



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #12
Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, January 13, 2020
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 #11, December 9, 2019
 - 2. Joint Nottingham/Dover School Board Meeting, December 10, 2019
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Sally Thorn / Guidance / Dover High School
 - 3. **Leaves of Absence:**
 - a. Leighann Johnson / Teacher / Horne Street School
 - 4. **Job Shares:** None
 - 5. **Nominations:** None
 - 6. **Extended Travel (Student Trips):**
 - a. DHS Art Department Trip to Peru, April 23, 2021, Preliminary Approval
 - b. CTC Trip to Westminster, NYC, February 2, 2020, Final Approval
 - 7. **Donations:** January Donations
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - 1. ADB – Tobacco Products Ban – First Reading
 - 2. BEDG – Minutes – First Reading
 - 3. EH – Public Access to School District Records – First Reading
 - 4. EH-R – Administrative Procedures for Public Access to District Records “Right to Know Requests”
- J. POLICY ADOPTION:** None
- K. RESOLUTIONS:** None
- L. OLD BUSINESS:** None



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M. NEW BUSINESS:

1. DHS Program of Studies Changes 2020-2021
2. DEOP Collective Bargaining Agreement Approval
3. Proposed Budget Presentations
 - a. Teaching and Learning
 - b. Dover High School
 - c. Dover High School CTC
 - d. Bellamy Academy
 - e. Dover High School Athletics
4. 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.

November 1, 2019

Peter Driscoll, Principal

Dover High School

25 Alumni Dr.

Dover, NH 03820

Dear Peter,

I am writing to confirm my intent to retire at the end of the 2019-20 school year.

I have had a variety of interesting jobs – cashier at Dover Paint & Varnish, Mt. Pleasant playground supervisor, Vice President of Commercial Lending at Citizens Bank. Working with the students and faculty at Dover High has been the most rewarding time in my professional life and it has been a privilege to be part of the counseling department here and to work with you. I greatly appreciate your leadership at DHS and your support. I intend to do everything I can to ensure a smooth transition.

Sincerely,

Sally J. Thorn

January 9, 2020

Dear Dr.Harbron,

I am writing to request a leave of absence for the 2020-2021 school year. I am currently in a job share position in third grade at Horne Street School. I have very much enjoyed the two years in my job share position. However, at this time, I have a young family and a lot of additional responsibilities requiring extra attention outside of school. During this leave, I will continue with professional development and inquiry to obtain my recertification at the end of the 2020-2021 school year. Thank you for considering my request for a leave of absence.

Sincerely,
Leighann Johnson

L.johnson@dover.k12.nh.us

(603) 234-0129



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



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

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926

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

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

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

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

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

January 6, 2020

Dear Dover School Board Members,

This letter is being written in support of the Art Department's proposed trip to Peru planned for April 23, 2021 through May 4, 2021. Enclosed in this packet you will find Ms. Kontos' letter outlining the rationale for the trip and the itinerary. We appreciate your support of this incredible cultural experience for our students made possible by the efforts of Ms. Kontos.

Sincerely,

Peter Driscoll
Dover High School Principal



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AND
REGIONAL CAREER TECHNICAL CENTER**



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t.waldron@dover.k12.nh.us

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Sincerely,

Peter Driscoll
Dover High School Principal

Dover High School
Art Department
December 12, 2019

Dr. William R. Harbron
Superintendent of Schools
Dover, NH 03820

Dear Dr. Harbron and Dover School Board Members:

I am writing you to request preliminary approval for the Art Department to travel to Peru in April 2021. Our plan is to take a tour through EFTours called Exploring Art, Culture and Service in Peru. I am excited to be offering this trip particular trip. In addition to being immersed in the land and culture of Peru, the students will spend two days working in a local community on projects that support economic sustainability, local agriculture and access to education. We are planning on leaving in the afternoon on Friday, April 23rd and will return on Tuesday, May 4th, 2021.

In of my 23 years of teaching at Dover High School, I have traveled with students every year on trips that range from weekends in New York City, to camping in western Massachusetts, to weeks in various European countries. The planning and preparing for these events are extremely time consuming, but the experience a trip like this provides makes it all worthwhile. As an art teacher, I have always believed that exposing my students to a wide variety of art forms is the most important part of my job. I am constantly sharing photographs of artists' work to my students, from historical to contemporary. The addition of the service learning portion of this trip is going to make it even more meaningful than the ones we have done in the past.

I choose my chaperones carefully. They are all adults that are experienced travelers. For every 6 students we take with us, EF provides a free place for a chaperone. The chaperones travel for free, but their real benefit is seeing the world through their students' eyes. Some of the moments that have stayed with me are: watching tears form in a student's eyes when seeing Michelangelo's David for the first time; finding my students in the Sistine Chapel lying flat on their backs and gazing up at that amazing ceiling; sitting at the top of Epidaurus and experiencing the perfect acoustics of an amphitheatre that was built in 4th century B.C.

In this packet I have included an itinerary. All chaperones will have attended prior trips and are either employees of the school or have had the proper background check and finger printing done. All chaperones will have copies of student passports and insurance cards. I will also provide the high school with copies of the students' passports, permission slips and emergency contact information. In addition to that, I have an international cell phone so that we can be contacted on a moment's notice. We are traveling with EFTours for the 11th time. EF is backed by 50 years of time-tested commitment to safety. We will plan some fund raising to help defray the cost of the trip

and planning it this far in advance allows the students the opportunity to pay with a payment plan.

I have done my best to provide you with any information I thought you would need or want. Please contact me if there is anything else you require to grant us approval. You can call me at work at 516-6965 or on my at 953-4810 or email me at francine.kontos@dover.k12.nh.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Francine Kontos', written over a horizontal line.

Francine Kontos

Art Teacher

World Arts Club Advisor

Dover High School

12/13/2019

Dear Parent/Guardian:

The art department is very excited to be offering a trip to Peru in April of 2021. We will be traveling to some interesting destinations including Lima, Machu Picchu, Lake Titicaca and many more. In addition to being immersed in the land and culture of Peru, they will also spend two days working in a local community on projects that support economic sustainability, local agriculture and access to education. We hope you will consider allowing your son/daughter to take part in this unique opportunity. Enclosed in this packet you will find an itinerary and a payment schedule. Please look them over. We will be scheduling a meeting to discuss the trip and any questions you might have in January. In the meantime, I can be reached at home at 953-4810 or through e-mail at Francine.kontos@dover.k12.nh.us.

Sincerely,



Francine Kontos

Advisor of the World Arts Club

Complete costs of Peru tour

Program fee: \$4,290.00

Tip fee for tour guide and bus driver: \$100.00

Suggested spending money for lunch, incidentals, souvenirs: \$300.00 - \$400.00

Tour payment schedule

Get the ball rolling with the EF Tours application and \$95.00 registration fee

Pay in full

Or get on a payment plan:

\$140 bi-weekly or

\$280 monthly

Friday, April 23, 2021: Projected departure date

Tuesday, May 4, 2021: Projected return date

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

EXTENDED TRAVEL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____,
 hereby grants permission for _____ to travel to
 _____ with _____ as chaperones, as part
 of a Dover School District extended travel program. The scheduled departure date is
 _____ and the scheduled return date is _____.

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

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

_____ day of _____, 20____

 Parent/Guardian Signature

 Parent/Guardian Signature

 Student Signature

Dover High School
25 Alumni Drive
Dover, NH 03820

Statement of Agreement

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

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

I understand that I am accountable to _____.

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

Student's signature

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

Parent/guardian's signature

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

Chaperone's signature



Educational Tours



MEANINGFUL. SUSTAINABLE. UNFORGETTABLE.

From Lima to Machu Picchu, you'll be immersed in the land and culture of Peru. Connect with local communities in the Sacred Valley and learn how they preserve their history, art, and their heritage. There, you'll explore the archaeological remains of the Inca Empire and their lasting cultural influences. While taking in the breathtaking sights from atop the mighty Andes, you'll also spend two days working in a local community on projects that support economic sustainability, local agriculture, and access to education.

5

Estimated
service hours

YOUR SERVICE PROJECT THEMES

We work with local non-profits to better understand the needs of each community and focus projects on those issues. Themes include:

- Ancient civilizations
- Cultural continuity and modernization
- Arts and education

EXPLORING ART, CULTURE & SERVICE IN PERU

9-12 days, estimated 5 service hours

What to expect on this Service Learning Tour

MEANINGFUL SERVICE

Working side by side with locals, you'll gain insight into the challenges they face and build lasting solutions to help empower the community.

Projects include:

- Building local centers where women can teach tourists how to make traditional crafts, and sell them as a stable source of income
- Making home improvements for families in need
- Designing and planting family gardens

CULTURAL IMMERSION

Live just outside the communities you serve—celebrating customs and forming lasting connections with locals.

Activities include:

- Visiting the ancient Inca site of Machu Picchu
- Meeting local ceramicists and participating in a pottery workshop where students design their own ceramic tiles
- Learning traditional weaving techniques from local artists

LEADERSHIP DEVELOPMENT

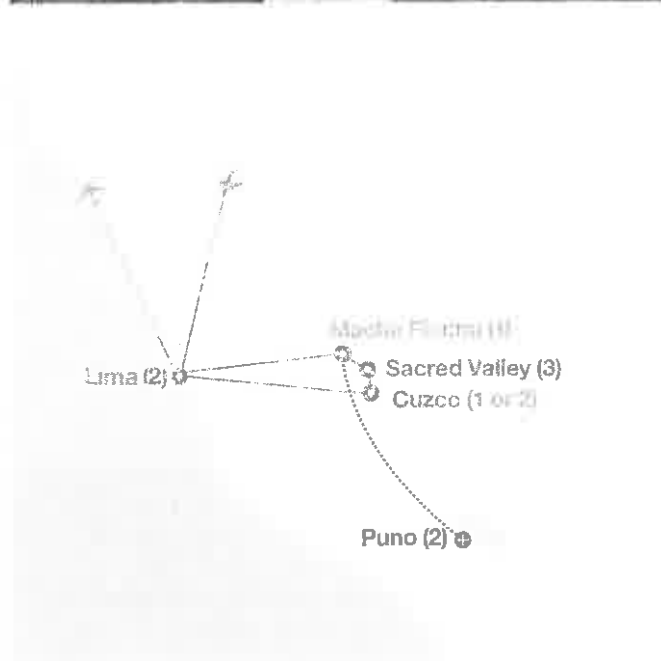
Your Field Director takes your global service experience even further, developing and strengthening leadership skills through focused activities.

Exercises include:

- Investigating global issues, exploring social justice, and building leadership skills
- Contextualizing the day's events through thoughtful discussion and group dialogue
- Reflective journaling to deepen the service experience



Students rest after an afternoon hike to the top of Machu Picchu





9-DAY ITINERARY

Day 1: Arrive in Lima

Meet your Field Director at the airport.

Day 2: Lima

Take a guided tour of Peru's capital, once known as the City of the Kings.

- Visit the 17th-century San Francisco Monastery where Jude the Apostle is honored.
- Explore the Larco Museum for a look at pre-Columbian art.
- Take a walking tour of Miraflores shopping district.

Day 3: Sacred Valley of the Incas

Fly to Cuzco, the unofficial capital of the Sacred Valley of the Incas.

- Visit the Sacsayhuaman archaeological site.
- Learn about Peruvian pottery at the Seminario Ceramics workshop in Urubamba.

Day 4: Machu Picchu

Board a train for Aguas Calientes, the main gateway to Machu Picchu.

- Visit the ancient Inca site of Machu Picchu with your local guide, followed by an afternoon hike with your group.

Day 5: Sacred Valley of the Incas

Travel by train to Ollantaytambo and then transfer to Pisac.

- Explore the vibrant Pisac Market, known for its Peruvian crafts.

Days 6-7: Service Project—Sacred Valley of the Incas

As communities evolve, so do their needs. That's why we work closely with local non-profits to better understand each community's issues. Since projects are determined closer to your actual tour date, here's a glimpse at what a typical day might look like.

- Explore a local community where you'll work with locals on your service project.
- Throughout your stay, you'll also be immersed in cultural activities, celebrating local customs and traditions.
- Evenings are a chance to reflect, discuss events as a group, and draw connections between the day's work and relevant global issues.

Day 8: Travel to Lima | Depart for home

Day 9: Arrive home

4-DAY TOUR EXTENSION

Days 9-12: Puno | Lima

- Visit the Raqchi Temple.
- Enjoy a boat excursion on Lake Titicaca, where you'll stop at the Taquile and Uros island to participate in a hike and meet with native communities.
- Transfer to Lima for your return flight home.



LOCAL INSIGHT AND SUPPORT

Your bilingual Field Director deepens your connection to the land, people, and culture. With local perspective on community challenges and training in service leadership, they'll provide insight and global context, as they:

- Lead skill-building workshops and meaningful group reflections
- Connect you with local non-profits and nearby villages
- Facilitate group orientation and safety training
- Handle all on-tour details, from meals to transportation

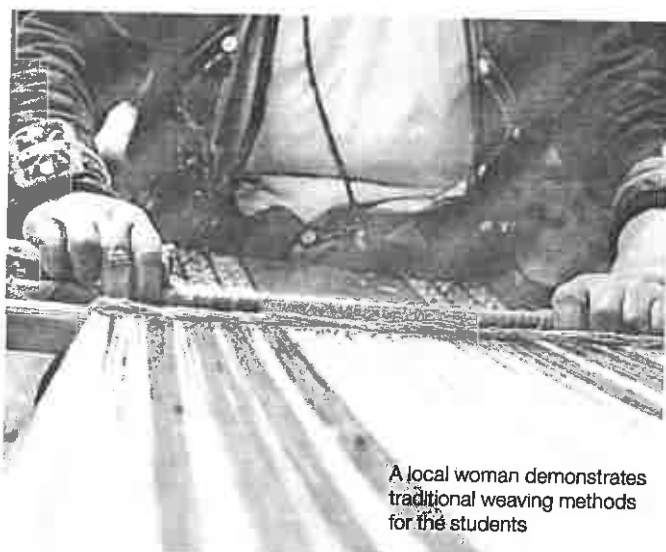


Everything you get: 7 overnight stays in hotels, 10 with extension; round-trip flights on major carriers; daily breakfast and dinner; lunch on days 6-7; local ground transportation; full-time Field Director; sustainable service projects; service hours that count towards academic credit; sightseeing tours led by expert guides; entrance fees





Working side by side with community members, students find inspiration



A local woman demonstrates traditional weaving methods for the students



Art comes to life as this young person paints a piece of her pottery, a major source of local revenue

Your partner in global education

EF EDUCATIONAL TOURS

For over 50 years, EF has worked with educators across the world to help millions of students become citizens of the world through one global mission: Opening the World Through Education. With more than 500 schools and offices in over 50 countries, our staff can respond in person wherever you are, 24 hours a day. We're also an accredited educational institution, offering students the option to earn high school and college credit.

ABOUT SERVICE LEARNING TOURS

On an EF Service Learning Tour, you and your students work side by side with locals on community-driven projects in Africa, Asia, or the Americas. EF partners with established non-profits and NGOs—such as the Mariposa Foundation and Free The Children—to make sure your contributions are both meaningful and sustainable. Through hands-on work and deep exposure to the local culture, students learn vital collaboration and problem-solving skills. They return inspired to make a difference at home, too.

START PLANNING

To enroll on this tour, ask your teacher for the tour number and visit eftours.com/enroll or call 800-665-5364.

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

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

Group Requesting Final Approval: Animal Science II Class
Destination: New York, New York

Contact Person (s): Carrie Hough and Katherine Green

Dates of Travel: 2/8/20-2/10/20

Number of Students Traveling: 18

Number of Chaperones: 5

Adult/Student Ratio: 5:18, 1:4/5

Please circle appropriate response:

Permission Forms submitted to Principal and CTC Director: yes

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

Telephone Contact Notification submitted to Principal and CTC Director: yes

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

All Chaperones completed criminal background check: yes

Agenda

(Subject to Change Due to Weather or Circumstances)

SATURDAY, FEBRUARY 8, 2020:

- 5:00 AM Depart from DHS to NYC via C & J Bus
- 7:30 Animal Science related games and contests.
- 12:00 Arrival in NYC
- 12:30 Check-In at Park Lane Hotel
- 1:30-3:30 Lunch as a Group
- 3:30-5:30 Sightseeing and Dinner (Group)
- 7:00-9:00 National Agility Dog Championships at Pier 94
(See attached for general information)

SUNDAY, FEBRUARY 9, 2020

- 8:00 AM Breakfast as a group
- 10:00-noon Central Park Zoo and lunch
- 12:30 PM Westminster Dog Show

Students will observe the practices for showing a dog, dog etiquette and confirmation of a dog. Students will observe different members within a class and try to judge and evaluate the top placing animals according to breed standards learned in class.

Students will also have the opportunity to meet the breeders at specific times throughout the show. Behind the scenes visits will take place to gather additional breed information, observe the grooming prep for the show and have direct practice with dog breed identification.

- 6:00-8:30 Dinner in Times Square

MONDAY, FEBRUARY 10, 2020

- 8:00 AM Breakfast
- 10:00 AM Hotel Check Out
- 10:30 – 2:00 PM Westminster Dog Show Judging
- 3:00 PM Depart NYC

What is Agility?

Agility is a sport that appeals to all dog lovers – from young people to senior citizens. It has a great spectator appeal. Agility is designed to demonstrate a dog's willingness to work with its handler in a variety of situations. It is an athletic event that requires conditioning, concentration, training, and teamwork. Dog and handlers negotiate an obstacle course racing against the clock.

What is the Masters Agility Championship at Westminster?

The Masters Agility Championship at Westminster is open to those dogs that have achieved more difficult AKC titles and are therefore eligible to compete on a Masters level course. There are 330 dogs entered in this competition and each must already have earned a MACH or PACH title. Each dog will compete in two qualifying rounds consisting of a Standard Agility course and a Jumpers with Weaves course. The 10 dogs with the highest combined scores from each of the five height classes will move on to the Championship Round. The 50 finalists will be vying for the title of Masters Agility Champion.

What breeds of dogs will I see at the Masters Agility Championship?

All dogs are involved in agility as they offer five jump heights. The most popular breeds at this time are Shetland Sheepdogs, Belgian Tervurens, Border Collies, Golden Retrievers, Labrador Retrievers, Cocker Spaniels, and Papillons. All-American Dogs (mixed breeds) are also eligible to compete.

How can Agility benefit the relationship between you and your dog?

- Agility training is a great way to build athleticism in your dog
- Dogs that are properly exercised and mentally challenged exhibit fewer behavioral problems
- Competing in Agility trials provides many traveling opportunities with your dog
- Working with your dog in Agility builds communication and shared enjoyment
- Keeps your dog fit, flexible, and ready for adventure

How does Agility enhance communication between dog and handler?

Once you start training for Agility the canine-human bond between you and your dog deepens because you learn new ways to communicate to each other on the Agility course.

Does your dog know the difference between the fun of training and the actual competition?

Your dog is completely tuned in to you as handler. While training is fun, so is the actual competition. The dog knows the difference between training and the competition because the handler's focus is different when on the course to beat the clock.

Attractions



EXHIBITS



EXPERIENCES



ANIMALS

California Sea Lion

Central Garden & Sea Lion Pool

Chinstrap Penguin

Polar Circle

Gentoo Penguin

Polar Circle

Grizzly Bear

Grizzly Bear & Treena's Overlook

King Penguin

Polar Circle

Macaroni Penguin

Polar Circle

Red Panda

Temperate Territory

Ruffed Lemur

Tropic Zone: The Rainforest

Snow Leopard

Allison Maher Stern Snow Leopard

Snow Monkey

Temperate Territory

Daily Schedule



February 9, 2020



10:00 AM

Zoo Opens

10:30 AM

Penguin Feeding

15 minutes [View on map](#)

11:30 AM

Sea Lion Feeding

15 minutes [View on map](#)

1:30 PM

Sea Lion Feeding

15 minutes [View on map](#)

2:30 PM

Penguin Feeding

15 minutes [View on map](#)

3:30 PM

Sea Lion Feeding

15 minutes [View on map](#)

4:00 PM

Last Entry

4:30 PM

Zoo Closes

How a Dog Show Works

Each dog at a dog show is presented to a judge by either its owner, breeder, or a hired professional. This person is known as the exhibitor or the handler of the dog.

The Road to Best In Show

Dog shows are a process of elimination. Only the Best of Breed winners advance to compete in the Group competitions. Each breed falls into one of seven groups: Sporting, Hound, Working, Terrier, Toy, Non-Sporting, and Herding. Four placements are awarded in each group. Only the group winners advance to the Best in Show competition. From among these seven dogs the judge selects the Best in Show winner.

Judging And Standards

When a judge enters the ring, she is judging each dog against a written standard describing the ideal dog. She is determining which dog comes closest to the ideal in each breed. The standards are created by the breed's national breed club in this country. Dogs were originally bred to do specific jobs whether hunting, guarding, tracking, or companionship. The standard describes how a dog should look in order to carry out its job. They describe things like general appearance, movement, temperament, and specific physical traits such as height and weight, coat, colors, eye color and shape, ear shape and placement, feet, tail, and more. Each judge, applying their interpretation of the standard, gives their opinion on that day on which dog best represents its breed.

- **COLOR**

- Cocker Spaniels (3): Black, ASCOB, Parti-Color
- Bull Terriers (2): Colored, White
- English Toy Spaniels (2): Blenheim & Prince Charles, King Charles & Ruby

- **COAT**

- Dachshunds (3): Longhaired, Smooth, Wirehaired
- Chihuahuas (2): Long Coat, Smooth
- Collie (2): Rough, Smooth

- **SIZE**

- Beagles (2): Not exceeding 13", Over 13" But Not Exceeding 15"
- Manchester Terriers (2): Standard, Toy
- Poodles (3): Miniature, Standard, Toy

Donation Request List for Approval
January 13, 2020 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
HSS	Parent Teacher Group	\$2,000.00	Benches	For the main foyer
DMS	Parent Teacher Association	\$2,040.00	Monetary	Drama Club NYC Trip
DHS	Fidelity Charitable	\$500.00	Monetary	DHS Volleyball Team
DMS	Anonymous	\$500.00	Monetary	Pay down the lunch debt

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First Reading

TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

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

A. Definitions.

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

"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits **that may or may not contain nicotine or e-liquid.** ~~provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking.~~ This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a **II-b** ~~as the same may be amended or replaced from time to time.~~

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

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

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

B. Students

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

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

C. Employees

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

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

D. All other persons

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

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

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting

disciplinary consequences should be developed in consultation with building principal(s).

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

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

Legal References:

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

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First Reading

MINUTES

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating,
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) a brief description of each subject matter discussed;
- 4) identification of each member who made a first or second of any motion;
- 5) a record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts or "unapproved", will be made available for public inspection upon request no later than five (5)

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business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the statutory procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Requests for access to minutes shall be processed in accordance with Board Policy EH and administrative procedures EH-R.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed, and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes are sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2 II-a

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

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First Reading

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that terms is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Superintendent shall develop written procedures concerning all requests by the public to inspect or obtain copies of school district records (i.e., “governmental records”). The procedures shall conform in all respects to the Right to Know Law. The written procedures should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as the cost for providing requested copies. No fee or expense shall be charged other than as allowed under RSA 91-A:4.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as s/he may deem appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent is authorized to contact the District’s attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

Legal References:

RSA 91-A, New Hampshire Right To Know Law

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First Reading

ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS “RIGHT TO KNOW REQUESTS”

1. These procedures will apply to all requests to inspect or obtain copies of “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).
2. All requests for access to or copies of District records should be made through the SAU office. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) (“Right to Know request”) should immediately communicate that request to the SAU office.
3. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. Members of the public are encouraged to make their requests in writing and to include a specific description of the desired record(s). Right to Know requests for District records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.
4. Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any

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clarification or narrowing of the request shall be documented in writing and a copy of the re-formed request provided to the person making the request.

5. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
6. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) withheld.
7. The School District will charge a fee of [**insert fee amount**] per page for copying/photocopies of records when the person requests a paper copy. No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form.
8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
9. All District records shall be retained, deleted or destroyed in accordance with Board policy EHB and administrative procedure EHB-R. Minutes of school board meetings shall also be made available in accordance with Board policy BEDG.

Legal References:

RSA 91-A, New Hampshire Right To Know Law

Program of Studies Proposed Changes 2020-2021

Transfer Courses from Other Schools

We currently include transfer grades in the DHS GPA. The Program of Studies reads “The official **Grade Point Average (GPA)** is calculated each semester for juniors and seniors based on final semester averages. GPA is computed by dividing the career credits attempted into the total career grade points.”

New language around GPA will include the following: Transfer credits earned outside of Dover High School will appear on the transcript but will not be factored into GPA. A student must have attended Dover High School full time for at least 3 semesters to receive a class rank.

Rationale:

1. This mirrors Spaulding High School’s policy where we are often send and receive transfer students.
2. We do not have control over course content or rigor at other schools including VLACS.
3. As more schools move to competencies the process for converting a competency grade to a 100-point scale is inaccurate and unfair as they are not equivalent systems.

Advanced Placement (AP) courses in multiple disciplines

We are trying to increase the number of students we have enrolled in AP courses. Current barriers for students to enroll in AP courses include the schedule and the GPA weight. To increase AP enrollment we propose the following:

- 1) Add an AP weighting category to our GPA for a .25 increase over Honors level courses. Area schools that include a higher GPA weight for AP courses include Spaulding, Somersworth, Sanborn, Nashua, Raymond, Epping.

GRADE	SCORE	REGULAR	HONORS	ADVANCED PLACEMENT
A+	98-100	4.33	5.33	5.58
A	93-97	4.00	5.00	5.25
A-	90-92	3.67	4.67	4.92
B+	87-89	3.33	4.33	4.58
B	83-86	3.00	4.00	4.25
B-	80-82	2.67	3.67	3.92
C+	77-79	2.33	3.33	3.58
C	73-76	2.00	3.00	3.25
C-	70-72	1.67	2.67	2.92
D+	67-69	1.33	1.33	1.33
D	63-66	1.00	1.00	1.00
D-	60-62	0.67	0.67	0.67
F	0-59	0.00	0.00	0.00

- 2) Decrease some courses in credit from 2.0 to 1.0 or 1.5 to allow students more flexibility in scheduling.

English

Eliminated Courses:

- Applications of English has not run for multiple years.
- American Studies is being eliminated due to low enrollment and changes in the course sequence for social studies.

Course Changes:

- Advanced Placement (AP) English Language and Composition will move from 2.0 credits to 1.5 credits.
- Advanced Placement (AP) English Literature and Composition will move from 2.0 credits to 1.0 credit with a once a week mandatory flex block for additional instruction.

Math

New Course(s):

- CTC Math. See course description below. This will allow students in certain CTC programs to take a course that focuses on the skills needed in a specific discipline to increase mathematical fluency and prepare for industry specific tests for certification.
- We are reviving a 1.0 credit Honors Calculus class that is not AP level due to student need. We had eliminated this in the past. See course description below.

Course Changes: Advanced Placement (AP) Statistics and Calculus A/B will move from 2.0 credits to 1.5 credits.

Science

Course Changes: Offering a new CP Integrated Earth Science for transfer students in grades 10-12 or students who failed the 1.0 credit freshmen course. This will be offered for .5 credits which will meet our graduation requirement but leave out the science process skills that freshmen are exposed to in great depth. See course description below.

Social Studies

Course Changes:

- Topics in Psychology opened up to grades 9-10 to provide additional elective options for underclassmen and the writing intensive component has been removed.
- Sports and Economics opened to grade 10 and the pre-requisite of Economics has been removed.
- American Popular Culture was also opened to 9th grade to accommodate the large 9th grade class.
- Advanced Placement (AP) U.S. History will move from 1.5 credits to 1.0 credit with a once a week mandatory flex block for additional instruction.

Visual and Performing Arts

New Course(s): Digital Media Arts II and Painting II. These new courses will allow students to continue course content from Digital Media Arts I and Painting I. Both courses will utilize the new Apple technology in the department and equipment from a SEED grant to allow students to produce products such as patches and wall stickers from their designs. See course description below.

Name Changes: History of Jazz, Rock and Popular Music changes to History of Rock and Popular Music. With the new schedule to accommodate flex there is not enough time to include jazz as a topic in the course.

Wellness

Eliminated Courses: Personal Fitness and Food for Life. Students have not enrolled in these courses for multiple years.

Name Changes: Walk Fit is changing names to Fit for Life.

Student Services

Name Changes: Freshmen Skills Enrichment and Skills Enrichment courses have been combined with a new title of Executive Functioning Skills. The course description has not changed.

Course Changes: Some of the fundamental English and math courses were changed to allow students to earn credit by semester rather than by year. This allows students more of an opportunity to gain credit if they pass one semester and not the other rather than failing the entire course.

CTC

Eliminated Courses:

- Introduction to Culinary, Introduction to Automotive Technologies, Introduction to Building and Electrical Technologies. These courses will all be rolled into the new CTC Exploration and Discovery course.
- Help Desk was a new proposed course that did not run last year.

Name Changes:

- Introduction to Computer Networking is changing names to Introduction to Computer Science.
- Canine Animal Science is changing to Companion Animal Science to represent the large variety of animals students work with in the program.

Course Changes: Biomed I opened up to grade 10 with the goal of increasing enrollment.

CTC continued

New Options: The option for Work-Based Learning has been added to most programs as a third year option.

New Course(s):

- CTC Exploration and Discovery. This will allow students exposure to multiple programs to try out and complete a career assessment. See course description below.
- Animal Science II-Large Animal Science is added as an option for students who complete Animal Science I or as a possible third year of the program. See course description below.
- Early Childhood Montessori Education I. We are still determining if this will be a course or a work-based learning opportunity. See course description below.
- Business II has changed from Small Business Management and Organizational Communication to Sales and Management. See course description below. This is part of a realignment of the program with GBCC that began this school year with Business I.

Course Descriptions

CTC MATH

Grades 11-12

0.50 Credit/Semester

This course will allow students to apply practical math skills relevant to the content of the student's Career and Technical (CTC) domain. Units will derive from: Health Sciences, Cosmetology, Building Trades, Auto Tech or Collision, Electrical or Culinary and apply directly to that program.. The textbooks, activities and collaborative projects in this class will prepare students to focus more on the math in their CTC program by creating improved math confidence. Students will regularly use the technology and the same tools they will see in the CTC program. Included in this course will be mathematics test preparation for courses that have certification and college entrance exams.

REQUIRED: Enrolled in the first or second year of a CTC program in one of the following: Health Sciences (including Sports Medicine, EMT and Firefighting), Cosmetology, Building Trades, Automotive Tech, Auto Collision, Electrical or Culinary and teacher recommendation.

HONORS CALCULUS

Grades 11-12

1.00 Credit/Year

This course is for students who need calculus in college. Topics will include limits, definition of a derivative, functions, and derivatives and integrals of polynomial, exponential, logarithmic and trigonometric functions. Students will also study maxima and minima of functions, related rates, and optimization. Area between curves and volumes of solids will be covered as time allows.

REQUIRED: Successful completion of CP Pre-Calculus and teacher recommendation.

CP INTEGRATED EARTH SCIENCE

Grades 10-12

0.50 Credit/Semester

This student-centered, activity-based course is intended to use students' scientific and 21st century skills to explore questions related to the earth and the universe. This course is for students in grades 10-12 who did not take or did not successfully complete Integrated Earth Science during their 9th grade year. The major units include earth's place in the universe, the dynamic and naturally changing nature of earth, as well as human-influenced changes.

REQUIRED: recommendation of teacher or school counselor

DIGITAL MEDIA ARTS II

Grades 10-12 Skill level 3-4 0.50 Credit/Semester

This Mac-based visual art class provides experienced students the opportunity to expand and apply their knowledge in digital design. Picking up where Digital Media Arts I left off, students will be able to delve deeper into the digital platform and gain more experience with digital fabrication. Students will design projects for output on the laser cutter, vinyl cutter and digital embroidery machine. This advanced digital class will allow students to individualize their program based on interest areas, whilst also learning new software and technical skills.

REQUIRED: Successful completion of Intro to the Arts and Digital Media Arts I, seriousness of purpose and/or permission of Academic Coordinator. NOTE: A \$35 Lab Fee for materials & access to a digital SLR or cell phone camera are required.

PAINTING II

Grades 10-12 Skill Level:2-4 0.50 Credit/Semester

This course is an intermediate level painting class. Students will expand on techniques learned in Painting 1 to develop their own painting style. Longer projects will focus on larger works on paper and canvas. iPad based Design software such as Adobe Sketch will be introduced as an alternative to traditional painting. Students will build work suitable for a portfolio, create an on-line painting portfolio using Adobe Spark Pages, and will organize and run their own art show in the spring. Students are expected to keep a sketchbook/journal, write, talk, and critique their own and other's artwork.

REQUIRED: All students must successfully complete Intro to the Arts , Painting I, seriousness of purpose and/or permission of Academic Coordinator.

NOTE: A \$25 Lab Fee for acrylic and watercolor paints, canvas and other consumable supplies and materials.

CTC EXPLORATION AND DISCOVERY : Automotive Technology-Automotive Collision-Culinary Arts

Grades 9-10

0.50 Credit/Semester

The **CTC Exploration and Discovery** class is designed for students to make informed decisions in choosing which CTC career path to pursue. For one semester students will rotate through three CTC programs. This class will provide basic program information as well as provide students an opportunity to 'try out' a program and get to know the teachers. Additionally, all students will complete career assessments to help inform possible careers of interest.

CTC EXPLORATION AND DISCOVERY : Electrical-Building Technology-Woodworking

Grades 9-10

0.50 Credit/Semester

The **CTC Exploration and Discovery** class is designed for students to make informed decisions in choosing which CTC career path to pursue. For one semester students will rotate through three CTC programs. This class will provide basic program information as well as provide students an opportunity to ‘try out’ a program and get to know the teachers. Additionally, all students will complete career assessments to help inform possible careers of interest.

ANIMAL SCIENCE II – LARGE ANIMAL SCIENCE

Grades 11-12

2.00 Credits/Year

This class is designed for students interested in pursuing a career with large animals. It is a class that will cover the husbandry of common livestock breeds as well as horses. Part of the class will be to learn about the business aspects of farm management and budgeting. Other content areas that will be studied are selection, nutrition, formulating feed rations, reproduction, maintenance, veterinary care, and sustainable practices of large animals. The class will utilize on site animals as well as go to several large working farms for tours and more information.

REQUIRED: Completion of Animal Science I and submission of a CTC program application.

EARLY CHILDHOOD MONTESSORI EDUCATION I

Grade 11

2.00 Credits/Year

Enter a high-demand field and earn a Montessori Certification! Get paid to spend your days enriching the lives of children! Little Tree Education (Madbury and Dover, NH) is excited to welcome high school students interested in becoming Early Childhood Educators and those who wish to become Montessori Teachers! We want to find students who will thrive in our school environment, honoring the children’s natural desire to learn through imagination and exploration. Working at Little Tree, you will learn the Montessori pedagogy for all grade levels, with a focus on Infants through Kindergarten. You will also be trained on child care center best practices and overall how to provide learning experiences that develop and maintain the learning, social, physical and emotional skills needed of young children.

912240 BUSINESS II – SALES AND MANAGEMENT

Grades 11

2.00 Credits/Year

Curious about what it takes to successfully manage a business? This course introduces students to the concepts of business management, including the functions of planning, organizing, leadership, staffing, decision-making, marketing, communicating and motivating. Additionally, the impact of technology will be examined, providing an awareness of social and ethical responsibility as it relates to the environment, consumers, employees, and investors. This course presents an introduction and overview of sales and marketing activities and explains the role of marketing in American and international economic and social contexts. Students will learn about the components of strategic marketing, including how to plan, price, promote and distribute products, goods, services, ideas, people and places. Students will gain experience honing their oral and written communication skills as they analyze and solve problems.

REQUIREMENT: Students must submit a CTC program application.

NOTE: This is a concurrent enrollment course, which allows students the opportunity to earn college credits while earning credits toward their high school diploma. The cost of earning college credits through this course is currently \$150, which is approximately a \$450 savings.

NOTE: This course meets the requirement of Introduction to Marketing at Great Bay Community College and Management at Great Bay Community College.

Other formatting changes

- There is a new introduction to the Regional Career Technical Center section.
- Unified courses will be listed under electives rather than in subject areas to help mentors find descriptions of all the courses in one place.

**MEMORANDUM
FROM THE
SUPERINTENDENT OF SCHOOLS**

TO: School Board

FROM: William R. Harbron

SUBJECT: DEOP Agreement Changes

DATE: 1/13/2020

The School Board and the Dover Educational Office Personnel reached a tentative agreement on December 10, 2019. The estimated costs (including all associated benefits) to this Agreement and changes to this Bargaining Agreement are listed below:

FY21 Estimated cost of increase (steps/COLA)	\$ 51,278
FY21 Cost of Additional Holidays for PT employees	\$ 1,133
FY21 Cost of Increased Longevity	\$ 4,991
 Total Estimated Cost for FY21	 \$ 57,402
Total Estimated Cost for FY22	\$ 51,719
Total Estimated Cost for FY23	\$ 45,653

Other Information:

- There are currently 28 DEOP members in the Dover School District. 21 are at the top step
- Cost of Living Adjustments for this agreement are as follows:
 - FY21 4%
 - FY22 3.5%
 - FY23 3%
- This is a 3-year Agreement
- Cost of this contract for FY21 is included in the proposed budget

Language Changes

**ARTICLE I: RECOGNITION, JURISDICTION,
MANAGEMENT RIGHTS, DEFINITIONS**

A. RECOGNITION

The Dover School Board recognizes the Dover Educational Office Personnel, NEA-New Hampshire, as the exclusive representative of all central office, school administrative assistants, food service administrative assistant, and all other employees listed in ~~Article IV-A-2-c~~ **Article IV-A-2-d**, employed fifteen (15) hours

per week or more, excluding all administrative positions of assistant principal and above and the Superintendent's Administrative Assistant, Human Resources Coordinator, and the Payroll Supervisor, probationary employees, and other positions excluded by RSA 273-A.

ARTICLE III: GRIEVANCE PROCEDURE

A. GRIEVANCE

A "grievance" shall mean a complaint by an administrative assistant, or a group of administrative assistants, that there has been an alleged violation of a term or provision of this Agreement. A grievance must be initiated within twenty (20) ~~school~~ **business** days after the grievant knew or should have known of its occurrence. ***A business day shall be defined as a day when the SAU Office is open.*** Grievances related to events during the school year shall be initiated no later than ten (10) calendar days after the last day of student attendance.

ARTICLE IV: WORKING CONDITIONS

A. WORK HOURS AND DAY

1. ~~b. School year employees are employed for the number of annual student days established by the School Board plus 3 additional work days (the "work year").~~ ***School year employees are employed for the number of annual student days established by the School Board plus a workshop day to take place on the business day preceding the commencement of classes (the "work year"). The "work year" may also include, at the employee's discretion, up to three (3) additional work days to take place on scheduled teacher workshop days. The work year may be changed for a future school year after notification and consultation with the Association.***
 - ii. 5 additional days for:
 - a. Dean's Office at Dover Middle School/Dover High School
 - b. Bellamy Academy Alternative School***
 - c. Main Office at Dover High School; and
 - d. Athletic Office at Dover High School
2. Compensation for work performed
 - d. The wage scale in ~~Appendix A-1~~ ***Appendix A*** shall apply to the following Dover School District positions:
 - Administrative Assistant I:
 - Receptionist
 - Administrative Assistant II:

~~School Based Office Administrative Assistant, Substitute Coordinator,
Attendance Administrative Assistant School Based, Title I School Based,
Nurse's Administrative Assistant, Guidance Administrative Assistant~~

*Attendance Administrative Assistant
Guidance Administrative Assistant
Nurse's Administrative Assistant
School Administrative Assistant (II)
Substitute Coordinator*

Administrative Assistant III:

~~Assistant Principal's Administrative Assistant School Based, School
Administrative Assistant School Based, Dean's Administrative Assistant,
Federal Projects/Curriculum Administrative Assistant District Wide, Food
Service District Wide, SAU Administrative Assistant District Based, SPED
Administrative Assistant School Based~~

*Dean's Administrative Assistant
School Administrative Assistant (III)
Student Services Administrative Assistant*

Administrative Assistant IV:

~~Administrative Assistant (Athletic, DALC, Principal's, Special Education,
Career Technical Center, Curriculum/Federal Projects, Alternative School),
Guidance Department Registrar~~

*Student Services Administrative Assistant
Teaching & Learning Administrative Assistant
Athletic Administrative Assistant
Bellamy Academy Administrative Assistant
Career Technical Center Administrative Assistant
Guidance Department Registrar
Principal's Administrative Assistant*

Administrative Assistant V:

~~Accounts Payable Bookkeeper, MMS Data Coordinator, Data Technology
Coordinator~~

*Accounts Payable Bookkeeper
Student Information Systems Data Coordinator*

Administrative Assistant VI:

Dover Adult Learning Center (DALC) DALC Office Manager

D. Inclement Weather Days

1. When school has been canceled due to inclement weather, all full-time administrative assistant personnel will report to work no later than ~~Ninety (90) minutes~~ **two (2)** hours after their normal start time.

2. When a delayed opening of two (2) hours has been called, administrative assistants shall report no later than ~~one (1)~~ **two (2)** hours later than their regular starting time.

ARTICLE V: COMPENSATION

D. Longevity

The School District of the City of Dover will make available to all school-year administrative assistants working six (6) hours or more per day for an annual longevity benefit, for time spent working for the City of Dover as follows:

5-7 years..... ~~\$125~~ **\$225**

8-14 years..... ~~\$400~~ **\$500**

15-19 years..... ~~\$550~~ **\$650**

20-24 years..... ~~\$700~~ **\$800**

Over 25 years..... An additional ~~\$125~~ **\$300** per 5-year interval

The School District of the City of Dover will make available to all full-time administrative assistants an annual longevity benefit for time spent working for the City of Dover as follows:

5-7 years.....~~\$200~~ **\$400**

8-14 years.....~~\$700~~ **\$900**

15-19 years.....~~\$1000~~ **\$1200**

20-24 years.....~~\$1300~~ **\$1500**

Over 25 years.....An additional ~~\$300~~ **\$500** per 5-year interval

ARTICLE VI: FRINGE BENEFITS

G. Professional Development

1. The following Professional Development plan will apply to all full-time and school-year administrative assistants employed six (6) or more hours per day. The District agrees to budget \$2,000 annually for course reimbursement **and** professional development. ~~workshop/seminars, the annual administrative assistant workshop day, and attendance to the New Hampshire Association of Educational Office Professionals Convention.~~

2. Not more than \$500 will be approved for payment to any administrative assistant in any fiscal year for professional development. The Superintendent or the Superintendent's designee must approve the above-mentioned professional development activities in advance. All professional development activities must be related to the administrative assistant's job or be part of a career development program. ***Requests for approval of payment for professional development shall be submitted to the Superintendent or the***

Superintendent's designee. The District shall respond to requests within five business days of receipt of the request. The request will be approved if no response is received within five business days of receipt of the request.

3. No more than three (3) administrative assistants ***from one school building*** per school day may be authorized for professional development leave.

~~6. The District will allow for four (4) administrative assistants to attend the New Hampshire Association of Educational Office Professionals Convention. These stipends will first be made available to administrative assistants that did not receive the stipend during the preceding year, these stipends will be made available on a first come, first served basis.~~ ***The District shall train all employees in emergency management procedures and other topics relevant to work duties.***

ARTICLE VII: LEAVES

A. Sick Leave with Pay

2. All regular full-time administrative assistant personnel shall receive fifteen (15) days of sick leave per year, with pay ~~accumulative to one hundred fifty (150) days.~~ ***Full-time administrative assistants may hold a balance of up to one hundred sixty-five (165) sick days per calendar year but may only carry over up to 150 days from one year to the next.***

3. School-year administrative assistants ~~employed six (6) or more hours per day~~ shall receive ten (10) days of sick leave per school year with pay, ~~accumulative to one hundred (100) days.~~ ***School-year administrative assistants may hold a balance of up to one hundred and ten (110) sick days per calendar year but may only carry over up to 100 days from one year to the next.*** ~~School-year administrative assistants who work up to but not including thirty (30) hours per week, will earn five (5) sick days with full pay annually, and shall accumulate days to a maximum of one hundred (100).~~

ARTICLE VIII: HOLIDAYS AND VACATIONS

A. Holidays

6. School-year administrative assistants who work up to but not including thirty (30) hours per week shall receive the following paid holidays:

New Year's Day

Memorial Day

Thanksgiving Day

Friday following Thanksgiving

Christmas Day

Labor Day

Martin Luther King, Jr. Day

B. VACATIONS

Full-time administrative assistants shall receive vacation with pay as follows:

1 - 5 years:	Two (2) weeks
6-10 years:	Three (3) weeks
11-19 years:	Four (4) weeks
20 or more years:	Five (5) weeks

School-year administrative assistants employed six (6) or more hours per day (ten [10] months - September to June) with five (5) years or more of service shall receive four (4) days of vacation with pay that shall be taken when school is not in session.

School year employees with five (5) or more years of service and employed less than six hours per day shall receive two (2) vacation days.

Additional days will be added as follows:

10-14 years of service add 1 day paid vacation

15-19 years of service add 1 day paid vacation

20 or more years of service add 1 day paid vacation

If a vacation includes a holiday as listed above, vacation is extended to compensate for the holiday.

Vacation schedules are to be coordinated to ensure continuity of service and must be approved by the administrative assistant's immediate supervisor. For school year administrative assistants, vacations shall be scheduled to be used within the school year.

Vacation requests shall be approved at the discretion of the administrator or designee.

For full-year employees, unused vacation days, from the previous school year, shall be used by June 30 or shall be forfeited. For example, vacation earned during the 2007-08 school year must be used by June 30, 2009. School year employees may not carry over unused vacation days.

For full-year employees, the maximum number of days that can be paid upon retirement is 1.25 times annual leave, and, for example, an employee who earns 10 days of annual leave would have a maximum payout of 12.5 days. Such payment will be made within 90 days of the retirement date.

If the administration rescinds prior approval of vacation days because of exigent circumstances that would result in the loss of vacation days that cannot be rescheduled before the June 30 deadline, the employee and the administration may mutually agree to reschedule those days. If said days cannot be rescheduled, the employee will be paid at the per diem rate by separate check by the end of the next pay period, or the employee will be permitted to carry said days over beyond the June 30 deadline, at the District's option.

All requests for vacation leave must be ***submitted via the District on-line system and in writing to the Administrator or designee who shall approve or deny shall be approved or denied all vacations request in a timely manner.*** ~~Vacation requests shall be approved at the discretion of~~ ***by*** the administrator or designee.

Vacation time is not earned during unpaid leaves.

ARTICLE X: SENIORITY, LAYOFF, AND RECALL

B. LAYOFF AND RECALL

1. Layoffs and recalls shall be based on seniority and qualifications within in each job title and classification. Full time laid off employees may bump full-time bargaining unit members with least seniority, within the classification, first, and if needed, move to the next lower classification, provided they are qualified to do the job. If there are no bargaining unit members with least seniority, within the classification first, and if needed, move to the next lower classification, provided they are qualified to do the job. They shall have recall rights for ~~up to six (6) months or until the beginning of the next school year, whichever is longer~~ **two years**.

School year laid off employees may bump school-year bargaining unit members with least seniority, within their classification first, and if needed, move to the next lower classification, provided they are qualified to do the job. In no instance, shall a school-year employee have the ability to bump a full-time employee.

ARTICLE XII: MISCELLANEOUS PROVISIONS

C. ~~Printing and~~ Distribution of this Agreement

- ~~1. The parties agree to share equally in the costs of printing this Agreement in booklet form.~~ ***The District shall provide this Agreement in electronic format to any bargaining unit member who requests it.***

ARTICLE XIII: DURATION

A. DURATION

1. This Agreement shall be effective as of July 1, ~~2017~~ **2020**, and shall continue in effect until and including June 30, ~~2020~~ **2023**.
2. The School Board and the Association agree to begin negotiations for a successor Agreement no later than December 1, ~~2019~~ **2022**.
3. In witness whereof the parties have caused this Agreement to be signed by their respective representatives, attested by their respective representatives, and attested by their respective administrative assistant

Delete Appendix A-1 and replace it with

Appendix A: Wage Schedules
Dover Educational Office Personnel

2020-21								
<i>Class</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
1	\$14.11	\$14.54	\$14.99	\$15.44	\$15.88	\$16.37	\$16.87	\$17.38
2	\$15.78	\$16.22	\$16.72	\$17.24	\$17.73	\$18.27	\$18.84	\$19.41
3	\$16.62	\$17.09	\$17.63	\$18.14	\$18.70	\$19.26	\$19.83	\$20.43
4	\$17.43	\$17.97	\$18.52	\$19.04	\$19.65	\$20.24	\$20.83	\$21.46
5	\$18.74	\$19.32	\$19.88	\$20.49	\$21.12	\$21.75	\$22.42	\$23.08
6	\$20.76	\$21.41	\$22.04	\$22.71	\$23.37	\$24.07	\$24.80	\$25.56

2021-22								
<i>Class</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
1	\$14.61	\$15.05	\$15.51	\$15.98	\$16.44	\$16.94	\$17.46	\$17.99
2	\$16.33	\$16.79	\$17.31	\$17.85	\$18.35	\$18.91	\$19.50	\$20.09
3	\$17.20	\$17.69	\$18.24	\$18.77	\$19.35	\$19.93	\$20.53	\$21.14
4	\$18.04	\$18.60	\$19.17	\$19.71	\$20.33	\$20.95	\$21.56	\$22.21
5	\$19.40	\$20.00	\$20.58	\$21.21	\$21.86	\$22.51	\$23.21	\$23.89
6	\$21.48	\$22.16	\$22.81	\$23.51	\$24.19	\$24.91	\$25.67	\$26.46

2022-23								
<i>Class</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
1	\$15.04	\$15.50	\$15.98	\$16.46	\$16.93	\$17.45	\$17.98	\$18.53
2	\$16.82	\$17.30	\$17.83	\$18.38	\$18.90	\$19.48	\$20.09	\$20.69
3	\$17.72	\$18.22	\$18.79	\$19.34	\$19.93	\$20.53	\$21.14	\$21.77
4	\$18.58	\$19.16	\$19.75	\$20.30	\$20.94	\$21.58	\$22.21	\$22.87
5	\$19.98	\$20.60	\$21.20	\$21.84	\$22.52	\$23.18	\$23.90	\$24.60
6	\$22.13	\$22.83	\$23.49	\$24.21	\$24.91	\$25.66	\$26.44	\$27.25

Appendix B

Memorandum of Understanding between the Dover Educational Office Employees, NEA-NH and the Dover School District

The District is creating an hourly position employed 52 weeks per year for 5.5 hours per day.

The position shall be called, "SAU Office--Receptionist/Clerical Administrative Assistant."

The position shall be considered a School Secretary and a member of the DEOP, NEA-NH bargaining unit.

The position shall be compensated according to the Administrative Assistant I wage schedule.

The position shall be granted the wages and benefits of a school year administrative assistant working six (6) or more hours per day.

For purposes of Article IV(D) of the collective bargaining agreement, "Inclement Weather Days," the position shall be considered a full-time administrative assistant.

For purposes of Article IV(E), "Anniversary Dates," the position shall be considered a full-time administrative assistant.

For purposes of Article V (C.), Longevity will be prorated. When the employee becomes eligible, s/he will receive an amount equal to 5.5/8 multiplied by the applicable longevity amount for a full-time administrative assistant.

For purposes of Article VII, "Leaves," the position shall be considered a full-time administrative assistant.

For purposes of Article VIII, "Holidays and Vacations," the position shall be considered a full-time administrative assistant.

For purposes of Article X, "Seniority, Layoff, and Recall," the position shall be considered a Full-time Administrative Assistant I.

This agreement does not set any precedent or obligate either party to reach a similar agreement regarding other new positions.

PROJECT ACTIVITY REPORT FOR (OPEN/ACTIVE) FEDERAL & STATE PROJECTS - DECEMBER 31, 2019													
	Project Manager	Project Number	Project Title	Project Period	Total Allocation Amounts	Budgeted Amounts to Date	Purchase Orders/ Obligations	Disbursements	Cash Received	Cash Balance Remaining	Total Obligations & Disbursements	% of Funds Obligated & Disbursed	% of Funds Remaining
			Title I										
2821	Paula Glynn	20078	TITLE I, PART A	7/18/19-8/31/20	\$ 923,075.53	\$ 692,610.13	\$ 350,156.66	\$ 188,821.52	\$ 188,821.52	\$ 734,254.01	\$ 538,978.18	58%	42%
			Total		\$ 923,075.53	\$ 692,610.13	\$ 350,156.66	\$ 188,821.52	\$ 188,821.52	\$ 734,254.01	\$ 538,978.18	58%	42%
			Titles II - IV										
2822	Paula Glynn	90187	TITLE II, PART A	8/23/18-9/30/20	\$ 187,064.09	\$ 186,874.86	\$ 150.00	\$ 170,597.62	\$ 170,597.62	\$ 16,466.47	\$ 170,747.62	91%	9%
2822	Paula Glynn	20018	TITLE II, PART A	7/18/19-9/30/21	\$ 180,773.26	\$ 158,238.26	\$ 68,142.82	\$ 48,700.43	\$ 39,224.84	\$ 141,548.42	\$ 116,843.25	65%	35%
2822	Paula Glynn	90181	TITLE III, ESOL	8/30/18-9/30/20	\$ 23,475.19	\$ 23,192.76	\$ 1,460.63	\$ 10,471.69	\$ 10,471.69	\$ 13,003.50	\$ 11,932.32	51%	49%
2822	Paula Glynn	20018	TITLE III, ESOL	12/16/19-9/30/21	\$ 19,920.82	\$ 17,435.67	\$ -	\$ -	\$ -	\$ 19,920.82	\$ -	0%	100%
2822	Paula Glynn	90496	TIV, PART A	4/15/19-9/30/20	\$ 88,934.07	\$ 72,492.14	\$ 775.00	\$ 19,816.46	\$ 19,876.46	\$ 69,057.61	\$ 20,591.46	23%	77%
2822	Paula Glynn	Pending	TIV, PART A	7/1/19-9/30/21	\$ 95,038.86	\$ 83,290.63	\$ -	\$ -	\$ -	\$ 95,038.86	\$ -	0%	100%
			Total		\$ 595,206.29	\$ 541,524.32	\$ 70,528.45	\$ 249,586.20	\$ 240,170.61	\$ 355,035.68	\$ 320,114.65	54%	46%
			Vocational										
2823	Lisa Danley	20311	PERKINS	8/15/19-8/21/20	\$ 127,231.52	\$ 127,231.52	\$ 45,354.00	\$ 65,150.37	\$ 65,150.37	\$ 62,081.15	\$ 110,504.37	87%	13%
2823	Lisa Danley	20326	APPRENTICESHIP	7/1/19-6/30/20	\$ 191,239.72	\$ 191,239.72	\$ 70,914.59	\$ 103,759.68	\$ 103,759.68	\$ 87,480.04	\$ 174,674.27	91%	9%
			Total		\$ 318,471.24	\$ 318,471.24	\$ 116,268.59	\$ 168,910.05	\$ 168,910.05	\$ 149,561.19	\$ 285,178.64	90%	10%
			Adult Basic Education										
2824	Deanna Strand	20400	ADULT BASIC EDUCATION	7/1/19-6/30/20	\$ 355,961.99	\$ 354,551.77	\$ 148,433.72	\$ 155,364.52	\$ 155,364.52	\$ 200,597.47	\$ 303,798.24	85%	15%
2824	Deanna Strand	20430	ADULT DIPLOMA PROGRAM	7/1/19-6/30/20	\$ 51,799.51	\$ 43,010.09	\$ 8,997.68	\$ 11,482.56	\$ 11,482.56	\$ 40,316.95	\$ 20,480.24	40%	60%
2824	Deanna Strand	20440	ADULT LEARNER SERVICES	7/1/19-6/30/20	\$ 67,668.26	\$ 64,429.29	\$ 17,813.28	\$ 38,478.63	\$ 38,478.63	\$ 29,189.63	\$ 56,291.91	83%	17%
2824	Deanna Strand	20410	ENGLISH AS A SECOND LANGUAGE	7/1/19-6/30/20	\$ 177,539.70	\$ 177,289.94	\$ 65,110.27	\$ 82,867.63	\$ 82,867.63	\$ 94,672.07	\$ 147,977.90	83%	17%
2824	Deanna Strand	20470	INTEGRATED EDUCATION & TRAINING	7/1/19-6/30/20	\$ 5,817.78	\$ 5,817.78	\$ 1,860.58	\$ 2,172.72	\$ 2,172.72	\$ 3,645.06	\$ 4,033.30	69%	31%
2824	Deanna Strand	20450	INTEGRATED EL/CIVICS EDUCATION	7/1/19-6/30/20	\$ 14,318.40	\$ 14,318.39	\$ 7,016.80	\$ 3,306.96	\$ 3,306.96	\$ 11,011.44	\$ 10,323.76	72%	28%
			Total		\$ 673,105.64	\$ 659,417.26	\$ 249,232.33	\$ 293,673.02	\$ 293,673.02	\$ 379,432.62	\$ 542,905.35	81%	19%
			Special Education										
2826	Christine Boston	92626	IDEA/PRESCHOOL	7/1/18-6/30/20	\$ 1,337,689.08	\$ 1,299,706.37	\$ 296,644.82	\$ 909,387.98	\$ 848,550.46	\$ 489,138.62	\$ 1,206,032.80	90%	10%
2826	Christine Boston	20259	IDEA/PRESCHOOL	7/1/19-9/30/21	\$ 1,222,618.78	\$ 957,916.40	\$ 494,867.60	\$ 420,114.46	\$ -	\$ 1,222,618.78	\$ 914,982.06	75%	25%
			Total		\$ 2,560,307.86	\$ 2,257,622.77	\$ 791,512.42	\$ 1,329,502.44	\$ 848,550.46	\$ 1,711,757.40	\$ 2,121,014.86	83%	17%
			Robotics Education										
2820	Peter Driscoll	03438	ROBOTICS EDUCATION	12/18/19-6/30/20	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00	\$ -	0%	100%
			Total		\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00	\$ -	0%	100%
			Total State/Federal Grants - Fiscal Year 2019-2020:		\$ 5,077,666.56	\$ 4,477,145.72	\$ 1,577,698.45	\$ 2,230,493.23	\$ 1,740,125.66	\$ 3,337,540.90	\$ 3,808,191.68	75%	25%
PROJECT ACTIVITY REPORT FOR 2019-2020 SPECIAL REVENUE FUND (CTC PROGRAMS) - DECEMBER 31, 2019													
Fund	Project Manager	Project Number	Project Title	Project Period	FY20 Estimated Budget	Purchase Orders/ Obligations	Disbursements	Cash Received	Total Obligations & Disbursements	Fund Remaining Balance			
			CTC Programs										
2950	Lisa Danley	07809	BUILDING TRADES	7/1/19-6/30/20	\$ 5,000.00	\$ -	\$ -	\$ 8,273.36	\$ -	\$ 8,273.36			
2950	Lisa Danley	07815	COSMETOLOGY	7/1/19-6/30/20	\$ 10,000.00	\$ -	\$ 9,188.03	\$ 13,084.59	\$ 9,188.03	\$ 3,896.56			
2950	Lisa Danley	07822	GOURMETS TABLE	7/1/19-6/30/20	\$ 10,000.00	\$ 394.54	\$ 890.92	\$ 11,338.22	\$ 1,285.46	\$ 10,052.76			
2950	Lisa Danley	07866	WELDING	7/1/19-6/30/20	\$ 2,000.00	\$ -	\$ 453.06	\$ 493.25	\$ 453.06	\$ 40.19			
2950	Lisa Danley	07867	SCHOOL STORE	7/1/19-6/30/20	\$ 10,000.00	\$ 925.12	\$ 6,347.06	\$ 15,789.62	\$ 7,272.18	\$ 8,517.44			
2950	Lisa Danley	07887	ANIMAL SCIENCE	7/1/19-6/30/20	\$ 5,000.00	\$ 329.05	\$ 959.47	\$ 5,073.58	\$ 1,288.52	\$ 3,785.06			
2950	Lisa Danley	07899	AUTO COLLISION	7/1/19-6/30/20	\$ 5,000.00	\$ 696.00	\$ 5,551.94	\$ 7,180.94	\$ 6,247.94	\$ 933.00			
2950	Lisa Danley	07900	AUTO TECH	7/1/19-6/30/20	\$ 9,000.00	\$ 1,750.96	\$ 2,260.43	\$ 11,425.83	\$ 4,011.39	\$ 7,414.44			
			Total		\$ 56,000.00	\$ 4,095.67	\$ 25,650.91	\$ 72,659.39	\$ 29,746.58	\$ 42,912.81			
			Total Special Revenue Fund (CTC) - Fiscal Year 2019-2020:		\$ 56,000.00	\$ 4,095.67	\$ 25,650.91	\$ 72,659.39	\$ 29,746.58	\$ 42,912.81			

**SPECIAL REVENUE FUNDS
ESTIMATED FUND BALANCES
DECEMBER 31, 2019**

School Cafeteria Fund #2800	
Fund Balance:	
*06/30/19 Total Fund Balance:	\$ 298,286
Revenue received through 12/31/2019:	\$ 395,692
(Expenditures through 12/31/2019):	\$ (471,716)
Subtotal	\$ 222,263
Estimated Revenue through 6/30/2020:	\$ 1,094,411
(Reserve for Encumbrances through 6/30/2020):	\$ (1,061,347)
Estimated Fund Balance 6/30/2020 (unaudited):	\$ 255,327

School Facilities Fund #3830							
Description	Field User Fees	Facilities	Facilities (DHS)	Athletics	Parking Lots	Estimated Ending Fund Balance	
Fund Balances:							
*06/30/2019 Total Fund Balance:	\$ 8,917	\$ 8,066	\$ -	\$ 14,438	\$ 155,682	\$	187,103
Revenue through 12/31/2019:	\$ 2,079	\$ 37,687	\$ 35,885	\$ 9,998	\$ 51,180	\$	136,830
(Expenditures through 12/31/2019):	\$ (519)	\$ (43,250)	\$ -	\$ (8,022)	\$ (12,597)	\$	(64,388)
Subtotal	\$ 10,477	\$ 2,503	\$ 35,885	\$ 16,414	\$ 194,266	\$	259,545
Estimated Revenue through 6/30/2020:	\$ -	\$ 36,500	\$ -	\$ -	\$ -	\$	36,500
(Reserved for Encumbrances through 6/30/2020):	\$ -	\$ (36,602)	\$ -	\$ (2,475)	\$ (17,025)	\$	(56,102)
Estimated Fund Balance 6/30/2020 (unaudited):	\$ 10,477	\$ 2,401	\$ 35,885	\$ 13,940	\$ 177,240	\$	239,943

***Pending FY2019 Audited Financial Statements**

GENERAL FUND - FY2020 CONDITION OF ACCOUNTS						
REVENUE - ESTIMATED DECEMBER 31, 2019						
Account Description	FY2020 Revised Budget	Received To Date 12/31/2019	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget	
1 Tuition - Other NH Districts (adjusted 11/2019)	\$ 68,270.00	\$ 22,756.80	\$ 45,513.60	\$ 68,270.40	\$ 0.40	
2 Tuition - Barrington (adjusted 11/2019)	\$ 2,381,547.00	\$ 592,205.66	\$ 1,719,064.93	\$ 2,311,270.59	\$ (70,276.41)	
3 Tuition - Nottingham (adjusted 11/2019)	\$ 1,513,534.00	\$ 397,195.92	\$ 1,108,241.99	\$ 1,505,437.91	\$ (8,096.09)	
4 Tuition - SPED Aides	\$ 270,000.00	\$ 109,217.49	\$ 218,434.91	\$ 327,652.40	\$ 57,652.40	
5 Tuition - CTC - NH Districts	\$ 110,000.00	\$ (543.08)	\$ 105,605.50	\$ 105,062.42	\$ (4,937.58)	
6 Tuition - CTC - Out of State	\$ 56,000.00	\$ -	\$ 28,961.10	\$ 28,961.10	\$ (27,038.90)	
7 Tuition - Bellamy Academy (adjusted 11/2019)	\$ 118,965.00	\$ 25,988.60	\$ -	\$ 25,988.60	\$ (92,976.40)	
8 Other Local Revenue - Districtwide	\$ 20,000.00	\$ 2,477.87	\$ 2,522.13	\$ 5,000.00	\$ (15,000.00)	
9 State Adequate Education Grant (adjusted 11/2019)	\$ 10,034,451.00	\$ 3,841,007.00	\$ 6,142,238.00	\$ 9,983,245.00	\$ (51,206.00)	
10 State Kindergarten Program (adjusted 11/2019)	\$ -	\$ 51,206.00	\$ -	\$ 51,206.00	\$ 51,206.00	
11 School Building Aid	\$ 529,088.00	\$ 264,544.06	\$ 264,543.94	\$ 529,088.00	\$ -	
12 Catastrophic/Special Education Aid (adjusted 11/2019)	\$ 441,122.00	\$ 22,876.47	\$ 549,976.97	\$ 572,853.44	\$ 131,731.44	
13 CTC Tuition Aid	\$ 254,000.00	\$ 373,038.72	\$ -	\$ 373,038.72	\$ 119,038.72	
14 CTC Transportation Aid	\$ 2,500.00	\$ 2,632.00	\$ -	\$ 2,632.00	\$ 132.00	
15 Indirect Cost Allocation	\$ 85,000.00	\$ 27,676.49	\$ 47,323.51	\$ 75,000.00	\$ (10,000.00)	
16 ABE Allocation	\$ 39,011.00	\$ -	\$ 39,011.00	\$ 39,011.00	\$ -	
17 Impact Aid	\$ 6,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ (1,000.00)	
18 Medicaid Distribution (adjusted 11/2019)	\$ 250,000.00	\$ 16,702.61	\$ 16,702.61	\$ 33,405.22	\$ (216,594.78)	
19 School - Transfer from Capital Reserves	\$ 350,000.00	\$ -	\$ 350,000.00	\$ 350,000.00	\$ -	
20 Tuition - Preschool Program (adjusted 11/2019)	\$ 9,100.00	\$ 6,162.00	\$ 4,498.00	\$ 10,660.00	\$ 1,560.00	
21 Tuition - Summer School, Elementary (adjusted 11/19)	\$ -	\$ -	\$ -	\$ -	\$ -	
22 Athletic Transportation, DMS	\$ 15,000.00	\$ 6,373.42	\$ 8,626.58	\$ 15,000.00	\$ -	
23 Tuition - Summer School, DHS (adjusted 11/2019)	\$ 650.00	\$ 650.00	\$ -	\$ 650.00	\$ -	
24 Athletic Transportation, DHS	\$ 50,000.00	\$ 21,497.62	\$ 28,502.38	\$ 50,000.00	\$ -	
Total Non Tax Revenue	\$ 16,604,238.00	\$ 5,783,665.65	\$ 10,684,767.15	\$ 16,468,432.80	\$ (135,805.20)	
25 State Wide Property Tax	\$ 7,036,198.00	\$ -	\$ 7,036,198.00	\$ 7,036,198.00	\$ -	
26 Local Property Tax (adjusted 11/2019)	\$ 41,159,771.00	\$ -	\$ 41,159,771.00	\$ 41,159,771.00	\$ -	
Total Tax Revenue	\$ 48,195,969.00	\$ -	\$ 48,195,969.00	\$ 48,195,969.00	\$ -	
Total Operating Revenue	\$ 64,800,207.00	\$ 5,783,665.65	\$ 58,880,736.15	\$ 64,664,401.80	\$ (135,805.20)	
EXPENSES & ENCUMBRANCES - ESTIMATED DECEMBER 31, 2019						
Account Description	FY2020 Budget (Adjusted)	Expenses to Date 12/31/2019	Encumbrances/ Antic. Exp 12/31/2019	Total Estimated Exp/Enc to Date	Over/ (Under) Budget	
27 (1100) Regular Education Programs	\$ 22,455,149.68	\$ 7,905,852.80	\$ 14,110,113.53	\$ 22,015,966.33	\$ (439,183.35)	
28 (1200) Special Education Programs	\$ 12,691,584.72	\$ 5,066,713.74	\$ 7,808,528.65	\$ 12,875,242.39	\$ 183,657.67	
29 (1300) Career and Technical Education Programs	\$ 2,072,131.08	\$ 745,258.91	\$ 1,186,915.21	\$ 1,932,174.12	\$ (139,956.96)	
30 (1400) Co-Curricular Activities and Athletics	\$ 714,805.97	\$ 265,407.19	\$ 245,580.64	\$ 510,987.83	\$ (203,818.14)	
31 (1600) Adult/Continuing Education Programs	\$ 203,290.62	\$ 100,553.52	\$ 101,652.07	\$ 202,205.59	\$ (1,085.03)	
32 (2100) Support Services - Students	\$ 4,365,326.88	\$ 1,485,666.84	\$ 2,569,607.50	\$ 4,055,274.34	\$ (310,052.54)	
33 (2200) Support Services - Instructional Staff	\$ 1,810,515.85	\$ 776,368.34	\$ 730,705.45	\$ 1,507,073.79	\$ (303,442.06)	
34 (2300) Support Services - General Admin.	\$ 1,583,076.89	\$ 823,612.18	\$ 668,792.69	\$ 1,492,404.87	\$ (90,672.02)	
35 (2400) Support Services - School Admin.	\$ 2,836,819.46	\$ 1,341,619.01	\$ 1,415,232.31	\$ 2,756,851.32	\$ (79,968.14)	
36 (2600) Support Services - Operation Maint/Plant	\$ 5,019,441.97	\$ 2,142,308.56	\$ 2,587,548.26	\$ 4,729,856.82	\$ (289,585.15)	
37 (2700) Support Services - Student Transportation	\$ 3,094,147.00	\$ 931,784.79	\$ 2,135,935.89	\$ 3,067,720.68	\$ (26,426.32)	
38 (2800) Support Services - Centralized Services	\$ 1,306,451.88	\$ 773,611.95	\$ 457,665.03	\$ 1,231,276.98	\$ (75,174.90)	
39 (2900) Support Services - Other	\$ 9,900.00	\$ -	\$ -	\$ -	\$ (9,900.00)	
40 Fund Transfer to Special Revenue Funds	\$ 14,573.00	\$ 14,573.00	\$ -	\$ 14,573.00	\$ -	
41 Fund Transfer to Capital Reserves	\$ -	\$ -	\$ 379,097.00	\$ 379,097.00	\$ 379,097.00	
Total Operating Expenses	\$ 58,177,215.00	\$ 22,373,330.83	\$ 34,397,374.23	\$ 56,770,705.06	\$ (1,406,509.94)	
42 School Debt - Principal Payments	\$ 2,305,789.00	\$ 130,635.43	\$ 2,175,153.57	\$ 2,305,789.00	\$ -	
43 School Debt - Interest Payments	\$ 4,317,203.00	\$ 55,648.62	\$ 4,261,554.38	\$ 4,317,203.00	\$ -	
Total Debt Service	\$ 6,622,992.00	\$ 186,284.05	\$ 6,436,707.95	\$ 6,622,992.00	\$ -	
Total Expenses, Encumbrances and Anticipated Expenses	\$ 64,800,207.00	\$ 22,559,614.88	\$ 40,834,082.18	\$ 63,393,697.06	\$ (1,406,509.94)	
Estimated Operating Revenue over/(under) budget					\$ (135,805.20)	
Estimated Net revenue/expenses, unexpended funds/(deficit)					\$ 1,270,704.74	
As of December 31, 2019, estimated unexpended fund balance for FY2020 is \$1,270,704.74						



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, January 13, 2020

SUPERINTENDENT REPORT

The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to Board meeting agenda items; (2) inform the Board of significant issues as they relate to the Board; and (3) inform the Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

G. CONSENT AGENDA

Resignations/Retirements – I recommend the Board approve the retirements as listed – Sally Thorn – Dover High School Guidance

Leaves of Absence – I recommend the Board approve the requested leave of absence – Leighann Johnson – Horne Street School

Job Shares - None

Nominations – None

Extended Trips – I recommend the Board approve the following extended trips:

- Dover High School Art Department Trip to Peru, April 23, 2021 – Preliminary Approval
- CTC Trip to Westminster, NYC, February 2, 2020 – Final Approval

Donations – I recommend the Board approve the January 2020 donations.

I. POLICY – CHANGES – PROPOSALS – ADOPTIONS

The following policies are presented for first reading by the Board:

- **Policy ADC/GBED/JICG – Prohibition Regarding the Use and Possession of Tobacco Products, E-Cigarettes, and E-Liquids In and On School Facilities and Grounds:** This policy is coded in three sections, foundations (ADC), employee (GBED) and student (JICG), as it has provisions which apply generally to employees and to students. The three policies used to be written separately for each section/application but have now been merged into this one version. The District has policy ADB, which is the same as ADC, only with revisions. The District did not have policy GBED and JICG to withdraw.
- **Policy BEDG – Minutes** – New policy to add.



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, January 13, 2020

- **Policy EH – Public Access to School District Records** – New policy to add. The subject matter of the earlier version of this policy was merged with the content of the overlapping/redundant BEDG-R, and re-coded as a new procedural document EH-R.
- **Policy EH-R – Administrative Procedures for Public Access to District Records “Right to Know Requests”** - New policy to add. The subject matter of this new procedures document is derived from the merger of former BEDG-R (now withdrawn) and Policy EH (now revised). The policy includes revisions to reflect legislative changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific exemption under 91-A-A:5 or otherwise that applies when record is withheld from disclosure (or redacted).

J. POLICY ADOPTION

- None

K. RESOLUTIONS

- None

L. OLD BUSINESS

- None

M. NEW BUSINESS

- **Dover High School Program of Studies Changes 2020-2021** – I recommend the Board approve the Dover High School Program of Studies Changes 2020-2021 as presented.
- **Collective Bargaining Agreement Between the Dover Educational Office Personnel, NEA-NH and the Dover School District** – DEOP has ratified the contract. The contract has been reviewed by Meghan Glynn, school attorney, for language accuracy, and Libby Simmons, Business Administrator has reviewed the financial aspects of the contract for accuracy. I recommend the Board approved DEOP Contract as presented.
- **Proposed Budget Presentation** – The presentations scheduled for January 13 include:
 - ✓ Teaching and Learning – Paula Glynn
 - ✓ DHS – Peter Driscoll
 - ✓ CTC – Lisa Danley
 - ✓ Bellamy Academy – Joan Breault
 - ✓ Athletics - Peter Wotton



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, January 13, 2020

This will be the final of the FY21 Budget Proposals to the Board.

- **Condition of Accounts** – Board review and update on the condition of accounts.

MATTERS OF INTEREST from the SUPERINTENDENT

1. Scheduling a facilities tour for the orientation of board members and City Council.

SUPERINTENDENT'S REPORT – DECEMBER 2019

Committee Meetings

- **Curriculum Planning Council** – The Curriculum Planning Council met on December 5. Agenda items included presentations on the following new courses: Media Arts II, Painting II., Career Tech Math, Large Animal Science, Early Child Montessori, and Construction Inspection. World Language Department provided an overview report and identification of needs for the World Language Department.
- **Teaching and Learning Committee** – The Teaching and Learning Committee met on December 12. The Committee focused on finalizing the District's Education Philosophy and Portrait of a Graduate.
- **Mental Health Work Group** – On December 18, the Dover Mental Health Work Groups continue their meetings to further develop community understanding and support for mental health. The group has finalized the vision and mission. There are three action groups – policy, community, and youth and family. Each of the action groups have been assigned outcomes.
- **Data Committee** – On December 19 the Data Committee met. The focus of the meeting was a training session on the use of Performance Plus.
- **DMS-DHS Math Meeting** – A meeting to review and discuss criteria and protocols for the advanced placement of DMS students in math.

Other Meetings

- **Southeasters Meeting** – Thursday, December 5
- **DEOP Negotiations** – Tuesday, December 10
- **NHSAA Statewide Meeting** - Friday, December 13

Events

- DMS (7th and 8th Grade) and DHS Choral Concert – Tuesday, December 10
- DMS 6th Grade Band and Choral Concert – Wednesday, December 11
- CAPSC 54th Annual Meeting – Thursday, December 12
- Garrison School Breakfast with Santa – Saturday, December 14



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, January 13, 2020

Snow Days

- Monday, December 2 – Day 1 – Make up day – June 16
- Tuesday, December 3 – Day 2 – Make up day – June 17
- Tuesday, December 17 – Day 3 – Make up day – June 18

Quarterly Reports

The following is the Dover Middle School Quarterly Report:

ACCOMPLISHED FIRST QUARTER	TARGETS SECOND QUARTER
• Successful implementation of Advisory groups, theme and lessons. • Gallup Poll was administered. Results were approximately the same as last year. • PLC teams are established and up and running with support of instructional coaches. • Continued work with the schedule design team. • After school coordinator stipend requested in 20-21 school budget.	• Mid-year survey to collect student feedback for effectiveness and areas in need of improvement. • Develop protocol to release high functioning PLC groups from instructional coach support. • Plan to track restorative justice interventions used by Deans. • Present schedule options to the Superintendent. • Meet with the YMCA program director to discuss after school options. • Collect data on current after school programming. • Collect data on inquiry projects, project-based learning units, mindset work and C3 units. Use data to determine future professional development.

Policy Adoption

Attached to the report is a summary of new and revised policies that will be presented for Board review starting in January 2020 and concluding in May 2020. Most of the policies are based on new state laws and are mandated by law. Others are recommended revisions by the NHSBA. The following are the most significant:

- **Policy AC** – Non-Discrimination, Equal Opportunity Employment, and District Anti-Discrimination – Required by Law
- **Policy ADC/GBED/JICG** – Prohibition Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids In and On School Facilities and Grounds – Required by Law
- **Policy IHAMA** – Teaching About Alcohol, Drugs, and Tobacco – Required by Law



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, January 13, 2020

- **Policy IHCD/LEB** – Advanced Course Work/Advanced Placement Courses & STEM Dual & Concurrent Enrollment Programs – Required by Law
- **Policy JLDDB** – Suicide Prevention and Response – Required by Law



DOVER SCHOOL DISTRICT

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BOARD POLICY UPDATES
JANUARY 2020

NAME	STATUS	DESCRIPTION	FIRST READING	SECOND READING
Policy ADC/GBED/JICG – Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids In and On School Facilities and Grounds.	Priority – Required by Law Revised Policy ADB	This policy is coded in three sections, foundations (ADC), employee (GBED) and student (JICG), as it has provisions which apply generally to employees and to students. The three policies used to be written separately for each section/application but have now been merged into this one version. The Board will need to decide if to create only one policy. If the Board decides to create only one policy, the NHSBA recommends using ADC, and further that the Board formally withdraw the other two, with a permanent record of the withdrawn policy.	January 2020	February 2020
Policy BEDG – Minutes	Recommended	Minor changes only (indicated with bold italicized language).	January 2020	February 2020
Policy EH – Public Access to School District Records	Recommended Revised	The subject matter of the earlier version of this policy was merged with the content of the overlapping/redundant BEDG-R, and re-coded as a new procedural document EH-R.	January 2020	February 2020
Policy EH-R – Administrative Procedures for Public Access to District Records “Right to Know Request”	Recommended Revised	The subject matter of this new procedures document is derived from the merger of former BEDG-R (now withdrawn) and Policy EH (now revised). The policy includes revisions to reflect legislative changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific exemption under 91-A-A:5 or otherwise that applies when record is withheld from disclosure (or redacted).	January 2020	February 2020
Policy AC – Non-Discrimination, Equal Opportunity Employment, and District Anti-Discrimination Plan	Priority – Required by Law policy Revised Policy	AC was retitled and revised to reflect the 2019 passage of SB263, 2019 N.H. Laws Ch. 282, which among other things: (1) identifies education as a civil right protected under RSA 354-A; (2) expanded (or clarified) the list of classes protected against discrimination under the law; (3) created specific right of claimants or the state attorney General’s office to bring discrimination complaints to the NH Human Rights Commission and Superior Court, and (4) requires each district to adopt a policy that	February 2020	March 2020



DOVER SCHOOL DISTRICT

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BOARD POLICY UPDATES JANUARY 2020

		sets the framework for developing a coordinated plan to prevent and address incidents of discrimination.		
Policy GBA – Equal Opportunity Employment	Withdraw	Former Policy GBA needs to be withdrawn – replaced and recoded by Policy AC – Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan.	February 2020	March 2020
Policy EBCA – Crisis Prevention and Emergency Response Plans	Recommended Revised	Policy EBCA has been revised to reflect the increase in changes to RSA 189:64 by 2019 N.H. Laws Ch. 20 (HB123), regarding all-hazard drills (increasing from 2 to 4 per year), and requirement that at least one drill concern armed assailant. Minor changes only – (Bold and Italicized)	February 2020	March 2020
Withdraw of Policy EBCB – Fire and All Hazard Drills	Recommended Withdraw	The now withdrawn EBCB-R merely restates revised rules of the Department of Safety applicable to fire exits and drills for schools. At the time, copies of administrative rules of Department of Safety were not easily accessible. All such rules are now available on the website of the Department of Safety	February 2020	March 2020
Withdraw of Policy EBCB-R – Fire Exit Drills in Educational Occupancies	Recommended Withdraw	The policy has been revised to better coordinate with the provisions of RSA 198.64 relating to all-hazard drills, including revisions to that statute by 2019 N.H. Laws Ch. 20 (HB123), as well as the provisions of Policy EBCA.	February 2020	March 2020
Policy IHCD/LEB – Advanced Course Work/Advanced Placement Courses & STEM Dual & Concurrent Enrollment Programs	Priority – Required by Law Revised	Policy IHCD and Policy LEB have been revised in response to 2019 N.H. Laws Ch. 322 (SB276). Revisions include: (a) opening dual/concurrent enrollment programs to sophomores, (b) reference to career readiness credentials, and (c) replacement of guidance counselor with school counselor.	February 2020	March 2020
GDB – Employment of Non-Certified Personnel	Recommended Revised	The revised Policy GDB to remove listing of protected classes in introductory paragraph and instead refer to the Equal Opportunity Policy. The intent is to decrease the possibility of outdated policies in the wake of several legislative changes to protected classes in the past few years.	March 2020	April 2020
Policy IHAMA – Teaching About Alcohol, Drugs, and Tobacco	Priority – Required by Law Revised	Policy IHAMA was revised in response to 2019 N.H. Laws Ch. 346:104 & 346:109 (HB 4). That provision, rather awkwardly written included a requirement that districts adopt specific policies regarding violations of 126-K:8, I and education on same. It is noted that the state law already	April 2020	May 2020



DOVER SCHOOL DISTRICT

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BOARD POLICY UPDATES
JANUARY 2020

		required: (a) health education to address tobacco use (189:11-d), prohibited minors from using or possession of tobacco products (126-K:6), prohibited smoking indoors in public places (RSA155:64-77), a policy to that effect (RSA 155:68); and smoking on school property (RSA 126:K-7). Other than the health education component, all these provisions are addressed in policy ADC.		
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DOVER SCHOOL DISTRICT

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**BOARD POLICY UPDATES
JANUARY 2020**

Policy IKFG - Career Readiness Pathways and Credentials	Recommended New	Policy IKFG is a new policy. It creates awareness of short-term requirements of SB 276, 29019 N.H. Laws Ch. 322 "The Career Readiness Drive to 65 Act". The act requires that beginning in the Fall of 2020, all high schools must assess career interest for incoming freshmen, advise entering students how to achieve career readiness credential ("CRC") upon graduation, and imposes various record keeping measures relative to career readiness pathways ("CRP") and CRCs. While the act includes definitions for both CRC and CRP, those definitions do not include specific substantive criteria, leaving it, at least for now, to local districts to manage. DOW is working on establishing criteria for career readiness certificate, and a transcript structure for work-based learning.	March 2020	April 2020
Policy JLDDB – Suicide Prevention and Response	Priority – Required by Law New	Policy JLDDB is a new policy required with the 2019 passage of SB 282 (codified as RSA 193-J). Although the new law is not effective until July 1, 2020, there are many provisions that require planning and possible budget considerations. The law requires "each school district...shall develop a policy that guides the development and implementation of a coordinated plan to prevent, assess the risk of, intervene in, and respond to suicide." Board's role is to develop a policy to direct the development of the plan, not the plan itself.	April 2020	May 2020
Policy JLCFA – Feminine Hygiene Products	Recommended New	Policy JLCFA is a new policy intended to address the provisions of 2019 SB 142, adopted as 2019 Laws Chapter 252, and codified as RSA 189:16-a.	April 2020	May 2020