

Dover School Committee

December 17, 2020

AGENDA

6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82106357031?pwd=dTNncEdXTWRQNGdsQ0hkMIRIQVBxZz09>

Meeting ID: 821 0635 7031

Passcode: 510763

1. Call to Order
2. Community Comments
3. Reports:
 - Principal's Report – Dr. Reinemann
 - Superintendent Report- Update on building leadership
 - Warrant Report
4. FY21 Monthly Financial Report
5. ACED Recommendation FY22 **A.R.**
6. Pre-K Tuition Rates FY22 **A.R.**
7. Proposed FY22 Operating Budget **A.R.**
8. FY22 Capital Update **A.R.**
9. Consent Agenda **A.R.**
 - Dover School Committee Minutes October 20,2020
10. Communications (For Members Information)
 - Dover Sherborn Regional School Committee Minutes November 2, 2020
 - Sherborn School Committee Minutes October 13,2020
11. Items for January 19, 2021 Meeting
12. 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.



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: Andrew Keough, Superintendent
FROM: Deborah Reinemann, Interim Principal
RE: Principal's Report
DATE: December 17, 2020

Principal's Reflections

December 17 is day #62 at Chickering! I am amazed and grateful for the opportunity to have our students in school. The immense planning and efforts by teachers and staff to open the school, and to build and maintain a safe learning environment have brought us a long way. Our Remote Schoolhouse and In school classrooms continue to grow and develop as the year progresses. Social, emotional and academics are the focus of our days, with all students, K-5 in the building four days/week. The pre-school is divided into two separate cohorts, which attend on two different days.

The time for the logistics of handwashing, moving around the room, mask breaks and traveling in the hall are now smoothed out and a part of our everyday fabric, allowing a bit more time for teaching and learning. We are especially fortunate to have large classrooms and several flexible spaces for teachers to access on inclement weather days. The stormy weather will bring some challenges to provide sufficient large indoor space for mask breaks and I am sure we will sort it out.

We were fortunate as well to have extended good weather so that all our classes were outside almost everyday for learning and for mask breaks. Teachers learn and use different strategies for these teaching times as well as our online formats. Students wear their masks and 'go with the flow' as we experiment with outside seating and technology. I hope that we can continue to innovate with teaching and learning and to bring these best practices from in school, outside teaching and remote teaching forward into everyday teaching.

Adding our fourth and fifth grade students to four days in school in early December rounded out our school population. When we brought the K-3 students in for four days in late October, we made all the major shifts in lunch/recess and schedules so the latest change had minimal disruption within the school day. Now that everyone is in for four days, we see more cars at drop off and pick up and the cafeteria is full all the time now. Older students are eager to see friends from the opposite cohort again and some students have expressed concerns about their health now that they are in school for four days.

Parent/Guardian-Teacher conferences are underway, in the virtual format. Report cards will go home the first week of February.

I am thrilled to be a part of the Diversity, Equity and Inclusion Task Force, a highly motivated group, and soon to be renamed, led by Beth and Andrew. I am looking forward to bringing the work of this committee to Chickering. Our School Advisory Council has chosen to mirror their work with the DEI work. The SAC will continue its work of creating an inclusive community, starting with an inclusive reading series for families, to launch in January.

Our communication with families will continue through Bloomz, with bi-weekly and as needed updates from us on Wednesdays. Links to our newsletter are [here](#), and on our Chickering website. (Parent/Chickering Family Newsletters)

Professional Development

November 30, 2020 afforded the opportunity for all staff Professional Development. We began the day, via Zoom, with a focus on culturally proficiency at Chickering. We shared a letter from some of our DS alumni, sharing their experiences at Dover Sherborn and feedback we received from our alum and then parents in Zoom sessions last spring. We revisited the DS Cultural Proficiency plan, which maps what we have done so far, considered “How to be a good Ally” and began planning next steps within our classrooms.

Following our all staff meeting, New England coffee provided a welcome break and a short time to visit with colleagues, socially distanced, of course. Then each teacher worked in their grade levels, or job-alike peer groups taking the work from the morning and launching into their specific teaching. Lunch was generously provided by PTO and the last part of the day included synchronous Technology sessions with Mr. Harte, goals work and independent work.

DS Professional Growth and Evaluation System Update

Teachers continue work on their goals: support of the hybrid/remote model, utilize evidence-based strategies that support and engage all students in deep learning and in support of student safety, health and social- emotional wellbeing, providing students opportunities to interact with their peers, utilize self-care strategies and self-reflect on their needs.

Personnel

Mrs. Kate Fleming, School Psychologist, is preparing for her maternity leave. Her Long Term Substitute will be Mrs. Kerry Lombard. Mrs. Lombard is a certified School Psychologist, and recently has been an Educational Assistant in Kindergarten at Pine Hill.

We anticipate three additional maternity leaves this spring: Mrs. Laurie Moran (grade 1), Mrs. Allie Vetere (grade 3) and Mrs. Ellen Wall (Special Education Assistant). Once Long Term Substitute teachers are secured, families will be notified, and transition will be underway.

We expect Mrs. Priscilla Stephan (Literacy Specialist) to return from maternity leave later this month.

Leila Wang, formerly a substitute teacher for DS, has been hired as a Part Time Educational Assistant.

The Public Schools of Dover and Sherborn

*Memo from
Superintendent Dr. Andrew Keough*

To: Dover School Committee

From: Andrew Keough, Superintendent

Date: December 15, 2020

RE: Superintendent Update

I will be providing a verbal update at the meeting on the building leadership plan moving forward.

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

www.doversherborn.org

Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

Ms. Kate McCarthy, Director of Student Services

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

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
DATE: December 17, 2020
RE: Approved Warrants

The following Accounts Payable Warrants were approved by one of the Committee's designated signers:

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>	<u>Fund</u>
1036	10/20/20	\$19,091.35	Circuit Breaker
1037	10/20/20	\$7,695.00	Title I
1038	10/20/20	\$2,589.85	Cares Re-opening
1039	10/20/20	\$56,085.94	General-ODD
1040	10/20/20	\$104,878.26	Payroll Reimb
1042/43	10/20/20	\$2,200.89	Cafe
1043	10/20/20	\$33,529.04	General-School
1045	11/3/20	\$420.00	SPED 262
1046	11/3/20	\$61,306.58	Circuit Breaker
1047	11/3/20	\$153,630.82	General-ODD
1048	11/3/20	\$1,029.02	Cares Re-opening
1049	11/3/20	\$1,254.14	Cafe
1050	11/3/20	\$5,025.98	Cares Re-opening
1051	11/3/20	\$20,475.27	General-School
1052	11/17/20	\$1,604.58	Cares Re-opening
1053	11/17/20	\$51,176.51	Circuit Breaker
1054/55	11/17/20	\$2,365.13	Cafe
1056	11/17/20	\$92,640.68	General-ODD
1058	11/17/20	\$60,530.81	General-School
1060	12/2/20	\$19,091.35	Circuit Breaker
1061	12/2/20	\$27,655.14	General-School
1062	12/2/20	\$1,217.27	Cares Re-opening
1063	12/2/20	\$1,305.83	Building Fund
1064	12/2/20	\$139,283.14	General-ODD

The Public Schools of Dover and Sherborn do not discriminate on the basis of race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

www.doversherborn.org

Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

Ms. Kate McCarthy, Director of Student Services

Commitment to Community

Equity and Excellence

Respect and Dignity

Climate of Care

TO: Dover School Committee

FROM: Dawn Fattore, Business Administrator

RE: FY21 Operating Update

DATE: December 17, 2020

Status of Appropriations

Attached please find the Status of Appropriations as of December 11, 2020.

Salaries

The majority of salaries have been encumbered for FY21. Given the hybrid model, one additional classroom teacher and two regular educational assistant have been added and these are reflected in the status of appropriations. A portion of the salaries for the two added EAs will be transferred to the CARES grant. The positive variance in Teachers, SPED represents the .6 adjustment counselor position that was eliminated from the SEL Center and replaced with an academic coordinator (same structure as the Bridge Program at the high school).

Expenditures

There are no material expenditure variances to report to date. Initial projections have been encumbered for building maintenance contracts and most utilities. The TEC oil bid price for FY21 is \$1.4346 (FY20 was \$2.0475) and will provide a savings as the budget was based on a conservative price of \$2.60 based on Warrant Committee guidance. Regular education transportation costs have been encumbered and reflect the savings resulting from the COVID-19 related amendment approved by the Committee last week. Keep in mind the budgeted transportation costs for FY21 was understated by approx. \$10,000 based on the allocation of the contract reserve.

Out-of-District

Tuition encumbrances are reflected for the majority of out-of-district placements. We have seen substantial activity in new placements with eight (8) to date resulting in a negative variance of approximately **\$570,000**. In addition with the spring closure, we incurred unbudgeted summer services of approximately **\$50,000**. The current COVID guidelines for transportation have also led to a net increase in transportation costs of approximately **\$75,000** to date as vans are limited to 2 students. It is important to note that these negative variances will be offset by circuit breaker reimbursement which at this point in time is sufficient to cover the negative variance of approximately **\$700,000**.

The initial CB reimbursement rate was set at 70%. We estimate receiving approximately **\$1.1 million**. We are still waiting for the final detailed calculation to be posted.

COVID related grants

As we have previously shared, Dover has had access to two main grant opportunities to cover unbudgeted costs due to COVID-19. One of the grants was allocated to municipalities (Municipal CARES) to be used across all operating departments and an additional grant of \$225 per students was awarded directly to schools (CARES Reopening grant). The Town of Dover has allowed us to submit our unbudgeted technology purchases against their Municipal CARES grant (total grant amount of \$537,911). These purchases included 156 iPads (\$46,644) needed for k-3 as well as an additional 30 laptops (\$33,630) for educators.

The Reopening grant (total grant amount of \$90,000) has been used to cover the costs of PPE, additional facility items such as the rental of tents, additional staffing for nursing, remote learning center and educational assistants, software needed for remote learning as well as additional school supplies. Both of these grant opportunities currently have an end date of December 31, 2020.

We will present a full accounting of the grants at the Committee's January meeting.

We will be happy to answer any questions the Committee may have at the scheduled meeting.

Dover Public Schools
Status of Appropriations as of December 11, 2020

	<u>FY21</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THUR 12/11</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/</u> <u>BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$144,093	\$35,954	\$107,863	\$143,817	276	0.19%
BUSINESS AND FINANCE	111,366	27,842	83,525	111,366	0	0.00%
DISTRICT INFO MANAGEMENT	77,572	17,952	53,856	71,808	5,764	7.43%
SPED ADMINISTRATION	213,924	41,155	169,583	210,737	3,187	1.49%
SCHOOL LEADERSHIP-BUILDING	373,119	166,008	195,791	361,799	11,320	3.03%
ACADEMIC LEADERS/QPO	29,777	7,572	9,083	16,655	13,122	44.07%
TEACHERS, CLASSROOM	3,291,681	1,034,973	2,279,008	3,313,981	(22,300)	- 0.68%
TEACHERS, SPED	747,063	225,703	511,020	736,723	10,339	1.38%
SUBSTITUTES	45,000	2,355	0	2,355	42,645	94.77%
EDUCATIONAL ASSISTANTS	631,722	199,448	393,634	593,082	38,640	6.12%
LIBRARIANS & MEDIA CENTER	60,676	18,670	42,006	60,676	0	0.00%
BUILDING BASED PD	16,875	6,525	0	6,525	10,350	61.33%
GUIDANCE COUNSELORS	68,494	19,132	43,046	62,178	6,316	9.22%
PSYCHOLOGICAL SERVICES	83,206	25,602	57,604	83,206	0	0.00%
MEDICAL/HEALTH SERVICES	89,086	27,142	60,444	87,586	1,500	1.68%
CUSTODIAL SERVICES	245,896	95,920	91,476	187,395	58,500	23.79%
TOTAL SALARIES	\$6,229,548	\$1,951,951	\$4,097,938	\$6,049,889	\$179,659	2.88%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	\$10,650	\$4,464	\$4,243	\$8,707	1,943	18.24%
SUPERINTENDENT	17,300	13,934	0	13,934	3,366	19.46%
LEGAL SERVICES	9,000	5,000	0	5,000	4,000	44.44%
DISTRICT INFO MANAGEMENT	78,050	47,804	16,840	64,644	13,406	17.18%
SCHOOL LEADERSHIP-BUILDING	18,270	1,974	1,541	3,515	14,755	80.76%
CLASSROOM CONTRACTED SERVICES	7,700	1,934	0	1,934	5,766	74.88%
SPED SERVICES/SUPPLIES	76,000	27,047	43,420	70,467	5,533	7.28%
LIBRARIANS & MEDIA CENTER	14,160	6,824	1,993	8,818	5,342	37.73%
COURSE REIMBURSEMENT/PD	33,300	2,227	130	2,357	30,943	92.92%
TEXTBOOKS & RELATED SOFTWARE	44,000	38,360	397	38,757	5,243	11.92%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	3,064	1,800	4,864	1,236	20.26%
INSTRUCTIONAL EQUIPMENT	16,400	4,719	7,151	11,870	4,530	27.62%
GENERAL SUPPLIES	61,050	20,873	8,701	29,574	31,476	51.56%
CLASSROOM INSTRUCT TECHNOLOGY	7,750	3,484	260	3,744	4,006	51.69%
GUIDANCE	3,500	2,850	0	2,850	650	18.57%
MEDICAL/HEALTH SERVICES	2,600	300	258	558	2,042	78.54%
TRANSPORTATION SERVICES	240,723	50,955	189,045	240,000	723	0.30%
CUSTODIAL SERVICES	25,000	1,585	0	1,585	23,415	93.66%
UTILITIES	217,500	53,876	118,380	172,256	45,244	20.80%
MAINTENANCE OF BUILDING	135,500	54,231	36,234	90,465	45,035	33.24%
TOTAL EXPENDITURES	\$1,024,553	\$345,505	\$430,394	\$775,899	\$248,654	24.27%
TOTAL INDISTRICT OPERATING	\$7,254,102	\$2,297,455	\$4,528,333	\$6,825,788	\$428,313	5.90%
<u>OOD TUITION & TRANSPORTATION</u>						
TUITION TO MA SCHOOLS	206,120	107,197	164,338	271,536	(65,416)	-31.74%
TUITION TO COLLABORATIVES	316,075	172,457	345,508	517,965	(201,890)	-63.87%
TUITION TO NON-PUBLIC SCHOOL	1,917,952	790,160	1,429,679	2,219,839	(301,887)	-15.74%
TUITION TO OUT OF STATE SCHOOLS	227,442	110,493	175,514	286,007	(58,565)	-25.75%
TRANSPORTATION SERVICES	\$451,000	\$125,557	\$402,426	\$527,983	(76,983)	-17.07%
TOTAL OOD	\$3,118,589	\$1,305,864	\$2,517,465	\$3,823,329	(\$704,740)	-22.60%
TOTAL OPERATING	\$10,372,691	\$3,603,320	\$7,045,797	\$10,649,117	(\$276,426)	- 2.66%
CB Reimbursement offset at 70%				(\$1,100,000)	\$1,100,000	
Est.Operating Expenses/ Surplus				\$9,549,117	\$823,574	

The Public Schools of Dover and Sherborn

*Memo from
Superintendent Dr. Andrew Keough*

To: Dover School Committee

From: Andrew W. Keough, Ed.D,
Superintendent

Date: December 15, 2020

RE: ACED Recommendations for FY22

The ACED (Advisory Committee on Extra Duties) met to review requests. The committee is recommending that the Curriculum Leaders at the Chickering Elementary School change from 4 stipend positions to 6 and to correspondingly change the name to Professional Learning Community (PLC Leaders) starting in FY22. Please see attached memo.

Ratio base is \$1,511.33	Current Ratio \$	ACED Recom Ratio \$
Curriculum Leaders	$2.50 \times 4 = \$15,113$	$2.50 \times 6 = \$22,670$

The total annual cost increase for the change will be \$7,557.

I will be happy to answer any questions in regards to these recommendations.

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

www.doversherborn.org

Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

Ms. Kate McCarthy, Director of Student Services

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

TO: Dover School Committee

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

DATE: December 14, 2020

RE: Approval of Pre-K Tuition

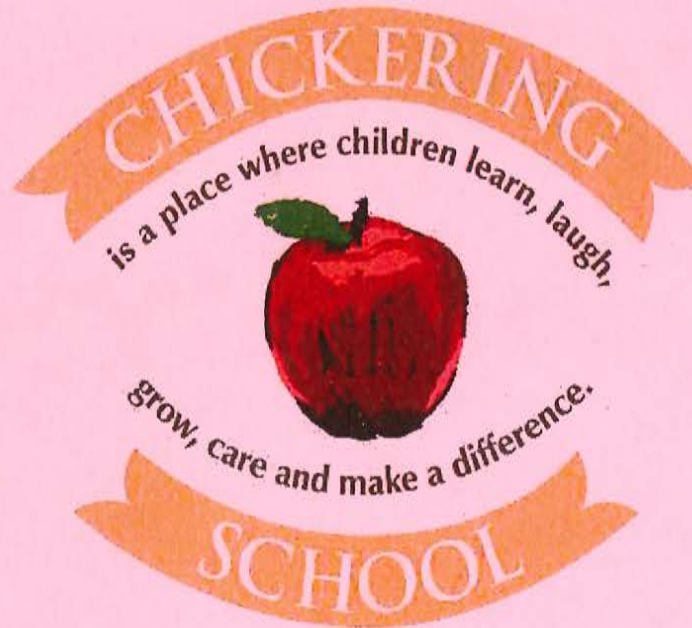
As we presented last year, there will continue to be two options for our Pre-K integrated program 3 or 5 day enrollment.

The corresponding tuition rates (based on FY21 tuition costs) with a 2% proposed increase will be:

3-day rate (M/W/F)	\$ 5,830
5-day rate	\$10,310

We request that the committee approve these rates for inclusion in the FY21 application packets.

Dover Public School



FISCAL YEAR 2022 OPERATING BUDGET

Andrew Keough, Superintendent of Schools
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator
Kate McCarthy, Director of Student Services

SCHOOL COMMITTEE MEMBERS

Brook Matarese, Chair
Leslie Leon, Secretary
Mark Healey, Member
Collen Burt, Member
Sara Gutierrez-Dunn, Member

EXECUTIVE SUMMARY

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

www.doversherborn.org

Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

Ms. Kate McCarthy, Director of Student Services

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

TO: Dover School Committee
FROM: Andrew Keough, Superintendent
Dawn Fattore, Business Administrator
DATE: December 17, 2020
RE: FY22 Operating Budget – Version 1.0

Overview of FY22 Budget

Assumptions

The FY22 Operating Budget was developed using the following assumptions:

- a. Regular school operations (in-person, 5-days a week) with level enrollment
- b. Compliance with Town budget guidance
- c. Alignment with District's Strategic Plan
- d. Acute awareness of potential post-COVID 19 State budget financial constraints

Key Budget Drivers

1. Payroll represents approx. 86% of the operating budget with key budget drivers being:
 - a. Contractual agreement increases of 2% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%
 - b. Post-budget staffing changes
 - c. Any planned retirements for FY22 will be reflected in V2.0.
2. Continued trend budgeting for all other operating accounts
3. In-District student enrollment – projecting 462-465 students with 24 classroom sections – class size range 18-22
4. Out-of-District(OOD) student enrollment – projecting 26 placements in FY22 (31 in FY21 Budget)

Financial Statistics

Overall operating budget increase is **\$39,417** or **.38%** with:

- a. In-district operating budget increase of **\$115,616** or 1.59%. *FY21 increase was \$1,615 or .02%.*
- b. OOD operating budget decrease of **\$76,199** or **2.44%**. *FY21 decrease was \$245,278 or 7.2%.*

Timeline

We plan to present Version 2.0 to the Committee in January incorporating any new information available at that time. A meeting with the Warrant Committee is scheduled for January 27th. The final version will be presented and approved in early March following the Public Budget Hearing.

Dover Public Schools

FY22 OPERATING EXPENSE SUMMARY

Description	FY18 Expended	FY19 Expended	FY20 Expended	FY21 Budget*	FY 22 Proposed*	\$ CHANGE	% CHANGE	% SUB BUDGET	% TOTAL BUDGET
SALARIES & OTHER COMPENSATION	6,076,124	6,060,051	6,072,426	6,229,548	6,345,166	115,618	1.86%	86.10%	
OTHER EDUCATIONAL EXPENDITURES	353,181	323,398	363,419	405,831	390,580	(15,251)	-3.76%	5.30%	
REGULAR EDUCATION TRANSPORTATION	207,746	209,880	176,444	240,723	255,972	15,249	6.33%	3.47%	
BUILDINGS & GROUND EXPENDITURES	324,754	366,224	310,305	378,000	378,000	0	0.00%	5.13%	
Sub-total In-District	6,961,805	6,959,553	6,922,594	7,254,102	7,369,718	115,616	1.59%		70.78%
TUITION	1,904,729	1,846,874	2,026,212	2,667,589	2,592,390	(75,199)	-2.82%	85.21%	
TRANSPORTATION	366,027	313,369	396,753	451,000	450,000	(1,000)	-0.22%	14.79%	
Sub-total OOD	2,270,756	2,160,243	2,422,965	3,118,589	3,042,390	(76,199)	-2.44%		29.22%
TOTAL SCHOOL DEPARTMENT	\$9,232,561	\$9,119,796	\$9,345,559	\$10,372,691	\$10,412,108	\$39,417	0.38%		100.00%

* Budget years include 100% of OOD costs (FY21 CB is approx. \$1.0 million, FY22 TBD)

based on Proposed Budget as of December 17, 2020

OPERATING BUDGET

To: All Dover Town Departments
From: Dover Warrant Committee
Date: October 13, 2020
Subject: Fiscal Year 2022 Budgeting Guidelines & Review Procedures

Financial Overview. Dover is currently in reasonable financial condition, with prudent overall debt and annual debt service levels.

An estimate of our Free Cash balance (not yet certified for July 1, 2020) relative to Dover's annual budget is at the conservative (high) end of the Commonwealth's Guidelines for Municipal Finance, and the Town has established and begun funding Stabilization Funds designated for the servicing of certain anticipated liabilities.

The town has not needed to consider a Proposition 2½ override in recent years, and the annual Reserve Fund (\$250,000 as approved at Town Meeting), along with the end-of-fiscal-year appropriation transfer process implemented in FY20, has been adequate to address unanticipated and emergency expenses.

Budgeting Considerations. Despite Dover's sound financial condition, we highlight below concerns regarding budget issues that the town may face over the intermediate and longer term:

- The rate of growth in the operating budget plus Reserve Fund disbursements has significantly exceeded the modest inflation rate in many of the past few fiscal years. The town has historically used Free Cash to fill the gap between expenses and revenues; however, prudent budgeting practices would have the town fund recurring expenses via the property tax levy and other recurring sources of revenue, with Free Cash being used for non-recurring expenditures as voted at Town Meeting.

Revenues to fund the town's expenses are derived almost entirely from individual property taxes where both the base (the value of real estate) and the multiplier (the tax rate applied to the base) are constrained in how much they can increase annually by Prop. 2½. Given the historically unpredictable level of new development in Dover, we should not expect revenues to grow at a pace greater than that of the regional economy.

Many of the most significant increases in the town budget occur in categories of spending that are either mandated or difficult to control. These include multi-year employment contract obligations, state-mandated Special Education costs, insurance, pension funding, and energy costs. Therefore, it is incumbent upon every department head to tightly control those costs it does have discretion over.

- Much of Dover's physical infrastructure is in good condition, but significant capital investment will be required in the coming years to maintain and ensure the longevity of important town assets including the Caryl Community Center, the Town House, Protective Services Building, Chickering School, and the shared Regional Schools.
- The DS Regional School System, and through its intergovernmental agreement with Sherborn and the Regional Schools, the town, has an obligation to pay future post-retirement benefits that are currently underfunded.

- The Warrant Committee will thoroughly review and vet all requests for Reserve Fund Transfers during this fiscal year and expects thoughtful planning and budgeting should preclude the necessity for these requests, except for those needed to address truly unforeseen or emergency expenditures. As a reminder, Reserve Fund Transfers should not be used for expenditures that were known or expected to occur at the time of budget preparation. It is best practice for departments who know they will be needing a Reserve Fund Transfer, to submit a “Prior Notification” form as soon as possible. Should a department be unfamiliar with this process, please seek out guidance from the Warrant Committee liaison or Town Administrator.

Budget Guidelines.

- **Given the foregoing, the Warrant Committee suggests that all departments evaluate FY22 budget requests in comparison to FY21 actual expenditures along with FY22 budgeted amounts and incorporate any significant changes based on such actual expenditures.**
- **The Warrant Committee further strongly suggests that all departments submit level-service or reduced expenditure budgets for FY22 (apart from the effect of the increase in existing Contractual and At Will salaries)**
- Should a departmental budget request be above level service, the department should submit a separate request entitled “Additional Service Request” and provide specific, auditable supporting data and a justification for each such request. The Warrant Committee will subsequently review and vet all requests for increased funding in detail.
- Should a department wish to add a position, the department should submit a separate request using the form provided by the Town Administrator. The Warrant Committee will subsequently review and vet all requests for additional positions in detail.
- The Warrant Committee has approved a 2.0% general salary increase for non-contract employees, along with recommendations regarding the overall approach to evaluating Dover versus comparable peer municipalities and the frequency of collecting data from the such peer municipalities.
- Energy costs should be budgeted consistent with the guidance above and should incorporate the town’s contractual pricing for heating oil.
- The Warrant Committee will use the Vadar system as its initial source for budget reviews. Departments are urged to annotate individually significant budget items to aid review, especially when there is a material change from the prior fiscal year.
- Prior to Warrant Committee review, departments should prepare and submit budget narratives that explain all significant items and changes that have occurred after July 1, 2020. Department heads will present their budget to the Warrant Committee in person. As always, presentations will be scheduled (see below) so as to be completed by early March. **If your department is unable to conduct its review on the assigned date, please contact the Warrant Committee immediately to reschedule.** Please discuss with your department’s liaison to ensure that he or she fully understands your budget requests.

Key Dates for FY 2022 Operating Budgets.

Friday, December 11, 2020	Operating budgets due
Warrant Committee Review Schedule	
Wednesday, January 6, 2021 7pm	Town Clerk, Elections & Registrations, Council on Aging, Warrant Committee, Board of Health
Wednesday, January 13, 7pm	Selectmen, Highway, Police, Fire & Ambulance
Wednesday, January 20, 7pm	Cemetery, Library, Park & Recreation, Planning Board
Wednesday, January 27, 7pm	Chickering (tentative), Minuteman School, Board of Selectmen Review of Articles
Wednesday, February 3, 7pm	Capital Budget Committee (tentative)
Wednesday, February 12, 7pm	Regional Schools (tentative)
Monday, March 15, 7:30pm	Warrant Committee's Open Hearing
Monday, May 3, 7pm	Town Meeting

Warrant Committee Members

Name	E-mail	Phone
Rob Andrews	randrews@doverma.org	617-312-1529
Melissa Herman	mlhdover@gmail.com	617-971-7901
Cam Hudson	chudson@doverma.org	857-272-2349
Gordon Kinder	gkinder@doverma.org	774-567-8720
Sara Kinney	sarakinney@gmail.com	617-939-4674
Janet McCormick	jkmdover@gmail.com	617-680-8577
Steve Migausky	smigausky@gmail.com	781-439-3235
Peter Smith	psmith@doverma.org	508-785-0914
Andy Ursitti	aurittidover@gmail.com	682-225-7145

FY 2022 Warrant Committee Liaison Assignments

Department	Budget Category	Liaison #1	Liaison #2
AMBULANCE	PROTECTION OF PERSONS / PROP.	Smith	
ANIMAL CONTROL	PROTECTION OF PERSONS / PROP.	McCormick	
ASSESSOR	GENERAL GOVERNMENT	Kinder	
BANK CHARGES	MATURING DEBT AND INTEREST	Kinder	
BOARD OF APPEALS	PROTECTION OF PERSONS / PROP.	Migauskay	
BOARD OF HEALTH	HEALTH AND SANITATION	Andrews	McCormick
BUILDING INSPECTOR	PROTECTION OF PERSONS / PROP.	McCormick	
BUILDING MAINTENANCE	GENERAL GOVERNMENT	McCormick	
CARE OF TREES (<u>RUN BY HIGHWAY</u>)	PROTECTION OF PERSONS / PROP.	Smith	
CARYL COMMUNITY CENTER	GENERAL GOVERNMENT	Hudson	
CEMETERY	OTHER PUBLIC AGENCIES	Migauskay	
CONSERVATION	PROTECTION OF PERSONS / PROP.	Herman	
COMMISSION			
COPY/POSTAGE	GENERAL GOVERNMENT	Kinder	
COUNCIL ON AGING	OTHER PUBLIC AGENCIES	Hudson	
DATA PROCESSING	GENERAL GOVERNMENT	Kinder	
DOVER HOUSING	UNCLASSIFIED SERVICES	Kinder	
PARTNERSHIP			
DOVER SCHOOL OPERATING	SCHOOLS	Andrews	Hudson
DOVER'S SHARE REGIONAL	SCHOOLS	Herman	McCormick
ELECTION/REGISTRATION	GENERAL GOVERNMENT	Andrews	
EMERGENCY MANAGEMENT	PROTECTION OF PERSONS / PROP.	Kinder	
ENERGY COORDINATOR	OTHER PUBLIC AGENCIES	Kinder	
ENGINEERING	GENERAL GOVERNMENT	Kinder	
FIRE	PROTECTION OF PERSONS / PROP.	Smith	
GARBAGE DISPOSAL	HEALTH AND SANITATION	Smith	
GROUP INSURANCE	INSURANCE	McCormick	
HISTORICAL COMMISSION	UNCLASSIFIED SERVICES	Migauskay	
LAW	GENERAL GOVERNMENT	Kinder	
LIBRARY	OTHER PUBLIC AGENCIES	Migauskay	
MAINTENANCE	HIGHWAY AND BRIDGES	Smith	
MATURING DEBT INTEREST	MATURING DEBT AND INTEREST	Andrews	
MATURING DEBT PRINCIPAL	MATURING DEBT AND INTEREST	Andrews	
MEDICARE/FICA	INSURANCE	McCormick	
MEMORIAL DAY	UNCLASSIFIED SERVICES	Hudson	
MINUTEMAN VOCATIONAL	SCHOOLS	Herman	
MODERATOR	GENERAL GOVERNMENT	Kinder	
NORFOLK COUNTY	SCHOOLS	Hudson	
AGRICULTURAL HIGH SCHOOL			
NORFOLK COUNTY RETIREM.	PENSIONS	Kinder	

OTHER INSURANCE PARKS AND RECREATION	INSURANCE OTHER PUBLIC AGENCIES	McCormick Herman	
PERSONNEL COMMITTEE PLANNING BOARD POLICE	UNCLASSIFIED SERVICES GENERAL GOVERNMENT PROTECTION OF PERSONS / PROP.	Kinney Migauskay Kinney	Kinder Kinder
PROTECTIVE AGENCY BLDG. SELECTMEN SNOW AND ICE	PROTECTION OF PERSONS / PROP. GENERAL GOVERNMENT HIGHWAY AND BRIDGES	Kinney Kinder Smith	Kinder Andrews
SOLID WASTE STREET LIGHTING TARVIA/PATCHING	HEALTH AND SANITATION HIGHWAY AND BRIDGES HIGHWAY AND BRIDGES	Kinney Kinney Kinney	
TOWN ACCOUNTANT TOWN CLERK TOWN GARAGE	GENERAL GOVERNMENT GENERAL GOVERNMENT HIGHWAY AND BRIDGES	Andrews Andrews Smith	
TOWN HOUSE EXPENSES TOWN REPORT TOWN WATER	GENERAL GOVERNMENT UNCLASSIFIED SERVICES HEALTH AND SANITATION	Kinder Kinder Kinder	
TREASURER/COLLECTOR TREE COMMITTEE VETERANS	GENERAL GOVERNMENT PROTECTION OF PERSONS / PROP. UNCLASSIFIED SERVICES	Kinder Kinder Hudson	
WARRANT COMMITTEE WHITING ROAD WORKERS COMPENSATION	GENERAL GOVERNMENT GENERAL GOVERNMENT INSURANCE	Kinder Kinder McCormick	Andrews
Reg. Bonding Allocation Liaison		Herman	
Long Range Planning Liaison Sherborn Advisory Liaison Capital Budget Liaisons		Kinney Kinder Andrews	Ursitti
Secretary/ Minutes of WC Meetings Accounting/Budget Liaison Blue Book Liaison Team		Smith Kinder Kinder	Smith Smith, Andrews

Dover Public Schools

FY22 BUDGET SUMMARY

PROPOSED BUDGET

December 17, 2020

Description	FY18 Expended	FY19 Expended	FY20 Expended	FY21 Budgeted	FY22 Proposed	\$ CHANGE	% CHANGE	
SC CONTRACTED SERVICES	\$11,978	\$10,006	\$5,631	\$10,000	\$10,000	\$0	0.00%	
SC SUPPLIES	\$871	\$598	\$0	\$650	\$650	\$0	0.00%	
FUNC: SCHOOL COMMITTEE - 1110	\$12,849	\$10,604	\$5,631	\$10,650	\$10,650	\$0	0.00%	
SUPERINTENDENT & ASSIST SALARY	\$97,968	\$98,223	\$100,219	\$105,537	\$107,602	\$2,065	1.96%	
SUPERINTENDENT ADMIN ASSIST SALARY	\$24,862	\$36,559	\$37,365	\$38,556	\$39,036	\$481	1.25%	
SUPERINTENDENT CONT SERVICES	\$12,953	\$13,380	\$13,237	\$15,500	\$15,500	\$0	0.00%	
SUPERINTENDENT SUPPLIES	\$318	\$1,069	\$587	\$800	\$800	\$0	0.00%	
SUPERINTENDENT EQUIPMENT	\$1,308	\$948	\$991	\$1,000	\$1,000	\$0	0.00%	
FUNC: SUPERINTENDENT - 1210	\$137,409	\$150,179	\$152,399	\$161,393	\$163,938	\$2,545	1.58%	
BUS OFFICE PROFESSIONAL SALARY	\$77,643	\$93,404	\$97,640	\$99,717	\$101,711	\$1,994	2.00%	
BUS MANAGER ADMIN ASSIST SALARY	\$53,460	\$15,961	\$11,396	\$11,649	\$11,879	\$230	1.97%	
FUNC: BUSINESS AND FINANCE - 1410	\$131,103	\$109,365	\$109,035	\$111,366	\$113,590	\$2,224	2.00%	
SC LEGAL SERVICES	\$7,957	\$5,000	\$12,606	\$9,000	\$9,000	\$0	0.00%	
FUNC: LEGAL SERVICE FOR SCHOOL COM - 1430	\$7,957	\$5,000	\$12,606	\$9,000	\$9,000	\$0	0.00%	
TECHNOLOGY STAFF SALARY	\$72,853	\$70,382	\$75,345	\$77,572	\$74,436	(\$3,136)	-4.04%	Post FY21 budget staffing changes
TECHNOLOGY CONT SERVICES	\$21,072	\$17,335	\$20,057	\$23,500	\$23,500	\$0	0.00%	
TECHNOLOGY SUPPLIES	\$7,839	\$9,836	\$6,421	\$7,500	\$7,500	\$0	0.00%	
TECHNOLOGY SOFTWARE EXP	\$2,586	\$5,538	\$8,076	\$10,000	\$13,200	\$3,200	32.00%	
TECHNOLOGY HARDWARE EXP	\$30,534	\$41,788	\$48,903	\$37,050	\$20,000	(\$17,050)	-46.02%	Classroom Audio/Visual Replacements
FUNC: DISTRICT INFO MANAGEMENT & TECH - 1450	\$134,884	\$144,880	\$158,803	\$155,622	\$138,636	(\$16,986)	-10.91%	
SPED BUILDING LEADERSHIP	\$165,195	\$179,636	\$175,994	\$182,592	\$182,780	\$187	0.10%	
SPED ADMIN ASSISTANT SALARY	\$39,189	\$39,874	\$29,494	\$31,332	\$31,958	\$626	2.00%	
FUNC: SPED LEADERSHIP - 2110	\$204,384	\$219,510	\$205,488	\$213,924	\$214,738	\$813	0.38%	
PRINCIPAL & ASSIST SALARY	\$243,974	\$248,853	\$252,792	\$258,480	\$254,103	(\$4,377)	-1.69%	Post FY21 budget staffing changes
PRINCIPAL ADMIN ASSIST SALARY	\$105,940	\$108,441	\$112,096	\$114,639	\$117,073	\$2,434	2.12%	
PRIN CONT SERVICES	\$1,679	\$6,759	\$3,606	\$5,120	\$5,120	\$0	0.00%	
PRIN POSTAGE	\$1,385	\$1,431	\$1,540	\$1,400	\$1,400	\$0	0.00%	
PRIN OFFICE SUPPLIES	\$482	\$0	\$58	\$500	\$500	\$0	0.00%	
PRIN OTHER	\$352	\$71	\$212	\$1,000	\$1,000	\$0	0.00%	
PRIN TRAVEL IN STATE	\$0	\$221	\$0	\$250	\$250	\$0	0.00%	
PRIN EQUIPMENT/FURNITURE	\$9,537	\$4,390	\$4,994	\$10,000	\$10,000	\$0	0.00%	
FUNC: SCHOOL LEADERSHIP-BUILDING - 2210	\$363,349	\$370,166	\$375,299	\$391,389	\$389,446	(\$1,943)	-0.50%	
TEACHER STIPENDS	\$21,002	\$22,058	\$20,890	\$22,577	\$22,946	\$369	1.63%	
FUNC: CURRICULUM LEADERS (BUILDING) - 2220	\$21,002	\$22,058	\$20,890	\$22,577	\$22,946	\$369	1.63%	
CLASSROOM TEACHER SALARY	\$2,191,228	\$2,223,552	\$2,333,055	\$2,372,869	\$2,434,801	\$61,932	2.61%	
CLASSROOM TEACHER SPECIALIST SALARY	\$776,811	\$908,166	\$861,407	\$892,712	\$938,680	\$45,968	5.15%	
TEACHER LONGEVITY	\$10,400	\$12,800	\$18,200	\$26,100	\$28,500	\$2,400	9.20%	
MUSIC CONTRACTED SERVICES	\$7,049	\$4,663	\$1,867	\$7,700	\$4,500	(\$3,200)	-41.56%	
FUNC: TEACHERS, REGULAR ED - 2305	\$2,985,488	\$3,149,182	\$3,214,529	\$3,299,381	\$3,406,481	\$107,100	3.25%	
PRE-K TEACHER SALARY	\$108,262	\$110,251	\$113,007	\$115,160	\$117,663	\$2,503	2.17%	
PRE-K SUMMER SERVICES	\$2,525	\$2,325	\$0	\$6,000	\$6,000	\$0	0.00%	
PRE-K SUPPLIES	\$3,795	\$1,638	\$0	\$1,000	\$1,000	\$0	0.00%	
SPED TEACHER SALARY	\$542,479	\$412,265	\$427,557	\$449,747	\$429,152	(\$20,594)	-4.58%	Post FY21 budget staffing changes
SPED SPEECH SALARY	\$91,626	\$71,638	\$56,719	\$60,676	\$64,803	\$4,127	6.80%	
SPED OT/PT SALARY	\$133,817	\$145,550	\$103,494	\$105,480	\$129,348	\$23,868	22.63%	Added Building based OT in FY21 based on cohort need
SPED SUMMER SERVICES	\$33,268	\$20,923	\$10,973	\$20,000	\$20,000	\$0	0.00%	
SPED CONT SERVICES	\$12,573	\$9,528	\$9,395	\$6,000	\$6,200	\$200	3.33%	
SPED THERAPIST CONT SERVICES	\$21,286	\$7,045	\$55,085	\$50,000	\$50,000	\$0	0.00%	Includes SLP and PT outside services reclassified from above and other services for current cohort of students

Dover Public Schools

FY22 BUDGET SUMMARY

PROPOSED BUDGET

December 17, 2020

Description	FY18 Expended	FY19 Expended	FY20 Expended	FY21 Budgeted	FY22 Proposed	\$ CHANGE	% CHANGE	
SPED EVALS CONT SERVICES	\$2,525	\$3,505	\$0	\$2,500	\$2,500	\$0	0.00%	
SPED SUPPLIES	\$4,994	\$5,158	\$2,962	\$6,000	\$5,000	(\$1,000)	-16.67%	Adjust to prior year actuals
SPED TRAVEL IN STATE	\$532	\$534	\$0	\$500	\$500	\$0	0.00%	
FUNC: TEACHERS, SPECIAL ED - 2310	\$957,681	\$790,360	\$779,192	\$823,063	\$832,166	\$9,104	1.11%	
SUBSTITUTE SALARY	\$52,368	\$63,949	\$33,660	\$45,000	\$45,000	\$0	0.00%	
FUNC: SUBSTITUTES - 2325	\$52,368	\$63,949	\$33,660	\$45,000	\$45,000	\$0	0.00%	
REG EDUC ASSISTANT SALARY	\$199,868	\$248,976	\$274,974	\$299,507	\$303,519	\$4,013	1.34%	
SPED EDUC ASSISTANT SALARY	\$346,943	\$271,311	\$310,960	\$292,078	\$268,817	(\$23,261)	-7.96%	Staff based on projected student cohort
PRE-K EDUC ASSISTANT SALARY	\$62,453	\$81,907	\$25,882	\$28,937	\$29,674	\$738	2.55%	
SPED SUMMER EDUC ASSISTANT SALARY	\$6,357	\$13,037	\$5,168	\$11,200	\$11,200	\$0	0.00%	
FUNC: PARAPROF/INSTRUCT ASSISTANT - 2330	\$615,621	\$615,230	\$616,983	\$631,722	\$613,211	(\$18,511)	-2.93%	
LIBRARIAN SALARY	\$102,698	\$53,020	\$56,719	\$60,676	\$64,803	\$4,127	6.80%	
LIB/MEDIA CONT SERVICES	\$8,272	\$8,355	\$9,622	\$10,060	\$10,060	\$0	0.00%	
LIB/MEDIA SUPPLIES	\$842	\$390	\$304	\$900	\$900	\$0	0.00%	
AUDIO VIDEO SUPPLIES	\$662	\$949	\$30	\$1,900	\$1,900	\$0	0.00%	
A/V EQUIPMENT	\$1,760	\$956	\$798	\$1,300	\$1,300	\$0	0.00%	
FUNC: LIBRARIANS & MEDIA CENTER - 2340	\$114,234	\$63,669	\$67,473	\$74,836	\$78,963	\$4,127	5.51%	
PROF DEV - WORKSHOP DAYS	\$24,413	\$18,956	\$20,305	\$16,875	\$16,875	\$0	0.00%	
PROF DEV - CONTRACTED SERVICES	\$14,020	\$14,997	\$12,976	\$14,500	\$14,500	\$0	0.00%	
PROF DEV - COURSE REIMBURSEMENT	\$7,530	\$23,282	\$17,473	\$18,800	\$18,800	\$0	0.00%	
STIPENDS - QUALIFIED PEER OBSERVERS	\$4,025	\$0	\$0	\$7,200	\$7,200	\$0	0.00%	
FUNC: PROF DEV STIPENDS & EXPENSES - 2353 & 2357	\$49,988	\$57,235	\$50,753	\$57,375	\$57,375	\$0	0.00%	
REG ED TEXTBOOKS	\$67,051	\$29,367	\$38,158	\$44,000	\$37,000	(\$7,000)	-15.91%	Completion of Science material roll-out
FUNC: TEXTBOOKS & RELATED MATERIALS - 2410	\$67,051	\$29,367	\$38,158	\$44,000	\$37,000	(\$7,000)	-15.91%	
LIBRARY BOOKS	\$5,576	\$5,348	\$6,218	\$6,100	\$6,100	\$0	0.00%	
FUNC: LIBRARY INSTRUCTIONAL MAT'LS - 2415	\$5,576	\$5,348	\$6,218	\$6,100	\$6,100	\$0	0.00%	
SPED EQUIPMENT	\$5,202	\$6,466	\$1,023	\$5,000	\$5,000	\$0	0.00%	
COPIER LEASES	\$10,671	\$11,041	\$13,199	\$11,400	\$14,000	\$2,600	22.81%	Includes leased copiers and related supplies
FUNC: INSTRUCTIONAL EQUIPMENT - 2420	\$15,873	\$17,508	\$14,222	\$16,400	\$19,000	\$2,600	15.85%	
CLASSROOM SUPPLIES	\$42,024	\$37,436	\$40,575	\$45,000	\$45,000	\$0	0.00%	
ART SUPPLIES	\$8,025	\$8,287	\$8,022	\$8,250	\$8,250	\$0	0.00%	
MUSIC SUPPLIES	\$2,884	\$3,460	\$2,866	\$3,000	\$3,000	\$0	0.00%	
PE SUPPLIES	\$2,749	\$2,829	\$2,488	\$2,800	\$2,800	\$0	0.00%	
FOREIGN LANGUAGE SUPPLIES	\$1,390	\$1,451	\$2,008	\$2,000	\$2,000	\$0	0.00%	
FUNC: GENERAL SUPPLIES - 2430	\$57,073	\$53,463	\$55,960	\$61,050	\$61,050	\$0	0.00%	
CR COMP SOFTWARE EXPENSE	\$6,475	\$6,963	\$8,467	\$7,750	\$14,750	\$7,000	90.32%	Increase in software used for curriculum support, primarily Lexia for ELA
FUNC: CLASSROOM INSTRUCT TECHNOLOGY - 2451	\$6,475	\$6,963	\$8,467	\$7,750	\$14,750	\$7,000	90.32%	
GUIDANCE SALARY	\$97,549	\$100,970	\$103,494	\$68,494	\$66,428	(\$2,066)	-3.02%	
GUIDANCE SUPPLIES	\$0	\$674	\$0	\$3,500	\$3,500	\$0	0.00%	
FUNC: GUIDANCE COUNSELORS - 2710	\$97,549	\$101,644	\$103,494	\$71,994	\$69,928	(\$2,066)	-2.87%	
PSYCHOLOGIST SALARY	\$69,438	\$73,663	\$78,147	\$83,206	\$88,647	\$5,441	6.54%	
FUNC: PSYCHOLOGICAL SERVICES - 2800	\$69,438	\$73,663	\$78,147	\$83,206	\$88,647	\$5,441	6.54%	
PHYSICIAN SALARY	\$1,000	\$1,000	\$1,000	\$1,200	\$1,200	\$0	0.00%	
NURSE SALARY	\$82,386	\$82,983	\$84,925	\$86,586	\$88,518	\$1,932	2.23%	
NURSE SUBSTITUTES	\$0	\$2,145	\$1,885	\$1,300	\$1,300	\$0	0.00%	
NURSE OFFICE SUPPLIES	\$1,740	\$1,544	\$1,578	\$2,000	\$2,000	\$0	0.00%	

Dover Public Schools

FY22 BUDGET SUMMARY

PROPOSED BUDGET December 17, 2020

Description	FY18 Expended	FY19 Expended	FY20 Expended	FY21 Budgeted	FY22 Proposed	\$ CHANGE	% CHANGE	
NURSE EQUIPMENT	\$2,700	\$258	\$258	\$600	\$600	\$0	0.00%	
FUNC: MEDICAL/HEALTH SERVICES - 3200	\$87,826	\$87,930	\$89,646	\$91,686	\$93,618	\$1,932	2.11%	
REG ED TRANSPORTATION	\$207,746	\$209,880	\$176,444	\$240,723	\$255,972	\$15,249	6.33%	Increase based on Year 2 of the contract and make-up from FY21 costs
FUNC: TRANSPORTATION SERVICES - 3300	\$207,746	\$209,880	\$176,444	\$240,723	\$255,972	\$15,249	6.33%	
DIRECTOR OF FACILITY SALARY	\$9,637	\$9,830	\$10,051	\$10,277	\$10,000	(\$277)	-2.70%	
CUSTODIAL SALARY	\$200,586	\$204,647	\$209,784	\$216,619	\$220,514	\$3,895	1.80%	
CUSTODIAL OVERTIME SALARY	\$16,353	\$14,939	\$15,180	\$15,000	\$15,000	\$0	0.00%	
CUSTODIAL SUMMER HELP SALARY	\$7,552	\$6,760	\$3,774	\$4,000	\$4,000	\$0	0.00%	
CUSTODIAL SUPPLIES	\$22,251	\$22,317	\$17,000	\$25,000	\$25,000	\$0	0.00%	
FUNC: CUSTODIAL SERVICES - 4110	\$256,379	\$258,493	\$255,789	\$270,896	\$274,514	\$3,618	1.34%	
UTILITIES HEAT	\$44,334	\$61,335	\$55,283	\$70,000	\$70,000	\$0	0.00%	
UTILITIES TELEPHONE	\$8,013	\$10,252	\$9,791	\$8,500	\$8,500	\$0	0.00%	
UTILITIES ELECTRIC	\$128,774	\$126,635	\$105,490	\$135,000	\$135,000	\$0	0.00%	
UTILITIES WATER	\$3,093	\$4,182	\$2,785	\$4,000	\$4,000	\$0	0.00%	
FUNC: UTILITIES - 4130	\$184,213	\$202,404	\$173,349	\$217,500	\$217,500	\$0	0.00%	
MAINTENANCE CONT SER	\$41,994	\$47,180	\$49,651	\$51,500	\$51,500	\$0	0.00%	
BUILDING SUPPLIES	\$3,620	\$1,958	\$2,194	\$4,000	\$4,000	\$0	0.00%	
EQUIPMENT	\$3,051	\$2,419	\$2,885	\$5,000	\$5,000	\$0	0.00%	
MAJOR BUILDING MAINTENANCE	\$69,625	\$89,946	\$65,226	\$75,000	\$75,000	\$0	0.00%	
FUNC: MAINTENANCE OF BLDG. - 4220	\$118,290	\$141,503	\$119,956	\$135,500	\$135,500	\$0	0.00%	
TOTAL IN-DISTRICT	\$6,961,805	\$6,959,552	\$6,922,593	\$7,254,102	\$7,369,718	\$115,617	1.59%	
TUITION TO MA PUBLIC	\$160,503	\$271,353	\$248,387	\$206,120	\$164,114	(\$42,006)	-20.38%	
TUITION TO COLLABORATIVE	\$338,416	\$259,715	\$390,984	\$316,075	\$263,270	(\$52,805)	-16.71%	
TUITION TO NON-PUBLIC	\$1,405,810	\$1,042,576	\$1,167,783	\$1,917,952	\$1,919,811	\$1,859	0.10%	
TUITION TO OUT-OF-STATE	\$0	\$273,230	\$219,058	\$227,442	\$245,195	\$17,753	7.81%	
Total Tuition	\$1,904,729	\$1,846,874	\$2,026,212	\$2,667,589	\$2,592,390	(\$75,199)	-2.82%	See detailed report on OOD
SPED TRANSPORTATION	\$366,027	\$313,369	\$396,753	\$451,000	\$450,000	(\$1,000)	-0.22%	Est. ACCEPT matrix, parent travel and summer transportation costs
TOTAL OOD *	\$2,270,756	\$2,160,243	\$2,422,966	\$3,118,589	\$3,042,390	(\$76,199)	-2.44%	
TOTAL DOVER SCHOOLS	\$9,232,561	\$9,119,796	\$9,345,559	\$10,372,691	\$10,412,108	\$39,418	0.38%	
Green community lighting retrofit project	\$50,000							
	\$9,282,561							

* Actuals net of Circuit Breaker reimbursement

**Dover Public Schools
FY22 Budget
Summary of Proposed Staffing**

Educators – 46.525 FTEs

- **24** classroom plus **1** pre-k educators
- **8** specialists educators including art, music, physical education, technology and FLES
- **2** Literacy Specialist and ELL educators
- **6.9** special education educators including speech, occupational therapy, and BCBA
- **4** supporting educators including librarian, guidance/counselor, psychologist and nurse
- **.5** Team Chair and **.125** OOD Coordinator

Educational Assistants/Supporting Staff – 27 FTEs

- **13** General education EAs covering K-5 (same as FY21)
- **2** Pre-k EAs – 1 funded by pre-k revolving
- **12** SPED EAs – 3 funded by Special Education Grant, will continue to evaluate staffing needs

Building Administration – 4.5 FTEs

- **2** Principal and Assistant Principal
- **.5** Special Education Elementary Coordinator
- **2** Administrative Assistants

Custodial Staff – 4 FTEs

- **1** Head Custodian
- **3** Custodians (evening staff)

Central Office Support – 4.3 FTEs

- Allocation of services for Superintendent, Assistant Superintendent, Student Services, Business Office, IT and Facilities personnel

ENROLLMENT DATA

Chickering Elementary School
Ten Year Enrollment History and Five Year Projections
October 1, 2020
Grades K-5

Year	K	1	2	3	4	5	Total
2011-12	69	77	90	89	103	89	517
2012-13	71	75	84	97	92	105	524
2013-14	66	78	80	90	95	96	505
2014-15	54	67	78	82	92	102	475
2015-16	61	61	75	82	86	95	460
2016-17	64	72	68	83	96	88	471
2017-18	65	75	78	73	87	94	472
2018-19	75	71	81	78	84	88	477
2019-20	79	80	72	85	82	84	482
2020-21	63	85	77	76	87	88	476*

OCTOBER

Sections	3	5	4	4	4	4	24
Avg. C/S	21.0	17.0	19.3	19.0	21.7	22.0	19.8

Projections: 1 Year Rate		108%	96%	106%	102%	107%	
2021-22	60	68	82	81	78	93	462
2022-23	67	65	65	86	83	83	450
2023-24	63	72	62	69	88	89	445
2024-25	64	68	70	66	70	95	433
2025-26	65	69	66	74	67	76	416

Projections: 3 Year Rate		108%	102%	103%	108%	103%	
2021-22	60	68	87	80	82	89	465
2022-23	67	65	69	90	86	84	460
2023-24	63	72	66	72	96	88	457
2024-25	64	68	74	68	77	99	450
2025-26	65	69	69	76	73	79	432

**includes COVID-19 homeschooled students*

School Committee Class Size Policy
17 -22 students in K through Grade 5

12/14/2020

SPECIAL EDUCATION

DOVER PUBLIC SCHOOLS
FY22 Projection - OOD Detail
December, 2020

Grade Level/Age	# of students	Tuition MA Public	Tuition Collaborative	Tuition Non-Public	Tuition Out-of-State	Tuition OOD Total
ELEMENTARY (PK-5)	3	\$69,927	\$0	\$129,183	\$0	\$199,109
MIDDLE SCHOOL (6-8)	5	\$0	\$107,543	\$117,570	\$131,222	\$356,336
HIGH SCHOOL (9-11)	10	\$94,187	\$76,709	\$664,638	\$0	\$835,534
HIGH SCHOOL (12)	6	\$0	\$77,853	\$778,057	\$0	\$855,909
12+ (up to 22 years old)	less than 3	\$0	\$0	\$231,529	\$113,973	\$345,501
TOTAL:	26	\$164,114	\$262,105	\$1,920,976	\$245,195	\$2,592,390

FY21 Budget

31

\$450,000 Transportation

\$3,042,390 Total Operating

Rollforward of FY21 to FY22

#	Approx. \$
31 FY21 Budgeted	
(12) Graduated/Aged-out	(710,000)
(1) Move out of District	(60,000)
8 New Placement	570,000
Tuition increases	75,000
Changes in Placements	50,000
26 decrease for FY22	(75,000)

FY22 Budget \$2,592,390

FY21 Budget \$2,667,589

decrease for FY22 **(75,199)**

ACCEPT Matrix:	\$400,000
ACCEPT Monitors/Late runs	\$5,000
ACCEPT Summer	\$25,000
<u>Parent Reimbursement:</u>	<u>\$20,000</u>
Transportation Total:	\$450,000
	FY22 Budget
	\$451,000 FY21 Budget

CAPITAL

Town of Dover
Capital Budget Request Form
Fiscal Years 2022 - 2026

Input into the cells shaded yellow

Name of Board, Committee or Department	Dover School Committee
Authorized By (Name):	
Date (month/day/year):	10/20/2020
	Updated: 12/17/2020

For fiscal year 2022 please
list your capital requests in
rank order according to
importance/necessity

Capital Item Requested		Is the Requested Item an Addition or a Replacement?	Trade-In Value or Grant Potential (if any)	Estimated Acquisition Cost				
				2022	2023	2024	2025	2026
	Flooring, classroom hallways	Replacement		\$85,000				
	Cold Water Booster System	Upgrade		\$15,500				
	Roof Covering - all	Replacement			\$578,900			
	Fire Control Panel and Devices	Replacement			\$76,000			
	Flooring, classrooms by wing	Replacement			\$75,000	\$75,000	\$75,000	
	EMS Software replacement/upgrade	Replacement/Upgrade			\$63,500			
	Keyless Entry/Access System	Upgrade			\$13,500			
	Roof top HVAC Units	Replacement				\$78,500		
	Library, carpet tiles	Replacement					\$20,000	
	Floor scrubber	Replacement					\$15,000	
	Gym Floor - full sand and refinishing						\$15,900	
	Total Capital Request			\$100,500	\$806,900	\$153,500	\$125,900	\$0

DRAFT

Dover School Committee Meeting of October 20, 2020

Members Present: 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. Leon 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) PTO Co-Presidents - Ms. Tejani and Ms. Beasley gave an update of the adjusted schedule for the PTO this year.

4) Reports

- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

5) FY21 Monthly Financial Report - as of October 17th.

- Salaries - the majority of salaries have been encumbered. Due to hybrid model, one additional classroom teacher and one regular educational assistant have been added. The positive variance in Teachers, SPED represents the .6 adjustment counselor position that was eliminated from the SEL Center and replaced with an academic coordinator. Several

DRAFT

special educational assistant positions are still being filled and will be encumbered as hired.

- Expenditures - there are no variances to report this early in the fiscal year. The TEC oil bid price for FY21 is \$1.4346 (FY20 was \$2.0475) and the budget was built on an estimate of \$2.60. Costs for regular education transportation will not be encumbered until the contract with Connolly is amended due to the later school start and the hybrid schedule.
 - Out-of-District - tuition encumbrances are reflected for the majority of OOD placements. There have been six new placements to date resulting in a negative variance of approximately \$470,000. Additionally, there were \$50,000 in unbudgeted summer services incurred. The current COVID guidelines for transportation have also led to a net increase in transportation costs of approximately \$65,000 to date as vans are limited to 2 students. These negative variances will be offset by circuit breaker reimbursement which at this point in time is sufficient to cover the negative variance.
 - COVID related grants - The Town of Dover has allowed Chickering to submit the unbudgeted technology purchases against the Municipal CARES Grant. These purchases included 156 iPads (\$46,644) needed for K-3 as well as an additional 30 laptops (\$33,630) for educators. The Administration is working with the Town on the HVAC enhancement costs. The Reopening CARES Grant (total amount of (\$90,000) has been used to cover the costs of PPE, additional facility items such as the rental of tents, additional staffing for nursing and remote learning center, software needed for remote learning as well as additional school supplies.
- 6) **FY22 Capital Plan** - The Town requires submission of a draft of the 5-year capital plan in October. The Building Committee will continue to review the proposed items and obtain estimates. The total request for FY22 is \$116,100 and is comprised of: replacement of flooring \$85,000, replacement of water circulation pumps \$18,000, and upgrading the cold water booster system \$13,100.

Mark Healey made a motion to approve the FY22 Capital Plan as presented. Sara Guitierrez Dunn seconded.

20-16 VOTE: 4 - 0 via roll call

7) October 1, 2020 Annual Enrollment Report -

8) School Committee FY22 Budget Guidance - any requests for items to be included in the FY22 Budget should be forwarded to Chair Brooke Mattarese.

9) Consent Agenda

- Approval of Minutes of September 29, 2020

Sara Guitierrez Dunn made a motion to approve the Consent Agenda. Colleen Burt seconded.

20-17 VOTE: 4 - 0 via roll call

10) Communications

- Regional School Committee minutes of September 8, 2020
- Sherborn School Committee minutes of September 22, 2020

11) Items for December 17, 2020 - FY22 draft Budget

12) Adjournment at 7:32 pm.

DRAFT

Respectfully submitted,
Amy Davis

Dover-Sherborn Regional School Committee

Meeting of November 2, 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 5:30 pm and read the following into the record:

Good evening. 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.

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. We appreciate that you have taken the time to participate and encourage you to reach out to your school committee reps at any time.

2) Community Comments - none

3) Reports

- Assistant Superintendent - Ms. McCoy reviewed the results of the Education and Student Surveys.
- Superintendent Update - Dr. Keough spoke about the change in guidelines from the Boards of Health that gives them a little more leeway on going to remote learning based on the details of the case numbers (risk to schools) vs strictly number of cases.
- Principals' Reports - Mr. Smith and Mr. Kellett highlighted a few items from their reports to the Committee.
- Warrant Report

4) Financial Reports as of October 30th

- Revenues - The Cherry Sheet for Chapter 71 (Transportation) is still outstanding. At this time there are no variances anticipated in athletics or activity fees as programs are taking place. Parking fees are not being collected under the hybrid schedule which is reflected in the report.
- Salaries - the positive variance in Teachers, Classrooms represents post-budget staffing changes, most of which are temporary and not potential savings for FY22. Educational assistant vacancies are still being filled.

APPROVED DECEMBER 2, 2020

- Expenditures - no material variances in operating expenses are projected at this time. Encumbrances are reflected for active and retiree employment benefits (primarily health insurance). The transportation contract amendment, for the late start of the school year, with Connolly has not been finalized yet.
 - Re-Opening Grant - to date \$213,429 of the \$279,225 has been expended: \$77,663 on technology devices for educators; \$59,413 on summer professional development relating to remote learning; \$49,499 on facility and PPE costs (tent rentals, plexiglass installation, masks, and additional safety/cleaning supplies); \$13,352 for instructions related software and supplies, including \$8,100 for the enhanced Zoom license; and \$16,900 for COVID related contracts covering testing access and the HVSC review.
 - Special Revenue/Revolving Funds - the quarterly report ending September 30th was provided.
- 5) Discussion on Program of Studies: First Read** - Mr. Smith reviewed minor changes to the Program of Studies for 2021-22: some Art, Technology, and Music honors courses are proposed to be included in a student's GPA; and language reflecting the grading changes that have been impelled due to COVID for 2019-20 and 2020-2021.
- 6) ACED Recommendations FY22** - the committee decided to recommend the Cross Country head coaches ratio increase from 4.0 to 5.50 for an increased total cost of \$4,533.99. The recommendation was made to bring the ratio for the Cross Country in-line with those paid to other fall sport coaches.

Michael Jaffe made a motion to approve the change in ratio as recommended by ACED. Anne Hovey seconded.

20-31 VOTE: 6 - 0

7) Consent Agenda

- Approval of Minutes: June 9 and 24, September 15, October 6, 2020

Lynn Collins made a motion to approve the Consent Agenda. Judi Miller seconded.

20-32 VOTE: 5 - 0 (Anne Hovey no longer present)

8) Communication

- Sherborn School Committee minutes of September 22, 2020
- Dover School Committee minutes of September 29, 2020

9) Items for December 8, 2020 meeting - FY22 draft Budget

10) Adjournment at 6:38 pm.

Respectfully submitted, Amy Davis

Sherborn School Committee
Meeting of October 13, 2020

Members Present: Angie Johnson
Amanda Brown
Megan Page
Nancy Cordell
Mike Fitzgerald
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 5:30 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.

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) CSA Co-Presidents - Ms. Abrams and Ms. Hourihan gave an update of the adjusted schedule for the CSA this year.

4) Reports

- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

5) FY21 Monthly Financial Report - as of September 30th.

- Salaries - the majority of salaries have been encumbered. Unbudgeted activity to date includes: two educators retired post-budget resulting in savings in Teachers, Classroom, &

APPROVED DECEMBER 14, 2020

Guidance of \$105,000; two educators on leave resulting in a savings of \$100,000; two additional educators have been hired to cover remote learning at a cost of \$100,000; and one additional EA has been hired for regular education at a cost of \$25,000.

- Operating Expenditures - there are no variances to report this early in the fiscal year. Costs for regular education transportation will not be encumbered until the contract with Connolly is amended due to the later school start and the hybrid schedule.
- Out-of-District - Placement costs for FY21 are still being encumbered but there are no anticipated changes to placements.

6) October 1st Annual Enrollment Report - there are 395 students enrolled as of October 1st from PreK-5. Of those 10 are PreK, 358 are in-person K-5, 26 are participating in the Remote Academy, and 1 is enrolled in Tecca.

7) FY22 Budget Development Guidance - any requests for items to be included in the FY22 Budget should be forwarded to Chair Angie Johnson.

8) Consent Agenda

- Approval of Minutes: September 22, 2020
Nancy Cordell made a motion to approve the Consent Agenda. Megan Page seconded.
20-16 VOTE: 5 - 0 via roll call

9) Communications

- Dover Sherborn Regional School Committee minutes of September 8, 2020
- Dover School Committee minutes of June 24, 2020

10) Items for December 14, 2020 meeting - FY22 draft Budget

11) Adjournment at 6:17 pm.

Respectfully submitted,
Amy Davis