



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #2
Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, February 10, 2020
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM**
- F. APPROVAL OF MINUTES**
 - 1. Organizational Meeting, January 6, 2020
 - 2. Non-Public Discipline Hearing, January 6, 2020
 - 3. Non-Public Meeting, Session #2, January 7, 2020
 - 4. Special Session #6, January 7, 2020
 - 5. Regular Session #1, January 13, 2020
 - 6. Budget Workshop #1, January 21, 2020
 - 7. Budget Workshop #2, January 27, 2020
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Libby Simmons / Business Administrator
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. Administrative Assistant
 - b. Non-Union
 - c. Paraprofessional
 - d. Coach
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** February Donations
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - 1. EBCB – Fire and All Hazard Drills - First Reading
 - 2. IHCD – Advanced College Placement - First Reading
 - 3. Dover School District Philosophy of Education
- J. POLICY ADOPTION:**
 - 1. ADB – Tobacco Products Ban



DOVER SCHOOL BOARD – AGENDA

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Meeting Location:	Media Center (Rm 306) McConnell Center
Meeting Date:	Monday, February 10, 2020
Meeting Time:	7:00 pm

2. BEDG – Minutes
3. EH – Public Access to School District Records
4. EH-R – Administrative Procedures for Public Access to District Records “Right to Know Requests”

K. RESOLUTIONS:

1. Resolution - Formation of City Council and School Board Collaborative Committee

L. OLD BUSINESS:

1. Budget Adoption

M. NEW BUSINESS:

1. Garrison Elementary School PTA Mini-Grant Approval
2. Dover Middle School Shingle Roof Replacement Bid Approval
3. Dover Middle School Fire Alarm Panel Replacement Bid Approval
4. Food Service Vehicle Replacement Bid Approval
5. Garrison Elementary School Boiler Replacement Bid Approval
6. Network Equipment Bid Approval
7. Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens, 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.

February 3, 2020

Dr. William Harbron, Superintendent of Schools
Dover School District
61 Locust Street
Dover, NH 03820

Dear Bill,

As a follow-up to our conversation on January 31st, I am notifying you that I am resigning my position as Business Administrator for the Dover School District. I have accepted another position within the City of Dover and my last day with the District will be February 28, 2020.

I am incredibly grateful for my time with the District and serving in my role as Business Administrator for the past four years. I appreciate the many opportunities that the District has provided me, as well as the professional guidance and support that has allowed me to grow in my position.

I wish you and the District all the best.

Sincerely,

Libby M. Simmons

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

TO: **DOVER SCHOOL BOARD**

DATE: February 10, 2020

MEMORANDUM: Nomination and Election of Administrative Assistants (DEOP)

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
White, Joanne	Admin Asst.	Bellamy Academy	Mindee Poland	\$19.46/hr	C4, Step 6

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

TO: **DOVER SCHOOL BOARD**

DATE: February 10, 2020

MEMORANDUM: Nomination and Election of Non-Union Employees

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
Koslowsky, Jay	Noon Aide	Garrison Elementary School	Stephanie Belair-Laroche	\$10.30/hr	
Swan, Dehlia	Noon Aide	Garrison Elementary School		\$10.30/hr	

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

TO: **DOVER SCHOOL BOARD**

DATE: February 10, 2020

MEMORANDUM: Nomination and Election of Paraprofessionals

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
Mitchell, Dana	Paraprofessional	Horne Street School		\$14.87/hr	C2, Step 3

Recommendations – February 10, 2020

To: Dr. William Harbron
From: Peter Wotton
Re: Coaching Recommendations
Date: February 10, 2020

I would like to recommend the following individual for the Girls Varsity Softball Coaching position for the 2019-2020 season

<u>Position</u>	<u>Name</u>	<u>Stipend</u>	<u>Replaces</u>
<i>G. Varsity Softball</i>	<i>Chris Caswell</i>	<i>\$4214.75</i>	<i>Tim Dudley</i>

Please contact me with any questions or concerns

Donation Request List for Approval
February 10, 2020 School Board Meeting

School	Group Donating	Value	Items/Service	Purpose
	USTA Grant Approval	\$50,000.00	Grant Funds	High School building project to offset the build of tennis courts
DHS	Riley Leavitt Memorial Fund	\$2,000.00	Monetary	Participation costs for 5 Dover players on the Cooperative girls' ice hockey team
DHS	Duffy Family Charitable Fund	\$1,750.00	Monetary	Participation costs for 5 Dover players on the Cooperative girls' ice hockey team
DMS	Paul Cox	\$500.00	Monetary	Drama club

DOVER SCHOOL DISTRICT	POLICY CODE: EBCB
DATE OF ADOPTION: 3/13/17	PAGE 1 OF 1

First Reading

FIRE AND ALL HAZARD DRILLS

~~Fire drills will be scheduled by the building principal. Fire Drills should be conducted at least once per month while school is in session. Exceptions to the frequency of such drills may be granted pursuant to state law.~~

~~The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The building principal is responsible for creating fire drill routes and procedures, and for maintaining all documentation relative to fire drills.~~

Under rules of the New Hampshire Department of Safety each school is required to conduct a fire evacuation drill each month that school is in session. However, pursuant to RSA 189:64, I, at least four (4) such drills shall be all-hazard response drills, and at least one (1) of those must test emergency response to an armed assailant. The armed assailant drill may be discussion based. The scheduling, as well as the types and manner of drills and exercises for the all-hazard drills shall be determined by the building principal in consultation with the Superintendent, and local public safety, emergency management, and public health officials. The school may include students and first responders in all-hazard response drills or activities as deemed appropriate by the building principal and Superintendent. The remaining fire evacuation drills should be *for each building* by the building principal in coordination with the local fire department.

The purpose of such drills is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The evacuation routes and procedures shall be developed in collaboration with the same agencies identified above for scheduling, and in accordance with the District's annual Crisis Prevention and Emergency Response Plan. Records of such drills shall be kept in accordance with that Plan, Board policy EH.

Legal Reference:

NH Code of Administrative Rules, Section SAF-C 6008.04, 6008.05, State Fire Code, Building Safety

Appendix: [EBCB-R](#) Fire Exit Drills in Educational Occupancies

Revised: February 2008

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DATE OF ADOPTION: 3/13/17	PAGE 1 OF 1

Reviewed: April 2004

Revised: July 1998, January 2006

DOVER SCHOOL DISTRICT	POLICY CODE: IHCD
DATE OF ADOPTION: MARCH 12, 2018	Page 1 of 2

First Reading

ADVANCED COLLEGE PLACEMENT

A. Advanced Course Work/Advanced Placement Courses

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and ~~guidance~~ school counselors will aid ~~provide assistance to~~ students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the School District, administrators or ~~guidance~~ school counselors are instructed to assist students in identifying alternative means of taking such classes. This may include taking courses through the Dual and Concurrent Enrollment Program, at a different public school, or a private school, through distance education courses, or other suitable means.

Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

B. STEM Dual and Concurrent Enrollment Program

High School and Career Technical Education Center qualified students in grades 10, 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in STEM (science technology, engineering, and mathematics) and STEM-related courses designated by the Community College System of New Hampshire ("CCSNH").

The Superintendent shall be responsible for coordinating any agreements with CCSNH, and other measures necessary to implement and maintain the Dual and Concurrent Enrollment Program within the District. The Superintendent shall also designate a point of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which, among other things, will:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;

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DATE OF ADOPTION: MARCH 12, 2018	Page 2 of 2

4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Require annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities.

Legal References:

RSA 188-E:25 through RSA 188-E:28
Ed 306.141(a)(6), Advanced Course Work

Revised: July 1998, November 1999, October 2005, May 2008, May 2014, September 2017, and December 2017

Statutory References:

New Hampshire Code of Administrative Rules, Section Ed. 306:14(g) Advanced Course Work



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Philosophy of Education

Introduction

Education is a human endeavor. For our school district to empower all learners, we require a community of adults who are committed to continuous learning, and who embrace their own leadership capacities. The leaders of a school district extend beyond the school board and the administration. Every school community member leads as they make decisions that affect student learning and achievement. As a collective body, we must all come together with a common focus on student success.

Today's world is ever-changing, demanding a shift in how our students think and apply knowledge. The exponential rate of technological progress has significant implications for our students. We use innovative strategies which intentionally prepare our students for life experiences and careers that are continually evolving. Educators facilitate student learning rather than deliver facts and information. We create productive learning environments in which students can develop the academic, social, and emotional skills needed to succeed in life. The focus of learning is designed for students to be successful in the dynamic environments in which they will live and thrive.

Learning Philosophy

The Dover School District believes that education can be the most powerful mechanism of social change. We strive for all members of our community to be empowered learners who experience meaningful relationships and derive fulfillment and joy from learning. We celebrate the individual differences young people bring to an educational environment. All learners must embrace a mindset of continual growth and learning to effectively navigate a constantly evolving world of technology, economics, politics, and social justice. Producing meaningful high-quality work, developing a sense of self, and engaging with the larger community results in educational excellence.

We believe that.....

- High achievement is possible for all students.
- Educators, families, and the community are critical partners in ensuring students reach their full potential.
- Mutual discovery, creation, and application of knowledge is the focus of the learning process.
- Expanding the learning environment to use time, space, people, and the greater community is a catalyst for deepening understanding and knowledge.
- Learning designs are intentionally scaffolded and built on relevance and meaning, and explicitly connect to real world application.
- Learners vary in the subjects and topics they find interesting, in the pace at which they learn, and the types of materials they find engaging.
- Student-driven learning increases student engagement.
- Deep learning occurs when knowledge is constructed and applied to novel situations.
- The process of learning, discovering, and conveying information is as important as the result; questions hold the same value as answers.
- Intentionally developing and fostering the New Hampshire Work Study Practices of communication, creativity, collaboration, and self-direction is essential in the classroom and beyond.
- Embedded, transparent, authentic assessment, and feedback are essential for responsive instruction and student growth.
- Students must define personal goals, monitor progress, and engage in feedback with peers and others through a timely cycle of reflection.
- It is essential to develop the ability to responsibly navigate an evolving digital world.
- To increase student learning and achievement there must be consistent analysis of data by educators to inform best instructional practices.
- The success of each student is the collective responsibility of all educators.
- In order to ensure student success, educators must engage in purposeful, relevant, and enriching professional development.

We engage in practices that.....

- Create an emotionally and physically safe learning community through the establishment of school and classroom norms and relationships.
- Establish collegial relationships that foster trust, resulting in the creation of intentional mechanisms for identifying and sharing innovation.
- Support educator collaboration and interdependence driven by professional learning communities.
- Seek out, review, evaluate and incorporate evidence-based methods.
- Encourage educators to be courageous innovators by learning from mistakes and successes, leading to an environment of continuous learning and improvement.
- Involve higher-order cognitive and interdisciplinary processes to reach a deep understanding of content and issues in a contemporary world.
- Are authentic, challenging, student-centered, and focused on local and global impact.
- Meet the needs of diverse learners through a variety of instructional strategies.
- Align standards, curriculum, and assessments to design instructional programs.
- Reduce achievement gaps linked to poverty, disability, and minority status by analyzing data to establish clear and specific student achievement goals.
- Continually improve and increase student proficiency in literacy and math.
- Leverage and integrate digital tools to support and enhance learning.
- Support educators' growth in effective and innovative instruction through ongoing feedback and support.
- Use time, resources, and structures wisely, to facilitate student and educator learning.

Dover's Educational Models

Sound, effective educational best practices share certain strategic characteristics. To that end, Dover has identified evidence-based models that we believe must be incorporated in our educators' approach to teaching and learning.

1. Competency-Based Education – Competency-Based Education (CBE) is a system that addresses the diverse needs of all our students through partnerships between educators and students.

- Students are empowered daily to make important decisions about their learning experiences, how they will create and apply knowledge, and how they will demonstrate their learning.
- Assessment is a meaningful, positive, and empowering learning experience for students that yields timely, relevant, and actionable evidence.
- Students receive timely, differentiated support based on their individual learning needs.
- Students progress based on evidence of mastery, not seat time.
- Students learn actively using different pathways and varied pacing.
- Strategies to ensure equity for all students are embedded in the culture, structure, and pedagogy of schools and education systems.
- Rigorous, common expectations for learning (knowledge, skills, and dispositions) are explicit, transparent, measurable, and transferable.

[Source: Aurora Institute, 2019](#)

2. Inquiry-Based Learning – A model of learning that starts by posing questions, problems or scenarios. This is different from traditional learning which generally relies on the educator presenting subject-specific information. In inquiry-based learning, students identify and research issues and questions to develop knowledge or solutions. For example, Project-Based Learning is a style of inquiry-based learning and involves a dynamic approach that integrates knowing and doing. Students learn content and elements of the core curriculum, but also apply what they have learned to solve authentic problems and produce results that matter. Project-Based Learning serves as a vehicle for students to develop skills such as: communication, creativity, critical-thinking, problem-solving, and collaboration.

[Source: PBL Works, 2019](#)

3. Collaborative Learning - Collaborative learning brings students together to create and share knowledge and perspectives to enhance learning outcomes. The focus on a mutual goal promotes interdependence and cooperative strategies to create projects or solve problems together.

By capitalizing on the individual strengths of each learner, students work together to search for understanding, meaning, or solutions to create an artifact or product of their learning.

Collaborative practices promote problem-solving skills, communication, along with other work-study practices that prepare students for a rapidly evolving world. Collaboration can occur within the immediate learning community, or globally through the integration of technology. By working together, students make cross-disciplinary connections, broadening their capacity to solve novel problems with creative approaches. This application of knowledge allows for deeper learning and enhances the culture of the learning environment.

- 4. Formative Instructional Practices** – Formative instructional practices use clear learning targets, collect and document evidence of student learning, provide effective feedback, and prepare students to take ownership of their own learning.

[Source: Dylan Wiliam Center, 2019](#)

- 5. Depth of Knowledge** – Depth of Knowledge is a framework that teachers must apply to ensure that students can learn deeply. This tool consists of 4 levels:

Level 1. Recall and Reproduction: At this level, students recall facts or use simple procedures. Copying, computing, defining, and recognizing are typically Level 1 tasks.

Level 2. Skills and Concepts: At this level, students must make some decisions about the approach. Tasks with more than one mental step, such as comparing, organizing, summarizing, predicting, and estimating, are typically Level 2 tasks.

Level 3. Strategic Thinking: At this level, students must use planning and evidence, and thinking is more abstract. Solving non-routine problems, justifying choices, designing an experiment, or analyzing characteristics of a genre are typically level 3 tasks.

Level 4. Extended Thinking: At this level students synthesize information from multiple sources, often over an extended period of time, or transfer knowledge from one domain to solve problems in another. These tasks require the most complex cognitive effort. Designing a solution, interpreting and evaluating results, analyzing multiple sources, or creating an original piece, would all be examples of a Level 4 task.

Students must think deeply on a daily basis. The Depth of Knowledge Framework provides a tool and common language to make that happen in learning environments.

[Source: ASCD, 2019](#)

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DATE OF ADOPTION: FEBRUARY 11, 2019	PAGE 1 OF 3

Second Reading

TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI. ~~as the same may be amended or replaced from time to time.~~

"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits **that may or may not contain nicotine or e-liquid.** ~~provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking.~~ This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a **II-b** ~~as the same may be amended or replaced from time to time.~~

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a. ~~as the same may be amended or replaced from time to time.~~

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting

disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

- *RSA 155:64 - 77, Indoor Smoking Act*
- *RSA 126-K:2, Definitions*
- *RSA 126-K:6, Possession and Use of Tobacco Products by Minors*
- *RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

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Second Reading

MINUTES

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating,
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) a brief description of each subject matter discussed;
- 4) identification of each member who made a first or second of any motion;
- 5) a record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts or "unapproved", will be made available for public inspection upon request no later than five (5)

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business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the statutory procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Requests for access to minutes shall be processed in accordance with Board Policy EH and administrative procedures EH-R.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed, and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes are sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2 II-a

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

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Second Reading

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that terms is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Superintendent shall develop written procedures concerning all requests by the public to inspect or obtain copies of school district records (i.e., “governmental records”). The procedures shall conform in all respects to the Right to Know Law. The written procedures should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as the cost for providing requested copies. No fee or expense shall be charged other than as allowed under RSA 91-A:4.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as s/he may deem appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent is authorized to contact the District’s attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

Legal References:

RSA 91-A, New Hampshire Right To Know Law

DOVER SCHOOL DISTRICT	POLICY CODE: EH-R
DATE OF ADOPTION:	PAGE 1 OF 2

Second Reading

ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS “RIGHT TO KNOW REQUESTS”

1. These procedures will apply to all requests to inspect or obtain copies of “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).
2. All requests for access to or copies of District records should be made through the SAU office. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) (“Right to Know request”) should immediately communicate that request to the SAU office.
3. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. Members of the public are encouraged to make their requests in writing and to include a specific description of the desired record(s). Right to Know requests for District records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.
4. Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any

DOVER SCHOOL DISTRICT	POLICY CODE: EH-R
DATE OF ADOPTION:	PAGE 2 OF 2

clarification or narrowing of the request shall be documented in writing and a copy of the re-formed request provided to the person making the request.

5. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
6. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) withheld.
7. The School District will charge a fee of [**insert fee amount**] per page for copying/photocopies of records when the person requests a paper copy. No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form.
8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
9. All District records shall be retained, deleted or destroyed in accordance with Board policy EHB and administrative procedure EHB-R. Minutes of school board meetings shall also be made available in accordance with Board policy BEDG.

Legal References:

RSA 91-A, New Hampshire Right To Know Law



CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2020.02.12**
Resolution Re: **Formation of City Council and School Board Collaborative Committee**

WHEREAS: That the School Board and City Council would like to establish a Collaborative Committee for the purpose of communication and cooperation for the benefit of the community; and

WHEREAS: The Collaborative Committee will increase and streamline communication and cooperation between the School Board and City Council for the benefit of the community; and

WHEREAS: An ad-hoc committee is created, to be called the “Cooperative Committee,” for the remainder of the sitting City Council’s two-year term, to address cooperation and communication between the City Council and School Board.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

A City Council/School Board Collaborative Committee is hereby established and will be an ad-hoc, advisory committee composed of three City councilors appointed by the Mayor and ratified by the City Council, and three School Board members appointed by the School Board Chair and ratified by the School Board.

AND, FURTHER BE IT RESOLVED THAT:

The Collaborative Committee will meet regularly, as deemed advisable, to assist each body in understanding the needs of our City and Schools, identify areas in which City and School departments can combine efforts for greater efficiency and/or economy, and monitor any collaboration efforts once initiated.

AND, FURTHER BE IT RESOLVED THAT:

The Collaborative Committee will not have the authority to commit the City Council or the School Board to any action or position, but instead will bring recommendations and reports to the City Council and the School Board as needed.

AND, FURTHER BE IT RESOLVED THAT:

The Collaborative Committee shall elect a Chair and Vice Chair from its membership; 4 members of the Collaborative Committee shall constitute a quorum, and the Collaborative Committee shall determine an appropriate meeting schedule.

AND, FURTHER BE IT RESOLVED THAT:

The Collaborative Committee is established for the remainder of the City Council’s two-year term, and, if not renewed or extended by further act of the City Council, shall automatically lapse and cease to exist.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2020.02.12**
Resolution Re: **Formation of City Council and School Board Collaborative Committee**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

Approved as to Legal Form and Compliance: Joshua M. Wyatt
General Legal Counsel

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

At a Joint Fiscal Committee meeting on January 29, 2020, the attendees discussed possible ways to improve and streamline collaboration between the City Council and School Board. As a result of that Joint Fiscal Committee meeting, this resolution is being submitted alongside a proposed ordinance change to dissolve and

Document Created by: Legal	R-2020.02.12 Formation of City Council and School Board Collaborative Committee
Document Posted on: February 7, 2020	R-2020.02.12 Approval of Formation of City Council and School Board Collaborative Committee
	Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2020.02.12**

Resolution Re: **Formation of City Council and School Board
Collaborative Committee**

repeal the Joint Fiscal Committee. It is expected that the School Board will pass a companion resolution supporting formation of the Collaborative Committee discussed in this resolution.

Garrison PTA's



Mini-Grants Program

2019 -

2020

The Garrison PTA invites teachers and staff, who are members of the Garrison PTA, to submit grant proposals. The Mini-Grants Program is designed to be a venue through which teachers and staff may request PTA funds for non-budgeted projects, materials, and/or equipment, for educational, artistic, or social programs that benefit the Garrison community. Our goal for this program is to support and enrich student learning.

Each application will be reviewed by the PTA Executive Board. Preference will be given to proposals that will benefit more than one classroom and/or will last more than one year. Not all applications submitted will be approved. We will be holding two rounds of grant funding this school year.

To be considered for a Winter grant, applications must be received by Friday, January 10th. For the Spring grant, applications must be received by Friday, April 3rd.

All applications with supporting documents need to be submitted electronically to:
garrisonpta@sau11.org

Past Mini-Grant Winners

- Leveled books for reading groups
- Greg Tang Math Kits for 4th grade teachers
- Responsive Classroom reference books
- UNH Professional Development workshop
- Makerspace materials
- Math board games for second grade
- Stream erosion and deposition modeling kit
- Alphabet sounds teaching tubes

Important Dates

Winter Grants

Deadline to submit: Jan 10th

Spring Grants

Deadline to submit: April 3rd

Only teachers and staff who are members of the Garrison PTA can apply (\$6.25/year dues).

Questions? Julie Forest: garrisonpta@sau11.org

Garrison PTA's Mini-Grants Program 2019 - 2020

The Garrison PTA invites teachers and staff, who are members of the Garrison PTA, to submit grant proposals for non-budgeted projects, materials, and/or equipment that will enrich education at Garrison Elementary School.

IMPORTANT: Before applying for a mini-grant, check with Principal Dunton to confirm that the school does have the resources to support your request. If you are not a member of the Garrison PTA, you may join for \$6.25.

Instructions

1. Fill out the application in its entirety and include any supporting documentation. Please make sure that requested items are currently available for purchase (no backorders allowed, due to timing required for reimbursement by the end of the school year).
2. Submit the completed application and supporting documentation to garrisonpta@sau11.org. All submissions will receive an email confirmation.

Process

The PTA Executive Board will review, discuss, and vote on all grant applications. The Board will present the final recommendations to Principal Dunton and Superintendent Harbron for final approvals. Any grants over \$500 will need additional School Board approval.

All applicants will be notified of our decision via email. For Winter grants, notices will be in February. For Spring grants, notices will be in May. Not all applications submitted will be approved. Recipients will be announced at the next PTA meeting and publicized within Garrison's newsletter and Facebook page.

If an application is approved, the recipient makes arrangements with the PTA treasurer to make the purchase or for reimbursement. Purchase and reimbursement requests will need to be completed before the end of the current school year. Deadlines will be established after approval of the mini-grant. Failure of the recipient to make these arrangements by the end of the current school year may result in cancellation of the grant award.

We request all grant recipients to share their program's success with the PTA. Sharing pictures and/or submitting a summary for posting on our Facebook page is appreciated. This helps when determining the continuance of the Mini-Grants program during budget time.

Deadline

The application deadline for Winter grants is Friday, January 10, 2020 and Spring grants is Friday, April 3rd. Applications can be turned in at any time before the deadline via email to garrisonpta@sau11.org Late submissions will not be accepted.

Garrison PTA's Mini-Grants Application

2019 - 2020

Winter Grant Deadline: January 10th, 2020

Spring Grant Deadline: April 3rd, 2020

GENERAL INFORMATION

Date: January 9, 2020

Submitted by (include grade level or department): STEM (for whole school – trying to get the garden up and running this year)

Email: n.colarusso@doover.k12.nh.us

Phone: 603-767-5141

Total funds requested: \$ \$875.00

Approx # of students to directly benefit: Whole school

DESCRIPTION

Provide a brief description of your proposal

We are planning a school wide effort to bring back the garden on the side of the school. We will start with each grade level planting seeds and need the light cart to store the seedlings in hopes that they will grow. We will also need the peat pots and Jiffy seed mix.

PROGRAM GOALS AND STATEMENT OF NEED

Describe the learning and/or experimental outcome for the students How will they benefit?

All students will benefit from learning about what plants need to grow, the steps needed to start a garden and about plants and vegetables. We are hoping that on Earth Day, students will begin working on the garden and planting the seedlings. Students will be able to watch the plants grow before eyes and see how they are planted in a garden and what happens next!

The garden has not been worked on for many years. We will look for further materials for the garden in the spring.

PROGRAM REQUIREMENTS AND COST

Describe the specific equipment, materials, and/or services necessary and the breakdown costs, *include shipping*

ITEMS all from NASCO

Full Size Mobil light Cart-\$231.50

Three Light fixtures for the cart- 3@119.25

Set of Jiffy Peat Pots(Case of 1.404)-\$195.50

Jiffy Mix-Seed Starting Soil-5@\$22.05

Total-\$875.00

METHOD OF COMMUNICATING SUCCESS OR COMPLETION

Describe how you will communicate or measure the success or completion of your program to the PTA

Students will work on planting seedlings during Community Block and then replant in the Garden on Earth

Day-we will provide picture of students planting the seeds and also the progress of the seeds growing. Students will also contribute pictures on how they envision the garden to look.

For committee use:

Date received:

Date reviewed:

Committee decision(circle): Approved or Denied

If denied, why?:

Date notification sent:



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
FROM: Dr. William R. Harbron, Superintendent of Schools
DATE: Libby M. Simmons, Business Administrator
RE: February 10, 2020
Approval of Bid Award – Dover Middle School Roof Replacement

On January 13, 2020, working collaboratively with Advanced Roof Management Consultants, the District solicited a public bid requesting proposals to replace the shingle roof at Dover Middle School. Five vendors submitted a proposal on January 29th and those results are noted below:

BIDDERS	BASE BID AMOUNT	ALTERNATE #1 AMOUNT
Peter DeSalvo Contracting LLC 15 Central Street Hudson, NH 03051	\$ 414,920	\$ 374,750
CMAH Holding LLC d/b/a NH Grand Roof PO Box 1099 Londonderry, NH 03053	\$ 401,680	\$ 382,490
A&M Roofing Services 123 Tewksbury Street Andover, MA 01810	\$ 564,000	\$ 536,000
Corolla Contracting, Inc. 15 Bates Avenue Winthrop, MA 02152	\$ 388,250	\$ 382,050
Skyline Roofing Services LLC 861 Page Street Manchester, NH 03109	\$ 396,800	\$ 368,200

Advanced Roof Management Consultants assisted in the review of the bid results. I am requesting that the School Board proceed with an award to **Skyline Roofing, Inc.** in the total amount of **\$368,200**. The funding source for these services is through debt financing as an approved FY2020 Capital Improvement Project.



DOVER SCHOOL DISTRICT

SAU 11

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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: February 10, 2020
RE: Approval of Quote – Dover Middle School Fire Alarm Panel Replacement

It has been recognized that Dover Middle School's existing fire alarm panels and transponder need to be replaced due to potential failure because of the age of the equipment, as well as replacement parts that have become obsolete. Replacement of the fire alarm panel itself is all proprietary hardware. As the new system is compatible with existing fixtures (i.e., strobes, smoke detectors, pull stations, etc.), there is no need to replace these items. If the District were to have a complete system replacement, the cost was estimated to be in the \$300,000 range.

Michael Brooks, Facilities Director, has been working with both Johnson Controls and the District's electrician to ensure that this is the best option for the middle school. Therefore, I am requesting that the School Board proceed with an approval to move forward with the quote from Johnson Controls in the amount of \$63,973 to replace the existing obsolete Simplex 4100 main fire alarm panels and transponder. The funding source for this project will be through the General Fund Operating Budget under facilities repair and maintenance.

**JOHNSON CONTROLS
4100ES FIRE ALARM
PROPOSAL
FOR
DOVER SCHOOL DISTRICT
DOVER MIDDLE SCHOOL
16 DALEY DRIVE
DOVER, NH 03820**



EXECUTIVE SUMMARY

C.W. Services has requested Johnson Controls Fire Protection to prepare a proposal to upgrade the existing Simplex 4100+ Fire Alarm Control Panels in the Dover Middle School.

The existing Simplex 4100+ Fire Alarm Control Panels were first launched in 1992 as the replacement platform for the Simplex 4100 and have reached their "end of life" and can no longer be supported due to the fact that some of the components.

The 4100+ Simplex Fire Alarm System at the Dover Middle School was built back in the fall 1999. Simplex and Johnson Controls have been supporting the 4100+ systems with parts and expansion modules ever since. However, some of the components used to support the 4100+ are no longer available.

Should a major component fail, or be damaged by lightning or power surge, it is highly conceivable that the Dover Fire Department will require a costly fire watch until the fire alarm system at the Middle School is 100% operational.

The Simplex 4100ES is the current platform going forward for the foreseeable future. The key component in the evolution of the 4100 to the 4100ES was the upgrade to a more powerful processor. This new platform and its software added more processing power that provides for TrueInsight remote capabilities and improves our ability to add several new life cycle cost saving features such as an on board mass storage device, install mode, True Alert addressable notification and more.

Not only does the replacement of the existing 4100+ Fire Alarm Control Panels to Simplex 4100ES Panels mitigate risk, it does not require a complete replacement of the entire building fire alarm system. The 4100ES is backward compatible with all existing field devices and also allows for a migration path to replace initiation devices (e.g. smoke detectors, pull stations, sprinkler monitoring devices etc.), but also will the support the transition to addressable speaker strobes. In most cases, this all can be accomplished without replacing all the system wiring. This allows a cost effective, easy to maintain, complete system upgrade over a short period of time.

Johnson Controls is pleased to present this proposal to the Dover School Board on the following pages.

Thank you,

Bryan Baker
Electronic Service Sales
Johnson Controls
35 Progress Avenue
Nashua, NH 03062
Mobile: (603) 417-1620
Email: bryan.paul.baker@jci.com



35 Progress Ave
NASHUA, NH 03062-3301
(603) 886 1100
FAX: (603) 598 2567

Johnson Controls Quotation

TO:
Dover School District
61 Locust Street
Suite 409
DOVER, NH 03820-3753
Attn: Ms Libby Simmons
Phone: (603) 516-6482 EXT(____) Fax:

Project: Dover Middle Sch-4100ES
Customer Reference:
Johnson Controls Reference: 114422499
Date: 01/27/2020
Page 1 of 7

Johnson Controls is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
4100ES Fire Alarm Control		
		FACP
1	4100-9701	ES-PS MSTR CTRLR 2X40
2	4100-0011	FACTORY USE ONLY-AUDIO SHIPKIT
3	4100-0634	POWER DISTRIBUTION MODULE 120V
2	4100-0636	BOX TO BOX HARNESS KIT
1	4100-0637	AUDIO BOX TO BOX HARNESS KIT
1	4100-0638	ADDITIONAL 24V HARNESS
9	4100-0644	120V ES-PS PDM HARNESS
13	4100-1279	2 BLANK DISPLAY MODULE
1	4100-1280	8 SWITCH, 8 RED LED MODULE
1	4100-1288	64/64 LED/SWITCH CONTROLLER
2	4100-1326	FLEX 50W AMP W/3 NACS - 25V
7	4100-2300	EXPANSION BAY (PHASE 10 ONLY)
1	4100-2303	LEGACY CARD STABILIZER BRKT
1	4100-2320	AUDIO EXPANSION BAY
1	4100-3102	MAPNET MODULE, UP TO 127 PTS
1	4100-3117	MSTR CTRLR IDNET2, FACTORY ONLY
1	4100-3206	8 POINT 3 AMP AUX RELAY MODULE
3	4100-5128	BATTERY DIST TERM MODULE
7	4100-5131	ES-PS FAN MODULE
8	4100-5401	ES-PS POWER SUPPLY
10	4100-5450	NAC CARD
1	4100-6080	SERIAL DACT SIDE MOUNT
1	4100-9621	BASIC AUDIO W/MIKE-DIGITAL
1	41002153	INDICATOR ONLY 3 BAY GLASS
2	41002163	INDICATOR ONLY 3 BAY SOLID
1	41007905	FACTORY BUILT-MAIN CONFIGURED
		XPNDR
1	4100-9600	BASIC TRANSPONDER
1	4100-0622	DIGITAL AUDIO RISER MODULE
2	4100-0634	POWER DISTRIBUTION MODULE 120V
1	4100-0636	BOX TO BOX HARNESS KIT
1	4100-0637	AUDIO BOX TO BOX HARNESS KIT

THIS QUOTATION AND ANY RESULTING CONTRACT SHALL BE SUBJECT TO THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO.

Fire, Security, Communications, Sales & Service

Offices & Representatives in Principal Cities throughout North America

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Project: Dover Middle Sch-4100ES
 Customer Reference:
 Johnson Controls Reference: 114422499
 Date: 01/27/2020
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Johnson Controls Quotation

QUANTITY	MODEL NUMBER	DESCRIPTION
1	4100-0638	ADDITIONAL 24V HARNESS
6	4100-0644	120V ES-PS PDM HARNESS
2	4100-1326	FLEX 50W AMP W/3 NACS - 25V
5	4100-2300	EXPANSION BAY (PHASE 10 ONLY)
1	4100-2303	LEGACY CARD STABILIZER BRKT
1	4100-2320	AUDIO EXPANSION BAY
1	4100-3102	MAPNET MODULE, UP TO 127 PTS
2	4100-5128	BATTERY DIST TERM MODULE
5	4100-5131	ES-PS FAN MODULE
6	4100-5401	ES-PS POWER SUPPLY
4	4100-5450	NAC CARD
2	41002163	INDICATOR ONLY 3 BAY SOLID
1	41007905	FACTORY BUILT-MAIN CONFIGURED
Cabinets & Batteries		
1	2975-9443	3 BAY BB/GDOOR/DRESS PNL RED
4	2975-9449	3 BAY BOX & SOLID DOOR RED
5	4100-0650	BATTERY SHELF
10	2081-9296	BATTERY 50AH
1	ETHEDROP	ETHERNET-NETWORK COMPATIBLE
	DPSVC	DP SVCS (PERMITS/FEES/BONDS)
Professional Services - 4100ES Fire Alarm Control		
	DSGN LAB	DESIGN LABOR
	CAD LAB	CAD LABOR
	PM LAB	PROJECT/CONSTRUCTION MGMT
Technical Services - 4100ES Fire Alarm Control		
	TECH LAB	TECHNICAL SERVICE
Install Labor & Materials		
Install Labor & Materials		
	DPINSTAL	SUB INSTALL LABOR

Total net selling price, FOB shipping point, \$63,973.00

Comments

JOHNSON CONTROLS' SCOPE OF WORK:

- Provide new Simplex 4100ES to replace existing obsolete Simplex 4100 Main Fire Alarm Panels and Transponder.
- Perform demolition and removal of all existing Fire Alarm Control Panel Cabinets in Main Entrance Foyer (2) and replace with three (3) Main Fire Alarm Control Panel Cabinets.
- Perform removal of existing Stand-By Battery Cabinet and batteries located above the ceiling in the Main Entrance Foyer
- Perform demolition and removal of the existing Fire Alarm Transponder components located in first floor electrical room and re-use existing transponder cabinet to be utilized as a terminal

Fire, Security, Communications, Sales & Service
 Offices & Representatives in Principal Cities throughout North America



Johnson Controls Quotation

Comments (continued)

cabinet.

- Install new Fire Alarm Control System Transponder Cabinets and Equipment in adjacent Custodian's Room
- Perform labeling of all existing circuit wiring and extend transponder wiring from newly retrofitted transponder cabinet to new transponder cabinets in adjacent Custodian's Room.
- Provide Factory Trained Johnson Controls Technician to perform circuit labeling, panel terminations, programming, 100% testing and AHJ Testing
- Provide subcontractor electrical installation labor to assist in demolition, installation of fire alarm system panel hardware, required electrical components, cabling, installation and testing.
- Provide Johnson Controls Technical Services for Design, CAD, Submittals, Project Management and Permits

EXCEPTIONS AND CLARIFICATIONS:

- Customer to provide cutting, patching and painting for installation of new Fire Alarm Control Panel Equipment in Main Entrance Foyer area. New Fire Alarm System Cabinets will have differing dimensions that the existing semi-flush configuration presently installed.
- Additional devices may be deemed necessary by the AHJ and could result in additional cost.
- The electrical contractor will provide and install all conduit and boxes (including the installation of Johnson Controls provided weatherproof boxes and cabinets), pull strings, flexible piping, box blank covers, electrical breakers, terminal cabinets, breaker locks, wire, devices, terminations.

THIS PROPOSAL IS BASED UPON ONLY THOSE ITEMS DENOTED BY [X]":

- ☒ Verbal request
- ☐ Value engineering
- ☐ Design Build

THIS QUOTATION INCLUDES ONLY THOSE ITEMS DENOTED BY "[X]":

- ☒ Equipment as listed
- ☒ Demolition of existing fire alarm cabinets
- ☐ MA State Sales Tax
- ☐ Prevailing Wage
- ☐ Freight (F.O.B. shipping point)
- ☐ Shop Drawings
- ☐ PE Sealed Drawings
- ☒ Panel terminations
- ☒ Technical installation & support including programming
- ☐ Permit
- ☐ Inspection Fees
- ☐ Payment/Performance Bonds
- ☒ 1 functional system certification test
- ☒ 1 AHJ test
- ☐ 1 10% Re-Test
- ☒ 1 Hour of operation and maintenance training
- ☒ Close out documentation
- ☒ Interface to non-SimplexGrinnell provided equipment i.e.: HVAC and elevator
- ☒ One year standard warranty
- ☐ Monitoring
- ☐ AHCA Inspection

Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America



Project: Dover Middle Sch-4100ES
Customer Reference:
Johnson Controls Reference: 114422499
Date: 01/27/2020
Page 4 of 7

Johnson Controls Quotation

Comments (continued)

☐ UL Certification

THIS QUOTATION DOES NOT INCLUDE THE FOLLOWING:

Phased Checkout

Raceway or standard electric boxes

120VAC power

Fire protection switches or gas solenoids

Phone lines

Remote station monitoring contract (available upon request)

Knox box

Cutting, drilling, patching, fire caulking or painting

Fire watch

Weatherproof and conditioned control equipment housing

No asbestos abatement is identified, expected or included in this contract. All policies and procedures referenced in the specification will be followed as required.

No Lead paint abatement is identified, expected or included in this contract. All policies and procedures referenced in the specification will be followed as required.

Cost for CAD files

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.

ADDITIONAL NOTES:

If Johnson Controls is awarded this project we will need:

Your P.O. or contract will need to reference this proposal number and amount. This proposal and its terms and condition shall take precedence. Your Purchase Order or contract is subject to review and must be mutually agreeable.

Quotation is valid for a period of 30 days ONLY unless modified in writing by Johnson Controls.

All work is to be performed during normal Johnson Controls hours of 8am to 5pm Monday through Friday with the exception of company sponsored holidays unless specifically noted otherwise.

We reserve the right to correct this quote for errors and omissions.

As stated above, Johnson Controls will perform the work pursuant to the attached Terms and Conditions. Should the parties fail to execute a mutually agreeable definitive agreement, all work performed by Johnson Controls on or related to the above captioned project (with the exception of any monitoring services anticipated, which will only be performed pursuant to the unaltered terms and conditions of Johnson Controls Standard Monitoring Agreement) will be performed pursuant to the attached Terms and Conditions.

Please indicate your approval of this quotation by signing the last page and returning to my attention as noted below.

Bryan Baker
Electronic Service Sales Representative
Phone: (603) 417-1620
Email: bryan.paul.baker@jci.com

Thank you

Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America



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: February 10, 2020
RE: Food Service Vehicle Replacement Bid Award

The current and only available vehicle that supports the transport of food service items between Dover schools has multiple mechanical and safety concerns. The engine is close to falling beyond repair, the roll up door on rear of truck is unsafe and broken, and there is significant rust on the rocker panels and floor of the vehicle.

The District can benefit from the State of New Hampshire approved bid list to purchase a replacement vehicle which will be solely used for the food service program. The purchase price of the new 2020 Chevrolet Express cargo van is \$22,096.

As funding for this vehicle will be through the Food Service Fund, pre-approval by the NH Department of Education was obtained on February 4, 2020. I request that the School Board proceed with an award to **MacMulkin Chevrolet** in an amount not to exceed **\$22,096**. The funding for this vehicle is included in the 2019-2020 Capital Improvement Plan and is budgeted under the School Food Service Special Revenue Fund (Fund 2800).

Libby Simmons

From: Hodges, Kathryn <Kathryn.Hodges@doe.nh.gov>
Sent: Tuesday, February 04, 2020 8:50 AM
To: Libby Simmons
Cc: White, Cheri
Subject: SAU 11 Equipment Request Form

Hi Libby,
You have the green light to go forward with this purchase.

Kathryn G.M. Hodges

Kathryn G.M. Hodges
101 Pleasant Street
Room 329
Concord NH 03301
(603) 271-3861
(603) 271-1953 (fax)

This institution is an equal opportunity provider.

For other Bureau members, please contact:
Patricia Carignan – 271-3862 or patricia.carignan@doe.nh.gov
Marty Davis, RD, LD – 271-3647 or marty.davis@doe.nh.gov
Carole Dennis – 271-3883 or carole.dennis@doe.nh.gov
Tam Feener – 271-0054 or tamara.feener@doe.nh.gov
Jane Levesque – 271-3863 or jane.levesque@doe.nh.gov
Cheri White – 271-3860 or cheri.white@doe.nh.gov

From: Libby Simmons <l.simmons@dover.k12.nh.us>
Sent: Monday, February 3, 2020 4:41 PM
To: Hodges, Kathryn <Kathryn.Hodges@doe.nh.gov>
Subject: SAU 11 Equipment Request Form

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Good afternoon Kathryn,
Attached is a request to purchase a new vehicle for the food service program. Please let me know if you have any questions.
Thank you,
Libby

Libby Simmons
Business Administrator
Dover School District
61 Locust Street, Suite 409

**New Hampshire Department of Education
Bureau of Nutrition Programs and Services
Equipment Request Form**

District/Org. Name: Dover School District

SAU#/RA#: SAU#11

School(s)/Sites requesting equipment: Food Service, All Dover Schools

Contact Person: Libby Simmons

Email: l.simmons@dover.k12.nh.us

Phone: (603) 516-6482

Fax: (603) 516-6809

Equipment and Justification

(List each equipment item requested AND include justification – Attach three quotes to the request)

1. Equipment Name: Chevrolet Express Small Cargo Van

Justification of need: The current vehicle (1998 Chevrolet G30) and the only available vehicle that the District is utilizing for transport food service items has multiple issues. The engine is close to failing beyond repair, the roll up door on rear of truck is unsafe and broken, and there is significant rust on rocker panels and the floor of the vehicle.

The District is using the State of New Hampshire approved bid list to purchase the replacement vehicle which will be solely used for the food service program. Documentation is attached for a total price of \$22,096 to the District (MSRP is \$33,786.25).

2. Equipment Name: _____

Justification of need: _____

3. Equipment Name: _____

Justification of need: _____

4. Equipment Name: _____

Justification of need: _____

State Agency Use Only:

Date Request Received _____

#1. Approved Denied

#2. Approved Denied

#3. Approved Denied

#4. Approved Denied

Date approved/denied sent to SAU _____ Signature _____ Comments:

STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PURCHASE AND PROPERTY

NH SPECIFICATION NO. 2011-32
9/25/18

STANDARD SPECIFICATION – VAN, CARGO – SMALL – 2WD
TO INCLUDE ALL MANUFACTURERS STANDARD FEATURES
INCLUDING:

WHEELBASE:	135.0 – 140.0
NOMINAL TON RATING	1/2 TON
TRANSMISSION:	AUTOMATIC
BRAKES:	POWER, ABS, ALL WHEEL
STEERING:	POWER
AIR CONDITIONING: (FACTORY)	YES
CRUISE CONTROL: (FACTORY)	YES
WIPERS, INTERMITTENT:	YES
DOORS - REAR	DOUBLE WITH GLASS
- SIDE	SLIDING-WITH GLASS
AM/FM RADIO:	YES
FLOOR MATS (FRONT)	YES- VINYL OR RUBBER
SPARE TIRE AND WHEEL	YES
DAYTIME RUNNING LIGHTS	YES

ADD FOR OPTIONS:

BLUETOOTH	\$ 235.00
BARN STYLE SIDE CARGO DOOR WITH GLASS	\$ N/C
FULL FLOOR MAT	\$ 90.00
PARTITION BEHIND DRIVER ONLY	\$ 699.00
FULL PARTITION BEHIND DRIVER AND PASSENGER WITH DOOR	\$ 799.00
HEAVY DUTY TOW PACKAGE: HEAVIEST AVAILABLE FOR THE WEIGHT CLASS OF THE VEHICLE - TO INCLUDE COMPLETE RECEIVER TYPE HITCH WITH WIRE HARNESS AND BALL & HEAVY DUTY COOLING	\$ 499.00

MACMULKIN CHEVROLET

VEHICLE #1- 2 WHEEL DRIVE - ENGINE: TYPE / CYL / CD GAS / 6 CYLINDER

MANUFACTURER/MODEL CHEVROLET EXPRESS \$ 21,397.00

VEHICLE #3- 2 WHEEL DRIVE - ENGINE: TYPE / CYL / CD GAS / 8 – 10 / 5.3L TO 6.8L CYL

MANUFACTURER/MODEL CHEVROLET EXPRESS \$ 22,276.00

DELIVERY 120 DAYS AFTER RECEIPT OF PURCHASE ORDER
DELIVERY NOT TO EXCEED 120 CALENDAR DAYS ARO



MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

Dover School

Prepared For: Libby Simmons

603-516-6482

l.simmons@dover.k12.nh.us

Vehicle: [Fleet] 2020 Chevrolet Express Cargo Van (CG23405) RWD 2500 135"





MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

MacMulkin Chevrolet

Dealership Information

Date: February 3, 2020

Your price for an ordered unit as per attached specs and Partition \$22,096.00

Thank You Paul

Paul LaRoche Jr
Commercial Sales Manager
MacMulkin Chevrolet-Cadillac
Nashua NH 03060
603-562-6741 Cell
paul@thompsonauto.net

Prepared By:

Paul LaRoche Jr
MacMulkin Chevrolet
603-888-1121
paul@thompsonauto.net

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Data Version: 10229. Date Updated: Jan 31, 2020 10:11:00 PM PST.



MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

Vehicle: [Fleet] 2020 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (Complete)

Standard Equipment

Package

Power Convenience Package includes (A31) power windows and (AU3) power door locks

Mechanical

Engine, 4.3L V6 with Direct Injection and Variable Valve Timing, includes aluminum block construction (276 hp [206 kW] @ 5200 rpm, 298 lb-ft of torque [404 Nm] @ 3900 rpm) (STD) (Reference the Engine/Axle page for availability.)

Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode, includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (LV1) 4.3L V6 SIDI engine.)

Body, standard (STD)

GVWR, 8600 lbs. (3901 kg) (Reference the Engine/Axle page for availability.)

Rear axle, 3.42 ratio (Reference the Engine/Axle page for availability.)

Transmission oil cooler, external (Not available with (LWN) 2.8L Duramax Turbo-Diesel engine.)

Rear wheel drive

Cooling, external engine oil cooler (Not available with (LWN) 2.8L Duramax Turbo-Diesel engine.)

Battery, 600 cold-cranking amps, maintenance-free with rundown protection and retained accessory power

Alternator, 105 amps (Not available with (Y3H) Paratransit Package, (C69) rear air conditioning, (9L7) Wiring junction block equipment accessory or (LWN) 2.8L Duramax Turbo-Diesel engine.)

Frame, full-length box ladder-type

Suspension, front independent with coil springs and stabilizer bar

Suspension, rear hypoid drive axle with multi-leaf springs

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc

Fuel tank capacity, mid-frame and approximately 31 gallons (117.3L)

Exhaust, aluminized stainless-steel muffler and tailpipe

Exterior

Door, swing-out passenger-side, 60/40 split (STD)

Wheels, 4 - 16" x 6.5" (40.6 cm x 16.5 cm) steel includes Gray center caps and steel spare

Tire, spare LT245/75R16E all-season, blackwall located at rear underbody of vehicle (STD)

Tires, front LT245/75R16E all-season, blackwall

Tires, rear LT245/75R16E all-season, blackwall

Bumpers, front and rear painted Black with step-pad

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Data Version: 10228, Data Updated: Jan 31, 2020 10:11:00 PM PST.



MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

Vehicle: [Fleet] 2020 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (Complete)

Exterior

Headlamps, dual halogen composite
Mirrors, outside manual, Black
Glass, Solar-Ray light-tinted, all windows
Wipers, front intermittent wet-arm with pulse washers
License plate kit, front

Entertainment

Audio system, AM/FM stereo with MP3 player seek-and-scan, digital clock, TheftLock, random select, auxiliary jack and 2 front door speakers (STD) (Not available with (U2K) SiriusXM Radio or (WP9) Communications Package.)
4G LTE Wi-Fi Hotspot capable (Included and only available with (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front bucket with vinyl trim and outboard head restraints, includes inboard armrests. (STD) (Requires (**W) interior trim. Includes (DAA) driver and front passenger vinyl visors.)
Seating arrangement, driver and front passenger high-back buckets, with head restraints and vinyl or cloth trim (STD) (Not available with (AJ3) driver-side only frontal airbag.)
Air conditioning, single-zone manual (STD) (Not available with (R6G) air conditioning delete.)
Console, engine cover with open storage bin
Floor covering, full-length Black rubberized-vinyl (Not available with (RFM) rear floor covering delete or (PCH) Hotel Shuttle Package.)
Steering wheel, steel sleeve column with theft-deterrent locking feature, Black
Instrumentation, analog with speedometer, odometer with trip odometer, fuel level, voltmeter, engine temperature and oil pressure
Oil life monitor
Warning tones, headlamp on and key-in-ignition
Driver Information Center includes fuel range, average speed, oil life, tire pressure monitoring, fuel used, ice warning, engine hours, average fuel economy, tachometer, and maintenance reminders. Compass and outside temperature available if equipped.
Door locks, power with lock-out protection (Included with (ZQ2) Power Convenience Package. NOTE: Does not include (ATG) Remote Keyless Entry. (ATG) Remote Keyless Entry must be ordered separately.)
Windows, power (Included with (ZQ2) Power Convenience Package.)
Tow/haul mode selector, instrument panel-mounted
Theft-deterrent system, vehicle, PASS-Key III
Power outlets, 2 auxiliary on engine console cover with covers, 12-volt

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MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

Vehicle: [Fleet] 2020 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (Complete)

Interior

Power outlet, 120-volt
Defogger, side windows
Cup holders, 3 on the engine console cover
Trim panels, hinged rear side doors and hinged rear doors (Not available with (Y3H) Paratransit Package.)
Mirror, inside rearview includes Rear Vision Camera display
Headliner, cloth, over driver and passenger
Visors, driver and front passenger, cloth, padded
Assist handles, driver and right-front passenger
Lighting, interior with 4 dome lights 1 overhead and 3 LED's on cross members in cargo area, includes defeat switch and door handle-activated switches
Cargo tie-downs 6 D-ring attachments on cargo area floor (Not available with (Y3H) Paratransit Package or (ZP6) 5-passenger Express Crew Van.)
Chevrolet Connected Access capable (Included and only available with (UE1) OnStar. Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

Brake/transmission shift interlock, for automatic transmissions
Hill Start Assist
StabiliTrak, traction assistance and vehicle stability enhancement system

Safety-Exterior

Door beams, steel-side
Daytime Running Lamps

Safety-Interior

Airbags, frontal, front driver and right front passenger (Includes passenger-side airbag deactivation switch. Included with (ZX2) driver and front passenger high-back bucket seats or (ZP6) 5-passenger Express Crew Van Package. Not available with (ZX1) driver only high-back bucket seat or (AJ3) driver-side only frontal airbag. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Airbags, seat-mounted side-impact for driver and right-front passenger and roof-rail mounted head-curtain for 1-row coverage with (ZX1) driver only high-back bucket seat or (ZX2) driver and right-front passenger high-back bucket seats, and 2-row coverage with (ZP6) 5-passenger Express Crew Van Package (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Airbag deactivation switch, frontal passenger-side (Not available with (AJ3) driver only airbag. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

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MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

Vehicle: [Fleet] 2020 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (Complete)

Safety-Interior

OnStar and Chevrolet connected services capable (Not available with (UXZ) radio provisions only. Terms and limitations apply. See onstar.com or dealer for details.)

Rear Vision Camera display integrated into rearview mirror (Display included with (DRJ) inside rearview mirror.)

Tire Pressure Monitoring System (does not apply to spare tire)

WARRANTY

Warranty Note: <<< Preliminary 2020 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

Vehicle: [Fleet] 2020 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (Complete)

Window Sticker

SUMMARY

[Fleet] 2020 Chevrolet Express Cargo Van (CG23405) RWD 2500 135"

MSRP:\$32,000.00

Interior:Medium Pewter, Vinyl Seat Trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 4.3L V6

Transmission, 8-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CG23405	[Fleet] 2020 Chevrolet Express Cargo Van (CG23405) RWD 2500 135"	\$32,000.00
OPTIONS		
1WT	2500 Van Preferred Equipment Group	\$0.00
93W	Medium Pewter, Vinyl Seat Trim	\$0.00
A12	Glass, fixed rear doors windows	\$0.00
A13	Glass, fixed rear side door windows	\$0.00
AR7	Seats, front bucket with vinyl trim	\$0.00
ASB	Window security bar, rear side door glass	\$0.00
C60	Air conditioning, single-zone manual	\$0.00
DAA	Visors, driver and front passenger	\$0.00
E24	Door, swing-out passenger-side, 60/40 split	\$0.00
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
K34	Cruise control	\$0.00
LV1	Engine, 4.3L V6	\$0.00
M5U	Transmission, 8-speed automatic, electronically controlled	\$0.00
NC7	Emissions override, Federal	\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00

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Data Version: 10226. Data Updated: Jan 31, 2020 10:11:00 PM PST.

Feb 3, 2020

Page 1



MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

Vehicle: [Fleet] 2020 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (Complete)

R9Y		
U0F	Audio system, AM/FM stereo with MP3 player	\$0.00
VQ2	Fleet Processing Option	\$0.00
ZLP	Tire, spare LT245/75R16E all-season, blackwall	\$0.00
ZQ3	Driver Convenience Package	\$395.00
ZW3	Glass, rear doors and side cargo doors	\$130.00
ZW9	Body, standard	\$0.00
ZX2	Seating arrangement, driver and front passenger high-back buckets,	\$0.00
ZY1	Paint, solid	\$0.00
		\$32,491.25
Adjustments Total		\$0.00
Destination Charge		\$1,295.00
TOTAL PRICE <i>MSRP</i>		\$33,786.25

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

YOUR STATE BID PRICE IS ON PAGE (2)

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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

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: February 10, 2020
RE: Approval of Bid Award – Garrison Elementary School Boiler Replacement

On November 11, 2019, working collaboratively with Harriman Architects & Engineers, the District solicited a public bid requesting proposals to replace the boiler at Garrison Elementary School. Three vendors submitted a proposal on January 21st and those results are noted below:

BIDDERS	BASE BID LUMP SUM
Northern Peabody, LLC 25 Depot Street Manchester, NH 03101	\$ 145,000
Alliance Mechanical 30 Henniker Street, Suite 3 Concord, NH 03301	\$ 174,345
Oliver Mechanical Inc. 991 Candia Road Manchester, NH 03109	\$ 137,000

Harriman assisted in the review of the bid results and has recommended that we not accept the low bid from Oliver Mechanical as they did not submit the required proposal for contractors as stated in the RFP documents, but rather provided their own proposal with exclusions that could add potential costs to the project. I am requesting that the School Board proceed with an award to **Northern Peabody LLC** in the total amount of **\$145,000**. As the project began in FY2019, a capital outlay was carried forward to FY2020 for this project using FY2019 funds and falls within that budget.

SECTION 2-A

PROPOSAL FORM FOR CONTRACTOR

BIDDER Northern Peabody LLC
25 Depot St.
Manchester, NH 03101

TO: Dover School District, C/O SAU #11, Superintendent's Office,
61 Locust Street, Suite 409, Dover, New Hampshire 03820,
Attention: Libby Simmons, Business Administrator.

- A. Having carefully examined the General Conditions, Drawings and Specifications dated November 11, 2019.

Prepared by: Harriman Architects + Engineers
For: Dover School District, Garrison Elementary School, Renovations & Additions –
Boiler Replacement, 50 Garrison Road, Dover, NH.

as well as the premises and conditions affecting the work, including Unit Cost, we, the undersigned, propose to furnish all labor, equipment and materials necessary for, and reasonably incidental to the construction and completion of this Project for the Lump Sum amount of:

BASE BID LUMP SUM \$ 145,000.00

- B. This proposal includes the following addenda to the Specifications:

Addendum No. 1, Dated 12/27/19 Addendum No. --, Dated --,

Addendum No. 2, Dated 1/13/2020 Addendum No. --, Dated --,

- C. Stipulations (but not limited to):

WE AGREE that any failure to fully acquaint ourselves with the amount and nature of the Work in conformity with all requirements of the Project as a whole will not be considered subsequently as a basis for extra compensation. Neither the Architect nor the Owner will be responsible for extra costs incurred by us due to our lack of familiarization with the jobsite and existing conditions, local labor/material supply or Federal/State/local Code, law, ordinance or regulatory requirements.


INITIALS

WE UNDERSTAND AND HAVE CONVEYED to all bidding subcontractors that each Subcontractor, to the extent of the Work performed by that Subcontractor, shall be bound to the Contractor by the terms of the Contract Documents and shall assume toward the Contractor all responsibilities and obligations which the Contractor, by these Documents, assumes toward the Owner and Architect. The form we will use for and have conveyed to all subcontractor agreements is AIA Document A105 Standard Short Form of Agreement Between Owner and Contractor (DRAFT) as attached to this Project Manual used during bidding.


INITIALS

WE UNDERSTAND AND AGREE that we shall plan lay out, supervise and direct the Work and will be solely responsible for construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work.


INITIALS

WE AGREE to be responsible for all increases in labor rates and/or materials prices which may occur during the life of this Contract.


INITIALS

WE AGREE that we will not withdraw or cancel this Bid within fifteen (60) days of the date of Bid opening.


INITIALS

WE AGREE that if awarded the Contract, within ten (10) days after written notice thereof by the Owner, we will execute the Contract.


INITIALS

WE AGREE that we have Contractor's operational facility within 100 miles radius from the project site.


INITIALS

WE FURTHER AGREE, without reservation, that if awarded the Contract will commence work on or about
Insert Date: 6/15/2020


INITIALS

and substantially completed on or before August 19, 2020.


INITIALS

- E. The undersigned agrees, if this Bid is accepted, to sign the Proposal which includes this Proposal Form and deliver it, along with the bonds and affidavits of all insurance specified within twelve (12) calendar days after the date of notification of such acceptance, except if the 12th day falls on a holiday, a Saturday or Sunday, before 12 o'clock noon on the day following the holiday, or the Monday following the Saturday or Sunday.

Signed

S.D.D.

Print

Sean Doherty

Date

1/21/2020

Title

President

Telephone

(603) - 669-3601

Address

25 Depot St. Manchester, NH 03101

NOTE:

If bidder is a corporation, write State of Incorporation, and if a partnership, give full names of all partners.

WILLIAM R. HARBRON, Ed.D.
Superintendent of Schools
w.harbron@dover.k12.nh.us

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



CHRISTINE BOSTON, Ed.D.
Assistant Superintendent of Student Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Assistant Superintendent of Teaching and Learning
p.glynn@dover.k12.nh.us

THE DOVER SCHOOL DISTRICT

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

TO: Dover School Board
William R. Harbron, Superintendent
FROM: Christy Prosser, Director of Technology
DATE: February 7, 2020
RE: Aruba HPE Switches

On January 29, 2020, the District solicited a public bid requesting proposals for 2 Aruba Switches and accessories to complete the Access Control and Badge System project. Seven vendors submitted their proposals on February 6, 2020. The bid results are as follows for the proposed vendor:

Vendor	Item	Total Cost
Howard Solution, LLC	QTY 2 – HPE Aruba 2930M 48G POE+ 1-Slot 48 Port Managed Switch – Rack Mount QTY 4 - HPE 2930 Network Stacking Modules – 2 Ports QTY 4 – HPE Aruba Stacking cable QTY 4 – HPE Aruba X372 Power Supply 1050 watt U.S.	\$8,470.00
Old American Inc	Same as above.	\$8524.00
Optiv Network Solutions	Same as above.	\$9,382.12
Hypertec USA, Inc	Same as above.	\$12,119.28
GovConnection, Inc	Same as above.	\$13,598.00
The Ockers Company	Same as above.	\$13,612.00
Data Memory Sales, Inc	** Not to Specification	\$6,492.94

The Technology Department reviewed the bid results. I am requesting that the Dover School Board proceed with an award to **Howard Solutions, LLC** in the amount of **\$8,470.00**.

GENERAL FUND - FY2020 CONDITION OF ACCOUNTS						
REVENUE - ESTIMATED JANUARY 31, 2020						
Account Description	FY2020 Revised Budget	Received To Date 1/31/2020	Add'l Anticipated Estimated Revenue	Total Estimated Revenue	Over/ (Under) Budget	
1 Tuition - Other NH Districts (adjusted 11/2019)	\$ 68,270.00	\$ 37,928.00	\$ 30,342.40	\$ 68,270.40	\$ 0.40	
2 Tuition - Barrington (adjusted 11/2019)	\$ 2,381,547.00	\$ 592,205.66	\$ 1,715,100.49	\$ 2,307,306.15	\$ (74,240.85)	
3 Tuition - Nottingham (adjusted 11/2019)	\$ 1,513,534.00	\$ 716,761.82	\$ 799,085.26	\$ 1,515,847.08	\$ 2,313.08	
4 Tuition - SPED Aides	\$ 270,000.00	\$ 182,029.15	\$ 145,623.25	\$ 327,652.40	\$ 57,652.40	
5 Tuition - CTC - NH Districts	\$ 110,000.00	\$ (543.08)	\$ 105,605.50	\$ 105,062.42	\$ (4,937.58)	
6 Tuition - CTC - Out of State	\$ 56,000.00	\$ -	\$ 28,961.10	\$ 28,961.10	\$ (27,038.90)	
7 Tuition - Bellamy Academy (adjusted 11/2019)	\$ 118,965.00	\$ 25,988.60	\$ -	\$ 25,988.60	\$ (92,976.40)	
8 Other Local Revenue - Districtwide	\$ 20,000.00	\$ 2,477.87	\$ 2,522.13	\$ 5,000.00	\$ (15,000.00)	
9 State Adequate Education Grant (adjusted 11/2019)	\$ 10,034,451.00	\$ 6,835,980.00	\$ 3,147,265.00	\$ 9,983,245.00	\$ (51,206.00)	
10 State Kindergarten Program (adjusted 11/2019)	\$ -	\$ 51,206.00	\$ -	\$ 51,206.00	\$ 51,206.00	
11 School Building Aid	\$ 529,088.00	\$ 264,544.06	\$ 264,543.94	\$ 529,088.00	\$ -	
12 Catastrophic/Special Education Aid (adjusted 11/2019)	\$ 441,122.00	\$ 595,729.91	\$ -	\$ 595,729.91	\$ 154,607.91	
13 CTC Tuition Aid	\$ 254,000.00	\$ 373,038.72	\$ -	\$ 373,038.72	\$ 119,038.72	
14 CTC Transportation Aid	\$ 2,500.00	\$ 2,632.00	\$ -	\$ 2,632.00	\$ 132.00	
15 Indirect Cost Allocation	\$ 85,000.00	\$ 46,136.53	\$ 28,863.47	\$ 75,000.00	\$ (10,000.00)	
16 ABE Allocation	\$ 39,011.00	\$ 22,959.00	\$ 22,959.00	\$ 45,918.00	\$ 6,907.00	
17 Impact Aid	\$ 6,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ (1,000.00)	
18 Medicaid Distribution (adjusted 11/2019)	\$ 250,000.00	\$ 16,702.61	\$ 16,702.61	\$ 33,405.22	\$ (216,594.78)	
19 School - Transfer from Capital Reserves	\$ 350,000.00	\$ -	\$ 350,000.00	\$ 350,000.00	\$ -	
20 Tuition - Preschool Program (adjusted 11/2019)	\$ 9,100.00	\$ 10,400.00	\$ -	\$ 10,400.00	\$ 1,300.00	
21 Tuition - Summer School, Elementary (adjusted 11/19)	\$ -	\$ -	\$ -	\$ -	\$ -	
22 Athletic Transportation, DMS	\$ 15,000.00	\$ 6,373.42	\$ 8,626.58	\$ 15,000.00	\$ -	
23 Tuition - Summer School, DHS (adjusted 11/2019)	\$ 650.00	\$ 650.00	\$ -	\$ 650.00	\$ -	
24 Athletic Transportation, DHS	\$ 50,000.00	\$ 21,497.62	\$ 28,502.38	\$ 50,000.00	\$ -	
Total Non Tax Revenue	\$ 16,604,238.00	\$ 9,804,697.89	\$ 6,699,703.11	\$ 16,504,401.00	\$ (99,837.00)	
25 State Wide Property Tax	\$ 7,036,198.00	\$ -	\$ 7,036,198.00	\$ 7,036,198.00	\$ -	
26 Local Property Tax (adjusted 11/2019)	\$ 41,159,771.00	\$ -	\$ 41,159,771.00	\$ 41,159,771.00	\$ -	
Total Tax Revenue	\$ 48,195,969.00	\$ -	\$ 48,195,969.00	\$ 48,195,969.00	\$ -	
Total Operating Revenue	\$ 64,800,207.00	\$ 9,804,697.89	\$ 54,895,672.11	\$ 64,700,370.00	\$ (99,837.00)	
EXPENSES & ENCUMBRANCES - ESTIMATED JANUARY 31, 2020						
Account Description	FY2020 Budget (Adjusted)	Expenses to Date 1/31/2020	Encumbrances/ Antic. Exp 1/31/2020	Total Estimated Exp/Enc to Date	Over/ (Under) Budget	
27 (1100) Regular Education Programs	\$ 22,441,960.68	\$ 9,595,068.54	\$ 12,480,568.31	\$ 22,075,636.85	\$ (366,323.83)	
28 (1200) Special Education Programs	\$ 12,313,414.72	\$ 6,270,141.51	\$ 6,620,332.63	\$ 12,890,474.14	\$ 577,059.42	
29 (1300) Career and Technical Education Programs	\$ 2,072,131.08	\$ 893,849.74	\$ 1,040,528.92	\$ 1,934,378.66	\$ (137,752.42)	
30 (1400) Co-Curricular Activities and Athletics	\$ 714,805.97	\$ 303,316.27	\$ 224,312.84	\$ 527,629.11	\$ (187,176.86)	
31 (1600) Adult/Continuing Education Programs	\$ 203,290.62	\$ 116,192.30	\$ 86,020.99	\$ 202,213.29	\$ (1,077.33)	
32 (2100) Support Services - Students	\$ 4,375,326.88	\$ 1,820,673.84	\$ 2,243,258.97	\$ 4,063,932.81	\$ (311,394.07)	
33 (2200) Support Services - Instructional Staff	\$ 1,806,015.85	\$ 866,610.46	\$ 651,856.67	\$ 1,518,467.13	\$ (287,548.72)	
34 (2300) Support Services - General Admin.	\$ 1,582,076.89	\$ 949,757.35	\$ 548,550.53	\$ 1,498,307.88	\$ (83,769.01)	
35 (2400) Support Services - School Admin.	\$ 2,838,814.46	\$ 1,548,167.86	\$ 1,210,835.46	\$ 2,759,003.32	\$ (79,811.14)	
36 (2600) Support Services - Operation Maint/Plant	\$ 5,023,941.97	\$ 3,123,449.78	\$ 1,620,972.66	\$ 4,744,422.44	\$ (279,519.53)	
37 (2700) Support Services - Student Transportation	\$ 3,094,414.00	\$ 1,242,601.04	\$ 1,862,863.11	\$ 3,105,464.15	\$ 11,050.15	
38 (2800) Support Services - Centralized Services	\$ 1,307,451.88	\$ 842,290.47	\$ 403,655.92	\$ 1,245,946.39	\$ (61,505.49)	
39 (2900) Support Services - Other	\$ 9,900.00	\$ -	\$ -	\$ -	\$ (9,900.00)	
40 Fund Transfer to Special Revenue Funds	\$ 14,573.00	\$ 14,573.00	\$ -	\$ 14,573.00	\$ -	
41 Fund Transfer to Capital Reserves (pending CC appr)	\$ 379,097.00	\$ -	\$ 379,097.00	\$ 379,097.00	\$ -	
Total Operating Expenses	\$ 58,177,215.00	\$ 27,586,692.16	\$ 29,372,854.01	\$ 56,959,546.17	\$ (1,217,668.83)	
42 School Debt - Principal Payments	\$ 2,305,789.00	\$ 566,310.31	\$ 1,739,478.69	\$ 2,305,789.00	\$ -	
43 School Debt - Interest Payments	\$ 4,317,203.00	\$ 2,580,770.88	\$ 1,736,432.12	\$ 4,317,203.00	\$ -	
Total Debt Service	\$ 6,622,992.00	\$ 3,147,081.19	\$ 3,475,910.81	\$ 6,622,992.00	\$ -	
Total Expenses, Encumbrances and Anticipated Expenses	\$ 64,800,207.00	\$ 30,733,773.35	\$ 32,848,764.82	\$ 63,582,538.17	\$ (1,217,668.83)	
				Estimated Operating Revenue over/(under) budget	\$ (99,837.00)	
				Estimated Net revenue/expenses, unexpended funds/(deficit)	\$ 1,117,831.83	
As of January 31, 2020, estimated unexpended fund balance for FY2020 is \$1,117,831.83						



DOVER SCHOOL DISTRICT

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Superintendent's Board Report Monday, February 10, 2020

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

G. CONSENT AGENDA

Resignations/Retirements – With deep regrets, I recommend the Board accept the resignation of Libby Simmons, Business Administrator.

Leaves of Absence – None

Job Shares - None

Nominations – I recommend the Board approve the nominations listed.

Extended Trips – None

Donations – I recommend the Board approve the February 2020 donations.

I. POLICY – CHANGES – PROPOSALS – ADOPTIONS

The following policies are presented for first reading by the Board:

- **EBCA – Crisis/Emergency** - Policy EBCA has been revised to reflect the increase in changes to RSA 189:64 by 2019 N.H. Laws Ch. 20 (HB123), regarding all-hazard drills (increasing from 2 to 4 per year), and requirement that at least one drill concern armed assailants.
- **IHCD – Advanced College Placement** - Policy IHCD and Policy LEB have been revised in response to 2019 N.H. Laws Ch. 322 (SB276). Revisions include: (a) opening dual/concurrent enrollment programs to sophomores, (b) reference to career readiness credentials, and (c) replacement of guidance counselor with school counselor.
- **Dover School District Philosophy of Education** – The Teaching and Learning Committee has completed their work on the development of the Dover School District Education Philosophy. The document is being presented to the Board for the first reading by the Board. During the 2018-2019



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school year, the initial draft was presented to the Board. Based on Board feedback, additional work was completed by the Teaching and Learning Committee.

J. POLICY ADOPTION

The following policies are presented for second reading by the Board:

- **Policy ADC/GBED/JICG – Prohibition Regarding the Use and Possession of Tobacco Products, E-Cigarettes, and E-Liquids In and On School Facilities and Grounds:** This policy is coded in three sections, foundations (ADC), employee (GBED) and student (JICG), as it has provisions which apply generally to employees and to students. The three policies used to be written separately for each section/application but have now been merged into this one version. The District has policy ADB, which is the same as ADC, only with revisions. The District did not have policy GBED and JICG to withdraw.
- **Policy BEDG – Minutes** – New policy to add.
- **Policy EH – Public Access to School District Records** – New policy to add. The subject matter of the earlier version of this policy was merged with the content of the overlapping/redundant BEDG-R (the District did not have), and re-coded as a new procedural document EH-R.
- **Policy EH-R – Administrative Procedures for Public Access to District Records “Right to Know Requests”** - New policy to add. The subject matter of this new procedures document is derived from the merger of former BEDG-R and Policy EH (now revised). The policy includes revisions to reflect legislative changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific exemption under 91-A-A:5 or otherwise that applies when record is withheld from disclosure (or redacted).

K. RESOLUTIONS

- Resolution – Formation of City Council and School Board Collaborative Committee

L. OLD BUSINESS

Budget Adoption – The Administration recognizes that the District must demonstrate fiscal responsibility and must consider the impact of increased property taxes on the total Dover Community. It is also imperative the District's Strategic Plan and Fiscal Year 2021 Budget and future fiscal years align to provide the resources to accomplish the four strategic goals.



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Jamie Vollmer, an advocate for public schools, has effectively demonstrated that public schools are increasingly being asked to do more beyond the traditional reading, writing, and arithmetic. Goal 2 of the Dover School District Strategic Plan illustrates this point - ***The Dover School District will develop and sustain a culture that is characterized by optimizing social, emotional, civic, physical, and rigorous academic learning.*** This is an ambitious goal that requires the essential human resources support by continual professional learning and instructional resources to be achieved.

Throughout the nation, schools are confronted with students that are coming to school with a variety of complex needs related to social and emotional growth. It is critical that the Dover schools continue to develop a comprehensive system of services and programs that address the developmental and learning needs of all students in a holistic and systematic manner. This will require additional human resources and continuing professional development to have the capacity to address the changing and complex needs of today's students.

During the past two budget seasons, the District has made strides in restoring and adding personnel, but additional resources are needed to further develop the District's capacity to fully implement competency-based education, support healthy and holistic development of all students, and provide the essential support services. The District has compelling needs and a moral and legal obligation to equip all students with the skills and attributes to prepare them to achieve their post-secondary goals, to be continual learners, to be engaged in purposeful vocations, and to contribute to the welfare of their family and community.

During the budget deliberations, the Board was presented a comprehensive staffing plan that would continue to move the District forward. The Board has done its due diligences in vetting the staffing proposals, and on February 3, selected the following additional staffing positions for possible addition to the budget:

- Increase in hours for the Bellamy Academy Administrative Assistant for proper supervision and safety. - \$40,000.00
- Addition of eight (8) athletic coaches for proper supervisions and safety. - \$18,906.00
- Dover High School Music Teacher – Addition of .66 FTE – Provides much needed additional support to the Dover High School Music Program. - \$60,000.00
- Dover High School Science Teacher – Additional 1.0 FTE – To provide the necessary number of science teachers to accommodate the increase in high school enrollment. - \$85,000.00
- IT Specialists– To provide additional support for the IT Department. - \$80,000.00
- Dover High School Library Paraeducator – Fulfills the accreditation requirements. - \$25,000.00
- Dover Middle School World Language or Related Arts Teachers – Removes the school counselors from the rotation increasing services of the school counselors to support students. - \$85,000.00



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- Substitute Teacher Increase – To be able to attract and retain substitutes. - \$45,000.00
- Non-union increases - \$35,000.00

The following is included in the level funded budget with contractual obligations:

- Second Year of the DTU Contract
- New DEOP Contract
- Estimated contracts for DPA and Administrator Policy

The Leadership Team has reviewed the FY21 Budget for non-staff reductions have identified potentially – \$320,871 of reductions.

It is estimated that if the District is told they must not exceed the tax cap, the District would need to RIF positions.

M. NEW BUSINESS

- **Garrison Elementary School PTA Mini-Grant Approval** – The Grant has been vetted by the PTA and Beth Dunton, principal. I recommend the Board approve the Mini-Grant.
- **Dover Middle School Shingle Roof Replacement Bid Approval** – I recommend the Board accept and approve the Bid as presented.
- **Dover Middle School Fire Alarm Panel Replacement Bid Approval** – I recommend the Board accept and approve the Bid as presented. This is a necessary project to maintain the proper safety standard.
- **Food Service Vehicle Replacement Bid** – I recommend the Board accept and approve the bid as presented.
- **Garrison School Boiler Replacement Bid** – I recommend the Board accept and approve the bid as presented.
- **Network Equipment Bid** - I recommend the Board accept and approve the bid as presented.
- **Condition of Accounts** – Board review and update on the condition of accounts.

MATTERS OF INTEREST from the SUPERINTENDENT

1. Scheduling a facilities tour for the orientation of board members and City Council.



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SUPERINTENDENT'S SUMMARY REPORT – JANUARY 2019

Committee Meetings

- **School Safety Task Force** – January 9 - This was the second meeting of the School Safety Task Force. It was a highly productive session. The decision was made to meet monthly. The next meeting will be held on February 12, 8 a.m. to 11 a.m. **The Task Force has requested for a Board Member to participate.**
- **Mental Health Steering Committee** – January 9 - I attended the Mental Health Steering Committee. The focus was on the planning for the next Mental Health Work Group Meeting on January 29. In preparation, started detailing the outcomes for the Policy Work Group, Community Work Group, and Youth & Family Work Group.
- **Curriculum Planning Council** – January 9 - Attended the Curriculum Planning Council. Focus was on Physical Education, Health, and Wellness Curriculum Work. In addition, Reg Fitzgerald presented on Destination Imagination.
- **Equity Vision Keepers Committee** – January 9 - Facilitated the Equity Vision Keepers Meetings. Agenda was inclusive of finalizing the norms and purpose, review of the Non-Discrimination Policy by Meghan Glynn, and updates.
- **Professional Development Committee** – January 21 – This was the second professional development committee meeting for the year. The tasks addressed during the committee included: review of November professional development feedback and noting trends; starting the initial planning for professional development for 2020-2021; and examining potential future models to have a higher degree of personalized learning for educators.
- **Teaching & Learning Committee** – January 23 - Attended and participated in the Teaching and Learning Committee. The committee focused on completing the District's philosophical document pertaining to teaching and learning. The Board will be presented with a copy when the editing and formatting are completed.
- **Mental Health** – On January 29, attended to Dover Mental Health Committee with 27 people in attendance. Most of the meeting was dedicated to sub-committee work – Policy Committee, Youth and Family Committee, and Community Committee. The sub-committees are moving forward with the identification of action items that are translated into activities. The following is a brief overview:
 - Vision: A culture that understands, embraces, and addresses the complexities of mental health.



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- Mission: To build a resilient community that is educated, responsive and conscious of the impact of mental illness.
 - Policy Committee Outcomes:
 - Decrease communication barriers that exist between services.
 - Clearly define and put transparent mental health policies in place in all businesses and organizations in our community.
 - Youth and Family Committee Outcomes:
 - Increase peer connections for positive influence and support
 - Community Committee Outcomes:
 - Dover is an active mental health safe zone.
 - Dover is a "shared responsibility community".
- **Data Committee** – Individuals and small groups held meetings in January.

Other Meetings

- School Board Organizational Meeting – Attended the School Board Organizational Meeting. – January 6
- Inauguration Ceremony – Attended the City Council and School Board Inauguration Ceremony. – January 6
- Special Board Meeting – January 7
- Superintendent Southeasters Meeting – January 9
- DMS Student Breakfast – January 10
- DPA Negotiations – First session for negotiations with the DPA – January 14
- CTC Student Breakfast Meeting – January 15
- DMS Innovation Think Tank – January 15
- Parent Organization Meeting – January 16
- YMCA Strafford County Board Meeting – January 17
- Board Budget Workshop – January 21
- State Superintendents' Meeting – January 24
- Board FY21 Budget Workshop – January 27
- DPA Negotiations – Second session for DEOP Negotiations. – January 28
- Joint Meeting of the Board and City Council – January 29

Events

- Garrison School Band and Chorus Concert – January 14
- Woodman Park Band and Chorus Concert – January 15
- DHS Boys' Varsity Basketball – January 10
- DHS Girls' Varsity Basketball – January 17
- Dover Middle School Concert at Dover High School – January 22
- Superintendent and Mayor Coffee at Dover High School Gourmet Table – January 25
- Woodman Park Family Math Night – January 30
- DHS Boys' Varsity Basketball – January 31 – Portion of the game



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- Dover High School Film Festival – January 31 – Portion of the film festival

Snow Days

- Thursday, January 16 – Two-hour snow delay

Positive Happenings

- The members of the DHS Athletic Leadership Council, about a half dozen teachers and a few other DHS students raised \$13,715.96 for Special Olympics New Hampshire as a result of their participation in the Penguin Plunge this past Saturday at Hampton Beach. In total, Dover High School had 43 participants. Thirty percent of the money raised is returned to the Dover High School Unified Sports Programs.
- On February 19, 2020, Dover High School students will participate in the U.S. Department of Justice community relations program, School-SPIRIT. This is a one-day, student focused workshop that engages students, school administrators, teachers, school resource officers, and other school and community members in identifying issues impacting their school and developing and implementing solutions to resolve those issues.

Formally known as the School-Student Problem Identification and Resolution of Issues Together, School-SPIRIT activities are designed to empower students to identify and address concerns in the school. This workshop supplements the work being done by the recently launched student-led organization Project D.R.E.A.M (Diversity, Respect, Education, Advocacy, Mission). Born out of response to the 2018 racial incident that polarized the school community, D.R.E.A.M's mission is to bring diverse people together to collectively work towards creating a school culture that is safe and inclusive for all people.

D.R.E.A.M has approximately 20-25 members regularly working to educate and advocate for an equitable learning environment and is led by faculty advisor, Thomas Waldron, DHS Dean of Students. D.R.E.A.M. recently registered as a Seacoast Youth Chapter of the NAACP and its members have participated in conferences, youth-leadership retreats, and collaborated with adults on various committees such as the Dover School District's "Equity Vision Keepers Committee" a team comprised of school and community members to advise the district in its endeavors to make the Dover School District an inclusive environment.

- Dover District Schools is pleased to announce Team 7804 Tie Fighters, the FIRST robotic team sponsored by the Boy Scouts of America via Dover SAU 11, returned from the FIRST Tech Challenge district qualifying event with a fourth-place nod. The team comprised of both Dover middle and high school students was also awarded *The Inspire Award* as an inspiration to other teams acting with *Gracious Professionalism®* both on and off the playing field. The group will now advance to the state championship on February 16, 2020 at Southern New Hampshire University in Manchester, New Hampshire.



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First Tech Challenge (FTC) is an organization founded by Dean Kamen (inventor of the Segway) to help young people explore their technical problem-solving skills in robotics. The program is designed for students in grades 7–12 to compete head to head, by designing, building, and programming a robot to compete in an alliance format against other teams.

“This team shares their experiences, enthusiasm and knowledge with other teams, sponsors, their community, and the Judges,” said team advisor Jeff Slattery. “Working as a unit, this team will have showed success in performing the task of designing and building a robot.” Team 7804 Tie Fighters is sponsored by Northeast Precision, Weeksies Pizza, and TurboCam International. To learn more about the team, please visit <http://www.ftc7804.com>