



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #7
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, July 10, 2023
Meeting Time:	7:00 p.m.

- A. **CALL TO ORDER**
- B. **ROLL CALL**
- C. **PLEDGE OF ALLEGIANCE**
- D. **AGENDA APPROVAL**
- E. **CITIZENS' FORUM** *(To be recessed, if necessary, and resumed following Committee Reports)*
- F. **APPROVAL OF MINUTES**
 - 1. Special Session, May 22, 2023
 - 2. Regular Meeting #6, June 12, 2023
 - 3. Non-Public, June 26, 2023
 - 4. Special Session, June 26, 2023
- G. **CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:** None
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. DPA Nominations
 - b. DTU Nominations
 - c. DALC Re-nominations
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** None
- H. **STUDENT REPORT:** None
- I. **POLICY – CHANGES – PROPOSALS:** None
- J. **POLICY ADOPTION:**
 - 1. ACB - Educational Equity – New Policy
 - 2. EBBCA – Employee Student Supervision Safety Policy – New Policy
- K. **RESOLUTIONS:** None
- L. **OLD BUSINESS:** None
- M. **NEW BUSINESS:**
 - 1. Renaming of the Dover Middle School Renaissance Room
 - 2. Bid Awards
 - a. Commercial Appliances RFP#DSD23008
 - b. Garrison Elementary School Outdoor Front Lights RFP#DSD23009
 - c. Dover Middle School Common Area Furniture - Sourcewell Contract No. 121919-KII
 - d. Laptops
 - 3. Bid Waiver Request – Wilson Reading Intervention Materials
 - 4. Condition of Accounts



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #7
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, July 10, 2023
Meeting Time:	7:00 p.m.

- 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.

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

TO: **DOVER SCHOOL BOARD**

DATE: July 10, 2023

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 2023-2024 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Frost, David	Paraprofessional	Dover Middle School	New	\$19.56	C2, Step 7
Tobin, Dawn	Title I Tutor	Woodman Park School	Danielle Valentin	\$27.01	C4, Step 7

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

TO: **DOVER SCHOOL BOARD**

DATE: July 10, 2023

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 2023-2024 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Colson, Shannon	Special Education Teacher	Dover Middle School	Lisa Burns	\$45,326	MA, Step 1
Hunneman, Lindsey	Special Education Teacher	Dover Middle School	Johanna Christopher	\$46,921	MA, Step 2

OFFICE OF THE SUPERINTENDENT

DOVER PUBLIC SCHOOLS

DOVER, NEW HAMPSHIRE

TO: DOVER SCHOOL BOARD

DATE: July 10, 2023

MEMORANDUM: Re-nomination of DALC Staff

I hereby nominate the following persons for the designated positions for the 2023-2024 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

Dover Adult Learning Center

St. Germain, Cindy	HISET EXAMINER ROCHESTER
St. Germain, Cindy	COUNSELOR AIDE
LeHoullier, Jackie	ALT CREDIT COORD
Harvey, Peggy	TECHNOLOGY INTEGRATOR
Roy, Lisa	TEACHER
Murtaugh, Maureen	TEACHER

DOVER SCHOOL DISTRICT	ACB
DATE OF ADOPTION:	PAGE 1 OF 2

SECOND READING – NEW POLICY

EDUCATIONAL EQUITY

The ultimate goal of the Dover School District’s educational system is to assure that each and every student, regardless of background, has access to relevant and engaging learning experiences and curricula that they will need in order to thrive today and into the future. This foundation will allow our students to become dynamic global citizens as they adapt to a rapidly changing world.

Thus, the District’s mission is to educate, prepare, and inspire every student to develop the skills, knowledge, and attitudes to successfully pursue their aspirations and achieve their full potential as life-long learners, thinkers, and contributors toward an equitable global society.

To this end, the District will embrace educational equity as ensuring just outcomes for each student, raising marginalized voices, and challenging the imbalance of power and privilege.

The community’s future social and economic viability will be contingent on the District’s capacity to open doors of opportunity for all, and not just a historically privileged few. It is in the common shared interest that all students—regardless of racial or ethnic background, gender, sexual orientation, economic condition, or other dimension of identity—receive learning experiences and support that expand opportunities for growth and result in increasingly high levels of achievement, while nurturing passion for learning in their school experience within the District, in postsecondary education, and in their work and life.

Educational equity is based on the principles of fairness and justice in allocation of resources, the elimination of institutional barriers to access and opportunity, and the creation of the real possibility of positive academic and life outcomes for each student and between diverse groups of students. This commitment means that a student’s success will not be predicted by their race, ethnicity, family economics, mobility, disability, gender, sexual orientation, neurodiversity, personality diversity, or initial proficiencies. It is based on a shared commitment to ensure that every student receives what they need to maximize that success, and that the District is committed to assuring all students’ equitable opportunity to learn and flourish. Equity is achieved when there is sufficient evidence that each child has a high-quality educational experience and when outcomes and successes cannot be predicted by a student’s belonging to a historically marginalized population.

To achieve educational equity, the District will strive to:

- Create and expect physically and emotionally safe and supportive schools with welcoming and inclusive cultures that positively value and support the diversity of our students.
- Recruit, hire, and retain high-quality personnel that reflects student demographics at all organizational levels. Track demographic data and evidence of the District’s recruiting, hiring, and retention efforts, reporting to the Board annually.

DOVER SCHOOL DISTRICT	ACB
DATE OF ADOPTION:	PAGE 2 OF 2

- Raise the measured achievement of all students while systemically narrowing the gap between our lowest and highest performing student subgroups.
- Eliminate the predictability of disproportionate over-representation of students identified by race, ethnicity, poverty, or gender in special education, discipline referrals and suspensions, and under-representation in gifted-enrichment programs, honors level, or other advanced learning courses or learning experiences.
- Graduate students who are ready to succeed and thrive in postsecondary education and in the workforce and engage productively in increasingly diverse local, regional, national, and global communities.

To achieve educational equity, the District will:

- Engage diverse stakeholders to regularly review current policies, procedures, programs, and staff professional learning for the promotion of educational equity, revising in order to continuously improve student learning and reduce disparities in access, opportunity, and outcomes.
- Involve students, staff, families, and community members that reflect the District's demographics in contributing to, engaging in, and informing our decisions.
- Provide support for on-going professional development to strengthen all employees' knowledge and skills for viewing their personal and school practices and policies through an equity lens.
- Provide curricula, learning resources, and assessments that reflect the diversity of students and staff, supporting understanding and appreciation of culture, class, language, ethnicity, poverty, and other differences that contribute to the success of society and the uniqueness of each student and staff member.
- Use disaggregated district-wide, school level, and individual student level data to inform District, school, and classroom decisions and monitor progress by race, ethnicity, gender, disability, economics, first language, and sexual orientation.

In order to achieve educational equity and opportunity for each and every student, we will provide every student with equitable access to:

- a high quality and relevant curriculum;
- high interest and accessible co-curricular activities;
- caring, committed, and competent educators; and
- relevant and necessary support services through differentiated resource allocation.

DOVER SCHOOL DISTRICT	EBBCA
DATE OF ADOPTION:	PAGE 1 OF 1

SECOND READING – NEW POLICY

EMPLOYEE STUDENT SUPERVISION SAFETY POLICY

A Behavioral Intervention Plan (BIP) shall be developed for students known to be physically aggressive or to elope from the building. The BIP will consider, among other safety measures, whether the assigned paraeducator will be issued a school radio. The BIP will be included in the student's Individual Education Plan (IEP), if applicable.

Each building will have a designated and appropriately trained Student Support Team (in addition to administration) to respond in the event that a student becomes physically unsafe or aggressive.

Each building will have the following system available to receive support if a student becomes physically aggressive, demonstrates behaviors that make the student unsafe in a classroom environment, or physically assaults a student or staff member.

- a. Administration will be notified via radio or phone. At that time a request may be made by the reporting party for assistance from the administration or Student Support Team (SST). Upon receipt of a call for assistance, the administrator or a student support team member will respond immediately with a realistic estimate of when support will arrive at the employee's location. The administrator or SST will provide assistance as quickly as possible.
- b. Student support teams will be trained in Crisis Prevention Institute (CPI) De-escalation and Crisis Management.
- c. Teams will follow all protocols and procedures outlined in applicable Dover School Board Policies including but not limited to policies JKA, JKAA, and JKAA-R.

After experiencing an act of aggression by a student, an employee may request and shall be granted a minimum of 15 minutes to recover, report the incident, receive medical attention, and discuss with another staff member who works with the student, administrator, student support personnel or member of the building student support team, prior to returning to work. The school administrator may extend this time or permit the employee to go home based on the severity of the incident.

If the employee's clothing has been soiled, the employee shall be permitted to leave work for a reasonable amount of time to clean up.

If any employee believes this policy is not being followed, they should notify their building administrator and the Superintendent's office.

Compliance with this policy shall be reviewed at least annually by the Restraint Review Committee.

To: Dover School Board

From: Recognition Committee – Maggie Fogarty, Micaela Demeter, Michelle Clancy

Date: July 4, 2023

Re: Our proposal for recognizing Jeff Leaf

Our committee met on June 13 and 23 to consider how to recognize Jeff Leaf for his dedicated service to the Dover school community. We are grateful to Steffany Gallant for making this request, which the Board approved at its June 12 meeting.

We propose to rename the performing arts room at the Dover Middle School, to be called the Jeffrey Leaf Theatre. We propose that this renaming be accomplished with a plaque, to be presented to Jeff at the September 11, 2023 meeting of the School Board.

Mike Limanni will assist us with the purchase of the plaque once the wording has been finalized. See below for an excellent draft prepared by Tim Paiva. Your feedback is welcome.

Jeff has accepted with gratitude our proposed recognition.

Jeffrey Leaf Theater

Dedicated September 11, 2023

In honor of his extensive contributions to Dover Middle School's students, families, and the Dover community in general, this Performing Arts Room is dedicated in honor of Jeffrey Leaf.

Garrison Elementary School music teacher <dates>

Dover Middle School music teacher <begin date> - June 2023.

Dover Middle School Drama Club Director 2008 - 2023 <need to confirm>.

Greater Dover Chamber of Commerce Educator of the Year - 2019

Jeff, assisted by the extraordinary Jenifer Peterson, was the heart, soul, and creative brains behind the DMS Drama Club for 15 years. The care he had for every one of his students was evident by the thousands of hours he spent in this room rehearsing with all the casts. During his tenure, he made hundreds of students feel seen, included and a part of something special.

Through his patient, understanding and kind-hearted attitude, Jeff brought out talents in his students that they never knew they had. He stretched their minds in directions they never thought possible. His vision brought audiences to their feet time and time again.

We've all been changed for good.



DOVER SCHOOL DISTRICT SAU 11

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

Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
Michael Limanni, Business Administrator
FROM: Libby Simmons, Operations and Accounting Manager
DATE: July 10, 2023
RE: Award of RFP #DSD23008 Commercial Appliances

On June 2, 2023, the District solicited a public bid seeking proposals from qualified vendors for the purchase of *Commercial Appliances* for designated staff break areas throughout the District. The requested items are to replace residential appliances with commercially approved UL/ETL-S or equivalent listed to ANSI-NSF Standard 7 for use in commercial establishments. Two (2) vendors submitted a proposal for consideration on June 27, 2023 at 2:00 PM.

It is the recommendation to the Dover School Board to accept the low bid proposal from Singer Kittredge of Bow, NH in the amount not-to-exceed \$52,774.00.

		Singer Kittredge 618 Route 3A Bow, NH 03304		Indoff LLC d/b/a Allied Appliance 11816 Lackland Road St. Louis, MO 63146	
Item	Qty	Unit Cost	Extended	Unit Cost	Extended
One-Section Commercial Refrigerator	13	\$ 1,412.37	\$ 18,360.81	\$ 2,219.00	\$ 28,847.00
One-Section Commercial Freezer	7	\$ 1,634.02	\$ 11,438.14	\$ 2,579.00	\$ 18,053.00
Two-Section Commercial Refrigerator	2	\$ 2,135.05	\$ 4,270.10	\$ 3,099.00	\$ 6,198.00
Compact Commercial Refrigerator	14	\$ 541.11	\$ 7,575.54	\$ 609.00	\$ 8,526.00
Compact Commercial Freezer	4	\$ 407.09	\$ 1,628.36	\$ 474.00	\$ 1,896.00
Commercial Microwave	34	\$ 250.52	\$ 8,517.68	\$ 298.00	\$ 10,132.00
Commercial Chest Freezer	1	\$ 982.95	\$ 982.95	\$ 1,089.00	\$ 1,089.00
Total			\$ 52,773.58		\$ 74,741.00

All bid documents, including a complete bid results tabulation, are available on the District [website](#). All items will be funded through the FY2023 General Fund Operating Budget.



DOVER SCHOOL DISTRICT

SAU 11

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Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
Michael Limanni, Business Administrator
FROM: Libby Simmons, Operations and Accounting Manager
DATE: July 10, 2023
RE: Award of RFP #DSD23009 Garrison Elementary School-Outdoor Front Lights

On June 19, 2023, the District solicited a public bid seeking proposals from qualified vendors for the *Purchase and Installation of Pole Lights at Garrison Elementary School*. The new outdoor front lights will be installed to the left and right side of the school's signage at the front of the building to illuminate the walkway leading to the sidewalk and parking area. Six (6) vendors submitted a proposal for consideration on July 5, 2023 at 2:00 PM. Facilities Director, Michael Brooks, assisted in the review of all proposals.

It is the recommendation to the Dover School Board to accept the low bid proposal from R.M.S. Electric LLC of Barrington, NH in the amount not-to-exceed \$11,800.00.

VENDOR	COST PROPOSAL
CK Landmark Construction 30 Villanova Drive Concord, NH 03303	\$23,739.10
Live Free Electrical LLC PO Box 549 Gilmanton, NH 03237	\$22,750.00
NEGM Electric LLC 302 Main Street Somersworth, NH 03878	\$21,400.00
R.M.S. Electric LLC 15 Stephen James Road Barrington, NH 03825	\$11,800.00
Rockingham Electric Supply Co., Inc. 437 Shattuck Way Newington, NH 03801	\$9,491.10 (parts only)
Yates Electric Service, Inc. 88A Dover Road Durham, NH 03824	\$17,515.00

All bid documents, *including the site photo with light locations*, are available on the District [website](#). All items will be funded through the FY2023 General Fund Operating Budget.



DOVER SCHOOL DISTRICT

SAU 11

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

Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
Michael Limanni, Business Administrator
FROM: Libby Simmons, Operations and Accounting Manager
DATE: July 10, 2023
RE: Award of Sourcewell Contract No. 121919-KII – Dover Middle School Student
Common Area Furniture

The Dover School District is a member of Sourcewell, a member-focused public cooperative of more than 50,000 member agencies throughout the United States and, therefore, may purchase utilizing any of their cooperative purchasing agreements.

On October 31, 2019, Sourcewell solicited RFP#121919 for furniture solutions with related accessories and services to result in a contracting solution for use by its members. Sourcewell entered into an agreement with Krueger International Inc., dba KI, where Hertz Furniture of Ramsey, NJ is the local dealer for KI under Sourcewell contract #121919-KII with an expiration date of February 18, 2025.

Superintendent Harbron, DMS Principal Lyndes, and others worked with an interior design consultant, at no cost to the District, who provided a well thought out rendering of the best use of space for the four student common areas at Dover Middle School. The District received a quote and specifications finalized by KI and provided to Hertz Furniture, their local dealer, in the amount of \$64,615.00 that includes furniture for all spaces, as well as delivery and setup. The quote is available with this bid award request.

It is the recommendation to the Dover School Board to accept the quote from Hertz Furniture of Ramsey, NJ in the amount not-to-exceed \$64,615.00. All items will be funded through the FY2023 General Fund Operating Budget.

Quote

Thank you for allowing Hertz to quote your furniture. This quote is valid for 15 days.
 When you are ready to place your order, please sign the final page and return this entire document to me.
 Please let me know if you have any questions.

Quote for delivery to:

DOVER MIDDLE SCHOOL
16 Daley Dr.
DOVER, NH 03820

Questions? Please Contact...



NH Regional Sales Manager

Charles Lemon
 c.lemon@hertzfurniture.com
O: 603-882-9418 x1422
C: 207-608-1908

Customer Support Rep

Nicole Maynard
 nicole@hertzfurniture.com
 ext. 1404

Quote Details

AREA 1



Intellect Wave Task Stool, Lrg
Polypropylene

Model #999

Base Option: Carpet Casters

Shell NFR: Zesty Lime

Custom item: This item may not be cancelled or returned.

\$202.58/unit

Qty. 5

\$1,012.90



Learn2 Intellect Wave Chair
Poly, Accessory Rack

Model #999

Frame Color: Starlight Silver Metallic

Poly Color NFR: Zesty Lime

KI Laminates: Markerboard White 459-90

Base: Carpet Casters

Custom item: This item may not be cancelled or returned.

\$429.52/unit

Qty. 7

\$3,006.64



MyPlace 18" Hexagon, Concealed
Glides, Non-Contrast

Model #999

Fabric: Origin

Origin: Wildwood

Custom item: This item may not be cancelled or returned.

\$440.64/unit

Qty. 3

\$1,321.92



**MyPlace Backless 90~ Curve,
 Concealed Glides, Non-Contrast**

Model #999

Fabric: Jaunt

Jaunt: Jardin

\$1,219.92/unit

Qty. 2

\$2,439.84

Custom item: This item may not be cancelled or returned.



**Portico Fixed Leg, Square, LX
 Base, 74P Edge, 36x36"**

Model #999

Edge Color: Sterling Ash

KI Laminates: Sterling Ash 7995-38

Base Option: Casters

Base Finish: Starlight Silver Metallic

Plastic End Cap: Warm Gray

Height: Standard 29"

\$551.82/unit

Qty. 2

\$1,103.64

Custom item: This item may not be cancelled or returned.



**Sway Lounge Chair,
 Non-Contrast**

Model #999

Shell/Base Poly Color: Granite Grey

Glide: Non-Skid

\$1,128.12/unit

Qty. 6

\$6,768.72

Custom item: This item may not be cancelled or returned.

AREA 1 SUBTOTAL \$15,653.66

AREA 2



**Intellect Wave Task Stool, Lrg
 Polypropylene**

Model #999

Base Option: Carpet Casters

Shell NFR: Zesty Lime

\$202.58/unit

Qty. 5

\$1,012.90

Custom item: This item may not be cancelled or returned.



**Learn2 Intellect Wave Chair
 Poly, Accessory Rack**

Model #999

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Poly Color NFR: Zesty Lime

KI Laminates: Markerboard White 459-90

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Model #999

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Origin: Wildwood

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 Base, 74P Edge, 36x36"**

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Edge Color: Sterling Ash Edge

KI Laminates: Sterling Ash 7995-38

Base Finish: Starlight Silver Metallic

Base Options: Casters

End Cap Color: Warm Grey

Height: Standard 29"

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AREA 3



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 Polypropylene**

Model #999

Base Option: Carpet Casters

Shell NFR: Zesty Lime

\$202.58/unit

Qty. 5

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**Learn2 Intellect Wave Chair
 Poly, Accessory Rack**

Model #999

Frame Color: Starlight Silver Metallic

Poly Color NFR: Zesty Lime

KI Laminates: Markerboard White 459-90

Casters: Carpet

\$429.52/unit

Qty. 7

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Origin: Wildwood

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 Concealed Glides, Non-Contrast**

Model #999

Fabric: Jaunt

Jaunt: Jardin

\$1,219.92/unit

Qty. 2

\$2,439.84

Custom item: This item may not be cancelled or returned.



**Portico Fixed Leg, Square, LX
 Base, 74P Edge, 36x36"**

Model #999

Edge Color: Sterling Ash

Base Finish: Starlight Silver Metallic

Base Option: Casters

End Cap Color: Warm Grey

Height: Standard 29"

\$551.82/unit

Qty. 2

\$1,103.64

Custom item: This item may not be cancelled or returned.



**Sway Lounge Chair,
 Non-Contrast**

Model #999

Shell/Base Poly Color: Granite Grey

Glide: Non-Skid

\$1,128.12/unit

Qty. 6

\$6,768.72

Custom item: This item may not be cancelled or returned.

AREA 3 SUBTOTAL \$15,653.66

AREA 4



**Intellect Wave Task Stool, Lrg
 Polypropylene**

Model #999

Base Option: Carpet Casters

Shell NFR: Zesty Lime

\$202.58/unit

Qty. 5

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Custom item: This item may not be cancelled or returned.



**Learn2 Intellect Wave Chair
 Poly, Accessory Rack**

Model #999

Frame Color: Starlight Silver Metallic

Poly Color NFR: Zesty Lime

KI Laminates: Markerboard White 459-90

Casters: Carpet

\$429.52/unit

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Origin: Wildwood

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 Base, 74P Edge, 36x36"**

Model #999

Edge Color: Sterling Ash Edge

KI Laminates: Sterling Ash 7995-38

Base Finish: Starlight Silver Metallic

Base Option: Carpet Casters

End Cap Color: Warm Grey

Height: Standard 29"

Custom item: This item may not be cancelled or returned.

\$551.82/unit

Qty. 2

\$1,103.64



**Sway Lounge Chair,
 Non-Contrast**

Model #999

Shell/Base Color: Granit Grey

Glides: Non-Skid

Custom item: This item may not be cancelled or returned.

\$1,128.12/unit

Qty. 6

\$6,768.72

AREA 4 SUBTOTAL \$15,653.66

Notes:

**Pricing Per Contract-Frt. Inc
 - Sourcewell #121919-KII**

Freight **\$0.00**

**Delivery Setup And Removal Of
 All Packaging Debris** **\$2,000.00**

Quote billing address:

**DOVER SCHOOL DISTRICT
 McCONNELL CENTER
 61 LOCUST ST., SUITE 409
 DOVER, NH 03820
 603-516-6806**

Subtotal: \$64,614.64
Taxes: \$0.00
Total: **\$64,614.64**

Special Instructions: Sourcewell Contract 121919-KII

THANK YOU FOR THE OPPORTUNITY TO QUOTE YOUR FURNITURE.

Terms and Conditions

We do our best to make sure that your order is correct. Please review this order to confirm that the model number, color, quantity, size, and price are all correct. If all the information is accurate, please sign and return to me by email. If there is a discrepancy, please call Charles Lemon at 603-882-9418 x1422 so that we may correct the error and process your order.

1. Know Your Shipping Methods:

- a. **Tailgate delivery** - The truck driver is only responsible to move the furniture to the tailgate (back) of the truck. You are responsible to unload the furniture from the truck and carry it into your building.
- b. **Liftgate Delivery*** - Recommended for heavier or larger shipments. A liftgate (a steel elevator-like platform at the end of the truck) is used to lower the merchandise off the truck down to the street level, so you don't have to do it yourself.
- c. **Assisted Inside Delivery*** - The truck driver will help you offload the goods from the truck and bring them into the first dry area of your building.
- d. **Notify Before Delivery**** - When a shipment is ready to ship, the trucking company will call you within approximately 24 hours to arrange for a convenient time for the delivery

***Liftgate Delivery and Assisted Inside Delivery are available for an additional charge. If you do not order these services in advance and then request them from the freight company at the time of delivery, or if a redelivery will be required, you will be responsible for any additional charges incurred.**

****Notify Before Delivery is available for an additional charge. Unless you request this service, you will not be notified about the delivery ahead of time. If you're not available to accept the delivery, you will be responsible for redelivery charges.**

2. Steps to take at time of delivery to protect against loss or damage:

- a. **Verify count** - Make sure you are receiving as many cartons as are listed on the delivery receipt. If any shortage is discovered, note exactly how many cartons are short on the carrier's delivery receipt and have the driver note the shortage on your copy.
- b. **Carefully examine each carton for damage** - If damage is visible, note this fact on the delivery receipt and please be specific with your notations (for example, cartons crushed or carton has a hole in it). If the cartons are severely damaged, do not accept the shipment. The customer has a right to accept partial shipments and refuse the remaining damaged units. If a carton has appearances that the contents inside may possibly be damaged, insist that it be opened right at that time, and both you and the driver should make a joint inspection of the contents. Any such concealed damage should likewise be noted on the delivery receipt and on your copy. Be sure to retain your copy. Hertz Furniture should be advised immediately. Please contact our Customer Service department at 800-526-4677 option 4.
- c. **Immediately after delivery, open all cartons and inspect for concealed damage** - Even though the driver has already left, all cartons should immediately be opened, and the contents inspected for possible concealed damage. Hertz Furniture will only accept responsibility for damage reported within 5 days from delivery.

3. Steps to take when visible or concealed damage is discovered:

- a. **Retain damaged items** - Not only must damaged items be held at the point where they are received, but the cartons and all inner packing materials must be held until an inspection is made by a carrier inspector.
- b. **Report concealed damage to Hertz Furniture immediately** upon the discovery of damage that could not have been determined at time of delivery. Failure to report damages within 5 days will affect replacements of the damaged merchandise and the outcome of the claim.
- c. **Document all your correspondence in writing** - Pictures of the damaged cartons as well as their contents are required. This documentation will enable Hertz Furniture to settle the freight claims more efficiently and rapidly.

4. Document all your correspondence in writing - Pictures of the damaged containers as well as the contents in the containers are required. This documentation will enable Hertz Furniture to settle the freight claims more efficiently and rapidly.**5. Steps to take when carrier makes inspection of damaged items:**

- a. **Have damaged items in receiving area** - Make certain the damaged items have not been moved from the receiving area prior to discovery of the damage. Allow the inspector to inspect damaged items, cartons, inner packing materials and freight bill. Be sure to retain your delivery receipt - it will be needed as a supporting document when the claim is filed.
- b. **After the inspector fills out inspection report, carefully read it before signing** - If you do not agree with any facts or conclusions made by the inspector on the report, do not sign it. Unless repairs will be completely satisfactory, be sure the inspector requests replacement on the inspection report.
- c. **Forward your copy of the inspection report and delivery receipt to Hertz Furniture** - Call our Customer Service department at 800-526-4677 option 4 for further instructions. A freight claim will be filed on your behalf. Should you choose to do so, you may file your own claim. Hertz Furniture will take no responsibility should your claim be declined.

6. Steps to take after inspection has been made:

The damaged merchandise must be held in original cartons - Hertz Furniture will advise you of the disposition of the damaged unit when the claim is settled. The customer must make the product available for salvage pick up.

7. Order Cancellation:

An order may be canceled, but only before the order has been sent to production. In some cases, cancellations can be accepted even after the order is in production, but additional fees (restocking and/or cancellation) will be billed to your account.

If the order has already shipped, we can no longer cancel the order.

To confirm that your order has been canceled, we will send you a cancellation notice. Only then will the cancellation be in effect.

Custom orders (including many upholstered items) are non-cancelable.

8. Returns:

A return authorization must be issued before returning any merchandise. A restocking charge, as well as round trip freight charges, will be charged.

All items must be in the original carton, unassembled and unused. Please note that returns cannot be made after the product has been assembled. Custom orders are non-returnable. Many products (e.g. upholstered items) are considered custom items and are non-returnable. Please call us at 800-526-4677 for details.

Returns cannot be made after 30 days.

9. Payment:

Payment is due 30 days after the date of invoice, less any amount requested by Hertz Furniture as a deposit at time of order. The customer is required to pay for products received, but not for products that are on backorder.

Delinquent accounts are subject to a 1.5% monthly interest fee and in accordance with the Halachic Guidelines of Heter Iska and shall pay all collections costs. If Hertz Furniture is required to initiate any legal proceedings to enforce collection of the sums due from customer, the prevailing party in such litigation shall be entitled to recover its attorney's fees and costs incurred therein.

The invoice is due and payable in Ramsey, Bergen County, New Jersey. Jurisdiction for all legal issues will be the court system of the State of New Jersey.

Hertz Furniture reserves the right to make any and all changes to its website at its sole discretion without notice to the User. Hertz Furniture reserves the right to deny access to its website to anyone at any time. This Agreement shall be deemed to include all other notices, policies, disclaimers, and other terms contained in its website; provided, however, that in the event of a conflict between such other terms and the terms of this Agreement, the terms of this Agreement shall control.

This Agreement is governed by the laws of the State of New Jersey, USA, without reference to conflicts of laws provisions. User consents to the exclusive jurisdiction and venue of courts in Bergen County, New Jersey, U.S.A. in all disputes arising out of or relating to this agreement or use of the website. Use of the website is unauthorized in any jurisdiction that does not give effect to all provisions of these terms and conditions, including without limitation this paragraph.

Any rights not expressly granted herein are reserved.

I have read, understand, and accept this Quotation set forth above and the terms and conditions attached hereto. I further understand that, by signing and returning to Hertz Furniture a copy of this Quotation, CUSTOMER is entering into a contract with Hertz Furniture Systems, LLC (dba Hertz Furniture) to purchase the items set forth in this Quotation on the terms set forth herein and in the "Terms and Conditions" set forth herein and is further granting to Hertz Furniture Systems, LLC a lien on the items set forth in this Quotation as collateral for the obligations of CUSTOMER pursuant hereto, including payment to Hertz Furniture Systems, LLC, and consents to Hertz Furniture Systems LLC's filing of a UCC-1 Financing Statement with the appropriate governmental agency to perfect said lien.

CUSTOMER

**DOVER SCHOOL DISTRICT
McCONNELL CENTER
61 LOCUST ST., SUITE 409
DOVER, NH 03820
603-516-6806**

Quote # 694994

Signature: _____ Name: _____

Title: _____ Date: _____

Alt Phone # (Mobile / Work / Personal) _____



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: Travis Bickford, MTSS Director & Kiley Hemphill, Co-CIA Director
DATE: July 10, 2023
RE: Request to Waive Bidding

ESSER-III Grant: Wilson Reading Intervention Materials

Wilson Just Words Intervention Kits (grades 4-12)	\$10,000
Wilson Fluency/Basic Instructional Kits & Supplemental Books	\$5,500
Wilson Reading system – Steps 1-6 Intervention Kits	\$7,350
Wilson Reading system – Steps 7-12 Intervention Kits	\$8,000

Request to Waive Bidding

This waiver request for the bidding requirement for a total of \$30,850 for the purchase of MTSS intervention materials that will be used by staff providing reading services at Tier 2, Tier 3, and specially designed instruction for students accessing special education supports at elementary and secondary building levels. The Dover School District is committed to providing high-quality, evidenced-based reading interventions and the use of specific vendors and resources is essential to achieving this goal. Evidence for ESSA has reviewed the Wilson Reading System and provided a rating of “strong”, which indicates that there was at least one well-designed and implemented experimental study. What Works Clearinghouse found that the Wilson Reading System had positive effects on alphabetics. The School Board previously approved a bid waiver on March, 2023 for Wilson intervention materials targeted at the elementary level. For district cohesion and consistency, the use of Wilson reading intervention materials is being scaled up to the secondary level. The selected vendor is the best fit for continuity of services and the district should proceed with their services without delay.



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, July 10, 2023

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

2. **Resignations/Retirements** – None
3. **Leaves of Absence** – None
4. **Job Shares** – None
5. **Nominations** – I recommend the approval of the nominations presented.
 - a. **DPA Nominations**
 - b. **DTU Nominations**
 - c. **DALC Re-nominations**
6. **Extended Trips** - None
7. **Donations** – None

H. STUDENT REPORT:

I. POLICY – CHANGES – PROPOSALS: None

J. POLICY ADOPTION:

1. **ACB - Educational Equity – New Policy, Second Reading** – The Policy Work Group for the Equity Vision Keepers Committee developed this policy which went through a review process by the Committee. This will play a fundamental role in shaping future efforts towards achieving educational equity. **Superintendent Recommendation:** I recommend the Board make any final revisions and act on approving the policy.
2. **EBBCA – Employee Student Supervision Safety Policy – New Policy, Second Reading** – At the June 26th Special Session the Board reviewed the initial draft of the policy. **Superintendent Recommendation:** I recommend the Board make any final revisions and act on approving the policy.

K. RESOLUTIONS: None

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. **Renaming of the Dover Middle School Renaissance Room** – The Recognition Committee met and will be requesting the Board to approve renaming the Dover Middle School performing arts room to the “Jeffrey Leaf Theatre”. **Superintendent Recommendation:** I recommend the Board approve the request.
2. **Bid Awards** –

- a. **Commercial Appliances RFP#DSD23008** - Libby Simmons provided a recommendation for the bid award that is included with the Board materials. **Superintendent Recommendation:** I recommend the Board approve the recommendation.
 - b. **Garrison Elementary School Outdoor Front Lights RFP#DSD23009** - Libby Simmons provided a recommendation for the bid award that is included with the Board materials. **Superintendent Recommendation:** I recommend the Board approve the recommendation.
 - c. **Dover Middle School Common Area Furniture - Sourcewell Contract No. 121919-KII** - Libby Simmons provided a recommendation for the bid awards that is included with the Board materials. **Superintendent Recommendation:** I recommend the Board approve the recommendation.
 - d. **Laptops** – Michael Limanni will be providing information for the bid award.
3. **Bid Waiver Request – Wilson Reading Intervention Materials** – Kiley Hemphill and Travis Bickford will be available to answer any questions you may have for the bid waiver request. **Superintendent Recommendation:** I recommend the Board approve the bid waiver request.
 4. **Condition of Accounts** - Michael Limanni, Chief Financial Officer, will review the condition of accounts.

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

SUPERINTENDENT JUNE 2023 WEEKLY REPORTS

■ Weekly Review for Monday, May 29 through Friday, June 2:

A variety of engaging events have been offered in our schools. Woodman Park hosted a successful Community Fair and Family Night, Frances G. Hopkins School PTA sponsored an evening of "Popsicles on the Playground", and Garrison Elementary School held an Art and Music Jubilee. We commend the staff, parent organizations and all those involved in creating these wonderful opportunities for our school families.

The elementary principals will be meeting every two weeks to monitor school enrollments. These meetings allow us to review FTE allocations, grade level team enrollments, and kindergarten registration, ensuring that we are effectively managing our resources and supporting our students' needs.

Michael Limanni and I had a meeting with First Student Transportation to discuss bus discipline. We explored strategies for improving bus management, discipline, and communication between the schools and transportation department. All parties are committed to providing a safe and efficient transportation experience for our students.

On Wednesday, May 31, twenty educators from our schools attended a full-day workshop on Universal Design for Learning (UDL), led by Dr. Lee Ann Jung. This workshop, sponsored by the New Hampshire Learning Initiative, provided our educators with insights and strategies to enhance their instructional practices for all students.

The Secondary Principal Learning Guidance Team convened on Thursday to focus on communication and coordination between our middle school and high school. This collaborative effort aims to ensure a seamless transition and consistent support for our students as they progress through different educational levels.

The Curriculum Advisory Council met to discuss K-8 Literacy and allowed stakeholders to exchange ideas and provide input on enhancing our literacy curriculum. The aim is to bring further clarity and cohesion to the literacy program in K-8 and provide the appropriate instructional materials to support the curriculum and instruction.

I met with Sarah Walsh from the Cook Center to explore their program offerings pertaining to mental health resources for schools. We are actively seeking ways to enhance mental health support for our students and are determining if any of the resources provided by the Cook Center will be used.

Negotiations with the DPA are ongoing. We are committed to working towards a mutually beneficial agreement that prioritizes the well-being and safety of our staff and students.

On Saturday, Travis Bickford will be officially recognized as the School Psychologist of the Year at the 2023 EDies Award Ceremony and Banquet. This achievement is a testament to his dedication, expertise, and commitment to our students' well-being. We are fortunate to have such a talented and caring individual on our team.

■ **Weekly Review for Monday, June 5 through Friday, June 9:**

The highlights of the week included the Dover High School Senior Awards Night and the Dover High School Class of 2023 Graduation. Three hundred twenty-three graduates participated in the graduation ceremony and three hundred thirty-five received diplomas. I commend Peter Driscoll and his leadership team for the exceptional quality of both events. We extend our congratulations to the graduates, their parents/guardians, and the educators who played a significant role in helping them reach this important milestone.

During the week, I met with a student focus group consisting of five third graders and one fourth grader from Woodman Park School. Students shared valuable insights about their school. As my final question, I asked them to describe the school in one word - students used: OMG, awesome, respectful, thoughtful, best, and great.

Interviews are ongoing to fill vacant positions. Additionally, as transfers and resignations create more vacancies, recalls are currently in progress.

On Saturday, June 10, there will be a dedication of the Frances G. Hopkins School at Horne Street naming with a ceremony commencing at 10 a.m.

Negotiations with the DPA are still in progress.

Meetings Attended:

- ✓ Weekly SAU Directors Meeting
- ✓ Monthly Conferences: Beth Dunton and Peter Driscoll
- ✓ Weekly Updates: Michael Limanni
- ✓ Interviews: GES Behavioral Specialist Candidate, DMS Title 1 Coordinator
- ✓ NHED Updates with Educational Leaders
- ✓ WPS Student Focus Group
- ✓ Weekly SAU Cabinet Meeting
- ✓ Board Chair Meeting
- ✓ Events: Seniors Award Night, DHS Class of 2023 Graduation, and Dedication of FGH School
- ✓ SCPHN Spring 2023 All-Partner Meeting
- ✓ First Student meeting with principals

Weekly Review for Monday, June 12 through Friday, June 16:

City Council approved the DTU and DEOP three-year Collective Bargaining Agreements this week. Currently, DPA has filed for mediation, and we hope to reach a resolution before mediation begins. The remaining items for discussion are safety language and health insurance.

Hanover Research has completed all reports for the Strategic Plan Surveys. An Infographic document has been prepared and will be included in the June issues of the Staff and Family/Community Updates. I met NHLI to discuss future directions and actions regarding the update and revision of the District's Strategic Plan during the upcoming 2023-2024 school year.

We are collaborating with the Cook Center to provide mental health information for parents/guardians. This resource, presented by NHSAA, is available free of charge. This information will be broadcast to the larger school community.

The interview process for teaching vacancies is ongoing. Notably, we still have a significant number of vacancies in special education.

I continue to meet with elementary principals to review enrollment data. Kindergarten enrollment may necessitate an adjustment in the teacher-to-student ratio by reallocating one FTE.

Friday, June 16 marked the final day of school for kindergarten students. Next Monday and Tuesday will be dedicated to screening students who will be entering kindergarten for the 2023-2024 school year.

Christine Boston and I met with Seacoast Outright to discuss the services and supports they provide and explored the possibility of District involvement.

Meetings Attended:

- ✓ Dover Chamber of Commerce Government Affairs Committee
- ✓ Weekly SAU Directors Meeting
- ✓ Elementary Principal Enrollment Meeting
- ✓ Weekly updates: Michael Limanni and Christine Boston
- ✓ Monthly Conference: Robin Lyndes
- ✓ School Board Regular Meeting
- ✓ Leadership Team Meeting
- ✓ DMS Instructional Coach Meeting
- ✓ Teaching and Learning Update Meeting
- ✓ DHS JBC Meeting
- ✓ Interviews: DMS School Psychologist, DMS Special Education Teacher, DMS Music Teacher, FGH Physical Education Teacher
- ✓ Carolyn Eastman meeting pertaining to the Strategic Plan
- ✓ City Council Meeting
- ✓ Strafford Learning Center Board of Directors Meeting
- ✓ Strafford County YMCA Advisory Board Meeting

Weekly Review for Monday, June 19 through Friday, June 23:

One of the week's most memorable events was the recognition of retiring educators within our district. Alongside the school principals, I had the privilege of personally acknowledging each retiree in their respective classrooms. At Frances G. Hopkins School, both staff and students came together to celebrate Patty Driscoll's outstanding contributions and retirement. It was a truly fantastic occasion to honor her dedication and hard work.

The elementary schools organized a special ceremony for the fourth-grade classes, commemorating their upcoming transition to Dover Middle School. I had the pleasure of attending the Woodman Park School Fourth Grade Celebration, where we recognized and applauded their achievements.

On Wednesday, June 20, DALC held its graduation ceremony at the Dover High School Auditorium. The event provides an opportunity to witness the determination and perseverance of adults who have successfully earned their high school equivalency diplomas. This year, we celebrated the graduation of 30 students, while 100 students received their high school equivalency diplomas throughout the year as part of the DALC program.

On Friday, Travis Bickford conducted SELTA Training for Administrators. SELTA, a social emotional learning program, is integrated into our daily instructional lessons, allowing students to develop crucial emotional and social skills.

In line with ongoing educational advancements, Education Week hosted a webinar titled "ChatGPT & Education: 8 Ways AI Improves Student Outcomes." The webinar showcased the potential of AI in education, highlighting various strategies to leverage AI for enhanced instruction and student learning.

Lastly, on Friday, Michael Limanni hosted a state meeting of business administrators at Dover High School. This gathering presented an excellent opportunity for the Dover School District to collaborate and engage with professionals in the field.

Overall, it has been a rewarding week filled with significant milestones and impactful events that contribute to the growth and success of our students and educational community.

Meetings Attended:

- ✓ Weekly SAU Directors Meeting
- ✓ Weekly SAU Cabinet Meeting
- ✓ Weekly Update Meetings: Michael Limanni & Christine Boston
- ✓ Monthly Conferences: Peter Wotton
- ✓ Interviews: DMS Special Education Teacher and DHS Social Studies Teacher
- ✓ Events: WPS Fourth Grade Commencement, DALC Graduation
- ✓ Recognition of Retiring Educators
- ✓ YMCA Meeting Website Meeting
- ✓ K-8 Literacy Kickoff Meeting
- ✓ Webcast – ChatGPT & Education: 8 Ways AI Improves Student Outcomes
- ✓ Webcast – School District Procurement: 4 Tie-Saving Tips
- ✓ Strafford County Health Network Q4 Meeting
- ✓ Training – SELT Training for Administrators

Weekly Review for Monday, June 26 through Friday, June 30:

Meetings Attended:

- ✓ Libby Simmons to review furniture order for the Dover Middle School
- ✓ Monthly Conference: Patrick Boodey
- ✓ Candidate Interviews: DHS French Teacher
- ✓ Special Board Meeting
- ✓ Leadership Team Meeting
- ✓ Elementary Principal Meeting to review enrollment FTE Allocations
- ✓ NHSAA Annual Conference – Wednesday, June 28 through Friday, June 30

Christine Boston and I attended the Annual Conference of the NHSAA. This highly anticipated event centered around the themes of equity, innovative educational practices, and featured inspiring speakers. The conference provided an outstanding platform to connect with fellow school district administrators and gain valuable insights from diverse perspectives. It was a truly enriching experience that fostered networking opportunities and expanded our understanding of cutting-edge educational approaches.