

Dover School Committee

June 8, 2021

Meeting Agenda

5:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87949611629?pwd=d2RvTFNLR0gvSmFBdTJzM3VTcnpNUT09>

Meeting ID: 879 4961 1629

Passcode: 939401

1. Call to Order
2. Reorganization
3. Community Comment
4. Dover PTO – PTO president, Goli Sepehr
5. Administration Reports
 - Principal Report – Dr. Reinemann
 - Warrant Report
6. FY21 Finance Report
 - Monthly Report
 - Enrollment Update
7. Approval of 2021-22 Family Handbook Changes A.R.
8. Approval of 2021-22 School Improvement Plan A.R.
9. Consent Agenda A.R.
 - May 17, 2021 Dover School Committee Minutes
6. Communications (For Members Information)
 - Subcommittee Assignments
 - Sherborn School Committee March 9, 2021
7. Adjourn

Note: The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be raised for discussion to the extent permitted by law.

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



TO: Kathleen Smith, Interim Superintendent
FROM: Deborah Reinemann, Principal
RE: Principal's Report
DATE: September 23, 2021

Principal's Reflections

____ "Welcome back!" were the joyous words we were able to use in late August and early September as Chickering returned to in school learning. Our doors opened to nearly 100 staff members and 500 students over the course of our first week. Students and staff are adjusting to routines, new classes and modified covid protocols. Nearly everything is back to normal: class seating, the schedule, Morning Meetings, the bus, with masks. Lunch has changed as students now sit three to a bench (instead of two) but are still facing forward. Handwashing and sanitizing continues at a rigorous pace.

Most everyday, teachers are beginning the day with Morning Meetings using the Responsive Classroom model. Students are engaged in introductions, greetings, sharing, games and activities which all promote getting to know each other and building community within the classroom. So far, there has been one All School Meeting which was held over Zoom with the entire student body. All students were in their classrooms. Songs were sung, a focus was shared which modeled greetings between students and adults, and a 5th grade class shared greetings from various languages and countries. Although apart, the Morning Meeting structure brings us together as a school community.

Pool testing is up and running with approximately 70% of our students participating. The system is running smoothly, with students moving to the hallway in small groups, participating in the testing and popping right back into class. Families will only receive notification of positive findings. Our Test and Stay program is now in place as well.

We are very excited to offer Game Day, October 1, for students in grades 1-5. Kindergarten will have their own celebration later in the year. Game Day was planned due to the cancellation of Field Day the past two years. Students will be encouraged to dress in red, white, and/or blue for the festivities.

The School Advisory Council is taking shape this year with our first meeting scheduled for October 4. We have several projects on the docket: reviewing parent/guardian input from the Silver Linings survey issued last June, executing the [School Improvement Plan](#), Goal #4: *Community 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 and its members. Further, we strive to showcase Chickering as an inclusive learning environment.*

Our communication with families will continue through Bloomz, with weekly updates from Jim and me on Wednesdays. All past Family Communications are also posted on our website.

Curriculum and Learning and Professional Development

Almost all of our classroom teachers have begun to launch the [Teachers College Readers' Workshop Program](#) (TCRWP) this year. Next year, all teachers will be fully launched with the Reading Units of Study. Over the summer, fourteen staff members attended the Teachers College Reading Institute and several teachers joined Priscilla Stephan for "Extreme Library Makeovers." The makeovers included weeding classroom libraries and beginning to "feed" the libraries too. In the weeding, we found many texts that were not current, or inclusive or perpetuated stereotypes. As we work our way through the units of study we will identify additional texts to purchase to refill the classroom libraries.

We changed the format of **Open House** from in person/virtual to a fully virtual event. Open House is scheduled for Thursday, September 23, from 6:00-7:30. Many thanks to Jim Carnes for coordinating the change in format.

- Grades K-2 6-6:30
- Grades 3-5 6:30-7:00
- Principal Meeting 7-7:30

DS Professional Growth and Evaluation System Update

We will continue with common goals for this school year. The Professional Growth and Evaluation system will return to the pre-pandemic timeline for evaluations. The MOU group will be bringing forth updates to the process for consideration and possible approval.

Personnel

We have several new staff members:

Christine (Doherty) Uminski, Art Teacher, replacing Sue Pelletier
Anna Ring, Librarian, replacing Anna Winters
Meghan Williams, Special Educator, replacing Kara Jewett
Stephanie Curran, Nurse, replacing Linda Shea
Kelly Najarian, LTS for Jenn Sellman, SLP

Ms. Devon Vanaria, grade 2 teacher (new class)
Mrs. Ashley Oleyer, grade 1 teacher (new class)
Lindsay Weiner, Math Specialist, 0.5 FTE
Nicole Alban, LTS for Judy McConnell (Cronin), grade 2

We are pleased to share the names of our new General and Special Educational Assistants:
Jessica Langway and Ellen Troland.

Extracurricular

The PTO sponsored Welcome Back picnic was unfortunately rained out twice! However, our New Family committee has been very busy connecting our new families to Chickering. They hosted two play date events at Chickering in late August which Mr. Carnes and I were able to attend and meet many new friends.

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: June 4, 2021
RE: Approved Warrants

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

Voucher # Date Amount Fund

1141	5/20/2021	\$204.48	SPED 298
1142	5/20/2021	\$103,412.25	Payroll Reimb
1143	5/20/2021	\$1,196.00	SPED 274
1144	5/20/2021	\$184,280.93	General-ODD
1145	5/20/2021	\$15,073.92	Payroll Reimb
1146	5/20/2021	\$51,348.92	Circuit Breaker
1147	5/20/2021	\$41,135.14	General-School

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TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY21 Operating Update and FY22 Budget Updates
DATE: June 4, 2021

Status of Appropriations

There have been no changes to the projections since our last meeting on May 17th. We have included the narrative for your review purposes as well as a copy of the Status of Appropriations as of May 10, 2021 from the May packet.

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. 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).

COVID related grants (no new updates on 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.

FY22 Budget Updates

Enrollment

Included in your packet is an analysis of enrollment as of June 1, 2021. Two of the grades have exceeded our multiple projection models resulting in a re-evaluation of our placement of sections by grade as well as the number of sections. The most significant variance is in kindergarten. As shared during the budget process, we had a census number from the Town of Dover of 54 and we originally sent out 58 placement inquiry letters. To date, we have 78 registered students. The increase is partially attributable to new families to the District but also includes families with students already enrolled at Chickering that were not captured on the census data. We are assuming the COVID-related situation impacted the annual census process and will work with the Town Clerk's office this summer to investigate a little further and ensure our base numbers are correct for future projection years. With this increase in kindergarten and the small increase in grade one students, we will move one budgeted section of first grade to kindergarten. The other grade that is slightly exceeding projections is second grade. Currently the fifth grade section is only three students over class size policy and a section could be moved from there to cover the second grade if we still have unknown out-migration of families that could impact the census. If these numbers hold however, we will need to add an additional classroom to keep all sections within the School Committee's class size policy. We will be able to fund this additional educator by moving budgeted special education assistants to our IDEAs Special Education grant as we have prior year carryover balances. We will not need to request additional funds from the Town for FY22. We will keep the committee informed of this decision as the summer progresses.

Heating Oil

The bid opening for our heating oil contract took place on June 3rd. The lowest bid was from Devaney Energy at a price of \$2.1524 per gallon. This is significantly higher than our FY21 price of \$1.4346 but still within the amount provided in the budget for FY22. This was expected given the current energy markets.

We will be happy to answer any questions at Tuesday'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>
SALARIES	<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 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
1	5	63	12.60		68	13.60		65.5	13.10
2	4	85	21.25		87	21.75		86	21.50
3	4	77	19.25		80	20.00		78.5	19.63
4	4	76	19.00		82	20.50		79	19.75
5	4	87	21.75		89	22.25		88	22.00
	24								
TOTAL ENROLLMENT		446 **		464		460		455	
<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		54	18.00		54	18.00
1	4	63	15.75		68	17.00		65.5	16.38
2	4	85	21.25		87	21.75		86	21.50
3	4	77	19.25		80	20.00		78.5	19.63
4	4	76	19.00		82	20.50		79	19.75
5	5	87	17.40		89	17.80		88	17.60
	24								
TOTAL ENROLLMENT		442 **		460		456		451	
<i>net change from FY21</i>				18		14		9	

	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

UPDATED AS OF JUNE, 2021

as of June 1, 2021	Class Size			
78	19.50	4	Exceeded projections	
64	21.33	3	Move one section to K	
90	22.50	4	18	5 *
80	20.00	4		
77	19.25	4		
91	22.75	4	18.2	5 *
480				
38				
14*	456*			
*W/out K increase				
*Have one more section in budget use for 2nd? 5th? Could make decision to add one more section if numbers hold				

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.

Dover Sherborn Public Schools Chickering School Improvement Plan 2021-2022

This School Improvement Plan contains three overarching goals:

- 1) *Innovative Teaching and Learning: keeping the gems*
- 2) *Health and Wellbeing: Equity Audit*
- 3) *Partnerships with Families and Community: connections with local Seniors.*

The School Improvement Plan was created through the work of the School Advisory Council:

Erika Alders, parent, Rob Andrews, parent, Darcey Angelo, parent, Colleen Burt, DSC Liaison, Bob Cocks, community member, Jodi Emerson, faculty, Jorge Fradinho, parent, Julie Law-Linck, faculty, Deb Reinemann, Principal, Jenn Sellman, faculty, Priscilla Stephan, faculty

It is the intent of Chickering administrators, the School Advisory Council, and staff to have meaningful dialogue about the goals, and to continually improve on excellence.

Chickering's School Improvement Plan is directly tied to the district's Strategic Plan, 2018-2021:

Vision				
We will distinguish ourselves through innovative teaching and learning experiences that inspire all students to pursue their individual passion for learning and excellence while we continue to be a nationally recognized, high-performing school system.				
Mission				
The Dover Sherborn Schools share in the mission to inspire, challenge and support all students as they discover and pursue their full potential.				
Theory of Action				
If we are able to successfully inspire, challenge, and provide the necessary supports for all of our students, <i>then</i> they will be equipped with the tools necessary to achieve their fullest potential in a rapidly changing society.				
Core Values				
The Dover Sherborn Schools commit to the following Core Values: Commitment to Community Equity and Excellence Respect and Dignity Climate of Care				
Strategic Objectives 2018-2021				
Innovative Teaching and Learning	Health and Well-being of Students and Staff	Partnerships with Families and Communities	Safe and Innovative Facilities	Resource Efficiency
Maintain excellence and rigor while adapting best practices and programs to prepare graduates for success in a rapidly changing world	Revise and enhance programs in support of the social-emotional needs of students and staff	Cultivate partnerships with families and community groups to strengthen the support system	Evaluate and adapt facilities and learning spaces to support 21 st century learning experiences	Provide the highest quality education in an efficient and productive manner

Innovative Teaching and Learning

Goal 1:

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.

Actions:

Administrators and faculty will identify the “gems” from remote and hybrid learning from 2020-2021. This work ties with district level plans to identify and fortify worthwhile practices from the hybrid experience. Time will be dedicated in June, summer work and in September via surveys, CPTs and staff meeting time to identify, resource and support these innovations.

Benchmarks:

June 2021: Families will be surveyed for their feedback on the hybrid experience.
 Fall 2021: Survey results from Assistant Superintendent survey will be shared with administration and teachers for review. Teams will identify and preserve those practices. With that work, we will also remove those educational practices or curriculum that are now irrelevant. **Silver Linings**

Spring 2021: Teachers will have the opportunity to reflect on student assessments, surveys and anecdotal data to evaluate the changes.

District Strategic Objective Correlation:

Health and Well-being of Students and Staff
 Innovative Teaching and Learning

Responsibility:

Administrators will dedicate time at Staff Meetings and Professional Development for this work.
 Staff will consistently implement and communicate the practices.

Expected Outcome:

Staff, students, and families will experience meaningful and rich educational practices and relevant curriculum

Innovative Teaching and Learning

Goal 2 (Year 1 of 5):

Chickering school will begin the implementation of Teachers College Readers Workshop in the school year 2021-2022. This research-based reading instruction model will be phased in (in conjunction with Pine Hill) over the next five years.

Actions:

At least half of classroom teachers will implement a Reader's Workshop model of instruction using the Teachers College Reading Units of Study. This work ties with district-level plans to use the RUOS K-8 across schools. Work will begin in June and continue through summer PD and during CPTs and staff meeting time over the course of the school year.

Benchmarks:

Spring 2021: Administration will work within the budget to fund the costs of materials (specifically student text for classroom libraries).

Summer 2021: Eleven members of the teaching staff and building administrators will attend the Teachers College Summer Reading Institute.

September 2021: At least half of the classroom teachers at each grade-level will transition to a Reader's Workshop model, using the Reading Units of Study. Teachers will participate in professional development around intentional and structured whole-group mini-lessons and progress monitoring assessments.

Winter 2020-2021: Teachers will implement at least one Unit of Study, following the Teachers College scope, sequence, and pacing. Teachers will participate in professional development and in-house literacy coaching.

Spring 2021: Teachers will implement at least one additional Unit of Study, in conjunction with participation in professional development and in-house literacy coaching.

District Strategic Objective Correlation: Innovative Teaching and Learning

Responsibility:

Administrators will dedicate time at Staff Meetings and Professional Development for this work. All staff will also participate in professional development and coaching with Ms. Stephan. Staff will consistently implement and communicate the practices.

Expected Outcome:

Students will experience a robust, comprehensive reading curriculum with high student engagement, explicit instruction, and authentic learning experiences.

Staff will gain expertise in the Reading Units of Study and the Readers Workshop model.

Health and Wellbeing of students and staff

Goal 3:

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.

Actions:

The school community will participate in the district wide Equity audit, in conjunction with the selected vendor.
Build upon the initial stages of the [DS AIDE](#) work.

Benchmarks: as determined by the Equity Audit plan. Update to DSC in September, as needed.

Summer 2021:

Launch the audit (develop survey instruments and focus group protocols)

September - June 2022:

Data collection and analysis, curriculum review and preliminary report.

District Strategic Objective Correlation:

Health and Wellbeing

Responsibility:

Administrators and staff will support the district's Equity Audit, the findings and recommendations. We will build a school community that is free of bias and discrimination.

Expected Outcome:

Staff will elevate their understanding of their role in creating a truly welcoming and supportive climate and culture for all members.

Partnerships with Families and Community

Goal 4:

Community 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 and its members. Further, we strive to showcase Chickering as an inclusive learning environment.

Actions:

Chickering SAC and classrooms will reach out, via COA to Seniors in town to increase our communications. This may include: penpals, video meetings, visits to the school, and invitations to all school events.

Benchmarks:

Fall 2020:

invitation and participating in a Fall social event (Senior Tea and Tour), including student led tours of Chickering.

Winter 2020-2021:

Invitation and participation including our Seniors to the November and December Sing-a-longs.

Other activities could be:

Host a local heroes seminar with community members and students.

Musical groups, such as Ukeleles, or drum circles.

Spring 2021:

Outside event with seniors (at Town Hall lawn?) of games. Possible visit to Senior Center.

District Strategic Objective Correlation:

Health and Well-being of Students and Staff

Responsibility:

Administrators and all faculty will support the innovations and programming for Senior visits, in conjunction with COA.

Expected Outcome:

Students will have increased communication and connections with Dover residents. Students will make connections with Dover Seniors through conversations and hosting tours of the school. Students will develop communication and presentation skills in meeting and hosting Seniors.

CHICKERING SCHOOL IMPROVEMENT PLAN 2021-2022- draft

Students will learn about local heroes (Seniors, Police, Fire, Selectman, Town Hall employees Library), Dover history from shared conversations and grow a sense of community.

DRAFT

Dover School Committee Meeting of May 17, 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 Manager

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) **Community Comments** - Rob Andrews, parent at Chickering, thanked Dr. Reinemann and the faculty for their support for LGBTQ kids and those that come from LGBTQ families.
- 3) **K-5 Readers Workshop Curriculum Update** - Beth McCoy and Priscilla Stephen provided a review of the literacy model and an update on progress on rolling out the Teachers' College Reading Units of Study.

Sara Gutierrez-Dunn made a motion to adopt the K-5 Readers Workshop curriculum as presented. Mark Healey seconded.

21-07 VOTE: 5 - 0

4) **Reports**

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

5) **FY21 Monthly Financial Report** - as of May 10, 2021.

- Salaries/Expenditures - there are no changes since the last meeting.
- Out-of-District - since the last meeting, ACCEPT has issued several transportation credits (one relating to cumulative surplus and on Covid-19 related) that have offset transportation expenses by \$76,000.
- COVID related grants - another round of educational COVID-19 related relief resulting in approximately \$170,000 in additional funding has been passed at the federal level. The grant expenditure timeline extends through the fall of FY24.

DRAFT

- 6) **Proposed changes to 2021-22 student handbook** - the proposed changes were discussed and the Administration fields questions from committee members. The changes will be voted on at the next meeting.
- 7) **School Improvement Plan** - the SIP was presented and discussed. The Plan will be voted on at the next meeting.
- 8) **Consent Agenda**
 - Approval of Minutes of March 4, 2021

Colleen Burt made a motion to approve the Consent Agenda. Elizabeth Grossman seconded.
21-08 VOTE: 5 - 0

- 9) **Communications**
 - Regional School Committee minutes of February 2, 23, and March 2, 2021
 - Sherborn School Committee minutes February 9 and March 9, 2021
- 10) **Adjournment at 7:18 pm.**

Respectfully submitted,
Amy Davis

2021-22 SCHOOL COMMITTEE	Dover 2020-21	Dover 2021-22
Chairperson	Leslie Leon	
Vice Chairperson		
Secretary	Sara Gutierrez- Dunn	
Finance		
Warrants	Mark Healey	
	Leslie Leon	
	New Member	
Payroll	Mark Healey	
	Leslie Leon	
	New Member	
Budget	All Members	
Committees		
Superintendent's Evaluation	Mark Healey	
	Leslie Leon	
Dover-Sherborn Union #50 Superintendency	Leslie Leon	
	Mark Healey	
	Sara Gutierrez-Dunn	
Personnel	Leslie Leon Mark Healey	
Negotiations	NA	
Search Committees	Sara Gutierrez- Dunn Mark Healey	
Policy	Sara Gutierrez- Dunn	
Technology	Leslie Leon	
Buildings & Facilities	Colleen Burt	
	Leslie Leon	
Educator Evaluation Subcommittee	Mark Healey	
Wellness	Colleen Burt	
Employee Health Benefits		
Communication	Leslie Leon	
Academic Excellence	Leslie Leon	
DS AIDE	Sara Gutierrez-Dunn	
Liaisons		
Pine Hill CSA, Dover/Chickering PTO, HS PTO, MS POSITIVE	Colleen Burt	
	Sara Gutierrez- Dunn	

School Council	Colleen Burt	
TEC Rep	Leslie Leon	
Boosters (<i>Region only</i>)		
Challenge Success		
Athletic Advisory (<i>Region only</i>)		
Perf. Arts/Music (<i>Region only</i>)		
SEPAC	Colleen Burt	
Metco Liaison	Mark Healey	
	Sara Gutierrez- Dunn	
TASK FORCES		
School Start Time	All	
Reopening	All	
Sustainability		

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