



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Special Session
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, June 3, 2024
Meeting Time:	6:00 p.m.

NOTE: This meeting will not be broadcast live. Audio will be available with the meeting minutes.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CITIZENS' FORUM *(Limited to Agenda Items Only)*

E. SUPERINTENDENT'S REPORT

F. RESIGNATIONS

1. Tory Bernard – Special Education Teacher – Frances G. Hopkins School at Horne Street - Resignation
2. Nicole Ciancarelli – Special Education Teacher – Dover High School - Resignation
3. Parker Gauthier – Special Education Teacher – Dover High School - Resignation
4. Mark Holt-Shannon – English Teacher – Dover Middle School – Resignation
5. Annie LeBlanc – Grade Four Teacher – Garrison Elementary School - Resignation
6. Emma Leveille – Grade Two Teacher – Woodman Park School - Resignation
7. Katie Lynch – Math Teacher – Dover High School - Resignation
8. Wayne Scott – Math Teacher – Dover High School – Resignation
9. Katie Theriault – Grade Two Teacher – Woodman Park School - Resignation
10. Brie Thomas – Childcare Coordinator – Dover Adult Learning Center - Resignation

G. NOMINATIONS

1. DPA Nomination (23-24)
2. DAA Nomination (24-25)
3. DTU Nominations (24-25)

H. POLICIES – CHANGES – PROPOSALS

1. JICL – Student Computer and Internet Use – New Policy – First Reading

I. BUSINESS

1. Job Descriptions
 - a. Accounting Coordinator Job Description - New
 - b. Guiding Coalition Team Leader Job Description - Revised
 - c. Secondary Academic Coordinator Job Description - Revised
 - d. Middle School Team Leader Job Description - Withdraw
2. Bid Waiver Requests and/or Bid Awards
 - a. Staff Laptop Bid Award
 - b. Student Chromebook Waiver Request and Bid Award
 - c. Award of RFP #DSD24017 Exterior Door Replacement



**DOVER SCHOOL
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- d. Approval of Johnson Controls Fire Protection Contract and Kamco Supply Corp of Boston Quote for Door Access Controls at Dover Middle School
- e. FSMC Agreement Renewal and Approval of SY2024-2025 Meal Prices

J. ADJOURNMENT

All meetings conducted by the School Board are open to the public except for times when the School Board enters non-public session.

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: June 3, 2024

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
DaSilva, Jessica	Paraprofessional	Dover Middle School	Contracted Employee	\$15.47	G2, Step 1



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: Dover School Board
FROM: Peter Driscoll, DHS Principal
DATE: June 3, 2024
RE: Athletic Director Nomination

I am honored and delighted to nominate Joshua Knight for the position of Athletic Director at Dover High School. Joshua is an experienced educator and leader who I believe will excel in this role.

I am confident that his leadership skills, enthusiasm, vision, and the fact that eight of his eleven years of professional experience have been in the role of athletic director will be a tremendous asset to the Dover School District SAU 11. His start date will be July 1, 2024. His salary will be \$106,471.

Thank you for considering Josh for this important position. I am confident that his skills and talents will continue to enhance the quality and effectiveness of the Dover High School community.

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

TO: **DOVER SCHOOL BOARD**

DATE: June 3, 2024

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 2024-2025 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Fairhurst, Tess	Gr. 6 Math Teacher	Dover Middle School	Ann-Marie Horvath	\$46,912	MA, Step 1
Lena, Rita	Special Education Teacher	Dover High School	Jennifer Lally	\$86,154	MA+30, Step 17
Jagentenfl, Amanda	MTSS Building Coordinator	Frances G. Hopkins School at Horne Street	New	\$61,278	MA+15, Step 8
Price, Nicholas	NJROTC Teacher	Dover High School CTC	Thomas Gamble	\$82,115	MA, Step 17
Schmitt, Alexander	Special Education Teacher	Dover High School	Kristen Tobiasen	\$73,867	MA, Step 14

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

FIRST READING – NEW POLICY

STUDENT COMPUTER AND INTERNET USE

Dover School District's computers, networks, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Student use of school computers, networks, and Internet services are a privilege, not a right. Compliance with the District's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The Dover School District will maintain the ownership, control, and supervision of all school devices. The District monitors all computers and Internet activity by students. Students should have no expectation of privacy in their use of District networks or systems.

High School students may be allowed to use their personal computer at school with prior authorization, provided that they comply with this policy and the accompanying rules.

It is understood that students will not do anything that compromises or disrupts the integrity of the Dover School District's network. The District utilizes filtering technology designed to block materials that are deemed inappropriate, obscene, or harmful. The District takes precautions to supervise student use of the Internet, but parents should be aware that the Dover School District cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the District's website, and/or other means selected by the Superintendent.

The Superintendent, or designee, is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules.

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy

DOVER SCHOOL DISTRICT	POLICY CODE: JICL
DATE OF ADOPTION: DRAFT	PAGE 2 OF 2

or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents may be held financially responsible for any damage to a District owned device as a result of a student's misuse. The willful misuse of a District owned system is no different than any other damage caused by students and is subject to the same discipline measures in school policies.

Legal References

RSA 194:3-d

Reference: JICK - Pupil Safety and Violence Prevention Policy Bullying and Cyberbullying

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 1 OF 2

Job Title: Accounting Coordinator
Department: Business Office
Reports To: Chief Financial Officer
Draft Prepared: May 15, 2024

Summary:

Performs responsible 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; and performs other duties as assigned.

Essential Duties and Responsibilities:

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

- Maintains accounting records of the organization in accordance with laws, regulations, policies and generally accepted 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 required; and monthly preparation and timely filing of disbursements for all assigned funds required by the NHED.
- Processes District revenues and receivables.
- Manages and performs all functions of accounts receivable (i.e. outside facilities use vendor invoices, monthly state and/or food services reporting, etc.).
- Monthly reconciliation of all school department detail to the General Ledger, including, but not limited to, the District's food services program, special revenue facilities funds, capital reserves, and trust and agency funds.
- 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 concept and techniques of financial management; analyze problems, issues or information; develop and recommend courses of action to the Business Administrator; and implement solutions.
- Attends to many items simultaneously, and/or in sequence.
- Maintains an appropriate level of confidentiality regarding records of the organization.
- Performs other related duties as required.

Supervisory Responsibilities:

There are no supervisory responsibilities associated with this position.

Competencies:

To perform the job successfully, an 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.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 2 OF 2

- Work effectively and harmoniously with all District personnel, City personnel, auditors, and the public.

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 an Associates Degree (or equivalent certificate) in Accounting or Bachelor's Degree in Business, plus 1-5 years' experience in accounts payable and payroll. School experience preferred, but not required.

Technology Skills:

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

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:	PAGE 1 OF 3

Job Title: Guiding Coalition Team Leader – Stipend Position
Department: Dover Elementary Schools, Dover Middle School, and Dover High School
Reports To: School Principal
Prepared Date: May 3, 2024

Summary:

The Dover School District is dedicated to guaranteeing that every student achieves high levels of learning. This means students mastering essential academic skills, knowledge, and behaviors necessary for success. Guiding Coalitions, consisting of administrators and team leaders, are crucial in shaping and directing the Multi-Tiered System of Supports (MTSS) at the school level.

Essential Duties and Responsibilities of a Team Leader:

Responsibilities of a Guiding Coalition Team Leader include the following. Other duties may be assigned, in consultation with effected parties, building principal, and the DTU.

1. The Guiding Coalitions will meet no more than twice monthly, and meetings will be scheduled by the school principal. There may be a need to schedule additional meetings as deemed necessary by the principal.
2. Through the consensus process, help develop and execute the school's mission of collective responsibility for all students.
3. Assist with the creation of a master schedule that provides sufficient time for team collaboration, core instruction, supplemental interventions, and intensive intervention.
4. Advise the principal in coordinating schoolwide resources to best support core instruction and interventions, ensuring all students have access to grade-level core instruction.
5. Assist with the articulation of essential learning outcomes across grades levels, courses, and/or subjects.
6. Assist with leading the school's universal screening efforts.
7. Assist with leading the school's efforts at Tier 1 for schoolwide behavioral expectations.
8. Assist in ensuring that sufficient, Tier 2 and Tier 3 interventions are provided for students in need of supplemental and intensive support in essential standards and/or universal skills in reading, writing, number sense, motivation, attendance, and behavior.
9. As a member of the Guiding Coalition, collectively monitor schoolwide evidence of student learning, including determining the effectiveness of Tiers 1, 2, and 3 while continuously fostering a school culture in which the faculty and staff strive to increase learning for all students by analyzing data.
10. As a member of the Guiding Coalition, learn and then share with faculty and staff research-based best practices that align with continuously increasing learning for all students.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 2 OF 3

11. As a member of the Guiding Coalition, a Team Leader represents the views and ideas of their grade level team and/or department while also serving as a two-way communication link between their team and Guiding Coalition.

Supervisory Responsibilities: None.

Competencies:

To perform the position successfully, an individual should demonstrate the following competencies:

1. Strong communication and interpersonal skills.
2. Expertise in content specific areas, such as literacy, mathematics, or subject specific content.
3. Expertise in curricular design (i.e., UDL or UBD), assessment, differentiation, instruction, or instructional systems.
4. Able to gather and analyze information such as data.
5. Adopt a solution oriented and collaborative approach to work effectively in a team.
6. Demonstrate flexibility and adaptability in a dynamic educational environment.
7. Commitment to continual learning and improvement.
8. Demonstrate confidentiality and ethical conduct.
9. Demonstrate cultural competency and sensitivity.

Qualifications:

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

Education and/or Experience:

Team Leaders will need to be licensed in their area of professional practice.

Technology Skills:

To perform this position successfully, an individual should be able to communicate and respond in a digital environment.

Certificates, Licenses, Registrations:

Qualified Team Leaders will hold a license issued by the New Hampshire Department of Education (NHED) or the appropriate licensing association.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

While performing the responsibilities of this position, 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 responsibilities of this position. Reasonable

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION:	PAGE 3 OF 3

accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

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

Dover School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage candidates of all backgrounds to apply.

Note: This job description is intended to provide a general overview of the responsibilities of the position and is subject to change based on the needs of the school district and the school's Leadership Team.

DRAFT

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 2/11/16	PAGE 1 OF 3

Job Title: ~~Secondary Academic Coordinator~~ **Department Facilitator – Stipend Position**
Department: Dover School District, SAU #11
Reports To: Principal or designee
Approved By: Dover School Board

Summary:

The goal of the high school ~~academic coordinator~~ **department facilitator** is to serve as a liaison between the school administration and the respective department, to coordinate the department's many functions, and to manage the department's human and material resources to achieve optimum advantage for all students. Academic Coordinators implement strategic decisions and play a vital role in developing and supporting the high school mission and vision that fosters a growth mindset.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following.

- ~~Meets with the Dean of Instruction to develop, implement, and assess curriculum on a system wide basis.~~
- Collaborates with the Dean of Instruction to develop, implement, and assess departmental goals.
- ~~Collaborates with other academic coordinators within the building to develop and foster interdepartmental programs and school's overall curriculum development.~~
- ~~Meets with team leaders of sending schools to ensure vertical curriculum alignment and academic expectations and participates in transition activities with sending schools.~~
- Meets with the high school administration to discuss pertinent educational issues.
- Attends School Board meetings and all district meetings if **needed**, the agenda relates to his/her department.
- ~~Visits classrooms to discuss implementation of curriculum with department members.~~
- ~~Meets with teachers to encourage the development of new curriculum and well structured units or lessons with measurable objectives and appropriate teaching strategies.~~
- Interviews prospective candidates using District protocols for positions within the department with the primary emphasis of determining the candidate's knowledge of the subject matter and makes recommendations to the principal or designee regarding teacher assignment within the framework of the master schedule.
- Actively models and encourages teacher growth in technology integration.
- Actively models and encourages professional development in curriculum and assessment construction and delivery through departmental collaboration.
- ~~Review common assessments, state and local testing and report on findings as it informs needed curricular or instructional changes within the department.~~
- Assists substitute teachers as needed.
- Conducts ~~monthly~~ department meetings. Suggested topics of department meetings would be curriculum development; program of study and course outline development; availability of in-service programs; selection of teaching and supplementary materials; discuss, evaluate, and attempt to improve student achievement; communicate to the principal or designee matters of concern relative to ~~subject content~~, teaching supplies, equipment, and other problems.
- ~~Prepares and annual budget in concert with department members as directed by the principal or designee.~~
- Meets periodically with educational sales representatives to keep up to date on textbooks, technology, and ancillary equipment.
- ~~Requisitions and issues all textbooks, supplies, materials, etc. for the department.~~

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 2/11/16	PAGE 2 OF 3

- ~~Ensures timely ordering of departmental materials.~~
- Maintains an inventory of all furnishing, equipment, supplies, etc. for the department.
- ~~Is responsible for any additional duties assigned by the School Board and/or the Superintendent and/or the immediate supervisor.~~
- Through the consensus process assist the development and execution of the school's mission of collective responsibility for all students.
- Assist with the creation of a master schedule that provides sufficient time for team collaboration, core instruction, supplemental interventions, and intensive intervention.
- Advise the principal in the coordination of schoolwide resources to best support instruction and interventions.
- Prepare annual budget in concert with department members as directed by the principal for assigned departments.
- Manage ordering, receiving, and distribution of supplies for assigned departments.
- Coordinate substitutes and class coverage for assigned department.
- Other duties may be assigned, in consultation with affected parties, building principal, and the DTU.

Management Responsibilities:

This position has management responsibilities for assigned professional staff.

Competencies:

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

- Strong leadership skills required.
- Demonstration of ongoing professional development.
- Ability to build a culture of collaboration around academic excellence.
- Strong communication and interpersonal skills
- Ability to organize and prioritize tasks and projects and complete in a timely manner.

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.

The School Board reserves the right to select personnel found to be qualified in their judgment but not meeting all criteria listed.

Education and/or Experience:

This position requires a minimum of a Bachelor's degree (B.A. or B.S.) from a four-year college or university, a Master's degree is preferred. The ~~curriculum advisor~~ **department facilitator** must have a minimum of four (4) years teaching experience.

Technology Skills:

To perform this job successfully, an individual should have knowledge and experience with a variety of software programs.

Certificates, Licenses, Registrations:

New Hampshire Teacher Certification in their subject/content area.

Physical Demands:

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 2/11/16	PAGE 3 OF 3

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 and 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 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage candidates of all backgrounds to apply.

Note: This job description is intended to provide a general overview of the responsibilities of the position and is subject to change based on the needs of the school district and the school's Leadership Team.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07	

WITHDRAW JOB DESCRIPTION

~~—— Job Title: Middle School Team Leader~~
~~—— Department: Dover Middle School~~
~~—— Reports To: Principal~~
~~—— Prepared Date: 5/22/07~~
~~—— Approved By: Dover School Board~~
~~—— Approved Date: 9/10/07~~

Summary:

~~—— The goal of the middle school team leader is to serve as a liaison between the school administration and the respective team, to coordinate the team's many functions, and to manage the team's human and material resources to achieve optimum advantages for all students. Team leaders implement strategic decisions and play a vital role in developing and supporting the School Improvement Plan (SIP).~~

Essential Duties and Responsibilities:

~~Essential duties and responsibilities include the following.~~

- ~~● Meet with the middle school administration to discuss pertinent educational and school specific issues.~~
- ~~● Serves on the school leadership team to collaborate with other team leaders for the purpose of developing and promoting a culture that will embrace and advance changes in a positive manner.~~
- ~~● Holds regular meetings and conferences with respective team members to discuss curriculum, instruction, classroom managerial issues, and deliver information from team leader meetings in a timely and accurate fashion.~~
- ~~● Provides minutes from respective team meetings to the principal within three (3) business days of meetings.~~
- ~~● Interviews prospective candidates for positions within the grade level or content area.~~
- ~~● Reviews the annual school budget if/when directed by the principal.~~
- ~~● Performs other duties as assigned by principal, designee, or superintendent.~~
- ~~● Actively participates and encourages through professional development teacher growth in technology and content methodology.~~
- ~~● Review common assessments, state and local testing and report on findings as it informs needed curricular or instructional changes within the department.~~
- ~~● Assists substitute teachers as needed.~~

Supervisory Responsibilities:

~~—— There are no supervisory tasks associated with this position.~~

Competencies:

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

- ~~● Strong leadership skills required.~~

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: 9/10/07	

- ~~Ability to work with a team.~~
- ~~Strong communication and interpersonal skills~~
- ~~Ability to organize and prioritize tasks and projects.~~

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.~~

~~Team leaders will rotate through a two-year term, and vacancies for each team leader position will be announced during the fourth quarter of the second year. The superintendent reserves the right to the final decision in the team leader selection process.~~

Education and/or Experience:

~~This position requires a minimum of a New Hampshire teaching credential with at least four (4) years teaching experience. This requirement may be waived at the principal's discretion.~~

Technology Skills:

~~To perform this job successfully, an individual should have knowledge of recommended Internet software and recommended Word Processing software.~~

Certificates, Licenses, Registrations:

~~———— New Hampshire teaching certification~~

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 and* 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

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, Chief Financial Officer
FROM: Thomas Rup, Director of Technology
DATE: June 3, 2024
RE: Staff Laptop Bid Award

A sealed Request for Proposal was issued and received for Staff Laptop Bid Award that includes new devices for the Dover School District staff as well as Accidental Damage Protection (ADP) and white glove service. The bid was done due to the current deployment of laptops coming off lease in December with no buy out option.

The District currently uses Lenovo L14 laptops for staff devices. These devices were purchased from Trafera LLC. While Trafera LLC offered the highest bid, the quality of the device was much higher than the other competitors. The bid submission from Trafera was also the most complete. The staff was offered a demo of the devices and the overall highest approval was for the Lenovo devices, with a split between the T14 and T16. This review also showed that it is recommended to purchase the T14 for paras and administrators and the T16 for office staff and teachers. This purchase would be for 175 T14 and 425 T16 devices. It is the recommendation to accept the proposal from Trafera for 600 devices in the total amount of \$621,075.00 contingent upon funding availability and satisfactory vendor performance. Proposal results are noted below.

Vendor Name	Trafera	Trafera	Staples	Staples	RocketDrop	RocketDrop	IoT	IoT
Manufacturer	Lenovo	Lenovo	HP	HP	Dell	Dell	MSI	MSI
Model	T14	T16	ProBook 440	ProBook 450	5440	5540	Commer-cial14	Modern 15
Device Cost	\$999	\$1050	\$676.24	\$678.06	\$777.99	\$784.99	\$877.00	\$779.00
White Glove Service	Included	Included	\$47.95	\$47.95	Not Listed	Not Listed	\$9.50	\$9.50
Warranty + Accidental Damage	Included	Included	\$146.95	\$170.89	Not Listed	Not Listed	4 Year no ADP	4 Year No ADP
Shipping	Included	Included	Not Listed	Not Listed	Not Listed	Not Listed	\$700	\$700
Total Per 600	\$599,400	\$630,000	\$630,642	\$643,248	\$466,794	\$470,994	\$529,600	\$465,400

These services will be funded through the general fund operating budget on an annual basis.



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: Thomas Rup, Director of Technology
DATE: June 3rd, 2024
RE: Request to Waive Bidding

Lenovo 14e Bid Waiver

Source:	Trafera	Omnia
Lenovo 14e Chromebook Gen 3	\$304.00	\$359.00
Warranty - Plat - 4 Yr	\$90.00	\$144.50
Chrome management	\$31.00	\$39.00
White Glove service	\$4.00	\$5.00
Green Packaging	\$0.00	\$3.00
Asset Tagging	\$1.00	\$2.00
Total Per Device	\$430	\$552.50

Request to waive bidding:

To support the continued growth and development of the Dover School District population, we are requesting to waive bidding on the student issued Chromebook. The district has previously established an on-going relationship with Trafera LLC to purchase Lenovo products. Lenovo has granted Trafera the Premier Partner Pricing for all Lenovo products. The current fleet of student devices are all Lenovo 14e Chromebooks, either Generation 1 or Generation 3. For consistency with currently owned devices in the district, remaining with the Lenovo devices is the best solution for student and staff for fiscal year 2025. The Technology Department has reviewed the pricing against other competitor quotes as well as the bid award from the cooperative purchasing organization, Omnia Partners (shown above), to ensure that we are receiving the best pricing possible. Please references the attached quotes from other vendors to verify best possible pricing. We are asking for approval for the purchase of 900 Chromebooks with a total purchase price of \$387,000.00.

Bill to
DOVER SCHOOL DISTRICT
Customer No: 85497
 MCCONNELL CENTER
 61 LOCUST STREET
 DOVER NH 03820
 USA

Ship to

Quote Details
 Created: May 16, 2024
 Expiration: June 15, 2024
 Created by: Kyle Mogren
 kyle.mogren@trafera.com

Estimate No: E000119684

Contract
 None

Products & Services

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
14E G3 CAM N100 4G 32G 14" CHROME	Lenovo 14e Chromebook Gen 3 - 14" WXGA (1366 x 768) Non-Touch Display - Intel N100 (0.8Ghz) Quad-core - 4GB LPDDR5 RAM - 32GB eMMC Flash Memory - Intel UHD Graphics - Chrome OS - Front Camera/Webcam + Microphone - WiFi + Bluetooth 5.1+ - Manufacturer Warranty: 1 Year Mail-in		900	\$430.00	\$387,000.00
Trafera CBN Warranty - Plat - 4 Yr - C	Trafera CBN Warranty - Plat - 4 Yr - Includes Accidental Damage Protection (Per device limit of ADP: Unlimited) - \$0.00 Deductible - Hardware Fail Covered - Spare Parts On-site (restrictions apply) - We Pay to Ship Both Ways - Theft / Loss (up to 2%; please see warranty statement for details) - 3-Year Battery warranty on New Chrome devices (Limit 1 replacement) - Stylus/EMR Pen/Apple Pencil coverage (restrictions apply) - Power Adapter 1 ADP Incident (restrictions apply)		900	\$0.00	\$0.00
Google Chrome Management Perpetual EDU	Google Chrome Management Perpetual EDU License		900	\$0.00	\$0.00
Trafera White Glove 300 Units and Above	"Trafera White Glove 300 Units and Above - Pre-enroll Chrome device in Google Apps® domain - Apply custom themes and settings - Complete hardware functionality check - Google Console OU management"		900	\$0.00	\$0.00

Update Chrome OS	"Update Chrome OS - Check for and download Chrome OS updates prior to order shipment"	900	\$0.00	\$0.00
Trafera Preconfigure Customer WiFi	"Trafera Pre-Configure WiFi - Pre-configure device to automatically connect to a managed network"	900	\$0.00	\$0.00
Trafera Asset Tags with White Glove	Trafera Asset Tags with White Glove - Apply asset tag to Chrome device - Asset tag provided by Customer or printed by Trafera. - Trafera printed asset tags: customizable, black and white, with or without barcode.	900	\$0.00	\$0.00
Trafera Green Packing	"Trafera Green Packing - Go green and reduce the amount of cardboard to recycle - Up to 144 devices bulk-packed in slotted Gaylord-style box - Slotted foam or cardboard dividers - Delivered on pallet"	900	\$0.00	\$0.00
Final Destination Signage	"Final Destination Signage - Package items together and apply label on outside of package with final delivery destination information."	1	\$0.00	\$0.00
TRAILS Digital Lesson Library - 1 Yr Sub	700+ powerful online resources for educators. TRAILS includes three resources: TRAIL Guides - Thematic units aligned to NGSS Standards TRAIL Mix - Stand alone lessons perfectly suited for face-to-face or virtual instruction Children's Literature - Featuring "Tom the Traferatops", a fun and shy dinosaur who loves to learn with technology TRAILS is FREE to Trafera customers.	1	\$0.00	\$0.00

Subtotal \$387,000.00

Tax \$0.00

Total **\$387,000.00**

Net Terms **N30**

Terms and Conditions

This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

Please Remit Checks to:

Trafera LLC
PO Box 208960
Dallas, TX 75320-8960

Questions? Contact me

Kyle Mogren

kyle.mogren@trafera.com



Trafera

2550 University Ave W, Suite 416 - S

St. Paul MN 55114

United States

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Meaghan Brown
Phone: (800) 998-8277 ext. 33242
Fax: (603) 683-0615
Email: meaghan.brown@connection.com

25633736.01

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 5/17/2024
Valid Through: 6/16/2024
Account #: K01113

Customer Contact: Thomas Rup
Email: t.rup@dover.k12.nh.us

Phone: (603) 516-7458
Fax:

QUOTE PROVIDED TO:	SHIP TO:
AB#: 4547087 DOVER SCHOOL DISTRICT - SAU 11 ACCOUNTS PAYABLE 61 LOCUST STREET MCCONNELL CENTER STE 409 DOVER, NH 03820 US (603) 516-6800	AB#: 14274632 DOVER SCHOOL DISTRICT SAU #11 MCCONNELL CENTER STE 409 61 LOCUST ST DOVER, NH 03820 US (603) 516-6728

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Heavy Weight Ground	7,976.00 lbs	Net 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1							\$ -
2	900	41611605	82W60000US	14e Chromebook G3 Celeron N100 / 4GB / 32GB eMMC / ax / BT / WC / 14" HD / Chrome OS Lenovo Commercial Systems	Lenovo Commercial Systems	\$ 309.00	\$ 278,100.00
3	900	33957538	5PS0N75694	Acad. 4-Year Depot + Accidental Damage Protection (School Year Term) Lenovo Think Plus - ThinkPad Protection/Services	Lenovo Think Plus - ThinkPad Protection/Services	\$ 131.00	\$ 117,900.00
4	900	41225487	PCC-ZTE	+++ Google Chrome Zero Touch Enrollment - Enrollment Only, No OS Update Google Zero Touch Enrollment	Google Zero Touch Enrollment	\$ 4.00	\$ 3,600.00
5	900	41216547	CROSSWDISEDUNEW	Acad. Chrome OS Management Console 1 User License Google	Google	\$ 31.50	\$ 28,350.00
						Subtotal	\$ 427,950.00
						Fee	\$ 0.00
						Shipping and Handling	\$ 0.00
						Tax	Exempt!
						Total	\$ 427,950.00



ORDERING INFORMATION
GovConnection, Inc. DBA Connection

Please contact your account manager with any questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:

SLEDOPS@connection.com

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

TOM RUPP,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

Updated better pricing attached for line item 3, the Lenovo adp warranty.

ACCOUNT MANAGER NOTES:

Thanks,
Steve

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NWTH136	5/15/2024	LENOVO	1215300	\$436,950.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Lenovo 14e Chromebook Gen 3 - 14" - Intel N-series N100 - 4 GB RAM - 32 GB Mfg. Part#: 82W60000US Contract: USETPA 121003 IT Equipment and Services (2108001)	900	7416791	\$289.50	\$260,550.00
Google Chrome Education Upgrade Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: USETPA 121003 IT Equipment and Services (2108001)	900	5988499	\$30.00	\$27,000.00
Lenovo 4Y Accidental Damage Protection Add On Mfg. Part#: 5PS0T02652 Electronic distribution - NO MEDIA Contract: USETPA 121003 IT Equipment and Services (2108001)	900	5988305	\$91.00	\$81,900.00
CDWG EDU White Glove Service for Chromebooks and Chrome OS Devices T1 Mfg. Part#: CDWCHROMEOS SVC1 UNSPSC: 43232401 Contract: USETPA 121003 IT Equipment and Services (2108001)	900	3254461	\$6.00	\$5,400.00
CDW 4 Year Standard+ Product Protection-Chromebook-Device Value \$0-\$599.99 Mfg. Part#: CDW600CHMSTAD48D Electronic distribution - NO MEDIA Contract: USETPA 121003 IT Equipment and Services (2108001)	900	6027904	\$69.00	\$62,100.00

SUBTOTAL	\$436,950.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$436,950.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: DOVER SCHOOL DEPT 61 LOCUST STREET MCCONNELL CENTER SUITE 409 DOVER, NH 03820 Phone: (603) 742-3176 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: DOVER SCHOOL DEPT TOM RUPP 61 LOCUST ST DOVER, NH 03820-3753 Shipping Method: UPS Ground (2 - 3 day)
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Steven Evangelista | (866) 833-0346 | steven.evangelista@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$436,950.00	\$12,365.69/Month	\$436,950.00	\$14,218.35/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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- **Flexible Payment Terms.** 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- **Predictable, Low Monthly Payments.** Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- **Technology Refresh.** Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- **Bundle Costs.** You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

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This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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For more information, contact a CDW account manager.

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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, Chief Financial Officer
FROM: Libby Simmons, Operations and Accounting Manager
DATE: June 3, 2024
RE: Award of RFP #DSD24017 Exterior Door Replacement

On April 17, 2024, the District solicited a public bid seeking proposals from qualified contractors for the replacement of exterior doors at various Dover schools. One proposal was received on May 6, 2024 at 2:00 PM.

It is the recommendation to the Dover School Board to accept the bid submitted by J.J. Murphy LLC of Eliot, ME in the amount of \$157,014.00. The Director of Facilities assisted in the review of the proposal. Bid tabulation is noted below.

VENDOR	COST PROPOSAL
J.J. Murphy LLC PO Box 162 Eliot, ME 03903	<i>Frances G. Hopkins Elementary School at Horne Street</i> Door #5 (Single) TOTAL: \$12,846 Door #6 (Double) TOTAL: \$19,796 Door #7 (Full/Half) TOTAL: \$14,446 Door #8 (Full/Half) TOTAL: \$14,446 Door #13 (Quad) TOTAL: \$35,796 <i>Dover Middle School</i> Door #9 (Double) TOTAL: \$15,946 Door #11 (Double) TOTAL: \$17,146 <i>Garrison Elementary School</i> Door #5 (Single) TOTAL: \$13,746 <i>Woodman Park Elementary School</i> Door #10 (Single) TOTAL: \$12,846 Grand Total, All Schools: \$157,014

All bid documents are available on the District [website](#). The project will be funded through the General Fund (Fund 1000) and was part of the approved end of year project recommendation list presented by Mr. Limanni at the May 13th School Board Meeting.



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Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
Michael Limanni, Chief Financial Officer
FROM: Libby Simmons, Operations and Accounting Manager
DATE: June 3, 2024
RE: Approval of Johnson Controls Fire Protection Contract and Kamco Supply Corp of Boston for Door Access Controls at Dover Middle School

On June 12, 2023, the Dover School Board approved a camera and security system project, funded through the unassigned general fund balance available in the FY2023 fiscal year. As a continuation of district-wide security improvements, ten (10) additional doors were identified at Dover Middle School to add door access controls. The District received a proposal from Johnson Controls Fire Protection on May 29, 2024 for the additional door access control card readers, as well as a quote from Kamco Supply Corp of Boston on May 16, 2024 for door hardware modifications to complete the project.

The pricing proposal from Johnson Controls Fire Protection is through Sourcewell Cooperative Purchasing Contract No. 030421-JHN. The Dover School District is a member of Sourcewell, formally the National Joint Powers Alliance (NJPA), 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.

It is the recommendation to the Dover School Board to accept the proposal from Johnson Controls Fire Protection in the amount of \$55,779.22 using Sourcewell Cooperative Purchasing Contract No. 030421-JHN and the quote from Kamco Supply Corp of Boston in the amount of \$11,811.91. Total project cost \$67,591.13.

The project will be funded through the General Fund (Fund 1000) and was part of the approved end of year project recommendation list presented by Mr. Limanni at the May 13th School Board Meeting.



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Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
Michael Limanni, Chief Financial Officer
FROM: Libby Simmons, Operations and Accounting Manager
DATE: June 3, 2024
RE: FSMC Agreement Renewal and Approval of SY2024-2025 Meal Prices

On May 8, 2023, the Dover School Board voted to accept the proposal from Fresh Picks Café to provide food service management services for a one-year period beginning July 1, 2023 and ending June 30, 2024 with the option to renew for four (4) additional one-year renewals.

It is the recommendation to the Dover School Board to renew the agreement with Fresh Picks Café for the 2024/2025 school year and to accept the 2024/2025 proposed meal prices as indicated below. The rates reflect a zero (0) increase over current school year pricing to a full price lunch, an adult lunch and a full price breakfast at all grade levels.

2024/2025 Proposed Price List

	"Type A" Lunch			"Type A" Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
Elementary School	\$ 2.85	\$ 0.40	\$ 4.10	\$ 1.70	\$ 0.00	\$ 3.00
Middle School	\$ 3.35	\$ 0.40	\$ 4.10	\$ 1.95	\$ 0.00	\$ 3.00
High School	\$ 3.35	\$ 0.40	\$ 4.10	\$ 1.95	\$ 0.00	\$ 3.00