



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #8
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, August 8, 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 Discipline Meeting #4, July 12, 2016
 - 2. Special Session #7, July 14, 2016
 - 3. Public Meeting to Enter Nonpublic Meeting #7, July 20, 2016
- G. CONSENT AGENDA**
 - 1. **Correspondence: none**
 - 2. **Resignations/Retirements:**
 - 3. **Leaves of Absence:**
 - 4. **Nominations:**
 - a. Nomination and Election of Teachers
 - 5. **Extended Travel (Student Trips):**
 - a. Washington, DC Trip-May 30-June 3, 2017, Preliminary Approval
 - 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:**
 - a. Garrison Elementary School Trust
- L. OLD BUSINESS:**
- M. NEW BUSINESS:**
 - a. Charter School Bussing Discussion
 - b. Superintendent Evaluation Process
 - c. Superintendent Evaluation Summary
 - d. Negotiating Committee Update



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- e. Results of USDA NSLP Review
- f. Enrollment Update
- g. Start-Stop Discussion Update
- h. Award Bid for Snow Plowing Services

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.

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

TO: DOVER SCHOOL BOARD

DATE: August 8, 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
George, Kerri Ann	Special Educator(OYO)	Horne Street School	Jillian Cote	\$37,996.00	MA Step 1
Kernus, Alecia	Grade 4 Teacher	Horne Street School	Ashley Powers(LOA-WPS)	\$41,761.00	MA Step 4
McLean, Sarah	Special Educator	Horne Street School	Abby Willette	\$48,884.00	MA Step 9
Sessler, Courtney	Kindergarten Teacher	Horne Street School	Danielle Rogers	\$40,466.00	MA Step 3
Tripp, Andrew	Special Ed Case Manager	Dover High School	Robin Eich	\$37,051.00	BA30 Step 1
VanDeventer, Patricia	Special Educator	Dover Middle School	New Position	\$35,231.00	BATeach Step 1



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

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

Lindsay Dube
Dean of Students-5/6
l.dube@dover.k12.nh.us

Dover Middle School

16 Daley Drive, Dover, New Hampshire 03820

Phone: 603-516-7200 • Fax: 603-516-5747
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Fran Meffen
School Counselor Grade 5
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Mary Calhoun
School Counselor Grade 6
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Beckie Pazdon
School Counselor Grade 7
b.pazdon@dover.k12.nh.us

Justin Pagnotta
School Counselor Grade 8
j.pagnotta@dover.k12.nh.us

Dover Middle School Washington DC Trip 2017

Preliminary request inclusions

1. Statement of educational value (included).
2. Dates of trip. May 30th – June 3rd, 2017
3. Itinerary (sample included).
4. Cost per student. \$525 (some scholarship money is available).
5. Academic eligibility (included).
6. Permission forms (included).
7. Principal opinion.
8. Release from duty. Will be requested when we have preliminary approval.
9. Financial benefit for leader and chaperones. 4 Chaperones per bus are complimentary there are no other benefits. No additional money is added to the students cost for chaperones.
10. Substitutes for staff that are attending, there is no other cost for the district.

Thank you for your consideration

The Dover Middle School Student Council has sponsored an eighth grade trip to Washington DC for the past thirty-three years since 1983.

This has become a tradition for our students, and in fact, the students in the younger grades have something to look forward to for their future and get excited about becoming eighth graders at Dover Middle School.

While in the nation's Capital we view and participate in many educational and social activities, such as meeting our US Senator or Congressman, touring the Capital Building, White House, Washington Monument, Lincoln Memorial, Vietnam Memorial, and the World War 2, Memorial. We also witness the changing of the guard at Arlington National Cemetery; visit the Smithsonian Museum complex and National Archives to view the Declaration of Independence. On many of the trips we have met a United States Congressman and they graciously take the time to talk to our students.

This is a life lesson. Some of the students have never experienced travel. Students learn cooperation and understanding each other and themselves.

We also establish goals for the students to achieve. Students are not allowed to receive more than one "in school suspension" or one "out of school suspension" throughout the year and they may not receive more than one "F" on their report cards cumulative for the first three eighth grade terms. This is a tremendous carrot for the students and it helps with the building climate. Some students that had discipline problems in the seventh grade change their behavior in the eighth grade in order to be able to attend this trip.

Last year all students that needed scholarship money were accommodated and no extra money is added onto the student price to pay for chaperones.

The real world experience, student energy and focus, take the classroom and expand it outside the walls of the school.

Thank you

Bruce Patrick
Dean of Students-DMS

**Dover Middle School
Washington, DC Trip Itinerary 2017**

Tuesday, May 30

7:00 pm	Students arrive at the school. Teachers will check all baggage.
8:00 pm	After loading the busses, we will depart.
12:00 am	Lights out. Quiet time on the bus.

Wednesday, May 31

Breakfast	To be determined
6:00-7:00 am	Students may talk in low tones.
10:00 am	Arrive at Busch Gardens
6:00 pm	Leave Busch Gardens
6:30 pm	Arrive at the Williamsburg Embassy Suites
7:00 pm	Pizza Party at the pool
8:00-9:00 pm	Swim at the hotel
9:30 pm	Curfew, everyone in their room - earlier, if group is heard in halls.

Thursday, June 1

5:30 am	Wake up call
6:30 am	Breakfast at the hotel
8:00 am	Drive to Washington, D.C.
11:00 am	Union Station to have lunch at the food court
12:30-3:00 pm	Tour of U.S. Capitol Building and new Visitor Center
4:00 pm	Dinner and shopping at the Pentagon City Mall
6:00 pm	Visit Lincoln, Vietnam, Jefferson Memorial, World War II Memorial and maybe the Washington Monument
9:00-10:00 pm	Swim at the hotel
11:00 pm	Curfew at the hotel. Earlier, if group is loud in the hallways

Friday, June 2

6:30 am	Wake up call
7:30 am	Breakfast at the hotel
10:00 am	Visit Ford's Theatre if available
11:00 am	Tour of the White House
12:00 pm	Lunch at the Smithsonian & Buildings
2:00 pm	Visit National Zoo
6:00-8:30 pm	Dinner at Dave and Busters

Saturday, June 3

7:00 am	Wake up call
8:00 am	Breakfast at the hotel
9:00 am	Check out of hotel
10:00 am	Tour Arlington National Cemetery and changing of the guards
11:00 am	Head home

Dover Middle School

To: Parents of Eighth Graders
From: Dean Patrick and the Student Council
Re: *Washington DC Permission Slip*

The Dover Middle School Student Council is again sponsoring a trip to Washington, D.C. This year the dates are Tuesday, May 30 (leaving at 8 pm) through Saturday, June 3, 2017 (arriving home at 11pm).

This trip will be open to all 8th graders EXCEPT those who receive two IN school suspensions or one OUT of school suspension (which are outlined in the student handbook section of your child's agenda) from the First Day of School until we leave on the trip. Also, eligible students are not allowed to receive more than one "F" on their report cards within the first 3 terms, including Related Arts classes. Excessive absences will also keep students from attending.

The amount of students that go is determined by the amount of signups we have. We need at least 48 students per bus. Last year, we took four buses. If we have an additional 48 students sign up, we will take 5 buses. If we don't have a full 48, we will have a waiting list. The last few years we have taken everyone who has been on the waiting list. Signups are on a first-come-first-served basis dependant upon when students return the official permission slip along with the deposit.

The cost of this year's trip is \$525. The payment schedule is as follows:

\$100 due at sign up
\$100 due January 19th
\$325 due March 9th

Please make checks payable to Dover Middle School and please put your child's name on the bottom of the check. Cancellations within the last 30 days before the trip will result in loss of total payment.

While in D.C., we will visit the Capitol Building, the White House, and the Lincoln, Vietnam, Jefferson, and Washington Memorials. We will stop at the Smithsonian Air & Space and Natural History Museum, Tomb of the Unknown Soldier, The Holocaust Museum, National Zoo and other historical sites in the nation's capital. We will also be going to Williamsburg, Virginia, stopping at Bush Gardens Amusement Park.

The price includes bus transportation, hotel accommodation, and most meals (3 breakfast, 3 dinners, and 2 lunches in D.C.).

We run a fun and educational trip and adhere to several trip rules. Students and parents will be given notice of these rules and sign a contract prior to the trip. A parent of each participating student must attend a mandatory parent meeting in April.

Students will stay four to a room and will be choosing roommates in March. Each student must have one of their roommates as their “buddy” and must be with them during the entire trip. Friends are encouraged to sign up.

If you wish for your child to participate, they must return the official permission slip (no handwritten notes will be accepted) with a \$100 deposit. Permission slips and sign-ups will be available during the 8th Grade Open House on Wednesday, 9/21. Remember, this is first-come-first-served. Checks should be made payable to DMS.

Also, we have received many requests so far this year for parents to be chaperones for this trip. Our chaperone list is already filled, but if you are interested you can have your name added to the existing chaperone waiting list. The cost is the same for the chaperones. Parents that are either with law enforcement or in the medical profession, such as doctors, nurses or EMT's, will have a higher priority to go as a trip chaperone.

If there are any questions, please call Dean Patrick at school: 516-7215.

Thank You



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

RESOLUTION
RE: GARRISON ELEMENTARY SCHOOL TRUST

WHEREAS: the Dover School Board approved policy KCD, Public Gifts/Donations, and

WHEREAS: Garrison Elementary School was named as a beneficiary in the Rivers Family Trust, in the amount of \$5,000.00 to be used at Garrison Elementary School and was accepted at the June 6, 2016 School Board meeting, and

WHEREAS: the Dover School Board authorizes the creation of a trust that shall be submitted to the Dover City Council for approval and acceptance of the trust funds. Upon City Council approval, the trust funds will be immediately turned over to the City of Dover, Trustees of Trust Funds, and

NOW, THEREFORE, BE IT RESOLVED the Dover School Board requests the Dover City Council accept the establishment of the Garrison Elementary School Trust and allow the City of Dover to be Trustees of these funds. The principal, any investment income and any new funds to the trust will be disbursed to Garrison Elementary School upon request by the School District Business Administrator.

SUBMITTED BY:

Amanda L. Russell, Chairperson

Betsey Andrews Parker, Vice Chairperson

Kathleen Morrison, Secretary

Keith Holt, At Large

Matthew Lahr, At Large

Carolyn Mebert, At Large

Michelle Muffett-Lipinski, At Large

August 8, 2016

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
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PAULA GLYNN
Director of Curriculum, Instruction and
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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.
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LIBBY SIMMONS
Interim Business Administrator
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THE DOVER SCHOOL DISTRICT
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DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
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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.

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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.

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- 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

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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.
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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

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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

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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.

SCHOOL YEAR 2016- 2017

MEMBERSHIP IN THE DOVER PUBLIC SCHOOLS MONTHLY ENROLLMENT DATED August 1, 2016

GRADE	*PS (SPED) & KINDER		1		2		3		4		5		6		7		8		9	10	11	12	Special Classes		Other	Totals	*ADJ Totals								
DOVER HIGH PG = Post Grad PT = Part Time DOVER MIDDLE **OP = OASIS PROG.											AB 25 LA 25 PH 25 AFG 25 AH 24 Abo 26 SM 25 CM 25 LT 26 KW 23 RW 26 KW 23		JC 25 DC 25 LD 25 DH 26 RK 24 SN 25 SL 24 AN 25 RP 25 MS 25 ASM 26 AR 25		KC 26 NG 26 SM 25 JS 27 KN 26 DJ 25 MS 27 JT 26 AK 26 QH 25 BG 25 HA 25		MJ 23 SM 23 JM 22 JD 21 JP 22 DN 22 JW 20 KS 23 KD 23 LN 23 PM 22 MHS 22		332	348	337	317		SubTotal PG 115 PT 115 Total:	1334	1334									
not placed yet											3		9		8		3																		
Sub Totals by Grade:											301		309		317		269									1196	1196								
GARRISON	AC 15 BC 15 JG 16 MM 15 MK 15	1B 21 1D 20 1LD 21 1P 21 1M 20	2S 24 2H 24 2M 24 2R 24	3B 24 3EG 23 3S 23 3SC 24	4ET 21 4C 19 4K 21 4M 20																														
not placed yet			2		1		1																												
Sub Totals by Grade:	76		103		98		95		82																									454	454
HORNE	MB 17 AL 18 LS 19 AM 19 ST 18 CS 17	1D 22 1L 22 1Br 22 1S 23 1B 21	2B 19 2K 20 2W 20 2P 21 2J 19	3W 23 3Be 23 3G 24 3R 24	4K 20 4L 21 4W 20 4C 21 4H 22																														
not placed yet	1		3				1		1																										
Sub Totals by Grade:	109		113		99		95		105																									521	521
WOODMAN PARK	BT 20 LD 20 LS 20 MS 20	1F 19 1G 17 1J 20 1SO 21 1SH 19	2A 20 2L 19 2E 20 2Ac 20 2W 20	3B 19 3C 19 3K 20 3FR 20 3T 19 3LR 20	4D 18 4M 19 4R 18 4S 19 4MC 19																														
not placed yet			1		2		3		2																										
Sub Totals by Grade:	80		97		101		120		95																									493	493
District PRESCHOOL 50																																		50	50
TOTALS		265		313		298		310		282		301		309		317		269	332	348	337	317			0	115	4163	4048							

Barrington Total - 199

Gr.9 43 Gr. 12 54

Gr. 10 57 PG

Gr. 11 45

Nottingham Total - 77

Gr.9 15 Gr. 12 23

Gr. 10 13 PG

Gr. 11 26

ENROLLMENT: ELEM 1518

DMS 1196

DHS 1449

4163

*ADJ Totals exclude PT and PG

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THE DOVER SCHOOL DISTRICT

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TO: Members Dover School Board
FROM: Libby M. Simmons, Business Administrator
DATE: August 8, 2016
RE: Award for ***Snow Plowing Services***

On May 16, 2016, the District solicited a public bid requesting pricing information from qualified vendors to provide snow plowing services for the Dover School District. Two vendors submitted a proposal on June 3, 2016 that included hourly rates, and one of those two submitted a seasonal fixed cost for three years.

Facilities Director, Jeffrey White, has assisted in the review of the bid results. We request that the School Board proceed with an award to **Rye Beach Landscaping** in the amount of **\$53,500** with an option to renew in the second and third year upon District satisfaction and funding availability. The actual annual cost to the District is only **\$15,500** as C & W Services is responsible for the first \$38,000 in snow removal services provided by an outside contractor.

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