Food Services System

The District uses a Food Services software management system to track data and perform functions necessary for the efficient operation of the Food Service Program. Food service staff are granted accounts with access to only the parts of the system that are necessary to complete their job functions. Technology Staff access is for the purpose of upgrades, and technical support for the use of the system and cash registers. Strict security roles and permissions are in place to ensure that confidential information is only viewable by authorized staff. The established roles are as follows:

Security Roles

Web Roles

- Administrator
- Clerk
- Manager

Register Roles

- Administrators
- Cashier
- Clerk
- Manager

* A complete list of permissions is kept on file in the technology department.

Appendix L - Password Security

The District requires the use of strictly controlled passwords for network access and for access to secure sites and information. All passwords to district systems shall meet or exceed the below requirements.

- Passwords shall never be shared with another person.
- When possible, user created passwords should adhere to the same criteria as required for district network access as outlined below.
- Passwords shall never be saved when prompted by any application with the exception of single sign-on (SSO) systems as approved by the Technology Department.
- Passwords shall not be programmed into a computer or recorded anywhere that someone may find and use them.
- When creating a password for secure information or sites, it is important **not** to use passwords that are easily guessed due to their association with the user (i.e. children's names, pets' names, or birthdays).
- Users and staff who have reason to believe a password is lost or compromised must notify the Director of Technology or designee as soon as possible. The technology department will verify the identity of the person requesting the change before resetting the password.

District network access to resources managed through LDAP/SSO:

- Passwords must be "strong," and must meet the minimum standards as set by the Technology department
- Passwords will only be changed in the event the user shares their password with another staff member or they believe their account has been hacked.

- Your password must not be too similar to your username.
- Do not use your district password for any non-district systems.

Where possible, system software should enforce the following password standards:

- Passwords routed over a network shall be encrypted.
- Passwords shall be entered in a non-display field.
- System software shall enforce the changing of passwords and the minimum length.
- System software shall disable the user password when more than five consecutive invalid passwords are given.

Appendix M - Technology Disaster Recovery Plan

Objectives

The primary purpose of the Technology Disaster Recovery Plan (TDRP) is to enable the DOVER School District (DOVER) to respond effectively and efficiently to a natural disaster or critical failure of the district's data center and/or core systems. The objectives during a natural disaster or critical failure are the following:

- Minimize the loss or downtime of core systems and access to business critical data.
- Recover and restore the district's critical systems and data.
- Maintain essential technology resources critical to the day to day operations of the district.
- Minimize the impact to the staff and students during or after a critical failure.

Planning Assumptions

The following planning assumptions were used in the development of DOVER's TDRP:

- There may be natural disasters that will have greater impact than others.
- There will be factors that are beyond the department's control or ability to predict during a disaster.
- There is the possibility of complete loss of the current data center.
- We will have adequate storage to recover systems.
- District data is housed at district data center and backed up in the cloud.
- District data is hosted by 3rd party providers.
- In the event of a critical failure to network infrastructure in the datacenter, District networking may be significantly impacted.

Disaster Recovery/Critical Failure Team

The DOVER has appointed the following people to the disaster recovery/critical failure team: Director of Technology, Lead System Administrator

In the event the TDRP is activated, overall management of the response is delegated to this team. Their primary responsibilities include:

- Determining the impact of the natural disaster/critical failure.
- Communication of impact and or loss, and updates of progress to the Superintendent.
- Communication of outages and updates to district staff.
- Oversight of the TDRP implementation and restoration of critical systems and data.
- Allocation and management of technology staff during the event.
- Working with manufacturers and/or vendors during the recovery and restoration of critical systems and data.
- Oversight of TDRP implementation debrief.

Activation

The TDRP will be activated in the event of the following:

- A natural disaster has occurred and affects the operation of the District's data center. A natural disaster includes but is not limited to the following: tornado, earthquake, lightning, and floods.
- A fire has impacted the data center.

- Water or flooding has impacted the data center.
- Critical system failure.

The Information Security Officer (ISO) will act as the incident response manager (IRM). If the ISO is not able to act as the IRM, a member of the Superintendent's Leadership Team will assume the role of IRM, with assistance from the IRT.

Notification

The following groups will be notified in the event the plan has been activated:

- Superintendent
- Superintendent's Leadership Team
- Technology Staff
- District Staff
- Parents and Students
- Vendors

Information will be disseminated to the above groups through whichever means of communication is available at the time. This could include any one or combination of the following:

- Phone
- Email
- Social Media/Website
- Radio or Television

The TDRP team will work with the Superintendent on which information will be conveyed to each above group and what means will be used.

Implementation

The TDRP team has the following in place to bring the District back online in the least amount of time possible:

- Maintained spreadsheet listing all server names , physical and virtual, and their function. A hard copy of this document will be secured at the technology office. An electronic version will be housed on Google Drive / Microsoft One Drive.
- Maintained secure application to store all system administrator accounts, passwords and vendor contact information. This will be accessible only to applicable Technology Staff who need access to perform their job functions.
- The District's data backup solution includes the use of a backup manager and off-site file storage, which backs up data locally in the datacenter and the cloud. The District's critical virtual servers can be run directly from the cloud with limited access.
- In the event of a critical system failure, the District can restore that server back to our current environment from the backup solution.

Deactivation

The TDRP team will deactivate the plan once services are fully restored.

Evaluation

An internal evaluation of the DOVER's TDRP response will be conducted. This will entail gathering documentation from the response and feedback from all stakeholders and incorporate into an after action report and corrective action plan. The result will be an update to the TDRP and other emergency response plans as appropriate.

Appendix N - Data Breach Response Plan

Objectives

The purpose of the Technology Data Breach Plan (TDBP) is to enable the DOVER School District (DOVER) to respond effectively and efficiently to an actual or suspected data breach involving personally identifiable information (PII), confidential or protected information, district identifiable information and other significant cybersecurity incident. The objectives of the TDBP are:

- Convene the Incident Response Team (IRT) as necessary.
- Validate and contain the data security breach.
- Analyze the breach to determine scope and composition.
- Minimize impact to the staff and students after a data breach has occurred.
- Notification of data owners, legal counsel, state/federal agencies and law enforcement as deemed necessary.

Planning Assumptions

The following planning assumptions were used in the development of DOVER's TDBP:

- There may be data breaches that will have greater impact than others.
- There will be factors that are beyond the department's control or ability to predict during a data breach.
- District data is backed up.
- Some District data is hosted by 3rd party providers.

Data Breach/Incident Response Team

DOVER has appointed the following people to the data breach/incident response team: Director of Technology, Lead System Administrator

In the event the TDBP is activated, overall management of the response is delegated to this team. Their primary responsibilities include:

- Determine the nature of the data compromised and its impact to staff, students and the district itself.
- Communicate impact, the number of affected individuals, the likelihood information will be or has been used by unauthorized individuals and updates of progress to the Superintendent and Business Administrator.
- Coordinate with Superintendent to ensure communication with district staff and or parents as deemed appropriate.
- Oversight of the TDBP implementation and data breach resolution.
- Allocate and manage technology staff resources during the event.
- Work with vendors, 3rd party providers, manufacturers, legal counsel, district data breach insurance provider, state/federal agencies and law enforcement while correcting the data breach and its repercussions.
- Oversight of TDBP implementation debrief.

Activation

The TDBP will be activated in the event of the following:

- A data breach has occurred and affects the district itself. A data breach includes but is not limited to an incident in which sensitive, protected or confidential data has potentially been viewed, stolen or used by an individual unauthorized to do so.
- Personal Health Information (PHI) has been compromised.
- Personally Identifiable Information (PII) has been compromised.
- Confidential or sensitive data has been compromised.
- Network hack/intrusion has occurred.

The Information Security Officer (ISO) will act as the incident response manager (IRM). If the ISO is not able to act as the IRM, a member of the Superintendent's Leadership Team will assume the role of IRM, with assistance from the IRT. The breach response and reporting process will be documented according to state and federal requirements. The Director of Technology will work with the Superintendent to dispense and coordinate the notification and public message of the breach.

Notification

The following groups will be notified in the event the plan has been activated:

- Superintendent
- Superintendent's Leadership Team
- Technology Staff
- District Staff
- Parents and Students
- Vendors

Information will be disseminated to the above groups through whichever means of communication deemed appropriate. This could include any one or combination of the following:

- Email
- Social Media/Website
- Radio or Television
- Written Notice
- Phone

The TDBP team will work with district leadership on which information will be conveyed to each above group, timing of that communication and what means will be used.

Implementation

The TDBP team has the following processes in place to contain the data breach in the least of amount of time possible:

- Data inventory of all systems containing sensitive data. A hard copy of this document will be secured at the technology office. An electronic version will be housed on the Technology Departments Team Drive.

- Data dictionary of all district hosted information systems. A hard copy of this document will be secured at the technology office. Due to non-disclosure agreements, this data may not be available in other locations/formats. The appropriate vendor(s) can be contacted for this information.
- Maintained spreadsheet listing all server names, physical and virtual, and their function. A hard copy of this document will be secured at the technology office. An electronic version will be housed on the Technology Departments Team Drive.
- Maintained secure application to store all system administrator accounts, passwords and vendor contact information. This will be accessible only to applicable Technology Staff who need access to perform their job functions.
- The District's data backup solution includes the use of a backup manager and off-site file storage, which backs up data locally in the datacenter and offsite.

The following will take place during the incident response:

- The members of the IRT will be assembled once a breach has been validated. The IRT will be comprised of the Director of Technology, Network System Administrator, Information Technology Support Coordinator, and Information Technology Systems Specialist. Additional members of the DOVER School District's administrative team and technology department may be designated to assist on the IRT.
- The IRT will determine the status of the breach, on-going, active, or post-breach. For an active and ongoing breach, the IRT will initiate appropriate measures to prevent further data loss. These measures include, but are not limited to, securing and blocking unauthorized access to systems/data and preserving any and all evidence for investigation.
- The IRT will work with the data managers and data owners to determine the scope and composition of the breach, secure sensitive data, mitigate the damage that may arise from the breach and determine the root cause(s) of the breach to devise mitigating strategies and prevent future occurrences.
- The IRT will work with legal counsel and the Superintendent's Leadership Team to determine appropriate course of action pursuant to state statute. This includes notification of the authorities, and local law enforcement.
- Collaboration between the authorities and the IRT will take place with the IRT. The IRT will work with the proper authorities to make sure any and all evidence is properly handled and preserved.
- On advice from legal counsel, an outside party may be hired to conduct the forensic investigation of the breach. When the investigation has concluded, all evidence will be safely stored, recorded or destroyed (where appropriate).
- All affected data, machines and devices will be identified and removed from the network as deemed appropriate for the investigation. Interviews will be conducted with key personnel and facts of the incident will be documented and the evidence preserved for later examination.
- The IRT will work with the Superintendent's office to outline the notification of the data owners and those affected. Communication will be sent out as directed by legal counsel and advised by the district communications team. The types of communication will include, but not limited to, email, text message, postal mail, substitute notice and/or phone call.
- The IRT, in conjunction with the IRT, legal counsel and the Superintendent's Leadership Team will determine if notification of affected individuals is necessary. Once the determination is made to notify affected individuals, a letter will be written in accordance with all federal and state statutes, and local procedures. If it is determined that identity theft or other fraud is not reasonably likely to occur as a result of the breach, such a determination shall be documented in writing and filed at the Superintendent's office.

Deactivation

The TDBP team will deactivate the plan once the data breach has been fully contained.

Evaluation

Once the breach has been mitigated an internal evaluation of the DOVER's TDBP response will be conducted. The IRT, in conjunction with the IRM and others that were involved, will review the breach and all mitigation steps to determine the probable cause(s) and minimize the risk of a future occurrence. Feedback from the responders and affected entities may result in an update to the TDBP and other emergency response plans as appropriate. Information security training programs will be modified to include countermeasures to mitigate and remediate previous breaches so that past breaches do not recur. The reports and incident review will be filed with all evidence of the breach.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Job Title: Applications Support Specialist
Department: Technology Department
Reports To: Technology Director

Summary:

1. 250 day contract year; 8 hours per day
2. Hours may be non-traditional as required by the needs of the Department

Essential Duties and Responsibilities:

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

- Google Email & Account Management
- Office 365 Email & Account Management
- Student Information Systems Data Entry Support
- Software Accounts Management
- Provide technical assistance supporting district-wide technology applications user accounts onsite and via telephone to ensure minimal down time and greatest student and staff productivity.
- Respond to inquiries relating to applications & software user login, password resets, account build or for resolving problems in support of district sites and users.
- Maintain and develop, when necessary, technical documentation for providing instruction and reference.
- Maintain accurate asset documentation
 - Moves adds and changes in inventory database
- Assist in maintaining and supporting district inventory, software licensing, help desk, etc.
- Process work orders via helpdesk support system
- Weekly meetings with Tech Department
- Other duties as assigned by IT Director

Supervisory Responsibilities:

There are no supervisory responsibilities associated with this position.

Competencies:

To perform the job successfully, an individual should demonstrate the ability to perform the tasks and job as outlined in qualifications and preferred qualifications.

Qualifications:

- Degree in Computer Science or technology related field or 5+ years technology field experience
- Physically able to occasionally lift and/or move up to twenty-five (25) pounds.
- Ability to walk, stand, sit, stoop, bend, reach, kneel, crawl, and grasp as required to successfully perform all duties and requirements.
- Minimum three years' experience in help desk or technical support capacity or equivalent education and work/field experience.
- Working knowledge and hands-on experience with personal computers and internet/intranet protocols and standards.
- Ability to work independently, exercise sound judgment and appropriate discretion.
- Ability to maintain accurate records.
- Ability to work under limited supervision following standardized practices and/or methods.
- Ability to diagnose and solve problems, and exercise independent judgment.
- Ability to plan, organize, and prioritize work, complete tasks, and meet deadlines in a timely and efficient manner.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

- Ability to establish and maintain cooperative relationships with persons with diverse technical knowledge and skills. Including district administrative staffs, and school building staffs and students.
- Ability to manage multiple tasks and projects.
- Ability to maintain confidentiality.
- Must have valid state driver's license.
- Understand Appropriate/Responsible Use of technology.

Preferred Qualifications

- Experience in Google Suite & Office 365 preferred
- Experience in Student Information Systems
- Experience in Database Management
- Experience in Excel and Access or Asset Tracking tool
- Experience in a school setting preferred

Education and/or Experience:

- This position requires a Degree in Computer Science or technology related field or 5+ years technology field experience.

Technology Skills:

To perform this job successfully, an individual should have the necessary operational knowledge of and experience with computer software and hardware aligned with the job qualifications listing.

Certificates, Licenses, Registrations:

There are no associated certificates, licenses, or registrations associated with this position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

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

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

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

Job Title: Technology Specialist
Department: Technology Department
Reports To: Technology Director

Summary:

1. 250 day contract year; 8 hours per day
2. Hours may be non-traditional as required by the needs of the District

Essential Duties and Responsibilities:

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

- Provide technical assistance supporting district-wide technology relating to networks, hardware, and software onsite and via telephone and remote control of computers to ensure minimal down time and greatest student and staff productivity.
- Respond to inquiries relating to hardware and/or software for resolving problems in support of district sites and users.
- Maintain and develop, when necessary, technical documentation for providing instruction and reference.
- Maintain accurate asset documentation
 - Moves adds and changes in inventory database
- Install desktop applications and network access software for providing upgrades to maintain current district standards.
- Assist in maintaining and supporting district inventory, remote access, imaging, software licensing, help desk, etc., resources utilizing district software
- Support Staff with extensive knowledge of instructional tools, computers, peripherals and operating systems including, but not limited to the following:
 - Current Operating Systems: Windows, iOS, Chrome OS, Android OS, etc.
 - Productivity Software: i.e. Office, Star/AR, Spiceworks, GAFE, various Curriculum Software
 - Support current classroom learning tools, (document cameras, printers, projectors, sound etc...) and the capacity to integrate future systems.
 - Support various audio and video files (including mp4, mp3, mov, & H.264)
- Operational knowledge of system tools,
- Google Administration
- Office 365 Administration
- Deployment tools and utilities
- Maintaining building labs and image computer systems as needed
- Experience with remote desktop tools
- Mobile Device Management (MDM); iOS Applications support and deployment
- Support multimedia delivery of collaboration meetings
- Google Hangouts, Video Conferencing, Skype, Facetime, etc...
- Process work orders via helpdesk support system
- Weekly meetings with Tech Department
- Other duties as assigned by IT Director

Supervisory Responsibilities:

There are no supervisory responsibilities associated with this position.

Competencies:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

To perform the job successfully, an individual should demonstrate the following competencies as outlined in qualifications.

Qualifications:

- Bachelor's Degree in Computer Science or technology related field
- Physically able to occasionally lift and/or move up to twenty-five (25) pounds.
- Ability to walk, stand, sit, stoop, bend, reach, kneel, crawl, and grasp as required to successfully perform all duties and requirements.
- Minimum three years' experience in help desk or technical support capacity or equivalent education and work/field experience.
- Expertise and knowledge with LAN technologies supporting data, voice, and video.
- Working knowledge and hands-on experience with personal computers and internet/intranet protocols and standards.
- Ability to maintain accurate records.
- Ability to exercise independent judgment and appropriate discretion
- Ability to work under limited supervision following standardized practices and/or methods.
- Ability to diagnose and solve problems, and exercise independent judgment.
- Ability to plan, organize, and prioritize work, complete tasks, and meet deadlines in a timely and efficient manner.
- Ability to establish and maintain cooperative relationships with persons with diverse technical knowledge and skills. Including district administrative staffs, and school building staffs and students.
- Ability to manage multiple tasks and projects.
- Ability to maintain confidentiality of sensitive information
- Must have valid state driver's license.
- Understand Appropriate/Responsible Use of technology.

Preferred Qualifications

- Experience with and knowledge of Dell & HP laptops preferred.
- A+ Certification preferred.
- Web Design, HTML, JavaScript, CSS knowledge preferred
- Graphical design skills preferred
- Audio engineering experience preferred
- Experience Google Suite & Office 365 preferred
- Experience in a school setting preferred

Education and/or Experience:

- This position requires a Bachelor's Degree in Computer Science or technology related field.

Technology Skills:

To perform this job successfully, an individual should have advanced operational knowledge of and experience with computer software and hardware.

Certificates, Licenses, Registrations:

There are no associated certificates, licenses, or registrations associated with this position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is

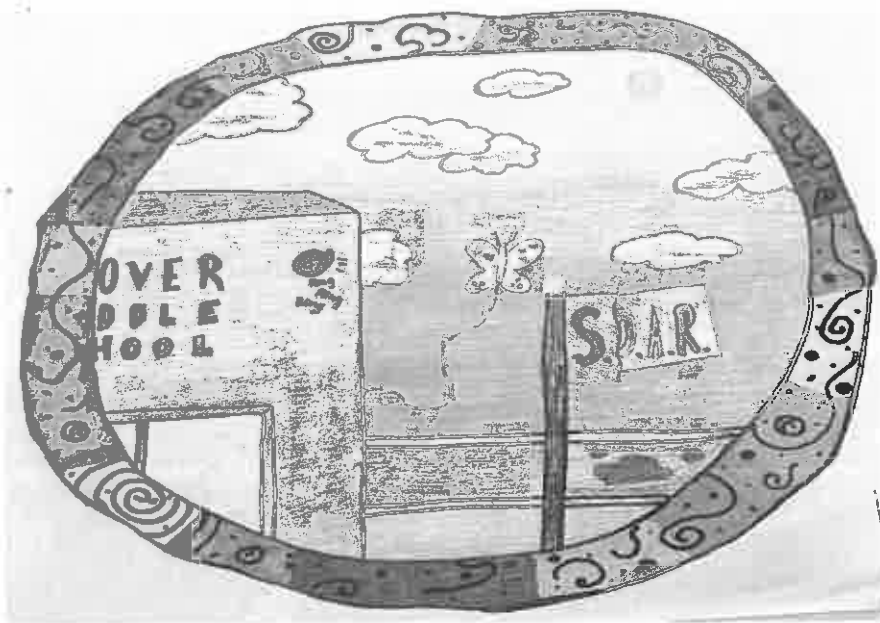
DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	

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Work Environment:

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

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



2018-2019

S.O.A.R has enrolled 64 students this school year...



We created and continued partnerships with our community

1. Portsmouth Naval Shipyard
2. Dover Public Library
3. Cocheco Valley Humane Society
4. UNH
5. Maple Suites Retirement Community



6. Seacoast Reads

7. Measured Progress

8. Holy Rosary Credit Union

9. Center for Wildlife Refuge

10. National Society of Black Engineers

12. Woodman Park School



New year, same expectation

Completed hundreds of hours of homework, with the help of staff and technology.

"I am thankful for the staff and their level of patience during Homework Help"

-Parent



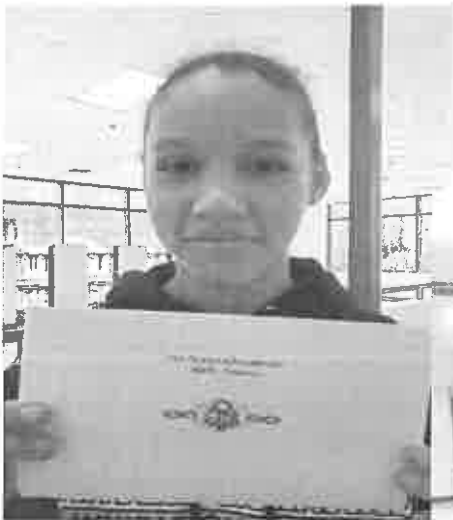
Enrichment Programs



We participated in DFSA wheelchair basketball games



We leant a hand to WPS at their One World, One School event.



We supported our peers during the holidays with Fill A Stocking, Fill A Heart





Scholarships

SOAR has been able to offer:

10 full scholarships= \$2,741 per scholarship

12 partial scholarships= \$1,211 per scholarship

That's a total of \$41,942 for the year!

This school year was uniquely challenging for students and staff; there were days that not a single one of us was certain we did anything academically productive. The social-emotional well-being of our students took precedence and everything else became un-important...We tackled difficult subjects; LGBTQ, racism, broken family systems, death, suicide, politics, immigration, hope, fear, depression, anxiety, different abilities, the list goes on and on. They never failed to rise to the occasion, they supported each other, they listened, they participated by offering mindful statements and suggestions, they questioned all the things that should be questioned, they practiced kindness, they offered empathy and they were never afraid to say what was on their mind.

I have worked in after school for 18 years... This group is (by far) the most memorable; they make me hopeful. They have given me the energy to continue working to make our community inclusive and mindful, to speak on their behalf, to educate the other generations about the issues they face everyday. I will have eternal gratitude for this group of students.

S.O.A.R looks forward to many more years playing its role in the growth and betterment of our community, starting with its most important members.

Thank you,
Brandy Barshaw



David & Sarah J. Greenshields
13 South Watson Lane
Dover, NH 03820

• • • • •

June 4, 2019

City of Dover,
61 Locust Street
Dover, NH 03280

Re: In-Kind Donation - Strategic Plan for Performing Arts Center at Dover High School

Greetings Mayor Weston,

I am writing to share some exciting news! I will be making an In-Kind donation to the Dover Arts Commission (DAC) to include a Strategic Plan for a School & City Partnership for the Performing Arts Theater at the new Dover High School. The donation will be valued at approximately \$2,500 and will be paid directly to Matt Cahoon, Director of Cultural Planning at Pinkerton Academy in Derry NH.

I have decided to make this donation because there are no funds within the School or City budgets to evaluate the pros and cons of a formal partnership. Mr. Cahoon brings to Dover years of experience bridging the gap between school and community needs in a model that generates revenue for the School and City, expands educational opportunities, and increases the overall quality for all. Without funds, this exploration may not come to life as we depend upon our volunteers on the DAC to share their goals. Mr. Cahoon will share his expertise, call upon the expertise of the members of the DAC while honoring and advocating for education. Let's elevate our school programming, attract professional artist and performers from around the world, enrich the lives of our students and residents, attract visitors, and build a sustainable business model that can be a revenue source for the City and Schools.

This collaboration between the High School and the DAC is not a new idea, and by way of my various roles within the City, School Board Member, City Councilor, and JBC Member, I have been working on this partnership since the Joint Building Committee (JBC) was formed. As a member of the JBC, my role is winding down, but I do not feel that my work is done. The JBC has laid the bricks and mortar, and now it is time to energize the stage and fill the auditorium with laughter, applause, awe, and standing ovations! To give this endeavor the necessary oomph, I have decided to make this donation to match the passion and enthusiasm that the Schools and DAC share for the visual and performing arts.

Mr. Cahoon brings to us a skill set that doesn't otherwise exist in the community. Mr. Cahoon's passion, including his thesis work surrounding School and City Partnerships in Visual and Performing Arts, will allow the School and City to work together in bringing a model to fruition that upholds our high educational standards.

Mixed use of the City facilities helps to lessen the burden on the taxpayers. Integrating the community into the Performing Arts Theater will help to offset that burden by generating revenue and bringing audiences to the High School and the City. I understand that the funds do not exist in the City, School Board, JBC or DAC's budgets to accomplish the important task of authoring this strategic plan. That is why I am willing to personally take on the expense of this consultant; we need to develop this plan now in order to have something in place for the 2019-20 Academic Year.

As a member of the JBC, I am so proud of our Performing Arts Center; it is the finest theater in the entire region - from Boston to Portland! My goal and reason for my donation of the strategic plan will be to show exactly how the Performing Arts Center can be a source of pride and self-funded revenue-generation for the City, attracting performers and shows that appeal to people of all ages, residents and tourists alike. Let's put Dover on the map!

Dover has so many perks, including the vibrant downtown, the gorgeous scenery and rivers, and access to Amtrak. The City and the School Board need to work together to make the Performing Arts Theater the best reason for people to visit Dover. Our City's location allows for people to travel here via train, experience the City, have a meal, enjoy a show in our gorgeous theater, and go home all in one day or spend the night at one of our fine hotels or B&B's!

This plan will incorporate opportunities for the students to experience a real working theater - an edge above their peers. As with other New Hampshire high schools, having and utilizing a professional theater gives the student population an advantage when applying for jobs, college, and other programs. We will look to existing partnerships such as the "Stockbridge Theater" at Pinkerton Academy in Derry and the "Kingswood Theater" at Kingswood Regional High School in Wolfeboro to help us define our goals.

The Performing Arts Theater was built with the intent of creating a space that would be open and available to the public while increasing the number of new opportunities for students. It will take a concerted effort to achieve this goal. While we work to make the facility a functional space, it is time to put policies and procedures in place and be ready to bring the Performing Arts Theater to the people of Dover.

Arts For All!

Sincerely,

A handwritten signature in black ink, appearing to read 'Sarah J. Greenshields', with a stylized, flowing script.

Sarah J. Greenshields
JBC Member and Resident

CC: JBC, DAC, SB



Proposal to Develop Policies and Operating Procedures for the Community Performing Arts Space at Dover High School

Scope of Work

The DAC is receiving an In-Kind Donation to create a Strategic Plan for the shared use of the Dover Community Performing Arts Theatre at the High School. The purpose of the Strategic Plan is to build a business model for the School and City to enhance educational opportunities for students while maximizing the use of the facility for the community. The In-Kind Donation will include the professional services of Matt Cahoon, Director of Cultural Planning at Pinkerton Academy, Derry, NH. Mr. Cahoon specializes in establishing revenue-generating models for High School Facilities with Performing Arts Centers that combine uses for the Schools and Community.

Our goal is to:

- Create a public/public partnership that brings professional touring artists from all over the world to Dover for the benefit of our students and the community.
- Create a space that is also home to numerous cultural events sponsored by both student and community organizations.
- Position the Community Performing Arts Theatre as an opportunity for sponsorships and potentially a long-term partnership as a named facility.

The plan will include but is not limited to the Development of Policies & Procedures for:

- A Mission, Vision, and Intent for the Community Performing Arts Theatre
- Technical inventory, requirements, and future needs
- General Operating Procedures
- Financial Tracking Systems
- Programming
- Scheduling, annual booking calendar
- Safety & Emergency Procedures
- Insurance
- Rentals & rental fee structure
- Staffing & staff training
- Concessions
- Ticketing
- Student interns
- Partnerships with local businesses, theatres, arts organizations and institutions (UNH)

Implementation

- Dac will create a committee that is comprised of DAC members, HS staff (selected by Peter Driscoll), City Councilor, member of Dover School Board and School Administration as determined by the Superintendent.
- Committee will meet with the Consultant to create an action plan and will determine meeting times to review and evaluate work.
- DAC will submit the Final Strategic Plan to City Council

COURSES REQUIRE MINIMUM ENROLLMENT-Policy IIBC

Waiver Requests for school year 2019-2020: Dover High School and Career Technical Center

1. Requests to run classes of less than 11

- History of the Seacoast of New Hampshire: 6 students

Rationale: This course has 22 alternate requests and students will enroll in the course once they receive schedules and see schedule gaps for courses that didn't fit in their schedules. The course this school year has 21 students enrolled and last year at this time had 12 course requests. It is a historical pattern that there are few initial requests, but the course has grown considerably over the summer.

- Yearbook Design 1: 10 students

Rationale: We need to be able to print a yearbook for students.

- AP Calculus AB: 9 students

Rationale: We eliminated College Prep Calculus last year to increase numbers in AP Calculus AB. There are a small number of juniors this year who elected this course, but we need to provide a rigorous math option for seniors who have completed our course of study but are not ready for AP Calculus BC.

- Studio Art 2D: 9 students

Rationale: The teacher is offering this as a 6th course in lieu of a study hall so it is not taking away seats for a course with more requests.

- Auto Collision II: 8 students

Rationale: Students who completed year 1 of a program must have year 2 options. We are decreasing the credits from 3.0 for Semester II to 2.0 and running the class with the time missed to be recovered during flex sessions. During this freed up time, we will offer two introductory courses to help with enrollment and interest in the program in the future.

- Biomedical II: 8 students

Rationale: This is a new program and has been slowly growing enrollment. This year we co-taught Biomedical I and II due to low numbers. Next year we have 17 students enrolled in Biomedical I. BioMed II must be offered to the students moving on; we are hoping that the enrollment trend continues upward for this high-need field as demonstrated by the high numbers enrolled in Biomedical I this year.

- Electrical Tech II: 8 students

Rationale: This program is in a growth stage as we emerge from renovation. Electrical II must be offered after successful completion of Electrical I. Electrical I has an enrollment of 21; 6 will need to be put on the wait list.

- Welding I: 17 students total with classes of 8 and 9 each

Rationale: This is a new class, in its second year. The facility is small with a max enrollment of 10. Two sections of Welding I will be offered with classes of 8 and 9 respectfully.

- Welding II: 5 students

Rationale: 5 students will move on to Welding II; they must be offered the second year of their pathway.

- Sports Medicine II: 6 students

Rationale: Year 1 this year included some seniors and some students who decided not to continue after the first half of the year and into year 2. Enrollment in Sports Medicine I for next year is 18 so a strong second year is expected. Sports Medicine is a new program and must offer the second year in the program.

2. Requests to run CTC programs of less than 21

- Networking I and II: 20 students total

Rationale: We are co-teaching these classes at the same time for an enrollment of 19.

- Building I and II: 12 students total. This is a program in transition due to a history of low enrollment. Staffing for next year has moved to part-time.

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

BELLAMY ACADEMY PROCEDURES & SERVICES

POSITIVE REINFORCEMENT SYSTEM

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

BELLAMY RIVER ~~FOOD TRUCK~~ CAFÉ

Housed within Bellamy Academy is the Bellamy River ~~Food Truck~~ or school café. Café. This is a student run school store. Students can purchase snacks, beverages and other items during store hours through the positive reinforcement system. In addition, there is a thrift shop where students may purchase donated clothing items. All proceeds go back into the operations of the store.

COMMUNITY MEETINGS

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

COMMUNITY-BASED TRIPS

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

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

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

FAMILY INVOLVEMENT

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

ADMISSIONS POLICIES

REFERRAL PROCESS

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

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

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

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

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

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

EXCEPTIONS TO PRIVACY/CONFIDENTIALITY

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

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

obtain this identification. Parents may also choose to purchase additional pictures as offered by the photographer.

FOOD AND BEVERAGES

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

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

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

VISITORS

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

PETS

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

ATTENDANCE

SCHEDULE

Bellamy Academy follows the calendar and cancellation practices of the Dover School District. Bellamy Academy's day is from 7:40am to 2:30pm. Staff is available at the school from ~~7:30am to 2:45pm~~, **7:20am to 2:35pm**, Monday – Friday. Additional times are available for student/parent conference by appointment.

DUTY OF CUSTODIAN

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

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

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

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

Dover High School Handbook Revisions for the 2019-2020 School Year Version Two

Tardy Policy- makes missing all of Block One a class cut and develops a targeted ASI to deal with the issue of tardiness

Accurate attendance is an important component of student safety and arriving on time develops personal responsibility. ~~Students who arrive at school during first block must check in with the main office attendant in order to be admitted to first block class. Students~~ **who arrive at school late must check with** arriving after first block will report directly to the kiosk **attendant** ~~Area in order to~~ **be admitted to class sign in.** **Students arriving after first block will be marked as a class cut by the teacher.** Any student who is late five (5) times in a quarter or multiple of five (5) thereafter will **be scheduled for a tardy after-school-intervention** ~~receive an assignment to the After School Intervention program to be support in making up missed work.~~ Only documented tardiness (proof of medical or court appointment) will not be subject to ASI.

Early Dismissal- clarify language around early dismissal

All students are required to be at Dover High School **for** the **entire** ~~complete~~ school day unless dismissed properly. Students who are dismissed from school before the end of the regular school day may not return to school unless they have documentation from a professional appointment (i.e. doctor, lawyer, counselor, etc.) which must be presented upon return from the appointment. Students with Early Dismissal status may not return to school until after 2:30 p.m. Students who have a reduced school day and are dismissed prior to the end of the school day are to leave the building directly after their last class. Students who have been authorized for Early Dismissal who fail to sign out appropriately or are found in the building may be subject to revocation of Early Dismissal. Extracurricular activities require students to attend **all classes for which they are scheduled that day** ~~a full day of school~~ unless administratively excused.

Parking- clarifies towing is at owner's expense and by the school's choice of towing service

New Language- No student shall park any motorized vehicle on any school property during the hours that school is in session without an authorized parking sticker that has been issued by Dover High School administration. Steps will be taken to identify unauthorized vehicles, and interventions will be put in place for violation which may include school consequences and towing **at the owner's expense by a service determined by the school.**

Courtyard Usage - new section that outlines parameters for Courtyard usage

Classroom Usage

Teachers may use Courtyard with their classes. They should follow the protocols below that mirror taking a class outside to other areas of the campus.

1. Let the Attendance Office know where you will be and a cell phone number at which you can be reached. In the new building, we do have the ability to use an external intercom system to reach people.
2. Bring your Emergency Binder in case of an event.
3. Be respectful of colleagues who use outside areas like athletic fields and the track as part of their regular classroom instruction.

Please be respectful of classrooms that face the Courtyard in terms of proximity and noise. During Block 3, please only use the upper level as students can eat on the lower level.

Lunch Usage

Students may eat in the lower level as far as the built-in benches and the stairs. Students need to make sure all trash is put into the trash receptacles provided.

Students may exit the Courtyard at lunch via any of the following five doors: CY-01, CY-02, CY-03, CY-08, CY-09.

Between Classes

Students may use the Courtyard as a means of travel between classes via any of the following five doors: CY-01, CY-02, CY-03, CY-08, CY-09.

Students are to stay off the grass.

Learning Common

Except during Block 3, the Courtyard tables may be used as a learning common with an authorized pass from a classroom teacher.

Flex Block - new language that provides a description of the Flex Block

Flex block is a 40-minute learning block that occurs each day. The flex block provides students opportunities for interpersonal relationships with the same advisor throughout high school as well as extra academic support from subject teachers, re-assessment, and remediation or re-teaching. In addition, flex block is time for enrichment activities and college and career preparation.

Academic Intervention- new language that provides notice that study hall and flex block time may be limited and directed for students with a grade below 70.

Students with grades below a 70% in classes may have study hall and/or flex usage limits to ensure academic success.



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
William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: June 10, 2019
RE: Bid Award – Athletic Equipment Inspections

On May 16, 2019, the District solicited a public bid requesting pricing information from qualified vendors to provide annual athletic equipment inspections. Two vendors were present for the mandatory site review of all schools on May 24, 2019 and both vendors submitted proposals on May 31, 2019. Results are as follows:

Bidder	Total Price
National Equipment & Facility Solutions 166 Masons Island Rd., Mystic, CT	\$ 35,250
A+ Athletic Products, LLC 439 Beccaris Dr., Rollinsford, NH	\$ 11,000

I am requesting that the School Board proceed with an award to **A Plus Athletic Products, LLC** for an annual cost of **\$11,000**. The services will be paid through the School Facilities Fund after July 1, 2019.

GENERAL FUND - FY2019 CONDITION OF ACCOUNTS					
REVENUE - ESTIMATED MAY 31, 2019					
Account Description	FY2019 Budget (Adjusted)	Received To Date 5/31/2019	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget
Tuition - Regular From Parents	\$ -	\$ -	\$ -	\$ -	\$ -
Tuition - Other NH Districts	\$ 55,792.00	\$ 61,017.21	\$ (0.21)	\$ 61,017.00	\$ 5,225.00
Tuition - Barrington	\$ 2,426,806.00	\$ 2,396,487.81	\$ 0.19	\$ 2,396,488.00	\$ (30,318.00)
Tuition - Nottingham	\$ 1,170,017.00	\$ 1,072,541.32	\$ 125,692.68	\$ 1,198,234.00	\$ 28,217.00
Tuition - SPED Aides	\$ 270,000.00	\$ 276,372.92	\$ 0.08	\$ 276,373.00	\$ 6,373.00
Tuition - CTC - NH Districts	\$ 93,869.00	\$ 48,301.74	\$ 42,208.26	\$ 90,510.00	\$ (3,359.00)
Tuition - CTC - Out of State	\$ 69,000.00	\$ 27,648.14	\$ 26,256.86	\$ 53,905.00	\$ (15,095.00)
Tuition - Bellamy Academy	\$ 198,275.00	\$ 112,019.83	\$ 0.17	\$ 112,020.00	\$ (86,255.00)
Other Local Revenue - Districtwide	\$ 25,000.00	\$ 3,288.97	\$ 211.03	\$ 3,500.00	\$ (21,500.00)
State Adequate Education Grant	\$ 9,001,485.00	\$ 9,007,444.29	\$ -	\$ 9,007,444.29	\$ 5,959.29
State Kindergarten Program	\$ 295,149.00	\$ 295,107.34	\$ -	\$ 295,107.34	\$ (41.66)
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	\$ 62,261.30	\$ 20,000.00	\$ 82,261.30	\$ (12,738.70)
ABE Allocation	\$ 39,011.00	\$ 49,195.59	\$ 0.41	\$ 49,196.00	\$ 10,185.00
Impact Aid	\$ 6,000.00	\$ 9,798.38	\$ -	\$ 9,798.38	\$ 3,798.38
Medicaid Distribution	\$ 600,000.00	\$ 520,026.28	\$ 29,973.72	\$ 550,000.00	\$ (50,000.00)
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	\$ 9,146.20	\$ 5,853.80	\$ 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	\$ 37,074.64	\$ 12,925.36	\$ 50,000.00	\$ -
Total Non Tax Revenue	\$ 16,029,882.00	\$ 15,044,966.48	\$ 896,675.20	\$ 15,941,641.68	\$ (88,240.32)
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	\$ 15,044,966.48	\$ 45,351,636.20	\$ 60,396,602.68	\$ (88,240.32)
EXPENSES & ENCUMBRANCES - ESTIMATED MAY 31, 2019					
Account Description	FY2019 Budget (Adjusted)	Expenses to Date 5/31/2019	Encumbrances/ Antic. Exp 5/31/2019	Total Estimated Exp/Enc to Date	Over/ (Under) Budget
(1100) Regular Education Programs	\$ 21,565,633.82	\$ 16,851,658.11	\$ 4,727,221.00	\$ 21,578,879.11	\$ 13,245.29
(1200) Special Education Programs	\$ 11,756,870.12	\$ 9,630,415.96	\$ 1,987,076.85	\$ 11,617,492.81	\$ (139,377.31)
(1300) Career and Technical Education Programs	\$ 1,882,345.50	\$ 1,448,167.58	\$ 366,168.51	\$ 1,814,336.09	\$ (68,009.41)
(1400) Co-Curricular Activities and Athletics	\$ 656,857.49	\$ 562,907.03	\$ 58,037.93	\$ 620,944.96	\$ (35,912.53)
(1600) Adult/Continuing Education Programs	\$ 204,341.00	\$ 188,461.85	\$ 15,608.24	\$ 204,070.09	\$ (270.91)
(2100) Support Services - Students	\$ 4,061,750.76	\$ 3,151,696.10	\$ 908,860.66	\$ 4,060,556.76	\$ (1,194.00)
(2200) Support Services - Instructional Staff	\$ 1,113,202.72	\$ 804,129.83	\$ 271,214.32	\$ 1,075,344.15	\$ (37,858.57)
(2300) Support Services - General Admin.	\$ 1,440,573.04	\$ 1,295,360.47	\$ 142,540.73	\$ 1,437,901.20	\$ (2,671.84)
(2400) Support Services - School Admin.	\$ 2,806,338.55	\$ 2,511,853.25	\$ 244,745.99	\$ 2,756,599.24	\$ (49,739.31)
(2600) Support Services - Operation Maint/Plant	\$ 4,827,747.26	\$ 4,605,468.29	\$ 208,150.38	\$ 4,813,618.67	\$ (14,128.59)
(2700) Support Services - Student Transportation	\$ 2,738,045.00	\$ 2,193,898.51	\$ 617,848.94	\$ 2,811,747.45	\$ 73,702.45
(2800) Support Services - Centralized Services	\$ 1,288,305.40	\$ 1,121,167.79	\$ 132,593.97	\$ 1,253,761.76	\$ (34,543.64)
(2900) Support Services - Other	\$ 10,001.00	\$ 24,399.90	\$ 26,911.20	\$ 51,311.10	\$ 41,310.10
Fund Transfer to Special Revenue Funds	\$ 41,972.34	\$ 41,971.78	\$ -	\$ 41,971.78	\$ (0.56)
Fund Transfer to Capital Reserves	\$ 115,000.00	\$ 115,000.00	\$ -	\$ 115,000.00	\$ -
Total Operating Expenses	\$ 54,508,984.00	\$ 44,546,556.45	\$ 9,706,978.72	\$ 54,253,535.17	\$ (255,448.83)
School Debt - Principal Payments	\$ 1,891,205.00	\$ 217,095.67	\$ 1,674,109.33	\$ 1,891,205.00	\$ -
School Debt - Interest Payments	\$ 4,084,654.00	\$ 1,921,650.04	\$ 2,163,003.96	\$ 4,084,654.00	\$ -
Total Debt Service	\$ 5,975,859.00	\$ 2,138,745.71	\$ 3,837,113.29	\$ 5,975,859.00	\$ -
total Expenses, Encumbrances and Anticipated Expenses	\$ 60,484,843.00	\$ 46,685,302.16	\$ 13,544,092.01	\$ 60,229,394.17	\$ (255,448.83)
		Estimated Operating Revenue over/(under) budget			\$ (88,240.32)
		Estimated Net revenue/expenses, unexpended funds/(deficit)			\$ 167,208.51
As of May 31, 2019, estimated unexpended funds for FY2019 is \$167,208.51					