



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #5
Meeting Location:	City Hall, Council Chambers
Meeting Date:	Monday, May 12, 2025
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 School Board Matters of Interest)*
- F. **APPROVAL OF MINUTES**
 - 1. Non-Public Meeting, April 14, 2025
 - 2. Regular Meeting, April 14, 2025
- G. **SUPERINTENDENT'S REPORT**
- H. **CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Barbara Franks – Science Teacher – Dover Middle School – Resignation (06/30/2025)
 - b. Ashley Jury – Parking Supervisor – Dover High School – Resignation (04/21/25)
 - c. Brianne Morneau – Social Studies Teacher – Dover High School – Resignation (06/30/2025)
 - d. Maryjo Paradis-Smith – Literacy Coordinator – Dover Middle School – Resignation (06/06/2025)
 - e. Sydney Seaver – Color Guard Coach – Dover High School CTC – Resignation (06/30/2025)
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. 2024-2025 DPA Nomination
 - b. 2024-2025 Non-Union Nomination
 - c. 2025-2026 Annual Administrator Re-Nominations
 - d. 2025-2026 Annual DEOP Re-Nominations
 - e. 2025-2026 Annual DTU Re-Nominations
 - f. 2025-2026 Annual Non-Union Re-Nominations
 - g. 2025-2026 DTU Nominations
 - 6. **Extended Travel (Student Trips):**
 - a. Preliminary Approval Request – Dover High School – World Language Department Students - NJCL Convention, Miami University, Oxford, Ohio – July 21-26, 2025
 - h. **Donations:** May Donations
- I. **STUDENT REPORT**
- J. **FINANCIAL REPORT**
- K. **POLICIES – CHANGES – PROPOSALS:**
 - 1. JEB – School Entrance Requirements – Revised – First Reading
- L. **POLICY ADOPTION:**



DOVER SCHOOL BOARD – AGENDA

Meeting Type: Regular Session #5
Meeting Location: City Hall, Council Chambers
Meeting Date: Monday, May 12, 2025
Meeting Time: 7:00 p.m.

1. **Second Reading**
 - a. JH – Attendance, Absenteeism and Truancy – Revised
2. **First and Second Reading**
 - a. AC - Nondiscrimination / Equal Opportunity and Affirmative Action – Revised
 - b. ACAA - Harassment of Students – Revised
 - c. ACAA-R – Student Discrimination / Harassment and Title IX Sexual Harassment Complaint Procedures – New Policy
 - d. ACAA-R1- Student Discrimination and Harassment Complaint Procedure - Withdraw
 - e. ACAA-R2 -Student Sex Discrimination and Harassment Complaint Procedure - Withdraw
 - f. ACAB – Harassment of Employees – Revised
 - g. ACAB-R – Employee Discrimination / Harassment and Title IX Sexual Harassment Complaint Procedures – New Policy
 - h. ACAB-R1- Employee Discrimination and Harassment Complaint Procedure - Withdraw
 - i. ACAB-R2- Employee Sex Discrimination and Harassment Complaint Procedure - Withdraw

M. RESOLUTIONS: None

N. OLD BUSINESS: None

O. NEW BUSINESS:

1. Teacher Travel Request - Skills USA Competition – Atlanta, Georgia
2. Memorandum of Understanding – The Friends Program, Inc. and Dover School District
3. Bid Waiver Request –Student Chromebooks - Traferri LLC
4. Bid Award - Phone Bid Project – NHVOIP
5. Bid Award - Wireless Access Points - Omada
6. Bid Award – Medicaid Billing - Relay
7. MS-22 and MS-26C Approval

P. SUBMISSION AND PAYMENT OF BILLS

Q. COMMITTEE REPORTS

R. SCHOOL BOARD MATTERS OF INTEREST

S. 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

EMPOWERING ALL LEARNERS!

Monday, May 12, 2025

SUPERINTENDENT BOARD REPORT: The purpose of the Superintendent's Board Report is to: (1) provide the Board with my insights and recommendations on agenda items; (2) update the Board on significant issues relevant to its governance role; and (3) share important informational updates regarding the Dover School District.

BOARD AGENDA ITEMS:

F. APPROVAL OF MINUTES

1. Non-Public Meeting, April 14, 2025
2. Regular Meeting, April 14, 2025

G. SUPERINTENDENT'S REPORT: See below.

H. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Barbara Franks – Science Teacher – Dover Middle School – Resignation (06/30/2025)
 - b. Ashley Jury – Parking Supervisor – Dover High School – Resignation (04/21/25)
 - c. Brianne Morneau – Social Studies Teacher – Dover High School – Resignation (06/30/2025)
 - d. Maryjo Paradis-Smith – Literacy Coordinator – Dover Middle School – Resignation (06/06/2025)
 - e. Sydney Seaver – Color Guard Coach – Dover High School CTC – Resignation (06/30/2025)
3. **Leaves of Absence:** None
4. **Job Shares:** None
5. **Nominations:**
 - a. 2024-2025 DPA Nomination
 - b. 2024-2025 Non-Union Nomination
 - c. 2025-2026 Annual Administrator Re-Nominations
 - d. 2025-2026 Annual DEOP Re-Nominations
 - e. 2025-2026 Annual DTU Re-Nominations
 - f. 2025-2026 Annual Non-Union Re-Nominations
 - g. 2025-2026 DTU Nominations
6. **Extended Travel (Student Trips):**
 - a. Preliminary Approval Request – Dover High School – World Language Department Students - NJCL Convention, Miami University, Oxford, Ohio – July 21-26, 2025
7. **Donations:** May Donations

Dover High School (DHS) has recently received two significant donations aimed at enhancing educational opportunities for its students:

Career & Technical Education (CTE) Enhancement: The CTC Wilcox group, in collaboration with FormLabs, has donated a Form 3L large-format 3D printer, valued at \$5,000. This advanced equipment will bolster hands-on learning experiences for CTE students, providing them with access to cutting-edge technology in the field of 3D printing.

World Language Program Support: The Dover, NH Rotary Club has contributed \$3,000 to financially support DHS World Language students' upcoming trip to Miami University in Ohio, scheduled for July 21–26, 2025. This generous donation will help cover travel and related expenses, offering students a valuable cultural and educational experience.

These contributions reflect a strong community commitment to advancing educational programs and providing enriching opportunities for DHS students.

J. FINANCIAL REPORT: Mr. Limanni will present his financial report to the Board.

K. POLICIES – CHANGES – PROPOSALS:

1. JEB – School Entrance Requirements – Revised – First Reading: Dover School District's Policy JEB, "School Entrance Requirements," establishes age criteria for student enrollment. While the specific revised version is not directly accessible online, similar policies in New Hampshire suggest that children must be five years old by a certain cutoff date (commonly August 31 or September 30) to enter kindergarten, and six years old by the same date to enter first grade. The policy may allow for early or delayed admission based on assessments of the child's readiness. Enrollment requires documentation such as a birth certificate, immunization records, and proof of residency.

Superintendent's Comment: The first reading allows the Board to review the policy and provide feedback for potential corrections or revisions.

L. POLICY ADOPTION:

1. Second Reading

- a. JH – Attendance, Absenteeism and Truancy – Revised: Policy JH was previously presented as a first reading. After Board inquires, the policy was reviewed with the Policy Review Committee for a second time. The revisions are noted in the attached document.

Superintendent's Recommendation: I recommend that the Board proceed with the adoption of Policy JH.

2. First and Second Reading

- a. AC - Nondiscrimination / Equal Opportunity and Affirmative Action – Revised
- b. ACAA - Harassment of Students – Revised
- c. ACAA-R – Student Discrimination / Harassment and Title IX Sexual Harassment Complaint Procedures – New Policy
- d. ACAA-R1- Student Discrimination and Harassment Complaint Procedure - Withdraw
- e. ACAA-R2 -Student Sex Discrimination and Harassment Complaint Procedure - Withdraw
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- i. ACAB-R2- Employee Sex Discrimination and Harassment Complaint Procedure - Withdraw

Superintendent's Comment: Dr. Boston, Assistant Superintendent, has reviewed the policies listed above and is addressing recent developments related to Title IX. Notably, the Biden administration introduced significant changes to Title IX regulations in April 2024, aiming to expand protections against sex-based harassment and discrimination, including provisions for LGBTQ+ students and pregnant individuals. However, these updates were vacated nationwide by a federal judge in January 2025, leading to a reversion to the 2020 Title IX regulations. Given the potential implications of these changes, it is imperative that the Board conducts both the first and second readings of these policies concurrently to expedite their adoption. I recommend that the Board proceed with the adoption of the policies as presented.

M. RESOLUTIONS: None

N. OLD BUSINESS: None

O. NEW BUSINESS:

1. **Teacher Travel Request – Skills USA Competition – Atlanta, Georgia:** See Trip Request. The 2025 SkillsUSA National Leadership & Skills Conference (NLSC) will be held from June 23–27 at the Georgia World Congress

Center in Atlanta, Georgia. This premier event celebrates excellence in career and technical education, bringing together over 17,500 attendees, including students, educators, and industry leaders.

The NLSC provides students with the opportunity to demonstrate their skills, network with peers and industry leaders, and gain valuable experience that aligns classroom training with employer needs.

Superintendent's Recommendation: I recommend the Board approve the trip to the 2025 SkillsUSA.

2. **Memorandum of Understanding – The Friends Program, Inc. and Dover School District:** The Friends Program, Inc., established in 1975, is a nonprofit social service organization based in Concord, New Hampshire. Its mission is to strengthen communities by building positive connections and solutions for at-risk youth, families, and seniors. Among its key initiatives is the Friends Foster Grandparent Program, which it adopted in 1984.

Superintendent's Recommendation: I recommend the Board approve the Memorandum of Understanding to provide this opportunity to the Dover Schools and the Dover community.

3. **Bid Waiver Request – Student Chromebooks - Traferra LLC:** Thomas Rup, Technology Director for the District, has requested a bid waiver to purchase 900 Lenovo 14e Chromebooks for the 2026 fiscal year, totaling \$396,900. The district aims to maintain consistency with its existing fleet of Lenovo Chromebooks and leverage established pricing through Traferra LLC, a Lenovo Premier Partner. The Technology Department has compared Traferra's pricing with competitor quotes and cooperative purchasing agreements to ensure cost-effectiveness.

Superintendent's Recommendation: I recommend the Board approve the bid waiver request.

4. **Bid Award – Phone Bid Project – NHVOIP:** The District has selected NHVOIP to replace its aging Cisco-based phone system with a modern VoIP solution. The decision follows a comprehensive RFP process initiated due to the outdated system's lack of functionality, non-compliance with e911 laws, and the cessation of support from the current provider.

The new system, featuring Grandstream phones, offers enhanced flexibility, centralized management, and cost-effectiveness. It enables the district to equip all classrooms with phones and integrates seamlessly with the existing intercom system, providing a unified communication platform. The total project cost is \$107,983.00, to be funded through the district's approved operating budget, contingent upon funding availability and satisfactory vendor performance.

Superintendent's Recommendation: I recommend the Board approve the bid award.

5. **Bid Award – Wireless Access Points – Omada:** To support the continual efforts of providing high quality internet and to stay current with evolving technologies, the District is requesting the award for the purchase of new Aruba AP615 access points. The decision was done due to the current deployment of access points was end of sale as of December in 2021 and will be end of life December 2025.

Superintendent's Recommendation: I recommend the Board approve the bid award.

6. **Bid Award – Medicaid Billing – Relay:** In April 2025, the district submitted a request for bids for Medicaid Consultation and Billing Services. The Medicaid to Schools Program is a federal-state initiative that allows public schools to receive reimbursement from Medicaid for providing certain health-related services to eligible students.

Superintendent's Recommendation: I recommend the Board approve the bid award.

7. **MS22 and MS26C Approval:** The New Hampshire Department of Education (NHED) requires school districts to submit two key financial reports annually: the MS-22 and the MS-26C. These reports ensure transparency and accountability in the management of public education funds.

Both reports are integral to maintaining fiscal responsibility and ensuring that educational funds are utilized effectively to support student learning across New Hampshire.

Michael Limanni, Chief Financial Officer, will be available to provide additional information or answer any questions regarding these reports.

Superintendent Recommendation: I recommend the Board approve the submission of the MS-22 and MS-26C reports to the New Hampshire Department of Education. These reports are essential for compliance with state requirements and for the accurate setting of the school district's tax rate.

SUPERINTENDENT'S REPORT:
Summary of key activities and events that transpired during April 2025.

Week of March 31, 2025: An executive coaching session was conducted with Tamara Lindholm of INspired Leadership, emphasizing strategies for effective leadership.

A meeting with Dr. Christine Boston and Jennifer Krans was held to discuss the credentialing process for teachers. Preparations for the summer theatre camp were also discussed in a meeting with Stacey Kearns, Rick Conway, and Shawna Stahl.

A meeting with Board Chair and Vice Chair was conducted to discuss board leadership matters. The Teaching and Learning Department participated in the Educational Council Meeting, focusing on strategies to support teachers in the 2025-2026 academic year.

The City Council's FY26 Budget Workshop and Special Session were attended, culminating in the unanimous adoption of the \$206.8 million budget for Fiscal Year 2026. Engagements with students included participation in the Eighth Grade Book Judging event and attendance at the Dover Middle School Musical. Regular check-ins with Deans and visits to all schools were also conducted to ensure ongoing support and communication.

Week of April 7, 2025: The SAU Directors meeting addressed topics such as ESOL professional development, the 2025–2026 professional development calendar, MTSS-A program approval, strategic plan updates, a proposal from the Modern Classrooms Project, K–8 Responsive Classroom implementation, distinctions between summer and coaching positions, PLC grant opportunities, Dover Middle School's curriculum presentation at the State Middle School Conference, technology staff updates, and the upcoming week's schedule.

A School Board executive session was held, and the District Leadership Team focused on the supervision and evaluation model, while the Elementary Principal Learning Guidance Team concentrated on MTSS Tier III. Travis Bickford facilitated a Tier III data review with key district leaders.

Participation in the DMHA Full Community Meeting highlighted advocacy on legislation, featuring Hope House. A webinar on AI in schools presented ten critical questions for consideration regarding AI integration and policy.

The Dover High School Athletic Complex Joint Building Committee conducted a walkthrough of the athletic fields, seeking community volunteers for fundraising efforts to support the upcoming replacement project. Interviews were conducted with teacher candidates for school year 2025-2026. Monthly updates were held with various administrators, and events attended included the Celebration of Diversity and Learning, and the DHS Art Department's Empty Bowls.

Week of April 14: The weekly SAU Directors and Cabinet meetings addressed a range of topics, including informational updates, coordination efforts, and action items. The Title III Stakeholder Meeting, facilitated by Kiley Hemphill, gathered feedback on the recent Celebration of Diversity and Learning event and discussed plans for summer programming.

The District Leadership Team's Operations Meeting focused on various operational matters, such as a DEI lawsuit, school lunch programs, nurses' schedules for field trips, DMS band recruitment, school safety, and the teacher certification process. Additionally, the Full Leadership Team Meeting concentrated on reviewing the 306s.

In other engagements, a meeting with Michael Limanni, Shawna Stahl, and Rick Conway was held to discuss the use of playfields by non-school teams. The monthly Strafford Learning Center Board Meeting covered general updates, personnel nominations for the 2025–2026 school year, staffing changes, and program/provider updates.

Monthly updates were conducted with administrators, and interviews were held with teacher candidates for 2025-2026. Regular school visits continued across all schools.

Week of April 21: The week began with a weapon-related incident occurred in the city, prompting a coordinated response with the Dover Police Department.

District leadership participated in the New Hampshire Department of Education's monthly update for public school leaders, gaining insights into statewide educational initiatives. The Policy Review Committee convened to finalize revisions to Attendance Policy JH and initiated discussions on developing a comprehensive cell phone policy.

The newly formed AI Policy Task Force held its inaugural meeting at Dover High School. Despite an interruption due to a fire alarm, the group began outlining its objectives to guide the integration of artificial intelligence into the district's educational framework.

Regular monthly updates were conducted with district administrators. Additionally, interviews were held for candidates applying for positions for the 2025-2026 school year. Consistent school visits continued across all schools.

Week of April 28, 2025: Spring Break.

PRINCIPALS REPORT SCHOOL GOAL UPDATES

Dover High School – Principal Peter Driscoll: The school goal this year has been to address attendance. In previous updates we have shared that our attendance is back above 90% from a post-pandemic low of 86%. Our goal is to get to 95% as pre-pandemic we were generally 93% to 94%. Another part of our attendance efforts has centered around students being late for school. Though a vast majority of these unexcused tardies are within the first five minutes after the 7:40 a.m. bell, we want to instill the habit of timely attendance and minimize the loss of instructional time. Traditionally, notification of a student being tardy was sent as part of our attendance messages we send out every day. This email comes from a Do Not Reply address and is a standard message.

In the hopes that an email from the student's Block 1 teacher might result in more parental involvement in the issue, we started having Block 1 teachers send a brief email to the family/guardian of any student who was late for Block 1. Within the first few days, we had anecdotal evidence of these emails having an impact. Teachers who know the students worked with the family and student to develop strategies to get the student to school on time. This is part of our emphasis on as a faculty and staff on collective responsibility. Numerically we saw unexcused tardies to school drop from 313 a week to 256 a week. Though we still have work to do in this area, this strategy has been paying dividends.

Dover Middle School – Principal Lindsay Dube: As we head into the last six weeks of the year, DMS is proud to report that we are on pace to complete our goal of three Learning Academy cycles. We just finished the second cycle, and we will be taking next week off for state testing as we are operating on an alternate schedule. Cycle three will start on May 19th and run for the last four weeks of the year. During this remaining cycle, we will continue to support student needs and interventions as well as provide extensions in all subject areas. We collected student feedback at the end of cycle

one and we will collect staff feedback at the end of cycle three in order to make tweaks and improvements. Next year we will be able to implement more cycles since we will be starting before March.

Frances G. Hopkins Elementary School at Horne Street – Principal Brittany Granfield: This spring, Frances G. Hopkins Elementary School at Horne Street has been focused on building collective efficacy through our Guiding Coalition and PLC work. Our Guiding Coalition is using the resources in *The Illustrated Guide to Visible Learning* by Hatte, Fisher, Frey, and Almarode to guide our work on signature practice 8: The Power of the Collective. This research is our framework for designing responsive professional supports to build collective efficacy in our building as we plan forward to the next school year. We are using feedback from our observation by Jonathan Vander Els last month and support from the CIA/MTSS leadership team to model our Guiding Coalition as the lead PLC in the building. Grade level PLC teams continue to refine practices and have developed a system to regularly focus on formative data review, responsive curriculum differentiation, and individual student solution brainstorming. Our SIT (Site Intervention Team) meets weekly to respond to school data on social, emotional, behavioral, and individual learner needs. This systematic approach has allowed us to be more responsive to trends in the building, and more efficient with resource allocation. As it is our first year building this team and system, we look forward to reflecting this spring on how we can improve and integrate feedback on that work more consistently with the Guiding Coalition.

Garrison Elementary School – Principal Beth Dunton: Spring brings so much activity to our elementary schools! Our third and fourth graders are currently taking the state test, and grades K-4 will be completing spring benchmarks in reading and math the last two weeks of May.

Our guiding coalition is wrapping up a year of hard work, looking at student and some staff data, and making changes and decisions around our schedule and interventions to make next year even better for our students and their learning.

Woodman Park School – Principal Patrick Boodey: This month, Woodman Park School will be concluding its training with Jonathan Vander Els of the New Hampshire Learning Initiative. Jonathan has worked with the school administration, grade level Professional Learning Communities (PLCs), and the Guiding Coalition (GC) on creating structures and processes surrounding PLCs, the GC, Multi-Tiered Systems of Support (MTSS), and intervention/extension blocks of time. Jonathan has helped the staff understand the vision for the changes, in addition to building the skills of the staff to support the implementation of the changes. His expertise in listening and problem solving based on his experience and knowledge has been extremely helpful during the implementation phase of the initiatives and structures. We will miss working with Jonathan and are grateful that he will be a resource in the future if needed.

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

TO: **DOVER SCHOOL BOARD**

DATE: May 12, 2025

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 2024-2025 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Sawyer, Madeline	Paraprofessional	Woodman Park School	Kimberly Lee	\$16.09	G2, Step 1

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

TO: **DOVER SCHOOL BOARD**

DATE: May 12, 2025

MEMORANDUM: Nomination and Election of Non-Union Employees

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
Williams, Laura	Noon Aide	Garrison Elementary School	Lauren Carrier	\$12/hr	

**DOVER SCHOOL DISTRICT
2025-2026 RE-NOMINATIONS
Administrators**

TO: DOVER SCHOOL BOARD
DATE: May 12, 2025
MEMORANDUM: Re-nomination of Administrators

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2025-2026 school year.

ELEMENTARY

Boodey, Patrick - WPS Principal
Drysedale, Roseanna - WPS Dean of Students
Dunton, Elizabeth - GES Principal
Granfield, Brittany - FGH Principal
Rice, Brian - FGH Dean of Students
Taylor, Moira - Elementary Dean of Student Services
Ward, Aaron - GES Dean of Students

DOVER MIDDLE SCHOOL

Brickley, Jillian - Dean of Instruction
Collopy, Brian - Dean of Student Services
Dube, Lindsay - Principal
Mowatt, Ashley - Dean of Students
Vail, Meredith - Dean of Students

DOVER HIGH SCHOOL

Driscoll, Peter - Principal
Kennedy, Kori - DHS CTC Director
Knight, Joshua - Athletic Director
Lapoint, Meredith - Dean of Students
Stephens, Kimberly - Dean of Students

DISTRICT-WIDE

Bickford, Travis - Multi-Tiered System of Supports Director
Hemphill, Kiley - Curriculum, Instruction, and Assessment Co-Director
Krans, Jennifer - Curriculum, Instruction, and Assessment Co-Director
Limanni, Michael - Chief Financial Officer
Mehalek, Siobhan - Curriculum, Instruction, and Assessment Co-Director
Rup, Thomas - Technology Director
Small, Abigail - Director of Student Services
Strand, Deanna - Dover Adult Learning Center Executive Director

**DOVER SCHOOL DISTRICT
2025-2026 RE-NOMINATIONS
Administrative Assistants (DEOP)**

TO: DOVER SCHOOL BOARD
DATE: May 12, 2025
MEMORANDUM: Re-nomination of Administrative Assistants (DEOP)

I hereby nominate the following persons for the designated positions for the 2025-2026 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY

White, Joanne

CAREER TECHNICAL CENTER

Towle, Julie

DOVER HIGH SCHOOL

Boyatsis, Jan
Cunio, Valerie
DiGregorio, Laurie
Graves, Betsy
Harrington, Donna
Nault, Fern (through 7/31/2025)
Peck, Sarah
Swartzendruber, Kristin
Ward, Renee
Woodward, Carolyn

DOVER MIDDLE SCHOOL

Barnes, Ceili
Henck, Karen
Manning, Carol
Olkkola, Lucy
Snow, Sonata
Wells, Jessica
White, Karen

FRANCES G. HOPKINS ELEMENTARY SCHOOL AT HORNE STREET

Morton, Margaret

GARRISON SCHOOL

Hurley, Karen

WOODMAN PARK SCHOOL

Gaunya, Andrea

SAU

Miller, Courtney
Shanahan, Darlene

DALC

Ciereszynski, Donna
Heaphy, Meghan

**DOVER SCHOOL DISTRICT
2025-2026 RE-NOMINATIONS
Professionals Engaged in Teaching and Educators (DTU)**

TO: DOVER SCHOOL BOARD
DATE: May 12, 2025
MEMORANDUM: Re-nomination of Professionals Engaged in Teaching and Educators (DTU)

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 2025-2026 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY:

BECK, BRIAN
COCO, STEVEN
DAVIDSON, HEATHER L
EVANS, SCOTT
MAILLETTE, MIKAYLA

DOVER HIGH SCHOOL:

BENSON, HANNAH E
BONELLO, JESSICA A
BRETON, PHILIP
BURROWS, LISA M
BUTKA, JAMES S
CARR, RUBY G
CARRIER, WHITNEY LS
CARVER, JOHN P
CHASE, AMY M
CHASE, ANDREW H
CHURCHILL, HEATH N
CIANCARELLI, NICOLE
COCONUBO, CLAUDIA C
CONNELLY, JENNIFER M
COTE, KYLE V
CRETEAU, JAY C
CROSTON, ELIZABETH M
CUMBA, ERIC M
DONLON, RICHARD TYLER
DOYLE, KATELYN M
ELLIOTT, TIMOTHY K
FABBRI, HEATHER L
FENNESSY, MATTHEW P
FRAGOS, NICHOLAS S
FRANK-BERCHULSKI,
DONNA
FREEAR-MOTOR, KATE
GARNHART, JOHN RD
GEORGE, CHRISTINA M
GOODMAN, ERIC M
GOODMAN, SUSAN A
HALL, CANDACE M
HAMBROOK, COREY M

HAMILTON, JONATHAN R
HAMLIN, ANNE M
HANSON, KRYSTAL A
HANSON-GILLIS, HEIDI E
HENRY, MEGAN M
HOCKING, LESLEY J
HOUK, PAIGE S
HOWARD, AARON R
KELLY, KIM H
LAGRUA, MAUREEN E
LANGA, LUCILLE H
LECLERC, KRISTINE E
LENA, RITA C
LIGHTIZER, JACOB T
LITTLE, SALLY A
MANN, NATHAN R
MARTIN, MARGO M
MCCARRON- STEWART,
SARAH E
McMANUS, DEBORAH C
MERSEREAU, MARJORIE S
MINNIS, ANDREA L
MOLL, LAUREN A
NADEAU, RACHEL P
NULK, DARLENE L
O'MAHONY, JOHN W
O'ROURKE, MOIRA S
PAGNOTTA, JUSTIN J
PALMEIRA, KRISTEN S
PARSONT, JENNIFER B
PETERS, ASHLIE R
PIATTI, NICHOLAS S
PIATTI, SARAH M
PIKE, SUSAN H
POIRIER, AMY B
QUINATO A CUELLAR,
EDISON
REPUCCI, BROOKE E
ROYALTY, SAMANTHA S
RUSSO, MICHAEL
SALMONSEN, ERIC P

SCHLAPAK, ERIC M
SCHMITT, ALEXANDER G
SCHULTZ, LAUREN C
SCHWARTZ, CAROLYN
SEBASTIAN, ROSE M
SEEKAMP, PETER J
SEYMOUR, CLAIRE M
SOPHINOS, JAMES P
SPADAFORA, AMANDA A
ST. CYR, ELIZABETH R
STANCEL, MARY-KATHLEEN
STEGMAN, SUSAN M
STEWART, BENJAMIN D
TAYLOR, BRETT P
TOBIASSEN, KRISTEN M
TOWLE, KAYLEE M
TURNER, ERIC M
VAUGHAN, NANETTE J
WARD, MEGAN K
WARES, JAMES J III
WENDORF, HOLLY L
WEYMOUTH- WILLIAMS,
KERRIE E
WHITWORTH, KRISTIN M
WYDA, JASON C
YORK, KAITLYN M

DOVER MIDDLE SCHOOL:

ALLEN, MATTHEW J
BOYNTON, JEFFREY D
BURT, ANDREA P
CHIARELLA, KAREN
CHRISTOPHER, JOHANNA
CIMINO, KRISTEN J
COLSON, SHANNON E
CONRAD, KIMBERLY A
COOK, ERIN M
COPLEY, DENISE K
COTE, JORDAN M
CROMWELL, NADIA
CROSIER, KRISTEN A

CROWLEY, AMIE L
 DANIELS, KELSEY F
 DAYNARD, KELLY A
 DEAN, RORY B
 DEMERS, TRACY J
 DIBELLO, GEOFFREY R
 DILLINGHAM, LISA M
 DOWNEY, MARGARET J
 EISNER, LYNN D
 FAIRHURST, TESS M
 FERNANDEZ, TINA A
 GAGNE, STACY L
 GAUTHIER, PARKER N
 GILMORE, HALEY E
 GOLDFISHER, JESSICA M
 GORSKI, JENNIFER A
 GROLEAU, JULIA W
 HALL, BRIAN L
 HORVATH, ANNE-MARIE
 HOULIHAN, JOHN P
 JACOBS, DEBORAH A
 JEPSEN, KELLY A
 JOHNSON, MATTHEW W
 KATZ, RHONDA L
 KOSTIS, STACEY E
 KRAUSS, AIMEE L
 KUEHL, JESSI H
 LEIGHTON, GARY W
 LEVIN, STEPHANIE
 MARSDEN, CALLAHAN J
 MATHIEU, ALISON R
 MCGARTY, CHRISTINA L
 MEISNER, MOLLY L
 MITRO, ELIZABETH M
 NEVINS, KELLY J
 NOLAN, GARRETT
 POWERS, SHERYL A
 PRY, SHANNON E
 PUERTAS, ANNA M
 RAGAZZO, LARISSA L
 ROCKWELL, DEBORAH ANN
 ROGACKI, GARISON W
 SALACH, JANE A
 SALZANO, PATRICIA M
 SCHWARTZ, BENJAMIN A
 SIMPSON, BONNIE M
 SKELLEY, CARA L
 SLAVITZ, JOANNA S
 SMITH, MICHELLE L
 SWENSON, ASHLEY E
 TAIPAN, LISA M
 THOMPSON, MEGAN B
 THORN, SALLY J
 THURSTON, EMILY E
 TORR, JOSHUA G
 TROMBA, DAVID J
 WILSON, MICHELE M

WINDERS, RUTH A
 WISNIEWSKI, JASON J
 WOOD, JAMES N
 WOTTON, KATHY J
 YUVA, RAMONA D

**CAREER TECHNICAL
 CENTER:**

AUSTIN, KEITH F
 DUPRAT, SCOTT M
 GREEN, KATHERINE S
 HOPE, MELISSA L
 HOUGH, CARRIE S
 HUNT, ROBIN L
 KALWAY, NATHAN D
 LAMBIASE, MARK V
 MCKENZIE, DAVID K
 MINASSIAN, DEBORAH A
 MOTA, ASHLEY E
 MULLIGAN, JEREMIAH J
 PRICE, NICHOLAS R
 ROGERS, KAREN J
 ROY, LISA L
 SPENCE HEBERT, JESSICA
 STEWART, CHRISTINE D
 TWOMEY, KRISTIN L
 WEBSTER, KATRINA M
 WITHAM, NICOLE R

GARRISON ELEMENTARY:

BANAFATO, PATRICIA J
 BAUER, LEIGHANN BURNEY
 BOLES, JOSEPH G
 CASHMAN, PAIGE M
 CUSHING-LONG, ALANA J
 DEAN, HANNAH J
 DEJESUS, LESLIE L
 DUBE, MONICA A
 DUTTA, DOLON CHAMPA
 GAGNON, ERICA A
 GROSS, JOCELYN LISET
 HILL, RACHEL A
 HUGHES, KERRI A
 JEPPESEN, ASHLEY O'KEEFE
 JOHNSON, MEGHAN V
 KNOWLTON, JESSICA E
 LEARY, KELSEY L
 MALINOWSKI, ALISON E
 MANTEAU, CONNOR F
 MATZ, KERSTIN E
 MAYHEW, MEGHAN J
 MCDONOUGH, GRACE A
 MCKENNEY, TAYLOR E
 MOORE, EMILY C
 MURPHY, ERIN L
 NELSON, ALLISON M
 NYE, ALYSSA R
 PERKINS, NICOLE B

RABINER, LAUREN H
 ROMPS, MICHAEL F
 ROTAR, JAMIE D
 SCHLAPAK, SUSAN A
 TUCCI, EMILY E
 TURNER, DONNA J

**FRANCES G. HOPKINS
 SCHOOL:**

BEAUDRY, DANIELLE F
 BEAUREGARD, AMY T
 BIGELOW, GAIL M
 BOUDREAU, MONIQUE C
 BREEN, BETSY H
 BROWN, MARIAH J
 BROWN, SHERRI L
 CALABRESE, DEBORAH R
 CASSIDY-KETCHEN,
 KAYLEIGH B
 COTE, JILLIAN K
 DAIGLE, COURTNEY J
 DAVIS, PAIGE L
 DAY, ELIZABETH A
 DELLORUSSO, MEGAN E
 DINWOODIE, CHELSEY J
 DUBE, KIMBERLY J
 DUNHAM, KRISTEN L
 DUNN, MEAGHAN C
 GALLAGHER, NICOLE L
 HAYNES, KATHERINE S
 HOWELL, LAUREL F
 JAGENTENFL, AMANDA L
 KLOTZ, MELISSA E
 KNOX, JAALYN P
 LAYTON, MEGHAN
 LEONE, REBECCA H
 LONG, LINDA C
 MCDERMID, ALEXANDER J
 MONTECALVO, ALLISON
 NARY, DEBORA G
 O'GARA, LILY E
 OCONNOR, ROXANNE L
 PIKE, KERRI M
 POLIZZOTTO, ELIZABETH
 PRINGLE, THOMAS M
 ROSSI, RUTH WE
 RUSSELL, CARRIE E
 SANBORN, ALISA E
 SAWYER, VALERIE C
 SESSLER, COURTNEY W
 SIEBERSMA, KERRY L
 SINCLAIR, ANNA J
 STEWART, ALEXIS N
 THEIL, SAMANTHA K
 VAWTER, LEAH F
 WHITE, ELIZABETH C

SPECIAL EDUCATION

OFFICE:

GLASER-TAYLOR, KIM
HELM, ERICA

WOODMAN PARK SCHOOL:

ALIBRANDI, CHERA R
AVERY, ABIGAIL J
BICK, JESSICA M
BOUCHER, SHARON O
BRENEMAN, DIANNA D
BUCHHOLZ, KYLAR L
CARTER, LISA M
CLOUGH, JULIE B
COLLINS, BRIANA R
CORBIN, ALEXIS A
COTE, KELLY J
DUFFY, CAITLIN A
EASTMAN, APRIL L
FREDRICKSON, JILL M

GOODWIN, GRACE W
GORSKI, KATIE J
GRIFFIN, HEATHER N
JACKSON, CHRISTINE P
KOZLOWSKI, CHRISTINE A
LAPIERRE, SARAH R
LOTHROP, GRETCHEN M
MAHAN, AMY
MALLET, MARA J
MARDEN, ALIAH T
MARSHALL, ERIN P
MCKANE, CHALAGNE H
*MCKENNEY, STEPHANIE
MORRISON, JENNIFER J
NORRIS, ELIZABETH D
PHILIPPS, BRIANNE M
ROBERTO, CONLEY D
ROUX, JEREMY O
RULAND, DEANNA L
SEARS, JILL A

SENFLEBEN, KILEY N
SIMKO, LISA L
SMITH, AMANDA J
SOLEIMANI, LAUREN M
TARBELL, JULIANNA K
TAYLOR, MEGAN E
TRYGGESTAD, BRIELLE R
VELAZQUEZ, DAVID
WATKINS, BLAKE-MARI
WIDERSTROM, KATIE L
ZITTA, MICHELLE M

PRESCHOOL:

BORIA, CALLA
BOUCHER, SHARON
CARTER, LISA
LAROCHELLE, ALLYSON
PHILIPS, BRIANNE

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

**DOVER SCHOOL DISTRICT
2025-2026 RE-NOMINATIONS
Non-Union Personnel**

TO: DOVER SCHOOL BOARD
DATE: May 12, 2025
MEMORANDUM: Re-nomination of Non-Union Personnel

I hereby nominate the following persons for the designated positions for the 2025-2026 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

SAU

Badger, Tammy
Collins, Justin
Dickerman, Gary
Hamel, Kimberley
Noyes, Amanda
Pellicano, Steven
Rup, Kristen
Saia, Deborah
Sanborn, Lauren
Shearer, Sam
Stahl, Shawna
Watts, Tyler

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

TO: **DOVER SCHOOL BOARD**

DATE: May 12, 2025

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 2025-2026 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Bennett, Mia	Elementary Classroom Teacher	Woodman Park School	Nicole Hamilton	\$50,142	MA, Step 2
Conlin, Brooke	School Counselor	Dover Middle School	Nora Marden	\$53,744	MA, Step 4
Geller, Liz	Family Services Counselor	Woodman Park School	Meredith Jacques	\$66,265	MA, Step 10
Lapiejko, Albert	Social Studies Teacher	Dover Middle School	Open	\$45,150	BA, Step 1
Loeb sack, Christine	Math Teacher	Dover High School	Stephanie Dematteo	\$80,814	BA+15, Step 17
Martin, Trevor	Math Teacher	Dover Middle School	Matt Allen	\$53, 744	MA, Step 4
Porfido, Raegan	School Counselor	Dover Middle School	Joan Breault	\$48,437	MA, Step 1
Rittenberry, Kendall	Social Studies Teacher	Dover Middle School	New	\$55,646	MA, Step 5
Rivers, Olivia	Math Teacher	Dover Middle School	New	\$45,150	BA, Step 1
Siegler, Shannon	ELA Teacher	Dover Middle School		\$80,814	BA+15, Step 17
Turgeon, Chris	Behavior Specialist	Garrison Elementary School	Amy Costa	\$89,779	CAGS, Step 17
Vigneault, Haley	Grade 5 Teacher	Dover Middle School	New	\$48,437	MA, Step 1

**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**

FIELD TRIP REQUEST - FY:

Date: 4/22/2025

THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.

Teacher Requesting the Trip: Jennifer Connelly
Destination of Field Trip: Miami University, Ohio
Date of Field Trip: July 21-26 Time of Departure: 7/21 am Time of Return: 7/26 pm
Number of Students: 7 Cost Per Student: \$895
Number of Adults Going: 1 Method of Transportation: bus - airplane - van

LIST ALL CHAPERONES: _____

*****Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip.*****

A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.

Are all phases of the trip handicap accessible? Yes ☒ No ☐

Non-participating teachers will be notified two weeks prior to the trip: Yes ☐ No ☐ n/a

Submit a list of non-participating students to the attendance office one day prior to the trip. n/a

Have provisions been made for students **NOT** going on the trip that are the responsibilities of the teacher(s) attending?
Yes ☐ No ☐ no

What is the educational purpose of the field trip?

What instructional classroom preparations will be done prior to the field trip?

What follow-up classroom activities will take place after the field trip?

} Please see
attached -
extended travel

Approval of Appropriate Administrator (AC, CTC Director): [Signature]

*******PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY*******

✓ Trip Approved

_____ Trip Disapproved

Reason for Denial: _____

Principal's Signature: [Signature]

Date: 4/30/25

Revised 11/2020



72nd Annual National Junior Classical League Convention

July 21-26, 2025 | Miami University, Oxford, Ohio

Non scholae sed vitae discimus.
We learn not for school but for life.
Derived from Seneca

Registration
Opens
March 1, 2025

Cost: \$790

Agenda and Convention events

Lilia AitSahlia, NJCL President | president@njcl.org

Elizabeth Bouis, Convention Advisor | convention@njcl.org

University and Local Matters

Amy Elifrits, Convention Co-Chair | abelifrits@yahoo.com

Emelie Inderhees, Convention Co-Chair | inderhees@wellington.org

Todd Wegenhart, Convention Co-Chair | programs@njcl.org



FOR REGISTRATION

Sherwin Little, Convention Registrar
little@aclclassics.org
P. 513-529-7741 | F. 513-529-7742

NATIONAL JUNIOR CLASSICAL LEAGUE

860 NW Washington Blvd, Suite A
Hamilton, OH 45013
P. 513-529-7741 | F. 513-529-7742 | njcl.org

MORE

INFORMATION
njcl.org/NJCL-Convention/2025
NJCL-Convention



Request for extended Travel

Dover School District

Requests for preliminary approval submitted to the School Board shall include:

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings

Dover High School has maintained a robust Latin Language and Classics program for decades, currently enrolling 80 students from levels one through advanced placement (AP).

The American Classical League's (ACL) goal is to celebrate, support, and advance the timeless relevance and teaching of the Greek and Latin languages, literatures, and cultures. The ACL hosts a summer convention for high school students who study Latin and Greek through its division called The Junior Classical League (JCL). This summer convention aims to foster a deeper understanding and appreciation of the classics among students, educators, and the wider community. The convention serves as a platform for academic competition, cultural enrichment, and professional development, while promoting a sense of enduring community among classical scholars. Simply put, there are three goals: Agon (contest), Paideia (education), and Philia (fellowship).

. 2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.

N/A

3. Inclusive dates of trip. July 21-26, 2025

4. General itinerary.

Each day is filled with activities that foster Classical education, fellowship, and contest. I am attaching last year's convention rules and guidelines, which for the most part, will be the same, excluding the venue. Attachment A

5. Cost per student.

Breakdown:

Round trip flight to Miami, Ohio	\$350
Round trip bus to Logan airport (C and J)	\$112
Van rental from airport to Miami University	\$80
Convention: housing, meals	\$350 (this includes the Dover Rotary's ✱ donation of \$3000. Without this donation, cost is \$780 per student.)
Total per student	\$895

(I have also attached my proposal to the Dover Rotary. They ^{will} donate the \$3000.)
Attachment E

6. Statement of academic eligibility or other limiting rules of participation established by the trip director.

All students must be studying Latin and maintain at least an 88 percent grade average. All students must intend to study 4 years of Latin. All students must demonstrate appropriate behavior. Attachment B

7. Permission forms to be reviewed with and signed by parents. Yes, attached are the permission forms to be used. Attachments C and D

8. Statement of source and nature of insurance coverage. N/A

9. Decision and opinion of the Principal and Superintendent.

10. Release from duty of any staff member by the Superintendent. N/A

11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)

The trip leader, who is also the chaperone, will pay her own way.

12. Cost to the District. None

Requests for final approval submitted to the School Board shall include:

1. Adult/Student ratio. 1:7

2. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.



World Language Department

April 22, 2025

Requirements to Travel to NJCL Convention Summer 2025, Miami University, Oxford, OH

I understand that the requirements to go on the trip to NJCL Convention are:

1. I am studying Latin, and plan to study through level IV. I will maintain my grade average at an 88 or better.
2. I do not receive an ASI, ISS, or OSS beginning Sept 1, 2024

I understand that if I receive an ISS or OSS for any reason that I will be dropped off the trip at my own expense. If I receive an ASI, I will be put on probation. A second ASI will result in a decision making meeting with a parent, Mr. Driscoll, Mrs. Connelly to determine if the student should attend. I understand that neither Worldstrides nor Dover High School has any responsibility to refund my money.

I understand that while on the trip all school rules are in force.

I have read and agree to the above requirements.

Student _____ signature _____ date _____

Parent _____ signature _____ date _____



School Board Guidelines for Alcohol, Drugs, Body Art

And Standards of Behavior

For All Dover Students traveling on an extended trip

1. Students will NOT bring, consume, purchase, or ship home ALCOHOL while on a school sanctioned trip.
2. Students will NOT bring, consume, purchase, or ship home illegal DRUGS or PIPES while on a school sanctioned trip.
3. Students will NOT purchase BODY ART or PIERCING services while on a school sanctioned trip.
4. Students will not purchase WEAPONS of any kind, such as knives, or swords, even if they are considered souvenirs while on a school sanctioned trip.
5. Students will NOT purchase or wear any CLOTHING that portrays sex symbols or sex or alcohol related messages or makes comments about any group while on a school sanctioned trip.
6. During the trip students are NOT allowed to leave the campus without a chaperone.
7. The buddy system is strictly enforced. Students will be in groups of three or more during all free time.
8. When activities are going on, all students will listen quietly and attentively. Students are expected to participate in all events.

Student print: _____

Signature: _____

Parent/Guardian print: _____

Signature: _____



LIABILITY RELEASE FORM

Student Name _____ Home Telephone _____
Address _____ Zip Code/ _____
Date of Birth _____ Place of Birth _____
School Dover High School School Telephone 603-516-6872
School Contact Person Jennifer Connelly Position Latin Teacher
Parents/Guardians Full Names _____
Place/Times of Employment _____
Employment Telephone Numbers () _____
Person to contact in an emergency _____ Telephone () _____
Address _____ Relationship _____
Physician _____ Telephone _____

.....

RELEASE

I, a participant in the excursion to NJCL Convention, sponsored by World Language Department, Dover High School and approved by the Dover School Board, agree to all the following conditions:

The Program organizer(s), group chaperones of Dover High School and the Dover School District shall not be liable for any damages or loss to my person or property arising from my participation in this program.

The Program organizer(s) and/or group chaperones may make reasonable changes in the dates, destinations, or itinerary for the mutual benefit and safety of group participants. In such event, they shall not be liable for any delay, loss or damage resulting there from. In the event of any illness, accident, or incapacity incurred by me, the group chaperone may consider my best interests in securing medical treatment, hospitalization, medication and/or return transportation at my own expense.

Any and all claims, obligations, suits in any liabilities whatsoever against the organizer(s), chaperones, and/or the School District are hereby waived and released.

I certify that I have read and understood this release and agree to abide by its provisions.

Student Signature

Date

Signature of Witness

Date

*I certify that **I am the parent or legal guardian of the student named above** and that I have read the foregoing release. **I allow my child to participate in this trip.** I agree to every part of this release and hereby relinquish any claim that I may have against the program organizers, chaperones, and the School District, both on my behalf and in my capacity as legal representative, while my child is a participant in this program.*

Parent Signature

Date

Signature of Witness

Date

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION: April 13, 2015	PAGE 1 OF 3

EXTENDED TRAVEL

School funded overnight trips as well as clubs and other school approved organizations that engage in overnight, in-state activities are exempt from this policy but must comply with policy IJOA.

Foreign or domestic overnight travel with significant educational value is permitted following approval of the Building Principal, Superintendent, and School Board.

Approval by the School Board shall consist of preliminary approval (permission to plan and to commit funds) and final approval (permission to proceed). Except to determine interest/feasibility, no substantive discussions of foreign travel can be conducted with students until preliminary approval is granted by the School Board. Requests for final approval should be scheduled for the regular School Board meeting approximately one month prior to departure. The School Board may rescind final approval in the event the government issues a travel advisory for any areas on the itinerary or if the safety and well-being of the students may be jeopardized by acts of terrorism or government instability.

Overnight trips shall, to the extent possible, be scheduled during school vacation periods. If the trip extends into the school days, a waiver request must be approved by the superintendent and the School Board.

Costs of such trips shall be the responsibility of the participating students and their parent/guardian. The sponsoring organization is required to arrange fundraising opportunities to minimize the financial burden to participants and to ensure availability of financial assistance to those students otherwise qualifying, but for whom the economic strain is too severe.

Requests for preliminary approval submitted to the School Board shall include:

1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.
2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required.
3. Inclusive dates of trip.
4. General itinerary.
5. Cost per student.
6. Statement of academic eligibility or other limiting rules of participation established by the trip director.
7. Permission forms to be reviewed with and signed by parents.
8. Statement of source and nature of insurance coverage.
9. Decision and opinion of the Principal and Superintendent.
10. Release from duty of any staff member by the Superintendent.

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION: April 13, 2015	PAGE 2 OF 3

11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.)
12. Cost to the District.

Requests for final approval submitted to the School Board shall include:

1. Adult/Student ratio.
2. Confirmation permission forms, student code of conduct contract which will include Standards for Behavior, and telephone contact notification submitted to the principal.

Additionally, a list of all students and chaperones will be submitted to the school and superintendent's office. All chaperones must complete a criminal background check at least one month prior to departure. Only adults assigned as chaperones are permitted to travel with the students.

A copy of this policy and release shall be provided to students_and parents along with materials distributed on extended trips. Students and parents are to be advised that baggage may be searched by chaperones or advisors prior to departure and at any time during the trip.

Administrative Guidelines on Alcohol, Drugs, and Body Art – Standards of Behavior:

1. Students will not consume, purchase, or ship to home, alcohol while on a school sanctioned trip
2. Students will not consume, purchase, or ship to home, drugs while on a school sanctioned trip
3. Students will not purchase body art or piercing services while on a school sanctioned trip
4. Adult chaperones on all trips will adhere to the same standards of behavior as defined for student participants

5

Date: April 14, 2025

To: The Dover Rotary Club

RE: Proposal/Request for the Dover NH Rotary Club
Student Literacy Funds via Latin/JCL Convention, summer 2025

Overview

Dover High School has maintained a robust Latin Language and Classics program for decades, currently enrolling 80 students from levels one through advanced placement (AP).

The *American Classical League's (ACL)* goal is to celebrate, support, and advance the timeless relevance and teaching of the Greek and Latin languages, literatures, and cultures. The ACL hosts a summer convention for high school students who study Latin and Greek through its division called *The Junior Classical League (JCL)*. This summer convention aims to foster a deeper understanding and appreciation of the classics among students, educators, and the wider community. The convention serves as a platform for academic competition, cultural enrichment, and professional development, while promoting a sense of enduring community among classical scholars. Simply put, there are three goals: *Agon* (contest), *Paideia* (education), and *Philia* (fellowship).

This is a request for financial support to enable at least six (6) Dover High Latin Students to attend this summer's JCL convention, which is being held at the Miami University of Ohio in Oxford, Ohio from July 21-26, 2025. This would be the very first time Dover Latin Students would have the opportunity to be in attendance at this prestigious national convention.

Breakdown of estimated costs:

Cost of housing and food at Miami University: **\$780 per student**

<https://www.njcl.org/Portals/1/2025%20NJCL%20Convention%20Flyer%20FINAL.pdf>

Estimated cost of air fare (round trip): **\$500 per student**



4:00pm — 6:37pm
 Boston (BOS) - Cincinnati (CVG)
 American Airlines operated by Envoy Air
 As American Eagle

2h 37m • Nonstop

\$485

Roundtrip per traveler

Changes included • Seat choice included



5:52am — 12:34pm
 Boston (BOS) - Cincinnati (CVG)
 American Airlines

6h 42m • 1 stop
 2h 47m in CLT

\$294

Roundtrip per traveler

Carry-on included



8:55pm — 11:23pm
 Boston (BOS) - Cincinnati (CVG)
 Delta operated by Republic Airways Delta
 Connection

2h 28m • Nonstop

5 left at

\$488

Roundtrip per traveler

Changes included • Seat choice included



5:25am — 9:36am
 Boston (BOS) - Cincinnati (CVG)
 Delta operated by Delta and Endeavor Air
 DBA Delta Connection

4h 11m • 1 stop
 52m in DTW

\$319

Roundtrip per traveler

Estimated cost of ground transportation to and from the airports: **\$200 per student**. This combines the round trip bus from Dover C and J to Logan Airport, and a van rental from the Cincinnati airport to the University of Miami.



Experience

Locations ▾

Travel With C&J ▾

Book

View Route ▾

1 hour, 45 mins, 0 Transfers

Amenities:

Mobile Boarding

Leave

4:30 AM

Arrive

6:15 AM

Round Trip, 1 adult, 0 child

\$56.00 Total

Select

View Route ▾

1 hour, 45 mins, 0 Transfers

Amenities:

Mobile Boarding

Leave

5:30 AM

Arrive

7:30 AM

Round Trip, 1 adult, 0 child

\$56.00 Total

Hi there! Is there something we can
 you with?



Thrifty Car Rental
Wherever the road takes you, enjoy the ride.
Book today



Standard Van
Toyota Sienna or similar
8 Automatic
Unlimited mileage
Shuttle to counter and car

Free cancellation
Skip-the-counter
Pay at pick-up
Reserve without a credit card

\$102
\$834 total

Reserve

Excellent
347 ratings

Fullsize Van

\$258

Estimated cost per student: \$1,480

Estimated cost for 6 students: \$8,880

Estimated cost for 5 students: \$7,400

Estimated cost for 4 students: \$5,920

Currently I have 6 students interested. Depending on the amount of money we would be awarded, I would divide the amount among those students.

I appreciate your time and consideration of this request, and I encourage the Rotary Club to contact me directly for further information. I have been a Latin educator at Dover High School for over twenty years, and if we are funded, I will be accompanying and supervising the students for the duration of the trip.

I value the opportunity to have the Dover Rotary Club consider this request from the academic community in our town. Dover High School's Latin program attracts highly talented and exceptionally driven youth, and I believe that this is a unique and rare opportunity to support youth to further develop and showcase their deep and abiding skills to a national and international audience of peers and mentors.

Sincerely,

Jennifer Connelly
Latin Teacher
Dover High School
j.connelly@dover.k12.nh.us

**Donation Request List for Approval
May 12, 2025 - School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
DHS CTC	Wilcox	\$5,000	FormLabs Form 3L 3D printer	To enhance hands-on learning opportunities for CTE students.
DHS	Dover, NH Rotary Club	\$3,000	Monetary	To financially support DHS World Language students' trip to Miami University, Ohio July 21-26, 2025.

Dover School District Monthly Financial Report

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools

FROM: Michael Limanni, CFO

DATE: April 14, 2025

RE: Condition of *School* Accounts

The April update to the previous months Condition of Accounts is attached for review.

Business Office Update:

With the 2026 budget successfully passed, we are now gearing up for the close of the 2025 fiscal year. While this is an early estimate, we are currently projecting close to \$486,000 in budgetary savings at year end. Departments are now reviewing their open purchase orders and making sure all existing need are covered to get them through June 30th. Below represents the detail of items that are not currently reflected in the attached Condition of accounts. The most notable item in this list is the July and August health and dental expenditures that are currently charged to a prior fund. While the wages related to these expenses were earned in the 2024 fiscal year (prior school year DTU wages paid out over the summer), the health and dental expenses are for the months of July and August and will remain in the FY2025 fiscal year. We will be adjusting the general fund shortly to reflect these expenditures by function.

Estimated Fund Balance - 05.09.25	\$ 2,364,549.27
(-) July & August Health & Dental Expenses	\$ (1,203,215.66)
(-) Continued Cost of Substitutes	\$ (74,488.01)
(-) Estimated Continued Professional & Staff Dev	\$ (23,285.09)
(-) Additional IT Services	\$ (39,254.62)
(-) Tuition Reimbursements	\$ (1,578.59)
(-) Athletic Coaching Salaries	\$ -
(-) Severances	\$(229,122.00)
(-) Cost of SROs	\$ -
(-) Dues & Fees	\$ (29,169.30)
(-) New & Replacement Ed. Equip.	\$ (70,080.11)
(-) Supplies, Books, Graduation	\$ (37,707.26)
(-) Revenue Shortfall	\$ (170,310.89)
(-) Approved Projects	\$ -
Estimated Final Budget Balance:	\$ 486,337.74

General Fund Expense Highlights:

Little has changed over the last few months with specialized transportation, homeless transportation, and severances being the lead items exceeding the budget. In the next two months, we will begin making budget transfers to cover these overages from areas of savings in our wage and benefit lines.

Account 2700, SUPPORT SERVICES – Student Transportation, remains a significant budget overage with out of district SPED transportation exceeding the \$2.275M budget by \$479,30 and homeless transportation exceeding the \$88,400 budget by \$441,359. These losses are partially offset by low fill rates for substitute coverage, and District vacancies reflected in the 1100 and 1200 function codes.

Account 2900, SUPPORT SERVICES – Other, reflects a budget overage from the payout of severances due to staff resignations over the summer months. This number is expected to rise over the next couple of months as we settle a pair of late resignations.

General Fund Revenue Highlights:

We are expecting revenue from SPED Aid and SPED differentiated aid (part of the adequacy formula) represented in the “Other Restricted State Aid” line to exceed the budget estimate by approximately \$140,000. Also, CTE Tuition Aid, and out of state Tuition Revenue are expected to come in about \$100,000 more than estimated.

The District’s NHED calculated cost per pupil for the 2024 fiscal year was published on January 7th, coming in significantly higher at \$18,159.97. This will impact tuition revenue from Barrington and other NH LEAs in both the current fiscal year and the next. Estimated tuition billing is about \$217,000 below budget which was mostly offset by gains in CTE program aid, and the funds received from our indirect cost allocation associated with managing grant funds.

Projects Being Considered (Year End Unencumbered Funds):

The following projects are being considered by the District, some of which will be presented for consideration with firm pricing at the June stated meeting:

School	Estimated Cost	Project Summary
Bellamy Academy	\$3,525.00	Lighting Upgrade
Bellamy Academy	TBD	Paved walkway at exit (N and W)
DHS	TBD	Crack Sealing Main Parking Lot & Assess Tennis Courts
DHS	TBD	Upgrade lighting controls
DHS	\$17,240.00	Cosmo sink and counter replacement
DHS	\$23,071.37	Vape detectors
DHS	TBD	Add gates to transformer fence
DMS	\$6,450.00	Add power to IDF Network closets
DMS	TBD	Library carpet replacement
DMS	TBD	Gym projector/screen project (w/ audio from IT project
DMS	\$650.00	Add heating/cooling to Tom's office
DMS	TBD	Decommission STEM Room
DW	TBD	Tree Removal
DW	TBD	Admin Office Glass Upgrade
DW	TBD	Generator Connectivity
FGH	\$20,000.00	Roof soffit repairs @ Gym
GES	TBD	Valve actuator replacement
HSS	TBD	Lockers & Cubby Project (wall hooks instead)

SAU	TBD	SAU Superintendent office paint
WPS	TBD	Replace Cafeteria Tables
WPS	TBD	Lower sidewalk replacement
WPS	\$8,498.00	Stage curtain replacement
WPS	\$48,000.00	Handicap Ramp Repairs
WPS	TBD	Balcony and window replacement options

DOVER SCHOOL DISTRICT
Condition of Accounts - April 2025

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 27,065,036	\$ 19,460,934	\$ 7,604,103	\$ 6,565,051	\$ 1,039,051
1200	SPECIAL EDUCATION PROGRAMS	\$ 21,042,845	\$ 15,082,536	\$ 5,960,309	\$ 4,217,973	\$ 1,742,336
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 3,050,303	\$ 2,283,010	\$ 767,293	\$ 707,306	\$ 59,987
1400	OTHER EDUCATIONAL PROGRAMS	\$ 781,967	\$ 578,490	\$ 203,477	\$ 155,174	\$ 48,303
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 276,853	\$ 236,635	\$ 40,218	\$ 35,683	\$ 4,535
2100	SUPPORT SERVICES - Students	\$ 5,725,471	\$ 4,119,913	\$ 1,605,558	\$ 1,333,607	\$ 271,951
2200	SUPPORT SERVICES - Instructional Staff	\$ 2,139,256	\$ 1,458,163	\$ 681,093	\$ 450,838	\$ 230,255
2300	SUPPORT SERVICES - General Admin.	\$ 1,866,113	\$ 1,541,533	\$ 324,581	\$ 231,099	\$ 93,482
2400	SUPPORT SERVICES - School Admin.	\$ 3,525,706	\$ 3,002,639	\$ 523,067	\$ 483,602	\$ 39,465
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,735,309	\$ 5,249,345	\$ 485,964	\$ 545,094	\$ (59,130)
2700	SUPPORT SERVICES - Student Transportation	\$ 5,062,156	\$ 4,425,774	\$ 636,381	\$ 1,574,729	\$ (938,348)
2800	SUPPORT SERVICES - Centralized Services	\$ 2,082,365	\$ 1,763,949	\$ 318,416	\$ 109,707	\$ 208,709
2900	SUPPORT SERVICES - Other	\$ 32,295	\$ 231,031	\$ (198,736)	\$ -	\$ (198,736)
5200	FUND TRANSFERS OUT	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -
6900	SCHOOL DEBT - Principal & Interest	\$ 6,222,124	\$ 1,754,739	\$ 4,467,385	\$ 4,474,386	\$ (7,001)
TOTAL GENERAL FUND EXPENDITURES:		\$ 84,642,799	\$ 61,223,691	\$ 23,419,108	\$ 20,884,248	\$ 2,534,860
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,784,697	\$ 1,536,515	\$ 248,182	\$ 301,797	\$ (53,615)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 12,354,537	\$ 5,987,653	\$ 6,366,885	\$ 531,909	\$ 5,834,976
Summarized Condition of District Expenditures:		\$ 98,782,033	\$ 68,747,858	\$ 30,034,175	\$ 21,717,954	\$ 8,316,221

DISTRICT-WIDE Revenue						
Account	Description	Budget	YTD Transactions	Balance	Est. Remaining	Budget Balance
01311.3410	TUITION - REGULAR FROM PARENTS	\$ -	\$ 16,868	\$ (16,868)	\$ -	\$ (16,868)
01314.3390	TUITION - SUMMER SCHOOL, ELEME	\$ -	\$ -	\$ -	\$ -	\$ -
01314.3390	TUITION - SUMMER SCHOOL, DHS	\$ -	\$ -	\$ -	\$ -	\$ -
01321.3390	TUITION - OTHER NH DISTRICTS	\$ 86,962	\$ 57,401	\$ 29,561	\$ 23,290	\$ 6,271
01321.3390	TUITION - BARRINGTON	\$ 3,223,640	\$ 2,240,058	\$ 983,582	\$ 838,666	\$ 144,916
01321.3390	TUITION - NOTTINGHAM	\$ 1,750,071	\$ 1,225,532	\$ 524,539	\$ 605,926	\$ (81,386)
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 8,000	\$ 7,800	\$ 200	\$ -	\$ 200
01321.3390	TUITION - BELLAMY ACADEMY	\$ 410,970	\$ 338,286	\$ 72,684	\$ -	\$ 72,684
01322.3390	TUITION - SPED AIDES	\$ 366,365	\$ 230,254	\$ 136,111	\$ 61,147	\$ 74,964
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 178,019	\$ 140,649	\$ 37,370	\$ -	\$ 37,370
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 55,000	\$ 65,921	\$ (10,921)	\$ -	\$ (10,921)
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ 24,460	\$ 5,540	\$ -	\$ 5,540
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 89,555	\$ 14,445	\$ -	\$ 14,445
01980.3599	MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
01990.3599	OTHER LOCAL REVENUE DW	\$ 10,000	\$ 1,780	\$ 8,220	\$ -	\$ 8,220
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 11,408,214	\$ 11,406,823	\$ 1,391	\$ -	\$ 1,391
03210.3700	SCHOOL BUILDING AID	\$ 383,462	\$ 383,462	\$ (0)	\$ -	\$ (0)
03230.3700	SPECIAL EDUCATION AID (CATASTROPHIC AID)	\$ 1,535,212	\$ 1,581,805	\$ (46,593)	\$ -	\$ (46,593)
03241.3700	CTE TUITION AID	\$ 431,092	\$ 465,151	\$ (34,059)	\$ -	\$ (34,059)
03242.3700	CTE TRANSPORTATION AID	\$ 3,000	\$ 2,133	\$ 867	\$ -	\$ 867
03290.3700	OTHER RESTRICTED STATE AID	\$ 23,303	\$ 83,132	\$ (59,829)	\$ -	\$ (59,829)
04210.3599	INDIRECT COST ALLOCATION	\$ 171,000	\$ 188,167	\$ (17,167)	\$ -	\$ (17,167)
04220.3599	ABE ALLOCATION	\$ 43,000	\$ 31,539	\$ 11,461	\$ -	\$ 11,461
04580.3311	MEDICAID DISTRIBUTION	\$ 200,000	\$ 141,196	\$ 58,804	\$ -	\$ 58,804
05251.3918	FUND TRANSFERS IN	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -
TOTAL GENERAL FUND REVENUE:		\$ 20,671,310	\$ 18,721,971	\$ 1,949,339	\$ 1,779,028	\$ 170,311
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,784,697	\$ 1,078,329	\$ 706,368	\$ 706,369	\$ (0)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 12,322,935	\$ 5,889,969	\$ 6,432,967	\$ 629,593	\$ 5,803,374
Summarized Condition of District Revenue:		\$ 34,778,942	\$ 25,690,268	\$ 9,088,674	\$ 3,114,990	\$ 5,973,684

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 20,671,310	\$ 20,500,999
State Wide Property Tax:	\$ 6,937,255	\$ 6,937,255
Local Property Tax:	\$ 57,034,234	\$ 57,034,234
*TOTAL GF Revenue:	\$ 84,642,799	\$ 84,472,488
TOTAL GF Expenditure:	\$ (84,642,799)	\$ (82,107,939)
Ending GF Fund Balance:	\$ 0	\$ 2,364,549
TOTAL FS Revenue:	\$ 1,784,697	\$ 1,784,697
TOTAL FS Expenditures:	\$ (1,784,697)	\$ (1,838,312)
Ending FS Fund Balance:	\$ -	\$ (53,614)
TOTAL Other SR Fund Revenue:	\$ 12,322,935	\$ 6,519,562
TOTAL Other SR Fund Expenditures:	\$ (12,354,537)	\$ (6,519,562)
Ending Grant Fund Balance:	\$ (31,602)	\$ -

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FIRST READING - REVISED

SCHOOL ENTRANCE REQUIREMENTS

- I. In order to enter first grade in the Dover School District, a child must be six years of age on or before September 30. Kindergarten students must be five years of age on or before September 30. All new resident students, accompanied by a parent or guardian, should register at school before opening day and as early as possible.
- II. Students that do not meet the age requirement and who have successfully completed an approved and/or licensed kindergarten program may enter first grade after they successfully complete the District screening of academic and social development.
- III. Children entering the school district for the first time must have proof of physical examination and immunization records, and the school must have a copy of the child's birth certificate **or other legal document indicating the birth date of the student.** Principals or their designees will meet with new children and parents to explain school programs.

New Hampshire state law requires the following:

1. Proper immunization in accordance with RSA 141-C:20. Proof of immunization is a letter, statement, or record from a health provider or former school showing each dose and the date administered.
2. Current physical examination in accordance with Ed 311.03. Proof of physical examination is a signed, dated summary of findings of a completed physical examination performed by a licensed health care provider.

All entering students or students transferring to the Dover School District must have received a physical examination and the required immunizations prior to school entry in accordance with Ed 311.03 and RSA 141-C:20.

- IV. A student who is unable to provide documentation of a physical examination and proof of acceptable immunization for conditional enrollment shall not be admitted to school unless the student presents a certificate of religious or medical exemption.

A thirty (30)-day exclusion notice will be issued by the school nurse for completion of these requirements or documentation of an appointment for a physical examination with a licensed health care provider.

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SECOND READING – REVISED POLICY

ATTENDANCE, ABSENTEEISM AND TRUANCY

Absences

The Board requires that school-aged children ~~children~~ **students** enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for ~~students~~ **them** to achieve academic standards and consistent educational progress.

Attendance ~~shall be~~ **is** required of all students enrolled in the District during the days and hours that school is in session, ~~except that~~ **The** Principal **or designee** may excuse a student for **a** temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an **accident injury**
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal **or designee**, or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parent(s)/**guardian(s)** must call the school and inform ~~them~~ **the** District of the student's illness and absence. For other absences, parent(s)/**guardian(s)** must provide written notice or a written excuse that states ~~one of these reasons~~ for non-attendance. The Principal **or designee** may require parent(s)/**guardian(s)** to provide additional documentation **in that** supports ~~of~~ their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If **a** parent(s)/**guardian(s)** wishes for their child **student** to be absent for a reason not listed above **as an excused absence**, the parent(s)/**guardian(s)** must provide a written explanation of the reason for such absence, including why ~~their student will be absent~~ and for how long ~~their~~ student will be absent. The Principal **or designee** will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the

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parent(s)/guardian(s) via telephone and/or writing of his/her their decision. If the Principal or designee determines that good cause does not exist, the parent(s)/guardian(s) may request a conference with the Principal to again further explain the reasons for non-attendance. The Principal may then reconsider his the initial determination. ~~However, at this juncture,~~ After reconsideration, the Principal's decision shall be final.

Family Vacations / Educational Opportunities

Generally, ~~a~~ Absences other than for illness during the school year are discouraged. Family vacations that occur while school is in session are not ~~considered~~ excused absences. ~~The Superintendent or designee may choose to excuse the absence with prior written notice received at least five (5) school days prior to the trip. Teachers will not be responsible for provision of academic work missed during this absence, regardless of whether the trip is excused or unexcused. Upon return, students will have the opportunity to make up any missed assignments.~~ The Superintendent or his/her designee may make an exception for educational trips and college visits, provided that the itinerary and learning experiences are outlined in writing at least five (5) school days prior to the trip, and work to be completed is approved prior to the trip. Make-up work will be done according to individual school handbooks. ~~Parent(s)/guardian(s) should notify the Superintendent either verbally or in writing prior to the trip.~~

Chronic Absenteeism

Chronic Absenteeism is defined as missing ten (10) percent or more of the school year due to an absence of any reason. These can include excused absences, unexcused absences, or suspensions.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above as an excused absence will be considered an unexcused absence.

Ten (10) half-days of unexcused absences during a school year constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional a time and fewer than three and one-half (3 1/2) hours of instructional time.

Any absence of more than three and one-half (3 1/2) hours of instructional time shall be considered a full-day absence.

Four (4) tardies that are less than half days, as defined above, are the equivalent of one (1) absence.

The Principal, designee, or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

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The Principal or designee shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal or designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, ~~he/she~~ **they** shall commence an intervention with the student, the student's parent(s)/guardian(s), and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigatesing the cause(s) of the student's ~~truancy behavior~~ absences;
2. ~~The C~~onsideration of, ~~when appropriate,~~ modificationing of his/her their educational program to meet particular needs that may be causing truancy, **when appropriate**;
3. Involvesing the parent(s)/guardian(s) in the development of a plan designed to reduce the truancy;
4. Seeksing alternative disciplinary measures, but still retainsing the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
5. Determinationing ~~as to~~ whether school record-keeping practices and parental notification of the student's absences have an effect on the ~~child's~~ student's attendance.

Parental Involvement in Chronic Absenteeism and Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal or designee will send the student's parent(s)/guardian(s) a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent(s)/guardian(s) responsibility to ensure that the student attends school; and
3. A request for a meeting between the parent(s)/guardian(s) and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Chronic Absenteeism and Truancy Reduction

The Board ~~encourages~~ directs the administration to: ~~seek truancy prevention and truancy reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.~~

1. ~~Coordinate truancy prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.~~ **Use the Multi-Tiered System of**

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Supports (MTSS) and Early Warning Indicators (EWI) to address absenteeism through targeted interventions, support, and data-driven strategies. Truancy prevention strategies will include promptly notifying the parent(s)/guardian(s) of absences and identifying early signs of truancy and chronic absenteeism.

2. ~~Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.~~
3. **2. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.**

Parental Notification of Attendance, Absenteeism and Truancy Policy

~~Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.~~

Additionally, ~~t~~**The Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is distributed to parent(s)/guardian(s) annually at the beginning of each school year.**

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7, Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

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FIRST AND SECOND READING - REVISED

NONDISCRIMINATION / EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

~~The school district does not discriminate on the basis of sex and other protected categories in its education programs and activities, as required by federal and state laws and regulations.~~

~~The school district prohibits discrimination, including harassment, of school employees on the basis of:~~

~~_____~~

- ~~● Race;~~
- ~~● Sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions;~~
- ~~● Parental, family, or marital status;~~
- ~~● Color;~~
- ~~● Religion;~~
- ~~● Ancestry or national origin;~~
- ~~● Age;~~
- ~~● Disability; and~~
- ~~● Genetic information.~~

~~The school district prohibits discrimination, including harassment, of students on the basis of:~~

- ~~● Race;~~
- ~~● Sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions;~~
- ~~● Parental, family, or marital status;~~
- ~~● Color;~~
- ~~● Religion;~~
- ~~● Ancestry or national origin; and~~
- ~~● Disability.~~

~~The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students, and other individuals having access rights to school premises, programs, and activities.~~

~~The school district has designated and authorized a Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements prohibiting discrimination, including sexual/sex-based harassment. The Title IX Coordinator is a person with direct access to the Superintendent.~~

~~The school district has implemented complaint procedures for resolving complaints of discrimination and harassment under this policy. The school district provides required notices of non-discrimination policies and complaint procedures, how they can be accessed, and the school district's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents, and other interested parties.~~

~~Legal References: Equal Employment Opportunity Act of 1972 (P.L. 92-261), amending Title VII of~~

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~~the Civil Rights Act of 1965, 42 U.S.C. §§ 2000e to 2000e-17.~~
~~Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681-1688,~~
~~as amended by 34 C.F.R. § 106.~~
~~Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d to 2000d-7.~~
~~Age Discrimination in Employment Act, 29 U.S.C. §§ 623-634.~~
~~Equal Pay Act of 1963, 29 U.S.C. § 206.~~
~~Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, as~~
~~amended by 34 C.F.R. § 104.7.~~
~~Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213, as amended by 28~~
~~C.F.R. § 35.107.~~
~~Genetic Information Nondiscrimination Act of 2008, 29 U.S.C. §§ 2000ff to 2000ff-~~
~~11.~~
~~Pregnant Workers Fairness Act, 42 U.S.C. §§ 2000gg to 2000gg-6.~~
~~New Hampshire Human Rights Act, RSA 354-A:7, 354-A:27-28~~

~~Cross References:~~
~~ACAA – Harassment of Students~~
~~ACAA-R1 – Student Discrimination and Harassment Complaint Procedure~~
~~ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure~~
~~ACAB – Harassment of Employees~~
~~ACAB-R1 – Employee Discrimination and Harassment Complaint Procedure~~
~~ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure~~
~~GBGB – Workplace Bullying~~
~~JICK – Bullying~~
~~JIE – Pregnant Students~~

NEW LANGUAGE:

The school district does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations.

Discrimination against and harassment of school employees because of age, sex, gender identity, sexual orientation, race, hairstyle or hair type, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information are prohibited.

Discrimination against and harassment of students because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status are prohibited.

The Board directs the school administration to create and implement a continuing program designed to prevent, assess the presence of, intervene in, and respond to incidents of discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities.

The school district has designated and authorized a Human Rights Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Human Rights Officer/Title IX Coordinator is a person with direct access to the Superintendent.

The school district has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. The school district provides required notices of these complaint procedures and how they can be accessed, as well as the school district's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties.

Legal Reference:

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Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352)
Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.) Equal Pay Act of 1963 (29 U.S.C. § 206)
Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.); 34 CFR § 104.7, as amended
Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
NH RSA 186:11; 193:38; 193:39; 354-A
NH Code Admin. R. Ed. 303.01(i)

Cross Reference:

[Dover School District]

ACAA – Harassment and Sexual Harassment of Students

ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

ACAB – Harassment and Sexual Harassment of School Employees ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

Policy Updates:

Adopted April 10, 2017

Revised September 14, 2020

Revised August 19, 2024

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FIRST AND SECOND READING - REVISED

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

The school district prohibits harassment of students on the basis of:

- ~~Race;~~
- ~~Sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions;~~
- ~~Parental, family, or marital status;~~
- ~~Color;~~
- ~~Religion;~~
- ~~Ancestry or national origin; and~~
- ~~Disability.~~

Such conduct is a violation of Board policy and may constitute illegal discrimination under state and/or federal laws.

School employees, fellow students, volunteers, visitors to the schools, and other individuals with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

A. Harassment

Harassment includes but is not limited to, verbal abuse and other unwelcome, offensive conduct based on the protected categories listed above. Harassment that rises to the level of physical assault, battery, and/or abuse, and/or bullying behavior are also addressed in Board Policies *JIC1—Weapons on School Property* and *JICK—Bullying*.

B. Sexual/Sex-Based Harassment

Sexual Harassment and other forms of Sex-Based Harassment are addressed under federal and state laws/regulations. The scope and definitions of sexual/sex-based harassment under these laws differ, as described below.

1. Sex-Based Harassment Under Title IX

Under the federal Title IX law and its accompanying regulations, sex-based harassment includes harassment on the basis of sex, including sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy, or related conditions, that is:

- a. “Quid pro quo” harassment by a school employee, agent, or other person authorized by the school district to provide aid, benefit, or service under an education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service (such as a better grade or college recommendation) on the individual’s participation in unwelcome sexual conduct.
- b. “Hostile environment” harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies an individual’s ability to participate in or benefit from the school district’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-based inquiry that includes consideration of a number

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~~of factors (identified in ACAA-R2 — Student Sex Discrimination/Harassment Complaint Procedure).~~

- ~~c. Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined in applicable federal laws/regulations.~~

~~2. Sexual Harassment Under New Hampshire Law~~

~~Under New Hampshire law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature in the following situations:~~

- ~~a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;~~
- ~~b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or~~
- ~~c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance, or creates an intimidating, hostile, or offensive environment.~~

~~C. Reports and Complaints of Harassment~~

~~All employees (except employees designated by the school district as "confidential employees" in regard to sexual/sex-based harassment complaints) are required to report possible incidents of harassment involving students to the Human Rights Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action.~~

~~Students, parents/guardians, and other individuals are strongly encouraged to report possible incidents of harassment involving students to the Human Rights Officer/Title IX Coordinator so that they can be appropriately addressed.~~

~~The Human Rights Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment has occurred.~~

~~Reports of discrimination and harassment of students shall be addressed through ACAA-R1 — Discrimination and Harassment of Students Complaint Procedure. Reports of sex discrimination, including sexual/sex-based harassment, are addressed in ACAA-R2 — Student Sex Discrimination/Harassment Complaint Procedure.~~

~~Legal References: Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213, as amended by 28 C.F.R. § 35.107.
Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, as amended by 34 C.F.R. § 104.7.
Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681-1688, as amended by 34 C.F.R. § 106.
Title IV of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000c to 2000c-9.
New Hampshire Human Rights Act, RSA 354-A:7, RSA 354-A:27-28.~~

~~Cross Reference: ACAA-R1 — Student Discrimination and Harassment Complaint Procedure
ACAA-R2 — Student Sex Discrimination/Harassment Complaint Procedure
AC — Nondiscrimination/Equal Opportunity and Human Rights
ACAB — Harassment of Employees~~

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	ACAB-R1—Employee Discrimination and Harassment Complaint Procedure
	ACAB-R2—Employee Sex Discrimination/Harassment Complaint Procedure
	ACAD—Hazing
	GBEB—Staff Conduct with Students
	JFCK—Student Use of Cellular Telephones and Other Electronic Devices
	JICI—Weapons on School Property
	JICK—Bullying
	JIE—Pregnant Students

NEW LANGUAGE:

Harassment of students because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

A. Harassment

Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status. Harassment that rises to the level of physical assault, battery and/or abuse and bullying behavior are also addressed in Board Policy JICK – Bullying and/or other applicable policies.

B. Sexual Harassment

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

1. Title IX Sexual Harassment

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school district's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or

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- c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. Other Forms of Sexual Harassment

Some forms of sexual harassment may not meet the definition under Title IX (see paragraph 1, above) but is still prohibited under New Hampshire law.

The District defines other forms of “sexual harassment” as unwelcome sexual advances, requests for sexual favors, and other verbal, non- verbal or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s educational benefits
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student’s academic performance or creates an intimidating, hostile or offensive environment.

C. Reports and Complaints of Harassment or Sexual Harassment

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. The Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

Legal Reference:

Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107) Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794 et seq., as amended; 34 C.F.R. § 104.7)

Title IX of the Education Amendments of 1972 (20 USC § 1681, et. seq.); 34 C.F.R. Part 106

Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)

Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) –definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)

Title VI of the Civil Rights Act of 1964 (42 USC § 2000d) NH RSA 186:11; 193:38; 193:39; 354-A NH Code Admin. R. Ed. 303.01(i) and (j)

Cross Reference:

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ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

AC – Nondiscrimination/Equal Opportunity

JICFA – Hazing

GBEB – Staff Conduct with Students

JICK -Bullying

Policy History:

Adopted April 10, 2017

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FIRST AND SECOND READING – NEW POLICY

STUDENT DISCRIMINATION / HARASSMENT AND TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

The Board has adopted these student procedures in order to provide prompt and equitable resolution of reports and complaints of unlawful discrimination and harassment of students, including sexual harassment, as described in policies AC – Nondiscrimination/Equal Opportunity and ACAA – Harassment and Sexual Harassment of Students.

Complaints alleging harassment or discrimination against employees, or third parties based on a protected status should be addressed through the Board's Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R).

Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or or which complaint procedure applies is encouraged to contact the Human Rights Officer (or HRO)/Title IX Coordinator.

Director Siobhan Mehalek
61 Locust Street, Dover, NH 03820
(603)-516-6805
s.mehalek@dover.k12.nh.us

Section 1. Definitions

For purposes of these complaint procedures, the following definitions will be used. The Human Rights Officer/Title IX Coordinator shall assess all reports and complaints to ensure that they are addressed under the appropriate policy and complaint procedure.

A. Discrimination/Harassment Complaint Procedure Definitions

1. "Discrimination or harassment": Discrimination or harassment on the basis of an individual's membership in a protected category, which, for students, includes age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status are prohibited.
2. "Discrimination": Treating individuals differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.
3. "Harassment": Oral, written, graphic, electronic or physical conduct relating to an individual's actual or perceived membership in a protected category that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual's ability to participate in the school district's programs or activities by creating a hostile, intimidating or offensive environment.
4. Other forms of "sexual harassment": this means unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:

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- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
 - b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
 - c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.
5. "Sexual orientation": Under New Hampshire law, this means "having or being perceived as having an orientation for heterosexuality, bisexuality, or homosexuality."
 6. "Gender identity": Under New Hampshire law, this means "a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth."
 7. "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability (and not otherwise addressed in the Title IX regulations and Section 3 of ACAA-R).
 8. Complaints of bullying not involving the protected categories or definitions described above may be addressed under Board Policy JICK – Bullying and Cyberbullying of Students.

B. Title IX Sexual Harassment Complaint Procedure Definitions

1. "Sexual Harassment": Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school district's education programs and activities:
 - a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
 - b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school district's education programs and activities; or
 - c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.
2. "Report": Under the Title IX regulations, any individual may make a report of sexual harassment involving a student, whether the individual is the alleged victim or not. School employees are required to report possible incidents of sexual harassment involving a student. A report must be made to the Human Rights Officer/Title IX Coordinator. A report triggers certain actions by the HRO/Title IX Coordinator for the alleged victim of sexual harassment, but an investigation is not conducted unless a "Formal Complaint" (as defined below) is filed.

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3. “Formal Complaint”: Under the Title IX regulations, the alleged victim of sexual harassment can file a written complaint that triggers the complaint procedure in Section 3 of ACAA-R. Only a student and/or their parent/legal guardian (and in certain circumstances, the HRO/Title IX Coordinator) may file a formal complaint.
4. “Student”: For the purposes of this procedure, a student an individual who is enrolled or participating in the school district’s education programs and activities or is attempting to enroll or participate.

Section 2. Unlawful Discrimination/Harassment Complaint Procedure

This procedure should be used for any complaint of unlawful harassment or discrimination complaint based on a protected category which does not involve Title IX sexual harassment.

A. How to Make A Complaint

1. School employees are required to promptly make a report to the HRO/Title IX Coordinator if they have reason to believe that a student has been discriminated against or harassed.
2. Students (and others) who believe that they, or another student has been harassed or discriminated against should report their concern promptly to the HRO/Title IX Coordinator, or to the building principal (who will report the matter to the HRO/Title IX Coordinator).
3. The individual making the report must provide basic information in writing concerning the allegation of harassment or discrimination (i.e., date, time, location, individual(s) who alleged engaged in harassment or discrimination, description of allegation) to the HRO/Title IX Coordinator.
4. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, or who need assistance in preparing a written complaint, they are encouraged to discuss the matter with the HRO/Title IX Coordinator.
5. Individuals will not be retaliated against for reporting suspected discrimination or harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including discharge for employees, and expulsion for students.
6. Individuals are encouraged to utilize the school district’s complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to the New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, and/or to the federal Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C.

B. Complaint Handling and Investigation

1. The HRO/Title IX Coordinator will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.
2. The HRO/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal

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resolution is subject to the approval of the parties and the Superintendent, who shall consider whether the resolution is in the best interest of the school district and the parties in light of the particular circumstances and applicable policies and laws.

3. The HRO/Title IX Coordinator may implement supportive measures to a student to reduce the risk of further discrimination or harassment to a student while an investigation is pending. Examples of supportive measures include but are not limited to ordering no contact between the individuals involved or changing classes.
4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the HRO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
5. The investigator shall consult with the HRO/Title IX Coordinator as agreed during the investigation process.
6. The respondent will be provided with an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent but may choose to do so as part of an informal resolution process.
7. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.
8. If the complaint is against an employee of the school district, any rights conferred under an applicable collective bargaining agreement shall be applied.
 - a. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
 - b. The investigation shall be completed within 40 calendar [or business] days of receiving the complaint, if practicable. Reasonable extensions of time for good reason shall be allowed.
 - c. The investigator shall provide a written report and findings to the HRO/Title IX Coordinator.

C. Findings and Subsequent Actions

1. The HRO/Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.
2. If there is a finding that discrimination or harassment occurred, the HRO/Title IX Coordinator, in consultation with the Superintendent shall:
 - a. Determine what remedial action, if any, is required to end the discrimination or harassment, remedy its effect and prevent recurrence; and
 - b. Determine what disciplinary action should be taken against the individual(s) who engaged in discrimination or harassment, if any.

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3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either: (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome.
2. Appeals must be submitted in writing to the Superintendent within five business days after receiving notice of the resolution.
3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five business days.
4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.
5. The Superintendent's decision on the appeal shall be provided to the parties within 10 business days, if practicable. The Superintendent's decision shall be final.

E. Records

The HRO/Title IX Coordinator shall keep a written record of the complaint process.

Section 3. Title IX Sexual Harassment Complaint Procedure

This section should be used for complaints of as defined in Section 1.B.1.

A. How to Make A Report

1. School employees who have reason to believe that a student has been subjected to sexual harassment is required to promptly make a report to the HRO/Title IX Coordinator.
2. Students, parents/legal guardians or other individuals who believe a student has been sexually harassed are encouraged to make a report to the HRO/Title IX Coordinator.
3. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the HRO/Title IX Coordinator will meet with the alleged victim to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.
 - a. Supportive measures are individualized measures designed to ensure the student can continue to access educational programs and activities (such as requiring no contact between individuals or changing classes).
 - b. Supportive measures may be continued even if the alleged victim chooses not to file a formal complaint, if appropriate under the particular circumstances.

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4. The school district cannot provide an informal resolution process for resolving a report unless a formal complaint is filed.
5. Individuals will not be retaliated against for reporting sexual harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary actions, up to and including discharge for employees, or expulsion for students.
6. Any student (or their parent/legal guardian) who believes they have been the victim of sexual harassment is encouraged to utilize the school district's complaint procedure. However, students (and their parents/legal guardians) are hereby notified that they also have the right to report sexual harassment to the New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301 and/or to the federal Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C.
7. The Superintendent shall be informed of all reports and formal complaints of sexual harassment.

B. How to Make a Formal Complaint

1. An alleged student victim and/or their parent/legal guardian may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (i.e., date, time, location, individual(s) who allegedly engaged in sexual harassment, description of allegation, etc.).

Students who need assistance in preparing a formal written complaint are encouraged to consult with the HRO/Title IX Coordinator.
2. In certain circumstances, the HRO/Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples include if the respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment or there is a safety threat within the school district. In such cases, the alleged victim is not a party to the case but will receive notices as required by the Title IX regulations at specific points in the complaint process.
3. In accordance with the Title IX regulations, the HRO/Title IX Coordinator must dismiss a formal complaint if: a) the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations and this policy; or b) if the conduct alleged did not occur within the scope of the school district's education programs and activities, or c) did not occur in the United States.
4. In accordance with the Title IX regulations, the HRO/Title IX Coordinator may dismiss a formal complaint if: a) a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; b) the respondent is no longer employed by or enrolled in the school district; or c) there are specific circumstances that prevent the school district from gathering evidence sufficient to reach a determination regarding the formal complaint.
5. If a formal complaint is dismissed under this procedure, the HRO/Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with subsection I below.

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6. If the conduct alleged in a formal complaint potentially violates other laws, Board policies and/or professional expectations, the school district may address the conduct under the applicable policy/procedure.

C. Emergency Removal or Administrative Leave

1. The Superintendent may remove a student respondent from education programs and activities on an emergency basis during the complaint procedure:
 - a. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of an individual arising from the allegations of sexual harassment. Examples of such circumstances might include, but are not limited to, a continued threat of violence against a complainant by a respondent, or a respondent's threat of self-harm due to the allegations.
 - b. The respondent (and their parent/legal guardian) will be provided notice of the emergency removal and will be provided an opportunity to challenge the decision following the removal (this is an opportunity to be heard, not a hearing). The respondent has the burden to demonstrate why the emergency removal was unreasonable.
2. The Superintendent may place an employee respondent on administrative leave during the complaint procedure in accordance with any applicable State laws, school policies and collective bargaining agreement provisions.
3. Any decision to remove a respondent from education programs and activities on an emergency basis or place an employee on administrative leave shall be made in compliance with any applicable disability laws, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

D. Notice to Parties of Formal Complaint

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under the Title IX regulations and this procedure. The notice shall include:
 - Notice regarding the complaint procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (not less than five business days).
 - As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the complaint); and that the parties may inspect and review evidence;

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- Notice that the parties may each have an advisor of their choice (who may be an attorney), and that the parties may inspect and review evidence;
 - Notice that knowingly making false statements or submitting false information during the complaint process is prohibited and may result in disciplinary action;
 - Notice of the name of the investigator, with sufficient time (no less than three business to raise concerns of conflict of interest or bias.
2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
 3. The HRO/Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.

E. Informal Resolution Process

After a formal complaint has been filed, and if the HRO/Title IX Coordinator believes the circumstances are appropriate, the HRO/Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant, and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; disciplinary actions against a respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Superintendent must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the school district. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination.

F. Investigation

1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and HRO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
2. The investigator shall consult with the HRO/Title IX Coordinator as agreed during the investigation process.

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3. If the complaint is against an employee of the school district, rights conferred under an applicable collective bargaining agreement shall be applied, to the extent they do not conflict with the Title IX regulatory requirements.
4. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
5. The investigator will:
 - a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
 - b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.
 - c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
 - d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
 - e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
 - f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint (including evidence which the school district does not intend to rely upon in reaching a determination of responsibility), and favorable and unfavorable evidence.
 - g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten business days to submit a written response.
 - h. Consider the parties' written responses to the evidence prior to completing the investigation report.
 - i. Create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any), for their review. The Parties may submit written responses to the report within ten business days of receipt.
 - j. After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision maker.
6. The investigation shall be concluded within 40 business days if practicable. Reasonable extension of time for good reason shall be allowed.

G. Determination of Responsibility

1. The decision maker shall provide the parties with the opportunity to submit written, relevant questions that the party wants asked of another party or witness within five

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business days of when the decision maker received the investigation report and party responses.

- a. The decision maker shall explain to a party proposing questions if the decision maker excludes a question as not relevant.
2. Each party shall be provided the opportunity to review the responses of another party and/or witness, and to ask limited written follow-up questions within five business days of receiving the answers.
3. Each party will receive a copy of the responses to any follow-up questions.
4. The decision maker shall review the investigation report, the parties' responses and other relevant materials, applying the preponderance of the evidence standard ("more likely than not").
5. The decision maker shall issue a written determination, which shall include the following:
 - a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;
 - b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held;
 - c. A determination regarding responsibility as to each allegation and findings of fact supporting the determinations;
 - d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school district's programs and activities will be provided to the complainant;
 - e. The school district's appeal procedure and permissible bases for the parties to appeal the determination.
6. The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the school district provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies, Discipline and Other Actions

1. Remedies

Remedies are measures used to ensure that the complainant has equal access to the school district's education programs and activities following the decision maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the

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complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

2. Discipline and Other Actions - Students

The following are of the types of discipline and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations involving sexual harassment:

- In or out of school suspension
- Expulsion
- Restorative justice
- Requirement to engage in education or counseling program

3. Discipline and Other Actions – Employees

The following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations involving sexual harassment:

- Written warning
- Probation
- Demotion
- Suspension without pay
- Discharge

The following are examples of other types of actions that may be imposed on an employee when there is a determination of responsibility:

- Performance improvement plan
- Counseling
- Training
- Loss of leadership/stipend position

I. Appeals

The parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Under the Title IX regulations, appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter.

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An appeal must be filed in writing within five business days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

1. Appeals must be filed with the Superintendent, who will consider the appeal.
2. The Superintendent shall notify the other party in writing of the appeal and will allow both parties to submit a written statement in support of, or challenging, the determination of the decision maker.
3. The Superintendent shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other school district officials in making their decision.
4. The Superintendent shall issue a written decision describing the result of the appeal and rationale for the result and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision maker for further consideration; or grant the appeal by revising the disciplinary or other action(s).

J. Records

Records in connection with sexual harassment reports and the complaint process shall be maintained for a minimum of seven years.

Legal Reference:

Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107)

Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794 et seq., as amended; 34 C.F.R. § 104.7)

Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106

Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)

Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)

Title VI of the Civil Rights Act of 1964 (42 USC § 2000d) RSA 186:11; 193:38-39; and 354-A NH Code Admin. R. Ed. 303.01(i) and (j)

Cross Reference:

ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

AC – Nondiscrimination/Equal Opportunity

GBEB – Staff Conduct with Students

JICFA – Hazing

JICI – Weapons on School Property

JICK - Bullying

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Policy History:

Adopted April 10, 2017

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FIRST AND SECOND READING - WITHDRAW

~~STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE~~

~~The Board has adopted this student procedure in order to provide prompt and equitable resolution of complaints of unlawful discrimination and harassment based on race, color, religion, ancestry or national origin, and disability. Complaints of sex discrimination, including sexual/sex-based harassment, are addressed in ACAA-R2—Student Sex Discrimination/Harassment Complaint Procedure. In cases where allegations include sex discrimination or sexual/sex-based harassment and one or more other protected categories, ACAA-R2 will be used.~~

~~Complaints alleging unlawful discrimination and harassment of an employee are addressed under ACAB-R1—Employee Discrimination and Harassment Complaint Procedure or ACAB-R2—Employee Sex Discrimination/Harassment Complaint Procedure.~~

~~Any individual who is unsure about whether unlawful discrimination or harassment has occurred, and/or which complaint procedure applies, is encouraged to contact the Human Rights Officer/Title IX Coordinator.~~

Dr. Christine Boston
Assistant Superintendent/Title IX Coordinator
Dover School District, SAU 11
61 Locust Street, Suite 409
Dover, NH 03820
Phone: (603) 516-6800
Email: c.boston@dover.k12.nh.us

~~SECTION 1. DEFINITIONS~~

~~For purposes of this complaint procedure, the following definitions will be used:~~

- ~~A. **"Discrimination"**: Treating individuals differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.~~
- ~~B. **"Harassment"**: Oral, written, graphic, electronic, or physical conduct relating to an individual's actual or perceived membership in a protected category that is sufficiently severe or pervasive so as to interfere with or limit that individual's ability to participate in the school district's education program or activities by creating a hostile, intimidating, or offensive environment.~~
- ~~C. **"Complaint"** is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, religion, ancestry, national origin, or disability.~~

~~SECTION 2. COMPLAINT PROCEDURE~~

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~~This procedure should be used to address any report or complaint of unlawful discrimination or harassment based on membership in a protected category which does not involve sex discrimination or sexual/sex-based harassment.~~

~~A. How to Make a Complaint~~

- ~~1. School employees are required to promptly make a report to the Human Rights Officer/Title IX Coordinator if they have reason to believe that a student has been discriminated against or harassed.~~
- ~~2. Students (and others) who believe that they or another student has been harassed or discriminated against should report their concern promptly to the Human Rights Officer/Title IX Coordinator.~~
- ~~3. The individual making the report must provide basic information concerning the allegation of discrimination or harassment (i.e., date, time, location, individuals involved, nature of the allegation(s)) to the Human Rights Officer/Title IX Coordinator. If the report is made orally, the Human Rights Officer/Title IX Coordinator will document it.~~
- ~~4. If the individual is unsure as to whether unlawful discrimination or harassment has occurred, or needs assistance in preparing a complaint, they are encouraged to discuss the matter with the Human Rights Officer/Title IX Coordinator.~~
- ~~5. Individuals will not be retaliated against for reporting suspected discrimination or harassment or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including termination for employees and expulsion for students.~~
- ~~6. Individuals are encouraged to utilize the school district's complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to:~~
 - ~~• New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; telephone 603-271-2767; and/or~~
 - ~~• Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).~~

~~B. Complaint Handling and Investigation~~

- ~~1. The Human Rights Officer/Title IX Coordinator will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.~~
 - ~~a. If the allegations include sex discrimination or sexual/sex-based harassment, ACAA-R2 will be followed instead of this procedure.~~
- ~~2. The Human Rights Officer/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Superintendent,~~

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who shall consider whether the resolution is in the best interest of the school district and the parties in light of the particular circumstances and applicable policies and laws.

- ~~3. The Human Rights Officer/Title IX Coordinator may implement supportive measures for a student to reduce the risk of further discrimination or harassment of the student while an investigation is pending. Examples of supportive measures include, but are not limited to, ordering no contact between the individuals involved, changing class schedules, or other steps.~~
- ~~4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the Human Rights Officer/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Board Chair, who should consult with legal counsel concerning the handling and investigation of the complaint.~~
- ~~5. The investigator shall consult with the Human Rights Officer/Title IX Coordinator as appropriate during the investigation process.~~
- ~~6. The respondent will be provided with an opportunity to be heard as part of the investigation.~~
- ~~7. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.~~
- ~~8. If the complaint is against an employee of the school district, any rights conferred under an applicable collective bargaining agreement will be applied.~~
- ~~9. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.~~
- ~~10. The investigation will be completed within forty (40) school days of receiving the complaint, if practicable.~~
- ~~11. The investigator will provide a written report and findings to the Human Rights Officer/Title IX Coordinator.~~

C. Findings and Subsequent Actions

- ~~1. The Human Rights Officer/Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.~~
- ~~2. If there is a finding that discrimination or harassment occurred, the Human Rights Officer/Title IX Coordinator, in consultation with the Superintendent, shall:~~
 - ~~a. Determine what remedial action(s), if any, are required to end the discrimination or harassment, remedy its effect, and prevent recurrence; and~~

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~~b. Determine what disciplinary action(s) should be taken against the individual(s) who engaged in discrimination or harassment, if any.~~

~~3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).~~

D. Appeals

~~1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either:~~

~~a. Prejudicial procedural error; or~~

~~b. The discovery of previously unavailable relevant evidence that could significantly impact the outcome.~~

~~2. Appeals must be submitted in writing to the Superintendent within five (5) school days after receiving notice of the resolution.~~

~~3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five (5) school days.~~

~~4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.~~

~~5. The Superintendent's decision on the appeal will be provided to the parties within ten (10) school days, if practicable. The Superintendent's decision is final.~~

E. Records

~~The Human Rights Officer/Title IX Coordinator will keep a written record of the complaint process and actions taken.~~

Cross References: _____ AC — Nondiscrimination/Equal Opportunity district and Human Rights
 _____ ACAA — Harassment of Students
 _____ ACAA R2 — Student Sex Discrimination/Harassment Complaint Procedure
 _____ JIE — Pregnant Students

*Policy History:
 Adopted August 19, 2024*

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FIRST AND SECOND READING - WITHDRAW

~~STUDENT SEX DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE~~

~~The Board has adopted this student procedure in order to provide prompt and equitable resolution of reports and complaints of unlawful sex discrimination, including allegations of sexual harassment and other forms of sex-based harassment, as described in Policies AC—Nondiscrimination/Equal Opportunity and Human Rights and ACAA—Harassment of Students.~~

~~Although the specific provisions under Title IX and New Hampshire law differ somewhat in regard to sex discrimination and sexual/sex-based harassment, the Board has chosen to address all such complaints under this procedure, which meets all Title IX and New Hampshire law requirements.~~

~~Complaints alleging unlawful discrimination or harassment of a student on the basis of other protected categories (race, color, religion, ancestry or national origin, and disability) are addressed under ACAA R1—Student Discrimination and Harassment Complaint Procedure.~~

~~Complaints alleging unlawful discrimination and harassment of an employee are addressed under ACAB R1—Employee Discrimination and Harassment Complaint Procedure or ACAB R2—Employee Sex Discrimination/Harassment Complaint Procedure.~~

~~Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or which complaint procedure applies is encouraged to contact the Human Rights Officer/Title IX Coordinator.~~

Dr. Christine Boston
Assistant Superintendent/Title IX Coordinator
Dover School District, SAU 11
61 Locust Street, Suite 409
Dover, NH 03820
Phone: (603) 516-6800
Email: c.boston@dover.k12.nh.us

SECTION 1. DEFINITIONS

~~For purposes of this complaint procedure, the following definitions will be used.~~

- A. “Complainant” means:** ~~(1) the student victim of alleged sex discrimination (including sexual/sex-based harassment); or (2) other victim of alleged sex discrimination (including sexual/sex-based harassment) who was participating or attempting to participate in the school district’s education programs or activities at the time of the alleged sex discrimination.~~
- B. “Complaint”** ~~under the Title IX regulations: An oral or written request to the school district to investigate and make a determination about alleged discrimination under Title IX.” An oral request for investigation should be documented by the Human Rights Officer/Title IX Coordinator.~~

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- C. "Confidential employee" means:** (1) an employee of the school district whose communications are privileged or confidential under federal or state law. The employee's confidential status, for purposes of Title IX, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or (2) an employee of the school district designated as confidential for the purpose of providing services to persons related to sex discrimination (in which case the employee's confidential status applies only to information received about sex discrimination in connection with providing those services).
- D. "Discrimination":** Treating individuals differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.
- E. "Gender identity":** The gender-related identity, appearance, mannerisms, or other gender-related characteristics of an individual, regardless of the individual's assigned sex at birth."
- F. "Parental status":** The status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self care because of a physical or mental disability, is: (1) a biological parent; (2) an adoptive parent; (3) a foster parent; (4) a stepparent; (5) a legal custodian or guardian; (6) in loco parentis with respect to such a person; or (7) actively seeking legal custody, guardianship, visitation, or adoption of such a person."
- G. "Party":** A complainant or respondent.
- H. "Pregnancy and related conditions" include:** "(1) Pregnancy, childbirth, termination of pregnancy, or lactation; (2) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions."
- I. "Respondent":** A person who is alleged to have violated the school district's prohibition on sex discrimination.
- J. "Retaliation":** Intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or services under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX/regulations, or because the person has reported information, made a complaint, testified, assisted, or participating or refused to participate in any manner in an investigation, proceeding, or other action taken by a school district in regard to allegations of sex discrimination."
- K. "Sex-based harassment" under Title IX:** Harassment on the basis of sex, including sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy, or related conditions, that meets one of the following:
- a. "Quid pro quo" harassment** by a school employee, agent, or other person authorized by the school district to provide aid, benefit, or service under an education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service on the individual's participation in unwelcome sexual conduct.

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- ~~b. "Hostile environment" harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies an individual's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). A school district is obligated to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient's education program or activity. Whether a hostile environment has been created is a fact-based inquiry that includes consideration of a number of factors.~~
- ~~i. Factors to consider in regard to the creation of a "hostile environment": "1) the degree to which the conduct affected the complainant's ability to access the school district's education program or activity; (2) the type, frequency, and duration of the conduct; (3) the parties' ages, roles within the school district's education program or activity; previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; (4) the location of the conduct and the context in which the conduct occurred; and (5) other sex-based harassment in the school district's education program or activity."~~
- ~~c. Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined below or in the Title IX regulations.~~
- ~~i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform reporting system of the Federal Bureau of Investigation. Such offenses include but are not limited to rape, sodomy, sexual assault with an object, and fondling.~~
- ~~ii. "Dating violence" is violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship, (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship."~~
- ~~iii. "Stalking": Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress."~~
- ~~L. "Sexual harassment" under New Hampshire law: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:~~
- ~~a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;~~
- ~~b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or~~

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~~c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance, or creates an intimidating, hostile, or offensive environment.~~

~~M. **"Sexual orientation"**: Under New Hampshire law means "having or being perceived as having an orientation for heterosexuality, bisexuality, or homosexuality." Sexual orientation is also covered by Title IX.~~

~~N. **"Gender identity"**: Under New Hampshire law, means "a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.~~

~~O. **"Student"**: A person enrolled in the school district.~~

SECTION 2. COMPLAINT PROCEDURE

~~This procedure should be used to address any report or complaint of sex discrimination or sexual/sex-based harassment of a student.~~

A. Reports of Alleged Sex Discrimination or Sexual/Sex-Based Harassment

- ~~1. Any school district employee (except for designated confidential employees) who receives a report or has reason to believe that a student may have been discriminated against or harassed on the basis of sex is required to promptly notify the Human Rights Officer/Title IX Coordinator.~~
- ~~2. Confidential employees who receive a report that a student may have experienced sex discrimination or sexual/sex-based harassment must inform the person making the report that the employee is designated "confidential" and inform them of the circumstances in which the employee is not required to make a report to the Human Rights Officer/Title IX Coordinator. The confidential employee will provide the reporter with the Human Rights Officer/Title IX Coordinator's contact information and explain that the Human Rights Officer/Title IX Coordinator may be able to offer and coordinate supportive measures, initiate an informal resolution process, or initiate an investigation under this complaint procedure.~~
- ~~3. Students (and others) who believe that they or another student has been discriminated against or harassed on the basis of sex should report their concern promptly to the Human Rights Officer/Title IX Coordinator. The report will be documented by the Human Rights Officer/Title IX Coordinator.~~
- ~~4. The individual making the report should provide basic, available information orally or in writing concerning the allegation (i.e., individuals involved, date, time, location, and type of allegation). If the information is conveyed orally, the Human Rights Officer/Title IX Coordinator will document it.~~
- ~~5. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, they are encouraged to discuss the matter with the Human Rights Officer/Title IX Coordinator.~~

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- ~~6. Individuals will not be retaliated against for reporting suspected discrimination or harassment or for participating in an investigation. Retaliation is illegal under federal/state nondiscrimination laws and Board policies, and any retaliation will result in disciplinary action, up to and including termination for employees and expulsion for students.~~
- ~~7. The Superintendent will be promptly notified of all reports of alleged discrimination or harassment of a student.~~
- ~~8. Students and others are encouraged to utilize this complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to:~~
 - ~~• New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301 (telephone: 603-271-2767); and/or~~
 - ~~• Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).~~

B. Processing of Complaints

- ~~1. The Human Rights Officer/Title IX Coordinator will treat complainants and respondents equitably through the complaint procedure.~~
- ~~2. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the Human Rights Officer/Title IX Coordinator will meet with the alleged victim to discuss the allegations and supportive measures that may be appropriate in the particular circumstances and to explain the complaint procedure.~~

~~If the alleged victim is unknown to the Human Rights Officer/Title IX Coordinator, the person who made the report will be notified of the availability of the complaint procedure.~~

3. Supportive Measures

- ~~a. Supportive measures are individualized measures designed to ensure the student can continue to access educational programs and activities (including but not limited to: requiring no contact between individuals, changing schedules, classes, extracurricular activities, etc.).~~
- ~~b. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment or to provide support during the complaint procedure or an informal resolution process. The school district may not impose such measures for punitive or disciplinary reasons.~~
- ~~c. Supportive measures may be continued even if a complaint or informal resolution process is not initiated, or after the conclusion of such processes, if appropriate under the circumstances.~~

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- ~~d. Complainants and respondents must be provided with a timely opportunity to seek, from an appropriate and impartial employee, modification, or reversal of a decision to provide, deny, modify, or terminate supportive measures applicable to them. This employee must not be the Human Rights Officer/Title IX Coordinator and must have the authority to modify or reverse the decision.~~
- ~~e. Complainants and respondents also have the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change.~~
- ~~f. The school district will not disclose information about supportive measures to persons other than the person to whom they apply unless it is necessary to provide a supportive measure or to restore or preserve a party's access to education programs and activities.~~
- ~~g. If a complainant or respondent is a student with a disability, the Human Rights Officer/Title IX Coordinator will consult with one or more members of the student's IEP team or Section 504 Team, if any, to determine how to comply with the requirements of the IDEA and Section 504 in implementing supportive measures.~~
- ~~4. If the Human Rights Officer/Title IX Coordinator reasonably determines that the conduct alleged does not involve illegal discrimination or harassment, the school district is not obligated to initiate the complaint process and may dismiss the complaint (See Subsection C.1. below). If the alleged conduct potentially violates other laws, Board policies/procedures, or professional expectations (in the case of employees), the matter may be referred to the Superintendent and/or other appropriate administrator(s) to address as deemed appropriate.~~
- ~~5. In response to a complaint alleging prohibited sex discrimination or sexual/sex-based harassment, the Human Rights Officer/Title IX Coordinator will initiate the complaint process or the informal resolution process (if available and appropriate) according to this procedure. When feasible, the decision to initiate an investigation or informal resolution process or dismiss the complaint will be made within ten (10) school days of receipt of the complaint.~~
- ~~6. In certain circumstances, the Human Rights Officer/Title IX Coordinator may initiate the investigation process, even when the alleged victim chooses not to, after any or all allegations are withdrawn by the alleged victim, or when an informal resolution process is not initiated or is terminated. To make this fact-specific determination, the Human Rights Officer/Title IX Coordinator will consider, at a minimum:~~
 - ~~a. The complainant's request not to proceed with initiating a complaint;~~
 - ~~b. The complainant's reasonable safety concerns regarding initiating a complaint;~~
 - ~~c. The risk that additional acts of discrimination or harassment would occur if a complaint is not initiated;~~

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- ~~d. The severity of the alleged discrimination or harassment, including whether the discrimination, if established, would require the removal of a respondent from school or imposition of another disciplinary sanction to end the discrimination or harassment and prevent its recurrence;~~
- ~~e. The age and relationship of the parties, including whether the respondent is an employee of the school district;~~
- ~~f. The scope of the alleged discrimination or harassment, including information suggesting a pattern, ongoing discrimination/harassment, or discrimination/harassment alleged to have impacted multiple individuals;~~
- ~~g. The availability of evidence to assist a decisionmaker in determining whether discrimination or harassment occurred; and~~
- ~~h. Whether the school district could end the alleged discrimination or harassment and prevent its recurrence without initiating the complaint procedure.~~

~~If, after considering these and any other factors that may be relevant, the Human Rights Officer/Title IX Coordinator determines that the alleged conduct presents an imminent and serious threat to the health or safety of the complainant or other individuals or that the alleged conduct prevents the school district from ensuring equal access to its education programs and activities, the Human Rights Officer/Title IX Coordinator may initiate a complaint.~~

- ~~7. If the Human Rights Officer/Title IX Coordinator initiates a complaint, the complainant will receive prior notice and any reasonable safety concerns will be addressed.~~
- ~~8. The Human Rights Officer/Title IX Coordinator will confirm the initiation of an investigation or informal resolution process in writing to both parties. The communication will include: a) a copy of the complaint procedure; b) sufficient information available at the time to allow the parties to respond to the allegations (including the identities of the parties involved, the conduct alleged to constitute sex discrimination or sexual/sex-based harassment, and the date(s) and location(s) of the alleged incident(s); c) notice that retaliation is prohibited; and d) notice that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.~~
- ~~9. Regardless of whether an investigation is initiated, the Human Rights Officer/Title IX Coordinator will take appropriate, prompt, and effective steps to ensure that discrimination or harassment does not continue or recur. The Human Rights Officer/Title IX Coordinator will also coordinate supportive measures as appropriate.~~
- ~~10. If a complainant or respondent is a student with a disability, the Human Rights Officer/Title IX Coordinator will consult with one or more members of the student's IEP team or 504 Team, if any, to determine how to comply with the requirements of the IDEA and Section 504 during the course of the complaint procedure.~~
- ~~11. If the Human Rights Officer/Title IX Coordinator decides to investigate additional allegations of discrimination or harassment made by the complainant against the~~

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respondent after the parties receive notice of the complaint, the Human Rights Officer/Title IX Coordinator will notify the parties of the additional allegations in writing.

- ~~12. The Human Rights Officer/Title IX Coordinator may consolidate complaints of discrimination or harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations arise out of the same facts or circumstances.~~
- ~~13. The school district will presume that the respondent is not responsible for alleged discrimination or harassment until a determination is made at the conclusion of the investigation.~~
- ~~14. The school district will take reasonable steps to protect the privacy of the parties and witnesses during the complaint procedure and will comply with applicable state and federal privacy laws. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family; confidential employees/resources; or otherwise prepare for and participate in the complaint procedure.~~

C. Dismissal of Complaints

- ~~1. The Human Rights Officer/Title IX Coordinator may dismiss a complaint in the following circumstances:

 - ~~a. The school district is unable to identify a respondent after taking reasonable steps to do so;~~
 - ~~b. The respondent is not participating in the school district's education programs and activities, or is not employed by the school district;
The complainant voluntarily withdraws any or all allegations in the complaint, the Human Rights Officer/Title IX Coordinator declines to initiate a complaint and determines that, without the complainant's withdrawn allegations, the alleged conduct remaining, if any, would not constitute discrimination or harassment even if proven; or~~
 - ~~c. The Human Rights Officer/Title IX Coordinator determines that the conduct alleged in the complaint, even if proven, would not constitute discrimination or harassment under state/federal laws and regulations.~~~~
- ~~2. Upon dismissal, the Human Rights Officer/Title IX Coordinator will promptly notify the complainant (and the respondent, if they had received notice of the complaint allegations) of the basis for the dismissal, and provide the opportunity to appeal the dismissal.~~
- ~~3. Dismissals may be appealed on the following bases:

 - ~~a. Procedural irregularity that would change the outcome;~~
 - ~~b. New evidence that would change the outcome and that was not reasonably available when the dismissal [or determination in the case] was made; and~~~~

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- ~~c. The Human Rights Officer/Title IX Coordinator, investigator, or decisionmaker had a conflict or bias for or against complainants or respondents generally, or the individual complainant or respondent that would change the outcome.~~
- ~~4. An appeal of a complaint dismissal must be made in writing to the Human Rights Officer/Title IX Coordinator within five (5) school days and state the basis for the appeal.~~
- ~~5. If the dismissal is appealed, the Human Rights Officer/Title IX Coordinator shall:~~
 - ~~a. Notify the respondent of the appeal if they had received notice of the complaint allegations;~~
 - ~~b. Implement the appeal procedure equally for the parties;~~
 - ~~c. Ensure that the trained decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;~~
 - ~~d. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and~~
 - ~~e. Notify the parties in writing of the result of the appeal and the rationale for it within five (5) school days, if feasible.~~
- ~~6. When a complaint is dismissed, the Human Rights Officer/Title IX Coordinator will, at a minimum:~~
 - ~~a. Offer supportive measures to the complainant and respondent if appropriate; and~~
 - ~~b. Take other prompt and effective steps, as appropriate to ensure that discrimination or harassment does not continue or recur within the school district's program or activity.~~
- ~~7. The Human Rights Officer/Title IX Coordinator will document actions taken during the appeal process.~~

D. Emergency Removal of a Student

~~The Superintendent may remove a student from education programs and activities on an emergency basis during the complaint procedure, provided:~~

- ~~1. There is a determination, following an individualized safety and risk analysis, that a student respondent presents an imminent and serious threat to the health or safety of a complainant, or any students, employees, or other persons arising from the allegations of discrimination or harassment, that justifies emergency removal.~~
- ~~2. The respondent and the student's parent/legal guardian will be provided with an immediate opportunity to challenge the decision following the removal and has the burden of demonstrating that such removal is unreasonable.~~

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- ~~3. Any such removal shall be made in compliance with any applicable disability laws, including the IDEA, Section 504, and the Americans with Disabilities Act.~~
- ~~4. The Human Rights Officer/Title IX Coordinator will document actions taken during the emergency removal process.~~

~~[Note: An employee may be placed on administrative leave during a complaint procedure, pursuant to the school district's customary process regarding administrative leave of employees.]~~

E. Informal Resolution Process

- ~~1. Informal resolution is not permitted in cases where a student is the complainant, and an employee is the respondent to alleged sex discrimination or harassment.~~
- ~~2. The Human Rights Officer/Title IX Coordinator may, if appropriate, offer the parties the opportunity to resolve the complaint through an informal resolution process at any point prior to an investigation or determination of responsibility. Engaging in an informal resolution process is voluntary on the part of each party. The Human Rights Officer/Title IX Coordinator also may decline to pursue an informal resolution despite a party's request (for example, if the alleged conduct presents a future risk of harm to the complainant or others).~~
- ~~3. Both (or all) parties must voluntarily agree in writing to participate in an informal resolution process, and a party may withdraw from the process at any time. The parties will not be required to attend meetings together unless they voluntarily agree to do so.~~
- ~~4. Before initiating an informal resolution process, the Human Rights Officer/Title IX Coordinator will ensure that the parties receive notice of: i.) the allegations; ii.) the requirements of the informal resolution process; iii.) the right of any party to withdraw from the process and initiate or resume the investigation process; iv.) that the parties' agreement to an informal resolution would preclude them from initiating or resuming the investigation; v.) potential terms that may be requested or offered in an informal resolution agreement, including notice that an agreement is binding on the parties; and vi.) what information the school district will maintain regarding the informal resolution process.~~

~~[Note: Informal resolutions can take many forms depending on the particular case, including but not limited to: restrictions on contact between the parties; facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; restrictions on attendance or participation in programs and activities; disciplinary actions or requirements to engage in specific services; or supportive measures.]~~

- ~~5. The facilitator for the informal resolution process must be trained; cannot be the same person as the investigator or decisionmaker in the matter; and must not have a conflict of interest or bias regarding parties to such matters generally or to an individual complainant or respondent.~~

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- ~~6. The Superintendent must agree to the terms of any informal resolution reached between the parties, considering whether the resolution is in the best interest of the parties and the school district in light of the particular circumstances, applicable laws/regulations, and Board policies.~~
- ~~7. If an informal resolution agreement is reached, it will be agreed to in writing by both parties and the Human Rights Office/Title IX Coordinator. Any such agreement is final and binding on the parties.~~

F. Investigation Process

- ~~1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the Human Rights Officer/Title IX Coordinator. The investigator shall not have a conflict of interest or bias against complainants or respondents generally, or an individual complainant or respondent, and will consult with the Human Rights Officer/Title IX Coordinator during the investigation process.~~
- ~~2. Any complaint about an employee who holds a supervisory position will be investigated by a person not subject to that supervisor's authority. Any complaint about the Superintendent will be submitted to the Board Chair, who will consult with legal counsel concerning the handling and investigation of the complaint.~~
- ~~3. The burden is on the school district, and not the parties, to gather sufficient evidence (through the investigation) in order to determine whether illegal discrimination or harassment occurred.~~
- ~~4. The investigator shall provide an opportunity for the complainant and respondent to be heard as part of the investigation. The parties will not be required to attend meetings together.~~
- ~~5. The parties may suggest witnesses be interviewed and/or submit materials that they believe are relevant to the allegations and complaint.~~
- ~~6. The investigator will evaluate evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.~~
 - ~~a. The Title IX regulations define "relevant" as "related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred."~~
- ~~7. The following types of evidence, and questions seeking that evidence, are impermissible:~~
 - ~~a. Evidence that is protected under a privilege recognized by federal or state law, or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality in writing.~~

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- ~~b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the complaint procedure; and~~
- ~~c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed alleged sexual/sex-based harassment or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sexual/sex-based harassment. The fact of prior sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.~~
- ~~8. The investigator will provide each party with the opportunity to review the evidence that is relevant to the allegations of discrimination or harassment (and not otherwise impermissible), and to respond to it.~~
- ~~9. The Human Rights Officer/Title IX Coordinator and investigator will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the complaint procedure. Disclosure of such information and evidence for the purposes of administering administrative proceedings or litigation related to the complaint is authorized.~~
- ~~10. The investigator will conclude the investigation and issue a written report to the Human Rights Officer/Title IX Coordinator within forty (40) school days, if feasible.~~
 - ~~a. If the investigator has been charged with making a determination of responsibility/non-responsibility with respect to each allegation, such determination(s) and the reasons, therefore, shall be included in the report.~~
- ~~11. Extensions of time may be granted to complete the investigation if approved by the Human Rights Officer/Title IX Coordinator for reasonable cause. Notice of any extension and the reasons, therefore, will be provided to the parties.~~

G. Determinations of Responsibility

- ~~1. The standard used to determine whether illegal discrimination or harassment occurred is the preponderance of the evidence standard ("more likely than not").~~
- ~~2. The decisionmaker will review the investigation report, the evidence gathered (as appropriate), and will have the discretion to conduct additional interviews of parties and/or witnesses if needed to assess credibility.~~
- ~~3. The decisionmaker will make a written determination of responsibility/non-responsibility in regard to each allegation and the reasons therefore, which shall be shared with the Human Rights Officer/Title IX Coordinator and the parties.~~

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- ~~4. In general, the Human Rights Officer/Title IX Coordinator will notify the parties of the determination decision(s) within five (5) school days of the determination being reached. Reasonable extensions of time may be approved by the Human Rights Officer/Title IX Coordinator for good reason. The notification will include the permissible bases for appeal and the deadline for receipt of appeals.~~
- ~~5. If there is a determination that the respondent is responsible for violations, the appropriate administrator will make decisions as to appropriate disciplinary action and remedies.~~
- ~~6. The Human Rights Officer/Title IX Coordinator shall, as appropriate:~~
 - ~~a. Coordinate the provision and implementation of remedies to a complainant and any other persons if necessary to provide equal access to the school district's educational programs and activities that had been limited or denied by discrimination or harassment;~~
 - ~~b. Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and~~
 - ~~c. Take other appropriate prompt and effective steps if necessary to ensure discrimination and harassment does not continue or recur.~~
- ~~7. A determination of responsibility becomes final on the date that the Human Rights Officer/Title IX Coordinator provides the parties with the written determination of the results of the appeal, if an appeal is filed. If an appeal is not filed, the determination of responsibility becomes final on the date on which the appeal would no longer be considered timely.~~
- ~~8. The school district will not discipline a party, witness, or others participating in the complaint procedure for making a false statement or for engaging in consensual sexual conduct based solely on the determination that sex discrimination or sexual/sex-based harassment occurred.~~

H. Remedies, Discipline, and Other Actions

- ~~1. Remedies. Remedies are measures used to ensure that the complainant has equal access to the school district's education programs and activities following the decisionmaker's determination(s). Such remedies may include supportive measures and may include other appropriate measures, depending on the determination(s) and the needs of the complainant. The Human Rights Officer/Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.~~
- ~~2. Discipline and Other Actions. Examples of disciplinary and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations of sexual/sex-based harassment include suspension, expulsion, restorative justice, required education or counseling, and other measures.~~

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~~Examples of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations of sexual/sex-based harassment include: written warning, probation, counseling, demotion, suspension without pay, termination.~~

I. Appeals

- ~~1. After the conclusion of the investigation and decisionmaker determination(s), the complainant or respondent may seek an appeal of the findings based on the following factors:

 - ~~a. Procedural irregularity that would change the outcome;~~
 - ~~b. New evidence that would change the outcome and that was not reasonably available when the determination was made; and~~
 - ~~c. The Human Rights Officer/Title IX Coordinator, investigator, or decisionmaker had a conflict or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.~~~~
- ~~2. The appeal must be made in writing to the Human Rights Officer/Title IX Coordinator within five (5) school days and state the basis for the appeal.~~
- ~~3. The Superintendent is responsible for making a determination on the appeal. The Superintendent will conduct an impartial review of the appeal, including consideration of the written record in the case, and may consult with legal counsel or other school district officials in making their decision.~~
- ~~4. The Superintendent will issue the appeal determination in writing within ten (10) school days of receipt of the appeal, if feasible.~~
- ~~5. The Superintendent's decision is final.~~

SECTION 3. RECORDKEEPING

~~The Human Rights Officer/Title IX Coordinator shall maintain a record of documents and action in each case, and records of trainings provided, for a period of seven (7) years.~~

Cross References: _____ AC – Nondiscrimination/Equal Opportunity and Human Rights
 _____ ACAA – Harassment of Students
 _____ ACAA-R1 – Student Discrimination and Harassment Complaint Procedure
 _____ ACAB – Harassment of Employees
 _____ ACAB-R1 – Employee Discrimination and Harassment Complaint Procedure
 _____ ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure
 _____ JIE – Pregnant Students

*Policy History:
 Adopted August 19, 2024*

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FIRST AND SECOND READING - REVISED

HARASSMENT AND SEXUAL HARASSMENT OF SCHOOL EMPLOYEES

The school district prohibits harassment of employees on the basis of:

- Race;
- Sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions;
- Parental, family, or marital status;
- Color;
- Religion;
- Ancestry or national origin;
- Age;
- Disability; and
- Genetic information.

Such conduct is a violation of Board policy and may constitute illegal discrimination under state and/or federal laws.

A. Harassment

Harassment includes but is not limited to, verbal abuse, threats, physical assault/battery, and other unwelcome, offensive conduct based on the protected categories listed above. Harassment that rises to the level of physical assault, battery, and/or abuse is also addressed in Board Policy JIGI – Weapons on School Property.

B. Sexual/Sex-Based Harassment

Sexual Harassment and other forms of Sex-Based Harassment are addressed under federal and state laws/regulations. The scope and definitions of sexual/sex-based harassment under these laws differ, as described below.

1. Sex-Based Harassment Under Title IX

Under the federal Title IX law and its accompanying regulations, sexual/sex-based harassment includes harassment on the basis of sex, including sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy, or related conditions, that is:

- a. “Quid pro quo” harassment by a school employee, agent, or other person authorized by the school district to provide aid, benefit, or service under an education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service (such as a promotion or favorable evaluation) on the individual’s participation in unwelcome sexual conduct.
- b. “Hostile environment” harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies an individual’s ability to participate in or benefit from the school district’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-based inquiry that includes consideration of a number of factors (identified in *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*).

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~~c. Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined in applicable federal laws/regulations.~~

~~2. Sexual Harassment Under New Hampshire Law~~

~~Under New Hampshire law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:~~

~~a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;~~

~~b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or~~

~~c. Such conduct has the purpose and effect of substantially interfering with an employee's work performance or creates an intimidating, hostile, or offensive environment.~~

~~C. Reports and Complaints of Harassment~~

~~Any employee who believes they have been harassed or sexually harassed is strongly encouraged to make a report to the Human Rights Officer/Title IX Coordinator.~~

~~The Human Rights Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment has occurred.~~

~~All reports and complaints of discrimination/harassment of employees shall be addressed through ACAB-R1—Discrimination and Harassment of Employees Complaint Procedure or ACAB-R2—Employee Sex Discrimination/Harassment Complaint Procedure.~~

~~Legal References: Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213, as amended by 28 C.F.R. § 35.107.
Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, as amended by 34 C.F.R. § 104.7.
Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681-1688, as amended by 34 C.F.R. § 106.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d to 2000d-7.
Title VII of the Civil Rights Act of 1965, 42 U.S.C. §§ 2000e to 2000e-17, as amended by 29 C.F.R. § 1604.11.
Age Discrimination in Employment Act, 29 U.S.C. §§ 623-634.
Genetic Information Nondiscrimination Act of 2008, 29 U.S.C. §§ 2000ff to 2000ff-11.
Pregnant Workers Fairness Act, 42 U.S.C. §§ 2000gg to 2000gg-6.
New Hampshire Human Rights Act, RSA 354-A:7.~~

~~Cross Reference: ACAB-R1—Employee Discrimination and Harassment Complaint Procedure
ACAB-R2—Employee Sex Discrimination/Harassment Complaint Procedure
AC—Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA—Harassment of Students
ACAA-R1—Student Discrimination and Harassment Complaint Procedure
ACAA-R2—Student Sex Discrimination/Harassment Complaint Procedure
JIC—Weapons on School Property
JIE—Pregnant Students~~

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NEW LANGUAGE:

Harassment of school employees because of sex, gender identity, sexual orientation, race, hairstyle or hair type, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information are prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Any employee who engages in harassment or sexual harassment shall be subject to disciplinary action, up to and including discharge.

A. Harassment

Harassment includes, but is not limited to, verbal abuse, threats, physical assault and/or battery based on race, hairstyle or hair type, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, genetic information or disability.

B. Sexual Harassment

Sexual harassment is addressed under federal and state laws and regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

1. Title IX Sexual Harassment

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a promotion or favorable evaluation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or
- c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. Sexual Harassment Under Title VII and New Hampshire Law

Under another federal law, Title VII, and under New Hampshire law/regulations, sexual harassment is defined differently. The New Hampshire Commission for Human Rights law states that "unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

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C. Reports and Complaints of Harassment or Sexual Harassment

Any employee who believes they have been harassed or sexually harassed is encouraged to make a report to the Human Rights Officer/Title IX Coordinator. The Human Rights Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints regarding harassment or sexual harassment of employees shall be addressed through the Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R).

Legal References:

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); 34 C.F.R. Part 106 Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)
Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
Americans with Disabilities Act (42 U.S.C § 12101 et seq.), as amended Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.), as amended
Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e, et. seq.; 29 C.F.R. § 1604.11)
Age Discrimination in Employment Act (29 U.S.C. § 623 et seq.)
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
RSA 354-A:7
RSA 275:37-e
NH Code Admin. R. Ed. 303.01(i) and (j)

Cross Reference:

ACAB-R- Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure
AC - Nondiscrimination/Equal Opportunity
JICFA - Hazing

Policy History:

Adopted April 10, 2017

Revised September 14, 2020

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FIRST AND SECOND READING – NEW POLICY

EMPLOYEE DISCRIMINATION / HARASSMENT AND TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

The Board has adopted these employee procedures in order to provide prompt and equitable resolution of employee complaints of discrimination and harassment, including sexual harassment, as described in policies AC – Nondiscrimination/Equal Opportunity and ACAB – Harassment and Sexual Harassment of School Employees.

The complaint procedures may also be used, to the extent applicable, by visitors, including parents, volunteers and others having lawful access to the schools who wish to make a complaint of discrimination or harassment.

Complaints alleging harassment or discrimination against students based on a protected category should be addressed through the Board’s Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAA-R).

Any individual who is unsure about whether discrimination or harassment has occurred and/or or which complaint procedure applies is encouraged to contact the Human Rights Officer (or HRO)/Title IX Coordinator.

Director Siobhan Mehalek
61 Locust Street
Dover, NH 03820
(603)-516-6805
s.mehalek@dover.k12.nh.us

Section 1. Definitions

For purposes of these complaint procedures, the following definitions will be used. The Human Rights Officer/Title IX Coordinator shall assess all reports and complaints to ensure that they are addressed under the appropriate policy and complaint procedure.

A. Discrimination/Harassment Complaint Procedure Definitions

1. “Discrimination or harassment”: Discrimination or harassment on the basis of an individual’s membership in a protected category, which, for employees, includes race, hairstyle or hair type, color, sex, sexual orientation, gender identity, age, religion, ancestry, national origin, genetic information or disability.
2. “Discrimination”: Treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.
3. “Harassment”: Oral, written, graphic, electronic or physical conduct relating to an individual’s actual or perceived membership in a protected category that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual’s ability to participate in the school district’s programs or activities by creating a hostile, intimidating or offensive environment.
4. “Sexual harassment”: Under New Hampshire law, this means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

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- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.
5. "Sexual orientation": Under New Hampshire law, this means "having or being perceived as having an orientation for heterosexuality, bisexuality, or homosexuality."
6. "Gender identity": Under New Hampshire law, this means "a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth."
7. "Complaint" is defined as an allegation that an employee or other third party has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, gender identity, age, religion, ancestry, national origin, genetic information or disability (and in regard to sex, conduct not otherwise addressed in the Title IX regulations and Section 3 of ACAB-R).
8. "Employee": Whenever the term "employee" is used in Section 2, it includes visitors or others who have a lawful basis to make a complaint of discrimination or harassment.

B. Title IX Sexual Harassment Complaint Procedure Definitions

1. "Title IX sexual harassment": Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school district's education programs and activities:
 - a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a promotion or favorable evaluation) on an individual's participation in unwelcome sexual conduct;
 - b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school district's education programs and activities; or
 - c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.
2. "Report": Under the Title IX regulations, any individual may make a report of sexual harassment involving an employee, whether the individual is the alleged victim or not. A report must be made to the Human Rights Officer/Title IX Coordinator. A report triggers certain actions by the HRO/Title IX Coordinator for the alleged victim of sexual harassment, but an investigation is not conducted unless a "Formal Complaint" is filed.
3. "Formal Complaint": Under Title IX, the alleged victim of sexual harassment can file a written complaint that triggers the complaint procedure in Section 3 of ACAB-R. Only a school employee (and in certain circumstances, the HRO/Title IX Coordinator) may file a formal complaint.

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4. “Employee”: For the purpose of this procedure, “employee” means an applicant for employment or a current employee of the school district.

Section 2. Discrimination/Harassment Complaint Procedure

This procedure should be used for any complaint of unlawful harassment or discrimination based on a protected category which does not involve Title IX sexual harassment.

A. How to Make A Complaint

1. An employee who believes they have been unlawfully harassed or discriminated against (as such terms are defined in Section 1.A.1-3) is encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive, and requesting that the behavior stop. This shall not prevent the employee from making an immediate complaint to the HRO/Title IX Coordinator.
2. Any employee who believes they have been harassed or discriminated against should report their concern promptly to the HRO/Title IX Coordinator. A written complaint must include basic information concerning the allegation of harassment or discrimination (i.e., date, time, location, individual(s) who alleged engaged in harassment or discrimination, description of allegation).
3. Employees who are unsure as to whether unlawful discrimination or harassment has occurred, or who need assistance in preparing a written complaint, are encouraged to discuss the matter with the HRO/Title IX Coordinator.
4. Employees will not be retaliated against for reporting suspected discrimination or harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary measures, up to and including discharge.
5. Any employee who believes they have been discriminated against or harassed is encouraged to utilize the school district’s complaint procedure. However, employees are hereby notified that they also have the right to report incidents of discrimination or harassment to the New Hampshire Commission for Human Rights [INSERT CONTACT INFO.] and/or to the federal Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C.

B. Complaint Handling and Investigation

1. The HRO/Title IX Coordinator will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.
2. The HRO/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Superintendent, who shall consider whether the resolution is in the best interest of the school district and the parties in light of the particular circumstances and applicable policies and laws.
3. The HRO/Title IX Coordinator may implement supportive measures (consistent with any applicable collective bargaining agreement provisions) to reduce the risk of further discrimination or harassment while an investigation is pending. Examples of supportive measures include, but are not limited to, ordering no contact between the individuals involved; changing a work location or changing a work schedule.

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4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the HRO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
5. The investigator shall consult with the HRO/Title IX Coordinator as agreed during the investigation process.
6. The respondent will be provided with an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent, but may choose to do so as part of an informal resolution process.
7. The complainant and the respondent may suggest witnesses and/or submit materials they believe are relevant to the complaint.
8. If the complaint is against an employee of the school district, any rights conferred under an applicable collective bargaining agreement shall be applied.
9. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
10. The investigation shall be completed within 40 business days of receiving the complaint, if practicable. Reasonable extensions of time for good reason shall be allowed.
11. The investigator shall provide a written report and findings to the HRO/Title IX Coordinator.

C. Findings and Subsequent Actions

1. The HRO/Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.
2. If there is a finding that discrimination or harassment occurred, the HRO/Title IX Coordinator, in consultation with the Superintendent:
 - a. Shall determine what remedial action, if any, is required to end the discrimination or harassment, remedy its effect and prevent recurrence; and
 - b. Determine what disciplinary action should be taken against the individual(s) who engaged in discrimination or harassment, if any.
3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either: (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome.
2. Appeals must be submitted in writing to the Superintendent within five business days after receiving notice of the resolution.
3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five business days.

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4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.
5. The Superintendent's decision on the appeal shall be provided to the parties within 10 business days, if practicable. The Superintendent's decision shall be final.

E. Records

The HRO/Title IX Coordinator shall keep a written record of the complaint process.

Section 3. Title IX Sexual Harassment Complaint Procedure

This section should be used only for complaints of Title IX sexual harassment as defined in Section 1.B.1.

A. How to Make A Report

1. Any individual who believes an employee has been sexually harassed (as this term is defined in Section 1.B.1) may make a report to the HRO/Title IX Coordinator.
2. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the HRO/Title IX Coordinator will meet with the alleged victim to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.
 - a. Supportive measures are individualized measures designed to ensure the employee can continue to access and perform their work (such as requiring no contact between individuals, temporarily moving work locations or changing schedules, etc.).
 - b. Supportive measures may be continued even if the alleged victim chooses not to file a formal complaint, if appropriate under the particular circumstances.
3. The school district cannot provide an informal resolution process for resolving a report until a formal complaint is filed.
4. Employees will not be retaliated against for reporting sexual harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary actions, up to and including discharge.
5. Any employee who believes they have been the victim of sexual harassment is encouraged to utilize the school district's complaint procedures. However, employees are hereby notified that they also have the right to report sexual harassment to the New Hampshire Commission for Human Rights [INSERT CONTACT INFO.] and/or to the federal Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C.
6. The Superintendent shall be informed of all reports and formal complaints of sexual harassment.

B. How to Make A Formal Complaint

1. An alleged victim may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (i.e., date, time, location, individual(s) who alleged engaged in sexual harassment, description of allegation). Employees who need assistance in preparing a formal written complaint, are encouraged to consult with the HRO/Title IX Coordinator.

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2. In certain circumstances, the HRO/Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples include if the respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment or there is a safety threat within the school district). In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.
3. In accordance with the Title IX regulations, the HRO/Title IX Coordinator must dismiss a formal complaint under this Title IX procedure if: a) the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations and this policy; b) if the conduct alleged did not occur within the scope of the school district's education programs and activities, or c) did not occur in the United States.
4. In accordance with the Title IX regulations, the HRO/Title IX Coordinator may dismiss a formal complaint under this Title IX procedure if: a) a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; b) the respondent is no longer employed by the school district; or c) there are specific circumstances that prevent the school district from gathering evidence sufficient to reach a determination regarding the formal complaint.
5. If a formal complaint is dismissed under this Title IX procedure, the HRO/Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with subsection I below.
6. If the conduct alleged potentially violates other laws, Board policies and/or professional expectations, the school district may address the conduct under Section 2 or another applicable policy/procedure.

C. Administrative Leave

1. The Superintendent may place an employee respondent on administrative leave during the complaint procedure in accordance with any applicable State laws, school policies and collective bargaining agreement provisions.
2. Any decision to place an employee respondent on administrative leave shall be made in compliance with any applicable disability laws, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

D. Notice to Parties of Formal Complaint

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under the Title IX regulations and this procedure. The notice will include:
 - Notice regarding the complaint procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (not less than five calendar [or business] days);
 - As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the complaint); and that the parties may inspect and review evidence;

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- Notice that the parties may each have an advisor of their choice (who may be an attorney), and that the parties may inspect and review evidence;
 - Notice that knowingly making false statements or submitting false information during the complaint procedure is prohibited and may result in disciplinary action; and
 - Notice of the name of the investigator, with sufficient time (no less than three business days) to raise concerns of conflict of interest or bias.
2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
 3. The HRO/Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.

E. Informal Resolution Process

After a formal complaint has been filed, and if the HRO/Title IX Coordinator believes the circumstances are appropriate, the HRO/Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant, and the respondent is an employee. Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; disciplinary actions against a respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Superintendent must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the school district. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination.

F. Investigation

1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and HRO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
2. The investigator shall consult with the HRO/Title IX Coordinator as agreed during the investigation process.
3. If the complaint is against an employee of the school district, rights conferred under an applicable collective bargaining agreement shall be applied, to the extent they do not conflict with the Title IX regulatory requirements.
4. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
5. The investigator will:

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- a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
- b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.
- c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
- d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
- e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
- f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint (including evidence which the school district does not intend to rely upon in reaching a determination of responsibility), and favorable and unfavorable evidence.
- g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten business days to submit a written response.
- h. Consider the parties' written responses to the evidence prior to completing the investigation report.
- i. Create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any), for their review and written responses within ten calendar business days of receipt.
- j. After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision maker.
6. The investigation shall be concluded within 40 business days if practicable. Reasonable extension of time for good reason shall be allowed.

G. Determination of Responsibility

1. The decision maker shall provide the parties with the opportunity to submit written, relevant questions that the party wants asked of another party or witness within five business days of when the decision maker received the investigation report and party responses.
 - a. The decision maker shall explain to a party proposing questions if the decision maker excludes a question as not relevant.
2. Each party shall be provided the opportunity to review the responses of another party and/or witness, and to ask limited written follow-up questions within five business days of receiving the answers.
3. Each party will receive a copy of the responses to any follow-up questions.
4. The decision maker shall review the investigation report, the parties' responses and other relevant materials, applying the preponderance of the evidence standard ("more likely than not").

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5. The decision maker shall issue a written determination, which shall include the following:

- a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;
- b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held;
- c. A determination regarding responsibility as to each allegation and findings of fact supporting the determinations;
- d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school district's programs and activities will be provided to the complainant;
- e. The school district's appeal procedure and permissible bases for the parties to appeal the determination.

6. The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the school district provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies, Discipline and Other Actions

1. Remedies

Remedies are measures used to ensure that the complainant has equal access to the school district's education programs and activities following the decision maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

2. Discipline and Other Actions

The following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations involving sexual harassment:

- a. Written warning
- b. Probation
- c. Demotion
- d. Suspension without pay
- e. Discharge

The following are examples of other types of actions that may be imposed on an employee when there is a determination of responsibility:

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- a. Performance improvement plan
- b. Counseling
- c. Training
- d. Loss of leadership/stipend position

I. Appeals

The parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Under the Title IX regulations, appeals are allowed on the following grounds:

- 1. A procedural irregularity that affected the outcome of the matter;
- 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or
- 3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter. An appeal must be filed in writing within five business days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.
- 4. Appeals must be filed with the Superintendent, who will consider the appeal.
- 5. The Superintendent shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other school district officials in making their decision.
- 6. The Superintendent shall issue a written decision describing the result of the appeal and rationale for the result, and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision maker for further consideration; or grant the appeal by revising the disciplinary action(s).

J. Records

Records in connection with sexual harassment reports and the complaint process shall be maintained for a minimum of seven years.

Legal References:

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); 34 C.F.R. Part 106 Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)
Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
Americans with Disabilities Act (42 U.S.C § 12101 et seq.), as amended Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.), as amended
Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e, et. seq.; 29 C.F.R. § 1604.11)

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Age Discrimination in Employment Act (29 U.S.C. § 623 et seq.)
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
RSA 186:11; 275:37-e; and 354-A
NH Code Admin. R. Ed. 303.01(i) and (j)

Cross Reference:

AC – Nondiscrimination/Equal Opportunity
ACAB – Harassment and Sexual Harassment of School Employees

Policy History:

Adopted April 10, 2017

Amended September 14, 2020

Revised August 19, 2024

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FIRST AND SECOND READING - WITHDRAW

EMPLOYEE DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

~~The Board has adopted this employee procedure in order to provide prompt and equitable resolution of complaints of unlawful discrimination and harassment based on race; color; religion; ancestry or national origin; age; disability; and genetic information. Complaints of sex discrimination, including sexual/sex-based harassment, are addressed in ACAB-R2—Employee Sex Discrimination/Harassment Complaint Procedure. In cases where allegations include sex discrimination or sexual/sex-based harassment and one or more other protected categories, ACAB-R2 will be used.~~

~~Complaints alleging unlawful discrimination and harassment of an employee are addressed under ACAB-R1—Employee Discrimination and Harassment Complaint Procedure or ACAB-R2—Employee Sex Discrimination/Harassment Complaint Procedure.~~

~~Any individual who is unsure about whether unlawful discrimination or harassment has occurred, and/or which complaint procedure applies, is encouraged to contact the Human Rights Officer/Title IX Coordinator.~~

Dr. Christine Boston
Assistant Superintendent/Title IX Coordinator
Dover School District, SAU 11
61 Locust Street, Suite 409
Dover, NH 03820
Phone: (603) 516-6800
Email: c.boston@dover.k12.nh.us

SECTION 1. DEFINITIONS

~~For purposes of this complaint procedure, the following definitions will be used.~~

- ~~A. **“Discrimination”**: Treating individuals differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.~~
- ~~B. **“Harassment”**: Oral, written, graphic, electronic, or physical conduct relating to an individual's actual or perceived membership in a protected category that is sufficiently severe or pervasive so as to interfere with or limit that individual's ability to participate in the school district's education program or activities by creating a hostile, intimidating, or offensive environment.~~
- ~~C. **“Complaint”** is defined as an allegation that an employee has been discriminated against or harassed on the basis of race, color, religion, ancestry, national origin, age, disability, or genetic information.~~

SECTION 2. COMPLAINT PROCEDURE

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~~This procedure should be used to address any report or complaint of unlawful discrimination or harassment based on a protected category which does not involve sex discrimination or sexual/sex-based harassment.~~

A. How to Make A Complaint

- ~~1. An employee who believes they have been unlawfully discriminated against or harassed is encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive and requesting that the behavior stop. This will not prevent the employee from making an immediate complaint to the Human Rights Officer/Title IX Coordinator.~~
- ~~2. Any employee who believes they have been harassed or discriminated against should report their concern promptly to the Human Rights Officer/Title IX Coordinator.~~
- ~~3. The individual making the report must provide basic information concerning the allegation of discrimination or harassment (i.e., date, time, location, individuals involved, nature of the allegation(s)) to the Human Rights Officer/Title IX Coordinator. If the report is made orally, the Human Rights Officer/Title IX Coordinator will document it.~~
- ~~4. If the individual is unsure as to whether unlawful discrimination or harassment has occurred, or needs assistance in preparing a complaint, they are encouraged to discuss the matter with the Human Rights Officer/Title IX Coordinator.~~
- ~~5. Individuals will not be retaliated against for reporting suspected discrimination or harassment or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including termination.~~
- ~~6. Employees are encouraged to utilize the school district's complaint procedure. However, employees are hereby notified that they also have the right to report incidents of discrimination or harassment to:~~
 - ~~• New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; telephone: 603-271-2767; and/or~~
 - ~~• Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).~~

B. Complaint Handling and Investigation

- ~~1. The Human Rights Officer/Title IX Coordinator will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.~~
 - ~~a. If the allegations include sex discrimination or sexual/sex-based harassment, ACAB-R2 will be followed instead of this procedure.~~

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- ~~2. The Human Rights Officer/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Superintendent, who shall consider whether the resolution is in the best interest of the school district and the parties in light of the particular circumstances and applicable policies and laws.~~
- ~~3. The Human Rights Officer/Title IX Coordinator may implement supportive measures for an employee to reduce the risk of further discrimination or harassment of the employee while an investigation is pending. Examples of supportive measures include, but are not limited to, ordering no contact between the individuals, temporarily moving work locations or changing schedules, etc.~~
- ~~4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the Human Rights Officer/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority.~~
- ~~5. Any complaint about the Superintendent should be submitted to the Board Chair, who should consult with legal counsel concerning the handling and investigation of the complaint.~~
- ~~6. The investigator shall consult with the Human Rights Officer/Title IX Coordinator as appropriate during the investigation process.~~
- ~~7. The respondent will be provided with an opportunity to be heard as part of the investigation.~~
- ~~8. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.~~
- ~~9. If the complaint is against an employee of the school district, any rights conferred under an applicable collective bargaining agreement will be applied.~~
- ~~10. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.~~
- ~~11. The investigation will be completed within forty (40) school days of receiving the complaint, if practicable.~~
- ~~12. The investigator will provide a written report and findings to the Human Rights Officer/Title IX Coordinator.~~

C. Findings and Subsequent Actions

- ~~1. The Human Rights Officer/Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.~~

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- ~~2. If there is a finding that discrimination or harassment occurred, the Human Rights Officer/Title IX Coordinator, in consultation with the Superintendent, shall:

 - ~~a. Determine what remedial action(s), if any, are required to end the discrimination or harassment, remedy its effects, and prevent recurrence; and~~
 - ~~b. Determine what disciplinary action(s) should be taken against the individual(s) who engaged in discrimination or harassment, if any.~~~~
- ~~3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).~~

D. Appeals

- ~~1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either:

 - ~~a. Prejudicial procedural error; or~~
 - ~~b. The discovery of previously unavailable relevant evidence that could significantly impact the outcome.~~~~
- ~~2. Appeals must be submitted in writing to the Superintendent within five (5) school days after receiving notice of the resolution.~~
- ~~3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five (5) school days.~~
- ~~4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.~~
- ~~5. The Superintendent's decision on the appeal will be provided to the parties within ten (10) school days, if practicable. The Superintendent's decision is final.~~

E. Records

~~The Human Rights Officer/Title IX Coordinator will keep a written record of the complaint process and actions taken.~~

~~Cross References: AC Nondiscrimination/Equal Opportunity and Human Rights
 ACAB Harassment of Employees
 ACAB-R2 Employee Sex Discrimination/Harassment Complaint Procedure
 JIE Pregnant Employees~~

*Policy History:
 Adopted August 19, 2024*

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FIRST AND SECOND READING - WITHDRAW

~~EMPLOYEE SEX DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE~~

~~The Board has adopted this employee procedure in order to provide prompt and equitable resolution of reports and complaints of unlawful sex discrimination, including allegations of sexual harassment and other forms of sex-based harassment, as described in Policies AC—Nondiscrimination/Equal Opportunity and Human Rights and ACAB—Harassment of Employees.~~

~~Although the specific provisions under Title IX and New Hampshire law differ somewhat in regard to sex discrimination and sexual/sex-based harassment, the Board has chosen to address all such complaints under this procedure, which meets all Title IX and New Hampshire law requirements.~~

~~Complaints alleging unlawful discrimination or harassment of an employee on the basis of other protected categories (race, color, religion, ancestry or national origin, age, disability, and genetic information) are addressed under ACAB-R1—Employee Discrimination and Harassment Complaint Procedure.~~

~~Complaints alleging unlawful discrimination and harassment of an employee are addressed under ACAB-R1—Employee Discrimination and Harassment Complaint Procedure or ACAB-R2—Employee Sex Discrimination and Sexual/Sex-Based Harassment Complaint Procedure.~~

~~Any individual who is unsure about whether unlawful discrimination or harassment has occurred, and/or which complaint procedure applies is encouraged to contact the Human Rights Officer/Title IX Coordinator.~~

Dr. Christine Boston
Assistant Superintendent/Title IX Coordinator
Dover School District, SAU 11
61 Locust Street, Suite 409
Dover, NH 03820
Phone: (603) 516-6800
Email: c.boston@dover.k12.nh.us

~~SECTION 1. DEFINITIONS~~

~~For purposes of this complaint procedure, the following definitions will be used.~~

- ~~A. “Complainant” means:~~** (1) the employee victim of alleged sex discrimination (including sexual/sex-based harassment); or (2) other victim of alleged sex discrimination (including sexual/sex-based harassment) who was participating or attempting to participate in the school district’s education programs or activities at the time of the alleged sex discrimination.
- ~~B. “Complaint”~~** under the Title IX regulations: An oral or written request to the school district to investigate and make a determination about alleged discrimination under Title IX.” An oral

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~~request for investigation should be documented by the Human Rights Officer/Title IX Coordinator.~~

- ~~C. **“Confidential employee” means:** (1) an employee of the school district whose communications are privileged or confidential under federal or state law. The employee’s confidential status, for purposes of Title IX, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or (2) an employee of the school district designated as confidential for the purpose of providing services to persons related to sex discrimination (in which case the employee’s confidential status applies only to information received about sex discrimination in connection with providing those services).~~
- ~~D. **“Discrimination”:** Treating individuals differently or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.~~
- ~~E. **“Gender identity”:** The gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, regardless of the individual’s assigned sex at birth.”~~
- ~~F. **“Parental status”:** The status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: (1) a biological parent; (2) an adoptive parent; (3) a foster parent; (4) a stepparent; (5) a legal custodian or guardian; (6) in loco parentis with respect to such a person; or (7) actively seeking legal custody, guardianship, visitation, or adoption of such a person.”~~
- ~~G. **“Party”:** A complainant or respondent.~~
- ~~H. **“Pregnancy and related conditions”** includes “(1) pregnancy, childbirth, termination of pregnancy, or lactation; (2) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.”~~
- ~~I. **“Respondent”:** A person who is alleged to have violated the school district’s prohibition on sex discrimination.~~
- ~~J. **“Retaliation”** under Title IX: Intimidation, threats, coercion, or discrimination against any person by the school district, an employee or other person authorized by the recipient to provide aid, benefit, or services under the school district’s education program or activity, for the purpose of interfering with any right or privilege secured by Title IX/regulations, or because the person has reported information, made a complaint, testified, assisted, or participating or refused to participate in any manner in an investigation, proceeding, or other action taken by a school district in regard to allegations of sex discrimination.”~~
- ~~K. **“Sex-based harassment”** under Title IX: Harassment on the basis of sex, including sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy, or related conditions, that meets one of the following:~~
- ~~a. “Quid pro quo” harassment by a school employee, agent, or other person authorized by the school district to provide aid, benefit, or service under an education program or activity;~~

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~~explicitly or impliedly conditioning the provision of such aid, benefit, or service on the individual's participation in unwelcome sexual conduct.~~

~~b. "Hostile environment" harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies an individual's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). A school district is obligated to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient's education program or activity. Whether a hostile environment has been created is a fact-based inquiry that includes consideration of a number of factors.~~

~~i. Factors to consider in regard to the creation of a "hostile environment": "(i) the degree to which the conduct affected the complainant's ability to access the school district's education program or activity; (ii) the type, frequency, and duration of the conduct; (iii) the parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; (iv) the location of the conduct and the context in which the conduct occurred; and (v) other sex-based harassment in the school district's education program or activity."~~

~~c. Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined below:~~

~~i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform reporting system of the Federal Bureau of Investigation. Such offenses include but are not limited to rape, sodomy, sexual assault with an object, and fondling.~~

~~ii. "Dating violence" is violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship, (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship."~~

~~iii. "Domestic violence" is defined in the Title IX regulations as "Felony or misdemeanor crimes committed by a person who: (a) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim; (b) is cohabitating, or has cohabitated with the victim as a spouse or intimate partner; (c) shares a child in common with the victim; or (d) commits acts against a youth or adult who is protected from those acts under the family or domestic violence laws of the jurisdiction."~~

~~iv. "Stalking": Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress."~~

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- ~~L. **"Sexual harassment"** under New Hampshire law: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:~~
- ~~a. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's educational benefits;~~
 - ~~b. Submission to or rejection of such conduct by an employee is used as the basis for decisions on educational benefits; or~~
 - ~~c. Such conduct has the purpose and effect of substantially interfering with an employee's academic performance or creates an intimidating, hostile, or offensive environment.~~
- ~~M. **"Sexual orientation"** under New Hampshire law means "having or being perceived as having an orientation for heterosexuality, bisexuality, or homosexuality." Sexual orientation is also covered by Title IX.~~
- ~~N. **"Gender identity"** under New Hampshire law means "a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth." Gender identity is also covered by Title IX.~~

~~SECTION 2. COMPLAINT PROCEDURE~~

~~This procedure should be used to address any report or complaint of sex discrimination or sexual/sex-based harassment of an employee.~~

~~A. Reports of Alleged Sex Discrimination or Sexual/Sex-Based Harassment~~

- ~~1. Any school district employee (except for designated confidential employees) who receives a report or has reason to believe that an employee may have been discriminated against or harassed on the basis of sex is required to make a report to the Human Rights Officer/Title IX Coordinator.~~
- ~~2. Confidential employees who receive a report that an employee may have experienced sex discrimination or sexual/sex-based harassment must inform the person making the report that the employee is designated "confidential" and inform them of the circumstances in which the employee is not required to make a report to the Human Rights Officer/Title IX Coordinator. The confidential employee will provide the reporter with the Human Rights Officer/Title IX Coordinator's contact information and explain that the Human Rights Officer/Title IX Coordinator may be able to offer and coordinate supportive measures, initiate an informal resolution process, or initiate an investigation under this complaint procedure.~~
- ~~3. Employees who believe that they have been discriminated against or harassed on the basis of sex should report their concern promptly to the Human Rights Officer/Title IX Coordinator. The report will be documented by the Human Rights Officer/Title IX Coordinator.~~

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- ~~4. The individual making the report should provide basic, available information orally or in writing concerning the allegation (i.e., individuals involved, date, time, location, and type of allegation). If the information is conveyed orally, the Human Rights Officer/Title IX Coordinator will document it.~~
- ~~5. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, they are encouraged to discuss the matter with the Human Rights Officer/Title IX Coordinator.~~
- ~~6. Individuals will not be retaliated against for reporting suspected discrimination or harassment or for participating in an investigation. Retaliation is illegal under federal/state nondiscrimination laws and Board policies, and any retaliation will result in disciplinary action, up to and including termination.~~
- ~~7. The Superintendent will be promptly notified of all reports of alleged discrimination or harassment of an employee.~~
- ~~8. An employee who believes they have been discriminated against or harassed on the basis of sex is encouraged to utilize this complaint procedure. However, employees are hereby notified that they also have the right to report incidents of discrimination or harassment to:~~
 - ~~• New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301 (telephone: 603-271-2767); and/or~~
 - ~~• Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).~~

B. Processing of Complaints

- ~~1. The Human Rights Officer/Title IX Coordinator will treat complainants and respondents equitably through the complaint procedure.~~
- ~~2. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the Human Rights Officer/Title IX Coordinator will meet with the alleged victim to discuss the allegations and supportive measures that may be appropriate in the particular circumstances and to explain the complaint procedure.~~

~~If the alleged victim is unknown to the Human Rights Officer/Title IX Coordinator, the person who made the report will be notified of the availability of the complaint procedure.~~

3. Supportive Measures

- ~~a. Supportive measures are individualized measures designed to ensure the employee can continue to access and perform their work (including but not limited to: requiring no contact between individuals, temporarily moving work locations, and changing schedules).~~
- ~~b. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment or to provide support during the complaint procedure or an informal~~

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~~resolution process. The school district may not impose such measures for punitive or disciplinary reasons.~~

- ~~c. Supportive measures may be continued even if a complaint or informal resolution process is not initiated, or after the conclusion of such processes, if appropriate under the circumstances.~~
 - ~~d. Complainants and respondents must be provided with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of a decision to provide, deny, modify, or terminate supportive measures applicable to them. This employee must not be the Human Rights Officer/Title IX Coordinator and must have the authority to modify or reverse the decision.~~
 - ~~e. Complainants and respondents also have the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change.~~
 - ~~f. The school district will not disclose information about supportive measures to persons other than the person to whom they apply unless it is necessary to provide a supportive measure or to restore or preserve a party's access to education programs and activities.~~
- ~~4. If the Human Rights Officer/Title IX Coordinator reasonably determines that the conduct alleged does not involve illegal discrimination or harassment, the school district is not obligated to initiate the complaint process and may dismiss the complaint (See Subsection C.1. below). If the alleged conduct potentially violates other laws, Board policies/procedures, or professional expectations (in the case of employees), the matter may be referred to the Superintendent and/or other appropriate administrator(s) to address as deemed appropriate.~~
 - ~~5. In response to a complaint alleging prohibited sex discrimination or sexual/sex-based harassment, the Human Rights Officer/Title IX Coordinator will initiate the complaint process, or the informal resolution process (if available and appropriate), according to this procedure. When feasible, the decision to initiate an investigation or informal resolution process, or dismiss the complaint, will be made within ten (10) school days of receipt of the complaint.~~
 - ~~6. In certain circumstances, the Human Rights Officer/Title IX Coordinator may initiate the investigation process, even when the alleged victim chooses not to, after any or all allegations are withdrawn by the alleged victim, or when an informal resolution process is not initiated or is terminated. To make this fact-specific determination, the Human Rights Officer/Title IX Coordinator will consider, at a minimum:~~
 - ~~a. The complainant's request not to proceed with initiating a complaint;~~
 - ~~b. The complainant's reasonable safety concerns regarding initiating a complaint;~~
 - ~~c. The risk that additional acts of discrimination or harassment would occur if a complaint is not initiated;~~

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- ~~d. The severity of the alleged discrimination or harassment, including whether the discrimination, if established, would require the removal of a respondent from school or imposition of another disciplinary sanction to end the discrimination or harassment and prevent its recurrence;~~
- ~~e. The age and relationship of the parties, including whether the respondent is an employee of the school district;~~
- ~~f. The scope of the alleged discrimination or harassment, including information suggesting a pattern, ongoing discrimination/harassment, or discrimination/harassment alleged to have impacted multiple individuals;~~
- ~~g. The availability of evidence to assist a decisionmaker in determining whether discrimination or harassment occurred; and~~
- ~~h. Whether the school district could end the alleged discrimination or harassment and prevent its recurrence without initiating the complaint procedure.~~

~~If, after considering these and any other factors that may be relevant, the Human Rights Officer/Title IX Coordinator determines that the alleged conduct presents an imminent and serious threat to the health or safety of the complainant or other individuals, or that the alleged conduct prevents the school district from ensuring equal access to its education programs and activities, the Human Rights Officer/Title IX Coordinator may initiate a complaint.~~

- ~~7. If the Human Rights Officer/Title IX Coordinator initiates a complaint, the complainant will receive prior notice and any reasonable safety concerns will be addressed.~~
- ~~8. The Human Rights Officer/Title IX Coordinator will confirm the initiation of an investigation or informal resolution process in writing to both parties. The communication will include: a) a copy of the complaint procedure; b) sufficient information available at the time to allow the parties to respond to the allegations (including the identities of the parties involved, the conduct alleged to constitute sex discrimination or sexual/sex-based harassment, and the date(s) and location(s) of the alleged incident(s); c) notice that retaliation is prohibited; and d) notice that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.~~
- ~~9. Regardless of whether an investigation is initiated, the Human Rights Officer/Title IX Coordinator will take appropriate, prompt, and effective steps to ensure that discrimination or harassment does not continue or recur. The Human Rights Officer/Title IX Coordinator will also coordinate supportive measures, as appropriate.~~
- ~~10. If the Human Rights Officer/Title IX Coordinator decides to investigate additional allegations of discrimination or harassment made by the complainant against the respondent after the parties receive notice of the complaint, the Human Rights Officer/Title IX Coordinator will notify the parties of the additional allegations in writing.~~

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- ~~11. The Human Rights Officer/Title IX Coordinator may consolidate complaints of discrimination or harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations arise out of the same facts or circumstances.~~
- ~~12. The school district will presume that the respondent is not responsible for alleged discrimination or harassment until a determination is made at the conclusion of the investigation.~~
- ~~13. The school district will take reasonable steps to protect the privacy of the parties and witnesses during the complaint procedure and will comply with applicable state and federal privacy laws. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses, confidential employees/resources, or otherwise prepare for and participate in the complaint procedure.~~

C. Dismissal of Complaints

- ~~1. The Human Rights Officer/Title IX Coordinator may dismiss a complaint in the following circumstances:

 - ~~a. The school district is unable to identify a respondent after taking reasonable steps to do so;~~
 - ~~b. The respondent is not participating in the school district's education programs and activities, or is not employed by the school district;~~
 - ~~c. The complainant voluntarily withdraws any or all allegations in the complaint, the Human Rights Officer/Title IX Coordinator declines to initiate a complaint and determines that, without the complainant's withdrawn allegations, the alleged conduct remaining, if any, would not constitute discrimination or harassment even if proven; or~~
 - ~~d. The Human Rights Officer/Title IX Coordinator determines that the conduct alleged in the complaint, even if proven, would not constitute discrimination or harassment under state/federal laws and regulations.~~~~
- ~~2. Upon dismissal, the Human Rights Officer/Title IX Coordinator will promptly notify the complainant (and the respondent, if they had received notice of the complaint allegations) of the basis for the dismissal and provide the opportunity to appeal the dismissal.~~
- ~~3. Dismissals may be appealed on the following bases:

 - ~~a. Procedural irregularity that would change the outcome;~~
 - ~~b. New evidence that would change the outcome and that was not reasonably available when the dismissal [or determination in the case] was made; and~~
 - ~~c. The Human Rights Officer/Title IX Coordinator, investigator, or decisionmaker had a conflict or bias for or against complainants or respondents generally, or the individual complainant or respondent that would change the outcome.~~~~

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- ~~4. An appeal of a complaint dismissal must be made in writing to the Human Rights Officer/Title IX Coordinator within five (5) school days and state the basis for the appeal.~~
- ~~5. If the dismissal is appealed, the Human Rights Officer/Title IX Coordinator shall:

 - ~~a. Notify the respondent of the appeal if they had received notice of the complaint allegations;~~
 - ~~b. Implement the appeal procedure equally for the parties;~~
 - ~~c. Ensure that the trained decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;~~
 - ~~d. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and~~
 - ~~e. Notify the parties in writing of the result of the appeal and the rationale for it within five (5) school days, if feasible.~~~~
- ~~6. When a complaint is dismissed, the Human Rights Officer/Title IX Coordinator will, at a minimum:

 - ~~a. Offer supportive measures to the complainant and respondent if appropriate; and~~
 - ~~b. Take other prompt and effective steps, as appropriate to ensure that discrimination or harassment does not continue or recur within the school district's program or activity.~~~~
- ~~7. The Human Rights Officer/Title IX Coordinator will document actions taken during the appeal process.~~

D. Administrative Leave

- ~~1. The Superintendent may place an employee respondent on administrative leave during the complaint procedure in accordance with any applicable state laws, school policies, and collective bargaining agreement provisions.~~
- ~~2. Any decision to place an employee respondent on administrative leave shall be made in compliance with any applicable disability laws, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.~~
- ~~3. The Human Rights Officer/Title IX Coordinator will document actions taken during the administrative leave process.~~

~~[Note: The Superintendent may remove a student from education programs and activities on an emergency basis during the complaint procedure in accordance with the procedures set forth in ACA-R2, Section 2.D]~~

E. Informal Resolution Process

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- ~~1. Informal resolution is not permitted in cases where a student is the complainant, and an employee is the respondent to alleged sex discrimination or harassment [such cases should be addressed under Procedure ACAA-R2].~~
- ~~2. The Human Rights Officer/Title IX Coordinator may, if appropriate, offer the parties the opportunity to resolve the complaint through an informal resolution process at any point prior to an investigation or determination of responsibility. Engaging in an informal resolution process is voluntary on the part of each party. The Human Rights Officer/Title IX Coordinator also may decline to pursue an informal resolution despite a party's request (for example, if the alleged conduct presents a future risk of harm to the complainant or others).~~
- ~~3. Both (or all) parties must voluntarily agree in writing to participate in an informal resolution process, and a party may withdraw from the process at any time. The parties will not be required to attend meetings together unless they voluntarily agree to do so.~~
- ~~4. Before initiating an informal resolution process, the Human Rights Officer/Title IX Coordinator will ensure that the parties receive notice of: a) the allegations; b) the requirements of the informal resolution process; c) the right of any party to withdraw from the process and initiate or resume the investigation process; d) that the parties' agreement to an informal resolution would preclude them from initiating or resuming the investigation; e) potential terms that may be requested or offered in an informal resolution agreement, including notice that an agreement is binding on the parties; and f) what information the school district will maintain regarding the informal resolution process.~~

~~[Note: Informal resolutions can take many forms, depending on the particular case, including but not limited to: restrictions on contact between the parties; facilitated discussions between the parties; restorative justice; acknowledgement of responsibility by a respondent; apologies; disciplinary actions against a respondent or requirements to engage in specific services; or supportive measures.]~~
- ~~5. The facilitator for the informal resolution process: must be trained; cannot be the same person as the investigator or decisionmaker in the matter; and must not have a conflict of interest or bias regarding parties to such matters generally or to an individual complainant or respondent.~~
- ~~6. The Superintendent must agree to the terms of any informal resolution reached between the parties, considering whether the resolution is in the best interest of the parties and the school district in light of the particular circumstances, applicable laws/regulations, and Board policies.~~
- ~~7. If an informal resolution agreement is reached, it will be agreed to in writing by both parties and the Human Rights Office/Title IX Coordinator. Any such agreement is final and binding on the parties.~~

F. Investigation Process

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- ~~1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the Human Rights Officer/Title IX Coordinator. The investigator shall not have a conflict of interest or bias against complainants or respondents generally, or an individual complainant or respondent, and will consult with the Human Rights Officer/Title IX Coordinator during the investigation process.~~
- ~~2. Any complaint about an employee who holds a supervisory position will be investigated by a person not subject to that supervisor's authority. Any complaint about the Superintendent will be submitted to the Board Chair, who will consult with legal counsel concerning the handling and investigation of the complaint.~~
- ~~3. If the complaint is against an employee of the school district, any rights conferred under an applicable bargaining agreement will be applied, to the extent they do not conflict with the requirements of Title IX and accompanying regulations.~~
- ~~4. The burden is on the school district, and not the parties, to gather sufficient evidence (through the investigation) in order to determine whether illegal discrimination or harassment occurred.~~
- ~~5. The investigator shall provide an opportunity for the complainant and respondent to be heard as part of the investigation. The parties will not be required to attend meetings together.~~
- ~~6. The parties may suggest witnesses to be interviewed and/or submit materials that they believe are relevant to the allegations and complaint.~~
- ~~7. The investigator will evaluate evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.~~
 - ~~a. The Title IX regulations define "relevant" as "related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred."~~
- ~~8. The following types of evidence, and questions seeking that evidence, are impermissible:~~
 - ~~a. Evidence that is protected under a privilege recognized by federal or state law, or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality in writing.~~
 - ~~b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the complaint procedure; and~~

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- ~~c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed alleged sexual/sex-based harassment or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sexual/sex-based harassment. The fact of prior sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.~~
- ~~9. The investigator will provide each party with the opportunity to review the evidence that is relevant to the allegations of discrimination or harassment (and not otherwise impermissible), and to respond to it.~~
- ~~10. The Human Rights Officer/Title IX Coordinator and investigator will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the complaint procedure. Disclosure of such information and evidence for the purposes of administering administrative proceedings or litigation related to the complaint are authorized.~~
- ~~11. The investigator will conclude the investigation and issue a written report to the Human Rights Officer/Title IX Coordinator within forty (40) school days, if feasible.~~
 - ~~a. If the investigator has been charged with making a determination of responsibility/non-responsibility with respect to each allegation, such determination(s) and the reasons, therefore, shall be included in the report.~~
- ~~12. Extensions of time may be granted to complete the investigation if approved by the Human Rights Officer/Title IX Coordinator for reasonable cause. Notice of any extension and the reasons, therefore, will be provided to the parties.~~

G. Determinations of Responsibility

- ~~1. The standard used to determine whether illegal discrimination or harassment occurred is the preponderance of the evidence standard ("more likely than not").~~
- ~~2. The decisionmaker will review the investigation report, the evidence gathered (as appropriate), and will have the discretion to conduct additional interviews of parties and/or witnesses if needed to assess credibility.~~
- ~~3. The decisionmaker will make a written determination of responsibility/non-responsibility in regard to each allegation and the reasons therefore, which shall be shared with the Human Rights Officer/Title IX Coordinator and the parties.~~
- ~~4. In general, the Human Rights Officer/Title IX Coordinator will notify the parties of the determination decision(s) within five (5) school days of the determination being reached. Reasonable extensions of time may be approved by the Human Rights Officer/Title IX Coordinator for good reason. The notification will include the permissible bases for appeal and the deadline for receipt of appeals.~~

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- ~~5. If there is a determination that the respondent is responsible for violations, the appropriate administrator will make decisions as to appropriate disciplinary action and remedies.~~
- ~~6. The Human Rights Officer/Title IX Coordinator shall, as appropriate:

 - ~~a. Coordinate the provision and implementation of remedies to a complainant and any other persons if necessary to provide equal access to the school district's educational programs and activities that had been limited or denied by discrimination or harassment;~~
 - ~~b. Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and~~
 - ~~c. Take other appropriate prompt and effective steps if necessary to ensure discrimination and harassment does not continue or recur.~~~~
- ~~7. A determination of responsibility becomes final on the date that the Human Rights Officer/Title IX Coordinator provides the parties with the written determination of the results of the appeal, if an appeal is filed. If an appeal is not filed, the determination of responsibility becomes final on the date on which the appeal would no longer be considered timely.~~
- ~~8. The school district will not discipline a party, witness, or others participating in the complaint procedure for making a false statement or for engaging in consensual sexual conduct based solely on the determination that sex discrimination or sexual/sex-based harassment occurred.~~

H. Remedies, Discipline, and Other Actions

- ~~1. Remedies. Remedies are measures used to ensure that the complainant has equal access to the school district's education programs and activities following the decisionmaker's determination(s). Such remedies may include supportive measures and may include other appropriate measures, depending on the determination(s) and the needs of the complainant. The Human Rights Officer/Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.~~
- ~~2. Discipline and Other Actions. Examples of disciplinary and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations of sexual/sex-based harassment include suspension, expulsion, restorative justice, required education or counseling, and other measures.~~

~~Examples of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations of sexual/sex-based harassment include: written warning, probation, counseling, demotion, suspension without pay, termination.~~

I. Appeals

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- ~~1. After the conclusion of the investigation and decisionmaker determination(s), the complainant or respondent may seek an appeal of the findings based on the following factors:

 - ~~a. Procedural irregularity that would change the outcome;~~
 - ~~b. New evidence that would change the outcome and that was not reasonably available when the determination was made; and~~
 - ~~c. The Human Rights Officer/Title IX Coordinator, investigator, or decisionmaker had a conflict or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.~~~~
- ~~2. The appeal must be made in writing to the Human Rights Officer/Title IX Coordinator within five (5) school days and state the basis for the appeal.~~
- ~~3. The Superintendent is responsible for making a determination on the appeal. The Superintendent will conduct an impartial review of the appeal, including consideration of the written record in the case, and may consult with legal counsel or other school district officials in making their decision.~~
- ~~4. The Superintendent will issue the appeal determination in writing within ten (10) school days of receipt of the appeal, if feasible.~~
- ~~5. The Superintendent's decision is final.~~

SECTION 3. RECORDKEEPING

~~The Human Rights Officer/Title IX Coordinator shall maintain a record of documents and action in each case, and records of trainings provided, for a period of seven (7) years.~~

~~Gross References: AC Nondiscrimination/Equal Opportunity and Human Rights
 ACAB Harassment of Employees
 ACAB R1 Employee Discrimination and Harassment Complaint Procedure
 ACAB R2 Employee Sex Discrimination/Harassment Complaint Procedure
 JIE Pregnant Students~~

*Policy History:
 Adopted August 19, 2024*



**DOVER HIGH SCHOOL
& REGIONAL CAREER TECHNICAL CENTER**

25 Alumni Drive, Dover, New Hampshire 03820-4365
phone 603-516-6900 • fax 603-516-6926

PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

KORI KENNEDY
Director of Career & Technical Education
k.kennedy@dover.k12.nh.us

ROBIN LYNDES
Dean of Bellamy Academy
r.lyndes@dover.k12.nh.us

LINDA MADDEN
Dean of Student Services
l.madden@dover.k12.nh.us

VALERIE WEST
Dean of Instruction
v.west@dover.k12.nh.us

KIMBERLY STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

MEREDITH LAPOINT
Dean of Students
m.lapoint@dover.k12.nh.us

April 21, 2025

Dover School Board
School Administrative Unit #11
McConnell Center
61 Locust St, Dover, NH 03820

Dear Dover School Board members,

I am writing on behalf of David McKenzie, the Electrical Technology instructor, to formally request approval for a trip to the National Leadership & Skills Conference in Atlanta, GA. Mr. McKenzie's student achieved 1st place in the recent Skills USA competition, earning an invitation to compete at the National conference. Mr. McKenzie intends to accompany his student to the conference as a chaperone and representative of the Dover Regional Career Technical Center.

The trip is planned for the week of June 23rd to June 28th, 2025. The itinerary includes:

Date: Monday, June 23, 2025 Flight: #1097 Depart: 11:29 AM Arrive: 2:14 PM

Return Travel: Atlanta, GA (ATL) to Boston, MA (BOS)

Date: Saturday, June 28 2025 Flight: #1520 Depart: 9:40 AM Arrive: 12:00PM at JFK

Flight: #618 Depart: 3:55PM Arrive: 5:22PM at Boston

If you require any additional information or have any questions, please contact me at 603-516-6976 or via email at k.kennedy@dover.k12.us.nh.

Regards,

Kori Kennedy
CTC Director
Dover Regional Career Technical Center



MEMORANDUM OF UNDERSTANDING

The Friends Program, Inc. a/k/a Friends Foster Grandparent Program 130 Pembroke Road Suite 200 Concord NH 03301 603-228-1193	Between AND	Dover School District 61 Locust St, #409 Dover, NH 03820
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Term: FOR THE THREE-YEAR PERIOD FROM: 8/16/2025 to 8/16/2028.

This document reflects a simple understanding between both listed organizations above as parties, and does not determine any individual volunteer's term of service. For good and valuable consideration, acknowledged by the parties listed above, the undersigned The Friends Program, Inc. a/k/a Friends Foster Grandparent Program (hereinafter "Friends Foster Grandparent Program") and the Dover School District (hereinafter "Site") agree as follows:

Both parties will work cooperatively to provide the services listed below.

The Site has designated _____ as the Site Contact to serve as liaison with the Foster Grandparent Program staff.

Foster Grandparent(s) will volunteer with children for a predetermined number of hours at the Site each week. The Site Contact and Foster Grandparent Program will develop work schedules and assignments for each Foster Grandparent at the Site.

The Corporation for National and Community Service measures the impact of Foster Grandparents. The Foster Grandparent Program will seek Site assistance in acquiring a small amount of documentation needed to assess the Program's impact.

The Site Contact and/or Teacher will notify the Foster Grandparent Program if problems arise. All parties will work towards the resolution of any problems. The final decision as to the continuation of volunteer work by a Foster Grandparent at this Site shall rest with the Site.

Foster Grandparents may not take the place of employed staff at the Site. A Foster Grandparent may not perform custodial duties or be left alone with children, unless by prior agreement with The Foster Grandparent Program. Under no circumstance is a Foster Grandparent to provide transportation for children at the Site.

This Site is a public or non-profit organization: Yes ____ No ____ (The Foster Grandparent Program may not place volunteers at sites that are not public or non-profit organizations.)

MOU Friends Foster Grandparent Program

____ Non-profit (secular or faith-based private, non-profit organization)

NOTE EIN # _____

____ Public school

NOTE ID# _____

The Site will provide space adequate, at no charge, for the Foster Grandparents to carry out their duties and will provide time and space for them to have adequate breaks.

In consultation with the Friends Foster Grandparent Program, The Site will provide information and training for the Foster Grandparents adequate to assure quality of service and a comfortable environment for the volunteer. Site staff will speak freely with the Foster Grandparents about their expectations.

To the fullest extent permitted by law, Friends Foster Grandparent Program agrees to defend (with counsel acceptable to the Site), indemnify, and hold harmless the Dover School District and the City of Dover from and against any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death, injury or injuries, or damages to any person, or damage or destruction of any property, in connection with or in relation to this MOU, in whole or in part, under this MOU to the extent caused by, and/or alleging, the negligent or otherwise tortious acts, errors, or omissions of Friends Foster Grandparent Program or its officers, directors, employees, agents, students, volunteers, or independent professional associates, or any of them. This covenant shall survive the termination of this MOU.

At all times this MOU is in effect, the Friends Foster Grandparent Program will, at its sole cost, provide each Foster Grandparent with excess accident and personal liability insurance, a federal tax-free hourly stipend for volunteer work, monthly workshop trainings and annual recognition events. An annual physical exam for volunteers is required and shall be funded solely by The Foster Grandparent Program. In addition, a background check satisfactory to the Site shall be required for all volunteers prior to any volunteer work at the Site. Friends Foster Grandparent Program staff will provide reasonable support services to assure quality service.

At all times this MOU is in effect, the Friends Foster Grandparent Program will, at its sole cost, provide a General Liability Insurance policy or policies, including (but not limited to) coverage, rider, and/or endorsement for sexual/abuse/molestation. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the Site by the Friends Foster Grandparent Program, as well as proof of an endorsement or policy additional insured provisions confirming the City of Dover's and Dover School District's additional insured status. The City of Dover and Dover School District shall be named as an additional insureds on the Friends Foster Grandparent Program's general liability insurance policy and all additional required coverages, which

MOU Friends Foster Grandparent Program

coverages shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the City of Dover and Dover School District with the same scope of coverage provided to the Friends Foster Grandparent Program without subjecting the City of Dover or Dover School District to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the City of Dover and Dover School District prior to cancellation of the policy. Friends Foster Grandparent Program shall also provide the City of Dover and Dover School District certificates of renewal and, if requested, proof of an endorsement or policy additional insured provisions for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.

Mileage reimbursement will be provided by: Friends Foster Grandparent Program.

Foster Grandparents shall, prior to commencing any volunteer work, shall be required to each sign a volunteer agreement satisfactory to the Site, with written copy of same to be provided to Site for its records. No compensation shall be due from Site to Foster Grandparents or any other volunteers.

The Site may not discriminate against Foster Grandparents on the basis of race, color, national origin, sex, age, political affiliation, religion, disease or disability if the participant is capable of providing appropriate service in their assignments. The site will provide reasonable accommodations for those serving at the site.

The aforementioned parties may agree to amend this memorandum, but may only do so by way of a written amendment mutually signed by all parties.

The Site may terminate this MOU at any time for convenience, or for any other reason, by giving thirty days written notice to the Friends Foster Grandparents Program.

In addition, the following are terms of this MOU:

1. Confidentiality of any and all information/data held by the Site under or related to this MOU shall be governed by New Hampshire RSA Chapter 91-A.
2. This MOU shall be deemed to have been entered into in the State of New Hampshire and shall be construed in accordance with the laws of the State of New Hampshire.
3. Nothing within this MOU shall be deemed to constitute a waiver of any immunity of the City of Dover and/or Dover School District, which immunities are hereby reserved to the City of Dover and Dover School District. This covenant shall survive the termination of this contract's conclusion.
4. In the performance of this MOU, Friends Foster Grandparent Program (including its officers, directors, and employees) is/are in all respects an independent contractor and is/are neither an agent, joint venture, partner, nor employee of the City of Dover/Dover School District.

SITE

Signature

Title

Date

The Friends Program, Inc. a/k/a Friends Foster Grandparent Program

Nancy McKeon, Executive Director

Date



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: May 12, 2025
RE: Request to Waive Bidding

Lenovo 14e Bid Waiver

Source:	Trafera	Omnia
Lenovo 14e Chromebook Gen 3	\$315.00	\$379.00
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	\$441	\$572.50

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 2026. 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 \$396,900.00. This waiver is also in line with the agreed upon IT Capital Expenditure Plan.

Dr. William Harbron, Ed.D.
Superintendent of Schools
w.harbron@dover.k12.nh.us

Michael Limanni
Business Administrator
m.limanni@dover.k12.nh.us

Dr. Christine Boston,
Ed.D. Assistant
Superintendent
c.boston@dover.k12.nh.us

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

Ship to

Quote Details
 Created: April 15, 2025
 Expiration: April 20, 2025
 Created by: Kyle Mogren
 kyle.mogren@trafera.com

Estimate No: E000142603

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	\$441.00	\$396,900.00
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 Chrome White Glove	Trafera White Glove - 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

Asset Tagging	Asset Tagging - 1 asset tag applied per product - Asset tag provided by Customer or printed by Trafera - Trafera printed asset tag: customizable, black and white, with or without barcode	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 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
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 \$396,900.00
				Tax \$0.00
				Total \$396,900.00
				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 due to market conditions, including potential tariff adjustments and available inventory.

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



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
Dr. William R. Harbron, Superintendent of Schools
Dr. Christine Boston, Asst Superintendent of Schools
Michael Limanni, Business Administrator
FROM: Thomas Rup, Director of Technology
DATE: May 12th, 2025
RE: Phone Bid Award

A sealed Request for Proposal was issued and received for a Phone Bid Award that includes new phone systems and phones for the Dover School District staff including all schools and classrooms, the SAU and Dover Adult Learning. The bid was done due to age of the current systems, lack of functionality in many of the schools, and to become compliant with many e911 laws. Also the phone system is now no longer supported by the current phone company.

The district currently uses Cisco phones on a system that is hosted by FirstLight communications. This system is approximately 13-15 years old, purchased from BayRing Communications. Through the bidding process the district met with 30 vendors interested in bidding on the process and ultimately received 22 responses. The district formed a committee to review and narrow the proposals down to 10 for a thorough bid review. The vendors were then narrowed to 5 for demos. Through the review process, the committee decided on using a system proposed by NHVOIP which includes Grandstream phones and system. The system was robust, flexible and cost effective for the district. The proposal's total amount also allows the district to add a phone in all classrooms. It also is a single point of management with the intercom system, making all of the system the same with a central point of management. It is the recommendation to accept the proposal from NHVOIP for the Phone System replacement project in the total amount of \$ 107,983.00 contingent upon funding availability and satisfactory vendor performance. Proposal results are noted below.

These services will be funded through the operating budget funding already approved by the district. Please see the attachments for the bid score sheet and proposal for the project.

	Device Counts					Converted Monthly/3yr Contract						XTRAS		Total Breakout	
	Standard Display	Advanced Display	Advanced 2	Advanced + Sidecar	TOTAL	Phones	PBX	Lic	Install NRC	Equip NRC	TOTAL Annual	Conference PH	Cost	MRC	NRC
1. E+ Technology – USB	299	172	20	20	511	\$ 1,440.71		\$ 5,340.00		\$ 3,104.22	\$ 118,619.15	14	\$ 1,705.20	\$5,340.00	\$168,607.04
2. Partners Technology – USB	298	159		20	477	\$ 2,357.96	\$ 11,109.75	\$ 146.72	\$ 2,025.17		\$ 187,675.15	0	\$ -	\$5,281.83	\$161,792.12
3. Intlx Solutions – USB	333	112		20	465	\$ 222.22		\$ 8,024.70	\$ 507.64		\$ 105,054.73	12	\$ -	\$8,024.70	\$38,963.02
4. A3 Communications – USB	310	85	94	20	509	\$ 1,759.52		\$ 5,380.00	\$ 800.56	\$ 16.67	\$ 95,480.90	15	\$ -	\$5,380.00	\$46,980.00
5. Harbor – USB	85	82		20	187	\$ 773.34	\$ 1,208.00	\$ 2,362.50	\$ 1,227.78	\$ 95.60	\$ 68,006.61	15	\$ 3,072.00	\$3,570.50	\$80,751.83
6. Arcomm – USB	298	112	82	20	512	\$ 712.15		\$ 7,078.58	\$ 426.64		\$ 98,608.51	12	\$ 2,249.28	\$7,078.58	\$52,858.15
7. Crexendo – USB	297	105	88	24	514	\$ 1,514.10		\$ 3,700.10			\$ 62,570.39	12	\$ 1,537.20	\$4,617.04	\$59,119.18
8. Granite telecommunications – USB	324	84	52	20	480	\$ 2,331.20		\$ 8,088.19	\$ 355.82		\$ 129,302.47	12	\$ 2,878.56	\$10,506.39	\$12,974.36
9. Cherry Road – USB	445		20	20	485	\$ 154.89		\$ 4,879.98	\$ 302.50	\$ 69.49	\$ 64,882.30	12	\$ 1,299.20	\$4,879.98	\$22,865.22
10. Consolidated Communications – USB	391	72	21	93	577	\$ 3,284.75	\$970.85	\$2,451.85	\$729.17		\$ 89,239.40	7	\$ 3,108.00	\$7,352.00	\$26,250.00
11. TPX Communications – USB	489	14	7	19	529	\$ 1,548.36	\$ 201.17	\$ 10,584.80	\$ 24.31		\$ 148,303.64		\$ -	\$10,785.97	\$56,616.00
12. Connection – USB	332	86	82	20	520	\$ 558.12		\$ 6,055.59	\$ 718.75		\$ 87,989.52	15	\$ 4,320.00	\$6,988.00	\$25,875.00
13. Verizon Celco Partnership – USB	188		0	20	208	\$ 50.00		\$ 3,740.00			\$ 45,480.00	12	\$ 960.00	\$3,740.00	\$4,680.00
14. NHVOIP – USB	480	76	24		580	\$ 1,886.11	\$ 760.00	\$ 89.17	\$ 994.86		\$ 44,761.67	14	\$ 2,076.67	\$760.00	\$110,185.00
15. Ring Central – USB	297	176		20	493	\$ -		\$ 7,090.33	\$ 712.22	\$ 115.69	\$ 95,019.00	15	\$ -	\$7,090.33	\$29,805.00
16. GoTo Communications – USB	445		20	20	485	\$ 1,078.23		\$ 6,670.59	\$ 70.88	\$ 154.53	\$ 95,690.81	12	\$ 1,299.20	\$6,670.59	\$50,858.80
17. First Light – USB	299		202	20	521	\$ 2,091.25		\$ 4,603.95			\$ 80,342.40	14	\$ 1,784.16	\$6,695.20	-
18. Vertical 8x8 – USB	496	3	17	17	533	\$ -	\$ 7.81	\$ 3,067.15	\$ 412.78		\$ 41,852.80		\$ -	\$3,067.65	\$15,141.00
19. Vertical Ring Central – USB	496	3	17	17	533	\$ -	\$ 7.81	\$ 7,197.50	\$ 412.78		\$ 91,417.00		\$ -	\$7,197.50	\$15,141.00
20. ESI – USB	500	8			508	\$ 4,527.00		\$ 127.25	\$ 30.28		\$ 56,214.33	15	\$ 1,440.00	\$4,805.35	\$2,172.00
21. Forerunner Technology – USB	514				514	\$ -		\$ 10,217.10	\$ 1,147.72	\$ 153.33	\$ 138,217.87	12	\$ 1,840.00	\$10,217.10	\$46,838.00

VoIP Score Sheet

	Points	Vertical	esi	NHVOIP	FristLight	CherryRoad	A3	CT Comm (RC)	Crexendo	Connection
Technical Sufficiency	25	19	22	22	21	18	18	20	21	20
Price	20	20	17	18	17	18	7	8	17	16
Technical Support	15	15	10	8	9	14	7	3	13	15
Evidence of Prior Success	10	8	7	10	6	8	10	8	8	8
Evidence to meet requirements	10	9	8	10	9	10	10	9	7	9
Other Cost Factors	10	10	9	9	10	8	5	5	9	8
Overall Sustainability	5	5	4	5	5	5	3	5	5	5
Quality of Response	5	4	4	3	3	5	3	5	3	4
Total	100	90	81	85	80	86	63	63	83	85

	Points	Vertical	NHVOIP	CherryRoad	Crexendo	Connection
Technical Sufficiency	25	21	24	21	22	18
Price	20	19	18	17	16	14
Technical Support	15	14	13	12	13	12
Evidence of Prior Success	10	7	9	8	8	6
Evidence to meet requirements	10	10	10	9	9	7
Other Cost Factors	10	9	10	9	8	7
Overall Sustainability	5	5	4	4	5	4
Quality of Response	5	5	3	5	5	4
Total	100	90	91	85	86	72

	Points	Vertical	NHVOIP	CherryRoad	Crexendo	Connection
Technical Sufficiency	25	22	23	20	20	17
Price	20	18	19	17	17	16
Technical Support	15	14	14	13	14	12
Evidence of Prior Success	10	9	10	9	9	9
Evidence to meet requirements	10	10	10	9	10	8
Other Cost Factors	10	9	10	9	9	9
Overall Sustainability	5	5	4	5	5	4
Quality of Response	5	5	3	5	5	4
Total	100	92	93	87	89	79

	Points	Vertical	NHVOIP	CherryRoad	Crexendo	Connection
Technical Sufficiency	25	20	24	15	22	18
Price	20	15	20	10	16	14
Technical Support	15	10	14	8	13	12
Evidence of Prior Success	10	8	10	5	8	6
Evidence to meet requirements	10	8	9	4	9	7
Other Cost Factors	10	8	9	5	8	7
Overall Sustainability	5	3	4	3	5	4
Quality of Response	5	3	4	3	5	4
Total	100	75	94	53	86	72

	Points	Vertical	NHVOIP	CherryRoad	Crexendo	Connection
Technical Sufficiency	25	20	20	20	20	20
Price	20	18	19	15	16	10
Technical Support	15	15	15	15	15	15
Evidence of Prior Success	10	10	10	8	9	8
Evidence to meet requirements	10	10	8	8	8	8
Other Cost Factors	10	10	8	8	10	8
Overall Sustainability	5	5	5	5	5	5
Quality of Response	5	5	5	5	5	5
Total	100	93	90	84	88	79

	Points	Vertical	NHVOIP	CherryRoad	Crexendo	Connection
Technical Sufficiency	25	15	20	15	20	20

Price	20	20	20	15	15	5
Technical Support	15	10	10	7	5	10
Evidence of Prior Success	10	10	10	10	10	10
Evidence to meet requirements	10	10	10	10	10	10
Other Cost Factors	10	5	5	5	5	5
Overall Sustainability	5	5	5	5	5	5
Quality of Response	5	5	3	5	5	5
Total	100	80	83	72	75	70

	Points	Vertical	NHVOIP	CherryRoad	Crexendo	Connection
Technical Sufficiency	25	22	24	20	20	18
Price	20	18	18	17	16	14
Technical Support	15	14	13	13	15	12
Evidence of Prior Success	10	9	9	9	9	6
Evidence to meet requirements	10	10	10	9	8	7
Other Cost Factors	10	9	10	9	10	7
Overall Sustainability	5	5	4	5	5	4
Quality of Response	5	5	3	5	5	4
Total	100	92	91	87	88	72

DOVER SCHOOL DISTRICT

SAU #11

REQUEST FOR PROPOSAL (RFP) DSD25004

**VoIP TELEPHONE SYSTEM FOR
SAU 11 ADMINISTRATIVE OFFICE,
WOODMAN PARK SCHOOL, FRANCES G HOPKINS SCHOOL,
GARRISON ELEMENTARY SCHOOL, DOVER MIDDLE SCHOOL,
DOVER HIGH SCHOOL, ANIMAL SCIENCES BUILDING,
& BELLAMY ACADEMY**

**Attn: Shawna Stahl
Dover School District
61 Locust Street Suite 409
Dover, NH 03820**



**Submitted by: Dale Greenwood, Jr., CEO
NHVoIP, LLC
20 Commerce Park N, Unit 105
Bedford, NH 03110
(603) 622-0500 Office (603) 493-8999 Cell
dale@nhvoip.com**



Dale Greenwood, Jr., CEO
20 Commerce Park N
Suite 105
Bedford, NH 03110
603 622-0500
[**dale@nhvoip.com**](mailto:dale@nhvoip.com)

- 1 *Company Information,
Experience &
Customer References***
- 2 *NHVoIP Next Gen
Enhanced 911 Service***
- 3 *Overview of Proposed
IP Phone System***
- 4 *NHVoIP Managed Phone
System Details***
- 5 *Grandstream VoIP Phones
& Highlights***
- 6 *Telephone System Bid
and Monthly SIP Trunking***
- 7 *(RFP) DSD25004
Bid Documents***
- 8 *Equipment Data Sheets***

ABOUT GRANDSTREAM



OVERVIEW

Grandstream has been connecting the world since 2002 with unified communications and networking solutions that make communicating more impactful than ever before. Our award-winning solutions provide everything needed to build a seamless, easy-to-manage communication platform, offering a one-stop-shop for all networking, unified communications, collaboration and physical security solutions. Headquartered in Boston, MA, USA, Grandstream solutions are used in over 150 countries and are trusted by global enterprises and small businesses alike for their quality, reliability, and innovation.

CORPORATE STRUCTURE

Privately held with over 500 employees worldwide and profitable with strong double-digit compound annual growth rates in sales since 2002.

MISSION STATEMENT

We believe in connecting the world. We believe every organization, large or small, should have the tools to communicate from anywhere on any device, and we design products that make this belief a reality.

COMPETITIVE ADVANTAGES

- Comprehensive portfolio of unified communications and networking solutions: build a full information and communication technology (ICT) solution with Grandstream
- One of the first companies in the world to manufacture SIP solutions; unrivaled experience, expertise, quality, and reliability as a result
- Free cloud and on-premise management solutions for all products
- Industry-leading 3-year warranty on all networking products
- State-of-the-art voice and video algorithms for crystal clear communications
- Largest global provider of ATAs and IP Video Phones
- 2nd largest global provider of IP Phones
- Previous winner of Frost & Sullivan's Enterprise IP Endpoints Company of the Year

CORPORATE OFFICES

- | | | |
|-------------------------|-------------------------|------------------------|
| 1. Boston, MA (HQ), USA | 4. Valencia, Venezuela* | 7. Hangzhou, China* |
| 2. Dallas, TX, USA | 5. Casablanca, Morocco | 8. Selangor, Malaysia* |
| 3. Los Angeles, CA, USA | 6. Shenzhen, China* | 9. Madrid, Spain* |

*offices of Grandstream's local partner companies which are business entities not affiliated with Grandstream Networks, Inc.

AWARDS RECOGNITION



PRODUCT PORTFOLIO



Carrier-Grade, High-End, Mid-Range, and Basic IP Phones



Smart Video IP Phones for Android



Hotel IP Phones



Wi-Fi and DECT Cordless IP Phones



Wi-Fi Access Points



Network Switches



Wired and Wi-Fi Routers



Business Audio and Video Conferencing



IP PBX Solutions: On-Premise & Cloud



Analog Telephone Adapters (ATAs) and VoIP Gateways



Facility Access Solutions



SIP Intercom & Paging Solutions



Cloud Management Platforms

CONTACT

Sales

sales_northamerica@grandstream.com
sales_latinamerica@grandstream.com
sales_europe@grandstream.com
sales_asia@grandstream.com

Support

<https://helpdesk.grandstream.com>



NHVoIP LLC formerly TSEdigitalvoice

About NHVoIP

After 32 years of business, on January 1st 2025, TSEdigitalvoice re-organized and re-branded from a New Hampshire corporation to an New Hampshire LLC. The new company name is NHVoIP LLC and is registered with the FCC and State of NH as an interconnected VoIP provider. We added a new owner, Marshall Young, who has been with TSEdigitalvoice for over 20 years. Due to the ever-evolving government regulations we have invested and implemented a new carrier-based billing system to assist us with tax compliance and reporting. We also felt it necessary to undertake a complete rebranding to align with the marketplace demand for Unified Communications.

TSE was founded in 1992. as a national wholesale distributor and repair house of ISDN equipment and Centrex terminals. Our focus on customer service allowed us to grow rapidly into a multimillion-dollar operation with a customer base of telecom dealers, State agencies, Bell companies, and large corporations. Our reputation as one of the leading ISDN equipment suppliers in the country was built by providing quality products and reliable customer service. Telephone Systems Efficiency's largest client was Bellcore, which was the parent company for the 7 regional Bell companies before the divestiture of the industry. The State of Vermont also was one of our largest ISDN customers for many of our early years.

TSEdigitalvoice division was established in 2006 to bring the advantages of internet telephony and related services to the public. We offer end users the opportunity to dramatically reduce their monthly recurring phone service cost by replacing their legacy phone lines and call usage with our VoIP service and the installation of state-of-the-art IP phone equipment. We started offering internet-based voice service before Comcast entered the marketplace. During that time period, we were the only locally based provider of VoIP SIP trunking. Unlike National VoIP carriers, TSEdigitalvoice central office switch is conveniently located in Bedford, NH.

Within our central office we connect to multiple Tier 1 local and long-distance providers. By having multiple carrier relationships, we can route calls if needed to alternate carrier networks. We are proud to offer Enhanced 911 through Bandwidth Dynamic Location PSAP routing, one of the nation's largest and most trusted E911 providers. Our origination carrier provides redundancy to our clients by providing the ability to route incoming calls through redundant SIP trunks for each customer's phone system. Having multiple SIP trunks in each system provides multiple call routing paths for redundancy should our central office have any impairment. We also provide each IPpbx system the ability to alternately make outbound calls through any of the SIP trunks at no extra cost to our clients.

Our central office switch also provides automatic incoming call redirection of incoming calls made to your main number to an alternate copper line or cell phone, in the event of a customer-based internet outage. With each installation, failover design and disaster recovery are discussed, planned and implemented.

Company Owners and Staff

Dale Greenwood Jr., CEO and Senior Technician 42 years of telecommunications experience Bachelor of Science, Clarkson University, 1983-1992 Siemens National Account Manager Telecommunication Division, Marshall Young, CTO and Senior Technician 18 years of IP Telecom experience Bachelor of Science, Johnson & Wales, Scott Greenwood, CFO, Matthew Bunker, Technician 28 years of telecom experience, Cindy Greenwood-Young, E911 Database Administrator, Nicole Darling, Customer Success Representative and Cindy Garrett, Sales Executive

We also subcontract labor and cabling when needed, with Total Asset Solutions, based out of Hooksett, NH. Total Asset Solutions is an authorized Grandstream partner. They sell and install Sangoma FreePBX systems with Grandstream phones utilizing our NHVoIP SIP Trunking. Total Asset Solutions has 4 senior technicians on staff, and they are available as needed.

Experience

NHVoIP has installed over 200 Sangoma FreePBX systems in NH, MA, ME & VT. With over 7000 Grandstream IP phones installed, we are a trusted value-added reseller and one of the largest Grandstream VARs in New England. Our applications vary from premise-based systems, local virtualized based systems and cloud-based systems. Our team works with your IT team to engineer the best networking solution for each application. We are experienced in advanced networking design as most of our small business applications require us to provide the complete solution including routers, firewall, data switches, vlans and wireless access.

NHVoIP specializes in providing managed voice solutions for schools. To date we have installed phone systems and SIP trunking for over 80 local schools. Providing state-of-the-art voice solutions, providing fixed monthly costs and saving school districts' money each month, has been the formula for great success in this market segment.



IP Phone System References

Claremont School District # 6

165 Broad Street, Claremont, NH 03743
High School, Middle School, 4 Elementary Schools, Tech Center and SAU offices
1 redundant system running 8 locations connected via private fiber
Jeff Small, IT Director, 603-543-4200
Installed Middle School August 2021, all other schools and departments August 2023
425 Grandstream cloud-based IP phones, traditional paging systems interfaced

York School Department

469 US Route 1, York, ME 03909
High School, Middle School, 2 Elementary Schools and SAU Office
1 system running 5 locations connected via private fiber
Chris Rynne, Facilities Director, 207-363-3403
Installed August 2015, Summer 2024 Upgraded to cloud based Grandstream phones
560 extensions with Grandstream IP paging system/speakers

Newfound Area School District SAU 4

20 North Main Street, Bristol, NH 03222
High School, Middle School, 4 Elementary Schools and SAU Office
7 Schools, 1 centralized voice IP server for 4-digit interoffice calling
Paul Ciotti, Director of Technology, 603-744-5555
Time for completion: 5 weeks Completed August 2015
Upgrade to Cloud Based Grandstream phones and paging completed August 2024
520 extensions with Grandstream IP paging system/speakers

Inter-Lakes School District

103 Main Street, Meredith, NH 03253
SAU2 Office, High School, Middle School & 2 Elementary Schools
1 Virtual Server system for Schools and 1 dedicated server for SAU2 interconnected via IAX
Mark Parsons, Director of Technology, 603-279-6162
ILHS, ILMS & Sandwich Completed August 2017 - SAU2 & ILES Completed August 2018

Newmarket School District # 31

186A Main Street, Newmarket, NH 03857
High School/Middle School, Elementary School and SAU Office
1 system running 3 locations connected via private fiber
Jason Carey, Director of Information Technology, 603-292-7970
Time for completion: 3 weeks Completed August 2014
Upgrade to Cloud based Grandstream phones completed August 2023

SAU #53 Allenstown & Pembroke

267 Pembroke Road, Pembroke, NH 03275
High School, Middle School and Elementary School
Allenstown Community School (new construction 2024)
3 voice systems running connected via IAX software trunks
High School under contract to switch Grandstream phones from Wildx hosted system to FreePBX July 1st
Joshua Coughlin, Director of Facilities, 603-485-5187
Middle School and Elementary Installed summer 2023, Allenstown Community Dec 2023
380 Cloud based Grandstream IP phones and paging speakers



Preliminary Implementation Plan

Coordinate the paperwork and master agreement between the School District and NHVOIP.

50% Deposit required. When received, the equipment is ordered for the job.

A tentative target date for each site would be set.

WAN and LAN addresses assignments, Network assessment meeting at the school district.

Paperwork for number transfer is presented. A letter of authorization (LOA) would need to be signed for each account that we would be transferring service. Copies of the current bills would be needed.

A 90-minute installation planning meeting with the School District Project Manager will be coordinated to discuss options, dial plans, extension numbering, multi-function button mapping and system programming details. After this meeting the Project Schedule is finalized.

A 45-minute meeting with each individual school to procure admin phone button mapping and specific feature sets for each site.

The system is configured and tested at the NHVOIP office.

The system software is installed on the voice servers & router/firewall would be installed and connected to the internet. Testing will be conducted for incoming calls and outgoing calls upon installation using a temporary number provided by NHVOIP at no cost.

Phone provisioning maps are done at NHVOIP prior to delivery.

The conversion date is set and confirmed for each site.

Training sessions are scheduled by the school district.

Phones delivered to each site by NHVOIP

At the day and hour of the cutover, convert the main receptionists or main answering telephones. Start the port out process, transferring the building's numbers. Testing of incoming and outgoing calls for each number transferred Switch over the remaining buildings phones.

Be on site for additional training and assistance for the day.

Repeat this process for each building, each on separate days.

Modify settings as needed.

1 to 2 hours of training sessions for administrators can be done after completion of the project.

Management and Support for the system and phone service commences.

The district begins saving money, with the benefits of enhanced flexible technology, responsive, monitored, managed phone system and phone service.





Overview of Proposed System and Architecture

NHVoIP is proposing to install and program Sangoma FreePBX software on the school district's virtual server as the primary voice server for the district. Our proposal includes various Sangoma commercial software modules with 25-year licenses and software updates for a period of 5 years. These paid commercial modules are required to allow each school to be set up with separate configurations but still have the ability to provide 4-digit intercom calling throughout the school district. Worldwide Sangoma FreePBX has over a million installations. With over 300 included advanced features, FreePBX provides a complete solution for any application. Sangoma is a 40-year-old manufacturer of telecom equipment that also owns, develops and supports the FreePBX software and releases. NHVoIP has designed and installed approximately 200 FreePBX systems over the last 18 years.

FreePBX stands for freedom. The web-based interface is simple to use and does not require telecom system programming knowledge to take control of additions, moves and changes. With only 30 – 60 minutes of admin training, IT administrators can learn to manage the system, giving the school district the freedom to control their own system if they should choose. It provides web based, plain English simple to use, administration, allowing users to control their system. FreePBX uses Asterisk 16, a worldwide standard which many telecom manufacturers are basing their PBX systems on today. The software has no restrictions on the number of extensions, users or voicemail boxes. There are no licensing fees based on the number of users or extensions. FreePBX stands for Freedom

NHVoIP voice systems are “managed” solutions, meaning that NHVoIP will provide all management functions and programming, after the installation, for free, for as long as Dover School District remains a SIP Trunk customer. Many NHVoIP existing FreePBX customers, who we installed 10-15 years ago, still get all their programming changes at no charge. Although this is a managed solution, the Dover IT department staff can be trained on the FreePBX system. With one hour of training, typical voice requests can be completed easily upon demand.

Also included will be an offsite virtual instance of the Dover School District's voice system residing in the NHVoIP Datacenter with identical licensing. The primary server will be automatically backed up and restored to the secondary server weekly to the NHVoIP virtual server acting as a warm spare. Should there ever be a failure on the primary virtual server hardware, the remote server can be activated in minutes and the phones can be rapidly provisioned via the Grandstream Device Management System (GDMS) to register to the remote server. The phones would operate similar to how your existing hosted phones operate today. NHVoIP currently hosts several large NH clients. One of our largest clients, the City of Laconia, including the Laconia Police and Fire departments, are hosted at NHVoIP using Sangoma FreePBX servers.

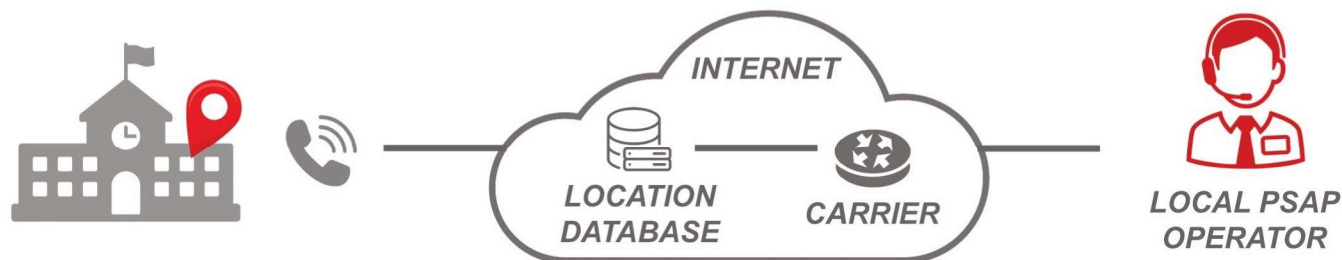
Another major advantage of our proposal is the ability to manage all Grandstream phones and devices via the Cloud-based Grandstream Device Management System (GDMS). GDMS allows for monitoring and management of the phones, sorted by each school via “sites”. GDMS provides the ability to update the firmware for the phones, schedule reboots, and make changes to groups of phones via templates or individually. A vast number of diagnostic tools are also available as well. This allows NHVoIP to quickly diagnose any issues and make program changes to any phone or any button on any phone immediately without onsite visits to make programming changes. Grandstream is based in Boston, MA and sells a full line of state-of-the-art IP Phones, Network Switches, Wireless Access Points and Facility Management IP Devices (Cameras and door access). Grandstream has operations in 150 countries with 500 employees. They recently released an announcement that they are 2nd worldwide, in IP phone market share.

The system proposed utilizes Grandstream GRP2616, GRP2615 and GRP2613 IP phones which have advanced color display, dual Gigabit with power over ethernet Carrier Grade IP telephones with a NHVoIP 2-year warranty. The proposed phones all have built in WiFi and Bluetooth abilities. This allows the district to create a voice SSID which will connect to the voice network and the ability to place phones in areas that do not have ethernet wiring (if ever required). Our bid also includes an inventory of spare phones in the DHS quote (12 basic, 6 admin and 1 attendant console).

NEXT GEN E911 SERVICE

FOR IP PHONE SYSTEMS

What happens when 911 is dialed?



The 911 call is routed through the location database where the extension is used to lookup the dispatchable location information. This information is embedded in the call flow and delivered immediately to the PSAP operator.

The phone system will page a defined E911 page group for immediate alerting of the 911 call in progress. Specific extensions are assigned to the E911 page group such as the nurse, principals, SRO and other key administrators. These members receive a unique alarm tone then an audio page stating that the 911 call is in progress. Their phone's LCD screens indicate which extension made the call and can listen to the call in progress. This allows the administrator to direct any additional staff to the incident or the opportunity to activate certain procedures that may be in place for the situation.

An email is sent to the school or district's self defined distribution list, which will notify the recipients that a 911 call has been placed. The extension, date and time, duration of the call information is provided in the email.



Affordable School Safety



Expensive PRI Circuits



DID Number Blocks

For every extension of the phone system, a database entry in the TSEdigitalvoice location server will be created. Each extension can have up to 40 characters to describe the specific location details. This information is displayed on the PSAP (Public Safety Answering Point) display screens. The extension data will be updated, maintained by TSEdigitalvoice and periodically reviewed for accuracy. In order to maintain this information, there is a small database management fee per building of \$10/mo. for up to 49 extensions or \$20/mo. for over 50 extensions.



TSEDIGITALVOICE.COM

Agenda Materials Page 133 of 213
20 COMMERCE PARK N SUITE 105 BEDFORD NH 03110 - 603-622-0500



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The system proposed utilizes Grandstream GRP2616, GRP2615 and GRP2613 IP phones which have advanced color display, dual Gigabit with power over ethernet Carrier Grade IP telephones with a NHVoIP 2-year warranty. The proposed phones all have built in WiFi and Bluetooth abilities. This allows the district to create a voice SSID which will connect to the voice network and the ability to place phones in areas that do not have ethernet wiring (if ever required). Our bid also includes an inventory of spare phones in the DHS quote (12 basic, 6 admin and 1 attendant console).



Overview of Proposed System and Architecture (continued)

NHVoIP will provide a complete secure solution using a TelcoBridges ProSBC Session Border Controller. The proposed Session Border Controller (SBC) is a rack mountable, 19", 1RU unit. The SBC acts as back-to-back user agent between the WAN public internet address and the virtual Sangoma FreePBX server private LAN address. The SBC protects the phone system from unauthorized voice registrations, unauthorized voice traffic and DDoS protection. SBCs maintain 2 call legs and assist with the RTP traffic once the SIP signaling sets up the call. Firewalls are not suited to deal with the calls RTP packets as they can originate and terminate from different IP addresses that are different than the call setup signaling (SIP). The SBC provides the ability to view both sides of a call with MOS scoring and diagnostics. This is a valuable tool in troubleshooting any troubles by identifying which leg of the call is having issues. NHVoIP uses TelcoBridges ProSBCs in our data center protecting our softswitch, call routing and dynamic E911 calls.

Sangoma FreePBX system has its own software-based firewall that blocks unauthorized registration requests after 4 attempts. The FreePBX is set up as a responsive firewall meaning that authorized addresses and SIP extensions that provide the correct MD5 credentials are automatically whitelisted. With this configuration the voice routers only allow our central office and maintenance addresses to access the voice network.

The Dover school district router can provide DHCP for the phones with their IP addresses with a subnet that your IT department provides. NHVoIP will tag the Grandstream IP phones with the vlan tag and priority value set as expedited for voice. The PC ports of the phones can also be tagged if required. SIP trunks to our carrier network, NHVOIP maintenance addresses and the GDMS cloud management system are the only addresses permitted through the voice firewall .

NHVOIP will provide a SIP trunking with multiple speech paths for incoming and outgoing calls. Our SIP trunk service provides unlimited USA calling, directory and E911 listings and phone number rentals for a fixed monthly cost guaranteed for 5 years, never to increase. Incoming calls to each school are not limited, as NHVOIP will pass the incoming caller without ever providing a busy signal to the caller. Each system will have redundant SIP trunks for failover, should the primary SIP trunk be down. The redundant SIP trunks are provided at no cost. Incoming and outgoing calls can come in from any of the 3 redundant SIP Trunks (Bedford, NH, New York or Atlanta. This provides regional/national resiliency.

In addition, each system will have two SIP trunks connecting each system to NHVOIP's E911 carrier. NHVOIP provides unlimited calling to the United States and Canada. All taxes and fees are included in the SIP trunk monthly cost as well as all number rentals that we port into our network. Inter-School dialing will be direct without making a call through the PSTN network. The school district can provide us with a uniform extension numbering plan for the new phones 4 to 5 digits in length.

NHVOIP sells the solution as a complete managed solution. Remote service, programming and troubleshooting are included as a part of the managed solution concept. NHVOIP is an established Interconnected VoIP provider not as a white labeled reseller as most phone system providers are. Our softswitch and central office are located in Bedford, NH. We monitor all of our systems and our SIP trunks 24/7. We can also provide cellular phone lines for use with elevator phones, HVAC modems, security alarm lines and fire alarm lines. Our concept is simple, we manage and handle all your telecom needs, as one integrated reliable solution.

In conclusion, NHVoIP proposes a phone system with no extension and user limits, no user licensing and powerful advanced features with easy to configure web-based GUI. The cloud based Grandstream device management system is a powerful tool for the implementation, maintenance and management of the Grandstream IP phones. The Grandstream GRP carrier-based series of phones stand out among competitors at a price point that cannot be matched. NHVoIP will provide an extended 2-year warranty on all phones and hardware. The combination of a premise based Sangoma FreePBX instance on the Dover School District virtualized server, secured via a TelcoBridges ProSBC session border controller, Cloud Controlled Grandstream GRP series IP phones, and NHVoIP fixed 5-year monthly SIP trunking cost is why we feel we are the best solution for the Dover School District.



NHVoIP LLC, 20 Commerce Park N, Unit 105, Bedford, NH 03110

Phone System and Phone Replacement Bid

Equipment & Labor

Item	Description	Qty	Price	Total
	SAU11 District Wide Managed Unified IP Phone Server Elements			
1	Grandstream Cloud UCM System - 1000 users, 64 concurrent calls, 60 Gig of Cloud Storage, Cloud IM Annual License 535 phones and 460 sip speakers and Algo paging zones/emergency notifications	1	\$ 2,800	\$ 2,800
2	Programming Labor for building district wide phone system	120	\$ 95	11,400
3	Cloud based device management via Grandstream Device Management Service (GDMS)	1	\$ 0	0
				\$ 14,200
	Frances G Hopkins Elementary School			
1	Grandstream GRP2615 with 2-GBX20 panels Attendant IP Phones	1	\$ 375	\$ 375
2	Grandstream GRP2616 Administration IP Phones	2	\$ 175	350
3	Grandstream GRP2613W Classroom IP Phones	45	\$ 95	4,275
4	Grandstream GAC2570 Conference room IP phone	1	\$ 445	445
5	Grandstream WP826 WiFi Cordless IP Phone for Admin Office	25	\$ 95	95
6	Labor to program and install phones	25	\$ 95	2,375
				\$ 7,915
	Garrison Street Elementary School			
1	Grandstream GRP2615 with GBX20 panel Attendant IP Phones	1	\$ 375	\$ 375
2	Grandstream GRP2616 Administration IP Phones	12	\$ 175	2,100
3	Grandstream GRP2613W Standard Classroom IP Phones	31	\$ 95	2,945
4	Grandstream GAC2570 Conference room IP phone	1	\$ 445	445
5	Grandstream WP826 WiFi Cordless IP Phone for Admin Office	1	\$ 95	95
6	Labor to program and install phones	23	\$ 95	2,185
				\$ 8,145
	Woodman Park Elementary School			
1	Grandstream GRP2615 with GBX20 panel Attendant IP Phones	2	\$ 375	\$ 750
2	Grandstream GRP2616 Administration IP Phones	7	\$ 175	1,225
3	Grandstream GRP2613W Standard Classroom IP Phones	65	\$ 95	6,175
4	Grandstream GAC2570 Conference room IP phone	3	\$ 445	1,335
5	Grandstream WP826 WiFi Cordless IP Phone for Admin Office	1	\$ 95	95
6	Labor to program and install phones	39	\$ 95	3,705
				\$ 13,285



NHVoIP LLC, 20 Commerce Park N, Unit 105, Bedford, NH 03110

Phone System and Phone Replacement Bid

Equipment & Labor

	Bellamy Academy			
1	Grandstream GRP2615 with GBX20 panel	1	\$ 265	\$ 265
2	Grandstream GRP2616 Administration IP Phones	1	\$ 175	175
3	Grandstream GRP2613W Standard Classroom IP Phones	9	\$ 95	855
4	Labor to program and install phones	5	\$ 95	475
				\$ 1,770
	DALC			
1	Grandstream GRP2615 with GBX20 panel	1	\$ 265	\$ 265
2	Grandstream GRP2616 Administration IP Phones	1	\$ 175	175
3	Grandstream GRP2613W Standard Classroom IP Phones	11	\$ 95	1,045
4	Labor to program and install phones	7	\$ 95	665
				\$ 2,150
	Dover High School			
1	Grandstream GRP2615 w 2-GBX20 panels Attendant IP Phones (2 spares)	12	\$ 375	\$ 4,500
2	Grandstream GRP2616 Administration IP Phones (6 spares)	27	\$ 175	4,725
3	Grandstream GRP2613W Classroom IP Phones (12 spares)	155	\$ 95	14,725
4	Grandstream GAC2570 Conference room IP phone	5	\$ 445	2,225
5	Grandstream WP826 WiFi Cordless IP Phone for Admin Office	1	\$ 95	95
6	Labor to program and install phones	90	\$ 95	8,550
				\$ 34,820
	Dover Middle School			
1	Grandstream GRP2615 with 2-GBX20 panels Attendant IP Phones	3	\$ 375	\$ 1,125
2	Grandstream GRP2616 Administration IP Phones	7	\$ 175	1,225
3	Grandstream GRP2613W Classroom IP Phones	98	\$ 95	9,310
4	Grandstream GAC2570 Conference room IP phone	1	\$ 445	445
5	Grandstream WP826 WiFi Cordless IP Phone for Admin Office	1	\$ 95	95
6	Labor to program and install phones	55	\$ 95	5,225
				\$ 17,425
	SAU11 – Dover School District Offices			
1	Grandstream GRP2615 with GBX20 panel Attendant IP Phones	4	\$ 265	\$ 1,060
2	Grandstream GRP2616 Administration IP Phones	19	\$ 175	3,325
3	Grandstream GAC2570 Conference room IP phone	3	\$ 445	1,335
4	Labor to program and install phones	13	\$ 95	1,235
				\$ 6,955



NHVoIP LLC, 20 Commerce Park N, Unit 105, Bedford, NH 03110

Total Phone System Replacement Cost

1	NHVOIP Managed Virtualized Server Costs for 5 years	14,200
2	Frances G Hopkins Elementary School	7,915
3	Garrison Elementary School	8,145
4	Woodman Park Elementary School	13,285
5	Bellamy Academy	1,770
6	DALC	2,150
7	Dover High School	34,820
8	Dover Middle School	17,425
9	SAU 11 – Dover School District Offices	6,955
	Total Bid Cost	\$ 106,665

Finance Options (First Citizens Bank)

Fair Market Value Buyout (typically 20% of original sale price)

36-month term - Monthly Payment \$ 3,119

48-month term – Monthly Payment \$ 2,654

60-month term – Monthly Payment \$ 2,219

\$1.00 purchase option at the end of the lease

36-month term - Monthly Payment \$ 3,418

48-month term – Monthly Payment \$ 2,674

60-month term – Monthly Payment \$ 2,231



NHVoIP LLC, 20 Commerce Park N, Unit 105, Bedford, NH 03110

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Equipment & Labor

Item	Description	Qty	Price	Total
	SAU11 District Wide Managed Unified IP Phone Server Elements			
1	Premise Based Physical Phone System Servers: Grandstream UCM6304 Systems - 2000 users, 300 concurrent calls 2 Servers with High Availability Primary/Secondary 535 phones and 460 sip speakers and Algo paging zones/emergency notifications	1	\$ 1,299	\$ 2,598
2	Grandstream UCM Remote Connect Licensing Enterprise 800 users – Annual License for both servers	1	1,295	1,295
3	UCM Cloud Storage 50 Gig and Cloud IM – Annual License	1	225	225
4	Programming Labor for building district wide phone system	120	\$ 95	11,400
5	Cloud based device management via Grandstream Device Management Service (GDMS)	1	\$ 0	0
				\$ 15,518
	Frances G Hopkins Elementary School			
1	Grandstream GRP2615 with 2-GBX20 panels Attendant IP Phones	1	\$ 375	\$ 375
2	Grandstream GRP2616 Administration IP Phones	2	\$ 175	350
3	Grandstream GRP2613W Classroom IP Phones	45	\$ 95	4,275
4	Grandstream GAC2570 Conference room IP phone	1	\$ 445	445
5	Grandstream WP826 WiFi Cordless IP Phone for Admin Office	25	\$ 95	95
6	Labor to program and install phones	25	\$ 95	2,375
				\$ 7,915
	Garrison Street Elementary School			
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	Dover High School			
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1	Grandstream GRP2615 with 2-GBX20 panels Attendant IP Phones	3	\$ 375	\$ 1,125
2	Grandstream GRP2616 Administration IP Phones	7	\$ 175	1,225
3	Grandstream GRP2613W Classroom IP Phones	98	\$ 95	9,310
4	Grandstream GAC2570 Conference room IP phone	1	\$ 445	445
5	Grandstream WP826 WiFi Cordless IP Phone for Admin Office	1	\$ 95	95
6	Labor to program and install phones	55	\$ 95	5,225
				\$ 17,425
	SAU11 – Dover School District Offices			
1	Grandstream GRP2615 with GBX20 panel Attendant IP Phones	4	\$ 265	\$ 1,060
2	Grandstream GRP2616 Administration IP Phones	19	\$ 175	3,325
3	Grandstream GAC2570 Conference room IP phone	3	\$ 445	1,335
4	Labor to program and install phones	13	\$ 95	1,235
				\$ 6,955



NHVoIP LLC, 20 Commerce Park N, Unit 105, Bedford, NH 03110

Total Phone System Replacement Cost

1	NHVOIP Managed Virtualized Server Costs for 5 years	15,518
2	Frances G Hopkins Elementary School	7,915
3	Garrison Elementary School	8,145
4	Woodman Park Elementary School	13,285
5	Bellamy Academy	1,770
6	DALC	2,150
7	Dover High School	34,820
8	Dover Middle School	17,425
9	SAU 11 – Dover School District Offices	6,955
	Total Bid Cost	\$ 107,983

Finance Options (First Citizens Bank – formerly CIT leasing)

Fair Market Value Buyout (typically 20% of original sale price)

36-month term - Monthly Payment \$ 3,158

48-month term – Monthly Payment \$ 2,687

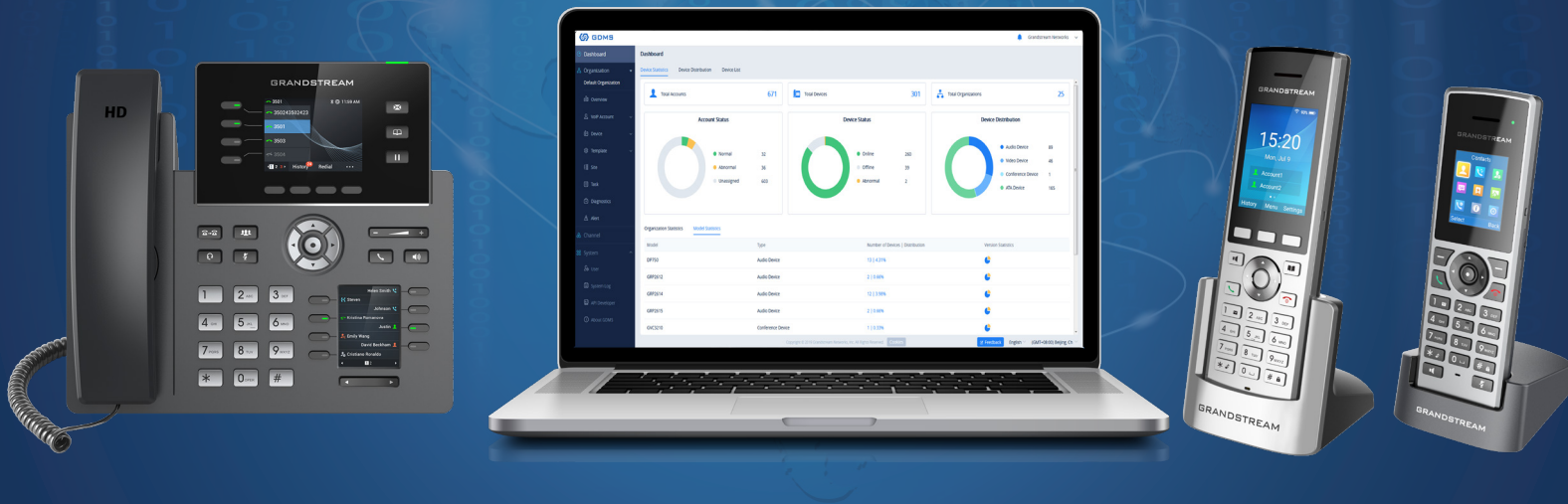
60-month term – Monthly Payment \$ 2,246

\$1.00 purchase option at the end of the lease

36-month term - Monthly Payment \$ 3,460

48-month term – Monthly Payment \$ 2,707

60-month term – Monthly Payment \$ 2,258



Cloud Management System

gdms.cloud

The Grandstream Device Management System (GDMS) is a zero-touch cloud provisioning and management system that provides easy-to-use enterprise-level tools to manage Grandstream products before, during and after deployment. It provides a centralized interface to provision, manage, monitor and troubleshoot Grandstream products, including device management, account management, device configuration, firmware upgrades, device monitoring, intelligent alarm, and statistical analysis, individually or in batches of devices by site, group and model. This powerful cloud management platform adds robust security features to protect enterprise networks, including bank-grade TLS encryption from end-to-end, two-way certificate verification and encryption of all device information. By offering a centralized, secure and zero-touch management for Grandstream endpoints, GDMS is ideal for enterprises, service providers and multi-site businesses as it allows them to easily deploy and manage large networks of Grandstream solutions. Visit gdms.cloud to sign up.



Offers configuration, management and monitoring of devices, accounts and firmware



Real-time device and network monitoring; analytical system reports



Configure and manage a batch of devices by different sites, groups and models



Enterprise-grade security including TLS and 2-way certificate verification



Configurable notifications, intelligent alarms and automatic troubleshooting



Intelligent troubleshooting automatically identifies problems and provides diagnostic reports

Function

Device management, Account management, Device configuration, Firmware upgrade, Device monitoring, Intelligent alarm, Statistical analysis, Channel management, Task management, Device location map, and Operation log

Security and Authentication

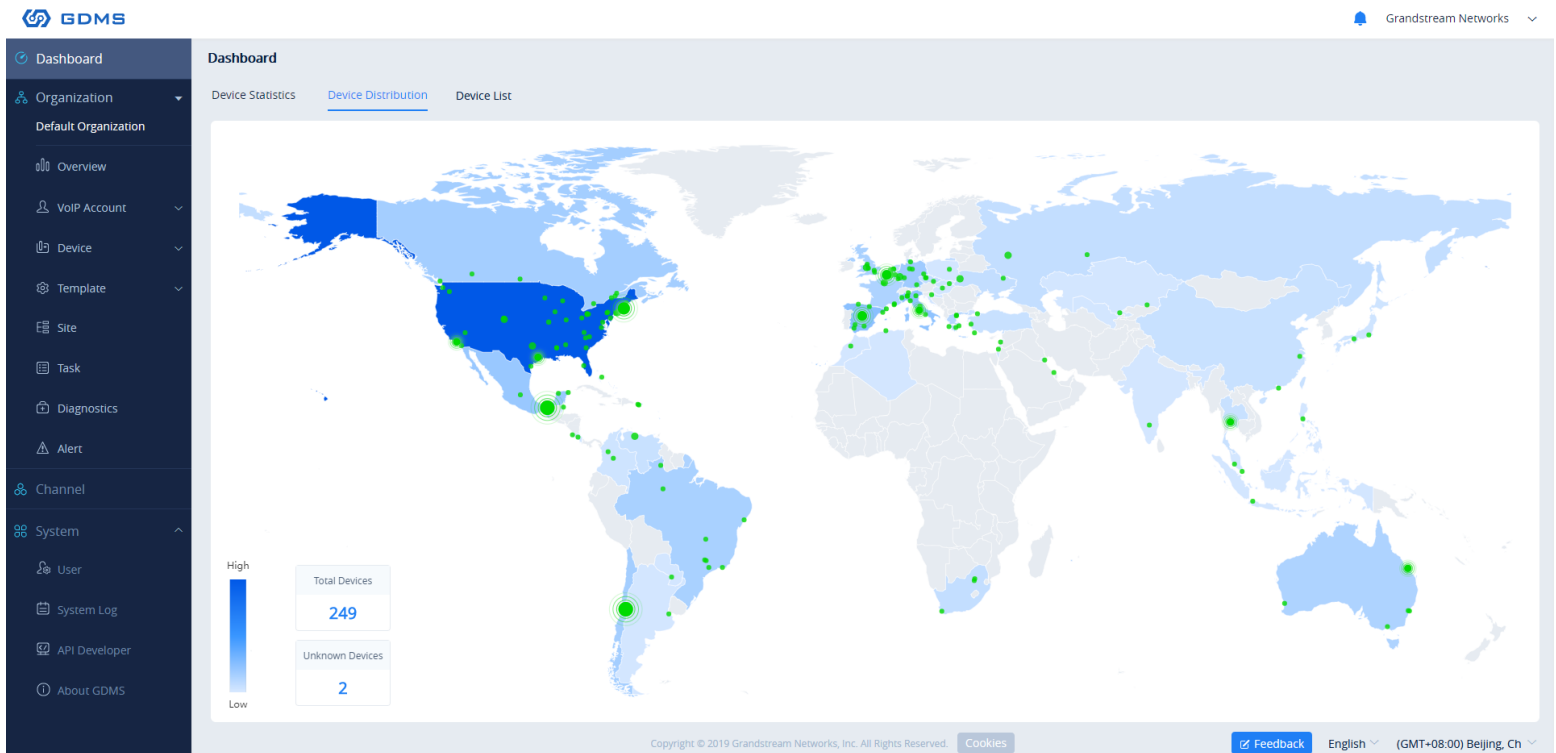
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- Two-way certificate verification mechanism between devices and GDMS in order to ensure the security of the GDMS platform and devices
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Enterprise Features

- Configures all parameters of the devices, including Account settings, Phone settings, Network settings, System settings, Maintenance, Applications, Profiles, Handset, etc.
- Manage all sites, all group templates and all model templates.

Supported Models

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Support pending: GXP1700 series



GDMS User Interface



PROSBC SESSION BORDER CONTROLLER

TelcoBridges' **ProSBC** is a carrier-grade session border controller software package, designed for Network-to-network interface (NNI SBC) peering and access functions (access SBC). Scalable up to 60,000 sessions. ProSBC is a flexible pure-software solution that can be installed seamlessly onto general purpose servers, popular virtualization platforms and TelcoBridges' certified servers giving access to an extensive set of call routing, network adaptation and policing functions. With integrated analytics and network troubleshooting tools and a field-proven SIP stack deployed in more than 100 countries, ProSBC is the ideal choice for VoIP service providers and enterprises.

PRODUCT CHARACTERISTICS

- Back-to-back user agent (B2BUA) and topology hiding
- Line rate DOS/DDOS protection (64 bytes packets)
- Up to 60,000 simultaneous signaling and media sessions
- Encryption support with SIP/TLS and SRTP
- High Availability with 1+1 redundancy
- Flexible and extensive call routing capabilities
- TB Analytics network troubleshooting tools (traces, media/signaling recording, test call generation, etc)
- Versions for installation on bare-metal servers and popular virtualized environments
- Easy installation and upgrades with no down time

NETWORK FUNCTION

Back-to-back user agent (B2BUA)
Overlapping IP realms
SIP registration pass-through/forwarding and throttling

IP NETWORK SECURITY

SIP/TLS and SRTP support
Topology hiding
Line-rate DOS/DDOS protection (64 bytes packets)
Rogue RTP detection
Dynamic blacklisting
Access control list (ACL)
Session admission control
Session bandwidth control (per trunk group)
Call access based on successful registration

INTEROPERABILITY FUNCTIONS

SIP header manipulation
Error/cause code adaptation
Local and remote NAT traversal adaptation
SIP to SIP-I interworking
SIP UDP/TCP interworking

TRANSCODING AND MEDIA ADAPTATION

(Using external TSBC-HW-TRANS)
DTMF transcoding (inband, INFO, RFC2833/4733)
T.38 V.17 & V.34 fax conversion to pass-through
NSE and VBD conversion
Transcoding unit IPs invisible from WAN/LAN
Media transcoding:
G.711, G.723.1, G.726, G.729ab, G.729eg, Clear mode
(RFC 4040), G.728, iLBC, G.722, AMR-NB, G.722.2 (AMR-WB),
GSM FR/EFR, T.38

VOICE SERVICES

(Using external TSBC-HW-TRANS)
Call progress tone generation
Announcement prompts playback
Call recording

ROUTING

Built-in Class 4 routing engine
Least cost routing
Scheduled routing
Load-balancing and percentage routing
Routing customization through scripts
SIP REFER/3xx based routing
RADIUS based routing
Routing alternate retry routes
Digit/From/To matching and manipulation
Call blocking
Loop detection and prevention

QUALITY OF SERVICE

Per session network quality analysis and MOS scoring
Per session statistics
DSCP/TOS marking
Network quality indicator

MANAGEMENT CAPABILITIES

Provisioning and status graphical interface (GUI)
 HTTPS secured transport
 CLI interface for local and remote management
 RESTful northbound provisioning and status API
 Level-based user access
 Configuration change audit logging
 SSH, sFTP, NTP, DNS, DHCP
 SNMP v2, v3 GET, TRAPs (alarms)
 Extensive SNMP call statistics MIBs
 Configurable Call detail records (CDRs)
 Customizable text-based CDRs
 Customizable RADIUS accounting

TB ANALYTICS (NETWORK ANALYTICS)

Live session trace with protocol information (ladder)
 Raw signaling protocol capture (pcap format)
 Live test call

SUPPORTED PLATFORMS

Bare-metal servers
 OpenStack with KVM hypervisor
 Native KVM hypervisor
 VMware with vSphere hypervisor
 Amazon Web Services (AWS)
 Microsoft Azure
 Universal CPE (uCPE)
 See docs.telcobridges.com for more platforms

REGULATORY

Lawful interception (ETSI 201 671)

HIGH AVAILABILITY & GEO-REDUNDANCY

1+1 redundancy support (active/standby)
 No loss of service
 Ethernet port bonding support
 Fault-tolerant software
 Seamless software upgrade
 Emergency routing*

PERFORMANCE

METRICS

HARDWARE PLATFORMS

	VMWARE 6.5 ¹	OPENSTACK KVM ²	BARE-METAL ³	AZURE ⁴
Max. concurrent sessions (no transcoding)	26,000	32,000	60,000	4000
Max. concurrent sessions (with 100% transcoding)	13,000	16,000	30,000	0
Max. completed sessions per seconds (CPS/CSPPS)	600	600	1,100	200
Max. sessions attempts per seconds (CAPS/SAPS) when refused by routed destination endpoint	1,250	1,250	1,400	740
when refused by routing engine	1,920	1,920	2,000	2,000
when refused while in congestion	4,000	4,000	6,000	6,500
Max. registration per seconds (RPS)	3,400	3,400	4,700	2,200
Max. registration refresh per seconds (RRPS)	13,000	13,000	19,800	6,100
Max. registered devices ⁵	350,000	350,000	350,000	350,000

(1) As tested on TelcoBridges-installed VMware 6.5.0 executing on Dell R610 (3.07GHz), VM with 6 vCPUs, 8GB RAM and PCI-Passthrough access to one Intel X540-AT2 (10GE) copper interface.

(2) As tested on TelcoBridges-installed 'OpenStack Newton' executing on Dell R610 (2.93GHz), Instance with 6 vCPUs (directly pinned to pCPUs), 16GB RAM and SR-IOV access to one Intel X710DA-2 (10GE) SFP+ optical interface.

(3) As tested on Dell R630 (3.4 Ghz), 24GB RAM

(4) On D16s_v3

(5) With one contact per address-of-record (AOR)

* = Roadmap capabilities – check with TelcoBridges Sales for current status



TelcoBridges Inc.

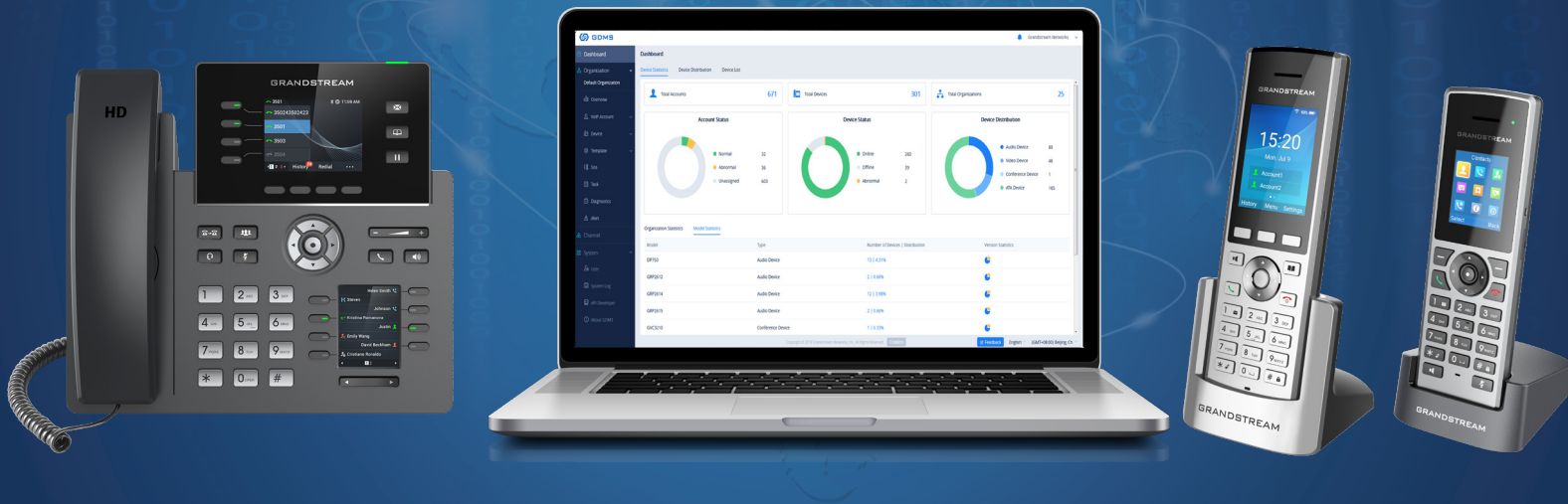
91 De La Barre, suite 01, Boucherville, QC J4B 2X6 CANADA

Sales +1.450.655.8993 / TB Support +1.866.438.4703

info@telcobridges.com

prosbcb.com

telcobridges.com



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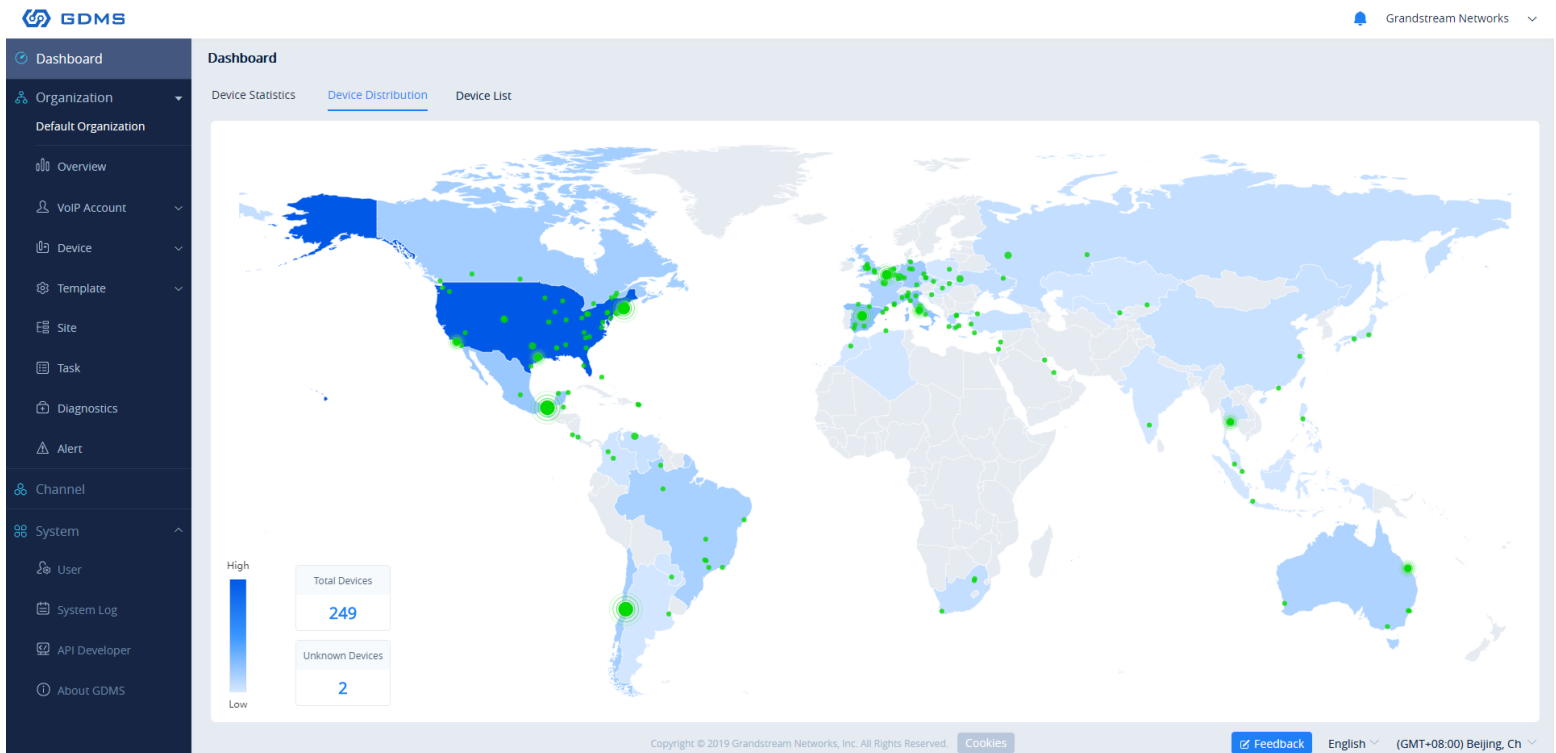
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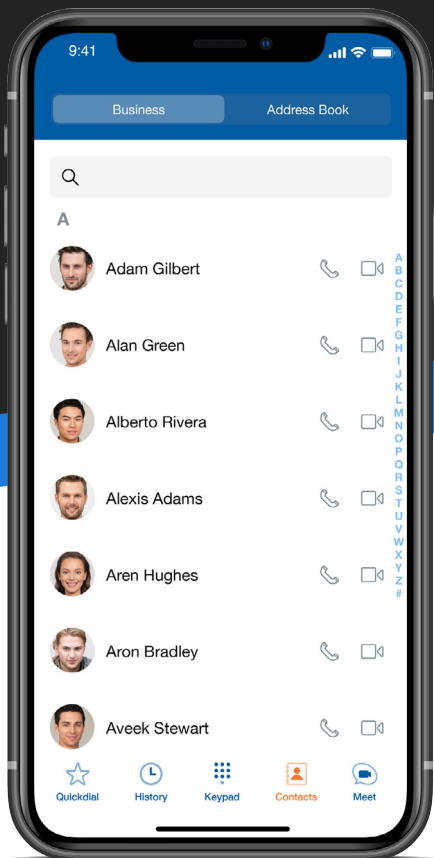
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GDMS User Interface



Sangoma connect

Mobile Softphone for PBXact and FreePBX

Intuitive and Easy to Deploy

Allow staff to work remotely using the Sangoma Connect Mobile app for iOS and Android devices. Employees can enjoy voice and multi-party video collaboration, using their business extension, while keeping their personal device information private.*

The intuitive onboarding process sends an auto-generated email to each user upon activation from the PBX with simple instructions for them to download the app with instant log-in. It's as simple as that!



Secured Communications

Sangoma Connect users are protected by TLS/SRTP encryption** which means their phone calls are kept private while on cellular or WiFi connections, and your business is secured from any unauthorized connections.

Features Included



Audio & Video Calls using your Business Extension

Make and receive calls using your mobile device, while protecting your personal phone number, using mobile data or WiFi connection.



Do-Not-Disturb (DND)

Silence all inbound business calls when you don't want to be disturbed, manually or using the scheduling feature to automatically set DND when outside of business hours.



Voicemail

Receive business voicemail directly to the app, allowing users to quickly listen to calls they have missed.



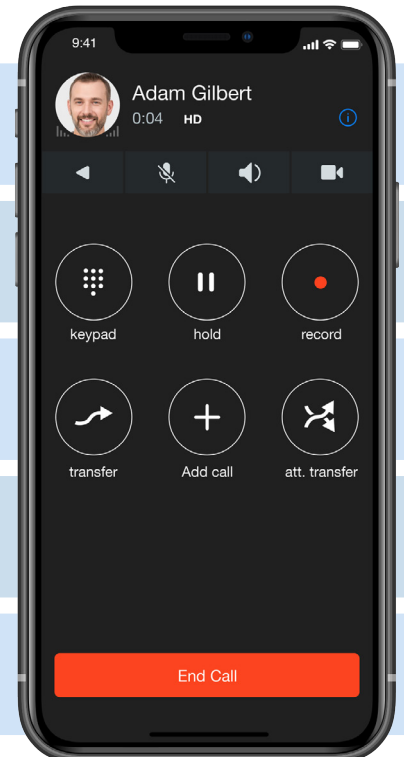
QuickDial with BLF

Create a list of favorite contacts for easy access with BLFs (Busy Lamp Field) that also show the current status of your colleagues.



Powerful Call Control

Users can easily blind transfer and warm transfer client calls, record calls, and have 3-way conference conversations. Switching the call between audio and video is very easy too.



*Video collaboration enabled by included Sangoma Meet multi-party video integration.

**TLS/SRTP encryption coming soon

Purchase Sangoma
Connect Today!
portal.sangoma.com



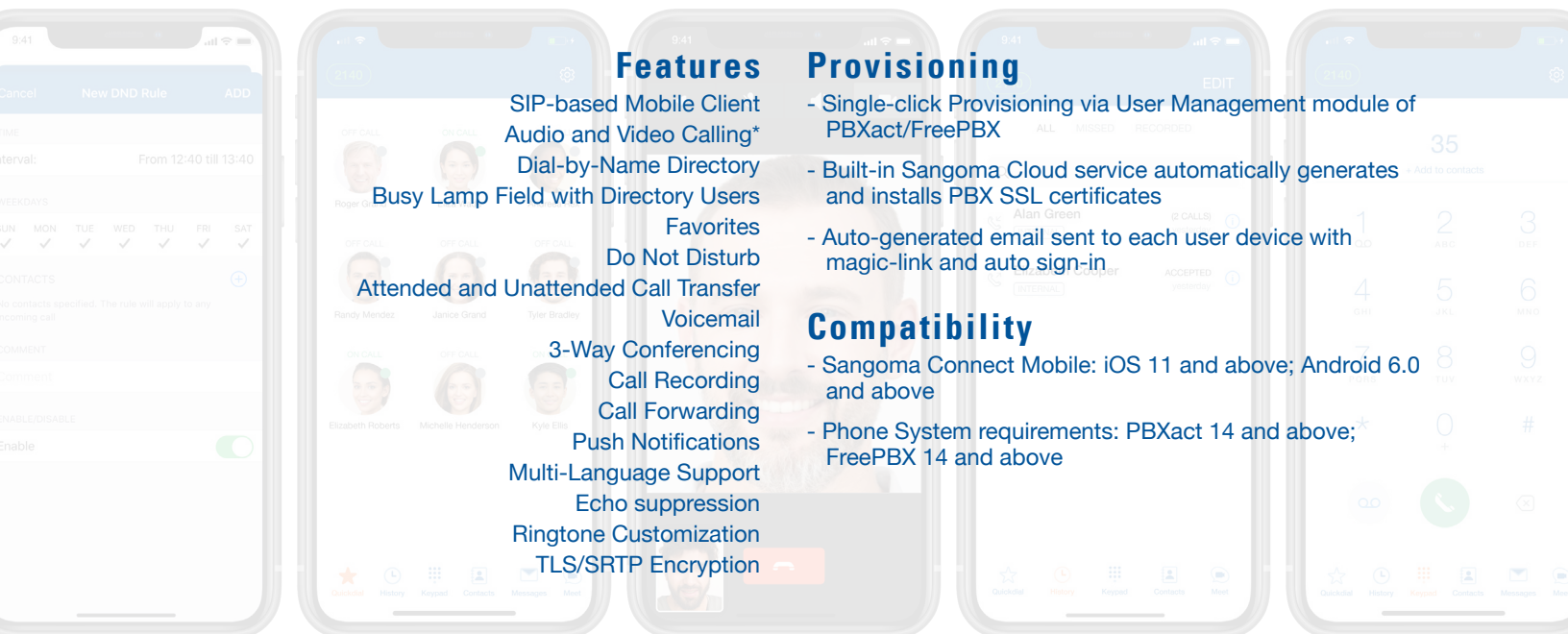
Get Sangoma Connect

The Sangoma Connect Mobile license is included with all PBXact systems, for all users!

FreePBX systems with a Zulu license get **Sangoma Connect Mobile for free!** For all others, Sangoma Connect Mobile licenses for FreePBX are available for purchase in 20 seat packages.

Ready to Upgrade? Find details at wiki.sangoma.com/connect

Sangoma Connect Mobile users also receive the Zulu Desktop app for MacOS and Windows - free of charge! Learn more about Zulu Desktop at www.sangoma.com/zulu.



Features

- SIP-based Mobile Client
- Audio and Video Calling*
- Dial-by-Name Directory
- Busy Lamp Field with Directory Users
- Favorites
- Do Not Disturb
- Attended and Unattended Call Transfer
- Voicemail
- 3-Way Conferencing
- Call Recording
- Call Forwarding
- Push Notifications
- Multi-Language Support
- Echo suppression
- Ringtone Customization
- TLS/SRTP Encryption

Provisioning

- Single-click Provisioning via User Management module of PBXact/FreePBX
- Built-in Sangoma Cloud service automatically generates and installs PBX SSL certificates
- Auto-generated email sent to each user device with magic-link and auto sign-in

Compatibility

- Sangoma Connect Mobile: iOS 11 and above; Android 6.0 and above
- Phone System requirements: PBXact 14 and above; FreePBX 14 and above



FreePBX Ecosystem

NOW BACKED BY 30 YEARS OF EXPERTISE  **SANGOMA**

FreePBX is the world's most trusted open source platform for building the PBX of your dreams. At its core, it is an open source web-based graphical user and configuration file writer that empowers companies that use Asterisk® PBX software to save time—making writing your own dial plans and configuration files much easier and letting you focus on other aspects of setup of your VoIP communications system.

From its initial introduction in 2004, when it contained only four database tables of configuration files for Asterisk, FreePBX has grown to encompass more than 219,000 lines of code and hundreds of tables. The FreePBX project now provides an entire open source platform and communications ecosystem that can not only ease installation by providing configuration files for Asterisk, but also provide support and ongoing updates to the entire system. Its ability to work in the cloud or on site lets you maximize flexibility while providing you the ideal PBX solution.



Build a **FreePBX**

The "Free" stands for Freedom.

With millions of production systems worldwide and 20,000 new systems a month installed, the FreePBX community continues to out-perform the industry's commercial efforts. Sangoma is proud to be the Sponsor of FreePBX and the FreePBX.org project. If you are new to FreePBX you can get started quickly by downloading and installing the FreePBX Distro. The FreePBX Distro is an all in one platform that installs everything you need to build a phone system. Once you have a basic PBX in place you can add Commercial modules to add advanced features to an already feature rich base install of FreePBX.

Commercial Modules

WANT MORE? ADD COMMERCIAL MODULES.

FreePBX empowers your business with wide array of add-on modules that can enhance your VoIP communications experience. Created specifically to work with the FreePBX Distro, these modules provide advanced applications to help your business coordinate everything from appointments to call centers with ease.

Choose from single-application modules, such as the Voicemail or Call Recording Reports modules, to more comprehensive programs, such as the System Builder Plus or the Call Center Builder. These modules allow your business to coordinate your VoIP setup with more specific needs, all while providing seamless support for your communications systems. See our Commercial Modules brochure for more details.

⊕ Here are just a few of the modules available:



Call Center Builder



**High Availability
Disaster Recovery**



Extension Routing



**PBX End Point
Manager**



SysAdmin Pro



Web CallBack



**Outbound Call
Limiting**



**Caller ID
Management**

FreePBX Features

Legend:  Included with FreePBX  Add-On Modules

ACD (Automatic Call Distribution)/
Call Queues
Announcements
Auto-Attendant/IVR
Automatic Backup
Black List
Bulk Import Utilities
Busy Lamp Field (BLF) Support
Call Detail Reporting
Call Flow Control
Call Forwarding
Call Monitoring
Call Parking
Call Recording
Call Screening
Call Spy
Call Transfer
Callback Services
Caller-ID
Camp-On
Centralized User Management
Company Directory
Conference Rooms
Customized Voice Prompts
Dictation
Direct Inward System Access (DISA)
Do Not Disturb
Extensions Management
Fail2ban
Fax to Email
Feature Codes
Follow Me
Graphical Reports
Hunt/Ring Groups
Integrated Faxing
Multiple Language Support
Multiple Offices
Multiple Trunks
Music on Hold
Operator Panel
Outbound/Inbound Routes Management
Paging and Intercom
Phone Directory
PINSets
Remote Users
SIP-Open Standards
Soft-Phone Support
Speed Dials
SRTP
System Status Dashboards
Three Way Calling

Time Conditions
TTS- Text to Speech
Unlimited Extensions
Unlimited IVR ports
Unlimited IVR
Unlimited VM Messages
User Control Panel
Video Calling
VMX Locator
Voicemail
Voicemail to Email
Wake Up Calls
Web Based Administration GUI

User Control Panel Features

Call Forward
Call History
Call Origination
Call Waiting
 Conferences Module
 Device Management (Pro)
 Fax (Pro)
Follow Me
Presence
RSS Feeds
Settings
Visual Voicemail
Voicemail
Voicemail Greetings Management
WebRTC Phone
 XMPP Chat (Pro)

Language Support

English
Bulgarian
Chinese
French
German
Hebrew
Hungarian
Italian
Japanese
Portuguese
Russian
Spanish
Swedish

Supported Signaling Protocols

SIP
IAX2
PRI/T1/E1
POTS/Analog

ISDN
GSM

Supported Voice Codecs

adpcm
g711 alaw
g711 ulaw
g719
g722
g723
g726
g726aal2
 g729
gsm
lilbx
lpc10
siren14
siren7
slin
slin12
slin16
slin192
slin24
slin32
slin44
slin48
slin96
speex
speex16
speex32
testlaw

Supported Video Codecs

h264
h263p
h263
h261

Specialty Device Support

Door Phones
Failover Devices
Overhead Paging
Paging Gateways
SBC Support
Strobe Alerts
Video Conferencing MCU
Voice Gateways

Commercial Modules

 Appointment Reminder
 Broadcast
 Caller ID Management
 Call Recordings Report

 Class of Service
 Conference Pro
 EndPoint Manager
 Extension Routing
 Fax Pro
 Outbound Call Limiting
 Paging Pro
 Park Pro
 Phone Apps (Rest Apps)
 Q-Xact Report
 System Admin Pro
 Virtual Queue Plus w/ Queue Callbacks
 Voicemail Reports
 Voicemail Notify
 Web Call Back
 XMPP Chat
 High Availability (HA)
 UCP for EPM

Software Bundles

 System Builder
 System Builder Plus
 Call Center Builder

FreePBX Phone Apps

 Call Flow
 Call Forward
 Conference Rooms
 Contact Manager
 Do Not Disturb
 Login/Logout
 Follow Me
 Call Parking
 Presence
 Queue Agents
 Queues
 Time Conditions
 Transfer to Voicemail
 Visual Voicemail

FreePBX Certified Add-ons

 iSymphony Operator Panel
- i9 Technologies
 Queuemetrics - Loway
 Allison Smith - Professional Voice Services
 Asterisk Software Add-ons
- Digium
 Bria Cloud Services
- CounterPath

Our 30-year history, in building quality communications products on open standards, gives you access to the most comprehensive portfolio designed to help your business thrive in the FreePBX ecosystem through a single vendor.

We make everything connect.

THE SANGOMA DIFFERENCE:

- ✓ 30+ years expertise in IP Communications
- ✓ Microsoft Partner and Lync qualified
- ✓ Global network of staff and partners
- ✓ Dedicated professional services
- ✓ Canadian owned and operated

"We rely on Sangoma to provide an unmatched level of reliability that helps ensure system stability, as well as delivering extremely clear voice quality to the users."

Sanjay Jayani, IT Head, FASTTICKET

"Sangoma Vega gateways have enabled us to provide high quality, low cost VoIP solution to our customers, while making our own services more profitable."

Steven Mundy, CEO
KBT Systems Corp.

"We've found the engineering support to be fantastic."

Michael Cassidy, The Via Group
Empowered by Sangoma Reseller
and Microsoft Gold Partner (U.S.)



Discover products & solutions designed for FreePBX today!

Visit sangoma.com/freepbx ➔

Unified Voicemail with Voice to Text Transcription

Teachers and Staff do not have to wait to open their voicemail when it is safe to play the voicemail message

Latest AI voice detection and transcription

Each voicemail to email also is provided the WAV audio file as an attachment

Example of a Transcribed voicemail message:

NHVoIP: New voicemail from GOV MARKETPLACE for Ext (1001)

 **NHVoIP** <vm-notify@nhvoip.com>

1/7/2025 9:42 AM



To dale@nhvoip.com

Reply

Reply all

Forward

Delete

 1 attachment ▶

View

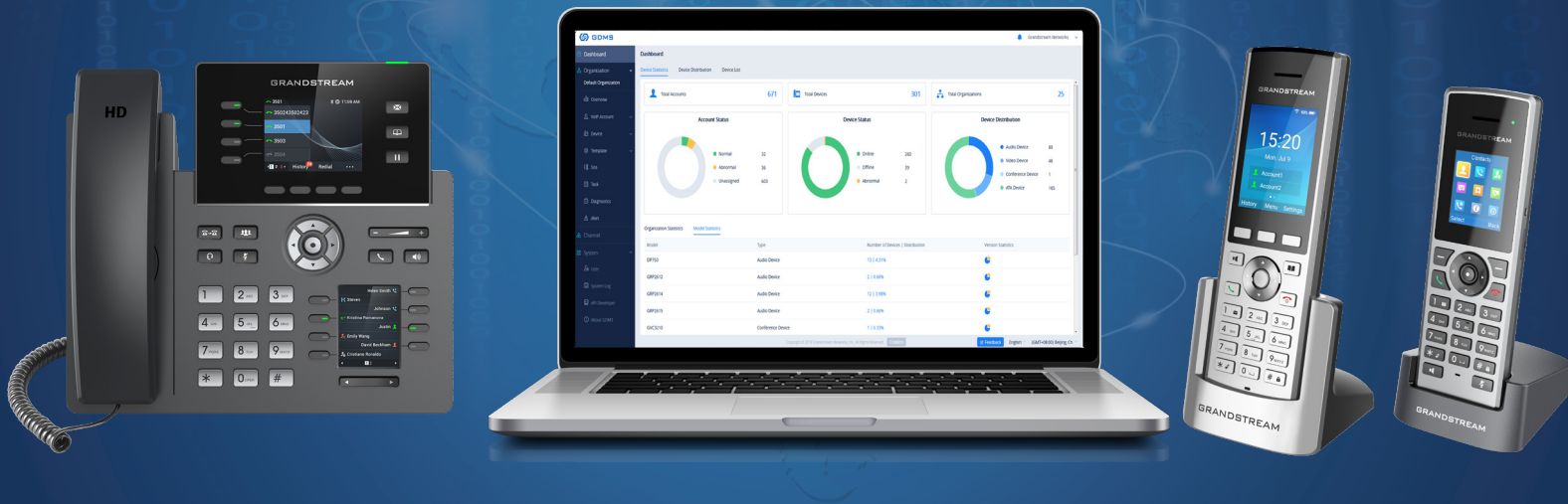
Download

Save to Drive

You have a voicemail from GOV MARKETPLACE (302) 618-4901

Length: 00:25

This message is for the business owner. This is Nicole with Government Marketplace, and we are locating a few companies in your area who are interested in doing business directly with the federal government through a five-year GSA contract. To discuss the details, please return my call. Again, my name is Nicole, and my direct line is area code **(302) 618-4901**. I look forward to speaking with you, and have a great day.



Cloud Management System

gdms.cloud

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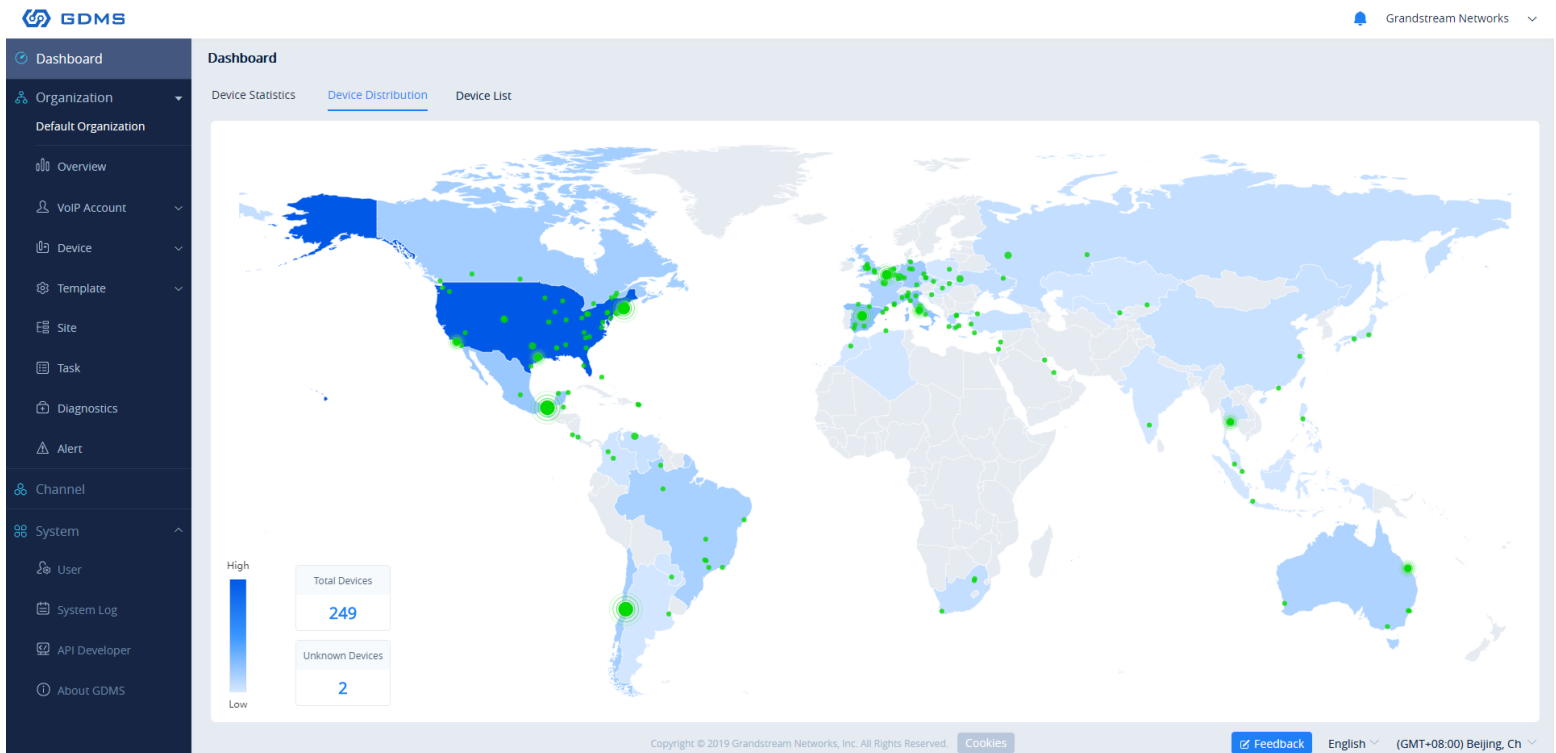
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- Easy installation and upgrades with no down time

NETWORK FUNCTION

Back-to-back user agent (B2BUA)
Overlapping IP realms
SIP registration pass-through/forwarding and throttling

IP NETWORK SECURITY

SIP/TLS and SRTP support
Topology hiding
Line-rate DOS/DDOS protection (64 bytes packets)
Rogue RTP detection
Dynamic blacklisting
Access control list (ACL)
Session admission control
Session bandwidth control (per trunk group)
Call access based on successful registration

INTEROPERABILITY FUNCTIONS

SIP header manipulation
Error/cause code adaptation
Local and remote NAT traversal adaptation
SIP to SIP-I interworking
SIP UDP/TCP interworking

TRANSCODING AND MEDIA ADAPTATION

(Using external TSBC-HW-TRANS)
DTMF transcoding (inband, INFO, RFC2833/4733)
T.38 V.17 & V.34 fax conversion to pass-through
NSE and VBD conversion
Transcoding unit IPs invisible from WAN/LAN
Media transcoding:
G.711, G.723.1, G.726, G.729ab, G.729eg, Clear mode
(RFC 4040), G.728, iLBC, G.722, AMR-NB, G.722.2 (AMR-WB),
GSM FR/EFR, T.38

VOICE SERVICES

(Using external TSBC-HW-TRANS)
Call progress tone generation
Announcement prompts playback
Call recording

ROUTING

Built-in Class 4 routing engine
Least cost routing
Scheduled routing
Load-balancing and percentage routing
Routing customization through scripts
SIP REFER/3xx based routing
RADIUS based routing
Routing alternate retry routes
Digit/From/To matching and manipulation
Call blocking
Loop detection and prevention

QUALITY OF SERVICE

Per session network quality analysis and MOS scoring
Per session statistics
DSCP/TOS marking
Network quality indicator

MANAGEMENT CAPABILITIES

Provisioning and status graphical interface (GUI)
 HTTPS secured transport
 CLI interface for local and remote management
 RESTful northbound provisioning and status API
 Level-based user access
 Configuration change audit logging
 SSH, sFTP, NTP, DNS, DHCP
 SNMP v2, v3 GET, TRAPs (alarms)
 Extensive SNMP call statistics MIBs
 Configurable Call detail records (CDRs)
 Customizable text-based CDRs
 Customizable RADIUS accounting

TB ANALYTICS (NETWORK ANALYTICS)

Live session trace with protocol information (ladder)
 Raw signaling protocol capture (pcap format)
 Live test call

SUPPORTED PLATFORMS

Bare-metal servers
 OpenStack with KVM hypervisor
 Native KVM hypervisor
 VMware with vSphere hypervisor
 Amazon Web Services (AWS)
 Microsoft Azure
 Universal CPE (uCPE)
 See docs.telcobridges.com for more platforms

REGULATORY

Lawful interception (ETSI 201 671)

HIGH AVAILABILITY & GEO-REDUNDANCY

1+1 redundancy support (active/standby)
 No loss of service
 Ethernet port bonding support
 Fault-tolerant software
 Seamless software upgrade
 Emergency routing*

PERFORMANCE

METRICS

HARDWARE PLATFORMS

	VMWARE 6.5 ¹	OPENSTACK KVM ²	BARE-METAL ³	AZURE ⁴
Max. concurrent sessions (no transcoding)	26,000	32,000	60,000	4000
Max. concurrent sessions (with 100% transcoding)	13,000	16,000	30,000	0
Max. completed sessions per seconds (CPS/CSPPS)	600	600	1,100	200
Max. sessions attempts per seconds (CAPS/SAPS) when refused by routed destination endpoint	1,250	1,250	1,400	740
when refused by routing engine	1,920	1,920	2,000	2,000
when refused while in congestion	4,000	4,000	6,000	6,500
Max. registration per seconds (RPS)	3,400	3,400	4,700	2,200
Max. registration refresh per seconds (RRPS)	13,000	13,000	19,800	6,100
Max. registered devices ⁵	350,000	350,000	350,000	350,000

(1) As tested on TelcoBridges-installed VMware 6.5.0 executing on Dell R610 (3.07GHz), VM with 6 vCPUs, 8GB RAM and PCI-Passthrough access to one Intel X540-AT2 (10GE) copper interface.

(2) As tested on TelcoBridges-installed 'OpenStack Newton' executing on Dell R610 (2.93GHz), Instance with 6 vCPUs (directly pinned to pCPUs), 16GB RAM and SR-IOV access to one Intel X710DA-2 (10GE) SFP+ optical interface.

(3) As tested on Dell R630 (3.4 Ghz), 24GB RAM

(4) On D16s_v3

(5) With one contact per address-of-record (AOR)

* = Roadmap capabilities – check with TelcoBridges Sales for current status



TelcoBridges Inc.

91 De La Barre, suite 01, Boucherville, QC J4B 2X6 CANADA

Sales +1.450.655.8993 / TB Support +1.866.438.4703

info@telcobridges.com

prosbcb.com

telcobridges.com


zoom
Certified

Enterprise Conference Phone

GAC2570

The GAC2570 is a full-duplex conferencing device featuring high-quality voice communication for meeting rooms, huddle areas, boardrooms, and other conferencing spaces. The device features an exceptional speaker with MMAD (Multichannel Microphone Array Design) to deliver a natural and immersive conferencing experience to both local and remote participants. This wireless design is composed by a wireless extension microphone, modern Wi-Fi and Bluetooth support and built-in battery. It features a 7" 1280x800 IPS touch screen LCD with conferencing support for up to 12 attendees. The GAC2570 enables any ongoing conference to remain uninterrupted in case of occasional conference room change. This device supports 5m pick up range and can be connected with two GMD1208 desktop wireless microphones up to 20m away to enhance audio quality and provide full room coverage. Additionally, its modern industrial design and rich features make it a customizable conferencing solution for small to medium sized conference rooms and other day-to-day business conferencing spaces.



Full-duplex speakerphone with HD acoustic chamber, advanced acoustic echo cancellation and microphone beamforming array



12 omnidirectional microphones with MMAD (Multichannel Microphone Array Design)



Supports 5m pickup range, and can be paired with two GMD1208 desktop wireless microphones up to 20m away for full room coverage



10/100/1000Mbps network port with PoE+ and dedicated media port for collaborate



Integrated Bluetooth 5.0 support



Integrated Wi-Fi 6, Dual-band 2.4 & 5GHz with 802.11 a/b/g/n/ac/ax



Supports 12-party conferences

Protocols / Standards	SIP RFC3261, TCP/IP/UDP, RTP/RTCP, HTTP/HTTPS, ARP, ICMP, DNS (A record, SRV, NAPTR), DHCP, PPPoE, SSH, TFTP, NTP, STUN, LLDP-MED, TR-069, 802.1x, TLS, SRTP, IPv6, OpenVPN®
Operating System	Android 10
Network Interface	One 10/100/1000 Mbps port with integrated PoE+
Wi-Fi	Wi-Fi 6, Dual-band 2.4 & 5GHz with 802.11 a/b/g/n/ac/ax
Bluetooth	Integrated. V2.1+EDR, V5.0 dual mode.
Microphone	12 omnidirectional microphones with MMAD
External Microphone	GMD1208, cascade up to 2
Speaker	10-watt high-fidelity speaker Frequency: 100-20000 Hz Volume: Up to 83 dBA at 1.0 meter
Auxiliary Ports	1x Media port, 1x network port, 1x HDMI IN, 1x USB, 1x Line-Out, 1x Micro-USB, 1x Kensington lock
Voice Codecs	G.711µ/a, G.722 (wide-band), G.722.1c, G.726-32, iLBC, Opus, G.729A/B in-band and out-of-band DTMF (In audio, RFC2833, SIP INFO), VAD, CNG, AEC, PLC, AJB, AGC, ANS, Noise shield
Telephony Features	SIP paging, hold, call park/pickup, 12-way audio conference(including the host), multi-party calls automatically form a meeting, virtual MPK, downloadable contacts (XML, LDAP, up to 2000 items), call record(local and server), call log (up to 2000 records), call waiting, auto answer, flexible dial plan, personalized music ringtones, and music on hold
HD Audio	Yes, HD speakerphone with support for full-band audio
Certification	Zoom
QoS	Layer 2 QoS (802.1Q, 802.1p) and Layer 3 (ToS, DiffServ, MPLS) QoS
Security	User and administrator level passwords, MD5 and MD5-sess based authentication, 256-bit AES encrypted configuration file, TLS, SRTP, HTTPS, 802.1x media access control
Upgrade/Provisioning	Firmware upgrade via TFTP / HTTP / HTTPS or local HTTP upload, mass provisioning using AES encrypted XML configuration file
Power & Green Energy Efficiency	Integrated PoE+ 802.3at Class 4 Built-in rechargeable 3300mAh battery to allow up to 4-hour talktime
Package Content	GAC2570 Conference Phone, Ethernet cable, Micro-USB cable, quick installation guide, PoE Injector, HDMI cable (optional), GMD1208 dual wireless extension microphones (optional)
Temperature and Humidity	Operation: 0°C to 40°C, Storage: -10°C to 60°C, Humidity: 10% to 90% Non-condensing
Physical	Unit weight: 1.38Kg Unit dimensions: 419.7 (L) x 218.5 (W) x 78.6mm (H)
Compliance	FCC, CE, RCM, IC, UKCA



Extension Model

GBX20 EXT

The GBX20 is an Extension Module that adds functionality, versatility and flexibility to Grandstream's GRP2615 Carrier-Grade IP Phone and GXV3350 IP Video Phone. It features a 272x480 LCD display that offers up to 40 contacts per module with support for up to 160 contacts by using 4 modules. The GBX20 supports a wide-range of advanced call features including BLF, call park/pick-up, speed-dial, presence, intercom, voice conferencing transfer/forward and much more. An ideal solution for businesses and receptionists managing high call volumes, the GBX20 ensures maximum productivity by efficiently monitoring and dispatching incoming calls.

Lines	20 per page (each module contains 2 pages, for up to 40 lines per module Up to 160 with 4 daisy-chained modules)
Compatible Grandstream IP Phones	GRP2615 and GXV3350
Graphic Display	4.3 inch (272x480) TFT color LCD
Feature Support	Local GUI with animation driven from the host GRP2615 or GXV3350 phone; Multiple line/call appearances
Power	A single GBX20 can be powered by host phone (GRP2615 or GXV3350); when 2 or more GBX20 is connected an included 12V PSU is needed.
Firmware Upgrades	GBX20 firmware is upgraded by direct network download through host phone (GRP2615 or GXV3350)'s network connection and firmware upgrade setup.
Physical	Dimension: 210mm*124mm*33.5mm; Unit weight: 360g; Package weight:700g
Temperature and Humidity	Operation: 0°C to 40°C Storage: -10°C to 60°C Humidity: 10% to 90% Non-condensing
Package Content	GBX20 Extension Board, base stand, Extension Board Connector Plate, Screws, USB cable, Quick Installation Guide
Compliance	FCC: Part 15 Class B IC: ICES-003 CE: EN 55032; EN 55035; EN 61000-3-2; EN 61000-3-3; EN 62368-1 RCM: AS/NZS CISPR32; AS/NZS 62368.1



6-line Carrier-Grade IP Phone GRP2613(W)

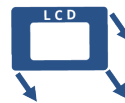
The GRP2613 is a powerful 6-line carrier-grade IP phone designed with zero-touch provisioning for mass deployment and easy management. It features a sleek design and a suite of next-generation features including 24 virtual multi-purpose keys (VPKs), integrated Wi-Fi (GRP2613W), dual Gigabit ports, a color LCD with swappable face plates for easy logo customization and more. The GRP series includes carrier-grade security features to provide enterprise-level security, including secure boot, dual firmware images and encrypted data storage. For cloud provisioning and centralized management, the GRP2613 is supported by Grandstream's Device Management System (GDMS), which provides a centralized interface to configure, provision, manage and monitor deployments of Grandstream endpoints. Built for the needs of desktop workers and designed for easy deployment by enterprises, service providers and other high-volume markets, the GRP2613 offers an easy-to-use and easy-to-deploy voice endpoint.



Supports up to 4 SIP accounts (GRP2613), 6 SIP accounts (GRP2613W) and 6 multi-purpose line keys



Dual switched auto-sensing 10/100/1000 Mbps Gigabit ethernet ports with integrated PoE



Swappable faceplate to allow for easy logo customization



Equipped with noise shield technology to minimize background noise



HD audio supporting all major codecs, including wideband codecs G.722 and Opus



Up to 24 digital BLF keys



Integrated dual-band (2.4GHz and 5GHz) Wi-Fi 6 (802.11a/b/g/n/ac/ax) and Bluetooth® (GRP2613W only)



Enterprise-level protection including secure boot, dual firmware images, and encrypted data storage

Protocols/Standards	SIP RFC3261, TCP/IP/UDP, RTP/RTCP, HTTP/HTTPS, ARP, ICMP, DNS(A record, SRV, NAPTR), DHCP, PPPoE, TELNET, TFTP, NTP, STUN, SIMPLE, LLDP, LDAP, TR-069, 802.1x, TLS, SRTP, IPV6
Network Interfaces	Dual switched auto-sensing 10/100/1000 Mbps Gigabit Ethernet ports with integrated PoE
Wi-Fi	GRP2613W, Integrated dual-band (2.4GHz and 5GHz) Wi-Fi 6 (802.11a/b/g/n/ac/ax)
Bluetooth®	GRP2613W, Integrated
Graphic Display	2.8 inch (320x240) TFT color LCD
Feature Keys	6 line keys with up to 4 (GRP2613) or 6 (GRP2613W) SIP accounts, 4 XML program-mable context sensitive softkeys, 5 navigation/menu keys, 11 dedicated function keys for: MESSAGE(with LED indicator), PHONEBOOK, TRANSFER, CONFERENCE, HOLD, HEADSET, MUTE, SEND/REDIAL, SPEAKERPHONE, VOL+, VOL-
Auxiliary Port	RJ9 headset jack (allowing EHS with Plantronics headsets)
Voice Codecs and Capabilities	Support for G7.29A/B, G.711µ/a-law, G.726, G.722(wide-band), G723, iLBC, OPUS, in-band and out-of-band DTMF(in audio, RFC2833, SIP INFO), VAD, CNG, AEC, PLC, A/B, AGC
Telephony Features	Hold, transfer, forward, 5-way conference, call park, call pickup, shared-call-appearance(SCA)/bridged-line-appearance(BLA), downloadable phonebook(XML, LDAP, up to 1000 items), call waiting, call log (up to 2000 records), XML customization of screen, off-hook auto dial, auto answer, click-to-dial, flexible dial plan, hot-desking, personalized music ringtones and music on hold, server redundancy and fail-over
HD Audio	Yes, HD handset and speakerphone with support for wideband audio
Base Stand	Yes, 2 angle positions available, Wall Mountable (Wall Mount *sold separately)
QoS	Layer 2 QoS (802.1Q, 802.1P) and Layer 3 (ToS, DiffServ, MPLS) QoS
Security	User and administrator level passwords, MD5 and MD5-sess based authentication, 256-bit AES encrypted configuration file, SRTP, TLS, 802.1x media access control, secure boot.
Multi-language	English, German, Italian, French, Spanish, Portuguese, Russian, Croatian, Chinese, Korean, Japanese, and more
Upgrade/Provisioning	Firmware upgrade via FTP/TFTP/TFTPS/HTTP/HTTPS, mass provisioning using GDMS/TR-069 or AES encrypted XML configuration file.
Power & Green Energy Efficiency	Universal power adapter included: Input:100-240V ; Output: +5V, 0.6A ; Integrated Power-over-Ethernet(802.3af) IEEE 802.3az Energy-Efficient Ethernet Max power consumption 3W(power adapter) or 3.8W(PoE)
Temperature and Humidity	Operation: 0°C to 40°C Storage: -10°C to 60°C Humidity: 10% to 90% Non-condensing
Package Content	GRP2613 phone, handset with cord, phone stand, 5V power adapter, network cable, Quick Installation Guide, GPL license
Physical	Dimension: 203mm x 193mm x 52.1mm; Unit weight: 554g ; Package weight: 936g
GRP2613 Compliance	FCC: Part 15 Class B; FCC Part 68 HAC CE: EN 55032; EN 55035; EN 61000-3-2; EN 61000-3-3; EN 62368-1 RCM: AS/NZS CISPR32;AS/NZS 61000.3.2; AS/NZS 61000.3.3;AS/NZS 62368.1; AS/CA S004 IC: ICES-003; CS-03
GRP2613W Compliance	CE: ETSI EN 300 328;ETSI EN 301 893; EN 300 440; ETSI EN 301 489-1/-3/-17; EN IEC 62368-1; EN 55032; EN 55035; EN IEC 61000-3-2; EN 61000-3-3; EN IEC 62311 FCC: Part 15 Subpart B, Class B; Part 15 Subpart E, 15.407; Part 15 Subpart C, 15.247; FCC Part 68 IC: RSS-247 Issue 2; RSS-Gen Issue 5; ICES-003 Issue 7; ISED CS-03 Part V RCM:AS/NZS CISPR32; AS/NZS 4268; AS/NZS 2772.2; AS/NZS 62368.1; AS/CA S004



10-line Carrier-Grade IP Phone

GRP2615

The GRP2615 is a high-end carrier-grade IP phone designed with zero-touch provisioning for mass deployment and easy management. It supports 10 lines and 5 SIP accounts while featuring a sleek design and a suite of next-generation features including integrated Wi-Fi, Bluetooth support, 40 multi-purpose keys (MPKs), an available extension module, dual Gigabit ports and more. This device features a large 4.3 inch color LCD with swappable face plates to allow for easy logo customization. The GRP series includes carrier-grade security features to provide enterprise-level security, including secure boot, dual firmware images and encrypted data storage. For cloud provisioning and centralized management, the GRP2615 is supported by Grandstream's Device Management System (GDMS), which provides a centralized interface to configure, provision, manage and monitor deployments of Grandstream endpoints. Built for the needs of busy desktop workers and designed for easy deployment by enterprises, service providers and other high-volume markets, the GRP2615 offers an easy-to-use and easy-to-deploy voice platform.



HD audio, handset and speakerphone with support for wide-band audio



10 line keys with up to 5 SIP accounts



40 built-in digital BLF keys; available extension module offers 40 BLF/speed dial keys per module



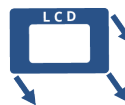
Enterprise-level protection including secure boot, dual firmware images, and encrypted data storage



Integrated dual-band 802.11 a/b/g/n/ac Wi-Fi



Dual switched auto-sensing 10/100/1000 Mbps Gigabit Ethernet ports with integrated PoE



Swappable face plates to allow for easy logo customization



Integrated Bluetooth

Protocols/Standards	SIP RFC3261, TCP/IP/UDP, RTP/RTCP, HTTP/HTTPS, ARP, ICMP, DNS(A record, SRV, NAPTR), DHCP, PPPoE, TELNET, TFTP, NTP, STUN, SIMPLE, LLDP, LDAP, TR-069, 802.1x, TLS, SRTP, IPV6
Network Interfaces	Dual switched auto-sensing 10/100/1000 Mbps Gigabit Ethernet ports with integrated PoE
Bluetooth	Yes, integrated
Wi-Fi	Yes, integrated dual-band Wi-Fi 802.11 a/b/g/n/ac (2.4Ghz & 5Ghz)
Graphic Display	4.3 inch (480x272) TFT color LCD
Voice Codecs and Capabilities	Support for G7.29A/B, G.711μ/a-law, G.726, G.722(wide-band), G723, iLBC, OPUS, in-band and out-of-band DTMF(in audio, RFC2833, SIP INFO)
Telephony Features	Hold, transfer, forward, 3-way conference, call park, call pickup, shared-call-appearance(SCA)/bridged-line-appearance(BLA), downloadable phonebook(XML, LDAP, up to 2000 items), call waiting, call log(up to 2000 records), XML customization of screen, off-hook auto dial, auto answer, click-to-dial, flexible dial plan, hot-desking, personalized music ringtones and music on hold, server redundancy and fail-over
HD Audio	Yes, HD handset and speakerphone with support for wideband audio
Extension Module	Yes (GBX20)
Feature Keys	10 line keys with up to 5 SIP accounts, 5 XML programmable context sensitive softkeys, 5 navigation/menu keys, 9 dedicated function keys for: MESSAGE(with LED indicator), TRANSFER, HOLD, HEADSET, MUTE, SEND/REDIAL, SPEAKERPHONE, VOL+, VOL-
Base Stand	Yes, 2 angle positions available, Wall Mountable (*wall mount sold separately)
QoS	Layer 2 QoS (802.1Q, 802.1P) and Layer 3 QoS (ToS, DiffServ, MPLS)
Auxiliary Ports	RJ9 headset jack (allowing EHS with Plantronics headsets), USB
Security	User and administrator level passwords, MD5 and MD5-sess based authentication, 256-bit AES encrypted configuration file, SRTP, TLS, 802.1x media access control, secure boot
Multi-language	English, German, Italian, French, Spanish, Portuguese, Russian, Croatian, Chinese, Korean, Japanese and more
Upgrade/Provisioning	Firmware upgrade via FTP / TFTP / HTTP / HTTPS, mass provisioning with GDMS (Grandstream Device Management System), TR-069 or AES encrypted XML configuration file
Power & Green Energy Efficiency	Universal power adapter included: Input: 100 - 240V; Output: +12VDC, 1A Integrated Power-over-Ethernet (802.3af) Max power consumption 6.3W (power adapter) or 7.4W (PoE)
Temperature and Humidity	Operation: 0°C to 40°C, Storage: -10°C to 60°C Humidity: 10% to 90% Non-condensing
Package Content	GRP2615 phone, handset with cord, phone stand, 12V power adapter, network cable, Quick Installation Guide, GPL license
Physical	Dimension: ; Unit weight: 970g ; Package weight: 1480g Dimension: 243mm x 210mm x 82.3mm
Compliance	FCC: Part 15 Class B; Part 15 Subpart C, 15.247; Part 15 Subpart E, 15.407; FCC Part 68 HAC CE: EN 55032; EN 55035; EN 61000-3-2; EN 61000-3-3; EN 62368-1; EN 301489-1; EN 301489-17; EN 300328; EN 301893; EN 62311 RCM: AS/NZS CISPR32; AS/NZS 4268; AS/NZS 62368.1; AS/CA S004. IC: ICES-003; CS-03; RSS-247; RSS-102.



6-line Carrier-Grade IP Phone

GRP2616

The GRP2616 is a high-end carrier-grade IP phone designed with zero-touch provisioning for mass deployment and easy management. It supports 6 lines and 6 SIP accounts while featuring a sleek design and a suite of next-generation features including integrated Wi-Fi, Bluetooth support, 48 virtual multi-purpose keys (MPKs), dual Gigabit ports and more. This device features a 4.3 inch color LCD screen with swappable face plates to allow for easy logo customization and an additional 2.4 inch display screen. The GRP series includes carrier-grade security features to provide enterprise-level security, including secure boot, dual firmware images and encrypted data storage. For cloud provisioning and centralized management, the GRP2616 is supported by Grandstream's Device Management System (GDMS), which provides a centralized interface to configure, provision, manage and monitor deployments of Grandstream endpoints. Built for the needs of busy desktop workers and designed for easy deployment by enterprises, service providers and other high-volume markets, the GRP2616 offers an easy-to-use and easy-to-deploy voice platform.



HD audio, handset and speakerphone with support for wide-band audio



6 line keys with up to 6 SIP accounts



Dual LCD screens with digital BLF Keys



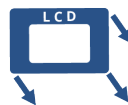
Enterprise-level protection including secure boot, dual firmware images, and encrypted data storage



Integrated dual-band 802.11 a/b/g/n/ac Wi-Fi



Dual switched auto-sensing 10/100/1000 Mbps Gigabit Ethernet ports with integrated PoE



Swappable face plates to allow for easy logo customization



Integrated Bluetooth

Protocols/Standards	SIP RFC3261, TCP/IP/UDP, RTP/RTCP, HTTP/HTTPS, ARP, ICMP, DNS(A record, SRV, NAPTR), DHCP, PPPoE, TELNET, TFTP, NTP, STUN, SIMPLE, LLDP, LDAP, TR-069, 802.1x, TLS, SRTP, IPV6
Network Interfaces	Dual switched auto-sensing 10/100/1000 Mbps Gigabit Ethernet ports with integrated PoE
Bluetooth	Yes, integrated
Wi-Fi	Yes, integrated dual-band Wi-Fi 802.11 a/b/g/n/ac (2.4Ghz & 5Ghz)
USB	Yes
Graphic Display	4.3 inch (320x240) TFT color LCD, 2.4 inch (480x272) additional screen
Voice Codecs and Capabilities	Support for G7.29A/B, G.711µ/a-law, G.726, G.722(wide-band), G723, iLBC, OPUS, in-band and out-of-band DTMF(in audio, RFC2833, SIP INFO)
Telephony Features	Hold, transfer, forward, 3-way conference, call park, call pickup, shared-call-appearance(SCA)/bridged-line-appearance(BLA), downloadable phonebook(XML, LDAP, up to 2000 items), call waiting, call log(up to 2000 records), XML customization of screen, off-hook auto dial, auto answer, click-to-dial, flexible dial plan, hot-desking, personalized music ringtones and music on hold, server redundancy and fail-over
HD Audio	Yes, HD handset and speakerphone with support for wideband audio
Feature Keys	6 dual-color line keys with up to 6 SIP accounts(can be digitally programmed as up to 24 provisionable BLF/fast-dial keys), 5 XML programmable context sensitive softkeys, 5 navigation/menu keys, 10 dedicated function keys for:MESSAGE(with LED indicator),PHONEBOOK,TRANSFER,CONFERENCE,HOLD, HEADSET, MUTE, SEND/REDIAL, SPEAKERPHONE, VOL+, VOL-
Base Stand	Yes, 2 angle positions available, Wall Mountable (*wall mount sold separately)
QoS	Layer 2 QoS (802.1Q, 802.1P) and Layer 3 (ToS, DiffServ, MPLS) QoS
Auxiliary Ports	RJ9 headset jack (allowing EHS with Plantronics headsets), USB
Security	User and administrator level passwords, MD5 and MD5-sess based authentication, 256-bit AES encrypted configuration file, SRTP, TLS, 802.1x media access control, secure boot
Multi-language	English, German, Italian, French, Spanish, Portuguese, Russian, Croatian, Chinese, Korean, Japanese and more
Upgrade/Provisioning	Firmware upgrade via FTP/TFTP / HTTP / HTTPS, mass provisioning using GDMS/TR-069 or AES encrypted XML configuration file.
Power & Green Energy Efficiency	Universal power adapter included: Input:100-240V ; Output: +12V, 1A ; Integrated Power-over-Ethernet(802.3af) Max power consumption 6.1W(power adapter) or 7.8W(PoE)
Temperature and Humidity	Operation: 0°C to 40°C Storage: -10°C to 60°C Humidity: 10% to 90% Non-condensing
Package Content	GRP2616 phone, handset with cord, phone stand, 12V power adapter, network cable, Quick Installation Guide, GPL license
Physical	Unit weight:1020g ; Package weight:1650g Dimension: 247mm x 228mm x 82.4mm
Compliance	FCC: Part 15 Class B; Part 15 Subpart C 15.247; Part 15 Subpart E 15.407; FCC Part 68 HAC; Part 1 Subpart I(MPE) CE: EN 55032; EN 55035; EN 61000-3-2; EN 61000-3-3; EN 62368-1; EN 301489-1; EN 301489-17; EN 300328; EN 301893; EN 62311 RCM: AS/NZS CISPR32; AS/NZS 4268; AS/NZS 62368.1; AS/CA S004; AS NZS 2772.2 IC: ICES-003; CS-03; RSS-247; RSS-102(MPE).



Cordless Wi-Fi IP Phone

WP826

The WP826 is a cordless Wi-Fi IP phone suitable for many enterprise and vertical market applications, including offices, retail, logistics, healthcare, security, and more. This high-end cordless Wi-Fi phone is equipped with integrated dual band Wi-Fi 6, an advanced antenna design, roaming support, 4-way voice conferencing, and support for the Opus HD voice codec. The WP826 provides 12 hours of talk-time and 240 hours of standby time through a 3000mAh battery to drive employee productivity. By providing a sleek design, easy-to-use interface, and a variety of practical, customizable features, the WP826 provides mobility and flexibility to all voice solutions.



Dual-band Wi-Fi 6 with efficient antenna design and advanced roaming support



3 SIP accounts, 3 lines



HD voice & dual MIC design with AEC and Noise Shield Technology



Integrated Bluetooth to connect headsets



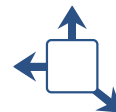
Rechargeable 3000mAh battery, 12 hour talk time, 240-hour standby



Configurable button for push-to-talk



Type C USB port (supports fast charging)



Accelerometer, emergency button

Protocol/Standards	SIP RFC3261, DNS (A record, SRV, NATPR), DHCP, SSH, NTP, STUN, LDAP, TR069, SNMP, STRP, RTP/RTCP, RTCP-XR, TFTP, SIMPLE, HTTP/HTTPS, TCP, UDP, TLS, ARP, ICMP, IPv4, IPv6, 802.1x
Voice Codecs and Capabilities	G.729A/B, G.711μ/a-law, G.726, G.722(wide-band), G.723, iLBC, Opus, in-band and out-of-band DTMF (in audio, RFC2833, SIP INFO), VAD, AEC, CNG, PLC, AGC, Ajb, Headset Noise Shield
Wi-Fi	Yes, integrated dual-band Wi-Fi 6 802.11 a/b/g/n/ac/ax (2.4GHz & 5GHz). 802.11k/r/v Supported
Wi-Fi Encryption	Supports WEP, WPA, WPA2, WPA3 (personal)
Graphic	2.4 inch (240x320) color LCD, 1 * Dual color MWI
Bluetooth	Yes, integrated
Peripherals	3 soft keys, navigation keys, confirm key, dial key, hang up key, speaker key, quick access and mute key, backlight DTMF keyboard, volume keys, Push-to-Talk key, accelerometer, proximity sensor
Push-to-Talk	Customizable function button for alarm (pending) and paging
Auxiliary Ports	Type-C charging interface (supports fast charging)
Telephony	Hold, transfer, forward, 4-way audio conference, call park, downloadable phonebook (XML, LDAP, up to 1000 items), call waiting, call log (up to 200 records), auto answer, click to dial, flexible dial plan, personalized music ringtones, server redundancy and fail-over, push-to-talk
Wall Installation	Base supports wall installation
Security	Ordinary user and administrator level passwords based on MD5 and MD5 sess authentication, SIP authentication algorithms based on SHA-256, SHA-256 sess, SHA-512-256, SHA-512-256 sess, md5 sess. AES security profile, SRTP, TLS call encryption, 802.1x media access control.
HD Audio	The earpiece is broadband audio, and the speaker is narrowband audio, supporting HAC and dual Mic.
QoS	Supports Layer 3 QoS (Tos, DiffServ, MPLS, DSCP)
Multi-language	Simplified Chinese, Traditional Chinese, English, Arabic, Catalan, Czech, German, Greek, Spanish, French, Hebrew, Croatian, Magyar, Italian, Japanese, Korean, Latvian, Dutch, Polish, Portuguese, Russian, Swedish, Slovenian, Slovak, Turkish, Ukrainian
Upgrade/Provisioning	Firmware upgrade via FTP / FTPS / TFTP / HTTP / HTTPS, mass provisioning using GDMS/TR069 or AES encrypted XML configuration file
Power & Green Energy Efficiency	Universal power adapter Input: 100-240VAC; Output: +5VDC, 2A (10W) 3000mAh lithium-ion battery, standby time 240h, talk time 12h (laboratory data)
Physical	Handset dimensions: 148.00 x 53.00 x 17mm Charger cradle dimensions: 85.00 x 85.00 x 25.8mm Handset weight (not including battery): 101g Handset package weight (not including QIG): 451g
Temperature and Humidity	Operating Temperature: 0°C to 45°C; Operating Humidity: 10-90% (non-condensing) Storage Temperature: -20°C to 60°C; Storage Humidity: 10-90% (non-condensing)
Package Contents	WP826 phone, Type-C power adapter, charger base, belt clip, 1 lithium-ion battery, M3 screw, wall bracket, quick installation guide
Compliance	FCC, CE, RCM, IC

ABOUT GRANDSTREAM



OVERVIEW

Grandstream has been connecting the world since 2002 with unified communications and networking solutions that make communicating more impactful than ever before. Our award-winning solutions provide everything needed to build a seamless, easy-to-manage communication platform, offering a one-stop-shop for all networking, unified communications, collaboration and physical security solutions. Headquartered in Boston, MA, USA, Grandstream solutions are used in over 150 countries and are trusted by global enterprises and small businesses alike for their quality, reliability, and innovation.

CORPORATE STRUCTURE

Privately held with over 500 employees worldwide and profitable with strong double-digit compound annual growth rates in sales since 2002.

MISSION STATEMENT

We believe in connecting the world. We believe every organization, large or small, should have the tools to communicate from anywhere on any device, and we design products that make this belief a reality.

COMPETITIVE ADVANTAGES

- Comprehensive portfolio of unified communications and networking solutions: build a full information and communication technology (ICT) solution with Grandstream
- One of the first companies in the world to manufacture SIP solutions; unrivaled experience, expertise, quality, and reliability as a result
- Free cloud and on-premise management solutions for all products
- Industry-leading 3-year warranty on all networking products
- State-of-the-art voice and video algorithms for crystal clear communications
- Largest global provider of ATAs and IP Video Phones
- 2nd largest global provider of IP Phones
- Previous winner of Frost & Sullivan's Enterprise IP Endpoints Company of the Year

CORPORATE OFFICES

- | | | |
|-------------------------|-------------------------|------------------------|
| 1. Boston, MA (HQ), USA | 4. Valencia, Venezuela* | 7. Hangzhou, China* |
| 2. Dallas, TX, USA | 5. Casablanca, Morocco | 8. Selangor, Malaysia* |
| 3. Los Angeles, CA, USA | 6. Shenzhen, China* | 9. Madrid, Spain* |

*offices of Grandstream's local partner companies which are business entities not affiliated with Grandstream Networks, Inc.

AWARDS RECOGNITION



PRODUCT PORTFOLIO



Carrier-Grade, High-End, Mid-Range, and Basic IP Phones



Smart Video IP Phones for Android



Hotel IP Phones



Wi-Fi and DECT Cordless IP Phones



Wi-Fi Access Points



Network Switches



Wired and Wi-Fi Routers



Business Audio and Video Conferencing



IP PBX Solutions: On-Premise & Cloud



Analog Telephone Adapters (ATAs) and VoIP Gateways



Facility Access Solutions



SIP Intercom & Paging Solutions



Cloud Management Platforms

CONTACT

Sales

sales_northamerica@grandstream.com
sales_latinamerica@grandstream.com
sales_europe@grandstream.com
sales_asia@grandstream.com

Support

<https://helpdesk.grandstream.com>

PACKAGE	<i>FreeSBC™</i> with ProSBC Trial	<i>ProSBC™</i>	<i>ProSBC+™</i>	<i>ProSBC™</i> as a Service
Description	Free version with 30-day ProSBC Trial	ProSBC software with enhanced features	ProSBC software with 1+1 HA License**	Fully managed & hosted ProSBC+ with 24x7 Technical Support
Annual License*	✓	✓	✓	Custom
License management via Dashboard	✓	✓	✓	✓
Cost	Free	\$1.25/session/server/year Minimum: \$625/Server/Year	\$2.50/session/server/year Minimum: \$1,250/Server/Year	Custom License*
STANDARD FEATURES				
B2BUA, Topology Hiding, SIP Header Manipulation, SIP and RTP Protection, DOS/DDOS Protection, Dynamic Blacklist and Call Access Control, SIP Registration Forwarding, SIP Registration Scanning Protection, Flexible Call Routing	✓	✓	✓	✓
Media bypass (No Anchoring), H/W Transcoding***, Media Playback & Recording***	✗	✓	✓	✓
Fraudulent Call Removal, Call Trace, Test Call Generation, Live Wireshark Capture, MOS Scoring	✗	✓	✓	✓
API: External HTTPS Routing , STIR/SHAKEN Integrations, Robocall protection, RESTful API	✗	✓	✓	✓
Security: SIP over TLS, sRTP relay and RTP to sRTP conversion	✗	✓	✓	✓
Other features: CDR Text/Radius, SNMP, Lawful Interception	✗	✓	✓	✓
High Availability – No Loss of Service, +1 Server License Included	✗	✗	✓	✓
SCALING				
Maximum Sessions/Server	50	60,000**	60,000**	60,000**
Max Endpoint Registrations	25	350,000	350,000	350,000
Max Network Access Points/ Trunk Groups	5	1,024	1,024	1,024
PLATFORM SUPPORT				
VMware™, KVM/Proxmox, Virtual Network Function, Bare metal server, Amazon Web Services™, Microsoft Azure™	✓	✓	✓	✓
TECHNICAL SUPPORT				
Software Upgrades		✓	✓	✓
Software Installation Assistance	✗ Community	✗ Community	✗ Community	✓ Fully Managed
24x7 ProSBC Technical Support	✗	Customers with >5,000 total sessions: ✓ Customers with <5,000 total sessions: Available for purchase****		✓
9x5 ProSBC Technical Support	✗	Customers with <5,000 total sessions: ✓ Customers with <5,000 total sessions: Available for purchase****		✓

* Maximum number of Free licenses is limited to 2 per domain. Contact sales@telcobridges.com for additional licensing options.
** Hardware/platform dependent – see: https://telcobridges.com/prosbc-freesbc-performance/
*** Paid support and professional services options are available at: https://telcobridges.com/support-options/
**** Requires external DSP transcoding hardware – see https://docs.telcobridges.com/tbwiki/FreeSBC#TSBC-HW-TRANS



TelcoBridges Inc.
138 De La Barre
Boucherville, QC
CANADA, J4B 2X7

Sales +1.450.655.8993
TB Support +1.866.438.4703

info@telcobridges.com
www.telcobridges.com



ProSBC™

by 

A New Approach to the Session Border Controller

Feature-rich, high performance and easy to use virtual session border controllers from TelcoBridges



The business model for communications software is changing

FROM

Hardware-centric CAPEX

Large up-front costs

Maintenance & Upgrade Fees

Buy to Try

TO

Software-centric CAPEX

Pay as you go

Software subscriptions with support and automatic upgrades

Download trial software

The market is shifting to virtualized and cloud-based SBCs

- ProSBC with enhanced features, regular updates and vendor support
- Annual subscription-based pricing

ProSBC by TelcoBridges Benefits

- Carrier-grade Session Border Controller software
- Feature rich with service provider and enterprise features
- High-performance and compact, supporting up to 60,000 sessions/server
- Flexible deployment options with virtualized, cloud and VNF versions
- Can be deployed as a VNF on uCPE, on AWS, Azure, or on VMware, KVM/OpenStack, or baremetal servers
- Immediate software download with online activation and payment
- The product benefits from over 10 years of SIP deployment experience and SIP software development

Monitoring as a Service (MaaS) is a hosted, fully managed, cloud-based monitoring solution designed for ProSBC users

INCLUDES

30-Day Trial

hosting

installation

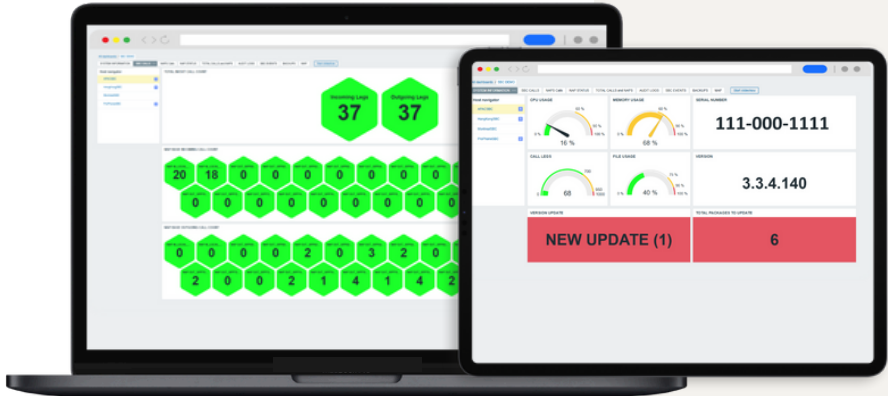
configuration

support

Provides comprehensive visibility into the performance of ProSBC infrastructure

Managed and supported by a global, dedicated support team

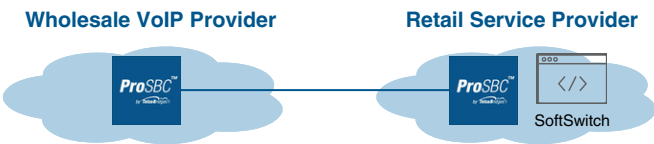
Hosted by TelcoBridges on AWS



ProSBC Use Cases

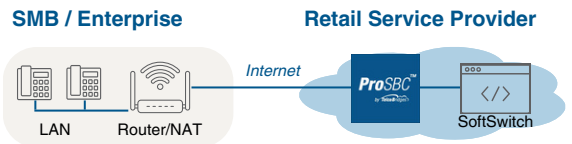
PEERING SBC

Providing service provider to service provider connectivity, solving interoperability, traffic management and billing needs.



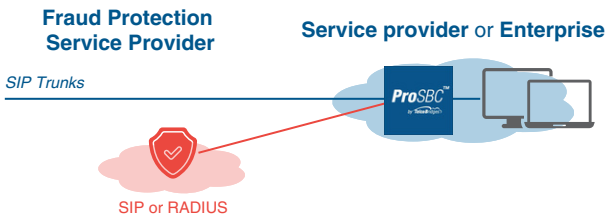
ACCESS SBC

Facilitating and protecting user access to hosted applications, including IP-PBX, Contact Center, Conferencing / Collaboration, Unified Communications and more.



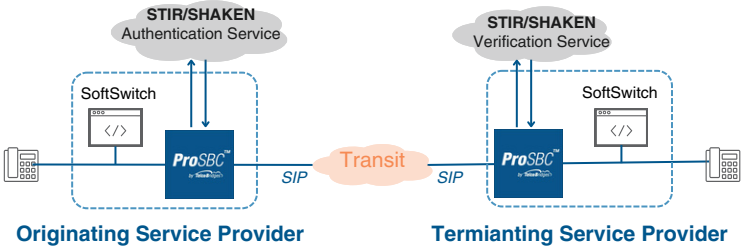
REAL-TIME FRAUD PROTECTION

Inspection of incoming and outgoing call traffic, measuring the associated risk of each call. Integrating with a Real-Time Fraud Protection service provider. Compatible with validated TelcoBridges Alliance Partners TransNexus and JeraSoft.



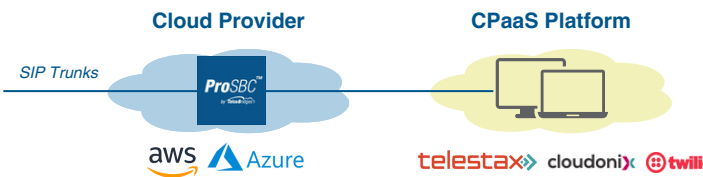
STIR/SHAKEN

Facilitating the two key components: the STIR/SHAKEN authentication service, which creates the encrypted tokens, and the verification service, which validates these tokens when they reach their destination.



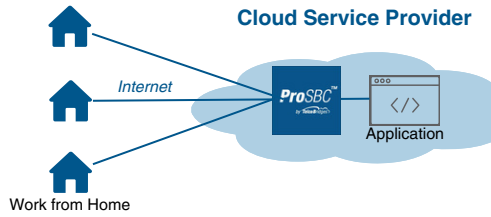
CPaaS SIP TRUNKING

Facilitating integration of various SIP trunking providers with major CPaaS platforms, including traffic management and load balancing.



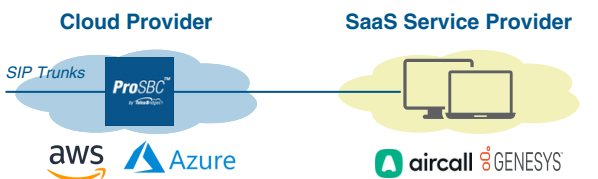
SOFTWARE AS A SERVICE ACCESS SECURITY

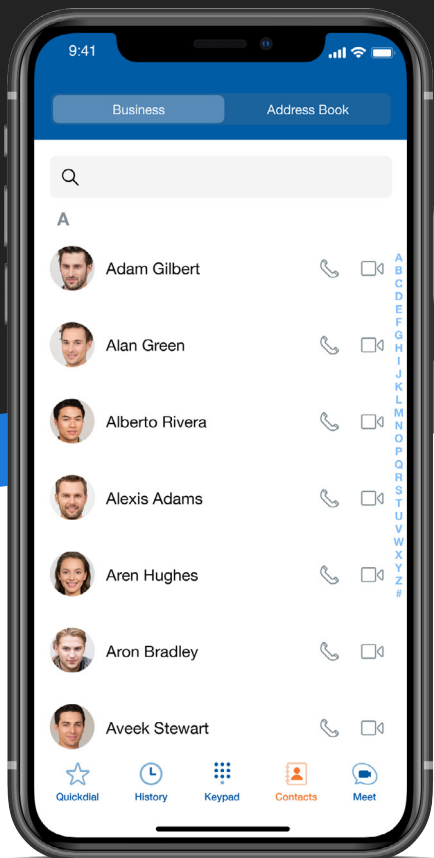
Securing the access points for Software as a Service offerings. With SIP/TLS and SRTP bypass, work-at-home or remote users can securely access hosted voice applications.



SOFTWARE AS A SERVICE SIP TRUNKING

Resolving interoperability issues, providing traffic management and routing for SIP Trunking connectivity to major Software as a Service platforms.





Sangoma connect

Mobile Softphone for PBXact and FreePBX

Intuitive and Easy to Deploy

Allow staff to work remotely using the Sangoma Connect Mobile app for iOS and Android devices. Employees can enjoy voice and multi-party video collaboration, using their business extension, while keeping their personal device information private.*

The intuitive onboarding process sends an auto-generated email to each user upon activation from the PBX with simple instructions for them to download the app with instant log-in. It's as simple as that!



Secured Communications

Sangoma Connect users are protected by TLS/SRTP encryption** which means their phone calls are kept private while on cellular or WiFi connections, and your business is secured from any unauthorized connections.

Features Included



Audio & Video Calls using your Business Extension

Make and receive calls using your mobile device, while protecting your personal phone number, using mobile data or WiFi connection.



Do-Not-Disturb (DND)

Silence all inbound business calls when you don't want to be disturbed, manually or using the scheduling feature to automatically set DND when outside of business hours.



Voicemail

Receive business voicemail directly to the app, allowing users to quickly listen to calls they have missed.



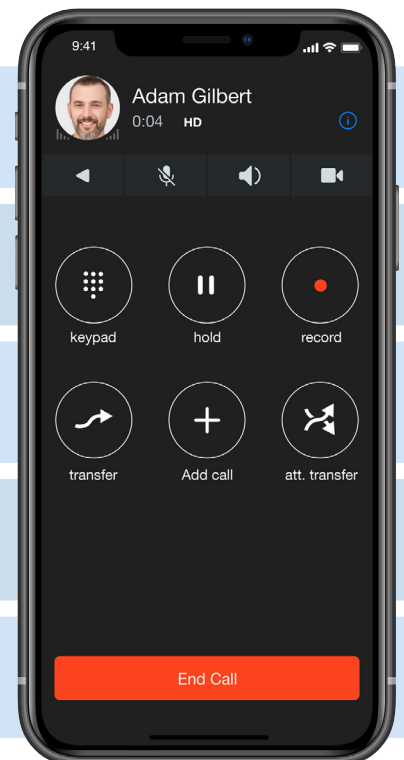
QuickDial with BLF

Create a list of favorite contacts for easy access with BLFs (Busy Lamp Field) that also show the current status of your colleagues.



Powerful Call Control

Users can easily blind transfer and warm transfer client calls, record calls, and have 3-way conference conversations. Switching the call between audio and video is very easy too.



*Video collaboration enabled by included Sangoma Meet multi-party video integration.

**TLS/SRTP encryption coming soon

Purchase Sangoma
Connect Today!
portal.sangoma.com



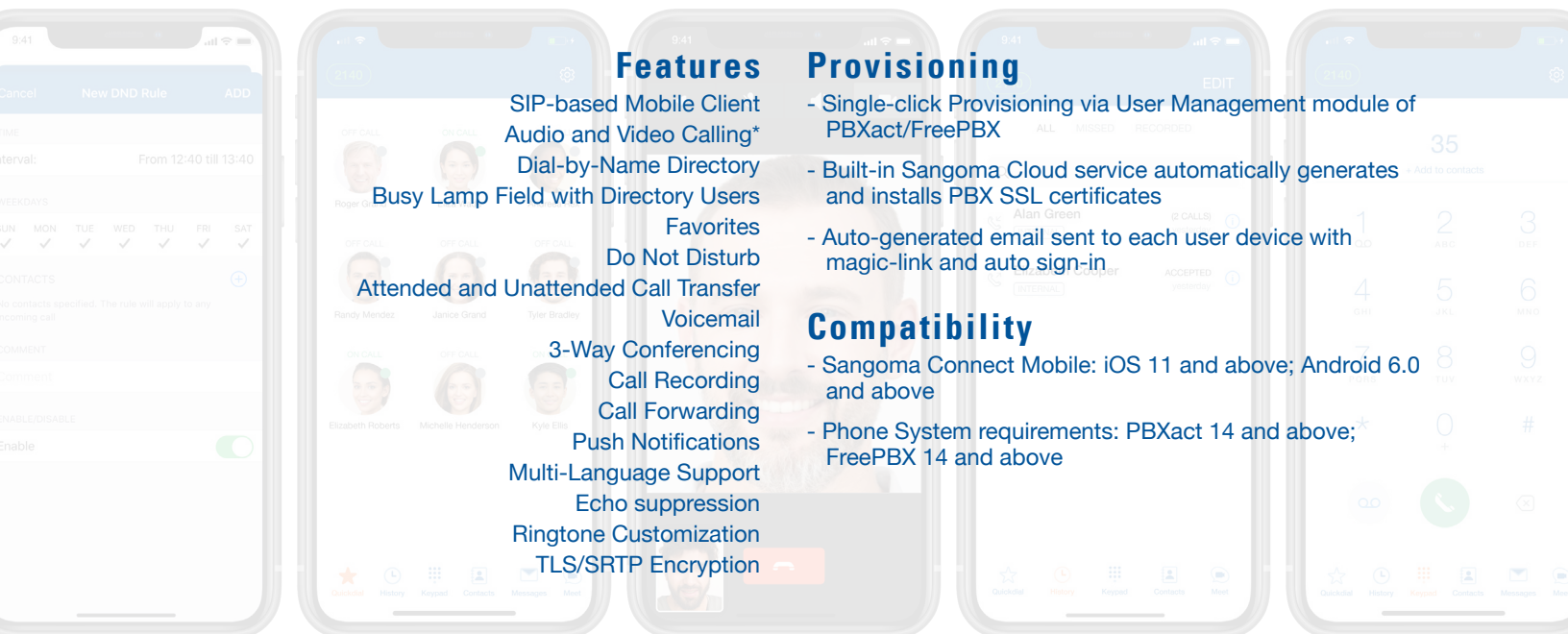
Get Sangoma Connect

The Sangoma Connect Mobile license is included with all PBXact systems, for all users!

FreePBX systems with a Zulu license get **Sangoma Connect Mobile for free!** For all others, Sangoma Connect Mobile licenses for FreePBX are available for purchase in 20 seat packages.

Ready to Upgrade? Find details at wiki.sangoma.com/connect

Sangoma Connect Mobile users also receive the Zulu Desktop app for MacOS and Windows - free of charge! Learn more about Zulu Desktop at www.sangoma.com/zulu.



Features

- SIP-based Mobile Client
- Audio and Video Calling*
- Dial-by-Name Directory
- Busy Lamp Field with Directory Users
- Favorites
- Do Not Disturb
- Attended and Unattended Call Transfer
- Voicemail
- 3-Way Conferencing
- Call Recording
- Call Forwarding
- Push Notifications
- Multi-Language Support
- Echo suppression
- Ringtone Customization
- TLS/SRTP Encryption

Provisioning

- Single-click Provisioning via User Management module of PBXact/FreePBX
- Built-in Sangoma Cloud service automatically generates and installs PBX SSL certificates
- Auto-generated email sent to each user device with magic-link and auto sign-in

Compatibility

- Sangoma Connect Mobile: iOS 11 and above; Android 6.0 and above
- Phone System requirements: PBXact 14 and above; FreePBX 14 and above



FreePBX Ecosystem

NOW BACKED BY 30 YEARS OF EXPERTISE  **SANGOMA**

FreePBX is the world's most trusted open source platform for building the PBX of your dreams. At its core, it is an open source web-based graphical user and configuration file writer that empowers companies that use Asterisk® PBX software to save time—making writing your own dial plans and configuration files much easier and letting you focus on other aspects of setup of your VoIP communications system.

From its initial introduction in 2004, when it contained only four database tables of configuration files for Asterisk, FreePBX has grown to encompass more than 219,000 lines of code and hundreds of tables. The FreePBX project now provides an entire open source platform and communications ecosystem that can not only ease installation by providing configuration files for Asterisk, but also provide support and ongoing updates to the entire system. Its ability to work in the cloud or on site lets you maximize flexibility while providing you the ideal PBX solution.



Build a **FreePBX**

The "Free" stands for Freedom.

With millions of production systems worldwide and 20,000 new systems a month installed, the FreePBX community continues to out-perform the industry's commercial efforts. Sangoma is proud to be the Sponsor of FreePBX and the FreePBX.org project. If you are new to FreePBX you can get started quickly by downloading and installing the FreePBX Distro. The FreePBX Distro is an all in one platform that installs everything you need to build a phone system. Once you have a basic PBX in place you can add Commercial modules to add advanced features to an already feature rich base install of FreePBX.

Commercial Modules

WANT MORE? ADD COMMERCIAL MODULES.

FreePBX empowers your business with wide array of add-on modules that can enhance your VoIP communications experience. Created specifically to work with the FreePBX Distro, these modules provide advanced applications to help your business coordinate everything from appointments to call centers with ease.

Choose from single-application modules, such as the Voicemail or Call Recording Reports modules, to more comprehensive programs, such as the System Builder Plus or the Call Center Builder. These modules allow your business to coordinate your VoIP setup with more specific needs, all while providing seamless support for your communications systems. See our Commercial Modules brochure for more details.

⊕ Here are just a few of the modules available:



Call Center Builder



**High Availability
Disaster Recovery**



Extension Routing



**PBX End Point
Manager**



SysAdmin Pro



Web CallBack



**Outbound Call
Limiting**



**Caller ID
Management**

FreePBX Features

Legend:  Included with FreePBX  Add-On Modules

ACD (Automatic Call Distribution)/
Call Queues
Announcements
Auto-Attendant/IVR
Automatic Backup
Black List
Bulk Import Utilities
Busy Lamp Field (BLF) Support
Call Detail Reporting
Call Flow Control
Call Forwarding
Call Monitoring
Call Parking
Call Recording
Call Screening
Call Spy
Call Transfer
Callback Services
Caller-ID
Camp-On
Centralized User Management
Company Directory
Conference Rooms
Customized Voice Prompts
Dictation
Direct Inward System Access (DISA)
Do Not Disturb
Extensions Management
Fail2ban
Fax to Email
Feature Codes
Follow Me
Graphical Reports
Hunt/Ring Groups
Integrated Faxing
Multiple Language Support
Multiple Offices
Multiple Trunks
Music on Hold
Operator Panel
Outbound/Inbound Routes Management
Paging and Intercom
Phone Directory
PINSets
Remote Users
SIP-Open Standards
Soft-Phone Support
Speed Dials
SRTP
System Status Dashboards
Three Way Calling

Time Conditions
TTS- Text to Speech
Unlimited Extensions
Unlimited IVR ports
Unlimited IVR
Unlimited VM Messages
User Control Panel
Video Calling
VMX Locator
Voicemail
Voicemail to Email
Wake Up Calls
Web Based Administration GUI

User Control Panel Features

Call Forward
Call History
Call Origination
Call Waiting
 Conferences Module
 Device Management (Pro)
 Fax (Pro)
Follow Me
Presence
RSS Feeds
Settings
Visual Voicemail
Voicemail
Voicemail Greetings Management
WebRTC Phone
 XMPP Chat (Pro)

Language Support

English
Bulgarian
Chinese
French
German
Hebrew
Hungarian
Italian
Japanese
Portuguese
Russian
Spanish
Swedish

Supported Signaling Protocols

SIP
IAX2
PRI/T1/E1
POTS/Analog

ISDN
GSM

Supported Voice Codecs

adpcm
g711 alaw
g711 ulaw
g719
g722
g723
g726
g726aal2
 g729
gsm
lilbx
lpc10
siren14
siren7
slin
slin12
slin16
slin192
slin24
slin32
slin44
slin48
slin96
speex
speex16
speex32
testlaw

Supported Video Codecs

h264
h263p
h263
h261

Specialty Device Support

Door Phones
Failover Devices
Overhead Paging
Paging Gateways
SBC Support
Strobe Alerts
Video Conferencing MCU
Voice Gateways

Commercial Modules

 Appointment Reminder
 Broadcast
 Caller ID Management
 Call Recordings Report

 Class of Service
 Conference Pro
 EndPoint Manager
 Extension Routing
 Fax Pro
 Outbound Call Limiting
 Paging Pro
 Park Pro
 Phone Apps (Rest Apps)
 Q-Xact Report
 System Admin Pro
 Virtual Queue Plus w/ Queue Callbacks
 Voicemail Reports
 Voicemail Notify
 Web Call Back
 XMPP Chat
 High Availability (HA)
 UCP for EPM

Software Bundles

 System Builder
 System Builder Plus
 Call Center Builder

FreePBX Phone Apps

 Call Flow
 Call Forward
 Conference Rooms
 Contact Manager
 Do Not Disturb
 Login/Logout
 Follow Me
 Call Parking
 Presence
 Queue Agents
 Queues
 Time Conditions
 Transfer to Voicemail
 Visual Voicemail

FreePBX Certified Add-ons

 iSymphony Operator Panel
- i9 Technologies
 Queuemetrics - Loway
 Allison Smith - Professional Voice Services
 Asterisk Software Add-ons
- Digium
 Bria Cloud Services
- CounterPath

Our 30-year history, in building quality communications products on open standards, gives you access to the most comprehensive portfolio designed to help your business thrive in the FreePBX ecosystem through a single vendor.

We make everything connect.

THE SANGOMA DIFFERENCE:

- ✓ 30+ years expertise in IP Communications
- ✓ Microsoft Partner and Lync qualified
- ✓ Global network of staff and partners
- ✓ Dedicated professional services
- ✓ Canadian owned and operated

"We rely on Sangoma to provide an unmatched level of reliability that helps ensure system stability, as well as delivering extremely clear voice quality to the users."

Sanjay Jayani, IT Head, FASTTICKET

"Sangoma Vega gateways have enabled us to provide high quality, low cost VoIP solution to our customers, while making our own services more profitable."

Steven Mundy, CEO
KBT Systems Corp.

"We've found the engineering support to be fantastic."

Michael Cassidy, The Via Group
Empowered by Sangoma Reseller
and Microsoft Gold Partner (U.S.)



Discover products & solutions designed for FreePBX today!

Visit sangoma.com/freepbx ➔



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

February 14, 2025

REQUEST FOR PROPOSAL (RFP) #DSD25004 **VoIP Telephone System**

ADDENDUM NO. 1

Please see below questions with responses to RFB #DSD25004. The RFP documents are modified and/or clarified as follows. All other information remains unchanged to the original RFP documents.

1. Question: Can the School District provide a listing of each school included in this project?
Response: The RFP will span 5 schools and 8 buildings. There will be phones in Frances G. Hopkins School, Woodman Park Elementary, Garrison Elementary, Dover Middle School, Dover High School, The Animal Sciences building, the SAU Office and Bellamy Academy.
2. Question: How many current phones/users are at each site?
Response: A phone extension list has been released with current and new phones needed.
3. Question: Number of classrooms, administrative, receptionist, general phones are required in each school. Wall Phone or Desktop.
Response: A phone extension list has been released with current and new phones needed. All locations will be looking for a desk phone.
4. Question: Is there an available Category 5 or higher cable in each room that requires a device?
Response: Yes, the district can guarantee at least two ports in every room.
5. Question: How many analog ports are required for Faxes, analog phones, etc.?
Response: All analog ports are handled outside of the RFP.
6. Question: Is there a requirement for softphone capability?
Response: This is not required but all proposals with softphone licensing would be welcome.
7. Question: Are the schools networked today ie. SDWAN, Fiber, VLAN?
Response: Dover High School is the central port for all connectivity. Dover Middle School, Bellamy Academy and Animal Sciences have a direct Fiber. Frances G. Hopkins, Garrison Elementary, Woodman Park and the SAU office are on dark fiber connections back to the High School.

8. Question: Are there POE network switches in place today to support the new phones?

Response: Yes, and the district will provide any additional ports or switches

9. Question: Will this be a converge network or a diverged network? Phones and Data separated or converged on one cable.

Response: We have a separate VLAN for voice and Data, however we do allow for the data connections to go through the phone. However, the preference is a diverged network.

10. Question: What are the carrier services in place today supplying the schools with Copper Lines, PRI, SIP?

Response: All lines are fiber and through FirstLight Communications

11. Question: Can the School District provide a copy of the carrier bills or a summary of the services?

Response: This may be provided upon request

12. Question: Is the School District open to looking at options for the Carrier Services as part of the project along with Ray Baum's Act or will they reuse existing?

Response: We will accept bids that do have a port to new carrier services

13. Question: Is call accounting capability required?

Response: Call accounting is not required

14. Question: What is the make/model of each paging system/hardware in each location?

Response: All buildings have a Simplex 5100 system EXCEPT for Woodman Park and Bellamy Academy, they have an older Dukane system.

15. Question: How many of each device (wall mounts, classroom phones, total number of phones at each school)

Response: A phone extension list has been released with current and new phones needed.

16. Question: What is the internet speed, type (fiber or broadband), carrier – per location?

Response: There are two internet lines with a 5GB throughput at DHS and DMS. All traffic routes through those buildings.

17. Question: What is the firewall manufacturer per site and who provides support on the devices?

Response: There are two Palo Alto PA-3260, one at each of DHS and DMS. They are supported internally

18. Question: Power over Ethernet manufacturer per site and how many ports?

Response: There is HP Aruba 5400 series switches at DHS and Aruba 2930 devices in all other buildings. The district will provide ample PoE and ports for all locations.

19. Question: What provider are you currently using for meetings/collaborations? (Teams, Zoom, etc.)

Response: Combination of different services including Teams, Zoom and Google Meet

20. Question: Will users need access to voicemail?

Response: Yes

21. Question: Are you wanting to replace all phones with new or looking to repurpose existing phones? How many devices are you needing?
Response: Proposals should include all phones being replaced.
22. Question: Is there a budget amount you are trying to stay within?
Response: Budget amounts can be made available through request
23. Question: What Cisco IP Equipment do you need replaced?
Response: Our system will no longer be supported for the next fiscal year. We would like all phone equipment replaced
24. Question: How many total staff and students?
Response: Approximately 600 staff and 4000 students
25. Question: What is the potential timeframe to start the implementation and when would you potentially like to see be finished?
Response: Any remote configuration/implementation can begin with a contract is signed. On-site installation would begin July 1 and full implementation would be completed by August 22nd 2025
26. Question: Do you require onsite services for hardware setup? If so, do you have potential number of phones and hardware to be deployed with onsite technicians to help ensure accurate pricing?
Response: The district will provide staff to help onsite setup. Any PBX, Voicemail or other equipment essential to the bid would be the requirement of the bidder to install onsite.
27. Question: Do you want headsets quoted? If so how many wireless and how many wired?
Response: Headsets are not required
28. Question: How many speakers do you have today? What are the makes & models? Would you like to use the speakers or replace them at this time?
Response:
29. Question: Do you require survivability at your data center(s)? Or do you require local survivability at each location? If at each location provide the total location count.
Response:
30. Question: How many total Fax numbers will need to be ported to an eFax service? Do your Fax services require HIPPA compliance? What is your total monthly outbound fax volume?
Response: eFax is currently being handled by the IT staff and it not a part of any RFP
31. Question: How many total ATA ports are required? Can you give a breakdown of ATA ports by location so we can properly scope the ATA models and quantities.
Response: For the Intercom system, the district does not see a need or more than one ATA port for each location. However, we welcome new system designs with accurate port counts.

32. Question: What manufacturer and model of your paging system does the proposed solution need to integrate with? How many total paging systems are required?

Response: Phone and Intercom RFP are being conducted concurrently. It is expected that phone systems will be able to integrate easily with any intercom system and intercom system to be able to handle the industry standard connections for direct phone to intercom paging.

33. Question: Do you have multiple internet service providers in your data center? Do you have last mile resiliency?

Response: There is currently one ISP per DHS and DMS data center.

34. Question: If new phones must be purchased, do you have a preference between Yealink and Poly?

Response: The district has no preference to any manufacturer

35. Question: How many total DIDs are in current inventory? How will you need to port over?

Response: The district will entertain both replacing and porting over DID lines. All main numbers must remain the same and all 20 DID's in the SAU building must remain.

All proposals/bids are still due back: **March 14, 2025, at 2:30 pm EST**

All BIDDERS must acknowledge receipt of this Addendum No. 1 on the attached Addenda Acknowledgement Form when submitting a BID for consideration.

Please revisit all available bid documents on the Dover School District Website at
https://www.dover.k12.nh.us/apps/pages/index.jsp?uREC_ID=1281162&type=d&pREC_ID=1492782

Shawna Stahl,
Operations and Accounting Coordinator
Dover School District

ADDENDA ACKNOWLEDGEMENT FORM
Submit with RFP #DSD25004

BIDDER acknowledges receipt of the following addenda (as applicable):

Addendum No. 1 Dated 02/16/2025

Addendum No. 2 Dated _____

Addendum No. 3 Dated _____

Addendum No. 4 Dated _____

Addendum No. 4 Dated _____

NHVoIP LLC

(Name of Bidder)

By: Dale Greenwood, Jr.

Title: CEO



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

February 27, 2025

REQUEST FOR PROPOSAL (RFP) #DSD25004 **VoIP Telephone System**

ADDENDUM NO. 2

Please see below questions with responses to RFB #DSD25004. The RFP documents are modified and/or clarified as follows. All other information remains unchanged to the original RFP documents.

1. Question: How many phases are required for this project?
Response: 1
2. Question: Do you have a map or diagram of the campus with each school/administration's address?
Response: Yes, available upon request.
3. Question: What is the total number of users required?
Response: Approximately 515
4. Questions: What is the IP station breakout per school?
Response: Documentation available upon request
5. Question: Can you provide an IP set type breakout per user or are you just looking for various types of set pricing? (example, x-12 button, x-24 button, etc.)
Response: Phone breakout available upon request
6. Question: Are you looking for a survivable instance in the cloud or cloud to a survivable instance/appliance on site? If on-site, do you have VMWare, Nutanix or Hyper-V environment today that we can utilize for the voice system on site? If so, type and the release of software you currently have on-site.
Response: We will accept all bids with options for cloud or on-premises. We do have a VMWare environment available for use with virtual appliance build
7. Question: Do you currently have managed PoE switches with Category 5e or higher cable to cover all phones at each site today or will this be an ongoing Customer upgrade per location?
Response: Yes

8. Question: Do you have any printouts of the current voice system in place?
Response: Yes
9. Question: Will any additional analog stations or analog trunks be required for additional features such as paging interfaces, modems, faxes off of the system? If so, which sites and how many? Response: No
10. Question: For the paging requirements, what is the integration today to the phone system, analog trunk, analog station, or SIP at each location? How many locations are there?
Response: 7 Locations, connectivity varies based on location. Most have direct page from separate phone, DMS has FXO
11. Question: Can you provide all of the paging amplifier / interface brand and model numbers?
Response: Documentation is available
12. Question: E911 location services is a requirement of Ray Baum's Act that is done via third party, or can it be done through DID's and local network provider? How is it done today?
Response: Project is to get all schools in compliant. Currently Middle School has DID, we will accept bids with DID and third-party software
13. Question: Do you require Emergency Notification for all users (paging, email, text, display) or just to notify key personnel that 911 was dialed. If just notifying key personnel, how many?
Response: Key personnel in each building would be required, that would be approximately 5-7 people per building.
14. Question: How many total mailboxes are required?
Response: Approximately 175 required, optionally mailbox for all phones
15. Question: How many Auto-Attendants are required? What is the largest group?
Response: 1 per location and High School
16. Question: How many DID's need to be ported?
Response: If DID is used for Ray Baun's then all. If not approximately 50
17. Question: How many 800 numbers need to be ported?
Response - None
18. Question: What is the current email system?
Response: Office 365 and Google are available
19. Question: How many phone wall mount kits are required?
Response: Not a requirement but can be proposed
20. Question: Are teleworkers, soft clients or mobile clients required? If so, which types and how many?
Response: Not required but optional
21. Question: How many conference phones are required?
Response: 15

22. Question: Is Call Accounting/Reporting required for proposed system?
Response: Recommended but not required
23. Question: Is any advanced call center or contact center required, or would advanced hunt groups and ring groups suffice? If full Contact Center please provide number of Agents, Supervisors, Queues, features, etc.
Response: No
24. Question: Are the current systems currently under a support contract with another partner?
Response: No
25. Question: Are you looking for on-demand recording, have a button on the set to press to record calls to voicemail, or automatic recording? If record automatically, how many sets will require this feature?
Response: Not required
26. Question: Is there a diagram of the network topology that you can share?
Response: Available upon request
27. Question: Who will be responsible for removing all existing voice equipment? Will it be removed and relocated to specified area on Customer site or is winning bidder responsible for removal?
Response: Dover School District will remove all equipment
28. Question: Phone types and counts: What is the difference between standard display & basic phone on the Jan 2025 Phones excel spreadsheet?
Response: Basic phone does not need a display at all, it will be up to the vendor to decide which phones to propose
29. Question: 16 Daley, 50 Garrison, 61 Locust an 11 Towle have replace phone but do not specify phone type for a total of 27 phones. Which type or model phone is required at these locations?
Response: If there is no phone listed, most likely one will not be included in the bid
30. Question: For the Full Display phones that require sidecars, how many programmable keys need to be on the side care? Or in total, including the programmable keys on the phone?
Response: Sidecars need to have the ability to see every phone in a building
31. Question: There are two extensions that start with "0" and most systems do not allow for programming "0" as a leading digit. Can we change Helpdesk (x0077) and Brian Anderson (x0773) extensions?
Response: Change of extensions would be considered
32. Question: There are twenty-one extensions that start with "1" which we recommend changing. When dialing internally, the system will wait for the remaining digits of a phone number to be dialed; and a call coming into a menu wouldn't be able to have "1" as an option for a department, ring group, etc. Is this an option to change?
Response: Change of extensions would be considered

33. Question: There are 13 analog lines as part of the is configuration. Will they remain? If yes, will a managed analog gateway be required?
Response: All analog lines can be proposed to move to VoIP
34. Question: Will overhead paging integration into the new phone system be required?
Response: Yes
35. Question: How many auto attendants are required?
Response: 1 per location
36. Question: How many voicemail boxes are required?
Response: Assume 1 voicemail per phone, however classrooms do not require voicemail
37. Question: How many ring groups are required?
Response: We currently do not have any ring groups
38. Question: Does the DSD/SAU have monthly call/traffic volume reports?
Response: Report can be made available upon request
39. Question: How many voice minutes are generated monthly?
Response: Report can be made available upon request
40. Question: How do the staff/teachers utilize the Park button on their phone?
Response: Most teachers do not have phones currently, park buttons are not used heavily by staff
41. Question: Will end user training be onsite or remote?
Response: Either would be considered
42. Question: What is the total amount of end users for training?
Response: The district would consider a train the trainer model
43. Question: Will the technical staff training be onsite or remote?
Response: Either would be considered
44. Question: Is local (New England) post implementation technical support required?
Response: No

All proposals/bids are still due back: **March 14, 2025, at 2:30 pm EST**

All BIDDERS must acknowledge receipt of this Addendum No. 2 on the attached Addenda Acknowledgement Form when submitting a BID for consideration.

Please revisit all available bid documents on the Dover School District Website at
https://www.dover.k12.nh.us/apps/pages/index.jsp?uREC_ID=1281162&type=d&pREC_ID=1492782

Shawna Stahl,
Operations and Accounting Coordinator
Dover School District

ADDENDA ACKNOWLEDGEMENT FORM
Submit with RFP #DSD25004

BIDDER acknowledges receipt of the following addenda (as applicable):

Addendum No. 1 Dated 02/16/2025

Addendum No. 2 Dated 02/28/2025

Addendum No. 3 Dated _____

Addendum No. 4 Dated _____

Addendum No. 4 Dated _____

NHVoIP LLC

(Name of Bidder)

By: Dale Greenwood, Jr.

Title: CEO



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

January 6, 2025

REQUEST FOR PROPOSAL (RFP) DSD25004 **VoIP Telephone System**

You are cordially invited to submit a proposal for new VoIP phones, and phone and voicemail system in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One (1) original proposal and PDF electronic copy on a flash drive must be submitted in a sealed envelope, plainly marked:

RFP DSD25004 – VoIP Telephone System
Attn: Shawna Stahl
Dover School District
61 Locust Street, Suite 409
Dover, NH 03820

All proposals/bids must be received by **March 14, 2025 at 2:30 p.m. EST**

IMPORTANT:

In order to be notified by email for projects associated with your service, visit our web page, <http://www.dover.nh.gov/government/city-operations/finance/bids> proceed to BECOME A VENDOR and add your company to our vendor database (if you have not already done so).

Contracted Services Code 12 – Information Technology, Hardware and Software

REQUEST FOR PROPOSAL/BID/QUOTE

Request Type Title	Proposal VoIP Telephone System	Number: DSD25004
Date	January 6, 2025	

I. INTRODUCTION

The Dover School District (the “DSD”), SAU#11, of Dover, NH is requesting product and pricing information from qualified vendors to provide a replacement VOIP Telephone System and phones. The selected vendor must provide a product that meets the needs of the DSD, including the connectivity into any other PA systems, voicemail with the ability to route to email, and replacement of all district handsets. The system will be replacing an existing Cisco IP Phone system with a remotely hosted PBX and voicemail system.

General information and specifications are as follows.

II. GENERAL REQUIREMENTS

The DSD reserves the right to waive any formality, informality, information and/or errors in the proposals submitted and the right to reject any or all proposals at its discretion and to accept the proposal which will be in the best interest of the DSD; or to purchase on the open market if it is considered in the best interest of the DSD to do so. The DSD is looking for a multiyear commitment for service, hardware and support.

Any questions or inquiries must be submitted in writing, and, in order to be considered, must be received by Shawna Stahl, Accounting Coordinator, at s.stahl@dover.k12.nh.us no later than seven (7) calendar days before the Request for Proposal due date and time. Any changes to the Request for Proposals will be provided to all Proposers of record.

No Late, Emailed or Faxed proposals will be accepted.

III. GENERAL SCOPE OF WORK

Agreed and Understood

The selected vendor will be responsible for the following:

- Assessing our current phone system and infrastructure.
- Providing recommendations for the new phone system, including hardware, software, and implementation plan.
- Procuring and configuring all necessary equipment, including desk phones, conference phones, and any additional hardware.
- Installation and setup of the new system, including integration with existing software and network infrastructure.
- Additional wiring as needed.
- Technical training provided to district Technology Department prior to the start of the 2025-26 school year.
- User training sessions to ensure smooth transition and adoption of the new system.

REQUEST FOR PROPOSAL/BID/QUOTE

Request Type Title	Proposal VoIP Telephone System	Number: DSD25004
Date	January 6, 2025	

- Ongoing 24x7x365 technical support and maintenance services post-implementation.
- Solution architecture can be hosted or on-site, however cloud hosted is preferred.

System Requirements:

Required:

Agreed and Understood

- To provide a unified phone system throughout the district.
- Become compliant with and deliver consistent e911 services to all buildings.
- Offer 10 digit dialing from all stations.
- Provide ability for outside dialing directly to extensions.
 - Port existing numbers and extensions.
- Port call routing for all “main numbers”.
- Unified communication features, including voicemail and ability to send voicemail to SMTP server.
- Scalability to accommodate future growth and expansion.
- High reliability and uptime with redundant failover mechanisms.
- Advanced call routing and auto-attendant functionalities.
- Comprehensive security features to safeguard sensitive information.
- Replace or add wiring wherever necessary.
- Be cost effective and utilize appropriate technologies.
- Full administrative access to systems

Optional:

- Possible compatibility with mobile devices for remote work capabilities.
- Advanced call routing and auto-attendant functionalities.
- Comprehensive security features to safeguard sensitive information.
- Detailed analytics and reporting capabilities for call tracking and performance monitoring.
- Phone outfitted for job role.
- Ability to connect to school PA systems for easy paging.
- Ability to use phones as paging system.
- Outfit all classrooms with phones.
- Proposal can include transfer of phone lines.
- Prioritized support

IV. INFORMATION AVAILABLE

Attachment A: General Terms and Conditions

Attachment B: Dover School District Sample Agreement

REQUEST FOR PROPOSAL/BID/QUOTE

Request Type Title	Proposal VoIP Telephone System	Number: DSD25004
Date	January 6, 2025	

Attachment C: Dover School District Cybersecurity Agreement, if applicable

Any exceptions to the terms and conditions of any of the attachments shall be submitted with the bid to be considered.

V. ANTICIPATED TIMELINE

Replacement of phones will begin in June of 2025. All prior work and set up can be started in May of 2025 with signed agreement. Other applicable dates of note:

- All walkthrough requests must be scheduled by January 17th.
- All walkthroughs completed by February 14th.
- All questions submitted via email by February 21st.
- Addendum with submitted answers will be released February 28th.
- All submissions due March 14th by 2:30 pm.
- Decisions made and contract awarded in April 2025.

VI. SUBMITTAL REQUIREMENTS (any missing items may result in rejection of the proposal)

Format & Contents of Proposal

1. Statement of Project Requirements

- Provide a brief and formal cover letter outlining the Vendor's interest in and ability to perform the requirements of this RFP, including the project timeline. A person who is authorized by the organization to enter into an agreement with the district must sign the letter. Please include all contact information.

2. Vendor Background

- Information on the Vendor shall be provided to include:
- Years in business under present name.
- Any business name changes and the reason for the change(s).
- Name and address of each office location.
- Names and titles of professional staff members who will be involved in this engagement, the experience each possesses and the location of the office from which they work.
- Company trade organizations / associations / affiliations.

3. References

- Provide at least three (3) business references from similar sized school districts who are or who have used your services in the past. Please include names, addresses, phone numbers, email addresses and contact person(s).

4. Cost Proposal

REQUEST FOR PROPOSAL/BID/QUOTE

Request Type	Proposal	Number: DSD25004
Title	VoIP Telephone System	
Date	January 6, 2025	

- Vendor shall submit an itemized all-inclusive not-to-exceed annual cost for the first year based on the items identified in the scope of work. Subsequent renewals following year one will not exceed the Consumer Price Index (CPI) Boston.

5. Contact Information Sheet

- Vendor shall complete, sign and submit Page 5 of this document.

6. Other

- Provide any additional information that the Vendor believes would distinguish their company in its services to the district.

VII. SELECTION

This RFP does not guarantee that your product/service will be selected or purchased. The DSD is not obligated to accept the lowest cost proposal submitted by the vendor with an acceptable proposal. The DSD will convene a selection committee consisting of qualified staff to evaluate all responses to this RFP that meet the project requirements detailed in the Scope of Work above. The Selection Committee may hold interviews with some or all the responding Proposers. The Selection Committee may contact references provided within the submittal.

REQUEST FOR PROPOSAL/BID/QUOTE

Request Type	Proposal	Number: DSD25004
Title	VoIP Telephone System	
Date	January 6, 2025	

CONTACT INFORMATION: Proposer must complete the following: By signing this proposal form you are attesting to your awareness and agreement with proposal terms and conditions. I certify that I am authorized to sign this form for the Proposer.

Official Entity Name	NHVoIP LLC	FOB Information:	Dover NH
Address:	20 Commerce Park N, Unit 105-106		
City, State, Zip	Bedford, NH 03110		
Email address:	dale@nhvoip.com	State of Incorporation	New Hampshire
Date:	March 14, 2025	SSN or EIN:	33-1776426
Telephone #:	(603) 622-0500	Fax #:	(603) 644-5800
Signature:	<i>Dale Greenwood, Jr.</i>	Title:	CEO

We, the undersigned have declined to submit a proposal for:

- ☐ *Insufficient time to respond*
- ☐ *We do not offer this product or service*
- ☐ *Our schedule would not permit us to perform*
- ☐ *Unable to meet specifications*
- ☐ *Unable to meet insurance requirements*
- ☐ *Specifications too stringent (explain below)*
- ☐ *Other*

NO BID

REQUEST FOR PROPOSAL/BID/QUOTE

Request Type Title	Proposal VoIP Telephone System	Number: DSD25004
Date	January 6, 2025	

Please cut and affix this label to your sealed bid envelope to identify it as a “SEALED BID” Be sure to include the name of the company submitting the bid where requested.

SEALED BID * DO NOT OPEN	
<i>Sealed bid #:</i>	DSD25004
<i>Bid Title:</i>	Phone System
<i>Due Date/Time:</i>	March 14, 2025, at 2:30 PM
<i>Submitted by:</i>	
DELIVER TO:	
Dover School District Attn: Shawna Stahl 61 Locust Street, Suite 409 Dover, NH 03820	

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same website from which you obtained this bid.

Before submitting your bid, you should check our website to download any addenda that may have been issued. Be sure to mark your sealed bid envelope that you have received all addenda.



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: Thomas Rup, Director of Technology
DATE: May 12, 2025
RE: Wireless Access Point Bid Award

To support the continual efforts of providing high quality internet and to stay current with evolving technologies, the Dover School District is requesting the award for the purchase of new Aruba AP615 access points. The decision was done due to the current deployment of access points was end of sale as of December in 2021 and will be end of life December 2025.

The District went out to bid with the help of Epic Communications, our eRate consultants. Through the bid process, we continued to find the best pricing and service is through Omada Technologies out of Portsmouth NH. The second year of a deployment plan accepted in FY24, in order to leverage current work in the schools it was decided to investigate purchasing 200 access points. The replaced devices would be used to augment replacement stock until the full replacement cycle is complete. The initial purchase will be to replace the access points in Woodman Park School and Dover Middle School. This purchase will be done using a combination of eRate funds that have been approved by the Universal Service Administrative Company (USAC), and local approved eRate funds from the ERATE - NEW/ADD'L TECH EQUIPMENT line. It is the recommendation to accept the proposal from Omada for 200 devices and licensing in the total amount of \$138,625.20 contingent upon funding availability and satisfactory vendor performance. Proposal results are noted below.

Vendor Name	Omada	Solvix	TNT
Aruba AP-615 (US) TAA Campus AP	\$506.10	\$873.60	\$632.61
HPE Aruba Networking Mounting Bracket 10 pack	\$127.26	\$221.00	\$202.99
HPE Aruba Central 3y License	\$149.10	\$259.00	\$205.00
HPE Foundation Care Next Business Day Exchange Service - 3 years	\$25.20	\$25.00	\$25.00
Total Per 200 Devices	\$138,625.20	\$235,940.00	\$177,209.80

Future purchases will review bids annually for best possible prices. Quantities will vary from year to year to ensure building installation amounts and time for install. Attached are the bid results, proposal from Omada and USAC acceptance letters.

E-Rate Evaluation Worksheet
 Category 2 Internal Connections
 Funding Year 2025

District Name Dover School District
 Product Internal Connections
 Form 470# 250022425

Project or Service Description

Internal Connections

		Vendor Name
		Hardware Model
		Cost of E-rate eligible product/service
		Cost of E-rate ineligible product/service
		Total Cost of Service to District*
No.	Factor	Price Rank ->
1	Price of E-Rate Eligible Service: E-Rate eligible costs: the total cost of	25
2	technical chair for the facility: if the power and the other facilities are not available, the power will be	20
3	technical support: A infrastructure for the school district is not available, so	15
4	effectively support successful experience is the first and foremost priority	10
5	the school district has the equipment and the experience to support the school district	10
6	the school district has the equipment and the experience to support the school district	10
7	the school district has the equipment and the experience to support the school district	5
8	the school district has the equipment and the experience to support the school district	5
Total Points		100

*DO NOT USE the "Total Cost to District" when evaluating "COST" unless all costs are E-Rate eligible. **Only consider**

** Per USAC Schools and Libraries News Brief dated December 3, 2010: "Applicants can have a bid evaluation criteria matrix."

EVALUATION NOTES

Directions: Each factor is worth the same number of points as the listed in the table. Vendors are rated on how well they meet each factor. The entries for all factors are then totaled for each vendor. The winning bidder is the one with the highest number of total points. The cost of E-Rate eligible goods and services must be weighted most heavily.

Drive Integration	Omada	Solvix	TNT
Alcatel-Lucent	HPE	HPE	HPE
\$151,240.00	\$133,585.20	\$230,940.00	\$172,209.80
\$0.00	\$5,040.00	\$5,000.00	\$5,000.00
\$151,240.00	\$138,625.20	\$235,940.00	\$177,209.80
2	1	4	3
22	25	14	19
10	20	20	20
2	15	15	15
5	10	0	5
5	10	0	7
2	8	8	8
1	5	5	5
5	5	5	5
52	98	67	84

or E-Rate Eligible Cost when scoring cost.

ation for preferred make and model or for adherence to local IT standards in their bid evaluation

DOVER SCHOOL DISTRICT

DIRECTIONS FOR THE PRICING SPREADSHEET:

Please fill in the following spreadsheets with Description of Products, Part Numbers (if applicable), Quantity, and Price for the items proposed by your company.

The district is open to all manufacturers and will accept quotes for any and all equivalent products. Vendor quoted equipment compatibility: Although functionally equivalent equipment may be submitted for consideration, the equipment quoted must be interoperable and compatible with the District's existing network equipment of HPE/Aruba manufacture. Should a Vendor wish to include equipment manufactured by a different company, they are required to submit project specifications and document that the equipment is compatible and interoperable with the District's existing equipment.

The District reserves the right to increase or decrease the quantity of product and services to be purchased after the pricing proposals are received. Additional line items or parts may be added if needed to reflect a complete proposal. Formulas included in the spreadsheet are for convenience only - each bidder is required to confirm that the pricing and formulas are correct.

This pricing workbook is the RFP response .

LOWEST CORRESPONDING PRICE (LCP):

Lowest corresponding price is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular applicant (school, library, or consortium) for similar services. See 47 C.F.R. § 54.500.

Service providers cannot charge applicants a price above the LCP for E-rate Program services. See 47 C.F.R. § 54.511(b).

This ensures that: 1) service providers do not charge applicants more than they would charge their other customers for the same services. See First Report and Order, 12 FCC Rcd 8776, 9031-32, para. 484; and 2) any lack of experience in negotiating in a service market does not prevent applicants from receiving competitive prices. See First Report and Order, 12 FCC Rcd 8776, 9031, para. 484.

A service provider – regardless of the size of the company or the category of service provided – must ensure that the LCP is provided to applicants. The applicant is not obligated to ask for it, but must receive it. See 1996 Universal Service Order, 12 FCC Rcd 87, 383, para. 540.

Dover School District

*The District is open to all manufacturers and will accept quotes for any and all equivalent products.
Please use the following specifications as a reference for your response.*

*Proposals must include all materials, licenses, equipment (modules),
accessories and support required for a complete solution.*

Bill of Materials

Manufacturer Part #	Description	Qty.	Unit Price	Extended Price
R7J50A	HPE Aruba AP-615 (US) - Campus - wireless access point - Wi-Fi 6E	200	\$506.10	\$101,220.00
Q9Y59AAE	HPE Aruba Central Foundation - subscription license (3 years) - 1 access point	200	\$149.10	\$29,820.00
H62E6E	HPE Foundation Care Next Business Day Exchange Service - extended service agreement - 3 years - shipment	200	\$25.20	\$5,040.00
R6T34A	HPE Aruba AP-MNT-MP10-B1 - network device mounting kit (10 Pack Mounting Kit)	20	\$127.26	\$2,545.20
Other Fees	Shipping, Taxes (if applicable) etc. must be included to be considered for E-Rate	1	\$0.00	
TOTAL:				\$138,625.20

Any equivalent brand products and services, if bid, will be considered by the District.

The quantities shown on the spreadsheets are estimates. The District reserves the right to increase or decrease quantities as is needed to meet District ne

Please add additional rows if necessary.

Formulas included in the spreadsheet are for convenience only - each bidder is required to confirm that the pricing and formulas are correct.



FCC Form 486 Notification Letter

Currie Sutton
DOVER SCHOOL DISTRICT
61 LOCUST STREET, SUITE 409
DOVER, NH 03820

4/28/2025

FUNDING YEAR 2025: 7/1/2025 - 6/30/2026
FCC Form 486 Application Number: 377333
Applicant's FCC Form 486 Nickname: FY2025DOVER-IC

This letter is to notify you that the Universal Service Administrative Company (USAC) has received and accepted a certified FCC Form 486, Receipt of Service Confirmation Form, from you. Information about your commitment may have changed. Please review the [FCC Form 486 Notification Letter Report](#) to confirm the information you provided. This information is also being shared with the service provider(s) identified on each Funding Request Number (FRN).

If you need assistance, contact our Client Service Bureau toll-free at (888) 203-8100, or submit a customer service case in the E-rate Productivity Center (EPC) by selecting "[Contact Us](#)" from the menu in the top right corner of your landing page.

Next steps

Discuss with your service provider whether you would like discounts on your bills or to pay your bills in full and be reimbursed for discounts.

- Applicants invoice USAC before the invoice deadline using the applicant invoice method [FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form] for reimbursements of discounts after paying the service provider bills in full.
- Service providers invoice USAC using the service provider invoice method [FCC Form 474, Service Provider Invoice (SPI) Form] after billing applicants for their non-discount portion.

Whichever method you choose, you must pay your non-discount portion, as stated in program rules. Program rules also require that participants maintain all documentation for at least 10 years after last day of the applicable funding year or the service delivery deadline for the funding request, whichever is later.

To appeal this service start date/funding commitment change decision

You may appeal the Service Start Date change(s) and/or funding commitment adjustment(s) indicated in this letter to USAC in EPC within 60 calendar days of the date of this letter. Failure to meet this deadline will result in automatic dismissal of your appeal. You must file your appeal first with USAC because the FCC Form 486 deadline is a procedural deadline and not



a program rule that requires a waiver by the FCC. If USAC denies the appeal, you may then appeal to the FCC.

To file an appeal with USAC, select "Appeal" from the menu in the top right corner of your landing page and then provide the requested information. USAC will reply to your appeal submissions to confirm receipt. Visit the [USAC website](#) for more information on submitting an appeal to USAC, including step-by-step instructions.

Schools and Libraries Division
Universal Service Administrative Co.



FCC Form 486 Notification Letter Report:

SPIN (Service Provider Identification Number):	143050357
Funding Request Number (FRN):	2599047957
FCC Form 471 Application Number (based on Funding Request Number):	251033999
Billed Entity Number (BEN):	121237
Entity Name:	DOVER SCHOOL DISTRICT
Approved Service Start Date (ASSD):	7/1/2025
Billing Account Number:	
Service Start Date Change Indicator:	N
Service Start Date Change Explanation:	
Current Funding Commitment:	\$66,792.60



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

MEMORANDUM

TO: Dover School Board; Superintendent Harbron
FROM: Abigail Small, Student Services Director
DATE: May 9, 2025
RE: Medicaid Billing Vendor

In April 2025, the district submitted a request for bids for Medicaid Consultation and Billing Services. The Medicaid to Schools Program is a federal-state initiative that allows public schools to receive reimbursement from Medicaid for providing certain health-related services to eligible students.

RFP Responses

The following is a summarized review of the RFP responses received by the District:

Medicaid Billing Services:

For Evaluation	Relay	SSC – Sivic Solutions Group	Notes
Districts in NH	14 - including Concord, Rochester, Somersworth, Portsmouth	1 - Manchester	Communicated with Rochester – they are very happy with them, no challenges Communicated with Manchester – they are happy with Sivic, gave some pros and cons, one con being add-on features that are an additional cost
Web-based & Paper-Friendly	Yes	Yes	
In-person Training	Yes (agreed to an onsite for us at no additional cost)	Yes	
Cost	\$21,273 annually	\$12,500 annually	

Cost+	Cost of calendar/schedule feature included in base price.	Additional cost - \$240/user for calendar/schedule module – For approx. 125 users = <u>\$30,000</u>	
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Department Recommendation

Based on the review of the bids from Relay and Sivic, it is recommended that the district move forward with Relay as the Medicaid Billing Service provider. The primary reason for this recommendation is based on cost. Both programs are similar in features, but Relay came in significantly less than Sivic. Relay will be \$21,273 annually, where Sivic came in at an annual cost of approximately \$42,500.



Report of Appropriations as Voted

Dover Local School

(RSA 21-J:34 and RSA 198:4-a)

For the period beginning July 1, 2025 and ending June 30, 2026

Form Due Date: **20 Days after the Annual Meeting**

SCHOOL BOARD CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the school district meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
	Superintendent	
	School District Clerk	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

For assistance please contact:

NH DRA Municipal and Property Division
(603) 230-5090

<https://www.revenue.nh.gov/about-dra/municipal-and-property-division/municipal-bureau>



Appropriations

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
Instruction						
1100-1199	Regular Programs	1	\$28,591,061	\$10,861,113	\$7,897,236	\$9,832,712
1200-1299	Special Programs	1	\$22,504,744	\$7,301,016	\$6,917,905	\$8,285,823
1300-1399	Vocational Programs	1	\$3,381,724	\$0	\$0	\$3,381,724
1400-1499	Other Programs	1	\$867,547	\$14,090	\$60,104	\$793,353
1500-1599	Non-Public Programs	1	\$47,230	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs	1	\$826,614	\$0	\$0	\$0
1700-1799	Community/Junior College Education Programs		\$0	\$0	\$0	\$0
1800-1899	Community Service Programs	1	\$21,352	\$0	\$0	\$0
Instruction Subtotal			\$56,240,272	\$18,176,219	\$14,875,245	\$22,293,612
Support Services						
2000-2199	Student Support Services	1	\$6,648,066	\$3,064,001	\$1,660,412	\$1,923,653
2200-2299	Instructional Staff Services	1	\$3,101,759	\$1,209,571	\$928,763	\$963,425
Support Services Subtotal			\$9,749,825	\$4,273,572	\$2,589,175	\$2,887,078
General Administration						
2310 (840)	School Board Contingency		\$0	\$0	\$0	\$0
2310-2319	Other School Board	1	\$380,738	\$125,594	\$105,664	\$149,480
General Administration Subtotal			\$380,738	\$125,594	\$105,664	\$149,480
Executive Administration						
2320 (310)	SAU Management Services		\$0	\$0	\$0	\$0
2320-2399	All Other Administration	1	\$1,716,190	\$580,556	\$472,660	\$662,974
2400-2499	School Administration Service	1	\$3,688,065	\$1,476,581	\$898,553	\$1,312,931
2500-2599	Business		\$0	\$0	\$0	\$0
2600-2699	Plant Operations and Maintenance	1	\$6,664,544	\$2,207,717	\$1,813,073	\$2,643,754
2700-2799	Student Transportation	1	\$5,927,343	\$1,397,842	\$1,913,790	\$2,615,711
2800-2999	Support Service, Central and Other	1	\$2,190,027	\$739,616	\$603,517	\$846,894
Executive Administration Subtotal			\$20,186,169	\$6,402,312	\$5,701,593	\$8,082,264
Non-Instructional Services						
3100	Food Service Operations	1	\$1,836,238	\$621,166	\$505,723	\$709,349
3200	Enterprise Operations		\$0	\$0	\$0	\$0
Non-Instructional Services Subtotal			\$1,836,238	\$621,166	\$505,723	\$709,349



Appropriations

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
Facilities Acquisition and Construction						
4100	Site Acquisition		\$0	\$0	\$0	\$0
4200	Site Improvement		\$0	\$0	\$0	\$0
4300	Architectural/Engineering		\$0	\$0	\$0	\$0
4400	Educational Specification Development		\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction		\$0	\$0	\$0	\$0
4600	Building Improvement Services		\$0	\$0	\$0	\$0
4900	Other Facilities Acquisition and Construction		\$0	\$0	\$0	\$0
Facilities Acquisition and Construction Subtotal			\$0	\$0	\$0	\$0
Other Outlays						
5110	Debt Service - Principal	1	\$3,560,651	\$0	\$0	\$0
5120	Debt Service - Interest	1	\$2,567,773	\$0	\$0	\$0
Other Outlays Subtotal			\$6,128,424	\$0	\$0	\$0
Fund Transfers						
5220-5221	To Food Service	1	\$107,520	\$0	\$0	\$0
5222-5229	To Other Special Revenue		\$0	\$0	\$0	\$0
5230-5239	To Capital Projects		\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund	1	\$255,000	\$0	\$0	\$0
5252	To Expendable Trusts/Fiduciary Funds		\$0	\$0	\$0	\$0
5253	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
5254	To Agency Funds		\$0	\$0	\$0	\$0
5310	To Charter Schools		\$0	\$0	\$0	\$0
5390	To Other Agencies		\$0	\$0	\$0	\$0
9990	Supplemental Appropriation		\$0	\$0	\$0	\$0
9992	Deficit Appropriation		\$0	\$0	\$0	\$0
Fund Transfers Subtotal			\$362,520	\$0	\$0	\$0
Total Voted Appropriations			\$94,884,186	\$29,598,863	\$23,777,400	\$34,121,783



2025
MS-26C

Proposed Budget

Dover Local School

Appropriations and Estimates of Revenue for the Fiscal Year from:
July 1, 2025 to June 30, 2026

Form Due Date: 20 Days after the Annual Meeting

This form was posted with the warrant on: _____

SCHOOL BOARD CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

[illegible]

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Appropriations for period ending 6/30/2025	Proposed Appropriations for period ending 6/30/2026
Instruction				
1100-1199	Regular Programs	1	\$28,096,163	\$28,591,061
1200-1299	Special Programs	1	\$22,188,009	\$22,504,744
1300-1399	Vocational Programs	1	\$3,227,613	\$3,381,724
1400-1499	Other Programs	1	\$850,108	\$867,547
1500-1599	Non-Public Programs	1	\$0	\$47,230
1600-1699	Adult/Continuing Education Programs	1	\$775,471	\$826,614
1700-1799	Community/Junior College Education Programs	1	\$0	\$0
1800-1899	Community Service Programs	1	\$0	\$21,352
Instruction Subtotal			\$55,137,364	\$56,240,272
Support Services				
2000-2199	Student Support Services	1	\$6,106,965	\$6,648,066
2200-2299	Instructional Staff Services	1	\$3,087,857	\$3,101,759
Support Services Subtotal			\$9,194,822	\$9,749,825
General Administration				
2310 (840)	School Board Contingency		\$0	\$0
2310-2319	Other School Board	1	\$337,731	\$380,738
General Administration Subtotal			\$337,731	\$380,738
Executive Administration				
2320 (310)	SAU Management Services		\$0	\$0
2320-2399	All Other Administration	1	\$1,630,561	\$1,716,190
2400-2499	School Administration Service	1	\$3,599,573	\$3,688,065
2500-2599	Business		\$0	\$0
2600-2699	Plant Operations and Maintenance	1	\$5,846,309	\$6,664,544
2700-2799	Student Transportation	1	\$5,064,156	\$5,927,343
2800-2999	Support Service, Central and Other	1	\$2,114,660	\$2,190,027
Executive Administration Subtotal			\$18,255,259	\$20,186,169
Non-Instructional Services				
3100	Food Service Operations	1	\$1,782,697	\$1,836,238
3200	Enterprise Operations		\$0	\$0
Non-Instructional Services Subtotal			\$1,782,697	\$1,836,238



Appropriations

Account	Purpose	Article	Appropriations for period ending 6/30/2025	Proposed Appropriations for period ending 6/30/2026
Facilities Acquisition and Construction				
4100	Site Acquisition		\$0	\$0
4200	Site Improvement		\$0	\$0
4300	Architectural/Engineering		\$0	\$0
4400	Educational Specification Development		\$0	\$0
4500	Building Acquisition/Construction		\$0	\$0
4600	Building Improvement Services		\$0	\$0
4900	Other Facilities Acquisition and Construction		\$0	\$0
Facilities Acquisition and Construction Subtotal			\$0	\$0
Other Outlays				
5110	Debt Service - Principal	1	\$3,544,466	\$3,560,651
5120	Debt Service - Interest	1	\$2,677,657	\$2,567,773
Other Outlays Subtotal			\$6,222,123	\$6,128,424
Fund Transfers				
5220-5221	To Food Service	1	\$0	\$107,520
5222-5229	To Other Special Revenue		\$0	\$0
5230-5239	To Capital Projects		\$0	\$0
5251	To Capital Reserve Fund	1	\$35,000	\$255,000
5254	To Agency Funds		\$0	\$0
5310	To Charter Schools		\$0	\$0
5390	To Other Agencies		\$0	\$0
9990	Supplemental Appropriation		\$0	\$0
9992	Deficit Appropriation		\$0	\$0
Fund Transfers Subtotal			\$35,000	\$362,520
Total Appropriations			\$90,964,996	\$94,884,186



Revenues

Account	Source	Article	Estimated Revenues for period ending 6/30/2025	Estimated Revenues for period ending 6/30/2026
Local Sources				
1300-1349	Tuition	1	\$6,279,027	\$6,956,189
1400-1449	Transportation Fees	1	\$135,000	\$135,000
1500-1599	Earnings on Investments	1	\$0	\$0
1600-1699	Food Service Sales	1	\$921,697	\$975,238
1700-1799	Student Activities	1	\$10,500	\$10,500
1800-1899	Community Service Activities	1	\$0	\$0
1900-1999	Other Local Sources	1	\$136,000	\$136,000
Local Sources Subtotal			\$7,482,224	\$8,212,927
State Sources				
3210	School Building Aid	1	\$383,462	\$368,722
3215	Kindergarten Building Aid		\$0	\$0
3220	Kindergarten Aid		\$0	\$0
3230	Special Education Aid	1	\$1,535,212	\$2,344,636
3240-3249	Vocational Aid	1	\$434,092	\$466,500
3250	Adult Education		\$0	\$0
3260	Child Nutrition	1	\$23,303	\$23,000
3270	Driver Education		\$0	\$0
3290-3299	Other State Sources		\$0	\$0
State Sources Subtotal			\$2,376,069	\$3,202,858
Federal Sources				
4100-4539	Federal Program Grants	1	\$2,493,000	\$1,833,520
4540	Vocational Education	1	\$136,000	\$136,000
4550	Adult Education	1	\$595,000	\$595,000
4560	Child Nutrition	1	\$655,000	\$655,000
4570	Disabilities Programs	1	\$1,175,000	\$1,013,000
4580	Medicaid Distribution	1	\$200,000	\$250,000
4590-4999	Other Federal Sources (non-4810)	1	\$200,000	\$200,000
4810	Federal Forest Reserve		\$0	\$0
Federal Sources Subtotal			\$5,454,000	\$4,682,520
Other Financing Sources				
5110-5139	Sale of Bonds or Notes		\$0	\$0
5140	Reimbursement Anticipation Notes		\$0	\$0
5221	Transfer from Food Service Special Revenue Fund		\$0	\$0
5222	Transfer from Other Special Revenue Funds		\$0	\$0
5230	Transfer from Capital Project Funds		\$0	\$0
5251	Transfer from Capital Reserve Funds	1	\$250,000	\$0
5252	Transfer from Expendable Trust Funds		\$0	\$0
5253	Transfer from Non-Expendable Trust Funds		\$0	\$0
5300-5399	Other Financing Sources		\$0	\$0
9997	Supplemental Appropriation (Contra)		\$0	\$0
9998	Amount Voted from Fund Balance		\$0	\$0
9999	Fund Balance to Reduce Taxes		\$0	\$0
Other Financing Sources Subtotal			\$250,000	\$0
Total Estimated Revenues and Credits			\$15,562,293	\$16,098,305



Budget Summary

Item	Budget Summary for period ending 6/30/2026
Total Appropriations	\$94,884,186
Less Amount of Estimated Revenues & Credits	\$16,098,305
Less Amount of State Education Tax/Grant	\$10,263,591
Estimated Amount of Taxes to be Raised	\$68,522,290