

Dover School Committee Meeting Agenda

October 25, 2022
6:30 pm

Chickering Library

1. Call to Order
2. Community Comments

Join Zoom Meeting (community comments only)

<https://us02web.zoom.us/j/86082110896?pwd=YIRROWhXcHlNa3pzdU5L2ZOZU5tZz09>

Meeting ID: 860 8211 0896

Passcode: 120779

3. Superintendent Update:
 - Superintendent Update – Elizabeth McCoy
 - Asst. Superintendent Update – Denny Conklin
 - Principal's Report – Deb Reinemann
 - Warrant Report
4. FY23 Monthly Financial Report
5. Capital Plan
6. School Committee FY24 Budget Guidance
7. MASC Policy Manual Review
8. Consent Agenda
 - Dover School Committee Minutes September 27, 2022
9. Communications (For Members Information)
 - October 1, 2022 Annual Enrollment Report
 - Regional School Committee Minutes September 13, 2022
 - Sherborn School Committee Minutes September 20, 2022
 - TEC Capital Reserve Fund
 - MCAS Results
10. Items for November 22, 2022 meeting
11. Adjourn

A.R.

A.R.

A.R.

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.

The Dover Sherborn Public Schools do not discriminate on the basis of age, race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.



The Public Schools of Dover & Sherborn

Dover School Committee Meeting
October 25, 2022

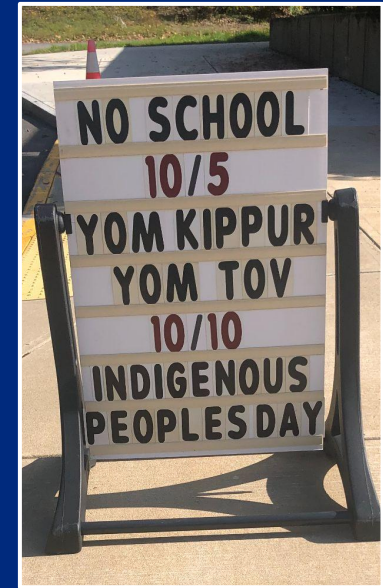
Superintendent Update



General Update



- Updated School Calendar
- Open Houses
- Arts Homecoming
- International Night
- Charting the Course
- Special Education Review





Entry Plan Update

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

ELEMENTARY PARENT/CAREGIVER FOCUS GROUPS

~~Thursday, October 13 @ 6:30 PM, Pine Hill Library~~

Tuesday, October 25 @ 9:00 AM, Chickering Cafeteria

Thursday, October 27 @ 6:30 PM, Zoom

SECONDARY PARENT/CAREGIVER FOCUS GROUPS

~~Wednesday, October 12 @ 6:30 PM, High School Library~~

~~Monday, October 17 @ 6:30 PM, Zoom~~

Friday, October 28 @ 9:00 AM, Middle School Library



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 16 @ 6:30 PM, Connor's Center (new date!)
- **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 Note:
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
THUMBS UP!
THUMBS UP!

Central Note:
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 Chickering:

- **Learners need hands on experiences to engage both sides of the brain, encourage out of the box thinking in order to embrace learner**
- **Learners need to feel safe in order to take risks, feel supported, and be in a position to laugh and have fun at school**
- **Making connections with instructors happens when you share genuine, meaningful conversation in a safe, respectful, and supportive environment where students can take risks and share in laughter**

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



Chickering School

Dover Public Schools

29 Cross St.

Dover, MA 02030

Phone: 508-785-0480 Fax: 508-785-9748

[http:// www.doversherborn.org](http://www.doversherborn.org)

Dr. Deb Reinemann
Principal

Mr. Jim Carnes
Assistant Principal

Ms. Naomi O'Brien
Elementary Special
Education Coordinator

Ms. Laura Driscoll
Special Education
Team Chair

TO: Beth McCoy, Superintendent
FROM: Deborah Reinemann, Ed.D., Principal
RE: Principal's Report
DATE: October 20, 2022

Principal's Reflections

The return to school 2022 is proving to continue to surprise us. September is usually the time frame for students to settle into routines and for classes to gel as a community. This year while we see definite growth, building learning communities is taking longer than usual. Students, families and teachers are readjusting to being a learning community. While we are grateful for the time we were able to be in school during the COVID pandemic, we see that students are struggling with routines and expectations to be a part of a group. Independent time, such as the bus or transitions, is a challenging time for many students.

We lost not only instructional time in COVID but also the *institution* of school. The routines of being one of many, taking turns, listening to others, and personal space are learned and reinforced over time in the everyday routines of a normal school day. An important role of school is learning how to be a responsible member of a community. Anxiety is increasing across the board, with worries of what we missed in COVID and how we can make it up. The reality is that we cannot make it all up. More important is deciding what is essential, meeting students where they are, academically, emotionally and socially and building from there and embracing the silver linings to build a more engaging learning experience.

In response to these concerns we are taking time to practice and "redo", to talk with students, to model expected behaviors and communicate with families. We are fortunate to have an additional 0.5 FTE Adjustment Counselor as well. The routines of Responsive Classroom and collective belief that all children can be successful are stabilizing our work.

MCAS results were mailed home to families last week. We are in the process of working with teachers to review the results from a curricular and student perspective. Overall our scores dropped, with fewer students "Exceeding" expectations and more students "Meeting" or "Partially Meeting". Given the learning environment, with hybrid learning and greatly increased number of days absent for students and staff for the last two years this is to be expected.

Curriculum and Learning and Professional Development

Understanding Our Differences is a program we have used for many years to help our students learn about how we are different and similar, with a focus on understanding disabilities. In the past we have had parent volunteers teach the lesson and more recently we have brought it into the regular classroom curriculum. This year we again revisited our practice and refined so that all children will share a read aloud of Just Ask. In grades K-2 we will focus our instruction on Food Allergies and Awareness and in grades 3-5 we will focus on Down Syndrome. In future years we will change the topics so that students will learn about many disabilities over the course of their Chickering experience.

SAC (School Advisory Council)

We need one more parent/guardian to join the SAC and will be working with PTO to elect a representative for the year.

Handbook update:

Our current handbook describes homework expectations that are not in line with our actual practice. We propose to update the text, as in the attached document, to more accurately reflect daily homework expectations. Our work with Challenge Success has shown that time for PDF (Play time, Down time and Family time) is more important to fostering healthy attitudes towards learning.

Personnel

We continue to seek Special Education Assistants for Chickering. Most recently we have contracted with Perfect Piece and Maxim HealthCare Service to bring on specialized staff to help students with complex learning needs.

Extracurricular

The Chickering CARES of PTO is excited to host the Thanksgiving Basket Initiative for Family Promise again this year. Last year, each classroom donated a festive and personalized basket complete with all the fixings for a hearty Thanksgiving meal along with a beautiful handmade card to the Family Promise shelter. Room parents will coordinate with families for donations and classes will decorate the boxes and create cards for the recipients.

Recent Communications from Chickering:

Family Newsletters posted [here](#) and on Bloomz

Twitter: @ChickeringDover

Current text:

Homework

Homework is designed to be purposeful practice, reinforcement, or application of classroom teaching. Homework at the elementary level also serves the purpose of building good homework habits. The content and time may vary from day to day, depending on the instruction for that day. Homework may not be assigned everyday.

All children should read or be read to every day. At the K and grade 1 level, fifteen minutes (minimum) is appropriate. At grade 2 and 3, twenty minutes (minimum) of reading is expected and at grades 4 and 5, at least thirty minutes (minimum) of reading per day is recommended. To that end, we ask that:

Parents/Guardians:

- Provide a suitable place and consistent time for homework completion
- Assist, but not do the work (Don't forget the EveryDay Math Family letters!)
- Contact teacher if the child experiences difficulty

Students:

- Make sure directions are clearly understood
- Accept responsibility for completing assignments in a neat, accurate, meaningful, and timely manner

Teachers:

- Provide purposeful homework assignments
- Communicate with student and parent/guardian when problems arise

Time guidelines

Homework time guidelines for each grade level are listed below. Keep in mind that each child works in their own style and thus the guidelines are recommended. If students are taking much longer than the guideline time, the parent/guardian should contact the teacher.

K - 20 min/week (plus 15 minutes of daily reading time).

1st Grade - 10 min/day (plus 15 minutes daily reading time – totaling 25 min/day)

2nd Grade - 15 min/day (plus 20 minutes daily reading time – totaling 35 min/day)

3rd Grade - 20 min/day (plus 20 minutes daily reading time – totaling 40 min/day)

4th Grade - 25 min/day (plus 30 minutes daily reading time – totaling 55 min/day)

5th Grade - 30 min/day (plus 30 minutes daily reading time – totaling 60 min/day)

Proposal:

Remove entire section "Time requirements" and replace with:

K & 1: Students should read or be read to each day.

Grade 2: Students should read aloud each day for 20 minutes and ED Math Homelinks are sent Monday through Thursday.

Grade 3: Homework consists of reading each night for 20 minutes. A math assignment is typically also given to practice and reinforce skills. Occasionally, additional ELA assignments may go home later in the school year.

Grade 4: In fourth grade, students should read 20-30 minutes nightly. ED Math Homelinks are sent Monday through Thursday. Study Skills will also be part of the homework routine when there is a test that week. Occasionally Social Studies or Science homework will be sent home.

Grade 5: Students should read at least 30 minutes each day. Homework will also typically consist of a math assignment to practice or reinforce that day's math work. It should take no longer than 30 minutes. Students may also complete additional long term projects or assignments including in social studies and science

The Public Schools of Dover and Sherborn

157 Farm Street
Dover, MA 02030
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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: Dover School Committee
FROM: Dawn Fattore, Business Administrator
DATE: October 21, 2022
RE: Approved FY23 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>	<u>Fund</u>
1031	10/5/2022	\$31,360.50	Circuit Breaker
1032	10/5/2022	\$1,991.96	SPED 240
1033	10/5/2022	\$46,117.51	General-ODD
1034	10/5/2022	\$20,712.29	General-School
1036	10/19/2022	\$724.90	SPED 240
1037	10/19/2022	\$31,457.67	General -ODD
1038	10/19/2022	\$38,222.89	General-School

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Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY23 Operating Update
DATE: October 21, 2022

Attached please find:

- * Status of Appropriations as of October 20, 2022
- * FY24 Capital Plan including FY25-FY28 Forecast

Status of Appropriations

Salaries

The majority of salaries have been encumbered for FY23. The Special Education Teachers line item reflects the conversion of two special educational assistants to an additional special educator to provide more direct instruction to students on IEPs as well as savings from post FY23 budget staffing changes. You will see corresponding savings in the Educational Assistants line item which also reflects one additional EA charged to the SPED 240 Grant, increasing that positive variance. There are also variances in the Teachers-Classroom, Guidance and Psychological line items due to several post-FY23 budget staffing changes. The net impact is a negative variance of approximately **\$5,000**. There is also a positive variance in SPED Administration due to the allocation of responsibilities this year with an interim in this shared district position. Substitutes and Custodial overtime services are expensed as incurred. You will see those budget balances decrease as the year progresses. We will continue to update the committee on changes in staffing as the year progresses.

Expenditures

As we are early in the school year, there are no material expenditure variances to report to date except for SPED Services/Supplies and utilities. Additional support services have been required for the current cohort of students on IEPs. There is a negative variance in textbooks as we continue to purchase materials needed for the Reader's Workshop implementation. Initial projections have been encumbered for building maintenance contracts and most utilities. Transportation costs have also been encumbered. The TEC oil bid price for FY23 is for the first time a floating rate due to the current volatility of the oil market. The fixed rate at the time of the bidding process was \$4.1425 (FY22 was \$2.1524). We are reflecting a **\$30,000** negative variance at this time but it will fluctuate as the heating season progresses.

Out-of-District

Tuition encumbrances are reflected for the majority of out-of-district placements. Transportation costs will be encumbered next month as we are awaiting the first transportation bills for estimate purposes. We will report updated placement activity when we present the FY24 Budget to the Committee in November. We are not anticipating any negative variances as this time. We are awaiting the final circuit breaker (CB) details but do know that it is being fully funded at the 75% mandated rate and are slated to receive the second round of CB reimbursement for transportation as provided for in the Student Opportunity Act. The initial rollout has been accelerated, and there is a potential to receive 100% of eligible transportation costs reimbursed at 75% if funding is available. More details on CB reimbursement will be provided in November.

Prior Year Capital Projects Update and FY24-FY28 Capital Plan

The FY23 flooring project which included all classroom spaces in the K-1 wing was completed just in time for the opening of school. We hope you may have had an opportunity to visit some of these spaces and see the finished

product. We were pleased with the final results. We are in the final stages of the EMS upgrade project which also took place this summer. The final tweaks are being put on the computer graphics for the new system and training for our staff has been scheduled. The new system will enhance our ability to manage the mechanical systems in the building, excluding the A/C split units. The final open capital project is the cold water booster system. A contract has been signed for this project but due to supply chain issues, delivery of the equipment is delayed. We will keep the committee updated on this project.

We are presenting a draft of the 5-year capital plan to the Committee for your initial approval and submittal to the Town's Capital Budget Committee based on their October due date. We will continue to review these items and meet with the Committee's Building and Facilities representative prior to your budget meeting in November and provide updates as applicable.

FY24 Budget Review

In preparation for the FY24 Budget process, we will spend a few minutes at the meeting going over the basics/key areas of the budget as well as the timeline. In addition, the Committee can share any specific guidance to be added to the development of the first version to be presented next month.

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

Dover Public Schools
Status of Appropriations as of October 19, 2022

	<u>FY23</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THUR 10/20</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/</u> <u>BUD. REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$146,408	\$0	\$135,285	\$135,285	11,123	7.60%
BUSINESS AND FINANCE	116,115	0	112,563	112,563	3,552	3.06%
DISTRICT INFO MANAGEMENT	77,214	0	77,214	77,214	0	0.00%
SPED ADMINISTRATION	212,753	13,480	177,777	191,257	21,495	10.10%
SCHOOL LEADERSHIP-BUILDING	380,251	128,680	251,090	379,770	481	0.13%
ACADEMIC LEADERS	33,112	0	34,749	34,749	(1,637)	- 4.94%
TEACHERS, CLASSROOM	3,617,273	725,726	2,927,398	3,653,124	(35,850)	- 0.99%
TEACHERS, SPED	858,468	168,153	715,525	883,678	(25,210)	- 2.94%
SUBSTITUTES	45,000	7,896	0	7,896	37,104	82.45%
EDUCATIONAL ASSISTANTS	712,988	120,596	497,266	617,862	95,126	13.34%
LIBRARIANS & MEDIA CENTER	57,321	11,664	48,990	60,654	(3,333)	- 5.81%
BUILDING BASED PD	16,875	27,353	0	27,353	(10,478)	-62.09%
GUIDANCE COUNSELORS	98,850	23,654	99,345	122,999	(24,149)	-24.43%
PSYCHOLOGICAL SERVICES	95,301	14,662	61,579	76,241	19,060	20.00%
MEDICAL/HEALTH SERVICES	100,007	14,655	85,737	100,392	(385)	- 0.39%
CUSTODIAL SERVICES	238,347	62,269	164,600	226,869	11,478	4.82%
TOTAL SALARIES	\$6,806,282	\$1,318,787	\$5,389,118	\$6,707,905	\$98,377	1.45%
EXPENDITURES						
SCHOOL COMMITTEE	\$10,650	\$5,135	\$302	\$5,437	5,213	48.94%
SUPERINTENDENT	17,300	4,389	10,000	14,389	2,911	16.83%
LEGAL SERVICES	9,000	2,500	5,500	8,000	1,000	11.11%
DISTRICT INFO MANAGEMENT	79,500	23,853	29,187	53,040	26,460	33.28%
SCHOOL LEADERSHIP-BUILDING	18,408	11,606	7,564	19,170	(762)	- 4.14%
CLASSROOM CONTRACTED SERVICES	4,500	1,659	144	1,803	2,697	59.94%
SPED SERVICES/SUPPLIES	75,200	22,328	97,912	120,240	(45,040)	-59.89%
LIBRARIANS & MEDIA CENTER	13,860	6,146	1,484	7,630	6,230	44.95%
COURSE REIMBURSEMENT/PD	33,300	3,847	2,447	6,294	27,006	81.10%
TEXTBOOKS & RELATED SOFTWARE	37,000	33,835	12,215	46,049	(9,049)	-24.46%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	2,181	2,387	4,568	1,532	25.12%
INSTRUCTIONAL EQUIPMENT	17,500	3,546	8,024	11,569	5,931	33.89%
GENERAL SUPPLIES	62,050	18,271	12,811	31,082	30,968	49.91%
CLASSROOM INSTRUCT TECHNOLOGY	20,000	23,480	0	23,480	(3,480)	-17.40%
GUIDANCE	3,500	0	0	0	3,500	100.00%
MEDICAL/HEALTH SERVICES	2,600	482	0	482	2,118	81.47%
TRANSPORTATION SERVICES	262,541	0	262,000	262,000	541	0.21%
CUSTODIAL SERVICES	25,000	5,615	3,770	9,384	15,616	62.46%
UTILITIES	217,500	30,874	201,049	231,923	(14,423)	- 6.63%
MAINTENANCE OF BUILDING	135,500	35,101	41,798	76,899	58,601	43.25%
TOTAL EXPENDITURES	\$1,051,009	\$234,848	\$698,593	\$933,441	\$117,568	11.19%
TOTAL INDISTRICT OPERATING	\$7,857,291	\$1,553,635	\$6,087,711	\$7,641,346	\$215,945	2.75%
OOD TUITION & TRANSPORTATION						
TUITION TO MA SCHOOLS	50,000	0	0	0	50,000	100.00%
TUITION TO COLLABORATIVES	375,000	28,451	361,291	389,742	(14,742)	- 3.93%
TUITION TO NON-PUBLIC SCHOOL	1,490,000	364,992	1,270,377	1,635,369	(145,369)	- 9.76%
TUITION TO OUT OF STATE SCHOOLS	225,000	24,138	51,049	75,187	149,813	66.58%
TRANSPORTATION SERVICES	\$372,500	\$979	\$50,697	\$51,676	320,824	86.13%
TOTAL OOD	\$2,512,500	\$418,560	\$1,733,414	\$2,151,974	\$360,526	14.35%
TOTAL OPERATING	\$10,369,791	\$1,972,195	\$7,821,125	\$9,793,320	\$576,471	5.56%
CB Reimbursement offset at 75%				tbd	tbd	
Est. Operating Expenses/ Surplus				\$9,793,320	\$576,471	

Town of Dover
Capital Budget Request Form
Fiscal Years 2024 - 2028

Input into the cells shaded yellow

Name of Board, Committee or Department	Dover School Committee
Authorized By (Name):	
Date (month/day/year):	10/20/2022
	Updated:

For fiscal year 2024 please
list your capital requests in
rank order according to
importance/necessity

Capital Item Requested		Is the Requested Item an Addition or a Replacement?	Trade-In Value or Grant Potential (if any)	Estimated Acquisition Cost					NOTES for FY24: All classrooms in 2-3 Wing - 11 rooms; recent price increase in materials Replace Fire Control Panel - at end of useful life - includes an allowance for replacement of defective devices as needed
				2024	2025	2026	2027	2028	
	Flooring, classrooms by wing	Replacement		\$130,000	\$140,000				
	Fire Control Panel and Devices (as needed)	Replacement		\$45,000					
	Roof Covering - all	Replacement			\$800,000				
	Roof top HVAC Units (4)	Replacement			\$78,500				
	Library, carpet tiles	Replacement				\$20,000			
	Boilers (2)	Replacement					\$260,000		
	Roof top HV unit (air handler - 3 each year)	Replacement					\$86,000	\$88,000	
	Total Capital Request			\$175,000	\$1,018,500	\$20,000	\$346,000	\$88,000	

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 School Committee Meeting of September 27, 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

Sara Gutierrez-Dunn called the meeting to order in the Chickering School Library at 7:02 pm.

1) Community Comments - none

2) Dover PTO - Tindley Gilbert, PTO President, gave an overview of the work done this summer to prepare for this school year's activities.

3) Reports

- Superintendent Update - Beth McCoy presented an update from her office including information about the recent Leadership Retreat and Opening Convocation with the faculty/staff.
- Assistant Superintendant Report - Denny Conklin spoke about his first few months on the job including entry plan meetings and classroom visits.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

2) FY22 Budget Closeout

- Salaries - the year ended with a negative variance of \$102,154.
- Expenditures - there was a small positive variance of \$5,846.
- Out-of-District - as a result of Circuit Breaker reimbursement the total turn back to the Town was \$1,004,497.

4) Consent Agenda

Approval of Minutes: June 7, 2022

Jeff Cassidy made a motion to approve the Consent Agenda. Liz Grossman seconded.

22-13 VOTE: 5 - 0

3) Communications

2022-23 Meeting Calendar

Subcommittee Assignments

Dover Sherborn Regional School Committee Minutes of June 14, 2022

Sherborn School Committee Minutes of June 14, 2022

4) Adjournment at 7:42 pm.

Respectfully submitted,
Amy Davis

2022-2023			
CHICKERING ELEMENTARY ENROLLMENT			
As of October 1, 2022			
Grade Level	Grade level total		
Grade PreK	11		
Grade k	76		
Grade 1	89		
Grade 2	72		
Grade 3	99		
Grade 4	85		
Grade 5	78		
Total	510		

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.

Approved October 11, 2022

*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

Approved October 18, 2022

Sherborn School Committee
Meeting of September 20, 2022

Members Present: Amanda Brown
Dennis Quandt
Sangita Rousseau
Kristen Aberle
Christine Walsh

Also Present: Beth McCoy, Superintendent
Denny Conklin, Assistant Superintendent
Dawn Fattore, Business Administrator

1) Call to Order

Amanda Brown called the meeting to order at 6:01 pm in the Middle School Choral Room.

2) Community Comments - none

3) Reports

- Superintendent's Report - Beth McCoy presented an update from her office including information about the recent Leadership Retreat and Opening Convocation with the faculty/staff. Beth McCoy and Dawn Fattore provided an update on the capacity and staffing for the Extended Day Program.
- Assistant Superintendent's Report - Denny Conklin spoke about his first few months on the job including entry plan meetings and classroom visits.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

4) FY22 Budget Closeout

- Salaries - the year ended with a small positive variance of \$6,182.
- Operating Expenditures - there was a small negative variance of \$4,854.
- Out of District - costs exceeded budget by approximately \$77,000 with \$66,000 from tuition costs due to unbudgeted placements and \$11,000 from transportation. Approximately \$60,000 of these costs were allocated to the Circuit Breaker Fund leaving a negative variance of \$16,126.
- Additional Fund from Town of Sherborn - based on the unbudgeted increase in fuel adjustments for in-district transportation as well as the additional transportation added for SPED students, additional appropriations were requested. Funding of \$15,000 was approved by both the Sherborn Advisory and Select Board in July. The adjusted result of operations for FY22 is \$202.

5) Consent Agenda

- Approval of Minutes: June 14, 2022

Dennis Quandt made a motion to approve the Consent Agenda. Christine Walsh seconded.

22-13 VOTE: 5 - 0

6) Communications

- 2022-23 Meeting Calendar
- Subcommittee Assignments
- Dover Sherborn Regional Committee minutes of June 7, 2022
- Dover School Committee minutes of May 16, 2022

7) Items for October 18, 2022 meeting

8) Adjournment at 6:42 pm.

Approved October 18, 2022

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.

Chickering

ELA	Grade 3				Grade 4				Grade 5			
	Next Generation				Next Generation				Next Generation			
	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP
State	6	38	44	N/A	4	34	38		5	36	41	
Dover	11	67	77	N/A	5	47	53	38	7	62	69	62
Acton-Boxborough	12	56	68		8	55	63	57	7	53	60	52
Belmont	19	57	76		18	55	73	59	10	62	72	56
Lexington	17	56	73		13	58	71	65	15	54	69	58
Lincoln	7	54	61		4	41	45	49	12	47	59	58
Medfield	9	63	72		13	51	64	55	11	56	67	53
Sherborn	9	53	62	N/A	7	55	62	55	18	47	65	63
Sudbury	13	59	72		11	56	67	63	9	54	63	49
Wayland	16	57	73		5	59	64	57	18	48	66	59
Wellesley	21	51	72		15	54	69	63	15	54	69	57
Weston	22	51	73		7	60	67	57	13	53	66	55
Westwood	17	55	72		14	55	69	59	17	61	78	65

Chickering

MATH	Grade 3				Grade 4				Grade 5			
	Next Generation				Next Generation				Next Generation			
	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP
State	6	35	41	N/A	6	37	42		4	32	36	
Dover	15	61	76	N/A	15	63	77	71	13	66	79	61
Acton-Boxborough	14	41	55		15	50	65	53	9	46	55	51
Belmont	29	46	75		23	53	76	57	16	60	76	58
Lexington	26	45	71		33	48	81	68	20	55	75	61
Lincoln	8	45	53		6	49	55	51	12	49	61	54
Medfield	12	55	67		18	56	74	64	15	60	75	63
Sherborn	14	37	51	N/A	5	66	71	51	4	59	63	54
Sudbury	14	52	66		13	58	71	59	12	59	71	50
Wayland	17	62	79		18	58	76	63	13	56	69	56
Wellesley	25	54	79		20	58	78	57	13	56	69	55
Weston	28	49	77		17	56	73	59	13	57	70	47
Westwood	14	54	68		13	65	78	57	14	63	77	63

Chickering

STE	Grade 5			
	Next Generation			
	Exceed	Meet	Total	SGP
State	7	36	43	N/A
Dover	11	60	71	N/A
Acton-Boxborough	12	54	66	
Belmont	37	46	83	
Lexington	21	54	75	
Lincoln	16	53	69	
Medfield	14	54	68	
Sherborn	3	62	65	N/A
Sudbury	18	57	75	
Wayland	20	50	70	
Wellesley	15	54	69	
Weston	11	57	68	
Westwood	24	54	78	