

**Dover School Committee
Meeting Agenda
October 20, 2020**

6:30 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/85609617209?pwd=RUxFU0xFQ2JPUFcxOG9mMWVsMTZvUT09>

Meeting ID: 856 0961 7209

Passcode: 362211

1. Call to Order
2. Community Comments
3. PTO Co – Presidents - Ameer Tejani and Ellie Beasley
4. Reports:
 - Principal's Report – Dr. Reinemann
 - Warrant Report
5. FY21 Monthly Financial Report
6. Capital Plan
7. October 1, 2020 Annual Enrollment Report
8. School Committee FY22 Budget Guidance
9. Consent Agenda
 - Dover School Committee Minutes September 29, 2020
10. Communications (For Members Information)
 - Regional School Committee Minutes September 8, 2020
 - Sherborn School Committee Minutes September 22, 2020
11. Items for December 17, 2020 meeting (Reminder: 8:30 am start)
12. Adjourn

A.R.

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 PTO (Chickering School)

Overview of 2020-2021 School Year

Open Board Meeting
October 15, 2020

Prepared by: Dover PTO Board

Key Activities and Agenda

- Teacher Support.....Amee and Ellie
- Curriculum Enrichment.....Peggy and Shannon
- Community Events.....Goli and Mila
- Outreach.....
.....Kim
- METCO
Program.....Mila
a
- Volunteers.....
.....Alysia

Teacher Support

- Discretionary Funds
- Teacher Grants
 - Document Readers
 - Portable Whiteboards



- What other needs might come up this year?

Curriculum Enrichment

2020 - 2021 Programs

- The CE Chairs undertook a consultative project with the teachers again this year to rationalize and streamline the program. As a result, the curriculum was updated for certain grades and the logistics upgraded. Due to Covid restrictions, CE programs being transformed into virtual programs at least through December.

Pre-K

- Barn Babies
- Firefighter and police officer
- Audubon naturalist

Kindergarten (on hold)

- Audubon naturalist (3 times a year)
- Understanding Our Differences - Allergies
- Visiting Author - David Biedrzycki
- Wingmasters

1st Grade

- Bugworks
- Audubon naturalist (4 times a year)
- Understanding Our Differences - Physical Disabilities
- Visiting Author - Heather Lang

2nd Grade

- Mass Hort - Habitats & Ecosystems
- Understanding Our Differences - Intellectual Disabilities
- Visiting Author - Jerry Pallotta
- Storyteller Len Cabral

3rd Grade

- David Coffin: Musician
- Audubon naturalist (4 times a year)
- Techsploration: Weather
- Understanding Our Differences - Low Vision & Hearing
- Visiting Author - Suzy Kline
- Wampanoag Visit
- Paul Revere's Ride

4th Grade

- New England Sci Tech- Electric Circuits
- Ted Scheu the Poetry Guy
- Understanding Our Differences - Autism
- Visiting Author - T.M. Murphy

5th Grade

- Bay Colony Educators
- Cry Innocent
- Minute Man Park Field Trip
- Audubon MCAS Science Review
- Museum of Science: Weather
- Understanding Our Differences - Learning Differences
- Visiting Author - Rob Buyea

Community Events, Support, and Outreach*

2020 - 2021 Programs

- Virtual Bingo Night
- Books from the Heart
- Science Fair
- International Night
- Bike Safety Day
- Online Family Directory
- Chickering CARES
- Food Drives
- Outdoor Classroom and New “Chickering GROWS” Program



*adapting many programs to a virtual format, as possible

METCO Update



- We have **8 students from Boston** this year k-4, including 2 new students
- **Family Friends Program** is up and running
- Virtual events, goodie bag distributions, encouraging enduring friendships
- Remain committed to **ensuring equitable access** for Boston families to PTO, school and district events
- Supportive environment for parents: **meaningful connections**, resources

- DS METCO Scholarship Fund ran an Emergency Funds Campaign through the district PTOs in the spring and raised **\$58,000 for food and pharmacy cards** for families in our community
- Several rounds of distributions, with another round this week and a final round next month

Volunteers

2020-2021 Programs

- Hospitality
 - Monthly care packages for teachers (in lieu of teacher lunches)
- Room Parents
 - Aid in teacher-parent communication
- New Family Welcome
 - Community building, buddy families & local resources
- Teacher Appreciation Week Door Decorations and/or Appreciation Padlets and Staff Appreciation Gifts
- Support for Chickering Administration Events
- Support Community Events & Outreach Programs



Fundraising

2020-2021 Programs

CHECK WRITING YEAR



Kicks off October 19!



0.5% of eligible purchases will be donated to Dover PTO

2020-2021 Digital Chickering Directory



Adult size style



Youth size style

Custom 'We are DS' masks raised \$463.73

Dover PTO (Chickering School)

Financial Overview

Last updated: October 14, 2020

Prepared by: Dover PTO Board

FY2020: Budget vs. Actuals

•Budgeted

- Income: \$100,110
- Expenses: \$106,813
- Net operating Income: -\$6,703
 - Net from Auction: \$54,000
- Expense allocation
 - Curriculum Enrichment: \$38,613
 - Teacher Support: \$23,350
 - Fundraising Expenses: \$23,050
 - Chickering Events: \$8,750
 - Chickering Outreach: \$5,600

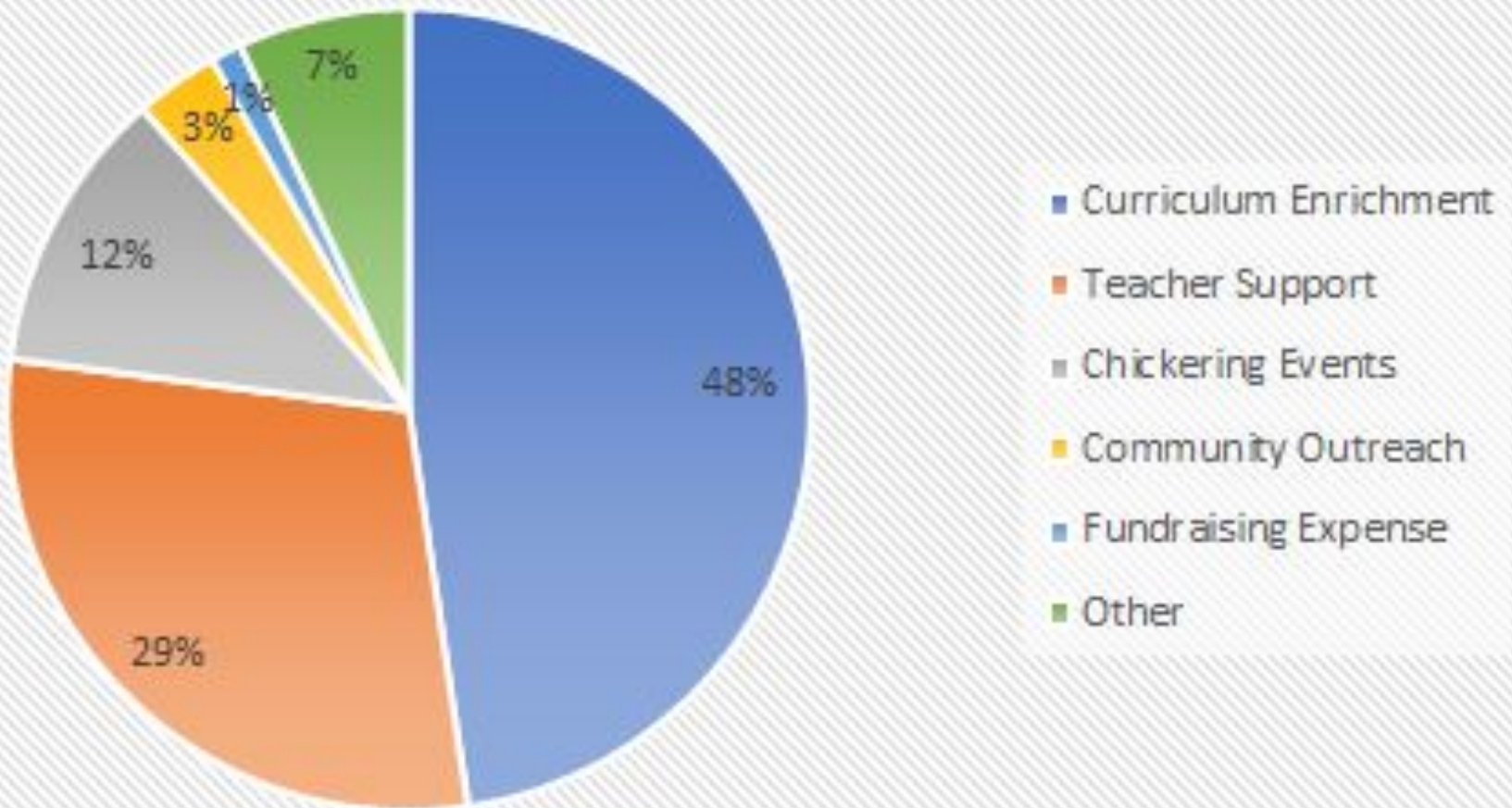
•Actuals

- Income: \$57,013
- Expenses: \$67,037
- Net operating Income: -\$10,024
 - Net from Auction: \$35,512
- Expense allocation
 - Curriculum Enrichment \$26,063
 - Teacher Support: \$14,116
 - Fundraising Expenses: \$3,682
 - Chickering Events: \$6,126
 - Chickering Outreach: \$2,311

FY2021 (7/1/20-6/30/21) Budget

- Total Income expected: \$50,550
- Total Expenses expected: \$84,706
- Net Operating Income Expected: -\$34,156
- Expense allocation
 - Curriculum Enrichment: \$38,221
 - Classroom and teacher support: \$23,300
 - Chickering events: \$9,200
 - Chickering community outreach: \$2,700
 - Expenses/outlay for check writing and other fundraisers: \$1,000

Expense Allocation



“Other”- Maintenance of the outdoor classroom, fish tank, and playground equipment



The Public Schools of Dover and Sherborn
157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax :508-785-2239
URL: www.doversherborn.org
Dr. Andrew W. Keough, Superintendent
Ms. Elizabeth M. McCoy, Assistant Superintendent
Ms. Kate McCarthy, Director of Student Services
Ms. Dawn Fattore, Business Manager

Chickering School
29 Cross Street
Dover, MA 02030
Phone: 508-785-0480
Fax: 508-785-9748

Dr. Deb Reinemann
Interim Principal

Mr. Jim Carnes
Interim Assistant Principal

Ms. Naomi O'Brien
Elementary Special
Education Coordinator

Ms. Laura Driscoll
Special Education
Team Chair

TO: Dr. Andrew Keough, Superintendent
FROM: Dr. Deborah Reinemann, Interim Principal
RE: Principal's Report
DATE: October 16, 2020

Principal's Reflections

We hosted our annual Open House on October 6th, in a virtual format. Families and caregivers were invited to meet their teacher(s) at 6 PM in their dedicated online classroom and then to an administration meeting at 6:35 where we overviewed the school year. Teachers recorded their presentations and shared with all their families in case someone was unable to attend.

In elementary school we pride ourselves on the balance of emotional, social and academic learning. We focused first on the social-emotional needs, as these are essential in order to tackle academic needs. We have smoothly transitioned to the threefold focus. Instruction is underway, reading assessments have begun and (gasp!) I saw a math test underway. Our School Advisory Council is eagerly engaging with the work of Cultural Awareness and planning on how they can support the work of the Diversity Task Force. Current work includes planning a parent/child book share using texts from within the school.

Our communication with families will continue through Bloomz, with weekly updates from me on Wednesdays. Mr. Carnes and I also began hosting Principal's Office hours on Tuesdays at 1 PM.

Professional Development

Jen Ryan, the Literacy Specialist from Pine Hill offered two afternoons of professional development to our Chickering teachers. Teachers in K-2 met with Jen two weeks ago and grades 3-5 met with her last week. During these sessions, Jen trained our teachers in the Benchmark Reading assessments (BAS) & Teachers College Running Records. We will continue to use the DIBELS reading assessments and Easy CBM (grade 4 & 5) as well.

This set of data is more time efficient and provides more useful data for teachers to customize instruction.

DS Professional Growth and Evaluation System Update

Goals have been written by all contracted teachers. Many are using the guidance from Ms. McCoy to utilize their learning and implementation of remote learning strategies. In a silver lining of the COVID-19 pandemic, we have developed extensive technology and communication skills for teachers and students.

Personnel

New staff: Heidi Lusby joins us as a General Education Assistant in grade 4.

Extracurricular

Concurrently with the last Dover School Committee meeting, Mila Clark and Monique Marshall-Veale hosted a meet and greet with all the PH and CH Boston students and their families with the PH and CH administrators. We were grateful for the time together and the opportunity to get to know each other better.

October 1, 2020 Enrollments

	Oct 1 2019	Oct 1 2020
Pre-School		
Keri Windsor	9	8
PreK- Total	9	8
Kindergarten		
Melissa Baker	19	21
Nancy Powers	20	19
Alisa Saunders w/4 remote	20	22
Jodi Emerson	20	
K-Total	79	62
Grade 1		
Jodi Emerson	20	18
Laurie Moran	20	16
Kylie Hilliard	20	15
Alison Parker	20	17
REMOTE-Amy Cohn		15
1st-Total	80	81
Grade 2		
Michelle Hugo	18	18
Renee Grady	18	18
Kim Delaney	18	18
Laurette Ulrich	18	17
Remote- PH teacher		6
2nd-Total	72	77
Grade 3		
Judy Cronin	21	18
Andrea Welch	21	18
Alison Vetere	22	16
Leslie Loughlin	21	18
Remote-PH Teacher		6
3rd-Total	85	76
Grade 4		
Christine Atkinson	20	19
Meredith Merritt	20	19
Kristen Kraeutler	21	19
Cathy Chiavarini	21	18
Remote- Donna Power		12
4th-Total	82	87
Grade 5		
Corinne Cummings	17	21
Jim Keohane	16	22
Devon Vanaria	18	20
Donna Power	16	22
Ken Wadness	17	
Remote-Donna Power		2
5th-Total	84	87
TOTAL	491	478

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Dover School Committee Meeting of September 29, 2020

Members Present: Brooke Matarese
Mark Healey
Leslie Leon
Colleen Burt
Sara Gutierrez Dunn

Also Present: Andrew Keough, Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Manager

1) **Call to Order**

Ms. Matarese called the virtual meeting to order at 6:30 pm and read the following into the record: Good evening. This Open Meeting of the Dover School Committee is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of COVID-19, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.

For this meeting, the Dover School Committee is convening via Zoom App, as posted. Information on how to join our School Committee mtgs and mtg agendas were posted on the Dover Sherborn District Website and on the town calendars.

Please note that this meeting is being recorded, and that some attendees are participating by video conference. Accordingly, please be aware that others may be able to see you, so please take care not to "screen share" your computer. Anything you broadcast may be captured by the recording.

Community comments are an opportunity for members of the community to be heard. We respectfully request that you please make your comments brief (2-3 minutes) and that you move the discussion forward by adding new information. Please try to avoid repeating points that have already been made.

Community comments are an opportunity for us to listen to members of the community. It is not a forum for answering questions or engaging in a debate. Once the public comment section of the meeting has been concluded, we will move on to other business and unsolicited comments from the community will no longer be permitted. This is standard operating procedure in school committee meetings across our 3 school districts.

2) **Community Comments** - none

3) **Reports**

- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Assistant Superintendent Update - Ms. McCoy shared the presentation she gave to the faculty at the start of school as well as the schedule of the professional development offered during the 10 days before students arrived.
- Superintendent Update - Dr. Keough thanked the Administration for their hard work over the summer and credited the successful opening of school to the effort and preparedness of the faculty and staff. He also reviewed the Reopening Plan - Phase 2 which would bring K-3 students back in-person 4 days per week:

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- a) Guiding Principle - Education is essential to children's intellectual, social and emotional development. This can be more completely addressed with in-person education, particularly among younger students who are not yet independent learners. These benefits must be weighed against the risk of COVID-19 transmission in the community and in the schools to determine when it is safe and appropriate to increase in-person learning time.
- b) Key Public Health Metrics - Community Prevalence: To support moving to the next stage of in-person learning, the combined Dover- Sherborn case rate averaged over two weeks should remain in "green", defined as < 4 cases / 100,000, for the 4 weeks prior to advancing to the next stage. This is the most recent tracking of our data (this data will also be posted to our [webpage](#) every Wednesday afternoon after being released by the state.
- c) Testing capacity: The test positivity rate in the community should be below 2% for at least two consecutive weeks, which is one indicator of adequate testing capacity. Furthermore, the school system should not be consistently exceeding the daily contracted testing capacity (currently 5/day, above what is available through primary care offices).
- d) School based spread: There should be no clusters of cases with evidence of in-school transmission. This is defined as meeting criteria for activation of the state mobile testing unit. Currently these criteria are as follows:
 - * Two or more students/staff within the classroom group develop COVID-19 within 14 days, and transmission/exposure occurred in the classroom
 - * More than 3% of the cohort/grade (at least 3 individuals) develop COVID-19 within 14 day, and transmission/exposure occurred in the school
 - * More than 3% of the school develops COVID-19 within 14 days (of note – for our typical school size this would already have triggered "Red" based on the population of our district)
 - * Three or more staff within the same school develop COVID-19 within 14 days, and there is evidence of transmission among staff
 - * Two or more students on the same bus develop COVID-19 within 14 days
- e) Logistical Requirements - The addition of more in-person schooling days raises multiple logistical issues including available spacing in classrooms (we have committed to ensuring 5.5 feet of distancing between students in classrooms), scheduling of lunch and snacks to ensure adequate distancing while unmasked (with spacing of 6 feet and all students facing the same direction our lunchroom capacity has shrunk considerably), and coordination of bus schedules. While public health measures are an important milestone – any level of opening needs to ensure that the available physical plant can accommodate appropriate distancing and cohort sizing. Dr. Keough stated that if the current data trend holds, K-3 will be brought back for in-person learning 4 days per week beginning on October 19th.

- Warrant Report

- 6) **FY20 Budget Closeout** - The year ended with a positive operating variance of \$111,341 comprised of: a positive salary variance of 218,604 due to post-budget staffing changes, extended maternity leave, unfilled stipend positions, plus savings from unused substitute and custodial overtime salaries due to the school closure; \$34,800 savings in transportation and \$44,000 in utilities due to the school closure; offset by a negative variance of \$218,554 in Out of District expenditures resulting from a combination of new placements as well as changes in placements.

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- Special Revenue/Revolving Funds - a summary of all activity for the accounts in FY20 was provided. Ms. Fattore highlighted the playground resurfacing which was completed in June with funding from the PTO as well as the Building Rental and Unrestricted Gifts accounts.
- 7) **FY21 Update** - Faculty devices and K-2 iPads were purchased through the Town's CARES funding. The Reopening Grant CARES monies have been used to purchase PPE, rent tents, and additional staffing. The FY22 Capital Request is being developed as requested by the Town.
- 8) **Remote Learning Enrichment Center** - In accordance with DESE Commissioner Reilly's guidance, a program that allows for our students whose parents are teachers to stay in school on their remote days (with the exception of Wednesday) has been established. The program is call the Remote Learning Enrichment Center and the funding will be charged to the CARES Reopening grant. There are 9 students participating at Pine Hill and the center is being staffed by previously underemployed Extended Day staff.

Leslie Leon made a motion to approve the Remote Learning Enrichment Center as presented. Mark Healey seconded.

20-14 VOTE: 5 - 0 via roll call

9) **Consent Agenda**

- Approval of Minutes of June 24, 2020

Leslie Leon made a motion to approve the Consent Agenda. Mark Healey seconded.

20-15 VOTE: 5 - 0 via roll call

10) **Communications**

- 2020-21 Meeting Calendar
- Subcommittee Assignments
- Regional School Committee - none
- Sherborn School Committee minutes of June 24, 2020

11) **Adjournment at 7:55 pm.**

Respectfully submitted,
Amy Davis

APPROVED OCTOBER 6, 2020

Dover-Sherborn Regional School Committee
Meeting of September 8, 2020

Members Present: Anne Hovey
Maggie Charron
Judi Miller
Kate Potter
Michael Jaffe
Lynn Collins

1) Call to Order

Ms. Charron called the virtual meeting to order at 7:30 pm and read the following into the record:

Good evening. Welcome to the September 8, 2020 meeting of the Dover-Sherborn Regional School Committee. This Open Meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020,

Information on how to join remote School Committee meetings and meeting agendas are posted on the Dover Sherborn District Website.

Please note that this meeting is being recorded. Be aware that anything that you broadcast may be captured by the recording.

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2) Community Comments - none

3) Athletic Update - Emily Sullivan, Athletic Director, reviewed the changes to the athletic program for the fall season. Golf, Cross Country, Soccer, and Field Hockey will run this fall with modifications. Football has been moved to the floating season between the winter and spring seasons. Ms. Sullivan also reviewed the format for the TVL for the fall season, protocols for practice sessions, games/meets/matches, transportation to athletic events, and individual sport modifications.

There were questions from the school committee members who also thanked Ms. Sullivan and everyone who worked so hard to make a fall sports season possible.

4) Adjournment at 8:34 pm.

Respectfully submitted, Amy Davis

APPROVED OCTOBER 13, 2020

Sherborn School Committee
Meeting of September 22, 2020

Members Present: Angie Johnson
Amanda Brown
Megan Page
Nancy Cordell

Also Present: Dr. Andrew Keough, Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator

1) Call to Order

Ms. Johnson called the virtual meeting to order at 6:30 pm and read the following into the record: Good evening. This Open Meeting of the Sherborn School Committee is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of COVID-19, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.

For this meeting, the Sherborn School Committee is convening via Zoom App, as posted. Information on how to join our School Committee mtgs and mtg agendas were posted on the Dover Sherborn District Website and on the town calendars.

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2) Community Comments - none

3) Reports

- Principal's Report - Ms. Gullingsrud summarized Dr. Brown's report in her absence.
- Assistant Superintendent Update - Ms. McCoy shared the presentation she gave to the faculty at the start of school as well as the schedule of the professional development offered during the 10 days before students arrived.
- Superintendent Update - Dr. Keough thanked the Administration for their hard work over the summer and credited the successful opening of school to the effort and preparedness of the faculty and staff.
- Warrant Report

APPROVED OCTOBER 13, 2020

4) FY20 Budget Closeout

- Status of Appropriations as of June 30th - The year ended with a positive operating variance of \$74,198 comprised of: a negative salary variance of \$19,315 caused primarily from additional required educational support; positive operating variance of \$20,000 in special education services due to the change in needs of the student cohort; \$34,600 savings in transportation and \$13,600 in utilities due to the school closure; and a positive variance of \$19,721 in Out of District expenditures.
- Special Revenue/Revolving Funds - a summary of all activity for the accounts in FY20 was provided.

5) FY21 Budget & Capital Update - a report will be provided at the October meeting.

6) Remote Learning Enrichment Center - In accordance with DESE Commissioner Reilly's guidance, a program that allows for our students whose parents are teachers to stay in school on their remote days (with the exception of Wednesday) has been established. The program is call the Remote Learning Enrichment Center and the funding will be charged to the CARES Reopening grant. There are 9 students participating at Pine Hill and the center is being staffed by previously underemployed Extended Day staff.

Nancy Cordell made a motion to approve the Remote Learning Enrichment Center as presented. Megan Page seconded.

20-14 VOTE: 4 - 0 via roll call

7) Consent Agenda

- Approval of Minutes: June 24, 2020

Megan Page made a motion to approve the Consent Agenda. Amanda Brown seconded.

20-15 VOTE: 4 - 0 via roll call

8) Communications

- 2020-21 Meeting Calendar
- Subcommittee Assignments

9) Items for October 13, 2020 meeting

10) Adjournment at 7:18 pm.

Respectfully submitted,
Amy Davis