

NOTICE

DOVER-SHERBORN REGIONAL SCHOOL COMMITTEE MEETING

AGENDA: October 11, 2022 - 6:30 pm

LOCATION: Dover-Sherborn Middle School Library

1. Call to Order
2. Community Comments

Join Zoom Meeting

<https://us02web.zoom.us/j/86082110896?pwd=YIRROWhXcHlNa3pzdzU5L2ZOZU5tZz09>

Meeting ID: 860 8211 0896

Passcode: 120779

3. Superintendent Update:
 - Superintendent – Elizabeth McCoy
 - Assistant Superintendent Teaching and Learning – Denny Conklin
 - DSHS Principal Report – John Smith
 - DSMS Principal Report- David Lawrence
 - Warrant Report
4. Finance and Operations
 - FY23 Monthly Report
5. October Enrollment Report
6. MASC Review of Policies **A.R.**
7. Consent Agenda **A.R.**
 - Approval of Minutes September 13,2022
8. Communications (For Members Information)
 - TEC Capital Reserve Fund
 - Sherborn School Committee June 14, 2022 minutes
 - Dover School Committee June 7, 2022 minutes
 - Academic Testing Report
9. Items for November 15, 2022 Meeting
10. Adjournment

Note: The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be raised for discussion to the extent permitted by law.

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The Public Schools of Dover & Sherborn

Regional School Committee Meeting
October 11, 2022

Superintendent Update





General Update

- Updated School Calendar
- Building Visits
- Open Houses
- Charting the Course
- Special Education Review



Entry Plan Update

- Individual Meetings
- Focus Groups
- Survey
- Document Review
- Data Analysis
- Classroom/Building Visits



Equity Audit Update

- **Unpacking the Report**
 - Leadership Team
 - Faculty Meetings
- **Professional Development**
 - Leadership Team - ongoing
 - Educators - November 28 Professional Day
- **Community Events**
 - November 2 @ 6:00 PM, Boston
 - November 3 @ 6:30 PM, Lindquist Commons
- **DS AIDE**
 - October 13 @ 3:30 PM, Zoom

Data Update



- MCAS Scores
- Measures of Success

MCAS SAT Scores AP Scores Benchmark Assessments ACCESS/EL	Student:Teacher Ratio Average Class Size Challenge Success Survey Metrowest Youth Risk Survey SEL Survey Climate Survey Equity Audit Attendance Discipline Graduation Rate Post-Secondary Plans IEP Referrals/Plans Out of District Placements	Course Offerings Course Enrollment Portrait Competencies Extracurricular Involvement Senior Projects Internships Community Service Awards Staff Diversity Staff Retainment Resources Facilities
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Assistant Superintendent Update



9/21 Best Practices PD



- Instructional leaders facilitated building meetings to brainstorm best practices
- Teachers/staff will use these towards their evaluation goals
- Leaders will use them to help focus walkthroughs & observations



9/21 Best Practices PD



Looks (cloud)
smiles
collaborative
Peer Editing
CHEERLEADERS!
THUMBS UP!
Turn & Talk
CLASSWIDE OR INDIVIDUAL

Sounds (cloud)
"YES!"
"I like how you..."
Kind
AND...
"You can grow by..."
*SUPPORTIVE!
*SPECIFIC + DETAILED

Feels (cloud)
EMPOWERING!
CONFIDENCE!
POSITIVE VIBES ONLY!
SUCCESS! ACHIEVEMENT!
WARM! HAPPY! VALIDATING!
RE-ASSURING!
FEELS USEFUL! CONSTRUCTIVE!
MOTIVATING!

Central Text (Pink Box):
Learners need positive feedback/encouragement/affirmation to know what to continue, promote momentum, and increase confidence!

Other Notes:
Peer edit + for tech feedback
periodic frequent

Central Text (Pink Box):
Powerful learning arises from the belief that struggle is the initial step towards meaningful growth.

Surrounding Notes:
this is hard!
"I can't do this (YET)"
"I finally got it!"
"I thought it was now I think..."
this makes my brain hurt!
"IF IT DOESN'T CHALLENGE YOU, IT WON'T CHANGE YOU!"
marked wrong
crossed out
crumpled papers
+ multiple drafts
pride
students working at different paces + on different things
"PRODUCTIVE STRUGGLE"
peer encouragement
hard confusing
rewarding
self affirming
unsettling
this is hard for students
almost there
opportunities to re-do, try again
laughing/joking tears
retry
re-measuring
redo
progress
change

9/21 Best Practices PD



A few sample “Best Practices” from the MS & HS:

- **Learners need positive feedback/encouragement/affirmation to know what to continue, promote momentum and increase confidence**
- **When we give students the opportunity to tap into their passion, they become engaged in the subject matter and learning becomes real**
- **Learners benefit from options that meet their needs. Learning is best demonstrated with different opportunities to showcase their abilities. Learning thrives in an environment where students are encouraged to work through multiple approaches.**
- **Learners need to feel physically and psychologically safe in their learning environment with an atmosphere of mutual respect. Students will understand that persevering through the process of discomfort will lead to learning.**

Teacher & Staff Goals



In support of the district's goal to increase student engagement as the common denominator of Challenge Success, Portrait of a Graduate, culturally responsive pedagogy, and the "silver linings" of the pandemic, I will further utilize student-centered, inquiry-based, skills-focused instruction.

In support of the district's efforts "to foster a school community free from bias and discrimination and ensure a sense of belonging and equitable outcome for each Dover Sherborn student," I will participate in the equity audit and associated curriculum review.

In support of the districts' goal to refine its multi-tiered system of support (MTSS), I will guide Student Support and Data Teams in the development, implementation and monitoring of intervention plans as a means of improving the academic, social-emotional and behavioral progress of all students.

The Ultimate End Goal



Deep Engagement

Engagement

Active Compliance

Passive Compliance

Periodic Compliance

Resistance

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Director of Guidance

Ann Dever-Keegan
Assistant Principal

Emily Sullivan
Athletic Director

TO: Elizabeth McCoy, Superintendent
FROM: John G. Smith, Principal, DSHS
RE: Principal's Monthly Report
DATE: October 11, 2022

Principal's Reflections:

During the last school year, senior Alexandra Martinovich and junior Margaret Bowles took AP Computer Science together at Dover-Sherborn High. They came up with the idea for a track scoring application during the outdoor season. Every track meet you go to, there are coaches scribbling their scoring calculations on the clipboards and the backs of envelopes (and occasionally miscalculating). When they had to code something useful for their AP exam, an app to make scoring less of an issue for coaches, officials, and athletes seemed like a natural project. They successfully coded an app to score a standard dual outdoor track meet in class, and over the summer decided to expand the project. This summer, they coded applications to score indoor track dual meets, and dual cross country meets. They are still working on how to create applications to score more complex invitational meets and championships if that is of interest to coaches. The idea behind the applications is that coaches, athletes, and officials from any school can use them to score meets quickly and accurately.

They have also decided to offer customization of the apps to teams for a fee. The customization would include changing colors, adding photos, and customizing text per coach order. The idea behind the fee is that all of the proceeds would go towards the Science Club for Girls in Boston which offers free STEM high-quality classes to girls. They both have been fortunate enough to go to a public high school that has the resources to give students the opportunity to pursue a project such as this and go into computer science as a career and feel it is important to give back.

Please see their [website](#) and explanation [video](#) for more information.

HS Events:

Wednesday October 5th- Yom Kippur No School
Friday October 7th- Homecoming Dance 6:30 Richard Wakely Gymnasium
Monday October 11th- No School Indigenous Peoples Day

Curriculum:

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Biology

Students are starting the Pea Seed germination lab, their first inquiry-based lab investigation of High School. They will be designing and implementing a controlled experiment to determine what variables make pea seeds germinate most effectively. Biology students will also be exploring gene expression through the use of synthetic biology tools. Using cell-free technology, students can see in real time the central dogma of molecular biology. Students will investigate the chemistry of life through an inquiry-based lab; common foods will be analyzed using chemical indicators to identify the organic macromolecules within the food samples.

In AP Biology, students have been working on graphing and statistical analysis, and applying those skills to their laboratory experiments. This fall, students have analyzed isopod behavior in different environments, investigated the properties of macromolecules, and explored tonicity using water potential. These skills will be applied throughout the year in preparation for the AP Biology exam in May.

Kicking off Biology with Pea Seed Inquiry-Lab...



Chemistry

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Students are regularly collaborating with lab partners to record and analyze data with the goal of understanding the process of scientific inquiry. They have performed several experiments on topics such as chemical reactions, physical reactions, lab safety, and proper laboratory techniques. Chemistry students are just beginning to dive into units on the structure and organization of the periodic table of elements and how to use this resource as a tool throughout the course. In addition, students are beginning to understand how to collect, analyze and interpret quantitative data and measurements using proper scientific methods of calculation.

In AP Chemistry, students are learning about the structure and properties of molecular and ionic compounds. They recently completed laboratory investigations analyzing the percentage of phosphorus found in fertilizer and determining the empirical formula for a hydrate. This winter, AP Chemistry students will use Bluetooth sensor probes to analyze heat exchange for a calorimetry lab and perform multiple titration experiments.

Physics

Students are learning about projectiles and kinematics, which includes analyzing and recording uniform and accelerated motion using data collection from their phones and Bluetooth sensor probes. Students are also analyzing gravitational acceleration using long-exposure images of a falling golf under strobe light.

In AP Physics, students are exploring many modern topics in the laboratory, including: measuring the speed of light using a modulated laser, determining the mass of an electron, and exploring quantum properties of diamond imperfections.

Electives

Advanced Topics in Biology students are engaged in hands-on activities such as experimental design and micropipetting techniques. Future work will include investigations with enzymes, molecular biology and biotechnology labs, exploring and building hydroponic and aquaponic systems, and an introduction to ornithology. Students will also have an opportunity to demonstrate their research skills with a small group independent-research project.

Forensic Science students have kicked off the school year learning about laws as they pertain to criminal and civil courts, and the rights of individuals in the United States. Students have begun classifying evidence, and they are gearing up for their second unit on fingerprints. Students have enjoyed learning about forensics through multiple media, and have especially enjoyed the Trayvon Martin Case Study. Ms. Graziano is starting a Forensics Club for all forensics enthusiasts, which will meet during flex block.

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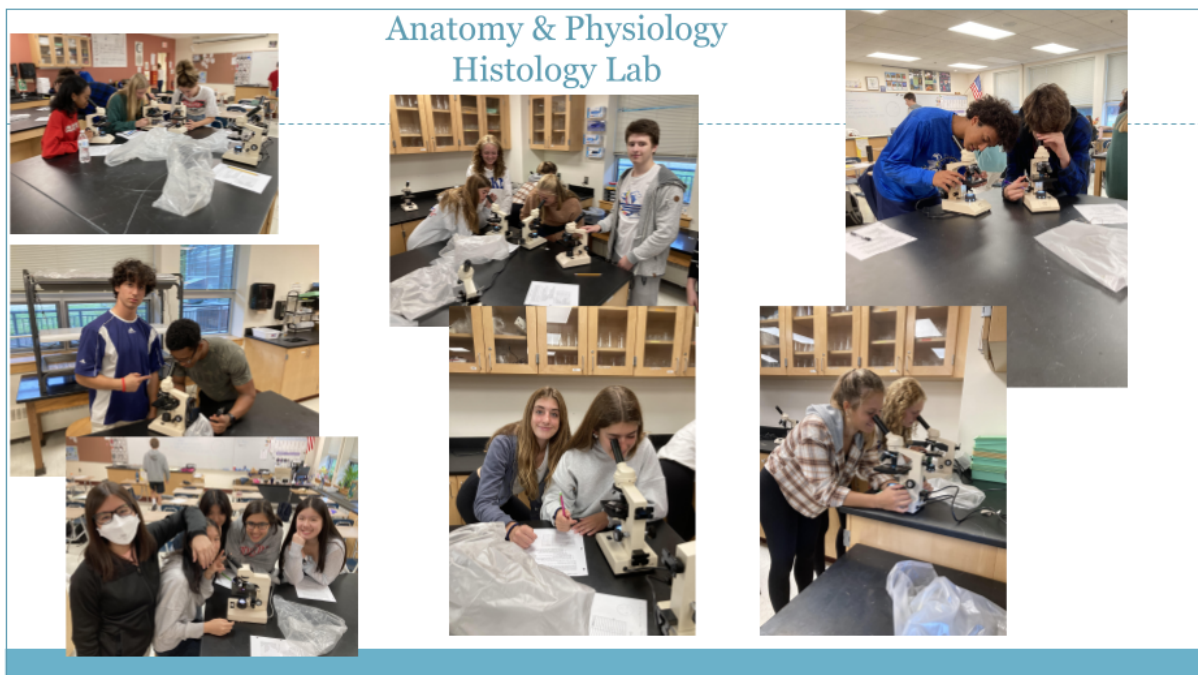
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Marine Science students began the course by using online tools to find and describe phytoplankton (algae) blooms. They worked to understand how algae are fundamental to most ecosystems in the oceans. Students are currently learning about the physics of waves in the ocean and understanding natural phenomena, such as tsunamis and hurricanes. The highly active hurricane season unfolding in the North Atlantic is being used as a source of current scientific information.

Environmental Research students are engaging in project-based learning as they investigate current environmental issues and their solutions. The guest speaker series will continue, allowing experts in the field to highlight innovative environmental projects and careers. Environmental Research students are also working with the Sherborn Sustainability Coordinator in outreach efforts and school - community engagement via the "Intergenerational Climate Conversations" (ICC).

Anatomy & Physiology students just finished the first lab of the semester, the Histology Lab. The Histology Lab allows students to view tissue samples of the four major tissue types under the microscope. Students enjoyed using the microscopes to view various types of tissues that make up the human body.



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School Committee Report – Technology, Engineering and Computer Science October 2022

This year the Technology Engineering and Computer Science Department is excited to be back in classes this fall with no Covid restrictions. We have already noticed the differences in the classroom culture with our students being more engaged and active in the learning process. The past two years have taught us to include many new methods of instruction into our classes department wide and we see this as one of the silver linings of teaching during a pandemic. This year we continue to focus on providing our students with the most meaningful and diverse learning opportunities possible while working together to be sure we cover any gaps in material caused by the changes of our curriculum due to teaching and learning during our remote and hybrid formats. During our grades 6-12 department meetings we are focused on our curriculum, any gaps that might exist and we are also continuing to explore the best possible teaching practices learned over the past few years. The department continues to grow from the experiences of past learning models, incorporating the good into our current and future classes. Through weekly and monthly dialogues we share these best teaching practices, find new ways to teach content, add entirely new content based on professional development and we continue to explore ways to have collaboration in cross curricular classes.

The Technology, Engineering and Computer Science Department is prioritizing diversity, equity, and inclusion within the course curriculum this year. All of the teachers in the department have also attended workshops, done research, watched videos and completed PD work focusing on cultural responsiveness. Teachers have been analyzing each course's curriculum and identifying areas for improvement and creating new lessons to address those needs. Each class has found a creative and insightful way to add these new units into their curriculum. We also have plans for our professional development time this year to dive deeper into the equity audit, including looking at the number of females vs. males enrolled in our course this year and the past couple of years.

We are also very excited to have Noah Schulze as the newest member of the department. Noah was hired to teach our computer programming classes such as JavaScript and video game development. Noah is also teaching our Technology and Society course and has the task of preparing our students to take the AP Computer Science exam this spring.

AP Computer Science Principles

This full year elective is a rigorous and challenging course based on Harvard's CS50 AP curriculum. Recently, students completed the first unit on Hardware and computational thinking where they explored the concepts of how computers work. In a PBL environment, they are

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currently learning the C language and are coding real-world problem sets. Collaboration, critical thinking, coding, troubleshooting and debugging are ongoing in this class on a daily basis. Several other languages will be introduced throughout the year.

Technology & Society

This semester elective encourages students to question the pros and cons of technology in our society. Students are currently looking at Ethics and the role it plays in the medical field. Using current events, students are participating in case studies, discussions and lessons to create presentations that demonstrate their feelings on several topics where technology innovation and advancement have affected society.

Computer Programming using JavaScript

This introductory computer course is a semester elective designed to give students a background in programming basics. Beginning with HTML and CSS, students learn how to flowchart, write pseudo code and make interactive web pages. Currently students are working on several elements of JavaScript including how to animate images, create dialog boxes, set up forms and code functions and if/else statements

iOS App Development

Working primarily on iPads, students solve puzzles/challenges in a dynamic 3D puzzle world in the Swift Playgrounds app (developed by Apple for Education). Students work on expanding their coding skills as they build up their basic programming vocabulary. Their coding journey, using the Swift programming language, includes simple commands, functions, algorithms, variables, conditional code, loops, arrays, and more.

Web Design and Development

Students are expanding their understanding of coding skills as they pertain to developing web pages. Using Visual Studio Code to develop, write and test their code, students are learning how to build simple web pages using HTML (Hypertext Markup Language), (CSS) Cascading Style Sheets and JavaScript (an introduction).

Social Media Literacy

This course guides students as they develop skills to become educated consumers of social media as well as responsible, active participants in social media.

They are establishing strategies for reputation management as they employ social media as a method to expand their voices by writing concisely – with purpose and credibility – on various social media platforms.

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Industrial Technology

Students in industrial technology started the year learning about safety, machine operations and material altering. Each student was given a short lecture, an EdPuzzle video, a written exam and also had to demonstrate proficiency on each of the shop's six major machines. Once completed students were able to start building their first project, an Adirondack chair. Each of the sixteen class members have been working on cutting, shaping, and sanding the sixteen main pieces of the Adirondack chair they have chosen to build. In the most recent class students began the assembly of their chair. Each class starts with a brief introduction followed by forty five minutes of work time. This year we continue our shift to a digital portfolio using Google Sites. Each student has created a website, and is updating it weekly, allowing the teacher to view the updates in live time. At the end of the course this website will serve as a digital portfolio that can be shared with future students in the same course or could be used as a digital resume for the creator. This year's classes will also include a unit exploring different cultures and their impact around furniture design.

Engineering

Engineering students are working to complete their term 1 project, designing a new cell phone holder. The class learned the engineering design process, how to work with the tools and material in the classroom and most importantly how to work in a small group. Engineering students are moving on to technical drawing, and also construction design with a focus on material strength. Each student will be making four core samples of concrete and cement that will be crushed in a hydraulic press. The data from this will help students decide what material is best used for their scale model deck building project. Students will learn the building codes of Massachusetts, and apply them to a 10'x8' scaled deck. Students use their technical drawing skills to draw the deck plans and once approved they will cut scaled lumber to represent the supplies they have chosen, assemble their deck, and pour footings. Once assembled, we will crush the decks in a hydraulic press, film the process and create a failure analysis report. The honors students will be creating Genius Hour presentations and presenting to the class throughout the school year. Each honors student will complete six presentations over the course of the year. Each member of the class, honors and CP will also complete a presentation related to engineering and cultural responsiveness. While our class textbook does a great job of highlighting the many fields in engineering and it's presented by men and women of every race and background, we will do a deep dive into the topics that concern the students in the class. Second semester will have a focus on fluid dynamics, transportation, and electrical systems.

Intro to CAD

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Students in Intro to CAD have spent the first six weeks of the course learning the basics of the software and also home design. They started the class building a 960sqft ranch home complete with doors, windows, electrical and decorations. Students were then asked to add a second floor addition to the home, while maintaining many of the key features of the original home. They are currently working on building their own dream home within specific criteria. As a final project we will look into the different design options for different parts of the country, with a focus on the home design for a specific region and client. Discussions will include the cost of land, the cost to build a home, and the income needed to build and buy the house. Low income housing research will be part of the project.

TV/ Media I

The TV/Media I classes have finished learning basic studio skills, a unit on why media ethics are important in the reporting of facts, and are how learning about the history of TV, starting in 1950 to the present day. In a few weeks, they will start producing their quiz show in the studio that will be aired on DSCTV.

TV/Media II

TV Media II has been busy creating content for their programs. The Roundtable, their weekly sports program has been covering all the DS sports this season and recently had Athletic Director Emily Sullivan on as a guest. They have also produced an episode of our show with Mr. Smith and will be welcoming the new Superintendent on her program next week. They have also been working on their food review program and a social media marketing plan so advertise their content to the community.

TV/Media III

TV Media III has been busy working on two long form projects this semester. One is the continuation of the documentary about the history of the DS/Medfield football game. The other is a video that will provide information about the school to incoming transfer students and freshman. They have been setting up interviews with alumni who played for DS for interviews for the doc and editing existing content from the previous class that started the project. The informational video will be done by the end of the semester and a copy will be given to the school for them to use.

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GUIDANCE OCTOBER NEWS

Seniors:

Senior Parent/Guardian Night took place on September 8th in person; over 70 parents were in attendance. The focus of the evening was on post-secondary planning options with specifics shared about the college application process. Counselors answered questions at the conclusion of the presentation.

Senior Individual appointments are underway. All seniors are scheduled for a full period meeting with their counselor. Seniors are strongly encouraged to schedule any additional meetings as they are needed. This year we have continued with our online calendar system so that students can easily schedule appointments through the Calendly.com site.

Seniors are currently participating in Senior Seminars during Directed Research periods where they are researching schools, finalizing their college lists, exploring Gap Year opportunities and filling out the Common Application. Counselors are also available to give feedback on essays and hold mock-interviews. This year we have returned to our previous model of scheduling the seminar directly into seniors' schedules so that we can check-in with them before they go out on Senior Privilege.

Freshmen& Sophomores:

Freshmen& Sophomore Parent/Guardian Night is scheduled for October 20th in person.

We decided to combine the grade levels into one evening to have an earlier connection with sophomore parents which in turn allows us to offer our Standardized Testing Parent/Guardian Night to all grades in the winter. In the past the standardized testing presentation was part of our sophomore evening.

Financial Aid Night:

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Information about MEFA's Virtual Financial Aid Nights has been emailed to families and is running in the school newsletter. MEFA is continuing with the webinar model this school year.

Advanced Placement - Registration is open from October 3rd-November 10th— information has been emailed home to the high school student body and their parent/guardians.

IMPORTANT FALL DATES:

PSATs at DSHS – Saturday, October 15, 2022 – 7:40am

Freshmen& Sophomore Parent/Guardian Night – October, 20, 2022 – 6:15pm

Music and Drama Update:

SHS's Fall Play production of Radium Girls is underway with a cast of about 20. Performances will be November 3rd, 4th, and 5th

Several DSHS high school members are assisting with directing, choreography, and stage crew leadership for the DSMS production of SpongeBob the musical. Performances will be December 8th, 9th, and 10th.

We look forward to seeing community members at both productions.

Athletics:

Oct 2022 School Committee Write Up - Athletics

The fall sports teams are in the middle of the season and doing great!

1. Football has started the season 3-0 with wins over Ashland, Nipmuc, and Sharon. The team will travel to Dedham on Friday, September 30th at 6:30 pm for a TVL Small Match Up. Mekhi Robinson was named Hometown Weekly Student Athlete of the Month for the month of August. Write up is attached below.

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Hometown Sports

Dover-Sherborn Athlete of the Month

September 2022

Sport: Football and Outdoor Track and Field
School: Dover-Sherborn High School

We are excited to start the 2022-2023 school year off by naming Mekhi Robinson as our August Student Athlete of the Month! Mekhi is a senior captain on the football team this Fall, as well as a member of the outdoor track and field team in the Spring. The Boston native was a linebacker and offensive lineman, and TVL honorable mention on the 2021 TVL Small Championship team. He hopes to lead the team to another league championship this Fall playing offensive line and linebacker again for the Raiders. Robinson also is a 100 meter sprinter and shot putter for the outdoor track and field team, which was also TVL Small Champions last Spring. The senior is considering playing football in college, but knows wherever he ends up he wants to major in mechanical engineering. His favorite classes at DS are Engineering with Mr. Grout and History with Mr. Bourque. When asked what his favorite thing about being on the DS football team is he said "the bond you gain with kids you used to walk by in school without saying anything increases every single day while playing football, and winning the TVL championship last year was one of the best moments of my football career here."


Mekhi Robinson

DOVER COUNTRY PROPERTIES
Distinctive Properties & Country Estates

Sponsored by Jay Hughes of the Dover-Sherborn class of 1969. Jay is a longtime resident of Dover with deep roots in our community, having grown up, raised his family, and situated his business here. While attending Dover-Sherborn, Jay played three varsity sports: Football, Basketball, and Track & Field. Following his graduation from Harvard College, he returned to Dover to begin careers in both real estate and in municipal fire and rescue. In 2016, Jay retired from the Dover Fire Department after 50 years of service, with 23 years as Fire Chief. He remains a local fixture as he continues to oversee the bustling operation of Dover Country Properties, his real estate firm, located in the heart of Dover. A Dover-Sherborn Athletics Hall of Fame inductee, Jay is an avid supporter of our town's student athletes.

4 Walpole Street, Dover, MA 02030
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1. Field hockey has started the season 7-0-2 and is ranked #4 in the state by the Boston Globe Rankings which accounts for all schools and divisions. Caroline Harvey was named the Hometown Weekly Student Athlete of the Month for the month of September. Write up attached



Hometown Sports

Dover-Sherborn Athlete of the Month

September 2022

Sport: Field hockey, Nordic Ski, Lacrosse
School: Dover-Sherborn High School

This month DS is proud to feature three sport student athlete and captain, Caroline Harvey, as the September student athlete of the month! Caroline is a senior captain and starting goalie on the field hockey hockey team, which has led the team to a 6-0-2 start on the season outscoring their opponents 17-3 overall! The Dover native has played field hockey since she was in the 6th grade. She is also a captain on the Nordic Ski team in the winter season, and a key player on the girls lacrosse team which has won back to back state titles in 2021 and 2022. As the senior reminisces on her time here at DS, she mentioned that "if you work hard and are a good teammate you can get so much out of your DS community. I have learned that getting involved and working hard are key to success." Her favorite memory from being a part of the field hockey program was their 2-0 win at Bishop Feehan earlier this season, and she said "I have never seen a team more insync with one another and it makes me excited for what is to come in the future." Harvey hopes to lead the team to a state tournament run in November. Next year Harvey will attend Endicott College to major in elementary education and play on their field hockey team.

Caroline Harvey

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Athletic Director

1. Boys Cross Country has started the season 3-0 with wins over Millis, Dedham, and Bellingham. The team competed in the Ocean State Invitational on Saturday, September 24th. Stephen Alphas placed 8th in the freshman boys' race at Ocean State.

1. Girls Cross Country has started the season 3-0 with wins over Millis, Dedham, and Bellingham. The team competed in the Ocean State Invitational on Saturday, September 24th. Margaret Bowles placed 5th in the varsity race, Camille Boudreau placed 4th in the freshman race, and Ella Kasparian placed 9th in the JV race. The varsity girls placed 4th and the freshman girls placed 2nd at Ocean State.

1. Golf has started the season 6-3 and are about halfway through their regular season schedule. The team was invited to play in the Cape Cod Invitational on Sunday, September 25th which is where the top 14 teams and some individual players across the state are invited to play in this elite tournament. Ben Schroeder, Sean Scannell, Tim Hill, and Charlie Potter competed for DS.

1. Boys soccer has started the season 6-3. The team played at Gillette stadium on Tuesday, September 27th at 5 pm vs. Medfield and won 1-0. Picture from the day is attached below.



1. Girls soccer has started the season 3-4-2. The team played at Gillette stadium on

Dover Sherborn High School
9 Junction Street
Dover, MA 02030
Phone: 508-785-1730 Fax: 508-785-8141

John Smith
Principal



Ellen Chagnon
Director of Guidance

Ann Dever-Keegan
Assistant Principal

Emily Sullivan
Athletic Director

Tuesday, September 27th at 7 pm vs. Medfield and came back from being down 3-1 and tied the



game 3-3. Picture from the day is attached below.



Other news:

1. MIAA power rankings were released on Friday, September 30th. All fall sports are power ranked except for cross country and golf. To make the tournament a team needs to be ranked in the top 32 teams in their division, or finish the season with a .500 record (except football who only take the top 16 teams ranked in their division, regardless of .500 record).
2. The DS Boosters hosted their annual triathlon on Sunday, September 25th. Volunteers from all of our sports teams helped work the event from 5 am until 12 pm - a picture of the FH team below. 400 participants signed up for the triathlon. This was the first time the triathlon has run since 2019 due to COVID-19.

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Athletic Director



1. Winter sports sign ups are now open on Family ID for students to sign up for basketball, ice hockey, indoor track and field, swim and dive, Nordic, alpine, and gymnastics.
1. Junior, Margaret Bowles, and senior, Alex Martinovitch, are both captains on the XC team and have created an app to help make coaches scoring XC meets easier. They are donating the funds to girls in Boston who want to take STEM courses but can't afford it.
1. On Thursday, October 6th the cross country team will compete vs. Norton, Friday, October 7th the field hockey team will play Ashland at 4 pm followed by a homecoming dance; and then on Saturday, October 8th the DS boys soccer team will play Norwell at 10 am, the girls soccer team will play Norwell at 12 pm, and the football team will play Bellingham at 3:45 pm to cap it all off. These games were already pre planned last year, and the students decided to throw a homecoming dance into the mix.

Dover-Sherborn Middle School

155 Farm Street
Dover, MA 02030
Phone: 508-785-0635 Fax: 508-785-0796
www.doversherborn.org



David Lawrence, Principal
Tracy Sockalosky, Assistant Principal

Jill Arkin, Special Education Team Chair
Mimi Feerick, Interim Special Education Coordinator

TO: Elizabeth McCoy, Superintendent
FROM: David Lawrence, Principal, DSMS
RE: Administrator's Monthly Report
DATE: October 11, 2022

Principal's Reflections

Last Wednesday, we held an all-school assembly that left me feeling so proud of our middle school students and faculty, and so lucky to be a part of this wonderful community! At this assembly, candidates for our Student Council executive committee (president, VP, treasurer, secretary) gave brief speeches to the entire school community. As you might imagine, speaking in front of 500+ people is a scary, intimidating experience even for experienced adults - I still get a pang of nervousness every time I get up on stage to speak to the school community, and I'm an old guy who's been doing this for a while! But if our student speakers felt any anxiety, you wouldn't know it from their performances. They were energetic, positive, articulate, and passionate, and their speeches were thoughtfully composed and addressed the issues that their classmates have on their minds. And the audience (all your kids) was equally amazing - they brought positive energy and applause at all the right moments, and paid careful attention to what each candidate had to say. Frankly, the event made me feel really optimistic that our future is in such capable hands! I wish you could have experienced it - it was amazing.

Huge thanks go out to teachers **Heather Bond** and **Sarah Altman** (Student Council advisors) for organizing the event and for guiding the Student Council this year. One fantastic change they have initiated is to make the Student Council open to any student who would like to participate! They are hoping that the Council can be a true voice for student concerns and can help the school to organize events and activities that make the middle school experience an even more joyful and inclusive one.

Curriculum/PD

Our professional staff have begun the process of crafting Student Learning Goals and Professional Practice Goals as part of our annual Supervision and Evaluation calendar. Many teachers are choosing to focus on district-suggested goals connected to increasing student engagement and auditing curricula through the lens of our district's recent Equity Audit, while others are choosing goals aligned with our MTSS efforts and the implementation of "best practices" in the classroom. Tracy and I are excited to engage with teachers as they craft their goals and support them throughout the year as they work to fulfill them and learn from them.

*The Dover Sherborn Schools share in the mission to
inspire, challenge and support all students as they discover and pursue their full potential.*

Upcoming Dates

- Wednesday, October 12th - Annual 6th grade Parent Evening (run by our counseling dept)
- Thursday, October 27th - Parent/Teacher Conferences in evening (via video conference)
- Wednesday, November 2nd - Early Release Day - Parent/Teacher Conferences (in-person)

[Please excuse the abbreviated report - I've been sick for the past week and just returned. Thanks!]

The Public Schools of Dover and Sherborn

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www.doversherborn.org



Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator
Kate McCarthy, Director of Student Services

TO: Regional School Committee
FROM: Dawn Fattore, Business Administrator
DATE: October 7, 2022
RE: FY23 Approved Warrants

The following Accounts Payable Warrants were approved by one of the Committee's designated signers:

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>
------------------	-------------	---------------

1046	9/14/2022	\$115,012.38
1054	9/25/2022	\$1,054,844.51
1055	9/22/2022	\$93,176.79
1064	9/30/2022	\$58,758.97

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Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator
Kate McCarthy, Director of Student Services

TO: Regional School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY23 Operating Update
DATE: October 7, 2022

Attached please find:

- a. General Fund Revenues as of September 30, 2022
- b. Status of Appropriations as of September 30, 2022
- c. Pictures of Roof Restoration Project
- d. FY23 Assessment Calculation detail (for budget training discussion)

Revenues

There are no material variances to report at this time. Chapter 70 and 71 revenue projections reflect the final Cherry Sheet amounts. The small variance in Chapter 70 is due to student enrollment in school choice districts and charter schools that were not included in preliminary cherry sheets. Chapter 71 revenues reflect a 73% reimbursement rate based on the transportation costs reported in our FY22 End of Year Report (EOYR). We are projecting no variances in athletics or activity fees. We will review all activities as the year progresses and adjust projections accordingly.

Operating Expenditures

Salaries

We have encumbered the majority of salaries for FY22. Most stipends have been recorded with the exception of winter and spring coaching positions; these are encumbered prior to each season. Custodial overtime and substitute costs are expensed as incurred. We are still finalizing a few positions and will provide additional analysis at the next meeting.

We do have information to share regarding Athletics and the status of our coverage for athletic trainer services. In the past we have contracted out for these services and had the same service provider for many years. Last year, they were no longer able to provide services for the full school year so we used multiple qualified individuals to cover this role. Having exhausted all options to contract out these services, we determined it was in the best interest of the District and our student athletes to contract directly with an individual to cover this need. The Status of Appropriations reflects the costs of an Interim Athletic Trainer in the salaries line item at the same amount as we had in the expenditures line item for contracted services (\$40,000). The market rate for a full-time trainer however exceeded this amount and the remaining salary costs are being covered by the Athletic Revolving Fund for FY23. It is our intention to budget for this position as an added FTE in the FY24 Budget.

Expenditures

At this time we are not projecting any material variances in operating expenses. In future reports we will encumber health insurance costs and utilities.

Capital Project Update

We had two sets of capital projects approved for FY23 – the Roof Restoration Project funded through an IMA and several other smaller projects funded with E&D as approved by the Committee. Below is a status summary of each one:

1. *Roof Restoration Project* at a cost of \$1,572,000 – This project started as soon as school ended and is substantially completed as of this week. There is a small punch list of items to be completed. Aerial views of the buildings involved are attached for your insight into the work completed. We did encounter one

minor structural issue at Lindquist which is currently being evaluated by engineers. We will cover any additional costs of this work within our FY23 operating budget.

2. *High School Floor Replacement* at a cost of \$85,000 – The installation took place in July and included classrooms in the English/Social Studies wing. This completes the floor replacement work in this wing outside of two work room/storage spaces. Those floors are still in good condition and not in need of replacement.
3. *Lindquist Security Access System* at a cost of \$30,000 – This project has been ongoing since the summer. Final programming work is underway and the system should be in full operation by the end of the month.
4. *High School Boiler Replacements* at a cost of \$350,000 – This project is in the research stage as we continue to investigate the most energy efficient and sustainable options versus a like-model replacement. We are working with the Town Sustainability Groups, keeping open our options for Green Community and other related grant opportunities.

FY22 Wrap-up

The Region's EOYR has been filed with DESE. We are required to undergo a compliance audit each year to ensure our data reporting is in-line with their directives. This will take place prior to the March 31st filing deadline. Our auditors are scheduled to begin their field work on October 12th. We plan to present the audited financial statements to the committee in January.

We have submitted our E&D certification and will inform the Committee when we receive the notice of certification.

FY24 Budget

We plan to use some of our time over the next two meetings to provide some insight into the budgeting process as we start the FY24 Budget season. This month's meeting will provide information on the budget development for revenues as well as the mechanics of the assessment calculation. November's meeting will provide information on the key expenditure budget drivers. We hope this will facilitate your budget review process which will begin with the presentation of the first draft in December.

We will be happy to answer any questions the Committee may have at Tuesday's meeting.

Dover-Sherborn Regional School District
General Fund Revenues
as of September 30 , 2022

	<u>FY23</u> <u>BUDGET</u>	<u>YTD</u> <u>RECEIVED</u>	<u>EST. TO BE</u> <u>RECEIVED</u>	<u>OPERATING</u> <u>VARIANCE</u>	<u>% OF</u> <u>BUDGET</u>
DOVER ASSESSMENTS	\$12,959,396	\$3,124,197	\$9,835,199	\$0	0.00%
SHERBORN ASSESSMENTS	10,493,873	2,530,323	7,963,550	\$0	0.00%
CHAPTER 70, net	2,492,893	2,141,549	345,621	(\$5,723)	-0.23% *
CHAPTER 71 (Transportation)	571,651	0	598,848	\$27,197	4.76% *
H/S ATHLETIC FEES	284,750	109,220	175,530	\$0	0.00%
H/S PARKING FEES	52,500	30,300	22,200	\$0	0.00%
H/S ACTIVITY FEE	22,500	4,650	17,850	\$0	0.00%
M/S ACTIVITY FEE	11,250	2,475	8,775	\$0	0.00%
MISC REVENUE	5,000	100	4,900	\$0	0.00%
BANK INTEREST	20,000	3,579	16,421	\$0	0.00%
NON-CASH ACTIVITY	0	0	0	\$0	na
E&D UTILIZATION	110,000	0	110,000	\$0	0.00%
TOTAL REVENUES	\$27,023,813	\$7,946,393	\$19,098,894	\$21,474	0.08%

* Based on final FY23 Cherry Sheet

Dover-Sherborn Regional School District
Status of Appropriations as of September 30, 2022

	FY23	EXPENDED		TOTAL	OPERATING VARIANCE/	% OF
<u>SALARIES</u>	<u>BUDGET</u>	<u>THRU 9/30</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>BUD. REMAINING</u>	<u>BUDGET</u>
SCHOOL COMMITTEE	22,549	5,616	17,154	22,770	(221)	-0.98%
SUPERINTENDENT	206,778	55,920	144,374	200,293	6,485	3.14%
BUSINESS AND FINANCE	207,810	50,965	136,570	187,535	20,275	9.76%
DISTRICTWIDE INFORMATION MGMT	238,142	62,365	134,208	196,574	41,568	17.46%
SPED/GUIDANCE ADMINISTRATION	555,796	113,759	448,878	562,637	(6,841)	-1.23%
SCHOOL LEADERSHIP - BUILDING	747,501	180,829	553,952	734,780	12,720	1.70%
ACADEMIC LEADERS/QPO	147,456	727	143,643	144,370	3,086	2.09%
TEACHERS, CLASSROOM	10,211,074	1,221,899	8,922,420	10,144,319	66,754	0.65%
TEACHERS, SPED	1,851,527	212,977	1,540,262	1,753,239	98,288	5.31%
SUBSTITUTES	121,300	16,469	35,539	52,008	69,292	57.12%
EDUCATIONAL ASSISTANTS,SPED	524,474	48,093	469,540	517,633	6,841	1.30%
LIBRARIANS	240,482	33,788	208,942	242,730	(2,248)	-0.93%
BUILDING BASED PD	38,250	30,038	0	30,038	8,213	21.47%
GUIDANCE	1,096,804	151,456	984,977	1,136,433	(39,630)	-3.61%
PSYCHOLOGICAL SERVICES	227,125	26,310	201,712	228,022	(897)	-0.39%
MEDICAL / HEALTH SERVICES	226,160	26,328	201,851	228,179	(2,019)	-0.89%
ATHLETICS	465,732	29,353	283,069	312,422	153,310	32.92%
OTHER STUDENT ACTIVITIES	184,559	0	153,265	153,265	31,294	16.96%
CUSTODIAL & GROUNDS SERVICES	796,198	170,445	515,355	685,799	110,398	13.87%
TOTAL SALARIES	\$ 18,109,716	\$ 2,437,337	\$ 15,095,709	\$ 17,533,046	\$576,670	3.18%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	40,500	7,570	27,406	34,976	5,524	13.64%
SUPERINTENDENT	55,000	14,406	14,381	28,786	26,214	47.66%
LEGAL SERVICES	38,000	7,500	17,500	25,000	13,000	34.21%
DISTRICTWIDE INFO MGMT	101,225	38,168	18,484	56,652	44,573	44.03%
SCHOOL LEADERSHIP - BUILDING	80,000	14,155	32,807	46,962	33,038	41.30%
CLASSROOM SUPPLIES	28,185	5,968	6,847	12,815	15,370	54.53%
SPED SERVICES/SUPPLIES	120,000	18,002	24,643	42,645	77,355	64.46%
LIBRARIES & MEDIA CENTER	4,775	3,819	0	3,819	956	20.02%
COURSE REIMBURSEMENT/PD	92,900	25,476	17,400	42,876	50,024	53.85%
TEXTBOOKS & RELATED SOFTWARE	86,680	39,552	15,495	55,047	31,633	36.49%
LIBRARY INSTRUCTIONAL MATERIAL	29,800	11,093	200	11,293	18,507	62.10%
INSTRUCTIONAL EQUIPMENT	75,100	10,522	35,318	45,840	29,260	38.96%
GENERAL SUPPLIES	160,325	28,588	44,009	72,596	87,729	54.72%
OTHER INSTRUCTIONAL SERVICES	19,500	0	11,850	11,850	7,650	39.23%
CLASSROOM INSTRUCTIONAL TECH.	147,400	96,864	51,287	148,152	(752)	-0.51%
GUIDANCE	34,590	6,210	650	6,860	27,730	80.17%
MEDICAL / HEALTH SERVICES	8,800	1,202	442	1,644	7,156	81.32%
TRANSPORTATION SERVICES	1,030,800	0	909,725	909,725	121,075	11.75%
ATHLETICS	224,500	46,719	30,753	77,473	147,027	65.49%
CUSTODIAL SERVICES	58,000	16,880	4,129	21,010	36,990	63.78%
MAINTENANCE OF BUILDINGS	567,900	82,410	185,854	268,264	299,636	52.76%
MAINTENANCE OF GROUNDS	60,000	15,021	4,907	19,928	40,072	66.79%
UTILITIES	560,250	39,005	0	39,005	521,245	93.04%
ER RETIREMENT CONTRIBUTION	805,500	789,211	0	789,211	16,289	2.02%
ER INSURANCE ACTIVE EMPLOYEES	2,762,250	689,557	291,271	980,828	1,781,422	64.49%
ER INSURANCE RETIRED EMPLOYEES	795,000	161,078	0	161,078	633,922	79.74%
OTHER NON EMPLOYEE INSURANCE	91,917	92,083	0	92,083	(166)	-0.18%
LONG TERM DEBT RETIREMENT	790,000	0	790,000	790,000	0	0.00%
LONG TERM DEBT SERVICE	45,200	0	45,200	45,200	0	0.00%
TOTAL EXPENDITURES	\$8,914,097	\$2,261,061	\$2,580,558	\$4,841,619	\$4,072,478	45.69%
TOTAL OPERATING	\$27,023,813	\$4,698,398	\$17,676,267	\$22,374,665	\$4,649,148	17.20%

Dover-Sherborn Regional Schools
Before and After Photos of Roof Restoration
October 2022

Before:



After:



Middle School:



Detailed Breakdown of Assessments										
Statutory Method FY23										
	Operating %	Debt %	Minimum Local Contribution	Amounts over MLC	Non-NSS Transp.	Subtotal	Minus E & D	Subtotal Assessment	Debt 835,200	FY23 FINAL Assessment
Dover	54.80%	55.39%	6,542,364	5,449,823	564,871	12,557,058	(60,279)	12,496,779	462,617	12,959,396
Sherborn	45.20%	44.61%	5,209,846	4,495,236	465,929	10,171,011	(49,721)	10,121,290	372,583	10,493,873
	1	1	11,752,210	9,945,059	1,030,800	22,728,069	(110,000)	22,618,069	835,200	23,453,269

Budget Overview	Projected Revenues:	
	Member Assessments	23,453,269
	E & D	110,000
	State Funding/Local Receipts	3,089,544
	Revolving Account Offsets	371,000
	Total Projected Revenues	27,023,813
	Total Budget Appropriations	27,023,813

Assessments		FY22	FY23	Difference	%						
						Enrollments					
Operating	Dover Sherborn	12,206,021	12,496,779	290,758	2.38%	FY	Dover	Operating Assessment	Operating Sherborn	Assessment	Total
		9,815,682	10,121,290	305,608	3.11%	2013	638	54.34%	536	45.66%	1174
		22,021,703	22,618,069	596,366	2.71%	2014	622	53.99%	530	46.01%	1152
Debt	Dover Sherborn	487,071	462,617	(24,454)	-5.02%	2015	614	53.58%	532	46.42%	1146
		389,429	372,583	(16,846)	-4.33%	2016	617	53.37%	539	46.63%	1156
		876,500	835,200	(41,300)	-4.71%	2017	637	54.82%	525	45.18%	1162
Total	Dover Sherborn	12,693,092	12,959,396	266,304	2.10%	2018	641	55.59%	512	44.41%	1153
		10,205,111	10,493,873	288,762	2.83%	2019	651	55.64%	519	44.36%	1170
		22,898,203	23,453,269	555,066	2.42%	2020	662	56.63%	507	43.37%	1169
						2021	654	55.56%	523	44.44%	1177
						2022	635	54.93%	521	45.07%	1156
						2023	628	54.80%	518	45.20%	1146
Budgets		FY22	FY23	Difference	%	Assumptions: Chapter 70/71 is FY23 Governor's Budget MLC is FY23 amounts as of JAN, 2022 E&D Utilization \$110,000					
Percentage Increases											
Operating	25,502,691	26,188,613	685,922	2.69%							
Debt	876,500	835,200	(41,300)	-4.71%							
Total	26,379,191	27,023,813	644,622	2.44%							

Assumptions:
 Chapter 70/71 is FY23 Governor's Budget
 MLC is FY23 amounts as of JAN, 2022
 E&D Utilization \$110,000

Preliminary October 1st 2022 Enrollment	Dover	Sherborn	Boston	
Grade				
6	90	83	1	
7	91	66	3	
8	83	77	2	
9	90	91	4	
10	80	75	3	
11	98	75	4	
12	79	94	4	
Total	611	561	21	1193

To: Dover School Committee
Sherborn School Committee
Dover Sherborn Regional School Committee
From: Policy Subcommittee
Date: October 5, 2022
Re: Recommendation to Engage MASC for Policy Review

The Policy Subcommittee would like to recommend that we engage the Massachusetts Association of School Committees (MASC) to assist us with a comprehensive policy manual review for Dover Sherborn, beginning this academic year.

It has been approximately ten years since the Dover Sherborn policy manual was last given a comprehensive review. Though individual policies have been updated and added since that time as needed, we believe that we would benefit from a structured process and subject matter expertise to ensure that all of our policies align with current requirements and best practices. MASC offers a comprehensive policy review service to school committees on a contract basis. The aim of such a review is to compare each local policy against the model policy developed by MASC, consider and reconcile differences between the two, and advise school committees on how to amend their policies (or add new policies) to confirm compliance with law, regulation, and practice.

If this proposal (and funding therefor) is approved by our three school committees, the Policy Subcommittee would work with MASC Field Director Dorothy Presser to review the policy manual in consultation with administration and recommend the adoption of a revised policy manual for vote by the full committees. This is not a small undertaking in that the policy manual spans twelve alphabetically coded sections (A-L) grouped by subject matter, each of which generally contains between five and fifty individual policies within that section. Our expectation is that this work could be completed in one and a half to two years.

MASC's fee for this service is \$10,500, which can be split over three fiscal years. The cost would further be divided between the Region, Dover, and Sherborn on a 60-20-20 basis. A copy of the proposed contract from MASC is attached. We have spoken with school committee members and representatives from other school districts who have recently engaged MASC and worked with Dorothy Presser to conduct similar reviews. Each reference spoke highly of the value of the service and the investment, as well as of Ms. Presser's expertise and guidance.

We will be bringing this recommendation forward to each committee for a vote at its next regularly scheduled meeting and will be happy to address any questions at that time.

A PROPOSAL FOR
POLICY MANUAL DEVELOPMENT

Prepared for:

THE DOVER SCHOOL COMMITTEE
THE SHERBORN SCHOOL COMMITTEE
THE DOVER SHERBORN REGIONAL SCHOOL COMMITTEE

Submitted by:

Massachusetts Association of
School Committees, Inc.
One McKinley Square, 2nd Floor
Boston, Massachusetts 02109

Telephone: (617) 523-8454
Toll Free: 1-800-392-6023

THE MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES, INC., (MASC), proposes to carry out the policy manual project described below for the Dover, Sherborn, and Dover Sherborn Regional School Committees (also referred to as the Committees).

PROJECT GOALS:

1. To create a well-organized and up-to-date manual of school committee policies.
2. To provide for easy referral from policies to related sections of law.
3. To identify areas requiring statements but for which policies are not documented.
4. To provide sample policy statements to assist the Committees in developing needed policies in key areas.
5. To deliver one complete electronic policy manual customized to meet the needs of the school district.

PERFORMANCE TASKS:

Working with the Dover Sherborn Policy Subcommittee, MASC proposes to perform the following tasks in order to meet the project goals.

1. Document search and analysis: MASC will conduct a thorough search of Committee documents to identify existing policies. This material will be analyzed for appropriateness for inclusion in the new manual. See EXHIBIT A.
2. Codification, organization and technical editing: MASC will code and organize all statements to be filed in the new manual according to the NEPN/NSBA policy classification system. MASC will provide technical editing as needed to meet the requirements of acceptable English usage. However, the editing shall not alter the meaning or substance of the policy. Legal references to pertinent state and federal statutes will be added. Gaps in policy coverage, questions, and inconsistencies will be noted. See EXHIBIT B.
3. Work-in-progress check: MASC will within one hundred and twenty days of receipt of materials as outlined in Exhibit A and payment of the initial deposit schedule a series of meetings with

the Dover Sherborn Policy Subcommittee to review completed sections of the new policy manual. The exact number of meetings will be determined by the amount of review required to adopt the policy manual but shall not exceed twelve meetings. This provides an opportunity for the committees to discuss the rationale behind policy suggestions and to ensure that existing policy reflects current practices and procedures in-place within the district. The Committee will keep MASC fully informed of any concerns and determinations during the term of the project. See EXHIBIT C.

DURATION OF THE PROJECT: The services shall be carried out according to the timetable developed by MASC and the Dover Sherborn Policy Subcommittee. All tasks as described above can be accomplished by MASC within eighteen to twenty-four months after receipt of the signed contract and after the conditions outlined in three (3) above have been met. See EXHIBIT A.

MASC is not responsible for delays caused by the Dover, Sherborn, and Dover Sherborn Regional School Committees or its representatives in this process. MASC reserves the right to terminate the contract after thirty months of signing this agreement if the committees have failed to fulfill their responsibilities concluding with the review, approval, and adoption of the policies and regulations developed during the customized policy service project. This agreement may be modified by mutual agreement, in writing, of both parties.

APPROVED FOR MASC BY:

Dorothy Presser, Field Director
Massachusetts Association of School
Committees, Inc.

EXHIBIT A

Documents to be provided by the School Committees

MASC will require two copies of the documents listed below (three if the item has print on both sides) in order to carry out the policy manual updating project.

1. School Committee policy manual.
2. Master contracts with recognized bargaining units.
3. System-wide handbooks for principals, teachers and students.
4. Current documents or handbooks that cover the following: organization charts, school transportation, purchasing procedures, staff evaluation, emergency operating plan, school calendar, use of school facilities, field trips.
5. Other documents as needed by MASC consultant.

EXHIBIT B

The NEPN/NSBA Policy Development System

A--FOUNDATIONS AND BASIC COMMITMENTS
B--SCHOOL BOARD GOVERNANCE AND OPERATIONS
C--GENERAL SCHOOL ADMINISTRATION
D--FISCAL MANAGEMENT
E--SUPPORT SERVICES
F--FACILITIES DEVELOPMENT
G--PERSONNEL
H--NEGOTIATIONS
I--INSTRUCTIONAL PROGRAM
J--STUDENTS
K--SCHOOL-COMMUNITY RELATIONS
L--EDUCATION AGENCY RELATIONS

Each of these chapters includes its own family of terms called "descriptors" which provide suggested titles and code letters for policy statements. The coding or "tracking" of terms is by letter rather than by number. Letter encoding offers two major advantages over number encoding. First, a letter system offers more flexibility. The coder has available 26 separate letters to use compared to only 10 digits. Second, a letter system requires no decimal points. This tends to reduce the likelihood of error in reproduction and filing. Anyone who knows the ABC's will quickly grasp the logic of letter codes.

The classification system was originally developed in 1969 by a National School Boards Association Research Project supported by the U.S. Office of Education. The system, which is in wide use throughout the United States, conforms to sound principles of informational storage and retrieval, to sound principles of school governance, and also to the mandates of practicality.

EXHIBIT C

Project Liaison Officer

To help ensure the accuracy of updated policies in the manual, the Dover, Sherborn, and Dover Sherborn Regional School Committees should identify a knowledgeable member of the administrative staff to serve as the project liaison officer to whom MASC may refer from time to time to clarify questions of fact or actual policy or practice in the school system.

No undue time or work burden would be placed on this person.

EXHIBIT D

DOVER SCHOOL COMMITTEE
SHERBORN SCHOOL COMMITTEE
DOVER SHERBORN REGIONAL SCHOOL COMMITTEE

<u>PROFESSIONAL FEE</u>	\$10,500.00
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For services rendered to complete and customize
policy service

Upon receipt of signed contract	\$3,500.00
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July 1, 2023	\$3,500.00
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Upon completion – July 1, 2024	\$3,500.00
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* If the payment schedule doesn't accommodate the
Committees' budget schedule, payment dates can
be adjusted accordingly.

EXHIBIT E

MASC Binder Specifications

MASC binders are designed for use as a school policy manual. This sturdy loose leaf binder is equipped with three heavy-duty metal "D" rings; open-close boosters; fibre-sheet lifters; and a convenient agenda pocket on the inside front cover.

EXHIBIT F

DOVER SCHOOL COMMITTEE
SHERBORN SCHOOL COMMITTEE
DOVER SHERBORN REGIONAL SCHOOL COMMITTEE

If this proposal is approved, please sign and date below. Please return signed copy and initial payment to:

Massachusetts Association of School Committees, Inc., One McKinley Square, 2nd Floor,
Boston, MA 02109. Please retain the second copy for your records.

Accepted: _____
(Chair) Dover School Committee

(Chair) Sherborn School Committee

(Chair) Dover Sherborn Regional School Committee

Date: _____

DRAFT

Dover-Sherborn Regional School Committee Meeting of September 13, 2022

Members Present: Maggie Charron
Lynn Collins
Judi Miller
Kate Potter
Angie Johnson
Mark Healey

1) Call to Order

Maggie Charron called the meeting to order at 6:30 pm in the Middle School Library.

2) Community Comments - none

3) Reports

- Superintendent Report - Beth McCoy presented an update from her office including information about the recent Leadership Retreat and Opening Convocation with the faculty/staff.
- Assistant Superintendent Report - Denny Conklin spoke about his first few months on the job including entry plan meetings and classroom visits.
- DSHS Principal Report - John Smith highlighted recent and upcoming events at the high school.
- DSMS Principal Report - David Lawrence highlighted recent and upcoming events at the middle school.
- Warrant Report

4) Financial Reports: FY22 Closeout

- General Revenues - total revenues exceeded budgeted revenues by \$194,193 (0.74%) comprised of the following: \$188,050 related to Chapter 71 - actual transportation reimbursement of 90% vs Cherry Sheet estimated of 65%; \$40,921 in Chapter 70 due to changes in School Choice/Charter School enrollments; negative variance of \$32,806 in Activity Fees due to COVID-related factors; negative variance of \$15,258 in Bank Interest due to low interest rates; and \$17,102 in unused encumbrances from FY21.
- Status of Appropriations - the operating budget ended the year with a surplus of \$247,290 (0.94%) comprised of the following variances: \$111,081 in salaries and \$136,209 in expenditures.
- Summary of Results - net result of operations was a surplus of \$441,483. The Committee approved several uses of Excess & Deficiency funds for FY23 including \$465,000 for capital projects and \$110,000 for the FY23 operating budget leaving a proposed certified E&D fund balance of \$1,351,191 (4.39% of the FY23 operating budget).
- End of Year DESE Report - the Business Office is in the process of completing the FY22 EOYR which is used by the Department of Education to determine the Region's compliance with net school spending as well as determining the current year's Chapter 71 Regional Transportation Reimbursement.

5) Consent Agenda

- Approval of Minutes: June 7, 2022
- Middle School field Trip - 8th Grade Trip to DC, June 7-9, 2023.

DRAFT

*Lynn Collins made a motion to approve the Consent Agenda. Mark Healey seconded.
22-17 VOTE: 6 - 0*

6) Communication

- 2022-2023 School Committee Meeting Schedule
- Email Communication re: Extended Day programming
- Subcommittee Assignments
- Dover School Committee minutes of May 16, 2022
- Sherborn School Committee minutes of May 10, 2022
- New Hires for the District

7) Items for October 11, 2022 meeting

8) Adjournment at 7:27 pm.

Respectfully submitted, Amy Davis

Elizabeth McGonagle
Executive Director

Dan Shovak
Dir. of Finance & Operations



Zachary Abrams
Dir. of Student Services

Dr. Jean Kenney
Dir. of Professional Learning &
Leadership

141 Mansion Drive, Suite 200
East Walpole, Massachusetts 02032
Phone: 781-352-5700 Fax: 508-660-1124

Capital Reserve Fund Request to Increase Limit

Summary:

As part of the Chapter 43 legislation Collaboratives can create a capital reserve account to fund capital expenditures. In 2013 TEC created a Capital Reserve Fund.

Purpose of Fund:

The purpose of the capital reserve fund is to accumulate funds for the acquisition of capital items to improve TEC programs and business processes (for the purchase of equipment, technology, leasehold improvements – anything that would be considered a capital expenditure can be purchased through the use of capital reserve funds). Capital purchases can only be made after approval by the Board of Directors through the budget process.

Current Balance:	\$207,594
Current Limit:	\$350,000
Requested Limit:	\$750,000

Rationale for Increase:

- Use of cumulative surplus funds to fund capital reserve and reduce annual cumulative surplus
- Reinvest TEC funds for future capital expenditures
 - Purchase of additional student vehicles and vehicle replacements
 - Capital equipment purchases
 - Capital technology purchases
 - Ongoing capital maintenance/repair expenses

Funding of Capital Reserve Account:

The funds for the capital reserve will come from Cumulative Surplus; General Fund monies that are unspent throughout the fiscal year.

Approved 9.20.22

Sherborn School Committee
Meeting of June 14, 2022

Members Present: Amanda Brown
Dennis Quandt
Sangita Rousseau
Kristen Aberle
Christine Walsh
Also Present: Kathleen Smith, Interim Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator

1) Call to Order

Kathleen Smith called the meeting to order at 5:30 pm via Zoom.

2) Welcome Kristen Aberle and Christine Walsh

3) Reorganization

Kathleen Smith asked for nominations for Chair.

Dennis Quandt nominated Amanda Brown as Chair of the Sherborn School Committee. Sangita Rousseau seconded.

22-08 VOTE: 5 - 0 via roll call

Amanda Brown asked for nominations for Secretary.

Amanda Brown nominated Dennis Quandt as Secretary of the Sherborn School Committee. Sangita Rousseau seconded.

22-09 VOTE: 5 - 0 via roll call

4) Community Comments - there were several parents that expressed their concern about the projected class size for 1st grade next year.

5) Reports

- Superintendent's Report - Kathleen Smith presented an update from her office. She also reviewed the process for adding a section to next year's 1st grade and told committee members the Administration is keeping a close eye on numbers.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

6) FY22 Financial Report as of June 3rd

- Salaries - there are no changes to report since the last meeting
- Operating Expenditures - there are no changes to report since the last meeting.
- Out of District - approximately \$60,000 of costs have been allocated from the Circuit Breaker Fund leaving a negative variance of \$17,898 in OOD.
- ESSER Grants - the summary of expenditures to date for the ESSER funds was provided.

7) Approval of the 2022-23 Handbook -

Dennis Quandt made a motion to approve the 2022-23 Handbook as presented. Sangita Rousseau seconded.

22-10 VOTE: 5 - 0 via roll call

Approved 9.20.22

8) Approval of School Improvement Plan -

Dennis Quandt made a motion to approve the 2022-23 School Improvement Plan as presented. Sangita Rousseau seconded.

22-11 VOTE: 5 - 0 via roll call

9) Consent Agenda

- Approval of Minutes: May 10, 2022
- Donation - \$10,000 from the Sawin Fund

Dennis Quandt made a motion to approve the Consent Agenda. Sangita Rousseau seconded.
22-12 VOTE: 5 - 0 via roll call

10) Communications

- Subcommittee Assignments
- Dover Sherborn Regional Committee minutes of May 3, 2022
- Dover School Committee minutes of March 16, 2022

11) Adjournment at 6:18 pm.

Respectfully submitted,
Amy Davis

Approved 9.27.2022

Dover School Committee
Meeting of June 7, 2022

Members Present: Sara Gutierrez-Dunn
Colleen Burt
Jeff Cassidy
Liz Grossman
Goli Sepehr
Also Present: Kathleen Smith, Interim Superintendent
Dawn Fattore, Business Manager
Deb Reinemann, Principal

1) Call to Order

Kathleen Smith called the meeting to order in the Middle School Library at 5:34 pm.

2) Reorganization

Kathleen Smith asked for nominations for Chair.

Colleen Burt nominated Sara Gutierrez Dunn as Chair of the Dover School Committee. Jeff Cassidy seconded.
22-07 VOTE: 5 - 0

Sara Gutierrez Dunn asked for nominations for Secretary.

Sara Gutierrez Dunn nominated Colleen Burt as Secretary of the Dover School Committee. Liz Grossman seconded.
22-08 VOTE: 5 - 0

3) Dover PTO - Tindley Gilbert, PTO President, gave an overview of this past year's activities and a preview of plans for the coming school year.

4) Community Comments - none

5) Reports

- Superintendent Update - Kathleen Smith presented an update from her office.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

6) FY22 Financial Report as of June 2nd

- Salaries - there is nothing new to report since the last meeting.
- Expenditures - there is nothing new to report since the last meeting.
- Out-of-District - there are no changes since the last report.
- Projected Operating Results - there is a small negative variance (\$90,000) projected primarily relating to staff added post-budget to provide level service in classroom sections based on enrollment and class size policy. In addition, there is an approximately (\$100,000) negative variance in OOD due to changes in placements throughout the year. The projected negative variance is offset by circuit breaker funds resulting in a net turn back to the Town of approximately \$975,000. Final June 30th statements will be presented at the September meeting.
- ESSR Grants - the summary of expenditures to date were presented. ESSER I and II have been fully expended. The remaining balance in ESSER III of \$104,402 is available to spend through September 2024.

Approved 9.27.2022

- 7) Approval of 2022-23 Student Handbook** - there were no additional changes since those presented at the first read.

Liz Grossman made a motion to approve the 2022-23 Student Handbook as presented. Jeff Cassidy seconded.

22-09 VOTE: 5 - 0

- 8) Approval of 2022-23 School Improvement Plan** - there are no changes to the plan that was presented at last month's meeting.

Colleen Burt made a motion to approve the 2022-23 School Improvement Plan. Goli Sepehr seconded.

22-10 VOTE: 5 - 0

9) Consent Agenda

- Approval of Minutes: May 16, 2022

Colleen Burt made a motion to approve the Consent Agenda. Liz Grossman seconded.

22-11 VOTE: 5 - 0

10) Communications

- Subcommittee Assignments

11) Adjournment at 6:24 pm.

Respectfully submitted,
Amy Davis

Dover Sherborn Regional Public Schools

MCAS Comparisons 2022

Notes: All numbers indicate percentages (%)

ELA	Middle												High			
	Grade 6				Grade 7				Grade 8				Grade 10			
	Next Generation				Next Generation				Next Generation				Next Generation			
	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP
State	8	33	41		5	36	41		7	35	42		9	49	58	
Dover-Sherborn	14	61	75	53	5	63	68	48	15	55	71	50	23	59	82	53
Acton-Boxborough	24	48	72	65	7	56	63	49	11	55	66	54	24	63	87	56
Belmont	19	54	73	56	24	51	74	61	19	56	75	56	19	65	84	56
Lexington	32	44	76	65	25	57	82	61	24	53	77	63	26	62	88	56
Lincoln	25	35	60	63	7	46	53	54	19	54	73	64	13	68	81	48
Medfield	10	56	66	54	15	61	76	66	9	53	62	48	23	60	83	64
Sudbury	19	44	63	53	15	53	68	54	19	57	76	59	(combined with Lincoln above)			
Wayland	18	48	66	59	21	53	74	61	18	54	72	58	26	57	83	49
Wellesley	28	52	80	59	15	59	74	53	18	50	68	53	15	68	83	51
Weston	26	48	74	53	25	48	73	61	28	50	78	61	24	64	88	50
Westwood	31	42	73	56	9	56	65	46	18	51	69	46	19	60	79	55

MATH	Middle												High			
	Grade 6				Grade 7				Grade 8				Grade 10			
	Next Generation				Next Generation				Next Generation				Next Generation			
	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP
State	5	37	42		7	31	37		7	29	36		11	38	50	
Dover-Sherborn	25	45	71	51	25	48	73	52	22	46	69	46	33	49	82	59
Acton-Boxborough	23	54	77	70	28	50	78	71	30	52	82	66	45	42	87	61
Belmont	32	54	86	78	35	39	73	66	39	40	79	64	36	45	81	51
Lexington	33	53	86	68	41	40	81	68	35	43	78	59	42	44	86	57
Lincoln	11	39	50	37	7	29	36	57	25	36	61	72	26	53	79	62
Medfield	4	66	70	46	11	57	68	60	12	51	63	56	27	56	83	60
Sudbury	13	60	73	56	22	58	80	61	23	53	76	55	(combined with Lincoln above)			
Wayland	19	58	77	55	28	45	73	62	27	44	71	62	39	43	82	56
Wellesley	8	57	65	37	15	53	68	61	21	46	67	60	34	49	83	71
Weston	24	49	73	59	33	42	75	63	29	49	78	54	44	42	86	53
Westwood	14	56	70	50	15	50	65	63	20	43	63	44	23	53	76	55

STE	Middle				High			
	Grade 8				Grade 10			
	Next Generation				Next Generation			
	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP
State	6	36	42	N/A	9	38	47	N/A
Dover-Sherborn	20	53	73	N/A	34	52	86	N/A
Acton-Boxborough	21	54	75	N/A	38	47	85	N/A
Belmont	39	42	81	N/A	28	48	76	N/A
Lexington	29	54	83	N/A	44	41	85	N/A
Lincoln	11	56	67	N/A	20	53	73	N/A
Medfield	13	63	76	N/A	32	60	92	N/A
Sudbury	15	64	79	N/A	(combined with Lincoln above)			
Wayland	18	58	76	N/A	27	53	80	N/A
Wellesley	17	55	72	N/A	16	57	73	N/A
Weston	30	53	83	N/A	16	61	77	N/A
Westwood	20	54	74	N/A	18	52	70	N/A

Dover-Sherborn SAT Scores 2018-2022

Year	# Test Takers	Total Score	ERW	Math	Met Benchmarks for Both	Met Benchmarks for ERW	Met Benchmarks for Math
2018	140	1300	645	655	93%	96%	95%
2019	129	1286	641	645	84%	98%	84%
2020	123	1260	628	632	85%	95%	85%
2021	117	1306	646	660	90%	97%	91%
2022	125	1271	630	640	86%	96%	88%

Dover-Sherborn Advanced Placement Scores 2018-2022

	2018	2019	2020	2021	2022
Total AP Students	199	209	222	223	229
Number of Exams	500	461	483	554	529
Scores of 3+ (%)	92.6	95.27	91.44	97.31	94

Dover-Sherborn Advanced Placment Scores By Subject Test 2022

Test	DSHS Mean Score	MA Mean Score	Global Mean Score	DSHS % 3 or above	MA %3 or above	Global %3 or above
Biology	4.33	3.33	3.1	97.9	74	67.8
Calculus AB	4.34	2.98	2.91	100	57.9	55.7
Calculus BC	4.59	3.84	3.68	100	81.1	77
Chemistry	4.27	3	2.73	100	61.7	54
Comp Sci Principles	4.21	3.07	2.89	92.9	68.7	63
Eng. Lang & Comp	3.8	3.04	2.83	89.3	63.5	55.7
Eng Lit & Comp	3.97	3.52	3.31	98.3	83.4	77.9
French	4.25	3.45	3.14	100	81.7	71.2
Physics C	4.29	3.6	3.41	100	78	73.6
Spanish	4.5	3.6	3.51	100	84.1	80.8
Statistics	3.69	2.96	2.89	92.3	62.5	60.4
US Gov't	3.49	2.77	2.58	77.8	54.7	48.6
US History	3.91	2.88	2.56	90	58.2	48.2