



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD - AGENDA

Meeting Type:	Special Session #10
Meeting Location:	Media Ctr. (Rm. 306) McConnell Ctr.
Meeting Date:	Monday, June 24, 2013
Meeting Time:	7:00 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. Mike Perez, DHS Dean
- b. Fred Bloise DMS

#### **3. Leaves of Absence: NONE**

#### **4. Nominations:**

Sheet 1: Nomination & Election of Summer School Paraprofessionals & Teachers (Anderson-Zucaro)

Sheet 2: Nomination & Election of Staff Positions (Verran)

Sheet 3: Nomination & Election of Staff Recalled (Connolly)

Sheet 4: Nomination and Election of Teachers (Cote)

Sheet 5: Nomination and Election of Interim Superintendent (Briggs Badger)

#### **5. Extended Travel (Student Trips): NONE**

### **E. NEW BUSINESS**

- 1. Approval to Modify the 2013-14 DTU Agreement
- 2. Waiver of the Education Impact Fees
- 3. Student Activity Fund Update – M. Limanni
- 4. FY13 BID APPROVALS
  - a. Sub Leave and Time Entry Software
- 5. FY14 BID APPROVALS
  - a. 19" Wide Screen LCD's
  - b. Cisco Catalyst 2960 Switches
  - c. Nexlink Small Form Factor Computers
  - d. Acer TravelMate Laptops
- 6. Cafe Services Contract Renewal – M. Limanni

### **F. SCHOOL BOARD MATTERS OF INTEREST**

### **G. ADJOURNMENT**

D. CONSENT AGENDA  
2a.

To: Dover School District  
From: Michael Perez, Dean of Students – DHS  
Date: June 13, 2013  
RE: Resignation

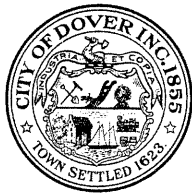
To whom it may concern,

I am writing this to inform the Dover School District that I will be resigning from my position as Dean of Students at the high school level. This resignation will be effective on the last day of my signed contract. Thank You.

Michael D. Perez

JUN 13 '13 13:51

①. CONSENT AGENDA  
2b.



**Kimberly R. Lyndes**  
*Principal*  
k.lyndes@dover.k12.nh.us

**Bruce Patrick**  
*Dean of Students-7/8*  
b.patrick@dover.k12.nh.us

**Amanda Isabelle**  
*Dean of Students - 5/6*  
a.isabelle@dover.k12.nh.us

***Dover Middle School***  
***16 Daley Drive, Dover, New Hampshire 03820***  
***Phone: 603-516-7200 • Fax: 603-516-5747***  
***www.dover.k12.nh.us***

**Fran Meffen**  
*School Counselor Grade 5*  
**Bev O'Brien**  
*School Counselor Grade 6*  
**Beckie Pazdon**  
*School Counselor Grade 7*  
**Justin Pagnotta**  
*School Counselor Grade 8*

Dear Kim / Bruce,

I regret to officially inform you that I am resigning my position at Dover Middle School and will not be returning to teach Technology Education this fall.

It is with great reluctance that I leave a school that I love, my students, and a staff that I consider family. However, after carefully considering my decision, I have accepted another teaching position at York Middle School in Maine. I feel that this is the best decision for my career and my family.

I will be sure to follow the necessary protocol for leaving my teaching position and do whatever is asked of me to insure a smooth transition.

Thank you for the support and opportunities that you have provided me during my tenure with Dover Middle School.

Sincerely,

Fred Bloise

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

D. CONSENT AGEND.

4. SHEET 1

TO: DOVER SCHOOL BOARD

DATE: June 24, 2013

MEMORANDUM Nomination and Election of Summer School Paraprofessionals and Teachers

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 2013 summer school programs.

NAME	POSITION	HOURS	SALARY
Anderson, Lillian	Paraprofessional	41.3 hours	16.22/hr
Aquilina, Lea	Paraprofessional	70 hours	15.38/hr
Bennett, Renee	Teacher	160 hours	23.50/hr
Calandriello, Cathy	Teacher	30 hours	23.50/hr
Carville, Brittany	Teacher	50 hours	23.50/hr
Coakley, Jenna	Paraprofessional	60 hours	12.50/hr
DeWolfe, Elaine	Teacher	65 hours	23.50/hr
Dodier, Sarah	Paraprofessional	12 hours	12.69/hr
Foster, Laurie	Paraprofessional	60 hours	12.50/hr
Fudala, Jen	Teacher	65 hours	23.50/hr
Gaskin, Margaret	Paraprofessional	60 hours	12.50/hr
Gower, Jamie	Paraprofessional	20 hours	15.38/hr
Hobson, Christopher	Paraprofessional	60 hours	15.38/hr
Hookway, Jackie	Teacher	33 hours	23.50/hr
Hughes, Kathy	Paraprofessional	70 hours	15.38/hr
Janelle, Tracy	OT	80 hours	23.50/hr
Lavallee, Tina	Paraprofessional	6 hours	15.38/hr
Kabat, Cathy	Paraprofessional	70 hours	15.38/hr
Madden, Linda	Teacher	20 hours	23.50/hr
Malia, Hilary	Paraprofessional	66 hours	15.38/hr
Malsbury, Karla	Paraprofessional	12 hours	15.38/hr
Marsolais, Cheryl	Paraprofessional	41.3 hours	15.38/hr
Meserve, Erin	Teacher	159 hours	23.50/hr
Moore, Bambisue	Paraprofessional	60 hours	15.38/hr
Moore, Susan	OT	60.5 hours	23.50/hr
Parker, Lisa	Paraprofessional	60 hours	15.38/hr
Pelletier, Susan	Paraprofessional	60 hours	15.38/hr
Peterson, Haley	Paraprofessional	60 hours	12.69/hr
Pinkham, Abby	Teacher	20 hours	23.50/hr
Plafker, Jamie	Paraprofessional	70 hours	15.38/hr
Preston, Cristine	Speech/Language Assistant	60 hours	21.25/hr
Prisby, Roxanne	Paraprofessional	60 hours	12.50/hr
Schneider, Brittany	Paraprofessional	206.5 hours	12.50/hr
Scribner, Linda	Teacher	95 hours	23.50/hr
Sheehan, Sherrie	Teacher	30 hours	23.50/hr
Simpson, Michelle	Teacher	65 hours	23.50/hr
Snowman, Gloria	Teacher	43 hours	23.50/hr
Tromba, Jackie	Teacher	50 hours	23.50/hr
Webber, Julie	Teacher	52 hours	23.50/hr
Wentworth, Robin	Paraprofessional	60 hours	15.38/hr
Withka, Cheryl	Evaluator	60 hours	23.50/hr
Zucaro, Lorna	Paraprofessional	41.3 hours	15.38/hr

①. CONSENT AGENDA  
4. SHEET 2

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

TO: DOVER SCHOOL BOARD

DATE: June 24, 2013

MEMORANDUM: Nomination and Election of Staff Positions

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 2013-2014 school year.

NAME	POSITION	SCHOOL	REPLACING	HOURS	SALARY
Verran, Julie	GED Options Educator	DHS	Donna McAdam	10-15 hrs/week	35.00/hr

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

①. CONSENT AGENDA  
4. SHEET 3

TO: DOVER SCHOOL BOARD

DATE: June 24, 2013

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 2013-2014 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Connolly, Elizabeth	Earth Science	DHS	Same position	\$38,372.00

①. CONSENT AGENDA  
4. SHEET 4

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

**TO: DOVER SCHOOL BOARD**

**DATE:** June 24, 2013

**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 2013-2014 school year.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>REPLACING</b>	<b>SALARY</b>
Cote, Jillian	Special Education Case Manager (OYO)	Horne Street School	Sophie Bednarek	\$34,477.00

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

TO: DOVER SCHOOL BOARD

DATE: June 24, 2013

MEMORANDUM: Nomination and Election of Interim Superintendent

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 2013-2014 school year.

NAME	POSITION	SCHOOL	HOURS	SALARY
Briggs Badger, Jean	Interim Superintendent- July-August 2013	District-Wide	20-30 hours/week	Per Diem TBD

Agreement to Modify the 2013-14 Dover Teachers' Union  
Collective Bargaining Agreement

The Dover Teachers' Union and the Dover School District agree to the following:

- 1) Article IV(E)(1) in the 2013-14 agreement will be deleted and replaced with the following:

The School Board will not change existing preparation period allowances and practices in the Middle School unless such changes result from changes in the overall school schedule. However all teachers who currently have preparation time in their schedule will have at least one preparation period equal to one class period under any new schedule.

- 2) Article IV(E)(2) in the 2013-14 agreement will be deleted and replaced with the following:

Elementary teachers may be excused from their classrooms during such time as classes are receiving instruction in ~~art, music, or physical education~~ related arts classes. If the ~~art, music, or physical education~~ related arts teacher is absent, the School Board will provide a substitute. There will be a daily ~~forty (40)~~ **forty five (45) minute** continuous preparation period at the elementary level for classroom teachers with student-instruction responsibilities, and those teachers shall have an additional ten (10) minutes of preparation time at the beginning or end of their lunch time. It is the intent of both parties to sustain this length of preparation periods beyond the 2013-14 school year, depending upon district resources making it possible,

- 3) A new section, Article IV(E)(3), will be added to the 2013-14 agreement as follows:

A committee consisting of six high school members of the DTU, the high school principal, and the Superintendent (or designee) shall meet to reach an agreement relative to equity in the award of preparation time, with the goal of adjusting the length of high school preparation periods for implementation on the first day of second semester of the 2013-14 school year.. An agreement to modify Article IV(E) will be submitted to the School Board and the DTU for ratification no later than 12/16/13. If the parties do not ratify an agreement, high school preparation periods will remain unchanged from 2012-13.

- 4) The Memorandum of Understanding Regarding Preparation Periods attached to the 2013-14 DTU CBA will be removed from the Agreement.



E. NEW BUSINESS  
2,

May 20, 2013

Christopher G. Parker  
Director of Planning and Community Development  
City of Dover  
City Hall, 288 Central Avenue  
Dover, NH 03820

**RE: Impact Fee Waiver Request  
Residential Development @ Cocheco Falls Millworks  
Dover Planning File No. P11-60**

Dear Chris:

On behalf of Cocheco Mills Holdings, LLC ("Owner"), I write to respectfully request a waiver of a portion of the impact fees due to the City of Dover as a result of the referenced Planning Board approval. Please find enclosed herein a list of potential projects that the Owners proposes to undertake or fund to re-direct portions of the impact fee. Please consider this list as a working document to be vetted and improved upon with you and other City administrators. We hope to have an open dialog to develop a list that is most beneficial to the City and fulfills the intent of the impact fee statute.

As previously discussed, the 74 apartments in the first phase of the project are scheduled to be completed in June 2013 with occupancy expected on or about July 1, 2013. Chinburg Builders will be requesting final inspections in the coming weeks. We respectfully request that the City extend the due date of the impact fee until after we have the opportunity to present our waiver request to the Planning Board. We understand that this extension will not impact our ability to request final inspections and the City's ability to issue certificates of occupancy. If our understanding is incorrect, please immediately advise.

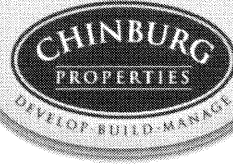
**Calculation of Impact Fee - Phase 1**

The total amount due for Phase 1 is \$181,152 per the calculation below.

74 Units			74,000 SF		
PROPOSED APARTMENTS			EXISTING OFFICE		NET AMOUNT DUE
	per unit	total	per SF	total	Total
Rec	\$870	\$64,380	\$0.00	\$0	\$64,380
Police	\$407	\$30,118	\$0.14	\$10,360	\$19,758
Fire	\$377	\$27,898	\$0.12	\$8,880	\$19,018
School	\$1,054	\$77,996	\$0.00	\$0	\$77,996
	\$2,708	\$200,392	\$0.26	\$19,240	<b>\$181,152</b>

**Proposed Use of Impact Fees**

The Cocheco Falls Millworks is ideally located at the heart of Dover's vibrant central business district. This premier location presents a wonderful opportunity to invest the impact fee in a focused area



that will have broad benefits to the City and provide for the continued vibrancy of the business district. We are pleased to have this opportunity to help identify projects around the Millworks to direct the impact fee.

We understand that the fee must be invested in City-owned property or in privately-owned areas that are publicly accessible. In addition to the City sidewalks around the perimeter of the property, the property abuts City-owned park land adjacent to the Cocheco Falls. The property's privately owned courtyard has been used a public amenity since its creation in the 1980's and we intend to improve and maintain the courtyard in a manner that welcomes the public. Lastly, our repositioning strategy includes the creation of a publicly accessible indoor "Main Street" themed corridor that will have a mix of retail, commercial, and service-oriented tenants. Access to this indoor Main Street will be through the courtyard during normal business hours consistent with the hours of other businesses in the central business district. In summary, we feel strongly that we have a number of areas in which to direct the impact fee.

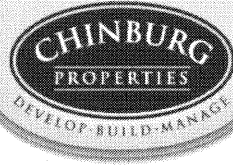
Therefore, we propose to offset the Recreation and School components of the impact fee with the following projects. This list is intended to present concepts and order of magnitude budgets. More design work will be required to finalize scope and budget. We hope to review this list with you and other City administrators to prioritize projects and better define scopes for final budgeting prior to formal presentation to the Planning Board. Please refer to the attached plan to help identify the location of each project.

**I. Projects to Offset Recreation Impact Fee (amount due: \$64,380)**

<b>(A) City-Owned Central Avenue / Falls Park</b>		
1.	Replace Broken Park Benches & Install Additional Seating	\$2,500 - \$3,500
2.	Restore & Expand Planting Beds	\$5,000 - \$7,500
3.	Replace Decorative Street Pole Lights – Use Low Energy Fixtures and "Dark Sky" Cut-Offs	\$15,000 - \$20,000
4.	Install Additional Historic Markers	\$3,000 - \$5,000
<b>Sub-Total:</b>		<b>\$22,500 - \$31,000</b>

<b>(B) City-Owned Park - North Side of Falls (near Kelly's)</b>		
5.	Install Decorative Fencing	\$2,500 - \$3,500
6.	Create New Planting Beds	\$5,000 - \$7,500
7.	Create Dam Overlooks along Existing Brick Wall with Pavers	\$15,000 - \$20,000
<b>Sub-Total:</b>		<b>\$25,500 - \$36,000</b>

<b>(C) Cocheco Falls Millworks Courtyard</b>		
8.	Replace Decorative Street Pole Lights – Use Low Energy Fixtures and "Dark Sky" Cut-Offs. Install outlets for use by	\$20,000 - \$30,000



	Dover Main Streets Holiday Lighting Program.	
9.	Install new granite posts at edge of public sidewalk along "Front Door" of courtyard.	\$6,000 - \$7,000
10.	Install new park benches along sidewalk and within courtyard	\$4,000 - \$6,000
11.	Construct new gateway sign at "Front Door" to courtyard to welcome public. Sign design to mimic wrought iron fence section with period style lettering - "Welcome to Cocheco Falls Millworks" or similar. Sign design to be reviewed by City.	\$5,000 - \$10,000
12.	Restore planting beds and install new plants and irrigation	\$12,000 - \$15,000
13.	Restore crushed stone pathway	\$3,000 - \$5,000
14.	Reset granite bollards and steps	\$5,000 - \$6,000
15.	Restore Bridge Over Cocheco Falls and Create New Seating	\$10,000 - \$15,000
16.	Add Public WiFi to Courtyard	\$1,300 - \$1,500
	<b>Sub-Total:</b>	<b>\$66,300 - \$95,500</b>

**Potential Grand Total: \$114,300 - \$162,500**

**II. Projects to Offset School Impact Fee (amount due: \$77,996)**

<b>(A)</b>	<b>City-Owned Central Avenue / Falls Park</b>	
17.	Install Additional Educational Markers	\$3,000 - \$5,000
18.	Restore Existing Educational Markers/Pictures in Wood Frames - Replace Picture & Frame	\$3,000 - \$5,000
<b>(B)</b>	<b>City-Owned Park - North Side of Falls (near Kelly's)</b>	
19.	Install Additional Educational Markers at New Overlooks	\$3,000 - \$5,000
<b>(C)</b>	<b>Cocheco Falls Millworks Courtyard</b>	
20.	Restore Existing Educational Markers/Pictures in Wood Frames - Replace Picture & Frame	\$3,000 - \$5,000
21.	Install New Public Art from School Arts Program	\$5,000 - \$6,000



<b>(D)</b>	<b>Cochecho Falls Millworks Indoor Main Street</b>	
22.	Create New, Publicly Accessible Millworks Educational Display	\$7,500 - \$15,000

**Potential Grand Total: \$24,500 - \$41,000**

Thank you for considering our waiver request. We look forward to meeting and to discussing our proposal in detail.

Sincerely,

Matt Assia  
Chinburg Properties on behalf of Cochecho Mills Holdings, LLC

Attachment

cc: Eric Chinburg, Chinburg Properties  
Brint Shone, Chinburg Properties  
Geoff Spitzer, Chinburg Builders

JEAN BRIGGS BADGER  
Superintendent

MICHAEL LIMANNI  
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11  
McCONNELL CENTER  
61 LOCUST STREET SUITE 409  
DOVER, NEW HAMPSHIRE 03820-4132  
TEL (603) 516-6800  
FAX (603) 516-6809

## THE DOVER SCHOOL DISTRICT

TO: Jean Briggs Badger, Superintendent of Schools  
CC: Members Dover School Board  
FROM: Michael Limanni, Business Administrator  
DATE: June 18, 2013  
RE: Student Activity Fund Update

In order to improve fiscal oversight, reporting, and transparent record keeping, the school business office will be transitioning all student activity funds from Intuit's Quicken software package to our ERP financial software called Infinite Visions on July 1, 2013 following the below steps:

1. Create NEW chart of accounts for the activity funds based in Quicken:
  - a. Create new accounts using the state accounting handbook, changing fund structure to represent the category into the existing fund number.

<b>Kindergarten - Woodman (Fund / Category #A004)</b>	
A004.2.614.03000.4611.00000.00.000.000.600	AF WPS-K Supplies
A004.2.614.03000.4510.00000.00.000.000.300	AF WPS-K Student Transportation
A004.2.614.03000.4500.00000.00.000.000.300	AF WPS-K Other Purchased Services
A004.2.614.03000.4731.00000.00.000.000.700	AF WPS-K Equipment
A004.2.614.03000.3700.00000.00.000.000.R70	Revenue - AF WPS-Kindergarten
A004.1.000.00000.1014.00000.00.000.000.A10	Cash - AF WPS-Kindergarten
A004.1.000.00000.2049.00000.00.000.000.L10	Held For The Benefit Of - AF WPS-Kindergarten
A004.1.000.00000.2010.00000.00.000.000.L10	Accounts Payable - AF WPS-Kindergarten

2. Close out existing Activity Fund 7695 to the cash accounts held in the NEW activity Funds.
3. Set up bank account: Consolidate all existing activity accounts into one new bank account.
  - a. Have City create a new bank account:
    - i. Set the starting check number to 1000
    - ii. Under "Posting Information," check off the "Use Fund Mask for Cash Account" box
    - iii. Type in the following for the GL Cash Account:  
A???.1.000.00000.1014.00000.00.000.000.A10
    - iv. Leave the Transfer Account blank
    - v. Setup AP Check MICR encoding
    - vi. Restrict all funds except those starting with an "A"

### ***Dover School District Mission Statement***

*Strengthening our community by educating every child, every day!*

4. Security, Reconciliation, Approvals:

- a. One check signature – Treasurer
- b. All purchase requests will become electronic, and follow the same format that is in place for general fund Requisition, and PO approval.
- c. With the above procedures in place there is no real need to have the City Finance Director's approval of purchases from this District fund, however, if it is determined that the need still exists for requests over \$3000, then I would recommend that the Finance Director be inserted into the electronic requisition approval process for all requisitions out of the new activity funds over \$2999.
- d. With the consolidation of bank accounts, the City treasurer would only have to reconcile one bank statement.
- e. By consolidating these funds into our existing financial package, the reports will be standardized, and presented quarterly to the school board with all "Other" District Funds.

***Dover School District Mission Statement***

*Strengthening our community by educating every child, every day!*

*E. NEW BUSINESS  
4.a.*

JEAN BRIGGS BADGER  
Superintendent

MICHAEL LIMANNI  
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11  
McCONNELL CENTER  
61 LOCUST STREET SUITE 409  
DOVER, NEW HAMPSHIRE 03820-4132  
TEL (603) 516-6800  
FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT

TO: Jean Briggs Badger, Superintendent of Schools & Members Dover School Board  
FROM: Michael Limanni, Business Administrator  
DATE: June 19, 2013  
RE: Bid Recommendation: RFP for Sub Calling/Attendance Software with Remote Time Entry Option

The purpose of this Request for Proposal centered around a software solution that could effectively eliminate the manual paper processes for time and leave entry, while automating the District's ability to locate quality substitute employees in a timely manner. With the business office losing a position in the FY14 budget, we were looking for a technology solution that would be compatible with our financial software (Infinite Visions – IV), and save work hours that could be better spent improving our customer service, reporting capabilities, and accuracy of our payroll and employee processing functions.

We reviewed three product offerings from Frontline Placement Technologies, eSchool Solutions, and CRS Advanced Technologies. Frontline Placement Technologies was the only vendor who could offer a single solution for automated/online sub calling, time entry, and attendance. eSchool Solutions provided a nice sub calling/attendance package and partnered with a 3<sup>rd</sup> party vendor for time entry, while CRS did not offer a full time entry solution, but did have a package that combined employee absence reporting and sub calling with the subs time entry. Pricing was as follows:

Vendor	Annual Cost	One Time Setup & Training	IV Interface (Annual)	IV Interface (Setup)	TOTAL Yr1	TOTAL Yr2
<b>LEAVE/Sub Calling</b>						
*CRS - SubFinder	\$7,177.50	\$4,000.00	\$2,210.00	\$6,536.00	\$19,923.50	\$9,387.50
Frontline - AESOP	\$8,341.50	\$4,500.00	\$505.00	\$5,756.00	\$19,102.50	\$8,846.50
*eSchool - SmartFind Express	\$4,470.50	\$1,950.00	\$1,010.00	\$8,381.00	\$15,811.50	\$5,480.50
<b>TIME ENTRY</b>						
**CRS - SubPay (Sub Only)	N/A	\$2,500.00			\$2,500.00	\$0.00
Frontline - VeriTime	\$6,750.00	\$3,500.00			\$10,250.00	\$6,750.00
eSchool - TimeForce II (3rd Party)	\$9,750.00	\$5,320.00			\$15,070.00	\$9,750.00

\*Adjusted for equal employee estimates of 457 employees needing subs, and 43 employees not requiring a sub.

***Dover School District Mission Statement***

*Strengthening our community by educating every child, every day!*

## SUMMARY

	Yr1	Yr2
**CRS Advanced Technology	\$22,423.50	\$9,387.50
<b>Frontline Technologies</b>	<b>\$29,352.50</b>	<b>\$15,596.50</b>
eSchool Solutions	\$30,881.50	\$15,230.50

\*\*Performs time entry for subs only

After a full day of demos, and a thorough review of the RFP response, we recommend the single solution offered by Frontline Placement Technologies. While not a significant advantage in price over eSchool Solutions (coming up slightly more in the annual cost of Yr2 and beyond), we ranked the combination of their AESOP sub calling software and VeriTime virtual timesheet highest in terms of features, usability, security and support. Frontline offered more advanced feedback options that allowed for online communication/reporting between subs and staff, as well as secure reporting and quality ranking for supervisors. The most important feature that made Frontline's product offering stand out, was the single source solution that would require only one login for district employees, when combined with the ability to utilize our active directory, this represents a one click time and leave entry solution into our existing employee web portal. Requiring no hardware or additional phone lines to support, this solution will not impact our valuable IT resources.

***Dover School District Mission Statement***

*Strengthening our community by educating every child, every day!*



# DOVER SCHOOL DISTRICT TECHNICAL SUPPORT SERVICES



TBD  
Manager  
(603) 516-6728  
[c.roberge@dover.k12.nh.us](mailto:c.roberge@dover.k12.nh.us)

25 ALUMNI DRIVE  
DOVER, NEW HAMPSHIRE 03820-4365  
(603) 516-6733 Fax (603) 516-6926  
[www.dover.k12.nh.us/DHS/Index.shtml](http://www.dover.k12.nh.us/DHS/Index.shtml)

GAYLE OSBURN  
Data Coordinator  
(603) 516-6240  
[g.osburn@dover.k12.nh.us](mailto:g.osburn@dover.k12.nh.us)

MARK RAICHE  
Bldg Tech Coordinator High school  
(603) 516-6997  
[Mark.raiche@dover.k12.nh.us](mailto:Mark.raiche@dover.k12.nh.us)

CHERYL BLACK  
Bldg Tech Coordinator Middle school  
(603) 516-7220  
[c.black@dover.k12.nh.us](mailto:c.black@dover.k12.nh.us)

KATHY BRITT  
Bldg Tech Coordinator Elementary schools  
(603) 516-6655  
[k.britt@dover.k12.nh.us](mailto:k.britt@dover.k12.nh.us)

**TO:** Members Dover School Board  
**FROM:** Gayle Osburn, Data Coordinator  
**DATE:** June 19<sup>th</sup>, 2013  
**RE:** Bid Award for 19" Flat-Panel Monitors

In an effort to maintain the highest possible standard of technology throughout the district, the Technology Department will be purchasing 60 19" flat-panel monitors. To that end, we solicited a public bid with a deadline of 6/18/2013 for the purchase of the monitors.

I am recommending the bid be awarded to the lowest bidder, **Higgins Office Products, Inc.**

The total bid award is **\$5,832.00**. An appropriation from the 2013-2014 general fund has been made for this purchase.

Vendor	Price per Unit	Price [60] Units	Price Includes Shipping/Handling	**Total Price ([60] Units)
<b>Higgins Office Products</b> 777 Broadway S. Portland, ME. 04106	\$97.20	\$5,832.00	\$0.00	\$5,832.00
<b>Staples</b> 50 Staples Drive Framingham, MA 01702	\$112.49	\$6,749.40	\$0.00	\$6,749.40
<b>DayStar, Inc.</b> 121 Shattuck Way, Suite 10 Newington, NH 03801	\$100.00	\$6,000.00	\$0.00	\$6,000.00
<b>SHI, Inc.</b> 290 Davidson Ave Somerset, NJ. 08873	\$97.30	\$5,838.00	\$0.00	\$5,838.00
<b>Royal Technology Manage</b> PO Box 225 Raymond, ME 04071	\$153.01	\$9,180.60	\$0.00	\$9,180.60

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



## DOVER SCHOOL DISTRICT TECHNICAL SUPPORT SERVICES



TDB  
Manager  
(603) 516-6728  
[c.roberge@dover.k12.nh.us](mailto:c.roberge@dover.k12.nh.us)

25 ALUMNI DRIVE  
DOVER, NEW HAMPSHIRE 03820-4365  
(603) 516-6733 Fax (603) 516-6926  
[www.dover.k12.nh.us/DHS/Index.shtml](http://www.dover.k12.nh.us/DHS/Index.shtml)

GAYLE OSBURN  
Data Coordinator  
(603) 516-6240  
[g.osburn@dover.k12.nh.us](mailto:g.osburn@dover.k12.nh.us)

MARK RAICHE  
Bldg Tech Coordinator High school  
(603) 516-6997  
[Mark.raiche@dover.k12.nh.us](mailto:Mark.raiche@dover.k12.nh.us)

CHERYL BLACK  
Bldg Tech Coordinator Middle school  
(603) 516-7220  
[c.black@dover.k12.nh.us](mailto:c.black@dover.k12.nh.us)

KATHY BRITT  
Bldg Tech Coordinator Elementary schools  
(603) 516-6655  
[k.britt@dover.k12.nh.us](mailto:k.britt@dover.k12.nh.us)

**TO:** Members Dover School Board  
**FROM:** Gayle Osburn, Data Coordinator  
**DATE:** June 19<sup>th</sup>, 2013  
**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 Technology Department will be purchasing a variety of Cisco 2960 Catalysts. To that end, we solicited a public bid with a deadline of 6/19/13 for the purchase of these switches.

Based on the pricing below, I am recommending the bid be awarded to **Higgins Office Products, Inc.** While not the lowest bidder on all items, Higgins Office Products did provide pricing on the exact specifications we requested in our request for proposal, whereas the vendor with the lowest bid pricing did not.

The table below represents the quantities and model numbers we requested and require. The total bid award is **\$4,842.00**. An appropriation from the 2013-2014 general fund has been made for this purchase.

	<u>Higgins</u>	<u>Staples</u>	<u>DayStar</u>	<u>SHI</u>	<u>Quantity</u>	<u>Total Cost</u>
2960-24PC-L	\$ 1,444.00	\$ 1,521.99	\$ 1,665.00	\$ 1,470.10	1	\$ 1,444.00
2960-24TT-L	\$ 839.00	\$ 790.49	\$ 889.00	\$ 763.83	1	\$ 839.00
2960-48PST-L	\$ 2,559.00	\$ 735.99	\$ 2,810.00	\$ 2,639.50	1	\$ 2,559.00
					<b>Total</b>	<b>\$ 4,842.00</b>



# DOVER SCHOOL DISTRICT TECHNICAL SUPPORT SERVICES



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**TO:** Members Dover School Board  
**FROM:** Gayle Osburn, Data Coordinator  
**DATE:** June 19<sup>th</sup>, 2013  
**RE:** Bid Awards for Nexlink Small Form Factor Computers

In an effort to maintain the highest possible standard of technology throughout the district, the Technology Department will be purchasing 30 Nexlink Small Form Factor Computer Systems. To that end, we solicited a public bid with a deadline of 6/18/2013 for the purchase of those systems.

I am recommending the bid be awarded to the lowest bidder, **SHI, Inc.**

The total bid award is **\$15,702.00**. An appropriation from the 2013-2014 general fund has been made for this purchase.

Vendor	Price per Unit	Price [30] Units	Price Includes Shipping/Handling	**Total Price ([30] Units)
<b>Higgins Office Products</b> 777 Broadway S. Portland, ME. 04106	\$570.00	\$17,100.00	\$0.00	\$17,100.00
<b>DayStar, Inc.</b> 121 Shattuck Way, Suite 10 Newington, NH 03801	\$585.00	\$17,550.00	\$0.00	\$17,550.00
<b>SHI, Inc</b> 290 Davidson Ave. Somerset, NJ 08873	\$523.40	\$15,702.00	\$0.00	\$15,702.00
<b>Royal Technology Manage</b> PO Box 225 Raymond, ME. 04071	\$581.94	\$17,458.20	\$0.00	\$17,458.20

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



# DOVER SCHOOL DISTRICT TECHNICAL SUPPORT SERVICES



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**TO:** Members Dover School Board  
**FROM:** Gayle Osburn, Data Coordinator  
**DATE:** June 19<sup>th</sup>, 2013  
**RE:** Bid Award for 80 Acer TravelMate Notebooks

In an effort to maintain the highest possible standard of technology throughout the district, the Technology Department will be purchasing 80 Acer TravelMate Notebooks. To that end, we solicited a public bid with a deadline of 6/18/2013 for the purchase of those systems.

I am recommending the bid be awarded to **SHI, Inc.** While they were not the lowest bidder, the purchase price did include a 3-year warranty. The lowest bidder, Staples, only provided a 1-year warranty on the items. Given the wear and tear of these machines, a 3-year warranty was a bid requirement.

The total bid award is **\$49,608.00**. An appropriation from the 2013-2014 general fund has been made for this purchase.

Vendor	Price per Unit	Price [80] Units	Price Includes Shipping/Handling	**Total Price ([80] Units)
<b>Higgins Office Products</b> 777 Broadway S. Portland, ME. 04106	\$674.00	\$53,920.00	\$0.00	\$53,920.00
<b>Staples</b> 500 Staples Dr. Framingham, MA 01702	\$570.49	\$45,639.20	\$0.00	\$45,639.20
<b>DayStar, Inc.</b> 121 Shattuck Way Newington, NH 03801	\$670.00	\$53,600.00	\$0.00	\$53,600.00
<b>SHI</b> 33 Knightsbridge Road Piscataway, NJ. 08854	\$620.10	\$49,608.00	\$0.00	\$49,608.00

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

EL NEW BUSINESS  
6.

JEAN BRIGGS BADGER  
Superintendent

MICHAEL LIMANNI  
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11  
McCONNELL CENTER  
61 LOCUST STREET SUITE 409  
DOVER, NEW HAMPSHIRE 03820-4132  
TEL (603) 516-6800  
FAX (603) 516-6809

## THE DOVER SCHOOL DISTRICT

TO: Jean Briggs Badger, Superintendent of Schools & Members Dover School Board

FROM: Michael Limanni, Business Administrator

DATE: June 19, 2013

RE: Request to move forward with the existing contract concerning Café Services Inc.

It is my recommendation that School Board approve the District's contract with Café Services Inc. for the second year of the contract signed on August 24<sup>th</sup>, 2012. This contract is subject to renewal every year for up to four (4) additional one-year terms, after which the District will rebid for the service.

Taking over Dover's food services program within two weeks of the start of school, Café Services not only managed to improve the quality of the food offered, but they have also managed to improve the program's customer service, educational opportunities, staff communication, and general facilities and equipment. They have also managed to retain 86% of the original staff, offering them improved benefit options and professional development. Where they fell short in expected revenue, they made up for it by honoring their personal guarantee.

The attached renewal options have been provided for your review. Please take note of the pricing in both options. I am recommending the second option which provides a \$0.25 increase to all student full price meals resulting in a \$63,126 return to the district. I feel this is necessary to absorb repairs to program equipment (\$20,603 in FY13), and payment for the District's administration of the Free and Reduced lunch program (\$9,871 in FY13).

***Dover School District Mission Statement***

*Strengthening our community by educating every child, every day!*

June 18, 2013

Mr. Michael Limanni  
Business Administrator  
Dover School District  
61 Locust Street suite 409  
Dover, NH. 03820

Dear Mike,

Enclosed is the renewal of the foodservice agreement between the Dover School District and Café Services Inc. for the 2013/ 2014 school year.

The projections are based on a \$.10 increase to all student full price lunch and a wage increase to foodservice staff.

The projections will return a profit to the program after all Cafe Services expenses of \$32,126.00.

In addition I have calculated the impact of a \$.25 increase to all student full price meals and this will result in a return to the district of \$63,126.00

If you have any questions or concerns please let me know.

Once the renewals have been approved by the state agency please have an executed copy returned to me for our files

Thank you again for allowing Café Services the privilege of providing our services to the Dover School District we look forward to another very successful school year.

Sincerely,

William VanZandt  
Vice President of Operations

CC: Brian Stone  
J. Hecker

# Café Services Inc.

## Dover School District

### 2013/2014 Proposed Price List

	"Type A" Lunch			"Type A" Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
Elementary School	\$2.10	.40	\$3.00	\$1.25	.30	\$2.00
High School & Jr. High	\$2.60	.40	\$3.00	\$1.25	.30	\$2.00
High School Meal Deal Breakfast with breakfast sandwich				\$2.00	.30	\$3.50
				Ala Carte Milk		.50

**Dover School District**  
**Food Service Base Bid 2013 / 2014**  
**Based on Enrollment of 3,952**  
**Based on \$.10 increase to all student full price lunch**

<u>Projected Income</u>	
Student Breakfast	22,000
Adult Sales	30,000
Student Lunch	492,500
Ala Carte	238,000
Special Functions	8,500
FFV	32,000
Fed and State Reimbursements	612,000
<b>Total Income</b>	<b>1,435,000</b>
<u>Projected Costs</u>	
<b>Labor Costs</b>	<b>656,354</b>
<b>Food Cost</b>	<b>655,150</b>
<b>Commodity Value</b>	<b>(75,000)</b>
Paper Supplies	32,000
Cleaning Supplies	4,000
Laundry and Uniforms	2,000
Insurance	14,150
Office Supplies Postage	5,000
Advertising/Promotions /CBC	3,000
Employee Training	1,000
Bond Expense	1,800
Depreciation	18,920
Computer	1,500
License	1,500
USDA Delivery / Administrative	6,500
Administrative / Service Fees	75,000
<b>Total Costs</b>	<b>1,402,874</b>
<b>Net (cost) / return to the District</b>	<b>32,126</b>

The updated base bid is for the 2013 / 2014 school year. Renewal of the existing foodservice agreement between the Dover School District and Café Services Inc. All other arrangements and specifications agreed upon in the original agreement are to be carried forward with this renewal.

Dover School District

Café Services Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

It's: \_\_\_\_\_

It's: President \_\_\_\_\_

# Café Services Inc.

## Dover School District

### 2013/2014 Proposed Price List

	"Type A" Lunch			"Type A" Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
Elementary School	\$2.25	.40	\$3.00	\$1.25	.30	\$2.00
High School & Jr. High	\$2.75	.40	\$3.00	\$1.25	.30	\$2.00
High School Meal Deal Breakfast with breakfast sandwich				\$2.00	.30	\$3.50
				Ala Carte Milk		.50

**Dover School District**  
**Food Service Base Bid 2013 / 2014**  
**Based on Enrollment of 3,952**  
**Based on \$.25 increase to all full price student lunch**

<u>Projected Income</u>	
Student Breakfast	22,000
Adult Sales	30,000
Student Lunch	523,500
Ala Carte	238,000
Special Functions	8,500
FFV	32,000
Fed and State Reimbursements	612,000
<b>Total Income</b>	<b>1,466,000</b>
<u>Projected Costs</u>	
<b>Labor Costs</b>	<b>656,354</b>
<b>Food Cost</b>	<b>655,150</b>
<b>Commodity Value</b>	<b>(75,000)</b>
Paper Supplies	32,000
Cleaning Supplies	4,000
Laundry and Uniforms	2,000
Insurance	14,150
Office Supplies Postage	5,000
Advertising/Promotions /CBC	3,000
Employee Training	1,000
Bond Expense	1,800
Depreciation	18,920
Computer	1,500
License	1,500
USDA Delivery / Administrative	6,500
Administrative / Service Fees	75,000
<b>Total Costs</b>	<b>1,402,874</b>
<b>Net (cost) / return to the District</b>	<b>63,126</b>

The updated base bid is for the 2013 / 2014 school year. Renewal of the existing foodservice agreement between the Dover School District and Café Services Inc. All other arrangements and specifications agreed upon in the original agreement are to be carried forward with this renewal.

Dover School District

Café Services Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

It's: \_\_\_\_\_

It's: President