

**Dover School Committee**  
**Meeting,**  
**January 19, 2021**  
**5:30 pm**

**VIA ZOOM**

Join Zoom Meeting  
<https://us02web.zoom.us/j/88923530317?pwd=eGhzZ005QnJPR3pXVIBVSjNVakFldz09>

Meeting ID: 889 2353 0317  
Passcode: 403582

**AGENDA**

1. Call to Order
2. Community Comments
3. Reports:
  - Principal's Report – Dr. Reinemann
  - Warrant Report
4. FY21 Monthly Financial Report
  - Status of Appropriations
5. Continued Discussion on Proposed FY22 Operating Budget
6. Consent Agenda **A.R.**
  - Dover School Committee Minutes December 17, 2020
  - Town Report
7. Communications (For Members Information)
  - Dover Sherborn Regional School Committee Minutes December 8, 2020
8. Items for March 4, 2021 Meeting
9. 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](http://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  
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, Principal  
RE: Principal's Report  
DATE: January 19, 2021

### **Principal's Reflections**

Our return after winter break proved to be smoother than expected, with most families following the travel restrictions and COVID testing. The reasonably decent weather has allowed us to be outside for recess and some snack times. We had eight new or returning (from private school or homeschool) to Chickering students at the start of the year.

Teachers have adjusted report card benchmarks in anticipation of report cards being released to Aspen on February 5, 2021. We chose to not issue term 1 report cards, usually around Thanksgiving so the term 2 reflects student progress to date. Attendance (absent, tardy and dismissed) will be indicated for each term.

We will be adjusting our drop off process and tardy arrivals starting next week, as noted in the Family Newsletter. Now that we are in full swing, four days, it is time to fine tune our drop off procedures in the morning. We had not been strictly adhering to our arrival time, since the start of the year. Now, once the buses leave, a staff member will direct cars at the entrance to either side of the islands. There will be two areas for children to disembark. The drop off time frame is 7:35-7:50. Students arriving after 7:50 are tardy. Arrivals after 7:50 will all enter through the front door and check in at the office and then proceed to class. We are asking all families to strive to get to school within that time frame. An ontime arrival gives your child the best chance to start their day off on the right foot.

The SAC will continue its work of creating an inclusive community, starting with an inclusive reading series for families, to launch in February. The series will include suggested books, how to access at no cost to families and two sessions each month for parents to meet, virtually, to discuss the content and impact of the text.

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**

Teachers continue with our anti-discrimination professional development based on our November 30th work. PTO and DSEF have provided funds for book purchases at each grade level. Our January 13 all school assembly began our school wide reflections on Dr. Martin Luther King Jr., and this will continue in each classroom.

### **Personnel**

The maternity leave of Mrs. Kate Fleming, School Psychologist, is now being covered by two staff: Ms. Cynthia Shapiro and Ms. Cascia Partensky. Ms. Shapiro will take on the counseling side of her role and Ms. Partensky will cover the evaluation and reporting aspects of the School Psychologist.

# The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

[www.doversherborn.org](http://www.doversherborn.org)

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: January 15, 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>
1066	12/16/20	\$39,184.08	Circuit Breaker
1067	12/16/20	\$3,030.63	Cafe
1068	12/16/20	\$104,878.26	Payroll
1069	12/16/20	\$187,080.66	General-ODD
1070	12/16/20	\$1,568.36	Cares Re-opening
1071	12/16/20	\$25,879.84	General-School
1072	12/16/20	\$11,719.50	Capital-Technology
1073	12/21/20	\$1,950.00	Cares Re-opening
1075	12/23/20	\$31,363.12	General-ODD
1076	12/23/20	\$8,075.62	General-School
1078	1/13/2021	\$559.60	Cares Re-opening
1079	1/13/2021	\$28,586.96	Circuit Breaker
1080	1/13/2021	\$1,563.63	SPED 240
1081	1/13/2021	\$105,675.88	General-ODD
1082/83	1/13/2021	\$3,470.17	Cafe
1084	1/13/2021	\$71,569.36	General-School

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](http://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: January 15, 2021

## Status of Appropriations

Attached please find the Status of Appropriations as of January 15, 2021. *(FYI - The narrative below is included for your reference – there have been no new variances to report since the December meeting.)*

### 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). This savings is partially offset by additional OT support for the pre-k program not in the FY21 budget.

### 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. 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.

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.



## **Statement of Special Revenue/Revolving Funds**

Please see the Statement of Special Revenue/Revolving Funds as of December 31, 2020. There is no material activity to report.

### **COVID related grants (see update in narrative regarding grant extensions)**

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 student 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.

The **end dates** for both of these grant opportunities were just extended (the school-based grant is expected to be spent by June 30, 2021 and the municipal grant by December 31, 2021) allowing for more flexibility in allocating expenses as well as charging post-December 31<sup>st</sup> expenses to the grants. This review is currently underway and we will update the Committee at the next meeting.

We will be happy to answer any questions at Tuesday's meeting.

Dover Public Schools  
Status of Appropriations as of January 15, 2021

	<u>FY21</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THUR 1/15</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/</u> <u>BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$144,093	\$71,909	\$71,908	\$143,817	276	0.19%
BUSINESS AND FINANCE	111,366	55,683	55,683	111,366	0	0.00%
DISTRICT INFO MANAGEMENT	77,572	35,904	35,904	71,808	5,764	7.43%
SPED ADMINISTRATION	213,924	68,714	142,023	210,737	3,187	1.49%
SCHOOL LEADERSHIP-BUILDING	373,119	193,637	168,162	361,799	11,320	3.03%
ACADEMIC LEADERS/QPO	29,777	7,572	10,411	17,983	11,794	39.61%
TEACHERS, CLASSROOM	3,291,681	1,287,294	2,018,567	3,305,860	(14,180)	- 0.43%
TEACHERS, SPED	747,063	280,150	456,669	736,819	10,243	1.37%
SUBSTITUTES	45,000	3,385	17,264	20,650	24,350	54.11%
EDUCATIONAL ASSISTANTS	631,722	255,517	337,458	592,975	38,746	6.13%
LIBRARIANS & MEDIA CENTER	60,676	23,337	37,339	60,676	0	0.00%
BUILDING BASED PD	16,875	6,525	0	6,525	10,350	61.33%
GUIDANCE COUNSELORS	68,494	23,915	38,263	62,178	6,316	9.22%
PSYCHOLOGICAL SERVICES	83,206	32,002	51,204	83,206	0	0.00%
MEDICAL/HEALTH SERVICES	89,086	33,802	53,784	87,586	1,500	1.68%
CUSTODIAL SERVICES	245,896	109,610	79,401	189,011	56,884	23.13%
<b>TOTAL SALARIES</b>	<b>\$6,229,548</b>	<b>\$2,488,956</b>	<b>\$3,574,041</b>	<b>\$6,062,997</b>	<b>\$166,552</b>	<b>2.67%</b>
<b><u>EXPENDITURES</u></b>						
SCHOOL COMMITTEE	\$10,650	\$8,369	\$197	\$8,566	2,084	19.57%
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	51,395	2,653	54,048	24,002	30.75%
SCHOOL LEADERSHIP-BUILDING	18,270	2,009	2,382	4,391	13,879	75.96%
CLASSROOM CONTRACTED SERVICES	7,700	1,934	269	2,203	5,497	71.39%
SPED SERVICES/SUPPLIES	76,000	32,612	38,675	71,287	4,713	6.20%
LIBRARIANS & MEDIA CENTER	14,160	8,818	355	9,172	4,988	35.22%
COURSE REIMBURSEMENT/PD	33,300	2,357	0	2,357	30,943	92.92%
TEXTBOOKS & RELATED SOFTWARE	44,000	38,757	118	38,875	5,125	11.65%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	3,064	1,800	4,864	1,236	20.26%
INSTRUCTIONAL EQUIPMENT	16,400	6,125	7,039	13,164	3,236	19.73%
GENERAL SUPPLIES	61,050	24,563	6,195	30,758	30,292	49.62%
CLASSROOM INSTRUCT TECHNOLOGY	7,750	6,694	0	6,694	1,056	13.63%
GUIDANCE	3,500	2,850	102	2,952	548	15.66%
MEDICAL/HEALTH SERVICES	2,600	558	247	805	1,795	69.05%
TRANSPORTATION SERVICES	240,723	98,030	141,970	240,000	723	0.30%
CUSTODIAL SERVICES	25,000	1,585	4,356	5,941	19,059	76.24%
UTILITIES	217,500	81,582	91,754	173,336	44,164	20.31%
MAINTENANCE OF BUILDING	135,500	63,928	28,160	92,088	43,412	32.04%
<b>TOTAL EXPENDITURES</b>	<b>\$1,024,553</b>	<b>\$454,164</b>	<b>\$326,269</b>	<b>\$780,433</b>	<b>\$244,120</b>	<b>23.83%</b>
<b>TOTAL INDISTRICT OPERATING</b>	<b>\$7,254,102</b>	<b>\$2,943,120</b>	<b>\$3,900,310</b>	<b>\$6,843,430</b>	<b>\$410,671</b>	<b>5.66%</b>
<b><u>OOD TUITION &amp; TRANSPORTATION</u></b>						
TUITION TO MA SCHOOLS	206,120	126,017	145,519	271,536	(65,416)	-31.74%
TUITION TO COLLABORATIVES	316,075	249,458	268,507	517,965	(201,890)	-63.87%
TUITION TO NON-PUBLIC SCHOOL	1,917,952	960,287	1,265,777	2,226,064	(308,112)	-16.06%
TUITION TO OUT OF STATE SCHOOLS	227,442	145,679	140,328	286,007	(58,565)	-25.75%
TRANSPORTATION SERVICES	\$451,000	\$216,315	\$311,668	\$527,983	(76,983)	-17.07%
<b>TOTAL OOD</b>	<b>\$3,118,589</b>	<b>\$1,697,755</b>	<b>\$2,131,799</b>	<b>\$3,829,554</b>	<b>(\$710,965)</b>	<b>-22.80%</b>
<b>TOTAL OPERATING</b>	<b>\$10,372,691</b>	<b>\$4,640,875</b>	<b>\$6,032,109</b>	<b>\$10,672,984</b>	<b>(\$300,293)</b>	<b>- 2.90%</b>
<b>CB Reimbursement offset at 70%</b>				<b>(\$1,100,000)</b>	<b>\$1,100,000</b>	
<b>Est. Operating Expenses/ Surplus</b>				<b>\$9,572,984</b>	<b>\$799,707</b>	

**Dover Public Schools**  
**Special Revenue/Revolving Funds as of December 31, 2020**

<u>SPECIAL REVENUE/REVOLVING FUNDS</u>	<u>FUND BALANCE @7/01/2020</u>	<u>REVENUE</u>	<u>EXPENDITURES / ENCUMBRANCES</u>	<u>FUND BALANCE @ 12/31/2020</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 37,274	\$ 2,340	\$ 1,306	\$ 38,308	
CIRCUIT BREAKER	-	29,167	914,818	(885,651)	<i>Region related CB revenue not yet recorded. As of 6/30/2021 balance will be \$0.</i>
FOOD SERVICES	53,698	31,578	39,005	46,271	<i>Net of deposits in advance - \$17,790</i>
GIFTS (see pg 2 for details)	12,499			12,499	
PRESCHOOL	78,842	18,821	4,087	93,576	
<b><u>FIDUCIARY FUND</u></b>					
STUDENT ACTIVITY FUND	\$ 11,908			\$ 13,610	<i>Student Activity Account balance per Dover Town Accountant.</i>



	FY 21 Miscellaneous Donations - Dover Public School					12/31/2020	
Gift/Donor	Purpose	Bal Fwd @ 07/01/2020	Revenue	Expenditures	Encumbered	Ending Balance @ 12/31/2020	Date/Yr
<b>RESTRICTED GIFTS</b>							
Special Education Gifts	SPED Program	2,427.12				2,427.12	
Friends of Chickering Music	Music Program	430.23				430.23	
					Total Restricted	2,857.35	
<b>UNRESTRICTED GIFTS</b>							
OTHER	Unrestricted	9,641.41				9,641.41	
					Total Unrestricted	9,641.41	
TOTAL		12,498.76	0.00	0.00	0.00	12,498.76	

Dover Public School  
FY22 Enrollment Analysis  
January, 2021

**Current Sections**

Grade Level	#	Assuming no +/-	Class Size	3-year growth %	Class Size	1-yr growth %	Class Size	.5 of 3-year growth %	Class Size
K*	3	58	19.33	58	19.33	58	19.33	58	19.33
1	5	63	12.60	68	13.60	68	13.6	65.5	13.10
2	4	85	21.25	87	21.75	82	20.5	86	21.50
3	4	77	19.25	80	20.00	81	20.25	78.5	19.63
4	4	76	19.00	82	20.50	78	19.5	79	19.75
5	4	87	21.75	89	22.25	93	23.25	88	22.00
	24								
<b>TOTAL ENROLLMENT</b>		<b>446 **</b>		<b>464</b>		<b>460</b>		<b>455</b>	
<i>net change from FY21</i>				18		14		9	

**Proposed Sections**

Grade Level	#	Assuming no +/-	Class Size	3-year growth %	Class Size	1-yr growth %	Class Size	.5 of 3-year growth %	Class Size
K*	3	54	18.00	58	19.33	60	20.00	64	21.33
1	4	63	15.75	68	17.00	68	17	65.5	16.38
2	4	85	21.25	87	21.75	82	20.5	86	21.50
3	4	77	19.25	80	20.00	81	20.25	78.5	19.63
4	4	76	19.00	82	20.50	78	19.5	79	19.75
5	5	87	17.40	89	17.80	93	18.6	88	17.60
	24								
<b>TOTAL ENROLLMENT</b>		<b>442 **</b>		<b>464</b>		<b>462</b>		<b>461</b>	
<i>net change from FY21</i>				22		20		19	

	Below class size policy
	Above class size policy
	Reallocate Section

\* K estimate based on letters sent of 58/ Proposed shows multiple scenarios

\*\* Includes COVID-19 homeschooled students

**School Committee Class Size Policy:** 17-22 students K-5

## DRAFT

### **Dover School Committee** Meeting of December 17, 2020

Members Present: Brooke Matarese

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 DoverSchool 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 theCommonwealth 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.
- Superintendent Report - Dr. Keough announced that Dr. Reinemann has been named as Principal for Chickering School beginning July 1, 2021.
- Warrant Report

#### **4) FY21 Monthly Financial Report - as of December 11, 2020.**

- Salaries - there are no changes since the last report
- Expenditures - initial projections have been encumbered for building maintenance contracts and most utilities. Regular education transportation costs have been

## DRAFT

encumbered and reflect the savings resulting from the COVID-19 related amendment approved by the Committee last week.

- Out-of-District - There have been eight new placements to date resulting in a negative variance of approximately \$570,000 in tuition and \$75,000 in transportation. 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 - a full accounting of grant spending will be provided at the January meeting.

**5) ACED Recommendation FY22** - The ACED recommends that the 6 Curriculum Leader positions be changed to 6 Professional Learning Community Leaders. The ratio will stay the same resulting in an increase of \$7,557.

*Leslie Leon made a motion to approve the ACED Recommendations as presented. Sara Guitierrez Dunn seconded.*

*20-18 VOTE: 4 - 0 via roll call*

**6) Pre-K Tuition Rates FY22** - a 2% increase was proposed: 3-day rate - \$5,830 and 5-day rate - \$10,310

*Leslie Leon made a motion to approve the increase in Pre-K tuition rates as presented. Colleen Burt seconded.*

*20-19 VOTE: 4 - 0 via roll call*

**7) Proposed FY22 Operating Budget** - the budget was developed using the following assumptions: 1) regular school operations (in-person, 5-days a week) with level enrollment; 2) compliance with Town budget guidance; 3) alignment with District's Strategic Plan; and 4) acute awareness of potential post-COVID 19 State budget financial constraints. Key budget drivers include:

- \*Payroll and related benefits represent approx 86% of the operating budget with key budget drivers being: contractual agreement increase of 2% across all bargaining units in addition to step and land increases for educators ranging from 4-13%; post-budget staffing changes; and any planned retirements for FY22 will be reflection in version 2,

- \*Continued trend budgeting for all other operating accounts,

- \*In-District student enrollment - projecting 462-465 students and 24 classroom sections with class size range 18-22, and

- \*Out-of-District student enrollment - projecting 26 placements in FY22 (vs 31 in FY21)

Overall the operating budget totals \$10,412,108, an increase of \$39,417 or 0.38% with:

- \*In-district operating budget increase of \$115,616 or 1.59% (vs \$1,615 or 0.02% in FY21)

- \*Out-of-District operating budget increase of \$76,199 or 2.44% (vs \$245,278 increase or 7.2% in FY21).

*Leslie Leon made a motion to approve the FY22 Operating Budget as presented. Colleen Burt seconded.*

*20-20 VOTE: 4 - 0 via roll call*

**8) FY22 Capital Update** - The revised request for FY22 is \$100,500 and is comprised of: replacement of flooring \$85,000 and upgrading the cold water booster system \$15,500.

## **DRAFT**

Colleen Burt made a motion to approve the revised version of the FY22 Capital request. Sara Guitierrez Dunn seconded.

20-21 VOTE: 4 - 0 via roll call

### **9) Consent Agenda**

- Approval of Minutes of October 20, 2020

*Leslie Leon made a motion to approve the Consent Agenda. Colleen Burt seconded.*

*20-22 VOTE: 3 - 0 - 1 via roll call (Brooke Matarese abstained)*

### **10) Communications**

- Regional School Committee minutes of November 2, 2020
- Sherborn School Committee minutes of October 13, 2020

### **11) Items for January 19, 2021 - FY22 Budget v2, Town Report**

### **12) Adjournment at 7:35 pm.**

Respectfully submitted,  
Amy Davis



*Report of the*  
**Dover School Committee (2020)**

Brooke Matarese, Chair  
Leslie Leon, Secretary  
Colleen Burt  
Sara Gutierrez Dunn  
Mark Healey

**Membership**

We welcome Colleen Burt and Sara Gutierrez Dunn as new members on the Dover School Committee (DSC). Both Colleen and Sara were elected for a three year term. Thank you to Rachel Spellman for her service and to Henry Spalding for his two terms on the DSC and dedicated work as Chair.

**District Leadership**

With the complex challenges of the COVID-19 pandemic, the Dover, Sherborn and Dover Sherborn Regional School Districts (the District) continue to benefit from the strong leadership of Superintendent Dr. Andrew Keough and Assistant Superintendent Elizabeth McCoy. In negotiating the unique demands of this year, we are grateful for our talented and dedicated central office and building administrators, teachers and staff who worked throughout the summer to ensure that our students could return to in-person learning.

The DSC thanks Laura Dayal for her seven years as Principal of Chickering Elementary School and wish her well in her future endeavors. In leading us through the pandemic, we have steady hands at the helm with Interim Principal Dr. Deborah Reinemann and Interim Assistant Principal James Carnes. We are pleased to report that Dr. Reinemann has accepted the role of permanent Principal starting in July 2021.

This year, adherence to the District's strategic plan and a focus on our five key objectives were more important than ever: Innovative Teaching and Learning, Health and Well-being of Students and Staff, Partnerships with Families and Communities, Safe and Innovative Facilities, and Resource Efficiency all required new ways of thinking. In addition, in the fall of 2020, DS AIDE: Dover Sherborn Coalition for Anti-Racism, Inclusion, Diversity & Equity was formed to further the work of the district-wide #WeAreDS initiative, with the goal of ensuring greater equity and inclusion throughout our schools.

**Academics**

The past year has been unique in Chickering's history – we experienced fully remote learning in the spring, and started this school year with families being able to choose either a hybrid format (two days in-person, three days remote) or a fully remote option taught by Chickering teachers. Recognizing that our youngest learners benefit most from in-person learning, our administrators, educators and staff worked tirelessly to enable grades K-5 to transition to a four day/week in-person model. We are extremely grateful for their efforts in supporting the needs of our students.

Chickering Elementary School is committed to ensuring that every child reaches their full potential. The school strives for academic excellence and to be a top-performing school in the state. At the same time, we are committed to a whole child perspective which values social and emotional needs and recognizes the unique talents of each student. The DSC is responsible for setting policies to achieve these goals, and it seeks to accomplish its defined goals in a fiscally prudent manner.

Aligned with the District's goal to maintain excellence and rigor, while adapting best practices and programs to prepare graduates for success in a rapidly changing world, this year Chickering has been identifying the elements of the "DS Portrait of a Graduate" to be implemented at the elementary level. We are grateful to our educators as they identify specific practices and experiences that foster the competencies necessary for current and future success.

### **Finance**

The DSC works hard to deliver the highest-quality education in the most efficient way possible by reviewing its operations and allocating resources to best serve student needs. Salaries are the biggest budget item, and whenever possible we explore initiatives that can help limit special education costs, such as the integrated preschool program. This year we benefitted from CARES Act grants to cover unbudgeted costs due to the pandemic, including additional technology and school supply needs, PPE, rental of tents, increased nursing staff, and additional educational assistants.

Enrollment remains steady aided by a stable local real-estate market. We have matched classroom sections accordingly to adhere to our long-standing classroom size policy of between 17 and 22 students. We will continue to monitor real-estate trends and birth data and adjust staffing levels to meet the community's changing needs.

The out-of-district special-education budget, which covers students aged 3 to 22 years who are enrolled in schools outside the Dover public school system, is a significant piece of the overall budget. However, the Town is reimbursed by the State of Massachusetts for a percentage of the tuition costs that exceed a calculated base amount. This reimbursement, referred to as the "circuit breaker," provides some financial relief from the overall costs of educating these students.

### **Facilities**

We continue to perform maintenance required to keep the school building in top condition, a proactive approach that benefited us greatly as we assessed health and safety considerations related to bringing students and educators back to school. We continue to rely on a long-range, 20-year capital needs assessment, prepared initially by an outside consultant in 2012 and updated in 2017, to guide our annual capital budget requests. In the summer of 2020 the Chickering playground was resurfaced, in partnership with a contribution from the PTO.

### **Appreciation**

This year has been unlike any other, and the DSC is grateful for the support it has received in these challenging times. We came together as a district and town, leveraging the strengths and expertise of our administrators, faculty and staff, parents and caregivers, town boards (particularly our Board of Health) and community members. The DSC thanks Dover taxpayers,

the Dover-Sherborn Education Fund (DSEF), the Parent Teacher Organization (PTO) and the Mudge Fund for their ongoing financial support. The annual DSEF grant awards allow Chickering faculty and staff members to explore state-of-the-art methods for curriculum delivery, while the PTO gifts allow us to make the learning environment the best it can be for both the staff and students. Finally, we thank Superintendent Keough for his leadership and wish him well in his retirement and for whatever his future holds.

**APPROVED JANUARY 12, 2021**

**Dover-Sherborn Regional School Committee**

Meeting of December 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 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** - Rob Andrews, Warrant Committee, introduced himself to the committee members.

**3) Reports**

- Warrant Report

**4) Proposed Changes to the 2021-2022 DSRHS Program of Studies** - In addition to the changes discussed at last month's meeting, Mr. Smith discussed the proposed course addition in the Math Department titled "Financial Literacy". This semester class can be taken either as a Math requirement option or an elective and will be open to Juniors and Seniors at the Honors or College Prep level. Michael Jaffe stated he will vote against approving the Program of Studies as he believes the weighted GPA at the high school is fundamentally unfair.

*Anne Hovey made a motion to approve the 2021-2022 DSRHS Program of Studies as presented. Judi Miller seconded.*

*20-33 VOTE: 5 - 1 (Michael Jaffe)*

**5) FY21 Financial Reports as of November 30th**

- Revenues - there are no changes to report since last month
- Salaries - there are no changes to report since last month

## APPROVED JANUARY 12, 2021

- Expenditures - Utilities are the last major expense to be encumbered and will be in place by the February meeting.
- Re-Opening Grant - Since the last report, additional monies have been spent on technology devices for educators, PPE including tent rentals, and instructional related software and supplies. The remaining \$19,225 will be spent by the deadline of December 30th.

### 6) FY22 Draft Budget

- **Draft Operating Budget** - the budget was developed using the following assumptions: 1) regular school operations (in-person, 5-days a week) with level enrollment; 2) compliance with Towns' budget guidance; 3) alignment with District's Strategic Plan; and 4) acute awareness of potential pos-COVID 19 State budget financial constraints. Key budget drivers include:
    - \*Payroll and related benefits represent approx 80% of the operating budget with key budget drivers being: contractual agreement increase of 2% across all bargaining units in addition to step and land increases for educators ranging from 4-13%; healthcare premium increases estimated at 8.5% with approx 45% participants enrolled in high-deductible healthcare plans; and no new staffing positions for FY22,
    - \*Continued trend budgeting for all other operating accounts resulting in overall budget reduction, and
    - \*Student enrollment by member towns impacts the annual assessment percentage. The FY22 operating and capital assessment percentages reflect increase of .63% and .65% respectively for Sherborn. In addition, the state calculated minimum local contribution impacts the individual assessments.
- Overall the operating budget increase is \$625,186 or 2.39% (vs 860,186 or 3.4% for FY21). Dover's assessment increase is \$386,083 (3.04%) vs 1.59% in FY21. Sherborn's assessment increase is \$451,335 (4.51%) vs 4.69% in FY21.

*Anne Hovey made a motion to accept the FY22 Operating Budget as presented. Ms. Collins seconded.*

20-34 VOTE: 6 - 0

- **Capital** - the roofing projects have been moved to FY23 or 24. Other projects are estimated to total \$350,000, the full capital plan will be presented at the January meeting.
- **Activity Fee** - after review of the MS and HS activity fees the Administration is recommending an increase to the HS activity fee. The Middle School programming currently costs \$14,000 to run offset by approximately \$11,000 in fees. The High School programming costs of \$100,000 are offset by \$13,500 in fees. The higher High School fee of \$75 would increase the revenue by \$9,000 to offset the operating costs of the programs. There was discussion about the reasoning behind the size of the fee increase.

*Judi Miller made a motion to approve the increase to the High School activity fee as recommended. Anne Hovey seconded.*

20-35 VOTE: 5 - 1 (Lynn Collins opposed)

### 7) Consent Agenda

- Approval of Minutes: November 2, 2020
- Donations - Girls Soccer coach stipends of \$4,180



**APPROVED JANUARY 12, 2021**

*Lynn Collins made a motion to approve the Consent Agenda. Judi Miller seconded.  
20-32 VOTE: 5 - 0*

**8) Communication**

- DSHS Principal's Report
- DSMS Principal's Report

**9) Items for December 8, 2020 meeting - Town Report**

**10) Adjournment at 6:37 pm.**

Respectfully submitted, Amy Davis