

Sherborn School Committee

October 18, 2022

Meeting Agenda

Sherborn Town Hall 5:30 PM

1. Call to Order
2. Community Comments

Join Zoom Meeting (community comments only)

<https://us02web.zoom.us/j/86082110896?pwd=YIRROWhXcHIhNa3pzdU5L2ZOZU5tZz09>

Meeting ID: 860 8211 0896

Passcode: 120779

3. CSA Co-Presidents- Wendy Eppich and Christine Walsh.
4. Update/Reports:
 - Superintendent Update- Elizabeth McCoy
 - Assistant Superintendent Update – Denny Conklin
 - Principal’s Report – Dr. Brown
 - Warrant Report
5. FY23 Monthly Financial Report
6. October 1st Annual Enrollment Report
7. MASC Review of Policies
8. FY24 Budget Development Guidance Discussion
9. Consent Agenda
 - Approval of Minutes September 20, 2022
10. Communications (For Members Information)
 - Dover School Committee Minutes June 7, 2022
 - Dover Sherborn Regional School Committee September 13, 2022
 - TEC Reserve Increase
 - MCAS Results

A.R.

A.R.

11. Items for November 15, 2022 Meeting
12. 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 Public Schools of Dover and Sherborn 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 & Sherborn

Sherborn School Committee Meeting
October 18, 2022

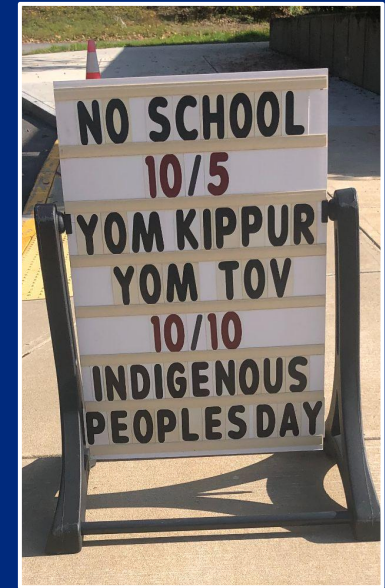
Superintendent Update



General Update



- Updated School Calendar
- Building Visits
- Open Houses
- Arts Homecoming
- Charting the Course
- Special Education Review





Entry Plan Update

- Individual Meetings
- Focus Groups
- Survey
- Document Review
- Data Analysis
- Classroom/Building Visits

ELEMENTARY PARENT/CAREGIVER FOCUS GROUPS

~~Thursday, October 13 @ 6:30 PM, Pine Hill Library~~

Tuesday, October 25 @ 9:00 AM, Chickering Cafeteria

Thursday, October 27 @ 6:30 PM, [Zoom](#)

SECONDARY PARENT/CAREGIVER FOCUS GROUPS

~~Wednesday, October 12 @ 6:30 PM, High School Library~~

Monday, October 17 @ 6:30 PM, [Zoom](#)

Friday, October 28 @ 9:00 AM, Middle School Library

Equity Audit Update



- **Unpacking the Report**
 - Leadership Team
 - Faculty Meetings
- **Professional Development**
 - Leadership Team - ongoing
 - Educators - November 28 Professional Day
- **Community Events**
 - November 2 @ 6:00 PM, Boston
 - November 3 @ 6:30 PM, Lindquist Commons
- **DS AIDE**
 - October 13 @ 3:30 PM, Zoom

Data Update



- MCAS Scores
- Measures of Success

MCAS SAT Scores AP Scores Benchmark Assessments ACCESS/EL	Student:Teacher Ratio Average Class Size Challenge Success Survey Metrowest Youth Risk Survey SEL Survey Climate Survey Equity Audit Attendance Discipline Graduation Rate Post-Secondary Plans IEP Referrals/Plans Out of District Placements	Course Offerings Course Enrollment Portrait Competencies Extracurricular Involvement Senior Projects Internships Community Service Awards Staff Diversity Staff Retainment Resources Facilities
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Assistant Superintendent Update



9/21 Best Practices PD



- Instructional leaders facilitated building meetings to brainstorm best practices
- Teachers/staff will use these towards their evaluation goals
- Leaders will use them to help focus walkthroughs & observations



9/21 Best Practices PD



Looks (cloud)
smiles
collaborative
Peer Editing
CHEERLEADERS!
THUMBS UP!
Turn & Talk
CLASSWIDE OR INDIVIDUAL
Peer edit
+ for tech feedback
periodic frequent
SUCCESS! ACHIEVEMENT!
WARM! HAPPY! VALIDATING!
RE-ASSURING!
FEELS USEFUL! CONSTRUCTIVE!
MOTIVATING!

Sounds (cloud)
"YES!"
"I like how you..."
Kind
"You can grow by..."
*SUPPORTIVE!
*SPECIFIC + DETAILED
Positive Vibes Only!

Feels (cloud)
EMPOWERING!
CONFIDENCE!
Learners need positive feedback/encouragement/affirmation to know what to continue, promote momentum, and increase confidence!

Powerful learning arises from the belief that struggle is the initial step towards meaningful growth.

marked wrong
crossed out
crumpled papers
+ multiple drafts
pride
students working at different paces + on different things
"this is hard!"
"I can't do this (YET)"
"I finally got it!"
"I thought it was now I think..."
"If it doesn't challenge you, it won't change you!"
this makes my brain hurt!
laughing/joking tears
retry
re-measuring
redo
progress change
peer encouragement
hard confusing
rewarding
self affirming
unsettling
this is hard for students!
almost there
opportunities to re-do, try again

9/21 Best Practices PD



A few sample “Best Practices” from Pine Hill:

- Relevant and meaningful learning is dependent on students being given choice and having the flexibility to determine the task, process and product.
- When a learning environment brings joy, it fosters rich, engaging opportunities that promote lifelong learners.
- Having a calm and positive environment provides students with safety, security, and accessibility in order for them to succeed and grow.
- Learning depends on cultivating skills of self-awareness and reflection in regards to individual learning style, academic goals and social emotional skills.

Teacher & Staff Goals



In support of the district's goal to increase student engagement as the common denominator of Challenge Success, Portrait of a Graduate, culturally responsive pedagogy, and the "silver linings" of the pandemic, I will further utilize student-centered, inquiry-based, skills-focused instruction.

In support of the district's efforts "to foster a school community free from bias and discrimination and ensure a sense of belonging and equitable outcome for each Dover Sherborn student," I will participate in the equity audit and associated curriculum review.

In support of the districts' goal to refine its multi-tiered system of support (MTSS), I will guide Student Support and Data Teams in the development, implementation and monitoring of intervention plans as a means of improving the academic, social-emotional and behavioral progress of all students.

The Ultimate End Goal



Deep Engagement

Engagement

Active Compliance

Passive Compliance

Periodic Compliance

Resistance



Pine Hill School

Sherborn, MA 01770

Phone: 508-655-0630 Fax: 508-655-2763

www.doversherborn.org

Barbara Brown, Principal

Allison Gullingsrud, Assistant Principal

TO: Beth McCoy, Superintendent
FROM: Barbara Brown, Principal
RE: Principal's Monthly Report
DATE: October 18, 2022

Principal's Reflection:

The DS elementary educators are in the midst of holding fall conferences with parents/caregivers. Teachers use the fall conference to discuss grade level transition and overall progress. In addition, goals are set to frame important focus areas for student growth. At the elementary level, we report on student progress at quarterly intervals through fall and spring conferences and with written reports on student progress in January and June.

A goal for our elementary schools is to revise the report card tool used in order to align the standards-based reporting on student progress, inclusive of the important competencies identified in our portrait of a graduate across Sherborn and Dover. We aim to meet this goal by next school year.

MCAS results are being shared with parents/caregivers this week. You can look forward to a detailed account of how we use the assessment to identify areas of relative strength or weakness to inform our curriculum, instruction, and assessment work with teachers. The data also serves as one piece of a larger puzzle as we assess student progress over time and set plans that support differentiated intervention and challenge.

Pine Hill School results can be viewed on the link below:

https://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&orgcode=02690000&orgtypecode=5&

Professional Development:

9/20: Safety Care Training - Julie Ma, Cam Cort, Kirsten Quern, Kaley Hastings, Nicole Parsons, Terry Malvesti

9/20: Eureka Math - Lindsay Weiner

9/21: Early Release Day/ Teacher professional Development – Best Practices
9/28: Literacy Coaching - Jen Ryan and Rachel Santiano
10/3 - 10/4: Instructional Coaching Conference - Leslie Campbell and Lindsay Weiner
10/7: Grade 1 Literacy Coaching with Jen Ryan, Jenee Aguilar, Sara Fabri, Emily Gird, Elizabeth Losch
10/11: Safety Care Training - Train the Trainer for Julie Ma
10/14: Dyslexia conference - Chris Randa, Anna Martignetti, Rachel Adams, Georgia Lanier, Nicole Parsons, Sarah Kennedy

Pine Hill Happenings:

- Wednesday, September 21: Early Release Day
- Thursday, September 22: School Picture Day
- Thursday, September 22: Elementary Back-to-School Night
- Monday, September 26: No school - Happy Rosh Hashanah
- Wednesday, October 5: No School - Yom Kippur
- Thursday, October 6: CSA Meeting at 7pm
- Monday, October 10: No School - Indigenous Peoples Day
- Wednesday, October 12: Elementary Early Release Day and Teacher Conferences
- Wednesday, October 19: Elementary Early Release Day and Teacher Conferences

The Public Schools of Dover and Sherborn

157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org



Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator
Kate McCarthy, Director of Student Services

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
DATE: October 13, 2022
RE: FY23 Approved Warrants

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

#	Date	Amount	Fund
1025	9/29/2022	\$3,259.00	Title I
1026	9/29/2022	\$33,417.97	General - OOD
1027	9/29/2022	\$10,745.80	Food Service
1028	9/29/2022	\$36,265.94	General-School

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Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator
Kate McCarthy, Director of Student Services

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY23 Operating Update
DATE: October 13, 2022

Status of Appropriations

Attached please find:

- Status of Appropriations as of October 11, 2022
- FY23 Budget to Actual Detail for OOD Costs

Salaries

The majority of salaries have been encumbered. The Special Education Teachers line item reflects the conversion of two special educational assistants to an additional special educator to provide more direct instruction to students on IEPs. You will see the corresponding savings in the Educational Assistants line item. There are variances in the Teachers-Classroom, Guidance and Medical/Health Services line items due to several post-FY23 budget staffing changes. The net impact is a positive variance of approximately \$25,000. There is also a positive variance in SPED Administration due to the allocation of responsibilities this year with an interim in this shared district position. Substitutes and Custodial overtime services are expensed as incurred. You will see those budget balances decrease as the year progresses. We will continue to update the committee on changes in staffing as the year progresses.

Expenditures

As we are early in the school year, there are no material variances to report to date. Initial projections have been encumbered for utilities and transportation. We will continue to monitor all expense categories on a monthly basis.

Out-of-District

Costs for FY23 placements to date have been encumbered. We have included for your review, an analysis of budget to actual for number of placements as well as associated costs. You will note we currently are showing a negative variance in tuition costs of just under \$400,000. The negative variance is a combination of more placements to date than budgeted (13 versus 10) and also higher costs for several of the budgeted placements. As it is early in the year, we will continue to track these costs and work with the School Committee, Advisory Committee and Select Board to determine funding sources for the additional costs. The Town of Sherborn does have a Special Education Stabilization Fund that currently has a balance of just over \$100,000. This will be one funding source we will consider utilizing for FY23. We are still awaiting the final circuit breaker calculation and reimbursement amounts for FY23. Additional funding may be available once these figures are known.

FY24 Budget Review

In preparation for the FY24 Budget process, we will spend a few minutes at the meeting going over the basics/key areas of the budget as well as the timeline.

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

Sherborn Public Schools
Status of Appropriations as of October 11, 2022

	FY23	EXPENDED		TOTAL	OPERATING	% of
	BUDGET	THRU 10/11	ENCUMBRANCES	PROJECTED	VARIANCE/ BUD.REMAINING	BUDGET
SALARIES						
SUPERINTENDENT	\$143,408	\$0	\$135,285	\$135,285	8,123	5.66%
BUSINESS AND FINANCE	113,115	0	112,563	112,563	552	0.49%
DISTRICT INFO MANAGEMENT	77,214	0	77,214	77,214	0	0.00%
SPED ADMINISTRATION	209,753	19,360	173,282	192,642	17,111	8.16%
SCHOOL LEADERSHIP-BUILDING	330,287	94,882	232,850	327,732	2,556	0.77%
ACADEMIC LEADERS	31,173	0	26,448	26,448	4,725	15.16%
TEACHERS, CLASSROOM	2,748,073	419,910	2,300,670	2,720,580	27,493	1.00%
TEACHERS, SPED	1,031,298	176,374	913,753	1,090,127	(58,829)	- 5.70%
SUBSTITUTES	34,000	2,990	0	2,990	31,010	91.21%
EDUCATIONAL ASSISTANTS	428,921	53,429	311,882	365,311	63,610	14.83%
LIBRARIANS & MEDIA CENTER	120,241	18,499	101,742	120,241	0	0.00%
BUILDING BASED PD	20,250	18,062	0	18,062	2,188	10.80%
GUIDANCE COUNSELORS	100,669	11,596	115,927	127,523	(26,854)	-26.68%
PSYCHOLOGICAL SERVICES	112,068	17,241	94,827	112,068	0	0.00%
MEDICAL/HEALTH SERVICES	126,398	12,190	90,227	102,417	23,981	18.97%
CUSTODIAL SERVICES	237,517	62,498	155,049	217,547	19,970	8.41%
TOTAL SALARIES	\$5,864,386	\$907,030	\$4,841,719	\$5,748,749	\$115,636	1.97%
EXPENDITURES						
SCHOOL COMMITTEE	\$6,800	\$4,429	\$0	\$4,429	2,371	34.87%
SUPERINTENDENT	17,000	4,014	10,000	14,014	2,986	17.57%
LEGAL SERVICES	8,000	2,500	2,500	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	73,290	24,812	23,075	47,887	25,403	34.66%
SCHOOL LEADERSHIP-BUILDING	22,300	13,863	1,592	15,455	6,845	30.69%
SPED SERVICES/SUPPLIES	104,500	18,282	70,296	88,579	15,922	15.24%
LIBRARIANS & MEDIA CENTER	3,850	1,546	588	2,134	1,716	44.57%
COURSE REIMBURSEMENT/PD	26,000	1,805	1,098	2,903	23,097	88.83%
TEXTBOOKS	38,500	25,411	8,876	34,287	4,213	10.94%
LIBRARY INSTRUCTIONAL MATERIALS	4,500	3,799	98	3,898	602	13.39%
INSTRUCTIONAL EQUIPMENT	12,700	2,408	9,009	11,417	1,283	10.10%
GENERAL SUPPLIES	43,600	22,646	3,215	25,861	17,739	40.69%
CLASSROOM INSTRUCT TECHNOLOGY	19,500	14,648	4,551	19,199	301	1.54%
GUIDANCE	3,500	382	96	477	3,023	86.36%
MEDICAL/HEALTH SERVICES	3,150	1,382	0	1,382	1,768	56.12%
TRANSPORTATION SERVICES	233,942	0	235,000	235,000	(1,058)	- 0.45%
CUSTODIAL SERVICES	21,500	12,039	1,909	13,948	7,552	35.12%
MAINTENANCE OF BUILDINGS	123,050	40,900	30,382	71,282	51,768	42.07%
UTILITIES	122,000	11,723	110,703	122,426	(426)	- 0.35%
TOTAL EXPENDITURES	\$887,682	\$206,590	\$512,989	\$719,579	\$168,103	18.94%
TOTAL INDISTRICT OPERATING	\$6,752,068	\$1,113,620	\$5,354,708	\$6,468,328	\$283,740	4.20%
OOD TUITION & TRANSPORTATION						
TUITION TO NON-PUBLIC	\$290,000	\$55,688	\$430,141	\$485,829	(\$195,829)	-67.53%
TUITION TO COLLABORATIVES/MA PUBLIC	150,000	7,571	140,035	147,606	2,394	1.60%
Total Tuition	440,000	63,258	570,176	633,434	(193,434)	-43.96%
TRANSPORTATION SERVICES	135,000	0	0	0	135,000	100.00%
TOTAL OOD	\$575,000	\$63,258	\$570,176	\$633,434	(\$58,434)	-10.16%
* Total Charged to CB	360,000	123,956	437,749	561,704	(201,704)	
TOTAL OPERATING	\$7,327,068	\$1,176,878	\$5,924,884	\$7,101,762	\$225,305	3.07%

* not reflected in totals

SHERBORN PUBLIC SCHOOLS
FY23 Budget to Actual
October, 2022

Grade Level/Age	# of students	Tuition MA Public	Tuition Non-Public	Tuition Collaborative	Tuition Out-of-State	Tuition OOD Total
ELEMENTARY (PK-5)	3	\$36,000	\$150,000	\$69,000	\$0	\$255,000
MIDDLE SCHOOL (6-8)	less than 3	\$0	\$43,000	\$110,000	\$0	\$153,000
HIGH SCHOOL (9-11)	3	\$0	\$397,000	\$0	\$0	\$397,000
HIGH SCHOOL (12)	4		\$201,500	\$34,000	\$0	\$235,500
12+ (up to 22 years old)	less than 3	\$0	\$155,000	\$0	\$0	\$155,000
TOTAL:	13	\$36,000	\$946,500	\$213,000	\$0	\$1,195,500

FY23 Budget

10

\$800,000 FY23 Budget

\$ (395,500) diff from FY23 Budget

2022-2023			
PINE HILL ENROLLMENT			
As of October 1, 2022			
Grade Level	Grade level total		
Grade k	55		
Grade 1	69		
Grade 2	66		
Grade 3	72		
Grade 4	71		
Grade 5	62		
Total	395		

To: Dover School Committee
Sherborn School Committee
Dover Sherborn Regional School Committee
From: Policy Subcommittee
Date: October 5, 2022
Re: Recommendation to Engage MASC for Policy Review

The Policy Subcommittee would like to recommend that we engage the Massachusetts Association of School Committees (MASC) to assist us with a comprehensive policy manual review for Dover Sherborn, beginning this academic year.

It has been approximately ten years since the Dover Sherborn policy manual was last given a comprehensive review. Though individual policies have been updated and added since that time as needed, we believe that we would benefit from a structured process and subject matter expertise to ensure that all of our policies align with current requirements and best practices. MASC offers a comprehensive policy review service to school committees on a contract basis. The aim of such a review is to compare each local policy against the model policy developed by MASC, consider and reconcile differences between the two, and advise school committees on how to amend their policies (or add new policies) to confirm compliance with law, regulation, and practice.

If this proposal (and funding therefor) is approved by our three school committees, the Policy Subcommittee would work with MASC Field Director Dorothy Presser to review the policy manual in consultation with administration and recommend the adoption of a revised policy manual for vote by the full committees. This is not a small undertaking in that the policy manual spans twelve alphabetically coded sections (A-L) grouped by subject matter, each of which generally contains between five and fifty individual policies within that section. Our expectation is that this work could be completed in one and a half to two years.

MASC's fee for this service is \$10,500, which can be split over three fiscal years. The cost would further be divided between the Region, Dover, and Sherborn on a 60-20-20 basis. A copy of the proposed contract from MASC is attached. We have spoken with school committee members and representatives from other school districts who have recently engaged MASC and worked with Dorothy Presser to conduct similar reviews. Each reference spoke highly of the value of the service and the investment, as well as of Ms. Presser's expertise and guidance.

We will be bringing this recommendation forward to each committee for a vote at its next regularly scheduled meeting and will be happy to address any questions at that time.

A PROPOSAL FOR
POLICY MANUAL DEVELOPMENT

Prepared for: THE DOVER SCHOOL COMMITTEE
THE SHERBORN SCHOOL COMMITTEE
THE DOVER SHERBORN REGIONAL SCHOOL COMMITTEE

Submitted by: Massachusetts Association of
School Committees, Inc.
One McKinley Square, 2nd Floor
Boston, Massachusetts 02109

Telephone: (617) 523-8454
Toll Free: 1-800-392-6023

THE MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES, INC., (MASC), proposes to carry out the policy manual project described below for the Dover, Sherborn, and Dover Sherborn Regional School Committees (also referred to as the Committees).

PROJECT GOALS:

1. To create a well-organized and up-to-date manual of school committee policies.
2. To provide for easy referral from policies to related sections of law.
3. To identify areas requiring statements but for which policies are not documented.
4. To provide sample policy statements to assist the Committees in developing needed policies in key areas.
5. To deliver one complete electronic policy manual customized to meet the needs of the school district.

PERFORMANCE TASKS:

Working with the Dover Sherborn Policy Subcommittee, MASC proposes to perform the following tasks in order to meet the project goals.

1. Document search and analysis: MASC will conduct a thorough search of Committee documents to identify existing policies. This material will be analyzed for appropriateness for inclusion in the new manual. See EXHIBIT A.
2. Codification, organization and technical editing: MASC will code and organize all statements to be filed in the new manual according to the NEPN/NSBA policy classification system. MASC will provide technical editing as needed to meet the requirements of acceptable English usage. However, the editing shall not alter the meaning or substance of the policy. Legal references to pertinent state and federal statutes will be added. Gaps in policy coverage, questions, and inconsistencies will be noted. See EXHIBIT B.
3. Work-in-progress check: MASC will within one hundred and twenty days of receipt of materials as outlined in Exhibit A and payment of the initial deposit schedule a series of meetings with

the Dover Sherborn Policy Subcommittee to review completed sections of the new policy manual. The exact number of meetings will be determined by the amount of review required to adopt the policy manual but shall not exceed twelve meetings. This provides an opportunity for the committees to discuss the rationale behind policy suggestions and to ensure that existing policy reflects current practices and procedures in-place within the district. The Committee will keep MASC fully informed of any concerns and determinations during the term of the project. See EXHIBIT C.

DURATION OF THE PROJECT: The services shall be carried out according to the timetable developed by MASC and the Dover Sherborn Policy Subcommittee. All tasks as described above can be accomplished by MASC within eighteen to twenty-four months after receipt of the signed contract and after the conditions outlined in three (3) above have been met. See EXHIBIT A.

MASC is not responsible for delays caused by the Dover, Sherborn, and Dover Sherborn Regional School Committees or its representatives in this process. MASC reserves the right to terminate the contract after thirty months of signing this agreement if the committees have failed to fulfill their responsibilities concluding with the review, approval, and adoption of the policies and regulations developed during the customized policy service project. This agreement may be modified by mutual agreement, in writing, of both parties.

APPROVED FOR MASC BY:

Dorothy Presser, Field Director
Massachusetts Association of School
Committees, Inc.

EXHIBIT A

Documents to be provided by the School Committees

MASC will require two copies of the documents listed below (three if the item has print on both sides) in order to carry out the policy manual updating project.

1. School Committee policy manual.
2. Master contracts with recognized bargaining units.
3. System-wide handbooks for principals, teachers and students.
4. Current documents or handbooks that cover the following: organization charts, school transportation, purchasing procedures, staff evaluation, emergency operating plan, school calendar, use of school facilities, field trips.
5. Other documents as needed by MASC consultant.

EXHIBIT B

The NEPN/NSBA Policy Development System

A--FOUNDATIONS AND BASIC COMMITMENTS
B--SCHOOL BOARD GOVERNANCE AND OPERATIONS
C--GENERAL SCHOOL ADMINISTRATION
D--FISCAL MANAGEMENT
E--SUPPORT SERVICES
F--FACILITIES DEVELOPMENT
G--PERSONNEL
H--NEGOTIATIONS
I--INSTRUCTIONAL PROGRAM
J--STUDENTS
K--SCHOOL-COMMUNITY RELATIONS
L--EDUCATION AGENCY RELATIONS

Each of these chapters includes its own family of terms called "descriptors" which provide suggested titles and code letters for policy statements. The coding or "tracking" of terms is by letter rather than by number. Letter encoding offers two major advantages over number encoding. First, a letter system offers more flexibility. The coder has available 26 separate letters to use compared to only 10 digits. Second, a letter system requires no decimal points. This tends to reduce the likelihood of error in reproduction and filing. Anyone who knows the ABC's will quickly grasp the logic of letter codes.

The classification system was originally developed in 1969 by a National School Boards Association Research Project supported by the U.S. Office of Education. The system, which is in wide use throughout the United States, conforms to sound principles of informational storage and retrieval, to sound principles of school governance, and also to the mandates of practicality.

EXHIBIT C

Project Liaison Officer

To help ensure the accuracy of updated policies in the manual, the Dover, Sherborn, and Dover Sherborn Regional School Committees should identify a knowledgeable member of the administrative staff to serve as the project liaison officer to whom MASC may refer from time to time to clarify questions of fact or actual policy or practice in the school system.

No undue time or work burden would be placed on this person.

EXHIBIT D

DOVER SCHOOL COMMITTEE
SHERBORN SCHOOL COMMITTEE
DOVER SHERBORN REGIONAL SCHOOL COMMITTEE

<u>PROFESSIONAL FEE</u>	\$10,500.00
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For services rendered to complete and customize
policy service

Upon receipt of signed contract	\$3,500.00
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July 1, 2023	\$3,500.00
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Upon completion – July 1, 2024	\$3,500.00
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* If the payment schedule doesn't accommodate the
Committees' budget schedule, payment dates can
be adjusted accordingly.

EXHIBIT E

MASC Binder Specifications

MASC binders are designed for use as a school policy manual. This sturdy loose leaf binder is equipped with three heavy-duty metal "D" rings; open-close boosters; fibre-sheet lifters; and a convenient agenda pocket on the inside front cover.

EXHIBIT F

DOVER SCHOOL COMMITTEE
SHERBORN SCHOOL COMMITTEE
DOVER SHERBORN REGIONAL SCHOOL COMMITTEE

If this proposal is approved, please sign and date below. Please return signed copy and initial payment to:

Massachusetts Association of School Committees, Inc., One McKinley Square, 2nd Floor,
Boston, MA 02109. Please retain the second copy for your records.

Accepted: _____
(Chair) Dover School Committee

(Chair) Sherborn School Committee

(Chair) Dover Sherborn Regional School Committee

Date: _____

DRAFT

Sherborn School Committee Meeting of September 20, 2022

Members Present: Amanda Brown
Dennis Quandt
Sangita Rousseau
Kristen Aberle
Christine Walsh

Also Present: Beth McCoy, Superintendent
Denny Conklin, Assistant Superintendent
Dawn Fattore, Business Administrator

1) Call to Order

Amanda Brown called the meeting to order at 6:01 pm in the Middle School Choral Room.

2) Community Comments - none

3) Reports

- Superintendent's Report - Beth McCoy presented an update from her office including information about the recent Leadership Retreat and Opening Convocation with the faculty/staff. Beth McCoy and Dawn Fattore provided an update on the capacity and staffing for the Extended Day Program.
- Assistant Superintendent's Report - Denny Conklin spoke about his first few months on the job including entry plan meetings and classroom visits.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

4) FY22 Budget Closeout

- Salaries - the year ended with a small positive variance of \$6,182.
- Operating Expenditures - there was a small negative variance of \$4,854.
- Out of District - costs exceeded budget by approximately \$77,000 with \$66,000 from tuition costs due to unbudgeted placements and \$11,000 from transportation. Approximately \$60,000 of these costs were allocated to the Circuit Breaker Fund leaving a negative variance of \$16,126.
- Additional Fund from Town of Sherborn - based on the unbudgeted increase in fuel adjustments for in-district transportation as well as the additional transportation added for SPED students, additional appropriations were requested. Funding of \$15,000 was approved by both the Sherborn Advisory and Select Board in July. The adjusted result of operations for FY22 is \$202.

5) Consent Agenda

- Approval of Minutes: June 14, 2022

Dennis Quandt made a motion to approve the Consent Agenda. Christine Walsh seconded.

22-13 VOTE: 5 - 0

6) Communications

- 2022-23 Meeting Calendar
- Subcommittee Assignments
- Dover Sherborn Regional Committee minutes of June 7, 2022
- Dover School Committee minutes of May 16, 2022

7) Items for October 18, 2022 meeting

8) Adjournment at 6:42 pm.

DRAFT

Respectfully submitted,
Amy Davis

Approved 9.27.2022

Dover School Committee
Meeting of June 7, 2022

Members Present: Sara Gutierrez-Dunn
Colleen Burt
Jeff Cassidy
Liz Grossman
Goli Sepehr
Also Present: Kathleen Smith, Interim Superintendent
Dawn Fattore, Business Manager
Deb Reinemann, Principal

1) Call to Order

Kathleen Smith called the meeting to order in the Middle School Library at 5:34 pm.

2) Reorganization

Kathleen Smith asked for nominations for Chair.

Colleen Burt nominated Sara Gutierrez Dunn as Chair of the Dover School Committee. Jeff Cassidy seconded.
22-07 VOTE: 5 - 0

Sara Gutierrez Dunn asked for nominations for Secretary.

Sara Gutierrez Dunn nominated Colleen Burt as Secretary of the Dover School Committee. Liz Grossman seconded.
22-08 VOTE: 5 - 0

3) Dover PTO - Tindley Gilbert, PTO President, gave an overview of this past year's activities and a preview of plans for the coming school year.

4) Community Comments - none

5) Reports

- Superintendent Update - Kathleen Smith presented an update from her office.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

6) FY22 Financial Report as of June 2nd

- Salaries - there is nothing new to report since the last meeting.
- Expenditures - there is nothing new to report since the last meeting.
- Out-of-District - there are no changes since the last report.
- Projected Operating Results - there is a small negative variance (\$90,000) projected primarily relating to staff added post-budget to provide level service in classroom sections based on enrollment and class size policy. In addition, there is an approximately (\$100,000) negative variance in OOD due to changes in placements throughout the year. The projected negative variance is offset by circuit breaker funds resulting in a net turn back to the Town of approximately \$975,000. Final June 30th statements will be presented at the September meeting.
- ESSR Grants - the summary of expenditures to date were presented. ESSER I and II have been fully expended. The remaining balance in ESSER III of \$104,402 is available to spend through September 2024.

Approved 9.27.2022

- 7) Approval of 2022-23 Student Handbook** - there were no additional changes since those presented at the first read.

Liz Grossman made a motion to approve the 2022-23 Student Handbook as presented. Jeff Cassidy seconded.

22-09 VOTE: 5 - 0

- 8) Approval of 2022-23 School Improvement Plan** - there are no changes to the plan that was presented at last month's meeting.

Colleen Burt made a motion to approve the 2022-23 School Improvement Plan. Goli Sepehr seconded.

22-10 VOTE: 5 - 0

9) Consent Agenda

- Approval of Minutes: May 16, 2022

Colleen Burt made a motion to approve the Consent Agenda. Liz Grossman seconded.

22-11 VOTE: 5 - 0

10) Communications

- Subcommittee Assignments

11) Adjournment at 6:24 pm.

Respectfully submitted,
Amy Davis

Dover-Sherborn Regional School Committee
Meeting of September 13, 2022

Members Present: Maggie Charron
Lynn Collins
Judi Miller
Kate Potter
Angie Johnson
Mark Healey

1) Call to Order

Maggie Charron called the meeting to order at 6:30 pm in the Middle School Library.

2) Community Comments - none

3) Reports

- Superintendent Report - Beth McCoy presented an update from her office including information about the recent Leadership Retreat and Opening Convocation with the faculty/staff.
- Assistant Superintendent Report - Denny Conklin spoke about his first few months on the job including entry plan meetings and classroom visits.
- DSHS Principal Report - John Smith highlighted recent and upcoming events at the high school.
- DSMS Principal Report - David Lawrence highlighted recent and upcoming events at the middle school.
- Warrant Report

4) Financial Reports: FY22 Closeout

- General Revenues - total revenues exceeded budgeted revenues by \$194,193 (0.74%) comprised of the following: \$188,050 related to Chapter 71 - actual transportation reimbursement of 90% vs Cherry Sheet estimated of 65%; \$40,921 in Chapter 70 due to changes in School Choice/Charter School enrollments; negative variance of \$32,806 in Activity Fees due to COVID-related factors; negative variance of \$15,258 in Bank Interest due to low interest rates; and \$17,102 in unused encumbrances from FY21.
- Status of Appropriations - the operating budget ended the year with a surplus of \$247,290 (0.94%) comprised of the following variances: \$111,081 in salaries and \$136,209 in expenditures.
- Summary of Results - net result of operations was a surplus of \$441,483. The Committee approved several uses of Excess & Deficiency funds for FY23 including \$465,000 for capital projects and \$110,000 for the FY23 operating budget leaving a proposed certified E&D fund balance of \$1,351,191 (4.39% of the FY23 operating budget).
- End of Year DESE Report - the Business Office is in the process of completing the FY22 EOYR which is used by the Department of Education to determine the Region's compliance with net school spending as well as determining the current year's Chapter 71 Regional Transportation Reimbursement.

5) Consent Agenda

- Approval of Minutes: June 7, 2022
- Middle School field Trip - 8th Grade Trip to DC, June 7-9, 2023.

Approved October 11, 2022

*Lynn Collins made a motion to approve the Consent Agenda. Mark Healey seconded.
22-17 VOTE: 6 - 0*

6) Communication

- 2022-2023 School Committee Meeting Schedule
- Email Communication re: Extended Day programming
- Subcommittee Assignments
- Dover School Committee minutes of May 16, 2022
- Sherborn School Committee minutes of May 10, 2022
- New Hires for the District

7) Items for October 11, 2022 meeting

8) Adjournment at 7:27 pm.

Respectfully submitted, Amy Davis

Elizabeth McGonagle
Executive Director

Dan Shovak
Dir. of Finance & Operations



Zachary Abrams
Dir. of Student Services

Dr. Jean Kenney
Dir. of Professional Learning &
Leadership

141 Mansion Drive, Suite 200
East Walpole, Massachusetts 02032
Phone: 781-352-5700 Fax: 508-660-1124

Capital Reserve Fund Request to Increase Limit

Summary:

As part of the Chapter 43 legislation Collaboratives can create a capital reserve account to fund capital expenditures. In 2013 TEC created a Capital Reserve Fund.

Purpose of Fund:

The purpose of the capital reserve fund is to accumulate funds for the acquisition of capital items to improve TEC programs and business processes (for the purchase of equipment, technology, leasehold improvements – anything that would be considered a capital expenditure can be purchased through the use of capital reserve funds). Capital purchases can only be made after approval by the Board of Directors through the budget process.

Current Balance:	\$207,594
Current Limit:	\$350,000
Requested Limit:	\$750,000

Rationale for Increase:

- Use of cumulative surplus funds to fund capital reserve and reduce annual cumulative surplus
- Reinvest TEC funds for future capital expenditures
 - Purchase of additional student vehicles and vehicle replacements
 - Capital equipment purchases
 - Capital technology purchases
 - Ongoing capital maintenance/repair expenses

Funding of Capital Reserve Account:

The funds for the capital reserve will come from Cumulative Surplus; General Fund monies that are unspent throughout the fiscal year.

Dover Sherborn Regional Public Schools

MCAS Comparisons 2022

Notes: All numbers indicate percentages (%)

ELA	Middle												High			
	Grade 6				Grade 7				Grade 8				Grade 10			
	Next Generation				Next Generation				Next Generation				Next Generation			
	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP
State	8	33	41		5	36	41		7	35	42		9	49	58	
Dover-Sherborn	14	61	75	53	5	63	68	48	15	55	71	50	23	59	82	53
Acton-Boxborough	24	48	72	65	7	56	63	49	11	55	66	54	24	63	87	56
Belmont	19	54	73	56	24	51	74	61	19	56	75	56	19	65	84	56
Lexington	32	44	76	65	25	57	82	61	24	53	77	63	26	62	88	56
Lincoln	25	35	60	63	7	46	53	54	19	54	73	64	13	68	81	48
Medfield	10	56	66	54	15	61	76	66	9	53	62	48	23	60	83	64
Sudbury	19	44	63	53	15	53	68	54	19	57	76	59	(combined with Lincoln above)			
Wayland	18	48	66	59	21	53	74	61	18	54	72	58	26	57	83	49
Wellesley	28	52	80	59	15	59	74	53	18	50	68	53	15	68	83	51
Weston	26	48	74	53	25	48	73	61	28	50	78	61	24	64	88	50
Westwood	31	42	73	56	9	56	65	46	18	51	69	46	19	60	79	55

MATH	Middle												High			
	Grade 6				Grade 7				Grade 8				Grade 10			
	Next Generation				Next Generation				Next Generation				Next Generation			
	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP
State	5	37	42		7	31	37		7	29	36		11	38	50	
Dover-Sherborn	25	45	71	51	25	48	73	52	22	46	69	46	33	49	82	59
Acton-Boxborough	23	54	77	70	28	50	78	71	30	52	82	66	45	42	87	61
Belmont	32	54	86	78	35	39	73	66	39	40	79	64	36	45	81	51
Lexington	33	53	86	68	41	40	81	68	35	43	78	59	42	44	86	57
Lincoln	11	39	50	37	7	29	36	57	25	36	61	72	26	53	79	62
Medfield	4	66	70	46	11	57	68	60	12	51	63	56	27	56	83	60
Sudbury	13	60	73	56	22	58	80	61	23	53	76	55	(combined with Lincoln above)			
Wayland	19	58	77	55	28	45	73	62	27	44	71	62	39	43	82	56
Wellesley	8	57	65	37	15	53	68	61	21	46	67	60	34	49	83	71
Weston	24	49	73	59	33	42	75	63	29	49	78	54	44	42	86	53
Westwood	14	56	70	50	15	50	65	63	20	43	63	44	23	53	76	55

STE	Middle				High			
	Grade 8				Grade 10			
	Next Generation				Next Generation			
	Exceed	Meet	Total	SGP	Exceed	Meet	Total	SGP
State	6	36	42	N/A	9	38	47	N/A
Dover-Sherborn	20	53	73	N/A	34	52	86	N/A
Acton-Boxborough	21	54	75	N/A	38	47	85	N/A
Belmont	39	42	81	N/A	28	48	76	N/A
Lexington	29	54	83	N/A	44	41	85	N/A
Lincoln	11	56	67	N/A	20	53	73	N/A
Medfield	13	63	76	N/A	32	60	92	N/A
Sudbury	15	64	79	N/A	(combined with Lincoln above)			
Wayland	18	58	76	N/A	27	53	80	N/A
Wellesley	17	55	72	N/A	16	57	73	N/A
Weston	30	53	83	N/A	16	61	77	N/A
Westwood	20	54	74	N/A	18	52	70	N/A

Dover-Sherborn SAT Scores 2018-2022

Year	# Test Takers	Total Score	ERW	Math	Met Benchmarks for Both	Met Benchmarks for ERW	Met Benchmarks for Math
2018	140	1300	645	655	93%	96%	95%
2019	129	1286	641	645	84%	98%	84%
2020	123	1260	628	632	85%	95%	85%
2021	117	1306	646	660	90%	97%	91%
2022	125	1271	630	640	86%	96%	88%

Dover-Sherborn Advanced Placement Scores 2018-2022

	2018	2019	2020	2021	2022
Total AP Students	199	209	222	223	229
Number of Exams	500	461	483	554	529
Scores of 3+ (%)	92.6	95.27	91.44	97.31	94

Dover-Sherborn Advanced Placment Scores By Subject Test 2022

Test	DSHS Mean Score	MA Mean Score	Global Mean Score	DSHS % 3 or above	MA %3 or above	Global %3 or above
Biology	4.33	3.33	3.1	97.9	74	67.8
Calculus AB	4.34	2.98	2.91	100	57.9	55.7
Calculus BC	4.59	3.84	3.68	100	81.1	77
Chemistry	4.27	3	2.73	100	61.7	54
Comp Sci Principles	4.21	3.07	2.89	92.9	68.7	63
Eng. Lang & Comp	3.8	3.04	2.83	89.3	63.5	55.7
Eng Lit & Comp	3.97	3.52	3.31	98.3	83.4	77.9
French	4.25	3.45	3.14	100	81.7	71.2
Physics C	4.29	3.6	3.41	100	78	73.6
Spanish	4.5	3.6	3.51	100	84.1	80.8
Statistics	3.69	2.96	2.89	92.3	62.5	60.4
US Gov't	3.49	2.77	2.58	77.8	54.7	48.6
US History	3.91	2.88	2.56	90	58.2	48.2