



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Special Session
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, December 16, 2024
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)*
- E. BID WAIVER REQUEST**
 - 1. BLAZERWORKS CONTRACTED TITLE I SOCIAL WORKER**
 - 2. RESPONSIVE CLASSROOM MATERIALS & TRAINING**
- F. RESOLUTION REGARDING THE DOVER SCHOOL BOARD RECOMMENDATION TO CITY COUNCIL ON THE FUNDING OF THE JOINT BUILDING COMMITTEE ATHLETIC COMPLEX**
- G. DOVER SCHOOL DISTRICT FISCAL YEAR 2026 DRAFT BUDGET**
- H. 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.



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: Kiley Hemphill, Co-CIA Director
DATE: December 16, 2024
RE: Request to Waive Bidding

BlazerWorks Contracted Title I Social Worker

Contracted Social Worker for Woodman Park Elementary School – Title I funded	Title I: Not to exceed \$75,000
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Request to Waive Bidding

Background

The social worker position is a critical component of our Title I program at Woodman Park Elementary, providing essential support services to students and families to help address barriers to academic success and encourage positive family engagement. Since the start of the school year, we have:

- Posted the position multiple times.
- Conducted outreach efforts to identify qualified candidates.
- Expanded our search to no avail.

Despite these efforts, we have been unable to hire a suitable candidate.

Sole Source Justification

Blazer Works has been identified as a sole source provider for this position for the following reasons:

1. **Existing Relationship:** Our district has an established relationship with Blazer Works, which has successfully provided staff in the past, ensuring familiarity with our policies and procedures.
2. **Qualified Candidate Availability:** Blazer Works has identified a social worker who may be available to fill this position immediately, pending our approval. This would allow us to provide services for our students and families which have been identified by our Title I stakeholder committee as a top priority area of need.
3. **State Approval:** The Title I grant manager at the state level has already approved a sole source request to use Blazer Works to fill this position. That documentation has been included for your review.

Impact on Students and Families

Filling this position promptly is imperative to meeting the needs of our Title I students and their families. A continued vacancy could negatively impact the delivery of social-emotional and family support services, which are essential for improving student outcomes and increasing student engagement.

Recommendation to the School Board:

Vote to waive bidding and approve the use of a contracted social worker through the Blazer Works agency, funded by the Title I grant for the remainder of the 24-25 school year.



New Hampshire

Department of Education

New Hampshire Department of Education ESEA Noncompetitive Procurement Request Process and Form

Bureau of Instructional Support

Office of ESEA Programs

25 Hall Street

Concord, NH 03301

Purpose

The purpose of this document is to provide all stakeholders with information regarding the New Hampshire Department of Education (NHED), Office of ESEA Programs noncompetitive procurement process and subsequent request form.

Guidance

Per 2 CFR § 200.320 (C) there are specific circumstances in which noncompetitive procurement can be used. One or more of the following circumstances must apply;

1. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (currently \$10,000),
 - If the acquisition of a good or service is below \$10,000, the local education agency (LEA) does not need to compete.
2. The item is available only from a single source,
 - In the rare case that a good or service is only available from one source, then the LEA does not need to compete.
3. The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
 - In order to be considered a public emergency, the state would have to be in a state of emergency i.e. due to a pandemic, natural disaster, etc.
4. The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity;
 - In the event the LEA does not wish to seek quotes or formally bid and does not meet one of the other noncompetitive requirements, a request can be made to NHED by submitting a noncompetitive request form (see Appendix A).
 - Requests are handled on a case-by-case basis.
 - The LEA must receive a response to their request by NHED in order to move forward with noncompetitive procurement, unless one of the other requirements is met.
 - If the request is approved, the approval document must be uploaded in the Grants Management System (GMS) to the appropriate grant for which the request was made.
 - A request for use of noncompetitive procurement does not guarantee federal compliance nor is it a guarantee that the request will be approved. All procurement activities are subject to monitoring.
 - Noncompetitive justification must go beyond an established relationship with the vendor. The sole reasoning of an existing relationship with a vendor will result in the request being denied.
 - Acceptable noncompetitive justification includes, but is not limited to; continuity of services provided to students, service providers are limited based on geographical location, the vendor has a level of familiarity with the product that constitutes continued work, etc.
5. After solicitation of a number of sources, competition is determined inadequate.
 - In the event the LEA goes out to bid, but only receive one adequate response, the LEA may elect to select that vendor for goods or services without any further action.
 - The LEA does not need to seek out approval from NHED if this circumstance applies.

Per 2 CFR § 200.334 the request, form, supporting documentation, and NHED's response must be maintained for record retention purposes.



Request to Use Noncompetitive Procurement

This form shall be used in the event an LEA wishes to make a request to NHED for noncompetitive procurement and does not meet one of the other four circumstances according to 2 CFR 200.320 (C). This written request shall demonstrate due diligence to meet full and open competition requirements, supporting documentation, and a fully executed form. The submission of this form does not guarantee approval. Please submit the fully executed document with supporting documentation to your federal grant program contact.

District Name:	
SAU #:	
Grant Contact Name and Title:	
Grant Contact Email:	
Grant Contact Phone:	
Grant Name and Year:	Choose an item.
Grant Activity #:	162320

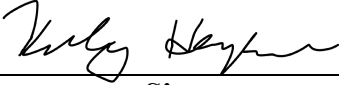
Grant Activity Narrative:

Please insert your activity narrative here that aligns with the activity number provided above.

The LEA must demonstrate the need for noncompetitive procurement by providing a narrative below:

Insert narrative here. Attach additional supporting documentation/narrative if additional space is needed.

I, on behalf of the LEA listed above, certify that the information provided in this document is true and understand that this request does not guarantee federal compliance and that all federal procurements are subject to monitoring.

	 	
Printed Name and Title	Signature	Date

NHED Use Only

I, on behalf of NHED, certify that I have reviewed the noncompetitive request above and have determined the LEA:

- ☐ Has made sufficient justification to not compete regarding the above-mentioned activity.
 - This document will be fully executed and returned to the LEA noting approval. The LEA must upload this document to GMS under the appropriate grant.

- ☐ Has not made sufficient justification to not compete regarding the above-mentioned activity.
 - This document will be fully executed and returned to the LEA noting it has been denied. The LEA must revise their justification or ensure that a competitive procurement process is met.

Christina Dotson - Educational Consultant 	 	12/10/2024
Printed Name and Title	Signature	Date

For questions, please reach out to your federal program manager contact.



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Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Travis Bickford, MTSS Director
DATE: December 13, 2024
RE: Request to Waive Bidding

Promising Futures for NH Grant: Responsive Classroom Materials & Training

Responsive Classroom Items	Cost
Quick Coaching Guides	\$3,000.00
Yardsticks Grade Level Guides	\$8,500.00
Yardsticks Child & Adolescent Books	\$3,500.00
Zenergy Chimes	\$2,000.00
Responsive Classroom Training	\$3,000.00
Not to exceed a total cost of \$20,000.00	

Overview: The Promising Futures for NH Project is a partnership between the New Hampshire Department of Education (NHED) and the Department of Health and Human Services (DHHS). NHED awarded competitive grants to eligible local education agencies (LEAs) to support substance misuse prevention and other Multi-Tiered System of Supports (MTSS) strategies for grades K-12. In November 2024, the Dover School District was awarded a \$25,000 grant to be used between November 2024 and May 2025.

Request to waive bidding:

The District is requesting a bid waiver to purchase Responsive Classroom materials, books, and professional trainings, using funds not to exceed \$20,000 from the Promising Futures for NH grant. The grant funds will be used to provide resources to newly hired and trained staff, ensuring they are equipped to effectively support students in the classroom and enabling all educators to have ready access to the tools needed for student success. These resources include Quick Coaching Guides, which offer educators hands-on, structured strategies to assess their current practices, plan for growth, and reflect on progress. The guides cover over 25 school-related topics, such as fostering respectful interactions, creating welcoming classroom environments, implementing positive and proactive discipline approaches, and using routines and procedures to establish safe and predictable settings. Yardsticks books and grade-level guides will support educators in understanding students' social and academic behaviors through a developmental lens. Zenergy Chimes, small hand-held tools made of wood and metal, will serve as a non-disruptive way for teachers to gain students' attention, transition between activities, or redirect focus. Responsive Classroom trainings will also be provided to build local capacity for integrating this approach into coaching practices and leading schoolwide implementation over multiple years.

Sole Source Purchasing Documentation Form-Federal Funds

Dover School District

Vendor Name: Center for Responsive Schools, Inc Fiscal Year: 2024-2025

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:

The Center for Responsive Schools, Inc is the single source publisher of Responsive Classroom related materials, books, and professional trainings.

 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 Availability Accessibility Expertise Reputation

X Continuity of Services Location Bid Process Other Considerations: _____

Travis Bickford, MTSS Director
Signature of individual who completed procurement

12/12/2024
Date

Promising Futures of NH
Grant/Activity #

RESOLUTION

RE: THE DOVER SCHOOL BOARD RECOMMENDATION TO CITY COUNCIL ON THE FUNDING OF THE JOINT BUILDING COMMITTEE ATHLETIC COMPLEX PROJECT

- WHEREAS: the City Council has requested the Dover School Board provide a recommendation regarding the funding of the Joint Building Committee (JBC) Athletic Complex project; and
- WHEREAS: the School Board is supportive of the Athletic Complex project and acknowledges its potential benefits to the community and student athletes, but seeks to ensure the project is undertaken in the best interest of the community and in a manner that does not adversely impact the funding for core educational needs; and
- WHEREAS: the School Board recognizes the recommended project would require a twenty percent (20%) increase in the district's current debt service, and should receive careful consideration and thorough analysis to maintain fiscal responsibility and support for the district's primary educational mission;

NOW, THEREFORE, BE IT RESOLVED THAT:

The School Board recommends deferring a final funding decision for the JBC Athletic Complex project until the Fiscal Year 2026 budget is settled and approved, at which time a line item for the new debt will be included in the school budget.

BE IT FURTHER RESOLVED THAT:

The School Board requests the JBC to continue its efforts during this additional time to address the following outstanding questions and considerations:

- Continue to explore the true needs of the community and the athletic complex, prioritizing safety, accessibility, and the replacement of the bleachers and track.
- Continue to examine options for a phased construction approach or alternative, less expensive options.
- Review scientific data and sources to evaluate the safety of synthetic turf versus natural grass, considering environmental impacts, watershed implications, and the future recycling or disposal of synthetic turf materials.
- Investigate scientific data on sports-related injuries associated with synthetic turf versus natural grass.
- Confirm the actual projected rental revenue to be earned from additional field space.
- Confirm and project the maintenance and replacement costs for the fields at 10-year, 20-year, and 30-year intervals.
- Explore fundraising opportunities to offset project costs, including grant funding, community fundraising, and/or sponsorships.

BE IT FINALLY RESOLVED THAT:

The School Board remains committed to supporting projects that enhance the district's athletic facilities and overall student experience while ensuring prudent financial management and the prioritization of educational needs.

SUBMITTED BY:

Robin Trefethen, Chairperson

Carolyn Mebert, Vice Chairperson

Michelle Clancy, Secretary

Maggie Fogarty

Elizabeth Goldman

Micaela Demeter

Craig Flynn

December 16, 2024