

Dover School Committee Meeting Agenda

October 26, 2021

6:30 pm
Chickering Library

You can view live stream

<http://youtube.com/doversherborncabletv>

1. Call to Order
2. Community Comments- please join us via zoom
<https://us02web.zoom.us/j/88396921323?pwd=SlBsTkZiNER3eU9Od3B6MVJUMGh2dz09>
3. PTO President – Goli Sepehr
4. Superintendent Update:
 - Superintendent Update – Kathleen Smith
 - Asst. Superintendent Update – Beth McCoy
 - Principal's Report – Deb Reinemann
 - Warrant Report
5. FY22 Monthly Financial Report
6. Capital Plan **A.R.**
7. October 1, 2021 Annual Enrollment Report
8. School Committee FY23 Budget Guidance
9. Consent Agenda **A.R.**
 - Dover School Committee Minutes September 28, October 18, 2021
10. Communications (For Members Information)
 - Regional School Committee Minutes September 14, 2021
 - Sherborn School Committee Minutes September 21, 2021
11. Items for November 23, 2021 meeting
12. Adjourn

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.



Dover-Sherborn
PUBLIC SCHOOLS

SUPERINTENDENT'S REPORT

Chickering Elementary | Pine Hill Elementary | DS Middle School | DS High School

**Dover School
Committee Meeting**

October 26, 2021



**Commitment to Community
Equity & Excellence
Respect & Dignity
Climate of Care
#WEareDS**

SUPERINTENDENT UPDATE

Dover-Sherborn School Visits October 21, 2021

- Visiting classrooms throughout the District
- Scheduling time to meet informally with staff during school visits to discuss supporting instruction, SEL, and overall District initiatives
- Attending school events
- Meeting with community and parent groups
- Meeting with student groups



SUPERINTENDENT UPDATE



DOVER-SHERBORN PUBLIC SCHOOLS | DOVER SCHOOL COMMITTEE MEETING

SUPERINTENDENT UPDATE



SCHOOL COMMITTEE RETREAT

- Met on October 7, 2021@ 5-8PM
- Overview of roles and responsibilities of School Committee Members and Superintendent
- Review of operating protocols and norms for how we govern, communicate, and improve our practices
- Additional training on Open Meeting Law and Public Records Request on October 13, 2021
- Ongoing trainings in school finance, Conflict of Interest Law, Special Education Law, collective bargaining, school leadership standards & evaluation (November 2021)
- Hiring and evaluating the Superintendent

DS STAFF VACCINE MANDATE PROTOCOL

- Approved by Boards of Health for Dover and Sherborn on September 22, 2021
- Vaccine Verification status sent to all staff to complete form by October 8, 2021
- Timeline - Must receive first dose by November 1, 2021
- Communication with unvaccinated staff members sent by Director of Student Services
- Exemptions - Medical or Religious exemptions with acceptable documentation sent to Director of Student Services
- Testing Requirements and procedures for all unvaccinated staff
- Guests of the District are not subject to this mandate but must follow all mitigation strategies outlined in district policies and procedures

STAFF MANDATORY VACCINATION UPDATE

Data Collection

Collection of staff vaccination verification began on October 4th through a Google form. We set a due date of October 8th for staff to complete form. We set a due date for vaccine exemption requests of October 15th. Please find the documents share with staff [here](#). As of October 22nd, we have confirmed the following information:

- 407 staff members have responded
 - 403 staff members are fully or partially vaccinated, or have an appointment for vaccination
 - 4 staff members have requested vaccine exemptions

Next Steps

- Required testing for partially vaccination staff or staff granted exemptions will begin on November 1st
- Requested exemptions are currently under review

ASSISTANT SUPERINTENDENT UPDATE

- Collaborating with elementary leaders on a monthly basis
- Roll-out of Panorama Data Dashboard as tool for our multi-tiered system of support (MTSS)
- Visiting faculty meetings to share proposed changes to the evaluation system and introduce the equity audit
- Seeking substitute teachers for all four buildings



PRINCIPAL'S UPDATE

October is....

- **Settling into the routines**
- **Assessments**
- **WIN**
- **Curriculum enrichment**
- **Parent/Teacher Conferences**
- **Chickering Cares: sock drive**
- **Halloween**

PRINCIPAL'S UPDATE

WIN- What I need.

- **Dedicated blocks of time scheduled for grade levels to work with small groups of students, based on data**
- **Priority to Intervention groups: filling the gaps of instruction or learning from last year**
- **Also may include Enrichment groups**
- **All groups taught by classroom teachers, Special Educators, Educational Assistants, or Interventionists**

PRINCIPAL'S UPDATE

WIN- What I need.

Example grid:

Comprehension - LLI with specific strategies (retell, inferencing) , Level L	Multisyllable Word Routine, LLI Level M	EDM Review and Previewing	Lexia/RAZ Kids/IXL Students working independently
Mrs. Beatle	Mrs. Franklin	Ms. Abba	Mr. Queen
Ringo S John L Paul M George H	Aretha F Judy C Marie E Larry D	Agnetha F Benny A Anni L Bjorn U	Freddy Brian Roger

Dover-Sherborn
PUBLIC SCHOOLS
Thank You!



#WEareDS

THE PUBLIC SCHOOLS OF DOVER AND SHERBORN
- **Dover School Committee Meeting** -

October 26, 2021



Chickering School

Dover Public Schools

29 Cross St.

Dover, MA 02030

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

<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: Kathleen Smith, Interim Superintendent
FROM: Deborah Reinemann, Principal
RE: Principal's Report
DATE: October 22, 2021

Principal's Reflections

When we left in June, we left optimistic that September would be easier. The pandemic would be over and life and school would return to normal. But it has not returned to normal and this year is hard, as was last year, but in different ways. Our students are struggling with social interactions from how to take turns in a game, how to turn and talk to a neighbor as part of a lesson, using a good school listening look and how to 'use your words' to voice your opinion.

Some of our parents are clamoring for us to "make up" last year. It cannot be done in Chickering or in any school in Massachusetts or anywhere else. Everyone experienced loss since March 2019. We are meeting our students where they are, as we always have, and working to move them forward in all aspects of their education. Students need to feel safe and connected before we can begin to make progress in academics. We are progressing in our curriculum as well with launching Readers Workshop, Everyday Math is in full swing as is instruction in Social Studies and Science. Curriculum Enrichment is underway with Bird and Nature Walks as well as our Wampanoag visitor in preparation for the field trip to Plimoth-Patuxet Museums.

You may have heard or seen the [press release](#) from US News and World Report where Chickering ranked as the #7 elementary school in Massachusetts! This is the first time, from what we can discern, where US News has ranked elementary schools. Dover-Sherborn High School has routinely appeared in the ten 10 in their rankings. Ranking schools is limited to any public data and is an elaborate numbers game. US News and World Report used the MCAS data for these rankings, our teacher to student ratios, and other information.

While being ranked #7 is certainly something to be proud of, we also keep in mind this does not measure the very important soft skills: are our students kind? Can they work cooperatively in a group? Are they a good friend? Do they do the right thing, even when no one is watching? There are so many parts of a "good education" and we are proud at Chickering to continue to focus on the entirety of each child in our school.

Curriculum and Learning and Professional Development

We are fortunate to have three coaches on our staff this year: Priscilla Stephan for Literacy (including the launch of our Reading Units of Study), Lindsay Weiner for Math and Leslie Campbell for Social-Emotional Learning. Mrs. Stephan is full time at Chickering, while Mrs. Weiner and Mrs. Campbell are each shared with Pine Hill. Each coach has begun working with teachers, reviewing curriculum, administering assessments and building intervention groups. Our coaches are available to teachers for consults, observations and for whole class instruction.

WIN (What I Need) started this past week. Student groups have been formed based on Reading data collected this fall. Students are receiving instruction from classroom teachers and educational assistants multiple times per week based on their needs.

DS Professional Growth and Evaluation System Update

Contracted teachers have written goals for our Evaluation system, many using the district suggested goals for the Equity Audit or the implementation of Teachers College Readers Workshop as their professional goals. Many student growth goals are connected to differentiation of instruction within Readers Workshop, or self-regulation and social skills. We look forward to our collective work on curriculum review, implementing Readers Workshop and reflecting on the impact on student growth as a result.

Personnel

Kelly Najarian, our LTS for Speech and Language has resigned. We are in the process of hiring a replacement and will adjust services and provide extra compensatory services as needed.

We also welcome a new Educational Assistant, Cecily Graham to grade 1.

Extracurricular

PTO continues to provide amazing Curriculum Enrichment for our students, as you will hear about in their report to the School Committee this evening. In addition, they provide support to teachers, including the discretionary funds for each teacher (\$250), special snacks and even extra coffee on Conference days.

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

Phone: 508-785-0036 Fax 508-785-2239

www.doversherborn.org

Commitment to Community

Equity and Excellence

Respect and Dignity

Climate of Care

Kathleen Smith, J.D., Interim Superintendent

Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
DATE: October 22, 2021
RE: Approved FY22 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>
1002	7/22/2021	\$829.00	Title IV
1003	7/22/2021	\$1,666.40	Food Service
1004	7/22/2021	\$28,235.15	General-School
1006	7/28/2021	\$2,849.39	General-School
1007	8/4/2021	\$7,500.00	ESSER II
1008	8/4/2021	\$31,329.25	General-School
1010	8/11/2021	\$41,147.03	General-School
1012	8/30/2021	\$31,324.88	Capital
1013	8/30/2021	\$114,951.28	General-OOD
1014	8/30/2021	\$33,012.23	General-School
1015	9/8/2021	\$350.00	SPED 240
1016	9/8/2021	\$28,201.39	General-School
1019	9/22/2021	\$12,420.03	Food Service
1020	9/22/2021	\$197,795.25	Circuit Breaker - OOD
1021	9/22/2021	\$187,971.60	General-OOD
1022	9/23/2021	\$17,339.10	General-School
1024	10/5/2021	\$4,632.50	ESSER I
1025	10/5/2021	\$10,791.00	ESSER II
1026	10/5/2021	\$55,667.15	General-OOD
1027	10/6/2021	\$44,614.04	General-School
1029	10/20/2021	\$103,244.15	General-OOD
1030	10/20/2021	\$8,297.88	Building Rental
1031	10/20/2021	\$1,671.00	ESSER II
1032	10/20/2021	\$60,578.01	General-School
1033	10/20/2021	\$10,992.99	Food Service

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Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY22 Operating Update
DATE: October 22, 2021

Attached please find:

- * Status of Appropriations as of September 30, 2021
- * Special Revenue/Revolving Funds Statement as of September 30, 2021

Status of Appropriations

Salaries

The majority of salaries have been encumbered for FY22. As the Committee knows, we have added several new positions post-budget for both enrollment and additional student academic supports.

Regarding enrollment, we added two classroom section educators (kindergarten and second grade) as well as an additional educational assistant (kindergarten). The budget included 24 sections. With the addition of the two sections, average class sizes are 19 and all sections within the class size policy of 17-22.

For additional student supports, we have added a .5FTE Math and Social, Emotional and Learning (SEL) Specialist (both shared with Pine Hill) and an additional educational assistant to support this staff. In addition, we are assigning our Board Certified Behavior Analyst (BCBA) fully to Chickering this year and separately covering their .3FTE assignment at the Region to provide additional student supports.

The net increase in salaries from these additions, taking into account other post-budget staffing changes, is approximately \$240,000. As we progress through the year, we will allocate these additional costs as needed to various grants including the ESSER grants.

Expenditures

As we are early in the school year, there are no expenditure variances to report to date. There is a small 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 FY22 is \$2.1524 (FY21 was \$1.4346) and will provide a small savings as the budget was based on a conservative price of \$2.60 based on Warrant Committee guidance.

Out-of-District

Tuition encumbrances are reflected for the majority of out-of-district placements but there are still a few placements to be finalized. We will report updated placement activity when we present the FY23 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 first round of CB reimbursement for transportation as provided for in the Student Opportunity Act. For the first year,

25% of eligible transportation costs are being reimbursed at 75%. More details on CB reimbursement will be provided in November.

Special Revenue/Revolving Funds

Summary of activity to date for these funds is reflected on the attached statement.

Elementary and Secondary School Emergency Relief Funds (ESSER) Grants

The District has received three ESSER funds to utilize in response to the COVID-19 Pandemic. The ESSER I grant of **\$20,000** has been allocated to cover costs associated with social emotional learning assessment tools, summer services provided to students as needed due to the hybrid school year and staffing for COVID-19 related testing protocol. The ESSER II grant of **\$85,841** has been allocated for additional SEL contracted services (there is a mental health expenditure requirement for this grant) and additional staffing positions as needed to assist with academic interventions.

The ESSER III grant, coming out of the American Rescue Plan Act, is a larger grant totaling **\$170,448**. We submitted our application on October 4th. The budget focuses on activities related to student learning loss and other student social/emotional issues arising from the COVID pandemic. The main areas include providing additional technology support for students, additional educational support for individual student needs, training for educators on addressing learning loss and additional social/emotional learning supports. We will inform the committee once the budget has been approved. We are continuing to evaluate students and communicating with other stakeholder groups to determine any other issues that need to be addressed and can amend our budget as appropriate as the grant period extends to September of 2024.

Prior Year Capital Projects Update and FY23-FY27 Capital Plan

As you may know from visiting the school this fall, we were fortunate enough to be able to begin the flooring project approved in FY21 with the completion of the downstairs main lobby prior to the opening of school. We were hoping to have completed all the approved flooring projects this summer but lack of product was a real issue. Our flooring contractor has since secured the product needed and we are scheduled to complete the downstairs hallways (K-1 and 2-3 wings) over the Thanksgiving break and the upstairs lobby and remaining classroom wing (4-5) over the winter break. We will keep the committee updated on these installation projects. We will also share some updated news on the final remaining FY22 project, the cold water booster system. You will see we have added additional funding for this project in the FY23.

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, obtain estimates and meet with the Committee's capital committee representatives prior to your budget meeting in November and provide updates as applicable.

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

Dover Public Schools
Status of Appropriations as of September 30, 2021

SALARIES	FY22	EXPENDED		TOTAL	OPERATING	% of
	BUDGET	THUR 9/30	ENCUMBRANCES	PROJECTED	VARIANCE/ BUD.REMAINING	BUDGET
SUPERINTENDENT	\$146,638	\$0	\$146,638	\$146,638	0	0.00%
BUSINESS AND FINANCE	113,590	0	113,590	113,590	0	0.00%
DISTRICT INFO MANAGEMENT	74,436	0	74,436	74,436	0	0.00%
SPED ADMINISTRATION	214,738	8,040	197,991	206,031	8,706	4.05%
SCHOOL LEADERSHIP-BUILDING	371,176	98,002	271,341	369,343	1,833	0.49%
ACADEMIC LEADERS/QPO	37,703	0	30,472	30,472	7,231	19.18%
TEACHERS, CLASSROOM	3,351,981	437,030	3,133,597	3,570,628	(218,647)	- 6.52%
TEACHERS, SPED	756,966	87,532	657,715	745,247	11,720	1.55%
SUBSTITUTES	45,000	1,024	3,122	4,145	40,855	90.79%
EDUCATIONAL ASSISTANTS	613,211	65,201	613,546	678,747	(65,536)	-10.69%
LIBRARIANS & MEDIA CENTER	64,803	6,192	47,474	53,666	11,137	17.19%
BUILDING BASED PD	16,875	18,489	0	18,489	(1,614)	- 9.56%
GUIDANCE COUNSELORS	66,428	7,665	58,763	66,428	0	0.00%
PSYCHOLOGICAL SERVICES	88,647	8,183	62,735	70,918	17,729	20.00%
MEDICAL/HEALTH SERVICES	91,018	8,267	63,377	71,644	19,374	21.29%
CUSTODIAL SERVICES	249,514	45,903	132,419	178,322	71,191	28.53%
TOTAL SALARIES	\$6,302,723	\$791,528	\$5,607,217	\$6,398,745	(\$96,022)	- 1.52%

EXPENDITURES

SCHOOL COMMITTEE	\$10,650	\$4,624	\$302	\$4,926	5,724	53.74%
SUPERINTENDENT	17,300	264	0	264	17,036	98.47%
LEGAL SERVICES	9,000	2,500	2,500	5,000	4,000	44.44%
DISTRICT INFO MANAGEMENT	64,200	42,732	11,978	54,710	9,490	14.78%
SCHOOL LEADERSHIP-BUILDING	18,270	539	4,249	4,788	13,482	73.79%
CLASSROOM CONTRACTED SERVICES	4,500	1,228	0	1,228	3,272	72.70%
SPED SERVICES/SUPPLIES	75,200	9,102	42,620	51,722	23,478	31.22%
LIBRARIANS & MEDIA CENTER	14,160	8,139	296	8,435	5,725	40.43%
COURSE REIMBURSEMENT/PD	33,300	3,600	2,734	6,334	26,966	80.98%
TEXTBOOKS & RELATED SOFTWARE	37,000	23,507	19,180	42,687	(5,687)	-15.37%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	873	0	873	5,227	85.70%
INSTRUCTIONAL EQUIPMENT	19,000	3,060	9,220	12,279	6,721	35.37%
GENERAL SUPPLIES	61,050	4,810	17,054	21,863	39,187	64.19%
CLASSROOM INSTRUCT TECHNOLOGY	14,750	10,044	3,848	13,892	859	5.82%
GUIDANCE	3,500	0	0	0	3,500	100.00%
MEDICAL/HEALTH SERVICES	2,600	0	747	747	1,853	71.27%
TRANSPORTATION SERVICES	255,972	0	253,472	253,472	2,500	0.98%
CUSTODIAL SERVICES	25,000	912	7,588	8,500	16,500	66.00%
UTILITIES	217,500	25,510	164,472	189,982	27,518	12.65%
MAINTENANCE OF BUILDING	135,500	42,783	52,596	95,378	40,122	29.61%
TOTAL EXPENDITURES	\$1,024,552	\$184,226	\$592,855	\$777,081	\$247,471	24.15%

TOTAL INDISTRICT OPERATING	\$7,327,275	\$975,754	\$6,200,072	\$7,175,826	\$151,449	2.07%
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OOD TUITION & TRANSPORTATION

TUITION TO MA SCHOOLS	164,114	12,535	39,939	52,474	111,640	68.03%
TUITION TO COLLABORATIVES	263,270	31,202	188,293	219,496	43,774	16.63%
TUITION TO NON-PUBLIC SCHOOL	1,919,811	294,445	1,124,763	1,419,208	500,603	26.08%
TUITION TO OUT OF STATE SCHOOLS	245,195	119,975	109,369	229,345	15,850	6.46%
TRANSPORTATION SERVICES	\$450,000	\$32,856	\$0	\$32,856	417,144	92.70%
TOTAL OOD	\$3,042,390	\$491,014	\$1,462,364	\$1,953,379	\$1,089,011	35.79%

TOTAL OPERATING	\$10,369,665	\$1,466,768	\$7,662,436	\$9,129,205	\$1,240,461	11.96%
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CB Reimbursement offset at 75%
Est. Operating Expenses/ Surplus

tbd	tbd
\$9,129,205	\$1,240,461

Dover Public Schools
Special Revenue/Revolving Funds as of September 30, 2021

<u>SPECIAL REVENUE/REVOLVING FUNDS</u>	<u>FUND BALANCE @7/01/2021</u>	<u>REVENUE</u>	<u>EXPENDITURES / ENCUMBRANCES</u>	<u>FUND BALANCE @ 09/30/2021</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 48,308		\$ 8,200	\$ 40,108	<i>Funds for flooring replacement in Music Room</i>
CIRCUIT BREAKER	-		197,791	(197,791)	<i>CB revenue not received as of 9/30</i>
FOOD SERVICES	60,250	15,839	19,210	56,879	<i>Net of deposits in advance - \$15,389, Reported ACTUAL ACTIVITY ONLY No gov't reimbursement received as of 9/30</i>
GIFTS (see pg 2 for details)	12,499			12,499	
PRESCHOOL	97,981	39,862	29,612	108,231	<i>Preschool tuition revenues still to be received - \$38,174</i>
 <u>FIDUCIARY FUND</u>					
STUDENT ACTIVITY FUND	\$ 12,888			\$ 11,106	<i>Student Activity Account balance per Dover Town Accountant.</i>

DRAFT

Dover School Committee Meeting of September 28, 2021

Members Present: Sara Gutierrez-Dunn
Colleen Burt
Mark Healey
Liz Grossman

Also Present: Kathleen Smith, Interim Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Manager

1) Call to Order

Sara Gutierrez-Dunn called the meeting to order at 6:31 pm via ZOOM.

2) Community Comments - none

3) School Committee Vacancy - the position will be posted and applications will be taken for the next two weeks. An appointment will be made with the Board of Selectman at their October meeting. In the interim, a new secretary needs to be nominated.

*Sara Gutierrez-Dunn nominated Mark Healey as Secretary. Colleen Burt seconded.
21-15 VOTE: 4 - 0 via roll call*

4) Reports

- Superintendent Update - Kathleen Smith presented a District Overview including an update on the Staff Convocation, Opening Day, and the District Priorities. Additionally, MCAS results were released last week. Statewide results show critical insight into impact on student learning since beginning of pandemic. Families will receive scores after September 30th. The review and analysis of Chickering's results will be presented at the October meeting.
- Assistant Superintendent Report - Beth McCoy reviewed the professional development done by faculty and staff over the summer as well as highlighted the plans for the upcoming Leadership Retreat as well as professional development for the rest of the school year.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

5) FY21 Monthly Budget Closeout

- Salaries - there was a positive variance of \$98,851 in salaries. One additional classroom teacher and several regular educational assistants were added. Savings from post-FY21 budget staffing changes covered the additional classroom teacher costs. The positive variance represents the .6 adjustment counselor position that was eliminated from the SEL Center and replaced with an academic coordinator. This savings was partially offset by additional OT support for the pre-K program. Custodial salary savings were realized due to the vacancy in the Director of Facilities and custodial positions, lower overtime needs, and no utilization of summer staff.
- Expenditures - a surplus of \$97,181 was realized representing savings in utilities, educator related course reimbursement/professional development requests, and general supplies,. The TEC oil bid price for FY21 was \$1.4346 and provided a savings as the budgeted price was \$2.60 based on Warrant Committee guidance. Special Education services were over budget by \$11,899.

DRAFT

- Out-of-District - costs exceeded budget by \$603,799. There were nine new placements during the year resulting in a negative variance of approximately \$590,000. Due to the spring closure in FY20 there was an additional \$50,000 worth of summer services incurred. The current COVID guidelines for transportation led to a net increase in transportation costs of approximately \$80,000 to date as vans were limited to two students. Over the course of the year, ACCEPT issued several transportation credits (one relating to cumulative surplus, one COVID-19 related) in addition to reimbursing the District approximately \$60,000 for transportation services we had to arrange due to driver shortages. These credits resulted in a positive variance of \$36,736 in transportation costs as of June 30th. The negative tuition variance of \$640,000 will be offset by circuit breaker reimbursement of \$1,094,158 (75% reimbursement rate).
- Summary - The overall results from school operations was a negative variance of \$407,767. After circuit breaker there will be a turn back to the Town of \$686,391.
- Special Revenue/Revolving Funds - a summary statement of FY21 activity was provided
- COVID-19 Related Grants - Sherborn received two main grants to cover unbudgeted costs due to COVID-19. One of the grants was allocated to municipalities to be used across all operating departments. The Town of Dover allocated school expenses for 156 iPads (\$46,644) needed for K-3 as well as an additional 30 laptops (\$33,630) for educators against the municipal grant. The CARES Re-opening grants (\$225 per student, \$110,700 total) was used to cover the costs of PPE, AFC contract costs for testing access, additional facility items such as the rental of tents, additional staffing for nursing, remote learning center and educational assistants, software needs for remote learning as well as additional school supplies and had an end date of June 30, 2021. A State Coronavirus Prevention Fund grant in the amount of \$12,950 which was used to purchase additional student technology devices.
- Elementary and Secondary School Emergency Relief funds (ESSER) Grants - the District has received 3 ESSER grants: 1) ESSER I in the amount of \$20,000 has been allocated to cover costs associated with social emotional learning assessment tools, summer services provided to students as needed due to the hybrid school year and staffing for COVID-19 related testing protocol. 2) ESSER II in the amount of \$85,841 has been allocated for additional SEL contracted services and additional staffing positions as needed to assist with academic interventions. 3) ESSER III funds total \$170,448 and have an expenditure period through September 30, 2024. The Administration is in the process of completing the initial application for this grant which requires at least a 20% allocation to mitigating lost instructional time. In addition, it has a requirement of soliciting feedback from multiple stakeholder groups in the planning of grant activities/expenditures. A high level budget submittal for the initial application will be completed by the October 4th due date.
- FY22 Budget Update - Based on enrollment as of July 13th, it was determined that a section needed to be added to both 1st and 2nd grade. In addition, the second physical education position was increased from .7FTE to .9FTE and .2FTE was added to the second FLES educator position. In an effort to address impacts from the FY20 school closure and the FY21 hybrid model, a .5FTE Math Specialist and a .5FTE SEL Specialist were added to support the students at Chickering. These positions are being shared with Pine Hill and for FY22 will be covered by grants.

6) Mask Policy - second read

Colleen Burt made a motion to approve the mask policy as presented. Liz Grossman seconded, 21-16 VOTE: 4 - 0 via roll call

DRAFT

7) Consent Agenda

- Approval of Minutes: June 8, 2021 - Sara Gutierrez-Dunn requested several edits to the minutes.

Mark Healey made a motion to approve the Consent Agenda as amended. Colleen Burt seconded.

21-17 VOTE: 4 - 0 via roll call

8) Communications

- 2021-22 Meeting Calendar
- Subcommittee Assignments
- Sherborn School Committee Minutes of June 16, 2021
- Regional School Committee Minutes of June 8, 2021

9) Adjournment at 7:18 pm.

Respectfully submitted,
Amy Davis

DRAFT

**Dover School Committee
Meeting of October 18, 2021**

Members Present: Sara Gutiérrez Dunn
Colleen Burt
Elizabeth Grossman
Mark Healey
Also Present: Cam Hudson (Warrant Committee)

1. Call to Order

The meeting was called to order at 6:33pm with a quorum of the Dover School Committee present.

2. Interview Candidates for Open Seat on Dover School Committee

The Chair expressed the Committee's gratitude for having two excellent candidates – Jeff Cassidy and Bradley Paster – apply to fill the DSC vacancy. The purpose of this meeting was to conduct interviews of both candidates and then deliberate to select a candidate to recommend to the Dover Board of Selectmen to appoint until the town election in May 2022. The Committee met first with Mr. Cassidy and then with Mr. Paster, asking the following questions of each candidate:

- Why are you interested in serving on the Dover School Committee? If appointed to this position, what will be your main priorities?
- What other volunteer roles have you held within the DS schools and community (or communities where you lived prior to Dover)?
- What is your understanding of the role of the school committee? What particular skills or experiences have prepared you to serve and would you bring as a school committee member?
- What do you see as the major issues currently facing our school district? Is there a particular issue that motivates you to serve on the committee?
- As you may know, we will be conducting a superintendent search this year. How would you define the role of the superintendent and what do you see as the most important qualities for our next superintendent to have?
- How would you support our district's commitment to diversity, equity, and inclusion, and the mission of ensuring that all students are provided with an equitable opportunity to achieve their fullest potential?
- Whether or not you are appointed for the present vacancy, would you consider running for a three-year term at the next town election?
- Would you like to make any concluding remarks or ask any questions of us?

3. Deliberate Regarding Candidate to Recommend for Appointment

Having concluded both of the interviews, the Committee deliberated regarding which candidate to recommend to the Board of Selectmen. Committee members discussed the valuable skills and experience that each candidate could bring to the position and expressed views that both could make a meaningful contribution. The decision rested on which best met the needs of the Chickering community at this time.

Elizabeth Grossman made a motion to recommend Jeff Cassidy to the Board of Selectmen for appointment. Mark Healey seconded. Vote: 4-0.

The Committee will present its recommendation to the Board of Selectmen for vote at their October 21, 2021 meeting.

4. Adjournment at 8:30pm.

Respectfully submitted,

Sara Gutierrez Dunn

APPROVED OCTOBER 12, 2021

Dover-Sherborn Regional School Committee

Meeting of September 14, 2021

Members Present: Maggie Charron
Kate Potter
Lynn Collins
Tracey Mannion

1) Call to Order

Ms. Charron called the meeting to order at 5:30 pm.

- 2) **Executive Session** - Enter into executive session to discuss a complaint from David Sobol dated September 1, 2021 against the Regional School Committee and its members relative to information received in the School District's response to a public records request and to discuss a complaint from Vicki Rellas dated September 8, 2021 concerning the procedure being followed by the Regional School Committee to fill a vacancy created by the resignation of a member from Sherborn pursuant to School Committee Policy BBBE.
- 3) **Amend Agenda** - there was a request to move Community Comments to after Reorganization of the Committee.

*Lynn Collins made a motion to amend the agenda. Kate Potter seconded.
21-16 VOTE: 4 - 0*

4) Reorganization

Kathleen Smith asked for nominations for Chair of the Regional School Committee.

*Maggie Charron nominated Kate Potter as Chair of the Regional School Committee. Lynn Collins seconded.
21-17 VOTE: 4 - 0*

Kate Potter asked for nominations for Vice Chair of the Regional School Committee.

*Maggie Charron nominated Lynn Collins as Vice Chair of the Regional School Committee. Kate Potter seconded.
21-18 VOTE: 4 - 0*

Kate Potter asked for nominations for Secretary of the Regional School Committee.

*Kate Potter nominated Judi Miller for Secretary of the Regional School Committee. Maggie Charron seconded.
21-19 VOTE: 4 - 0*

5) Community Comments - none

6) Reports

- Interim Superintendent Update - Kathleen Smith presented a District Overview including an update on the Staff Convocation, Opening Day, and the District Priorities.
- Assistant Superintendent Update - Beth McCoy reviewed the professional development done by faculty and staff over the summer as well as highlighted the plans for the upcoming Leadership Retreat as well as professional development for the rest of the school year.

APPROVED OCTOBER 12, 2021

- Director of Student Service - Kate McCarthy reported that the Growth Resilience Integrity & Tenacity (GRIT) Program has rolled up to the high school after several successful years at the middle school. She then gave an update on the COVID testing program in the District.
- DSHS Principal Report - John Smith highlighted the opening of school and upcoming events at the high school.
- DSMS Principal Report - Scott Kellett and Dr. Frank Tiano highlighted the opening of school and upcoming events at the middle school.
- Warrant Report

7) Financial Reports: FY21 Closeout

- Revenues - total revenues exceeded budgeted revenue by \$109,754 comprised of the following: 1) \$159,028 in Chapter 70 over expected amount; 2) \$35,616 in Chapter 71, Regional Transportation; and 3) negative variance of \$82,245 resulting from not charging for student parking last year and lower participation in after-school activities.
- Operating Budget - the year ended with a surplus of \$1,104,890 comprised of: 1) \$408,002 in salaries representing post-budget staffing changes; lower use of substitutes; savings from facilities/custodial salaries due to the vacancy in the Director of Facilities position, lower overtime needs and no utilization of summer staff; and various unfilled positions/stipends due to staffing changes and operating under the hybrid model. 2) \$85,989 in transportation costs charged to the Regional Transportation Reimbursement Fund as approved by the committee as well as savings of \$100,000 from athletic transportation and regular education transportation with the later start to the school year. 3) savings in utilities of \$86,793 due to the hybrid schedule and the buildings being closed for all weekend activities. Net metering credits of approximately \$25,000 are also reflected in this line item.
- Summary - the net result of operations was a surplus of \$1,214,644. The Committee approved several uses of E&D funds for FY21 including \$355,500 for capital projects and \$210,000 for the FY22 operating budget leaving an estimated certified E&D fund balance of \$1,956,766 (7.4%) of the FY22 operating budget. The E&D and related financial schedule has been submitted to the Department of Revenue. It is anticipated that approximately \$600,000 will be returned to the Towns based on the 5% allowed E&D.
- Special Revenue/Revolving Funds - FY21 activity was provided.
- COVID-19 Related Grants - the District received and fully expended two COVID-19 related grants as of June 30, 2021: the CARES Re-Opening grant of \$279,225 and a State Coronavirus Prevention Fund grant of \$35,025. These grants were used to cover unbudgeted costs associated with the re-opening of school last fall and included technology hardware and software needs, ventilation related expenditures, PPE supplies, COVID-19 testing access and related staffing needs.
- End of Year DESE Report - the Business Office is in the process of completing the FY21 EOYR report 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.
- Annual Audit - R.E. Brown is scheduled to begin the annual audit the week of September 20th.

APPROVED OCTOBER 12, 2021

- FY22 Update - the financial statements as of September 30th will be presented at the October meeting. A status of capital projects (by fiscal year) as of September 9th was reviewed.
- Elementary and Secondary School Emergency Relief funds (ESSER) Grants - the District has received 3 ESSER grants: 1) ESSER I in the amount of \$37,127 has been allocated to cover costs associated with social emotional learning assessment tools, summer services provided to students as needed due to the hybrid school year and staffing for COVID-19 related testing protocol. 2) ESSER II in the amount of \$149,608 has been allocated for additional SEL contracted services and additional staffing positions as needed to assist with academic interventions. 3) ESSER III funds total \$313,761 and have an expenditure period through September 20, 2024. The Administration is in the process of completing the initial application for this grant which requires at least a 20% allocation to mitigating lost instructional time. In addition, it has a requirement of soliciting feedback from multiple stakeholder groups in the planning of grant activities/expenditures. A high level budget submittal for the initial application will be completed by the October 4th due date.

8) Policy: Face Coverings - second read

*Maggie Charron made a motion to approve the policy. Lynn Collins seconded.
21-20 VOTE: 3 - 0 - 1 (Tracey Mannion)*

9) Consent Agenda

- Approval of Minutes: June 8, 2021 - add "alleged" before ethical violations under Community Comments.
- High School Field Trip - Harvard Model United Nations Program, January 27-30, 2022.

*Maggie Charron made a motion to approve the Consent Agenda as amended. Lynn Collins seconded.
21-21 VOTE: 3 - 0 - 1 (Tracy Mannion)*

10) Communication

- 2021-22 School Committee Meeting Schedule
- Subcommittee Assignments
- Dover School Committee minutes of May 17, 2021
- Upcoming Meetings: DSRSC Retreat September 27, 2021 and SSC/DSC Retreat September 23, 2021

11) Items for October 12th meeting

Maggie Charron, on behalf of the School Committee thanked Anne Hovey and Michael Jaffe for their service as school committee members:

Thank you, Ms. Potter, for the opportunity to speak to the community in gratitude for the work of our former school committee colleagues.

Michael Jaffe served our Dover and Regional community over the past 5 years, spending 3 years on the Dover School Committee and 2 on the Regional Committee. During this time,

APPROVED OCTOBER 12, 2021

Michael has been a fierce advocate for the needs of all children. He was the driving force behind the return to examine the School Start Time issue and was the co-chair of that Task Force for a period of time. His research skills were unparalleled and Michael could always be counted on to do his homework and to present carefully researched analysis in support of issues related to student mental health and the positive benefits that might come from providing our adolescents with a school schedule that more closely matches their need for rest. It is not an exaggeration to say that without Michael's leadership, the challenge of addressing start times would have never made it out of committee meetings. We are grateful for his work supporting all our students, and his commitment to examining our programs with a critical eye at every juncture. While Michael is no longer serving with us on the Regional School Committee, the lasting impact of his dedication to students remains evident across the region. We wish him well in his future endeavors and appreciate his continued service to the school community as a co-leader of the Guidance Advisory Council this year.

We also recognize with deep appreciation the service of our newly retired colleague, Anne Hovey. Anne has been a tireless volunteer for the Sherborn and the Regional Schools. She served 2 terms on the Sherborn School Committee as well as a year as its Chair. During that time, Anne was known to advocate for the whole child and to ensure that our schools kept student needs at the forefront of all they do. When joining the Regional School Committee in 2016, Anne used her institutional knowledge to inform all she did to serve our communities. Her thoughtful and thorough approach to sensitive matters was appreciated by all of us who worked alongside her. Anne prepared meticulously for each and every meeting, and served as a de facto Chair in her second year when our Chair needed to be away frequently to attend to unexpected personal issues, assuming those unexpected responsibilities with grace and diligence. Anne led the Regional School Committee as the Chair through the first stages of our COVID emergency and facing the need to implement remote learning; she worked collaboratively with leadership to bridge the gap between the challenges faced by a school system response to a health emergency and parents' escalating concern about the state of their children's school experience. Undaunted by this challenge, Anne transitioned to lead our Superintendent Search last fall. She collaborated with our local school district Search Team members and the search firm to conduct a thorough and thoughtful search in the midst of the ongoing health emergency. Although that search did not yield a successful candidate, Anne's graceful leadership and attention to detail has continued to serve us all as we completed the Interim Search and will begin the search for a permanent Superintendent this fall. While we are sad to lose Anne at the Regional School Committee, we recognize the long and lasting positive impact that her work has had on our school community and wish her well in the future.

Please join me in offering our appreciation to our former members for their dedication to making our community better and for the countless hours they have volunteered in service to our school, our community and most of all our children.

Scott Kellett was also recognized for his years as the principal of the middle school.

12)Adjournment at 8:15 pm.

Respectfully submitted,Amy Davis

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Dover School Committee Meeting of September 28, 2021

Members Present: Sara Gutierrez-Dunn
Colleen Burt
Mark Healey
Liz Grossman

Also Present: Kathleen Smith, Interim Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Manager

1) Call to Order

Sara Gutierrez-Dunn called the meeting to order at 6:31 pm via ZOOM.

2) Community Comments - none

3) School Committee Vacancy - the position will be posted and applications will be taken for the next two weeks. An appointment will be made with the Board of Selectman at their October meeting. In the interim, a new secretary needs to be nominated.

*Sara Gutierrez-Dunn nominated Mark Healey as Secretary. Colleen Burt seconded.
21-15 VOTE: 4 - 0 via roll call*

4) Reports

- Superintendent Update - Kathleen Smith presented a District Overview including an update on the Staff Convocation, Opening Day, and the District Priorities. Additionally, MCAS results were released last week. Statewide results show critical insight into impact on student learning since beginning of pandemic. Families will receive scores after September 30th. The review and analysis of Chickering's results will be presented at the October meeting.
- Assistant Superintendent Report - Beth McCoy reviewed the professional development done by faculty and staff over the summer as well as highlighted the plans for the upcoming Leadership Retreat as well as professional development for the rest of the school year.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

5) FY21 Monthly Budget Closeout

- Salaries - there was a positive variance of \$98,851 in salaries. One additional classroom teacher and several regular educational assistants were added. Savings from post-FY21 budget staffing changes covered the additional classroom teacher costs. The positive variance represents the .6 adjustment counselor position that was eliminated from the SEL Center and replaced with an academic coordinator. This savings was partially offset by additional OT support for the pre-K program. Custodial salary savings were realized due to the vacancy in the Director of Facilities and custodial positions, lower overtime needs, and no utilization of summer staff.
- Expenditures - a surplus of \$97,181 was realized representing savings in utilities, educator related course reimbursement/professional development requests, and general supplies,. The TEC oil bid price for FY21 was \$1.4346 and provided a savings as the budgeted price was \$2.60 based on Warrant Committee guidance. Special Education services were over budget by \$11,899.

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- Out-of-District - costs exceeded budget by \$603,799. There were nine new placements during the year resulting in a negative variance of approximately \$590,000. Due to the spring closure in FY20 there was an additional \$50,000 worth of summer services incurred. The current COVID guidelines for transportation led to a net increase in transportation costs of approximately \$80,000 to date as vans were limited to two students. Over the course of the year, ACCEPT issued several transportation credits (one relating to cumulative surplus, one COVID-19 related) in addition to reimbursing the District approximately \$60,000 for transportation services we had to arrange due to driver shortages. These credits resulted in a positive variance of \$36,736 in transportation costs as of June 30th. The negative tuition variance of \$640,000 will be offset by circuit breaker reimbursement of \$1,094,158 (75% reimbursement rate).
- Summary - The overall results from school operations was a negative variance of \$407,767. After circuit breaker there will be a turn back to the Town of \$686,391.
- Special Revenue/Revolving Funds - a summary statement of FY21 activity was provided
- COVID-19 Related Grants - Sherborn received two main grants to cover unbudgeted costs due to COVID-19. One of the grants was allocated to municipalities to be used across all operating departments. The Town of Dover allocated school expenses for 156 iPads (\$46,644) needed for K-3 as well as an additional 30 laptops (\$33,630) for educators against the municipal grant. The CARES Re-opening grants (\$225 per student, \$110,700 total) was used to cover the costs of PPE, AFC contract costs for testing access, additional facility items such as the rental of tents, additional staffing for nursing, remote learning center and educational assistants, software needs for remote learning as well as additional school supplies and had an end date of June 30, 2021. A State Coronavirus Prevention Fund grant in the amount of \$12,950 which was used to purchase additional student technology devices.
- Elementary and Secondary School Emergency Relief funds (ESSER) Grants - the District has received 3 ESSER grants: 1) ESSER I in the amount of \$20,000 has been allocated to cover costs associated with social emotional learning assessment tools, summer services provided to students as needed due to the hybrid school year and staffing for COVID-19 related testing protocol. 2) ESSER II in the amount of \$85,841 has been allocated for additional SEL contracted services and additional staffing positions as needed to assist with academic interventions. 3) ESSER III funds total \$170,448 and have an expenditure period through September 20, 2024. The Administration is in the process of completing the initial application for this grant which requires at least a 20% allocation to mitigating lost instructional time. In addition, it has a requirement of soliciting feedback from multiple stakeholder groups in the planning of grant activities/expenditures. A high level budget submittal for the initial application will be completed by the October 4th due date.
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DRAFT

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21-17 VOTE: 4 - 0 via roll call

8) Communications

- 2021-22 Meeting Calendar
- Subcommittee Assignments
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9) Adjournment at 7:18 pm.

Respectfully submitted,
Amy Davis