



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type: Special Meeting Session
Meeting Location: McConnell Center, Room 306
Meeting Date: Monday, September 25, 2023
Meeting Time: 6:00 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM** (Limited to agenda items only - To be recessed, if necessary, and resumed following School Board Matters of Interest)
- E. BUSINESS:**
 - 1. Request to Waive Bidding – IDEA Grant: Project Discovery and Achieve Life Skills Curriculum Systems
 - 2. Trane Contract Approval – Omnia Partners Cooperative Bid Fixed-Firm Pricing
- F. SCHOOL BOARD MATTERS OF INTEREST**
- G. 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.



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: Abigail Small, Director of Student Services
DATE: September 22, 2023
RE: Request to Waive Bidding

IDEA Grant: Project Discovery and Achieve Life Skills Curriculum Systems

Project Discovery and Achieve Life Skills Curriculum System	\$21,356
Total	\$21,356

Request to waive bidding:

The District requests bidding be waived to purchase select items from Education Associates *Project Discovery and Achieve Life Skills Curriculum System* for a total of \$21,356 from the IDEA grant. The *Project Discovery and Achieve Life Skills Curriculum System* is a competency-based approach to provide students with job-related skills and independent living skills in order to help them prepare for their lives after high school. It also includes curriculum in the areas of health and nutrition, as well as social skills.

This curriculum will be used with students with disabilities at Dover High School, primarily ages 18-22. Due to recent changes in New Hampshire Special Education Rules, we are now responsible for educating students until the age of 22, or until they graduate from high school, whichever comes first. Prior to this change, we were responsible through the age of 21.

The *Project Discovery and Achieve Life Skills Curriculum Systems* are highly individualized and adaptable in order to meet the varying needs of our students with disabilities, ages 18-22. At this time, the District will be purchasing select curriculum items based on current student interest and skill. In the future, the District plans to purchase additional curriculum items in order to meet the needs, interests, and skills of future students. Please reference the attached Sole Source letter.

Sole Source Purchasing Documentation Form-Federal Funds

Dover School District

Vendor Name: Education Associates, Inc. Fiscal Year: 2023-2024

Description and purpose of the purchase:

Non-Competitive Proposal

X This item is available only from a single source, please list the unique features of the product or service:

Education Associates, Inc. is the single source publisher of Project Discovery Curriculum and Achieve Life Skills Curriculum Systems.

 A public Emergency, explain situation and reasons why decision couldn't include other quotes.

 Received authorization from a pass-through entity (NHDOE) Please include approval from the NHDOE.

 Competition is determined to be inadequate (after solicitation)

If there are similar products or services available, the reasons for selecting the vendor (check all that apply):

 Lowest Price X Availability Accessibility Expertise Reputation

 Continuity of Services Location Bid Process Other Considerations: _____

Signature of individual who completed procurement

Date

IDEA Grant Activity # 152308
Grant/Activity #



Purchase Order may be sent by email or fax
Email: orders@educationassociates.com
Fax: 502.244.9144

CUSTOM PROPOSAL

Education Associates
P.O. Box 23308
Louisville, KY 40223
(P) 800-626-2950
(F) 502-244-9144
info@educationassociates.com

Contact Name Linda Madden
Account Name Dover School District
Bill To 101 Pirate's Loop
Dover, NH 72837
United States
Phone 6035166958
Email l.madden@dover.k12.nh.us

Quote Name DOVER20230914
Created Date 9/14/2023
Expiration Date 10/14/2023
Territory Michelle Magrum
Assignment

Product Code	Product	Product Description	List Price	Quantity	Line Total
PD0800ADA	Cleaning Maintenance- Includes Adapted & Beginning Curriculum		\$2,661	1.00	\$2,661
PD1400ADA	Filing- Includes Adapted & Beginning Curriculum		\$1,513	1.00	\$1,513
PD1800ADA	Grocery Clerking- Includes Adapted & Beginning Curriculum		\$2,265	1.00	\$2,265
PD4000ADA	Table Service- Includes Adapted & Beginning Curriculum		\$1,920	1.00	\$1,920
PD1500ADA	Food Service- Includes Adapted & Intermediate Curriculum		\$2,360	1.00	\$2,360
PD3300ADA	Retailing- Includes Adapted & Intermediate Curriculum		\$2,712	1.00	\$2,712
LS972	Looking for a Job		\$770	1.00	\$770
LS959	Developing a Resume		\$770	1.00	\$770
LS960	Completing a Job Application		\$770	1.00	\$770
LS961	Interviewing for a Job		\$770	1.00	\$770
LS980	Getting Around		\$770	1.00	\$770
LS978	Living on Your Own		\$770	1.00	\$770
LS975	Renting an Apartment		\$770	1.00	\$770
LS1001	Time Management		\$770	1.00	\$770
LS998	Healthy Meals on a Budget		\$770	1.00	\$770
	ON-LINE TRAINING PACKAGE	Includes 60-90-minute Product Orientation Conducted by a Nationally Certified Trainer and Toll-Free Support	\$995	1.00	\$995

Proposal Value \$21,356
Total Proposal \$21,356

Professional Development Options:

On-Site Training Package (\$2,995) *This full day (5-6 hours) of hands-on professional development provides a thorough understanding of the program and key implementation strategies. It includes training manuals, toll-free phone support, and a site support survey.*

Online Training Package (\$995) *This 60-90-minute product orientation is conducted over Zoom by a nationally-certified trainer and tailored to the purchased curriculum.*

On-Demand Training Package (\$995) *This package includes over 75 minutes of product orientation via securely linked videos, available indefinitely after purchase.*

Portable Shelving Set (\$500) *Suggest one (1) per series.*

Recommended Items:

Digital Badge Credential Subscription (\$120) *Per title, annual renewal*

Account Activation for Digital Badge Credentials (\$350) *One time only*

Portable Shelving Set (\$500) *Suggest one (1) per series.*

Terms & Conditions:

*Digital Badge Credential Subscription allows the award of badges for one year from the date of purchase order.

Training is to be scheduled within 30 days and completed within 90 days.

Packing, handling, insurance, and shipping included for Continental U.S. only.

Proposal is valid for thirty (30) days from the proposal date.

Education Associates' proprietary materials are site licensed versions, unless otherwise noted in the proposal.

Site license authorizes the customer to utilize the digital files on any number of computers in ONE (1) building.

A 3% convenience fee will be assessed for all credit card purchases.

Thank you for this opportunity to serve your educational needs!



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Empowering all Learners

MEMORANDUM

TO: Members of the Dover School Board, Dr. William R. Harbron, Superintendent;
FROM: Michael Limanni, Chief Financial Officer
DATE: September 25, 2023
RE: Trane Contract Approval – Omnia Partners Cooperative Bid Fixed-Firm Pricing

On August 8, 2022, the board approved the Dover School District's submission for the City's capital improvement plan which included a project that will significantly upgrade the HVAC systems at the Frances G. Hopkins Elementary School at Horne Street, the Woodman Park Elementary School, and the Dover Middle School. The project was originally estimated at \$3,850,000 with much of the funding coming from the COVID relief ESSER III Federal grant. The NH Department of Education gave conceptual approval for this project on October 27, 2021, with the understanding that the project would be "allowable, necessary and reasonable", and therefore eligible, as required by the Education Department General Administrative Regulations (EDGAR) and ESSER program requirements.

We are now in the final stages of the procurement process. To meet the federal procurement rules and requirements, we have chosen to work directly with Trane U.S., Inc. through the national cooperative purchasing group, Omnia Partners. The following request is for the board to approve entering a contract with Trane using pricing established under Omnia Contract Number 3341 that meets all local, state, and federal rules and regulations necessary to receive ESSER funding, and to approve Michael Limanni, the District's Chief Financial Officer, and the Superintendent's designee to sign said contracts for the following projects:

1. Woodman Park School HVAC Upgrade - Fixed-Firm price: \$2,380,600.00
2. Frances G. Hopkins Elementary School at Horne Street HVAC Upgrade: \$2,048,000.00

The detailed contracts totaling \$4,428,600.00 have been reviewed by the District's business office and legal counsel, with all terms accepted by both parties. These contracts were emailed to all Board members digitally on September 22, 2023, prior to this board meeting, and are available to members of the public upon request.