



**DOVER SCHOOL  
DISTRICT**

## **DOVER SCHOOL BOARD – AGENDA**

|                   |                                               |
|-------------------|-----------------------------------------------|
| Meeting Type:     | <b>Regular Session #4</b>                     |
| Meeting Location: | <b>Media Center (Rm 306) McConnell Center</b> |
| Meeting Date:     | <b>Monday, May 13, 2019</b>                   |
| Meeting Time:     | <b>7:00 pm</b>                                |

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM**
- F. APPROVAL OF MINUTES**
  - 1. Special Session #3, April 15, 2019
- G. CONSENT AGENDA**
  - 1. **Correspondence:** None
  - 2. **Resignations/Retirements:**
    - a. Sarah Loranger / Teacher / GES
  - 3. **Leaves of Absence:** None
  - 4. **Job Shares:** None
  - 5. **Nominations:**
    - a. Teacher Nominations
    - b. Administration Nominations
  - 6. **Extended Travel (Student Trips):**
    - a. Final Approval – DHS CTC Marketing Class to Portland, OR, June 23-27, 2019
  - 7. **Donations:** May Donations
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
  - a. DJE - Bidding Requirements – First Reading
  - b. EEAG - Use of Private Vehicles to Transport Pupil – First Reading
- 2. POLICY ADOPTION:**
  - a. EFD – Meal Charging Policy – Second Reading
- 3. RESOLUTIONS:**
  - a. Capital Reserve Transfer
- 4. OLD BUSINESS:** None
- 5. NEW BUSINESS:**



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – AGENDA

|                   |                                        |
|-------------------|----------------------------------------|
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| Meeting Location: | Media Center (Rm 306) McConnell Center |
| Meeting Date:     | Monday, May 13, 2019                   |
| Meeting Time:     | 7:00 pm                                |

- a. C & W Services - Athletic Field Maintenance
- b. Technology Update
- c. C&W Services 3-Year Service Agreement Approval
- d. Bid Award – Office, Instructional & Art Supplies
- e. Bid Award – Special Education Transportation Services
- f. Federal General Assurances FY 2020
- g. 2019-2020 Food Service Meal Price Approval
- h. Approval of DALC Staff Handbook Changes
- i. Condition of Accounts

**6. SUBMISSION AND PAYMENT OF BILLS**

**7. SUPERINTENDENT’S REPORT**

**8. COMMITTEE REPORTS**

**9. SCHOOL BOARD MATTERS OF INTEREST**

**10. ADJOURNMENT**

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*Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.*

*Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members.*

*Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens' Forum will be restricted to items on the meeting agenda. Statements shall be limited to five (5) 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.*

May 3, 2019

Mrs. Dunton & Mr. Harbron,

It is extremely bittersweet that I submit this notice of resignation effective the end of my 2018-2019 contract. As a Maine resident, it has become challenging for me to put family first while working in New Hampshire, and I have made the extremely difficult decision to pursue an opportunity closer to home.

Working at Garrison School for the last 4 years has brought [me] an immense amount of joy as I have had the opportunity to grow as an educator (and as a person). I have built countless relationships with colleagues and families that I will forever treasure.

I am extremely grateful for the support, guidance, and belief given [to me] during my time working for Dover Public Schools. Dover will always hold a special place in my heart.

Sarah Loranger, M.S.

[Lorangersarah1@gmail.com](mailto:Lorangersarah1@gmail.com)

603-770-8434

**2019-2020 NOMINATIONS  
for Professionals Engaged in Teaching and Educators**

TO: **DOVER SCHOOL BOARD**

DATE: May 13, 2019

MEMORANDUM: Re-nomination of Professionals Engaged in Teaching and Educators

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 2019-2020 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

ALTERNATIVE HIGH SCHOOL:

BECK, BRIAN  
DIEHL, HILARY KELLER  
EVANS, SCOTT  
SCHWARTZ, BENJAMIN  
WALKER, JAMES

DOVER HIGH SCHOOL:

ARGIROPOLIS, JOHN  
AUSTIN, KEITH  
BONELLO, JESSICA  
BROWN, PATRICIA\*\*  
BUTKA, JAMES  
CANCELIERI, BETHANN  
CARVER, JOHN  
CARVILLE, BRITTANY\*\*  
CHASE, ANDREW  
CHURCHILL, HEATH  
CIOTTI, ROBERT  
COMEAU, STEVEN  
CONNELLY, JENNIFER  
COTE, KYLE  
COX, DEBORAH  
CRETEAU, JAY  
DEMATTEO, STEPHANIE  
DETROIA, LYNDEY  
DONLON, RICHARD  
TYLER  
DUPRAT, SCOTT  
EGBERT, ELIZABETH  
ELLIOTT, TIMOTHY  
ENDRIZZI, MATTHEW  
FABBRI, HEATHER  
FENNESSY, MATTHEW  
FONTAINE, KATHYRN  
FRANK-BERCHULSKI,  
DONNA  
FREEAR-MOTOR, KATE  
GAMBLE, THOMAS  
GEORGE, CHRISTINA  
GOODMAN, ERIC  
GRANDE, GREGORY  
GREEN, KATHERINE  
GSOSTTSCHNEIDER,  
CHRISTINE  
HALL, CANDACE  
HAMBROOK, COREY  
HAMILTON, JONATHAN  
HAMLIN, ANNE  
HIPPERN, MARY JEAN  
HOCKING, LESLEY

HOPE, MELISSA  
HOUGH, CARRIE  
HOWARD, AARON  
KALWAY, NATHAN  
KELLY, KIM  
KONTOS, FRANCINE  
LAGRUA, MAUREEN  
LAHAISE, TAYLER  
LAUZE, NIKOLL  
LECLERC, KRISTINE  
LEE, AMANDA  
LITTLE, SALLY  
LITTLE, SAMUEL  
MACDONALD,  
SAMANTHA  
MACK, DANIEL  
MARTIN, MARGO  
MAURAI, SARA  
MCCANN, CHRISTOPHER  
MCCARRON-STEWART,  
SARAH  
MCKANE, CHALAGNE  
MCKENZIE, DAVID  
MERSEREAU, MARJORIE  
MINASSIAN, DEBORAH  
MOLL, LAUREN  
MORETTI, JEFFREY  
MOTA, ASHLEY  
NELSON, NICOLE  
O'MAHONY, JOHN  
O'NEIL, ELIZABETH  
OSBON, KENNETH  
OUMETTE, TARA  
PAGNOTTA, JUSTIN  
PARSONT, JENNIFER  
PIATTI, NICHOLAS  
PIATTI, SARAH  
PIERSON, ANN\*\*  
PIETRO, BIANCA  
POIRIER, AMY  
REBROVICH, KATIE  
REPUCCI, BROOKE  
RICHMOND III, PHILIP  
RING, JUDITH  
ROSEN, SAMANTHA  
ROY, LISA  
RUSSO, MICHAEL  
SALMONSEN, ERIC  
SANNELLA, SAMANTHA  
SCHLAPAK, ERIC  
SCHULTZ, LAUREN

SCHWARTZ, CAROLYN  
SEEKAMP, PETER  
SICKO, SCOTT  
SPENCE HEBERT, JESSICA  
SPENCER, KATHERINE  
ST.CYR, ELIZABETH  
ST. PIERRE, BAYLEE  
STANCEL, MARY-  
KATHERINE  
STEGMAN, SUSAN  
STEINGER, SUZANNE  
STEWART, CHRISTINE  
TAYLOR, CHRISTOPHER  
TAYLOR, LIZABETH  
THORN, SALLY  
TURNER, ERIC  
WASON, DONALD  
WEBSTER, KATRINA  
WELSH, HANNAH  
WENDORF, HOLLY  
WHITWORTH, KRISTIN  
WILLIAMS, KERRIE

DOVER MIDDLE SCHOOL:

ALLEN, LESLEY  
ALLEN, MATTHEW  
ANDROSS, HILLARY  
BELAKONIS, JOSEPH  
BICKFORD, TRAVIS  
BOUCHER, SARAH  
BRICKLEY, JILLIAN  
BROWN, PATRICIA  
BURT, ANDREA  
BUSHKIN, TINA  
CALHOUN, MARY  
CLARK, JESSICA  
CLARK, JOHN  
CONRAD, KIMBERLY  
COPLEY, DENISE  
DAYNARD, KELLY  
DIBELLO, GEOFFREY  
DILLINGHAM, LISA  
DROESCH, JOSHUA  
EICH, ROBIN  
GAGNE, STACY  
GARDELLA, JO-ANN  
GORSKI, JENNIFER  
GRANFIELD, BRITTANY  
HACKETT, DEBRA  
HERGOTT, LISA  
HORVATH, ANNE-MARIE

NOTE: Names with an "\*\*\*" indicate that the nomination is pending federal funds availability. All nominations are pending completion of teacher license renewal. Name with an "\*" indicates that the nomination is pending certification.

# 2019-2020 NOMINATIONS for Professionals Engaged in Teaching and Educators

INSANALLY, NICOLE  
JACOBS, DEBORAH  
JANELLE, TRACY  
JOHNSON, MATTHEW  
KATZ, RHONDA  
KESSLER, HOLLY  
LEAF, JEFFREY  
LEBLANC, MATTHEW  
LEVIN, STEPANIE  
LISET, GEORGE  
LYNCH, BARBARA  
MANHA, SUSAN  
MCGARTY, CHRISTINA  
MCLEAN-MILLER,  
STEPHANIE  
MEFFEN, FRANCES  
MEHALIK, SIOBHAN  
MONE, JENNIFER  
MONTEIRO, TEREZA  
MOWATT, ASHLEY  
MULQUEEN, PATRICIA  
NASH, LISA  
NELSON, DANIELLE  
NEVINS, KELLY  
NICHOLS, LAUREN  
NYLANDER, ELIZABETH  
PAIVA, JAMES  
PARADIS-SMITH, MARYJO  
POWERS, SHERYL  
PUERTAS, ANNA  
RAGAZZO, LARISSA  
RATHBUN, CHARLENE  
RITROSKY, ALISON  
ROBICHEAU, MARIE  
RUSSELL, CARRIE  
SCHULTEN, KATHERINE  
SCRIBNER, LINDA  
SHANNON, MARK  
STEIN, MELISSA  
TAIPAN, LISA  
TENUTA, JOSEPH  
TOURIGNY, SARAH  
TOWLE, KAYLEE  
TROMBA, DAVID  
VAIL, MEREDITH  
VAN DEVENTER,  
PATRICIA  
WINDERS, RUTH  
WISNIEWSKI, JASON  
WONS, PETER  
WOTTON, KATHY  
WYETH, LINDA  
YUVA, RAMONA

## GARRISON ELEMENTARY SCHOOL:

BAUER, LEIGHANN  
BIRD, DEANNA  
COLARUSSO, NANCY  
COTTER, REBECCA  
CUSHING-LONG, ALANA  
DANIELS, JUDITH  
DAVIDSON, HEATHER  
DEJESUS, LESLIE  
DUBE, MONICA

DUTTA, DOLON CHAMPA  
GAGNON, ERICA  
GLASER-TAYLOR, KIM  
GROSS, JOCELYN  
HILL, RACHEL  
KENT, HAZEL  
KNOWLTON, JESSICA  
KRANS, JENNIFER  
LAPLUME, KELSEY  
LORANGER, SARAH  
LUPI, KATHY  
MATZ, KERSTIN  
MAYHEW, MEGHAN  
MINEROWICZ, MARCIA  
MURPHY, ERIN  
PERKINS, NICOLE  
ROMPS, MICHAEL  
SCHLAPAK, SUSAN  
SILBERBERG, VALERIE  
STEVENS, HEIDI  
TUCCI, EMILY  
VETTER, MEGHAN  
WHITE, NICOLE

## HORNE STREET SCHOOL:

BEAUDRY, DANIELLE  
BEAUREGARD, AMY  
BENNETT, REBECCA  
BRAKE, ELLEN  
BREEN, BETSY  
BROWN, SHERRI  
BUCKINGHAM,  
MARGARET  
CALABRESE, DEBORAH  
CASSIDY-KETCHEN,  
KAYLEIGH  
CIMINO, KRISTEN  
COTE, JILLIAN  
DELLORUSSO, MEGAN  
DRYSDALE, ROSEANNA  
DUBE, KIMBERLY  
DUNN, MEAGHAN  
GEARY, KAITLYN  
GEUTHER, KRISTINE  
HAYNES, KATHERINE  
INGLIS, REBECCA\*\*  
JOHNSON, LEIGHANN  
KNOX, JAALYN  
LAYTON, MEGHAN  
LEBLANC, ANNIE  
LONG, LINDA  
MONTECALVO, ALLISON  
MOORE, SUSAN  
NADEAU, KAREN  
NARY, DEBORA  
NELSON, LYNDA  
NICOLELLA, M. TERESE  
O'GARA, LILY  
PIKE, KERRI  
SANBORN, ALISA  
SESSLER, COURTNEY  
SINCLAIR, ANNA  
SMART, LINDA  
THEIL, SAMANTHA  
WEST, C. PATRICK

WHITE, ELIZABETH

## SPECIAL EDUCATION OFFICE:

HELM, ERICA\*\*  
VAUGHAN, NANETTE

## SAU OFFICE:

HEMPHILL, KILEY

## WOODMAN PARK SCHOOL:

BICK, JESSICA  
BLOUGH, NATALIE  
BURNS, CONLEY  
CLOUGH, JULIE  
COLLINS, BRIANA  
CORBIN, ALEXIS  
COTE, KELLY  
DEVINE, MARYPAT  
DUBOIS, ELIZABETH  
DUFFY, CAITLIN  
EASTMAN, APRIL  
FEDYSCHYN, ABIGAIL  
FINN, CAROL  
FREDRICKSON, JILL  
GORSKI, KATIE  
JACKSON, CHRISTINE  
KOZLOWSKI, CHRISTINE  
LACHANCE, CALLA  
LACHANCE, JESSICA  
LAJOIE, BRIELLE  
LAPIERRE, SARAH  
LOTHROP, GRETHEN  
MAHAN, AMY  
MALLET, MARA  
MARDEN, ALIAH  
MARSHALL, ERIN  
MCGUIRE, SAMANTHA  
MORRIS, CAROL  
MORRISON, JENNIFER  
NELSON, ALLISON  
NORRIS, ELIZABETH  
PACHA-SUCHARZEWSKI,  
ELIZABETH  
ROUX, JEREMY  
RULAND, DEANNA  
SEARS, JILL  
SHEA, SHARON  
SHILL, KARLI  
SIMKO, LISA  
SORIS, BARBARA  
THERIAULT, KATHRYN  
TROMBA, JACQUELINE\*\*  
VELAZQUEZ, DAVID  
WIDERSTROM, KATIE  
ZITTA, MICHELLE

## PRESCHOOL:

BOUCHER, SHARON  
CARTER, LISA  
LAROCHELLE,  
ALLYSON\*\*  
MCCARTHY, JENNIFER

NOTE: Names with an "\*\*\*" indicate that the nomination is pending federal funds availability.  
All nominations are pending completion of teacher license renewal. Name with an "\*" indicates  
that the nomination is pending certification.

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

TO: **DOVER SCHOOL BOARD**

DATE: May 13, 2019

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 2019-2020 school year.

| NAME                   | POSITION            | SCHOOL             | REPLACING         | SALARY      | TRACK        |
|------------------------|---------------------|--------------------|-------------------|-------------|--------------|
| Essenheimer, Catherine | School Psychologist | Elementary Schools | Christine Franson | \$42,909.00 | MA30, Step 2 |
| Cunningham, Hannah     | School Psychologist | District Wide      | Julie Kratamenos  | \$41,466.00 | MA30, Step 1 |

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

**TO: DOVER SCHOOL BOARD**

**DATE:** May 13, 2019

**MEMORANDUM:** Renomination of Administrators.

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 2019-2020 school year.

**ELEMENTARY**

Boodey, Patrick, WPS Principal  
Brown, Gregory, WPS Dean of Students  
Dunton, Elizabeth, GES Principal  
Marshall, Jennifer, GES Dean of Students  
Driscoll, Patricia, HSS Principal  
Moaratty, Katherine, HSS Dean of Students  
Taylor, Moira, Dean of Student Services

**DOVER MIDDLE SCHOOL**

Dube, Lindsay, Dean of Students  
Lyndes, Kimberly, Principal  
McDowell, Ada, Dean of Student Services  
Patrick, Bruce, Dean of Students

**DOVER HIGH SCHOOL**

Breault, Joan, Dean of Bellamy Academy  
Danley, Lisa, Director of Career and Technical Center  
Driscoll, Peter, Principal  
Madden, Linda, Dean of Student Services  
Sherman, Emily, Dean of Instruction  
Stephens, Kimberly, Dean of Students  
Waldron, Thomas, Dean of Students

**DISTRICT-WIDE**

Boston, Christine, Asst. Superintendent for Student Services  
Glynn, Paula, Asst. Superintendent for Teaching and Learning (Partial Federal Funding)  
Small, Abigail, Assistant Director of Student Support Services  
Prosser, Christy, Director of Technology  
Simmons, Libby, Business Administrator  
Strand, Deanna, Dover Adult Learning Center Executive Director  
Wotton, Peter, Athletics Director

## Checklist for Final Approval of Extended Travel (Per Policy IJOAA)

This document is due to the Superintendent's office on the Wednesday prior to the Monday School Board meeting that is one month before travel. Please call 516-6804 for the specific date or with questions.

Group Requesting Final Approval: Marketing I Class

Destination: Portland, Oregon

Contact Person (s): Bethann Cancellieri and Daniel Casey

Dates of Travel: 6/23/19 – 6/27/19

Number of Students Traveling: 5

Number of Chaperones: 2

Adult/Student Ratio: 2:5

**Please circle appropriate response:**

Permission Forms submitted to Principal and CTC Director: yes/no

Student Code of Conduct Contracts, inc. Standards for Behavior submitted to Principal: yes/no

Telephone Contact Notification submitted to Principal and CTC Director: yes/no

List of all students and chaperones submitted to the school and Supt's Office: yes/no

All Chaperones completed criminal background check: yes/no

## Conference Agenda (Tentative):

### SUNDAY, JUNE 23:

#### **OPTIONAL - ADIDAS EMPLOYEE STORE SHOPPING**

*For those interested in exclusive access to the adidas employee store (the brand's North America HQ is in Portland), passes will be provided. Product in the employee store is typically 50% off retail price.*

#### **2:00 PM - "SUCCESS IN SPORTS MARKETING" - Careers Workshop**

*Learn the "keys to the game" to building a successful career in sports business.*

#### **3:30 PM - "FRONT OFFICE HUDDLE" - Team Sports Marketing Simulation Game**

*Play "Front Office Huddle", an interactive team-building experience that simulates the sports business challenges that professional sports executives face every day. You and your team will compete in a series of challenges in the launch of professional football expansion franchise. Winning requires creative problem solving, teamwork, and effective sports business decision-making for the chance to be crowned front office champions!*

#### **6:00 PM - NETWORKING DINNER (provided)**

*Celebrate after a tough "season" competing in the Front Office Huddle simulation game with your teammates and other "league executives" for a fun networking pizza party.*

### MONDAY, JUNE 24:

#### **9:00 AM - MODA CENTER TOUR / TRAIL BLAZERS (SALES / MARKETING / SPORTS CAREERS)**

*Tour the Moda Center, home to the NBA's Portland Trail Blazers and hear from Blazers front office staff in a Q&A with a sales, marketing and sports careers concentration.*

#### **10:45 AM - PROVIDENCE PARK TOUR / TIMBERS & THORNS (BRANDING / FAN EXPERIENCE)**

*Tour Providence Park, home to the Major League Soccer Portland Timbers & NWSL Portland Thorns and hear from front office staff in a Q&A with a branding and fan experience concentration.*

#### **12:15 PM - (TENTATIVE) - PORTLAND DIAMOND PROJECT (ECONOMIC IMPACT)**

*Get a behind the scenes look at what happens when a city works to bring a professional sports team to town in a Q&A with the leadership behind Portland's efforts to bring Major League Baseball to PDX.*

#### **2:00 PM (TEACHERS) - SPORTS BUSINESS EDUCATION WORKSHOP SERIES**

*Rigorous workshop series of breakout sessions with presentations and open "best practice" discussions:*

- 1) Social media marketing
- 2) Engaging students by actively marketing school sports and/or events
- 3) Bringing sports marketing projects to life in the classroom

**2:00 PM (STUDENTS) - SNEAKER DESIGN / MARKETING / SOCIAL MEDIA**

*Students will learn about the sneaker industry, from concept to shelf, along with some career advice from a former conference attendee who now works at Nike!*

- 1) Sneaker concept, design, marketing
- 2) Personal branding, career advice

**4:00 PM - BREAK**

**5:30 PM - PRE-GAME CHALK TALK / RON TONKIN FIELD (HILLSBORO HOPS)**

*Attendees will be invited to a private, pre-game dinner and Q&A with Hillsboro Hops General Manager at Ron Tonkin Field. The Hops have been considered one of the model franchises in Minor League Baseball, have won two championships, and were awarded with "brand of the year" in their inaugural season.*

**7:00 PM - HILLSBORO HOPS BASEBALL GAME**

**TUESDAY, JUNE 25:**

**9:00 AM - NIKE WORLD HEADQUARTERS**

*Tour Nike's fabulous world headquarters at their campus in Beaverton, Oregon, and hear from executives about the brand*

**11:30 AM - COLUMBIA SPORTSWEAR EMPLOYEE STORE**

*Visit the Columbia Sportswear employee store, where product is typically 50% off retail price. Columbia is headquartered in Beaverton, OR and the store is just a few blocks from the main HQ. A brief Q&A with a Columbia marketing rep will be available prior to entering the store.*

**12:45 PM - LUNCH / FOOD CARTS**

*Experience one of the unique aspects of the city's culture with a visit to a thriving Food Cart pod in Beaverton, the BG Cartel (lunch is not provided).*

**2:00 PM - ADVERTISING / LICENSING 101**

*Learn what happens at an advertising agency, how ads are made, and how the licensing process works in this fun workshop led by a former W+K ad exec with over 20 years of industry experience. Alex Dobson has worked on campaigns ranging from Nike to Old Spice and will share the ins-and-outs of the business with conference attendees. The workshop will be capped off with a fun activity / competition so wear your creative hats for this one!*

**4:00 PM - NETWORKING DINNER/SOCIAL**

*The conference will close up with a networking dinner/social*

**Donation Request List for Approval  
May 13, 2019 School Board Meeting**

| <b>School</b> | <b>Group Donating</b>       | <b>Value</b> | <b>Items/Service</b> | <b>Purpose</b>     |
|---------------|-----------------------------|--------------|----------------------|--------------------|
| DMS           | Secure Planning             | 500.         | Monetary             | Dover Baseball     |
| DHS           | The Rotary Club<br>of Dover | 500.00       | Monetary             | Project Graduation |

|                                  |                         |
|----------------------------------|-------------------------|
| <b>DOVER SCHOOL DISTRICT</b>     | <b>POLICY CODE: DJE</b> |
| <b>DATE OF ADOPTION: 5/12/14</b> | <b>PAGE 1 OF 1</b>      |

## **BIDDING REQUIREMENTS**

### **First Reading**

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.

**Regarding the use of Federal funding, the District will, through a competitive bid process, include in all bid documents and notifications that small and minority businesses, and women's business enterprises will be solicited whenever possible. Affirmative action will include solicitation lists, as well as to require outside contractors, in subcontracts, to use affirmative steps to assure such businesses are being used when possible.**

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 **in newspapers, on the District's website, etc.** In addition, ~~sSuppliers shall be invited to have their names placed on mailing lists~~ **join the bid notification mailing list through the City of Dover** to receive invitations to bid. When specifications are prepared, they will be ~~mailed~~ **emailed and or will be directed to the District's website** to all merchants and firms who have indicated an interest in bidding. **However, the advertising for formal purchases (over \$10,000) will not be limited to those vendors on the mailing list. Mailing lists are constantly updated by new subscribers to the City of Dover's bid notification mailing list.**

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", **however, the reasons for doing so shall be justified and**

|                                  |                         |
|----------------------------------|-------------------------|
| <b>DOVER SCHOOL DISTRICT</b>     | <b>POLICY CODE: DJE</b> |
| <b>DATE OF ADOPTION: 5/12/14</b> | <b>PAGE 2 OF 1</b>      |

**documented appropriately**, 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 **all** bidders 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.

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Legal References:

RSA 194-C 4I (a)

Rules 303.01 (6)

**2 CFR 200.321**

|                       |                   |
|-----------------------|-------------------|
| DOVER SCHOOL DISTRICT | POLICY CODE: EEAG |
| DATE OF ADOPTION:     | PAGE 1 of 2       |

## USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

### First Reading

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. Parents transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

#### Legal References:

*New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School Bus Driver's Certificate*

Revised: April 2009

Reviewed: April 2004

Revised: July 1998, November 1999

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|                                        |                         |
|----------------------------------------|-------------------------|
| <b>DOVER SCHOOL DISTRICT</b>           | <b>POLICY CODE: EFD</b> |
| <b>DATE OF ADOPTION: APRIL 9, 2018</b> | <b>PAGE 1 OF 1</b>      |

## **MEAL CHARGING POLICY**

### **Second Reading**

It is the responsibility of students, guardians, or parents of students, to ensure that their child's lunch account is adequately funded or that the child has a daily cash payment if they intend to participate in the National School Breakfast or Lunch Program.

The District will provide access to applications for Free and Reduced-Price meals. Application forms will be sent home with all students at the beginning of each school year, posted on the District's website and available from each school's main office. Applications are accepted and processed throughout the school year.

The parent or guardian of each student must receive and acknowledge receipt of the policy/procedure. The Food Service Department will notify students verbally in all schools when their account reaches a balance of \$10.00 or less so their account can be replenished. The District's Business Office will notify students' parents or guardians if their child's account goes into a negative balance by sending home a monthly letter noting their child's negative balance.

If the account is not replenished after written notification, a regular meal will be provided to all students regardless of their account balance at the time of service. The student's account will be charged for the meal. All students will have access to a healthy school lunch. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures. The District may claim the meal as a reimbursable meal through the National School Lunch Program as all students will have access to all 5 food components and which meet the meal pattern regulations. During this time, students will not be permitted to make a la carte purchases on account.

The federal program may not incur debt and food service debt must be recovered annually. Any student debt at the end of each school year must be transferred from the food service account to the school's general fund and at which time will become debt belonging to the school district. At the end of each fiscal year, the District's general fund shall transfer to the Food Service account an amount equal to the total of outstanding student accounts receivable as of June 30<sup>th</sup>. The District will continue to attempt to collect the debt from the various households and any payment received will be returned to the general fund.

At any time during the school year, balances that reach \$40.00, upon the decision of the Superintendent of Schools, may be assigned to a collection agency.

|                                        |                         |
|----------------------------------------|-------------------------|
| <b>DOVER SCHOOL DISTRICT</b>           | <b>POLICY CODE: EFD</b> |
| <b>DATE OF ADOPTION: APRIL 9, 2018</b> | <b>PAGE 2 OF 1</b>      |

~~The Department of Education or the State Board of Education, upon request of the local school board, may provide communication assistance to school districts and parents of school children regarding the school meal payment policy.~~

## RESOLUTION

### RE: TRANSFER FUNDS TO THE SCHOOL ATHLETIC, CURRICULUM AND FACILITIES CAPITAL RESERVE FUNDS

WHEREAS: The Dover City Council established capital reserve funds titled Athletic, Curriculum and School Facilities Capital Reserve funds; and

WHEREAS: The Dover School Board has recognized an amount up to fifty thousand (\$50,000) dollars in unencumbered funds within the 2018-2019 Dover City Council adopted budget appropriation available for transfer into capital reserves; and

WHEREAS: If necessary, the Superintendent, or designee, must be able to rescind or reduce the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 26, 2019; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council transfer an amount up to \$50,000 into the School Department Capital Reserve accounts and to appropriate those funds from General Fund-Education as noted below:

| Account Number                             | Account Description                           | Budget Adjustment |
|--------------------------------------------|-----------------------------------------------|-------------------|
| 1000.2.600.05251.4918.00000.00.000.000.910 | Transfer to School Athletics Capital Reserve  | \$10,000          |
| 1000.2.600.05251.4918.00000.00.000.000.910 | Transfer to School Curriculum Capital Reserve | \$20,000          |
| 1000.2.600.05251.4918.00000.00.000.000.910 | Transfer to School Facilities Capital Reserve | \$20,000          |
|                                            |                                               | \$50,000          |
| 1000.2.620.01210.4110.00000.00.000.123.100 | SALARIES RESOURCE ROOM DMS                    | (\$10,000)        |
| 1000.2.610.01100.4640.00000.00.000.000.600 | BOOKS TEXT (REPLACEMENT)DW EL                 | (\$10,000)        |
| 1000.2.620.01210.4211.00000.00.000.123.100 | MEDICAL INS RESOURCE ROOM DMS                 | (\$10,000)        |
| 1000.2.630.01210.4110.00000.00.000.140.100 | SALARIES SPED AIDES DHS                       | (\$10,000)        |
| 1000.2.600.02843.4734.00000.00.025.000.700 | NEW/ADDT DESKTOP TECH EQUIP                   | (\$10,000)        |
|                                            |                                               | (\$50,000)        |

AND BE IT FURTHER RESOLVED THAT:

The Dover School Board gives authority to the Superintendent, or designee, the authority to rescind or reduce, if necessary, the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 26, 2019.

SUBMITTED BY:

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Amanda L. Russell, Chairperson

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Keith Holt, Vice Chairperson

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Kathleen Morrison, Secretary

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Andrew Wallace

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Carolyn Mebert

**RESOLUTION**

**RE: TRANSFER FUNDS TO THE SCHOOL ATHLETIC, CURRICULUM AND FACILITIES CAPITAL RESERVE FUNDS**

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Zachary Koehler

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Matthew Lahr



May 9, 2019

Dr. William Harbron  
Superintendent  
Dover School District  
61 Locust St, suite 409  
Dover, NH 03820

Dear Dr Harbron:

Some concerns have been reported around C&W Services violation of Dover School District's Buildings and Grounds Management/Integrated Pest Management Program (B&G IPM Program) as well as concerns around the cost of our 2019 athletic field application subcontract. I would like to address and provide some input and hopefully some clarification around our athletic field treatment program for the Dover School District athletic fields. Over the past 11 years, C&W Services has maintained facilities including athletic fields for Dover School District and have migrated from 100% synthetic treatment programs in 2008 to 100% organic 2011 and have migrated close to a 100% organic program in 2019.

Dover School District adopted the B&G IPM Program Policy on December 11, 2017 and the intent is "The Integrated Pest Management (IPM) program will provide for the safest and lowest risk approach to controlling pest problems while protecting people, the environment and property." C&W Services' approach and program for the 2019 growing season is attached and is consistent with best practices of mechanical aerations, seeding, irrigation, proper mowing, 100% organic fertilizers (change from 2018 which was 50% synthetic/50% organic), compost top dressing, lime, and applying Acelepryn for grub control. City of Dover – Resolution Commitment to Land Management Practices additionally calls for organic land management practices, organic fertilizer implementation by 2020 growing season, and only when deemed necessary, use of the least toxic pesticide.

Acelepryn is the recommended least toxic pesticide for grub prevention, see attached letter from Dr. Stanley R. Weir regarding this topic and recommendation. Acelepryn is applied because it is deemed necessary as we have had a history of grub problems on our fields in the past, minimizes risk to the investment in our athletic fields, and helps ensure a safe playing field surface for student athletes. In 2011, C&W Services contracted with Purely Organics for a 100% organic field application program including an organic grub application, we had a major issue with Dunaway field with grubs and almost had to shut the field down due to safety conditions and playability issues with the resulting inconsistent turf. Peter Wotton, Athletic Director, can speak to the issues around student injury risk playing on the field in this condition and the impact of shutting down an athletic field for sodding. The financial risk and cost of sodding is \$1.25-\$1.50/sq foot (New England Progreens and Turf owner, Kirk Weyant) for prep and installation and could be more for an urgent turnaround for a sod contractor to impact his/her schedule. Typical areas of grub impacted turf, from prior issues with grub infestation, has been approximately 10,000 sq feet of area or \$12,500 - \$15,000 not to mention the field downtime and other costs or renting field space, busing, etc...

In reviewing the cost analysis from various vendors, C&W Services subcontracts most of the application and mechanical services for athletic field maintenance. C&W Services has chosen to subcontract with Boston Company based on overall service delivery, proven performance, and price. We chose to add additional needed services above the base bid for 2019 including 100% organic fertilizer on all fields, slice seeding all fields, and applying Acelepryn to all fields for a total contract price of \$35,300.00. If you remove the added services (Acelepryn and slice seeding all fields) you'll find that Boston Company was competitive at \$29,755.00 but not the lowest bid.

| ORGANIC<br>ALTERNATIVE | Items A-D | Total of Organic<br>Alt and Items A-<br>D | Total of<br>Organic Alt and<br>Items A-D | Notes                                                                                |
|------------------------|-----------|-------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------|
| SUM                    | SUM       | 2018 Price                                | 2019 Price                               |                                                                                      |
| Boston Co              | 23,982.00 | 17,798.00                                 | 41,780.00                                | \$ 35,300.00 includes Acelepryn, slice seeding of all fields (bid calls for 5 acres) |
| Green Grass            | 14,594.04 | 6,416.61                                  | 21,010.65                                | \$ 29,755.00 removing Aceleprn and slide seeding of all fields for equal comparison  |
| Organic First          | 15,600.00 | 21,500.00                                 | 37,100.00                                | \$ 38,027.50                                                                         |
| LawnMark               | 13,284.00 | 37,880.00                                 | 51,164.00                                | \$ 51,164.00                                                                         |
| Heidelberg farms       | 11,952.00 | 10,380.00                                 | 22,332.00                                | \$ 23,001.96 Does not include \$390 annual soil sample                               |

In summary, please know that C&W Services takes great pride in partnering with Dover School District and fully realizes that the safety of students is our first priority every day. We communicate and train our staff regularly to understand this mission. We believe, based on this communication and the supporting documents, that we are following the Dover School District B&G IPM Program and managing your investment wisely by minimizing risk and selecting proven subcontractors that help deliver a quality program.

Thank you and please let me know if I can be of further assistance.

Sincerely,



Tim Knowles  
Operations Manager, FM Support  
C&W Services  
99 Summer Street Suite 220  
Boston, MA 02110  
603.247.3629

| Field           | Description                          | 2015 | 2016 | 2017 | 2018 | 2019 |
|-----------------|--------------------------------------|------|------|------|------|------|
| Dunway Football | Fertilize Nature Safe (50/50)        | x    | x    | x    | 4x   |      |
|                 | Fertilize Nature Safe (100% Organic) |      |      |      |      | 4x   |
|                 | aerate                               | A    | A    | A    | A    | 3x   |
|                 | seed                                 | S    | S    |      |      | S    |
|                 | broadleaf weeds                      |      |      |      |      |      |
|                 | crabgrass control                    |      |      |      |      |      |
|                 | deep tine aeration                   |      |      |      |      |      |
|                 | grub control                         | G    |      |      | G    | G    |
|                 |                                      |      |      |      |      |      |
|                 |                                      |      |      |      |      |      |
| Dunway Baseball | Fertilize Nature Safe (50/50)        | x    | x    | x    | 4x   |      |
|                 | Fertilize Nature Safe (100% Organic) |      |      |      |      | 4x   |
|                 | aerate                               | A    | A    | A    | A    | 3x   |
|                 | seed                                 |      |      |      |      | S    |
|                 | broadleaf weeds                      |      |      |      |      |      |
|                 | crabgrass control                    |      |      |      |      |      |
|                 | deep tine aeration                   |      |      | DT   | DT   | DT   |
|                 | grub control                         | G    |      |      | G    | G    |
|                 |                                      |      |      |      |      |      |
|                 |                                      |      |      |      |      |      |
| Bellamy Fld 1   | Fertilize Nature Safe (50/50)        | x    | x    | x    | 4x   |      |
|                 | Fertilize Nature Safe (100% Organic) |      |      |      |      | 4x   |
|                 | aerate                               | A    | A    | A    | A    | 3x   |
|                 | seed                                 |      | S    | S    | S    | S    |
|                 | broadleaf weeds                      | W    |      |      |      |      |
|                 | crabgrass control                    |      |      |      |      |      |
|                 | deep tine aeration                   |      |      | DT   | DT   | DT   |
|                 | grub control                         | G    |      |      | G    | G    |
|                 |                                      |      |      |      |      |      |
|                 |                                      |      |      |      |      |      |
| Bellamy Fld 2   | Fertilize Nature Safe (50/50)        | x    | x    | x    | 4x   |      |
|                 | Fertilize Nature Safe (100% Organic) |      |      |      |      | 4x   |
|                 | aerate                               | A    | A    | A    | A    | 3x   |
|                 | seed                                 | S    | S    | S    | S    | S    |
|                 | broadleaf weeds                      | W    |      |      |      |      |
|                 | crabgrass control                    |      |      |      |      |      |
|                 | deep tine aeration                   |      |      |      |      |      |
|                 | grub control                         | G    |      |      | G    | G    |
|                 |                                      |      |      |      |      |      |
|                 |                                      |      |      |      |      |      |
| Bellamy Fld 3   | Fertilize Nature Safe (50/50)        | x    | x    | x    | 4x   |      |
|                 | Fertilize Nature Safe (100% Organic) |      |      |      |      | 4x   |
|                 | aerate                               | A    | A    | A    | A    | 3x   |
|                 | seed                                 | S    | S    | S    | S    | S    |
|                 | broadleaf weeds                      | W    |      |      |      |      |
|                 | crabgrass control                    |      |      |      |      |      |
|                 | deep tine aeration                   |      |      |      |      |      |
|                 | grub control                         | G    |      |      | G    | G    |
|                 |                                      |      |      |      |      |      |
|                 |                                      |      |      |      |      |      |

## Brief Biography

Dr. Stanley R. Swier

Extension Professor Emeritus, UNH

Northeast Pest Consulting, LLC

Dr. Swier is an Extension Professor, Emeritus, retired from the Department of Biological Sciences, University of New Hampshire. He has spent 34 years developing Extension programs in the areas of pesticide safety and pest management of turf and landscape insects. He has also conducted extensive research on insect phenology and the development of low risk and biorational insecticides. Stan has published over 120 technical articles and 2 book chapters. He has given many presentations on his research and the issues affecting the turf and landscape industry. He is currently owner of Northeast Pest Consulting, LLC. Northeast Pest Consulting specializes in on site pest diagnoses and development of Integrated Pest Management programs for turf and landscape plants.

He can be reached at:

email: [stan@nepestconsulting.com](mailto:stan@nepestconsulting.com)

mobile: (603) 923-1610

## Northeast Pest Consulting, LLC

Dr. Stan Swier, President

26 Tibbetts Rd

Barrington NH 03825

June Boston

Boston Co Athletic Fields

PO Box 94

South Berwick, ME 03908

Dear June,

Here is my evaluation of the problem of grubs on athletic fields.

To be acceptable for competition, sports fields have to be in good condition. The turf should have strong roots to prevent tearing as the players twist and turn. Weak turf can allow the player to lose footing and be injured. There have been incidences in New England, where the field has been ruined by grubs, the opposing coaches have refused to play, fearing player injury. In this case where chemical pesticides could not legally be used, the fields had to be sodded.

Nematodes cannot achieve the degree of control necessary when the grub population is high and killing the turf. Even when the grub population is low, skunks and other scavengers will often tear up the turf feeding on the grubs.

Here's the problem with nematodes. Sports fields often have compacted soils. Nematodes will have difficulty penetrating the soils to a depth of 2-6 inches to reach the grubs. With too much moisture they will drown. With too little, they dry up. They are also affected by extremes in temperature. Nematodes are more suited to a home lawn where the grass is cut higher and can tolerate more grubs. Plus, the consequences of damage is less severe. Many homeowners will accept some grub damage. Sports field managers cannot.

My advice is to use Acelepryn. This chemical has low toxicity to humans, wildlife, beneficial insects, and even honey bees. EPA has labelled it as a "reduced risk"

pesticide. It does not even have a "caution" label. As for timing, nematodes have to be applied in mid to late summer when the grubs are active, thereby risking turf injury. Under ideal conditions, nematodes provide only fair control.

Whereas Acelepryn is applied in April to early June before the current year grubs are present. One application will give excellent control of the grubs as they hatch throughout the summer.

If you or the Dover School Board have any questions, don't hesitate to ask.

Sincerely,

Stan Swier, Ph. D

Northeast Pest Consulting, LLC

| Field        | Description                          | 2015 | 2016 | 2017                               | 2018                               | 2019                               |
|--------------|--------------------------------------|------|------|------------------------------------|------------------------------------|------------------------------------|
| Varsity SB   | Fertilize Nature Safe                | x    | x    | New HS construction occupies field | New HS construction occupies field | New HS construction occupies field |
|              | aerate                               | A    | A    |                                    |                                    |                                    |
|              | seed                                 | S    | S    |                                    |                                    |                                    |
|              | broadleaf weeds                      |      |      |                                    |                                    |                                    |
|              | crabgrass control                    |      |      |                                    |                                    |                                    |
|              | deep tine aeration                   |      |      |                                    |                                    |                                    |
|              | grub control                         | G    |      |                                    |                                    |                                    |
|              |                                      |      |      |                                    |                                    |                                    |
| JV SB        | Fertilize Nature Safe                | x    | x    |                                    |                                    |                                    |
|              | aerate                               | A    | A    |                                    |                                    |                                    |
|              | seed                                 |      |      |                                    |                                    |                                    |
|              | broadleaf weeds                      |      |      |                                    |                                    |                                    |
|              | crabgrass control                    |      |      |                                    |                                    |                                    |
|              | deep tine aeration                   |      |      |                                    |                                    |                                    |
|              | grub control                         | G    |      |                                    |                                    |                                    |
|              |                                      |      |      |                                    |                                    |                                    |
| Practice FB  | Fertilize Nature Safe                | x    | x    |                                    |                                    |                                    |
|              | aerate                               | A    | A    |                                    |                                    |                                    |
|              | seed                                 | S    | S    |                                    |                                    |                                    |
|              | broadleaf weeds                      |      |      |                                    |                                    |                                    |
|              | crabgrass control                    | C    |      |                                    |                                    |                                    |
|              | deep tine aeration                   | DT   | DT   |                                    |                                    |                                    |
|              | grub control                         | G    |      |                                    |                                    |                                    |
|              |                                      |      |      |                                    |                                    |                                    |
| Fiske FH/Lac | Fertilize Nature Safe (50/50)        | x    | x    | x                                  | 4x                                 |                                    |
|              | Fertilize Nature Safe (100% Organic) |      |      |                                    |                                    | 4x                                 |
|              | aerate                               |      | A    | A                                  | A                                  | 3x                                 |
|              | seed                                 | S    | S    | S                                  | S                                  | S                                  |
|              | broadleaf weeds                      |      | W    |                                    |                                    |                                    |
|              | crabgrass control                    | C    | C    | C                                  |                                    |                                    |
|              | deep tine aeration                   | DT   | DT   | DT                                 | DT                                 | DT                                 |
|              | grub control                         | G    | G    | G                                  | G                                  | G                                  |
|              | Topdress Compost                     |      | TD   | TD                                 | TD                                 | TD                                 |
|              |                                      |      |      |                                    |                                    |                                    |
|              |                                      |      |      |                                    |                                    |                                    |
|              |                                      |      |      |                                    |                                    |                                    |
|              |                                      |      |      |                                    |                                    |                                    |
|              |                                      |      |      |                                    |                                    |                                    |



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# DOVER SCHOOL DISTRICT

## SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132  
Phone: 603-516-6800 | Fax: 603-516-6809

*Empowering all Learners*

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**TO:** Members Dover School Board  
Dr. William R. Harbron, Superintendent of Schools  
**FROM:** Libby M. Simmons, Business Administrator  
**DATE:** May 13, 2019  
**RE:** C&W Facility Services, Inc.: Three-Year Services Agreement for Comprehensive Facilities Management Services

On May 7, 2018, the School Board approved the business office to begin negotiations with C&W Facility Services, Inc. for a three-year extended agreement. Items noted in the current agreement at that time for discussion have been met which include the following:

- Review the economics of the additional labor and equipment at the new high school and make any necessary adjustments in future years of the agreement.
- For consistency, the District would request that the current facilities director remain in Dover for the term of the agreement if feasible. However, if a new facilities director needs to be hired, this position would be subject to school district approval.
- Term of Service/Extension: Extend services for an additional thirty-six (36) months commencing on July 7, 2019 through July 7, 2022.

We recommend that the Board proceed with approval to continue services with **C&W Facility Services, Inc.** for a three-year term commencing on July 7, 2019 and concluding on July 7, 2022. The contracted amount for the first year is **\$3,218,591.41**, and in years two and three, pricing escalations will not exceed 3%. The agreement has been reviewed by our attorney and year one funding has been budgeted in the approved FY2020 general fund operating budget.



# DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132  
Phone: 603-516-6800 | Fax: 603-516-6809

*Empowering all Learners*

**TO:** Members Dover School Board  
William R. Harbron, Superintendent of Schools  
**FROM:** Libby M. Simmons, Business Administrator  
**DATE:** May 13, 2019  
**RE:** Bid Award – General School Office, Instructional and Art Supplies

On April 19, 2019, the District solicited a public bid requesting pricing information from qualified vendors to provide office, instructional and art supplies. Eight vendors submitted proposals on May 3<sup>rd</sup>. Bidders were asked to submit a *percentage discount* from items listed in their company's supply catalog, as well as provide pricing on a sampling of commonly purchased items by the District. *It should be noted that Cascade School Supplies and Dick Blick Art Materials did not provide an itemized list, but rather a catalog of items.*

I am requesting that the School Board proceed to award to the following vendors for Office, Instructional and Art Supplies (percentage discount) for school year 2019-2020. As stated in the *Request for Bid*, the award of this bid does not preclude the District from utilizing other vendors.

Office, Instructional and Art Supplies:

- **Cascade School Supplies** - 35% discount excluding furniture and capital equipment
- **Dick Blick (Art Supplies)** – 20% discount
- **School Specialty** - 30% discount on supply items; 25% discount on furniture items
- **W.B. Mason** - 42% discount with exclusions (furniture, technology, ink & toner, etc.)

Copier Paper – White, Color, Legal and Ledger Size:

- **W.B. Mason** – Lowest Bidder, Prices effective 7/1/2019-6/30/2020  
White Copy Paper, 8.5x11, 20# - \$28.63 per carton  
Color Copy Paper, 8.5x11, 20# - \$3.69 per ream  
White Copy Paper, 8.5x14, 20# - \$3.92 per ream  
White Copy Paper, 11x17, 20# - \$6.63 per ream



# DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132  
Phone: 603-516-6800 | Fax: 603-516-6809

*Empowering all Learners*

**TO:** Members Dover School Board  
William R. Harbron, Superintendent  
**FROM:** Libby M. Simmons, Business Administrator  
**DATE:** May 13, 2019  
**RE:** Award for *Special Education Transportation Services*

On April 15, 2019, the District solicited a public bid seeking proposals from qualified transportation management companies to provide both daily in-district and out-of-district transportation services to meet our special education transportation needs. The District requested proposals for a three-year agreement with an option for two additional one-year terms. Three vendors submitted proposals on May 7, 2019 and those results are as follows:

## Daily In-District Transportation Services

### Seacoast Learning Collaborative (number of buses in pricing = 7)

| In-District Rates:                                                     | 2019-2020 Daily               | 2019-2020 Annual              | 2020-2021 Daily               | 2020-2021 Annual              | 2021-2022 Daily                | 2021-2022 Annual               |
|------------------------------------------------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Full Day, Cost per Bus                                                 | \$ 224.00                     | \$ 277,536.00                 | \$ 225.00                     | \$ 278,775.00                 | \$ 227.00                      | \$ 281,253.00                  |
| Half Day, Cost Per Bus                                                 | \$112.00                      | Based on Daily Pricing        | \$112.50                      | Based on Daily Pricing        | \$113.50                       | Based on Daily Pricing         |
| Late Bus for After School Programs, Cost Per Trip/Hour/Mileage Per Bus | \$2.12/mile plus \$21.50/hour | \$2.12/mile plus \$21.50/hour | \$2.13/mile plus \$22.00/hour | \$2.13/mile plus \$22.00/hour | \$2.14/mile plus \$23.00 /hour | \$2.14/mile plus \$23.00 /hour |

**Note:** New vehicles would be in service by October 1, 2019

**Monitor:** 2019-2020: \$77.00/day; \$4.81/hour above 4 hrs; 2020-2021: \$79/day; \$4.94/hour above 4 hrs; 2021-2022: \$81/day; \$5.06/hour above 4 hrs

### Durham School Services (number of buses in pricing = 7)

| In-District Rates:                                                     | 2019-2020 Daily                     | 2019-2020 Annual | 2020-2021 Daily | 2020-2021 Annual | 2021-2022 Daily | 2021-2022 Annual |
|------------------------------------------------------------------------|-------------------------------------|------------------|-----------------|------------------|-----------------|------------------|
| Full Day, Cost per Bus                                                 | \$ 249.00                           | \$ 308,511.00    | \$ 256.47       | \$ 317,766.33    | \$ 264.16       | \$ 327,294.24    |
| Half Day, Cost Per Bus                                                 | To Be Negotiated Based on Ridership |                  |                 |                  |                 |                  |
| Late Bus for After School Programs, Cost Per Trip/Hour/Mileage Per Bus | \$ 70.07                            | TBD              | \$ 72.17        | TBD              | \$ 74.34        | TBD              |

**Monitor:** 2019-2020: \$77.60/day; \$4.85/hour above 4 hrs; 2020-2021: \$79.92/day; \$5.00/hour above 4 hrs; 2021-2022: \$82.32/day; \$5.15/hour above 4 hrs

**First Student, Inc. (number of buses in pricing = 6)**

| In-District Rates:                                                                                                                                                   | 2019-2020 Daily      | 2019-2020 Annual  | 2020-2021 Daily      | 2020-2021 Annual  | 2021-2022 Daily      | 2021-2022 Annual  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------|----------------------|-------------------|----------------------|-------------------|
| Full Day, Cost per Bus                                                                                                                                               | \$ 349.00            | \$ 370,638.00     | \$ 357.73            | \$ 379,909.00     | \$ 366.67            | \$ 389,403.00     |
| Half Day, Cost Per Bus                                                                                                                                               | To Be Negotiated     |                   |                      |                   |                      |                   |
| Late Bus for After School Programs, Cost Per Trip/Hour/Mileage Per Bus                                                                                               | \$110/\$26.30/\$2.92 | Per Daily Pricing | \$115/\$27.30/\$3.04 | Per Daily Pricing | \$120/\$28.30/\$3.16 | Per Daily Pricing |
| <b>Monitor:</b> 2019-2020: \$103.75/day; \$6.40/hour after 4 hrs; 2020-2021: \$107.90/day; \$6.65/hour after 4 hrs; 2021-2022: \$112.25/day; \$6.92/hour after 4 hrs |                      |                   |                      |                   |                      |                   |

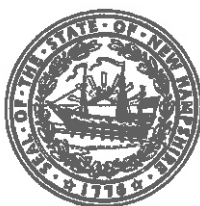
**Daily Out-of-District Transportation Services**

| Seacoast Learning Collaborative                                                                                                                                                                                                                                                                                                                                                 |                           |                  |                 |                  |                 |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------|-----------------|------------------|-----------------|------------------|
| Out-of-District Rates:                                                                                                                                                                                                                                                                                                                                                          | 2019-2020 Daily           | 2019-2020 Annual | 2020-2021 Daily | 2020-2021 Annual | 2021-2022 Daily | 2021-2022 Annual |
| The Birchtree Center                                                                                                                                                                                                                                                                                                                                                            | \$148/Day +/- 70 miles    |                  |                 |                  |                 |                  |
| Seacoast Learning Coll.                                                                                                                                                                                                                                                                                                                                                         | \$40/student +/- 30 miles |                  |                 |                  |                 |                  |
| Lighthouse School                                                                                                                                                                                                                                                                                                                                                               | \$400/Day +/- 286 miles   |                  | SEE NOTES BELOW |                  |                 |                  |
| The Monarch School                                                                                                                                                                                                                                                                                                                                                              | \$103/day +/- 49 miles    |                  |                 |                  |                 |                  |
| Northshore Academy                                                                                                                                                                                                                                                                                                                                                              | \$521/day +/- 246 miles   |                  |                 |                  |                 |                  |
| Essex Academy                                                                                                                                                                                                                                                                                                                                                                   | \$300/day +/- 230 miles   |                  |                 |                  |                 |                  |
| Parker Education                                                                                                                                                                                                                                                                                                                                                                | \$360/day +/- 170 miles   |                  |                 |                  |                 |                  |
| Sweetser                                                                                                                                                                                                                                                                                                                                                                        | \$300/day +/- 140 miles   |                  |                 |                  |                 |                  |
| Merrimack Academy                                                                                                                                                                                                                                                                                                                                                               | \$550/day +/- 298 miles   |                  |                 |                  |                 |                  |
| Valey Collaborative                                                                                                                                                                                                                                                                                                                                                             | \$550/day +/- 298 miles   |                  |                 |                  |                 |                  |
| <b>NOTE:</b> Trips and Out-of-District routes are priced at COST PER MILE + COST PER HOUR<br>2019-2020: \$2.12/mile + \$21.50/hour; 2020-2021: \$2.13/mile + \$22.00/hour; 2021-2022: \$2.14/mile + \$23.00/hour<br><b>Monitor:</b> 2019-2020: \$77.00/day; \$4.81/hour above 4 hrs; 2020-2021: \$79/day; \$4.94/hour above 4 hrs; 2021-2022: \$81/day; \$5.06/hour above 4 hrs |                           |                  |                 |                  |                 |                  |

| Durham School Services                                                                                                                                                                                                                                                                                                                                                                                 |                 |                  |                 |                  |                 |                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|
| Out-of-District Rates:                                                                                                                                                                                                                                                                                                                                                                                 | 2019-2020 Daily | 2019-2020 Annual | 2020-2021 Daily | 2020-2021 Annual | 2021-2022 Daily | 2021-2022 Annual |
| The Birchtree Center                                                                                                                                                                                                                                                                                                                                                                                   | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| Seacoast Learning Coll.                                                                                                                                                                                                                                                                                                                                                                                | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| Lighthouse School                                                                                                                                                                                                                                                                                                                                                                                      | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| The Monarch School                                                                                                                                                                                                                                                                                                                                                                                     | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| Northshore Academy                                                                                                                                                                                                                                                                                                                                                                                     | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| Essex Academy                                                                                                                                                                                                                                                                                                                                                                                          | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| Parker Education                                                                                                                                                                                                                                                                                                                                                                                       | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| Sweetser                                                                                                                                                                                                                                                                                                                                                                                               | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| Merrimack Academy                                                                                                                                                                                                                                                                                                                                                                                      | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| Valey Collaborative                                                                                                                                                                                                                                                                                                                                                                                    | \$ 298.27       | \$ 65,917.67     | \$ 307.22       | \$ 67,895.20     | \$ 316.43       | \$ 69,932.06     |
| <b>Notes:</b> Half day rate to be negotiated based on ridership; maximum rates quoted; billed rates contingent on ability to pair/share/tier routes with other districts based on operational schedules, ridership and bus loads.<br><b>Monitor:</b> 2019-2020: \$77.60/day; \$4.85/hour above 4 hrs; 2020-2021: \$79.92/day; \$5.00/hour above 4 hrs; 2021-2022: \$82.32/day; \$5.15/hour above 4 hrs |                 |                  |                 |                  |                 |                  |

|                                                                                                                                                                      |                        |                         |                        |                         |                        |                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|
| <b>First Student, Inc.</b>                                                                                                                                           |                        |                         |                        |                         |                        |                         |
| <b>Out-of-District Rates:</b>                                                                                                                                        | <b>2019-2020 Daily</b> | <b>2019-2020 Annual</b> | <b>2020-2021 Daily</b> | <b>2020-2021 Annual</b> | <b>2021-2022 Daily</b> | <b>2021-2022 Annual</b> |
| The Birchtree Center                                                                                                                                                 | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| Seacoast Learning Coll.                                                                                                                                              | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| Lighthouse School                                                                                                                                                    | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| The Monarch School                                                                                                                                                   | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| Northshore Academy                                                                                                                                                   | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| Essex Academy                                                                                                                                                        | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| Parker Education                                                                                                                                                     | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| Sweetser                                                                                                                                                             | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| Merrimack Academy                                                                                                                                                    | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| Valey Collaborative                                                                                                                                                  | \$ 365.00              | \$ 64,605.00            | \$ 374.13              | \$ 66,221.00            | \$ 383.48              | \$ 67,875.00            |
| <b>Notes:</b> All rates are based on 177 days; half days are noted as negotiable                                                                                     |                        |                         |                        |                         |                        |                         |
| <b>Monitor:</b> 2019-2020: \$103.75/day; \$6.40/hour after 4 hrs; 2020-2021: \$107.90/day; \$6.65/hour after 4 hrs; 2021-2022: \$112.25/day; \$6.92/hour after 4 hrs |                        |                         |                        |                         |                        |                         |

We request that the School Board proceed with an award to **Seacoast Learning Collaborative** for a three-year contract beginning on July 1, 2019 and ending on June 30, 2022 with an option for two additional one-year terms.



**Frank Edelblut**  
Commissioner

**Christine Brennan**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

March 27, 2019

TO: Superintendents

FROM: Timothy Carney, Administrator  
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2020

The New Hampshire Department of Education (NHDOE) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all agencies and organizations that receive federal funds through the NHDOE. The federally funded education programs which flow money through the NHDOE require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The submission of general assurances is required by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHDOE has consolidated the general assurances into one document which also now includes requirements and definitions in an effort to provide more guidance relative to implementation of the underlying assurances. NHDOE requests an annual submission for all of your Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHDOE Commissioner of Education certify to the Secretary of Education the status of all LEAs. In New Hampshire both School Districts and School Administrative Units (SAUs) are considered

LEA's. Individual program policy establishes which of these two entities may apply for federal funds. As such, both the Superintendent and the local School Board Chairperson are required to sign the certifications of the attached document.

I am requesting that you and the local School Board complete the certifications at the end of the enclosed general assurance document; initial each page in the spaces provided and return it in full to the attention of the Bureau of Federal Compliance. That office will notify the directors of all NHDOE programs approving federal funds to LEA's when they have received your assurances. The directors of the various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHDOE programs.

Compliance with these general assurances will be subject to review by NHDOE staff during on-site federal compliance monitoring. Annual audits by CPA's in accordance with the Single Audit Act may also include compliance checks.

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return to the NHDOE Bureau of Federal Compliance office no later than **June 30, 2019**.

Thank you for your assistance with this initiative. This process should make it less difficult for all of us to access and use the federal funds for the purposes designated.

If you should have any questions regarding these general assurances, please contact Timothy Carney, Administrator of the Bureau of Federal Compliance at [Timothy.Carney@doe.nh.gov](mailto:Timothy.Carney@doe.nh.gov) or at 603-271-2634.

Enclosure

# **New Hampshire Department of Education**

**FY2020**

## **GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS**

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHDOE) must submit a signed copy of this document to the NHDOE Bureau of Federal Compliance prior to any grant application being deemed to be “substantially approvable”. Once a grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHDOE (34 CFR 708).

**Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHDOE.**

This FY2020 general assurances document contains some differences from the FY2019 general assurances document. You are encouraged to do a side by side comparison of the two documents so that you thoroughly understand the requirements to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated.

Please note that the practice of the School Board authorizing the Superintendent to sign on behalf of the School Board Chair is not acceptable to the NHDOE in this case and will be considered non-responsive.

Once the document is fully executed, you may either email or mail a copy of the entire document to:

Timothy Carney  
New Hampshire Department of Education  
Bureau of Federal Compliance  
101 Pleasant Street  
Concord, NH 03301  
[Timothy.Carney@doe.nh.gov](mailto:Timothy.Carney@doe.nh.gov)

Should you have any questions please contact Timothy Carney at 603-271-2634 or Lindsey Scribner at 603-271-3837.

# **General Assurances, Requirements and Definitions for Participation in Federal Programs**

## **A. General Assurances**

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHDOE, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 4) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 5) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
  - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
  - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
  - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
  - (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
  - (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  - (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- 6) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- 7) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- 8) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
- 9) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
- 10) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 11) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
- 12) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200, Subpart F, "Audit Requirements," as applicable.
- 13) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
- 14) The control of funds provided to the subrecipient under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 15) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).

- 16) The subrecipient assures that is will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 17) The subrecipient will comply with the Stevens Amendment.
- 18) The subrecipient will submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE and U.S. governmental agencies to perform their duties. The recipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 19) The subrecipient will assure that all applications submitted for project/grant funding are proper and in accordance with the terms and conditions of the applications, the official who is authorized to legally bind the recipient agency/organization agrees to the following certification.

*"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs Document, I certify to the best of my knowledge and belief that all applications submitted are true, complete, and accurate, for the purposes and objectives set forth in the application, I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal or administrative penalties for false statements, false claims or otherwise."*

- 20) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment.

*"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs Document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."*

- 21) The subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 22) The subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.

- 23) The subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 24) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 25) The subrecipient will submit a fully executed and accurate Single Audit Certification form to the NHDOE not later than March 31, 2020. The worksheet will be provided to each subrecipient by the NHDOE.
- 26) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 27) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 28) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988.
- 29) The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.

## **B. Explanation of Grants Management Requirements**

The following section elaborate on certain requirements included in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

### **1. Financial Management Systems**

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.

- e) Generate comparisons of expenditures with budget amounts for each federal award.

## **2. Written Policies and Procedures**

The subrecipient must have written policies and procedures for:

- a) Cash Management (2 CFR 200.302(b)(6) & 200.305)
- b) Determining the allowability of costs in accordance with 2 CFR 200 Subpart E—Cost Principles and the terms and conditions of the Federal award. (2 CFR 200.302(b)(7))
- c) Conflict of Interest (2 CFR 200.318(c))
- d) Procurement (2 CFR 200.320)
- e) Method for conducting Technical Evaluations of Proposals and Selecting Recipients (2 CFR 200.320(d)(3) and 200.323)
- f) Suspension and Debarment (2 CFR 200.213)
- g) Travel Policy (2 CFR 200.474(b))
- h) Equipment and Supplies (2 CFR 200.313(d), 200.314)
- i) Time and Effort (2 CFR 200.430(i))
- j) Record Keeping (2 CFR 200.333 and 200.335)

## **3. Internal Controls**

The subrecipient must:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- e) Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.333.

## **4. Allowable Costs**

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are;

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- f) not used for general expenses required to carry out other responsibilities of the subrecipient.

## 5. Audits

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHDOE. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities;

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) Upon request by the NHDOE Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHDOE template provided by the BFC for audit findings related to NHDOE funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHDOE funded programs. The BFC will review the subrecipient's submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

## 6. Reports to be Submitted

### Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at:  
[https://harvester.census.gov/facides/\(S\(mqamohbpfj0hmyhlr45p1pol\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpfj0hmyhlr45p1pol))/account/login.aspx)

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the subrecipient directly to:

- a) New Hampshire Department of Education  
Bureau of Federal Compliance  
101 Pleasant Street  
Concord, NH 03301
- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHDOE pursuant to this agreement shall be submitted in a timely manner.

#### Single Audit Certification

An executed and accurate Single-Audit Certification form shall be submitted to the NHDOE not later than **March 31, 2020**. A copy of the form will be provided to each subrecipient by the NHDOE.

#### **7. Debarment, Suspension, and Other Responsibility Matters**

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined in 2 CFR 180.120, 180.125 and 180.200, no contract shall be made to parties identified on the General Services Administration's *Excluded Parties List System* as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences – for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified. They are:

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.

- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

#### **8. Drug-Free Workplace (Grantees Other Than Individual)**

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 and 84.610, the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
  - o The dangers of drug abuse in the workplace.
  - o The recipient's policy of maintaining a drug-free workplace.
  - o Any available drug counseling, rehabilitation, and employee assistance programs.
  - o The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
  - o Abide by the terms of the statement.
  - o Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 10 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service  
U.S. Department of Education  
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]  
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.

- o Taking appropriate personnel action against such an employee, up to and including

- termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
- o Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

## 9. EDGAR - Education Department General Administrative Regulations

The federal grant administrative regulations for education (Title 34 CFR Parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99), was revised on December 26, 2014, with the implementation of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grants Guidance), and delete 34 CFR Parts 74, 80, and 85 (Part 85 changed to 2 CFR Part 180) and included the deleted regulations into the Uniform Grants Guidance. Both administrative regulations (EDGAR and Uniform Grants Guidance), apply to all federal projects/awards.

## 10. General Education Provisions Act (GEPA) Requirements - Section 427 (Federal Requirement) Equity for Students, Teachers, and Other Program Beneficiaries

The purpose of Section 427 of GEPA is to ensure equal access to education and to promote educational excellence by ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in proposed projects, and to promote the ability of such students, teachers, and beneficiaries to meet high standards. Further, when designing their projects, grant applicants must address the special needs and equity concerns that might affect the ability of students, teachers, and other program beneficiaries to participate fully in the proposed project.

Program staff within the NHDOE must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).*

The statute highlights **six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, and age.** Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Subrecipients should be asked to state in the table of contents where this requirement is met.

NHDOE program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If this condition is not met, after the application has been selected for funding the program staff should contact the subrecipient to find out why this information is missing. Documentation must be in the project file indicating that this review was completed before the award was made. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement, but must receive the missing information before making the award, 34 CFR 75.231.

All applicants for new awards must satisfy this provision to receive funding. Those seeking *continuation* awards do not need to submit information beyond the descriptions included in their original applications.

## 11. Gun Possession (Local Education Agencies (LEAs) only)

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America's Schools Act:

The LEA assures that it shall comply with the provisions of RSA 193:13 III.

RSA 193:13, III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

The LEA assures that it has adopted a policy, which allows the Superintendent or Chief Administrative officer to modify the expulsion requirement on a case by case basis. RSA 193:13, IV.

The LEA assures that it shall report to the NHDOE in July of each year, a description of the circumstances surrounding any expulsions imposed under RSA 193:13, III and IV including, but not limited to:

- a) The name of the school concerned;
- b) The grade of the student disciplined;
- c) The type of firearm involved;
- d) Whether or not the expulsion was modified, and
- e) If the student was identified as Educationally Disabled.

The LEA assures that it has in effect a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Ed 317.03 Standard for Expulsion by Local School Board.

- a) A school board which expels a pupil under RSA 193:13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.
- c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
  - 1) Whether a firearm is legally licensed under RSA 159; or
  - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
  - 1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
  - 2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 103:13, III and therefore is subject to expulsion.

## 12. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR 82.105 and 82.110,

the applicant certifies that:

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

#### **New Hampshire RSA 15:5 - Prohibited Activities.**

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.
- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

#### **13. Subrecipient Monitoring**

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient monitoring procedures may include, but not be limited to, on-site visits by NHDOE staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHDOE. In the event the NHDOE determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHDOE staff to the subrecipient regarding such audit.

#### **14. More Restrictive Conditions**

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHDOE.

#### **15. Obligations by Subrecipients**

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel was performed, and/or when facilities are used (see 34 CFR 76.707).

#### **16. Participation of Private School Students and Staff in Federal Grants**

Students and staff of nonpublic schools shall be given an opportunity for equitable participation in activities or services conducted by school districts using federal funds. Appropriate personnel must be aware of, and consult, program-specific guidelines discussed in the applicable program statute, regulations, and guidance documents.

#### **17. Personnel Costs – Time Distribution**

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430, and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee
- b) Account for the total activity for which each employee is compensated
- c) Prepared at least monthly and must coincide with one or more pay period
- d) Signed and dated by the employee

#### **18. Project Effective Dates**

For federal programs, funds shall be obligated no earlier than the date the project application was received by the NHDOE and determined to be in substantially approvable form or the effective date of the federal grant award, whichever is later.

All Project/Grant Award Notifications reflect the beginning and ending dates of the project period and the date for submission of the final expenditure report. All conditions stated in the award notification are considered binding on the subrecipient.

#### **19. Protected Prayer in Public Elementary and Secondary Schools**

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, LEAs must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary

and secondary schools.

## **20. Purchasing**

All subrecipients must have documented procurement policies and procedures that meet the minimum requirements of federal and state statutes, rules, and regulations. Under the Uniform Administrative Requirements, the procurement standards are located at 2 CFR 200.317 – 200.326.

## **22. Retention and Access to Records**

Requirements related to retention and access to project/grant records, are determined by federal rules and regulations. Federal regulation 2 CFR 200.333, addresses the retention requirements for records that applies to all financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal or Project award. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Access to records of the subrecipient and the expiration of the right of access is found at 2 CFR 200.336 (a) and (c), which states:

a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHDOE] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.

c) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

## **23. The Stevens Amendment**

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

*When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.*

## **24. Transfer of Disciplinary Records**

Title 20 USC 7197 requires that the State have a procedure to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D:8.

The relevant portions of the federal and state law appear below.

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

## B. Definitions

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 Audit findings, paragraph (a) to report in the schedule of findings and questioned costs (2 CFR 200.5).
- 2) **Management decision** - *Management decision* means the evaluation by the Federal awarding agency or pass-through entity of the audit findings and corrective action plan and the issuance of a written decision to the auditee as to what corrective action is necessary (2 CFR 200.66).
- 3) **Obligations** - When used in connection with a non-Federal entity's utilization of funds under a Federal award, *obligations* means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period (2 CFR 200.71).
- 4) **Pass-through entity** - *Pass-through entity* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program (2 CFR 200.74).
- 5) **Period of performance** - *Period of performance* means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award.
- 6) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (2 CFR 200.92).
- 7) **Subrecipient** - *Subrecipient* means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (2 CFR 200.93).

## CERTIFICATION

**Instructions:** The Superintendent, or other Qualifying Administrator, if the School District does not have a Superintendent, (See RSA 194-C:5, II) **must** consult with the School Board for the School District by informing said School Board about the District's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Superintendent or other Qualifying Administrator and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHDOE. **No payment for project/grant awards will be made by the NHDOE without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHDOE Bureau of Federal Compliance at (603) 271-2634.

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### **Superintendent or other Qualifying Administrator Certification:**

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named School District hereby apply for participation in federally funded education programs on behalf of the School District named below. I certify, to the best of my knowledge, that the below School District will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 16 inclusive). I further certify, as is evidenced by the Minutes of the School Board/School Administrative Unit Meeting of \_\_\_\_\_, \_\_\_\_\_, that I have informed all members of the School Board of the federal funds the District will be receiving and of these General Assurances, Requirements and Definitions for the District's participation in said programs.

SAU Number: \_\_\_\_\_ School District: \_\_\_\_\_

\_\_\_\_\_  
Typed Name of Superintendent  
Or other Qualifying Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**School Board Certification:**

I, the undersigned official representing the School Board, acknowledge that the Superintendent, or other Qualifying Administrator, as identified above, has consulted with all members of the School Board, in furtherance of the School Board's obligations, including those enumerated in RSA 189:1-a, and pursuant to the School Board's oversight of federal funds the District will be receiving and of the General Assurances, Requirements and Definitions for Participation in Federal in said programs.

\_\_\_\_\_  
Typed Name of School Board  
Chair (on behalf of the School Board)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please email or mail a copy of the entire document to:

Timothy Carney  
New Hampshire Department of Education  
Bureau of Federal Compliance  
101 Pleasant Street  
Concord, NH 03301

[Timothy.Carney@doe.nh.gov](mailto:Timothy.Carney@doe.nh.gov)



# DOVER SCHOOL DISTRICT

## SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132  
Phone: 603-516-6800 | Fax: 603-516-6809

*Empowering all Learners*

**TO:** Members Dover School Board  
Dr. William R. Harbron, Superintendent of Schools  
**FROM:** Libby M. Simmons, Business Administrator  
**DATE:** May 13, 2019  
**RE:** Approval of 2019-2020 Meal Prices

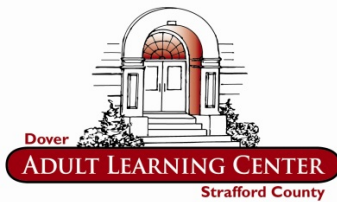
Meal prices for the District have remained unchanged for the past three years. The proposed price list below reflects a 15-cent increase to "full-price/paid" and "adult" lunch and breakfast prices. Federal regulation requires that the maximum charge to a student for reduced-price lunch to be \$0.40 and for breakfast to be \$0.30, therefore, prices will remain unchanged for all reduced meals.

For informational purposes, the 2018-2019 federal reimbursable rates to the District for paid lunch is \$0.31 per meal, reduced-price school lunch is \$2.91 per meal, and free lunch is \$3.31 per meal. The 2018-2019 federal reimbursable rates to the District for paid breakfast is \$0.31 per meal, reduced-price breakfast is \$1.49 per meal, and free breakfast is \$1.79 per meal.

Changes to the price of meals will be effective at the start of the 2019-2020 school year.

### 2019/2020 Proposed Price List

|                   | "Type A" Lunch |         |         | "Type A" Breakfast |         |         |
|-------------------|----------------|---------|---------|--------------------|---------|---------|
|                   | Full Price     | Reduced | Adult   | Full Price         | Reduced | Adult   |
| Elementary School | \$ 2.50        | \$ 0.40 | \$ 3.50 | \$ 1.50            | \$ 0.30 | \$ 2.50 |
| Middle School     | \$ 3.00        | \$ 0.40 | \$ 3.50 | \$ 1.50            | \$ 0.30 | \$ 2.50 |
| High School       | \$ 3.00        | \$ 0.40 | \$ 3.50 | \$ 1.50            | \$ 0.30 | \$ 2.50 |



TO: William Harbron, Superintendent of Dover Schools  
Dover School Board  
FROM: Deanna Strand, Director Dover Adult Learning Center  
RE: Dover Adult Learning Center Staff & Student Handbook Change  
DATE: April 19, 2019

Remove ~~struck out text~~  
Insert **bold text**

Staff Handbook Page 15-16

#### **Hiring and Advancement Policy for Adult Education Professional Staff**

Professional staff members hired for the Dover Adult Education Program will be placed at an appropriate step of the Dover Adult Education Staff Pay Scale as recommended by the DALC director and approved by the Superintendent of Schools and the Dover School Board. Professional staff members will include teaching in the adult diploma, ESL, IET, IELCE, APT, and ABE. Enrichment class teaching, tutoring or advising, or other services not compensated at the professional level, and service in other educational programs, shall not be included.

Teachers will be compensated for ~~three professional development days per year at three hours each.~~ **6 hours to attend one adult education conference per year, 6 hours per year to attend staff meetings. Shared planning and preparation time will be compensated up to 10 hours per year as funding allows.**

Staff Handbook Page 17

Replace chart on p. 17 with chart below, reflecting a 2% COLA in DALC staff wages for FY19-20. All DALC wages are paid from grant or tuition funds. This increase will not affect the general fund budget.

| <b>Position</b>                                               |                                              | <b>2018-19</b> | <b>Proposed<br/>2019-20*</b> |
|---------------------------------------------------------------|----------------------------------------------|----------------|------------------------------|
| Enrichment Teacher/HiSET Supervisor/Tech Integrator           |                                              | \$23.44        | \$23.91                      |
| ABE/AHS Teachers*                                             | Step 1*                                      | \$23.44        | \$23.91                      |
|                                                               | Step 2                                       | \$26.40        | \$26.93                      |
|                                                               | Step 3                                       | \$29.25        | \$29.84                      |
|                                                               | Step 4                                       | \$30.28        | \$30.89                      |
|                                                               | Step 5**                                     | \$33.26        | \$33.93                      |
| Teaching Aide /Receptionist/HiSET Proctor/Childcare Assistant | Step 1                                       | \$13.26        | \$13.53                      |
|                                                               | Step 2                                       | \$13.75        | \$14.03                      |
|                                                               | Step 3                                       | \$14.26        | \$14.55                      |
|                                                               | Step 4                                       | \$14.75        | \$15.05                      |
|                                                               | Step 5                                       | \$15.27        | \$15.58                      |
|                                                               | Step 6                                       | \$15.76        | \$16.08                      |
|                                                               | Step 7                                       | \$16.26        | \$16.59                      |
|                                                               | Step 8                                       | \$16.76        | \$17.10                      |
| Counselor Aide/Office Assistant/Childcare Coordinator         | Step 1                                       | \$14.67        | \$14.96                      |
|                                                               | Step 2                                       | \$15.15        | \$15.45                      |
|                                                               | Step 3                                       | \$15.63        | \$15.94                      |
|                                                               | Step 4                                       | \$16.11        | \$16.43                      |
|                                                               | Step 5                                       | \$16.60        | \$16.93                      |
|                                                               | Step 6                                       | \$17.07        | \$17.41                      |
|                                                               | Step 7                                       | \$17.56        | \$17.91                      |
|                                                               | Step 8                                       | \$18.04        | \$18.40                      |
| Childcare Aide                                                |                                              | \$9.89         | \$10.09                      |
| Cleaning person                                               |                                              | \$14.00        | \$14.28                      |
| Technology Assistant                                          | Step 1                                       | \$16.21        | \$16.53                      |
|                                                               | Step 2                                       | \$16.75        | \$17.09                      |
|                                                               | Step 3                                       | \$17.39        | \$17.74                      |
|                                                               | Step 4                                       | \$17.82        | \$18.18                      |
|                                                               | Step 5                                       | \$18.36        | \$18.73                      |
|                                                               | Step 6                                       | \$18.90        | \$19.28                      |
|                                                               | Step 7                                       | \$19.42        | \$19.81                      |
|                                                               | Step 8                                       | \$19.95        | \$20.35                      |
| Counselor                                                     | According to DTU Pay Scale as funding allows |                |                              |
| Office Manager                                                | DEOP member Class 6                          |                |                              |

| GENERAL FUND - FY2019 CONDITION OF ACCOUNTS                                 |                             |                               |                                                            |                                    |                         |
|-----------------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------------------------------------|------------------------------------|-------------------------|
| REVENUE - ESTIMATED APRIL 30, 2019                                          |                             |                               |                                                            |                                    |                         |
| Account Description                                                         | FY2019 Budget<br>(Adjusted) | Received To Date<br>4/30/2019 | Add'l Anticipated<br>Estimated Revenue                     | Total Estimated<br>Revenue         | Over/<br>(Under) Budget |
| Tuition - Regular From Parents                                              | \$ -                        | \$ -                          | \$ -                                                       | \$ -                               | \$ -                    |
| Tuition - Other NH Districts                                                | \$ 55,792.00                | \$ 54,919.55                  | \$ 6,097.45                                                | \$ 61,017.00                       | \$ 5,225.00             |
| Tuition - Barrington                                                        | \$ 2,426,806.00             | \$ 1,814,086.76               | \$ 581,930.24                                              | \$ 2,396,017.00                    | \$ (30,789.00)          |
| Tuition - Nottingham                                                        | \$ 1,170,017.00             | \$ 946,848.71                 | \$ 257,668.29                                              | \$ 1,204,517.00                    | \$ 34,500.00            |
| Tuition - SPED Aides                                                        | \$ 270,000.00               | \$ 244,508.01                 | \$ 31,864.99                                               | \$ 276,373.00                      | \$ 6,373.00             |
| Tuition - CTC - NH Districts                                                | \$ 93,869.00                | \$ 48,301.74                  | \$ 42,208.26                                               | \$ 90,510.00                       | \$ (3,359.00)           |
| Tuition - CTC - Out of State                                                | \$ 69,000.00                | \$ 27,648.14                  | \$ 26,256.86                                               | \$ 53,905.00                       | \$ (15,095.00)          |
| Tuition - Bellamy Academy                                                   | \$ 198,275.00               | \$ 92,192.33                  | \$ 19,827.67                                               | \$ 112,020.00                      | \$ (86,255.00)          |
| Other Local Revenue - Districtwide                                          | \$ 25,000.00                | \$ 3,288.97                   | \$ 1,711.03                                                | \$ 5,000.00                        | \$ (20,000.00)          |
| State Adequate Education Grant                                              | \$ 9,001,485.00             | \$ 9,007,444.29               | \$ -                                                       | \$ 9,007,444.29                    | \$ 5,959.29             |
| State Kindergarten Program                                                  | \$ 295,149.00               | \$ 295,107.34                 | \$ -                                                       | \$ 295,107.34                      | \$ (41.66)              |
| School Building Aid                                                         | \$ 581,114.00               | \$ 290,557.15                 | \$ 290,556.85                                              | \$ 581,114.00                      | \$ -                    |
| Catastrophic/Special Education Aid                                          | \$ 426,868.00               | \$ 451,440.19                 | \$ -                                                       | \$ 451,440.19                      | \$ 24,572.19            |
| CTC Tuition Aid                                                             | \$ 245,000.00               | \$ 298,679.18                 | \$ -                                                       | \$ 298,679.18                      | \$ 53,679.18            |
| CTC Transportation Aid                                                      | \$ 2,500.00                 | \$ 1,556.00                   | \$ -                                                       | \$ 1,556.00                        | \$ (944.00)             |
| Indirect Cost Allocation                                                    | \$ 95,000.00                | \$ 48,466.82                  | \$ 31,533.18                                               | \$ 80,000.00                       | \$ (15,000.00)          |
| ABE Allocation                                                              | \$ 39,011.00                | \$ 24,597.77                  | \$ 14,413.23                                               | \$ 39,011.00                       | \$ -                    |
| Impact Aid                                                                  | \$ 6,000.00                 | \$ 9,798.38                   | \$ -                                                       | \$ 9,798.38                        | \$ 3,798.38             |
| Medicaid Distribution                                                       | \$ 600,000.00               | \$ 498,156.98                 | \$ 51,843.02                                               | \$ 550,000.00                      | \$ (50,000.00)          |
| School - Transfer from Capital Reserves                                     | \$ 342,996.00               | \$ -                          | \$ 342,996.00                                              | \$ 342,996.00                      | \$ -                    |
| Tuition - Preschool Program                                                 | \$ 12,000.00                | \$ 9,282.00                   | \$ -                                                       | \$ 9,282.00                        | \$ (2,718.00)           |
| Tuition - Summer School, Elementary                                         | \$ 6,000.00                 | \$ 4,220.00                   | \$ -                                                       | \$ 4,220.00                        | \$ (1,780.00)           |
| Athletic Transportation, DMS                                                | \$ 15,000.00                | \$ 9,146.20                   | \$ 5,853.80                                                | \$ 15,000.00                       | \$ -                    |
| Tuition - Summer School, DHS                                                | \$ 3,000.00                 | \$ 1,500.00                   | \$ -                                                       | \$ 1,500.00                        | \$ (1,500.00)           |
| Athletic Transportation, DHS                                                | \$ 50,000.00                | \$ 36,999.64                  | \$ 13,000.36                                               | \$ 50,000.00                       | \$ -                    |
| Total Non Tax Revenue                                                       | \$ 16,029,882.00            | \$ 14,218,746.15              | \$ 1,717,761.23                                            | \$ 15,936,507.38                   | \$ (93,374.62)          |
| State Wide Property Tax                                                     | \$ 6,945,209.00             | \$ -                          | \$ 6,945,209.00                                            | \$ 6,945,209.00                    | \$ -                    |
| Local Property Tax                                                          | \$ 37,509,752.00            | \$ -                          | \$ 37,509,752.00                                           | \$ 37,509,752.00                   | \$ -                    |
| Total Tax Revenue                                                           | \$ 44,454,961.00            | \$ -                          | \$ 44,454,961.00                                           | \$ 44,454,961.00                   | \$ -                    |
| Total Operating Revenue                                                     | \$ 60,484,843.00            |                               |                                                            | \$ 60,391,468.38                   | \$ (93,374.62)          |
| EXPENSES & ENCUMBRANCES - ESTIMATED APRIL 30, 2019                          |                             |                               |                                                            |                                    |                         |
| Account Description                                                         | FY2019 Budget<br>(Adjusted) | Expenses to Date<br>4/30/2019 | Encumbrances/<br>Antic. Exp 4/30/2019                      | Total Estimated<br>Exp/Enc to Date | Over/<br>(Under) Budget |
| (1100) Regular Education Programs                                           | \$ 21,566,833.82            | \$ 15,180,037.30              | \$ 6,319,609.85                                            | \$ 21,499,647.15                   | \$ (67,186.67)          |
| (1200) Special Education Programs                                           | \$ 11,755,670.12            | \$ 8,710,227.05               | \$ 2,964,605.36                                            | \$ 11,674,832.41                   | \$ (80,837.71)          |
| (1300) Career and Technical Education Programs                              | \$ 1,882,345.50             | \$ 1,312,635.49               | \$ 497,756.13                                              | \$ 1,810,391.62                    | \$ (71,953.88)          |
| (1400) Co-Curricular Activities and Athletics                               | \$ 656,857.49               | \$ 482,196.91                 | \$ 124,597.70                                              | \$ 606,794.61                      | \$ (50,062.88)          |
| (1600) Adult/Continuing Education Programs                                  | \$ 204,341.00               | \$ 171,665.77                 | \$ 32,404.87                                               | \$ 204,070.64                      | \$ (270.36)             |
| (2100) Support Services - Students                                          | \$ 4,051,750.76             | \$ 2,868,845.59               | \$ 1,177,982.97                                            | \$ 4,046,828.56                    | \$ (4,922.20)           |
| (2200) Support Services - Instructional Staff                               | \$ 1,123,628.72             | \$ 747,288.26                 | \$ 323,597.21                                              | \$ 1,070,885.47                    | \$ (52,743.25)          |
| (2300) Support Services - General Admin.                                    | \$ 1,446,885.04             | \$ 1,187,737.06               | \$ 241,952.95                                              | \$ 1,429,690.01                    | \$ (17,195.03)          |
| (2400) Support Services - School Admin.                                     | \$ 2,806,338.55             | \$ 2,277,507.37               | \$ 458,634.59                                              | \$ 2,736,141.96                    | \$ (70,196.59)          |
| (2600) Support Services - Operation Maint/Plant                             | \$ 4,802,247.26             | \$ 3,727,477.30               | \$ 1,086,843.58                                            | \$ 4,814,320.88                    | \$ 12,073.62            |
| (2700) Support Services - Student Transportation                            | \$ 2,723,045.00             | \$ 1,942,491.00               | \$ 849,942.68                                              | \$ 2,792,433.68                    | \$ 69,388.68            |
| (2800) Support Services - Centralized Services                              | \$ 1,322,067.40             | \$ 1,056,344.81               | \$ 188,194.72                                              | \$ 1,244,539.53                    | \$ (77,527.87)          |
| (2900) Support Services - Other                                             | \$ 10,001.00                | \$ 24,399.90                  | \$ 10,999.76                                               | \$ 35,399.66                       | \$ 25,398.66            |
| Fund Transfer to Special Revenue Funds                                      | \$ 41,972.34                | \$ 41,971.78                  | \$ -                                                       | \$ 41,971.78                       | \$ (0.56)               |
| Fund Transfer to Capital Reserves                                           | \$ 115,000.00               | \$ 115,000.00                 | \$ -                                                       | \$ 115,000.00                      | \$ -                    |
| Total Operating Expenses                                                    | \$ 54,508,984.00            | \$ 39,845,825.59              | \$ 14,277,122.37                                           | \$ 54,122,947.96                   | \$ (386,036.04)         |
| School Debt - Principal Payments                                            | \$ 1,891,205.00             | \$ 182,214.25                 | \$ 1,708,990.75                                            | \$ 1,891,205.00                    | \$ -                    |
| School Debt - Interest Payments                                             | \$ 4,084,654.00             | \$ 1,598,073.94               | \$ 2,486,580.06                                            | \$ 4,084,654.00                    | \$ -                    |
| Total Debt Service                                                          | \$ 5,975,859.00             | \$ 1,780,288.19               | \$ 4,195,570.81                                            | \$ 5,975,859.00                    | \$ -                    |
| total Expenses, Encumbrances and Anticipated Expenses                       | \$ 60,484,843.00            | \$ 41,626,113.78              | \$ 18,472,693.18                                           | \$ 60,098,806.96                   | \$ (386,036.04)         |
|                                                                             |                             |                               | Estimated Operating Revenue over/(under) budget            |                                    | \$ (93,374.62)          |
|                                                                             |                             |                               | Estimated Net revenue/expenses, unexpended funds/(deficit) |                                    | \$ 292,661.42           |
| As of April 30, 2019, estimated unexpended funds for FY2019 is \$292,661.42 |                             |                               |                                                            |                                    |                         |



# DOVER SCHOOL DISTRICT

## EMPOWERING ALL LEARNERS!

### Superintendent's Board Report Monday, May 13, 2019

#### **SUPERINTENDENT REPORT**

The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to Board meeting agenda items; (2) inform the Board of significant issues as they relate to the Board; and (3) inform the Board of informational items pertaining to the Dover School District.

#### **BOARD AGENDA ITEMS**

**Resignations/Retirements** – I recommend the Board approve the resignations and retirement withdrawal, as listed.

**Leaves of Absence** – None

**Job Shares** - None

**Nominations** – I recommend that the Board approve the Teacher Nominations for the 2019-2020 academic year.

**Extended Trips** - I recommend the Board approves the following extended trips:

- Final Approval – DHS CTC Marketing Class to Portland, Oregon – June 23-27, 2019

**Donations** - I recommend the Board approve the May donations.

#### **POLICY – CHANGES – PROPOSALS - ADOPTIONS**

- Recommend the First Reading of the following policies:
  - ✓ BDJ – Bidding Requirements
  - ✓ EEAG – Use of Private Vehicles to Transport Pupils
- Recommend the Second Reading and Adoption of the following policy:
  - ✓ EFD – Meal Charging Policy

#### **RESOLUTION**

- Libby Simmons and I recommend the Board approve the resolution as written. If funds are not available, the resolution permits the Designees not act on the contribution to the CIP. The Designees will have until June 26, 2019 to determine if funds are available to make the transfer.

#### **OLD BUSINESS**

- None

#### **NEW BUSINESS**

**C & W Service on Athletic Field Maintenance** – On Friday, May 3, the Board received communication from the C & W Service on the Maintenance of the Athletic Fields. Copies of the document are included in the Board Packet. Tim Knowles will provide a short presentation on the Athletic Field Maintenance and answer questions from the Board



# DOVER SCHOOL DISTRICT

## EMPOWERING ALL LEARNERS!

### Superintendent's Board Report Monday, May 13, 2019

pertaining to the maintenance of the Athletic Fields. C & W has aligned the maintenance of the athlete field maintenance.

**Technology Update** – Christy Prosser, Technology Director, will update the Board on the progress being made in the Technology Department. The network continues to move forward as well with the initial planning for the transition and implementation of the Infinite Campus Student Information System.

**C & W Services 3-Year Service Agreement Approval** – Recommend the Board approve the Agreement provided.

**Bid Award** – Recommend the Board award the bid for office instructional and art supplies to Cascade School Supplies, Dick Blick, School Specialty and W.B. Mason.

**Bid Award** – Recommend the Board award the bid for special education transportation services to Seacoast Learning Collaborative.

**Federal General Assurances FY 2020** – Annually the Board is required to approve the Federal General Assurances. The assurances are related to federal funds received by the District such as Title Funding and Programs.

**2019-2020 Food Service Meal Price Approval** – Recommend the Board approve the 2019-2020 Food Service Meal Price. The adjustments being made are: 15-cent increase to the full price/paid and adult lunch and breakfast, reduced meals will be unchanged.

**Approval of DALC Staff Handbook Changes** – I recommend the Board approve the requested changes to the handbook.

**Food Service** – It is requested by the Superintendent for the Board to form a Board Committee to review food service policy related to non-payment of lunch fees.

### **BOARD UPDATE**

**Professional Development Task Force** – The third meeting of the Professional Learning Task Force was held on May 8. To date the following has been accomplished: definition of professional development, beliefs about professional development, professional learning responsibility cycle, effective professional development criteria, and design elements of professional development. The task force will meet in June to develop a model to address the different levels of experience and training of educators.

**Mental Health and Suicide Prevention** – Continue to work with Suzanne Weete, Community Partners, to develop a community conversation about suicide and prevention. Suzanne Weete and I meet with Michele Holt-Shannon and Mo Nunez to discuss facilitation of a group. They have agreed to do the facilitation on June 28. Suzanne Weete and I will be working on identifying who to invite into the initial meeting. Michele Holt-Shannon will facilitate a session with the District's school counselors to gather their insights pertaining to student mental health.



# DOVER SCHOOL DISTRICT

## EMPOWERING ALL LEARNERS!

### Superintendent's Board Report Monday, May 13, 2019

**End of the Year** – The Leadership Team has worked to identify the end-of-the-year close out tasks as well as the planning task for the academic year 2019-2020. In addition, the aim is also to create annual report for the Board and the Community.

**Performance Goals** – The Leadership Team has had conversation on developing performance goals. It has been decided to start the focus on literacy for the 2019-2020 academic year. Once the goals are developed, the goals will be presented to the Board for review and adoption.

**Racism and Equity** – The third equity meeting will be held on Monday, May 20, 9 a.m. at the Community Action Partnership of Strafford County. The focus of the meeting is to establish goals and develop a short-term and long-term action plan. On May 8, I had the opportunity to meet with Mildred Duprey de Robles with the U.S. Department of Justice. U.S. Department of Justice can also provide program support. In addition, Ms. Duprey de Robles has requested the District to outline the process being used to develop the short-term and long-term plan. The May 24 Professional Development will be used to start the training and conversations related to racism and equity.

The following Committee Work was accomplished during April 2019:

- **Curriculum Planning Council** –K-12 Guidance Counselors provided an update on their classroom curriculums and talked about challenges they face in their daily jobs, especially in terms of capacity. They also discussed the current status of the mental health of our children as a whole. There is great concern over the increase in number of children experiencing trauma in their home lives.
- **Teaching & Learning Committee** –Continued refining Dover's Portrait of a Graduate. Agreed on a new format for the document and made revisions in the wording. This work will continue at our next meeting. Sub-committees shared out work that had been accomplished in their smaller groups. We looked at a philosophy statement for Competency-based education, and we reviewed teacher survey results on depth of knowledge.
- **Data Committee** –We read and discussed articles on Classroom Data Walls. We continued our work and made additional revisions to the parent/community dashboard. We determined which data we already had access to and which data still needed to be collected. A plan was made to collect data in each category and review at next meeting. Carolyn Mebert was asked to review the sample Board dashboard and make recommendations at our next meeting.
- **Education Technology Committee** – No meeting held.
- **Wellness Committee** – We reviewed our own district's attendance and tardy policies for 2018-2019. Read Article In School, On time, Every day and discussed questions at end. Brainstormed potential next steps for Dover in terms of dealing with student tardiness which data says is a much greater problem than student attendance in Dover.
- **Safety and Security Committee** – No meeting held.



# DOVER SCHOOL DISTRICT

## EMPOWERING ALL LEARNERS!

### Superintendent's Board Report Monday, May 13, 2019

**FY 20 Budget** – I express my appreciation to the Board and the Dover City Council for their support of the Dover Teachers; Union Contract and the FY20 Dover School District Budget. The actions of the Board and the City Council has started a new direction for education in the Dover Community. As the District continues to move forward, I believe the District needs to demonstrate progress with student learning and achievement.

**Superintendent's Annual Evaluation** – It is necessary that the annual evaluation of the superintendent be conducted. I do have a sincere interest in continuing to work with the Dover Board and Dover School District. I look forward to completing the evaluation process.