

Dover School Committee

Tuesday, November 22, 2022
6:30pm Chickering Library

Meeting Agenda

Live Stream: <http://youtube.com/doversherborncabletv>

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. Reports:
 - Superintendent's Update – Elizabeth McCoy
 - Principal's Report – Dr. Reinemann
 - Warrant Report
4. FY23 Monthly Financial Report
5. Proposed FY24 Budget A.R.
 - Operating
6. Homework Policy A.R.
7. Consent Agenda A.R.
 - Dover School Committee Minutes October 25, 2022
 - Grants
8. Communications (For Members Information)
 - Dover Sherborn Regional School Committee Minutes October 11, 2022
 - Sherborn School Committee Minutes October 18, 2022
9. Items for January 17, 2023 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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Chickering School

Dover Public Schools

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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: November 18, 2022

Principal's Reflections

On November 3 we hosted "A Day at Chickering" when our Dover School Committee and School Advisory Council members visited classrooms and teaching spaces to see our school in action. We greeted students at arrival, visited classrooms, talked with students and staff and enjoyed school lunch. This day is a wonderful opportunity for DSC and SAC to see their support of the school in real time. We appreciate the thoughtful discussions and questions that came up during the day and the follow up planning ahead.

As we continue to refine our communication to and from school, we have launched a "Q & A with the Principals" [Padlet](#). All questions are vetted and approved before posting. We will post questions and answers directly to the padlet.

We are also hosting two Principals chats:

Wednesday, December 7th, 8:00-8:45, in person

Friday, December 9th, 8:00-8:45, virtual on [zoom](#),
passcode: weareds

Curriculum and Learning and Professional Development

We have launched our Math curriculum pilot at Chickering and Pine Hill. Teachers in both schools are working with our Math Specialist, Lindsay Weiner, to pilot Eureka Squared and Illustrative Math. At Chickering, our pilot teachers are: Nancy Powers, Laurie Moran and Michelle Hugo ([Eureka Squared](#)) and Andrea Welch, Jim Keohane and Christine Atkinson ([Illustrative Math](#)). As the year progresses, teachers will pilot one unit from their curriculum with their partners at Pine Hill. Lindsay Weiner will coordinate the training, coaching and data gathering.

We are also looking forward to our full day of Professional Development on November 28, organized by Denny Conklin. All classroom teachers, Specialists, Special Educators, Educational Assistants and related service providers will participate in the morning sessions in workshops such as:

- Anti-Bias Education: Pathway to Building More Equitable and Inclusive School Communities
- Understanding our Muslim Students
- Having Difficult Conversations About Race in the Classroom
- DEI Doubts: Feeling Safe Enough to be Brave Enough

For the afternoon we are breaking into school level groups to reflect on the morning work and look at the connections via DEI and our History and Social Studies curricula.

SAC (School Advisory Council)

The Chickering PTO ran an election for our open parent position on the School Advisory Council. Thank you to all our parents who expressed an interest in supporting Chickering. We welcomed Jessie Hole to the SAC at our monthly meeting on Monday, November 14.

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.

Kate Fleming (School Psychologist) has been out on maternity leave. Stephanie Hartz (Special Educator) also returned from maternity leave in early November. Ryan Sager, who was her Long Term Substitute remains at Chickering as a Special Education Assistant.

Extracurricular

In conjunction with the Chickering CARES of PTO we are very excited to report that our families donated twenty seven baskets to Family Promise, Metrowest for Thanksgiving. Thanks to our room parents for coordinating and our families for their generosity.

Recent Communications from Chickering:

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

Twitter: @ChickeringDover

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: Dover School Committee
FROM: Dawn Fattore, Business Administrator
DATE: November 18, 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>
1039	10/27/2022	\$15,832.70	Food Service
1040	10/27/2022	\$10,697.80	Circuit Breaker
1041	10/27/2022	\$561.52	ESSER III
1042	10/27/2022	\$31,103.32	General-School
1044	11/3/2022	\$190,266.99	General-ODD
1045	11/3/2022	\$55,108.41	Circuit Breaker
1046	11/3/2022	\$23,677.15	General-School
1048	11/17/2022	\$339.60	SPED 240 Grant
1049	11/17/2022	\$142,051.50	General-School
1050	11/17/2022	\$4,851.05	FY22 Masks - return of funds
1051	11/17/2022	\$86,726.17	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: November 18, 2022

Attached please find:

- * Status of Appropriations as of November 16, 2022
- * Special Revenue/Revolving Funds as of October 31, 2022

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

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 (**these costs have further increased since the October report**). 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. **The encumbrance for Transportation costs has been increased to adjust for fuel adjustment increases.** 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 all known out-of-district placements. **With the additional placements encumbered, OOD tuition costs are approximately \$100,000 over budget. Transportation costs have been encumbered and reflect approximately \$30,000 of additional costs. This corresponds with the new placements (2 more than budgeted).** 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 January.

Net Operating Results

At this point in the year, we are projecting a small negative operating variance primarily related to the OOD activity. CB funds are available to cover this deficit. We will continue to monitor and provide financial updates at each School Committee meeting. We will be happy to answer any questions at Tuesday's meeting.

Dover Public Schools
Status of Appropriations as of November 16, 2022

	FY23	EXPENDED		TOTAL	OPERATING	% of
SALARIES	BUDGET	THUR 11/16	ENCUMBRANCES	PROJECTED	VARIANCE/ BUD.REMAINING	BUDGET
SUPERINTENDENT	\$146,408	\$45,095	\$90,190	\$135,285	11,123	7.60%
BUSINESS AND FINANCE	116,115	37,521	75,042	112,563	3,552	3.06%
DISTRICT INFO MANAGEMENT	77,214	25,738	51,476	77,214	0	0.00%
SPED ADMINISTRATION	212,753	40,666	151,975	192,642	20,111	9.45%
SCHOOL LEADERSHIP-BUILDING	380,251	157,674	222,096	379,770	481	0.13%
ACADEMIC LEADERS	33,112	14,924	21,215	36,140	(3,028)	- 9.15%
TEACHERS, CLASSROOM	3,617,273	999,559	2,653,565	3,653,123	(35,850)	- 0.99%
TEACHERS, SPED	858,468	233,517	635,160	868,678	(10,210)	- 1.19%
SUBSTITUTES	45,000	13,648	15,900	29,548	15,452	34.34%
EDUCATIONAL ASSISTANTS	712,988	178,446	439,368	617,813	95,175	13.35%
LIBRARIANS & MEDIA CENTER	57,321	16,330	44,324	60,654	(3,333)	- 5.81%
BUILDING BASED PD	16,875	27,353	0	27,353	(10,478)	-62.09%
GUIDANCE COUNSELORS	98,850	33,280	89,884	123,164	(24,314)	-24.60%
PSYCHOLOGICAL SERVICES	95,301	20,526	55,714	76,241	19,060	20.00%
MEDICAL/HEALTH SERVICES	100,007	28,745	71,646	100,392	(385)	- 0.38%
CUSTODIAL SERVICES	238,347	85,097	132,230	217,327	21,020	8.82%
TOTAL SALARIES	\$6,806,282	\$1,958,119	\$4,749,786	\$6,707,905	\$98,377	1.45%
EXPENDITURES						
SCHOOL COMMITTEE	\$10,650	\$5,635	\$267	\$5,902	4,748	44.59%
SUPERINTENDENT	17,300	4,389	11,199	15,588	1,712	9.90%
LEGAL SERVICES	9,000	2,500	5,500	8,000	1,000	11.11%
DISTRICT INFO MANAGEMENT	79,500	49,816	13,275	63,092	16,408	20.64%
SCHOOL LEADERSHIP-BUILDING	18,408	16,370	1,772	18,142	266	1.45%
CLASSROOM CONTRACTED SERVICES	4,500	1,803	0	1,803	2,697	59.94%
SPED SERVICES/SUPPLIES	75,200	45,410	127,031	172,441	(97,241)	-129.31%
LIBRARIANS & MEDIA CENTER	13,860	6,440	2,411	8,852	5,008	36.14%
COURSE REIMBURSEMENT/PD	33,300	8,031	0	8,031	25,269	75.88%
TEXTBOOKS & RELATED MATERIALS	37,000	42,806	3,413	46,218	(9,218)	-24.91%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	2,679	2,669	5,348	752	12.33%
INSTRUCTIONAL EQUIPMENT	17,500	4,901	7,132	12,033	5,467	31.24%
GENERAL SUPPLIES	62,050	29,468	3,382	32,850	29,200	47.06%
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	446	927	1,673	64.33%
TRANSPORTATION SERVICES	262,541	57,561	211,207	268,768	(6,227)	- 2.37%
CUSTODIAL SERVICES	25,000	9,776	0	9,776	15,224	60.89%
UTILITIES	217,500	59,810	173,382	233,192	(15,692)	- 7.21%
MAINTENANCE OF BUILDING	135,500	42,887	39,489	82,377	53,123	39.21%
TOTAL EXPENDITURES	\$1,051,009	\$414,244	\$602,574	\$1,016,819	\$34,190	3.25%
TOTAL INDISTRICT OPERATING	\$7,857,291	\$2,372,364	\$5,352,360	\$7,724,724	\$132,567	1.69%
OOD TUITION & TRANSPORTATION						
TUITION TO MA SCHOOLS	50,000	0	0	0	50,000	100.00%
TUITION TO COLLABORATIVES	375,000	98,439	291,303	389,742	(14,742)	- 3.93%
TUITION TO NON-PUBLIC SCHOOL	1,490,000	608,952	1,085,416	1,694,369	(204,369)	-13.72%
TUITION TO OUT OF STATE SCHOOLS	225,000	31,207	136,880	168,087	56,913	25.29%
TRANSPORTATION SERVICES	\$372,500	\$37,187	\$364,339	\$401,526	(29,026)	- 7.79%
TOTAL OOD	\$2,512,500	\$775,785	\$1,877,938	\$2,653,724	(\$141,224)	- 5.62%
TOTAL OPERATING	\$10,369,791	\$3,148,149	\$7,230,298	\$10,378,447	(\$8,656)	- 0.08%
				tbd	tbd	
CB Reimbursement offset at 75%						
Est.Operating Expenses/ Surplus				\$10,378,447	(\$8,656)	

Dover Public Schools
Special Revenue/Revolving Funds as of October 31, 2022

<u>SPECIAL REVENUE/REVOLVING FUNDS</u>	<u>FUND BALANCE @7/01/2022</u>	<u>REVENUE</u>	<u>EXPENDITURES / ENCUMBRANCES</u>	<u>FUND BALANCE @ 10/31/22</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 32,072	\$ 4,381		\$ 36,453	
CIRCUIT BREAKER	-	1,000,000	716,428	283,572	Circuit Breaker revenue is estimated until final calculation
FOOD SERVICES	148,533	18,727	101,101	66,159	Net of deposits in advance - \$14,753, Reported ACTUAL ACTIVITY ONLY
GIFTS (see pg 2 for details)	22,499			22,499	Mudge Memorial gift of \$10k for sound system
PRESCHOOL	148,852	35,288	26,591	157,548	Preschool tuition balance due is \$34,488 (Dec & March payments) Estimated Fund Balance @ June 30 = \$192,036
FIDUCIARY FUND					
STUDENT ACTIVITY FUND	\$ 12,480			\$ 12,545	Student Activity Account balance per school

[illegible]

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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: FY24 Operating Budget – Version 1.0
DATE: November 18, 2022

We look forward to reviewing the initial FY24 Operating Budget at Tuesday's meeting. Budget books were delivered to Committee Members. The FY24 Operating Expense Summary is attached.

We will be asking for the Committee's approval in order to submit these to the Town for their budget planning process.

Dover Public Schools

FY24 OPERATING EXPENSE SUMMARY

Description	FY20 Expended	FY21 Expended	FY22 Expended	FY23 Budget*	FY24 Proposed*	\$ CHANGE	% CHANGE	% SUB BUDGET	% TOTAL BUDGET
SALARIES & OTHER COMPENSATION	6,072,426	6,130,698	6,404,878	6,806,282	6,894,293	88,011	1.29%	82.91%	
OTHER EDUCATIONAL EXPENDITURES	363,419	367,394	406,557	410,468	734,818	324,350	79.02%	8.84%	
REGULAR EDUCATION TRANSPORTATION	176,444	243,257	267,660	262,541	268,305	5,764	2.20%	3.23%	
BUILDINGS & GROUND EXPENDITURES	310,305	313,601	344,489	378,000	418,000	40,000	10.58%	5.03%	
Sub-total In-District	6,922,594	7,054,950	7,423,584	7,857,291	8,315,416	458,125	5.83%		76.48%
TUITION	2,026,212	2,213,965	1,521,233	2,140,000	2,185,000	45,000	2.10%	85.43%	
TRANSPORTATION	396,753	414,264	420,347	372,500	372,500	0	0.00%	14.57%	
Sub-total OOD	2,422,965	2,628,230	1,941,580	2,512,500	2,557,500	45,000	1.79%		23.52%
TOTAL SCHOOL DEPARTMENT	\$9,345,559	\$9,683,180	\$9,365,164	\$10,369,791	\$10,872,916	\$503,125	4.85%		100.00%
CB Expenditures	\$1,159,455	\$1,094,158	\$1,163,340						
TOTAL SCHOOL DEPARTMENT w/CB	\$10,505,014	\$10,777,337	\$10,528,504	\$10,369,791	\$10,872,916				

* Budget years include 100% of OOD costs (FY23 and FY24 CB are estimated to be approx. \$1million, updates will be provided in later versions)

based on Proposed Budget as of November 22, 2022

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

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Dover School Committee Meeting of October 25, 2022

Members Present: Sara Gutierrez-Dunn
Colleen Burt
Jeff Cassidy
Liz Grossman
Goli Sepehr
Also Present: Beth McCoy, 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 6:35 pm.

2) Community Comments - A parent expressed concerns about the curriculum of the Rainbow Club given the young age (1st grade) of the invited participants and asked about the funding source for the club.

3) Reports

- Superintendent Report - Beth McCoy presented an update from her office including information on her weekly building visits, Open Houses, the Special Education review, Entry Plan progress, Equity Audit update, and initial review of MCAS scores.
- Assistant Superintendent Report - Denny Conklin spoke about the most recent Best Practices Profession Development day.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions. There was also discussion about the proposed revision to the Handbook regarding homework expectations to more accurately reflect current practices.
- Warrant Report

4) FY23 Monthly Financial Report

- 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. There are also variances in the Teachers-Classroom, Guidance, & Psychological line items due to several post-FY23 budget staffing changes. The net impact is a negative variance of approximately \$5,000. Substitutes and Custodial overtime services are expensed as incurred.
- Expenditures - there are no material expenditure variances to report except for SPED Services/Supplies and Utilities. Additional support services have been required for the current cohort of students on IEPs. The TEC oil bid price for FY23 is for the first time a floating rate due to the volatility of the oil market. The fixed rate at the time of the bidden process was \$4.1425 (vs \$2.1524 in FY22). There is a \$30,000 negative variance at the time but it will fluctuate as the heating season progresses.
- Out-of-District - tuition encumbrances are reflected for the majority of OOD placements. Transportation costs will be encumbered next month. There are no negative variances anticipated at this time. Circuit Breaker will be fully funded at the 75% mandated rate and Dover is slated to receive the second round of CB reimbursement for transportation as provided for in the Student Opportunity Act.
- FY23 Capital Projects Update - the flooring replacement for all classroom spaces in the K-1 wing was completed just in time for the opening of school. The EMS upgrade project is

DRAFT

in the final stages and training for the staff has been scheduled. A contract has been signed for the cold water booster system but delivery of the equipment is delayed.

- 5) Capital Plan** - a draft of the 5-year capital plan was provided. For FY24, \$175,000 is requested: \$130,000 for flooring replacement in the 2-3 wing and \$45,000 to replace the Fire Control Panel and Devices.

Colleen Burt made a motion to approve the Capital Budget as presented. Liz Grossman seconded.

22-14 VOTE: 5 - 0

- 6) School Committee FY24 Budget Guidance** - Dawn Fattore reviewed the budget process and timing.

- 7) MASC Policy Manual Review** - The Policy Subcommittee has recommended a comprehensive policy manual review with Massachusetts Association of School Committees (MASC). It has been 10 years since the last review. The 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.

Sara Gutierrez-Dunn made a motion to approve the MASC Policy Manual Review contract as presented. Liz Grossman seconded.

22-15 VOTE: 5 - 0

8) Consent Agenda

- Approval of Minutes: September 27, 2022 - Under Also Present remove Kathleen Smith, add Beth McCoy and Denny Conklin.

Jeff Cassidy made a motion to approve the Consent Agenda as amended. Colleen Burt seconded.

22-16 VOTE: 5 - 0

9) Communications

- October 1, 2022 Annual Enrollment Report
- Dover Sherborn Regional School Committee Minutes of September 13, 2022
- Sherborn School Committee Minutes of September 20, 2022
- TEC Capital Reserve Fund
- MCAS Results

10) Items for November 22, 2022 meeting - draft FY24 Budget

11) Adjournment at 8:20 pm.

Respectfully submitted,
Amy Davis

The Public Schools of Dover and Sherborn

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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 Grant Approval
DATE: November 18, 2022

To align our practices of requesting School Committee approval for gifts, we are requesting approval for the following Federal/State entitlement grants received by the Town of Dover/Dover School Committee. These grants have been applied for and approved by the appropriate grant authority. Please refer to the Summary of Grants in your FY24 Budget Book for additional details on how these funds are used to support school operations.

IDEA- SPED 240 Grant - Receive annually based on SPED demographics

- FY23 grant is **\$158,671**

Early Child SPED Entitlement Grant 262 - Receive annually

- FY23 grant is **\$8,745**

Title I Grant - Receive annually if low income % exceeds 2%

- FY23 grant is **\$16,347**

Title IIA Grant – Receive annually

- FY23 grant is **\$7,218**

Title IV A – ESSA Grant - Receive annually

- FY23 grant is **\$10,000**

Approved 11/8/2022

Dover-Sherborn Regional School Committee

Meeting of October 11, 2022

Members Present: Judi Miller
Lynn Collins
Kate Potter
Angie Johnson

1) Call to Order

Judi Miller called the meeting to order at 6:31 pm in the Middle School Library.

1) Community Comments - none

2) Reports

- Superintendent Report - Beth McCoy presented an update from her office including information on her weekly building visits, Open Houses, the Special Education review, Entry Plan progress, Equity Audit update, and initial review of MCAS scores.
- Assistant Superintendent Report - Denny Conklin spoke about the most recent Best Practices Profession Development day.
- DSHS Principal Report - John Smith highlighted recent and upcoming events at the high school. Also, Alex Martinovitch and Margaret Bowles spoke about an app they created to score XC meets (and Track meets). They are donating any funds they receive for use/customization of the app to the Science Club for Girls in Boston which offers free STEM classes to girls.
- DSMS Principal Report - David Lawrence highlighted recent and upcoming events at the middle school.
- Warrant Report

3) Financial Reports: FY23 Monthly Report

- General Revenues - there are no material variances to report.
- Salaries - the majority of salaries for FY22 have been encumbered as well as the stipends for fall coaching positions. Custodial overtime and substitute costs are expensed as incurred. The Status of Appropriations reflects the costs of an Interim Athletic Trainer in the salaries line item at the same amount as the total cost for contracted services (\$40,000). The market rate for a full-time trainer exceeded this amount and the remaining salary costs are being covered by the Athletic Revolving Fund. The position will be full funded in the FY24 Budget.
- Expenditures - there are no material variances projected at this time.
- Capital Projects:
 - Roof Restoration Project* - the project started as soon as school ended and is substantially completed, with just a small punch list left to be done.
 - E&D Funded projects* - all projects are substantially completed except for the High School Boiler replacement
- FY22 Wrap up - the EOYR has been filed with DESE. The Region's auditors are scheduled to begin their field work on October 12th.

4) October Enrollment Report - provided as required.

5) MASC Review of Policies - The Policy Subcommittee has recommended a comprehensive policy manual review with Massachusetts Association of School Committees (MASC). It has been 10 years since the last review. The 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.

Lynn Collins made a motion to approve the MASC contract as presented. Kate Potter seconded.

Approved 11/8/2022

22-18 VOTE: 4 - 0

6) Consent Agenda

- Approval of Minutes: September 13, 2022

Lynn Collins made a motion to approve the Consent Agenda. Angie Johnson seconded.

22-19 VOTE: 4 - 0

7) Communication

- TEC Capital Reserve Fund
- Dover School Committee minutes of June 7, 2022
- Sherborn School Committee minutes of June 14, 2022
- Academic Testing Report

8) Items for November 15, 2022 meeting

2) Adjournment at 7:47 pm.

Respectfully submitted, Amy Davis

Approved 11.15.22

Sherborn School Committee
Meeting of October 18, 2022

Members Present: 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

Dennis Quandt called the meeting to order at 5:31 pm in the Middle School Choral Room.

2) Community Comments - none

3) CSA Update - Christine Walsh, Co-President of CSA, provided an update of recent and upcoming events of the CSA.

4) Reports

- Superintendent Report - Beth McCoy presented an update from her office including information on her weekly building visits, Open Houses, the Special Education review, Entry Plan progress, Equity Audit update, and initial review of MCAS scores.
- Assistant Superintendent Report - Denny Conklin spoke about the most recent Best Practices Profession Development day.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

5) FY23 Monthly Report

- Salaries - the majority of salaries have been encumbered. The Special Education Teachers line item reflects the conversion of two special education assistants to an additional special educator to provide more direct instruction to students on IEPs. There is a corresponding savings in the Education Assistants line item. Variances in Teachers - Classrooms, Guidance and Medical/Health Services line items reflect post-FY23 budget staffing changes.
- Operating Expenditures - there are no material variances to report to date.
- Out of District - costs for FY23

6) October 1st Annual Enrollment Report

7) MASC Review of Policies - The Policy Subcommittee has recommended a comprehensive policy manual review with Massachusetts Association of School Committees (MASC). It has been 10 years since the last review. The 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.

Kristen Aberle made a motion to approve the MASC contract as presented. Sangita Rousseau seconded.

22-14 VOTE: 4 - 0

8) FY24 Budget Development Guidance Discussion - Dawn Fattore reviewed the budget process and timing. The first draft will be presented at next month's meeting.

9) Consent Agenda

- Approval of Minutes: September 20, 2022

Kristen Aberle made a motion to approve the Consent Agenda. Sangita Rousseau seconded.

22-15 VOTE: 4- 0

10) Communications

Approved 11.15.22

- Dover Sherborn Regional Committee minutes of September 13, 2022
- Dover School Committee minutes of June 7, 2022
- TEC Reserve Increase
- MCAS Results

11) Items for November 15, 2022 meeting

12)Adjournment at 6:33 pm.

Respectfully submitted,
Amy Davis