

**Dover School Committee  
Agenda**

**Monday, May 16, 2022**

**6:30 PM  
Chickering Elementary School Library**

1. Call to Order
2. Community Comments – Join Zoom Meeting  
<https://us02web.zoom.us/j/89911235818?pwd=zNL4lqMDqAjefhoEsWwWxbEA8zVYit.1>
3. Reports:
  - Superintendent Report – Kathleen Smith
  - Principal's Report – Dr. Reinemann
  - Warrant Report
5. Monthly Financial Report- Ms. Fattore
6. Proposed changes to 2022-23 student handbook – first read
7. School Improvement Plan – update on progress
8. Consent Agenda
  - Approval of Minutes March 10, 2022 **A. R.**
9. Communications (For Members Information)
  - Regional School Committee Minutes February 16, 2022
  - Sherborn School Committee Minutes February 8, March 15, 2022
10. Recognition
11. 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.*

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

DS Middle School | DS High School

**Dover  
School Committee**

**May 16, 2022**



**RESPECT THE CHOICE**

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

# Superintendent Update

- Teacher Appreciation May 2- 6
- Nurse Appreciation May 11, 2022
  - Nurses have gone above and beyond these past 2 years to keep the school communities healthy and safe environments for our school communities.  
Thank you Jill, Janet, Margaret, Stephanie and Amy.
- Month of May Appreciation of all staff that has allowed Dover Sherborn to successfully support academic, extracurricular and social and emotional needs of all students

# Superintendent Update

## DESE Update

- Uptick in COVID Cases at present time of both staff and students
- Plan for budgeting for masks and testing kits for Fall/Winter of 2022-2023
- Chronic Absenteeism for Accountability calculations up from 10% to 20%
- Emergency Educator Licenses extended through June 2023

Safety and Security Trainings May 4, 2022 Pine Hill and Chickering School staff

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



**RESPECT THE CHOICE**

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

MAY 16, 2022



# 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: May 12, 2022

## **Principal's Reflections**

Teacher Appreciation week is always a treat at Chickering. This year our teacher liaison, Mrs. Chrstine Atkinson, worked with PTO to change the structure so as to increase student participation. Staff across the building were treated to flowers, ice cream and the high point: notes from their students.

Last week ended with a special May Day event, with our second and third graders demonstrating and leading us through several folk dances and May pole songs. We celebrated with our students, teachers and parents outside! Thanks to Mr. Dan Davis and Mrs. Law-Linck!

The School Advisory Committee (SAC) has been working to create our School Improvement Plan for next year. Working with teachers, parents and guidance from the district strategic plan, we propose three goals:

1. Chickering will continue to refine its multi-tiered system of support (MTSS) to ensure that all students have access to differentiated instruction, targeted interventions and evidence-based resources in support of their academic, social and emotional development.
2. Chickering will continue the implementation of Teachers College Reading Units of Study, year 2 of 5.
3. Chickering will continue to foster a school community free from bias and discrimination and to ensure a sense of belonging and equitable outcome for all Dover students, through communication, curriculum review and policy review.

We will present the full School Improvement Plan at the June Dover School Committee meeting. Thank you to our SAC members: Erika Alders, Jorge Fradinho, Rob Andrews, Colleen Burt (DSC liaison), Bob Cocks, Allie Vetere, Nisha Hochman and Allison Parker.

We respectfully request that the attached list of Handbook edits are approved by the Dover School Committee. The changes include: adding translation information and edits to the vast sections of arrival and dismissal. They have been combined and edited. We expect a complete reorganization of our Family Handbooks, in alignment with the other Dover-Sherborn schools for next spring.

The Chickering staff, including teachers, Educational Assistants, Cafeteria and Custodial staff participated in Safety training with Synergy last week. The Emergency training was shared with the School Committees last month at the Joint meeting. Our staff discussed and practiced the Synergy protocols and strategies. Lock down drills, like fire drills, are a regular part of our Emergency preparedness at Chickering.

MCAS testing for Math and Science, Technology and Engineering continues in May, with grade 3, 4 and 5. Each grade level participates in two days of testing for each content area. Students who miss testing days make up when they return to school.

The student placement process for next school year is underway. We take great care and pride in our placement process. We involve all members of the staff and consider both academic and social emotional information. Class placements will be shared via email in early August.

The end of the school year brings some excitement and anxiety for all. Our teachers work with students to ease the transition, and to set them up for success next year. Students will be participating in Step Up Day on Wednesday, June 15. This gives students the opportunity to become familiar with the upcoming grade level team. For example, all first graders will meet next year's second grade teachers. Students do not find out who their specific teacher will be. We also extend the invitation to Step Up Day to our new students (grade 1-5). Kindergarten students have their visit on the first day of school, August 31st.

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

Teacher professional development continues with our Teachers College Reading Units of Study led by Mrs. Priscilla Stephan. We have five teachers who will be virtually attending the Reading Institute with Teacher's College this summer.

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

Each educator creates a comprehensive summary of their work. Our end of year goal reporting is an opportunity for teachers and administrators to have thoughtful collaborative discussions about our progress towards our goals.

### **Personnel**

Due to Ms. Riordan (PE) retirement, Mrs. Gillis will return as a Physical Education teacher for next year. Mrs. McConnell (Cronin) will be returning from maternity leave. Mrs. Merritt will take next year as a maternity leave, as will Mrs. Williams (Special Education). Ms. Sparks, our SLP, is resigning due to a family move.

As our enrollment numbers solidify for next year we are pleased to share the following teacher assignments. We will have four sections of Kindergarten: Melissa Baker, Alison Parker, Nancy Powers, and Alisa Saunders. In First grade we will have five sections, given current enrollment and eight new students: Amy Cohn, Jodi Emerson, Laurie Moran, Ashley Oleyer and Laurette Ulrich. Second grade will have four sections: Kim Delaney, Renee Grady, Michelle Hugo and Devon Vanaria. Third grade will have five sections: Leslie Loughlin, Kristen Kraeutler, Judy McConnell, Allie Vetere and Andrea Welch. In each of Fourth and Fifth grade we will have four sections: Cathy Chiavarini, Kylie Hilliard, Jim Keohane, Donna Power in fourth and Christine Atkinson, Corinne Cummings, Ken Wadness and one TBD round out the fifth grade.

### **Extracurricular**

The biennial PTO Auction will be held on May 20th at Silverwood Farm. We are grateful for the PTO fundraising and generous support of our families to fund a wealth of Curriculum Enrichment, teacher grants and materials for our classrooms.



# 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: May 13, 2022

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>
1089	3/10/22	\$81,808.70	General - OOD
1090	3/10/22	\$128,028.03	Circuit Breaker
1091	3/10/22	\$44,144.86	General - School
1093	3/23/22	\$49,831.44	General - School
1097	3/25/22	\$8,126.10	Food Service
1107	4/5/22	\$4,000.00	Title IV
1100	4/5/22	\$114,241.84	Circuit Breaker
1103	4/5/22	\$3,225.35	SPED 240
1102	4/5/22	\$7,450.50	SPED 252
1099	4/5/22	\$24,120.32	General -School
1105	4/20/22	\$1,404.47	SPED 240
1106	4/20/22	\$145,117.93	General - OOD
1107	4/20/22	\$65,741.66	General - School
1109	5/4/22	\$135,436.58	General - School
1110	5/4/22	\$362.50	SPED 240
1111	5/4/22	\$450.00	SPED 262
1112	5/4/22	\$67,423.51	Circuit Breaker
1113	5/4/22	\$177,410.23	General - OOD
1114	5/4/22	\$38,470.09	General - School

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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  
RE: FY22 Operating Update  
DATE: May 13, 2022

Attached please find:

- \* Status of Appropriations as of May 9, 2022
- \* Special Revenue/Revolving Funds Statement as of March 31, 2022

*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 as a pilot) 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. Additional nursing support has also been added and is reflected in the presented statement in the Medical/Health Services line item (\$13,750).

The net increase in salaries from these additions, taking into account other post-budget staffing changes, is approximately \$250,000. **As we approach yearend we have allocated the costs associated with the piloted Math and SEL Specialist of approximately \$85,000 to ESSER and SPED grants reducing the overall negative operating variance.**

Custodial Services reflects a positive variance due to the recent retirement of our long-serving head custodian as well as savings from an open evening custodian position. We have appointed an Interim Head Custodian to serve through June 30<sup>th</sup> and plan to conduct a search for the permanent replacement in May with a July 1<sup>st</sup> appointment.

### Expenditures

Overall, in-district operating expenses are projected to be within budget except for a few line items. There is a 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. To meet the needs of the current cohort of students on IEPs, we are seeing a negative variance in SPED Services/Supplies. Initial projections have been encumbered for building maintenance contracts

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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 out-of-district placements as of April 30th. **There has been additional placement activity resulting in an increased negative variance. We will provide a recap of placements for FY22 at June's meeting.** Dover's FY22 Circuit Reimbursement is \$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).

#### **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 4<sup>th</sup> and have subsequently received 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 provide of summary of ESSER grants utilized in FY22 at June's meeting. We anticipate full usage of ESSER I and II and funds available to carryforward for the ESSER III.**

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

Dover Public Schools  
Status of Appropriations as of May 9, 2022

	<u>FY22</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THUR 5/9</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/</u> <u>BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$146,638	\$95,137	\$47,568	\$142,705	3,933	2.68%
BUSINESS AND FINANCE	113,590	69,319	40,824	110,143	3,447	3.03%
DISTRICT INFO MANAGEMENT	74,436	50,122	25,061	75,183	(747)	- 1.00%
SPED ADMINISTRATION	214,738	159,882	42,891	202,774	11,964	5.57%
SCHOOL LEADERSHIP-BUILDING	371,176	326,220	45,523	371,743	(567)	- 0.15%
ACADEMIC LEADERS/QPO	37,703	13,419	17,066	30,484	7,219	19.15%
TEACHERS, CLASSROOM	3,351,981	2,641,374	936,597	3,577,970	(225,990)	- 6.74%
TEACHERS, SPED	756,966	583,229	208,631	791,860	(34,894)	- 4.61%
SUBSTITUTES	45,000	23,433	1,875	25,308	19,692	43.76%
EDUCATIONAL ASSISTANTS	613,211	544,484	7,461	551,944	61,267	9.99%
LIBRARIANS & MEDIA CENTER	64,803	39,218	14,448	53,666	11,137	17.19%
BUILDING BASED PD	16,875	19,389	0	19,389	(2,514)	-14.90%
GUIDANCE COUNSELORS	66,428	48,543	17,885	66,428	0	0.00%
PSYCHOLOGICAL SERVICES	88,647	51,824	19,093	70,918	17,729	20.00%
MEDICAL/HEALTH SERVICES	91,018	53,355	33,054	86,409	4,609	5.06%
CUSTODIAL SERVICES	249,514	179,198	33,101	212,299	37,215	14.92%
<b>TOTAL SALARIES</b>	<b>\$6,302,723</b>	<b>\$4,898,145</b>	<b>\$1,491,078</b>	<b>\$6,389,222</b>	<b>(\$86,499)</b>	<b>- 1.37%</b>
<b><u>EXPENDITURES</u></b>						
SCHOOL COMMITTEE	\$10,650	\$5,401	\$3,729	\$9,130	1,520	14.28%
SUPERINTENDENT	17,300	14,328	3,000	17,328	(28)	- 0.16%
LEGAL SERVICES	9,000	5,000	2,800	7,800	1,200	13.33%
DISTRICT INFO MANAGEMENT	64,200	64,186	2,598	66,784	(2,584)	- 4.03%
SCHOOL LEADERSHIP-BUILDING	18,270	9,368	1,944	11,312	6,958	38.08%
CLASSROOM CONTRACTED SERVICES	4,500	1,672	298	1,970	2,530	56.21%
SPED SERVICES/SUPPLIES	75,200	67,407	42,538	109,945	(34,745)	-46.20%
LIBRARIANS & MEDIA CENTER	14,160	11,909	2,388	14,297	(137)	- 0.97%
COURSE REIMBURSEMENT/PD	33,300	13,838	9,723	23,561	9,739	29.25%
TEXTBOOKS	37,000	44,782	991	45,774	(8,774)	-23.71%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	4,947	333	5,280	820	13.44%
INSTRUCTIONAL EQUIPMENT	19,000	11,511	2,843	14,354	4,646	24.45%
GENERAL SUPPLIES	61,050	43,382	6,237	49,619	11,431	18.72%
CLASSROOM INSTRUCT TECHNOLOGY	14,750	24,271	0	24,271	(9,521)	-64.55%
GUIDANCE	3,500	0	0	0	3,500	100.00%
MEDICAL/HEALTH SERVICES	2,600	1,882	562	2,444	156	6.00%
TRANSPORTATION SERVICES	255,972	190,004	71,070	261,074	(5,102)	- 1.99%
CUSTODIAL SERVICES	25,000	12,299	4,724	17,023	7,977	31.91%
UTILITIES	217,500	172,971	24,735	197,706	19,794	9.10%
MAINTENANCE OF BUILDING	135,500	89,773	41,079	130,853	4,648	3.43%
<b>TOTAL EXPENDITURES</b>	<b>\$1,024,552</b>	<b>\$788,932</b>	<b>\$221,593</b>	<b>\$1,010,525</b>	<b>\$14,027</b>	<b>1.37%</b>
<b>TOTAL INDISTRICT OPERATING</b>	<b>\$7,327,275</b>	<b>\$5,687,076</b>	<b>\$1,712,671</b>	<b>\$7,399,747</b>	<b>(\$72,472)</b>	<b>- 0.99%</b>
<b><u>OOD TUITION &amp; TRANSPORTATION</u></b>						
TUITION TO MA SCHOOLS	164,114	67,703	4,992	72,695	91,419	55.70%
TUITION TO COLLABORATIVES	263,270	394,421	104,418	498,838	(235,568)	-89.48%
TUITION TO NON-PUBLIC SCHOOL	1,919,811	1,421,726	373,476	1,795,202	124,609	6.49%
TUITION TO OUT OF STATE SCHOOLS	245,195	314,566	19,894	334,460	(89,265)	-36.41%
TRANSPORTATION SERVICES	\$450,000	\$321,492	\$134,321	\$455,814	(5,814)	- 1.29%
<b>TOTAL OOD</b>	<b>\$3,042,390</b>	<b>\$2,519,908</b>	<b>\$637,102</b>	<b>\$3,157,009</b>	<b>(\$114,619)</b>	<b>- 3.77%</b>
<b>TOTAL OPERATING</b>	<b>\$10,369,665</b>	<b>\$8,206,984</b>	<b>\$2,349,773</b>	<b>\$10,556,757</b>	<b>(\$187,091)</b>	<b>- 1.80%</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>\$9,393,421</b>	<b>\$976,245</b>	



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

<u>SPECIAL REVENUE/REVOLVING FUNDS</u>	<u>FUND BALANCE @7/01/2021</u>	<u>REVENUE</u>	<u>EXPENDITURES / ENCUMBRANCES</u>	<u>FUND BALANCE @ 03/31/22</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 48,308		\$ 16,386	\$ 31,922	<i>\$8,300 of funds used for flooring replacement in Music Room \$5,845 of funds used for security fob upgrade</i>
CIRCUIT BREAKER	-	872,502	1,163,490	(290,988)	<i>Remaining Circuit Breaker to be received = \$290,836 Balance will be \$0 at June 30.</i>
FOOD SERVICES	60,250	178,880	156,926	82,204	<i>Net of deposits in advance - \$17,065, Reported ACTUAL ACTIVITY ONLY</i>
GIFTS (see pg 2 for details)	12,499			12,499	
PRESCHOOL	97,981	78,035	29,612	146,404	
 <b><u>FIDUCIARY FUND</u></b>					
STUDENT ACTIVITY FUND	\$ 12,888			\$ 12,480	<i>Student Activity Account balance per school</i>

	FY 22 Miscellaneous Donations - Dover Public School					3/31/2022	
Gift/Donor	Purpose	Bal Fwd @ 07/01/2021	Revenue	Expenditures	Encumbered	Ending Balance @ 03/31/2022	Notes
<b>RESTRICTED GIFTS</b>							
Special Education Gifts	SPED Program	2,427.12				2,427.12	
Friends of Chickering Music	Music Program	430.23				430.23	
					Total Restricted	2,857.35	
<b>UNRESTRICTED GIFTS</b>							
OTHER	Unrestricted	9,641.41				9,641.41	
					Total Unrestricted	9,641.41	
TOTAL		12,498.76	0.00	0.00	0.00	12,498.76	

Chickering Family Handbook revisions, June 2022

*Current text in italic.*

**Changes in bold.**

#### *Request for Translation*

*A parent/guardian of a student in the Dover, Sherborn, and Dover-Sherborn Schools may receive a copy of this and other pertinent school documents translated into their native language by contacting the Assistant Superintendent, Central Office, Dover-Sherborn Public Schools, 157 Farm Street, Dover, MA 02030.*

*Si un padre/acudiente de un(a) estudiante de las escuelas de Dover.....*

**Also add in Russian and Mandarin**

## Bus Expectations

*\*The parents/guardians of any child who is spoken to about a bus issue are always called, usually the same day. The parents/guardians of any child who calls about a concern are always called back and informed about how the issue was dealt with, usually the same day.*

*\*The parents/guardians of any child who is spoken to about a bus issue **may be** called, usually the same day. The parents/guardians of any child who calls about a concern are always called back and informed about how the issue was dealt with, **as soon as possible**.*

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### Bus Transportation

*Bus transportation is provided for students in grades K-5. Bus routes and schedules are published in the Dover-Sherborn Press the week before school opens and on the school website.*

Bus transportation is provided for students in grades K-5. Bus routes and schedules are published **on the school website** the week before school opens and on the school website.

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Combine and refine the sections: "Change in Dismissal Arrangements", "Dismissal Notes, Early Dismissal" sections to: **Sections combined and edited for clarity.**

Arrival and Dismissal:

School opens at 7:35 am, and students are considered tardy after 7:50. Children arriving after 7:50 should check in at the Main Office upon arrival.

Please review the day's plans with your child before they leave for school.

If a child is not taking assigned bus transportation home from school, a parent/guardian note must be provided to the teacher explaining the dismissal arrangements. This may include designating a parent/guardian, or authorized adult, who will pick up the child at school indicating the time, a change in bus route, DEDA, to walk or bike or other after school programs in the school building. DO NOT email the teacher during the day with dismissal changes.

Dismissal is not allowed between 1:30-2:15 (and 10:30-11:15 on early release days) due to the hectic nature of the end of the day. Only Emergency change of dismissal can be called into the office.

When picking up your child EARLY, you may come into the office to retrieve your child(ren), or you may call upon your arrival at school, and wait at the curb for the office to dismiss your child(ren).

When picking up your child at dismissal, please park in the main lot and walk into the cafeteria for the dismissal line.



The Public Schools of Dover and Sherborn Strategic Plan 2018-2022

# Chickering Elementary School Improvement Plan 2022-2023

District Vision
We will distinguish ourselves through innovative teaching and learning experiences that inspire all students to pursue their individual passion for learning and excellence while we continue to be a nationally recognized, high-performing school system.
District Mission
The Dover Sherborn Schools share in the mission to inspire, challenge and support all students as they discover and pursue their full potential.
District Theory of Action
<i>If</i> we are able to successfully inspire, challenge, and provide the necessary support for all of our students, <i>then</i> they will be equipped with the tools necessary to achieve their fullest potential in a rapidly changing society.
District Core Values
<p>The Dover Sherborn Schools commit to the following Core Values:</p> <p><b>Commitment to Community</b> <b>Equity and Excellence</b> <b>Respect and Dignity</b> <b>Climate of Care</b></p>



## Dover-Sherborn Strategic Objectives 2018-2022

<b>Resource Allocation, Attainment, and Efficiency</b>	<b>Further Strengthen Partnerships with Families and Communities</b>	<b>Ensure World Class Curriculum, Instruction, and Assessment</b>	<b>Ensure the Health and Wellbeing of Staff and Students</b>	<b>Maintain and Ensure Safe, Secure, State of the Art Facilities</b>
In an effort to provide the highest quality education in the most efficient and productive manner possible, evaluate district practices and protocols for securing and managing human and capital resources.	In an effort to broaden collaborative school relations with the parent and greater communities of Dover and Sherborn, seek to strategically improve communications through the use of the latest technology and varied platforms, enhanced “professional development” for families and community members, and further develop relationships with community partners.	Given the complexities and diversification of the world, the shifting economic dynamic associated with globalization, and expansion of technology we will renew our focus on the offerings, programs, and learning experiences available in the Public Schools of Dover and Sherborn. We will seek to maintain our level of excellence, remain highly competitive, and continue to adapt to those best practices and offerings that will best prepare our graduates for success in the rapidly changing 21 <sup>st</sup> century.	Through a commitment to student well-being both social-emotionally and physically, we will more deeply assess the learning experiences for our students. We will ensure program enhancements where necessary and a revision of policies or structures that may be hindering healthy student development. Recognizing that our teachers remain vital to the success of our system, we will respond to the increasing pressures on teachers, while seeking to strengthen their health and wellbeing through professional development and other focused efforts.	Ensure that all Dover Sherborn students are educated in safe and secure facilities that provide quality classroom, meeting, special education, and storage spaces, meeting reflective of the needs of the 21st Century learner.

## Dover-Sherborn District Goals 2022-2023

**Setting a Strategic Path** - The District will identify common best practices associated with Challenge Success, the Portrait of a Graduate, and culturally responsive pedagogy in order to develop a clear vision for teaching and learning. With feedback from stakeholder groups, the District will then outline a measured path forward in support of this vision by way of an updated strategic plan.

**Equity Audit** - The District will review findings from the equity audit and incorporate goals and action steps into the next iteration of its strategic plan in order "to foster a school community free from bias and discrimination, and ensure a sense of belonging and equitable outcome for all Dover Sherborn students," (DS AIDE). Additionally, educators will engage in a K-12 curriculum review to determine the extent to which its instructional materials and assessment tools are culturally responsive, making adjustments as necessary.

**Supporting All Students** - The District will continue to refine its multi-tiered system of support (MTSS) to ensure that all students have access to differentiated instruction, targeted interventions and evidence-based resources in support of their academic, social and emotional development



**School Improvement Goal 1:** *Chickering will continue to refine its multi-tiered system of support (MTSS) to ensure that all students have access to differentiated instruction, targeted interventions and evidence-based resources in support of their academic, social and emotional development.*

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
<p><b><i>Ensure World Class Curriculum, Instruction, and Assessment</i></b></p> <p>Given the complexities and diversification of the world, the changing economic dynamic, and expansion of technology we must ensure that the offerings, programs, and experiences available in the Public Schools of Dover and Sherborn are maintaining their excellence, highly competitive, and remaining adaptive to best prepare our graduates for success in their</p>	Identify and address any gaps in student academic, emotional and social learning as a result of the Covid pandemic.	Anecdotal observations and some quantitative data exist showing learning loss. We need to determine the breadth and depth of any loss and address the loss with MTSS supports.	Principal, Curriculum Leaders	<p>Teacher survey</p> <p>Academic, SEL planning</p> <p>Differentiated materials (ex. Play list) for WIN time</p> <p>Pilot anti-bullying curriculum, Fly Five</p>
	Effectively integrate data use protocols into grade level team meetings, data and progress monitoring meetings.	Teachers provide interventions that match students' needs when they are able to benchmark their students against standards.	Principal, Assistant Principal, PLC leaders	<p><i>data use protocols will be used by teachers to carry out effective data use to measure student achievement of identified standards and to support MTSS decisions.</i></p> <p>Data use protocols will be effectively integrated to SST, grade level meetings, data and progress monitoring meetings.</p> <p>Assessment benchmark calendar will be established prior to the start of the school year</p>



post-secondary lives.	Review and revise school MTSS processes with focus on consistent procedures/protocols with respect to academic assessment criteria and intervention processes		Principal, Assistant Principal, Math, ELA and SEL Coaches, classroom teachers	Training for all teachers in Panorama and IXL will occur by November 1.  Secure sufficient materials for data gathering
<b><i>This year? Next?</i></b>	<i>Identify priority standards and skills, in each curriculum area, that each student needs to attain at the end of each grade level.</i>	<i>Clearly identified and accessible practice standards in each discipline/ grade level provides measurable learning targets for each student.</i>	Principal, Assistant Principal, PLC leaders	<i>Each department will have and share Identified practice skills that each student should demonstrate at the end of school year based on MA Curriculum Standards.</i>  <i>Report card review</i>

### ***School Improvement Goal 2: Curriculum: Continued implementation of Teachers College Reading Units of Study, year 2 of 5***

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
<b><i>Ensure the Health and Wellbeing of Staff and Students</i></b>  Deepen our focus on student well-being both social-emotionally and physically and ensure program enhancements and re-visitation of policies or structures	Chickering school will continue the implementation of Teachers College Readers Workshop in the school year 2022-23. (year 2 of 5) This research-based reading instructional model will be phased in (in conjunction with Pine Hill) over the next five years.	A unified and cohesive Reading curriculum has been recognized as a curricular need at Chickering. In conjunction with Pine Hill, all DS elementary students will receive high-quality Reading instruction.	Principal, Assistant Principal, Literacy Specialist, classroom teachers	Full implementation of Reading Units of Study in all grade levels.
	Building on core essential practices implemented in year 1, teachers will continue to refine the delivery of intentional and structured whole-group mini-lessons with an active engagement		Principal, Assistant Principal, Literacy Specialist, classroom teachers	Creation of a shared digital tutorial library of instructional workshop practices



<p>that may be hindering healthy student development. Recognizing that our teachers remain the life blood of our school, we will also remain cognizant of the growing pressures and raised expectations of teachers, while seeking to strengthen their health and wellbeing through professional development and other focused efforts</p>	<p>phase that scaffolds student practice of taught skills.</p>			
	<p>Teachers will grow their capacity to differentiate instruction through conferring and small groups.</p>		<p>Principal, Assistant Principal, Literacy Specialist, classroom teachers</p>	<p>Five (5) members of the teaching staff will attend the Teachers College Summer Reading Institute, summer 2022.</p>
	<p>Teachers in their second year of implementation will incorporate conferring and small group practices into their readers workshop</p> <p>Teachers in their first year will incorporate the strategies of Reading Units of Study</p>		<p>Principal, Assistant Principal, Literacy Specialist, classroom teachers</p>	

**School Improvement Goal 3:** Chickering will continue to foster a school community free from bias and discrimination and to ensure a sense of belonging and equitable outcome for all Dover students, through communication, curriculum review and policy review.

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
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**DRAFT, 5/12/22**

<p><b>Further Strengthen Partnerships with Families and Communities</b></p> <p>In an effort to broaden collaborative school relations with the parent and greater communities of Dover, Sherborn and Boston, seek to strategically improve communications through the use of the latest technology and varied platforms, enhanced “professional development” for families and community members, and further development of relationships with community partners.</p>	Curriculum review (NYU)	<p><u>Equity Audit</u> - The District will review findings from the equity audit and incorporate goals and action steps into the next iteration of its strategic plan in order "to foster a school community free from bias and discrimination, and ensure a sense of belonging and equitable outcome for all Dover Sherborn students," (DS AIDE). Additionally, educators will engage in a K-12 curriculum review to determine the extent to which its instructional materials and assessment tools are culturally responsive, making adjustments as necessary.</p>	Principal, Assistant Principal, classroom and Specialist teachers	Classroom library makeovers
	In anticipation of a multiyear strategic plan, we will add steps here.			Implement recommendations of NYU audit
	Inclusive communication: Assess current family engagement practices, including websites and teacher-based communication for Dover and Boston families		Principal, Assistant Principal, classroom and Specialist teachers	Pollyanna
	Develop parent/guardian forums for two way communication with families and school			Survey families regarding school and teacher communication;
	How might Challenge Success fit here if at all?			Identify communication strategies used by teams, departments, and individual staff.
				Incorporation of district changes to communication including website, social media, and communication templates.
			Principal, SAC, staff	Institute monthly parent/guardian forums with school staff and administration. Some will be themed (ex. Executive Functioning) and some will be open sessions. Offer during the day and late afternoon, in person and remote
				○



## **DRAFT**

### **Dover School Committee** Meeting of March 10, 2022

Members Present: Sara Gutierrez-Dunn

Colleen Burt

Mark Healey

Jeff Cassidy

Also Present: Kathleen Smith, Interim Superintendent

Dawn Fattore, Business Manager

Deb Reinemann, Principal

#### **1) Call to Order**

Sara Gutierrez-Dunn called the meeting to order in the Chickering Library at 6:36 pm.

#### **2) Community Comments - none**

#### **FY23 Dover Public School Budget Hearing**

Dawn Fattore presented the FY23 Budget. FY32 Budget Drivers include: contractual payroll increases of approximately 2-2.25% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%; student enrollment at 26 classroom sections (shifting of grade sections); and continued trend budgeting.

FY23 Out of District Budget Drivers include: projected placements of 21 (vs 26 in FY22).

The proposed FY23 Operating Budget is \$10,369,791 made up of \$7,857,291 in in-district costs and \$2,512,500 in out-of-district costs. This budget is \$126 or 0.0% higher than the FY22 Budget.

#### **3) Discussion and Vote on FY23 Budget**

*Mark Healey made a motion to approve the FY23 Budget as presented. Jeff Cassidy seconded.*

*22-04 VOTE: 4 - 0*

#### **4) Reports**

- Superintendent Update - Kathleen Smith presented an update from her office including the recent mask optional policy implementation and updates on the communication specialist and Central Office/HR audit.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

#### **5) FY22 Financial Report as of February 28th**

- Salaries - Custodial Services reflects a positive variance due to the recent retirement of the long-serving head custodian as well as savings from an open evening custodian position. An Interim Head Custodian has been appointed to serve through June 30th.
- Expenditures - there is nothing to report since the last meeting.
- Out-of-District - there is nothing to report since the last meeting.

#### **6) Annual School Committee Vote on MA School Choice Law**

*Jeff Cassidy made a motion to have the Dover Public Schools not participate in School Choice program for the 2022-23 school year. Colleen Burt seconded.*

*22-04 VOTE: 4 - 0*

## DRAFT

### 7) Consent Agenda

- Approval of Minutes: January 25, 2022

*Mark Healey made a motion to approve the Consent Agenda. Colleen Burt seconded.*  
*22-05 VOTE: 4 - 0*

### 8) Communications

- Regional School Committee Minutes of December 7, 2021
- Sherborn School Committee Minutes of November 16, 2021

**9) Items for May 16, 2022 meeting** - Jeff Cassidy requested discussion of the District's active shooter policy/drill procedure at an upcoming meeting.

**10) Adjournment at 7:25 pm.**

Respectfully submitted,  
Amy Davis



**APPROVED MARCH 8, 2022**

**Dover-Sherborn Regional School Committee**  
Meeting of February 16, 2022

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

**1) Call to Order**

Lynn Collins called the virtual meeting with Sherborn Advisory and Dover Warrant to order at 7:01 pm.

**2) FY23 Budget Discussion**

Assumptions: regular school operations (in-person 5 days a week) with level enrollment; compliance with Towns' budget guidance; alignment with District's Strategic Plan; and continued assessment of student needs in post-COVID environment.

**Budget Drivers:**

Payroll and related benefits represent approximately 80% of the operating budget:

- contractual agreement increases of approximately 2 - 2.25% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%%
- several new staffing positions for FY23
- salary savings from retirements/staffing changes
- no increase in healthcare costs based on provider changes resulting from the exit of Fallon
- continued funding provided for OPEB Liability Trust utilizing phased in cost share savings (full phased in by FY24)
- Norfolk County Retirement assessment increase of 7% however still below the FY21 actual costs

Continued trend budgeting for all other operating accounts, as prudent, given the impact of COVID on operations over the last two fiscal years;

Student enrollment by member town impacts the annual assessment percentage. The FY23 operating and capital assessment percentages reflect increases of .13% and .18% respectively for Sherborn.

The proposed FY23 Operating Budget totals \$26,188,613 which represents an overall increase over FY22 is \$644,622 (2.44%). FY22 increase over FY21 was \$226,751 (0.87%):

- Dover's assessment increase is \$266,304 (2.10%) compared to a \$13,529 decrease in FY21;
- Sherborn's assessment increase is \$288,762 (2.83%) compared to a \$186,752 increase in FY21;
- FY22 Town Assessments were reduced by \$642,691 (Dover \$357,079/Sherborn \$285,612) due to post-budget and COVID related savings from FY21 operations.

Dawn Fattore took questions about the proposed budget from Advisory Committee members.

## **APPROVED MARCH 8, 2022**

Capital Budget project requests include:

- roof restoration for the Middle School (including gym) and Lindquist Commons;
- boiler replacements for the High School and Pump House;
- security system upgrade for Lindquist Commons;
- classroom dividing wall for the Middle School (to provide an additional classroom);
- continued flooring replacement in classrooms at the High School.

Funding sources for the capital projects are:

- roof project of \$1.575 million funded through an Inter-Municipal Agreement (IMA) with the two Towns; and
- remaining projects totaling \$367,500 to be funded with Excess & Deficiency (E&D) funds.

There was discussion about the suggested funding sources. The Warrant Committee, Advisory Committee, as well as other decision makers in both towns will meet to discuss the IMA and other funding options.

**3) Adjournment at 8:32 pm.**

Respectfully submitted, Amy Davis

**APPROVED MARCH 15, 2022**

**Sherborn School Committee**

Meeting of February 8, 2022

Members Present: Nancy Cordell  
Dennis Quandt  
Amanda Brown  
Sangita Rousseau

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 6:30 pm via ZOOM.

**2) Community Comments - none**

**3) Reports**

- Superintendent Report - Kathleen Smith's spoke about her recent visit to Pine Hill as well as COVID updates.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill including requested information about MTSS (multi-tiered system of support) and recommendations for staffing MTSS needs for 2022-23.
- Warrant Report

**4) FY22 Financial Report as of January 31st**

- Salaries - two additional regular education assistants have been added to assist with intervention and will be charged to grant funds (ESSER and Title I). In addition, the Medical/Health Services line reflects Sherborn's portion of the long-term substitute nurse added in November.
- Operating Expenditures - the SPED Services/Supplies negative variance has increased as additional support services have been added for the current cohort of students. In addition, the costs of in-district SPED transportation costs being incurred based on students' IEP requirements have been encumbered.
- Out of District - Tuition costs for FY22 are encumbered based on current placements. Although there are variance in the type of placements, total costs are in line with the budgeted amount.

**5) ACED Request -** The ACED Committee approved the addition of one PLC (Professional Learning Community) Leader to facilitate work among the 5 FLES (Foreign Language in the Elementary School) educators at Chickering and Pine Hill. The stipend will be split between the schools; \$1,889.16 each.

*Dennis Quandt made a motion to approve the ACED recommendations for FY23. Sangita Rousseau seconded.*

*22-01 VOTE: 4 - 0 via roll call*

**6) Proposed FY23 Budget - continued discussion**

- Operating - Version 2.0 represents an overall operating increase of 5.5% which reflects both salary and operating related contractual increases as well as a net increase in salary costs of \$85,500 for requested new positions and a net increase in other education needs of \$40,000. The following adjustments to the budget have been made:
  - Website & Financial System upgrade + \$12,000

## **APPROVED MARCH 15, 2022**

- FLES PLC Leader + \$1,889
  - Salary adjustments (retirements) - \$24,000
  - .5 FTE SEL Specialist + \$30,300
  - .5 FTE Adjustment Counselor + \$28,000
  - .25 FTE Floating Nurse + \$18,600
  - OOD Tuition based on projected placements + \$125,000
  - OOD Transportation adjustments + \$15,000
  - Increase use of CB Reimbursement - \$150,000
  - Total Adjustments = +\$385,181
- Capital - final project cost amounts are still outstanding. They will be communicated when available.

### **7) Consent Agenda**

- Approval of Minutes: November 16, 2021

*Dennis Quandt made a motion to approve the Consent Agenda. Amanda Brown seconded.  
22-02 VOTE: 3 - 1 via roll call (Sangita Rousseau abstained)*

### **8) Communications**

- Dover Sherborn Regional School Committee minutes of November 9 & 23, 2021
- Dover School Committee minutes of October 26, 2021

### **9) Items for March 15, 2022 meeting - FY23 Budget Open Hearing**

### **10) Adjournment at 8:03 pm.**

Respectfully submitted,  
Amy Davis

**APPROVED MAY 10, 2022**

**Sherborn School Committee**

Meeting of March 15, 2022

Members Present: Nancy Cordell  
Dennis Quandt  
Amanda Brown  
Sangita Rousseau

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

**1) Call to Order**

Nancy Cordell called the meeting to order at 6:32 pm in the Pine Hill Library. Two members of the Committee participated in the meeting remotely.

**2) Community Comments - none**

Dawn Fattore informed the Committee that the FY23 Budget has been updated since the February meeting to reflect an additional \$60,000 in Circuit Breaker funds.

**FY23 Sherborn Schools Budget Hearing**

Dawn Fattore presented the FY23 Budget. FY22 Budget Drivers include: contractual payroll increases of approximately 2-2.25% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%; student enrollment at 20 classroom sections; and continued trend budgeting.

FY23 Out of District Budget Drivers include: projected placements of 10 (vs 9 in FY22).

The proposed FY23 Operating Budget is \$7,327,067 made up of \$6,752,067 in in-district costs and \$575,000 in out-of-district costs. This budget is \$325,181 or 4.64% higher than the FY22 Budget.

The FY23 Capital request has been reduced to \$68,000 due to firm cost estimates coming in lower than expected.

**3) Discussion and Vote on FY23 Budget**

*Sangita Rousseau made a motion to approve the FY23 Budget as presented. Dennis Quandt seconded.*

*22-03 VOTE: Rousseau - yea, Brown - yea, Quandt - yea, Cordell - yea*

*Sangita Rousseau made a motion to approve the FY23 Capital requests as presented. Dennis Quandt seconded.*

*22-04 VOTE: Rousseau - yea, Brown - yea, Quandt - yea, Cordell - yea*

**4) Reports**

- Superintendent Report - Kathleen Smith presented an update from her office including mask optional roll out; Communication Consultant Project update; Central Office Audit update; and her Systems Leadership for Equity Position Paper.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

**5) FY22 Financial Report as of February 28th**

- Salaries - there are no changes to report since the last meeting.

## **APPROVED MAY 10, 2022**

- Operating Expenditures - there are no changes to report since the last meeting.
- Out of District - there are no changes to report since the last meeting.

### **6) Annual School Committee Vote on MA School Choice Law**

*Sangita Rousseau made a motion to have the Sherborn Public School not participate in the School Choice program for the 2022-23 school year. Dennis Quandt seconded.*

*22-05 VOTE: 4 - 0 via roll call*

### **7) Consent Agenda**

- Approval of Minutes: February 8, 2022
- Donation - \$15,000 from the Sawin Fund for a Learning Lab on the front playground.

*Sangita Rousseau made a motion to approve the Consent Agenda. Dennis Quandt seconded.*

*22-06 VOTE: 4 - 0*

### **8) Communications**

- Dover Sherborn Regional School Committee minutes of February 1 & 16, 2022

### **9) Adjournment at 7:25 pm.**

Respectfully submitted,  
Amy Davis