



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD - AGENDA

|                   |                                     |
|-------------------|-------------------------------------|
| Meeting Type:     | Special Session #8                  |
| Meeting Location: | Media Ctr. (Rm. 306) McConnell Ctr. |
| Meeting Date:     | Monday, June 18, 2012               |
| Meeting Time:     | 6:30 p.m.                           |

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. CITIZENS' FORUM (Limited to Agenda Items Only)**
- D. CONSENT AGENDA**
  - 1. **Correspondence:** None
  - 2. **Resignations/Retirements:**
    - a. Meaghan Odell, DMS
  - 3. **Leaves of Absence:** None
  - 4. **Nominations:**
    - Sheet 1: Nomination and Election of Teachers (DeSanto-Hutchison)
    - Sheet 2: Nomination and Election of Staff Recalled (Vallee-Wotton)
  - 5. **Extended Travel (Student Trips):** None
- E. POLICY ADOPTION: (Second Reading)**
  - a. At-Risk Student Program Coordinator Job Description
- F. RESOLUTIONS:**
  - 1. Request to Reprogram Funds (Alt. Parking Lot)
- G. NEW BUSINESS:**
  - 1. Award Bid Disco Catalyst 2960 Switches
  - 2. Award Bid Acer Aspire Notebooks
  - 3. Award Bid 19 Inch LCD Monitors
  - 4. Award Bid Nexlink 3425 SFF Mini Towers PC's
  - 5. Award Bid Alignment System
  - 6. Award Bid for Electronic Security System
- H. SCHOOL BOARD MATTERS OF INTEREST**
- I. ADJOURNMENT**

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

TO: **DOVER SCHOOL BOARD**

DATE: June 18, 2012

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 2012-2013 school year.

| <b>NAME</b>      | <b>POSITION</b>                               | <b>SCHOOL</b>       | <b>REPLACING</b> | <b>SALARY</b>  |
|------------------|---|---------------------|------------------|--|
| Del Santo, John  | Senior Naval ROTC Instructor                  | Dover High School   | Bill Tower       | \$53,972.60<br>(\$26,986.30<br>from general<br>fund) |
| Demers, Lynda    | 67% Cosmetology<br>Teacher (One Year<br>Only) | Dover High School   | New position     | \$40,129.65  |
| Hutchison, Heidi | Language Arts<br>Teacher                      | Dover Middle School | Krys Palmeira    | \$61,394.00  |

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

TO: DOVER SCHOOL BOARD

DATE: June 18, 2012

MEMORANDUM Nomination and Election of Staff Recalled

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the following funded positions for the 2012-2013 school year.

| <b>NAME</b>    | <b>POSITION</b> | <b>SCHOOL</b> | <b>REPLACING</b> | <b>SALARY</b> |
|----------------|-----------------|---------------|------------------|---------------|
| Vallee, Jayson | Science Teacher | Alt School    | Same position    | \$36,486.00   |
| Wotton, Kathy  | Grade 6 Teacher | DMS           | Joyce Nystedt    | \$57,069.00   |

|                              |                        |
|------------------------------|------------------------|
| <b>DOVER SCHOOL DISTRICT</b> | <b>JOB DESCRIPTION</b> |
| <b>DATE OF ADOPTION</b>      |                        |

|                       |
|-----------------------|
| <b>SECOND READING</b> |
|-----------------------|

**Job Title:** DHS At-Risk Program Coordinator  
**Department:** Dover High School  
**Reports To:** High School Principal, Dean of Instruction  
**Prepared Date:** 4/16/12  
**Approved By:** Dover School Board  
**Approved Date:** Pending

**Summary:**

To facilitate the development and implementation of various initiatives that support the academic, social and emotional growth of at-risk students.

**Essential Duties and Responsibilities:**

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

- **Competency Recovery:** Assist students' credit recovery for incomplete and failing grades.
  - **Alternative Learning Plan:** Meet with students and their families seeking alternative pathways to graduation. Develop Alternative Learning Plans and supervise student participation.
  - **Project Based Learning:** Act as a resource for DHS staff for in or out of classroom support in developing and implementing project based or authentic learning opportunities.
  - **Nova Net Program:** Maintain a technical fidelity of program, report data regularly, manage content through the Dean of Instruction or designee(s) and develop lab policies.
  - **Twilight Program:** Coordinate and expand classroom and non-traditional learning opportunities at DHS after 2:30pm for blocks 5 and 6.
  - **Extended Learning Opportunity:** Develop and maintain community connections and enlist teaching staff to offer a range of possibilities for credit accrual outside of the traditional classroom.
- 
- Assist intervention specialist with students in crisis and efforts to connect at-risk students with support services.
  - Maintain regular communication with guidance, special education, career counseling, career technical personnel and school administration with placement status of students.
  - Assist in interviews of prospective candidates for staff positions in the Nova Net lab and as needed to support new initiatives.
  - Assist teachers and support staff with the development of effective classroom management techniques incorporating innovative strategies and training as necessary to enhance the learning environment.
  - Promote community awareness, good public relations, and partnerships with businesses, industry and professional organizations.
  - Cooperate with external agencies concerning aid or services to students involved in extenuating situations, in coordination with the Family Services Facilitator, as required.

|                              |                        |
|------------------------------|------------------------|
| <b>DOVER SCHOOL DISTRICT</b> | <b>JOB DESCRIPTION</b> |
| <b>DATE OF ADOPTION</b>      |                        |

- Work with curriculum coordinator and federal project coordinator to exchange ideas and information related to programs, innovative practices and curriculum initiatives.
- Keep up to date on changing laws and requirements regarding state and federal funds for alternative education.
- Participate in Pupil Assistance Team meetings.
- Participate in IEP meetings as needed.
- Participate in the development and implementation of response to intervention programming.
- Provide oversight to the operational maintenance of the DHS outdoor challenge course.
- Be responsible for any additional duties as assigned by the School Board, Superintendent, or immediate supervisor.

**Management Responsibilities:**

This position includes management responsibilities for the Nova Net lab, Twilight Program, project-based learning and extended learning opportunities.

**Competencies:**

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

- Strong leadership skills.
- Knowledge of Alternative Education and Extended Learning Opportunities (ELO) models
- Knowledge of Special Education laws.
- Knowledge of NH Juvenile laws.
- Good communication and organizational skills.
- Work effectively with parents, staff members, and community members.
- Skilled in communication or counseling.
- Flexibility to respond quickly to constantly changing dynamics.

**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 in Education, Social Work, or related concentration. At least five (5) years of successful experience teaching or in a related background.

**Technology Skills:**

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

**Certificates, Licenses, Registrations:**

New Hampshire State certification as a teacher.

|                              |                        |
|------------------------------|------------------------|
| <b>DOVER SCHOOL DISTRICT</b> | <b>JOB DESCRIPTION</b> |
| <b>DATE OF ADOPTION</b>      |                        |

**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.

**RESOLUTION**

**RE: REQUEST TO REPROGRAM FUNDS**

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**WHEREAS:** the District solicited bids on July 20<sup>th</sup> 2011, for the Alternative School Parking Lot Reconstruction, and

**WHEREAS:** the bid funding information stated funding solely through the Facilities Enterprise Capital Fund, and

**WHEREAS:** the awarded bid was completed and paid out of the Facilities Enterprise Capital Fund at \$108,886.13, and

**WHEREAS:** the District has sufficient funds available in the General Fund, and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Dover School Board has received a request from the Business Administrator to reprogram \$108,886.13 from the General Fund, to the Facilities Enterprise Capital Fund.

**SUBMITTED BY:**

\_\_\_\_\_  
Rocky D'Andrea, Chairperson

\_\_\_\_\_  
Amanda Russell, Vice Chairperson

\_\_\_\_\_  
Betsey Andrews Parker, Secretary

\_\_\_\_\_  
Paul Butler

\_\_\_\_\_  
Kathy Baker

\_\_\_\_\_  
Ken Appel

\_\_\_\_\_  
Doris Grady

June 18, 2012



## DOVER SCHOOL DISTRICT TECHNICAL SUPPORT SERVICES



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**TO:** Members Dover School Board  
**FROM:** Christopher Roberge, Technical Support Services Manager  
**DATE:** June 18<sup>th</sup>, 2012  
**RE:** Bid Awards for Cisco Catalyst 2960 Switches

In an effort to maintain the highest possible standard of Technology throughout the district, and to support the new Voice over IP Phone system, the Tech Department will be purchasing a variety of Cisco 2960 Catalyst. To that end, we solicited a public bid with a deadline of 6/12/12 for the purchase of those systems.

Based in the pricing below, I am recommending the bid be awarded to **Higgins Office Supplies, Inc.**

This table represents the quantities and model numbers we require. The total bid award is **\$12,392.**

|              | <u>Higgins</u> | <u>One Second</u> | <u>SHI</u>  | <u>Quantity</u> | <u>Total Cost</u> |
|--------------|----------------|-------------------|-------------|-----------------|-------------------|
| 2960-24PC-L  | \$ 1,299.00    | \$ 1,492.00       | \$ 1,363.00 | 6               | \$ 7,794          |
| 2960-24TT-L  | \$ 694.00      | \$ 819.00         | \$ 708.00   | 0               |                   |
| 2960-48PST-L | \$ 2,299.00    | \$ 2,760.00       | \$ 2,454.00 | 2               | \$ 4,598          |
|              |                |                   |             | <b>Total</b>    | <b>\$ 12,392</b>  |



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**TO:** Members Dover School Board  
**FROM:** Christopher Roberge, Technical Support Services Manager  
**DATE:** June 18<sup>th</sup>, 2012  
**RE:** Bid Awards for Acer Aspire Notebooks

In an effort to maintain the highest possible standard of technology throughout the district, the Tech Department will be purchasing 10 Acer Aspire Notebooks. To that end, we solicited a public bid with a deadline of 6/12/12 for the purchase of those systems.

I am recommending the bid be awarded to **SHI, Inc.**, as theirs was the lowest bid.

**The total bid award is \$5,610.**

| Vendor   | Price per Unit | Price for units:<br>10 | S&H Cost | **Total Price |
|--|----------------|------------------------|----------|---------------|
| <b>Higgins Office Products</b><br>777 Broadway<br>S. Portland, ME. 04106     | \$570.00       | \$5,700.00             | \$-      | \$5,700.00    |
| <b>One Second Computers</b><br>422 Central Avenue<br>Dover, NH. 03820        | \$589.00       | \$5,890.00             | \$-      | \$5,890.00    |
| <b>Bay Pointe Technology</b><br>2662 Brecksville Rd.<br>Richfield, OH. 44286 | \$589.68       | \$5,896.80             | \$-      | \$5,896.80    |
| <b>SHI</b><br>33 Knightsbridge Road<br>Piscataway, NJ. 08854                 | \$561.00       | \$5,610.00             | \$-      | \$5,610.00    |

**\*\*Total price includes shipping/handling.**



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**TO:** Members Dover School Board  
**FROM:** Christopher Roberge, Technical Support Services Manager  
**DATE:** June 18<sup>th</sup>, 2012  
**RE:** Bid Awards for 19-inch LCD Monitors

In an effort to maintain the highest possible standard of technology throughout the district, the Tech Department will be purchasing 19-inch LCD Monitors to go with the new PC's we are purchasing. To that end, we solicited a public bid with a deadline of 6/12/12 for the purchase of those systems.

I am recommending the bid be awarded to **Higgins Office Products, Inc.**, as their bid was the lowest and as they have also won the PC bid.

**The total bid award is \$10,920.**

| Vendor   | Price per Unit | Price for units:<br>120 | S&H Cost | **Total Price |
|--|----------------|-------------------------|----------|---------------|
| <b>Higgins Office Products</b><br>777 Broadway<br>S. Portland, ME. 04106     | \$91.00        | \$10,920.00             | \$-      | \$10,920.00   |
| <b>One Second Computers</b><br>422 Central Avenue<br>Dover, NH. 03820        | \$97.00        | \$11,640.00             | \$-      | \$11,640.00   |
| <b>Bay Pointe Technology</b><br>2662 Brecksville Rd.<br>Richfield, OH. 44286 | \$103.00       | \$12,360.00             | \$-      | \$12,360.00   |
| <b>SHI</b><br>33 Knightsbridge Road<br>Piscataway, NJ. 08854                 | \$92.48        | \$11,097.60             | \$-      | \$11,097.60   |

**\*\*Total price includes shipping/handling.**



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**TO:** Members Dover School Board  
**FROM:** Christopher Roberge, Technical Support Services Manager  
**DATE:** June 18<sup>th</sup>, 2012  
**RE:** Bid Awards for Nexlink 3425 SFF Mini Towers PC's

In an effort to maintain the highest possible standard of technology throughout the district, the Tech Department will be purchasing 120 new Small Form Factor Mini-Tower PC's. These systems will be used to replace failing systems at the Elementary Schools and to build a new PC Lab at DMS. To this end, we solicited a public bid with a deadline of 6/12/12 for the purchase of those systems.

I am recommending the bid be awarded to **Higgins Office Products, Inc.** Although they did not have the lowest bid, theirs was the second lowest, coming in \$482.40 higher for 120 systems than the lowest bidder. However, we have enjoyed a long-standing relationship with Higgins and they have always afforded us excellent customer service on our PC purchases in the past.

**The total bid award is \$59,040.**

| Vendor   | Price per Unit | Price for units:<br>120 | S&H Cost | **Total Price |
|--|----------------|-------------------------|----------|---------------|
| <b>Higgins Office Products</b><br>777 Broadway<br>S. Portland, ME. 04106     | \$492.00       | \$59,040.00             | \$-      | \$59,040.00   |
| <b>One Second Computers</b><br>422 Central Avenue<br>Dover, NH. 03820        | \$494.00       | \$59,280.00             | \$-      | \$59,280.00   |
| <b>Bay Pointe Technology</b><br>2662 Brecksville Rd.<br>Richfield, OH. 44286 | \$498.00       | \$59,760.00             | \$-      | \$59,760.00   |
| <b>SHI</b><br>33 Knightsbridge Road<br>Piscataway, NJ. 08854                 | \$487.98       | \$58,557.60             | \$-      | \$58,557.60   |

**\*\*Total price includes shipping/handling.**



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



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**TO:** Members Dover School Board  
**FROM:** James Amara, CTC Director  
**DATE:** June 13<sup>th</sup>, 2012  
**RE:** Bid Award for Alignment System used in Automotive Technology Lab

So that the automotive program at the Career Technical Center can continue to function properly, we solicited a public bid for an automotive lift alignment system. The existing system could no longer be used because it did not pass a required safety inspection.

Based on the pricing below, I am recommending the bid be awarded to **Lappen Auto Supply Co., Inc.** in the amount of **\$35,439.00**.

| Bidder Name  | Bid Price, Including Freight |
|--|------------------------------|
| Lappen Auto Supply Co., Inc.<br>421 Page Street, Ste 4<br>Stoughton, MA 02072  | \$35,439.00                  |
| Advanced Automotive Technologies<br>6 Apple Blossom Way<br>Groveland, MA 01834 | \$37,695.30                  |
| AHC Corp.<br>121 Zachary Drive<br>Manchester, NH 03109                         | \$39,688.41                  |



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**TO:** Members Dover School Board  
**FROM:** Christopher Roberge, Technical Support Services Manager  
**DATE:** June 18, 2012  
**RE:** Bid Award for Electronic Security System

During the 2011 school year the Electronic Security System which allows badge access to Dover High School failed. The system is 10+ years old and out of warranty. A public RFP was created to find a suitable replacement for the system.

On the surface, it appears as though One Source Security has the lower bid at \$20,875 to Advance Technology's bid of \$28,728. However, upon follow-up, One Source Security has confirmed with me that their bid does not include the cost of the PVC cards themselves. The cost of those cards, according to One Source Security, is \$4.50 per card and our need is for approximately 2000 cards. Therefore, an additional cost of approximately \$9,000 would need to be taken into consideration if accepting One Source Security's bid, bringing the total cost to the District to \$29,875 compared to Advance technology's \$28,728. Thus:

One Source Security bid: \$20,875 + \$9,000 (cost of cards) = **\$29,875**  
Advance Technology bid: **\$28,728** (cards included)

This, along with the excellent level of research and work already performed by Advance Technology on this, forces me to recommend we award the bid to **Advance Technology in the amount of \$28,728.00.**

| Vendor  | Total Purchase Price |
|---|----------------------|
| <b>Advance Technology</b><br>4 Washington Street<br>Scarborough, ME 04070 | \$28,728.00          |
| <b>One Source Security</b><br>446 D.W. Highway<br>Merrimack, NH 03054     | \$20,875.00          |