

**Dover School Committee
Agenda**

**Monday, May 17, 2021
6:30 PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/84559965144?pwd=MDY1RWE2SmFXTndHYitSU0VhTzVhQ09>

Meeting ID: 845 5996 5144
Passcode: 832763

1. Call to Order
2. Community Comments
3. K-5 Readers Workshop/Curriculum Adoption presentation by
Priscilla Stephen **A.R.**
4. Reports:
 - Principal's Report – Dr. Reinemann
 - Warrant Report
5. Monthly Financial Report- Ms. Fattore
6. Proposed changes to 2021-22 student handbook – first read
7. School Improvement Plan – update on progress
8. Consent Agenda
 - Approval of Minutes March, 4, 2021 **A. R.**
9. Communications (For Members Information)
 - Regional School Committee Minutes February 2, 23, and March 2, 2021
 - Sherborn School Committee Minutes February 9, and March 9, 2021
10. 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.

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The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

www.doversherborn.org

Ms. Kate McCarthy, Director of Student Services

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

To: Dr. Andrew Keough, Superintendent

From: Elizabeth McCoy, Assistant Superintendent

Re: May Dover School Committee Meeting

Date: May 14, 2021

TEACHERS COLLEGE READING UNITS OF STUDY

After years of collaboration between Chickering and Pine Hill, we are respectfully requesting that the Dover School Committee vote to adopt Teachers' College Reading Units of study, further aligning curriculum, instruction and interventions across both elementary schools. This is a huge milestone in our district and I am very proud of the tireless efforts of our building leaders and literacy specialists in getting us to this point.

Priscilla Stephan, Literacy Specialist, will be providing an overview of the literacy model at the May 17 meeting. In preparation, we respectfully request that School Committee members watch this [video](#) and preview the [5 Year Literacy Plan](#) and [outline](#) of tiered instruction.

Thank you for your support of this long-standing initiative. Priscilla and I are happy to answer any questions you or the Committee may have at next week's meeting.



TO: Dr. Andrew Keough, Superintendent
FROM: Dr. Deborah Reinemann, Interim Principal
RE: Principal's Report
DATE: May 17, 2021

Principal's Reflections

What a year! As we reflect on the path of this school year, it truly has been a year like no other. I am deeply grateful for the Chickering community, our families, staff and students.

PTO celebrated all our teachers and staff for Teacher Appreciation "week". They purchased yard signs that students decorated to thank our teachers and staff. "We love our Dover-Sherborn teachers!" signs adorned the roadways and schoolyard. In addition, many volunteers created door wreaths for each teacher's door, celebrating each teacher's unique gifts to Chickering.

The SAC sponsored "Bringing the Conversation Home" has elicited great interest and engagement with families and school. We are looking forward to continuing our school communication with families about how we teach and learn about our community. As a school, it is our responsibility to bring all our students together, to learn about people who are different and how we share common interests, activities and community.

Included in this report as well are recommended changes to the current [Family Handbook](#).

Next month we will share the entire School Improvement Plan (SIP) which is written with the School Advisory Council. We have proposed four goals for next school year:

1. "*Keep the gems*". The district will integrate instructional practices proven effective through hybrid and remote learning in an effort to define a new normal of education that engages all students in robust learning. Identified practices will further our work to provide student-centered,

inquiry-based, skills-focused instruction in line with the principles of Challenge Success, Portrait of a Graduate and culturally responsive pedagogy.

2. Chickering school will begin the implementation of Teachers College *Readers Workshop* in the 2020-2021 school year. A full implementation of this research based instructional model will be phased, in conjunction with Pine Hill, over the next five years.
3. *Equity Audit*: As the district strives "to foster a school community free from bias and discrimination, and ensure a sense of belonging and equitable outcome for all Dover Sherborn students," (DS AIDE), it will undergo an equity audit to examine all aspects of the system, including culture and climate, achievement data, policies, community engagement, hiring practices, among others. All members will be given an opportunity to provide data and feedback via surveys and focus groups and the district will undergo a K-12 curriculum review from the lens of cultural responsiveness. Findings and recommendations will be published in a report that will inform the Strategic Plan and district's efforts moving forward.
4. *Community connection* in the form of outreach from Chickering to Dover residents who do not have children at Chickering, especially our Senior citizens. This goal will build relationships between students and senior residents, increasing students' understanding and relationships with members of their community. In addition, it is an opportunity to showcase Chickering as an inclusive learning environment.

Curriculum & Learning and Professional Development

Looking ahead to September 2021, we expect a major undertaking by our classroom teachers and Literacy Specialist, Mrs. Priscilla Stephan, as we begin the transition to Readers Workshop. Mrs. Stephan will be speaking this evening to share the roadmap for our professional development, student engagement and changes to the classroom to implement the program.

Personnel:

Since our last Dover School Committee meeting, we have welcomed Mrs. Bev Lyond, Ms. Kathy Farinacci, and Ms. Nicole Harvey to roles of General education and/or Special Education Assistant roles.

We are in the process of hiring for the retirement of Sue Pelletier, Art Teacher, and the resignation (for a family move) of Anna Winters, Teacher Librarian. We are grateful to both Ms. Pelletier and Ms. Winters for their passion and professional dedication to our Chickering students!

Special Events

As we draw our school year to a close, we will host a modified Field Day, for grade 5 only on June 3rd, with a rain date of June 4th. We will also host a modified version of Step Up day for each grade during the last weeks of school. The entire grade will meet the current next grade teachers to hear about the upcoming year.

The last day of school for students is June 18, which is an early release (11:15) day. We will have a virtual fifth grade “graduation” and closing events to wrap up an amazing year.

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TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
DATE: May 13, 2021
RE: Approved Warrants

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

Voucher # Date Amount Fund

1104	3/10/2021	\$106,373.14	Circuit Breaker
1105	3/10/2021	\$104,878.26	Payroll Reimb
1106	3/10/2021	\$4,718.07	Cares Re-opening
1107	3/10/2021	\$43,314.32	General-School
1108/09	3/10/2021	\$4,371.45	Cafe
1110	3/10/2021	\$92,277.80	General-OOD
1112	3/23/2021	\$411.83	Cares Re-opening
1113	3/23/2021	\$136,579.28	General-OOD
1114	3/23/2021	\$9,445.98	General-School
1115	3/23/2021	\$8,464.00	Circuit Breaker
1116	3/23/2021	\$1,900.00	Payroll Reimb
1118	4/7/2021	\$55,513.84	General-OOD
1119	4/7/2021	\$330.00	SPED 298
1120	4/7/2021	\$4,950.00	Payroll Reimb
1121	4/7/2021	\$5,130.41	Cafe
1122	4/7/2021	\$44,716.39	Circuit Breaker
1123	4/7/2021	\$21,456.52	General-School
1125	4/21/2021	\$53,357.04	Circuit Breaker
1126	4/21/2021	\$1,000.00	SPED 240

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1127	4/21/2021	\$299.00	<i>SPED 298</i>
1128	4/21/2021	\$40,637.31	<i>General-School</i>
1129	4/21/2021	\$145,151.01	<i>General-OOD</i>
1131	5/6/2021	\$3,244.09	<i>Title IV</i>
1132	5/6/2021	\$9.62	<i>Cafe</i>
1133	5/6/2021	\$4,823.00	<i>Title I</i>
1134	5/6/2021	\$316.93	<i>SPED 274</i>
1135	5/6/2021	\$81,748.48	<i>Circuit Breaker</i>
1136	5/6/2021	\$83,714.83	<i>General-OOD</i>
1137	5/6/2021	\$7,553.47	<i>Cafe</i>
1138	5/6/2021	\$12,950.00	<i>FY21 COVID/Coronavirus</i>
1139	5/6/2021	\$3,187.99	<i>Cares Re-opening</i>
1140	5/6/2021	\$25,932.33	<i>General-School</i>

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TO: Dover School Committee

FROM: Dawn Fattore, Business Administrator

RE: FY21 Operating Update

DATE: May 13, 2021

Status of Appropriations

Attached please find the Status of Appropriations as of May 10, 2021. *(FYI - The narrative below is included for your reference – new variance updates are in bold text.)*

Salaries

The majority of salaries have been encumbered for FY21. Given the hybrid model, one additional classroom teacher and several regular educational assistant have been added and these are reflected in the status of appropriations. A portion of the salaries for the added EAs are being covered by 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 all out-of-district placements. We had nine (9) new placements during the year resulting in a negative variance of approximately **\$610,000**. In addition with the spring closure in FY20, 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 **\$80,000** to date as vans are limited to 2 students. **Since our last meeting, ACCEPT has issued several transportation credits (one relating to cumulative surplus and one Covid-19 related) that have offset transportation expenses by \$76,000.** It is important to note that the negative tuition variance of **\$655,000** will be offset by circuit breaker reimbursement of \$1,094,160 (75% reimbursement rate).

Special Revenue and Revolving Funds

Attached for your review is the statement for the quarter ending **March 31, 2021**.

COVID related grants

As we have previously shared, Dover initially 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 \$110,700) has been used to cover the costs of PPE, AFC contract costs for testing access, 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 and has an end date of June 30, 2021.

Additional federal/state funding has been provided to cover unforeseen costs from the continued COVID-19 pandemic. A second round of Elementary and Secondary School Emergency Relief (ESSER) grants was awarded. Dover's first round of ESSER funding was \$20,000. The second round totaled \$85,841 with at least \$10,000 earmarked for mental health. The award periods for the ESSER I and ESSER II extend to FY22 and FY23. This extended grant window provides schools appropriate funding needed to cover the continued costs to prevent, prepare for and respond to the impacts of COVID-19 on school operations.

In addition, we received a State Coronavirus Prevention Fund grant of \$12,950 to be used before June 30, 2021. We have already identified costs to apply to this grant.

With the recent approval of the American Rescue Plan (ARP) at the federal level, we are anticipating receiving an additional \$170,000 in COVID related relief. This grant timeline extends through the fall of FY24.

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

Dover Public Schools
Status of Appropriations as of May 10, 2021

	<u>FY21</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THUR 5/10</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/</u> <u>BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$144,093	\$107,863	\$35,954	\$143,817	276	0.19%
BUSINESS AND FINANCE	111,366	83,525	27,842	111,366	0	0.00%
DISTRICT INFO MANAGEMENT	77,572	54,001	17,952	71,953	5,619	7.24%
SPED ADMINISTRATION	213,924	172,103	31,936	204,039	9,885	4.62%
SCHOOL LEADERSHIP-BUILDING	373,119	317,964	43,835	361,799	11,320	3.03%
ACADEMIC LEADERS/QPO	29,777	13,671	9,083	22,754	7,023	23.59%
TEACHERS, CLASSROOM	3,291,681	2,421,573	870,391	3,291,964	(283)	- 0.01%
TEACHERS, SPED	747,063	547,920	190,563	738,483	8,579	1.15%
SUBSTITUTES	45,000	37,914	7,048	44,961	39	0.09%
EDUCATIONAL ASSISTANTS	631,722	520,022	100,628	620,649	11,073	1.75%
LIBRARIANS & MEDIA CENTER	60,676	44,340	16,336	60,676	0	0.00%
BUILDING BASED PD	16,875	6,525	6,750	13,275	3,600	21.33%
GUIDANCE COUNSELORS	68,494	45,438	16,740	62,178	6,316	9.22%
PSYCHOLOGICAL SERVICES	83,206	50,014	19,626	69,640	13,566	16.30%
MEDICAL/HEALTH SERVICES	89,086	65,054	23,312	88,366	720	0.81%
CUSTODIAL SERVICES	245,896	177,378	51,923	229,301	16,595	6.75%
TOTAL SALARIES	\$6,229,548	\$4,665,304	\$1,469,918	\$6,135,222	\$94,327	1.51%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	\$10,650	\$10,096	\$51	\$10,147	503	4.73%
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	59,485	19,035	78,521	(471)	- 0.60%
SCHOOL LEADERSHIP-BUILDING	18,270	4,731	2,327	7,058	11,212	61.37%
CLASSROOM CONTRACTED SERVICES	7,700	2,203	0	2,203	5,497	71.39%
SPED SERVICES/SUPPLIES	76,000	63,963	17,609	81,572	(5,572)	- 7.33%
LIBRARIANS & MEDIA CENTER	14,160	13,342	175	13,517	643	4.54%
COURSE REIMBURSEMENT/PD	33,300	4,774	9,529	14,303	18,997	57.05%
TEXTBOOKS & RELATED SOFTWARE	44,000	41,209	5,740	46,948	(2,948)	- 6.70%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	4,483	1,665	6,148	(48)	- 0.79%
INSTRUCTIONAL EQUIPMENT	16,400	10,254	3,464	13,717	2,683	16.36%
GENERAL SUPPLIES	61,050	41,578	2,594	44,171	16,879	27.65%
CLASSROOM INSTRUCT TECHNOLOGY	7,750	7,062	0	7,062	688	8.87%
GUIDANCE	3,500	3,058	0	3,058	442	12.62%
MEDICAL/HEALTH SERVICES	2,600	1,203	0	1,203	1,397	53.72%
TRANSPORTATION SERVICES	240,723	175,656	64,344	240,000	723	0.30%
CUSTODIAL SERVICES	25,000	10,879	0	10,879	14,121	56.48%
UTILITIES	217,500	140,039	47,692	187,731	29,769	13.69%
MAINTENANCE OF BUILDING	135,500	86,818	14,467	101,285	34,215	25.25%
TOTAL EXPENDITURES	\$1,024,553	\$699,767	\$188,691	\$888,458	\$136,095	13.28%
TOTAL INDISTRICT OPERATING	\$7,254,102	\$5,365,071	\$1,658,609	\$7,023,679	\$230,422	3.18%
<u>OOD TUITION & TRANSPORTATION</u>						
TUITION TO MA SCHOOLS	206,120	247,207	24,329	271,536	(65,416)	-31.74%
TUITION TO COLLABORATIVES	316,075	429,761	75,526	505,286	(189,211)	-59.86%
TUITION TO NON-PUBLIC SCHOOL	1,917,952	1,826,967	357,456	2,184,423	(266,471)	-13.89%
TUITION TO OUT OF STATE SCHOOLS	227,442	341,810	24,197	366,007	(138,565)	-60.92%
TRANSPORTATION SERVICES	\$451,000	\$352,611	\$93,957	\$446,568	4,432	0.98%
TOTAL OOD	\$3,118,589	\$3,198,355	\$575,465	\$3,773,819	(\$655,230)	-21.01%
TOTAL OPERATING	\$10,372,691	\$8,563,425	\$2,234,074	\$10,797,499	(\$424,808)	- 4.10%
CB Reimbursement offset at 75%				(\$1,094,160)	\$1,094,160	
Est. Operating Expenses/ Surplus				\$9,703,339	\$669,352	

Dover Public Schools
Special Revenue/Revolving Funds as of March 31, 2021

<u>SPECIAL REVENUE/REVOLVING FUNDS</u>	<u>FUND BALANCE @7/01/2020</u>	<u>REVENUE</u>	<u>EXPENDITURES / ENCUMBRANCES</u>	<u>FUND BALANCE @ 03/31/2021</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 37,274	\$ 2,340	\$ 1,306	\$ 38,308	
CIRCUIT BREAKER	-	819,925	1,094,160	(274,235)	<i>Remaining Circuit Breaker to be received = \$274,235. As of 6/30/2021 balance will be \$0.</i>
FOOD SERVICES	53,698	92,128	80,448	65,379	<i>Net of deposits in advance - \$17,790</i>
GIFTS (see pg 2 for details)	12,499			12,499	
PRESCHOOL	78,842	22,604	7,446	94,000	<i>Preschool Tuition balances of \$3,981 due in April. Estimated fund balance @ June 30 = \$97,981 Net of FY22 Deposits = \$500</i>
<u>FIDUCIARY FUND</u>					
STUDENT ACTIVITY FUND	\$ 11,908			\$ 13,610	<i>Student Activity Account balance per Dover Town Accountant.</i>

	FY 21 Miscellaneous Donations - Dover Public School					3/31/2021	
Gift/Donor	Purpose	Bal Fwd @ 07/01/2020	Revenue	Expenditures	Encumbered	Ending Balance @ 03/31/2021	Date/Yr
RESTRICTED GIFTS							
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	
UNRESTRICTED GIFTS							
OTHER	Unrestricted	9,641.41				9,641.41	
					Total Unrestricted	9,641.41	
TOTAL		12,498.76	0.00	0.00	0.00	12,498.76	

Chickering Family Handbook
Proposed updates for 2021-2022
All changes are in **bold** or ~~striketrough~~

Governance:

Move PTO from this section to School Information section

Services: Health Information: Immunization requirements:

... before being admitted to school, unless the student ~~meets the test for~~ **add: has** a medical or religious exemption. **Add: If there is a reason for exemption, this must be supplied in writing to the school nurse prior to enrollment. Religious exemptions must be submitted yearly, at the start of each school year.**

Remove chart in current handbook, and **add:**

The following immunizations are required by the state for entrance into school:

DPT vaccines - 5

MMR vaccines - 2

Polio vaccines - 4

Varicella vaccines - 2

Hepatitis B vaccines - 3

Lead test -1

Protocols Procedures and Policies

Academics

Add: Chickering school strives to provide a complete academic, social and emotional learning experience for all children. Students participate in traditional content areas (math, reading, writing, science, social studies), interdisciplinary units of study as well as a comprehensive arts and wellness program (Art, Music, Instrumentation, Physical Education, Library, Research and Technology) and Foreign Language in Elementary School (FLES) in Spanish language and culture. Students also participate in social and emotional instruction via Responsive Classroom and Zones of Regulation.

Attendance:

Students should miss school only when sick, **add: for religious holidays** or under extenuating circumstances

Class Placement:

... All students will receive their class assignments, ~~via mail~~, over the summer.

Field Trips:

Current: Educational field trips are considered an important extension of the classroom. When possible, transportation will usually be provided by school buses **add: or by**

walking. ~~Some local field trips may make use of volunteer parent/guardian drivers. (No children are allowed to sit in the front seats of cars and all must wear seat belts. Parents/Guardians assume insurance liability for transporting students.)~~

No pupil will be denied participation because of inability to pay. **Add financial support by way of scholarships. Please access form here. [insert link]**

Homework:

The content and time may vary from day to day, depending on the instruction for that day. **Add: homework may not be assigned everyday.**

Media:

Add, last sentence, paragraph #1: Student names are not posted on social media.

Religious Holidays:

Add and renumber: 1. Students will be marked "absent-excused" for religious holidays.

All dates, times and staff to be updated accordingly.

DRAFT

Dover School Committee Meeting of March 4, 2021

Members Present: Leslie Leon
Colleen Burt
Sara Gutierrez Dunn
Mark Healey
Elizabeth Grossman
Also Present: Andrew Keough, Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator

1) Call to Order

Ms. Leon called the virtual meeting to order at 6:30 pm and read the following into the record: I'd like to call to order the meeting to order. 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 is posted on the Dover Sherborn District Website. Please note that this meeting is being recorded. Please be aware that anything that you broadcast may be captured by the recording.

Community Comments are first. Please remember that 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 and we will not be answering any questions tonight. We respectfully request that you please make your comments brief (about 2 mins) and that you move the discussion forward by adding new information. 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.

2) Welcome Elizabeth Grossman

3) Reorganization - Dr. Keough asked for nominations for Chair.

Sara Gutierrez Dunn nominated Leslie Leon for Chair of the Dover School Committee. Mark Healey seconded.

21-02 VOTE: 5 - 0

Mark Healey nominated Sara Gutierrez Dunn for Secretary of the Dover School Committee. Colleen Burt seconded.

21-03 VOTE: 5 - 0

4) Community Comments - A few staff members and parents commented on the proposed re-opening plan.

5) FY22 Budget Adjustments and BUDGET HEARING

Dawn Fattore updated the Committee on recommended adjustments to the draft FY22 Budget: ACED stipend increases for PLC Leaders \$7,557 and salary savings due to retirement notifications (\$50,000) for a total reduction of \$42,443.

FY22 Budget Drivers include: contractual payroll increases of approximately 2% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%; staffing changes/retirements which are offsetting the salary increases; level enrollment; and continued trend budgeting.

FY22 Budget Drivers include: projected placements of 26 (vs 31 in FY21), post budget placements for FY21 are offset by graduating/aged-out placements; and ACCEPT transportation costs model.

DRAFT

The proposed FY22 Operating Budget is \$10,369,665 made up of \$7,327,275 in in-district costs and \$3,042,390 in out-of-district costs. This budget is \$3,026 or 0.03% lower than the FY21 Budget.

Capital requests for FY22 include: flooring replacement of classroom hallways - \$85,000; and cold water booster system upgrade to variable frequency drive - \$15,500. The Town is submitting the cold water booster system upgrade for possible Green Community Grant funding.

6) **Vote on FY22 Budget**

Colleen Burt made a motion to approve the FY22 Budget as presented. Sara Gutierrez Dunn seconded.

21-04 VOTE: 5 - 0

7) **FY21 Monthly Financial Report** - as of February 28, 2021.

- Salaries/Expenditures - there are no changes since the last meeting.
- Out-of-District - there have been several changes in placement costs, program placements, as well as one additional placement resulting in additional expenses of approximately \$40,000. The District will be receiving \$1,094,160 to offset FY21 expenses.
- COVID related grants - a second round of Elementary and Secondary School Emergency Relief (ESSER) grants was awarded. The first round of grants totaled \$20,000. The second round was \$85,841 with at least \$10,000 earmarked for mental health. The award periods for the ESSER I and ESSER II extend into FY22 and FY23. In addition, a grant of \$12,950 from the State Coronavirus Prevention Fund to be used by June 30, 2021.

8) **Reports**

- Superintendent's Report - Dr. Keough updated the re-opening plan which will have the elementary schools return to 5 days per week on April 7th (every other week). He also spoke about teacher vaccinations and pool testing.
Dr. Keough also announced that Jim Carnes has been named as Assistant Principal beginning July 1, 2021.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

9) **Annual School Committee Vote on MA School Choice Law** - MA General Law Chapter 76, Section 12 requires local school committees to vote annually as to whether or not the district will participate in School Choice.

Mark Healey made a motion to have the Chickering Elementary School not participate in School Choice program for the 2021-2022 school year. Colleen Burt seconded.

21-05 VOTE: 5 - 0

10) **Policy: First Read** - Harassment Policy ACAB and Harassment Investigation Procedures

11) **Consent Agenda**

- Approval of Minutes of January 19, 2021
- Donation - water bottle filling station from DSEF

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

21-06 VOTE: 4 - 0 - 1 (Elizabeth Grossman abstained)

12) **Communications**

- Regional School Committee minutes of January 12, 2021

DRAFT

- Sherborn School Committee minutes of December 14, 2020
- 13) **Adjournment at 8:20 pm.**

Respectfully submitted,
Amy Davis

APPROVED MARCH 2, 2021

Dover-Sherborn Regional School Committee

Meeting of February 23, 2021

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

1) Call to Order

Ms. Charron called the virtual meeting to order at 6:32 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) Financial Report

- Audited FY20 Financials - Bob Brown and John Lafleche presented an overview of the FY20 Audit and answered questions from committee members.
- E&D Certification - The Department of Revenue certified the District's Excess and Deficiency at \$1,405,542. This represents 5.4% of the FY21 Approved Operating Budget and results in a total excess of \$97,920. The March 2021 assessment payments for both Towns have been adjusted to return these excess funds.

4) FY22 Proposed Budget - continued discussion

Dawn Fattore reviewed the changes to the FY22 Budget since the last meeting:

- Increase in FY22 Chapter 70 revenue - \$46,760
- Increase in High School activity fees - \$9,000
- Utilization of E&D to apply FY21 Revenue surpluses to FY22 - \$210,000
- Salary reductions from Educator Retirements/Staffing changes - \$145,500
- Remove request for IEP software upgrade - \$7,500
- Allocate additional Educational Assistant position to SPED grant - \$30,250
- Move funding for QPO stipends into Title IIA grant - \$20,285
- Increase in SPED in-district transportation - \$5,800
- Reduction in telephone costs due to communications audit - \$7,000

APPROVED MARCH 2, 2021

- Norfolk County Retirement adjustment based on updated estimates - \$115,200
- Property/WC Insurance adjustment based on updated estimates - \$3,500
- Decrease in Employee Health insurance based on approved FY22 rates - \$100,000
- Increase in Retiree Health insurance to cover annual rate increases - \$25,000
- FY22 Budget total - \$26,379,191, increase of \$226,751 or 0.87% over FY21

Capital Budget - the FY22 Capital request has been adjusted to reflect updated quotes. For FY22 the request is \$355,500 and the recommended funding source is E&D.

5) Consent Agenda

- Approval of Minutes: February 2, 2021
- Donations - \$5,000 from Dover Sherborn Boosters for METCO Program, \$2,500 from DS Boys Varsity Basketball for assistant coach, and \$2,000 from DS Girls Varsity Basketball for assistant coach.

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

21-05 VOTE: 5 - 0

6) Adjournment at 8:04 pm.

Respectfully submitted, Amy Davis

APPROVED March 3, 2021

Dover-Sherborn Regional School Committee

Meeting of February 24, 2021

Members Present: Maggie Charron, Chair
Judi Miller, Vice Chair
Kate Potter
Micheal Jaffe
Anne Hovey
Lynn Collins

Also Present: Dr. Andrew Keough, Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator
Members of Sherborn Advisory and Dover Warrant Committees

1) Call to Order

Maggie Charron called the meeting to order at 7:07 pm on Zoom.

2) FY22 Operating Budget

Dawn Fattore spoke of the development of the FY22 Budget based on the District's mission and strategic objectives as well as remaining fiscally responsible.

FY22 budget drivers: contractual agreement increases of approximately 2% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%; no new staffing positions; healthcare premium increases estimated at 3.4% with approximately 45% participants enrolled in high-deductible healthcare plans; continue funding provided for OPEB Liability Trust utilizing phased in cost share savings (fully phased in by FY24); Norfolk County Retirement assessment decreased by approximately \$40,000 based on updated actuarial valuation, lower covered payroll for DS and use of pension reserve funds to offset member assessments; and continued trend budgeting for all other operating accounts resulting in an overall budget reduction.

The proposed FY22 Operating Budget is \$26,379,191, \$226,751 or 0.87% over the FY21 Budget.

The Administration and School Committee fielded questions from the Warrant & Advisory Committees.

3) FY22 Capital Budget - total request of \$355,500. In looking to the roof replacement slated for FY23 and FY24, the Administration engage a Building Envelope Consultant and it was determined the roofs are candidates for restoration versus total replacement. Place holders have been plugged into the 5 year capital plan. There was discussion about how to fund the capital items (through E&D or through the Towns) which will be discussed further by each of the town budget committees.

4) Adjournment at 8:20 pm

Respectfully submitted, Amy Davis

APPROVED May 6, 2021

Dover-Sherborn Regional School Committee

Meeting of March 2, 2021

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

1) Call to Order

Ms. Charron called the virtual meeting to order at 6:30 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,

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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

- Superintendent Report - Dr. Keough announced that Ana Hurley has been named as Middle School Assistant Principal.
- Assistant Superintendent Report - Beth McCoy highlighted the continuing work of the DS AIDE Committee.
- Warrant Report

4) FY22 Continued Budget discussions - BUDGET HEARING

Dawn Fattore spoke of the development of the FY22 Budget based on the District's mission and strategic objectives as well as guidance from the towns.

FY22 budget development factors include:

- Contractual agreement increases of approximately 2% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%;
- no new staffing positions;
- healthcare premium increases estimated at 3.4% with approximately 45% participants enrolled in high-deductible healthcare plans;
- continue funding provided for OPEB Liability Trust utilizing phased in cost share savings (fully phased in by FY24);
- Norfolk County Retirement assessment decreased by approximately \$40,000 based on updated actuarial valuation, lower covered payroll for DS and use of pension reserve funds to offset member assessments; and

APPROVED May 6, 2021

- continued trend budgeting for all other operating accounts resulting in an overall budget reduction.

The proposed FY22 Operating Budget is \$26,379,191, \$226,751 or 0.87% over the FY21 Budget.

5) Discussion and Vote to certify FY22 Operating Budget

Michael Jaffe made a motion to adopt the FY22 budget in the amount of \$26,379,191 which is reduced by estimated receipts and available funds in the amount of \$3,480,988 for a net amount to be assessed to the member towns of \$22,898,203 (comprised of \$22,021,703 in operating expenses and \$876,500 in debt expenses) and that the Treasurer be authorized to certify this budget in the apportioned share of each town based on the statutory method. Lynn Collins seconded.

21-06 VOTE: 5 - 0 (Anne Hovey supports the FY22 Operating Budget as well)

Judi Miller made a motion to approve the utilization of \$210,000 of June 30, 2020 certified Excess & Deficiency funds for the FY22 Budget. Michael Jaffe seconded.

21-07 VOTE: 5 - 0 (Anne Hovey supports the motion as well)

6) Discussion and Vote FY22 Capital

Kate Potter made a motion to transfer \$355,500 of June 30, 2020 certified Excess & Deficiency funds to the Region's Capital Fund to cover costs for approved FY22 Capital Projects. Michael Jaffe seconded.

21-08 VOTE: 5 - 0 (Anne Hovey supports the FY22 Capital items as well)

7) Further Reopening of Schools - Dr. Keough presented his revised proposal for reopening schools and reviewed the results of the surveys given to the students, staff, and families. To the question: "Are you in support of returning to school four days per week on March 22nd (MS)/April 5th (HS)? Wednesdays will remain remote.

- MS Students - 74% Yes, 26% No (186 responses)
- HS Students - 59% Yes, 41% No (330 responses)
- MS Staff - 18% Yes, 82% No (22 responses)
- HS Staff - 28% Yes, 72% No (25 responses)
- MS Families - 87% Yes, 13% No (595 responses)
- HS Families - 85% Yes, 15% No (595 responses)

Based on the surveys and consultations with the Health & Hygiene Committee and the Boards of Health, Dr. Keough said he has decided to postpone the MS re-opening to April 5th with the HS to allow more time for the staff to receive vaccinations and more time to plan for the return of students 4 days/week.

Maggie Charron invited comments from the audience and then there was discussion amongst the school committee members.

8) High School Student Handbook Addendum - John Smith requested the temporary authorization from the School Committee to allow juniors to sign out for their lunch period. This would help to reduce lunch density once school is open 4 days per week.

Judi Miller made a motion to approve the temporary authorization for any junior who received parent/guardian approval to sign out for the lunch period each day for the rest of the 2021-2022 school year.

APPROVED May 6, 2021

21-09 VOTE: 5 - 0

9) FY21 Financial Reports as of February 28, 2021

- Revenues - With the certification of the Region's E&D, the Towns' assessments now reflect the return of excess of funds in the amount of \$97,920. Chapter 71 Transportation funds have not yet been received but are expected to be \$455,000 representing an 82% reimbursement rate. The lower than budgeted amount is offset by the funds that were deposited in the Regional Transportation Reimbursement Fund last June.
- Salaries - there are no changes to report since last month
- Expenditures - a property-related insurance claim was filed with MIIA for several pieces of Middle School HVAC equipment damaged by a micro-burst on November 15, 2020. Total costs to properly remount the equipment as well as fully replace four condensers due to significant damage was \$32,612. Reimbursement, minus the deductible, has been received.
- COVID-19 Related Grants - In addition to the two grants received by the District earlier this fall (CARES Re-opening of \$279,225 and an initial Elementary and Secondary Education Emergency Relief 1 - ESSER - of \$37,127), the District has received a State Coronavirus Prevention Fund grant of \$35,025 and a second ESSER grant of \$149,608. The CARES Re-opening grant as well as the Prevention Fund grant must be spent by June 30, 2021. The ESSER grants have a multiple year grant period extending in FY23 to cover potential continued of COVID-19. The ESSER II specifically earmarks fund for mental health services/initiatives.

10) Annual Vote on MA School Choice Law - MA General Law Chapter 76, Section 12 requires local school committees to vote annually as to whether or not the district will participate in School Choice.

Michael Jaffe made a motion to have the Dover Sherborn Regional Schools not participate in the School Choice program for the 2021-2022 school year. Kate Potter seconded.

21-05 VOTE: 5 - 0

11) Consent Agenda

- Approval of Minutes: February 23 and 24, 2021

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

21-10 VOTE: 5 - 0

12) Communication

- DSHS Principal's Report
- DSMS Principal's Report
- Sherborn School Committee minutes of December 14, 2020

13) Adjournment at 10:00 pm.

Respectfully submitted, Amy Davis

APPROVED MARCH 10, 2021

Sherborn School Committee

Meeting of February 9, 2021

Members Present: Angie Johnson
Megan Page
Amanda Brown
Nancy Cordell

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

1) Call to Order

Ms. Johnson called the virtual meeting to order at 5:30 pm and read the following into the record:

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 is posted on the Dover Sherborn District Website. Please note that this meeting is being recorded. Please be aware that anything that you broadcast may be captured by the recording.

Community Comments are first. Please remember that 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 and we will not be answering any questions tonight. We respectfully request that you please make your comments brief (about 2 mins) and that you move the discussion forward by adding new information. 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.

2) Community Comments - none

3) Reports

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

4) FY21 Monthly Financial Report - as of February 4th.

- Salaries - there are no changes since the last report.
- Operating Expenditures - additional special education support services have been added as needed for students on IEPs resulting in approximately \$15,000 negative variance.
- Out-of-District - the current year circuit breaker numbers are reflected.
- Special Revenue/Revolving Funds - the quarterly report was provided.

5) Continued Discussion FY22 Budget -

- Operating - there are no significant changes to report at this time.
- FY22 Capital - there will be no capital requests for FY22.

6) Policy: Class Size, Second Read -

Megan Page made a motion to approve the Class Size Policy. Amanda Brown seconded.
21-01 VOTE: 4 - 0 via roll call

7) Policy: Harassment, First Read - the draft policy was provided for review.

8) Consent Agenda

- Approval of Minutes: December 14, 2020

APPROVED MARCH 10, 2021

- Donation - Water cooler with bottle filling station from DSEF
- Amanda Brown made a motion to approve the Consent Agenda. Megan Page seconded.
21-02 VOTE: 4 - 0 via roll call

9) Communications

- Dover Sherborn Regional School Committee minutes of Dec 8, 2020 & January 12, 2021
- Dover School Committee minutes of December 17, 2020

10) Items for March 9, 2021 meeting - FY22 Budget Hearing

11) Adjournment at 6:03 pm.

Respectfully submitted,
Amy Davis

Approved May 11, 2021

Sherborn School Committee

Meeting of March 9, 2021

Members Present: Angie Johnson
Megan Page
Amanda Brown
Nancy Cordell
Dennis Quandt

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

1) Call to Order

Ms. Johnson called the virtual meeting to order at 6:37 pm and read the following into the record:

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 is posted on the Dover Sherborn District Website. Please note that this meeting is being recorded. Please be aware that anything that you broadcast may be captured by the recording.

Community Comments are first. Please remember that 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 and we will not be answering any questions tonight. We respectfully request that you please make your comments brief (about 2 mins) and that you move the discussion forward by adding new information. 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.

2) Welcome Dennis Quandt

3) Community Comments - none

4) FY22 Budget Adjustments and BUDGET HEARING

Dawn Fattore updated the Committee on recommended adjustments to the draft FY22 Budget:

- addition of two approved PLC stipends
- reduction of salaries based on staffing changes/retirements
- addition of SPED educator for expanded programming
- increase SPED therapists services based on student cohort
- moved funding for QPO stipends to Title IIA grant
- Accelerate "one-time" purchases from FY22 to FY21
- reduction of telephone costs due to communications audit
- increase use of Circuit Breaker reimbursement
- adjustment to ACCEPT Matrix Transportation costs
- TOTAL reduction to draft FY22 Budget - \$99,683

FY22 Budget Drivers include: contractual payroll increases of approximately 2% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%; staffing changes/retirements which are offsetting the salary increases; new FY21 position for additional classroom section added to FY22 operating budget (funded by revolving fund for FY21); addition of second educator to expand GOALS program; level enrollment; and continued trend budgeting.

Approved May 11, 2021

FY22 Out of District Budget Drivers include: projected placements of 9 (vs 11 in FY21), Circuit breaker reimbursement of \$200,000 is being used to offset general fund expenditures; and decrease in transportation based on number of riders.

The proposed FY22 Operating Budget is \$7,001,886 made up of \$6,411,886 in in-district costs and \$590,000 in out-of-district costs. This budget is \$5,352 or 0.08% higher than the FY21 Budget.

There are no Capital requests for FY22.

5) **Vote on FY22 Budget**

Megan Page made a motion to approve the FY22 Budget as presented. Amanda Brown seconded.

21-03 VOTE: 5 - 0 via roll call

6) **Reports**

- Superintendent Update - Dr. Keough updated the re-opening plan which will have the elementary schools return to 5 days per week on April 7th (every other week). He also spoke about teacher vaccinations and pool testing.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

7) **FY21 Monthly Financial Report** - as of February 28th.

- Salaries - three educators are on leave resulting in a savings of \$180,000.
- Operating Expenditures - there are no changes to report since the last meeting.
- Out-of-District - there continues to be a positive variance of approximately \$50,000 in tuitions and \$20,000 in transportation costs due to 10 current placements vs 11 budgeted for FY21.
- COVID related grants - a second round of Elementary and Secondary School Emergency Relief (ESSER) grants was awarded. The first round of grants totaled \$24,869. The second round was \$85,841 with at least \$10,000 earmarked for mental health. The award periods for the ESSER I and ESSER II extend into FY22 and FY23. In addition, a grant of \$11,625 from the State Coronavirus Prevention Fund to be used by June 30, 2021.

8) **Vote to approve Non-Resident Tuition** - non-resident students continue to be enrolled at Pine Hill. The School Committee is asked to approve the tuition rate annually.

Amanda Brown made a motion to set the tuition rate for students attending Pine Hill School from outside the district, as approved by the Superintendent per School Committee Policy JFABE, to be \$21,221 for the 2021-22 school year and that further any additional support services costs be added to the individual students tuition based on a fair share of those additional services as computed by the administration. Megan Page seconded.

21-04 VOTE:

9) **Annual School Committee Vote on MA School Choice Law** - MA General Law Chapter 76, Section 12 requires local school committees to vote annually as to whether or not the district will participate in School Choice.

Megan Page made a motion to have the Pine Hill Elementary School not participate in School Choice program for the 2021-2022 school year. Nancy Cordell seconded.

21-05 VOTE: 5 - 0 via roll call

Approved May 11, 2021

10)Policy: Harassment, First Read - the draft policy was provided for review.

11)Consent Agenda

- Approval of Minutes: February 9, 2021

*Nancy Cordell made a motion to approve the Consent Agenda. Dennis Quandt seconded.
21-06 VOTE: 5 - 0 via roll call*

12)Communications

- Dover Sherborn Regional School Committee minutes of February 23 & 24, 2021

13)Adjournment at 8:28 pm.

Respectfully submitted,
Amy Davis