

www.doveradultlearning.org

DOVER ADULT LEARNING CENTER BOARD OF DIRECTORS HANDBOOK 2023-2024

DOVER LOCATION
McConnell Community Center
61 Locust Street
Dover, NH 03820
(603) 742-1030 Fax 743-4262
dalc@doveradultlearning.org

ROCHESTER LOCATION
150 Wakefield Street
Suite 267
Rochester, NH 03867
(603) 335-6200
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.

Contents

MISSION STATEMENT	3
STATEMENT OF PHILOSOPHY	3
DOVER SCHOOL DEPARTMENT	5
MEETING DATES FOR 2023-24	7
COMMITTEE SELECTION PROCESS	10
DALC Board of Directors	11
2023-2024 Committee Assignments	11
COMMON ACRONYMS & TERMS	13
BYLAWS OF DOVER ADULT LEARNING CENTER, INC.	20
A BRIEF HISTORY OF DALC	27
BOARD OF DIRECTORS LISTING 1970-2020	29
DOVER SCHOOL DISTRICT: MEMORANDUM OF AGREEMENT	32
COMPUTER AND INTERNET USE POLICY AND GUIDELINES	39
INTERNET AND COMPUTER REGISTRATION FORM	41

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 child care.
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 2023-2024

Shawn Mahoney, *President*

Jenna Anand, *Vice President*

Laura Baxter, *Secretary*

Kim McLaughlin, *Treasurer*

Anna Boudreau

Barbara Cotta

Rollins L. Janetos

Tereza Leite

Dennis Munson

Don Nary

Bob Renshaw

Rosemary Zurawel

DOVER SCHOOL DEPARTMENT

The Dover School Department is the fiscal agent for the Dover Adult Learning Center. 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 2023-2024 (school board terms end 12/31/23)

Carolyn Mebert, Chairperson
Jessica Rozzo, Vice Chair
Kathleen Morrison, Secretary at Large
Michelle Muffett-Lipinski, Council Liaison
Maggie Fogarty
Robin Trefethen
Micaela Demeter
Michelle Clancy
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

Evonne Kill-Kish
Business Services Assistant
603-516-6810

DOVER ADULT LEARNING CENTER STAFF

Deanna Strand, Executive Director
Donna Ciereszynski, Office Manager
Angela Newbury, Bookkeeper
TBD, Technology Integrator
Sharon Sevland, Technology Specialist
Judi Currie, Marketing

Pam Shaw, Counselor & Student Services Coordinator /Dover
Tracey Donaldson, Counselor & Outreach Coordinator/Rochester
Cynthia St. Germain, Counselor Aide/HSE Coordinator/Rochester
Bridget Barker, Volunteer and Tutorial Coordinator
Lien Harris, ESL & Alternative Credit Option Coordinator/Dover
Jacky LeHoullier, Alternative Credit Option Coordinator/Rochester
Brie Thomas, Childcare Coordinator
Susan Hardy, Childcare Assistant

Joyce Malley, ESL Level A-AM
Sandra Straus, ESL Level B-AM
Lien Harris, ESL Level C-AM
Prentiss Phillips, ESL Level A-PM
Barbee Sullivan Harrington, ESL Level B-PM
Betsy Kimball, ESL Level C-PM
Barbara Visciano, ESL Civics and US Citizenship
William Badgley, Tutor, ESL-Advanced

Jill Hampton McCarthy, ABE-AM/Dover & Rochester
Kim Hanson, ABE-Math/Dover & Remote Learning
Donna Vittands, HSE Prep/Somersworth HS
Taryn Ward, ABE-PM/Rochester

Liliana O'Connell, ESL/SCDOC
Mark McLaughlin, HSE Prep/SCDOC
Minnett Induisi, HSE Prep/SCDOC

Maureen Murtagh, CTE LNA Instructor/DHS
Lisa Roy, CTE LNA Instructor/DHS
David Tong, Chemistry Instructor/DHS

**BOARD OF DIRECTORS
MEETING DATES FOR 2023-24**

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 19, 2023

October 17, 2023

November 21, 2023 (Rochester)

December 19, 2023

January 16, 2024

February 20, 2024

March 19, 2024 (Rochester)

April 16, 2024

May 21, 2024

June 18, 2024

Monthly & annual meetings combined

Tentative graduation date:
Wednesday, June 12, 2024
6:30 p.m.

Dover Adult Learning Center BOARD OF DIRECTORS 2023-24

Anand, Jenna M., Vice President
81 Pine Street
Rochester, NH 03867
(603) 370-1028
Term: 2022-2025
janand@ccsnh.edu
GBCC Director, CAPS & ATC

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

Boudreau, Anna
9 Northam Drive
Dover, NH 03820
(603) 557-7561
Term: 2022-2025
annaboudreau2014.ab@gmail.com
Deputy Director, Lakes Region
Conservation Trust

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

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

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

Mahoney, Shawn M., President
19 Maple St.
Somersworth, NH 03878
(603) 978-7748
Term: 2021-2024 (2nd term)
shawnmahoney@me.com
AVP, Store Manager, TD Bank
Newington, NH

McLaughlin, Kimberly, Treasurer
4 Long Leaf Lane
Somersworth, NH 03878
(978) 987-0478
Term: 2021-2024
kmclaughlin@lmrpa.com
CPA/Manager
Leone, McDonnell & Roberts, PA

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

Nary, Don
4 Coolidge Ave.
Dover, NH 03820
(603) 356-8300
Term: 2022-2025 (3rd term)
donnary@cpmcast.net
Attorney

Renshaw, Bob
29 Town Hall Road
Madbury, NH 03823
(603) 767-1101
Term: 2021-2024
pokeyrenshaw@yahoo.com
Retired Liberty Mutual Insurance
Company

Zurawel, Rosemary
16 Northam Drive
Dover, NH 03820
(603) 534-4021
Term: 2021-2024 (3rd term)
razba1997@gmail.com
Retired Middle School Administrator,
Berwick Academy

* 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:

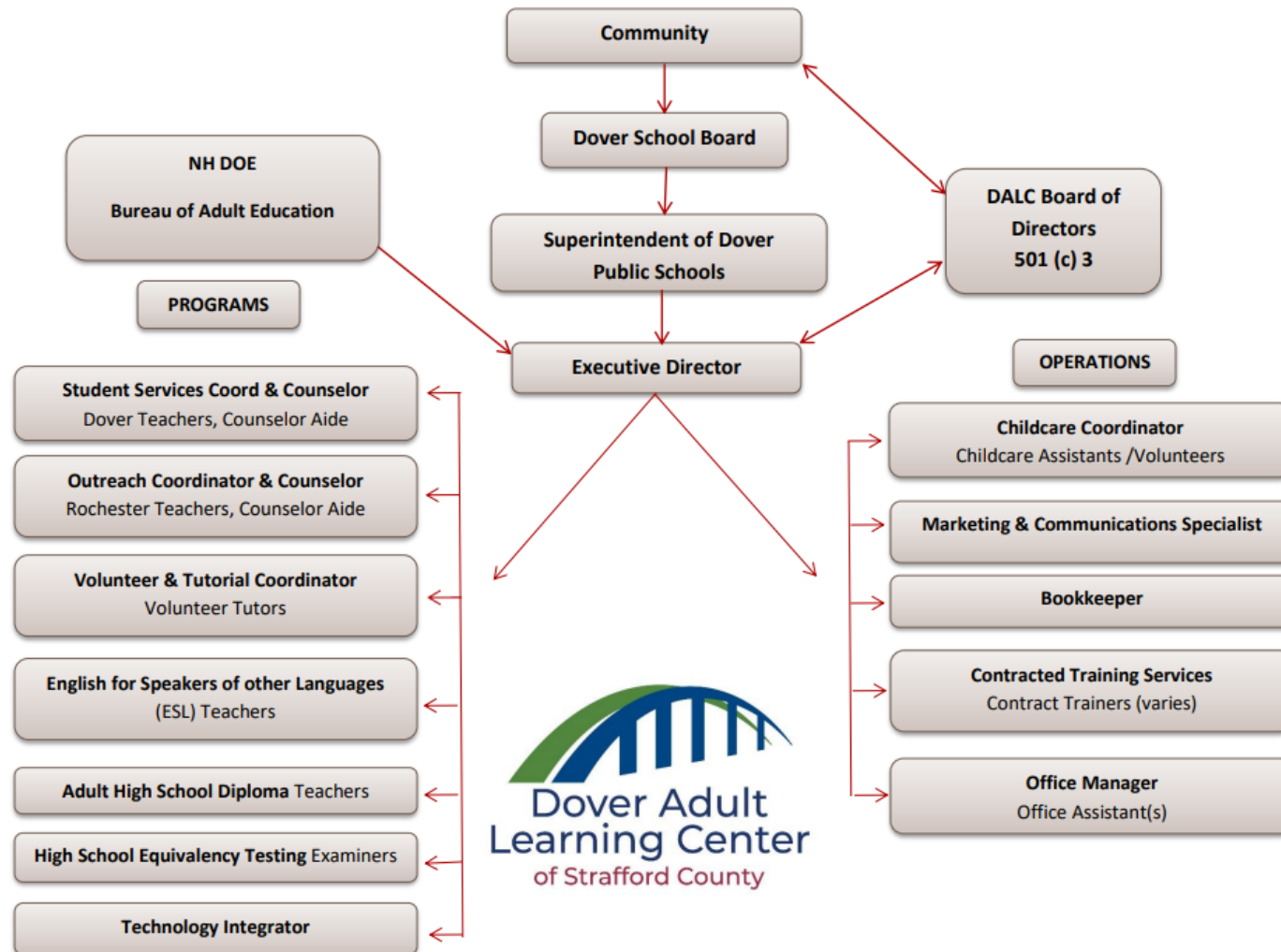
1. Sets a regular meeting time that is agreeable to committee members; sends reminder/agenda, as necessary; and facilitates committee meetings.
2. Serves as a liaison to the director, and with input from the director, sets an agenda for each meeting.
3. Ensures that the committee's annual calendar of 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 2023-2024 Committee Assignments

Committee Description (from bylaws)	Chair	Responsibilities	Members	Meeting
Executive: 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 McLaughlin, Treasurer Laura Baxter, Secretary Deanna Strand (staff)	Thurs. prior to Board mtg. 7:45 am
Fundraising: 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	Fundraising & Donor development Cultivation & Stewardship of Donors Marketing & Public Awareness	Dennis Munson Don Nary Rollins Janetos Barb Cotta Judi Currie(staff)	First Tuesday 5:00 pm
Finance: 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 McLaughlin, Treasurer	Budget Development Investment oversight Independent Financial Review	Bob Renshaw Laura Baxter Angela Newbury (staff)	Second Tuesday 4:00 pm
Governance: 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.	Rosemary Zurawel	Recruiting & Nominating Orientation of New Members Board Self Evaluation	Jenna Anand Tereza Leite	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 8th 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 life time 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.

DALC Comprehensive Budget FY24

	Projected Year end FY23	FY23 Budget	Proposed FY24
OTHER	\$13,684.00	\$28,600.00	\$30,100.00
Overhead	\$13,684.00	\$28,600.00	\$30,100.00
Depreciation Expense	-\$13,389.00	\$0.00	\$0.00
Total Increase/Decrease in Fair Marke	\$17,685.00	\$20,500.00	\$22,000.00
Total Interest Income	\$9,388.00	\$8,100.00	\$8,100.00
Income	\$95,381.42	\$81,554.00	\$121,307.05
Community Partners	\$12,876.33	\$5,125.00	\$18,267.05
Lydias	-\$98.56	-\$2,152.00	\$0.00
Rochester MOU	-\$149.00	\$0.00	\$0.00
Strafford Cty Jail	\$8,457.64	\$5,186.00	\$16,176.10
Strafford Learning	\$4,666.25	\$2,091.00	\$2,090.95
Friends	\$25,866.00	\$25,100.00	\$26,800.00
500+Founder Circle	\$16,500.00	\$15,000.00	\$16,500.00
100+ Benefactor	\$4,231.00	\$4,500.00	\$4,500.00
250+ Advocate	\$3,464.00	\$3,500.00	\$3,500.00
50+Friends	\$1,415.00	\$1,800.00	\$1,800.00
Donations	\$256.00	\$300.00	\$500.00
Fundraising	\$11,392.00	\$3,750.00	\$14,185.00
Chipotle	\$200.00	\$250.00	\$500.00
Coffee	\$15.00	\$0.00	\$25.00
Hannaford Bags	\$72.00	\$75.00	\$10.00
Hannaford Flowers	\$0.00	\$0.00	\$75.00
Hannaford Helps	\$372.00	\$75.00	\$375.00
Hannaford Tags	\$5.00	\$0.00	\$0.00
Holiday Gift Table	\$178.00	\$150.00	\$200.00
Poker Room	\$10,550.00	\$3,200.00	\$13,000.00
`	\$10,550.00	\$3,200.00	\$13,000.00
In-School Youth	\$22,694.44	\$7,567.00	\$30,360.00
Service Provided	\$1,212.65	\$11,558.00	\$8,770.00
Childcare Income	\$288.65	\$350.00	\$600.00
Grad Income	\$660.00	\$700.00	\$1,000.00

HSE Administration (HiSET & GED)	-\$36.00	\$9,788.00	\$6,670.00
Transcripts	\$300.00	\$720.00	\$500.00
Tuition Received	\$17,815.00	\$22,454.00	\$7,925.00
Adult Diploma	\$5,813.00	\$11,300.00	\$2,250.00
Enrichment	\$8,650.00	\$7,884.00	\$2,000.00
Plato	\$630.00	\$0.00	\$0.00
Tuition-Ed 2 Go	\$2,722.00	\$3,270.00	\$3,675.00
Workforce	\$3,525.00	\$6,000.00	\$15,000.00
Dover Housing	\$270.00	\$3,000.00	\$5,000.00
Laars	\$3,255.00	\$3,000.00	\$10,000.00
Funds	-\$4,764.00	\$30,239.00	\$18,724.85
Restricted	-\$4,764.00	\$30,239.00	\$18,724.85
Andrew Aimesbury Fund	\$6,430.00	\$7,500.00	\$7,500.00
Bangor Savings	\$0.00	\$0.00	\$0.00
Grant CDBG	\$0.00	\$0.00	\$5,000.00
Income for Unrealized Income	-\$10,163.00	\$22,739.00	-\$6,775.15
Other Grant Income	\$0.00	\$0.00	\$13,000.00
Proliteracy	\$0.00	\$0.00	\$2,000.00
Transportation	-\$1,031.00	\$0.00	-\$2,000.00
Expense	-\$129,197.00	-\$140,393.00	-\$170,131.90
Contract Labor	-\$20,646.00	-\$27,712.00	-\$46,020.00
Marketing & Community Outreach	-\$4,765.00	-\$5,805.00	-\$1,920.00
Bookkeeping	\$0.00	-\$19,592.00	-\$21,000.00
Cleaning Company	-\$5,712.00	-\$5,720.00	-\$5,700.00
Office Staff	-\$1,310.00	\$0.00	\$0.00
Technology Coordination	-\$3,687.00	\$5,805.00	-\$15,000.00
Vocational Computer Teacher	-\$3,622.00	-\$2,400.00	\$0.00
Website Design	-\$1,550.00	\$0.00	-\$2,400.00
Overhead	-\$52,398.00	-\$79,235.00	-\$96,997.02
Advertising Expense	-\$9,737.00	-\$13,500.00	\$0.00
Bank Service Charges	-\$1,492.00	-\$3,200.00	-\$500.00
Book Expense	-\$2,500.00	-\$3,500.00	-\$2,500.00
Building	-\$536.00	-\$300.00	-\$500.00

Building Rent	-\$8,652.00	-\$33,808.00	-\$53,082.00
Computer Equipment	-\$6,987.00	-\$2,500.00	-\$16,200.00
Computer Licenses	-\$1,696.00	-\$1,000.00	-\$2,000.00
Counselor Emergency Fund	\$0.00	\$0.00	-\$250.00
Data/Internet	-\$1,422.00	-\$1,000.00	-\$2,800.00
Dues & Subscriptions	-\$542.00	-\$750.00	-\$750.00
Insurance	-\$3,000.00	-\$1,000.00	\$0.00
Machine Rental (Copiers/Post)	-\$987.00	-\$5,500.00	-\$2,760.00
Mileage	-\$78.00	-\$500.00	-\$250.00
Postage	-\$676.00	-\$1,227.00	-\$805.02
Printing	-\$242.00	-\$800.00	-\$400.00
Professional Fees	-\$5,840.00	-\$5,000.00	-\$5,500.00
Staff Activities Expense	-\$1,026.00	-\$700.00	-\$700.00
Staff Development	-\$300.00	-\$900.00	-\$900.00
Staff Recognition	-\$1,385.00	-\$800.00	-\$800.00
Supplies: Computer	-\$588.00	-\$500.00	-\$1,000.00
Supplies: Kitchen	-\$221.00	-\$200.00	-\$100.00
Supplies: Office	-\$2,031.00	-\$1,050.00	-\$1,500.00
Supplies: Student/Teaching	-\$898.00	-\$500.00	-\$1,000.00
Voice/Phone	-\$1,562.00	-\$1,000.00	-\$2,700.00
Payroll: Taxes	-\$3,757.00	-\$2,974.00	-\$1,926.88
Childcare	-\$1,110.00	-\$1,066.00	-\$986.54
In-School Youth	-\$356.00	-\$590.00	-\$565.49
Office Staff	-\$2,291.00	-\$1,318.00	-\$374.85
Payroll: Wages	-\$52,396.00	-\$30,472.00	-\$25,188.00
Childcare	-\$15,485.00	-\$13,929.00	-\$12,896.00
In-School Youth	-\$4,964.00	-\$7,161.00	-\$7,392.00
Office Staff	-\$31,947.00	-\$9,382.00	-\$4,900.00
Grand Total	-\$24,895.58	\$0.00	\$0.00

DALC Comprehensive Budget FY24

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 Directors' 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 meeting 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 meeting 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:

- That 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 term 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:

Bylaws Revised 6/22/2021

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. 25th 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. 40th 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 50th Anniversary. In the fall of 2022, DALC absorbs the Rochester Community Education ADP program.

BOARD OF DIRECTORS LISTING 1970-2022

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
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 Meattey
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 Meattey
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 Meattey
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 Meattey
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 Meattey
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 Meattey
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 Meattey
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 Meattey
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 Meattey
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
 Shenanne 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
 Shenanne Tucker
 Kathy Wallace
 John Tuten
 Kathy Wallace

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
 Shenanne 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

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
 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 #11, 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 these insurances 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

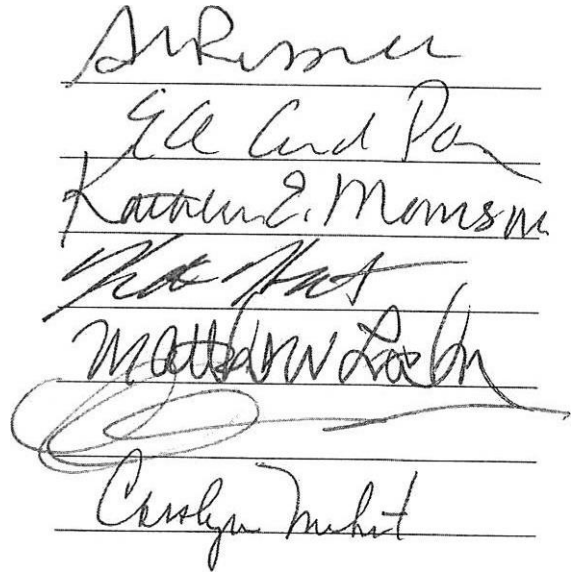
Kathleen Morrison, Secretary

Keith Holt

Matthew Lahr

Michelle Muffett-Lipinski

Carolyn Mebert

Handwritten signatures of the Dover School Board members: Amanda L. Russell, Betsey Andrews Parker, Kathleen E. Morrison, Keith Holt, Matthew Lahr, Michelle Muffett-Lipinski, and Carolyn Mebert.

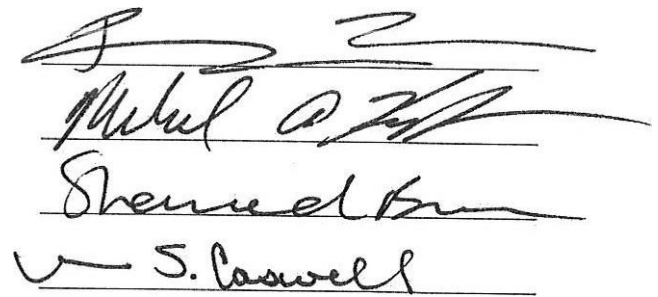
DOVER ADULT LEARNING CENTERBOARD OFFICERS

Tyler Parkhurst, President

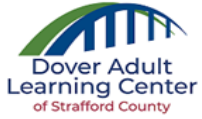
Michael Kupfer, Vice President

Shauna Brown, Treasurer

Martha Caswell, Secretary

Handwritten signatures of the Dover Adult Learning Center Board Officers: Tyler Parkhurst, Michael Kupfer, Shauna Brown, and Martha Caswell.

Date: 12-16-2016

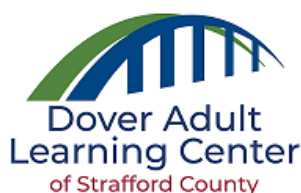


Dover Adult Learning Center Academic Calendar 2023-2024

	M	T	W	TH	F		M	T	W	TH	F
SEPTEMBER <i>Fall Session</i>					1	FEBRUARY				1	2
	X	5	6	7	TC		5	6	7	8	TC
	11	12	13	14	15		12	13	14	15	16
	18	19	20	21	TC		19	20	21	22	TC
	25	26	27	28	29		X	27	28	29	
OCTOBER	2	3	4	5	TC	MARCH					1
	X	10	11	12	13		4	5	6	7	TC
	16	17	18	19	TC		11	12	13	14	15
	23	24	25	26	27		18	19	20	21	TC
	30	31					25	26	27	28	29
NOVEMBER			1	2	TC	APRIL	1	2	3	4	TC
	6	7	8	9	X		8	9	10	11	12
	13	14	15	16	TC		15	16	17	18	TC
	20	21	X	X	X		X	23	24	25	26
	27	28	29	30			29	30			
DECEMBER					TC	MAY			1	2	TC
	4	5	6	7	8		6	7	8	9	10
	11	12	13	14	TC		13	14	15	16	TC
	18	19	20	21	22		20	21	22	23	24
	X	X	X	X	TC		X	28	29	30	TC
JANUARY 2023 <i>Winter/Spring Session</i>	X	2	3	4	5	JUNE	3	4	5	6	7
	8	9	10	11	TC		10	11	12	13	TC
	X	16	17	18	19		17	18	19	20	21
	22	23	24	25	TC		24	25	26	27	TC
	29	30	31								

*Subject to Change

SESSION DATES	KEY
Summer: 7/12/23-8/17/23	No AEL classes, Office open
Fall: 9/19-12/21/23	X No classes, Office closed
Winter/Spring: 1/9-5/30/24	TC: Time Cards due by noon
	SPECIAL DATES
	9/13/23 Opening Staff meeting
	6/12/24 Tentative Graduation Date
	6/7/24 Staff Gathering



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

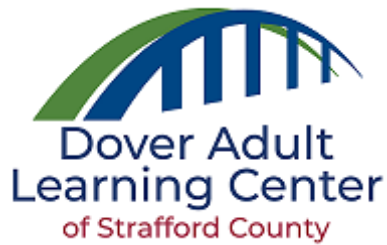
- 1) Before using computers at the Dover Adult Learning Center (DALC), users must read this document in full, initial in the space indicated, and fill out the computer user registration form on the reverse side.
- 2) Internet users may sign up for free email services such as Yahoo or Gmail. Email applications 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:

Name (print):

Signature:

Street Address:

Town/City/State:

_____ **Zip** _____

Phone Number:
