

Dover School Committee

June 7, 2022

Meeting Agenda

5:30 PM

Dover-Sherborn Middle School Library

The meeting will be live streamed.

[YouTube.com/doversherborncabletv](https://www.youtube.com/doversherborncabletv)

1. Call to Order
2. Welcome Goli Sepehr
3. Reorganization
4. Community Comment – Zoom link
<https://us02web.zoom.us/j/85935408687?pwd=Ym11Zys0Q0pROWdObmZ3LzdmK21ndz09>
5. Dover PTO – PTO president, Tindley Gilbert
6. Administration Reports
 - Superintendent Report- Kathleen Smith
 - Principal Report – Dr. Reinemann
 - Warrant Report
7. FY22 Finance Report
 - Monthly Report
8. Approval of 2022-23 Family Handbook Changes A.R.
9. Approval of 2022-23 School Improvement Plan A.R.
10. Consent Agenda A.R.
 - May 16, 2022 Dover School Committee Minutes
11. Communications (For Members Information)
 - Subcommittee Assignments
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



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: June 3, 2022

Principal's Reflections

As we fly to the end of the year, we pass landmarks in the school calendar. Most recently we held our Field Day, affectionately known as "the best day of the year". Over 200 parents volunteered at stations, coordinated by Ms. Jeanne Riordan and Mr. Chris Fraser. Events included the traditional kick ball games for grade 4 and 5, Tug of War, Fishy, Fishy and some new treats, including Stomp Rockets, Falling Sticks and Test your Speed.

Looking ahead, most classes will have end of the year events the week of June 13, with the Kindergarten performance capping the week on Friday. The fifth grade promotion ceremony will be on June 17th.

As we wrap up our 2021-2022 school season, we are grateful for the support of our parents and families, staff, teachers, administration and students for the collective energy and effort for this year. Each school year brings challenges and new adventures and this year certainly fulfilled those expectations.

We also present this evening our proposed Handbook changes, with edits as noted last meeting and our School Improvement Plan.

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.

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.

DS Professional Growth and Evaluation System Update

The end of the year brings the opportunity to reflect on our professional and student growth goals. Teachers and administrators reflect and write self evaluations and meet with supervisors to celebrate our successes, redesign to improve and make plans for next year.

Extracurricular

Congratulations to our PTO for a hugely successful biennial Auction, held on May 20th at Silverwood Farm! We are grateful for PTO support of our teachers and programming.

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: June 3, 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>
1116	5/19/22	\$1,299.00	SPED-240
1117	5/19/22	\$91.98	SPED-262
1118	5/19/22	\$164,998.12	General-School
1119	5/19/22	\$8,268.03	Title I
1120	5/19/22	\$5,000.00	Title IVA
1121	5/19/22	\$46,613.45	General-OOD
1122	5/19/22	\$35,183.57	Food Service
1123	5/19/22	\$75,845.94	General-School
1125	6/2/22	\$103,296.07	Circuit Breaker
1126	6/2/22	\$820.30	Title IV
1127	6/2/22	\$399.00	SPED-240
1128	6/2/22	\$109,262.12	General-OOD
1129	6/2/22	\$29,191.52	General-School

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Kate McCarthy, Director of Student Services

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY22 Operating Update
DATE: June 3, 2022

Attached please find:

- * Status of Appropriations as of June 2, 2022
- * Special Revenue/Revolving Funds Statement projected as of June 30, 2022
- * Summary of ESSER Expenditures to date

*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 30th and **are finalizing the search for the permanent replacement to be effective July 1st.**

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

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variance in SPED Services/Supplies. 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 expenses and encumbrances reflect all out-of-district placements as of June 2nd. 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).

Projected Operating Results

The operating budget is projected to have a small negative variance of (\$90,000) primarily relating to staff added post-budget to provide level service in classroom sections based on enrollment and the Committee's class size policy. In addition, there is an approximately (\$100,000) negative variance in OOD due to changes in placements throughout the year. The projected net operating variance of (\$189,249), is offset by circuit breaker funds resulting in a projected net turn back to the Town of approximately \$975,000. Final June 30, 2022 statements will be presented to the Committee at the September meeting.

Special Revenue/Revolving Funds

Summary of activity projected through June 30, 2022 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 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.

Attached for your review is the summary of expenditures to date for the District's ESSER funds. You will note that ESSER I and II have been fully expended with funds remaining in the ESSER III for use through 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 June 2, 2022

SALARIES	FY22	EXPENDED		TOTAL	OPERATING	% of
	BUDGET	THRU 6/2	ENCUMBRANCES	PROJECTED	VARIANCE/ BUD.REMAINING	BUDGET
SUPERINTENDENT	\$146,638	\$142,545	\$0	\$142,545	4,093	2.79%
BUSINESS AND FINANCE	113,590	109,982	0	109,982	3,608	3.18%
DISTRICT INFO MANAGEMENT	74,436	75,183	0	75,183	(747)	- 1.00%
SPED ADMINISTRATION	214,738	191,460	11,314	202,774	11,964	5.57%
SCHOOL LEADERSHIP-BUILDING	371,176	355,797	15,946	371,743	(567)	- 0.15%
ACADEMIC LEADERS	37,703	30,484	0	30,484	7,219	19.15%
TEACHERS, CLASSROOM	3,351,981	2,907,544	670,426	3,577,970	(225,990)	- 6.74%
TEACHERS, SPED	756,966	649,356	142,504	791,860	(34,894)	- 4.61%
SUBSTITUTES	45,000	30,541	0	30,541	14,459	32.13%
EDUCATIONAL ASSISTANTS	613,211	521,876	29,748	551,624	61,587	10.04%
LIBRARIANS & MEDIA CENTER	64,803	43,346	10,320	53,666	11,137	17.19%
BUILDING BASED PD	16,875	19,389	0	19,389	(2,514)	-14.90%
GUIDANCE COUNSELORS	66,428	53,653	12,775	66,428	0	0.00%
PSYCHOLOGICAL SERVICES	88,647	57,280	13,638	70,918	17,729	20.00%
MEDICAL/HEALTH SERVICES	91,018	72,631	13,778	86,409	4,609	5.06%
CUSTODIAL SERVICES	249,514	197,631	14,267	211,898	37,616	15.08%
TOTAL SALARIES	\$6,302,723	\$5,458,699	\$934,715	\$6,393,414	(\$90,691)	- 1.44%
EXPENDITURES						
SCHOOL COMMITTEE	\$10,650	\$6,675	\$2,415	\$9,089	1,561	14.65%
SUPERINTENDENT	17,300	14,328	0	14,328	2,972	17.18%
LEGAL SERVICES	9,000	7,011	2,500	9,511	(511)	- 5.67%
DISTRICT INFO MANAGEMENT	64,200	64,255	2,079	66,334	(2,134)	- 3.32%
SCHOOL LEADERSHIP-BUILDING	18,270	9,749	1,851	11,600	6,670	36.51%
CLASSROOM CONTRACTED SERVICES	4,500	1,821	0	1,821	2,679	59.53%
SPED SERVICES/SUPPLIES	75,200	79,208	32,838	112,046	(36,846)	-49.00%
LIBRARIANS & MEDIA CENTER	14,160	11,909	2,388	14,297	(137)	- 0.97%
COURSE REIMBURSEMENT/PD	33,300	25,123	1,700	26,823	6,477	19.45%
TEXTBOOKS	37,000	45,714	60	45,774	(8,774)	-23.71%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	5,248	0	5,248	852	13.96%
INSTRUCTIONAL EQUIPMENT	19,000	13,256	1,202	14,458	4,542	23.90%
GENERAL SUPPLIES	61,050	43,545	2,934	46,479	14,571	23.87%
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	2,440	0	2,440	160	6.14%
TRANSPORTATION SERVICES	255,972	211,418	49,657	261,074	(5,102)	- 1.99%
CUSTODIAL SERVICES	25,000	14,481	5,064	19,545	5,455	21.82%
UTILITIES	217,500	185,115	18,292	203,407	14,093	6.48%
MAINTENANCE OF BUILDING	135,500	113,379	14,835	128,214	7,286	5.38%
TOTAL EXPENDITURES	\$1,024,552	\$878,947	\$137,814	\$1,016,760	\$7,792	0.76%
TOTAL INDISTRICT OPERATING	\$7,327,275	\$6,337,646	\$1,072,529	\$7,410,175	(\$82,899)	- 1.13%
OOD TUITION & TRANSPORTATION						
TUITION TO MA SCHOOLS	164,114	72,695	0	72,695	91,419	55.70%
TUITION TO COLLABORATIVES	263,270	443,721	54,497	498,218	(234,948)	-89.24%
TUITION TO NON-PUBLIC SCHOOL	1,919,811	1,596,198	196,356	1,792,554	127,257	6.63%
TUITION TO OUT OF STATE SCHOOLS	245,195	314,565	19,894	334,459	(89,264)	-36.41%
TRANSPORTATION SERVICES	\$450,000	\$351,899	\$98,915	\$450,814	(814)	- 0.18%
TOTAL OOD	\$3,042,390	\$2,779,078	\$369,662	\$3,148,740	(\$106,350)	- 3.50%
TOTAL OPERATING	\$10,369,665	\$9,116,724	\$1,442,191	\$10,558,915	(\$189,249)	- 1.83%
CB Reimbursement offset at 75%				(\$1,163,336)	\$1,163,336	
Est. Operating Expenses/ Surplus				\$9,395,579	\$974,087	

Dover Public Schools
Special Revenue/Revolving Funds as of June 30, 2022 (projected)

<u>SPECIAL REVENUE/REVOLVING FUNDS</u>	<u>FUND BALANCE @7/01/2021</u>	<u>REVENUE</u>	<u>EXPENDITURES / ENCUMBRANCES</u>	<u>FUND BALANCE @ 06/30/22</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 48,308	\$ 6,120	\$ 18,249	\$ 36,179	<i>\$8,300 of funds used for flooring replacement in Music Room \$7,708 of funds used for security job upgrade</i>
CIRCUIT BREAKER	-	1,163,336	1,163,336	-	
FOOD SERVICES	60,250	233,066	188,024	105,292	<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	<i>Net of deposits in advance - \$700</i>
<u>FIDUCIARY FUND</u>					
STUDENT ACTIVITY FUND	\$ 12,888			\$ 12,480	<i>Student Activity Account balance per school</i>

ESSER Grants
Fiscal Year 2021- 2022

DOVER - ESSER Grants

Prelim 06.30.22

	YTD	
	<u>EXP & ENCUMB</u>	<u>NOTES:</u>
<u>ESSER I</u>		
Total Grant Award	\$ 20,000.00	
SPED SERVICES	\$ 11,536.25	SPED Summer Svcs, SPED Psych Evals
INSTRUCTIONAL MATERIALS	\$ 4,703.08	ELA materials
TECHNOLOGY SUPPORT	\$ 3,112.50	Zoom Video services
PPE SUPPLIES	\$ 648.17	Face masks
Total Expenses	\$ 20,000.00	
Balance Remaining	\$ -	
<u>ESSER II</u>		
Total Grant Award	\$ 85,841.00	
SUPPORT STAFF	\$ 49,299.00	Educational Assistants and reading tutors
SPED SERVICES	\$ 12,800.00	SPED Psych and SLP Evals
INSTRUCTIONAL MATERIALS	\$ 10,791.00	ELA materials
TESTING & ASSESSMENT	\$ 9,171.00	SEL and academic assessment tools (includes Panorama)
COVID-19 RELATED STAFFING	\$ 3,780.00	Pool Testing staff costs
Total Expenses	\$ 85,841.00	
Balance Remaining	\$ -	
<u>ESSER III</u>		
Total Grant Award	\$ 170,448.00	
INSTRUCTIONAL TECHNOLOGY	\$ 66,046.00	Chromebooks and iPads
Total Expenses	\$ 66,046.00	
Balance Remaining (to FY23)	\$ 104,402.00	

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**.

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.

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.

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

If we are able to successfully inspire, challenge, and provide the necessary support for all of our students, *then* they will be equipped with the tools necessary to achieve their fullest potential in a rapidly changing society.

District Core Values

The Dover Sherborn Schools commit to the following Core Values:

Commitment to Community
Equity and Excellence
Respect and Dignity
Climate of Care



Dover-Sherborn Strategic Objectives 2018-2022

Resource Allocation, Attainment, and Efficiency	Further Strengthen Partnerships with Families and Communities	Ensure World Class Curriculum, Instruction, and Assessment	Ensure the Health and Wellbeing of Staff and Students	Maintain and Ensure Safe, Secure, State of the Art Facilities
<p>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.</p>	<p>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.</p>	<p>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 21st century.</p>	<p>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.</p>	<p>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.</p>

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><i>Ensure World Class Curriculum, Instruction, and Assessment</i></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>	<p>Identify and address any gaps in student academic, emotional and social learning as a result of the Covid pandemic and otherwise.</p>	<p>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.</p>	<p>Principal, Curriculum Leaders</p>	<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>
	<p>Effectively continue to integrate data use protocols into grade level team meetings, data and progress monitoring meetings.</p>	<p>Teachers provide interventions that match students' needs when they are able to benchmark their students against standards.</p>	<p>Principal, Assistant Principal, PLC leaders</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
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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
<i>Ensure the Health and Wellbeing of Staff and Students</i> Deepen our focus on student well-being both social-emotionally and physically and ensure program enhancements and re-visitation of policies or structures that may be	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 phase that scaffolds student practice of taught skills.		Principal, Assistant Principal, Literacy Specialist, classroom teachers	Creation of a shared digital tutorial library of instructional workshop practices



<p>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>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>	<p>Conferring and small groups will be evident in Readers Workshop and/or initial Reading Units of Study</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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<p>Further Strengthen Partnerships with Families and Communities</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>	<p>Curriculum review (NYU)</p> <p>In anticipation of a multiyear strategic plan, we will add steps here.</p>	<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>	<p>Principal, Assistant Principal, classroom and Specialist teachers</p>	<p>Classroom library makeovers</p> <p>Implement recommendations of NYU audit</p> <p>Pollyanna implementation across PK-5</p>
	<p>Inclusive communication: Assess current family engagement practices, including websites and teacher-based communication for Dover and Boston families</p>		<p>Principal, Assistant Principal, classroom and Specialist teachers</p>	<p>Survey families regarding school and teacher communication;</p> <p>Identify communication strategies used by teams, departments, and individual staff.</p> <p>Incorporation of district changes to communication including website, social media, and communication templates.</p>
	<p>Develop parent/guardian forums for two way communication with families and school</p>		<p>Principal, SAC, staff</p>	<p>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</p>
	<p>Build a Student Citizenship program where students individually and collectively demonstrate and learn civic responsibilities of being a member of a community</p>		<p>Civics education</p>	<p>Principal, Assistant Principal, all teachers and staff</p>



DRAFT

Dover School Committee
Meeting of May 16, 2022

Members Present: Sara Gutierrez-Dunn
Colleen Burt
Mark Healey
Jeff Cassidy
Liz Grossman
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 6:37 pm.

2) Community Comments - none

3) Reports

- Superintendent Update - Kathleen Smith presented an update from her office.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

4) FY22 Financial Report as of May 9th

- Salaries - costs associated with the piloted Math and SEL Specialist of approximately \$85,000 has been allocated to ESSER and SPED grants reducing the overall negative operating variance. .
- Expenditures - there is nothing new to report since the last meeting.
- Out-of-District - there has been additional placement activity resulting in an increased negative variance. A recap of FY22 placements will be reviewed next month.

5) Proposed Changes to 2022-23 Student Handbook: first read - the changes to the handbook were reviewed. A vote will be taken at next month's meeting.

6) School Improvement Plan: first read - the plan was presented and discussed. A vote will be taken at next month's meeting.

7) Consent Agenda

- Approval of Minutes: March 10, 2022

Colleen Burt made a motion to approve the Consent Agenda. Mark Healey seconded.
22-06 VOTE: 5 - 0

8) Communications

- Regional School Committee Minutes of February 16, 2022
- Sherborn School Committee Minutes of February 8, March 15, 2022

9) Recognition - Mark Healey was recognized for his service on the Dover School Committee.

10) Adjournment at 7:36 pm.

Respectfully submitted,
Amy Davis

DOVER SCHOOL COMMITTEE	
	2022-23
Chair	
Secretary	
Finance	
Warrants	Liz Grossman
Budget	All
Subcommittees	
Superintendent's Evaluation	Liz Grossman
Union #50 <i>Three voting members (from each of the Dover and Sherborn School Committees) responsible for employment of the</i>	Sara Gutierrez Dunn
	Colleen Burt
	Liz Grossman
Personnel	Jeff Cassidy
Negotiations	Jeff Cassidy
Search Committees	Colleen Burt
Policy <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
Buildings & Facilities	Jeff Cassidy
Liaisons	
DS AIDE	Sara Gutierrez Dunn
Pine Hill CSA/Chickering PTO/MS POSITIVE/HS PTO	Goli Sepehr
School Advisory Council	Colleen Burt
Challenge Success	Colleen Burt
SEPAC	Colleen Burt
METCO	Colleen Burt
Wellness	Goli Sepehr
Task Forces	
Communication	Liz Grossman

Sustainability	Colleen Burt
	Liz Grossman
Sheriff's Task Force on Juvenile Substance and Mental Health	Colleen Burt

APPROVED MAY 10, 2022

Dover-Sherborn Regional School Committee

Meeting of March 8, 2022

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

1) Call to Order

Kate Potter called the meeting to order at 6:38 pm in the Middle School Library.

2) Community Comments - none

FY23 Dover Sherborn Regional Schools Budget Hearing

Dawn Fattore presented the FY23 Budget. 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%; staffing changes/retirements which are offsetting the salary increases; continued funding provided for OPEB Liability Trust; Norfolk County Retirement assessment increase of 7%; level enrollment; and continued trend budgeting for operating accounts as prudent given the impact of COVID on operations for the last two fiscal years. The proposed FY23 Operating Budget is \$27,023,813 which is \$644,622 (2.44%) greater than FY22.

Capital requests for FY23 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 create an additional classroom); and continue flooring replacement in classrooms at the High School. The roof project of \$1.575 million will be funded through an Inter-Municipal Agreement (IMA) with both towns. The remaining projects totaling \$367,500 will be funding the Excess & Deficiency (E&D) funds.

3) Discussion and Vote to certify FY23 Operating Budget

Lynn Collins made a motion to adopt the FY23 budget in the amount of \$27,023,813 which is reduced by estimated receipts and available funds in the amount of \$3,570,544 for a net amount to be assessed to the member towns of \$23,453,269 (comprised of \$22,618,069 in operating expenses and \$835,200 in debt expenses) and that the Treasurer be authorized to certify this budget in the apportioned share of each town based on the statutory method. Maggie Charron seconded.

22-05 VOTE: 5 - 0

Angie Johnson made a motion to approve the utilization of \$110,000 of June 30, 2021 certified Excess & Deficiency funds for the FY23 Budget. Judi Miller seconded.

22-06 VOTE: 5 - 0

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; Systems Leadership for Equity Position Paper; and her meeting with METCO students & POSITIVE.
- Warrant Report

APPROVED MAY 10, 2022

5) Financial Reports: FY22 Monthly Report as of February 28th

- Revenues - the current statement reflects the return of funds (\$642,691) to the two Towns based on the certification of the Region's E&D as of January 24th. The February assessment payments were reduced by the applicable amounts. The first Chapter 71 transportation payment has been received at an 80% reimbursement of FY21 transportation costs. Based on this, a \$110,000 positive variance is projected.
- Salaries - the current statement recognizes savings from various extended leaves resulting in the increase in the positive variance in Teacher, Classroom and Guidance line items. The vacancy in the Business Office has been filled. There remains an open custodial position. Grants have been utilized to offset the negative variance in Educational Assistants.
- Expenditures - there are no material variances projected at this time.

6) Annual Vote on MA School Choice Law

Judi Miller made a motion to have the Dover Sherborn Regional Schools not participate in the School Choice program for the 2022-23 school year. Lynn Collins seconded.

22-07 VOTE: 5 - 0

7) Consent Agenda

- Approval of Minutes: February 1 and 16, 2022
- Donations - \$2,156 from DS Varsity Field Hockey for volunteer coach; \$8,300 from Alan Thayer Mudge Fund for lighting board replacement in the auditorium.

Maggie Charron made a motion to approve the Consent Agenda. Angie Johnson seconded.

22-08 VOTE: 5 - 0

8) Communication

- DSHS Principal's Report
- DSMS Principal's Report
- Sherborn School Committee minutes of November 16, 2021

9) Items for May 3, 2022 meeting

10) Adjournment at 8:09 pm.

Respectfully submitted, Amy Davis