



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #5
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, May 9, 2022
Meeting Time:	7:00 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM**
- F. APPROVAL OF MINUTES**
 - 1. Regular Meeting #4, April 11, 2022
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Brandy Barshaw - Paraeducator - Woodman Park School – Resignation
 - b. Sara Maurais – Grade 7 Teacher – Dover Middle School - Resignation
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. Annual DAA Nominations – 2022-2023 School Year
 - b. Annual DEOP Nominations – 2022-2023 School Year
 - c. Annual DTU Nominations – 2022-2023 School Year
 - d. Annual Non-Union Nominations – 2022-2023 School Year
 - e. DPA Nominations
 - f. DTU Nomination – 2022-2023 School Year
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** May Donations
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - 1. GCFA – Hiring and Advancement Policy for Adult Education Professional Staff – First Reading
- J. POLICY ADOPTION:**
 - 1. BBBC – School Board Member Resignation
 - 2. BBBE – School Board Vacancies and Term Fulfillment
- K. RESOLUTIONS:** None
- L. OLD BUSINESS:** None
- M. NEW BUSINESS:**
 - 1. Update on Implementation of New Math Curriculum
 - 2. Job Description - Operations and Accounting Manager
 - 3. Job Description - Dover Adult Learning Center Office Manager
 - 4. Establish Board Workshop Date to Discuss 2022-2023 Staffing
 - 5. Bid Award Recommendations/Waiver Requests
 - a. Bellamy Academy Teaching Kitchen Replacement - Bid Recommendation
 - b. Dover Middle School Dry Sprinkler System Replacement - Bid Recommendation



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #5
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, May 9, 2022
Meeting Time:	7:00 p.m.

- c. Dover Middle School Sprinkler Head Replacement - Bid Recommendation
- d. District Wide Radio Communications, Infrastructure Repairs, Upgrade & Radio Replacement - Bid Waiver Request
- e. District Wide Security Improvements, Cameras, Door Access Controls, & Security Systems - Bid Waiver Request
- 6. Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

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

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

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

All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

From: Sara Maurais
Sent: Thursday, May 5, 2022 10:55 AM
To: William Harbron <w.harbron@doover.k12.nh.us>
Subject: Next School Year

Bill,

I am writing to let you know that I will not be continuing my employment with the Dover School District next year. I have accepted a position in another district. This has been a very difficult decision to make as I have enjoyed my time here. I have always felt valued and supported by administration and have developed lasting relationships with staff. I have found joy in getting to know the students of this district and seeing their creativity and confidence build.

Thank you so much for all of your support during my time here and all of the confidence you have given me in my abilities and knowledge. I have enjoyed all of the conversations I have had with you and hearing all of the stories about your grandkids. I wish you and your family happiness and I hope that our paths cross again in the future.

My best,

Sara Maurais
Dover Middle School
7th Grade Math Teacher
Team Hilton

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

TO: DOVER SCHOOL BOARD
DATE: May 9, 2022
MEMORANDUM: Re-nomination of Administrators

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2022-2023 school year.

ELEMENTARY

Boodey, Patrick, WPS Principal
Brown, Gregory, WPS Dean of Students
Dunton, Elizabeth, GES Principal
Granfield, Brittany, HSS Dean of Students
Driscoll, Patricia, HSS Principal
Taylor, Moira, Elem Dean of Student Services
Ward, Aaron, GES Dean of Students

DOVER MIDDLE SCHOOL

Dube, Lindsay, Dean of Students
Lyndes, Kimberly, Principal
Vail, Meredith, Dean of Students

BELLAMY ACADEMY

Eich, Robin, Dean of Students

DOVER HIGH SCHOOL

Driscoll, Peter, Principal
Madden, Linda, Dean of Student Services
Stephens, Kimberly, Dean of Students
Tukey, Samantha, Director DHS CTC
Waldron, Thomas, Dean of Students
West, Valerie, Dean of Instruction

DISTRICT-WIDE

Boston, Christine, Asst. Superintendent for Student Services
Limanni, Michael, Business Administrator
Small, Abigail, Assistant Director of Student Support Services
Strand, Deanna, Dover Adult Learning Center Executive Director
Wotton, Peter, Athletics Director

**DOVER SCHOOL DISTRICT
2022-2023 NOMINATIONS
Administrative Assistants**

TO: DOVER SCHOOL BOARD
DATE: May 9, 2022
MEMORANDUM: Re-nomination of Administrative Assistants

I hereby nominate the following persons for the designated positions for the 2022-2023 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY

White, Joanne

DOVER HIGH SCHOOL

Boyatsis, Jan
Carignan, Jeanne
Cunio, Valerie
DiGregorio, Laurie
Graves, Betsy
Harrington, Donna
Mason, Janet
Nault, Fern
Ward, Renee
Woodward, Carolyn

DOVER MIDDLE SCHOOL

Henck, Karen
Manning, Carol
McCann, Deborah
Olkola, Lucy
Snow, Sonata
Wells, Jessica
White, Karen

GARRISON SCHOOL

Hurley, Karen

HORNE STREET SCHOOL

Morton, Margaret

WOODMAN PARK SCHOOL

Gaunya, Andrea

SAU

Shanahan, Darlene

DALC

DOVER SCHOOL DISTRICT
2022-2023 NOMINATIONS
for Professionals Engaged in Teaching and Educators

TO: DOVER SCHOOL BOARD

DATE: May 9, 2022

MEMORANDUM: Re-nomination of Professionals Engaged in Teaching and Educators

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2022-2023 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

ALTERNATIVE HIGH SCHOOL:

BECK, BRIAN
COCO, STEVEN
DIEHL, HILARY KELLER
EVANS, SCOTT
MAILLETTE, MIKAYLA

DOVER HIGH SCHOOL:

ARGIROPOLIS, JOHN
AUSTIN, KEITH
BONELLO, JESSICA
BURROWS, LISA
BUTKA, JAMES
CARRIER, WHITNEY
CARVER, JOHN
CARVILLE, BRITTANY
CHASE, AMY
CHASE, ANDREW
CHURCHILL, HEATH
COCONUBO, CLAUDIA
CONNELLY, JENNIFER
COTE, KYLE
COX, DEBORAH
CRETEAU, JAY
CROSTON, ELIZABETH
DEMATTEO, STEPHANIE
DONLON, RICHARD
TYLER
DOORE, CHRISTINA
DOYLE, KATELYN
DUPRAT, SCOTT
EGBERT, ELIZABETH
ELLIOTT, TIMOTHY
ENDRIZZI, MATTHEW
FABBRI, HEATHER
FAZEKAS, KUYER
FENNESSY, MATTHEW
FRANK-BERCHULSKI,
DONNA
FREEAR-MOTOR, KATE
GAMBLE, THOMAS
*GAUTHIER, PARKER
GEORGE, CHRISTINA
GOODMAN, ERIC
GRANDE, GREGORY
GREEN, KATHERINE
HALL, CANDACE
HAMBROOK, COREY
HAMILTON, JONATHAN
HAMLIN, ANNE
HIPPERN, MARY JEAN
HOCKING, LESLEY
HOGAN, ERIK

HOPE, MELISSA
HOUGH, CARRIE
HOWARD, AARON
KALWAY, NATHAN
KELLY, KIM
KELLY, MYCHAELA
KONTOS, FRANCINE
KRASKO, MADISON
LAGRUA, MAUREEN
LALLY, JENNIFER
LECLERC, KRISTINE
LIQUE NAITOVE, PETER
LITTLE, SALLY
LITTLE, SAMUEL
LYNCH, KATIE
MAIN, GARRETT
MARTIN, MARGO
MCCARRON-STEWART,
SARAH
MCKENZIE, DAVID
MERSEREAU, MARJORIE
MINASSIAN, DEBORAH
MOLL, LAUREN
MOTA, ASHLEY
MULLIGAN, JEREMIAH
MYERS, CHRISTINE
O'MAHONY, JOHN
O'ROURKE, MOIRA
OSBON, KENNETH
PAGNOTTA, JUSTIN
PARSONT, JENNIFER
*PETERS, ASHLIE
PIATTI, NICHOLAS
PIATTI, SARAH
PIKE, SUSAN
POIRIER, AMY
REPUCCI, BROOKE
RICHMOND III, PHILIP
RODRIGUEZ, SARA
ROY, LISA
ROYALTY, SAMANTHA
RUSSO, MICHAEL
SALMONSEN, ERIC
SCHLAPAK, ERIC
SCHULTZ, LAUREN
SCHWARTZ, CAROLYN
SCOTT, WAYNE
SEEKAMP, PETER
SPADAFORA, AMANDA
SPENCE HEBERT, JESSICA
SPENCER, KATHERINE
ST.CYR, ELIZABETH

STANCEL, MARY-
KATHERINE
STEGMAN, SUSAN
STEWART, BENJAMIN
STEWART, CHRISTINE
TOBIASSEN, KRISTEN
TURNER, ERIC
TWOMEY, KRISTIN
VAUGHAN, NANETTE
VEIT, KAREN
WARES, JAMES
WASON, DONALD
WEBSTER, KATRINA
WENDORF, HOLLY
WHITWORTH, KRISTIN
WILLIAMS, KERRIE
WITHAM, NICOLE

DOVER MIDDLE SCHOOL:

ALLEN, MATTHEW
BELAKONIS, JOSEPH
BICKFORD, TRAVIS
BOYNTON, JEFFREY
BREAULT, JOAN
BRICKLEY, JILLIAN
BROWN, PATRICIA
BURNS, LISA
BURT, ANDREA
BUSHKIN, TINA
CALHOUN, MARY
CLARK, JESSICA
CLARK, JOHN
CONRAD, KIMBERLY
COPLEY, DENISE
DAVIS, JULIE
DAYNARD, KELLY
DEAN, RORY
DIBELLO, GEOFFREY
DILLINGHAM, LISA
DROESCH, JOSHUA
EATON-CORBIN, HOLLY
FOGG, CAITLIN
GAGNE, STACY
GARDELLA, JO-ANN
GORSKI, JENNIFER
HASSELL, COURTNEY
HAUST, JOHANNA
HERGOTT, LISA
HINKLEY, AMIE
HORVATH, ANNE-MARIE
HOULIHAN, JOHN
JACOBS, DEBORAH
JOHNSON, MATTHEW

NOTE: All nominations are pending completion of teacher license renewal. Names with an "*" indicate that the nomination is pending certification.

DOVER SCHOOL DISTRICT 2022-2023 NOMINATIONS

for Professionals Engaged in Teaching and Educators

KATZ, RHONDA
KESSLER, HOLLY
KRANS, JENNIFER
KRAUSS, AIMEE
LEAF, JEFFREY
LEBLANC, MATTHEW
LEVIN, STEPANIE
LEWIS, KASEY
LYNCH, BARBARA
MANHA, SUSAN
MATHIEU, ALISON
MCGARTY, CHRISTINA
MCLEAN-MILLER,
STEPHANIE
MEHALIK, SIOBHAN
MONE, JENNIFER
MONTANEZ, NICHOLE
MONTEIRO, TEREZA
MOWATT, ASHLEY
MULQUEEN, PATRICIA
*MURPHY, DIANE
NASH, LISA
NEVINS, KELLY
NICHOLS, LAUREN
NYLANDER, ELIZABETH
PAIGE, ASHLEY
PAIVA, JAMES
POWERS, SHERYL
PUERTAS, ANNA
RAGAZZO, LARISSA
ROGACKI, GARISON
RUSSELL, CARRIE
SALZANO, PATRICIA
SCHULTEN, KATHERINE
SCHWARTZ, BENJAMIN
SHANNON, MARK
SHULTZ, REBECCA
SIMPSON, BONNIE
TAIPAN, LISA
TOTA, MADELINE
TOURIGNY, SARAH
TROMBA, DAVID
WALLACE, DAWN
*WILSON, JUSTYNA
WINDERS, RUTH
WISNIEWSKI, JASON
WOTTON, KATHY
*WOTTON, MOLLY
WYETH, LINDA
YUVA, RAMONA

GARRISON ELEMENTARY SCHOOL:

ARGUIN, KRYSTA
BAUER, LEIGHANN
BOLES, JOSEPH
CUSHING-LONG, ALANA
DAVIDSON, HEATHER
DAY, ELIZABETH
DEJESUS, LESLIE
DUBE, MONICA
DUTTA, DOLON CHAMPA
GAGNON, ERICA
GROSS, JOCELYN

HILL, RACHEL
HUGHES, KERRI
KENT, HAZEL
KLOTZ, MELISSA
KNOWLTON, JESSICA
LEARY, KELSEY
LUPI, KATHY
MATZ, KERSTIN
MAYHEW, MEGHAN
MCKENNEY, TAYLOR
MINEROWICZ, MARCIA
MOORE, EMILY
MURPHY, ERIN
NELSON, ALLISON
O'KEEFE, ASHLEY
OLIVER, ASHLEY
PERKINS, NICOLE
ROMPS, MICHAEL
SCHLAPAK, SUSAN
STEVENS, HEIDI
THERIAULT, ELIZABETH
TUCCI, EMILY
VETTER, MEGHAN
WHITE, NICOLE

HORNE STREET SCHOOL:

ANDOLINA, ALYCIA
BEAUDRY, DANIELLE
BEAUREGARD, AMY
BREEN, BETSY
BROWN, SHERRI
CALABRESE, DEBORAH
CIMINO, KRISTEN
COTE, JILLIAN
DAVIS, PAIGE
DELLORUSSO, MEGAN
DINWOODIE, CHELSEY
DRYSDALE, ROSEANNA
DUBE, KIMBERLY
DUNHAM, KRISTEN
DUNN, MEAGHAN
HAYNES, KATHERINE
HOWELL, LAUREL
KNOX, JAALYN
LAYTON, MEGHAN
LEONE, REBECCA
LEWIS, AUDRA
LONG, LINDA
LOVERING, KAREN
MCDERMID, ALEXANDER
MONTECALVO, ALLISON
MOORE, SUSAN
NICOLELLA, M. TERESE
O'GARA, LILY
PIKE, KERRI
ROSSI, RUTH
SANBORN, ALISA
SAWYER, VALERIE
SESSLER, COURTNEY
SIEBERSMA, KERRY
SINCLAIR, ANNA
STEWART, ALEXIS
THEIL, SAMANTHA
VAWTER, LEAH

WHITE, ELIZABETH

SPECIAL EDUCATION OFFICE:

GLASER-TAYLOR, KIM
HELM, ERICA

SAU OFFICE:

HANSEN, JACQUELINE
HEMPHILL, KILEY
NARY, DEBORA

WOODMAN PARK SCHOOL:

AVERY, ABIGAIL
BICK, JESSICA
BRENEMAN, DIANNA
CLOUGH, JULIE
COLLINS, BRIANA
CORBIN, ALEXIS
COTE, KELLY
CULLY, MEGAN
DEVINE, MARYPAT
DUFFY, CAITLIN
EASTMAN, APRIL
FREDRICKSON, JILL
GORSKI, KATIE
JACKSON, CHRISTINE
KOZLOWSKI, CHRISTINE
LACHANCE, CALLA
LACHANCE, JESSICA
LAPIERRE, SARAH
LEBS, MICHELLE
LISBON, CRYSTAL
LOTHROP, GRETHEN
MAHAN, AMY
MALLET, MARA
MARDEN, ALIAH
MARSHALL, ERIN
MCKANE, CHALAGNE
MCKENNEY, STEPHANIE
MINNIS, ANDREA
MORRISON, JENNIFER
NORRIS, ELIZABETH
PACHA-SUCHARZEWSKI,
ELIZABETH
PALUZZI, ALLISON
ROBERTO, CONLEY
ROUX, JEREMY
RULAND, DEANNA
SEARS, JILL
SIMKO, LISA
SMITH, AMANDA
TARBELL, JULIANNA
THERIAULT, KATHRYN
TRYGGESTAD, BRIELLE
VELAZQUEZ, DAVID
WIDERSTROM, KATIE
ZITTA, MICHELLE

PRESCHOOL:

BOUCHER, SHARON
CARTER, LISA
LAROCHELLE,
ALLYSON
MCCARTHY, JENNIFER

NOTE: All nominations are pending completion of teacher license renewal. Names with an "*" indicate that the nomination is pending certification.

**DOVER SCHOOL DISTRICT
2022-2023 NOMINATIONS
Non-Union Personnel**

TO: DOVER SCHOOL BOARD
DATE: May 9, 2022
MEMORANDUM: Re-nomination of Non-Union Personnel

I hereby nominate the following persons for the designated positions for the 2022-2023 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

SAU

Badger, Tammy
Dickerman, Gary
Faure, Cathy
Hamel, Kimberley
Kill-Kish, Evonne
Parker, Kelly
Pellicano, Steven
Rup, Kristen
Severson, Jeremy
Shearer, Sam
Watts, Tyler

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

TO: **DOVER SCHOOL BOARD**

DATE: May 9, 2022

MEMORANDUM: Nomination and Election of Paraprofessionals

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2021-2022 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Behrmann, Christian	Paraprofessional	Dover High School	Ross Jackson	\$18.99/hr	C2, Step 7
Donais, Valerie	Paraprofessional	Garrison School	New Position 1:1	\$14.44/hr	C2, Step 1

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

TO: **DOVER SCHOOL BOARD**

DATE: May 9, 2022

MEMORANDUM: Nomination and Election of Teachers

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2022-2023 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
York, Kaitlin	Science Teacher	Dover High School	Restored Position	TBD	MA, Step 3

**Donation Request List for Approval
May 9, 2022 School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
DHS	Roger Williams University	\$2,000.00	Monetary	To benefit the work of Project D.R.E.A.M.

DOVER SCHOOL DISTRICT	POLICY CODE: GCFA
DATE OF ADOPTION: 5/11/15	PAGE 1 OF 2

FIRST READING

HIRING AND ADVANCEMENT POLICY FOR ADULT EDUCATION PROFESSIONAL STAFF

Approved by DALC Board March 17, 2015

Professional staff members hired for the Dover Adult Education Program will be placed at an appropriate step of the Dover Adult Education Staff Pay Scale as recommended by the DALC director and approved by the Superintendent of Schools and the Dover School Board. Professional staff members will include teaching or counseling in the adult diploma and adult basic education programs. Enrichment class teaching, tutoring, or other services not compensated at the professional level, service in other educational programs, and staff development training hours shall not be included.

In recommending professional staff members for an appropriate step, the DALC director shall take into consideration professional experience in education at all levels and particularly in adult education. Relevant industrial experience shall also be taken into consideration for vocational teachers. These experiences shall be evaluated, and placement recommendation made according to the guidelines indicated here below. The Dover School Board reserves the right to make exceptions to the guidelines.

Progression to the next higher step on the adult education salary schedule will require the completion of 250 additional hours of successful professional services at Dover Adult Learning Center prior to the beginning of the academic year for which the salary level is being set.

DALC staff members may be hired in instructional, support or administrative roles. Positions may be hourly or salary, as indicated in the chart below. New hires will be paid at a rate within the appropriate range according to their level of skill and experience and will advance within the range based on their performance.

Professional **All** staff members are contracted to work for a specific period of time: a semester, a course or a year. Renewal of contracts is subject to grant funding and performance. A teacher may retain the same teaching load and schedule from year to year, provided grant funding allows and performance is satisfactory. Teachers may request changes to their schedule mid-year or from one year to the next and may swap **exchange assignments** with one another for time slots, subject or level with program coordinator's recommendation and director's approval. If a teacher vacates a position without taking on another to replace it, that position will be posted internally, and applications taken and reviewed. If no suitable candidates are found, the position will be posted externally.

Wages are set at market rates comparable to similar positions within the region and COLA increases are made when Bureau of Adult Education grant funding allows. Hourly rates for FY23 are as follows:

Instructional Positions

<u>Adult Education & Literacy Teacher</u>	<u>\$27-32</u>
<u>Adult High School Diploma Teacher</u>	<u>\$27-32</u>
<u>Technology Integrator</u>	<u>\$27-32</u>
<u>Computer Literacy Teacher</u>	<u>\$27-32</u>
<u>Support Positions</u>	
<u>HiSET Supervisor</u>	<u>\$22-24</u>

DOVER SCHOOL DISTRICT	POLICY CODE: GCFA
DATE OF ADOPTION: 5/11/15	PAGE 2 OF 2

<u>HiSET Proctor</u>	<u>\$14-17.50</u>
<u>Counselor Aide</u>	<u>\$15-19</u>
<u>Office Assistant</u>	<u>\$15-19</u>
<u>Receptionist</u>	<u>\$14-17.50</u>
<u>Childcare Coordinator</u>	<u>\$15-19</u>
<u>Childcare Assistant</u>	<u>\$14-17.50</u>

Administrative Positions

<u>Data Manager</u>	<u>\$22-24</u>
---------------------	----------------

The following year-round, full-time positions are paid an annual salary, commensurate with experience, and are benefits eligible.

Instructional Positions

Counselor
Student Services Coordinator
Volunteer Tutor Coordinator

Guidelines for Initial Placement of Staff Members on the Adult Education Salary Schedule

STEP 1 — under 250 hours adult education OR 1-8 years teaching, industrial —

STEP 2 — 250-499 hours adult education OR 9-16 years other teaching, industrial

STEP 3 — 500-749 hours adult education OR 17+ years other teaching, industrial

STEP 4 — 750 hours adult education
(Dover School Committee — Adopted 7/81)

STEP 5 — professional staff member with master's degree or above, ten or more years of successful adult education experience, and currently employed by DALC for twenty hours per week or more.
(approved by DALC Board 9/96)

DOVER SCHOOL DISTRICT	POLICY CODE: BBBC
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 2

SECOND READING

SCHOOL BOARD MEMBER RESIGNATION

~~The School Board believes that any citizen who files for and seeks election to the School Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all School Board members and that the citizen's intent to serve reflects his or her intention to serve a full term of office.~~

~~However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the School Board requests earliest possible notification of intent to resign so that the School Board may plan appropriately for this exigency.~~

~~Vacancies to the School Committee shall be filled in accord with Article IV, C4-5, of the Charter of the City of Dover, as it may be from time to time amended.~~

Any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected for Board Members and that the citizen's intent is to serve a full term of office.

However, if, for reasons of health, change in domicile, or any other compelling reason a Board member or other officer does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for filling the vacancy per Board policy BBBC (relative to filling vacancies).

- A. Tender of Resignation. Ideally, a board member intending to resign will provide a written letter of resignation to the School Board Secretary, c/o the Superintendent, with a copy to the School Board Chair (or Vice Chair if the Chair is the one submitting the resignation). Alternatively, a board member may submit a letter of resignation at a meeting of the Board. In the event that a board member tenders a resignation orally, outside of a public meeting, the Board member will be requested to confirm the resignation in writing and submit the same as stated above.**
- B. Board Acknowledgement. Whether submitted in writing or not, the Board shall address the tendered resignation either at the meeting at which the tender is received or at the next public meeting of the Board. There is no need for the Board to formally "approve" the resignation, as a Board may not compel a member to serve a full term by way of a negative vote on a motion to "accept". However, the Board, through the Chair or presiding officer, should acknowledge the tendered resignation at the meeting and assure that the same is reflected in the minutes. Pursuant to RSA 91-A minutes of the meeting shall also include a copy of the resignation if submitted in writing.**

DOVER SCHOOL DISTRICT	POLICY CODE: BBBC
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

- C. Effective Date. The letter/statement of resignation should indicate when the resignation will be effective. If the tendered resignation does not state a date, then the letter shall be deemed to express an intent that the resignation takes immediate effect. Also, pursuant to RSA 652:12, some vacancies (e.g., moving out of the district, conviction of a felony while in office, etc.) arise by operation of law upon a specific occurrence, and therefore are effective upon the occasion of that occurrence.
- D. Withdrawal of a Resignation. A tendered resignation, whether made in writing or orally, may not be withdrawn after the Board's acknowledgement without the consent of a majority of remaining Board members upon vote taken in a public meeting prior to a successor being appointed.
- E. Filling of Vacancy Upon Resignation. Board member vacancies shall be filled in accordance with Board policy BBBE and applicable law.

District Policy History:

Adopted October 10, 2005

DOVER SCHOOL DISTRICT	POLICY CODE: BBBE
DATE OF ADOPTION:	PAGE 1 OF 2

SECOND READING – NEW POLICY

SCHOOL BOARD VACANCIES AND TERM FULFILLMENT

A. Definition and Occurrence of a Vacancy. A vacancy on the School Board or other District office is defined in RSA 652:12, and occurs when subsequent to election but prior to the expiration of that person's term, the office holder/office holder elect, either:

- i. Resigns (see Board policy BBBC for resignation process);
- ii. Dies;
- iii. Ceases to have domicile in the district or town from which they were elected;
- iv. Is determined by a court to be mentally incompetent;
- v. Is/has been removed for just cause.

Although a formal resignation best serves the district when possible, many of the reasons cause a vacancy to occur by operation of law (e.g., death or relocation). In circumstances that are unclear (e.g., relocation out of district), the Superintendent and/or Board Chair should consult with counsel.

A temporary absence does not constitute a vacancy.

B. Authority to Fill Vacancy. The Board shall fill a vacancy occurring (1) on the board, (2) in any position generally appointed by the Board, or (3) in any other elected district office with the exception of moderator and budget committee member. If the remaining members refuse or are unable to agree upon a replacement, or in the event there are no remaining school board members, then the Select Board may make the appointment. See RSA 671:33 and RSA 197:26.

C. Duration of Appointment. For positions normally elected by the voters, a person appointed to fill a vacancy will serve only until the next election, at which point the voters will vote for a replacement to serve for the remainder of the original holder's term. For non-elected positions (i.e., those ordinarily appointed by the board), the person appointed to fill the vacancy will serve until the expiration of the original holder's term. See RSA 671:33.

D. Vacancy Arising During Filing Period. Other than a seat that is already open (for election or re-election) as of the beginning of the filing period, a vacancy which occurs between the beginning of the filing period and the district election shall be filled by appointment. See RSA 671:33, V.

E. Process to Fill Vacancies by the Board. The Board will generally employ the following process when there is a vacancy on the Board, or in other office for which the Board has authority to fill the vacancy. Except as required by RSA 91-A:2 and 3, the Board reserves the right to waive, supplement or otherwise amend any part of the process.

DOVER SCHOOL DISTRICT	POLICY CODE: BBBE
DATE OF ADOPTION:	PAGE 2 OF 2

Discussion by the Board of the process to be used to fill a vacancy, and the appointment process itself, including candidate interviews, shall occur in public session during a duly noticed meeting. The only possible exception could be a limited discussion regarding a potential candidate wherein that part of the discussion is likely to adversely affect the reputation of a person other than a board member. See RSA 91-A:3, II(c).

Once the Board has confirmed or acknowledged the vacancy, the Board will advertise/post notice of the vacancy on the District web-site and in such other manner as the Board deems appropriate. Among other things, the notice shall invite interested persons to submit a letter of interest to the Board Chair, with a copy to the Superintendent. All such letters shall be included in the public meeting materials for the meeting at which the appointment is to be considered.

Interviews of candidates for vacant positions will take place in a meeting open to the public.

After motion and second, vote shall occur by voice or hand in public session (secret ballots are not allowed under RSA 91-A:2, II).

District Policy History:

Adopted

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: TBD	

Job Title: Operations and Accounting Manager
Department: Business Office
Reports To: Business Administrator

Summary:

The Operations and Accounting Manager is responsible for providing high-level support to the Business Administrator, as well as to all District departments as needed and as requested; performs administrative accounting work; maintains accurate accounting records; manages assigned special revenue and capital fund accounts with associated budgets and general ledger reports; timely bookkeeping of all assigned funds and programs; assists in the process of accounts payable and payroll; timely processing of assigned school revenues and receivables; serves as a liaison between the SAU administration and the Facilities Maintenance Contractor and the Food Services Management Company (FSMC); and performs other duties as assigned.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following (other duties may be assigned):

Accounting

- Maintains accounting records of the organization in accordance with laws, regulations, policies, and generally accepted accounting practices.
- Assists in the preparation, analysis, and execution of the enacted budgets for the District's food services program, special revenue facilities funds, capital reserves, and trust and agency funds; processes journal entries as needed and as required; and completes the monthly preparation and timely filing of disbursements for all assigned funds required by the NHDOE.
- Preparation of annual National School Lunch Program application and USDA annual application for Business Administrator.
- Processes District revenues and receivables for assigned special revenue funds; serves as backup for all other District funds.
- Manages and performs all functions of accounts receivable for assigned special revenue funds (i.e., outside facilities use vendor invoices, monthly state and/or food services reporting, etc.).
- Monthly reconciliation of school department detail to the General Ledger, including, but not limited to, the District's food services program (i.e., reconciliation with FSMC), special revenue facilities funds (i.e., outside facilities use invoicing), capital reserves, and trust and agency funds.
- Assists with the accounting and report preparation for Joint Building Projects and other projects as assigned.
- Coordinate with Business Administrator for food services and school facilities' Capital Improvement Projects and program-related improvements.
- Assists accounts payable and payroll in performing duties as required; and performs the duties of accounts payable and payroll in their absence.
- Maintain currency in concepts and techniques pertaining to financial management; analyze problems, issues, or information; develop and recommend courses of action to the Business Administrator; and implement solutions.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: TBD	

Operations

- Aids in the management of outside contracts for District facilities (i.e., HVAC, elevator maintenance and inspection, and utilities), and maintains contracts in a centralized location. Monitors contract deadlines and provides regular updates to the Business Administrator.
- Aids in the management of outside contractors' certificates of insurance, ensuring status and proper limitations and amounts are identified, as well as additional insured endorsement. Ensures that all risk management related issues are resolved prior to issuing purchase orders and/or District facilities' rental agreements.
- Aid the Business Administrator in the development of detailed bid specifications, Requests for Quotes, Requests for Proposals, Requests for Qualifications to ensure timely, efficient, and effective procurement actions.
- Responsible for rental, tracking and coordination of all District facilities.
- Update emergency plans as required and requested by Business Administrator.
- Serves as liaison with community agencies, including police, fire and public health departments related to District facilities.
- Coordinates disposal of hazardous waste items, as well as determine and make recommendations to the Business Administrator for the sale and/or disposal of District surplus items.
- Maintains District vehicle information (i.e., titles, registrations).
- Serve on committees as needed and requested by Business Administrator (i.e., school facilities use committee, joint loss committee).
- Assists in updating list of asset and budget allocations for property and liability insurance (i.e., annual updates through Primex).

Other

- Collaboration with all Business Office personnel and Business Administrator for continuous improvement to the District's business-related operations (i.e., energy analysis, building use analysis, job process improvements, best practice implementation, business related technology and software).
- Attends to many items simultaneously, and/or in sequence.
- Maintains an appropriate level of confidentiality regarding records of the District.
- Performs other related duties as required.

Supervisory Responsibilities:

Assists in the supervision of outside contracted service providers for facilities and maintenance departments as well as the food services management company. Provides oversight over school capital projects.

Competencies:

To perform the job successfully, the individual should demonstrate the following competencies:

- Demonstrated knowledge of the NH Financial Accounting Handbook for LEAs, Federal Funds Handbook, Online Grants Management System Handbook, Fund Accounting, and state laws and regulations regarding financial operations of schools in New Hampshire.
- Demonstrated skills in oral and written communication.
- Ability and flexibility necessary to be aware of the needs of the Dover educational community.
- Work effectively and harmoniously with all District personnel, City personnel, auditors, and the public.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: TBD	

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of a bachelor's degree, plus 5 years' experience in accounting or business management, including accounts payable and payroll administration, and public procurement. School experience preferred, but not required. Must possess knowledge of generally accepted accounting principles (GAAP), as well as financial and accounting applications.

Technology Skills:

To perform this job successfully, an individual should have operational knowledge of and experience with computer software and hardware including experience with Tyler Technologies ERP software system.

Certificates, Licenses, Registrations:

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

Physical Demands:

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

Work Environment:

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

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

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: FEBRUARY 11, 2019	PAGE 1 OF 4

Job Title: Grade VI Administrative Assistant: DALC Office Manager
Department: Dover School District, SAU #11
Reports To: Administrator or designee

Summary:

The Grade VI Secretary will perform higher level data processing using designated administrative software and/or database programs. Additionally, s/he will be responsible for the daily management of office functions, including bookkeeping, audit and accounting functions. Primarily responsible to the DALC Executive Director, the Grade VI Secretary provides support to teachers, counselors, and program coordinators, and interacts regularly with volunteers, students, and community members. S/he:

- initiates and promotes innovation in operations, is highly independent and self-motivated, and takes responsibility for high-quality functioning of the adult learning center.
- participates in professional development at state and local levels to stay current with skills required to carry out primary duties.
- understands adult education's position in the Dover School District and maintains positive interactions with other school district employees.
- practices continuous process improvement.
- coordinates work of up three Office Associates, as needed (i.e. bookkeeper, marketing & communications coordinator, enrichment coordinator, HiSET Coordinator and/or Data Coordinator).
- works year-round, five days per week, 40 hours per week. Evening and rare weekend work may be required.

Essential General Duties and Responsibilities:

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

- ~~Oversee and maintain systems and student records for registrations, grade reports, test scores, High School Equivalency testing and Adult High School diploma, programs and online classes.~~
- ~~Maintain database(s).~~
- ~~Prepare and process purchase orders for department supplies, materials, and services.~~
- ~~Prepare and distribute a variety of publications including catalogs, flyers, newsletters and advertising materials for the department.~~
- ~~Perform all accounting functions in accordance with DALC, SAU and BAE policies and procedures.~~
- ~~Prepares financial records for annual audit and work with auditor to complete audit in a timely and efficient manner.~~
- ~~Process timecards, prepare payroll reports for Dover School District, and maintain payroll records.~~
- ~~Assist with the preparation of special events.~~
- ~~Coordinate all aspects of Enrichment program, including recruiting instructors, reviewing proposals, negotiating contracts, scheduling rooms and preparing catalog.~~
- ~~Generate reports, correspondence, and perform other clerical functions, as required.~~

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: FEBRUARY 11, 2019	PAGE 2 OF 4

- ~~Oversee or perform tasks assigned to the DALC Assistant to the Office Manager.~~
- ~~Other work related duties as assigned.~~
 - *Open and close the office daily (unlock doors, turn on lights, make coffee if necessary).*
 - *Greet and guide people (teachers, volunteer tutors, students, visitors).*
 - *Provide exceptional customer service.*
 - *Answer phones, check voicemail, process daily mail, including inter-office and FAX, and Facebook and web inquiries.*
 - *Keep facilities neat, organized, functional and attractive.*
 - *Complete errands out of the office (i.e. banking, mail, printing).*
 - *Procure instructional materials, general and office supplies.*
 - *Maintain supply of bus tickets and distribute them to students.*
 - *Keep outgoing voicemail messages, website and WMUR up to date with hours and cancellation information.*

Essential Duties and Responsibilities:

Program-related responsibilities

- *Schedule appointments with counselors and assist new students.*
- *Register individuals for enrichment courses, childcare and HiSET® testing.*
- *Maintain confidentiality of student records and communications.*
- *Onboard new staff (keys, parking passes, email accounts, etc.)*
- *Maintain course/testing schedules and calendars and make available to staff and others.*
- *Process grades and create grade reports.*
- *Record, file and disburse adult diploma grades.*
- *Upon written request, mail transcripts to colleges.*
- *Gather names, order, and prepare diplomas for graduation*

Technology-related responsibilities

- *Correspondence, mail merge, flyers*
- *Excel spreadsheets for data analysis & statistical reports*
- *Develop and/or maintain publications (i.e. course descriptions, calendars, schedules, flyers, catalogs, brochures)*
- *Frequent email communication and internet research*
- *Coordinate with IT Coordinator to ensure devices, subscriptions and network are up to date and in good working order.*
- *Ensure all office equipment is in good working order (fax, credit card machine, copiers, postage machine, etc.).*
- *Provide technical support to staff and students on copier, fax and network*
- *Maintain loaner laptop agreement records*

End of year responsibilities

- *Create certificates of completion*
- *Organize and facilitate physical logistics of annual June graduation ceremony*
 - *Update and prepare grad packet*
 - *Organize contents, design and order program and invitations*
 - *Purchase decorations and refreshments*

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: FEBRUARY 11, 2019	PAGE 3 OF 4

- *Set up venue and reception*

Supervisory Responsibilities:

The DALC Office Manager ~~supervises the DALC Assistant to the Office Manager, office interns, and/or work study placements.~~ *coordinates the work of some or all of the following, in collaboration with the DALC Executive Director, and may fill one or more of these roles based on needs of DALC and individual skills and experience:*

- *Financial Management (Bookkeeper)*
- *Enrichment Program (Enrichment Coordinator)*
- *Communications (Communications Coordinator)*
- *Data Manager*
- *HiSET Coordinator*

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Advanced knowledge of office practices and procedures.
- Ability to set up and maintain accurate records and possess excellent organizational skills.
- Ability to work independently or in a team in a fast-paced environment.
- Strong interpersonal skills.
- Must practice discretion and maintain confidentiality at all times.
- Exceptional ability to manage multiple projects and tasks simultaneously.
- Advanced knowledge of Microsoft Office programs and QuickBooks software.

Qualifications:

To perform this job successfully, an individual must be able to perform each *general and* essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of an associate degree ~~in accounting~~ *in a relevant field* or equivalent, supplemented by coursework or other training. Five (5) years' experience with *office management*, bookkeeping, accounting, computer programs, database management ~~entry~~, word processing, *communications* or any combination of education and experience sufficient to perform job functions.

Technology Skills:

- To perform this job successfully, an individual needs advanced knowledge of computer software programs, ~~particularly QuickBooks~~, databases and website management, *including, but not limited to: Word, Excel, Access, Publisher, Google Apps, LACES (NHDOE), WordPress, Event Espresso, ETS portal, Canvas, Quickbooks.* Other office related technology skills required (*see above*)

Certificates, Licenses, Registrations:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: FEBRUARY 11, 2019	PAGE 4 OF 4

There are no certificates, licenses, or registrations required for a Grade VI Secretary.

Physical Demands:

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

Work Environment:

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



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Michael Limanni, Business Administrator
DATE: May 6, 2022
RE: Approval of Bid Award

Bellamy Academy *Teaching Kitchen Replacement*

Broadview Construction Corp.	\$46,707
Unified Builders	\$42,863

Recommendations:

My recommendation is to award this bid to Unified Builders. This company was chosen because of their price point and excellent recommendations.



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Michael Limanni, Business Administrator
DATE: May 6, 2022
RE: Approval of Bid Award

Dover Middle School *Dry Sprinkler System Replacement*

Johnson Controls Fire Protections LP	\$264,814
Capital Fire Protection Co., Inc.	\$224,930

Recommendations:

My recommendation is to award this bid to Capital Fire Protection Co., Inc. This company was chosen because of their price point and excellent recommendations.



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Michael Limanni, Business Administrator
DATE: May 6, 2022
RE: Approval of Bid Award

Dover Middle School *Sprinkler Head Replacement*

Johnson Controls Fire Protections LP	\$43,475
Capital Fire Protection Co., Inc.	\$72,225
John L. Carter Sprinkler Company Inc.	\$67,400

Recommendations:

My recommendation is to award this bid to Johnson Controls Fire Protections LP. This company was chosen because of their price point and excellent recommendations.



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Michael Limanni, Business Administrator
DATE: May 9, 2022
RE: Request to Waive Bidding

District Wide Radio Communications *Infrastructure Repairs, Upgrade & Radio Replacement*

2-Way Communications Service, Inc.	\$213,140.30
---	---------------------

Request to waive bidding:

The City of Dover, and the Dover School District have a longstanding relationship, and valued history with 2-Way Communications Service, Inc. To maintain quality, consistency and system security, the business office is requesting that the School Board waive its bidding requirements for this project.

With the increase in State Adequacy Aid back in June, the District did budget for this project in its facility repairs and maintenance account. 2-Way is also an authorized Motorola dealer and can access the state contract pricing for all applicable Motorola equipment in the attached project. In a review of the state pricing for both labor and equipment, this proposal falls significantly under, which places great confidence in our request for this waiver.

2-Way Communications Service, Inc.
19 Durham Street
Portsmouth, NH 03801



Proposal

47783

Date: 5/4/2022

Name / Address:

Phone : 1-800-441-6288

Catherine Faure, Facilities Coordinator
Dover School District
25 Alumni Drive
Dover, NH 03820

Fax :

E-mail us : sales@2-way.biz

Visit our Web Site : www.2-way.biz



MOTOROLA SOLUTIONS

Service Elite Specialist

P.O. No.	Terms	Rep
	As Specified	796

Qty	Item	Description	Total
		New District Wide Radio System	
		Dover High and Middle School	
3	AAR10QCGANQ1AN	Motorola SLR5700 MotoTRBO Digital Repeater. 1-50w 403-470MHz 100% Continuous Duty	10,921.50
2	Motorola	HKVN4099* Linked Capacity Plus New System Deployment -	10,391.70
3	Motorola	DSCP10725UNTUNED UHF Duplexer - Untuned 406-500 MHz (N-female 4-8 MHz spacing) Pre-tuned 460 MHz (Low) and 465 MHz (High)	993.60
3	Motorola	0112004B04 N - Type Male to N - Type Male 24" (to connect repeater to external duplexer or preselector)	403.79
3	Motorola	0112004U04 N - Type Male to BNC Male 24" (to connect repeater to external duplexer or preselector)	257.40
3	PMLE4548	Rack Mount Duplexer Kit	960.01
1	Comm Part	348424 TSJ Surge Protection, 48 VDC	136.23
1	411166	Tripp Lite - Rack Powerstrip, 6 Rear Outlets	122.90
1	Spec Item	5P1000R - Eaton 5P Rackmount UPS - 1000 VA	956.53
1	Spec Item	507972 - 24U SmartRack Deep Rack Enclosure Cabinet	1,566.00
1	Spec Item	Rack mount 1U Network Switch, HP/Aruba	800.00
2	22999	RFS - 449-471 MHz Unity Gain Fiberglass Omni Antenna	787.50
1	37145	Laird Technologies - 450-470MHz 10.2dB 6 Element Yagi Antenna	297.16
300	86672	Times Microwave Systems - LMR-600 1/2" Foam Cable	750.00
3	318029	Times Microwave - Bulkhead and flange mount Arrestor, N/F	224.91
3	393244	Rohn Products LLC - 60"H Non-Penetrating Mount	544.62
3	472603	Nello Non-Penetrating Mat Kit, 36" x42", 1/8" Thick	64.00
12	511312	Times Microwave Systems - N Male Crimp for LMR-600-LLPL, No Braid Trim	324.00
1	Misc. Parts	Installation materials, misc.	250.00
	Comm Labor	FI Team, professional site integration, R56 standards	3,200.00
		Garrison Elementary School	
1	AAR11SDGANQ1AN	Motorola SLR1000 MotoTRBO Digital UHF Repeater 400-512MHz, 1-10w	3,526.50
1	Motorola	GA01590AA ADD: UHF DUPLEXER (ROHS) 430-480MHZ (5MHz separation RX or TX)	886.53
1	Motorola	HKVN4099* Linked Capacity Plus New System Deployment -	5,195.85
1	Motorola	GA01594AA ADD: EXTERNAL MOUNTED ANTENNA (440-495MHZ)	132.00

Subtotal

Sales Tax (0.0%)

Total

Thank you for taking the time to review my proposal. Sign and return to accept. Valid for 30 days.

Signature

2-Way Communications Service, Inc.
19 Durham Street
Portsmouth, NH 03801



Proposal

47783

Date: 5/4/2022

Name / Address:

Phone : 1-800-441-6288

Catherine Faure, Facilities Coordinator
Dover School District
25 Alumni Drive
Dover, NH 03820

Fax :

E-mail us : sales@2-way.biz

Visit our Web Site : www.2-way.biz



MOTOROLA SOLUTIONS

Service Elite Specialist

P.O. No.	Terms	Rep
	As Specified	796

Qty	Item	Description	Total
1	Motorola	GA01596AA ADD: AC POWER ADAPTOR KIT FOR INDOOR USE (INCLUDES BRACKET)	196.50
1	Spec Item	5P1000 - Eaton 5P Tower UPS - 1000 VA	612.74
1	Misc. Parts	Installation materials, misc.	125.00
	Comm Labor	FI Team, professional site integration, R56 standards	2,400.00
		Horne Street School	
1	AAR11SDGANQ1AN	Motorola SLR1000 MotoTRBO Digital UHF Repeater 400-512MHz, 1-10w	3,526.50
1	Motorola	HKVN4099* Linked Capacity Plus New System Deployment -	5,195.85
1	Motorola	GA01590AA UHF DUPLEXER (ROHS) 430-480MHZ (5MHz separation RX or TX)	886.53
1	Motorola	GA01594AA ADD: EXTERNAL MOUNTED ANTENNA (440-495MHZ)	132.00
1	Motorola	GA01596AA ADD: AC POWER ADAPTOR KIT FOR INDOOR USE (INCLUDES BRACKET)	196.50
1	Spec Item	5P1000 - Eaton 5P Tower UPS - 1000 VA	612.74
1	Misc. Parts	Installation materials, misc.	125.00
	Comm Labor	FI Team, professional site integration, R56 standards	2,400.00
		Woodman Park School	
1	AAR11SDGANQ1AN	Motorola SLR1000 MotoTRBO Digital UHF Repeater 400-512MHz, 1-10w	3,526.50
1	Motorola	HKVN4099* Linked Capacity Plus New System Deployment -	5,195.85
1	Motorola	GA01590AA UHF DUPLEXER (ROHS) 430-480MHZ (5MHz separation RX or TX)	886.53
1	Motorola	GA01594AA ADD: EXTERNAL MOUNTED ANTENNA (440-495MHZ)	132.00
1	Motorola	GA01596AA ADD: AC POWER ADAPTOR KIT FOR INDOOR USE (INCLUDES BRACKET)	196.50
1	Spec Item	5P1000 - Eaton 5P Tower UPS - 1000 VA	612.74
1	Misc. Parts	Installation materials, misc.	125.00
	Comm Labor	FI Team, professional site integration, R56 standards	2,400.00
		Garrison Hill	
2	AAR10QCGANQ1AN	Motorola SLR5700 MotoTRBO Digital Repeater. 1-50w 403-470MHz 100% Continuous Duty	7,281.00
1	Motorola	HKVN4099* Linked Capacity Plus New System Deployment -	5,195.85

Subtotal

Sales Tax (0.0%)

Total

Thank you for taking the time to review my proposal. Sign and return to accept. Valid for 30 days.

Signature

2-Way Communications Service, Inc.
19 Durham Street
Portsmouth, NH 03801



Proposal

47783

Date: 5/4/2022

Name / Address:

Phone : 1-800-441-6288

Catherine Faure, Facilities Coordinator
Dover School District
25 Alumni Drive
Dover, NH 03820

Fax :

E-mail us : sales@2-way.biz

Visit our Web Site : www.2-way.biz



MOTOROLA SOLUTIONS

Service Elite Specialist

P.O. No.	Terms	Rep
	As Specified	796

Qty	Item	Description	Total
2	Motorola	0112004B04 N - Type Male to N - Type Male 24" (to connect repeater to external duplexer or preselector)	269.19
2	Motorola	0112004U04 N - Type Male to BNC Male 24" (to connect repeater to external duplexer or preselector)	171.60
2	PMLE4548	Rack Mount Duplexer Kit	638.92
1	Spec Item	5P1000R - Eaton 5P Rackmount UPS - 1000 VA	956.53
1	Misc. Parts	Installation materials, misc.	125.00
	Comm Labor	FI Team, professional site integration, R56 standards	2,400.00
		Portable Radios	
130	AAH02RDH9VA1AN	MotoTRBO XPR™3500e 128ch 403-512MHz Portable Radio. Incl. Display & Limited Keypad, Wi-Fi Capable	87,750.00
130	Motorola	HKVN4414 MOTOTRBO License Capacity Plus (Multi-Site)	9,750.00
130	Motorola	HKVN4381 MOTOTRBO License Wi-Fi	10,725.00
	FCC	FCC licensing coordination assistance services	1,200.00
	Eng & Support	Pre/Post sales engineering, consulting, design	2,500.00
	Eng & Support	2-Way Project Manager, team coordination, team mobilization	2,500.00
	Eng & Support	Inventory activities, consolidation, prep and delivery	800.00
	ST Team - Standard	System staging at 2-Way lab, functionality testing, customer visit with user orientation	4,000.00
	S&D Team - Standard	SUB team RM setup and initial configurations	1,600.00
	ST Team - Standard	ST team, System test, ATP, Cutover	1,600.00
	Freight	Freight & Delivery (Inbound)	500.00

Subtotal \$213,140.30

Sales Tax (0.0%) \$0.00

Total **\$213,140.30**

Thank you for taking the time to review my proposal. Sign and return to accept. Valid for 30 days.

Signature _____



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Michael Limanni, Business Administrator
DATE: May 6, 2022
RE: Request to Waive Bidding

District Wide Security Improvements *Cameras, Door Access Controls, & Security Systems*

Johnson Controls Fire Protection LP	\$232,688
--	------------------

Request to waive bidding:

In Fiscal Year 2020, the Dover School District completed a two-year project that used state infrastructure grant funding to upgrade its door access control systems, camera systems, and the related video storage equipment necessary to monitor and recall camera recordings. Johnson Controls was the company that was used for these projects and is the company that currently maintains these systems. In order to preserve the work already done, and maintain the integrity of the existing security systems, the business office requests that the School Board waive any relevant bidding requirements for the project outlined below. This project will be funded from the unassigned fund balance available in the 2021-2022 school year.

The purpose of this project is essentially to make a very expensive system work the way it was intended. In addition to replacing cameras that no longer work, we have strategically added door access controls that will provide secure access to the buildings in places where doors were often propped open or left unlocked. The improvements will minimize the need for employees to carry master keys for outer doors. Additionally, the District will now have remote access to the system, allowing for police, fire, and staff unique access to the buildings during an emergency, but also more controlled access on a daily basis. In sum, all hardware and software will now be used for the purposes that it was originally purchased for.

JCFP Scope of Work Dover Middle School

- Furnish, Install, and Commission one (1) exacqVision 48 TB A-Series Server with thirty (30) camera licenses
- Furnish, Install, and Commission four (4) Axis P3818-PVE 13 MP Panoramic Cameras with PoE Injectors
- Furnish, Install, and Commission two (2) Axis P3265-LV Dome Cameras
- Furnish, Install, and Commission eleven (11) Axis P3719-PLE 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission four (4) Axis P3268-LV 8 MP Dome Cameras

- Furnish, Install, and Commission nine (9) Axis P3715-PLVE Dual Sensor Multidirectional Cameras
- Relocate up to ten (10) existing dome cameras utilizing the existing network drops to achieve better camera views. If drops need to be extended it will be treated separately
- Relocate Aiphone from interior vestibule to exterior of main entrance next to Knox Box utilizing the same network drop
- Furnish, Install, and Commission access control on one main entrance door. This will be the door closest to the Knox box
- Furnish, Install, and Commission one (1) CCURE 9000 two door controller with power supply in IDF
- Remove and relocate one (1) CCURE 9000 PoE door controller from middle school and relocate to Woodman Park Elementary IDF closet 061

SAU 11 Scope of Work Dover Middle School

- Provide all necessary 120-Volt receptacles to power equipment
- Provide all necessary PoE powered network switches to accommodate JCFP provided equipment
- Accept CCURE 9000 Software Support Agreement proposal by JCFP (proposal provided separately by JCFP) before commissioning
- Provide IT assistance as needed for IP scheming of equipment
- Patch & Painting as required (Likely won't be needed)
- Provide replacement ceiling tiles as needed (This could be required as we relocate existing cameras for better coverage of desired area and when mounting new cameras in ceiling tiles)
- Participate in pre-construction meeting with JCFP at the beginning of the project. IT department and facility director will need to be present

JCFP Scope of Work Woodman Park Elementary School

- Furnish, Install, and Commission one (1) exacqVision 36 TB A-Series Server with twenty-four (24) camera licenses
- Furnish, Install, and Commission one (1) Axis P3818-PVE 13 MP Panoramic Cameras with PoE Injectors
- Furnish, Install, and Commission two (2) Axis P3265-LV Dome Cameras
- Furnish, Install, and Commission four (4) Axis P3719-PLV 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission nine (9) Axis P3268-LV 8 MP Dome Cameras
- Furnish, Install, and Commission eight (8) Axis P3715-PLVE Dual Sensor Multidirectional Cameras
- Furnish, Install, and Commission six (6) PoE injectors on existing Multidirectional Cameras
- Furnish, Install, and Commission access control on door 7. JCFP will reuse existing strike and CCURE 9000 PoE door controller at this location

SAU 11 Scope of Woodland Park Elementary School

- Provide all necessary 120-Volt receptacles to power equipment
- Provide all necessary PoE powered network switches to accommodate JCFP provided equipment
- Provide IT assistance as needed for IP scheming of equipment
- Patch & Painting as required (Likely won't be needed)
- Provide replacement ceiling tiles as needed (This could be required as we relocate existing cameras for better coverage of desired area and when mounting new cameras in ceiling tiles)

- Participate in pre-construction meeting with JCFP at the beginning of the project. IT department and facility director will need to be present

JCFP Scope of Work Alternative School

- Furnish, Install, and Commission three (3) A Series camera licenses
- Furnish, Install, and Commission one (1) Axis P3719-PLE 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission two (2) Axis P3268-LV 8 MP Dome Cameras
- Furnish, Install, and Commission two (2) Two TB drives to add storage to existing network video recorder
- Relocate one (1) existing dome camera utilizing the existing network drop to achieve better camera view. If drop need to be extended it will be treated separately

SAU 11 Scope of Work Alternative School

- Provide all necessary 120-Volt receptacles to power equipment
- Provide all necessary PoE powered network switches to accommodate JCFP provided equipment
- Provide IT assistance as needed for IP scheming of equipment
- Patch & Painting as required (Likely won't be needed)
- Provide replacement ceiling tiles as needed (This could be required as we relocate existing cameras for better coverage of desired area and when mounting new cameras in ceiling tiles)
- Participate in pre-construction meeting with JCFP at the beginning of the project. IT department and facility director will need to be present

JCFP Scope of Work Garrison Elementary School

- Furnish, Install, and Commission four (4) Z series camera licenses
- Furnish, Install, and Commission two (2) Axis P3719-PLE 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission two (2) Axis P3268-LV 8 MP Dome Cameras
- Furnish, Install, and Commission ten (10) PoE injectors on existing Multidirectional Cameras

SPECIAL NOTE: GARRISON ELEMENTARY SCHOOL WILL NOT HAVE 30 DAYS OF STORAGE AND WOULD REQUIRE A NEW NETWORK VIDEO RECORDER TO ACHIEVE 30 DAYS OF STORAGE. JCFP WILL ADJUST EXISTING CAMERA RECORDING SETTINGS ON NVR TO OPTIMIZE SERVER TO GET AS CLOSE TO 30 DAYS OF STORAGE AS POSSIBLE

SAU 11 Scope of Work Woodland Garrison Elementary School

- Provide all necessary 120-Volt receptacles to power equipment
- Provide all necessary PoE powered network switches to accommodate JCFP provided equipment
- Provide IT assistance as needed for IP scheming of equipment
- Patch & Painting as required (Likely won't be needed)
- Provide replacement ceiling tiles as needed (This could be required as we relocate existing cameras for better coverage of desired area and when mounting new cameras in ceiling tiles)
- Participate in pre-construction meeting with JCFP at the beginning of the project. IT department and facility director will need to be present

JCFP Scope of Work Horne Street School

- Furnish, Install, and Commission seven (6) A Series camera licenses
- Furnish, Install, and Commission two (2) Axis P3719-PL 15 MP Multidirectional Cameras with PoE Injectors
- Furnish, Install, and Commission two (2) Axis P3265-LV 2 MP Dome Cameras
- Furnish, Install, and Commission one (1) Axis P3265-LVE 2 MP Exterior Dome Camera
- Furnish, Install, and Commission one (1) Axis P3715-PLVE Dual Sensor Multidirectional Camera
- Furnish, Install, and Commission three (3) PoE injectors on existing Multidirectional Cameras

SAU 11 Scope of Work Alternative School

- Provide all necessary 120-Volt receptacles to power equipment
- Provide all necessary PoE powered network switches to accommodate JCFP provided equipment
- Provide IT assistance as needed for IP scheming of equipment
- Patch & Painting as required (Likely won't be needed)
- Provide replacement ceiling tiles as needed (This could be required as we relocate existing cameras for better coverage of desired area and when mounting new cameras in ceiling tiles)
- Participate in pre-construction meeting with JCFP at the beginning of the project. IT department and facility director will need to be present

Clarifications

- JCFP will work during normal business hours M-F 7 AM – 4 PM except for major holidays
- Existing exacqVision network video recorders will have video retention due to the addition of new cameras except for Dover Middle School and Woodman Park Elementary School
- CCURE 9000 SSA will be active before project begins
- Blue Beam Drawings show locations of equipment.
- Camera design completed by Ryan Hunt based on areas of concern identified by the SAU 11
- SAU 11 existing network infrastructure is in working order. If there are any issues with SAU 11 existing network infrastructure it will be treated separately
- SAU 11 will need to provide data racking to accommodate new exacqVision servers
- SAU 11 will provide all uninterruptible power supplies, data racking, network switches, patch cables, and patch cables required for this project
- SAU 11 will provide all 120 VAC power required for this project. This includes receptacles required for all equipment provided by JCFP
- Proposed security equipment has long lead times due to supply chain shortages

Excluded

- | | |
|-----------------------------|---|
| • Electrical Permits | • Certified 3 rd Party Fire Caulking |
| • Submittal Package | • Data Racking |
| • Patching & Painting | • Uninterruptible Power Supplies |
| • Replacement Ceiling Tiles | • Fiber Optic Cabling and Terminations |

- Commissioning Access Control
Credentials
- Patch Panels
- Patch Cables
- Video Surveillance Monitors
- Badge Printers
- Prevailing Wage Rates

DOVER SCHOOL DISTRICT
Condition of Accounts - May 9, 2022

DISTRICT-WIDE Expenditures							
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance	
1100	REGULAR EDUCATION PROGRAMS	\$ 22,638,769	\$ 16,603,141	\$ 6,035,628	\$ 6,342,631	\$ (307,003)	
1200	SPECIAL EDUCATION PROGRAMS	\$ 15,109,962	\$ 10,906,987	\$ 4,202,975	\$ 3,607,642	\$ 595,333	
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,563,623	\$ 1,398,457	\$ 1,165,166	\$ 521,235	\$ 643,930	
1400	OTHER EDUCATIONAL PROGRAMS	\$ 739,826	\$ 582,604	\$ 157,222	\$ 149,755	\$ 7,467	
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 225,968	\$ 180,642	\$ 45,326	\$ 23,014	\$ 22,312	
2100	SUPPORT SERVICES - Students	\$ 4,929,848	\$ 3,283,002	\$ 1,646,846	\$ 1,312,512	\$ 334,333	
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,635,780	\$ 952,840	\$ 682,940	\$ 334,573	\$ 348,367	
2300	SUPPORT SERVICES - General Admin.	\$ 1,555,713	\$ 1,147,726	\$ 407,987	\$ 265,873	\$ 142,115	
2400	SUPPORT SERVICES - School Admin.	\$ 3,118,535	\$ 2,510,876	\$ 607,658	\$ 524,247	\$ 83,412	
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,125,976	\$ 3,622,229	\$ 1,503,747	\$ 1,396,551	\$ 107,196	
2700	SUPPORT SERVICES - Student Transportation	\$ 3,374,362	\$ 2,494,189	\$ 880,172	\$ 1,359,868	\$ (479,696)	
2800	SUPPORT SERVICES - Centralized Services	\$ 1,388,748	\$ 1,002,288	\$ 386,460	\$ 133,431	\$ 253,029	
2900	SUPPORT SERVICES - Other	\$ 24,342	\$ 22,347	\$ 1,995	\$ 16,579	\$ (14,584)	
5200	FUND TRANSFERS OUT	\$ 814,573	\$ 800,000	\$ 14,573	\$ -	\$ 14,573	
47190	SCHOOL DEBT - Principal & Interest	\$ 6,439,335	\$ 1,986,725	\$ 4,452,610	\$ 4,406,900	\$ 45,710	
TOTAL GENERAL FUND EXPENDITURES:		\$ 69,685,360	\$ 47,494,055	\$ 22,191,305	\$ 20,394,812	\$ 1,796,494	
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 1,289,457	\$ 360,543	\$ 314,010	\$ 46,533	
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 10,524,514	\$ 3,667,268	\$ 6,857,246	\$ 722,820	\$ 6,134,427	
Summarized Condition of District Expenditures:		\$ 81,859,874	\$ 52,450,779	\$ 29,409,095	\$ 21,431,641	\$ 7,977,454	

DISTRICT-WIDE Revenue							
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance	
01311.3410	TUITION - REGULAR FROM PARENTS	\$ -	\$ 6,020	\$ (6,020)	\$ -	\$ (6,020)	
01314.3390	TUITION - SUMMER SCHOOL, ELEME	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	
01314.3390	TUITION - SUMMER SCHOOL, DHS	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	
01321.3390	TUITION - OTHER NH DISTRICTS	\$ 40,417	\$ 52,899	\$ (12,482)	\$ -	\$ (12,482)	
01321.3390	TUITION - BARRINGTON	\$ 2,596,147	\$ 2,245,067	\$ 351,080	\$ -	\$ 351,080	
01321.3390	TUITION - NOTTINGHAM	\$ 1,881,216	\$ 1,279,797	\$ 601,419	\$ -	\$ 601,419	
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 7,800	\$ 2,200	\$ -	\$ 2,200	
01321.3390	TUITION - BELLAMY ACADEMY	\$ 81,690	\$ 80,439	\$ 1,251	\$ -	\$ 1,251	
01322.3390	TUITION - SPED AIDES	\$ 275,000	\$ 261,456	\$ 13,544	\$ -	\$ 13,544	
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 115,000	\$ 65,686	\$ 49,314	\$ -	\$ 49,314	
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 35,000	\$ 20,921	\$ 14,079	\$ -	\$ 14,079	
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ 14,931	\$ 15,069	\$ -	\$ 15,069	
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 73,687	\$ 30,313	\$ -	\$ 30,313	
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000	
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 10,750,684	\$ 10,750,740	\$ (56)	\$ -	\$ (56)	
03210.3700	SCHOOL BUILDING AID	\$ 389,462	\$ 389,462	\$ (0)	\$ -	\$ (0)	
03230.3700	SPECIAL EDUCATION AID (CATASTROPHIC AID)	\$ 1,075,000	\$ 1,251,338	\$ (176,338)	\$ -	\$ (176,338)	
03241.3700	CTE TUITION AID	\$ 364,552	\$ 478,839	\$ (114,287)	\$ -	\$ (114,287)	
03242.3700	CTE TRANSPORTATION AID	\$ 2,500	\$ 4,373	\$ (1,873)	\$ -	\$ (1,873)	
03290.3700	OTHER RESTRICTED STATE AID	\$ -	\$ 40,200	\$ (40,200)	\$ -	\$ (40,200)	
04210.3599	INDIRECT COST ALLOCATION	\$ 85,000	\$ 58,547	\$ 26,453	\$ -	\$ 26,453	
04220.3599	ABE ALLOCATION	\$ 45,918	\$ 35,175	\$ 10,743	\$ -	\$ 10,743	
04310.3311	IMPACT AID	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000	
04580.3311	MEDICAID DISTRIBUTION	\$ 250,000	\$ 100,271	\$ 149,729	\$ -	\$ 149,729	
05251.3918	FUND TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL GENERAL FUND REVENUE:		\$ 18,182,086	\$ 17,217,648	\$ 964,438	\$ -	\$ 964,438	
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 1,434,080	\$ 215,920	\$ -	\$ 215,920	
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 10,447,399	\$ 2,013,850	\$ 8,433,548	\$ -	\$ 8,433,548	
Summarized Condition of District Revenue:		\$ 30,279,485	\$ 20,665,578	\$ 9,613,907	\$ -	\$ 9,613,907	

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 18,182,086	\$ 17,217,648
State Wide Property Tax:	\$ 7,093,652	\$ 7,093,652
Local Property Tax:	\$ 44,412,854	\$ 44,412,854
TOTAL GF Revenue:	\$ 69,688,592	\$ 68,724,154
TOTAL GF Expenditure:	\$ (69,685,360)	\$ (67,888,866)
Ending GF Fund Balance:	\$ 3,232	\$ 835,287
TOTAL FS Revenue:	\$ 1,650,000	\$ 1,434,080
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,603,467)
Ending FS Fund Balance:	\$ -	\$ (169,386)
TOTAL Other SR Fund Revenue:	\$ 10,447,399	\$ 2,013,850
TOTAL Other SR Fund Expenditures:	\$ (10,524,514)	\$ (4,390,087)
Ending Grant Fund Balance:	\$ (77,115)	\$ (2,376,237)



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, May 9, 2022

SUPERINTENDENT REPORT

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

BOARD AGENDA ITEMS

G. CONSENT AGENDA

Resignations/Retirements – I recommend approving the resignations and/or retirements as listed.

Leaves of Absence – None

Nominations – This section includes annual nominations for the 2022-2023 school year for DAA, DEOP, DTU, and Non-Union personnel. Employees who received a RIF letter will receive a letter to rescind the RIF and are being offered a contract. I recommend approving the annual nominations and the new nominations as presented.

Extended Trips – None

Donations – I recommend approving the donation request presented.

I. POLICY – CHANGES – PROPOSALS:

1. **GCFA – Hiring and Advancement Policy for the Adult Education Professional Staff** – Revised Policy, First Reading – Michael Limanni and Deanna Strand have worked together to revise Policy GCFA to bring further clarity to actual practices as they relate to the personnel hired for the operations of the Dover Adult Learning Center.

J. POLICY ADOPTION:

1. **BBBC – School Board Resignation** – Second Reading – The policy outlines the process that will be followed if a board member resigns their position. I recommend the Board adopt the policy.
2. **BBBE – School Board Vacancies and Term of Fulfillment** – Second Reading – The policy outlines the process for filling a vacant seat on the board and the term of fulfillment. I recommend the Board adopt the policy.

K. RESOLUTIONS: None

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. **Update on Implementation of New Math Curriculum** – Instructional coaches Kiley Hemphill and Jennifer Krans will present an update to the Board on the implementation of Bridges in Mathematics (K-5) and Illustrative Mathematics (6-8).

2. **Job Description - Operations and Accounting Manager** – Michael Limanni and I have worked together to create the proposed job description. I recommend the Board approve the new job description.
3. **Job Description - DALC Office Manager** – Deanna Strand, Director of the Dover Adult Learning Center, has updated the job description for the Grade VI Administrative Assistant: DALC Office Manager to align with the actual function of the position. I recommend the Board approve the revised job description.
4. **Board Workshop** – Following City Council approval of the FY23 budget, I recommend the Board schedule a Workshop dedicated to district staffing. Date for your consideration is Monday, May 16, 6:00 p.m.
5. **Bids to be Approved by the Board** – I recommend the Board approve the bid awards and bid waiver requests as recommended.
6. **Condition of Accounts** - Michael Limanni, Business Administrator will review the Condition of Accounts.

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

The following is for the month of April 2022:

▪ **Weekly Review for Monday, March 28 through Friday, April 1:**

Students have completed 139 instructional days.

Most of the week was dedicated to the FY23 Dover School District Budget presentation to the City Council on March 30, 2022. I express my gratitude to those who were able to attend the Workshop. Your support was greatly appreciated by Michael Limanni and me. Work still needs to be done as we prepare for the public hearing on Wednesday, April 13 at 7:00 p.m.

Other items for this week included:

- Monthly conferences with Patty Driscoll and Robin Lyndes.
- Weekly update meetings with Paula Glynn, Christy Prosser, Christine Boston, and Michael Limanni.
- Meeting with Jon Vander Els (New Hampshire Learning Initiative) to prepare for the April All Leadership Team meeting.
- Weekly meetings with the Leadership Team, SAU Cabinet, and Board Chair and Vice Chair.
- Meeting with Jennifer Perez to review district policies.
- Strafford Learning Center Board Meeting.
- SCPHN Health Advisory Council.

▪ **Weekly Review for Monday, April 4 through Friday, April 8:**

Students have completed 144 instructional days.

The week was marked by the DTU serving a notice that starting on Wednesday, April 6 DTU members would be “working to the rule”, following the strict guidelines of the DTU contract.

On Thursday, April 7, DMS presented the first performance of the musical Oliver by Cast A. The opening night for Cast B is on Friday, April 8. I will be attending the performances scheduled for April 9 and 10. Jeffery Leaf, parents, and students are to be recognized for their commitment to this project. If you can, I encourage board

members to attend. Jeffrey Leaf does excellent work with the middle school students in presenting a high-quality performance.

On Wednesday, April 6, Beth Dunton was notified by Ralph Langer of the death of his wife, Elaine Langer. The district is deeply saddened to learn of the untimely death of Elaine, a Reading Specialist at Garrison Elementary School. Elaine was a dedicated learner with a deep devotion to her students.

The district is fortunate to have a well-trained crisis team that was able to respond quickly to this tragic event. The team worked throughout the day on Wednesday and Thursday to provide guidance, support, and ongoing communication.

Other meetings and events this week included:

- Monthly meeting with Lisa Dillingham, DTU president
- NH DOE update with educational leaders
- Weekly update meetings with Paula Glynn, Michael Limanni, and Christy Prosser
- Meeting with Kim Stephens
- Attended the State of the City sponsored by the Dover Chamber of Commerce
- Weekly Leadership Team Meeting
- Meeting with Mayor Carrier and Deputy Mayor Shanahan to discuss the FY23 budget
- Weekly Board Chair and Vice Chair meeting
- Meeting with principals to identify potential RIFs
- Monthly meeting with Patrick Boodey
- Meeting with Deanna Strand and Carolyn Schwartz to discuss transition of high school students
- Michael Limanni and I had a meeting with Michael Joyal on the FY23 budget

▪ **Weekly Review for Monday, April 11 through Friday, April 15:**

Students have completed 149 instructional days.

The weekend of April 7 through April 10, the Dover Middle School Drama Club presented the musical *Oliver Jr.* Jeffrey Leaf and his crew are to be commended on the quality and professional performance of the middle school students. It was amazing to see the students on stage following two years of the pandemic. Congratulations to Jeffrey Leaf and his volunteers on a job well done. The students are also to be commended for their outstanding performance and for sharing their gifts and talents with the greater Dover Community.

On Wednesday, April 13, 2022, a public hearing was held by City Council on the FY 23 budget. I recognize the budget process is long and frustrating at times, and there is a mixture of views on what should be funded. The Board has done the essential work of determining the needs of the district and developing a budget to meet those needs. The timeline of the budget adoption does put the district in the difficult position of exercising a reduction in force to be properly prepared for not having the funding to support the positions. Unfortunately, this places the district in the position of having inconsistency with staffing levels that affects programs and services.

Work continues with Mike Gillis on the video series. This week we had the opportunity to record the video on the work with the Great Schools Partnership with Mo Nunez and Ted Hall.

On Friday, April 15, the Board's Negotiation Committee and the DTU Negotiation Committee held a mediation session.

Other Meetings for the Week of April 11:

- Meeting with the new Fire Chief Michael McShane
- Meeting with the IT Team
- Monthly Board meeting
- Weekly Leadership Team Meeting
- Meeting with Amy Booth and Amato Wierda on UNH Tech Camp and Tech Teachers Institute
- Meeting with Instructional Coaches
- U.S. DOE Lessons from the Field – Supporting Transgender & Nonbinary Students in K-12 Schools Webinar
- Monthly conferences with Peter Driscoll and Sam Tukey

▪ **Weekly Review for Monday, April 18 through Friday, April 22:**

Students have completed 154 instructional days.

Friday, April 15, the Board Negotiation Team and DTU Negotiation Team participated in a mediation session. There was no final agreement reached.

Summary of the week:

- Monthly update meetings with Patty Driscoll, Beth Dunton, and Kim Lyndes
- Weekly update meetings with Paula Glynn, Christine Boston, and Michael Limanni
- NH DOE monthly update meeting
- Meeting with Ellen Hume-Howard and Jon Vander Els to review and discuss the SAU reorganization model within the Teaching and Learning Department
- Weekly Leadership Team Meeting
- Weekly meeting with Board Chair, Vice Chair was unable to meet
- Meeting with Jackie Hansen to discuss curriculum
- Full Leadership Team Meeting facilitated by Jon Vander Els with a focus on competency-based education and collaborative teams
- Attended the Horne Street School PTG meeting
- Meeting with the instructional coaches

▪ **Weekly Review for Monday, April 25 through Friday, April 29:**

During the week of spring break, I took five days of vacation.

- **Sympathy:** The district is deeply saddened to learn of the untimely death of Christopher McCann, a Science Teacher at Dover High School, and the advisor of the Key Club. Chris had taught at Dover High School since 1998. Chris was a passionate learner, teacher, and colleague and was the longtime advisor of the Key Club. He dedicated his life to sharing his passion for Earth Science with his students and colleagues. His passion for the field of education and devotion to his students was admirable. He will be missed.