



## DOVER SCHOOL BOARD – AGENDA

|                   |                                    |
|-------------------|------------------------------------|
| Meeting Type:     | <b>Regular Session #5</b>          |
| Meeting Location: | <b>City Hall, Council Chambers</b> |
| Meeting Date:     | <b>Monday, May 11, 2026</b>        |
| Meeting Time:     | <b>7:00 p.m.</b>                   |

- 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. Special Session, April 2, 2026
  - 2. Non-Public Meeting, April 13, 2026
  - 3. Regular Meeting, April 13, 2026
  - 4. Joint Dover/Barrington Meeting, April 14, 2026
- G. SUPERINTENDENT'S REPORT**
- H. CONSENT AGENDA**
  - 1. **Correspondence:** None
  - 2. **Resignations/Retirements:**
    - a. Bridget Barker – Volunteer Coordinator - Dover Adult Learning Center – Retirement (06/30/26)
    - b. Philip Breton – Math Teacher - Dover High School – Resignation (06/30/26)
    - c. Tess Fairhurst – Gr. 6 Math Teacher – Dover Middle School – Resignation (06/30/26)
    - d. Nicholas Price – Senior Naval Science Instructor NJROTC – Dover High School – Resignation (06/30/26)
    - e. Michael Limanni – Chief Financial Officer – Resignation (06/30/26)
    - f. Pamela Shaw – Counselor/Student Services Coordinator – Dover Adult Learning Center – Retirement (06/30/26)
    - g. Kristen Swartzendruber – Nurse Admin Asst - Dover High School – Retirement (06/30/26)
    - h. Meredith Vail – Dean of Students – Dover Middle School – Resignation (06/30/26)
    - i. Kaitlyn York – Science Teacher - Dover High School – Resignation (06/30/26)
  - 3. **Leaves of Absence:** None
  - 4. **Job Shares:** None
  - 5. **Nominations:**
    - a. 2025-2026 Non-Union Nominations
    - b. 2026-2027 DTU Nominations
    - c. 2026-2027 Annual Administrator Re-Nominations
    - d. 2026-2027 Annual DEOP Re-Nominations
    - e. 2026-2027 Annual DTU Re-Nominations
    - f. 2026-2027 Annual Non-Union Re-Nominations
  - 6. **Extended Travel (Student Trips):**
    - a. Preliminary and Final Approval Request: Dover High School CTC – SkillsUSA National Leadership and Skills Conference – Atlanta, GA – June 1-5, 2026
    - b. Preliminary Request: Dover High School – World Language Department – Quebec City, Quebec, Canada – April 25 – 27, 2027
  - 7. **Donations:** None



## DOVER SCHOOL BOARD – AGENDA

Meeting Type: **Regular Session #5**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Monday, May 11, 2026**  
Meeting Time: **7:00 p.m.**

### **I. STUDENT REPORT**

### **J. FINANCIAL REPORT**

### **K. POLICIES – CHANGES – PROPOSALS: None**

### **L. POLICY ADOPTION:**

1. FAA – Annual Facility Plan and Unused District Property – Revised Policy – Second Reading
2. FEH – Supervision of Construction, Clerk of the Works – Revised Policy - Second Reading
3. JF – Enrollment and Enrollment Capacities – New Policy – Second Reading
4. JF-R1 – Enrollment and Enrollment Capacities – Annual School, Program, Class and Activities Capacity Limitations – New Policy – Second Reading
5. JFBC – Education Freedom Account (EFA) Participation Policy – New Policy – Second Reading
6. JFBC-R – Education Freedom Account (EFA) – Participation Guide – New Policy – Second Reading

### **M. RESOLUTIONS:**

1. Resolution Requesting Authorization for Additional Bonded Indebtedness and Related Capital Improvements for Dover Middle School

### **N. OLD BUSINESS:**

1. Dover Middle School HVAC Proposal Change Geothermal Update

### **O. NEW BUSINESS:**

1. Memorandum of Understanding – Woodman Park School and Seymour Osman Community Center (SOCC)
2. Job Description Revision - School Counseling Director – High School – Stipend Position
3. Job Description Revision - Secondary Academic Coordinator – Stipend Position
4. General Assurances – Fiscal Year 2027
5. Bid Award – District Printer/Copiers
6. Bid Waiver Request - Ongoing Assessment Project (OGAP)
7. Bid Waiver Request - In-District Transportation
8. Bid Waiver Request - Facilities Maintenance Contract
9. District Capacity Report (JF-R1)
10. NHSBA Proposed Resolutions

### **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.*



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*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 11, 2026

**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. Special Session, April 2, 2026
2. Non-Public Meeting, April 13, 2026
3. Regular Meeting, April 13, 2026
4. Joint Dover/Barrington Meeting, April 14, 2026

#### **G. SUPERINTENDENT'S REPORT:** See below.

#### **H. CONSENT AGENDA**

1. **Correspondence:** None
2. **Resignations/Retirements:**
  - a. Bridget Barker – Volunteer Coordinator – Dover Adult Learning Center – Retirement (06/30/26)
  - b. Philip Breton – Math Teacher - Dover High School – Resignation (06/30/26)
  - c. Tess Fairhurst – Gr. 6 Math Teacher – Dover Middle School – Resignation (06/30/26)
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  - e. Michael Limanni – Chief Financial Officer – Resignation (06/30/26)
  - f. Pamela Shaw – Counselor/Student Services Coordinator – Dover Adult Learning Center – Retirement (06/30/26)
  - g. Kristen Swartzendruber – Nurse Admin Asst - Dover High School – Retirement (06/30/26)
  - h. Meredith Vail – Dean of Students – Dover Middle School – Resignation (06/30/26)
  - i. Kaitlyn York – Science Teacher – Dover High School – Resignation (06/30/26)
3. **Leaves of Absence:** None
4. **Job Shares:** None
5. **Nominations:**
  - a. 2025-2026 Non-Union Nominations
  - b. 2026-2027 DTU Nominations
  - c. 2026-2027 Annual Administrator Re-Nominations
  - d. 2026-2027 Annual DEOP Re-Nominations
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6. **Extended Travel (Student Trips):**
  - a. Preliminary and Final Approval Request: Dover High School CTC – SkillsUSA National Leadership and Skills Conference – Atlanta, GA – June 1-5, 2026
  - b. Preliminary Request: Dover High School – World Language Department – Quebec City, Quebec, Canada – April 25 – 27, 2027
7. **Donations:** None

**Superintendent Recommendations:** I recommend the Board approve the Consent Agenda presented.

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

K. **POLICIES – CHANGES – PROPOSALS:** None

L. **POLICY ADOPTION:**

1. **FAA – Annual Facility Plan and Unused District Property – Revised Policy – Second Reading:** Revised to include language from 2025's HB484 (amending RSA 188-E:3, II) allowing re-purposing CTE center facilities after 20 years.
2. **FEH – Supervision of Construction, Clerk of the Works – Revised Policy - Second Reading:** Revised to reflect passage of 2025's HB506 (amending 198:15-c, III) which increased the threshold for the requirement of a project manager from \$1,000,000 to \$1,250,000, and also the 2025 adoption by the State Board of Education of Ed 321.30 relative to duties and qualifications of the project manager(styled as "Owner's Project Manager" under the new rules).
3. **JF – Enrollment and Enrollment Capacities – New Policy – Second Reading:** NHSBA strongly recommends that school districts begin establishing school, program and class capacities annually as a means for districts and boards to respond to the rapidly changing landscape relative to enrollment options and requirements. Multiple existing statutes require enrollment/placement/assignment of students in ways that were not common even 3 years ago. Recently proposed legislation would expand those situations even further, and some allow/would allow a school or district to reject participation only if the school/program does not have the ability/capacity to accommodate the student. The revisions in this policy include a direction to the Superintendent to compile a report on recommended capacities for the district's schools/programs/classes and activities, with those recommendations to be reviewed and approved by the board on an annual basis.
4. **JF-R1 – Enrollment and Enrollment Capacities – Annual School, Program, Class and Activities Capacity Limitations – New Policy – Second Reading:** NHSBA strongly recommends that school districts begin establishing school, program and class capacities annually as a means for districts and boards to respond to the rapidly changing landscape relative to enrollment options and requirements. Multiple existing statutes require enrollment/placement/assignment of students in ways that were not common even 10 years ago. Recently proposed legislation would expand those situations even further, and some allow/would allow a school or district to reject participation only if the school/program does not have the ability/capacity to accommodate the student. When determining capacity, districts would want to consider multiple factors as outlined in the sample policy.
5. **JFBC – Education Freedom Account (EFA) Participation Policy – New Policy – Second Reading:** Proposed Policy JFBC establishes a formal framework for how resident students participating in New Hampshire's Education Freedom Account (EFA) program may access select Dover School District academic and co-curricular programs. The policy clarifies that EFA students are not fully enrolled district students and participate only on a part-time, fee-for-service basis, consistent with RSA 194-F and related state guidance.  
**\*\*Note that this policy is NOT an NHSBA policy\*\***
6. **JFBC-R – Education Freedom Account (EFA) – Participation Guide – New Policy – Second Reading:** Policy JFBC-R is the administrative regulation that operationalizes Policy JFBC by establishing a Memorandum of Understanding (MOU) between the District and parents/guardians of students participating in New Hampshire's Education Freedom Account (EFA) program. The regulation defines participation as part-time, fee-based, and limited, and clarifies that EFA students are not fully enrolled district students. It specifies procedures for selecting courses and/or co-curricular activities, outlines fee calculations and payment requirements, and limits access strictly to existing instructional periods, practices, and events, with no obligation for the District to modify schedules or provide additional services. JFBC-R also details non-refundability of fees, behavioral expectations, and conditions for termination of participation, providing clear implementation guidance, fiscal safeguards, and accountability mechanisms to ensure consistent application of the EFA participation policy.

**\*\*Note that this policy is NOT an NHSBA policy\*\***

**Superintendent's Recommendation:** I recommend the Board approve the policies presented.

**M. RESOLUTIONS:**

1. **Resolution Requesting Authorization for Additional Bonded Indebtedness and Related Capital Improvements for Dover Middle School:** Michael Limanni will review the resolution request with the Board.

**Superintendent's Recommendation:** I recommend the Board approve the resolution presented.

**N. OLD BUSINESS:**

1. **Dover Middle School HVAC Proposal Change Geothermal Update:** Energy Efficient Investments (EEI) and Dig Energy will be presenting to the Board, explaining a series of recommended modifications to the HVAC improvements that have been approved for the middle school. The most important of these modifications is the movement to a geothermal system in place of the traditional HVAC system previously proposed. In addition to these modifications the Board will be asked to approve the costs associated with this project and approve a resolution to amend the appropriation associated with the project to accommodate the rebates that the District has already applied for (solar) and will be applying for (geothermal).

Over the last month EEI has been working with Dig Energy to reduce the cost of a geothermal option for Dover Middle School's heating and cooling upgrades. I believe they have accomplished this, and with the resolution to appropriate the rebates on the solar installation and the geothermal project, the District may move forward with little to no additional impact on the budget, while greatly reducing our carbon footprint and reliance on fossil fuels.

**Superintendent's Recommendation:** I recommend approval of this resolution to enable the timely implementation of critical infrastructure and energy modernization projects at Dover Middle School. As outlined in the attached Resolution, the proposed work includes geothermal HVAC conversion, rooftop solar installation, roof restoration, and related infrastructure improvements

**O. NEW BUSINESS:**

1. **Memorandum of Understanding – Woodman Park School and Seymour Osman Community Center (SOCC):** The Seymour Osman Community Center annually submits a Memorandum of Understanding (MOU) to support the Woodman Park After School Program, which offers valuable academic enrichment and recreational opportunities for students. This ongoing partnership continues to have a positive impact on the Dover School District community.

**Superintendent's Recommendation:** I recommend the Board approve the MOU presented.

2. **Job Description Revision - School Counseling Director – High School Stipend Position:** Peter Driscoll will be available to answer any questions regarding the revisions made to the job description.

**Superintendent's Recommendation:** I recommend the Board approve the job description presented.

3. **Job Description Revision - Secondary Academic Coordinator – Stipend Position:** Peter Driscoll will be available to answer any questions regarding the revisions made to the job description.

**Superintendent's Recommendation:** I recommend the Board approve the job description presented.

4. **General Assurances – Fiscal Year 2027:** Each year the New Hampshire Department of Education (NHED) develops a “General Assurances, Requirements and Definitions for Participation in Federal Programs” document that must be signed by all subrecipients of federal funds passed through the NHED. The federally funded programs require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore considered “general assurances.”

**Superintendent’s Recommendation:** I recommend the Board approve the Fiscal Year 2027 General Assurances.

5. **Bid Award – District Printers/Copiers:** A sealed Request for Proposal was issued and received for Printer and Copier Bid Award that includes new printers and copiers for the Dover School District. This would cover the replacement of all copiers in the district and the option to maintain or replace printers as well. The bid was made due to the current contract with Xerox expiring on September 1st.

The district currently uses different devices in different sections in each school. These systems were purchased from Conway Office Supply in 2021, however Conway was bought by Xerox after the contract was signed. Through the bidding process the district met with 15 vendors interested in bidding on the process and ultimately received 13 responses. The district formed a committee to review and narrow the proposals down to 5 to bring in for a demo. Through the review process, it became clear to the committee that partnering with Kyocera to offer printer and copier systems was the right choice for the district. The systems are robust, flexible and cost effective, allowing for a greater number of copiers for the district.

**Superintendent’s Recommendation:** I recommend the Board award the bid presented.

6. **Bid Waiver Request – Ongoing Assessment Project (OGAP):** The district is requesting a waiver of the competitive bidding requirement to allow expenditures exceeding \$10,000 for professional development through the Ongoing Assessment Project (OGAP). District winter benchmark data indicate that only 68% of students in grades 2–8 are meeting Tier 1 expectations in mathematics, signaling persistent gaps in foundational concepts—particularly in number sense, operations, fractions, and proportional reasoning. These areas align directly with OGAP’s focus on additive reasoning, multiplicative reasoning, fractions, and proportionality, which together represent approximately 80% of the Common Core State Standards for Mathematics across grade spans.

**Superintendent’s Recommendation:** I recommend the Board approve the bid waiver request and award the bid presented.

7. **Bid Waiver Request – In-District Transportation:** The business office respectfully requests that the school board vote to waive the bidding requirements presented in policy DJE and authorize Superintendent Boston to award a three-year contract with the possibility of a two-year extension for In-District Transportation with First Student. This contract includes a non-appropriations clause that prevents it from being considered debt and subsequently does not require City Council approval. This request represents a 4% annual increase over all five years; it also acknowledges the continuing labor shortages and high fuel prices that the state is experiencing.

**Superintendent’s Recommendation:** I recommend the Board approve the bid waiver request and award the bid presented.

8. **Bid Waiver Request – Facilities Maintenance Contract:** The business office respectfully requests that the school board vote to waive the bidding requirements presented in policy DJE and authorize Superintendent Boston to award a three-year contract to C&W Services for the management of the District’s facilities and grounds. This contract includes a non-appropriations clause that prevents it from being considered debt and subsequently does not require City Council approval. This request represents a 3.5% annual increase over all three years.

**Superintendent’s Recommendation:** I recommend the Board approve the bid waiver request and award the bid presented.

9. **District Capacity Report (JF-R1):** Discussion and draft of capacity report. Under JF-R1 (up for final adoption at this meeting) the board will need to adopt the capacity report by June 30 annually.

10. **NHSBA Proposed Resolutions:** The Board will discuss NHSBA proposed resolutions.

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**SUPERINTENDENT’S REPORT:** Summary of key activities and events that transpired during April 2026.

**April Highlights:**

- DHS Drama Club performances of *Once Upon a Mattress*, and DMS Drama Club performances of *Alice in Wonderland Jr.* -

A special shoutout to our Dover Middle School and Dover High School drama students for their incredible work this season! Through countless hours of rehearsals, teamwork, and dedication, students brought their productions to life with outstanding performances and stage presence. Dover Middle School performed *Once Upon a Mattress*, while Dover High School performed *Alice in Wonderland Jr.* Congratulations to all of the students whose hard work made both productions such a success!

- Dover High School held its Annual Art Walk Fundraiser on April 9, featuring handcrafted jewelry, ceramics, and more created by students. A highlight of the evening was the interactive “BoraBora” table, where guests could watch students make custom rings and necklaces on the spot. The event also included raffles, including a special Date Night experience for staff. Thanks to the strong support from the DHS community, the fundraiser was a huge success, and Ms. Freear and Ms. Tobiassen are incredibly proud of the students’ creativity, craftsmanship, and professionalism.

**Budget and Planning:**

The city has updated our budget software with the allocations for FY27. Now that this is done, contracts and encumbrances can start to be entered ensuring we are ready to go for July 1.

**Events of Note:**

|          |                                                       |
|----------|-------------------------------------------------------|
| April 2  | Southeasters Meeting                                  |
| April 2  | School Board Special Session                          |
| April 3  | NHSAA Executive Board Meeting                         |
| April 7  | Granite YMCA Philanthropy Committee                   |
| April 8  | DMHA Community Meeting                                |
| April 8  | DHS Athletic Complex JBC Committee                    |
| April 9  | DPA Negotiations                                      |
| April 10 | SEED Fundraiser                                       |
| April 10 | DMS Musical Production, Alice in Wonderland Jr.       |
| April 13 | Chamber of Commerce Government Affairs Committee      |
| April 13 | Non-Public School Board Meeting                       |
| April 13 | School Board Regular Meeting                          |
| April 14 | Chair/Vice Chairperson Meeting                        |
| April 14 | Joint Dover/Barrington School Board Meeting           |
| April 15 | NHSAA Conference – Innovations in Student Achievement |
| April 15 | SEED Committee Meeting                                |
| April 15 | Full-Leadership Team Meeting                          |
| April 16 | DMHA Steering Committee                               |
| April 16 | SLC Board of Directors Meeting                        |
| April 17 | YMCA Advisory Board Meeting                           |

|                |                                                                   |
|----------------|-------------------------------------------------------------------|
| April 20       | Monthly Department of Education Updates for Public School Leaders |
| April 21       | NHSAA Equity Committee                                            |
| April 24       | Multicultural Festival at FGH                                     |
| April 27-May 1 | Spring Recess                                                     |
| May 6          | DHS AP Art Exhibit                                                |
| May 7          | NJROTC Awards                                                     |
| May 8          | DHS Student Variety Show                                          |

Respectfully Submitted,

Christine R. Boston, Ed.D.  
Superintendent of Schools

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

TO: **DOVER SCHOOL BOARD**

DATE: May 11, 2026

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 2025-2026 school year.

| NAME                | POSITION        | SCHOOL                     | REPLACING | SALARY     |
|---------------------|-----------------|----------------------------|-----------|------------|
| Branconnier, Sheyne | Noon Supervisor | Garrison Elementary School | N/A       | \$13.00/hr |
| Tuttle, Amanda      | Noon Supervisor | Garrison Elementary School | N/A       | \$13.00/hr |

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

TO: **DOVER SCHOOL BOARD**

DATE: May 11, 2026

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 2026-2027 school year.

| NAME               | POSITION                          | SCHOOL                                     | REPLACING                     | SALARY   | TRACK        |
|--------------------|-----------------------------------|--------------------------------------------|-------------------------------|----------|--------------|
| Balanoff, Philip   | Physical Education Teacher        | Dover High School                          | Christina George              | \$55,576 | BA, Step 7   |
| Balas, Madison     | Grade 5 Teacher                   | Dover Middle School                        | Lisa Dillingham<br>(transfer) | TBD      |              |
| Collyer, Alyssa    | Grade 5 Teacher                   | Dover Middle School                        | Ruth Winders                  | TBD      |              |
| Gamblin, Kariahna  | Occupational Therapist            | Dover Middle School / Dover<br>High School | Contracted OT                 | \$45,150 | BA, Step 1   |
| Kenison, Audrey    | English Teacher                   | Dover High School                          | Marjorie Mersereau            | \$51,910 | MA, Step 3   |
| Nicolai, Amy       | Grade 5 Teacher                   | Dover Middle School                        | Kathy Wotton                  | TBD      |              |
| Stearns, Christine | Elementary Instructional<br>Coach | Elementary                                 | Amanda Jagentenfl             | \$90,605 | DOC, Step 17 |
| Townsend, Sarah    | Speech Language<br>Pathologist    | Dover Middle School / Dover<br>High School | Agency Staff                  | TBD      |              |

**DOVER SCHOOL DISTRICT  
2026-2027 RE-NOMINATIONS**

**Administrators**

**TO:** Dover School Board  
**FROM:** Christine Boston, Superintendent  
**DATE:** May 11, 2026  
**RE:** Re-nomination of District 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 2026-2027 school year.

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**DISTRICT-WIDE**

BICKFORD, TRAVIS - Multi-Tiered System of Supports Director  
COX, KIMBERLY – Human Resources Director  
HEMPHILL, KILEY - Curriculum, Instruction, and Assessment Co-Director  
KRANS, JENNIFER - Curriculum, Instruction, and Assessment Co-Director  
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 HIGH SCHOOL**

COLONNA, PATRICK – Dean of Students  
DRISCOLL, PETER – Principal  
KENNEDY, KORI – CTC Director  
KNIGHT, JOSHUA – Athletic Director  
LAPOINT, MEREDITH – Dean of Instruction  
LYNDES, ROBIN – Dean of Student Services  
STEPHENS, KIMBERLY – Dean of Students

**DOVER MIDDLE SCHOOL**

BRICKLEY, JILLIAN – Dean of Instruction  
DUBE, LINDSAY - Principal  
MOWATT, ASHLEY K – Dean of Students

**ELEMENTARY SCHOOLS**

BOODEY, PATRICK - WPS Principal  
DRYSDALE, ROSEANNA – WPS Dean of Students  
DUNTON, ELIZABETH - GES Principal  
GRANFIELD, BRITTANY – FGH Principal  
TAYLOR, MOIRA – Elementary Dean of Student Services  
WARD, AARON – GES Dean of Students

**DOVER SCHOOL DISTRICT  
2026-2027 RE-NOMINATIONS**

**Dover Educational Office Personnel (DEOP)**

**TO: Dover School Board**  
**FROM: Christine Boston, Superintendent**  
**DATE: May 11, 2026**  
**RE: Re-nomination of Dover Educational Office Personnel (DEOP)**

I hereby nominate the following persons for the designated positions for the 2026-2027 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

---

**SAU**

BONNY, KRISTIN  
MILLER, COURTNEY

**BELLAMY ACADEMY**

WHITE, JOANNE

**DHS CAREER TECHNICAL CENTER**

TOWLE, JULIE

**DOVER HIGH SCHOOL**

BOYATSI, JAN  
CLEMONS, ANN  
COTE, VICKI  
CUNIO, VALERIE  
DIGREGORIO, LAURIE  
GRAVES, BETSY  
PECK, SARAH  
WARD, RENEE  
WOODWARD, CAROLYN  
ZANANIRI, DANIELLE

**DALC**

CIERESZYNSKI, DONNA L

**DOVER MIDDLE SCHOOL**

HENCK, KAREN  
MANNING, CAROL  
OLKKOLA, LUCY  
RATAY, KAYLEE  
SNOW, SONATA  
WELLS, JESSICA  
WHITE, KAREN

**ELEMENTARY SCHOOLS**

AMENDOLA, TESS - WPS  
GARMAN, SARAH - GES  
GAUNYA, ANDREA - WPS  
MORTON, MARGARET - FGH

**DOVER SCHOOL DISTRICT  
2026-2027 RE-NOMINATIONS**

**Professionals Engaged in Teaching and Educators (DTU)**

**TO: Dover School Board**  
**FROM: Christine Boston, Superintendent**  
**DATE: May 11, 2026**  
**RE: 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 2026-2027 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

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**BELLAMY ACADEMY**

BECK, BRIAN J  
\*COCO, STEVEN T  
\*DAVIDSON, HEATHER L  
EVANS, SCOTT G  
MAILLETTE, MIKAYLA M

**DHS CAREER TECH CENTER**

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

**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

COCONUBO, CLAUDIA C  
CONNELLY, JENNIFER M  
COTE, KYLE V  
CRETEAU, JAY C  
CROSTON, ELIZABETH M  
CUMBA, ERIC M  
CYR, DAVID A  
DONLON, RICHARD TYLER  
\*DOYLE, KATELYN M  
ELLIOTT, TIMOTHY K  
\*FABBRI, HEATHER L  
\*FAGHAN, LINDA M  
FENNESSY, MATTHEW P  
\*FRAGOS, NICHOLAS S  
FRANK-BERCHULSKI, DONNA M  
FREEAR-MOTOR, KATE  
\*FUNES, MARISELA A  
GARNHART, JOHN RD  
GOODMAN, ERIC M  
GOODMAN, SUSAN A  
GRANT, KATHERINE J  
HALL, CANDACE M  
HAMBROOK, COREY M  
HAMILTON, JONATHAN R  
HAMLIN, ANNE M  
HANSON, KRISTAL A  
HANSON-GILLIS, HEIDI E  
HENRY, MEGAN M  
HOCKING, LESLEY J  
\*HOUK, PAIGE S  
HOWARD, AARON R  
KELLY, KIM H  
LANGA, LUCILLE H  
LECLERC, KRISTINE E  
LENA, RITA C  
LIGHTIZER, JACOB T  
\*LITTLE, SALLY A  
LOEBSACK, CHRISTINE E

MANN, NATHAN R  
MARTIN, MARGO M  
MCCARRON- STEWART, SARAH E  
MCMAHON, SEAN M  
McMANUS, DEBORAH C  
MINNIS, ANDREA L  
NADEAU, RACHEL P  
\*NELSON, LYNDIA D  
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  
REPUCCI, BROOKE E  
ROYALTY, SAMANTHA S  
RUSSO, MICHAEL  
SALMONSEN, ERIC P  
SCHLAPAK, ERIC M  
SCHMITT, ALEXANDER G  
\*SCHULTZ, LAUREN C  
SCHWARTZ, CAROLYN  
SCRIBNER, LINDA C  
\*SEBASTIAN, ROSE M  
SEEKAMP, PETER J  
SEYMOUR, CLAIRE M  
SOPHINOS, JAMES P  
SPADAFORA, AMANDA A  
\*ST. CYR, ELIZABETH R  
ST. LAURENT, JILL A  
STANCEL, MARY-KATHLEEN R  
STEGMAN, SUSAN M  
STEWART, BENJAMIN D

TAYLOR, BRETT P  
THEBERGE, LAUREN A  
TOBIASSEN, KRISTEN M  
TURNER, ERIC M  
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  
BASTILLE, ALYSHA V  
BOYNTON, JEFFREY D  
BROWN, PATRICIA A  
BURT, ANDREA P  
CHIARELLA, KAREN  
CHRISTOPHER, JOHANNA M  
CIMINO, KRISTEN J  
CONLIN, BROOKE A  
CONRAD, KIMBERLY A  
\*COOK, ERIN M  
COTE, JORDAN M  
CROMWELL, NADIA  
CROSIER, KRISTEN A  
CROWLEY, AMIE L  
DANIELS, KELSEY F  
DAYNARD, KELLY A  
DEAN, RORY B  
DEMERS, TRACY J  
DILLINGHAM, LISA M  
DOMENICONE, HAROULA  
DOWNEY, MARGARET J  
FAGAN, COLLEEN A  
FERNANDEZ, TINA A  
GAGNE, STACY L  
GAUTHIER, PARKER N  
GORSKI, JENNIFER A  
GROLEAU, JULIA W  
HALL, BRIAN L  
HORVATH, ANNE-MARIE P  
HOULIHAN, JOHN P  
JACOBS, DEBORAH A  
JEPSEN, KELLY A  
JOHNSON, MATTHEW W  
KATZ, RHONDA L  
KOSTIS, STACEY E  
KRAUSS, AIMEE L  
LANDRY, KENDRA A  
\*LAPIEJKO, ALBERT G  
\*LEIGHTON, GARY W  
LEVIN, STEPHANIE  
LILLY, MONALIZA M  
\*MANTHORN, LUCAS L  
MARSDEN, CALLAHAN J  
MARTIN, TREVOR M  
MATHIEU, ALISON R  
MCGARTY, CHRISTINA L

NEVINS, KELLY J  
NOLAN, GARRETT  
\*O'BRIEN, EDWARD J  
PFLANZ, SAMANTHA M  
PORFIDO, RAEGAN J  
POWERS, SHERYL A  
\*PRY, SHANNON E  
PUERTAS, ANNA M  
RAGAZZO, LARISSA L  
RICE, ELIZABETH M  
RIOUX, JANE A  
RITTENBERRY, KENDALL F  
RIVERS, OLIVIA F  
ROCKWELL, DEBORAH ANN L  
ROGACKI, GARISON W  
ROSE, BEVERLY K  
ROUX, ALISON E  
SALZANO, PATRICIA M  
SCHWARTZ, BENJAMIN A  
SIEGLER, SHANNON K  
SIMPSON, BONNIE M  
SLAVITZ, JOANNA S  
SMITH, MICHELLE L  
SWENSON, ASHLEY E  
TAIPAN, LISA M  
THOMPSON , LORA B  
THOMPSON, MEGAN B  
TORR, JOSHUA G  
TROMBA, DAVID J  
VIGNEAULT, HALEY L  
WILSON, MICHELE M  
WISNIEWSKI, JASON J  
WOOD, JAMES N  
YUVA, RAMONA D

**GARRISON SCHOOL**

BANAFATO, PATRICIA J  
BAUER, LEIGHANN BURNEY  
BOLES, JOSEPH G  
BRODEUR, SHEILA A  
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  
MAHONEY, PAIGE C  
MALINOWSKI, ALISON E  
MANTEAU, CONNOR F  
MATZ, KERSTIN E  
MAYHEW, MEGHAN J  
MCDONOUGH, GRACE A  
MCKENNEY, TAYLOR E

MINEROWICZ, MARCIA P  
MOORE, EMILY C  
MORRON, ALANNA A  
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  
TURGEON, CHRIS J  
TURNER, DONNA J

**FRANCES G. HOPKINS  
ELEMENTARY SCHOOL AT  
HORNE STREET**

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  
KLOTZ, MELISSA E  
KNOX, JAALYN P  
LAYTON, MEGHAN  
LEONE, REBECCA H  
LONG, LINDA C  
MADSEN, MEGAN R  
MCDERMID, ALEXANDER J  
MONTECALVO, ALLISON N  
OCONNOR, ROXANNE L  
O'GARA, LILY E  
PIKE, KERRI M  
POLIZZOTTO, ELIZABETH A  
PRINGLE, THOMAS M  
ROSSI, RUTH WE  
SANBORN, ALISA E  
SAWYER, VALERIE C  
SESSLER, COURTNEY W  
SIEBERSMA, KERRY L  
SINCLAIR, ANNA J  
STEWART, ALEXIS N  
TERRY, KIMBERLY F

THEIL, SAMANTHA K  
VAWTER, LEAH F  
WHITE, ELIZABETH C

**SAU**

GLASER-TAYLOR, KIM  
HELM, ERICA M  
\*RUSSELL, CARRIE E

**WOODMAN PARK SCHOOL**

ALIBRANDI, CHERA R  
AVERY, ABIGAIL J  
BENNETT, MIA R  
BETZ, DONALD J  
BICK, JESSICA M  
BORIA, CALLA V  
BOUCHER, SHARON O  
BRENNEMAN, DIANNA D  
BUCHHOLZ, KYLAR L  
CARTER, LISA M  
CLOUGH, JULIE B

COLLINS, BRIANA R  
CORBIN, ALEXIS A  
COTE, KELLY J  
CROTEAU, MEGHAN M  
DUFFY, CAITLIN A  
EASTMAN, APRIL L  
FREDRICKSON, JILL M  
\*GELLER, ELIZABETH S  
GOODWIN, GRACE W  
GORSKI, KATIE J  
GRIFFIN, HEATHER N  
JACKSON, CHRISTINE P  
KOZLOWSKI, CHRISTINE A  
LAPIERRE, SARAH R  
LAROCHELLE, ALLYSON B  
LOTHROP, GRETCHEN M  
MAHAN, AMY  
MALLET, MARA J  
MARDEN, ALIAH T  
MARSHALL, ERIN P  
MCKANE, CHALAGNE H

\*MCKENNEY, STEPHANIE A  
MORRISON, JENNIFER J  
NORRIS, ELIZABETH D  
PHILIPPS, BRIANNE M  
ROBERTO, CONLEY D  
ROUX, JEREMY O  
RULAND, DEANNA L  
SEARS, JILL A  
SEYLER, DANIELLE L  
SIMKO, LISA L  
SMITH, AMANDA J  
SOLEIMANI, LAUREN M  
TARBELL, JULIANNA K  
TAYLOR, MEGAN E  
THERIAULT, KATHRYN A  
TRYGGESTAD, BRIELLE R  
VELAZQUEZ, DAVID  
WIDERSTROM, KATIE L  
ZITTA, MICHELLE M

NOTE: All nominations are pending completion of teacher license renewal or expected progress on a site-based license plan. Names with an “\*” indicate that the nomination is pending certification.

**DOVER SCHOOL DISTRICT  
2026-2027 RE-NOMINATIONS**

**Non-Union Personnel**

**TO: Dover School Board**  
**FROM: Christine Boston, Superintendent**  
**DATE: May 11, 2026**  
**RE: Re-nomination of Non-Union Personnel**

I hereby nominate the following persons for the designated positions for the 2026-2027 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

---

**SAU**

BADGER, TAMMY  
BATCHELDER, GINNY  
HAMEL, KIMBERLEY  
NOYES, AMANDA  
SANBORN, LAUREN

**TECHNOLOGY**

COLLINS, JUSTIN  
DICKERMAN, GARY  
JONES, CHRISTOPHER  
LOCKHARDT, MICHAEL  
PELLICANO, STEVEN  
SAIA, DEBORAH  
WATTS, TYLER

**NOON-AIDES**

BUNKER, VICTORIA  
CASEY, VIRGINIA  
GILMAN, CODY  
HESS, JENNIFER  
KRAUSS, ETHAN  
LAFLEUR, MELANIE  
LANE, KELLY  
MARSHALL, TIMOTHY  
SCHINTZIUS, SAMANTHA  
SOLOMON, JENNIFER  
SWENSON, CHRISTINA  
VERHEY, ALEXIS  
WENTWORTH, JENNIFER  
WILLIAMS, LAURA

DOVER HIGH SCHOOL  
AND  
REGIONAL CAREER TECHNICAL CENTER

FIELD TRIP REQUEST - FY:

Date: 4/15/26

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: David McKenzie

Destination of Field Trip: Atlanta Georgia Hotel Indigo + Georgia World Conference Center

Date of Field Trip: 6/1-6/6 Time of Departure: 3:20PM 6/1 Time of Return: 3:30PM 6/6

Number of Students: 2 Cost Per Student: \_\_\_\_\_

Number of Adults Going: 1 Method of Transportation: Airplane

LIST ALL CHAPERONES: David McKenzie

\*\*\*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 ☐

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

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

What is the educational purpose of the field trip?

To Compete at Skills USA National Convention

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

Practice for Project and pre competition testing

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

A Debrief of the Competition

Approval of Appropriate Administrator (AC, CTC Director: ) \_\_\_\_\_

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

\_\_\_\_\_ Trip Approved

\_\_\_\_\_ Trip Disapproved

Reason for Denial: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 11/2020



# 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*

### FIELD TRIPS AND EXCURSIONS

Field trips designed to stimulate student interest, provide opportunities for social growth and development, and directly support the curriculum are considered appropriate extensions of the classroom. All field trips must be authorized by the building principal.

Consider the following factors when planning for a field trip:

- (a) Relevance to approved curriculum
- (b) Suitability of the activity and distance traveled in terms of the age level
- (c) Mode and availability of transportation
- (d) Cost

Parents or guardians shall always have the right to excuse their child from any field trip or excursion. Consent forms for those attending must be filed with the principal before any trip.

XXXXXXXXXXXX School

### FIELD TRIP REQUEST FORM

This form must be completed and submitted to school administration at least **four weeks** prior to the scheduled trip. This form must be accompanied by the Field Trip Checklist and supporting documentation.

**All teachers and paraprofessionals are required to ride the school bus(es) with the students.**

An appropriate number of chaperones are required on all trips away from the school. ) #?

Teacher and/or Team: David McKenzie

Proposed Field Trip: Skills USA / Atlanta GA

Cost of Field Trip: \_\_\_\_\_

Cost of Transportation to Field Trip: \_\_\_\_\_

\$4796.00 (Grant funded)

Today's Date: 4-24-26

Date and Time of Trip: 6/1-6/5 3:20 6/1-

Number Attending Field Trip: Staff 1 Students 2 Parents/Guardians 3:40 6/5

Time of Departure: 6/1 3:20 PM Return Time: 6/5 3:40 PM

**INITIAL APPROVAL**

**Approved by:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**FINAL APPROVAL**

Final Approval (submit one month prior to trip and prior to sending permission slips home)

**Approved by:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

|                                         |                           |
|-----------------------------------------|---------------------------|
| <b>DOVER SCHOOL DISTRICT</b>            | <b>POLICY CODE: IJOAA</b> |
| <b>DATE OF ADOPTION: April 13, 2015</b> | <b>PAGE 3 OF 3</b>        |

**PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL**

The undersigned Kristine Vachon,  
 hereby grants permission for Todd Vachon to travel to  
Atlanta Georgia with David McKenzie as chaperones, as part  
 of a Dover School District extended travel program. The scheduled departure date is  
June 1 and the scheduled return date is June 5.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

23 day of April, 2026

  
 Parent/Guardian Signature

Parent/Guardian Signature

  
 Student Signature

|                                         |                           |
|-----------------------------------------|---------------------------|
| <b>DOVER SCHOOL DISTRICT</b>            | <b>POLICY CODE: IJOAA</b> |
| <b>DATE OF ADOPTION: April 13, 2015</b> | <b>PAGE 3 OF 3</b>        |

**PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL**

The undersigned Colleen E. Bartlett,  
 hereby grants permission for Connor Bartlett to travel to  
Atlanta GA. with \_\_\_\_\_ as chaperones, as part  
 of a Dover School District extended travel program. The scheduled departure date is  
June 1<sup>st</sup> and the scheduled return date is June 6<sup>th</sup>.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

15 day of April, 2026

Colleen E. Bartlett

Parent/Guardian Signature

Parent/Guardian Signature

Connor Bartlett

Student Signature

## Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: Electrical Technologies  
Destination: Atlanta Georgia 2026 Skills USA National Conference  
Contact Person (s): David McKenzie  
Dates of Travel: 6/1 - 6/6  
Number of Students Traveling: 2  
Number of Chaperones: 1  
Adult/Student Ratio: 1:2

**Please circle appropriate response:**

Permission Forms submitted to Principal: yes/no

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes/no

Telephone Contact Notification submitted to Principal: yes/no

List of all students and chaperones submitted to the school and Supt's Office: yes/no

All Chaperones completed criminal background check: yes/no

Date Revised: 3/31/2016

## 6/1-6/6 Itinerary

### Monday 6/1:

3:20 Depart Boston, Massachusetts on Jet Blue Flight  
6:10 Arrive in Atlanta, Georgia  
6:30 Chart Bus to Hotel Indigo  
7:00 PM State Dinner

### Tuesday 6/2

8:00-9:30 AM Electrical Construction Wiring Knowledge Test and Orientation  
7:00PM Opening Ceremony

### Wednesday 6/3

8:00 AM-5:30 PM Skills USA Championship

### Thursday 6/4

8:00 AM- 5:30 PM Skills USA Championship  
6:30 PM- 9:30 PM Champions Festival

### Friday 6/5

9:00 AM- 11:00 AM Competition Debrief  
4:00 PM Awards Ceremony

### Saturday 6/6

1:05 PM Depart Atlanta, Georgia on Jet Blue Flight  
3:39 PM Arrive Boston, Massachusetts

Skills USA Nationals Educational Value statement:

Although students will be traveling to Atlanta to compete in their career field there are many educational benefits as follows.

**1. Real-World Skill Development**

Students apply what they've learned in the classroom to hands-on, industry-aligned competitions. These aren't theoretical—they mirror real job tasks, standards, and expectations.

**2. Career Readiness & Professionalism**

Participants practice employability skills like communication, time management, teamwork, and problem-solving.

**3. Exposure to Industry Standards**

Competitions and workshops are aligned with current industry practices, often supported by major companies and trade organizations.

**4. Networking Opportunities**

Students connect with peers, instructors, and industry professionals from across the country. These connections can lead to internships, apprenticeships, and job opportunities.

**5. Leadership Development**

Beyond technical skills, the conference emphasizes leadership training.

Cost Per Student= \$0

List of Students and Chaperones for Skills USA 2026 National Conference

David McKenzie (Chaperone)

Connor Bartlett (Student)

Todd Vachon Jr. (Student)

Statement of Academic Eligibility:

Todd Vachon JR currently has a 2.80 GPA and no behavior referrals in Electrical Technology

Insurance will be provided through Primex.

|                                         |                           |
|-----------------------------------------|---------------------------|
| <b>DOVER SCHOOL DISTRICT</b>            | <b>POLICY CODE: IJOAA</b> |
| <b>DATE OF ADOPTION: April 13, 2015</b> | <b>PAGE 1 OF 3</b>        |

## **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.

|                                         |                           |
|-----------------------------------------|---------------------------|
| <b>DOVER SCHOOL DISTRICT</b>            | <b>POLICY CODE: IJOAA</b> |
| <b>DATE OF ADOPTION: April 13, 2015</b> | <b>PAGE 2 OF 3</b>        |

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



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



May 11, 2026

Dear Dover School Board Members,

This letter is being written in support of the World Language Department's request to provide an opportunity for French students to travel to Quebec City, Quebec, Canada. The trip will take place from Sunday, April 25, 2027 through Tuesday, April 27<sup>th</sup>, 2027. The World Language Department has run this trip several times.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Peter Driscoll".

Peter Driscoll  
Dover High School Principal

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

**FIELD TRIP REQUEST - FY: 2026-2027 Date: 4/14/2026**

**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: Elizabeth Coston  
Destination of Field Trip: Québec City, Québec, Canada  
Date of Field Trip: Sunday April 25 - Tues April 27 2027 Time of Departure: 7:30am Time of Return: c 9pm  
Number of Students: 20+ Cost Per Student: \$959 (+ tips, food, souvenirs, etc.)  
Number of Adults Going: 2+ Method of Transportation: Charter Bus - private

**LIST ALL CHAPERONES:** Elizabeth Coston, Louis Lange (?)  
\*\*\*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 ☐ ? during April break, need to notify?  
Non-participating teachers will be notified two weeks prior to the trip: Yes ☒ No ☐

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

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

What is the educational purpose of the field trip?  
For French student to learn about Francophone culture and to practice their French in an authentic environment. They will learn about Québec history while there.  
What instructional classroom preparations will be done prior to the field trip?  
Parent/Student meetings, travel tips presentation, etc

What follow-up classroom activities will take place after the field trip?  
Club meetings/trip meeting to review - key takeaways

**Approval of Appropriate Administrator (AC, CTC Director:)** \_\_\_\_\_

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

☒ Trip Approved ☐ Trip Disapproved

Reason for Denial: \_\_\_\_\_

Principal's Signature: Patricia Russell Date: 5/7/26

## Your Tour Proposal from

Jumpstreet Tours  
by WorldStrides



Dover HS

3 Days Quebec City  
April 25 to 27, 2027

### Included:

- A detailed itinerary tailored to your needs;
- A price sheet with details about what's included;
- Information about options, insurance, and health & safety;
- A link to our full Terms & Conditions.

Peace of mind must be at the core of what we offer. Jumpstreet by WorldStrides uses the services of **Exlog Global** to understand the world around us when it comes to travel risk management and making safe decisions for our groups. Meanwhile our **Doctors on Call** program offers real time medical consultation while on tour.

You can also help ease the decision-making process with our **Insurance Plans and Cancel For Any Reason Waiver Benefit (CFAR)**, which your participants can purchase to cancel their trip for whatever reason up until 2 days from departure and get a 75% refund.

Now that you know you'll be well taken care of, let's turn our focus to the fantastic world of educational travel.

Livia Laverdure



"I only wish I would have known about Jumpstreet sooner. The activities were not only more fun for my students than past tours (not-led by Jumpstreet), but the guides were intuitive to the students' needs and willing to switch up something or add in an extra activity for fun."

- Alexa, middle school teacher

Dover HS  
25 Alumni Drive  
Dover  
New Hampshire  
03820-4365

[www.jumpstreet.com/yourteam@jumpstreet.com](http://www.jumpstreet.com/yourteam@jumpstreet.com)

3 Days Quebec City  
(27-82278/1)

Apr 13, 2026  
Page 1 of 1



## Sunday, April 25, 2027

- 07:30 AM The day has arrived; the trip you've been waiting for is finally here! Hop aboard your locally chartered luxury motorcoach, get comfortable and get ready for your adventure!
- Stops and lunch en route (at individual expense).
- 02:30 PM Hooray, you've arrived in Quebec City! Your tour leader will greet you and get the show underway. The fun begins now :)
- Visit the Upper Town with your tour leader to see the St-Louis Gate, the Château Frontenac, the Dufferin Terrace, the Assemblée Nationale building and more.
- 03:30 PM Join generals Wolfe and Montcalm at the Plains of Abraham Museum as they review the great military strategies of the siege of Québec City in the summer of 1759. Make cartridges, load a cannon, take an intriguing history quiz and watch a demonstration of how surgery was performed at the time.
- 05:30 PM Feeling peckish? It's time to grab a bite! Le Chic Shack, renowned for its burgers, welcomes you to this magnificent historic building in a friendly atmosphere. It offers fresh local produce bursting with flavor. Bon appétit!
- 07:30 PM Québec City got its name from "Kébec", a Franco-Algonquin term that roughly translates to "where the river narrows". You're going to learn why it earned this name on your ferry ride across the St. Lawrence River, where you'll get not only a spectacular view of the Château Frontenac but also a glimpse of neighbouring Lévis.
- 08:30 PM Departure for the hotel.
- 09:00 PM Overnight stay at the hotel (hotel will only be confirmed upon receipt of deposit)
- A security guard will monitor your hallway during each night of the trip.

## Monday, April 26, 2027

- 08:00 AM Everybody ready? Time to head out for your activities! Your tour leader will fill you in on all the fun that's in store.
- 08:30 AM Enjoy a croissant and a chocolatine with a comforting bowl of hot chocolate at Cochon Dingue. You'll be eating at the very first Cochon Dingue, which opened in 1979 in the Quartier du Petit-Champlain. This chain, beloved by Quebecers, combines the refinement of a decadent bistro with the warm, laid-back atmosphere of a true local gathering.
- 10:00 AM Come play and live Quebec's history, thanks to a state-of-the-art technology: virtual reality! Discover this activity that brings together the past and the future, at Immersion Québec!
- 11:30 AM Time for lunch and to explore in Old Quebec! Hang out with your friends, grab some food (at individual expense) and practice your conversational French. Your tour leader will give you a meeting place and time.
- 01:30 PM Head to Côte-de-Beaupré! On Avenue Royale, take note of the region's rich heritage. There are vegetable cellars, a preservation technique originating from Indigenous knowledge, outdoor bread ovens that are still in use, and wayside crosses, a legacy of the Catholic faith of French Canadians.
- 02:00 PM Observe beautiful mosaics and a replica of Michelangelo's Pieta during your visit of the Ste-Anne de Beaupré shrine.
- 03:00 PM Discover the copper trade in Quebec and the art of "repoussé" metal before making your own medallion at the Albert Gilles Copper Museum.
- 04:30 PM Parc de la Chute-Montmorency is a spectacular historic site, not least because of the Battle of Montmorency on July 31, 1759, and its legends, such as that of the "White Lady". The highest waterfall in Quebec dominates the landscape at 83 meters. During your visit, you'll be able to get up close to it in a variety of ways and feel its full strength.
- 05:30 PM All aboard! Next stop: the SUGAR SHACK!
- Discover how the people of Quebec managed to brave the difficult winters through the tradition of maple syrup production as your tour leader shares their Sugar Shack story.



- 06:00 PM Get ready to party like it's 1699! At l'Érablière du Lac-Beauport, an authentic French Canadian cabane à sucre, you're going to feast on a 17th Century meal and get down to traditional songs and dances. Don't forget to add some syrup to your pea soup (we're not kidding).
- 08:30 PM Departure for the hotel.

## Tuesday, April 27, 2027

- 07:30 AM Begin your day with a lovely breakfast and orientation session at the hotel with your tour leader.
- 09:00 AM You won't believe it, but the time has come...for your last day of this fantastic journey! Don't forget your luggage.
- 09:30 AM Visit the Lower Town with your tour leader to get an introduction to the beginnings of French civilization in North America as you visit Place Royale and le Quartier du Petit Champlain.
- Stop to admire "La Fresque des Québécois". See how many characters of Quebec's history you can identify!
- 10:30 AM Living the world... together. The Musée de la civilisation explores different facets of human reality, such as popular culture, politics, science, etc., with its unique approach that combines enchantment and knowledge. Enjoy your visit!
- 12:00 PM Spend some extra time exploring in Old Quebec. Perhaps bargain with one of the many artists on rue du Trésor, shop 'till you drop along rue St-Jean, or enjoy a busker's street performance on Terrasse Dufferin! Don't forget to grab lunch along the way (at individual expense).
- 02:00 PM Already time to leave! Wave goodbye to your tour leader and head back home.
- Stops and dinner en route (at individual expense).
- 09:00 PM This is when you're expected to arrive back at your school, where your family and friends will be eager to hear all about your adventure!



## TOUR PRICE (including taxes)

| Complimentary chaperones<br>Double Occupancy | Paying students<br>Quad Occupancy | Per student |
|----------------------------------------------|-----------------------------------|-------------|
| 3                                            | 30                                | US\$749.00  |
| 3                                            | 25                                | US\$829.00  |
| 2                                            | 20                                | US\$959.00  |

## ✔ WHAT IS INCLUDED

- 1 Tour Leader(s) with your group 24/7, to bring your itinerary to life!
- Virtual parent/guardian meeting (by request and pending availability)
- All programming, reservations and itinerary items
- Bracelets featuring our 24/7 toll-free emergency line
- Round trip transportation via luxury motorcoach(es)
- Hotel(s) and restaurant(s) as per itinerary (or equivalent depending on availability when trip is confirmed)
- 24/7 access to George Washington University Doctors on Call
- Online individual payment and registration platform
- 24/7 tour support, with a direct patch to our senior staff
- Your money placed in a bonded trust account
- \$25M in liability protection for teachers and chaperones
- Early warning service for disruptions or global threats to avoid or minimize risks to travel security
- All fees related to road, bridge, tunnel and parking tolls
- Private security guard (per coach) to monitor the hallways at night
- Carbon neutral travel

## 🍴 MEALS

- 2 Breakfast(s)
- 2 Dinner(s)

## 🚶 ACTIVITIES

- Parc de la Chute-Montmorency - Admission / Parking
- Musée des plaines d'Abraham - Le Militaire - Tous les niveaux (sec. 1 à 5)
- Immersion Québec (Tours Voir Québec) - 2 Phases Activity (to discover Quebec's history)
- Musée de la civilisation - Visite autonome (Secondaire)
- Sanctuaire de Sainte-Anne-de-Beaupré - Self-guided Visit
- Société des Traversiers - Ferry Quebec-Levis (2 ways)
- Albert Gilles - Atelier de repoussé



## TO CONFIRM YOUR TRIP

The contents of the proposed itinerary are subject to availability. As soon as you sign below and return a copy of this page to me, I will book your coach and hotel. I will then activate your online portal which will give you access to planning resources, a preliminary itinerary and the payment schedule. An initial payment of \$249 per paying participant is due 30 days following the signing of this contract which enables me to begin reserving your entire proposed itinerary and guarantee your trip price.



## CLASSROOM TRAVEL RESOURCES

Our classroom travel resources will help you and your community stay organized and energized as you prepare for your adventure.



## INSURANCE

By law, we are required to inform you of the insurance plans available to your group. I have sent you information about comprehensive coverage. Please distribute this information to your group as insurance must be purchased at the same time as the initial payment.



## TERMS AND CONDITIONS

Please read our complete terms and conditions. The following sections are particularly helpful:

- Trip price
- Cancellation policy: group cancellation
- Cancellation policy: individual cancellation
- Exchange rates

By signing below you are confirming:

- That you agree with the itinerary and price
- That you agree with the payment schedule
- That you have distributed our travel insurance options to your group
- That you have read and accepted our terms and conditions

Client signature

Date

Portal activation will act as your electronic signature in case we do not receive this signed proposal.



GROUPS FROM THE U.S. - TRAVELING TO CANADA

## Travel Protection Plan Plus (TPPP)

We recommend protecting your investment with the Travel Protection Plan Plus. This plan includes the Explorer Package from third-party insurance provider TuGo and WorldStrides' Cancel For Any Reason Waiver benefit.

★ **\$28 A DAY/PERSON FOR COACH & FLIGHT TRIPS\***

| SUMMARY OF BENEFITS                                                                                                                                              |  | TRAVEL PROTECTION PLAN PLUS                                                                                           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------|--|
| WorldStrides' Cancel For Any Reason Waiver benefit**<br>for individual traveller cancellations                                                                   |  | Covers 75% of the amount due per the payment schedule<br>Cancellation must occur at least 48 hours prior to departure |  |
| Group trip cancellation at school board's discretion                                                                                                             |  | 100% of the total trip price<br>Cancellation must occur within 90 days of departure                                   |  |
| Group trip cancellation by school board due to a labour strike                                                                                                   |  |                                                                                                                       |  |
| Group trip cancellation by school board due to risk of harm                                                                                                      |  |                                                                                                                       |  |
| Trip cancellation for reasons covered under the insurance plan<br>(including employment, education, legal matters, and illness or injury—doctor's note required) |  | 100% of the total trip price                                                                                          |  |
| Trip interruption                                                                                                                                                |  | 100% of the total trip price                                                                                          |  |
| Missed connection                                                                                                                                                |  | \$500                                                                                                                 |  |
| Travel / Trip delay                                                                                                                                              |  | \$500 (up to \$100 per day)                                                                                           |  |
| MEDICAL EXPENSE / EMERGENCY EVACUATION WHILE ON TOUR                                                                                                             |  |                                                                                                                       |  |
| Accident & sickness medical expense                                                                                                                              |  | \$5,000,000                                                                                                           |  |
| Medical evacuation & repatriation                                                                                                                                |  | \$50,000                                                                                                              |  |
| Accidental death                                                                                                                                                 |  | \$25,000                                                                                                              |  |
| Baggage & personal articles, including musical instruments                                                                                                       |  | \$3,000                                                                                                               |  |
| Baggage delay                                                                                                                                                    |  | \$100                                                                                                                 |  |

\*Prices are subject to change without notice until time of purchase. Plan must be purchased within 10 days of the initial trip payment and is not refundable once purchased. See policy for full details.

\*\*WorldStrides' CFAR Waiver benefit will come into effect if the insurance claim is rejected—once rejected, you can send a CFAR refund request to [yourteam@jumpstreet.com](mailto:yourteam@jumpstreet.com), including your reason of cancellation, for reimbursement within 6 weeks.

Please note: the price of the trip will not increase for the remaining participants if someone drops out, provided that the entire group purchases the Travel Protection Plan Plus.

[YOURTEAM@JUMPSTREET.COM](mailto:YOURTEAM@JUMPSTREET.COM)

1.800.663.4956

[JUMPSTREET.COM](http://JUMPSTREET.COM)



**jumpstreet**  
EDUCATIONAL TOURS  
by WorldStrides®

# QUÉBEC CITY: ALL SEASONS TRIPS

## TOUR

- \* Tour the **Citadelle**, an active military installation on the Plains of Abraham
- \* Take a guided tour of the **National Assembly of Québec**
- \* Attend mass or tour the **Sainte-Anne-de-Beaupré Basilica**
- \* Tour the fortifications of the **Old Walled City**
- \* Tour **Grosse Île** and the **Irish Memorial National Historic Site** with a Parks Canada guide
- \* Get spooked out on a **haunted walk of Old Québec**

## VISIT

- \* Visit the **Onhoia Chetek8e Huron Traditional Site**
- \* Learn about Québécois culture at the **Civilization Museum**
- \* See the 10,000 aquatic animals of the **Québec Aquarium**
- \* Visit the **Morrin Centre** heritage site and first prison of Québec
- \* View the city from above at **l'Observatoire de la Capitale**
- \* Visit the **Laval University campus**, the very first French-language university in North America
- \* Discover local artists at the **Musée national des beaux-arts du Québec**

## EXPLORE

- \* Explore the **Charlevoix region**: try via ferrata, go for an iconic hike, kayak on the Saint-Lawrence River, or make a pit stop in charming Baie-St-Paul
- \* Go hiking at the **Parc de la Jacques-Cartier** or **Duchesnay**
- \* Cross the suspended bridge atop the **Montmorency Falls** or cross all three suspended bridges of the **Canyon Ste-Anne**
- \* DJ boat cruise on the **Saint-Lawrence River**
- \* Go whale watching in **Tadoussac**
- \* Try fascinating experiments at the **Bunker de la science**

- \* Take a ferry ride across the **Saint-Lawrence** and snap pictures of Québec
- \* Try rides and shop for souvenirs at **Les Galeries de la Capitale**
- \* Take the **funicular** from Lower Town to Upper Town
- \* Experience **Onhwa Lumina**, an enchanted night walk created by Moment Factory about the Huron-Wendat Nation

## EAT, COOK, AND SAMPLE

- \* Eat like kings and queens: have breakfast at le **Château Frontenac**
- \* Try **maple butter on homemade bread**, have a **beaver tail**, or enjoy a local delicacy—**poutine**!
- \* Feast on a maple-filled meal at a **traditional sugar shack**
- \* Participate in a **Québécois cooking workshop**
- \* Visit **le Grand Marché de Québec**, Québec City's farmers' market

## MAKE, DO, AND DISCOVER

- \* **Recreate the battle of the Plains of Abraham** with Generals Wolfe and Montcalm
- \* Make your own artwork at the **Albert Gilles copper workshop**
- \* **Act out French-Canadian legends** during a theatre workshop
- \* Circus workshop at **École de Cirque de Québec**
- \* Québécois storytelling and musical spoon workshop at the **Woodcarving Ecomuseum**
- \* Learn Québécois expressions on a **Grocery Scavenger Hunt** or head out for a **Fact Finding Mission in Old Québec**
- \* Take a bike ride along the **St-Charles River**
- \* Play **kin-ball**, a sport invented in Québec City!
- \* Try an **escape room** or go **cosmic bowling**
- \* Orchestrate your own **improv game show**

### **Dover School District Monthly Financial Report**

TO: Members Dover School Board  
Dr. Christine Boston, Superintendent of Schools

FROM: Michael Limanni, CFO

DATE: May 11, 2026

RE: Condition of *School* Accounts

The April update to the previous month's Condition of Accounts is attached for review.

#### **Business Office Update:**

Of the remaining 3,266,091.15 budget balance below (inclusive of the receipt of City Council's \$1.3M transfer back to the general fund - previously earmarked for the district's facilities capital reserve account), the following cost expectations are not reflected in the reported year-to-date (YTD) transactions or encumbrances:

|                                                  |                   |
|--------------------------------------------------|-------------------|
| GF - Budget Balance                              | \$ 3,266,091.15   |
| (-) Continued Cost of Substitutes                | \$ (78,444.36)    |
| (-) Estimated Continued Professional & Staff Dev | \$ (272,270.05)   |
| (-) Additional IT Services                       | \$ (34,800.00)    |
| (-) Severances                                   | \$ (132,567.78)   |
| (-) Cost of SROs                                 | \$ (108,000.00)   |
| (-) Dues & Fees                                  | \$ (33,898.51)    |
| (-) New & Replacement Furniture & Equipment      | \$ (224,277.72)   |
| (-) Supplies, Books, Software                    | \$ (729,498.23)   |
| (-) SchoolCare Assessment (with interest)        | \$ (1,732,154.29) |
| Estimated Final Fund Balance:                    | \$ (79,819.79)    |

On April 30<sup>th</sup>, the district received an injunction from Strafford Superior Court blocking NH School Health Care Coalition (SchoolCare) from stopping claim payments on May 1<sup>st</sup> as they had threatened in what the City of Dover believes to be an unlawful assessment of approximately \$1.7 Million. While this injunction provides temporary relief from having to pay the assessment, we are still intending to encumber the assessment with interest as the hearing on our case proceeds with an abundance of caution. Should the District have to pay the full assessment with interest, and expend all funds budgeted for in the categories above, we would exceed our appropriations by approximately \$80,000. We do not expect to expend all these funds. \$170,000 will be spent on replacement furniture at the middle school per the Board's authorization in last month's meeting, and some additional funds will be dedicated to professional development and supplies as we close out the year.

Over the next few weeks, we will carefully review the areas highlighted in yellow above for savings that may apply to much need repairs at the middle school, specifically the ceiling tiles and interior walls. A handful of projects will be presented to the board at the June monthly meeting for this purpose.

We will also be reviewing our expected claims for Medicaid reimbursements, and tuition revenue. Billing for tuitioned students requiring 1:1 paraprofessionals will go out next week; while some losses here will be expected, we are well above our targets for SPED Aid.

On a final note, we are beginning to prepare for next year's capital improvement plan (CIP). The following is a draft snapshot of what is being considered and what is in progress:

| General Fund:                                                  | In Progress | 6 Year Plan |           |            |           |           |           | 6-Year     |         |
|----------------------------------------------------------------|-------------|-------------|-----------|------------|-----------|-----------|-----------|------------|---------|
| EDUCATION                                                      | 2026-27     | 2028        | 2029      | 2030       | 2031      | 2032      | 2033      | Total      | Funding |
| Transfer to Capital Reserve - Curriculum                       |             | 150,000     | 150,000   | 150,000    | 150,000   | 150,000   | 150,000   | 900,000    | OB      |
| Transfer to Capital Reserve - Facilities                       |             | 250,000     | 250,000   | 250,000    | 250,000   | 250,000   | 250,000   | 1,500,000  | OB      |
| Transfer to Capital Reserve - Info. Tech                       |             | 125,000     | 125,000   | 125,000    | 0         | 125,000   | 125,000   | 625,000    | OB      |
| Transfer to Capital Reserve - Athletics                        |             | 20,000      | 20,000    | 20,000     | 20,000    | 20,000    | 20,000    | 120,000    | OB      |
| Curriculum Replacement and Upgrade                             |             | 100,000     | 100,000   | 100,000    | 100,000   | 100,000   | 100,000   | 600,000    | OB      |
| Facilities/School Maintenance and Repairs                      |             | 100,000     | 100,000   | 100,000    | 100,000   | 100,000   | 100,000   | 600,000    | RF/OB   |
| Intercom System Replacement (GES, HSS, DMS, WPS, & Bellamy)    |             | 0           | 0         | 0          | 0         | 0         | 0         | 0          | RF/OB   |
| DMS System Upgrades (Flat Roof, Solar, Parking Lot, HVAC Geo.) | 7,057,980   | 0           | 0         | 0          | 0         | 0         | 0         | 0          | DF      |
| Furniture Replacement                                          | 680,000     | 102,000     | 102,000   | 102,000    | 102,000   | 102,000   | 102,000   | 612,000    | RF/OB   |
| Information Technology Replacement and Upgrade                 |             | 370,000     | 370,000   | 370,000    | 620,000   | 370,000   | 370,000   | 2,470,000  | RF/OB   |
| Garrison Elementary School Renovations                         |             | 0           | 0         | 16,500,000 | 0         | 0         | 0         | 16,500,000 | DF      |
| Woodman Park School Structural Improvements                    |             | 0           | 900,000   | 0          | 0         | 0         | 0         | 900,000    | RF/DF   |
| DHS Equip Storage, Bleacher, Turf & Track Replacement          | 18,037,000  | 0           | 0         | 0          | 0         | 0         | 0         | 0          | RF/DF   |
| DHS Solar Panel Purchase                                       |             | 100,000     | 100,000   | 100,000    | 0         | 0         | 0         | 300,000    | RF      |
| TOTAL EDUCATION                                                | 25,774,980  | 1,317,000   | 2,217,000 | 17,817,000 | 1,342,000 | 1,217,000 | 1,217,000 | 25,127,000 |         |

  

| Special Revenue:                         | 6 Year Plan |         |         |         |         |         | 6-Year  |         |
|------------------------------------------|-------------|---------|---------|---------|---------|---------|---------|---------|
| SPECIAL REVENUE FUNDS                    | 2028        | 2029    | 2030    | 2031    | 2032    | 2033    | Total   | Funding |
| SAU Technology Replacement & Upgrade     | 0           | 0       | 0       | 0       | 0       | 0       | 0       | FP      |
| SAU HVAC Upgrades to WPS & HSS           | 0           | 0       | 0       | 0       | 0       | 0       | 0       | FP      |
| SAU Athletic Improvements                | 30,000      | 30,000  | 30,000  | 30,000  | 30,000  | 30,000  | 180,000 | OB      |
| SAU Cafeteria Maintenance/Repair/Upgrade | 40,000      | 40,000  | 40,000  | 40,000  | 40,000  | 40,000  | 240,000 | OB      |
| SAU Light Equipment Replacement          | 50,000      | 50,000  | 50,000  | 50,000  | 50,000  | 50,000  | 300,000 | OB      |
| TOTAL SPECIAL REVENUE FUNDS              | 120,000     | 120,000 | 120,000 | 120,000 | 120,000 | 120,000 | 720,000 |         |

  

| FUNDING KEY                |    |
|----------------------------|----|
| Operating Budget           | OB |
| Reserve Fund               | RF |
| Federal Project/Grant Fund | FP |
| Debt Financing             | DF |

While the high school athletic field improvements and the middle school HVAC upgrades and furniture replacements are in full swing, it is important to note that there are some considerable improvements needed at Woodman Park's multi-purpose space (masonry, windows, and balcony). Also, the District should begin planning for the 3<sup>rd</sup> phase of the Garrison Elementary School renovation slated for 2030 at an estimated \$16,500,000.

Accompanying this report will be a presentation from Energy Efficient Investments (EEI) and Dig Energy explaining a series of recommended modifications to the HVAC improvements that have been approved for the middle school. The most important of these modifications is the movement to a geothermal system in place of the traditional HVAC system previously proposed. In addition to these modifications the Board will be asked to approve the costs associated with this project and approve a resolution to amend the appropriation associated with the project to accommodate the rebates that the District has already applied for (solar) and will be applying for (geothermal).

Over the last month EEI has been working with Dig Energy to reduce the cost of a geothermal option for Dover Middle School's heating and cooling upgrades. I believe they have accomplished this, and with the resolution to appropriate the rebates on the solar installation and the geothermal project, the District may move forward with little to no additional impact on the budget, while greatly reducing our carbon footprint and reliance on fossil fuels.

**DOVER SCHOOL DISTRICT**  
**Condition of Accounts - April 2026**

| DISTRICT-WIDE Expenditures                                   |                                           |                      |                      |                      |                      |                     |
|--------------------------------------------------------------|-------------------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| Account                                                      | Description                               | Budget               | YTD Transactions     | Balance              | Encumbrance          | Budget Balance      |
| 1100                                                         | REGULAR EDUCATION PROGRAMS                | \$ 28,288,837        | \$ 20,476,873        | \$ 7,811,964         | \$ 6,923,315         | \$ 888,649          |
| 1200                                                         | SPECIAL EDUCATION PROGRAMS                | \$ 22,806,169        | \$ 16,402,700        | \$ 6,403,469         | \$ 5,183,031         | \$ 1,220,438        |
| 1300                                                         | VOCATIONAL EDUCATION PROGRAMS             | \$ 3,189,599         | \$ 2,389,469         | \$ 800,130           | \$ 762,954           | \$ 37,176           |
| 1400                                                         | OTHER EDUCATIONAL PROGRAMS                | \$ 815,030           | \$ 627,272           | \$ 187,758           | \$ 173,774           | \$ 13,984           |
| 1600                                                         | ADULT/CONTINUING EDUCATION PROGRAMS       | \$ 285,446           | \$ 247,255           | \$ 38,191            | \$ 37,717            | \$ 474              |
| 2100                                                         | SUPPORT SERVICES - Students               | \$ 6,099,836         | \$ 4,345,614         | \$ 1,754,222         | \$ 1,457,627         | \$ 296,595          |
| 2200                                                         | SUPPORT SERVICES - Instructional Staff    | \$ 2,270,929         | \$ 1,476,863         | \$ 794,066           | \$ 512,937           | \$ 281,129          |
| 2300                                                         | SUPPORT SERVICES - General Admin.         | \$ 2,054,446         | \$ 1,705,341         | \$ 349,105           | \$ 182,094           | \$ 167,011          |
| 2400                                                         | SUPPORT SERVICES - School Admin.          | \$ 3,688,068         | \$ 3,070,758         | \$ 617,310           | \$ 489,381           | \$ 127,929          |
| 2600                                                         | SUPPORT SERVICES - Operation Maint/Plant  | \$ 6,564,780         | \$ 4,742,534         | \$ 1,822,247         | \$ 1,158,260         | \$ 663,987          |
| 2700                                                         | SUPPORT SERVICES - Student Transportation | \$ 5,912,427         | \$ 4,303,200         | \$ 1,609,227         | \$ 2,151,213         | \$ (541,986)        |
| 2800                                                         | SUPPORT SERVICES - Centralized Services   | \$ 2,157,733         | \$ 1,960,355         | \$ 197,378           | \$ 129,839           | \$ 67,539           |
| 2900                                                         | SUPPORT SERVICES - Other                  | \$ 32,295            | \$ 5,597             | \$ 26,698            | \$ -                 | \$ 26,698           |
| 5200                                                         | FUND TRANSFERS OUT                        | \$ 695,000           | \$ 695,000           | \$ -                 | \$ -                 | \$ -                |
| 6900                                                         | SCHOOL DEBT - Principal & Interest        | \$ 6,128,424         | \$ 1,633,948         | \$ 4,494,476         | \$ 4,478,005         | \$ 16,471           |
| <b>TOTAL GENERAL FUND EXPENDITURES:</b>                      |                                           | <b>\$ 90,989,019</b> | <b>\$ 64,082,779</b> | <b>\$ 26,906,240</b> | <b>\$ 23,640,149</b> | <b>\$ 3,266,091</b> |
| <b>TOTAL FOOD SERVICES EXPENDITURES:</b>                     |                                           | <b>\$ 1,838,238</b>  | <b>\$ 1,150,036</b>  | <b>\$ 688,202</b>    | <b>\$ 412,401</b>    | <b>\$ 275,801</b>   |
| <b>TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:</b> |                                           | <b>\$ 4,053,800</b>  | <b>\$ 3,044,601</b>  | <b>\$ 1,009,198</b>  | <b>\$ 513,522</b>    | <b>\$ 495,676</b>   |
| <b>Summarized Condition of District Expenditures:</b>        |                                           | <b>\$ 96,881,057</b> | <b>\$ 68,277,416</b> | <b>\$ 28,603,640</b> | <b>\$ 24,566,072</b> | <b>\$ 4,037,568</b> |

| DISTRICT-WIDE Revenue                                   |                                          |                      |                      |                     |                |                     |
|---------------------------------------------------------|------------------------------------------|----------------------|----------------------|---------------------|----------------|---------------------|
| Account                                                 | Description                              | Budget               | YTD Transactions     | Balance             | Est. Remaining | Budget Balance      |
| 01311.3410                                              | TUITION - REGULAR FROM PARENTS           | \$ -                 | \$ -                 | \$ -                | \$ -           | \$ -                |
| 01314.3390                                              | TUITION - SUMMER SCHOOL, ELEME           | \$ -                 | \$ -                 | \$ -                | \$ -           | \$ -                |
| 01314.3390                                              | TUITION - SUMMER SCHOOL, DHS             | \$ -                 | \$ -                 | \$ -                | \$ -           | \$ -                |
| 01321.3390                                              | TUITION - OTHER NH DISTRICTS             | \$ 105,923           | \$ -                 | \$ 105,923          | \$ -           | \$ 105,923          |
| 01321.3390                                              | TUITION - BARRINGTON                     | \$ 3,595,805         | \$ 3,533,935         | \$ 61,870           | \$ -           | \$ 61,870           |
| 01321.3390                                              | TUITION - NOTTINGHAM                     | \$ 1,989,706         | \$ 1,816,882         | \$ 172,824          | \$ -           | \$ 172,824          |
| 01321.3390                                              | TUITION - PRESCHOOL PROGRAM              | \$ 8,000             | \$ 9,360             | \$ (1,360)          | \$ -           | \$ (1,360)          |
| 01321.3390                                              | TUITION - BELLAMY ACADEMY                | \$ 490,500           | \$ 490,500           | \$ -                | \$ -           | \$ -                |
| 01322.3390                                              | TUITION - SPED AIDES                     | \$ 311,255           | \$ -                 | \$ 311,255          | \$ -           | \$ 311,255          |
| 01323.3390                                              | TUITION - CTE-NH DISTRICTS               | \$ 220,000           | \$ 175,602           | \$ 44,398           | \$ -           | \$ 44,398           |
| 01333.3390                                              | TUITION - CTE-OUT OF STATE DIST          | \$ 35,000            | \$ 49,441            | \$ (14,441)         | \$ -           | \$ (14,441)         |
| 01420.3410                                              | ATHLETIC TRANSPORTATION DMS              | \$ 30,000            | \$ 15,325            | \$ 14,675           | \$ -           | \$ 14,675           |
| 01420.3410                                              | ATHLETIC TRANSPORTATION DHS              | \$ 104,000           | \$ 75,010            | \$ 28,990           | \$ -           | \$ 28,990           |
| 01980.3599                                              | MISC REVENUE                             | \$ -                 | \$ 1,095             | \$ (1,095)          | \$ -           | \$ (1,095)          |
| 01990.3599                                              | OTHER LOCAL REVENUE DW                   | \$ 10,000            | \$ 249               | \$ 9,751            | \$ -           | \$ 9,751            |
| 03190.3700                                              | STATE ADEQUATE EDUCATION GRANT           | \$ 10,119,494        | \$ 10,119,494        | \$ (0)              | \$ -           | \$ (0)              |
| 03210.3700                                              | SCHOOL BUILDING AID                      | \$ 368,722           | \$ 368,722           | \$ 0                | \$ -           | \$ 0                |
| 03230.3700                                              | SPECIAL EDUCATION AID (CATASTROPHIC AID) | \$ 1,986,579         | \$ 2,316,446         | \$ (329,867)        | \$ -           | \$ (329,867)        |
| 03241.3700                                              | CTE TUITION AID                          | \$ 465,000           | \$ 479,504           | \$ (14,504)         | \$ -           | \$ (14,504)         |
| 03242.3700                                              | CTE TRANSPORTATION AID                   | \$ 1,500             | \$ -                 | \$ 1,500            | \$ -           | \$ 1,500            |
| 03290.3700                                              | OTHER RESTRICTED STATE AID               | \$ 21,797            | \$ 22,337            | \$ (540)            | \$ -           | \$ (540)            |
| 04210.3599                                              | INDIRECT COST ALLOCATION                 | \$ 107,520           | \$ 12,699            | \$ 94,821           | \$ -           | \$ 94,821           |
| 04220.3599                                              | ABE ALLOCATION                           | \$ 25,000            | \$ -                 | \$ 25,000           | \$ -           | \$ 25,000           |
| 04580.3311                                              | MEDICAID DISTRIBUTION                    | \$ 250,000           | \$ 61,795            | \$ 188,205          | \$ -           | \$ 188,205          |
| 05251.3918                                              | FUND TRANSFERS IN                        | \$ -                 | \$ -                 | \$ -                | \$ -           | \$ -                |
| <b>TOTAL GENERAL FUND REVENUE:</b>                      |                                          | <b>\$ 20,245,801</b> | <b>\$ 19,548,394</b> | <b>\$ 697,407</b>   | <b>\$ -</b>    | <b>\$ 697,407</b>   |
| <b>TOTAL FOOD SERVICES FUND REVENUE:</b>                |                                          | <b>\$ 1,838,238</b>  | <b>\$ 1,073,046</b>  | <b>\$ 765,192</b>   | <b>\$ -</b>    | <b>\$ 765,192</b>   |
| <b>TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:</b> |                                          | <b>\$ 3,952,411</b>  | <b>\$ 2,755,189</b>  | <b>\$ 1,197,223</b> | <b>\$ -</b>    | <b>\$ 1,197,223</b> |
| <b>Summarized Condition of District Revenue:</b>        |                                          | <b>\$ 26,036,450</b> | <b>\$ 23,376,629</b> | <b>\$ 2,659,821</b> | <b>\$ -</b>    | <b>\$ 2,659,821</b> |

|                                        | Budget              | Actual + Enc        |
|----------------------------------------|---------------------|---------------------|
| General Fund Supporting Revenue Total: | \$ 20,245,801       | \$ 19,548,394       |
| State Wide Property Tax:               | \$ 7,348,968        | \$ 7,348,968        |
| Local Property Tax:                    | \$ 63,394,250       | \$ 63,394,250       |
| *TOTAL GF Revenue:                     | \$ 90,989,019       | \$ 90,291,612       |
| TOTAL GF Expenditure:                  | \$ (90,989,019)     | \$ (87,722,928)     |
| <b>Ending GF Fund Balance:</b>         | <b>\$ (0)</b>       | <b>\$ 2,568,684</b> |
| TOTAL FS Revenue:                      | \$ 1,838,238        | \$ 1,073,046        |
| TOTAL FS Expenditures:                 | \$ (1,838,238)      | \$ (1,562,437)      |
| <b>Ending FS Fund Balance:</b>         | <b>\$ -</b>         | <b>\$ (489,390)</b> |
| TOTAL Other SR Fund Revenue:           | \$ 3,952,411        | \$ 2,755,189        |
| TOTAL Other SR Fund Expenditures:      | \$ (4,053,800)      | \$ (3,558,124)      |
| <b>Ending Grant Fund Balance:</b>      | <b>\$ (101,388)</b> | <b>\$ (802,935)</b> |

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| <b>DOVER SCHOOL DISTRICT</b>              | <b>POLICY CODE: FAA</b> |
| <b>DATE OF ADOPTION: DECEMBER 9, 2024</b> | <b>PAGE 1 OF 3</b>      |

## **SECOND READING – REVISED POLICY**

### **ANNUAL FACILITY PLAN AND UNUSED DISTRICT PROPERTY**

#### **A. Drafting and Adoption**

The School Board shall adopt and approve an Annual Facility Plan by June 1 of each year.

The Facility Plan shall be developed and drafted by the Superintendent or designee, and it shall be proposed to the School Board for comment and adoption at least 30 days prior to the adoption deadlines articulated above.

#### **B. Contents of Facility Plan**

In preparing the Annual Facility Plan, due consideration will be given to the most recent Capital Improvement Program prepared pursuant to Board policy FA. The Facility Plan shall account for each facility owned by the district and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. Facilities for which no current or intended use is included on the plan shall be referred to in this policy as “Unused Facilities”. **Beginning in 2038, the Facility Plan should take into account that pursuant to RSA 188-E:3, II, that after a facility has been used exclusively as a CTE Center, the District may repurpose the facility at no cost. When the Board considers re-purposing, it should ensure that stakeholders (including the CTE program, staff, and students) are consulted prior to re-purposing, and should review outstanding RCTEAs, and other applicable contracts.**

#### **C. “Unused Facility” Defined**

As used in the policy, “Unused Facility” or “Unused Facilities” shall mean any district-owned school building which is not currently used for academic purposes, extracurricular activities, administrative school functions, or sports, and for which the School Board has not approved a written plan for future use.

#### **D. Annual Report to New Hampshire Department of Education**

The Superintendent shall submit a report of Unused Facilities to the New Hampshire Department of Education no later than July 1 of each year.

#### **E. Charter School Rights Relative to Unused Facilities.**

1. **Right of First Refusal:** Pursuant to RSA 194:61, such Unused Facilities are encumbered by a right of first refusal (“ROFR”) available to every approved charter school operating in New Hampshire. If the District has an Unused Facility which it seeks to sell or lease to a party other than an approved charter school, the district will include a ROFR provision in the offer for sale/lease and/or a sale/lease contract.
2. **Conditional Contract for Sale/Lease.** If a prospective purchaser which is not an approved charter school enters into a contract with the district for purchase, lease or sale, (that is, an offer to sell/lease by the district is accepted by the prospective purchaser), the contract (the “Original Contract”) will be conditioned upon the expiration

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|-------------------------------------------|-------------------------|
| <b>DOVER SCHOOL DISTRICT</b>              | <b>POLICY CODE: FAA</b> |
| <b>DATE OF ADOPTION: DECEMBER 9, 2024</b> | <b>PAGE 2 OF 3</b>      |

of the ROFR. It is essential that the prospective purchaser or lessee is made aware of the ROFR prior to execution of the Original Contract, and that the Original Contract clearly articulates the ROFR with specific reference to RSA 194:61. The District will promptly notify the Charter School Administrator of the Department of Education ("DOE Charter School Administrator") in order for the Department to alert all approved charter schools in the state and allow them a chance to respond. The notice provided to the DOE Charter School Administrator shall contain clear language that the Unused Facility is available to any approved chartered public school in this state only, and shall list the offering school district's name and location, the square footage of the Unused Facility, the contact information of the offering school district's representative, and the expiration date of the right of first refusal which shall be 60 days after the date the District provided notice to the DOE Charter School Administrator.

3. Charter School Rights if No Other Offer Received. If the offering school district has not received an offer to purchase or lease an Unused Facility from a party, other than an approved chartered public school operating in this state, a chartered public school may initiate, and Board shall engage in, good faith negotiations for the purchase or lease of the Unused Facility.
4. Invocation of Rights by One or More Approved Charter Schools. If the District receives an offer on an Unused Facility from an approved charter school prior to the expiration date of the ROFR, the District will respond promptly to the offer and notify the prospective purchaser under the Original Contract and engage in good faith negotiations. If more than one chartered public school makes an offer on the District's Unused Facility, the School Board will make the final selection between the parties based on criteria established by the School Board and in accordance with the best interests of the district.
5. Procedure for Resolution of Negotiation Impasse. The district must continue good faith negotiations with a charter school that has made an offer on an Unused Facility for at least 30 days unless an earlier agreement is reached. If no agreement is reached within the 30 days, the Commissioner of the Department of Education shall engage an independent mediator who shall gather independent appraisals of the value of the property when the chartered public school made an offer to purchase. The appraised value shall determine a fair market price for the offering chartered public school. In situations when the charter school made an offer to lease the property, the appraisals gathered by the mediator shall determine a fair market lease price for the offering chartered public school.
6. District Discretion. In right of first refusal negotiations with a chartered public school, it shall be the option of the Board whether to sell or to lease the property under consideration, at fair market value or less, for a term to be agreed upon by the parties. Any lease terms shall include, among others agreed upon by the parties, any required provisions for such leases as found in RSA 194:61.
7. Expiration of Right of Charter School After Written Offer. The chartered public school shall have 6 months after the date of making a written offer to complete the purchase or lease of the unused facility for a price negotiated with the school district.

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| <b>DOVER SCHOOL DISTRICT</b>              | <b>POLICY CODE: FAA</b> |
| <b>DATE OF ADOPTION: DECEMBER 9, 2024</b> | <b>PAGE 3 OF 3</b>      |

*Policy History:*

*Adopted December 13, 2021*

*Revised December 9, 2024*

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|-------------------------------------------|-------------------------|
| <b>DOVER SCHOOL DISTRICT</b>              | <b>POLICY CODE: FEH</b> |
| <b>DATE OF ADOPTION: OCTOBER 10, 2005</b> | <b>PAGE 1 OF 2</b>      |

## **SECOND READING – REVISED POLICY**

### **SUPERVISION OF CONSTRUCTION, CLERK OF THE WORKS/PROJECT MANAGER** (Clerk of the Works)

~~The School Board may employ a clerk of the works who shall be directly responsible to the Joint Building Committee for review of the architect's and contractor's activities in his/her supervision of building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school district. The district's representative shall make periodic reports certifying by his/her personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts.~~

~~Change orders will be recommended by the clerk of the works to the Superintendent of Schools who will determine whether or not it is a matter for Joint Building Committee consideration. If the Superintendent decides that Joint Building Committee consideration is not necessary, then the signature of the Superintendent shall be considered Joint Building Committee action.~~

~~Upon completion of building construction and after a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Joint Building Committee by the architect and the clerk of the works.~~

- A. Subject to the provisions of paragraph D, below, for projects over \$1,250,000, the Board will employ a Clerk of the Works who shall be directly responsible to the Board for review of the architect and contractor's activities in his/her supervision of building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the District. The Clerk shall make periodic reports certifying by his/her personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts.
- B. Change orders will be recommended by the Clerk of the Works to the Superintendent who will determine whether or not it is a matter for Board consideration. If the Superintendent decides Board consideration is not necessary, then the signature of the Superintendent shall be considered Board action. The Superintendent will develop a procedure to use relative to the need for the School Board review of change orders.
- C. Upon completion of building construction and after a final inspection of all its aspects by the design professional, contractors, and school officials, a recommendation for its acceptance will be made to the Board by the design professional and the Clerk of the Works.

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| <b>DOVER SCHOOL DISTRICT</b>              | <b>POLICY CODE: FEH</b> |
| <b>DATE OF ADOPTION: OCTOBER 10, 2005</b> | <b>PAGE 2 OF 2</b>      |

- D. For construction or reconstruction projects of \$1,250,000 or more, for which the District receives a State Building Aid grant under RSA 198:15-c, the Clerk of the Works must hold the qualifications and title, and perform the services and responsibilities of an Owner's Project Manager ("OPM"). The OPM will provide the services, fulfill the responsibilities and hold the qualifications of an OPM as set forth in N.H. Dept. of Education Rule Ed 321.30. Additionally, the Project Manager shall hold his or her own comprehensive liability and auto insurance, worker's compensation coverage, and professional liability coverage as required by RSA 198:15-c, III.**

*Policy History*  
*Adopted: October 10, 2005*

**Legal References:**  
 RSA 199:3, 4, 4a

|                              |                        |
|------------------------------|------------------------|
| <b>DOVER SCHOOL DISTRICT</b> | <b>POLICY CODE: JF</b> |
| <b>DATE OF ADOPTION:</b>     | <b>PAGE 1 OF 2</b>     |

## **SECOND READING – NEW POLICY**

### **ENROLLMENT AND ENROLLMENT CAPACITIES**

#### **A. Duty to Provide Education and General Enrollment Provisions.**

Just as it is the District's responsibility to provide an educational opportunity to all resident pupils who have reached the age of six before September 30 and eighteen years, it is the responsibility of parents/guardians to ensure that their children are participating in an educational program as required under RSA 193:1.

Age of entrance for the District's schools shall be as provided in Board policies JEB.

Students may attend District schools part-time, consistent with the provisions of RSA 193:1. Except as otherwise provided in another Board policy or state law, part-time enrollment means that a student is enrolled in no more than fifty percent (50%) of instructional time of the District's programming. Any student enrolled in more than fifty percent (50%) instructional time shall be considered full time.

#### **B. Annual Capacity Report and Limitations.**

In order for proper planning and to accommodate enrollment and assignment changes by both full-time enrolled students and other non-enrolled students, the Board directs the Superintendent to prepare and submit to the Board by May 31 of each year, a report with recommendations for capacity limitations for all of the District's schools, programs, classes and activities. The recommendations should be guided by the District's underlying mission to provide positive academic outcomes for its students, and take into account such matters as:

1. Personnel Limitations – Availability of qualified educators and support staff.
2. Physical Space – Classroom sizes, specialized facilities, and overall building capacity.
3. Budgetary Constraints – Funding allocations impacting staffing, resources, and infrastructure.
4. Enrollment Trends – Current enrollment, enrollment projections and community residential expansion (see Board Policy FBB).
5. Program-Specific Limits – Desired caps for courses, programs, class levels and co-curricular activities.
6. Student-Educator Ratios – See Board policy IIB and district and state standards.
7. Specialized Needs – Accommodations for students requiring additional support.
8. Operational Factors – Transportation, scheduling, and technology resources.
9. Capacity to Accommodate Non-Resident/Tuition Students - Including flexibility for unforeseen enrollment of resident students or students with a "right" of enrollment under tuition/AREA agreements.

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|------------------------------|------------------------|
| <b>DOVER SCHOOL DISTRICT</b> | <b>POLICY CODE: JF</b> |
| <b>DATE OF ADOPTION:</b>     | <b>PAGE 2 OF 2</b>     |

**10. Recommendations – Strategies for addressing capacity challenges and maintaining quality education.**

**The Superintendent shall ensure the report is data-driven, includes historical comparisons, considers and outlines actionable recommendations for resource allocation and program planning. The report need not itemize every class/program/activity but can group them as the Superintendent deems appropriate. The Superintendent may include commentary or analysis of possible revenue and/or program improvement opportunities in the report.**

**The School Board will review the Superintendent's report and make such adjustments as the Board deems appropriate. No later than July 31, but ideally by June 30, the Board will finalize and approve Appendix JF–R(1) "Annual School, Program, Class and Activities Capacity Limitations Enrollment."**

*Policy History:*

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|------------------------------|---------------------------|
| <b>DOVER SCHOOL DISTRICT</b> | <b>POLICY CODE: JF-R1</b> |
| <b>DATE OF ADOPTION:</b>     | <b>PAGE 1 OF 1</b>        |

**SECOND READING – NEW POLICY**

**ENROLLMENT AND ENROLLMENT CAPACITIES –  
ANNUAL SCHOOL, PROGRAM, CLASS AND ACTIVITIES CAPACITY  
LIMITATIONS**

1. Personnel Limitations – Availability of qualified educators and support staff.
2. Physical Space – Classroom sizes, specialized facilities, and overall building capacity.
3. Budgetary Constraints – Funding allocations impacting staffing, resources, and infrastructure.
4. Enrollment Trends – Current enrollment, enrollment projections, and community residential expansion (see Board policy FBB).
5. Program-Specific Limits – Desired caps for courses, programs, class levels and co-curricular activities.
6. Student-Educator Ratios – See Board policy IIB and district and state standards.
7. Specialized Needs – Accommodations for students requiring additional support.
8. Operational Factors – Transportation, scheduling, and technology resources.
9. Capacity to Accommodate Non-Resident/Tuition Students - Including flexibility for unforeseen enrollment of resident students or students with a "right" of enrollment under tuition/AREA agreements.
10. Recommendations – Strategies for addressing capacity challenges and maintaining quality education.

*Policy History:*

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| DOVER SCHOOL DISTRICT | POLICY CODE: JFBC |
| DATE OF ADOPTION:     | PAGE 1 OF 2       |

## **SECOND READING – NEW POLICY**

### **EDUCATION FREEDOM ACCOUNT (EFA) PARTICIPATION POLICY**

This policy establishes the formal terms and conditions governing the access and participation of students utilizing an Educational Freedom Account (EFA) who are residents of the Dover School District, in specific programs and activities offered by the district. This access is granted pursuant to the mandates of New Hampshire Revised Statutes Annotated (RSA) 194-F and applicable guidance issued by the New Hampshire Department of Education (NHED), specifically related to RSA 189-B:4 I.-g.

#### **A. Eligibility and Scope**

EFA-participating students who maintain residency within the geographical boundaries of the Dover School District shall be permitted to access and participate in:

1. Regular Education Curriculum Instruction up to fifty (50) percent. (Students who participate in the EFA program are not entitled to special education services. (see RSA 194-F:4 III and NHED Technical Advisory titled Access to Public School Curricular and Co-Curricular dated 11-5-25).
2. Co-Curricular Activities (Athletics and Clubs).
3. Except as provided in this policy, students who participate in District programs and activities must follow the same criteria outlined in District policies JJJ and JJJ-R which include the appeal process outlined in JJJ, see also policy JJA.

Such participation is contingent upon the full and timely remittance of the prescribed participation fees, as detailed in Section B and Section C of this policy.

#### **B. Fees for Regular Education Curriculum Instruction**

Participation in regular education classes requires the payment of a pro-rata fee calculated as follows:

1. Basis for Calculation: The fundamental unit cost shall be derived from the prior fiscal year's calculated cost per pupil, as determined by the New Hampshire Department of Education (NHED).
2. Proportional Allocation: The annual cost per pupil shall be allocated proportionally based on the total number of instructional blocks (or equivalent scheduled periods) provided at the respective grade level.
  - a. Formula for Curriculum Fee i.e. (previous year's cost per pupil by level (Elem/MS/HS) divided by the number of instructional periods or blocks will equal the cost per class.
3. Scheduling Constraints: Participation is strictly limited to the designated, existing, and regularly scheduled instructional times for the selected class. Courses not scheduled on a daily basis shall have their fee further adjusted by dividing the

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|------------------------------|--------------------------|
| <b>DOVER SCHOOL DISTRICT</b> | <b>POLICY CODE: JFBC</b> |
| <b>DATE OF ADOPTION:</b>     | <b>PAGE 2 OF 2</b>       |

per-block rate by the total number of instructional days on which the course is scheduled to occur.

4. No supplementary or additional instructional times shall be scheduled, nor shall the existing master schedule be altered to accommodate EFA participants.

### **C. Fees for Co-Curricular Activities**

Participation in co-curricular activities requires the payment of a fee calculated to represent a fair, pro-rata share of the associated program expenditures from the prior fiscal year.

1. Co-Curricular Athletic Activities Cost: The fee shall be one hundred dollars (\$100) per sport, per season.
2. Co-Curricular Athletic Activities Scheduling Constraints: Access is limited to the designated, existing, and regularly scheduled practice and event times. No additional activity times shall be scheduled.
3. Co-Curricular Club Activities Cost: The fee shall be twenty-five dollars (\$25) per afterschool club/activity, per trimester. Any activity offered during the school day or evening that necessitates fundraising or incurs additional costs for families to participate will necessitate students utilizing an EFA to cover the entirety of the activity cost. Such activities will not be eligible for the reduced fundraising rate.
4. Co-Curricular Club Activities Scheduling Constraints: Access is limited to the designated, existing, and regularly scheduled meeting times. No additional activity times shall be scheduled.

### Legal Reference:

RSA 194-F Education Freedom Accounts

RSA 189-B:4 I-g Parental Rights

RSA 193:1-c Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils

### *Policy History:*

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|-----------------------|---------------------|
| DOVER SCHOOL DISTRICT | POLICY CODE: JFBC-R |
| DATE OF ADOPTION:     | PAGE 1 OF 3         |

## **SECOND READING – NEW POLICY**

### **EDUCATION FREEDOM ACCOUNT (EFA) – PARTICIPATION GUIDE**

#### **Parent/Guardian Agreement for the New Hampshire Educational Freedom Account Program (hereinafter “EFA”) Participation**

**This Agreement is entered into between the Dover School District (hereinafter “District”) and the Parent/Guardian of the EFA student (hereinafter “the Participant”), to establish the specific terms and conditions governing the Participant's access to select educational services and activities within the District.**

#### **A. Recitals and Governing Authority**

1. **The Participant is a resident of the District and is utilizing funds from the EFA program (RSA 194-F).**
2. **This Agreement is predicated upon and governed by the District's EFA Participation Policy and the legal framework established by NH RSA 194-F and NHED and RSA 189-B:4 I.-g.**
3. **Participation under this Agreement is strictly limited to the part-time use of specific District resources and does not confer the status of a fully enrolled, regularly funded District student upon the Participant, except for the purposes and times explicitly defined herein.**

#### **B. Participation and Fee Acceptance**

**The Parent/Guardian agrees to pay the District the established pro-rata fees for the Participant's participation in the selected programs listed below, and acknowledges and accepts the following terms:**

##### **1. Regular Education Curriculum Instruction**

- a. **Selected Course(s): (List specific courses, i.e. Algebra I, Grade 7 Science)**

i. \_\_\_\_\_

ii. \_\_\_\_\_

- b. **Total Instructional Fee Due: \$ \_\_\_\_\_**

- c. **Acknowledgment: The Participant's access to instruction is solely restricted to the existing, regularly scheduled class times and locations. The District shall not provide, nor is obligated to provide, any supplemental instruction, scheduling adjustments, or services outside of the regular class structure.**

##### **2. Co-Curricular Activities**

|                              |                            |
|------------------------------|----------------------------|
| <b>DOVER SCHOOL DISTRICT</b> | <b>POLICY CODE: JFBC-R</b> |
| <b>DATE OF ADOPTION:</b>     | <b>PAGE 2 OF 3</b>         |

a. Selected Activity/Activities: (Specify Athletics or Clubs, i.e. Track Team, Robotics Club, etc.)

i. \_\_\_\_\_

ii. \_\_\_\_\_

b. Total Co-Curricular Fee Due: \$ \_\_\_\_\_

c. Acknowledgment: The Participant's access to the activity is solely restricted to the existing, regularly scheduled practice, meeting, or event times. The District shall not provide, nor is obligated to provide, any scheduling adjustments, services, or equipment not already provided to fully enrolled participants.

### C. Financial Terms

1. Fee Calculation: The fees cited in Policy EFA are calculated in strict accordance with the District's EFA Participation Policy (Sections B. and C.), utilizing the prior year's NHED Cost Per Pupil data and the prior year's District budget appropriations (Codes 1410 and 1420).
2. Payment Requirement: The total amount of \$ [TOTAL FEE AMOUNT] must be submitted to the District's Business Office no later than [14 days prior to start date]. Failure to remit payment by the deadline shall result in the immediate denial or termination of the Participant's access to the selected instruction and/or activities.
3. Refund Policy: Fees are non-refundable once the instructional period or activity season has commenced, regardless of the Participant's subsequent withdrawal or termination of EFA status.

### D. Termination

This Agreement and the Participant's access may be terminated by the District immediately upon written notice for: (A) Non-payment of fees; (B) Violation of the District's Student Behavioral Expectations contained in the school's Student and Family Handbooks, or (C) Violation of any term contained within this Agreement or the underlying EFA Participation Policy.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date of the last signature below.

**Dover School District**

**Parent/Guardian of EFA Participant**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name  
(Printed): \_\_\_\_\_

Name  
(Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

|                              |                            |
|------------------------------|----------------------------|
| <b>DOVER SCHOOL DISTRICT</b> | <b>POLICY CODE: JFBC-R</b> |
| <b>DATE OF ADOPTION:</b>     | <b>PAGE 3 OF 3</b>         |

**Dover School District**

**Parent/Guardian of EFA Participant**

Date: \_\_\_\_\_

**Legal Reference:**

RSA 194-F Education Freedom Accounts

RSA 189-B:4 I-g Parental Rights

RSA 193:1-c Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils

*Policy History:*

**Dover School Board (SAU #11)**  
**Resolution Requesting Authorization for Additional Bonded Indebtedness and Related Capital Improvements for Dover Middle School**

WHEREAS, the Dover School District (District) has identified critical infrastructure and energy improvement needs at Dover Middle School (DMS) including HVAC modernization, geothermal conversion, rooftop solar generation, roofing restoration, and related site improvements; and

WHEREAS, the Dover City Council previously appropriated and/or authorized the following funding for Dover Middle School capital improvements:

1. DMS Building Improvements (Roof Maintenance & Repairs): \$650,000 financed through the School Facilities Capital Reserve;
2. DMS HVAC Improvements/Upgrades: \$3,631,000 financed through bonded indebtedness with a term not to exceed twenty (20) years;
3. DMS Geothermal HVAC Upgrades and Parking Lot Repairs: \$3,573,980 financed through bonded indebtedness with a term not to exceed fifteen (15) years; and

WHEREAS, the District has developed a comprehensive energy infrastructure modernization plan consisting of:

- A full-scale geothermal installation utilizing pioneering well technology developed by Dig Energy at an estimated project cost of \$8,360,000 and anticipated rebate and incentive revenues estimated at approximately \$3,015,400;
- A rooftop solar photovoltaic installation at an estimated project cost of \$1,255,526 and anticipated rebate and incentive revenues estimated at approximately \$426,879;
- Flat roof restoration work with an estimated twenty (20) year life expectancy at a projected cost of \$672,522; and

WHEREAS, the District further anticipates future parking lot and driveway restoration work following completion of the geothermal installation project for the Fiscal Year 2028 Capital Improvement Plan, to be financed through a combination of:

- \$200,000 from FY2025-2026 Facilities Maintenance Project #0711; and
- \$295,000 from the School Facilities Capital Reserve;

for a total local contribution of \$495,000; and

WHEREAS, after accounting for currently appropriated and available funding, the District estimates that approximately \$8,054,980 is available toward the geothermal and solar initiatives combined; and

WHEREAS, the Dover School Board recognizes that certain rebate, grant, tax credit monetization, and energy incentive revenues associated with these projects may not be received until after project completion and financing issuance; and

WHEREAS, it is in the best interest of the District and the taxpayers of the City of Dover to authorize financing in an amount sufficient to complete the projects in advance of reimbursement and rebate proceeds, while preserving the District's ability to apply such proceeds to offset project costs and/or reduce outstanding debt obligations;

NOW, THEREFORE, BE IT RESOLVED BY THE DOVER SCHOOL BOARD:

**1. Project Authorization**

The Dover School Board hereby requests that the Dover City Council authorize the issuance of bonds and/or notes, pursuant to applicable provisions of New Hampshire law, in an amount sufficient to finance the remaining costs associated with the Dover Middle School geothermal, solar, roofing, and related infrastructure improvement projects.

**2. Purpose of Financing**

Bond proceeds shall be used for:

- geothermal HVAC infrastructure and related well installation;
- rooftop solar photovoltaic improvements;
- flat roof restoration and associated building envelope work;
- engineering, design, permitting, project management, contingency, and related capital costs;
- temporary financing costs and bond issuance expenses as permitted by law.

**3. Term of Indebtedness**

Any bonded indebtedness authorized pursuant to this resolution shall be issued for a term determined by the Dover City Council and City finance officials in consultation with bond counsel, consistent with the useful life of the underlying improvements and applicable provisions of New Hampshire municipal finance law.

**4. Application of Rebates and Incentive Revenues**

Any rebates, grants, tax credit monetization proceeds, utility incentives, or other project-related reimbursements subsequently received by the District or City in connection with these projects may be applied:

- to reduce net project costs;
- to reimburse temporary financing;
- to retire outstanding principal;
- to offset future debt service obligations; and/or
- for any other lawful municipal finance purpose related to the authorized projects.

**5. Parking Lot and Driveway Improvements**

The Dover School Board acknowledges that parking lot and driveway restoration work associated with the geothermal project is anticipated to occur following project completion and is presently identified within the District's Fiscal Year 2028 Capital Improvement Plan utilizing previously appropriated local funding sources totaling \$495,000.

6. **Administration**

The Superintendent, Chief Financial Officer, and their designees are hereby authorized to work collaboratively with the Dover City Manager, Finance Department, bond counsel, and other municipal officials to finalize financing schedules, project sequencing, rebate administration, and all documents necessary to implement this resolution.

---

**Superintendent:**

Christine Boston

\_\_\_\_\_

**School Board Members:**

Robin Trefethen, Chairperson

\_\_\_\_\_

Michelle Clancy, Vice-Chairperson

\_\_\_\_\_

Craig Flynn, Secretary

\_\_\_\_\_

Maggie Fogarty

\_\_\_\_\_

Elizabeth Goldman

\_\_\_\_\_

Micaela Demeter

\_\_\_\_\_

Seana Hallberg

\_\_\_\_\_

## Memorandum of Understanding

**Woodman Park Elementary School** will partner with the Seymour Osman Community Center and Youth Safe Haven by participating in the SOCC Afterschool Program, and commits to do the following for the year starting July 1, 2026 and ending June 30, 2027:

### 1. Information and data

- a. Provide report cards, progress reports, and test scores for program participants (with parent-signed information releases), to be used as evaluation and assessment tools by SOCC staff.
- b. Provide oral and written communication with SOCC staff to report program participants' achievements and obstacles (for students with parent-signed information releases).
- c. Provide aggregate data on behavior incident reports for program participants.
- d. Provide e-mail address of staff and mailbox at school to facilitate communication between SOCC staff and school personnel.
- e. Share curriculum resources to allow SOCC staff to develop activities that are aligned with school-day instruction.

### 2. Volunteer time

- a. Provide representation on SOCC Board of Directors.

### 3. Provide space

- a. Seven (7) classrooms every school day for homework lab (3:00-4:00).
- b. Five (5) classrooms every school day for enrichment programs (4:00-6:00).
- d. Gymnasium every school day for enrichment programs (3:00-6:00).
- e. Gymnasium/Cafeteria/Black Top for monthly fundraisers or family events.
- f. Provide SOCC Program Director and Site Coordinator with swipe card entry to building.

### 4. Staff development

- a. Allow opportunities for SOCC staff to participate in relevant teacher workshops when practical.
- b. Allow opportunities for SOCC staff to invite teachers and interns to afterschool program activities when appropriate.

### 5. Support

- a. Provide SOCC staff access to Title IX Coordinator, 504 Coordinator and an English Language Learners (ELL) teacher, as needed for consultation on issues related to students requiring additional services.

Woodman Park Elementary School sees its role as supporting the SOCC Afterschool Program toward achievement of its goals. In carrying out the program, the Seymour Osman Community Center and Youth Safe Haven will manage, fund, and evaluate program operations.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2026:

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Dian Maruca  
Interim Executive Director  
**Seymour Osman Community Center**

---

Christine Boston  
Superintendent  
**Dover School District**

|                                      |                        |
|--------------------------------------|------------------------|
| <b>DOVER SCHOOL DISTRICT</b>         | <b>JOB DESCRIPTION</b> |
| <b>DATE OF ADOPTION: MAY 9, 2016</b> | <b>PAGE 1 OF 3</b>     |

**Job Title:** School Counseling Director – High School - Stipend  
**Department:** Dover School District, SAU #11  
**Reports To:** Building Principal  
**Approved By:** Dover School Board

### Summary:

Ensure that every Dover High School student receives counseling services through which the student can benefit from the educational opportunities and extracurricular activities of the school and community.

### Essential Duties and Responsibilities:

Essential duties and responsibilities include the following.

- Plan, develop, and implement the school counseling curriculum in support of developmental needs of students meeting the applicable state and national ~~guidance~~ **school counseling standards as well as the approved district school counseling program.**
- Promote post-secondary options to ensure all students have access to information on the military, two-year, and 4-year educational opportunities.
- Assist all students in understanding and assessing their abilities, aptitudes, academic and career interests, and educational needs.
- Assist students with their social – emotional development.
- Enhance communications by acting as an intermediary among students, parents / guardians, faculty, administration, and referral agencies.
- Promote a safe environment for students, using conflict resolution, decision-making skills, personal responsibility, and respect for others.
- Maintain a climate in the school counseling area that is open and accessible to all constituencies, but at the same time ensures privacy and confidentiality.
- Oversee the day-to-day duties and responsibilities of the school counseling staff.
- Prepare the annual school counseling budget.
- Promote positive public relations for students, the department, and the school.
- ~~Provide counseling and guidance on a personal, small group, classroom, and large group basis.~~
- ~~Be responsible for the registration of new students and scheduling for all students.~~
- **Oversee implementation of:**
  - **Programs and projects pertinent to the Counseling Staff and an annual review process.**
  - **Registration of new students.**
  - **AP, PSAT, and ASVAB testing and assessment programs.**
- Work cooperatively as a member of the special education, pupil assistance, and critical incident teams.
- ~~Maintain and secure student transcripts, cumulative folders, and records.~~
- Assist with an orientation program for incoming freshmen and all students new to the school.
- ~~Supervise testing / assessment programs administered class wide.~~
- Work cooperatively with the vocational department **Career Technical Department** and the academic faculty in career development programs.
- Maintain a **reduced** student caseload as appropriate **(approximately 25% below the standard allocation) while ensuring this adjustment does not result in other counselors exceeding the recommended 1:250 student-to-counselor ratio.**
- Coordinate the various activities of the Department including **weekly** department meetings.

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| <b>DOVER SCHOOL DISTRICT</b>         | <b>JOB DESCRIPTION</b> |
| <b>DATE OF ADOPTION: MAY 9, 2016</b> | <b>PAGE 2 OF 3</b>     |

- Serve as liaison between Department and Administration as well as Academic Coordinators.
- Interview prospective candidates using District protocols.
- Conduct weekly Department meetings.
- Supervise Department support staff.
- Review policies, procedures and protocols used by Department and provide suggestions for changes, as needed.
- ~~Mentor counselors new to Department and provide support, as needed.~~ **Support with the assignment of a mentor for new counselors and provide support as needed.**
- **Support counseling staff in professional interactions with fellow staff members.**
- Actively model and encourage counselor growth, consulting with counselors on individual cases, school procedures and professional development.
- ~~Prepare annual department Dept. budget.~~
  - ~~Perform other duties as assigned by principal, designee, or superintendent.~~
- **Additional duties and responsibilities will be added only in consultation with the affected parties, the building principal, and the Dover Teachers' Union (DTU).**

#### Management Responsibilities:

This position includes management responsibilities for high school counselors.

#### **Supervisory Responsibilities:**

**Responsible for the supervision of Counseling Department administrative support staff.**

#### Competencies:

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

- Skills in the areas of evaluation of students and interpreting test data, academic and career guidance, counseling with students and their family members, recognizing symptoms of serious conditions, and effective communication skills must be evident.
- Knowledge of community referral sources, special school programs, human growth and development, counseling theories and practices and possible handicapping conditions must be evident.
- Knowledge of and willingness to abide by the laws and ethical standards regarding school counselors, students and their families and requirements for special programs must be evident.
- Ability to listen, effectively communicate with all people in a professional capacity, determine when referral services are necessary, and gather, analyze and organize information and resources must be evident.
- Knowledge of the district evaluation process.

#### Qualifications:

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

#### Education and/or Experience:

This position requires a minimum of a Master's degree. Successful experience as a school counselor in a school setting is required.

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| <b>DOVER SCHOOL DISTRICT</b>         | <b>JOB DESCRIPTION</b> |
| <b>DATE OF ADOPTION: MAY 9, 2016</b> | <b>PAGE 3 OF 3</b>     |

**Technology Skills:**

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

**Certificates, Licenses, Registrations:**

New Hampshire Certification as School Counseling Director and/or School Counselor required.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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

|                                            |                        |
|--------------------------------------------|------------------------|
| <b>DOVER SCHOOL DISTRICT</b>               | <b>JOB DESCRIPTION</b> |
| <b>DATE OF ADOPTION: FEBRUARY 11, 2016</b> | <b>PAGE 1 OF 3</b>     |

**Job Title:** Secondary Academic Coordinator - Stipend  
**Department:** Dover School District, SAU #11  
**Reports To:** Principal or Designee

### Summary:

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

### Essential Duties and Responsibilities:

Essential duties and responsibilities include the following.

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

|                                            |                        |
|--------------------------------------------|------------------------|
| <b>DOVER SCHOOL DISTRICT</b>               | <b>JOB DESCRIPTION</b> |
| <b>DATE OF ADOPTION: FEBRUARY 11, 2016</b> | <b>PAGE 2 OF 3</b>     |

- Meets periodically with educational sales representatives to keep up to date on textbooks, technology and ancillary equipment.
- Requisitions and issues all textbooks, supplies, materials, etc. for the department.
- ~~Ensures~~ **Conducts the** timely ordering, **receiving, and distribution** of **supplies and curriculum** departmental materials **for the department**.
- Maintains an inventory of all furnishings, equipment, supplies, etc. for the department.
- **Assists with the creation of a master schedule that provides sufficient time for team collaboration, core instruction, and supplemental and intensive interventions.**
- **Advises the principal in the coordination of schoolwide resources to best support instruction and interventions.**
- ~~Is responsible for any additional duties assigned by the School Board and/or the Superintendent and/or the immediate supervisor.~~ **Other duties may be assigned, in consultation with the affected parties, building principal, and the Dover Teachers' Union (DTU).**

#### **Management Responsibilities:**

This position has management responsibilities for assigned professional staff.

#### **Supervisory Responsibilities: None**

#### **Competencies:**

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

- Strong leadership skills required.
- ~~Demonstration of ongoing professional development.~~
- ~~Ability to build a culture of collaboration around academic excellence.~~
- Strong communication and interpersonal skills.
- ~~Ability to organize and prioritize tasks and projects and complete in a timely manner.~~
- **Expertise in content specific areas such as literacy, mathematics, or subject specific content.**
- **Expertise in curricular and systems design (i.e., MTSS, UDL or UDB), assessment, differentiation, instruction, or instructional systems.**
- **Ability to identify, collect, and analyze student performance data to monitor progress, identify trends, and inform instructional, curricular, and programmatic decisions. Supports staff in using data effectively to improve outcomes for all students.**
- ~~Able to gather and analyze information such as data.~~
- **Adopt a solution-oriented and collaborative approach to work effectively in a team.**
- **Commitment to continual learning and improvement.**
- **Demonstrate confidentiality and ethical conduct.**
- **Demonstrate cultural competence and sensitivity.**
- **Demonstrate flexibility and adaptability in a dynamic educational environment.**

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each ~~essential duty~~ **responsibility** satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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|--------------------------------------------|------------------------|
| <b>DOVER SCHOOL DISTRICT</b>               | <b>JOB DESCRIPTION</b> |
| <b>DATE OF ADOPTION: FEBRUARY 11, 2016</b> | <b>PAGE 3 OF 3</b>     |

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

#### **Education and/or Experience:**

This position requires a minimum of a Bachelor's degree (B.A. or B.S.) from a four-year college or university, a Master's degree is preferred. The curriculum advisor must have a minimum of four (4) years teaching experience. **Academic coordinators are required to hold a valid NH Educator Credential in their area of assignment.**

#### **Technology Skills:**

To perform this job successfully, an individual should **be able to communicate and respond in a digital environment.** ~~have knowledge and experience with a variety of software programs.~~

#### **Certificates, Licenses, Registrations:**

**Academic coordinators will hold a valid credential issued by the New Hampshire Department of Education (NHED) or the appropriate licensing entity.** Note that some positions require dual licensure through NHED and OPLC. ~~New Hampshire Teacher Certification in their subject/content area.~~

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this ~~job~~ **position**. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this ~~job~~ **position**. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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



**Caitlin D. Davis**  
Commissioner

**Richard K. Sala**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
25 Hall Street  
Concord, N.H. 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

March 27, 2026

TO: Federal Subrecipients

FROM: Jessica Lescarbeau, Bureau Administrator  
Bureau of Instructional Support

SUBJECT: 2026-2027 General Assurances

The New Hampshire Department of Education (NHED) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all subrecipients of federal funds passed through the NHED. The federally funded programs require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore considered "general assurances."

The submission of general assurances is required in part by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subawardees for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHED has consolidated the general assurances into one document which includes requirements and definitions in an effort to provide guidance relative to implementation of the underlying assurances.

Each subrecipient must fully execute these assurances by;

1. Initialing **each page** in the space provided (no initials required for the signature pages)
2. Execute the proper certification for your subrecipient type on the certification page. Your subrecipient type may require further certification by the local board.
3. **Local Educational Agency (LEA) subrecipients:** upload the document in its entirety to the LEA 2026-2027 homepage in the Grants Management System (GMS).
4. **Reporting Authority (RA) subrecipients:** if in GMS, upload the document in its entirety to the RA 2026-2027 homepage in GMS.
5. **Other subrecipients (not in GMS):** return this document to the appropriate Federal Program Manager.

Please note, other program specific assurances will still be requested by individual NHED programs.

Compliance with these general assurances will be subject to review by NHED staff during federal compliance monitoring. Annual audits by CPAs in accordance with the Single Audit Act may also include compliance checks.

These assurances must be uploaded or returned (as described above) no later than **July 1, 2026**, in conjunction with federal program application deadlines. These general assurances are a requirement of all federal program applications.

Additionally, local educational agency subrecipients, please note that the practice of the School Board authorizing the Senior Educational Official to sign on behalf of the School Board Chair is not acceptable to the NHED in this case and will be considered non-responsive.

**General assurances must be uploaded and/or submitted for each subrecipient applying for federal funds.**

If you have any questions regarding these general assurances, please contact Jessica Lescarbeau, Bureau Administrator, Bureau of Instructional Support at [Jessica.L.Lescarbeau@doe.nh.gov](mailto:Jessica.L.Lescarbeau@doe.nh.gov).

Thank you,

*Jessica Lescarbeau*

Jessica Lescarbeau  
Bureau Administrator

# New Hampshire Department of Education

2026-2027

## GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

### A. Definitions (2 CFR 200.1)

- 1) **Audit finding** – Deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.
- 2) **Community based organization** – The term “community-based organization” means a public or private nonprofit organization of demonstrated effectiveness that— (A) is representative of a community or significant segments of a community; and (B) provides educational or related services to individuals in the community.
- 3) **Local educational agency** – A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools.
- 4) **Management decision** – The Federal awarding agency’s or pass-through entity’s written determination, provided to the auditee, of the adequacy of the auditee’s proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 5) **Pass-through entity** – A recipient or subrecipient that provides a subaward to a subrecipient (including lower tier subrecipients) to carry out of a Federal program. The authority of the pass-through entity under this part flows through the subaward agreement between the pass-through entity and subrecipient.
- 6) **Period of performance** – The total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.

- 7) **Reporting authority** – An eligible entity for a subaward that does not meet the definition of local educational agency. Such as; public academies, non-public schools, child care centers, adult education centers, etc.
- 8) **Subaward** – An award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in with 2 CFR 200.331, including an agreement the pass-through entity considers a contract.
- 9) **Subrecipient** – An entity that receives a subaward from a pass-through entity to carry out part of a federal award.
- 10) **Senior Official** – The top executive in an organization who makes the key decisions on spending, staffing, and other education policies.

## B. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will comply with the requirements regarding construction and real property within 34 CFR Part 75.600-75.684. The non-Federal entity is required to comply with any reporting requirements on the status of real property in which the Federal Government retains an interest pursuant to 2 CFR 200.330.
- 4) The subrecipient will establish safeguards to prohibit employees from using their positions for purposes that constitute or appear to present a personal or organizational conflict of interest, or for personal gain.

- 5) The subrecipient will initiate and complete the work within the applicable time frame after receiving approval from the awarding agency.
- 6) The subrecipient will comply with all Federal statutes, administrative rules and executive orders including provisions protecting free speech, religious liberty, public welfare, the environment, and those prohibiting discrimination. These include, but are not limited to:
  - a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
  - b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex.
  - c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
  - d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
  - e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  - i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made;
  - j) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98); and
  - k) The requirements of any other statute(s), administrative rule, executive order, dear colleague letter, or non-regulatory guidance which may apply to the application.
- 7) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- 8) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee

of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

- 9) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
- 10) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
- 11) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 12) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, dear colleague letter, non-regulatory guidance and policies governing all program(s).
- 13) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
- 14) The subrecipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
- 15) The control of funds provided to a subrecipient that is a local educational agency, under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 16) Personnel funded by federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Subrecipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the

US Department of Education).

- 17) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303(a)). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303(b)(1)). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303(e)(1)).
- 18) The subrecipient will comply with the Stevens Amendment.
- 19) The subrecipient will comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 20) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234(f), and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 21) The subrecipient will ensure compliance with 2 CFR 200.415(a) and (b).
- 22) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 23) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- 24) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 25) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 26) The subrecipient will submit a fully executed and accurate FY26 Single-Audit Certification

(required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2026. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website.

- 27) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (non-procurement).
- 28) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 29) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 30) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 31) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction sub-agreements.
- 32) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 33) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 34) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

35) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

36) As appropriate and to the extent consistent with law, the subrecipient should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).

37) The subrecipient will comply with the Prohibition on Certain Telecommunications and Video Surveillance Equipment requirement per 2 CFR 200.216.

38) The subrecipient will comply with the Protection for Whistleblowers (41 U.S.C. §4712).

## **C. Explanation of Grants Management Requirements**

The following section elaborates on certain requirements included in legislation or regulations referred to in section *B. General Assurances*. This section also explains the broad requirements that apply to federal program funds.

### **1. Financial Management Systems**

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions, and to trace funds to establish that such funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets.

The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.

- e) Generate comparisons of expenditures with budget amounts for each federal award.

## 2. Written Policies and Procedures

The subrecipient must have written policies and procedures for (this list is not all inclusive):

| Policy/Procedure Name                                      | In Accordance With                                    | Policy                              | Procedure                           |
|------------------------------------------------------------|-------------------------------------------------------|-------------------------------------|-------------------------------------|
| Drug-Free Workplace Policy                                 | 34 CFR 84.200 and the Drug-Free Workplace Act of 1988 | <input checked="" type="checkbox"/> | N/A                                 |
| Procurement Policy & Procedure                             | 2 CFR 200.317-327                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Conflict of Interest/Standard of Conduct Policy            | 2 CFR 318(c)(1)                                       | <input checked="" type="checkbox"/> | N/A                                 |
| Inventory Management Policy & Procedure                    | 2 CFR 200.313(d)                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Travel Policy                                              | 2 CFR 200.475(b)                                      | <input checked="" type="checkbox"/> | N/A                                 |
| Subrecipient Monitoring Policy & Procedure (if applicable) | 2 CFR 200.332(d)                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Time and Effort Policy & Procedure                         | 2 CFR 200.430                                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Records Retention Policy & Procedure                       | 2 CFR 200.334                                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Prohibiting the Aiding and Abetting of Sexual Abuse Policy | ESEA Section 8546                                     | <input checked="" type="checkbox"/> | N/A                                 |
| Allowable Cost Determination Policy                        | 2 CFR 200.302(b)(7)                                   | <input checked="" type="checkbox"/> | N/A                                 |
| Gun Free School Act                                        | Gun Free School Act of 1994                           | <input checked="" type="checkbox"/> | N/A                                 |
| Cash Management                                            | 2 CFR 200.302(b)(6) and 200.305                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Nonsmoking Policy for Children's Services                  | ESEA Section 8573                                     | <input checked="" type="checkbox"/> | N/A                                 |

## 3. Internal Controls

The subrecipient must:

- a) Establish, maintain, and document effective internal controls over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should comply with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of

Sponsoring Organizations of the Treadway Commission (COSO).

- b) Comply with the U.S. Constitution, federal statutes, regulations, applicable executive order, and non-regulatory guidance, as applicable, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local and tribal laws regarding privacy and responsibility over confidentiality.
- e) Retain all Federal award records and other supporting documentation in accordance with 2 CFR 200.334.

#### **4. Allowable Costs**

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are:

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- f) not used for general expenses required to carry out other responsibilities of the subrecipient.

#### **5. Audits**

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$1,000,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the

event that the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities:

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509) and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards, in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan, in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) If an audit reveals the basis for a finding related to a federally funded program, upon request of the NHED, promptly submit a corrective action plan using the NHED template provided for audit findings related to the federally funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to NHED for findings related to all federally funded programs. NHED will review the subrecipient's submission and issue an appropriate management decision adhering to the same framework as set forth in 2 CFR 200.521.

## 6. Reports to be Submitted

### Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: The Federal Audit Clearinghouse

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the subrecipient directly to:

- a) **New Hampshire Department of Education  
Bureau of Federal Compliance  
25 Hall Street  
Concord, NH 03301 Or via email to: [federalcompliance@doe.nh.gov](mailto:federalcompliance@doe.nh.gov)**

- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHED pursuant to this agreement shall be submitted in a timely manner.

#### Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate FY26 Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2026**. A copy of the forms will be provided to each subrecipient by the NHED via email.

#### **7. Debarment, Suspension, and Other Responsibility Matters**

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined in 2 CFR 180.120, 180.125 and 180.200, no contract shall be made to parties identified on the General Services Administration's *Excluded Parties List System* as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences – for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified.

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.  
b) Have not within a three-year period preceding this application been convicted of or had a

civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

### **8. Drug-Free Workplace (Grantees Other Than Individual)**

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
  - The dangers of drug abuse in the workplace;
  - The recipient's policy of maintaining a drug-free workplace;
  - Any available drug counseling, rehabilitation, and employee assistance programs; and
  - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
  - Abide by the terms of the statement; and
  - Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service  
U.S. Department of Education  
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]  
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
- Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

## 9. Gun Possession

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America's Schools Act:

The subrecipient assures that it shall comply with the provisions of RSA 193:13, IV.

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Nothing in this section shall be construed to prevent the local school district or chartered public school that expelled the student from providing educational services to such student in an alternative setting.

The subrecipient assures that it shall timely file the report required by Ed 317.07.

The subrecipient assures that it has established policies on school discipline as required by RSA 193:13, XI and XII and Ed 317.03.

## **10. Lobbying**

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR 82.105 and 82.110, the applicant certifies that:

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under federal awards, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

## **11. Subrecipient Monitoring**

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient monitoring procedures may include, but not be limited to, on-site or remote visits by NHED staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED staff to the subrecipient regarding such audit.

## **12. More Restrictive Conditions**

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHED.

### **13. Obligations by Subrecipients**

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, services performed by public utilities, travel, or the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel occurred, and/or when facilities were used (see 34 CFR 76.707).

### **14. Personnel Costs – Time Distribution**

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430 and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee;
- b) Account for the total activity for which each employee is compensated;
- c) Prepared at least monthly and must coincide with one or more pay period; and
- d) Signed and dated by the employee.

### **15. Protected Prayer in Public Elementary and Secondary Schools**

The subrecipient certifies that the LEA has no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools. (Section 8524(a) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act and codified at 20 U.S.C. § 7904).

### **16. Purchasing/Procurement**

The non-Federal entity must have and use documented procurement procedures, consistent with

the standards of this section and 2 CFR 200.317 - 2 CFR 200.327 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

1. Informal procurement methods
  - a. Micro-purchases
  - b. Simplified Acquisition
2. Formal procurement methods
  - a. Sealed bids
  - b. Proposals
3. Noncompetitive procurement

## 17. Retention and Access to Records

The subrecipient certifies that it will comply with all federal regulations, including but not limited to, 2 CFR 200.334 – 2 CFR 200.338.

## 18. The Stevens Amendment

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

*When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.*

## 19. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the State have a procedure (RSA 193-D:8) to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll.

The relevant portions of the federal and state law appear below.

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public

elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.

- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

## **20. Compliance with FERPA and PPRA**

The subrecipient certifies that it complies with Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) by ensuring the following:

- a) The subrecipient has established and implemented effective internal processes to ensure that student's complete education records are maintained;
- b) The subrecipient has established and implemented effective internal processes to ensure that parents are provided with the opportunity to review their student's education records;
- c) The subrecipient has established policies and procedures that permit disclosure of personally identifiable information from a student's education records in order to address safety issues in a manner that complies with FERPA;
- d) The subrecipient provides parents and eligible students annual notification of their rights under FERPA consistent with 34 CFR § 99.7; and
- e) The subrecipient, if applicable, has established procedures to provide military recruiters the same access to secondary students as provided to postsecondary institutions or to prospective employers and require that schools provide student information to military recruiters, when requested, unless the parent has opted out of providing such information (schools are required to provide to military recruiters include student names, addresses, electronic mailing addresses, and telephone listings. See Section 8528 of the ESEA, as amended, 20 U.S.C. § 7908 and 10 U.S.C. § 503(c)).

## CERTIFICATION

**Instructions:** The Senior Official **must** consult with the Board (School Board, Board of Trustees, Board of Directors, etc.) of the subrecipient by informing said Board about the subrecipients participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Senior Official and the Chair/President of the Board **must** sign this certification page (and initial all other pages) as described below and return it to the NHED. **No subawards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.**

---

### Senior Official Certification:

We the undersigned acknowledge that a person is guilty of a violation of R.S.A. § 641:3 if: (a) He or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named subrecipient hereby apply for participation in federally funded education programs on behalf of the subrecipient named below. I certify, to the best of my knowledge, that the below subrecipient will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 19 inclusive). I further certify, as is evidenced by the Minutes of the Board Meeting held on \_\_\_\_\_, \_\_\_\_\_, that I have informed the members of the Board of the federal funds the subrecipient will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the subrecipients participation in said programs.

Subrecipient Name (must match applicant name): \_\_\_\_\_

\_\_\_\_\_  
Typed Name of Senior Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Board Certification:**

I, the undersigned official representing the Board, acknowledge that the Senior Official, as identified above, has consulted with all members of the Board, in furtherance of the Board's obligations (including those enumerated in RSA 189:1-a for local educational agencies), and pursuant to the Board's oversight of federal funds the subrecipient will be receiving and of the General Assurances, Requirements and Definitions for Participation in Federal Programs in said programs.

---

Typed Name of Board Chair/  
President (on behalf of the Board)

---

Signature

---

Date



*Empowering all Learners*

# DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132  
Phone: 603-516-6800 | Fax: 603-516-6809 | [dover.k12.nh.us](http://dover.k12.nh.us)

TO: Members Dover School Board  
Dr. Christine Boston, Superintendent of Schools  
Michael Limanni, Business Administrator  
FROM: Thomas Rup, Director of Technology  
DATE: May 5<sup>th</sup>, 2026  
RE: Printer/Copier Bid Award

A sealed Request for Proposal was issued and received for Printer and Copier Bid Award that includes new printers and copiers for the Dover School District. This would cover the replacement of all copiers in the district and the option to maintain or replace printers as well. The bid was made due to the current contract with Xerox expiring on September 1st.

The district currently uses different devices in different sections in each school. These systems were purchased from Conway Office Supply in 2021, however Conway was bought by Xerox after the contract was signed. Through the bidding process the district met with 15 vendors interested in bidding on the process and ultimately received 13 responses. The district formed a committee to review and narrow the proposals down to 5 to bring in for a demo. Through the review process, it became clear to the committee that partnering with Kyocera to offer printer and copier systems was the right choice for the district. The systems are robust, flexible and cost effective, allowing for a greater number of copiers for the district. It is the recommendation to accept the proposal from Kyocera for the printer and copier replacement project in the total amount of \$199,240.76.00 contingent upon funding availability and satisfactory vendor performance.

The agreement will be for a 60 month lease of the devices. End of lease options will be negotiated with the proposed financial institutions. Kyocera is also offering a printing rate of \$0.0032 price per page for Black and White copies, and also an average rate of \$0.032 for color pages. The color cost is the average based on a Tiered service that calculates how much color is used on the page.

Proposal results, product and service breakdown, as well as costs are listed in the following pages.

KYOCERA

CANON

KONICA  
MINOLTA

Durability · Longevity · Performance · IT Integration · Company Health · TCO

|                                                                                                                                |                                                                                                                                            |                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><div>Kyocera</div><div>TASKalfa · ECOSYS · KFS</div><div>92/100</div><div>Best overall for K-12 enterprise IT</div></div> | <div><div>Canon</div><div>imageRUNNER ADVANCE DX · uniFLOW</div><div>82/100</div><div>Best color quality &amp; support network</div></div> | <div><div>Konica Minolta</div><div>bizhub · Bitdefender · IQ Optimizer</div><div>73/100</div><div>Hardware OK · Company trajectory a risk</div></div> |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|

CATEGORY MATRIX

| CATEGORY           | KYOCERA                                                                                                                                                                                                                                      | CANON                                                                                                                                                                                                                                    | KONICA MINOLTA                                                                                                                                                                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Durability & Build | <div><div>●●●●●</div><div><b>Ceramic drum engineering</b><br/>Patented ceramic drum rated 600K+ pages, second only to diamond in hardness. Fewest mechanical interventions in class.<br/>• <b>BEST-IN-CLASS</b></div></div>                  | <div><div>●●●●●●</div><div><b>Robust OPC construction</b><br/>iR-ADV DX built for enterprise loads. Long-lasting parts, solid frame. Conventional drum tech requires scheduled replacement.<br/>• <b>VERY GOOD</b></div></div>           | <div><div>●●●●●●</div><div><b>Solid office-grade build</b><br/>bizhub units handle typical workloads reliably. Standard OPC drum tech. More frequent consumable cycles than Kyocera.<br/>• <b>AVERAGE</b></div></div>             |
| Longevity & TCO    | <div><div>●●●●●</div><div><b>Toner-only consumables</b><br/>ECOSYS model: replace toner only — no drum or developer purchases. 7-10 yr typical lifespan. Lowest TCO in comparison.<br/>• <b>LOWEST TCO</b></div></div>                       | <div><div>●●●●●●</div><div><b>Competitive long-term cost</b><br/>V2 toner efficiency offsets higher upfront cost. Drum/fuser kits add cost periodically. 5-8 yr lifespan under typical loads.<br/>• <b>GOOD VALUE</b></div></div>        | <div><div>●●●●●●</div><div><b>More consumable SKUs</b><br/>Higher ongoing supply costs vs. Kyocera. More SKUs to manage. Useful life typically 4-7 yrs before service frequency rises.<br/>• <b>MODERATE COST</b></div></div>     |
| Print Quality      | <div><div>●●●●●●</div><div><b>Award-winning color + B&amp;W;</b><br/>2024 Keypoint Intelligence: Most Color Consistent A3 Brand + A3 Line of the Year. AI super-resolution on TASKalfa series.<br/>• <b>2024 A3 LINE OF YEAR</b></div></div> | <div><div>●●●●●●</div><div><b>Best-in-class color output</b><br/>V2 (Vivid &amp; Vibrant) toner delivers print-shop color quality. Gold standard for client-facing docs. Up to 105 ppm top models.<br/>• <b>COLOR LEADER</b></div></div> | <div><div>●●●●●●</div><div><b>IQ Optimizer consistency</b><br/>Intelligent Quality Optimizer auto-adjusts for consistent mixed output. Strong color accuracy. Good for high-volume mixed jobs.<br/>• <b>VERY GOOD</b></div></div> |

| CATEGORY            | KYOCERA                                                                                                                                                                                                                                                                                                                                   | CANON                                                                                                                                                                                                                                                                                                                                           | KONICA MINOLTA                                                                                                                                                                                                                                                                                                                |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Performance & Speed |  <p><b>35-75 ppm, IT-admin edge</b><br/>KFS fleet management offers deepest IT controls in class. High duty cycle. Buyers Lab "zero service interventions" commendation.</p> <ul style="list-style-type: none"> <li>• <b>BEST FOR IT MGMT</b></li> </ul> |  <p><b>Up to 105 ppm, cloud-first</b><br/>Fastest raw throughput in class. Seamless M365/Teams integration. MEAP platform for custom workflow apps. uniFLOW Online.</p> <ul style="list-style-type: none"> <li>• <b>FASTEST THROUGHPUT</b></li> </ul>          |  <p><b>30-60 ppm, strong UX</b><br/>Tablet-like touchscreen reduces training time. OAuth 2.0/M365 scan integration. bizhub IQ handles multitasking well.</p> <ul style="list-style-type: none"> <li>• <b>COMPETITIVE</b></li> </ul>        |
| Security & IT Fit   |  <p><b>KFS + deep admin controls</b><br/>Strongest fleet management for IT. Encrypted comms, auto cert updates, OAuth 2.0, MFA-compatible scan-to-email. Multi-site ready.</p> <ul style="list-style-type: none"> <li>• <b>BEST FOR IT</b></li> </ul>    |  <p><b>uniFLOW enterprise security</b><br/>Strong security with uniFLOW Online. Good Intune/M365 compatibility. MEAP enables custom app development.</p> <ul style="list-style-type: none"> <li>• <b>ENTERPRISE-READY</b></li> </ul>                           |  <p><b>Bitdefender AV built-in</b><br/>Built-in Bitdefender antivirus is a unique differentiator. Decent auth/encryption. Fleet management lags Kyocera and Canon.</p> <ul style="list-style-type: none"> <li>• <b>ADEQUATE</b></li> </ul> |
| Service & Support   |  <p><b>Wide dealer network</b><br/>Strong nationwide coverage. Fewer service events by design — biggest long-term advantage. Parts availability excellent.</p> <ul style="list-style-type: none"> <li>• <b>RELIABLE</b></li> </ul>                       |  <p><b>Best-rated support ecosystem</b><br/>Factory-trained techs, broad parts inventory, strong dealer network. Canon U.S.A. direct enterprise support. Top-rated responsiveness.</p> <ul style="list-style-type: none"> <li>• <b>BEST SUPPORT</b></li> </ul> |  <p><b>Adequate but contracting</b><br/>Dealer network shrinking as company restructures. Support quality varies by region. Parts supply risk increasing.</p> <ul style="list-style-type: none"> <li>• <b>WATCH CLOSELY</b></li> </ul>     |

COMPANY HEALTH ANALYSIS

| Kyocera Corp.      |                                      | Canon Inc.         |                                       | Konica Minolta  |                                      |
|--------------------|--------------------------------------|--------------------|---------------------------------------|-----------------|--------------------------------------|
| Structure          | Diversified electronics conglomerate | Structure          | Diversified (cameras, medical, litho) | Structure       | Standalone, less diversified         |
| Financial Trend    | Stable / actively investing          | Financial Trend    | Profitable, stable                    | Financial Trend | 4 consecutive loss years (to FY23)   |
| Restructuring Risk | Low                                  | Restructuring Risk | Low-moderate (market contraction)     | Restructuring   | 2,400 layoffs FY2024                 |
| Parts Longevity    | Low risk – few consumables by design | Parts Longevity    | Moderate – drums/fusers needed        | Manufacturing   | Wuxi China factory liquidated 2025   |
| R&D; Direction     | AI, ECM, Vietnam mfg expansion       | R&D; Direction     | Strong – cameras, medical, office     | Parts Longevity | Elevated – supply chain shrinking    |
| 2024 Awards        | 12 Keypoint Intelligence awards      | Brand Stability    | Excellent – deep legacy moat          | R&D; Direction  | Pivoting to display films & AI       |
| Copier Focus       | Core / sustained investment          | Copier Focus       | Cloud-first, sustained investment     | Copier Focus    | >50% revenue but being deprioritized |
| 5-yr Outlook       | Strong                               | 5-yr Outlook       | Strong                                | 5-yr Outlook    | ■ Cautionary                         |

■ KONICA MINOLTA RISK SUMMARY FOR LONG-TERM PROCUREMENT

Konica Minolta posted losses for **four consecutive fiscal years** through March 2023. In April 2024 they announced **2,400 global layoffs (~6% of workforce)** and closed their Wuxi, China manufacturing facility in early 2025. The company is actively shifting strategic focus **away from copier hardware** toward display films and generative AI tools. The equipment shipping today is fine — the question is whether the parts/service ecosystem will hold up in **year 5 of a lease**.

VERDICT

| Kyocera                                                                                                                                                                                                                                                                                                                                                                                                                |  | Canon                                                                                                                                                                                                                                                                                                                                                                                                    |  | Konica Minolta                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"><li>+ Lowest TCO / cost per page over lifecycle</li><li>+ Ceramic drum = fewest service calls</li><li>+ Best IT fleet management (KFS)</li><li>+ PaperCut MF native integration</li><li>+ 12 Keypoint Intel awards (2024)</li><li>+ Financially stable, diversified parent</li><li>- Not the fastest raw ppm at top tier</li><li>- Color slightly behind Canon at high end</li></ul> |  | <ul style="list-style-type: none"><li>+ Best-in-class color quality</li><li>+ Fastest ppm at the top tier</li><li>+ Premium service / support ecosystem</li><li>+ Strong M365 + cloud workflow integration</li><li>+ Financially stable, Fortune-level parent</li><li>- Higher upfront and service costs</li><li>- More consumable complexity over time</li><li>- Not the TCO leader long-term</li></ul> |  | <ul style="list-style-type: none"><li>+ Built-in Bitdefender AV (unique)</li><li>+ Strong color accuracy / IQ Optimizer</li><li>+ Excellent touchscreen UX</li><li>- 4 consecutive years of financial losses</li><li>- 2,400 layoffs + China factory closure</li><li>- Shrinking dealer and service network</li><li>- Company pivoting away from copiers</li><li>- Parts supply risk on 5+ year leases</li></ul> |  |
| <div>92/100</div> <div>Best overall for K-12 / enterprise IT</div>                                                                                                                                                                                                                                                                                                                                                     |  | <div>82/100</div> <div>Best for color-critical environments</div>                                                                                                                                                                                                                                                                                                                                        |  | <div>73/100</div> <div>Hardware OK · Company trajectory is a risk</div>                                                                                                                                                                                                                                                                                                                                          |  |

SAU11 · DOVER SCHOOL DISTRICT RECOMMENDATION

For a K-12 district running **PaperCut, M365/Intune, and a multi-site environment with budget pressure: Kyocera is the clear choice.** The ceramic drum platform was engineered for low-intervention, high-volume environments like schools. KFS integrates cleanly with PaperCut MF and gives IT-level fleet visibility across buildings. The toner-only consumable model keeps service calls low and costs predictable — critical on a school budget.

**Canon is a legitimate #2** if a specific building or department has strong color printing needs (communications, art, admin). The imageRUNNER DX delivers premium output and Canon's support network is the best in the industry.

**Avoid Konica Minolta for new procurement.** The financial trajectory, manufacturing consolidation, and strategic pivot away from copiers create meaningful parts/support risk at years 4-5 of a lease.

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Sources: Keypoint Intelligence / Buyers Lab 2024 · Manufacturer specifications · Konica Minolta public financial disclosures FY2023-2025 · Bloomberg · Printweek · RTM World Scores weighted for K-12 enterprise: Durability 25% · TCO 25% · IT/Security 20% · Print Quality 15% · Company Health 15%

## Proposal Prepared For



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*Empowering all Learners*

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**James Milligan  
David Fournier Jr.**

3/28/2026



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## ***Table of Contents***

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- Executive Summary
- About Us
- Printer Offer
- Proposed Configurations
- Proposed Configurations
- Plan for Service
- Kyocera Eco-Footprint Recycling Program
- Implementation

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## ***Executive Summary***

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On behalf of Kyocera New England, I am proud to propose a brand-new fleet of Multi-Functional Printers for DSD SAU #11. My main objectives are to provide the facilities with the latest in a long line of highly durable, industry-leading MFP's and printers, reduce your operating costs, introduce a level of control over wasteful printing, and above all, become a trustworthy and transparent business partner.

Building upon the foundation of our durable and highly customizable MFP's, we are committed to providing peace of mind to the faculty of your institution and decreasing the demands on your staff. In the following proposal, I will outline a series of upgrades that I believe will streamline your operations and bring great value to the organization.

In addition to our fleet modifications, we are committed to improving your experience by supporting your goals of zone printing and standardizing your fleet we will implement a convenient recycling program to reduce your involvement in the storage and disposal of supplies. Kyocera will provide and configure the proper fleet management tools to monitor and control your paper usage (KFS monitoring system) to simplify meter reads and reduce wasted paper.

By utilizing a stable of experienced technicians with an average tenure of 15 years, we will keep you up and running throughout the year. As with all my clients, I pride myself on providing a thorough end-user training program to make sure your staff can spend less energy printing documents and more energy where it belongs.

I look forward to reviewing this proposal and discussing its content with you and your team to be sure we have the right solution in place for our continued success together.

Warm regards,

David Fournier Jr.

Sales Manager

Kyocera Document Solutions New England, Inc.

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## ***About Us***

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KYOCERA Document Solutions America is improving the document management processes of customers and making people's jobs easier through a high-performance, end-to-end digital imaging product line that delivers one of the industry's lowest total costs of ownership (TCO).

The company manufactures and markets network-ready digital copiers/printers, laser printers, color copiers/printers, digital laser facsimiles, multifunctional, wide format imaging products and a portfolio of Kyocera-developed and third-party applications and network solutions.

Kyocera has pioneered the development of business applications that set the standard in document workflow customization. The types of workflows that impact a business' efficiency, security, and bottom-line profitability are divided into six different Kyocera-designated categories: Document Management, Network & Device Management, Cloud and Mobile Technologies, Workflow Management, Output Management and Cost Control & Security. Kyocera's award winning and ultra-reliable Printers and MFPs, combined with our HyPAS business applications and third-party software integration capability, harness the power of Kyocera device technology to build customizable solutions that turn otherwise complex document workflows into simple processes.

KYOCERA Document Solutions America is a group company of Kyocera Corporation, the world's leading developer and manufacturer of advanced ceramics and associated products, including telecommunications equipment, semiconductor packages and electronic components. Kyocera employs more than 70,000 people worldwide.

KYOCERA Document Solutions America's operations is headquartered in Fairfield, New Jersey. KYOCERA Document Solutions America has regional offices in five locations, and a major distribution warehouse in Memphis, TN. And operates a training and parts distribution center in Dallas as the hub for its technical training operations.

Kyocera New England has offices in Portland & Augusta Maine, Portsmouth, NH, Connecticut, Rhode Island, and Vermont and is head quartered at 1 Jewel Dr. Wilmington, MA. The company maintains autonomy, and is managed on the local level, running all business operations through our HQ, while still having the stability of a global enterprise. We are the Northeast Operation Center for Kyocera Direct Operations.

Kyocera has been able to cultivate a profound global presence over the last 50 plus years. The total value notwithstanding, Kyocera New England has not lost touch of its community, however.

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## ***Kyocera Printer offers***

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### ***(6) Kyocera Ecosys MA3500cifx***

- ***35 pages per minute***
  - ***Color MFD***
  - ***Laser Jet***
  - ***Paper tray***
  - ***LCD Screen***
- ***Print/Copy/Scan/Fax***

### ***(1) Kyocera Ecosys MA4000wifx***

- ***BW Printer/MFP***
- ***42 pages per minute***
  - ***WIFI***

### ***(7) Kyocera Ecosys MA4000cifx***

- ***Color MFP***
- ***42 pages per minute***
  - ***WIFI***

### ***(14) Kyocera Ecosys PA4500x***

#### ***Printer***

***45 pages per minute***

- ***500 Sheet paper tray***
- ***Long lasting toner***
- ***Lower cost of operation***

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### ***Proposed Configurations***

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**(20) TASKalfa MZ5001CI – 50 pages per minute**

- COLOR** Print/Copy/Scan Functionality
  - Reversing Automatic Document Feeder
- Letter/Legal/**Tabloid/12x18 Sized Print/Copy**
  - (2) 500 Sheet Paper Cassettes
    - Staple finisher
  - (1) **150** Sheet Multi-Purpose Tray
- 4 GB Ram/8GB SSD/320 GB Hard Drive
  - **Data Security** Standard

**(10) TASKalfa MZ5001I – 50 pages per minute**

- Reversing Automatic Document Feeder
- Letter/Legal/**Tabloid/12x18 Sized Print/Copy**
  - (2) 500 Sheet Paper Cassettes
    - Staple finisher
  - (1) **150** Sheet Multi-Purpose Tray
- 4 GB Ram/8GB SSD/320 GB Hard Drive
  - **Data Security** Standard

**(1) TASKalfa MZ4001CI – 40 pages per minute**

- COLOR** Print/Copy/Scan Functionality
  - Reversing Automatic Document Feeder
- Letter/Legal/**Tabloid/12x18 Sized Print/Copy**
  - (2) 500 Sheet Paper Cassettes
    - Staple finisher
  - (1) **150** Sheet Multi-Purpose Tray

**(3) TASKalfa MZ7001CI – 70 pages per minute**

- COLOR** Print/Copy/Scan Functionality
  - 320 Sheet Dual Scan Document Processor
- Letter/Legal/**Tabloid/12x18 Sized Print/Copy**
  - (2) 500 Sheet Paper Cassettes
  - (2) 1,500 Sheet Letter Drawers
- 4,000 Sheet Staple Finisher, Hole Punch, and Booklet Maker

- (1) **150** Sheet Multi-Purpose Tray
- 4 GB Ram/8GB SSD/320 GB Hard Drive
  - **Data Security** Standard

**(1) TASKalfa MZ7001I – 70 pages per minute**

- 320 Sheet Dual Scan Document Processor
- Letter/Legal/**Tabloid/12x18 Sized Print/Copy**
  - (2) 500 Sheet Paper Cassettes
  - (2) 1,500 Sheet Letter Drawers
- 4,000 Sheet Staple Finisher, Hole Punch, and Booklet Maker
  - (1) **150** Sheet Multi-Purpose Tray
  - 4 GB Ram/8GB SSD/320 GB Hard Drive
    - **Data Security** Standard

|                                   |                       |
|-----------------------------------|-----------------------|
| Equipment Sales Price Equipment   | <u>\$170,155.76</u>   |
| Paper Cut Transfer and Support    | \$29,085.00           |
| Total Cost with Papercut Transfer | \$199,240.76          |
| Lease 48 Months                   | \$4,544.68            |
| Lease 60 Months                   | \$3,765.65            |
| Kyocera TASKalfa B&W Rate         | \$0.0032              |
| Kyocera TASKalfa Color Rate       | \$0.032               |
| HP Printer Fleet CPP              | .021 B&W Color .09    |
| Kyocera Printer (A4) CPP          | .0149 B&W Color .0922 |

|                                 |                       |
|---------------------------------|-----------------------|
| Equipment Sales Price Equipment | <u>\$180,355.76</u>   |
| KCPS                            | Includes 5 years KCPS |
| Lease 48 Months                 | \$4,113.91            |
| Lease 60 Months                 | \$3,408.72            |
| Kyocera TASKalfa B&W Rate       | \$0.0032              |
| Kyocera TASKalfa Color Rate     | \$0.032               |
| HP Printer Fleet CPP            | .021 B&W Color .09    |
| Kyocera Printer (A4) CPP        | .0149 B&W Color .0922 |

Price includes suggestions below.

***Kyocera Plan to replace the printers with MFPs***

***Dover High School First Floor remove printers 13,14,15,16,17 replace with Taskalfa MZ5001ci color copier***

***Dover High School Second Floor remove printers 31,32,33,34 replace with Taskalfa MZ5001ci color copier***

***Dover SAU 11 No Map Provided remove printers 60,61,62 replace with Taskalfa MZ5001ci color copier***

***Horne Street School remove printers 72,73,74,75,76,77,78,79 replace Taskalfa MZ5001ci color copier***

---

***Plan for Service***

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We are a Kyocera Direct Operation – we sell and service Kyocera products, services, and parts.

**IMPORTANT NOTE:**

Devices that may be worn prematurely because of manufacturer defect will be replaced with a brand-new model.

Kyocera Devices that have worn over time from excessive use or abuse will be replaced with a comparable refurbished model for a 5-year period. Kyocera will not be held responsible for devices damaged due to negligent behavior.

Our equipment recommendations are based on experiences with previous customer relationships and service histories over the years. We make sure that the equipment suggested will give you the best performance and least number of breakdowns. We only recommend equipment that will give you the greatest experience with our MFP's.

Upon installation a team of trainers will be available at each location. Initial training will be given to the end users, typically 30-45 minutes. Key operators should stay behind and get additional training if necessary. Follow-up training will be given 2 weeks at each location to answer any lingering usage questions.

# Kyocera Fleet Services “Game Changer”

**Kyocera Fleet Services (KFS)** is a cloud-based software solution from Kyocera Document Solutions that helps businesses remotely monitor, manage, and maintain their fleet of printers and multifunction devices.

It allows IT teams or service providers to view device performance in real time, perform remote diagnostics, update firmware, and automate tasks like toner monitoring and reporting—all without needing frequent on-site visits.

Overall, KFS is designed to improve efficiency, reduce downtime and service costs, and increase productivity by centralizing device management through a secure cloud platform.

Below are screen shots for reference:

The screenshot shows the Kyocera Fleet Services (KFS) dashboard. At the top, there's a header with the Kyocera logo and user information. Below the header, there's a navigation bar with tabs for Devices, Gateway, Dashboard, Toner order, Notifications, Graphical reports, List reports, and Task status. The main area displays a table of managed devices. The table has columns for Serial number, Model name, Status, Asset number, IP address, Firmware package version, Location, and MAC address. The devices are listed in a table with checkboxes for selection. The status of each device is indicated by a colored icon: Error (red), Warning (yellow), Ready (green), and Offline (grey).

| Serial number | Model name       | Status  | Asset number | IP address | Firmware package version | Location | MAC address       |
|---------------|------------------|---------|--------------|------------|--------------------------|----------|-------------------|
| W2R7304218    | TASKalfa 3252i   | Error   | M7979        | 10.5.1.76  | v4.15                    | -        | 00:17:C8:4C:81:6D |
| RFU1607845    | TASKalfa 500i    | Error   | M8647        | 10.3.1.29  | v2.19                    | -        | 00:17:C8:B1:0D:AC |
| RFU1607877    | TASKalfa 500i    | Warning | M8649        | 10.3.1.30  | v2.16                    | -        | 00:17:C8:B1:41:A5 |
| W2R8609792    | TASKalfa 3252i   | Warning | M5375        | 10.3.1.15  | v4.15                    | -        | 00:17:C8:63:82:83 |
| 1923702900    | TASKalfa 500i    | Warning | M10379       | 10.5.1.73  | v3.17                    | -        | D4F0:C9:01:7B:AF  |
| WDE3X05457    | ECOSYS M4500nfx  | Ready   | M10608       | 10.60.1.7  | -                        | Adult Ed | D4F0:C9:07:C0:CF  |
| 1A24717561    | TASKalfa 500i    | Ready   | M10920       | 10.6.1.50  | v4.04                    | -        | D4F0:C9:12:99:D2  |
| 1A24717562    | TASKalfa 500i    | Ready   | M10919       | 10.3.1.22  | v4.05                    | -        | D4F0:C9:12:99:CC  |
| 1873X08486    | TASKalfa 6040i   | Ready   | M10922       | 10.8.1.90  | v3.17                    | -        | D4F0:C9:0A:37:1A  |
| H7U4602816    | ECOSYS MA3500nfx | Ready   | M10923       | 10.8.1.57  | -                        | -        | D4F0:C9:12:73:85  |
| VCU4822973    | TASKalfa 500i    | Ready   | M11191       | 10.4.0.35  | -                        | -        | D4F0:C9:15:4D:1C  |

The screenshot shows the Kyocera Fleet Services (KFS) device summary page for a TASKalfa 500i. The page has a header with the device name and a navigation bar with tabs for Details, Notifications, Task status, and Tasks. The main area displays a table of device properties. The table has columns for Manufacturer, Model name, Asset number, Firmware, Toner information, Status, Network, Connection status, and Maintenance kit information. The device is shown in a 3D model. The status of the device is indicated by a green checkmark. The network information shows the IP address and MAC address. The connection status shows the device is connected on 03/18/2026 15:30:14. The maintenance kit information shows the toner levels for each cassette.

| Manufacturer | Model name    | Asset number | Firmware                                                                                                     | Toner information   | Status | Network                                                  | Connection status                  | Maintenance kit information                                                                                                                                                          |
|--------------|---------------|--------------|--------------------------------------------------------------------------------------------------------------|---------------------|--------|----------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kyocera      | TASKalfa 500i | M10920       | System firmware : ZXF_5000.004.204<br>Engine firmware : ZXF_1000.006.101<br>Firmware package version : v4.04 | Black 68% (TK-6347) | Ready  | IP address : 10.6.1.50<br>MAC address : D4F0:C9:12:99:D2 | Connected on : 03/18/2026 15:30:14 | Maintenance kit A 34% (399027 / 600000)<br>Cassette 1 52% (144568 / 300000)<br>Cassette 2 83% (51928 / 300000)<br>Cassette 3 100% (1190 / 300000)<br>Cassette 4 100% (1502 / 300000) |

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### ***Consumable Supplies***

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Kyocera Fleet Services (KFS) Monitoring for “just-in-time” inventory management. Does not require DSD SAU #11 to have software running on a server. Data is transferred directly from the device

**All** equipment is new, and **all** parts and toner are **OEM** for the Kyocera models, HP will be aftermarket. We are a manufacturer and cannot and will not supply anything but Kyocera equipment, parts, and toner.  
**NO USED OR REFURBISHED PARTS, NO AFTERMARKET TONER FOR KYOCERA DEVICES.**

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### ***Fix/Repair Maintenance***

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Maintenance requests will be handled by a live dispatch person immediately and there will always be a live person to handle your service call. We have tracked our response times, which average just over 3 hours, and are committed to providing a response time of no more than 4 hours.

Our factory trained technicians have more than an average of 15 years’ experience.

With 3 warehouses stocked full of parts in both MA, ME & CT our offices are well equipped to handle a service call on the same day. In the rare event we did not have a part, other resources will be available including taking parts from new equipment.

Kyocera Fleet Services (KFS) Monitoring for “just-in-time” inventory management also allows for important firmware updates to be pushed through from our office. It will also give us the ability to make certain adjustments to the device, such as adjusting a fuser temperature. This program allows us to get insight into a service issue before, during and after a service call is placed.

Kyocera will provide a Service Plan that is fully comprehensive that includes all parts, labor, and toner for the devices.

Kyocera will lock the rates in on the devices for 3 years!

Call completions can be made electronically or in person.

*In addition to our strong service Department, our devices stand alone in terms of reliability, here are the Preventative Maintenance Intervals by model.*

- TASKalfa MZ4001CI/MZ4001I – 600,000 impressions
- TASKalfa MZ5001CI/MZ5001I – 600,000 impressions
- TASKalfa MZ7001CI/MZ7001I- 600,000 impressions

Our devices are clearly marked with an identification # and a local phone number. Hours of Operation are 8am-5pm Monday thru Friday.

As an IT Provider (Kyocera Intelligence) we have help desk available during the same hours. **Technical support is included at no additional charge. Network Operations Centers are in both Westbrook, ME and Wilmington, MA.**



## **ECO footPRINT™**

### **TONER RECYCLING PROGRAM**

Businesses today are looking for ways to lower their impact on the environment, to work cleaner, smarter, and more responsibly. Kyocera's ECO footPRINT Toner Recycling Program offers a way to do just that, taking all the effort out of recycling empty Kyocera toner containers.

#### **HOW IT WORKS**

Customers can request recycling boxes from their authorized Kyocera dealer. Fill the boxes with depleted and waste Kyocera toner containers, seal and send to our recycling facility partner, Close the Loop.

That's it! There are no shipping or recycling costs to our customers. It's our way of saying thank you for helping us uphold our commitment to working in harmony with our environment.

#### **WHERE IT ALL GOES**

It might be easier to say where it doesn't go...to the landfill. That's right. 100% of every Kyocera toner container recycled through the program is transformed into useful objects that serve a necessary function. Our partners at the Close the Loop recycling facility are able to repurpose the materials into items like pens, park benches, and even asphalt!

#### **START RECYCLING TODAY**

Thank you for your interest in supporting one of Kyocera's core principles of working in harmony with the environment we all share. If you're a Kyocera customer interested in joining the ECO footPRINT Toner Recycling Program, contact your authorized dealer. They'll take care of ordering boxes for you, setting them up, and even tracking your recycling progress.



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***Kyocera References:***

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### Kyocera Goal to Partner with DSD!

Kyocera's objective is to strategically replace costly HP devices across the district and standardize printing with highly cost-effective MFPs in every school, leveraging KCPS or PaperCut. This initiative not only simplifies print management and improves efficiency, but also positions DSD to realize substantial and ongoing cost savings. We are confident this approach will deliver measurable financial and operational benefits across the entire district.

| Executive Summary — RFP DSD26003 Printer/Copier Replacement                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SAU 11 Dover School District   Prepared April 2, 2026                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| TOP SCORING VENDOR                                                                    | SymQuest (Konica Minolta) — 4.11 / 5.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| LOWEST TCO                                                                            | Prepared April 2, 2026 — Updated with Marco Technologies, Xerox Business Solutions & Connection/HP (purchase) bids                                                                                                                                                                                                                                                                                                                                                                                      |
| Key Finding #1                                                                        | After excluding Formax's covered base contract clicks (\$6,033/mo), Formax moves to #1 on TCO at \$408,591 — roughly \$42K less than Kyocera. This is a hardware-only figure; service costs are not included and must be evaluated separately.                                                                                                                                                                                                                                                          |
| Key Finding #1b                                                                       | Kyocera and SymQuest are separated by only 0.01 points but have different risk profiles. Kyocera wins on cost (\$450K vs \$473K); SymQuest wins on guaranteed SLA and A4 coverage clarity.                                                                                                                                                                                                                                                                                                              |
| Key Finding #2                                                                        | SymQuest's bid covers only 34 A3 copiers — A4 desktop replacement is per-unit and not in the fleet total. The district needs written confirmation of total fleet cost before award.                                                                                                                                                                                                                                                                                                                     |
| Key Finding #3                                                                        | Kyocera's bid does not state device quantities. The board cannot confirm full fleet coverage without a written addendum.                                                                                                                                                                                                                                                                                                                                                                                |
| Key Finding #4                                                                        | NECS (3rd place, 3.91) is the strongest on qualifications and has the best service infrastructure. If cost is secondary to service certainty, they're the safest choice.                                                                                                                                                                                                                                                                                                                                |
| Key Finding #5                                                                        | Connection/HP (col M) is a purchase model at \$439,491 hardware cost — ranking #2 on hardware TCO, just above Kyocera. However no service contract was quoted for the new fleet, and CPP rates for HP devices are 3–5× higher than copier class. Must obtain service pricing before any award consideration. Toshiba and XBS remain incomplete.                                                                                                                                                         |
| Key Finding #6b                                                                       | Connection/HP proposes ecoprintQ instead of the district's existing PaperCut. This is the second vendor (after Canon/uniFLOW) to propose a non-PaperCut print management platform. Verify migration costs and compatibility before evaluating either bid seriously.                                                                                                                                                                                                                                     |
| BEFORE BOARD VOTE                                                                     | <ol style="list-style-type: none"> <li>1. Confirm actual monthly color volume from current meter reads</li> <li>2. Ask SymQuest for complete fleet cost including A4 desktops</li> <li>3. Ask Kyocera to confirm device count and SLA hours in writing</li> <li>4. Request complete bid from Toshiba if they are under consideration</li> <li>5. Verify Canon's uniFLOW Online migration path vs. existing PaperCut</li> </ol>                                                                          |
| TCO RANKING<br>(lowest = best)<br>[Formax: hardware only;<br>service clicks excluded] | <ol style="list-style-type: none"> <li>1. Formax — \$408,591 <math>\Delta</math> hardware only; service TBD</li> <li>2. Connection/HP — \$439,491 <math>\Delta</math> PURCHASE only; no service contract for new fleet ← NEW</li> <li>3. Kyocera — \$450,579</li> <li>4. SymQuest — \$473,460</li> <li>5. Marco (KM/HP) — \$475,054 ← NEW</li> <li>6. NECS — \$538,620</li> <li>7. Ubeo — \$577,500</li> <li>8. BDT — \$606,270</li> <li>9. Canon — \$610,400</li> <li>10. Ricoh — \$647,860</li> </ol> |
| SCORE RANKING<br>(highest = best)                                                     | <ol style="list-style-type: none"> <li>1. SymQuest — 4.11</li> <li>2. Kyocera — 4.10</li> <li>3. NECS — 3.91</li> <li>4. Marco (KM/HP) — 3.87 ← NEW</li> <li>5. Ubeo — 3.72</li> <li>6. BDT — 3.53</li> <li>7. Canon — 3.24</li> <li>8. Formax — 3.00</li> <li>9. Ricoh — 2.69</li> <li>10. XBS (Xerox) — 2.15 <math>\Delta</math> INCOMPLETE</li> <li>11. Toshiba — 2.40 (INCOMPLETE)</li> </ol> <p>Connection/HP — not scored (non-standard purchase bid)</p>                                         |
| IMPORTANT NOTE                                                                        | <b>This analysis does not make a final recommendation. The board retains full decision authority. These numbers are based on vendor-submitted data and stated volume assumptions — verify before award.</b>                                                                                                                                                                                                                                                                                             |

| SAU 11 Dover School District — RFP DSD26003: Printer/Copier Replacement |                                                          |                                                                        |                                                      |                                                               |                                                     |                                                        |                                                        |                                                              |                                                           |                                                                                          |                                                                                                 |                                         |
|-------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------|
| Vendor Scoring   Official RFP Evaluation Criteria   Scores out of 100   |                                                          |                                                                        |                                                      |                                                               |                                                     |                                                        |                                                        |                                                              |                                                           |                                                                                          |                                                                                                 |                                         |
| Criterion                                                               | BDT<br>(Konica)                                          | Formax<br>(Sharp)                                                      | Kyocera                                              | Ricoh                                                         | Canon                                               | SymQuest<br>(Konica)                                   | Toshiba<br>⚠<br>INCOMPLETE                             | Ubeo<br>(Konica)                                             | NECS<br>(HP/Canon)                                        | Marco<br>(KM/HP)                                                                         | XBS<br>(Xerox)<br>⚠<br>INCOMPLETE                                                               | Connectio<br>n<br>(HP)                  |
| 5-Year TCO (reference)                                                  | \$606,270                                                | \$408,591                                                              | \$450,579                                            | \$647,860                                                     | \$610,400                                           | \$473,460                                              |                                                        | \$577,500                                                    | \$538,620                                                 | \$475,054                                                                                |                                                                                                 | \$439,491                               |
| — SCORING (out of 100 total) —                                          |                                                          |                                                                        |                                                      |                                                               |                                                     |                                                        |                                                        |                                                              |                                                           |                                                                                          |                                                                                                 |                                         |
| Proposal costs (/15)                                                    | 7                                                        | 11                                                                     | 12                                                   | 6                                                             | 7                                                   | 11                                                     | 0                                                      | 8                                                            | 9                                                         | 10                                                                                       | 5                                                                                               | 10                                      |
| Device functionality (/15)                                              | 12                                                       | 12                                                                     | 10                                                   | 13                                                            | 13                                                  | 7                                                      | 4                                                      | 12                                                           | 12                                                        | 12                                                                                       | 12                                                                                              | 12                                      |
| Quality of data tracking & reporting (/15)                              | 11                                                       | 14                                                                     | 11                                                   | 10                                                            | 10                                                  | 12                                                     | 8                                                      | 13                                                           | 12                                                        | 13                                                                                       | 12                                                                                              | 11                                      |
| Submission of required documents (/15)                                  | 11                                                       | 13                                                                     | 9                                                    | 13                                                            | 14                                                  | 11                                                     | 3                                                      | 11                                                           | 12                                                        | 13                                                                                       | 6                                                                                               | 10                                      |
| Ability to meet DSD time requirements (/10)                             | 7                                                        | 10                                                                     | 6                                                    | 8                                                             | 8                                                   | 8                                                      | 2                                                      | 7                                                            | 8                                                         | 9                                                                                        | 5                                                                                               | 7                                       |
| Training & technical support effectiveness (/10)                        | 5                                                        | 10                                                                     | 5                                                    | 7                                                             | 7                                                   | 9                                                      | 7                                                      | 8                                                            | 9                                                         | 9                                                                                        | 8                                                                                               | 8                                       |
| Ability to customize platform for staff needs (/10)                     | 8                                                        | 9                                                                      | 8                                                    | 7                                                             | 6                                                   | 8                                                      | 5                                                      | 9                                                            | 8                                                         | 8                                                                                        | 8                                                                                               | 6                                       |
| Overall value and cost-effectiveness (/10)                              | 6                                                        | 7                                                                      | 9                                                    | 6                                                             | 7                                                   | 8                                                      | 2                                                      | 7                                                            | 7                                                         | 8                                                                                        | 3                                                                                               | 6                                       |
|                                                                         |                                                          |                                                                        |                                                      |                                                               |                                                     |                                                        |                                                        |                                                              |                                                           |                                                                                          |                                                                                                 |                                         |
| <b>TOTAL SCORE (out of 100)</b>                                         | <b>67</b>                                                | <b>86</b>                                                              | <b>70</b>                                            | <b>70</b>                                                     | <b>72</b>                                           | <b>74</b>                                              | <b>31</b>                                              | <b>75</b>                                                    | <b>77</b>                                                 | <b>82</b>                                                                                | <b>59</b>                                                                                       | <b>70</b>                               |
| <b>Notes</b>                                                            | No SLA hours stated<br>Color vol estimate<br>3x baseline | Hardware TCO only;<br>service TBD<br>Lowest TCO; local<br>Dover dealer | Strong TCO; device<br>count missing<br>No SLA stated | 81 devices—verify<br>coverage<br>Flat base + overage<br>model | OMNIA co-op<br>available<br>uniFLOW vs<br>PaperCut? | A3 only (34 units)<br>A4 gap — needs<br>written answer | INCOMPLETE: no<br>fleet total<br>Per-unit pricing only | 63-mo non-standard<br>term<br>ProIT Plus support =<br>strong | Strongest<br>qualifications<br>Highest A4 CPP in<br>field | Strong A3 CPP (\$0.0032<br>tied-best). Full fleet 82<br>devices. No SLA hours<br>stated. | Fleet qty not stated (6<br>sample devices). Contact<br>form blank. Updated from<br>0-byte file. | Purchase<br>model —<br>hardware<br>cost |

| Equipment & Lease Pricing                                             |                                                               |                                                              |                                                             |                                                             |                                                              |                                                              |                                                           |                                                              |                                                              |                                                                       |                                                                    |                                                                 |
|-----------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------|
| Source: Vendor RFP Responses — RFP DSD26003   Evaluated April 2, 2026 |                                                               |                                                              |                                                             |                                                             |                                                              |                                                              |                                                           |                                                              |                                                              |                                                                       |                                                                    |                                                                 |
| Item                                                                  | BDT<br>(Konica Minolta)                                       | Formax<br>(Sharp/Brother)                                    | Kyocera<br>(TASKalfa)                                       | Ricoh USA                                                   | Canon USA                                                    | SymQuest<br>(Konica Minolta)                                 | Toshiba<br>(e-STUDIO)                                     | Ubeo<br>(Xerox)                                              | NECS<br>(HP/Canon)                                           | Marco<br>(KM/HP)                                                      | XBS<br>(Xerox)<br>⚠ INCOMPLETE                                     | Connection<br>(HP Inc.)                                         |
| — VENDOR IDENTITY —                                                   |                                                               |                                                              |                                                             |                                                             |                                                              |                                                              |                                                           |                                                              |                                                              |                                                                       |                                                                    |                                                                 |
| Full Vendor Name                                                      | Budget Document Technology                                    | Formax New Hampshire (local Dover dealer)                    | Kyocera New England                                         | Ricoh USA                                                   | Canon USA                                                    | SymQuest                                                     | Toshiba Business Solutions                                | UBEO Business Services                                       | New England Copy Specialists (NECS)                          | Marco Technologies, LLC                                               | Xerox Business Solutions                                           | GovConnection, Inc. / HP Inc.                                   |
| Contact                                                               | Marc Civittolo                                                | Brandon Tyler<br>Arsenault                                   | James Milligan / David Fournier Jr.                         | Lindsay Lurvey                                              | Susan DiCaprio                                               | —                                                            | Joseph Carey                                              | Joe Gaspar / Sarah Wescott                                   | Mike Bouldin                                                 | Jay Greenless / Brett LeBeau                                          | Jane Johnson / Rob Johnson                                         | Meaghan Brown<br>meaghan.brown@connectio                        |
| Submission Date                                                       | 2026-03-20                                                    | 2026-03-31                                                   | 2026-03-28                                                  | 2026-03-31                                                  | 2026-03-31                                                   | 2026-03-31                                                   | 2026-03-31                                                | 2026-03-23                                                   | 2026-03-31                                                   | 2026-03-31                                                            | 2026-03-31                                                         | March 27, 2026                                                  |
| — PROPOSED EQUIPMENT —                                                |                                                               |                                                              |                                                             |                                                             |                                                              |                                                              |                                                           |                                                              |                                                              |                                                                       |                                                                    |                                                                 |
| Brand / Platform                                                      | Konica Minolta bizhub series (4701i, 4751i, 451i, 651i, 950i) | Sharp MX-7081 / BP70M75 / BP51C45 / BP51M45 + Brother A4 pri | Kyocera TASKalfa series (MZ5001ci and others) + retained HP | Ricoh fleet (81 MFPs) + optional Epson SureColor P9570 wide | Canon imageRUNNER ADVANCE DX / imageFORCE / imagePROGRAF ser | Konica Minolta bizhub One i-Series (451i, 751i, 950i, c451i, | Toshiba e-STUDIO 7527ACT / 7529A / 4525AC / 4528A / 330AC | Xerox AltaLink / VersaLink / PrimeLink series (full fleet re | HP Managed fleet (A4 desktops + A3 MFDs) + Canon imageFORCE/ | Konica Minolta Bizhub i-Series (A3) + HP Managed LaserJet (A4)        | Xerox AltaLink B8270H/C8270H (A3) + VersaLink B415dn/C415dn (A4)   | HP LaserJet (Enterprise)                                        |
| Category                                                              | Mixed A3/A4 MFP & Printer fleet (Konica Minolta)              | Mixed A3 Sharp MFPs + A4 Brother printers (full fl           | Kyocera A3 MFPs + HP A4 managed (mixed fleet)               | Ricoh A3 MFP fleet (full replacement)                       | Canon A3 MFPs + A4 desktops + MICR + plotter (full           | Konica Minolta A3 MFPs (34 units) + managed HP A4            | Toshiba A3 MFPs (per-unit pricing only — NO fleet         | Xerox A3 MFPs + A4 desktops (full fleet)                     | HP A3/A4 managed + Canon production (full fleet)             | Mixed A3/A4 — KM A3 copiers + HP A4 printers (full fleet, 82 devices) | A3 AltaLink MFPs + A4 VersaLink desktops (fleet qty NOT stated ⚠ ) | A3 + A4 HP MFP Fleet                                            |
| Speed (ppm BW)                                                        | 45                                                            | 70                                                           | 50                                                          | 45                                                          | 45                                                           | 95                                                           | 75                                                        | 70                                                           | 50                                                           | 95                                                                    | 70                                                                 | 85ppm (HP 8801ZB+)                                              |
| Speed (ppm Color)                                                     | 45                                                            | 70                                                           | 50                                                          | 45                                                          | 35                                                           | 75                                                           | 75                                                        | 70                                                           | 50                                                           | 75                                                                    | 70                                                                 | 85ppm color (HP 8801ZB+)                                        |
| Qty Quoted (devices)                                                  | 95                                                            | 83                                                           | —                                                           | 81                                                          | 88                                                           | 34                                                           | —                                                         | —                                                            | —                                                            | 82                                                                    | — ⚠ not stated                                                     | 85 devices<br>(31 A3 copiers + 9 A3 color + 40 A4 + 5 small A4) |
| — LEASE PRICING —                                                     |                                                               |                                                              |                                                             |                                                             |                                                              |                                                              |                                                           |                                                              |                                                              |                                                                       |                                                                    |                                                                 |
| 60-Month Lease / Month                                                | \$4,300.00                                                    | \$6,674.85                                                   | \$3,765.65                                                  | \$6,295.45                                                  | \$6,244.87                                                   | \$4,507.00                                                   | —                                                         | \$6,105.00                                                   | \$5,965.00                                                   | \$4,396.89                                                            | ⚠ 6 sample devices only                                            | ⚠ PURCHASE — \$439,491 total (equiv. \$7,324.85/mo ÷ 60)        |
| 48-Month Lease / Month                                                | \$5,165.00                                                    | \$8,245.65                                                   | \$4,544.68                                                  | \$6,762.68                                                  | \$7,606.19                                                   | \$5,440.00                                                   | —                                                         | \$7,217.00                                                   | \$7,113.00                                                   | \$5,322.55                                                            | ⚠ 6 sample devices only                                            | —                                                               |
| PaperCut / SW Monthly                                                 | —                                                             | —                                                            | —                                                           | \$1,041.38                                                  | \$463.83                                                     | —                                                            | \$621.00                                                  | —                                                            | \$715.00                                                     | \$544.67                                                              | \$662.41                                                           | ecoprintQ \$338.14/mo (\$20,288.50 ÷ 60)                        |
| Lease Term (months)                                                   | 60                                                            | 60                                                           | 60                                                          | 60                                                          | 60                                                           | 60                                                           | 60                                                        | 63                                                           | 60                                                           | 60                                                                    | 60                                                                 | Purchase (no lease offered)                                     |
| Lease Buyout Type                                                     | FMV                                                           | FMV                                                          | FMV                                                         | FMV                                                         | FMV                                                          | SAU RETAINS OWNERSHIP at end of lease                        | —                                                         | FMV                                                          | FMV                                                          | FMV                                                                   | FMV                                                                | N/A — purchased outright                                        |
| — FEES —                                                              |                                                               |                                                              |                                                             |                                                             |                                                              |                                                              |                                                           |                                                              |                                                              |                                                                       |                                                                    |                                                                 |
| Delivery & Installation                                               | Included                                                      | Included                                                     | Included                                                    | Included                                                    | Included                                                     | Included                                                     | Included                                                  | Included                                                     | Included                                                     | Included                                                              | Included                                                           | TBD (CALL per quote)                                            |
| One-Time Migration Fee                                                | —                                                             | \$8,100.00                                                   | —                                                           | —                                                           | —                                                            | —                                                            | —                                                         | —                                                            | —                                                            | —                                                                     | —                                                                  | \$20,288.50 (ecoprintQ software)                                |

| Service, Support & Cost Per Page (CPP)                                             |                         |                                                                                       |                            |                            |                         |                                         |                                                |                                    |                                   |                                                                       |                                                       |                                                        |
|------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------|----------------------------|----------------------------|-------------------------|-----------------------------------------|------------------------------------------------|------------------------------------|-----------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------|
| CPP = cost per impression including toner, parts, and labor unless noted otherwise |                         |                                                                                       |                            |                            |                         |                                         |                                                |                                    |                                   |                                                                       |                                                       |                                                        |
| Item                                                                               | BDT<br>(Konica Minolta) | Formax<br>(Sharp/Brother)                                                             | Kyocera<br>(TASKalfa)      | Ricoh USA                  | Canon USA               | SymQuest<br>(Konica Minolta)            | Toshiba<br>(e-STUDIO)                          | Ubeo<br>(Xerox)                    | NECS<br>(HP/Canon)                | Marco<br>(KM/HP)                                                      | XBS<br>(Xerox)<br>⚠ INCOMPLETE                        | Connection<br>(HP Inc.)                                |
| — SERVICE CONTRACT —                                                               |                         |                                                                                       |                            |                            |                         |                                         |                                                |                                    |                                   |                                                                       |                                                       |                                                        |
| Contract Type                                                                      | CPP                     | Hardware lease only<br>(covered base contract clicks excluded per district direction) | CPP                        | Flat monthly + overage CPP | CPP + flat software fee | CPP                                     | CPP                                            | CPP                                | CPP (billed quarterly in arrears) | CPP — A3 Bizhub + A4 HP (All-Inclusive: toner, parts, labor, staples) | CPP (incl. toner, parts, labor, staples; excl. paper) | HP MPS — Full (toner, parts & repairs)                 |
| Service Provider                                                                   | BDT direct              | Formax direct (local Dover W2 technicians)                                            | Kyocera New England direct | Ricoh direct               | Canon direct            | SymQuest direct (Konica Minolta dealer) | Toshiba direct (local Newmarket NH technician) | UBEO direct (Portsmouth NH office) | NECS direct                       | Marco direct (auth. HP + KM dealer)                                   | Xerox certified technicians (local)                   | HP Inc. via Connection                                 |
| Escalation Clause                                                                  | CPI                     | —                                                                                     | —                          | CPI                        | Locked for lease term   | —                                       | CPI Boston                                     | Fixed for term                     | —                                 | Not stated                                                            | Not stated                                            | Semi-annual CPI review; >3% CPI triggers rate increase |
| Response SLA (hours)                                                               | —                       | 4                                                                                     | —                          | —                          | —                       | 4                                       | 4                                              | 4                                  | 4                                 | —                                                                     | —                                                     | 4 hrs (HP Priority) NBD (HP Extended Reach)            |
| Warranty Duration                                                                  | 60 months               | 60 months                                                                             | 60 months                  | —                          | —                       | —                                       | —                                              | —                                  | —                                 | 60 months                                                             | Not stated                                            | HP Limited Hardware Warranty                           |
| Loaner Program                                                                     | Yes                     | Yes                                                                                   | —                          | —                          | —                       | —                                       | —                                              | —                                  | —                                 | —                                                                     | —                                                     | Unit replacement per HP policy                         |
| — A3 COPIER CPP —                                                                  |                         |                                                                                       |                            |                            |                         |                                         |                                                |                                    |                                   |                                                                       |                                                       |                                                        |
| A3 CPP — Black (\$/pg)                                                             | \$0.0034                | —                                                                                     | \$0.0032                   | \$0.0042                   | \$0.0039                | \$0.0032                                | \$0.0039                                       | \$0.0040                           | \$0.0033                          | \$0.0032                                                              | \$0.0035                                              | \$0.0159                                               |
| A3 CPP — Color (\$/pg)                                                             | \$0.0320                | —                                                                                     | \$0.0320                   | \$0.0420                   | \$0.0324                | \$0.0320                                | \$0.0390                                       | \$0.0400                           | \$0.0330                          | \$0.0320                                                              | \$0.0350                                              | \$0.0488                                               |
| — A4 PRINTER CPP —                                                                 |                         |                                                                                       |                            |                            |                         |                                         |                                                |                                    |                                   |                                                                       |                                                       |                                                        |
| A4 CPP — Black (\$/pg)                                                             | \$0.0062                | —                                                                                     | \$0.0210                   | —                          | \$0.0096                | \$0.0049                                | \$0.0148                                       | \$0.0080                           | \$0.0085                          | \$0.0089                                                              | \$0.0035                                              | \$0.0296                                               |
| A4 CPP — Color (\$/pg)                                                             | \$0.0520                | —                                                                                     | \$0.0900                   | —                          | \$0.0547                | \$0.0490                                | \$0.0679                                       | \$0.0800                           | \$0.0630                          | \$0.0690                                                              | \$0.0700                                              | \$0.1194                                               |
| — EST. MONTHLY SERVICE —                                                           |                         |                                                                                       |                            |                            |                         |                                         |                                                |                                    |                                   |                                                                       |                                                       |                                                        |
| Est. Monthly Service Cost                                                          | \$5,805                 | \$0                                                                                   | \$3,744                    | \$3,360                    | \$3,465                 | \$3,384                                 | —                                              | \$3,520                            | \$3,012                           | \$2,976                                                               | \$2,870                                               | \$9,275.20                                             |
| Est. Annual Service Cost                                                           | \$69,654                | —                                                                                     | \$44,928                   | \$40,320                   | \$41,576                | \$40,608                                | —                                              | \$42,240                           | \$36,144                          | \$35,712                                                              | \$34,440                                              | \$111,302.40                                           |
| Base Clicks Included / Mo BW                                                       | —                       | 421,250                                                                               | —                          | 400,000                    | —                       | —                                       | —                                              | —                                  | —                                 | —                                                                     | —                                                     | —                                                      |
| Base Clicks Included / Mo Color                                                    | —                       | 66,450                                                                                | —                          | 40,000                     | —                       | —                                       | —                                              | —                                  | —                                 | —                                                                     | —                                                     | —                                                      |

| 5-Year Total Cost of Ownership Analysis                                                            |                                                                                                                     |                                                                                                                                                         |                                                                                      |                                                                                                     |                                                                                            |                                                                                         |                                                                              |                                                                                                     |                                                                                          |                                                                                                                                            |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assumptions: 400,000 B&W + 40,000 Color pages/month   60-month lease baseline   All figures in USD |                                                                                                                     |                                                                                                                                                         |                                                                                      |                                                                                                     |                                                                                            |                                                                                         |                                                                              |                                                                                                     |                                                                                          |                                                                                                                                            |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
| Volume Assumptions                                                                                 | Monthly B&W Pages                                                                                                   | 400,000                                                                                                                                                 | Monthly Color Pages                                                                  | 40,000                                                                                              | A3 share of volume                                                                         | 85% BW / 95% Color                                                                      |                                                                              |                                                                                                     |                                                                                          |                                                                                                                                            |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
| Vendor                                                                                             | BDT<br>(Konica Minolta)                                                                                             | Formax<br>(Sharp/Brother)                                                                                                                               | Kyocera<br>(TASKalfa)                                                                | Ricoh USA                                                                                           | Canon USA                                                                                  | SymQuest<br>(Konica Minolta)                                                            | Toshiba<br>(e-STUDIO)                                                        | Ubeo<br>(Xerox)                                                                                     | NECS<br>(HP/Canon)                                                                       | Marco<br>(KM/HP)                                                                                                                           | XBS<br>(Xerox)<br>⚠ INCOMPLETE                                                                                                            | Connection<br>(HP Inc.)<br>⚠ PURCHASE                                                                                                                                                                                                                                                                                                                            |
| — LEASE COST —                                                                                     |                                                                                                                     |                                                                                                                                                         |                                                                                      |                                                                                                     |                                                                                            |                                                                                         |                                                                              |                                                                                                     |                                                                                          |                                                                                                                                            |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
| Hardware Lease (× term)                                                                            | \$258,000                                                                                                           | \$400,491                                                                                                                                               | \$225,939                                                                            | \$440,210                                                                                           | \$402,522                                                                                  | \$270,420                                                                               | —                                                                            | \$366,300                                                                                           | \$357,900                                                                                | \$296,494                                                                                                                                  | —                                                                                                                                         | \$439,491                                                                                                                                                                                                                                                                                                                                                        |
| Lease Term (months)                                                                                | 60                                                                                                                  | 60                                                                                                                                                      | 60                                                                                   | 60                                                                                                  | 60                                                                                         | 60                                                                                      | 60                                                                           | 63                                                                                                  | 60                                                                                       | 60                                                                                                                                         | 60                                                                                                                                        | N/A (Purchase)                                                                                                                                                                                                                                                                                                                                                   |
| Monthly Hardware Payment                                                                           | \$4,300                                                                                                             | \$6,675                                                                                                                                                 | \$3,766                                                                              | \$6,295                                                                                             | \$6,245                                                                                    | \$4,507                                                                                 | —                                                                            | \$6,105                                                                                             | \$5,965                                                                                  | \$4,397                                                                                                                                    | —                                                                                                                                         | \$7,325                                                                                                                                                                                                                                                                                                                                                          |
| — SERVICE COST —                                                                                   |                                                                                                                     |                                                                                                                                                         |                                                                                      |                                                                                                     |                                                                                            |                                                                                         |                                                                              |                                                                                                     |                                                                                          |                                                                                                                                            |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
| Service CPP Est. (5-yr)                                                                            | \$348,270                                                                                                           | \$0                                                                                                                                                     | \$224,640                                                                            | \$201,600                                                                                           | \$207,878                                                                                  | \$203,040                                                                               | —                                                                            | \$211,200                                                                                           | \$180,720                                                                                | \$178,560                                                                                                                                  | \$172,200                                                                                                                                 | —                                                                                                                                                                                                                                                                                                                                                                |
| Avg Monthly Service Est.                                                                           | \$5,805                                                                                                             | \$0                                                                                                                                                     | \$3,744                                                                              | \$3,360                                                                                             | \$3,465                                                                                    | \$3,384                                                                                 | —                                                                            | \$3,520                                                                                             | \$3,012                                                                                  | \$2,976                                                                                                                                    | \$2,870                                                                                                                                   | —                                                                                                                                                                                                                                                                                                                                                                |
| CPP BW (A3)                                                                                        | \$0.0034                                                                                                            | —                                                                                                                                                       | \$0.0032                                                                             | \$0.0042                                                                                            | \$0.0039                                                                                   | \$0.0032                                                                                | \$0.0039                                                                     | \$0.0040                                                                                            | \$0.0033                                                                                 | \$0.0032                                                                                                                                   | \$0.0035                                                                                                                                  | —                                                                                                                                                                                                                                                                                                                                                                |
| CPP Color (A3)                                                                                     | \$0.0320                                                                                                            | —                                                                                                                                                       | \$0.0320                                                                             | \$0.0420                                                                                            | \$0.0324                                                                                   | \$0.0320                                                                                | \$0.0390                                                                     | \$0.0400                                                                                            | \$0.0330                                                                                 | \$0.0320                                                                                                                                   | \$0.0350                                                                                                                                  | —                                                                                                                                                                                                                                                                                                                                                                |
| — OTHER COSTS —                                                                                    |                                                                                                                     |                                                                                                                                                         |                                                                                      |                                                                                                     |                                                                                            |                                                                                         |                                                                              |                                                                                                     |                                                                                          |                                                                                                                                            |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
| One-Time / Migration                                                                               | \$0                                                                                                                 | \$8,100                                                                                                                                                 | \$0                                                                                  | \$0                                                                                                 | \$0                                                                                        | \$0                                                                                     | \$0                                                                          | \$0                                                                                                 | \$0                                                                                      | \$0                                                                                                                                        | \$0                                                                                                                                       | \$0                                                                                                                                                                                                                                                                                                                                                              |
| — TOTAL —                                                                                          |                                                                                                                     |                                                                                                                                                         |                                                                                      |                                                                                                     |                                                                                            |                                                                                         |                                                                              |                                                                                                     |                                                                                          |                                                                                                                                            |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
| 5-Year TCO TOTAL                                                                                   | \$606,270                                                                                                           | \$408,591                                                                                                                                               | \$450,579                                                                            | \$647,860                                                                                           | \$610,400                                                                                  | \$473,460                                                                               | —                                                                            | \$577,500                                                                                           | \$538,620                                                                                | \$475,054                                                                                                                                  | INCOMPLETE                                                                                                                                | \$439,491                                                                                                                                                                                                                                                                                                                                                        |
| Monthly All-In Estimate                                                                            | \$4,300                                                                                                             | \$6,675                                                                                                                                                 | \$7,510                                                                              | \$10,798                                                                                            | \$10,173                                                                                   | \$7,891                                                                                 | —                                                                            | \$9,625                                                                                             | \$8,977                                                                                  | \$7,918                                                                                                                                    | INCOMPLETE                                                                                                                                | \$7,325                                                                                                                                                                                                                                                                                                                                                          |
| Rank (1 = lowest cost)                                                                             | 8                                                                                                                   | 1                                                                                                                                                       | 3                                                                                    | 10                                                                                                  | 9                                                                                          | 4                                                                                       | N/A                                                                          | 7                                                                                                   | 6                                                                                        | 5                                                                                                                                          | N/A                                                                                                                                       | 2                                                                                                                                                                                                                                                                                                                                                                |
| Notes / Caveats                                                                                    | Service calc uses BDT's own volume estimates (125K color/mo A3 — 3× RFP baseline). Hardware lease excludes service. | Covered base contract clicks (\$6,033/mo) excluded per district direction. Hardware-only 60-mo lease: \$6,674.85/mo. Service costs not included in TCO. | HP A4 devices managed at high HP CPP (\$0.021/\$0.09). Device qty not stated in bid. | Year 1 from bid = \$129,572. Service base matches 400K BW + 40K color. Overage at \$0.0042/\$0.042. | Like-for-Like option. CPP locked for lease term. OMNIA co-op. uniFLOW vs PaperCut pending. | A3 fleet only (34 units). HP A4 desktops on HP CPP. SAU retains ownership at lease end. | INCOMPLETE: Per-unit pricing only. No fleet total. TCO cannot be calculated. | 63-month lease normalized to 60 for comparison. Printer CPP \$0.008/\$0.08 much higher than copier. | HP A3 + A4 + Canon production. A4 desktop CPP (\$0.0085 BW) is highest A4 rate in field. | Mixed KM A3 + HP A4 fleet. A3 CPP \$0.0032/\$0.032 (tied-best field). A4 HP CPP \$0.0089/\$0.069. TCO = hw lease + PaperCut + CPP service. | INCOMPLETE: Fleet qty not stated — 60-mo quoted for 6 sample devices only. Service-only 5yr est. = \$172,200. Contact form not completed. | PURCHASE model — hardware only (\$439,491 total, 85 HP devices, Quote #25871658.01 dated 3/27/2026). No service contract quoted for new fleet (existing fleet MPS \$9,012.27/mo covers current 99 devices). ecoprintQ software not included in TCO. Like Formax, this is a hardware-only cost figure; ongoing service must be evaluated separately before award. |

| Software, Features & Vendor Qualifications                           |                                                                                                        |                                                                                                          |                                                                                                               |                                                                                                                                            |                                                                                                                                                   |                                                                                                                                      |                                                                                                                                                                          |                                                                                                                                    |                                                                                                                                   |                                                                                                                                                 |                                                                                                                                                          |                                                                                                                      |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Yes = confirmed in bid   — = not stated   see flags sheet for detail |                                                                                                        |                                                                                                          |                                                                                                               |                                                                                                                                            |                                                                                                                                                   |                                                                                                                                      |                                                                                                                                                                          |                                                                                                                                    |                                                                                                                                   |                                                                                                                                                 |                                                                                                                                                          |                                                                                                                      |
| Feature                                                              | BDT<br>(Konica Minolta)                                                                                | Formax<br>(Sharp/Brother)                                                                                | Kyocera<br>(TASKalfa)                                                                                         | Ricoh USA                                                                                                                                  | Canon USA                                                                                                                                         | SymQuest<br>(Konica Minolta)                                                                                                         | Toshiba<br>(e-STUDIO)                                                                                                                                                    | Ubeo<br>(Xerox)                                                                                                                    | NECS<br>(HP/Canon)                                                                                                                | Marco<br>(KM/HP)                                                                                                                                | XBS<br>(Xerox)<br>⚠ INCOMPLETE                                                                                                                           | Connection<br>(HP Inc.)                                                                                              |
| — PRINT MANAGEMENT —                                                 |                                                                                                        |                                                                                                          |                                                                                                               |                                                                                                                                            |                                                                                                                                                   |                                                                                                                                      |                                                                                                                                                                          |                                                                                                                                    |                                                                                                                                   |                                                                                                                                                 |                                                                                                                                                          |                                                                                                                      |
| Software                                                             | PaperCut MF (36 licenses included)                                                                     | PaperCut MF (embedded Sharp native app)                                                                  | PaperCut MF (transfer included)                                                                               | PaperCut MF (54 licenses + 54 card readers, 5yr M&S)                                                                                       | uniFLOW Online (31 licenses + 31 card readers, included in software monthly)                                                                      | PaperCut MF (transitional licensing + badge readers + 5yr M&S + 10 digital fax)                                                      | PaperCut MF (38 licenses + 38 card readers included)                                                                                                                     | PaperCut MF (ProIT Plus Plan — unlimited PaperCut support included)                                                                | PaperCut MF (included in monthly)                                                                                                 | PaperCut MF (38 licenses + 38 card readers, 5yr support) + HP JetAdmin + Marco Insights                                                         | PaperCut MF (38 licenses + 38 card readers) + Xerox Device Agent + ConnectKey apps                                                                       | ecoprintQ (⚠ NOT PaperCut)                                                                                           |
| Secure Print / Follow-Me                                             | Yes                                                                                                    | Yes                                                                                                      | Yes                                                                                                           | Yes                                                                                                                                        | Yes                                                                                                                                               | Yes                                                                                                                                  | Yes                                                                                                                                                                      | Yes                                                                                                                                | Yes                                                                                                                               | Yes                                                                                                                                             | Yes                                                                                                                                                      | Yes                                                                                                                  |
| Mobile Print                                                         | Yes                                                                                                    | Yes                                                                                                      | Yes                                                                                                           | Yes                                                                                                                                        | Yes                                                                                                                                               | Yes                                                                                                                                  | Yes                                                                                                                                                                      | Yes                                                                                                                                | Yes                                                                                                                               | Yes                                                                                                                                             | Yes                                                                                                                                                      | Yes (HP)                                                                                                             |
| Fleet Monitoring                                                     | Yes                                                                                                    | Yes                                                                                                      | Yes                                                                                                           | Yes                                                                                                                                        | Yes                                                                                                                                               | Yes                                                                                                                                  | Yes                                                                                                                                                                      | Yes                                                                                                                                | Yes                                                                                                                               | Yes                                                                                                                                             | Yes                                                                                                                                                      | Yes (HP MPS remote monitoring)                                                                                       |
| — CONTRACT / COMPLIANCE —                                            |                                                                                                        |                                                                                                          |                                                                                                               |                                                                                                                                            |                                                                                                                                                   |                                                                                                                                      |                                                                                                                                                                          |                                                                                                                                    |                                                                                                                                   |                                                                                                                                                 |                                                                                                                                                          |                                                                                                                      |
| Co-op Contract                                                       | —                                                                                                      | —                                                                                                        | —                                                                                                             | —                                                                                                                                          | OMNIA Partners (UC Contract 2020002755)                                                                                                           | —                                                                                                                                    | —                                                                                                                                                                        | —                                                                                                                                  | —                                                                                                                                 | —                                                                                                                                               | —                                                                                                                                                        | —                                                                                                                    |
| Recycling Program                                                    | —                                                                                                      | Yes                                                                                                      | Yes                                                                                                           | —                                                                                                                                          | —                                                                                                                                                 | —                                                                                                                                    | —                                                                                                                                                                        | —                                                                                                                                  | —                                                                                                                                 | —                                                                                                                                               | —                                                                                                                                                        | Yes (HP)                                                                                                             |
| Bid Valid Through                                                    | —                                                                                                      | —                                                                                                        | —                                                                                                             | —                                                                                                                                          | 2026-06-29                                                                                                                                        | —                                                                                                                                    | —                                                                                                                                                                        | —                                                                                                                                  | —                                                                                                                                 | —                                                                                                                                               | —                                                                                                                                                        | 6/30/2026                                                                                                            |
| — VENDOR QUALIFICATIONS —                                            |                                                                                                        |                                                                                                          |                                                                                                               |                                                                                                                                            |                                                                                                                                                   |                                                                                                                                      |                                                                                                                                                                          |                                                                                                                                    |                                                                                                                                   |                                                                                                                                                 |                                                                                                                                                          |                                                                                                                      |
| References Provided                                                  | —                                                                                                      | 4                                                                                                        | —                                                                                                             | —                                                                                                                                          | —                                                                                                                                                 | —                                                                                                                                    | 4                                                                                                                                                                        | —                                                                                                                                  | —                                                                                                                                 | —                                                                                                                                               | —                                                                                                                                                        | —                                                                                                                    |
| Qualification Score (5=best)                                         | 4                                                                                                      | 4                                                                                                        | 3                                                                                                             | 3                                                                                                                                          | 5                                                                                                                                                 | 4                                                                                                                                    | 4                                                                                                                                                                        | 4                                                                                                                                  | 5                                                                                                                                 | 4                                                                                                                                               | 4                                                                                                                                                        | —                                                                                                                    |
| — SCORING DETAIL —                                                   |                                                                                                        |                                                                                                          |                                                                                                               |                                                                                                                                            |                                                                                                                                                   |                                                                                                                                      |                                                                                                                                                                          |                                                                                                                                    |                                                                                                                                   |                                                                                                                                                 |                                                                                                                                                          |                                                                                                                      |
| TCO Score (40%)                                                      | 2.7                                                                                                    | 1                                                                                                        | 5                                                                                                             | 1.6                                                                                                                                        | 2.1                                                                                                                                               | 4.4                                                                                                                                  | 1                                                                                                                                                                        | 3.3                                                                                                                                | 3.9                                                                                                                               | 3.8                                                                                                                                             | 1                                                                                                                                                        | —                                                                                                                    |
| Service Score (20%)                                                  | 3                                                                                                      | 5                                                                                                        | 3                                                                                                             | 3                                                                                                                                          | 3                                                                                                                                                 | 4                                                                                                                                    | 4                                                                                                                                                                        | 4                                                                                                                                  | 4                                                                                                                                 | 3                                                                                                                                               | 3                                                                                                                                                        | —                                                                                                                    |
| Compliance Score (15%)                                               | 5                                                                                                      | 4                                                                                                        | 3                                                                                                             | 4                                                                                                                                          | 5                                                                                                                                                 | 3                                                                                                                                    | 2                                                                                                                                                                        | 4                                                                                                                                  | 4                                                                                                                                 | 5                                                                                                                                               | 1                                                                                                                                                        | —                                                                                                                    |
| Consumables Score (10%)                                              | 4                                                                                                      | 4                                                                                                        | 5                                                                                                             | 3                                                                                                                                          | 4                                                                                                                                                 | 5                                                                                                                                    | 3                                                                                                                                                                        | 3                                                                                                                                  | 3                                                                                                                                 | 4                                                                                                                                               | 4                                                                                                                                                        | —                                                                                                                    |
| Software Score (10%)                                                 | 5                                                                                                      | 4                                                                                                        | 4                                                                                                             | 4                                                                                                                                          | 4                                                                                                                                                 | 4                                                                                                                                    | 4                                                                                                                                                                        | 5                                                                                                                                  | 4                                                                                                                                 | 4                                                                                                                                               | 4                                                                                                                                                        | —                                                                                                                    |
| WEIGHTED TOTAL                                                       | 3.53                                                                                                   | 3                                                                                                        | 4.1                                                                                                           | 2.69                                                                                                                                       | 3.24                                                                                                                                              | 4.11                                                                                                                                 | 2.4                                                                                                                                                                      | 3.72                                                                                                                               | 3.91                                                                                                                              | 3.87                                                                                                                                            | 2.15                                                                                                                                                     | —                                                                                                                    |
| Score Notes                                                          | Strong software package. No explicit SLA hours is a real gap. High color volume estimate inflates TCO. | Best service model — truly local. Sharp is less common brand. Highest all-in TCO. Strong community ties. | Lowest overall TCO. Strong CPP rates. Device count missing. HP A4 retention increases effective service cost. | Clean, well-organized bid. 81 machines — confirm all locations covered. Flat service model eliminates surprise overages if at base volume. | Most complete RFP response. OMNIA co-op is valuable for procurement. uniFLOW vs PaperCut compatibility needs verification. Higher TCO than top 3. | Partial fleet bid is a major compliance gap. Excellent CPP rates. Ownership at lease end is unique advantage. 4-hour guaranteed SLA. | Strong service and local credentials. Incomplete bid structure prevents fair TCO comparison. Direct PaperCut partner is differentiator. Needs follow-up for fleet total. | ProIT Plus PaperCut support is best-in-class for IT teams. 63-month non-standard term. Printer CPP notably higher than copier CPP. | Strongest qualifications. Canon production devices may be overkill. Fix-first warehouse policy is excellent. High A4 desktop CPP. | Tied-best A3 CPP. Full fleet (82 devices). No SLA hours stated is key gap. PaperCut with 38 readers. Mixed-brand fleet adds service complexity. | Existing DSD relationship is an advantage. Contact form blank + no fleet qty = major compliance gap. ConnectKey ecosystem strong. CPP rates competitive. | Purchase model — not directly comparable to lease bids. HP MPS CPP rates are significantly higher than copier-class. |

| Flags, Risks & Non-Standard Bids                 |               |                                                                                                                                                                                                                                                                                                                                                                                             |                         |
|--------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Review all items below before board presentation |               |                                                                                                                                                                                                                                                                                                                                                                                             |                         |
| #                                                | Vendor        | Flag / Risk                                                                                                                                                                                                                                                                                                                                                                                 | Category                |
| 1                                                | Connection/HP | Connection/HP submitted hardware purchase quotes for 85 new HP devices (\$439,491 total, Quote #25871658.01) AND an HP MPS service proposal. This is a PURCHASE model — no lease offered. Included in comparison as col M with purchase notation. CPP rates are HP device-specific and significantly higher than copier-class (A3 B&W \$0.0159, A3 Color \$0.0488). 5-yr TCO: \$1,016,291.  | Non-Standard (Purchase) |
| 2                                                | Toshiba       | INCOMPLETE BID: Per-unit pricing only. No fleet configuration or total provided. Cannot calculate TCO.                                                                                                                                                                                                                                                                                      | INCOMPLETE              |
| 3                                                | XBS           | UPDATED BID RECEIVED (Xerox Business Solutions): Previously an empty 0-byte file. New 70-page submission dated 2026-03-31. However, fleet quantity not stated — only 1 device per category (6 total sample devices) quoted. Contact info form NOT completed. CPP rates provided: \$0.0035 BW, \$0.035 color (AltaLink), \$0.07 (VersaLink). Partially evaluable — request full fleet quote. | INCOMPLETE              |
| 4                                                | Kyocera       | Device count/quantity not specified anywhere in bid. Cannot confirm full fleet coverage.                                                                                                                                                                                                                                                                                                    | Critical Gap            |
| 5                                                | SymQuest      | PARTIAL FLEET: 34 A3 copiers only. A4 desktop replacement is NOT included in lease total — priced per unit.                                                                                                                                                                                                                                                                                 | Critical Gap            |
| 6                                                | BDT           | No SLA response hours stated. Other vendors commit to 4-hour SLA; BDT mentions 'seasonal checkups' only.                                                                                                                                                                                                                                                                                    | Service Gap             |
| 7                                                | BDT           | BDT's own service volume estimate (125K color/mo on A3) is 3× the RFP baseline. Verify actual color volume before signing.                                                                                                                                                                                                                                                                  | TCO Risk                |
| 8                                                | Formax        | Sharp brand is less common in K-12 than Konica/Xerox/HP. Verify regional parts availability.                                                                                                                                                                                                                                                                                                | Brand Risk              |
| 9                                                | Formax        | Pricing table column labels appear reversed in PDF due to rendering issue. 60-mo all-in = \$12,707.85 interpreted from lease math; covered base contract clicks (\$6,033/mo) subsequently excluded per district direction — hardware-only 60-mo = \$6,674.85.                                                                                                                               | Data Quality / Scope    |
| 10                                               | Ricoh         | Only 81 machines quoted. Verify this covers all required locations per RFP.                                                                                                                                                                                                                                                                                                                 | Coverage                |
| 11                                               | Canon         | uniFLOW Online proposed vs. existing PaperCut environment. Verify migration path and costs.                                                                                                                                                                                                                                                                                                 | Integration             |
| 12                                               | Ubeo          | 63-month lease term is non-standard (RFP requests 48 and 60 month). TCO normalized to 60 months for comparison.                                                                                                                                                                                                                                                                             | Non-Standard            |
| 13                                               | Ubeo          | Printer CPP (\$0.008 BW / \$0.08 color) significantly higher than copier CPP (\$0.004 / \$0.04).                                                                                                                                                                                                                                                                                            | Cost                    |
| 14                                               | NECS          | HP A4 desktop CPP (\$0.0085 BW) is highest A4 rate in field. Heavy desktop volume will drive costs up.                                                                                                                                                                                                                                                                                      | Cost                    |
| 15                                               | All vendors   | Color volume assumption has major TCO impact. Pull actual meter reads before final award.                                                                                                                                                                                                                                                                                                   | TCO Risk                |

|    |               |                                                                                                                                                                                                                                                                                |              |
|----|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 16 | Marco         | Scanned PDF (152 pages) — no machine-readable text. Data extracted visually. Verify key pricing against original: 60-mo hardware \$4,396.89/mo, PaperCut \$544.67/mo, A3 CPP \$0.0032 BW / \$0.032 color, A4 CPP \$0.0089 BW / \$0.069 color.                                  | Data Quality |
| 17 | Marco         | No SLA response hours stated in bid. All other competitive vendors commit to 4-hour response SLA. Obtain written SLA commitment from Marco before making award recommendation.                                                                                                 | Service Gap  |
| 18 | XBS (Xerox)   | CONTACT INFO FORM NOT COMPLETED: The RFP's contact information sheet (required compliance document) was left entirely blank and unsigned. See Page 35 of the XBS submission.                                                                                                   | Compliance   |
| 19 | XBS (Xerox)   | FLEET QUANTITY NOT STATED: Bid quotes only 1 unit per device category (3 B&W + 3 color = 6 total). PaperCut includes 38 card readers (implies ~38-device fleet), but no full fleet pricing is provided. Full hardware TCO cannot be calculated without a complete fleet quote. | INCOMPLETE   |
| 20 | Connection/HP | ecoprintQ proposed as print management software — INCOMPATIBLE with district's existing integration                                                                                                                                                                            |              |
| 21 | Connection/HP | HP MPS CPP rates are device-specific and 3–5× higher than copier-class CPP in this RFP. / TCO Risk                                                                                                                                                                             |              |

| Non-Standard / Ineligible Submissions |                                                           |                                                                                                                                                                                                                                                                                                              |                         |
|---------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Vendor                                | Issue                                                     | Details                                                                                                                                                                                                                                                                                                      | Status                  |
| Connection / HP Inc. (GovConnection)  | Purchase model — no lease                                 | Submitted hardware purchase quotes (\$439,491 for 85 HP devices) AND HP MPS service at device-specific CPP rates. 5-yr MPS service est.: \$556,512. ecoprintQ software (not PaperCut): \$20,288. Total 5-yr TCO: \$1,016,291 (highest in field). Included in comparison as col M with non-standard notation. | Included — non-standard |
| Toshiba Business Solutions            | Incomplete bid — no fleet total                           | Per-unit pricing for e-STUDIO devices provided but no fleet configuration, quantities, or total monthly cost. Request complete bid if considering.                                                                                                                                                           | Needs follow-up         |
| XBS / Xerox Business Solutions        | Incomplete bid — fleet qty not stated; contact form blank | Xerox Business Solutions submitted a 70-page proposal (updated from 0-byte file). Fleet qty not stated — only 1 device per category quoted. Contact info form left blank/unsigned. CPP: \$0.0035 BW, \$0.035 color AltaLink, \$0.07 VersaLink. Request full fleet quote + completed contact form.            | Needs follow-up         |



# DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132  
Phone: 603-516-6800 | Fax: 603-516-6809 | [dover.k12.nh.us](http://dover.k12.nh.us)

*Empowering all Learners*

**O:** Members of the Dover School Board  
Dr. Christine Boston, Superintendent  
**FROM:** Kiley Hemphill & Jen Krans, Directors of Curriculum, Instruction, and Assessment  
**DATE:** May 11, 2026  
**RE:** Request to Waive Bidding

## Ongoing Assessment Project (OGAP) Training through NHLI

|                                                                                                                         |                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Approximately 45 K-8 educators participating in OGAP mathematics training during summer 2026 and school year 2026-2027. | Funding not to exceed \$40,000 (\$850/person):<br>Title I - \$15,000<br>Title II - \$20,000<br>Local PD funds (already budgeted) - \$5,000 |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

### Rationale for Waiver Request

The district is requesting a waiver of the competitive bidding requirement to allow expenditures exceeding \$10,000 for professional development through the **Ongoing Assessment Project (OGAP)**. District winter benchmark data indicate that only **68% of students in grades 2–8 are meeting Tier 1 expectations in mathematics**, signaling persistent gaps in foundational concepts—particularly in number sense, operations, fractions, and proportional reasoning. These areas align directly with OGAP’s focus on additive reasoning, multiplicative reasoning, fractions, and proportionality, which together represent approximately 80% of the Common Core State Standards for Mathematics across grade spans.

### About OGAP

OGAP is a research-based formative assessment system that **does not replace the district’s core mathematics curriculum**, but instead strengthens teachers’ understanding of the mathematical learning progressions that underlie it. Through sustained professional development, teachers learn how mathematical concepts develop over time, how to identify common misconceptions, and how to use instructionally embedded formative assessment to determine where students are along a learning progression—enabling more timely and targeted instructional adjustments.

### Sole-Source Justification

OGAP is proprietary and sole-source in nature: **there are no comparable vendors that provide an equivalent system** of research-based learning progressions, formative assessment tools, and sustained coaching. Professional learning must be delivered by OGAP developers or authorized trainers. Competitive bidding would not yield equivalent alternatives, and therefore does not apply to this procurement. NHLI is the provider of this training and our ongoing relationship with NHLI allows for continuity of service.

### Timeline

Training is scheduled to begin in summer 2026, with continued professional learning embedded throughout the 2026–2027 school year. Board approval is requested at this time to allow contracts to be finalized prior to the summer training dates.

**Recommendation to the School Board:** Vote to approve a waiver of the competitive bidding requirement for K–8 educators to participate in OGAP mathematics training, with total expenditures not to exceed \$40,000, funded through Title I, Title II, and local professional development funds already budgeted for training.



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*Empowering all Learners*

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TO: Dover School Board & Dr. Christine Boston  
FROM: Michael Limanni, CFI  
DATE: May 8, 2026  
RE: Request to Waive Bidding: First Student Transportation Contract

The business office respectfully requests that the school board vote to waive the bidding requirements presented in policy DJE and authorize Superintendent Boston to award a three-year contract with the possibility of a two-year extension for In-District Transportation with First Student. This contract includes a non-appropriations clause that prevents it from being considered debt and subsequently does not require City Council approval.

This request represents a 4% annual increase over all five years; it also acknowledges the continuing labor shortages and high fuel prices that the state is experiencing. We do not believe switching management or opening the District up to the possibility of higher prices that could exceed the current inflation rates would be an intelligent business decision. More importantly, we maintain an excellent relationship with First Student's current management, which allows us to further expand on their regional success for cost sharing and other out-of-district opportunities. The rate of increase falls within what was budgeted for FY27 and can be seen in the attached Exhibit A.

Dover School District  
Based on 174 Days

|                                                            | 2026-2027       | 2027-2028       | 2028-2029       | *2029-2030      | *2030-2031      |
|------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Regular Routes - 22 Routes</b>                          |                 |                 |                 |                 |                 |
| Full Size passenger bus per bus per day                    | \$ 529.66       | \$ 550.85       | \$ 572.88       | \$ 595.80       | \$ 619.63       |
| Annual total cost                                          | \$ 2,027,544.60 | \$ 2,108,646.39 | \$ 2,192,992.24 | \$ 2,280,711.93 | \$ 2,371,940.41 |
| Cost Per Hour over 5 hour daily limit                      | \$ 61.32        | \$ 63.77        | \$ 66.32        | \$ 68.98        | \$ 71.74        |
| <b>Additional Bus Routes</b>                               |                 |                 |                 |                 |                 |
| Mid Sized pasenger bus (up to 47 ) cost per bus per day    | \$ 529.66       | \$ 550.85       | \$ 572.88       | \$ 595.80       | \$ 619.63       |
| <b>Late Bus per bus per day cost</b>                       | \$ 146.00       | \$ 151.84       | \$ 157.91       | \$ 164.22       | \$ 170.79       |
| <b>Athletic/Extracurricular/Field Trips</b>                |                 |                 |                 |                 |                 |
| Hourly rate if applicable (In District)                    | \$ 33.95        | \$ 35.30        | \$ 36.72        | \$ 38.18        | \$ 39.71        |
| Cost per Trip/Hour/Mile (Out of District)                  | \$ 3.75         | \$ 3.90         | \$ 4.06         | \$ 4.22         | \$ 4.39         |
| <b>Trip Minimums</b>                                       |                 |                 |                 |                 |                 |
| Min Daily Trip Charge (In District)                        | \$ 115.58       | \$ 120.20       | \$ 125.01       | \$ 130.01       | \$ 135.21       |
| Min Daily Trip Charge (Out of District)                    | \$ 172.28       | \$ 179.17       | \$ 186.33       | \$ 193.79       | \$ 201.54       |
| <b>Monitors</b>                                            |                 |                 |                 |                 |                 |
| Rate per Monitor per day up to 4 hours                     | \$ 133.89       | \$ 139.25       | \$ 144.81       | \$ 150.61       | \$ 156.63       |
| Excess Rate per monitor per day each 15 minute interval >4 | \$ 8.39         | \$ 8.73         | \$ 9.08         | \$ 9.44         | \$ 9.82         |

Rates Assume 5 hours of Labor. Any route that exceeds 5 hours will be assessed an excess hour charge.

\* Mutually agreed upon option years. (Years 4 & 5)



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*Empowering all Learners*

TO: Dover School Board & Dr. Christine Boston  
FROM: Michael Limanni, CFI  
DATE: May 8, 2026  
RE: Request to Waive Bidding: C&W Facilities and Grounds Management Contract

The business office respectfully requests that the school board vote to waive the bidding requirements presented in policy DJE and authorize Superintendent Boston to award a three-year contract to C&W Services for the management of the District's facilities and grounds. This contract includes a non-appropriations clause that prevents it from being considered debt and subsequently does not require City Council approval.

This request represents a 3.5% annual increase over all three years. We do not believe switching management or opening the District up to the possibility of higher prices that could exceed the current inflation rates would be an intelligent business decision. More importantly, we maintain an excellent relationship with C&W and have partnered with them on a district-wide maintenance plan as well as many long-term capital projects. The rate of increase falls within what was budgeted for FY27 and can be seen in the pricing table below.

In addition to a not-to-exceed price increase year-over-year of 3.5%, this proposal includes a threshold for maintenance and repairs, not to exceed \$5,000 per incident. Additionally, C&W will carry a budget for Out-of-Scope and Unforeseen repairs not to exceed \$45,000 annually. Per the proposed contract language, C&W will monitor and report on this \$45,000 budget line for Out-of-Scope work, defined as services between \$5,001-\$25,000 per incident.

| 3 Year Pricing Proposal                     |                 |                 |                 |
|---------------------------------------------|-----------------|-----------------|-----------------|
|                                             | 2026-2027       | 2027-2028       | 2028-2029       |
| Labor/Fees                                  | \$ 3,266,070.56 | \$ 3,380,383.03 | \$ 3,498,696.44 |
| Subcontracts                                | \$ 140,237.68   | \$ 145,146.00   | \$ 150,226.11   |
| Supplies/Materials/Equipment                | \$ 710,167.89   | \$ 735,023.77   | \$ 760,749.60   |
| Subtotal                                    | \$ 4,116,476.13 | \$ 4,260,552.80 | \$ 4,409,672.15 |
| Pre-paid revolving account \$5,001-\$25,000 | \$ 45,000.00    | \$ 45,000.00    | \$ 45,000.00    |
| Total                                       | \$ 4,161,476.13 | \$ 4,305,552.80 | \$ 4,454,672.15 |
| Annual Prepayment Discount of 1%            | \$ (41,614.76)  | \$ (43,055.53)  | \$ (44,546.72)  |
| Grand Total                                 | \$ 4,119,861.37 | \$ 4,262,497.27 | \$ 4,410,125.43 |

The total contract value for three years is proposed at \$12,792,484.07 which includes a 1% discount on each pre-pay quarterly invoice.