



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Special Session  
Meeting Location: City Hall Council Chambers  
Meeting Date: **Monday, June 22, 2009**  
Meeting Time: **6:30 pm**

A special session of the Dover School Board was called to order by Chairperson Marjorie Fisher on Monday, June 22, 2009 at 6:30 p.m. in City Hall Chambers.

**A. ROLL CALL:** Present were, Marjorie Fisher, Dorothea Hooper, Beth Setear, Britt Ulinski Schuman, Audra Lurvey, and Doris Grady. Carolyn Mebert was absent.

Also present was Superintendent John O'Connor, Business Administrator, Laurie Verville; Ron Huml, and Leslie Modica, *Fosters*.

**B. PLEDGE OF ALLEGIANCE:** Dorothea Hooper led the Board in the Pledge of Allegiance.

**C. CITIZEN'S FORUM:** Ron Huml, 199 Mast Road, addressed the Board. After advising the Board of his background in accounting, Mr. Huml questioned the City Council's authority to cut \$200,000 from the School District estimated revenues.

**D. FY 2009/2010 BUDGET ADJUSTMENT:** Dr. O'Connor reviewed with the Board the budget adjustment made by the City Council during the passage of the FY 2009/2010 budget. He indicated his belief that the Council had overstepped its authority in reducing School District revenues by \$200,000. The Superintendent advised he spoke with multiple sources (Mark Joyce, Director of NHSBA; Former Manchester Superintendent who took the Municipality to court to determine if the schools were a "department" of the City; and the attorney who argued the Manchester case). All agreed with Dr. O'Connor that the Council had overstepped its authority in making a cut to the District's estimated revenues. Additionally, the Superintendent advised the subject is currently under investigation. Dr. O'Connor stated he prepared a packet of information (including Attorney Krans' letter of June 9, 2009, City of Dover Ordinance, Chapter 9 on the budget, and a DVD of the June 3<sup>rd</sup> City Council meeting) and mailed it to Wadeleigh, Starr, and Peters' Attorney, Dean Eggert, who will review and report his opinion back to the District in 7 to 10 days.

Dr. O'Connor stated he felt the Council overstepped its authority and that Attorney Krans' opinion in the June 9<sup>th</sup> letter was flawed. The Superintendent indicated Attorney Krans' argument referenced only a portion of a sentence taken from the City's Ordinance Chapter 9 ("**recommended budget amounts for revenue and expenditures for the next fiscal year of the various functions and fund of the School Department.**") when the entire sentence should have been referenced ("**The School Board shall submit to the City Manager, for inclusion in his/her proposed budget, on or before March 15<sup>th</sup> of each year its recommended budget amounts for revenue and expenditures for the next fiscal year of the various functions and fund of the School Department.**").

Chairperson Fisher stated that the entire Board was in agreement with the Superintendent and were looking forward to receiving Attorney Eggert's opinion. Ms. Hooper added, "There is a scary precedent here that could be set. We need to clarify the issue and take a strong stand on it. My understanding is that the council has bottom line authority and that's it. If they step over that line, the School Board loses autonomy."



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Dr. O'Connor stated he would provide information to the Board as soon as he receives hears back from the Attorney.

**E. MS-22 REPORT OF APPROPRIATIONS ACTUALLY VOTED:** Business Administrator, Laurie Verville, explained to the Board the annual requirement to submit the MS-22 Report of Appropriations Actually Voted to the Department of Revenue within 20 days of the Council's budget vote. The information contained on the MS-22 is used for tax setting purposes. Ms. Verville also stated the MS-22 was prepared to reflect the \$200,000 revenue "cut" by the City Council. There was discussion as to how the document could be adjusted if the \$200,000 was added back into revenues. Dr. O'Connor stated the report could be adjusted if and when a change is made. Ms. Grady stated she would not sign the document unless a cover letter is attached to explain the School Board's continuing action regarding the Council's decision. Chairperson Fisher agreed with Ms. Grady's suggestion that a cover letter be prepared to explain the Board's continuing action against the Council decision.

**RECORD NOTE:** The MS-22 was passed to Board members for signatures and returned to the Business Administrator to forward to the state WITH A COVER LETTER. At the end of the meeting, Dr. O'Connor requested the Board vote on record, to submit the report to the Department of Revenue.

Audra Lurvey moved, Dorothea Hooper seconded, to submit the MS-22 to the State Department of Revenue with a cover letter, explaining the Board's position. An oral **VOTE PASSED 6/0**.

**F. MS-26C DEPENDENT SCHOOL BUDSGET FORM:** Business Administrator, Laurie Verville, explained the MS-26C is required for annual submission because the School District is a dependent entity of the City of Dover. She advised that this report had also been adjusted to eliminate the \$200,000 voted by Council. A similar discussion (as for the MS-22) ensued.

**RECORD NOTE:** The MS-26C was passed to Board members for signatures and returned to the Business Administrator to forward to the state WITH A COVER LETTER. At the end of the meeting, Dr. O'Connor requested the Board vote on record, to submit the report to the Department of Revenue.

Audra Lurvey moved, Dorothea Hooper seconded, to submit the MS-22 to the State Department of Revenue with a cover letter, explaining the Board's position. An oral **VOTE PASSED 6/0**.

**G. FINANCIAL MANAGEMENT SYSTEM DISCUSSION:** Business Administrator, Laurie Verville, expressed concern with the amount of time it has taken to award a bid for new financial software. The decision is down to two vendors, Interware Development (currently supports the City's financial system needs) and Unifund (which had been used successfully by the School District for the past 10 years). Ms. Verville noted both vendors would be making presentations to the City and School District on Tuesday of this week and she hoped to return with a recommendation for the Board to vote during the July 13<sup>th</sup> meeting. Ms. Verville reminded all of the December 31, 2009 deadline when the District will lose DOS support for the current system, thus making an award in July critical.

**H. AWARD BID FOR POS SCHOOL LUNCH PROGRAM SOFTWARE:** Business Administrator, Laurie Verville, explained three bids had been received to provide the District with new point of sale



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software for the food services department. Mark Covell, Food Services Manager, recommends the Board award to the low-bidder, Systems Technology Group, for a total cost of \$59,591.62, which includes warranty.

Audra Lurvey moved, Dorothea Hooper seconded, to award the bid to low-bidder, Systems Technology Group, including warranty, for a total cost of \$59,591.62. A roll call **VOTE PASSED 6/0**.

**I. AWARD BID FOR DHS DIGITAL COPIER:** Business Administrator, Laurie Verville, explained four bids had been received to provide digital copiers for Dover High School to replace two aging machines. Ms. Verville recommended the Board award to the low-bidder, Conway Office Products, on a three-year installment plan in the total amount of \$19,930.89.

Audra Lurvey moved, Dorothea Hooper seconded, to award the bid to the low-bidder, Conway Office Products, on a three-year installment plan in the total amount of \$19,930.89. A roll call **VOTE PASSED 6/0**.

**J. AWARD BID FOR LOCKERS AT DOVER HIGH SCHOOL:** Business Administrator, Laurie Verville, requested the Board award a bid for third floor locker replacements at Dover High School to low-bidder, J. Sallese and Sons, Inc., in the amount of \$90,000. Ms. Verville explained this will be funded through the use of \$30,000 from the FY 2008-2009 general fund and \$60,000 from capital monies.

Audra Lurvey moved, Dorothea Hooper seconded, to award the bid for third floor locker replacements at Dover High School to the low-bidder, J. Sallese and Sons, Inc., in the amount of \$90,000 using \$30,000 from the FY 2008-2009 general fund and \$60,000 from capital monies. A roll call **VOTE PASSED 6/0**.

**K. AWARD BID FOR DESIGN/BUILD SPRINKLER SYSTEM – ANIMAL SCIENCE FACILITY:** Business Administrator, Laurie Verville, explained that six bid submissions were received and recommended the Board award the bid for the design/build of the sprinkler system in the animal science facility to Hampshire Fire Protection with a \$1,500 contingency. Total project will not exceed \$11,900.

Audra Lurvey moved, Dorothea Hooper seconded, to award the bid for the design/build of the sprinkler system in the animal science facility to Hampshire Fire Protection with a \$1,500 contingency and a total project cost not to exceed \$11,900. A roll call **VOTE PASSED 6/0**.

Ms. Hooper noted she recently attended an open house at the animal barn and was very impressed with the new facility; especially noting the barn was entirely built and outfitted by Career Technical Center students. Ms. Hooper sent “kudos” to all involved.

**L. AWARD BID FOR FY 2009/2010 TECHNICAL EQUIPMENT:** Business Administrator, Laurie Verville, request the Board award the following bids:

Bid Award for Laptop Computers to Higgins Office products in the amount of \$697.00 per unit for a total cost of \$8,364 for 12 units.



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Audra Lurvey moved, Dorothea Hooper seconded, to award the bid for Laptop Computers to Higgins Office Products in the amount of \$697.00 per unit for a total cost of \$8,364 for 12 units. A roll call **VOTE PASSED 6/0.**

Bid Award for Personal Computers to Higgins Office Products in the amount of 458.00 per unit for a total cost of \$36,640 for 80 units.

Audra Lurvey moved, Dorothea Hooper seconded, to award the bid for Personal Computers to Higgins Office Products in the amount of 458.00 per unit for a total cost of \$36,640 for 80 units. A roll call **VOTE PASSED 6/0.**

Bid Award for 17-inch Flat Screen Monitors to Lyme Computer Systems, Inc. in the amount of \$92.00 per unit for a total cost of \$10,672 for 116 units.

Audra Lurvey moved, Dorothea Hooper seconded, to award the bid for 116 7-inch Flat Screen Monitors to Lyme Computer Systems, Inc. in the amount of \$92.00 per unit for a total cost of \$10,672 for 80 units. A roll call **VOTE PASSED 6/0.**

Bid Award for 70 nComputing x350's to Office Max in the amount of \$209.87 per unit for a total cost of \$14,690.90 for 70 units.

Audra Lurvey moved, Dorothea Hooper seconded, to award the bid for nComputing x350's to Office Max in the amount of \$209.87 per unit for a total cost of \$14,690.90 for 70 units. A roll call **VOTE PASSED 6/0.**

Bid Award for Cisco 2960 Switches to Higgins Office Products in the amount of \$1,299 per unit for 11 units for a total cost of \$14,289.

Audra Lurvey moved, Dorothea Hooper seconded, to award the bid for Cisco 2960 Switches to Higgins Office Products in the amount of \$1,299 per unit for 11 units for a total cost of \$14,289. A roll call **VOTE PASSED 6/0.**

**M. OTHER:** See RECORD NOTES under E. and F. above.

**N. ADJOURNMENT:** At 7:10 p.m., Audra Lurvey moved, Dorothea Hooper seconded, to adjourn the meeting An oral **VOTE PASSED 5/0.**

Respectfully Submitted,  
Beth Setear, Secretary  
Dover School Board