

# Dover School Committee

November 23, 2021  
REVISED AGENDA

**6:30 PM**

**VIA ZOOM**

Join Zoom Meeting

<https://us02web.zoom.us/j/81262676860?pwd=S2lxSWppYmJUT0FNMkxXaEdBdW1Tdz09>

Meeting ID: 812 6267 6860

Passcode: 979838

1. Call to Order
2. Community Comments
3. Reports:
  - Superintendent Report- Kathleen Smith
  - Asst. Superintendent Report – Beth McCoy
  - Principal's Report – Dr. Reinemann
  - Warrant Report
4. FY22 Monthly Financial Report
5. Pre-K Tuition Rates FY23 **A.R.**
6. Proposed FY23 Budget **A.R.**
  - Operating
7. Consent Agenda **A.R.**
  - Dover School Committee Minutes October 26,2021
8. Communications (For Members Information)
  - School Committee Assignments
  - Dover Sherborn Regional School Committee Minutes October 12, 2021
  - Sherborn School Committee Minutes October 19,2021
9. Items for January 18, 2022 Meeting
10. Adjournment

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

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**Dover-Sherborn**  
**PUBLIC SCHOOLS**

# SUPERINTENDENT'S REPORT

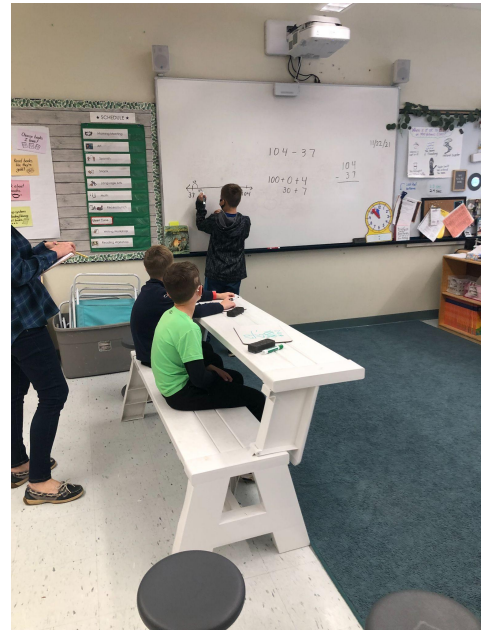
Chickering Elementary

**Dover School  
Committee Meeting**

November 23, 2021



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



# DESE 80% VACCINATION THRESHOLD

- As of October 15, 2021 schools that demonstrate a vaccination rate of 80% or more of ALL students and staff in the school can submit an attestation form to DESE.
  - Submitted for DSHS on October 20, 2021, approved November 15, 2021
- With approval vaccinated students and staff in DSHS would no longer be subject to the mask requirement pending School Committee review of Face Masking Policy (August 2021).
- Unvaccinated students would be required to continue wearing masks.
- The DESE mask mandate has been extended through January 15, 2022.
- D&S Joint Meeting BOH 11/10/21 approved lifting of the indoor mask requirement under certain circumstances. (see BOH approved directive on unmasking)
- DS will continue to work with local Boards of Health on safe unmasking.



# DS VACCINATION RATES

## DOVER-SHERBORN MIDDLE SCHOOL

### 6th grade\* (now eligible, ages 5-11):

19 fully vaccinated; 5 partially vaccinated; 161 total. **12% fully vaccinated**

### 7th grade:

133 fully vaccinated; 1 partially vaccinated; 159 total. **84% fully vaccinated.**

### 8th grade:

168 fully vaccinated; 2 partially vaccinated; 185 total. **90% fully vaccinated.**

**Total MS Students: 320/505 = 63%**

**Total MS Staff: 79/80 = 99%**

**Total MS: 399/585 = 68%**

# DS VACCINATION RATES

## DOVER-SHERBORN HIGH SCHOOL

### 9th grade:

140 fully vaccinated; 6 partially vaccinated; 163 total. **86% fully vaccinated**

### 10th grade:

155 fully vaccinated; 3 partially vaccinated; 176 total. **88% fully vaccinated**

### 11th grade:

134 fully vaccinated; 5 partially vaccinated; 152 total. **88% fully vaccinated**

### 12th grade:

147 fully vaccinated; 5 partially vaccinated; 164 total. **90% fully vaccinated**

**Total HS Students: 576/655 = 88%**

**Total HS Staff: 98/98 = 100%**

**Total HS: 674/753 = 90%**

# DS VACCINATION RATES

Vaccines for the 5-11 year old age group have been available for 2 weeks. In that time, the following number of elementary students have already received their first dose:

**Chickering:** K-5: 198 partially vaccinated; 486 total. **41% partially vaccinated**

**Pine Hill:** K-5: 176 partially vaccinated; 408 total. **43% partially vaccinated**



# DS MOBILE VACCINATION CLINIC

- MDPH and DESE are collaborating to provide mobile vaccine clinics to districts throughout the state.
- DS has been paired with Fallon Ambulance Service for a mobile clinic (ages 5+).
  - First dose: Thursday, December 16 (tentative)
  - Second dose: Thursday, January 6 (tentative)
- The proposed clinic will be held in Linquist Commons.





# PRINCIPAL'S UPDATE

**Celebrations and challenges, *Please also see Principal's report***

- WIN blocks
- Teachers College Readers Workshop
- PTO support
- SEL needs
- Still need substitute teachers
- Some bus behaviors remain challenging

# Quantitative Indicators of Academic Excellence

96% daily school attendance

Class size guideline is 17-22 per class

(15) General Educational Assistant staff available to support instruction and supervision of students through general education

World Language Program begins in kindergarten (4x week Spanish in K, 1 and nd; 3x week in 3, 4 and 5th grades)

MCAS and internal benchmark assessments measure 80% of students meet or exceed grade level learning standards

[Link](#) to MCAS Scores



# DEFINING ACADEMIC EXCELLENCE

**How do we want  
to measure  
success  
as a district?**

## Boston Magazine

- Average Class Size
- Student to Teacher Ratio
- MCAS Proficiency (gr 10)
- Average SAT Scores
- AP Proficiency
- Graduation Rate
- College Enrollment
- Educator Evaluations

## US News & World Report

- Students Take 1+ AP
- Students Pass 1+ AP
- Seniors Take 1+ AP
- Seniors Pass 1+ AP
- MCAS Proficiency
- MCAS Actual vs. Predicted
- Free Lunch & BIPOC Scores
- Graduate in 4 Years

\*2021 ranking based on 2018-2019 data

Dover-  
Sherborn  
Regional  
High School

674

16.4

11.6:1

11.6

91

92

99

85.4

10.4

Boston Magazine 2021

2021 - 94%  
2019 - 89%

2021  
data

2019  
data

2018 data  
2019 - 82%, 18%



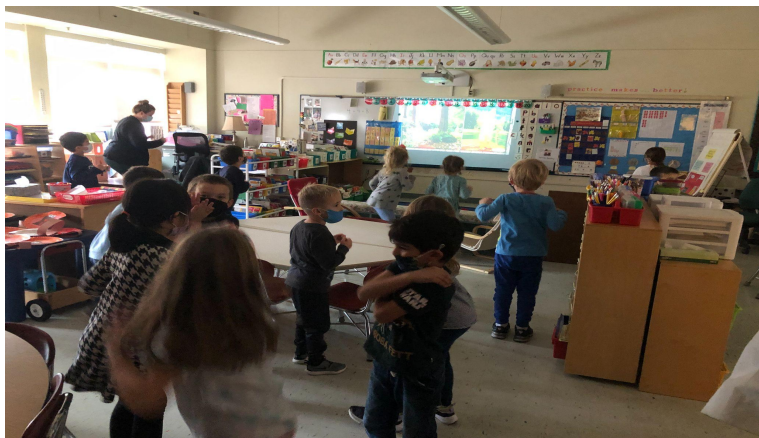
# DEFINING ACADEMIC EXCELLENCE

## How do we want to measure success as a district?

### Possible Data Points\*

- Benchmark Assessments
- Diagnostic Assessments
- MCAS Scores & Growth
- SAT Scores
- AP Enrollment & Scores
- Challenge Success Survey
- Metrowest Youth Risk Survey
- SEL Survey
- Equity Audit
- Attendance
- Discipline
- Graduation Rate
- College Enrollment & Choice
- Educator Evaluation
- Staff Diversity
- Staff Retainment
- Student to Teacher Ratio
- Average Class Size
- ACCESS Scores (ELL)
- IEP Referrals & Plans
- Out of District Placements
- Subgroup Performance
- Course Offerings
- Extracurricular Involvement
- Awards
- Portrait of a Graduate Skills
- Senior Projects
- Internships
- Community Service
- Resources & Facilities

\*This is not an exhaustive list



**Dover-Sherborn**  
**PUBLIC SCHOOLS**  
**Thank You!**



THE PUBLIC SCHOOLS OF DOVER AND SHERBORN  
- **Dover School Committee Meeting** -  
November 23, 2021



# 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: Kathleen Smith, Interim Superintendent

FROM: Deborah Reinemann, Principal

RE: Principal's Report

DATE: November 23, 2021

## **Principal's Reflections**

In preparing for this report, I looked back to a year ago and was reminded that we were transitioning to bring in our fourth and fifth graders in early December for four days in school. That feels like years ago! And it is a good reminder of how grateful we are to be in school five days and to have a generally healthy school community. We are grateful for our families adherence to the COVID protocols and mitigation strategies. We are grateful to our students for their cooperation with mask wearing and to our teachers for their dedicated work to make school as normal as possible.

Our test and stay program is up and running and was used last week. We received additional information regarding a positive case over the weekend and were able to contact those families of close contacts to give them the options of test and stay, quarantine at home and test to return in 7 days, or quarantine at home for 10 days, no testing. We are grateful to be able to have these options for families.

Classroom teachers met with our Literacy, Math and SEL Specialists over the course of the last week to review student growth data as connected with Intervention and WIN blocks. In these meetings, grade-level teams adjusted our WIN groups to respond to student growth and current needs. Over the next few weeks, WIN groups may be shifting or forming as we make adjustments to remain responsive and targeted in our teaching and interventions.

Review of our MCAS data indicates that while, overall, our students' scores were remarkable given the conditions of last year, our students did poorly on questions which contained content we had not taught by the time of the assessment, or the structure of the question misled them. We will continue with our curriculum development as related to the Massachusetts standards.



## **Curriculum and Learning and Professional Development**

All contracted teachers will participate in the Professional Development on November 29. We will begin our day at the Regional Schools with a presentation for PK -12 and then return to our respective buildings for grade level and department meetings. All the Specialist groups will be meeting with their counterparts from Pine Hill. This opportunity to collaborate and plan within and across the elementary schools will strengthen each program.

Professional development also continues with Teachers College Readers Workshop (TCRWP) as grade levels unpack the Reading Units of Study and implement the units. Students are being taught strategies for tackling and understanding text, setting goals and reflecting on their reading, and having effective conversations about books in reading partnerships and book groups.

## **DS Professional Growth and Evaluation System Update**

Observations, as part of the Growth and Evaluation system have begun across the school. Non-Professional Status Teachers have more observations than contracted teachers by the design of the system. Observations are a rich opportunity for teachers and administrators to share and discuss teaching and learning.

## **Personnel**

Alex Sparks has joined us in the role of LTS for Speech and Language.

We also welcome a new full time Educational Assistant, Krystelle Ghanem to grade 1 after the Thanksgiving break.

## **Extracurricular**

PTO continues to provide amazing Curriculum Enrichment for our students, both in person and virtually. In addition, our room parents coordinated a food drive for the Family Promise Shelter in Natick.

Our students also connected with our Council on Aging, making “grateful tags” for the meals delivered to local seniors by the Council on Aging.

# The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

[www.doversherborn.org](http://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: November 19, 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>
1036	11/2/2021	\$6,488.32	General - School
1037	11/2/2021	\$72,503.68	General - OOD
1038	11/2/2021	\$174.90	Sped 240
1039	11/2/2021	\$450.00	Sped 262
1040	11/2/2021	\$82,507.57	Circuit Breaker - OOD
1042	11/18/2021	\$74,999.95	General - School
1043	11/18/2021	\$136,101.92	General - Payroll Shared Positions
1044	11/18/2021	\$129,659.28	General - OOD
1045	11/18/2021	\$13,420.68	Food Service
1046	11/18/2021	\$79,680.72	Circuit Breaker - OOD
1047	11/18/2021	\$229.50	SPED 240
1048	11/18/2021	\$4,090.67	ESSER 1

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TO: Dover School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY22 Operating Update  
DATE: November 19, 2021

Attached please find:

\* Status of Appropriations as of October 31, 2021

*Note: As in previous years, the financial narrative will be rolling with new/updated information in **bold**.*

## 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 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 significant 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 **as well as in classroom technology as we have added additional curriculum related software to support classroom instruction**. 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 Version 2.0 FY23 Budget to**

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the Committee in January. We are not anticipating any negative variances as this time. Dover's FY22 Circuit Reimbursement has been finalized. We will be receiving \$1,163,336 representing \$1,048,700 for OOD tuition, \$78,036 for transportation expenses and \$36,600 for in-district special education expenses. The reimbursement rate is the full state mandated 75% including reimbursement on 25% of OOD transportation costs where applicable (this new funding is part of the Student Opportunity Act legislation and is being phased in over four years).

#### **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 4<sup>th</sup> **and are still awaiting approval**. 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 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.

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 31, 2021

	<u>FY22</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THUR 10/31</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/</u> <u>BUD.REMAINING</u>	<u>BUDGET</u>
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	12,565	193,466	206,031	8,706	4.05%
SCHOOL LEADERSHIP-BUILDING	371,176	126,379	242,964	369,343	1,833	0.49%
ACADEMIC LEADERS/QPO	37,703	0	30,503	30,503	7,200	19.10%
TEACHERS, CLASSROOM	3,351,981	711,849	2,865,703	3,577,552	(225,571)	- 6.73%
TEACHERS, SPED	756,966	142,715	600,523	743,238	13,729	1.81%
SUBSTITUTES	45,000	4,145	1,825	5,971	39,029	86.73%
EDUCATIONAL ASSISTANTS	613,211	128,245	548,035	676,280	(63,069)	-10.29%
LIBRARIANS & MEDIA CENTER	64,803	10,320	43,346	53,666	11,137	17.19%
BUILDING BASED PD	16,875	18,489	0	18,489	(1,614)	- 9.56%
GUIDANCE COUNSELORS	66,428	12,775	53,653	66,428	0	0.00%
PSYCHOLOGICAL SERVICES	88,647	13,638	57,280	70,918	17,729	20.00%
MEDICAL/HEALTH SERVICES	91,018	13,778	57,866	71,644	19,374	21.29%
CUSTODIAL SERVICES	249,514	60,108	159,096	219,204	30,310	12.15%
<b>TOTAL SALARIES</b>	<b>\$6,302,723</b>	<b>\$1,255,006</b>	<b>\$5,188,924</b>	<b>\$6,443,930</b>	<b>(\$141,207)</b>	<b>- 2.24%</b>
<b>EXPENDITURES</b>						
SCHOOL COMMITTEE	\$10,650	\$5,004	\$267	\$5,270	5,380	50.52%
SUPERINTENDENT	17,300	4,472	9,154	13,626	3,674	21.23%
LEGAL SERVICES	9,000	2,500	2,500	5,000	4,000	44.44%
DISTRICT INFO MANAGEMENT	64,200	47,361	8,726	56,087	8,113	12.64%
SCHOOL LEADERSHIP-BUILDING	18,270	2,923	2,174	5,097	13,173	72.10%
CLASSROOM CONTRACTED SERVICES	4,500	1,228	144	1,372	3,128	69.50%
SPED SERVICES/SUPPLIES	75,200	18,515	54,812	73,327	1,873	2.49%
LIBRARIANS & MEDIA CENTER	14,160	8,268	732	9,000	5,160	36.44%
COURSE REIMBURSEMENT/PD	33,300	3,800	2,784	6,584	26,716	80.23%
TEXTBOOKS	37,000	36,282	7,402	43,683	(6,683)	-18.06%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	873	4,265	5,138	962	15.78%
INSTRUCTIONAL EQUIPMENT	19,000	3,060	9,220	12,279	6,721	35.37%
GENERAL SUPPLIES	61,050	9,219	16,318	25,537	35,513	58.17%
CLASSROOM INSTRUCT TECHNOLOGY	14,750	20,341	0	20,341	(5,591)	-37.90%
GUIDANCE	3,500	0	0	0	3,500	100.00%
MEDICAL/HEALTH SERVICES	2,600	178	717	895	1,705	65.57%
TRANSPORTATION SERVICES	255,972	27,175	226,297	253,472	2,500	0.98%
CUSTODIAL SERVICES	25,000	4,668	2,588	7,256	17,744	70.98%
UTILITIES	217,500	40,482	150,257	190,739	26,761	12.30%
MAINTENANCE OF BUILDING	135,500	58,466	36,381	94,846	40,654	30.00%
<b>TOTAL EXPENDITURES</b>	<b>\$1,024,552</b>	<b>\$294,813</b>	<b>\$534,736</b>	<b>\$829,549</b>	<b>\$195,003</b>	<b>19.03%</b>
<b>TOTAL INDISTRICT OPERATING</b>	<b>\$7,327,275</b>	<b>\$1,549,820</b>	<b>\$5,723,660</b>	<b>\$7,273,479</b>	<b>\$53,796</b>	<b>0.73%</b>
<b>OOD TUITION &amp; TRANSPORTATION</b>						
TUITION TO MA SCHOOLS	164,114	12,535	39,939	52,474	111,640	68.03%
TUITION TO COLLABORATIVES	263,270	88,968	287,989	376,956	(113,686)	-43.18%
TUITION TO NON-PUBLIC SCHOOL	1,919,811	355,088	1,329,893	1,684,981	234,830	12.23%
TUITION TO OUT OF STATE SCHOOLS	245,195	119,975	208,837	328,813	(83,618)	-34.10%
TRANSPORTATION SERVICES	\$450,000	\$73,360	\$375,496	\$448,856	1,144	0.25%
<b>TOTAL OOD</b>	<b>\$3,042,390</b>	<b>\$649,926</b>	<b>\$2,242,155</b>	<b>\$2,892,080</b>	<b>\$150,310</b>	<b>4.94%</b>
<b>TOTAL OPERATING</b>	<b>\$10,369,665</b>	<b>\$2,199,745</b>	<b>\$7,965,814</b>	<b>\$10,165,559</b>	<b>\$204,106</b>	<b>1.97%</b>
<b>CB Reimbursement offset at 75%</b>				<b>(\$1,163,336)</b>	<b>\$1,163,336</b>	
<b>Est. Operating Expenses/ Surplus</b>				<b>\$9,002,223</b>	<b>\$1,367,442</b>	

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Kathleen Smith, JD, Interim Superintendent

Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

**TO:** Dover School Committee

**FROM:** Kate McCarthy, Director of Student Services  
Naomi O'Brien, Special Education Elementary Coordinator  
Dawn Fattore, Business Administrator

**DATE:** November 19, 2021

**RE:** Annual Approval of Pre-K Tuition

---

For FY23 there will continue to be two options for our Pre-K integrated program 3 or 5 day enrollment.

The corresponding tuition rates (based on FY22 tuition costs) with a 1% proposed increase will be:

3-day rate (M/W/F)	\$ 5,885
5-day rate	\$10,410

We request that the committee approve these rates for inclusion in the FY23 application packets.

## DRAFT

### **Dover School Committee** Meeting of October 26, 2021

Members Present: Sara Gutierrez-Dunn

Colleen Burt

Mark Healey

Liz Grossman

Jeff Cassidy

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 6:30 pm in the Chickering Library.

#### **2) Welcome to Jeff Cassidy** - Jeff Cassidy has been appointed to the open position on the Dover School Committee by the Dover Board of Selectmen.

#### **3) Community Comments** - none

#### **4) PTO Update** - Goli Sepehr, President of the PTO, gave an update of the work of the PTO.

#### **5) Reports**

- Superintendent Update - Kathleen Smith presented an update from her office. She reported that one of the goals of the District is to ensure that all students have access to high quality in-person learning and instruction throughout the school year and that the District is committed to reviewing state and local data to make adjustments in order to keep students in school and return to pre-COVID conditions when possible. She also spoke about the recent School Committee Retreat which focused on a review of Operating Protocols and norms for how the school committee governs and communicates. There will also be trainings on the Open Meeting Law and Public Records Requests on October 13th.
- Assistant Superintendent - Beth McCoy updated the committee on items she has been working on including: review of departmental goals with Curriculum Leaders & Department Chairs; roll out of Panorama Data Dashboard as tool for the multi-tiered system of support; discussion of proposed changes to the evaluation system and introduction of the equity audit process with faculty; and searching for substitute teachers for all four schools.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions. She presented MCAS data from the spring testing.
- Warrant Report

#### **6) FY22 Financial Report as of September 30, 2021**

- Salaries - the majority of salaries have been encumbered for FY22. Two classroom section educators (K and 2nd grade) as well as an additional education assistant (K) have been added to the FY22 Budget. For additional student support, a .5 FTE Math and SEL Specialist (both shared with Pine Hill) and an additional educational assistant have been hired. The Board Certified Behavior Analyst (BCBA) has been assigned fully to Chickering this year to provide additional student support. The net increase in salaries from these additions, taking into account other post-budget staffing changes, is approximately \$240,000. These additional costs will be allocated to various grants including the ESSER grants.
- Expenditures - there are no variances to report to date.

## DRAFT

- Out-of-District - there are still a few placements to be finalized. Placement activity will be presented in the FY23 Budget in November. There are no negative variances anticipated at this time. For the first year, 25% of eligible transportation costs are being reimbursed at 75%.
- Special Revenue/Revolving Funds - a summary statement of FY22 activity to date was provided.

**7) Capital Plan** - planned projects for FY23 are: 1) flooring replacement, classrooms \$75,000; 2) EMS Software replacement/upgrade \$70,000, and 3) Cold Water Booster System replacement \$17,000 for a total of \$162,000.

*Colleen Burt made a motion to approve the Capital Plan as presented. Liz Grossman seconded, 21-18 VOTE: 5 - 0*

### **8) October 1, 2021 Annual Enrollment Report**

**9) School Committee FY23 Budget Guidance** - the draft budget will be presented at next month's meeting. Any requests for items to be included in the budget should be forwarded to the Committee Chair.

### **10) Consent Agenda**

- Approval of Minutes: September 28 and October 18, 2021

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

*21-19 VOTE: 4 - 0 - 1 (Jeff Cassidy abstained)*

### **11) Communications**

- Sherborn School Committee Minutes of September 21, 2021
- Regional School Committee Minutes of September 14, 2021

**12) Items for November 23, 2021** - FY23 draft budget. The meeting will be at 6:30 pm instead of 8:30 am.

**13) Adjournment at 8:06 pm.**

Respectfully submitted,  
Amy Davis

DOVER SCHOOL COMMITTEE		
	2020-21	2021-22
<b>Chair</b>	Leon	Sara Gutierrez Dunn
<b>Secretary</b>	Dunn	Mark Healey
<b>Finance</b>		
<b>Warrants</b>	Mark Healey	Mark Healey
<i>Signs accounts payable and payroll warrants</i>	Leslie Leon	Liz Grossman
<b>Budget</b>	All	All
<b>Subcommittees</b>		
<b>Superintendent's Evaluation</b>	Mark Healey	Mark Healey
<i>Coordinates evaluation of the superintendent per DESE guidelines</i>	Leslie Leon	Liz Grossman
<b>Union #50</b>	Mark Healey	Mark Healey
<i>Three voting members (from each of the Dover and Sherborn School Committees) responsible for employment of the superintendent</i>	Leslie Leon	Sara Gutierrez Dunn
	Sara Gutierrez Dunn	Colleen Burt
<b>Personnel</b>	Mark Healey	Mark Healey
<i>Reviews and approves sick bank requests</i>	Leslie Leon	
<b>Negotiations</b>	Mark Healey	Mark Healey
<b>Search Committees</b>	Mark Healey	Colleen Burt
<b>Policy</b>		
<i>Revises and proposes policies as needed for joint review by the school committees; conducts periodic policy manual reviews; identifies required policy review cycles</i>	Sara Gutierrez Dunn	Sara Gutierrez Dunn
<b>Buildings &amp; Facilities</b>	Colleen Burt	Colleen Burt
<i>Collaborates with the Business Administrator and Director of Facilities on annual approval of the Capital Plan</i>	Leslie Leon	
<b>Liaisons</b>		
<b>DS AIDE</b>	Sara Gutierrez Dunn	Sara Gutierrez Dunn
<b>Pine Hill CSA/Chickering PTO/MS POSITIVE/HS PTO</b>		
	Colleen Burt	Colleen Burt
	Sara Gutierrez Dunn	Liz Grossman
<b>School Advisory Council</b>	Colleen Burt	Colleen Burt
<b>Challenge Success</b>	Brooke Matarese	

<b>SEPAC</b>	Colleen Burt	Colleen Burt
<b>METCO</b>	Mark Healey	Mark Healey
<b>Wellness</b>	Colleen Burt	Colleen Burt
<b>Task Forces</b>		
<b>Communication</b>	Leslie Leon	
<b>Sustainability</b>		Colleen Burt
		Liz Grossman
<b>Sheriff's Task Force on Juvenile Substance and Mental Health</b>	Colleen Burt	Colleen Burt



**APPROVED NOVEMBER 9, 2021**

**Dover-Sherborn Regional School Committee**

Meeting of October 12, 2021

Dover Sherborn Middle School Library

Members Present: Kate Potter  
Maggie Charron  
Lynn Collins  
Tracey Mannion  
Judi Miller  
Angie Johnson

**1) Call to Order**

Ms. Potter called the meeting to order at 6:30 pm.

**2) Community Comments - none**

**3) Reports**

- Interim Superintendent Update - Kathleen Smith presented an update from her office. She reported that one of the goals of the District is to ensure that all students have access to high quality in-person learning and instruction throughout the school year and that the District is committed to reviewing state and local data to make adjustments in order to keep students in school and return to pre-COVID conditions when possible. She also spoke about the recent School Committee Retreat which focused on a review of Operating Protocols and norms for how the school committee governs and communicates. There will also be trainings on the Open Meeting Law and Public Records Requests on October 13th.
- Assistant Superintendent - Beth McCoy updated the committee on items she has been working on including: review of departmental goals with Curriculum Leaders & Department Chairs; roll out of Panorama Data Dashboard as tool for the multi-tiered system of support; discussion of proposed changes to the evaluation system and introduction of the equity audit process with faculty; and searching for substitute teachers for all four schools.
- DSHS Principal Report - John Smith highlighted recent and upcoming events at the high school.
- DSMS Principal Report - Dr. Frank Tiano highlighted recent and upcoming events at the middle school.
- Warrant Report

**4) Financial Reports: FY22 Monthly Report**

- Revenues - Chapter 70 and 71 revenue projections reflect the final Cherry Sheet amounts.
- Salaries - the majority of the salaries have been encumbered. There is a vacancy in the Business Office as well as an open custodial position resulting in positive variances as of September 30th. The negative variance in School Leadership represents the transition costs associated with the Middle School principal position. Most stipends have been recorded with the exception of winter and spring coaching positions. Custodial overtime and substitute costs are expenses as incurred.
- Expenditures - there are no material variances to report at this time.
- Special Revenue/Revolving Funds - a summary of activity was provided.
- Elementary and Secondary School Emergency Relief funds (ESSER) Grants - the District has submitted the application for the ESSER III grant in the amount of \$313,761. The

## **APPROVED NOVEMBER 9, 2021**

budget focuses on activities related to student learning loss and other student social/emotional issues arising from the COVID pandemic.

- FY21 Wrap-Up - the auditors completed the field work last week. E&D certification has been submitted.

**5) October Enrollment Report** - the preliminary report was included in the report.

### **6) Consent Agenda**

- Approval of Minutes: September 14, 2021
- Middle School Field Trip - June 8-10, 2022 to Washington DC for 8th grade students. The Health & Hygiene Committee has recommended that vaccines be required to go on the trip. There was also discussion about the need for a detailed plan on how to address a positive test while on the trip. The Committee requested more information prior to voting on this item at next month's meeting.

*Maggie Charron made a motion to approve the Consent Agenda, minutes of September 14th only. Lynn Collins seconded.*

*21-23 VOTE: 6 - 0*

### **7) Communication**

- Update on High School Field Trips - previously approved field trips were reviewed in light of the COVID requirements/policies.

*Maggie Charron made a motion to require vaccinations for anyone participating in the high school trip to the National Parks. Judi Miller seconded.*

*21-22 VOTE: 6 - 0*

- Sherborn School Committee minutes of June 16, 2021
- Dover School Committee minutes of June 8, 2021

### **8) Items for November 9th meeting**

### **9) Adjournment at 8:30 pm.**

Respectfully submitted, Amy Davis

**APPROVED NOVEMBER 16, 2021**

**Sherborn School Committee**

Meeting of October 19, 2021

Members Present: Nancy Cordell  
Dennis Quandt  
David Kazis

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

**1) Call to Order**

Nancy Cordell called the meeting to order at 5:30 pm via ZOOM.

**2) Community Comments - none**

**3) CSA Update -** Monica Acharya and Peter Rovick, Co-Presidents of CSA, gave an update of the work of the CSA.

**4) Reports**

- Superintendent Report - Kathleen Smith presented an update from her office. She reported that one of the goals of the District is to ensure that all students have access to high quality in-person learning and instruction throughout the school year and that the District is committed to reviewing state and local data to make adjustments in order to keep students in school and return to pre-COVID conditions when possible. She also spoke about the recent School Committee Retreat which focused on a review of Operating Protocols and norms for how the school committee governs and communicates. There will also be trainings on the Open Meeting Law and Public Records Requests on October 13th.
- Assistant Superintendent - Beth McCoy updated the committee on items she has been working on including: review of departmental goals with Curriculum Leaders & Department Chairs; roll out of Panorama Data Dashboard as tool for the multi-tiered system of support; discussion of proposed changes to the evaluation system and introduction of the equity audit process with faculty; and searching for substitute teachers for all four schools.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

**5) FY22 Financial Report as of September 30th**

- Salaries - the majority of salaries have been encumbered. The Teachers line items reflect the addition of the Math Specialist and the SEL Specialist. In addition, the BCBA position is not be shared with the Region this year increasing that position by .2 FTE due to student needs. There are saving to offset these costs of approximately \$30,000 due to a leave of absence and a mid-year retirement. The Educational Assistants line item reflects two additional staff due to the current student cohort. An additional regular education assistant has been hired assist with intervention. The cost will be charged to one of the ESSER grants.
- Operating Expenditures - there are no variances to report to date.
- Out of District - placement costs are still being encumbered.
- Special Revenue/Revolving Funds - a summary statement of FY22 activity to date was provided

**6) October 1st Annual Enrollment report**

**7) FY23 Budget Development Guidance -** Nancy Cordell asked about the addition of air conditioning to Pine Hill. This project would be a capital request.

## **APPROVED NOVEMBER 16, 2021**

### **8) Consent Agenda**

- Approval of Minutes: September 21, 2021

*David Kazis made a motion to approve the Consent Agenda. Dennis Quandt seconded.  
21-15 VOTE: 3 - 0 via roll call*

### **9) Communications**

- Dover Sherborn Regional School Committee minutes of June 8, and September 14, 2021
- Dover School Committee minutes of June 8, 2021

**10) Items for November 16, 2021 meeting - FY23 first draft Budget**

**11) Adjournment at 6:33 pm.**

Respectfully submitted,  
Amy Davis