



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #7
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, July 11, 2016
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
 - 1. Public Meeting to Enter Nonpublic Meeting #6, June 28, 2016
 - 2. Regular Meeting #6, June 28, 2016
- G. CONSENT AGENDA**
 - 1. **Correspondence: none**
 - 2. **Resignations/Retirements:**
 - a. Jennifer Dion-Humphrey, DHS Guidance
 - b. Benjamin Ludwig—Literacy Facilitator
 - 3. **Leaves of Absence:**
 - 4. **Nominations:**
 - a. Nomination and Election of Teachers
 - b. Nomination of Assistant Director of Student Services
 - 5. **Extended Travel (Student Trips): none**
 - 6. **Donations**
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - a. EFB—USDA Nondiscrimination Statement
 - b. EF—Food Service Management
- J. POLICY ADOPTION:**
- K. RESOLUTIONS:**
- L. OLD BUSINESS:**
- M. NEW BUSINESS:**
 - a. Superintendent Evaluation Process
 - b. Superintendent Evaluation Summary
 - c. Results of USDA NSLP Review
 - d. Award Bid—Water Heater Replacement for DMS



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #7
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, July 11, 2016
Meeting Time:	7:00 pm

e. June Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three 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.

Dear Dover School District,

July 1, 2016

I am writing to inform you that I am resigning from my role of School Counselor at Dover High School. I have been offered an opportunity closer to my home and children's schools.

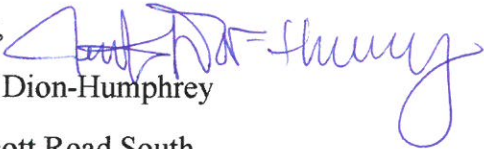
I would like to give my sincere thanks to the Dover School District and will certainly miss my students.

Warmly,

Jennifer Dion-Humphrey

32 Linscott Road South

York, ME 03909



JUL 12 2016

Benjamin Ludwig
342 Merry Hill Road
Barrington, NH 03825

July 6, 2016

Dr. Elaine Arbour
Superintendent
Dover School District
61 Locust Street, Suite 409
Dover, NH 03820

Dear Dr. Arbour,

Because you have declined my request for a one year leave of absence while I work with HarperCollins to support my first novel, I am writing to resign my position as literacy facilitator. I will not be returning to DMS this coming academic year.

Please let me know if you require any additional information.

Sincerely,

Benjamin Ludwig

Cc: Kim Lyndes

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

TO: **DOVER SCHOOL BOARD**

DATE: June 6, 2016

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 2016-2017 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Ackerman, Samantha	Grade 2 Teacher	Woodman Park School	Jennifer Russell-Bickford	\$39,211.00	MA 2
Barnard, Kimberly	French Teacher (OYO)	Dover High School	Laura Tormey	\$40,466.00	MA 3
Dromey-Heeter, Susan	.34 Spanish Teacher	Dover High School	New Position	\$22,566.48	BA30 19
LaHaise, Taylor	Latin Teacher	Dover High School	Michael Roberts	\$35,231.00	BA 1
Lawton, Allison	Speech Pathologist	Woodman Park School	Yvonne Carter	\$39,211.00	MA 2
Mahony, John	Spanish Teacher (OYO)	Dover High School	Stacey Kostis	\$37,996.00	MA 1
Monteiro, Tereza	ESL Teacher	Dover Middle School	New Position	\$64,090.00	MA30 16
Rogers, Elizabeth	Elementary Teacher	Woodman Park School	Taryn Turner	\$37,996.00	MA 1
Velazquez, David	PE Teacher	Woodman Park School	Zac Weilbrenner	\$35,231.00	BA 1
Wackman, Lucy	ESL Teacher	Dover High School	Julie Verran	\$37,996.00	MA 1

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

LIBBY SIMMONS
Business Administrator
l.simmons@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
p.glynn@dover.k12.nh.us

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

JEFFREY MYERS
Director of Technology
j.myers@dover.k12.nh.us

To: Dover School Board

From: Elaine M. Arbour, Superintendent

Date: July 11, 2016

Re: Nomination for Assistant Director of Student Services

It is with pleasure that I nominate Abigail Pinkham as Assistant Director of Student Services for the Dover School District. For the past 8 years, Ms. Pinkham has served as Special Education Coordinator for the elementary schools in the Dover School District. Prior to that, she was Special Education Coordinator for the Manchester School District and a Special Education Case Manager in Oregon. In her new role, Ms. Pinkham will be working with all grades and students within the Dover School District to provide oversight of special education, Title IX, Guidance and Nursing services.

I am confident that Ms. Pinkham will be great addition to the Dover School District Administrative Team and I would like to extend her an annual contract with a salary of \$83,385.00 with no additional stipends and/or contractual obligations.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Donation Request List for Approval
July 11 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
DHS	Liberty Mutual	\$500.00	General Donation	Project Graduation
HSS	Dr. Joe White	\$729.00	General Donation	Responsive Classroom Tuition
HSS	Northeast ENT & Allergy	\$729.00	General Donation	Responsive Classroom Tuition
HSS	Wentworth Douglas Hospital	\$1,458.00	General Donation	Responsive Classroom Tuition

DOVER SCHOOL DISTRICT	POLICY CODE: EFB
DATE OF ADOPTION:	PAGE 1 OF 1

USDA NONDISCRIMINATION STATEMENT

FIRST READING

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

DOVER SCHOOL DISTRICT	POLICY CODE: EF
DATE OF ADOPTION: SEPTEMBER 11, 2006	PAGE 1 OF 1

FOOD SERVICE MANAGEMENT

FIRST READING

All food service personnel will be directly responsible to the Food Service Manager and ultimately responsible to the building principal, Superintendent, or designee.

The Food Service Manager is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will comply with the nutrition standards as set forth by the school wellness program.

The Food Service Manager will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

~~The Food Service Manager will be certified by a NH Department of Education approved program.~~

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Manager will make recommendations to the building principal, the Superintendent, or designee concerning personnel and operational matters related to the food service program.

The Food Service Manager will be responsible for requesting two Food Safety Inspections annually for the District's schools.

The Food Service Manager will follow the small purchase threshold established by the District's governing requirements, and will maintain a 3-year retention policy for all RFPs plus current.

The Food Service Manager will follow their established written Code of Conduct which includes conflict of interest, acceptance of gifts and disciplinary action. The Code of Conduct shall be provided to the District.

The Food Service Manager will follow their established written Procurement Procedures. The Procurement Procedures shall be provided to the District.

All Food Staff and non-Food Staff working within the meals program, both District and FSMC employees, shall adhere to USDA's Professional Standards regulations. The District shall ensure that all applicable employees' trainings are tracked and logged appropriately.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

NH Code of Administrative Rules, Section Ed. 306.11, Food and Nutrition Services

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

LIBBY SIMMONS
Business Administrator
l.simmons@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
p.glynn@dover.k12.nh.us

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

JEFFREY MYERS
Director of Technology
j.myers@dover.k12.nh.us

TO: Elaine M. Arbour, Superintendent of Schools
Members Dover School Board

FR: Libby Simmons, Business Administrator

DATE: July 11, 2016

RE: Results of USDA National School Lunch Program (NSLP) Administrative Review
Results of USDA National School Lunch Program (NSLP) Procurement Review

In March 2016, the NHDOE Bureau of Nutrition Programs and Services conducted two separate reviews concerning the USDA's National School Lunch Program. These reviews were a first for the Dover School District. The NHDOE presented written notification to the District regarding the findings of the Administrative Review and Procurement Review with required plans of corrective action and timeframes. Corrective action plans were submitted and approved by the NHDOE Bureau of Nutrition Programs and Services in May 2016 and are attached for your review.

As part of the Administrative Review, it was found that some of our school policies were either not up to date or did not include all information as required under federal regulations. Two draft school district policies will be on the agenda at the July 11th School Board meeting for a first reading. These draft policies have been reviewed by the NHDOE and address some of the findings requiring corrective action. Please note additional policies will be discussed at the September School Board meeting following the Wellness and Learning Conference that I will be attending in August.

After your review of the enclosed information, I would be happy to answer any questions that you may have.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

May 9, 2016

SAU #11
Elaine M. Arbour
McConnell Center
61 Locust Street, Suite 409
Dover NH 03820-4132

Dear Superintendent Arbour:

The Bureau of Nutrition Programs and Services has received the plans for Corrective Action in response to the Findings from the USDA National School Lunch Program (NSLP) Administrative Review (AR) conducted at SAU #11 in March, 2016.

All plans for Corrective Action submitted have been approved. There was Fiscal Finding associated with this review due to incorrect meal benefit determinations, resulting in an over claim of \$735.40. The State Agency will be adjusting a future claim to offset this over claim.

This review is now considered closed. The 6 cent Certification Benefit will be maintained.

Again, we would like to thank all staff involved for their cooperation and time during the AR process. It was a pleasure visiting your schools and seeing the Child Nutrition Programs in operation.

If you have any questions concerning this letter, please contact me by phone: 271-3861 or email: kathryn.hodges@doe.nh.gov.

Sincerely,
Kathryn GM Hodges

Program Specialist IV
NH-DOE ~ Bureau of Nutrition Programs and Services

cc: Libby Simmons, Interim Business Administrator
Myles Underwood, Food Service Director, Café Services
Frank Gillespie, Manager of Training and Nutrition Services, Café Services

Citizens Services Line 1-800-339-9900

TDD Access: Relay NH 711
EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

LIBBY SIMMONS
Interim Business Administrator
l.simmons@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
p.glynn@dover.k12.nh.us

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

CORRECTIVE ACTION PLAN – NSLP ADMINISTRATIVE REVIEW

May 6, 2016
New Hampshire Department of Education
Division of Program Support
Bureau of Nutrition Program and Services
101 Pleasant Street
Concord, NH 03301

Certification and Benefit Issuance

Findings

- Determining Official, Confirmation Official, Direct Certification Official must participate in Eligibility training.
- The Eligibility Manual must be reviewed for the proper way of determining meal benefits.
- Only the current year's version of the income application can be accepted for determining meal benefit status.
- The DC process must be reviewed to include a procedure for identifying household members and siblings of those students that appear on the DC list.
- All identified students on the SFA-1 and SFA-2 must be corrected, as applicable. (Fiscal Action)

Corrective Action Plan

The Dover School District agrees with the findings and has taken the necessary steps to participate in Eligibility training. The Eligibility Manual has been made available to all staff who participates in determining and verifying eligibility. Procedures are currently being identified and updated for identifying household members and siblings of those students that appear on the Direct Certification list by working within our student information system (MMS).

Fiscal Action

The Dover School District agrees that identified students on the SFA-1 and SFA-2 must be corrected and final worksheets are included as part of this report identifying those corrections.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Verification

Findings

- The Verification Process must include the Confirmation Official's responsibilities and follow guidelines regarding the numbers to be verified.
- All students appearing on the selected applications to be verified must be acted upon.

Corrective Action Plan

The Dover School District agrees with the finding that all selected applications will be reviewed and signed off by the Confirmation Official prior to contacting the households. In addition, the Dover School District identifies the need to and will attend trainings on the Verification Process.

Meal Counting and Claiming

Findings

- Each site's numbers must be kept separate from other sites.

Corrective Action Plan

The FSMC, Café Services, acknowledges that the Charter School lunch counts will be maintained and adjusted on a daily spreadsheet. Monthly claims will be made based on spreadsheet data. Data will NOT be entered into Horne Street School POS. This manual entry system will remain in effect until an additional remote site (Charter School) is created in Lunchbox POS. At that time, data will be entered for the Charter School into POS for their specific site.

Meal Components and Quantities

Findings

- Production Records (PR's) are incomplete with required information. Production Records provide documentation of what was prepared and served. This documentation is necessary to support the claim for reimbursable meals and to identify information needed for the nutrient analysis.
- All reimbursable lunch meals available to students must be offered with all 5 food components: Meat/Meat Alternate, Grain, Fruit, Vegetable and Milk.
- All service lines must meet the Vegetable sub-group requirement.
- All reimbursable lunch meals counted at the POS must contain at least 3 food components, with one being either a Fruit or a Vegetable.

Corrective Action Plan

The FSMC, Café Services, has acknowledged that all SAU11 food service staff will receive additional training prior to May 31, 2016 on Production Records and Reimbursable Meals.

Meal Charging

Findings

- The Policy must be revised to address all aspects of the Meal Charging issue.

Corrective Action Plan

The Dover School District agrees with the finding of addressing all aspects of the Meal Charging issue. The business office is in the process of revising Dover School District policy EFD to address the issue and will present to the Dover School Board for approval. It is anticipated that this will be accomplished prior to the start of the 2016-17 school year.

Food Services Management Companies (FSMC)

Findings

- An Advisory Group must be established.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

- Monitoring FSMC, within the scope of managing the contract, must be expanded.

Corrective Action Plan

The Dover School District concurs with the finding of establishing an Advisory Group. The FSMC, Café Services, has acknowledged that the Food Service Director will add a Food Advisory Group discussion to the next Wellness Committee agenda. Findings of the Administrative Review and contractual obligations will be discussed. The solicitation for group members for the Food Advisory Group will commensurate at the beginning of school year 2016-2017. Effective September 2016, the Business Administrator or designee will periodically monitor the food service operations with on-site visits to ensure the food service is in conformation with program regulations per 210.16(a)(3).

Civil Rights

Findings

- Food Service must either be incorporated into the existing Complaint Procedure or must have one of their own.
- Civil Rights training must be provided to all non-food service staff. Training records must be maintained appropriately.
- All documentation referencing the meals program must be updated with the current version of the Non-Discrimination Statement.

Corrective Action Plan

Upon review of existing school board approved policies, the Dover School District will establish a new or update the complaint procedure in the existing policy to include the USDA program. The Dover School District agrees with the finding that Civil Rights training must be provided to all non-food service staff and acknowledges that training will take place on an annual basis to all staff, as well as non-FSMC staff who work within the program. The Dover School District will update all locations with the new non-discrimination statement, as well as establish a new school board policy. It is anticipated that this will be accomplished prior to the start of the 2016-17 school year.

Free Potable Water

Findings

- Students must have free and easy access to potable water during meal service.

Corrective Action Plan

The Dover School District agrees with the finding of having free and easy access to potable water during breakfast and lunch meal services at Dover Middle School. The District is currently obtaining quotes to add a bubbler to the middle school cafeteria area with work slated to begin during the summer of 2016. If the bubbler is not installed prior to the start of the 2016-17 school year, an alternative plan of either a traditional water cooler or Igloo Style 5 gallon coolers with spigot dispensers will be provided at all meals until a permanent solution is in place. The SAU will inform Dover Middle School administration of the non-compliance of free and easy access to potable water as a result of the Administrative Review and will request that they allow any student access to water at its current location.

Food Safety

Findings

- Individualize the Food Safety Plan to be site/menu specific.
- Each site must have two Food Safety Inspections annually. A request for the second inspection must be documented appropriately.

Corrective Action Plan

The FSMC, Café Services, has acknowledged that HACCP Food Safety Plans at all locations in the Dover School District will be reviewed prior to May 31, 2016 and revised accordingly for their specific locations. The Food Service Director will be responsible for requesting two Food Safety Inspections annually for the Dover

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

School District. Please see attached request for the Dover School District dated 10/22/2015 with response from City Health Inspector, Jaime Donovan.

Respectfully Submitted By,

A handwritten signature in black ink, appearing to read "Libby M. Simmons".

Libby M. Simmons
Interim Business Administrator

cc: Dr. Elaine M. Arbour, Superintendent of Schools
Chris Faro, Café Services
Frank Gillespie, Café Services

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

May 6, 2016

SAU 11
Elaine M. Arbour
McConnell Center
61 Locust Street, Suite 409
Dover NH 03820-4132

Dear Superintendent Arbour;

My thanks to your staff for their time and cooperation during the Procurement Review (PR) of USDA's National School Lunch Program (NSLP) at the Dover School District, which was conducted on March 18, 2016. New Hampshire is a pilot state for the new USDA Procurement Review process, and I thank Dover's cooperation and willingness to be the pilot district for this process.

The focus of a PR is specifically on the procurement procedures for all goods and services by both the District and their contracted vendor, Café Services.

During the PR process and exit interview, the State Agency reviewer provided guidance and technical assistance to staff. There were Findings requiring plans of Corrective Action associated with the review.

The Corrective Action Plans submitted have been reviewed and approved. This review is now considered closed.

Again, I would like to thank everyone involved for their cooperation and time spent during the review process. It was a pleasure visiting your SAU.

Sincerely,

Kathryn G.M. Hodges

Kathryn G.M. Hodges
Program Specialist IV
NH Department of Education
Bureau of Nutrition Programs & Services

cc: Libby Simmons, Business Administrator
Chris Faro, Café Services
Michael Chmela, Café Services

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

LIBBY SIMMONS
Interim Business Administrator
l.simmons@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
p.glynn@dover.k12.nh.us

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

CORRECTIVE ACTION PLAN – NSLP PROCUREMENT REVIEW

May 6, 2016
New Hampshire Department of Education
Division of Program Support
Bureau of Nutrition Program and Services
101 Pleasant Street
Concord, NH 03301

Finding #1

The SFA must retain the rubrics of all contract evaluations for 3, plus the current, years beyond the life of the contract, including renewals.

Corrective Action Plan

The SFA will retain the rubrics of all contract evaluations for three, plus the current, years beyond the life of the contract including renewals. Please see attached General RFP Rubrics Form for the FSMC, Café Services, Inc.

Finding #2

When the SFA issues a solicitation for any goods or services, price must be the primary consideration in the evaluation of the bids or proposals. The solicitation must clearly identify this in the evaluation section.

Corrective Action Plan

The SFA will consider price as the primary consideration in the evaluation of food service operation bids or proposals which will be clearly identified in the evaluation section.

Finding #3

While on-site monitoring of the contracted services is done by the SFA, it is not being documented. All on-site monitoring efforts must be documented and retained for the required retention period.

Corrective Action Plan

The SFA will continue on-site monitoring of the contracted services and will document and retain those records for the required retention period effective immediately.

Finding #4

Both the SFA and the FSMC must establish a written Procurement Procedure that incorporates: small purchase procedures; the prohibition of unnecessary or duplicative purchases; following the most restrictive

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

small purchase threshold that is applicable to the District; performing a cost or price analysis in connection with every purchase; assurances that small, minority or women business enterprises and labor surplus firms are used when possible; appropriate bonding limits; an evaluation process and vendor selection; record retention and access to records; appropriate on-site monitoring and management of contract.

Corrective Action Plan

The SFA currently has a bidding requirement school board policy, DJE, and is attached for reference. The SFA will address the items that are not included within the existing policy by September 30, 2016.

The FSMC, Café Services, acknowledges they will abide to the Small Purchase Threshold established by the client's governing requirements. Café Services, also acknowledges in execution of the RFP, will not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability or veteran's status and to provide accommodations to qualify individuals with disabilities upon request. Please see attached General Rubrics Form for the FSMC, as well as Café Services' Vendor Questionnaire Form.

Finding #5

The FSMC must establish a written records retention policy.

Corrective Action Plan

The FSMC, Café Services, acknowledges that they will institute a 3-year record retention policy for all RFP's plus current.

Finding #6

Both the SFA and the FSMC must establish a written Code of Conduct, which would include: conflict of interest; acceptance of gifts; disciplinary action.

Corrective Action Plan

The SFA will establish a written Code of Conduct that includes conflict of interest, acceptance of gifts and disciplinary action by September 30, 2016.

A written Code of Conduct is attached from the FSMC, Café Services, and includes their corrective action plan.

Finding #7

Both the SFA and FSMC must familiarize themselves with 2 CFR 200, the Super-Circular that has replaced many of the standard citations such as A87, 3016, 3019, etc.

Corrective Action Plan

The SFA will become familiar with 2 CFR 200, the Super-Circular that has replaced many of the standard citations such as A87, 3016 and 3019. The FSMC, Café Services, also acknowledges that they will become familiar with 2 CFR 200, the Super-Circular that has replaced many of the standard citations such as A87, 3016 and 3019.

Respectfully Submitted By,



Libby M. Simmons
Interim Business Administrator

cc: Dr. Elaine M. Arbour, Superintendent of Schools
Chris Faro, Café Services
Frank Gillespie, Café Services

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Café Services, Inc. - General RFP Rubrics Form

Date: _____

Vendor Name: _____

RFP Applied For: _____

 Division Bidding: ☐ ALL ☐ Café Services (Corp Dining) ☐ Fresh Picks, Inc. ☐ Glendale Senior Dining

Point Standard	Criteria for Evaluation & Award		
		<u>Met</u>	<u>Not Met</u>
10	Vendor Application Completed		
20	Experience, Service Capability		
5 (Bonus)	* Small, minority or women business enterprises and labor surplus firm		
15	Product Specifications, Compliance Criteria		
5 (Bonus)	* Provided Electronically		
10	Geographic Service Requirements		
15	Proof of HACCP, SQF or Sanitation Compliance Stds., Proof of Third Party Audit Available, Recall Procedure Included		
10	Proof of Liability Insurance \$ 1,000,000.00 minimum		
5 (Bonus)	* Additional coverage award		
5	On-Line Ordering Capabilities System		
5	Credit Terms Requested - 60 Days		
30	Cost Competitiveness		
TOTAL Points Awarded			

DOVER SCHOOL DISTRICT	POLICY CODE: DJE
DATE OF ADOPTION: 5/12/14	PAGE 1 OF 1

BIDDING REQUIREMENTS

All contracts for and purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more shall be based, when feasible, on at least three competitive bids, using the formal bid process. All purchases less than \$10,000 but over \$5,000, unless on an emergency basis, shall be based on three written vendor bids. Anything under \$5,000 would require three employee documented competitive bids or quotations. All written quotations are to be sent to the office of the Superintendent for processing. All purchases made in the open market shall be consummated after careful planning.

In purchases involving professional services, such as engineers, auditors, or architects, where the ethics of the profession prohibit bidding, the requirements of bidding may be waived by the School Board.

In emergency or unusual circumstances any requirements for bids may be waived by the School Board. Waivers of bid requirements are permissible if items are purchased through the State of New Hampshire bid process.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent's Office, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified, and all bidders and other persons shall be invited to be present.

The School Board reserves the right to accept any bid and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the School Department"; to accept the bid on one or more items of a proposal, on all items of a proposal, or any combination of items of a proposal.

The School Board reserves the right to waive, or reject, any informalities in, any or all bids, or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The School Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made may be required to enter into a written contract with the district.

Legal References:

RSA 194-C 4I (a)

Rules 303.01 (6)

Café Services, Inc.

VENDOR QUESTIONNAIRE FORM

At Café Services, Inc., we seek to establish mutually beneficial relationships with all our suppliers, and encourage them to match our high standards in respect of quality, food safety, working conditions, trading practices, health and safety and environmental protection.

- We treat our suppliers and subcontractors honestly and fairly.
- No employee may offer or receive – or influence others to offer or receive – any money or material gift that could be construed as a bribe or influence.
- We endeavor to ensure we are not exploited directly or indirectly by requests to make facilitation payments.
- All information concerning the company and its suppliers is to be treated as confidential.

Vendor Name:

Vendor Address: City: State: Zip:

Phone: Fax: Web Address:

Primary Contact: Title: Duties:

Secondary Contact: Title: Duties:

- Please provide an overview of your business experiences servicing multiple food service locations, specifically school segments.
- Please provide an overview of how you implement or transition successful award of the terms of the RFP.
- Is your organization designated as a small, minority or women business enterprise and labor surplus firm? If so, please include all proof of verification.
- Please provide an overview of the geographic area you service and the ability to deliver products to our locations within the established time windows.
- Please attach a listing of products you inventory or produce:
- Please identify a listing of any and all "Valued Services" you can provide Café Services, Inc.
- Please provide a statement regarding your Sustainability Commitment:

- What initiatives or services does your organization provide regarding recycling?
- Do you have Certificate of Insurance on file?
 - Café Services, Inc. requires a minimum of \$ 1,000,000.00 General Liability coverage.
- Do you provide product specification sheets on the items you offer?
 - Are these available electronically?
- Is your facility inspected by a certified third-party Food Safety Inspection agency? If so, please provide copies of the last two sequential inspections.
- Please state your protocol for product recall.
- Are there any other unique products or services can you extend to Café Services, Inc.?

CODE OF CONDUCT

Confidential and Proprietary Information

Company property includes not only tangible property, but also intangible property such as information. Proprietary information includes all information obtained by our employees during the course of their work. Employees of Café Services will receive and have access to information that is confidential in nature to the organization, its customers [clients], and vendors. This information includes but is not limited to research, strategic plans, personnel files, marketing data, formulas, and customer [client] lists. Employees are not to disclose any such information to (a) any other person in the organization unless there is a legitimate business reason for doing so or (b) any person outside the organization unless management has expressly stated that the information can be disclosed to that person. This obligation exists even after the employee leaves the organization.

The organization has developed certain proprietary products, written information, and/or processes that are unique to the organization. Keeping such information from competitors plays an important part in our success. The organization protects proprietary information by restricting employee and visitor access to certain designated areas and access to documents to only those who have business reasons to view them.

Ethics and Conflict of Interest

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. Café Services needs to know that the transactions employees participate in are ethical and within the law, both in letter and in spirit. Café Services recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of Café Services as "standard practice," that is by no means sufficient reason to assume that such practice is acceptable at our organization. There is no way to develop a comprehensive, detailed set of

rules to cover every business situation. The tenets in this policy outline some basic guidelines for ethical behavior at Café Services. Whenever employees are in doubt, they should consult with their manager.

Employees of Café Services are expected to avoid all situations or interests that conflict with their responsibility to the Company. Although not an all-inclusive list, conducting business ethically requires that employees:

- Obey all relevant laws, including employment and employment-related laws;
- Treat others fairly, with dignity and with respect;
- Prepare all records of financial transactions carefully, accurately and with integrity;
- Report financial conditions and results of operations, honestly and promptly;
- Deal honestly and fairly with clients, customers, suppliers, and financial partners;
- Avoid actual and potential conflicts of interest (situations where you make or influence a decision that may result in personal gain for you or others closely associated with you);
- Do not solicit employment opportunities from accounts in which you are assigned;
- Avoid the improper giving and receiving of gifts;
- Safeguard the Company's assets (supplies, equipment and premises of the Company and/or its clients are not to be used for personal use without prior permission and arrangement of adequate compensation);
- Protect the Company's reputation (certain types of off-duty conduct may interfere with the Company's legitimate business interests). You are expected to conduct your personal affairs in a manner that does not adversely affect the Company's integrity, reputation or credibility;
- Communication with clients, customers, sub-contractors, peers, and team members should be transparent and professional;
- Separate your personal political activities from the Company's business, and;
- Report observed violations of standards to your supervisor or Café Services' Director of Human Resources.

Employees are encouraged to seek assistance from their managers with any ethical concerns. However, Café Services realizes this may not always be possible. As a result, employees may

call Human Resources at 603-437-0200 to report anything that they cannot discuss with their manager.

Corrective Action

Café Services expects all employees to work safely and meet the standards of performance and conduct that have been established for their jobs. When employee performance and/or conduct do not meet the Company standards, the Corrective Action process is used. This process is intended to ensure understanding of expectations and to put in place a plan for improvement.

When Corrective Action becomes necessary, your manager—in partnership with Human Resources—will decide what action is appropriate by considering such factors as your work history, frequency of policy violations, conduct, past and present level of performance, and the seriousness of the offense.

Corrective Action may include:

Coaching Conversation (verbal warning)

Written Warning

Suspension and/or Final Warning

Termination

While Café Services hopes to correct most types of unsatisfactory performance or conduct through Corrective Action measures, some types of performance and misconduct are so severe that they may warrant termination without any prior Corrective Action. Examples of these types of violations include, but are not limited to:

- Violation of the Professional Conduct Policy to include: Sexual Harassment, Harassment, Discrimination, and/or Bullying;
- Violation of the Workplace Violence Policy;
- Violation of the Alcohol and Drug Abuse Policy;
- Falsification of Company-related documents including, but not limited to, records of time worked, payroll records, expense reports, employment applications, or any application for leave of absence;

- Conviction of criminal activity that disqualifies an employee from working for their contract location and/or the Company;
- Theft, attempted theft, or removal of Company, client, or co-worker property from the premises, without proper authorization;
- Willful misuse or destruction of Company, client, or a co-worker property;
- Failure to abide by confidentiality and/or conflict-of-interest standards;
- Failure to abide by Sanitation and Health standards and regulations and/or;
- Other serious misconduct.

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

LIBBY M. SIMMONS
Business Administrator
l.simmons@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
p.glynn@dover.k12.nh.us

JEFFREY MYERS
Director of Technology
j.myers@dover.k12.nh.us

THE DOVER SCHOOL DISTRICT

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

TO: Members Dover School Board
FROM: Libby M. Simmons, Business Administrator
DATE: July 11, 2016
RE: Results of Request for Bid (RFB) for ***Hot Water Heater Replacement at Dover Middle School***

In December 2015, one of the two original hot water heaters at Dover Middle School failed. On March 14, 2016, Harriman Architects and Engineers was selected to provide design engineering services for the project.

On June 13, 2016, the business office released a RFB for a water heater replacement system at Dover Middle School. On June 20, 2016, five vendors participated in the mandatory walk-through at Dover Middle School. Of those five vendors, one submitted a proposal within the general requirements of the RFB documents on June 28, 2016.

Facilities Director, Jeff White, and David Story, Senior Associate at Harriman, have assisted in the review of the bid results. The recommendation to the Board is to select **Denron Plumbing & HVAC, LLC** for their services as outlined in the scope of work in the amount of **\$77,383**. We base this recommendation on their demonstrated experience in comparable projects, their reliability and attention to detail.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!