

[www.doveradultlearning.org](http://www.doveradultlearning.org)

# DOVER ADULT LEARNING CENTER BOARD OF DIRECTORS HANDBOOK 2024-2025

## DOVER LOCATION

McConnell Community Center  
61 Locust Street  
Suite 205  
Dover, NH 03820  
(603) 742-1030 Fax (603) 743-4262  
[dalc@doveradultlearning.org](mailto:dalc@doveradultlearning.org)

## ROCHESTER LOCATION

James Foley Memorial Community Center  
150 Wakefield Street  
Suite 267  
Rochester, NH 03867  
(603) 335-6200  
[dalc@doveradultlearning.org](mailto:dalc@doveradultlearning.org)

## Nondiscrimination

*The Dover Adult Learning Center of Strafford County is an affirmative action, equal opportunity agency that does not discriminate in its education programs or policies, activities, scholarship and loan programs, or employment practices on the basis of race, color, national and ethnic origin, marital or veteran status, age, sex, non-job-related medical condition or handicap, sexual orientation, or any other legally protected status.*

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## **VISION**

All community members reach their full personal, educational and career potential.

## **MISSION STATEMENT**

Dover Adult Learning Center of Strafford County helps adults in the Strafford County area enhance their skills and improve their lives through basic education, job training, high school completion, and enrichment classes. We help our students become more effective lifelong learners, family members, workers, and citizens.

## **BRAND POSITIONING STATEMENT**

For current and future adult learners in the Strafford County area, DALC creates opportunity, build self-confidence and advances economic well-being through our caring culture, collaborative approach and inclusive environment for all members of our community who seek to learn.

## **STATEMENT OF PHILOSOPHY**

The following principles guide the Learning Center board of directors and staff in all programs:

1. We treat participants with respect; we value their opinions and take their personal goals, experiences, and needs into account.
2. We individualize instruction, as required, building on participants' strengths and prior learning, as well as helping them remediate their educational weaknesses.
3. We remove barriers to participation by providing an accepting atmosphere and by offering, whenever possible, a variety of learning options, flexible schedules, free or affordable classes, and support services such as childcare.
4. We seek the development of each participant to his or her fullest potential, designing educational experiences to maximize each person's independence and to empower people to carry out their personal, family, and political responsibilities and to become as economically independent as possible.
5. We emphasize opportunities for least educated adults, providing general educational services for the community when such services do not interfere with our primary emphasis.

## Dover Adult Learning Center Board of Directors 2024-2025

Shawn Mahoney, *President*

Jenna Anand, *Vice President*

Laura Baxter, *Secretary*

Kim Belair, *Treasurer*

Anna Boudreau

Barbara Cotta

Thomas Gardner

Charlene Hoyt

Rollins L. Janetos

Anne Kisil

Tereza Leite

Dennis Munson

Don Nary

Andrew Odor

Bob Renshaw

**DOVER SCHOOL DEPARTMENT**

The Dover School Department is the employer of all DALC personnel, and staff members are responsible to the Superintendent of Schools and the Dover School Board, as well as Dover Adult Learning Center's Board of Directors. Dover Adult Learning Center administers all grants made to the District by the Bureau of Adult Education.

**Dover School Board 2024-2025 (school board terms end 12/31/25)**

Robin Trefethen, Chairperson At-Large

Carolyn Mebert, Vice Chairperson

Michelle Clancy, Secretary

Maggie Fogarty

Micaela Demeter

Debra Hackett

Elizabeth Goldman

Craig Flynn

Jack Gosselin, Student Liaison

**Dr. William Harbron, Superintendent of Schools**

**Tammy Badger, Assistant to the Superintendent**

McConnell Center, Suite 401, 61 Locust Street, Dover, NH

Telephone: 603-516-6804

**Dr. Christine Boston**

**Assistant Superintendent**

603-516-6722

**Abby Small**

**Director of Student Services**

603-516-1309

**Michael Limanni**

**Business Administrator**

603-516-6482

**Kristen Rup**

**Accounting Specialist**

603-516-6253

**Kim Hamel**

**Payroll/Benefits Clerk**

603-516-6812

**Amanda Noyes**

**Business Services Assistant**

603-516-6810

## DOVER ADULT LEARNING CENTER STAFF

Deanna Strand, Executive Director  
Donna Ciereszynski, Office Manager  
Angela Newbury, Bookkeeper  
Meghan Moisan, Administrative Assistant  
Michelle Lebs, Technology Integrator  
Sharon Sevland, Technology Coordinator  
Judi Currie, Marketing Specialist

Pam Shaw, Counselor & Student Services Coordinator/Dover  
Tracey Donaldson, Counselor & Outreach Coordinator/Rochester  
Cynthia St. Germain, Data Manager/HSE Coordinator/Rochester  
Bridget Barker, Volunteer and Tutorial Coordinator  
Lien Harris, ESL & Alternative Credit Option Coordinator/Dover

William Badgley, Tutor, ESL-Advanced  
Leslie Fitzpatrick, ABE-PM/Rochester  
TBD, Childcare Coordinator  
Susan Hardy, Childcare Assistant  
Jill Hampton McCarthy, ABE-AM/Dover & Rochester  
Barbee Sullivan Harrington, ESL Level B-PM  
Lien Harris, ESL Level C-AM  
Minnett Induisi, HSE Prep/SCDOC  
Betsy Kimball, ESL Level C-PM  
Joyce Malley, ESL Level A-AM  
Mark McLaughlin, HSE Prep/SCDOC  
Liliana O'Connell, Spanish HSE Prep/SCDOC  
Prentiss Phillips, ESL Level A-PM  
Sandra Straus, ESL Level B-AM  
Barbara Visciano, ESL Civics and US Citizenship  
Donna Vittands, HSE Prep/Somersworth HS

**BOARD OF DIRECTORS  
MEETING DATES FOR 2024-25**

The Board meets the third Tuesday of each month from September to June. Meetings begin at 4:00 PM and end at 5:30 PM. Unless otherwise indicated, meetings take place at the McConnell Center in Dover. Meetings may be conducted remotely if circumstances prevent in-person attendance and may be cancelled due to a lack of business to conduct or the unavailability of a quorum of Directors.

September 17, 2024

October 15, 2024

November 19, 2024 (Rochester)

December 17, 2024

January 21, 2025

February 18, 2025

March 18, 2025 (Rochester)

April 15, 2025

May 20, 2025

June 17, 2025

Monthly & annual meetings combined

**Tentative graduation date:**  
Wednesday, June 10, 2025  
6:30 p.m.

# Dover Adult Learning Center BOARD OF DIRECTORS 2024-25

**Anand, Jenna M., Vice President**  
81 Pine Street  
Rochester, NH 03867  
(603) 370-1028  
Term: 2022-2025 (2<sup>nd</sup> term)  
janand@ccsnh.edu  
Director, CAPS & ATC, Great Bay  
Community College

Boudreau, Anna  
9 Northam Drive  
Dover, NH 03820  
(603) 557-7561  
Term: 2022-2025  
[annaboudreau2014.ab@gmail.com](mailto:annaboudreau2014.ab@gmail.com)  
Executive Director, Our Place NH

Hoyt, Charlene  
11 Norton Road  
Kittery, ME 03904  
207-451-7853  
Term: 2024-2027  
[Charlene32104@gmail.com](mailto:Charlene32104@gmail.com)  
HS Math teacher, retired

Tereza Leite  
8 Bassett Road  
Wolfeboro NH, 03894  
(508) 202-6195  
Term: 2023-2026  
tereza.leitte@gmail.com  
Journalist, Content Marketing, SEO,  
Copywriter, Freelancer

*Nary, Don*  
4 Coolidge Ave  
Dover, NH 03820  
(603) 396-8300  
Term: 2022-2025 (3<sup>rd</sup> term)  
donnary@comcast.net  
Attorney, Nary, Norris & Associates,  
retired

**Baxter, Laura, Secretary**  
6 Harvest Lane  
York, ME 03909  
(207) 752-3733  
Term: 2023-2026 (3<sup>rd</sup> term)  
laurabaxter@kennebunksavings.com  
Kennebunk Savings Bank, Commercial  
Underwriter

Cotta, Barbara  
3 Wingate Lane  
Dover, NH 03820  
(617) 395-1174  
Term: 2023-2026 (2<sup>nd</sup> term)  
[bcotta@balsamgroup.net](mailto:bcotta@balsamgroup.net)  
Consultant and Coach  
Balsam Group

Janetos, Rollins L.  
161 Clement Road  
Rollinsford, NH 03869  
Term: 2023-2026 (3<sup>rd</sup> term)  
742-5480 781-9136(c)  
r.janetos@janco-electronics.com  
President, Janco Electronics Inc.

**Mahoney, Shawn M., President**  
19 Maple St.  
Somersworth, NH 03878  
(603) 978-7748  
Term: 2024-2027 (3<sup>rd</sup> term)  
shawnmahoney@me.com  
VP, Store Manager, TD Bank  
Rochester, NH

Odor, Andrew  
76 Woodland Green  
Rochester, NH 03868  
(207) 475-5326  
Term 2024-2027  
[Odor.andrew@gmail.com](mailto:Odor.andrew@gmail.com)  
Branch Manager, NECU

**Belair, Kimberly, Treasurer**  
4 Long Leaf Lane  
Somersworth, NH 03878  
(978) 987-0478  
Term: 2021-2024 (2<sup>nd</sup> term)  
kbelair@lmrpa.com  
CPA Manager  
Leone, McDonnell & Roberts, PA

Gardner, Thomas E.  
36 Nicola Road  
Middleton, NH 03887  
603-393-4934  
Term: 2024-2027  
[thomasedwardgardner@gmail.com](mailto:thomasedwardgardner@gmail.com)  
Pastor, First Parish UCC  
Somersworth

Kisil, Anne  
9 Browning Dr.  
Dover, NH 03820  
(978) 846-4746  
Term: 2024-2027  
[annekisil@gmail.com](mailto:annekisil@gmail.com)  
Account Manager

Munson, Dennis  
20 Harmony Lane  
Dover, NH 03820  
(603) 749-1363 (603) 767-1736 (c)  
Term: 2022-2025 (3<sup>rd</sup> term)  
dennismunsonplumbing@myfairpoint.net  
Owner Munson Plumbing & Heating

Renshaw, Bob  
29 Town Hall Road  
Madbury, NH 03823  
(603) 767-1101  
Term: 2021-2024 (2<sup>nd</sup> term)  
pokeyenshaw@yahoo.com  
Retired Liberty Mutual Insurance  
Company

\* Denotes new member

**Bold indicates officer**

*Italics indicates completed at least one previous 9-year term limit*



## **Dover Adult Learning Center of Strafford County Board Member Expectation Statement**

**DALC Board Members agree to:**

Serve a three-year term and successfully complete responsibilities as outlined in the DALC bylaws.

Attend and actively participate in Board Member orientation and monthly Board meetings.

Commit an average of 6-10 hours a month to fulfilling job responsibilities.

Know and believe in DALC mission and strategic plan. Be informed about DALC services and programs.

Understand the mission of DALC and be willing to promote the organization in the community.

Follow conflict of interest and confidentiality policies, disclosing any possible conflicts of interest to the Board in a timely fashion.

Stay informed about Board policies, by-laws and committee matters, prepare well for meetings, and actively participate in discussions and leadership decisions.

Make a donation each year to DALC's annual appeal at a meaningful level within my own means.

Participate on at least one board sub-committee as set forth in the DALC bylaws or as additionally established by the Board.

Participate actively in DALC fundraising events as a sponsor, participant, attendee and/or volunteer.

Assist the Board in carrying out its fiduciary responsibilities. Review financial statements carefully and ask questions of anything not understood.

Have fun, learn, teach, and share in successes and failures. Provide honest, constructive feedback to benefit the success of DALC.

**I have read and agree to adhere to all of the above expectations and fully participate to the best of my ability during my tenure as a DALC Board Member.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

## **COMMITTEE SELECTION PROCESS**

Steps to Committee Selection for new Board members:

1. During the recruitment process, Governance Committee members share expectations with prospective board members, including the expectation to serve on at least one committee.
2. New board members are assigned a mentor, who discusses the person's interests and skills and how they might fill the current needs of different committees.
3. Governance Committee Chair consults with Executive committee about needs and makes recommendation to new board members for assignment.
4. During orientation, new board members receive bylaws which include descriptions of committees.
5. New Board members commit to serving on a committee.
6. Each committee selects its chairperson for the year in consultation with Executive Committee.
7. At the September board meeting, all board members receive a chart including a description of each committee and its current chair, members and meeting time.
8. Committee chairs call first meetings in September or early October.

## **ROLE OF COMMITTEE CHAIRPERSON**

The primary role of the committee chairperson is to ensure that the committee carries out its assigned activities and that a record of these activities is maintained. Specifically, s/he:

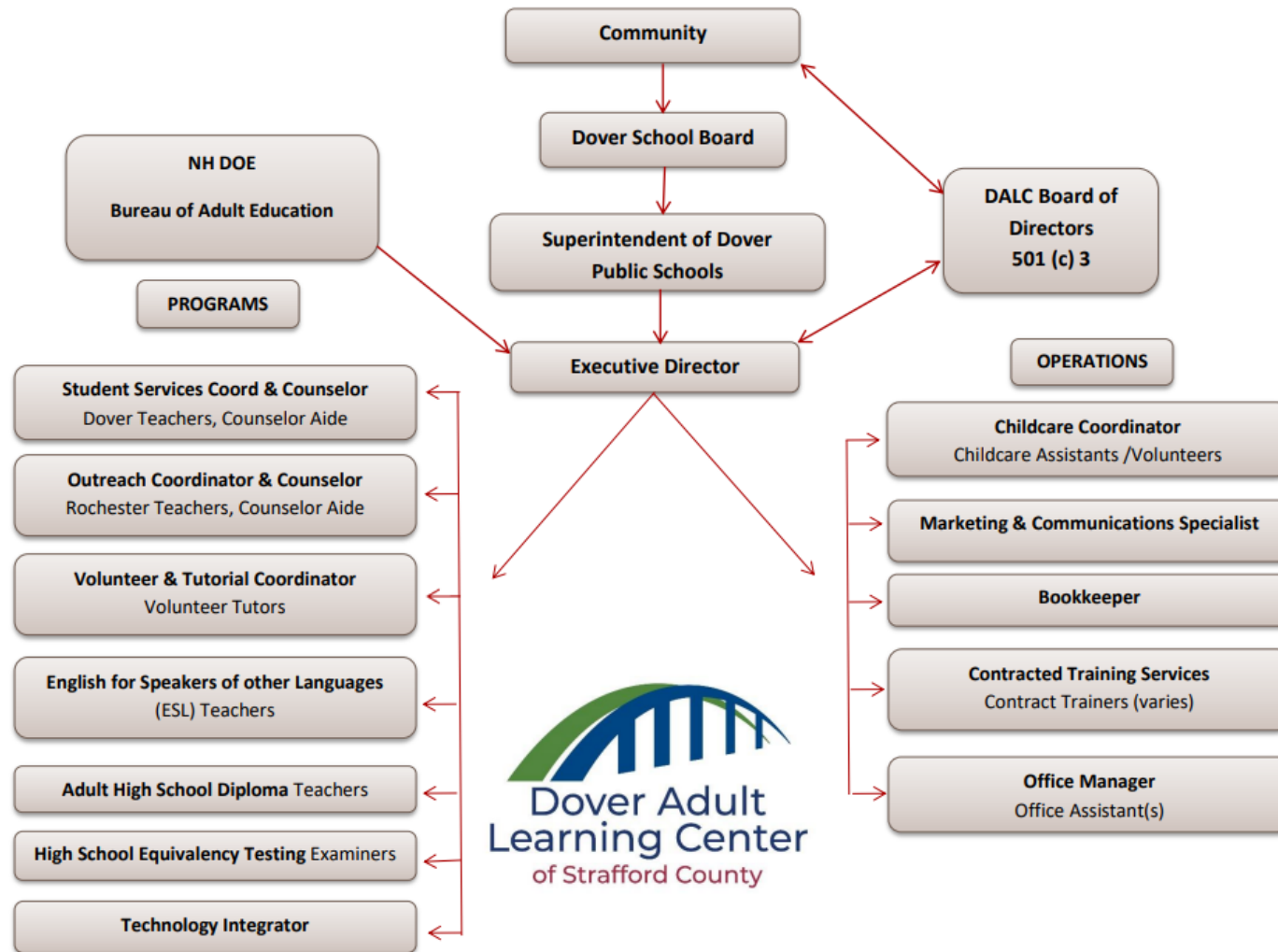
1. Sets a regular meeting time that is agreeable to committee members; sends reminder/agenda, as necessary; and facilitates committee meetings.
2. Serves as a liaison to the director, and with input from the director, sets an agenda for each meeting.
3. Ensures that the committee's annual calendar of activities is maintained and carried out effectively.
4. Takes notes or assigns a note taker who submits notes to the director on a monthly basis.
5. Gives report at board meeting, as necessary; makes recommendations to full board; and requests action as necessary.

The executive director may or may not attend all committee meetings depending on the activities underway and will offer input and direction as needed or requested.

## DALC Board of Directors 2024-2025 Committee Assignments

Committee Description (from bylaws)	Chair	Responsibilities	Members	Meeting
<b>Executive:</b> The elected officers and the Executive Director shall constitute the Executive Committee. The committee shall act as the Board of Directors in emergencies and report any actions taken to the full Board before or at the next meeting. The majority of the Executive Committee shall institute a quorum.	Shawn Mahoney, President	Sets Agenda  Handles Emergencies  ED Evaluation	Jenna Anand, VP Kim Belair, Treasurer Laura Baxter, Secretary Deanna Strand, staff	Thurs. prior to Board mtg.  7:45 am
<b>Development:</b> Its duties shall include, but not be limited to, securing financial support for the program, identifying & developing sources of financial support for the program, and directing public relations and marketing programs for the program.	Anna Boudreau, Chair	Fundraising & Donor development  Cultivation & Stewardship of Donors  Marketing & Public Awareness	Dennis Munson Barb Cotta Tom Gardner Charlene Hoyt Judi Currie, staff	First Tuesday  5:00 pm
<b>Finance:</b> Its duties shall include, but not be limited to, working with Executive Director on budget review, studying long-range financial needs and addressing any facilities or building needs, and estimating expenses for maintenance repairs, utilities, furnishings and equipment, and overseeing the physical condition of the building and grounds. One of the members of this committee shall be Treasurer of the Corporation.	Kim Belair, Treasurer	Budget Development  Investment oversight  Independent Financial Review	Bob Renshaw Rolly Janetos Andrew Odor Angela Newbury, staff	Second Tuesday  4:00 pm
<b>Governance:</b> Its duties shall include the recruiting, nominating and orientation of new members of the Board of Directors of the Corporation and presenting to the Corporation, at its annual meeting, the names of the persons it places in nomination for officers and directors of the Corporation, and facilitating the Board of Directors annual self-evaluation process. Additional candidates for the Board of Directors may be nominated from the floor at the annual meeting.	Don Nary, Chair	Recruiting & Nominating  Orientation of New Members  Board Self Evaluation	Jenna Anand Laura Baxter Tereza Leite Anne Kisil	Third Tuesday  5:30 pm

# Organizational Chart



## COMMON ACRONYMS & TERMS

### **Adult Basic Education (ABE) or Foundational Skills**

A program for adults whose academic skills are below 8<sup>th</sup> grade level to improve math, reading, writing, and life skills; may include some services to people preparing for high school credentials. ABE classes are free for people who qualify based on their age (18 or over) and need for foundational skills. To attend you must be sixteen or older and not enrolled in high school or enrolled in school and being served by adult education under an alternative learning plan (ALP) prepared by a high school counselor.

### **Adult Post-Secondary Transitions (APT)**

Many adult education students wish to prepare for a career or for college. DALC offers postsecondary transitions services to help students take the next step. These services are open to adult education students, adult high school graduates, and high school equivalency (GED/HSE) recipients. In addition to college preparatory classes, we offer the following services: career counseling, information about job training courses, college information, assistance with applications for jobs, assistance with applications for college admission, and assistance with financial aid applications.

### **Adult Volunteer & Tutorial Program (formerly known as Adult Learner Services)**

In Dover's ALS program, adults who are not able to attend Adult Basic Education or ESL classes, or who want extra help to improve basic skills, learn English, or prepare for the high school equivalency testing may be matched with a volunteer tutor or in a small community-based class. The service is free. Students must be eighteen or older and not in high school to enroll.

### **Adult Education and Literacy (AEL)**

A term encompassing ABE, ESL and volunteer tutorial services under the contract with the NHDOE BAE.

**Adult High School (AHS) (also known as Adult High School Diploma Program, or ADP)** Adult high school diploma programs offer classes for high school credit and to fulfill college prerequisites. Adults who left high school before graduation can take the courses they need to earn a diploma. A modest tuition is charged for adult high school classes. Adults seeking prerequisite skills or classes for college entrance may take adult high school classes such as algebra, biology, or chemistry.

### **Bureau of Adult Education (BAE)**

The New Hampshire DOE Bureau of Adult Education supports educational services to adults who have not received a high school credential, who do not have the academic skills equivalent to a high school diploma or who do not read, write or speak English proficiently. Competitive grants are issued to local school districts and non-profit organizations to serve adult learners whose skills range from basic literacy through the transition to postsecondary education, training and/or employment.

### **CAREER PATHWAY**

The term "career pathway" means a combination of rigorous and high-quality education, training, and other services that (A) aligns with the skill needs of industries in the economy of the State or regional economy involved; (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships; (C) includes counseling to support an individual in achieving the individual's education and career goals; (D) includes education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; (E) organizes education, training, and other services to meet the particular needs of an individual in a manner

that accelerates the educational and career advancement of the individual to the extent practicable; (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and (G) helps an individual enter or advance within a specific occupation or occupational cluster.

### **Common Core State Standards (CCSS)**

The Common Core State Standards Initiative is a state-led effort that established a single set of clear educational standards for kindergarten through 12th grade in English language arts and mathematics that states voluntarily adopt. The standards are designed to ensure that students graduating from high school are prepared to enter credit bearing entry courses in two or four-year college programs or enter the workforce. The standards are clear and concise to ensure that parents, teachers, and students have a clear understanding of the expectations in reading, writing, speaking and listening, language, and mathematics in school.

### **College and Career Readiness Standards for Adult Education (CCRS)**

A subset of the CCSS that is most indispensable for college and career readiness and most important to adult students.

### **CONCURRENT ENROLLMENT OR CO-ENROLLMENT**

Enrollment in two or more of the core programs administered under WIOA.

### **CONTEXTUALIZED INSTRUCTION**

The use of occupationally specific materials for instruction.

### **DIGITAL LITERACY**

Skills associated with using technology to enable users to find, evaluate, organize, create, and communicate information.

### **English for Speakers of other Languages (ESL)**

ESL courses offer students whose first language is not English and who are 18 years or older and not enrolled in high school an opportunity to learn to speak English, as well as understand American customs. Cross-cultural communication, cooperative learning, and the development of self-confidence are important components of these programs. DALC offers free classes for adults who are learning English. Usually, classes include people from many different countries. The classes are taught in English.

### **High School Equivalency (HSE)**

High School Equivalency instruction prepares a student to pass one of the HSE exams available in New Hampshire, GED or HiSET. Passing the exam results in the award of a high school equivalency certificate from the Bureau of Adult Education.

### **HiSET**

The HiSET is a high stakes exam that certifies a candidate's attainment of academic knowledge and skills equivalent to those of a high school graduate. The HiSET includes subtests in five areas: Language Arts-Reading, Language Arts-Writing, Mathematics, Science, and Social Studies. It is offered on paper and computer and is aligned with the CCSS.

### **Integrated English Language and Civics Education (IELCE)**

The term "integrated English literacy and civics education" means education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and

English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation and may include workforce training.

### **Integrated Education and Training (IET)**

The term “integrated education and training” refers to a service approach that provides adult education and literacy services concurrently and contextually with workforce preparation activities and workforce training for a specific occupational cluster for the purpose of educational and career advancement.

### **New Hampshire Employment Security (NHES)**

A federally funded state agency which operates a free public Employment Service through a statewide network of Job and Information Centers, pays Unemployment Compensation benefits, and develops and disseminates labor market information and provides measurements of labor market outcomes.

### **New Hampshire Employment Program (NHEP)**

An employment support program that provides cash assistance to eligible families with able-bodied parents and assists those parents in becoming self-sufficient by promoting work through the provision of employment support and training services.

### **NH Works**

NH Works career centers throughout the state offer education and training resources at no or minimal cost and a variety of support services.

### **NH Vocational Rehabilitation (VR)**

NH Vocational Rehabilitation is an agency that helps persons with disabilities to get a job, keep the job, and develop a lifetime career. VR services assist people who have physical, mental, emotional, and learning disabilities.

### **Workforce Innovation and Opportunity Act (WIOA)**

In 2014, WIA (Workforce Investment Act) was replaced by the Workforce Innovation and Opportunity Act. WIOA strongly emphasizes educational alignment with careers, contextualized instruction, adult career pathways and industry involvement. There are four core partners (WIOA Youth and Adult Programs, Adult Education, NH Works & Vocational Rehabilitation) under WIOA which are required to cooperate with one another to move people through education and training that leads to family sustaining careers.

### **WORKFORCE PREPARATION ACTIVITIES**

Activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in:

- Utilizing resources
- Using information
- Working with others
- Understanding systems
- Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and
- Other employability skills that increase an individual’s preparation for the workforce.

	AEL School Yr.	ADP	SAU	DALC FY25	TOTAL FY25
<b>INCOME</b>					
Contracts				\$66,530	
Donations				\$28,700	
Fees				\$1,535	
Fundraising				\$28,979	
Grant Income				\$38,000	
Inc/dec fair market value				\$36,639	
Interest Income				\$9,883	
Tuition				\$8,748	
<b>Total INCOME</b>	<b>\$306,318</b>	<b>\$152,785</b>	<b>\$276,853</b>	<b>\$219,013</b>	<b>\$954,968</b>
<b>EXPENSES</b>					
<b>Personnel</b>					
Administrative	\$15,300	\$7,650	\$161,992		
Support	\$61,423	\$37,992		25500	
Instructional	\$113,108	\$47,282			
<b>Benefits</b>					
Administrative	\$1,170	\$585	\$114,861		
Support	\$50,514	\$26,208		\$1,900	
Instructional	\$54,602	\$26,943			
Staff				\$600	
Development(reimbursement)					
<b>Subtotal</b>	<b>\$296,119</b>	<b>\$146,660</b>	<b>\$276,853</b>	<b>\$28,000</b>	<b>\$747,631</b>
<b>Professional Technical Services</b>					
Professional Fees (audit)				11700	
Contracted Labor				46102.5	
<b>Purchased Property Services</b>					
Rent Expense	\$701	\$1,387		53082	
Office Equipment				3000	
Computer Equipment				16000	
<b>Other Purchase Services</b>					
Telephone				3000	



Internet				2800	
Postage Expense				674.01	
Insurance - All					
Advertising				616	
Copies/Printing				400	
Mileage/Travel Transportation				275	
Computer Licenses				2000	
<b>Supplies</b>					
Books/Instructional Material				2200	
Office Supplies				2300	
Supplies				900	
Computer Supplies				500	
<b>Property</b>					
Vehicle				55000	
Building/Furniture				5500	
Depreciation				0	
<b>Other Objects</b>					
Membership Dues/Subscriptions				750	
Miscellaneous Expense					
<b>Subtotal</b>	<b>\$701</b>	<b>\$1,387</b>	<b>\$0</b>	<b>\$206,800</b>	<b>\$208,888</b>
<b>Other Uses of Funds</b>					
Activities Expenses				1000	
Counselor Emergency fund				250	
Bank Service Charges				400	
Staff Recognition				900	
<b>Subtotal</b>	<b>\$701</b>	<b>\$1,387</b>	<b>\$0</b>	<b>\$2,550</b>	<b>\$4,638</b>
Total DIRECT EXPENSES	\$296,820	\$148,047	\$276,853	\$237,350	\$959,069
Indirect Expense	\$9,498	\$4,737			\$14,236
<b>Total EXPENSES</b>	<b>\$306,318</b>	<b>\$152,784</b>	<b>\$276,853</b>	<b>\$237,350</b>	<b>\$973,304</b>
NET INCOME	\$0	\$0	\$0	-\$18,336	-\$18,336

IRS 501C/TAX-EXEMPT STATUS LETTER



Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248448618  
Mar. 07, 2008 LTR 4168C E0  
02-0339922 000000 00 000  
00014701  
BODC: TE

DOVER ADULT LEARNING CENTER INC



61 LOCUST ST  
DOVER NH 03820-3753612

008859

Employer Identification Number: 02-0339922  
Person to Contact: Mr. Rash  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Feb. 29, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in October 1978, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(ii).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I

## BYLAWS OF DOVER ADULT LEARNING CENTER, INC.

### ARTICLE I

#### Name and Principal Office

The name of this corporation shall be Dover Adult Learning Center, Inc. The principal place at which the business of this corporation is to be carried on is Dover, County of Strafford and State of New Hampshire. (Mailing address: 61 Locust Street, Dover, New Hampshire 03820)

### ARTICLE II

#### Purpose

This Corporation is established to maintain an educational program for educationally disadvantaged adults; to provide a means whereby such persons may attain educational competence in order to become more self-reliant, to prepare for on-the-job training, work-study, vocational training, and to qualify for high school equivalency examinations; and to carry on other educational activities for personal enrichment and life coping skills. The corporation is to take hold, manage and use any gift or grant, to operate and equip facilities for such purposes and to engage in other charitable, educational and scientific activities permitted by the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any further United States Internal Revenue Law). This corporation shall be operated exclusively for purposes permitted by said Section 501 (c) (3) of the Internal Revenue Code.

### ARTICLE III

#### Nondiscrimination

The Dover Adult Learning Center, Inc. is an affirmative action, equal opportunity agency that does not discriminate in its education programs or policies, activities, scholarship and loan programs, or employment practices on the basis of race, color, national and ethnic origin, marital or veteran status, age, sex, non-job-related medical condition or handicap, or any other legally protected status.

### ARTICLE IV

#### Dissolution of the Corporation

*Revised by Board Vote 10/21/03 to address insurance company requirements.*  
Upon the complete dissolution of the Corporation, in any manner or for any reason whatsoever, its remaining assets after payment of all debts and obligations of the Corporation, if any, shall be distributed through a majority vote of the Directors for one or more purposes within the meaning of Section 115 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes. No member of the Corporation shall, by virtue of such liquidations, ever receive or be entitled to any of the assets of the Corporation.

### ARTICLE V

#### Management of the Corporation

## Section 1. Board of Directors

a. The management and control of the affairs of the Dover Adult Learning Center, Inc. shall be vested in and exercised by a Board of Directors of not more than nineteen (19) nor less than eleven (11) members who will be elected at the Annual Meeting of the Corporation. New members are elected for a term of three (3) years. No member of the Board of Directors shall serve more than nine consecutive years. *(revised 6/22/2021)*

b. A member serving on the Board of Directors of the Adult Learning Center, Inc., shall not miss more than two (2) consecutive scheduled Board meetings. In the event that a Director does miss more than (2) consecutive Dover Adult Learning Center, Inc., Board of Director's Meetings without prior notification or valid reason, the President may at his/her discretion appoint a replacement to serve the remainder of the term.

c. Any staff member receiving monetary compensation in excess of \$5,000 per year for services rendered in any of the educational programs that are sponsored and/or administered by the Dover Adult Learning Center, Inc., shall NOT be a member of the Board of Directors of the Corporation. Staff personnel may serve on any standing and/or ad hoc committee in an advisory capacity without vote, as designated by the President of the Corporation. *(revised 5-17-05)*

Section 2. Board vacancy. A vacancy on the Board of Directors that occurs between annual meetings shall be filled by appointment by the President with the approval of a majority vote at a meeting of the Board of Directors. Members of the Board of Directors may submit name(s) for consideration and appointment by the President. The newly appointed Director will serve for the unexpired term of the individual he/she is replacing on the Board of Directors.

Section 3. Board Meetings. The Board of Directors shall meet monthly at such time and place as is designated by the President. Special meetings of the Board of Directors shall be called upon the written request of one-third of the members of the Board, the Executive Director, or at the discretion of the President. Notice of any regular or special meetings of the Board of Directors shall be given by the Secretary or the Vice President to each member of the Board at least five (5) days prior thereto.

Section 4. Annual Meeting. The annual meeting of the Corporation shall be held between June 1st and June 30th of each year at a time and place to be designated by the President.

Section 5. Quorum. A quorum at any regular or special meetings of the Board of Directors of this Corporation shall consist of fifty percent of the current board membership, plus one of the Directors. *(revised 9/21/10)*

Section 6. Voting. All matters considered at a meeting shall be decided by a majority vote of those present, and all votes shall be by voice vote, except that a roll call shall be taken upon request of anyone present or if extraordinary circumstances require the need for an email vote. The President shall not vote except in case of a tie, in which he/she shall cast the deciding vote.

The majority of board business shall be acted upon during regular board meetings. However, there may be instances when it is impossible to do so. When such extraordinary conditions arise, a vote of the board may be taken by e-mail.

In the event that a vote is taken by e-mail, the motion shall be generated by an active board member and submitted to the President; The President shall distribute the motion to the Board Secretary, or to a designee, so appointed by the President, to distribute the motion to the board for second and if necessary, a full board vote. Votes shall be returned to the Board Secretary or his/her designee by each board member in a signed written document via email/scan, hand delivery, mail or fax, within 48 hours of being issued to the board unless another deadline is provided in the initial email or motion.

Each motion or action presented to the board for email vote or second shall clearly state the date the action was made, the name of the second (if required), a concise and clear narrative specifically stating the content of the motion, a narrative of any relevant background information pertaining to the motion, and a request for a “yes,” “no,” or “abstention” vote. The Executive Director shall be copied on all correspondence.

Upon the Board Secretary’s receipt, verification and tabulation of all duly submitted written and signed votes, such votes shall be filed with the corporation’s minute book. Regardless of whether the action is approved or not, the Board Secretary shall confirm whether the action has passed or failed by a majority vote or if there was a tie, to all directors upon receipt of all duly submitted votes.

The following conditions shall be a requirement before initiating a board vote by email:

- Additional information or discussion regarding the matter presented for vote is not needed before the board vote may be taken by email.
- That the action presented for email vote is required prior to the next scheduled board meeting due to immediate urgency or extraordinary circumstances.
- That significant discussion of the matter or action presented for email vote has already taken place in a prior board meeting.

Section 7. Robert’s Rules shall prevail at all meetings.

Section 8. An advisory Committee for special programs will be established from recommendations by Directors and staff to serve a non-specified term. The names of possible nominees will first be considered by the Executive Committee which will invite the candidates and will make the recommendations to the full Board for approval.

## ARTICLE VI Officers

Section 1. The officers of the Corporation shall consist of President, Vice-President, Secretary, and Treasurer, and other officers the Board of Directors may from time to time determine. The officers shall be members of the Board of Directors.

Section 2. Election of Officers. The Governance Committee shall present at the annual meeting a slate of officers to be elected for a one-year term. Officers shall not serve more than 3 consecutive years in the same office with the exception of serving an unexpired term prior to the three full years.

Section 3. The officers of the Corporation shall perform such duties as may be required of them by the Board of Directors. The President shall preside at all meetings of the Directors and the Executive Committee. In his/her absence, the Vice President shall act in his/her place and shall nevertheless be free to participate in all votes by the Board.

## ARTICLE VII

### Standing Committees

*Revised by Board Vote 3/26/03 to create separate Finance and Fundraising Committees.*

*Revised by Board Vote 4/20/04 to create Program Committee.*

*Revised by Board Vote 9/21/10 to consolidate committees.*

Except as otherwise provided, the following Standing Committees shall be appointed by the President as soon as feasible after his/her election. Such appointees shall serve until the successors are qualified. The names of the persons constituting the Committees shall be reported to the Board of Directors at or before the next ensuing meeting.

All committees shall have a minimum of 3 Directors. Their specific duties shall be set forth in policy statements which shall be reviewed annually and updated as necessary by the Board of Directors.

Section 1. Executive Committee. The elected officers and the Executive Director, an ex officio, non-voting member shall constitute the Executive Committee. The committee shall act as the Board of Directors in emergencies and report any actions taken to the full Board before or at the next meeting. The President ensures that an annual evaluation of the Executive Director is conducted. The majority of the Executive Committee shall institute a quorum.

Section 2. Fundraising Committee. Its duties shall include, but not be limited to, securing financial support for the program, developing sources of financial support for the program, and directing public relations and marketing programs for the program.

Section 3. Finance Committee. Its duties shall include, but not be limited to, working with Executive Director on budget review, studying long-range financial needs and addressing any facilities or building needs, and estimating expenses for maintenance repairs, utilities, furnishings and equipment, and overseeing the physical condition of the building and grounds. One of the members of this committee shall be Treasurer of the Corporation.

Section 4. Governance Committee. Its duties shall include the regular, annual recruiting, nominating and orientation of new members of the Board of Directors of the Corporation and presenting to the Corporation, at its Annual Meeting, the names of the persons it places in nomination for officers and Directors of the Corporation.

Additional candidates for the Board of Directors may be nominated from the floor at the annual meeting. This committee also conducts the Board of Directors annual self-evaluation process.

Section 5. An Advisory Committee, Special Committee, or any Ad Hoc Committee will be appointed by the President of the Corporation whenever the President, Executive Director, and/or members of the Board of Directors of the Corporation deem necessary. Such a committee will be appointed and formed for a specific purpose and for a specific time to carry out its specific duties.

#### ARTICLE VIII Executive Director

*Revised by Board Vote 10/21/03 to reflect employment by School District.*

The Executive Director shall be employed by the Dover School District after recommendation and for such terms as the Board of Directors may determine and will be a non-voting, ex-officio member of the Board of Directors and the executive committee. The duties of the Executive Director shall be to administrate all phases of the Dover Adult Learning Center, Inc.

#### ARTICLE IX Funds and Securities

Section 1. The Board of Directors may authorize any Officer or Officers, the Executive Director, or any employee in conjunction with one or more officers, in the name of and on behalf of the Corporation to enter into any contract or execute and deliver any instrument or to sign checks, drafts, or other orders for payment of money or notes or other evidence of indebtedness, and such authority may be general or it may be confined to specific instances; and unless specifically authorized by the Board of Directors, no Officer, Director, or Executive Director shall have the power or authority to bind the Corporation by any contract or engagement, to pledge its credit, or to render it financially liable for any purpose or in any amount.

Section 2. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, depositories or other investments as the Board of Directors may select; and for the purpose of such deposit, the Officer or Officers or the Executive Director or any employee in conjunction with one or more Officers, to whom such power is expressly delegated by the Board of Directors, may endorse, sign and deliver checks, drafts, and other orders for the payment of money to the order of the Corporation. *(revised 9/21/10)*

Section 3. There shall be an annual financial review by an independent auditor, annually approved by board vote, of all funds of the corporation. *(revised 6/22/2021)*

#### ARTICLE X Removal and Indemnification of Officers

Section 1. Removal. The Board of Directors at any meeting with respect to which notice of a proposed removal has been given, may by a two-thirds (2/3) vote of the full Board, remove from office any Director, or any Officer with cause and by a two-

thirds (2/3) vote of the full Board recommend to the Superintendent removal from office the Executive Director with cause.

Section 2. Indemnification. The Corporation shall defend against and pay on behalf of each Director, Officer, and the Executive Director of the Corporation and their respective heirs, executors, and administrators for any cost, expense (including Attorney's fees), judgement, and liability reasonably incurred by or imposed by him in connection with any action, suit or proceeding to which he may be a party or with which he shall be threatened, by reason of his being, or having been, a Director, Officer, or the Executive Director of the Corporation or of any other Corporation which he serves or has served as Director, Officer, or the Executive Director at the request of the Corporation (whether or not he continues to be an Officer, Director, or the Executive Director or such other Corporation at the time such action, suit or proceeding is brought or threatened), except with respect to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for willful misconduct as a Director, Officer, or the Executive Director. In the event of settlement of any such action, suit or proceeding brought or threatened, such indemnification shall be limited to matters covered by the settlement as to which the Corporation is advised by counsel that such Director, Officer, or the Executive Director is not liable for willful misconduct as Director, Officer, or the Executive Director. The foregoing right of indemnification shall be in addition to any rights to which any Director, Officer, or the Executive Director may otherwise be entitled. The word "Director" as used in this article shall be deemed to include a member of the Executive Committee.

Section 3. The Directors' and Officers' liability insurance policy shall be reviewed annually by the Board.

#### ARTICLE XI Conflict of Interest

*Revised by Board Vote 11/18/03*

No Director is eligible to receive a loan of money or property from Dover Adult Learning Center or to take part in transactions with the Learning Center which are not in the Learning Center's best interests. A Director may be employed by Dover Adult Learning Center in the capacity of Instructor or Tutor provided such employment is fully disclosed to the Board of Directors at the time of such employment.

No Director shall vote or participate in discussion on any transaction which can potentially provide a pecuniary benefit to the Director, to a member of the Director's immediate family, or to an entity of which the Director or a member of his/her family is an employee or officer. When such a transaction is to be discussed, a Director must disclose his/her conflict of interest and remove himself/herself from the board meeting during discussion and voting.

If a Director is associated with an entity that does business exceeding \$500 cumulatively per year with Dover Adult Learning Center, the Director must disclose the details of the transaction to the board and a two-thirds majority of the board who have not themselves sold goods or services to Dover Adult Learning Center in the past year must approve the transaction. Any transaction with a Director must be limited to



goods or services that are purchased in the ordinary course of the Learning Centers business and must be at an actual, reasonable, or discounted cost.

If a transaction with a Director exceeds \$5,000 in one fiscal year, Dover Adult Learning Center will publish this fact in a general circulation local newspaper and will notify the New Hampshire Attorney General before consummating the transaction.

Each Director shall on an annual basis disclose in writing to the Board of Directors a conflict-of-interest statement acknowledging understanding of this section of the bylaws.

#### ARTICLE XII

The fiscal year of the corporation shall begin on the first day of July and end on the 30th day of June.

#### ARTICLE XIII

The bylaws of the Dover Adult Learning Center, Inc., may be amended at any regular meeting by a two-thirds (2/3) vote of those present and voting, provided written notice of the proposed amendments has been given to the members at least five days before the meeting.

#### ARTICLE XIV

These bylaws, when adopted, will supersede the original bylaws of the Dover Adult Learning Center, Inc. that were adopted on December 7, 1972, the revised bylaws that were adopted on March 16, 1978, and Amendments 1 to 3 thereof, the bylaws adopted on September 15, 1987, the bylaws adopted on May 20, 1997, the bylaws adopted on September 20, 2011, the bylaws adopted on June 22, 2021 and all subsequent revisions.

#### ARTICLE XV

We certify that the foregoing are the bylaws of the Dover Adult Learning Center, Inc. adopted at a meeting of the Board of Directors.

DATE: June 23, 2021

Signatures:

## A BRIEF HISTORY OF DALC

- 1960's High school counselor Ev Graves organizes Dover's first Adult Basic Education (ABE) classes at Dover High School (product of 1966 federal Adult Education Act). Irene Duffy starts daytime program at First Parish Church, childcare provided.
- 1970's Helen Phipps appointed director. Evening program moves to Dover Junior High. The Dover daytime program is honored with an award from the U.S. Secretary of Education as the most innovative in Region I (New England and New York). Dover Adult Learning Center incorporated as a private non-profit organization. Teen program started for the many youths who have been attending ABE classes. The first industrial GED class meets on-site at Davidson Rubber Company. Helen Phipps becomes Community Education Director, to include community education program as well as for ABE. Adult diploma and vocational classes initiated. Spring-First adult high school diplomas granted. Fall-The Former Advent Christian Church, 22 Atkinson Street is purchased by the city with federal funds, turned over to the center for a dollar.
- 1980's First Certified Nursing Assistant classes added to the vocational training program. Debbie Tasker appointed as Executive Director. Displaced Homemaker program initiated, support groups and job search skills classes. First GED class at Strafford County Jail. Severe local funding cuts secretary and the teen program. Successful fund-raising drive keeps the Center open. ESL grows, becomes NH's largest program, many refugees from Southeast Asia. Spring-Board of Directors sells the former parish house, committing the proceeds to investments to support operating expenses. Fall-Adult Tutorial Program moves to the Center, provides volunteer tutors for ABE. The Center partners with the DHS Vocational Center to offer customized adult job training. Adult Tutorial Program expands to serve all of Strafford County. The Center develops a Teen Access program for pregnant and parent teens. It becomes a successful pilot project for the NH Division of Employment Security. Vocational Educational Support Program for out-of-school youth launched. The U.S. Secretary of Education recognizes the ABE program as the outstanding adult education program in Region One and one of six outstanding programs in the nation, commends DALC for "Excellence in Adult Education." *First In Our Own Words* published; the Center becomes an official GED testing center.
- 1990's New skills classes for JOBS clients referred by Human Services; GED classes on-site at Davidson-Textron; HIV awareness is offered; enrollment up 25%. First Strafford County funding; ABE begins in Rochester; 246 graduates (largest graduating class in county). DALC becomes "Dover Adult Learning Center, Serving Strafford County." Basic skills classes begin in Milton & Farmington; funding received for class at Mineral/Whittier Park in Dover Housing Authority community center. Dover receives an Even Start family literacy grant with DALC as the adult education partner. DALC joins the Dover Chamber of Commerce. 25<sup>th</sup> Anniversary! Staff completes Real Life curriculum study with NH Charitable Foundation grant. DALC Board completes 5-year strategic plan. DALC celebrates 25 years, endows Helen Phipps/Debbie Tasker scholarship. ABE selected as national test site for Equipped for the Future. Outreach counselor added for offsite basic skills class. Technology plan developed. ABE program a finalist for national award from Secretary of Education.
- 2000's Nellie Mae Foundation grant to help students transition to college. ABE staff develops health curriculum. Jim Verschueren appointed Executive Director. Total of 335 GED graduate's sets new record; computer lab created with funding from Verizon. Extensive building renovations completed, with Dover CDBG funds and help from TyCom, Inc. 30th Anniversary! Celebrations include a well-attended public open house, an American Cancer Society Relay Walk for Life Team, a mini-golf tournament, a series of student profiles in *Foster's*, a new "Friends of the Center" membership organization, and an Adopt-A-Spot in Dover. Workforce Development initiative creates first set of employer on-site trainings and classes. CDBG funding for McConnell Center renovation. ABE classes and collaborative Explore! program launch in Farmington. Yard sale fundraiser begins. Move to McConnell Center endorsed by city council.

DALC is a founding sponsor of Rotary Club bears. DALC Board of Directors launch Come Help Us Grow to raise \$100,000. Moved Rochester site to First Congregational Church (August); McConnell move completed (December). First programs in the McConnell Community Center (January). New collaborations with other McConnell tenants. Board adopts Strategic Plan. First Poker Room at Seabrook. Senior Counselor Donna McAdams retires after 30+ years. Deanna Strand appointed Executive Director. Come Help Us Grow reaches \$97,000+; seven rooms named for generous donors!

TD Charitable Foundation  
Deborah Shelton & Mark Thomas  
Kathryn Parks Forbes  
Jack & Judy Mettee

Joe B. Parks  
The Pentair Foundation  
The Verschueren Family

2010's Come Help Us Grow! reaches goal of \$100,000. Helen Phipps Heritage Society established. Largest donation received in history of DALC from Lonza Biologics in amount of \$31,172.48. 40<sup>th</sup> Anniversary of DALC celebrated with first ever silent auction gala, Opening Doors to Opportunity. Board completes 5-year strategic plan. Dottie Holmes retires after 23 years. Local funding threatened by school budget cuts. DALC Board adopts three-year strategic plan. Enrollment across all programs tops 4,000. HSE replaces GED in NH. DALC partners with Great Bay Community College to offer developmental college classes in AHS program. High school credentials awarded since 1968 exceeds 7,000. College Success Partnership launched with Great Bay Community College. Workforce Innovation and Opportunity Act (WIOA) replaces WIA. DALC partners with Rochester School District to bring ESL classes with childcare to Rochester. ESL program experiences waiting list for first time ever. Andrew Aimesbury scholarship established. Members of Helen Phipps Heritage Society recognized on Gundalow cruise. Board completes strategic goals and extends plan one year. Andrew Aimesbury's family raised nearly \$20,000 to fund the scholarship. A \$2,000 award was given. DALC awarded contract under WIOA to continue providing ABE, ALS & ESL programs and to add Integrated Education and Training, Integrated English Language and Civics Education. In 2018, DALC was awarded a New Hampshire Charitable Foundation Community Grant for \$30,000 of unrestricted operating funds. A comprehensive strategic planning process was conducted. At the 2019 graduation, \$15,000 in scholarships were awarded by the Andrew Aimesbury Memorial Fund. In 2020, DALC completed a new strategic plan and developed a new logo.

2020's In the spring of 2020, the COVID 19 pandemic initiated a pivot to entirely remote instruction. DALC lost three significant members of its community this year: Debbie Tasker, DALC director for 25 years; Irene Duffy, one of DALC's founders; and Bev O'Brien, long time Adult Diploma Program Counselor. They will be missed. The 2020-21 school year was conducted almost entirely remotely due to the ongoing pandemic. Rochester site relocates to the Rochester Community Center. In 2022, DALC celebrates its 50<sup>th</sup> Anniversary. In the fall of 2022, DALC absorbs the Rochester Community Education ADP program. In 2024, Art Ellison, champion of adult education, State Director for over 4 decades and NH state legislator passed away. CTE After Dark LNA training piloted.

## BOARD OF DIRECTORS LISTING 1970-2025

### 1970-1971

Helen Phipps  
Avis Goodwin  
John Kenney  
Nancy Boyle  
Paul McDonough  
Agnes Loughlin  
Agatha King  
Victor Osborn  
Nicholas Karabelas  
Robert Harris

### 1971-1972

Helen Phipps  
Avis Goodwin  
Nancy Boyle  
Agatha King  
Rev. William Tucker  
Rev. Joseph Desmond  
Eloise Marley  
Isabelle Matchett  
Mary White  
Mary Cheney

### 1972-1973

Helen Phipps  
Mary White  
Brenda Fisher  
Eloise Marley  
Isabelle Matchett  
Richard Hayes  
William McCann, Jr.  
Robert Harris  
Avis Goodwin  
Sandra Chase  
Donna McAdam  
Mary Cheney  
Nancy Boyle  
Joanne Smith  
Rev. Joseph Desmond  
Charles Hapgood  
Agatha King

### 1973-1974

*Helen Phipps\**  
Mary Cheney  
Isabelle Matchett  
George Smith  
Rev. Joseph Desmond  
Charles Hapgood  
Robert LaPointe  
Richard Hayes  
Agatha King  
Nancy Boyle  
Sandra Chase  
Avis Goodwin  
Donna McAdam  
William McCann, Jr.  
Mary White  
Robert Harris  
Eloise Marley  
Brenda Fisher  
Fred Walker (ex officio)

### 1974-1975

*Helen Phipps\**  
Avis Goodwin  
Nancy Boyle  
Agatha King  
Robert Harris  
Rev. Joseph Desmond  
Rev. William Tucker  
Eloise Marley  
Romeo St. Laurent  
Isabelle Matchett  
James McAdam  
Agnes Quirk  
Mary Cheney  
William McCann, Jr.

### 1975-1976

*Helen Phipps\**  
William McCann, Jr.  
Mary White  
Eloise Marley  
Brenda Fisher  
Robert Harris  
Donna McAdam  
Greg Butterfield  
Ron Gunther  
Nancy Boyle  
Margaret Kohut  
Sandra Boyle  
Joan Cowburn  
Romeo St. Laurent  
Isabelle Matchett  
James McAdam  
Agnes Quirk  
Mary Cheney  
William McCann, Jr.

### 1976-1977

*Helen Phipps\**  
Robert Harris  
Joan Cowburn  
Lois Schofield  
Nancy Boyle  
Greg Butterfield  
Ruth Burley  
Irene Carrier  
Mary Cheney  
Arthur Dominique  
Avis Goodwin  
William Collis  
David King  
Donna McAdam  
William McCann, Jr.  
Eloise Marley  
Deborah Stone  
Mary White  
Marcia Wilson

### 1977-1978

Ruth Burley  
Arthur Dominique  
Avis Goodwin  
Kathy Kelly  
Anthony McManus  
Nelson Towne  
*Robert Harris\**  
Donna McAdam  
William McCann, Jr.  
Deborah Stone  
Mary White  
Greg Butterfield  
Irene Carrier  
Mary Cheney  
Joan Cowburn  
William Collis  
Marcia Wilson

### 1978-1979

Margaret Flayhan  
Allan Krans  
Patricia McManus  
Ruth Burley  
*Robert Harris\**  
Keith Bates  
Frank Menez  
Lois Schofield  
Ray Bilodeau  
Donna McAdam  
William McCann, Jr.  
Deborah Stone  
Mary White  
Greg Butterfield  
Irene Carrier  
Mary Cheney  
Joan Cowburn  
William Collis  
Marcia Wilson

### 1979-1980

*Frank Menez\**  
Keith Bates  
Ruth Barley  
Margaret Flayhan  
Allan Krans  
Mary White

### 1980-1981

*Keith Bates\**  
Dorothy Chadwick  
Ruth Burley  
Helen Phipps  
Jeanne DelSignore  
Frank Menez  
Mary White  
Margaret Flayhan  
Allan Krans

### 1981-1982

*Keith Bates\**  
Bev O'Brien  
Barbara Elkerton  
Mary Cheney  
Barbara Dunnington  
Christine Lebel  
Patricia McManus  
Irene Duffy  
George Maglaras  
Claire Sedgewick  
Frank Biehl  
Peter Capone  
Hanna Jacoby  
Trudy Seperson  
Mary Smith  
Loretta Hobson

### 1982-1983

*Peter Capone\**  
Bev O'Brien  
Barbara Elkerton  
Frank Menez  
Frank Biehl  
Mary Cheney  
May Brown  
Irene Duffy  
Loretta Hobson  
Hanna Jacoby  
Christine Lebel  
Patricia McManus  
Robert Moran  
Gloria Perrine  
Sally Puth  
Claire Sedgewick  
Trudy Seperson  
Jack Mettee  
Mary Smith  
Rev. Dan Weaver

### 1983-1984

*Peter Capone\**  
Bev O'Brien  
Sally Puth  
Frank Menez  
Frank Biehl  
May Brown  
Pearl Brown  
Irene Duffy  
Susan Ervin  
Hanna Jacoby  
Christine Lebel  
Jack Mettee  
Robert Moran  
Claire Sedgewick  
Trudy Seperson  
Mary Smith  
Phyllis Van Horn  
Rev. Dan Weaver  
Fred Walker

### 1984-1985

Frank Biehl  
May Borwn  
Pearl Borwn  
Janet Butler  
Alice Creteau  
Jean Dotton  
Susan Ervin  
Hanna Jacoby  
Pamela Krans  
Jack Mettee  
Gail Moore  
Robert Moran  
*Bev O'Brien\**  
Gloria Perrine  
Sally Puth  
John Robinson  
Dennis Saucier  
Claire Sedgewick  
Mary Smith  
Fred Walker

### 1985-1986

Frank Biehl  
Janet Butler  
Victor Cardosi  
Alice Creteau  
Jean Dotton  
Marcia Goodnow  
Pamela Krans  
Harvey Knepp  
Gail Moore  
Robert Moran  
*Bev O'Brien\**  
Gloria Perrine  
Sally Puth  
Claire Sedgewick  
Mary Smith  
Fred Walker  
Jeanne Wetherby

### 1986-1987

Frank Biehl  
Janet Butler  
*May Brown\**  
Alice Creteau  
Diane D'Angelo  
Tony Donegan  
Jeanne Dotton  
Mary Jo Dudley  
Cindy Edgerly  
Marcia Goodnow  
Murray Ingraham  
Pamela Krans  
Harvey Knepp  
Robert Moran  
Gloria Perrine  
Sally Puth  
Claire Sedgewick  
Leonard Small  
Mary Smith  
Fred Walker  
Jeanne Wetherby

### 1987-1988

Jeanne Allen  
Frank Biehl  
Janet Butler  
May Brown\*  
Alice Creteau  
Diane D'Angelo  
Tony Donegan  
Mary Jo Dudley  
Ray Hart  
Murray Ingraham  
Pamela Krans  
Harvey Knepp  
Robert Moran  
Gloria Perrine  
Sally Puth  
Claire Sedgewick  
Leonard Small  
Mary Smith  
Jon Tsononis  
Jeanne Wetherby

### 1988-1989

Keith Bates  
*Janet Butler\**  
Stella Clark  
Bill Collins  
Alice Creteau  
Diane D'Angelo  
Mary Jo Dudley  
Cindy Edgerly  
Ray Hart  
Murray Ingraham  
Harvey Knepp  
Pamela Krans  
Frank Menez  
Sally Puth  
Claire Sedgewick  
Mary Smith  
Allen Storms  
Jon Tsononis  
Mary Smith  
Jon Tsononis  
Jeanne Wetherby

### 1989-1990

Keith Bates  
*Janet Butler\**  
Stella Clark  
Alice Creteau  
Tony Donegan  
Cindy Edgerly  
Ray Hart  
Murray Ingraham  
Harvey Knepp  
Pamela Krans  
Frank Menez  
Judy Mettee  
Sally Puth  
Lucy Putnam  
Claire Sedgewick  
Mary Smith  
Allen Storms

**1990-1991**

Jeanne Allen  
Keith Bates  
Frank Biehl  
Janet Butler  
Stella Clark  
William Collins  
Alice Creteau  
Tony Donegan  
Cindy Edgerly  
*Ray Hart\**  
Bill Humphrey  
Murray Ingraham  
Pamela Krans  
Harvey Knepp  
Alan Ledbury  
Judy Mettee  
Lynda Plummer  
Lucy Putnam  
Claire Sedgewick  
Mary Smith  
Allen Storms  
Jon Tsononis

**1991-1992**

Keith Bates  
Jamie Batson  
Frank Biehl  
Mary Buese  
Janet Butler  
Jerry Carberry  
Jacalyn Cilley  
Stella Clark  
Gary Cyr  
Elizabeth Epps  
Lorraine Gilmore  
Ray Hart  
Bill Humphrey  
Harvey Knepp  
Tessa McDonnell  
*Judy Mettee\**  
Peter Millette  
Lynda Plummer  
Sally Puth  
Claire Sedgewick  
Mary Smith

**1992-1993**

Keith Bates  
Jamie Batson  
Frank Biehl  
Mary Buese  
Janet Butler  
Jerry Carberry  
Jacalyn Cilley  
Stella Clark  
Gary Cyr  
Elizabeth Epps  
Lorraine Gilmore  
Ray Hart  
Bill Humphrey  
Harvey Knepp  
Tessa McDonnell  
*Judy Mettee\**  
Peter Millette  
Lynda Plummer  
Sally Puth  
Claire Sedgewick  
Mary Smith

**1993-1994**

Jamie Batson  
Frank Biehl  
Mary Buese  
Janet Butler  
Jacalyn Cilley  
Stella Clark  
Art Corte  
Gary Cyr  
Elizabeth Epps  
Lorraine Gilmore  
Marjorie Goldberg  
Ray Hart  
Harvey Knepp  
Tom Massingham  
Tessa McDonnell  
Frank Menez  
*Judy Mettee\**  
Lynda Plummer  
Sharman Reed Price  
Carol Ritchie  
Bryan Stern

**1994-1995**

Jamie Batson  
Frank Biehl  
Mary Buese  
Janet Butler  
Jerry Carberry  
Jacalyn Cilley  
Stella Clark  
Art Corte  
Tracy Day  
Elizabeth Epps  
Joyce Forsythe  
Lorraine Gilmore  
Marjorie Goldberg  
Ray Hart  
Tom Keating  
Harvey Knepp  
Tom Massingham  
*Tessa McDonnell\**  
Judy Mettee  
Lynda Plummer  
Sharman Reed Price  
Judy Rector  
Claire Sedgewick  
Mary Smith

**1995-1996**

Jamie Batson  
Frank Biehl  
Mary Buese  
Janet Butler  
Jerry Carberry  
Art Corte  
Tracy Day  
David Economos  
Joyce Forsythe  
Lorraine Gilmore  
Marjorie Goldberg  
Ray Hart  
Tom Keating  
Harvey Knepp  
Anne Loughlin  
Donna Mangan  
Tom Massingham  
*Tessa McDonnell\**  
Marsha Pelletier  
Lynda Plummer  
Sharman Reed Price  
Judy Rector  
Claire Sedgewick  
Mary Smith

**1996-1997**

Mary Buese  
Art Corte  
Jane Draves  
David Economos  
Susan Ervin  
Joyce Forsythe  
Marjorie Goldberg  
Sam Haddadin  
Harvey Knepp  
Kate Kost  
Janice Markey  
Tom Massingham  
*Tessa McDonnell\**  
Judy Mettee  
Dennis Munson  
Robbie Parsons  
Marsha Pelletier  
Sharman Reed Price  
Judy Rector  
Claire Sedgewick  
Mary Smith

**1997-1998**

Frank Biehl  
*Mary Buese\**  
Art Corte  
Jane Draves  
David Economos  
Susan Ervin  
Joyce Forsythe  
Marjorie Goldberg  
Sam Haddadin  
Ray Hart  
Kate Kost  
Tom Massingham  
Judy Mettee  
Dennis Munson  
Colleen Pace  
Robbie Parsons  
Rev. David Pearson  
Marsha Pelletier  
Sharman Reed Price  
Claire Sedgewick  
Mary Smith  
Claire Sedgewick  
Mary Smith

**1998-1999**

Frank Biehl  
*Mary Buese\**  
Jacalyn Cilley  
Jane Draves  
David Economos  
Joyce Forsythe  
Marjorie Goldberg  
Sam Haddadin  
Ray Hart  
Phyllis Heilbronner  
Michael Hopkins  
Tom Massingham  
Pat Meattay  
Sonya Merritt  
Judy Mettee  
Dennis Munson  
Colleen Pace  
Robbie Parsons  
Rev. David Pearson  
Sharman Reed Price  
Claire Sedgewick  
Mary Smith

**1999-2000**

Frank Biehl  
Jacalyn Cilley  
David Dconomos  
Joyce Forsythe  
Craig Gray  
Sam Haddadin  
Ray Hart  
Phyllis Heilbronner  
Michael Hopkins  
William Irvine  
Pat Meattay  
Sonya Merritt  
Judy Mettee  
Dennis Munson  
Colleen Pace  
Robbie Parsons  
Rev. David Pearson  
*Sharman Reed Price\**  
Donna Rinaldi  
Claire Sedgewick  
Mary Smith

**2000-2001**

Wayne Chick  
Jacalyn Cilley  
Joyce Conley  
Raina Edelman  
Joyce Forsythe  
Sam Haddadin  
Ray Hart  
Phyllis Heilbronner  
William Irvine  
Jim LeDuc  
Pat Meattay  
Dennis Munson  
Bob O'Connell  
Rev. David Pearson  
*Sharman Reed Price\**  
Donna Rinaldi  
Claire Sedgewick  
Mary Smith  
Sharman Reed Price  
Donna Rinaldi  
Claire Sedgewick  
Mary Smith

**2001-2002**

Jacalyn Cilley  
Joyce Conley  
Randy Cox  
Raina Edelman  
Joyce Forsythe  
Sam Haddadin  
Robert Hannan  
Ray Hart  
Phyllis Heilbronner  
William Irvine  
Jim LeDuc  
Pat Meattay  
Judy Mettee  
Dennis Munson  
Bob O'Connell  
Rev. David Pearson  
*Sharman Reed Price\**  
Donna Rinaldi  
Claire Sedgewick  
Susan Smith

**2002-2003**

Jacalyn Cilley  
Paula Daley DePlanche  
Joyce Forsythe  
Sam Haddadin  
Ray Hart  
Phyllis Heilbronner  
*William Irvine\**  
Robert Kelly, Jr.  
Pat Meattay  
Judy Mettee  
Dennis Munson  
Bob O'Connell  
Donna Rinaldi  
Claire Sedgewick  
Susan O. Smith  
William Wetzel, Jr.

**2003-2004**

Jennifer Beloin  
Paula Daley DePlanche  
Marjorie Goldberg  
Sam Haddadin  
Ray Hart  
Phyllis Heilbronner  
*William Irvine\**  
Robert Kelly, Jr.  
Kathy Latchaw  
David Littlefield  
Pat Meattay  
Judy Mettee  
Kathleen Morse  
Dennis Munson  
Sharman Reed Price  
Donna Rinaldi  
Susan O. Smith  
Sandra Sweeney  
William Wetzel, Jr.  
William Wetzel, Jr.

**2004-2005**

Christa Bellmare  
Jennifer Beloin  
Paula Daley DePlanche  
Kathie Forbes  
Marjorie Goldberg  
Sam Haddadin  
Ray Hart  
*William Irvine\**  
Kathy Latchaw  
David Littlefield  
Pat Meattay  
Kathy Meserve  
Judy Mettee  
Dennis Munson  
Sharman Reed Price  
Donna Rinaldi  
Kathy Morse Sawtelle  
Ann Schultz  
Susan O. Smith  
Sandra Sweeney  
William Wetzel, Jr.

**2005-2006**

Christa Bellmare  
Jennifer Beloin-Gagne  
Becky Clerkin  
*Paula Daley DePlanche\**  
Maria Faskianos  
Marjorie Goldberg  
Ray Hart  
Vera Peaslee Haus  
Bill Irvine  
Patricia Meattay  
Kathy Pomerleau  
Donna Rinaldi  
Kathy Morse Sawtelle  
Ann Schultz  
Debbie Shelton  
Susan O. Smith  
Sandra Sweeney  
William Wetzel, Jr.

**2006-2007**

Mandy Bowden  
Becky Clerkin  
*Paula Daley DePlanche\**  
David Eberhart  
Maria Faskianos  
Kathie Forbes  
Marjorie Goldberg  
Vera Peaslee Haus  
Bill Irvine  
Pat Meattay  
Judy Mettee  
Dennis Munson  
Don Nary  
Kathy Pomerleau  
Donna Rinaldi  
Kathy Morse Sawtelle  
Ann Schultz  
Debbie Shelton  
Susan O. Smith  
Patricia Sorensen  
William Wetzel, Jr.

**2007-2008**

Becky Clerkin  
Lisa Corbin-Walker  
*Paula Daley DePlanche\**  
David Eberhart  
Maria Faskianos  
Kathie Forbes  
Marjorie Goldberg  
Vera Peaslee Haus  
Teresa Henry  
William Irvine  
Judy Mettee  
Donald Nary  
Kathy Pomerleau  
Donna Rinaldi  
Kathy Morse Sawtelle  
Ann Schultz  
Debbie Shelton  
Susan Smith  
Patricia Sorensen

**2008-2009**

Paula Ciotti  
 Becky Clerkin  
 Lisa Corbin-Walker  
*Paula Daley DePlanche\**  
 David Eberhart  
 Maria Faskianos  
 Kathie Forbes  
 Vera Peaslee Haus  
 Judy Mettee  
 Dennis Munson  
 Donald Nary  
 Kathy Pomerleau  
 Cheryl Sanborn  
 Ann Schultz  
 Susan O. Smith  
 Patricia Sorensen  
 John Tuten

**2009-2010**

Paula Ciotti  
 Paula Daley DePlanche  
 David Eberhart  
 Maria Faskianos  
 Kathie Forbes  
 Vera Peaslee Haus  
 Judy Mettee  
 Maggie Moore  
 Dennis Munson  
*Donald Nary\**  
 Cheryl Sanborn  
 Ann Schultz  
 Nick Skaltsis  
 Susan O. Smith  
 Patricia Sorensen  
 Shanne Tucker  
 John Tuten  
 Kathy Wallace

**2010-2011**

Paula Ciotti  
 Paula Daley DePlanche  
 Maria Faskianos  
 Marjorie Fisher  
 Kathie Forbes  
 Vera Peaslee Haus  
 Christine McKenna  
 Judy Mettee  
 Maggie Moore  
 Dennis Munson  
*Donald Nary\**  
 Cheryl Sanborn  
 Ann Schultz  
 Nick Skaltsis  
 Patricia Sorensen  
 Shanne Tucker  
 John Tuten  
 Kathy Wallace

**2023-2024**

Jenna Anand  
 Laura Baxter  
 Kim Belair  
 Anna Boudreau  
 Barbara Cotta  
 Rollins Janetos  
 Tereza Leite  
*Shawn Mahoney\**  
 Dennis Munson  
 Don Nary  
 Bob Renshaw  
 Rosemary Zurawel

**2011-2012**

Joseph Cicirelli  
 Paula Ciotti  
 Maria Faskianos  
 Kathie Forbes  
 Vera Peaslee Haus  
 Judy Mettee  
 Maggie Moore  
 Dennis Munson  
 Donald Nary  
 Jennie Phillips  
 Bob Renshaw  
 Cheryl Sanborn  
*Ann Schultz\**  
 Patricia Sorensen  
 Shanne Tucker

**2012-2013**

Shauna Brown  
 Joseph Cicirelli  
 Nancy Dion  
 Maria Faskianos  
 Kathie Forbes  
 Monique Jordan  
 Elaine Lauterborn  
 Judy Mettee  
 Maggie Moore  
 Christina Mukankaka  
 Dennis Munson  
 Donald Nary  
 Tyler Parkhurst  
 Jennie Phillips  
 Bob Renshaw  
*Ann Schultz\**  
 Patricia Sorensen

**2013-2014**

Shauna Brown  
 Joseph Cicirelli  
 Nancy Dion  
 Maria Faskianos  
 Diane Lambert  
 Elaine Lauterborn  
 Vincent McGroary  
 Judy Mettee  
 Maggie Moore  
 Christina Mukankaka  
 Dennis Munson  
 Donald Nary  
 Tyler Parkhurst  
 Jennie Phillips  
*Bob Renshaw\**  
 Patricia Sorensen

**2024-2025**

Jenna Anand  
**Laura Baxter**  
 Kim Belair  
 Anna Boudreau  
 Barbara Cotta  
 Thomas Gardner  
 Charlene Hoyt  
 Rollins Janetos  
 Anne Kisil  
 Tereza Leite  
*Shawn Mahoney\**  
 Dennis Munson  
 Don Nary  
 Andrew Odor  
 Bob Renshaw

**2014-2015**

Shauna Brown  
 Martha Caswell  
 Morton Cherim  
 Nancy Dion  
 Maria Faskianos  
 Michael Kupfer  
 Diane Lambert  
 Elaine Lauterborn  
 Vincent McGroary  
 Judy Mettee  
 Maggie Moore  
 Christina Mukankaka  
 Dennis Munson  
 Donald Nary  
 Tyler Parkhurst  
*Bob Renshaw\**  
 Patricia Silberblatt  
 Patricia Sorensen  
 Ellen Westbrook

**2015-2016**

Christine Albert  
 Shauna Brown  
 Christopher Burns  
 Martha Caswell  
 Morton Cherim  
 Michael Kupfer  
 Diane Lambert  
*Vincent McGroary\**  
 Maggie Moore  
 Christina Mukankaka  
 Tyler Parkhurst  
 Bob Renshaw  
 Patricia Silberblatt  
 Ellen Westbrook  
 Rosemary Zurawel

**2016-2017**

Christine Albert  
 Shauna Brown  
 Christopher Burns  
 Martha Caswell  
 Morton Cherim  
 Maria Faskianos  
 Michael Kupfer  
 Felicia LaBranche  
 Diane Lambert  
 Vincent McGroary  
 Dennis Munson  
 Don Nary  
*Tyler Parkhurst\**  
 Bob Renshaw  
 Patricia Silberblatt  
 David Watters  
 Ellen Westbrook  
 Rosemary Zurawel

**2017-2018**

Laura Baxter  
 Shauna Brown  
 Christopher Burns  
 Martha Caswell  
 Maria Faskianos  
 Rollins Janetos  
*Michael Kupfer\**  
 Felicia LaBranche  
 Diane Lambert  
 Bob Renshaw  
 Vincent McGroary  
 Dennis Munson  
 Don Nary  
 Tyler Parkhurst  
 Bob Renshaw  
 Patricia Silberblatt  
 David Watters  
 Rosemary Zurawel

**2018-2019**

Laura Baxter  
*Shauna Brown\**  
 Martha Caswell  
 Maria Faskianos  
 Rollins Janetos  
 Diane Lambert  
 Shawn Mahoney  
 Dennis Munson  
 Don Nary  
 Tyler Parkhurst  
 Bob Renshaw  
 Patricia Silberblatt  
 Ann Taylor  
 David Watters  
 Rosemary Zurawel

**2019-2020**

Jenna Anand  
 Laura Baxter  
*Shauna Brown\**  
 Martha Caswell  
 Maria Faskianos  
 Kate Huntress  
 Rollins Janetos  
 Shawn Mahoney  
 Dennis Munson  
 Don Nary  
 Tyler Parkhurst  
 Bob Renshaw  
 Patricia Silberblatt  
 Ann Taylor  
 Rosemary Zurawel

**2020-2021**

Jenna Anand  
 Laura Baxter  
*Shauna Brown\**  
 Martha Caswell  
 Barbara Cotta  
 Mark Brave  
 Maria Faskianos  
 Kate Huntress  
 Rollins Janetos  
 Shawn Mahoney  
 Dennis Munson  
 Don Nary  
 Patricia Silberblatt  
 Ann Taylor  
 Rosemary Zurawel

**2021-2022**

Jenna Anand  
 Laura Baxter  
 Mark Brave  
 Martha Caswell  
 Barbara Cotta  
 Maria Faskianos  
 Rollins Janetos  
 Kimberly McLaughlin  
 Shawn Mahoney\*  
 Dennis Munson  
 Don Nary  
 Patricia Silberblatt  
 Rosemary Zurawel

**2022-2023**

Jenna Anand  
 Laura Baxter  
 Anna Boudreau  
 Mark Brave  
 Martha Caswell  
 Barbara Cotta  
 Maria Faskianos  
 Rollins Janetos  
 Kimberly McLaughlin  
 Shawn Mahoney\*  
 Dennis Munson  
 Don Nary  
 Bob Renshaw  
 Patricia Silberblatt  
 Rosemary Zurawel

\*Indicates Board President

## DOVER SCHOOL DISTRICT: MEMORANDUM OF AGREEMENT

Dover Adult Learning Center,  
Inc. and School Administrative  
Unit #11

### I. Purposes

The purposes of this Memorandum of Agreement (Memorandum) between the Dover Adult Learning Center, Inc., 61 Locust Street, Dover, NH 03820 (DALC), a New Hampshire nonprofit corporation and 501(c)3 organization and School Administrative Unit #1 1, Municipal Building, Dover, NH 03820 (SAU) is to define the roles and responsibilities of each organization in order to:

- A. Foster the achievement of both the DALC and SAU missions and goals through a collaborative working relationship between the two organizations; and
- B. Facilitate operational efficiencies by promoting economies of scale and avoiding duplications of effort; and
- C. Promote and improve DALC's adult education programs in Dover and all of Strafford County.

### II. SAU Responsibilities

The responsibilities of the SAU under this Memorandum are as follows:

- A. The SAU will fund the salary and benefits of the DALC Executive Director and Office Manager. Grant funds may be used for such funding as available and allowable. The DALC Executive Director position will follow the terms of the Dover Administrator's Association Policy. The DALC Office Manager position will follow and be bound by the terms of the Dover Educational Office Personnel Agreement.
- B. The SAU will receive and fiscally administer all federal and State of New Hampshire Bureau of Adult Education grants, including but not limited to submitting monthly and annual reports and responding to audit requests.
- C. The SAU will perform all bookkeeping and accounting functions for all federal and State of New Hampshire Bureau of Adult Education grants.
- D. The SAU will perform all payroll and benefit administration functions for DALC,,
- E. The SAU will provide workers compensation insurance, unemployment insurance, and professional liability insurance for all its employees who work at DALC, for which DALC will reimburse the SAU as invoiced by the SAU. It is the understanding and intent of the parties that all employees who work at

DALC, including employees paid with state, federal, SAU local and/or DALC funds, are employees of the SAU and are subject to SAU policies.

For all prior periods, through the Effective Date of this Memorandum, and at all times thereafter, DALC-related personnel have been, and remain, employees of the SAU, whose wages are eligible (subject to NHRS membership requirements, and other limitations set forth in RSA 100A and NHRS rules) to be treated as "earnable compensation" within the meaning of N.H. Stat. 100-A: 1, XVII. If the School/DALC employer/employee relationship changes at a future date, the SAU must notify, in writing, the NT-IRS of the employer/employee relationship change not less than thirty (30) days prior to such change.

- F. The SAU will secure appropriate insurance coverage and rates available on a year-to-year basis. This coverage will include DALC and address the following insurance needs: Building Coverage and Building Content.

DALC will reimburse the SAU for its proportional share of the cost of this insurance based on square feet of space insured as invoiced by the SAU. The SAU will also secure general liability insurance/risk pool coverage.

- G. The DALC Executive Director will make staffing recommendations to the superintendent who will nominate prospective employees to the Dover School Board. The Dover School Board will provide final approval of all employment relationships regarding SAU staff who work at DALC. In the case of the Executive Director, the DALC Board of Directors will make the recommendation to the superintendent, who will nominate a prospective Executive Director to the Dover School Board. The Dover School Board will provide final approval of the Executive Director.
- H. The Superintendent of Schools will meet with the DALC Board of Directors periodically and in collaboration with them will provide professional support, administrative assistance, and advice to DALC's Executive Director on matters related to DALC's educational mission.
- I. The SAU will make available classroom space at Dover High School for AHS classes, enrichment classes and the auditorium for graduation at no charge, unless both parties agree to a fee.
- J. The Dover School Board will review and approve policies and handbooks related to DALC's grant related activities.

### **III. DALC Responsibilities**

The responsibilities of DALC under this Memorandum are as follows:

- A. To maintain its 501(c)3 status with the Internal Revenue Service and its non-profit corporate status with the New Hampshire Secretary of State.



- B. To maintain ownership of separate and distinct bank accounts from those of the SAU.
- C. To write, administer and report on NH Bureau of Adult Education grants, currently ABE, AHS, ACT, ELL Civics & ALS, received by the SAU.
- D. To secure and maintain classroom space in which to conduct the grant activities which may be used by the SAU, by mutual agreement, at no charge.
- E. To maintain a Board of Directors consistent with the requirements of NH RSA 292 and for the purpose of providing oversight of DALC's operational and fiscal performance; reviewing and recommending strategic initiatives; developing, offering, and promoting programs offered throughout the County ("Doing Business As" The Adult Learning

Center of Strafford County); fundraising; accepting and administering grants other than those received by the SAU under Section II. B.; and providing the results of their performance review to the Superintendent of Schools relative to the performance of the Executive Director on or about March 1 annually and the Superintendent of Schools will provide results back to the DALC Board with recommendations.

- F. To remit to the SAU within thirty (30) days of notice, or within the recognized time allowed by the schedules of the federal and state grants fiscally managed by the SAU for DALC, such funds as may be necessary to reimburse the SAU for accounts payable.
- G. To remit to the SAU within thirty (30) days of notice, or within the recognized time allowed by the schedules of the federal and state grants fiscally managed by the SAU for DALC, such funds as may be necessary to reimburse the SAU for payroll, benefits, unemployment, and workers compensation disbursements made by the SAU pursuant to Paragraph HE above.
- H. To remit to the SAU within 30 days of notice such funds as may be necessary to reimburse the SAU for insurance premium disbursements made by the SAU pursuant to Paragraph H.F. above, including but not limited to reimbursement for comprehensive general liability insurance with operational injury, bodily harm, broad form property damage, operations hazards, owner's protective coverage, contractual and employment liability, in limits not less than \$1,000,000 inclusive, and such other forms of insurance or bonds as the SAU and the DALC deems appropriate and may reasonably require from time to time in forms, amounts, and coverages, as a prudent school administrative unit of comparable size and in a comparable relationship would require to protect itself.

- I. To procure and maintain Directors' and Officers' Liability and Errors and Omissions insurance, including Employment Practices Liability Insurance.
- J. To cooperate fully with the SAU in support of the responsibilities performed by the SAU as described in Section II of this Memorandum.
- K. To follow the reasonable business rules and regulations of the SAU, and such additional reasonable business rules and regulations as may be adopted by the SAU from time to time.
- L. To provide oversight, through the collaboration of the DALC Board of Directors and the Superintendent, of the performance of the Executive Director as well as the operational and fiscal performance of DALC.
- M. To report periodically to the Dover School Board on its adult education grant related activities.

#### **IV. Assignment**

This Memorandum shall inure to the benefit of, and be binding upon, each of the parties hereto and their respective successors and assigns. Notwithstanding the preceding sentence, neither DALC nor the SAU shall be permitted to transfer or assign its responsibilities under this Memorandum to any other person or organization without the prior written consent of the other party, which either party may grant or withhold in its sole and absolute discretion.

#### **V. Counterparts**

This Memorandum may be executed in any number of counterparts, all of which shall constitute a single agreement binding on the parties hereto.

#### **VI. Mutual Indemnity & Hold Harmless**

The SAU shall defend and indemnify DALC for claims caused solely by the SAU's negligence that are within the scope of the SAU's liability insurance/risk pool coverage.

DALC shall defend and indemnify the SAU for claims caused solely by the DALC's negligence that are within the scope of DALC's liability insurance coverage.

The provisions of this section shall survive any termination or expiration of this Memorandum.

#### **VII. Miscellaneous**

- A. This Memorandum may be modified only by a written agreement executed by all of the parties hereto, with all of the formalities of this Memorandum.
- B. This Memorandum merges and supersedes all prior agreements and understandings of the parties whether written or oral, and DALC and the SAU mutually agree that any such prior agreements and understandings are hereby terminated.

- C. All captions used herein are for purposes of convenience only and shall not be relied on in construing the Memorandum.
- D. This Memorandum shall be governed, construed, and enforced in accordance with the laws of New Hampshire and all actions brought in connection with this Memorandum shall be maintained only in a state or federal court of competent jurisdiction in New Hampshire.
- E. The failure of any party to insist upon strict compliance with any of the terms, conditions or covenants contained herein shall not be deemed a waiver of any such terms, conditions, or covenants; nor shall any waiver at any one or more times be deemed a waiver at any other time or times.
- F. If any provisions of this Memorandum are determined to be unlawful or unenforceable, it shall not invalidate the remainder of the Memorandum provided the unlawful or unenforceable provision does not affect the essence of this Memorandum.

### **VIII. Terms of Memorandum of Agreement**

This Memorandum shall be effective on the 13th day of March 2017 and shall remain in effect until June 30, 2027 provided, however, that either party may sooner terminate it by delivering to the other party written notice of their intent to terminate the Memorandum, in which case, this Memorandum shall terminate and be null and void on the 90th day following the recipient's receipt of said written notice or the end of the fiscal year, whichever is sooner.

DOVER SCHOOL BOARD MEMBERS Amanda L.

Russell, Chair Betsey Andrews Parker, Vice-

Chair

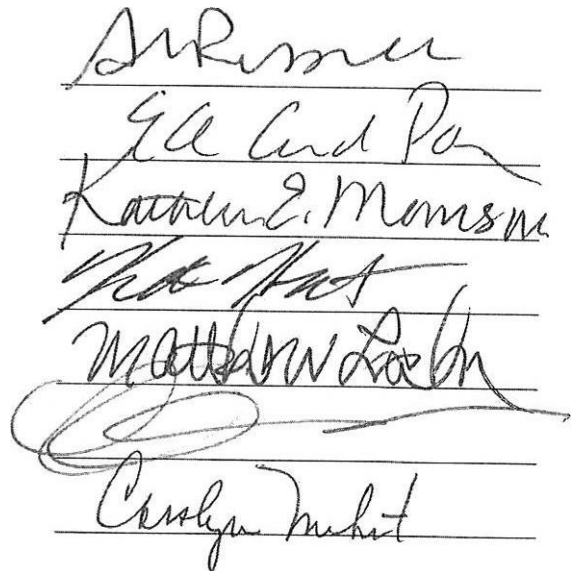
Kathleen Morrison, Secretary

Keith Holt

Matthew Lahr

Michelle Muffett-Lipinski

Carolyn Mebert

Handwritten signatures of school board members: Amanda L. Russell, Betsey Andrews Parker, Kathleen Morrison, Keith Holt, Matthew Lahr, Michelle Muffett-Lipinski, and Carolyn Mebert.

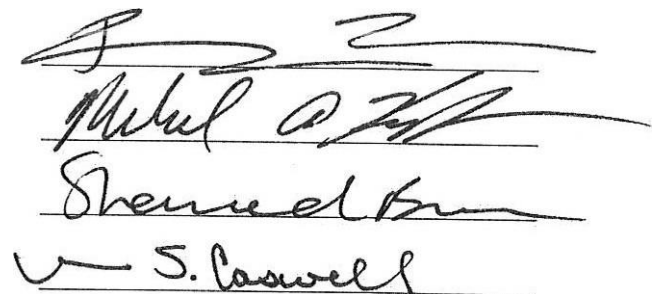
DOVER ADULT LEARNING CENTERBOARD OFFICERS

Tyler Parkhurst, President

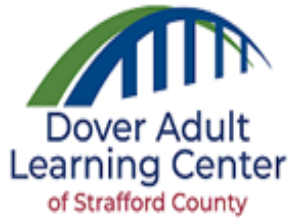
Michael Kupfer, Vice President

Shauna Brown, Treasurer

Martha Caswell, Secretary

Handwritten signatures of adult learning center board officers: Tyler Parkhurst, Michael Kupfer, Shauna Brown, and Martha Caswell.

Date: 12-16-2016



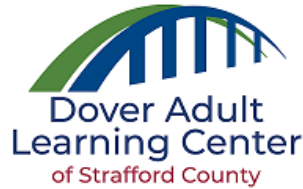
## Dover Adult Learning Center Academic Calendar 2024-2025

	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
<b>SEPTEMBER</b> <i>Fall Session</i>	X	3	4	5	TC	<b>FEBRUARY</b>	3	4	5	6	TC
	9	10	11	12	13		10	11	12	13	14
	16	17	18	19	TC		17	18	19	20	TC
	23	24	25	26	27		X	X	X	X	X
	30										
<b>OCTOBER</b>		1	2	3	TC	<b>MARCH</b>	3	4	5	6	TC
	7	8	9	10	11		10	11	12	13	14
	X	15	16	17	TC		17	18	19	20	TC
	21	22	23	24	25		24	25	26	27	28
	28	29	30	31			31				
<b>NOVEMBER</b>					TC	<b>APRIL</b>		1	2	3	TC
	4	5	6	7	8		7	8	9	10	11
	X	12	13	14	TC		14	15	16	17	TC
	18	19	20	21	22		21	22	23	24	25
	X	X	X	X	TC		X	X	X		
<b>DECEMBER</b>	2	3	4	5	6	<b>MAY</b>				X	TC
	9	10	11	12	TC		5	6	7	8	9
	16	17	18	19	20		12	13	14	15	TC
	X	X	X	X	TC		19	20	21	22	23
	X	X					X	27	28	29	TC
<b>JANUARY 2025</b> <i>Winter/Spring Session</i>			X	X	X	<b>JUNE</b>	2	3	4	5	6
	6	7	8	9	TC		9	10	11	12	TC
	13	14	15	16	17		16	17	18	19	20
	X	21	22	23	TC		23	24	25	26	TC
	27	28	29	30	31		30				

\*Subject to Change

<b>SESSION DATES</b>	<b>KEY</b>
Summer: 7/10 -8/15/24	X No classes, Office closed
Fall: 9/16-12/19/24	TC: Timecards due by noon
Winter/Spring: 1/6-5/29/25	
<b>SPECIAL DATES</b>	9/11/24 Opening Staff meeting
	11/21, 2/20 & 4/24-Prof. Dev.-No AM Classes
	6/6/25 Staff Gathering
	6/10/25 <i>Tentative</i> Graduation Date





## COMPUTER AND INTERNET USE POLICY AND GUIDELINES

### Policy

We are pleased to be able to offer the use of computers and access to the Internet for Strafford County residents as part of Dover Adult Learning Center's commitment to helping adults enhance their life-coping skills and improve their lives through basic education, job training, high school completion, and enrichment classes.

The Internet provides the means to access information and share ideas from a wide array of resources. The vast information available over the Internet is of sound value. There may be a small percentage of information that is considered questionable, pornographic, controversial, illegal or otherwise objectionable. Dover Adult Learning Center accepts no responsibility or liability for questionable material found on the Internet. Users must use the Internet at their own risk.

### Guidelines

- 1) Before using computers at the Dover Adult Learning Center (DALC), users must read this document in full, initial in the space indicated, and fill out the computer user registration form on the reverse side.
- 2) Internet users may sign up for free email services such as Yahoo or Gmail. Email applications which use software on a DALC computer may not be used. Any material ordered from a vendor over the Internet must be paid for by the user via their credit card only. DALC cannot guarantee complete privacy and/or security for these transactions. DALC will not be responsible or liable for these transactions.
- 3) Users are expected to engage in responsible, ethical use of the Internet, which includes not displaying text or images which are inappropriate. Users may not use the Internet accessible via DALC computers for any illegal purpose including, but not limited to unauthorized access, software piracy or violation of copyright laws. Viewing, storing or transmitting sexually explicit material is prohibited.
- 4) In order to prohibit the sharing of viruses that can harm operating systems, installation and/or download of software on DALC computers is prohibited.
- 5) Email attachments from unknown senders should be deleted without opening. If the attachment seems suspicious, notify DALC staff. Viruses are often spread by enclosing them in email attachments that look legitimate. Email attachments from known senders should be scanned for viruses. Do not disable the automatic scanning that takes place on your machine.
- 6) The alteration of any DALC computer configuration, including - but not limited to operating system, setup, screen settings or files - is not allowed under any circumstances.
- 7) Any flash drive, CD or other external storage media must be checked by a proctor or instructor before being used.
- 8) Personal devices are welcome, but they may not be hard wired to our network without prior authorization from DALC technology staff. The DALC Student Wireless network is available in our Dover location for students and staff to access the Internet on their

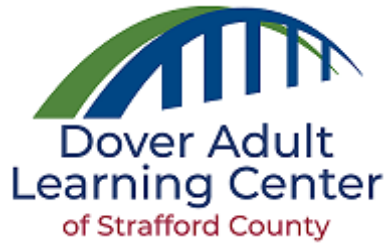
personal devices. Users are required to abide by the Internet use guidelines listed in this document while connected to DALC Student Wireless.

- 9) DALC personnel, in order to prevent any abuse of the system or to recover from disaster, reserve the authority to inspect all materials transferred by or stored on the DALC network. This inspection can occur at any time and without any cause.
- 10) Violation of the above guidelines and policies may result in termination of DALC computer and network access.

Initials \_\_\_\_\_

*Adopted May 20, 2014 - Replaces Computer and Internet Use and Registration*





**INTERNET AND COMPUTER REGISTRATION FORM**

I have read or had read to me and fully understand the Dover Adult Learning Center’s “Policies and Guidelines for Computer and Internet Use” and agree to abide by these policies. I will not hold Dover Adult Learning Center responsible for materials accessed on the Internet or any other consequences of Internet or computer use.

**Date:**

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**Name (print):**

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**Signature:**

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**Street Address:**

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**Town/City/State:**

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**Zip**

**Phone Number:**

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