

# Sherborn School Committee

November 15, 2022

6:30pm Sherborn Town Hall  
Meeting Agenda

Live Stream: <http://youtube.com/doversherborncabletv>

1. Call to order
2. Community Comments  
Join Zoom Meeting (community comments only)  
<https://us02web.zoom.us/j/86082110896?pwd=YIRROWhXcHlNa3pzdU5L2ZOZU5tZz09>  
Meeting ID: 860 8211 0896  
Passcode: 120779
3. Reports:
  - Principal's Report – Dr. Brown
  - Warrant Report
4. FY23 Monthly Financial Report
5. Proposed FY24 Budget **A.R.**
  - Operating
  - Capital
6. Consent Agenda **A.R.**
  - Approval of minutes October 18, 2022
  - Donation
  - Grants
7. Communications (For Members Information)
  - Regional School Committee Minutes October 11, 2022
  - Dover School Committee Minutes September 27, 2022
8. Items for February 14, 2023 Meeting
9. 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



## Pine Hill School

Sherborn, MA 01770

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

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

Barbara Brown, Principal

Allison Gullingsrud, Assistant Principal

TO: Beth McCoy, Superintendent  
FROM: Barbara Brown, Principal  
RE: Principal's Monthly Report  
DATE: November 15, 2022

### **Principal's Reflection:**

Per DESE requirements, educators are required to establish annual professional goals. All DS educators meet with their supervisors during the month of October to develop goals that are aligned with district and school improvement plans and that are focused on increasing student learning outcomes and educator performance. Educators are working to deepen student engagement and to assure that curriculum, instruction, and assessment are designed and implemented to meet the needs of all learners. These efforts will be informed by the findings and recommendations outlined in the DS Equity Audit.

One of the ways we use MCAS results to inform our practice is to look at an analysis of the test questions and the learning standards the question are probing into. Our coaches developed a protocol (attached in this report) to help our grade level teams conduct a deep analysis of the Math and ELA Curriculum Frameworks to assure that we design instruction that is accountable to all learning standards.

Thank you to Sherborn Veterans who shared their experience with our students. Tim Tapply participated at an All School Meeting and Peter Moores coordinated a panel of Veterans from the community to hold an assembly with our 5<sup>th</sup> graders. Thank you to Kelly Hodge, Music Teacher for coordinating chorus student participation in the Sherborn Veterans Day Luncheon.

### **Professional Development:**

October 19: Grade 4 Math PD with Math Coach Lindsay Weiner

October 27: Math Pilot Program Training (Eureka) - Cindy Sidman, Rachel Santiano, Nicole Darrah, Michael Ross, Kirsii Hilton

October 28: New Teacher ELA PD with Literacy Coach Jen Ryan

November 2: New to Grade Level ELA PD with Literacy Coach Jen Ryan

November 2: Framing History - The Power of Pictures at the JFK library – Nicole Darrah and Laurie Ryan

November 2: Early Release Day/Faculty PD on Best Instructional Practices  
November 7: Safety care training - led by Julie Ma  
November 8: BCBA Ethics – Julie Ma

**Pine Hill Happenings:**

- October 24: Faculty Meeting – Unpacking the DS Equity Audit
- October 28: CSA Monster Mash Event
- November 2: Elementary Early Release Day and Professional Development on Best Instructional Practices
- November 3: CSA Monthly Meeting
- November 11: No School – Veterans Day
- November 15 & 17: Grade 3 Field Trip to the Massachusetts State House

# Protocol

# Unpacking Standards Protocol

## Defining Instructional Actions Based on Trends



### Meaningful PD: Unpacking the Standards

Protocol: Use this inquiry based process to identify standards that are addressed, and those that are not in order to define curricular shift for grade levels.

1. Facilitator frames purpose: For example, "Our job today is to read to understand the standards with the intention of documenting standards that are already addressed, those that are not, and next steps to ensure that all standards are being met."
2. Round 1: (10 min) Facilitator asks group to highlight standards that are already being addressed throughout in pink. Then, share with group in order to calibrate
3. Round 2: (7 min) Facilitator asks group to highlight standards that are touched upon loosely in yellow. Then, share with group in order to calibrate
4. Round 3: (5 min) Facilitator asks group to highlight Standards that are not currently addressed in orange. Then, share with group in order to calibrate
5. Round 4: Zooming out - Facilitator adds **unaddressed** standards to the first column on the chart. Then ask the group to share what they notice in the unaddressed standards. Are there any patterns? Do these seem like units, isolated lessons, or instructional practices that we are missing?
6. Round 5: Think through each missing item as the facilitator notes ideas for supplementation and modification. How will we address these standards? What materials will we need? What is the best way to teach this? How will we know that students have mastered the skill?
7. Final Round: Implications for professional work- Record educator action steps that will occur by a set date.

### Before: Facilitator Prep

- Select the standards to analyze (practice or content)
- Print and copy for each participant
- Bring three colors of highlighters for each participant
- Share a spreadsheet or document to record implications for curricular modification

### During

- Guide team through protocol
- Voice over to coach with prompts as teachers highlight and reflect
- Confer with individuals
- Keep time and offer transition warnings
- Facilitate sharing after each round

### After

- Record missing standards on document
- Record action steps and resources needed
- Define and delegate next steps to participants
- Decide on a follow-up meeting date

# The Public Schools of Dover and Sherborn

157 Farm Street  
Dover, MA 02030  
Phone: 508-785-0036 Fax: 508-785-2239  
[www.doversherborn.org](http://www.doversherborn.org)



Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

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

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TO: Sherborn School Committee  
FROM: Dawn Fattore, Business Administrator  
DATE: November 10, 2022  
RE: FY23 Approved Warrants

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

#	Date	Amount	Fund
1030	10/13/2022	\$52,615.59	Circuit Breaker
1031	10/13/2022	\$22,140.33	General - OOD
1032	10/13/2022	\$9,810.37	Sawin Fund
1033	10/13/2022	\$18,395.63	General-School
1035	10/26/2022	\$142,051.50	General - School
1036	10/26/2022	\$28,587.93	General - OOD
1037	10/26/2022	\$27,440.73	Circuit Breaker
1038	10/26/2022	\$2,610.00	Title I
1039	10/26/2022	\$561.52	ESSER III
1040	10/26/2022	\$42,808.93	General-School

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Elizabeth M. McCoy, Superintendent  
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Kate McCarthy, Director of Student Services

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TO: Sherborn School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY23 Monthly Financial Update  
DATE: November 10, 2022

Attached for your review is the Statement of Special Revenue/Revolving Funds as of October 31, 2022.

Given that the last Status of Appropriations was as of October 11<sup>st</sup> and we have had minimal unencumbered/new encumbrance activity, we are not including a monthly report for this meeting.

We are still awaiting the detail of the FY23 Circuit Breaker reimbursement. This will provide us with hopefully some additional funding as we move forward with addressing the unbudgeted OOD tuition costs. We may request a short meeting with the SSC on January 17<sup>th</sup> (coordinate with the joint meeting of the School Committees) to provide an update on our work with the Town on this issue.

# Sherborn Public School

## Special Revenue/Revolving Funds as of October 31, 2022

<u>SPECIAL REVENUE / REVOLVING FUNDS</u>	<u>FUND BALANCE @ 07/01/2022</u>	<u>REVENUE</u>	<u>EXPENDITURES/ ENCUMBRANCES</u>	<u>FUND BALANCE @ 10/31/2022</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 74,327	\$ 4,491	\$ 28,318	\$ 50,500	Expenses include \$20,870 for security system upgrade and \$5,419 for playground replacement
CAFETERIA	138,542	13,259	58,754	93,047	Net of deposits in advance - \$12,488, Reported ACTUAL ACTIVITY ONLY
CIRCUIT BREAKER	164,616	280,000	621,958	(177,342)	Circuit Breaker revenue is estimated until final determination
GIFT FUND (see page 2 detail)	1,254			1,254	
NON-RESIDENT TUITION	76,695		67,788	8,908	
PINE HILL PRESCHOOL	76,643	46,142	60,565	62,219	Preschool tuition balances of \$36,371 due (Dec & March payments) Estimated fund balance @ June 30 = \$98,590
SAWIN GIFT FUND	20,100		11,833	8,267	Expenses include \$9,810 for completion of Learning Shed and \$2,022 for Innovative Classroom items
<u>FIDUCIARY FUND</u>					
STUDENT ACTIVITY FUND	\$ 1,363	\$ 314	\$ 750	928	Student Activity Fund balance per Town report at Oct 31

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Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

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

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TO: Sherborn School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY24 Operating and Capital Budgets – Version 1.0  
DATE: November 10, 2022

We look forward to reviewing the initial FY24 Operating and Capital Budgets at Tuesday's meeting. Budget books were delivered to Committee Members. The FY24 Operating Expense Summary is attached.

We will be asking for the Committee's approval in order to submit these to the Town in advance of their December 30, 2022 requested submittal date.



**Sherborn Public Schools**

**FY24 OPERATING EXPENSE SUMMARY**

Description	FY20 Expended	FY21 Expended	FY22 Expended	FY23 Budget	FY24 Proposed	\$ CHANGE	% CHANGE	% SUB BUDGET	% TOTAL BUDGET
SALARIES & OTHER COMPENSATION	5,413,417	5,237,970	5,564,495	5,864,386	5,930,717	66,331	1.13%	84.13%	
OTHER EDUCATIONAL EXPENDITURES*	311,800	374,917	359,085	387,190	606,700	219,510	56.69%	8.61%	
GENERAL EDUCATION TRANSPORTATION	156,280	216,547	239,628	233,942	239,879	5,937	2.54%	3.40%	
BUILDINGS & GROUND EXPENDITURES	248,482	218,426	246,690	266,550	272,550	6,000	2.25%	3.87%	
Sub-total In-District	6,129,978	6,047,860	6,409,898	6,752,068	7,049,846	297,778	4.41%		88.62%
TUITION**	799,295	432,017	473,820	440,000	760,000	320,000	72.73%	83.98%	
TRANSPORTATION	245,347	109,500	131,183	135,000	145,000	10,000	7.41%	16.02%	
Sub-total OOD	1,044,642	541,517	605,003	575,000	905,000	330,000	57.39%		11.38%
TOTAL SCHOOL DEPARTMENT	\$7,174,621	\$6,589,377	\$7,014,901	\$7,327,068	\$7,954,846	\$627,778	8.57%		100.00%

\* Includes placeholder/reserve for all FY24 salary increases

\*\*FY24 Budget net of \$300,000 of Circuit Breaker funds

based on Proposed Budget of November 15, 2022

## DRAFT

### Sherborn School Committee Meeting of October 18, 2022

Members Present: 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

Dennis Quandt called the meeting to order at 5:31 pm in the Middle School Choral Room.

#### 2) Community Comments - none

#### 3) CSA Update - Christine Walsh, Co-President of CSA, provided an update of recent and upcoming events of the CSA.

#### 4) Reports

- Superintendent Report - Beth McCoy presented an update from her office including information on her weekly building visits, Open Houses, the Special Education review, Entry Plan progress, Equity Audit update, and initial review of MCAS scores.
- Assistant Superintendent Report - Denny Conklin spoke about the most recent Best Practices Profession Development day.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

#### 5) FY23 Monthly Report

- Salaries - the majority of salaries have been encumbered. The Special Education Teachers line item reflects the conversion of two special education assistants to an additional special educator to provide more direct instruction to students on IEPs. There is a corresponding savings in the Education Assistants line item. Variances in Teachers - Classrooms, Guidance and Medical/Health Services line items reflect post-FY23 budget staffing changes.
- Operating Expenditures - there are no material variances to report to date.
- Out of District - costs for FY23

#### 6) October 1st Annual Enrollment Report

#### 7) MASC Review of Policies - The Policy Subcommittee has recommended a comprehensive policy manual review with Massachusetts Association of School Committees (MASC). It has been 10 years since the last review. The 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.

*Kristen Aberle made a motion to approve the MASC contract as presented. Sangita Rousseau seconded.*

22-14 VOTE: 4 - 0

#### 8) FY24 Budget Development Guidance Discussion - Dawn Fattore reviewed the budget process and timing. The first draft will be presented at next month's meeting.

#### 9) Consent Agenda

- Approval of Minutes: September 20, 2022

*Kristen Aberle made a motion to approve the Consent Agenda. Sangita Rousseau seconded.*

22-15 VOTE: 4- 0

#### 10) Communications

## **DRAFT**

- Dover Sherborn Regional Committee minutes of September 13, 2022
- Dover School Committee minutes of June 7, 2022
- TEC Reserve Increase
- MCAS Results

**11) Items for November 15, 2022 meeting**

**12) Adjournment at 6:33 pm.**

Respectfully submitted,  
Amy Davis



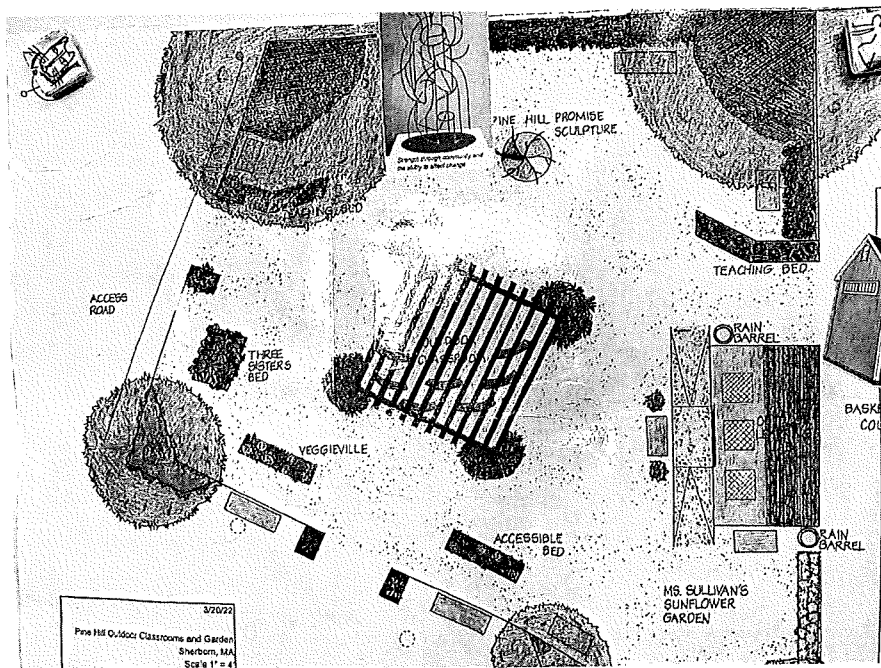
TO: Sherborn School Committee

FROM: Barbara Brown, Principal

DATE: November 15, 2022

RE: Donation from Sawin Fund

I respectfully request that Sherborn School Committee vote favorably to accept a \$30,000 donation from the Sawin Fund. The donation is in recognition of the Sawin Academy's 150<sup>th</sup> anniversary would be designated for the addition of an outdoor classroom to support themes of science education, community building, and mindfulness. As featured in a presentation at the Sherborn School Committee in June 2022, the Outdoor Classroom will feature a pergola and gathering space, seating, sensory paths, garden beds, and a Pine Hill promise statue.



FY 23 Pine Hill - Miscellaneous Donations							
Gift/Donor	Purpose	Bal Fwd @ 07/01/2022	Revenue	Expenditures	Encumbered	Balance @ 06/30/23	Date/Yr
GIFT FUND							
Special Education Gifts	SPED Program	\$ 1,254.30				1,254.30	7/14 & 10/18
		\$ 1,254.30	0.00	0.00	0.00	\$ 1,254.30	

**Dover-Sherborn Regional School Committee**

Meeting of October 11, 2022

Members Present: Judi Miller  
Lynn Collins  
Kate Potter  
Angie Johnson

**1) Call to Order**

Judi Miller called the meeting to order at 6:31 pm in the Middle School Library.

**2) Community Comments - none**

**3) Reports**

- Superintendent Report - Beth McCoy presented an update from her office including information on her weekly building visits, Open Houses, the Special Education review, Entry Plan progress, Equity Audit update, and initial review of MCAS scores.
- Assistant Superintendent Report - Denny Conklin spoke about the most recent Best Practices Profession Development day.
- DSHS Principal Report - John Smith highlighted recent and upcoming events at the high school. Also, Alex Martinovitch and Margaret Bowles spoke about an app they created to score XC meets (and Track meets). They are donating any funds they receive for use/customization of the app to the Science Club for Girls in Boston which offers free STEM classes to girls.
- DSMS Principal Report - David Lawrence highlighted recent and upcoming events at the middle school.
- Warrant Report

**4) Financial Reports: FY23 Monthly Report**

- General Revenues - there are no material variances to report.
- Salaries - the majority of salaries for FY22 have been encumbered as well as the stipends for fall coaching positions. Custodial overtime and substitute costs are expensed as incurred. The Status of Appropriations reflects the costs of an Interim Athletic Trainer in the salaries line item at the same amount as the total cost for contracted services (\$40,000). The market rate for a full-time trainer exceeded this amount and the remaining salary costs are being covered by the Athletic Revolving Fund. The position will be full funded in the FY24 Budget.
- Expenditures - there are no material variances projected at this time.
- Capital Projects:
  - Roof Restoration Project* - the project started as soon as school ended and is substantially completed, with just a small punch list left to be done.
  - E&D Funded projects* - all projects are substantially completed except for the High School Boiler replacement
- FY22 Wrap up - the EOYR has been filed with DESE. The Region's auditors are scheduled to begin their field work on October 12th.

**5) October Enrollment Report - provided as required.**

**6) MASC Review of Policies -** The Policy Subcommittee has recommended a comprehensive policy manual review with Massachusetts Association of School Committees (MASC). It has been 10 years since the last review. The fee for this service is \$10,500 which can be split

**Approved 11.8.22**

over three fiscal years. The cost would further be divided between the Region, Dover, and Sherborn on a 60-20-20 basis.

*Lynn Collins made a motion to approve the MASC contract as presented. Kate Potter seconded.*  
22-18 VOTE: 4 - 0

**7) Consent Agenda**

- Approval of Minutes: September 13, 2022

*Lynn Collins made a motion to approve the Consent Agenda. Angie Johnson seconded.*  
22-19 VOTE: 4 - 0

**8) Communication**

- TEC Capital Reserve Fund
- Dover School Committee minutes of June 7, 2022
- Sherborn School Committee minutes of June 14, 2022
- Academic Testing Report

**9) Items for November 15, 2022 meeting**

**10) Adjournment at 7:47 pm.**

Respectfully submitted, Amy Davis

November 8, 2022

**Dover School Committee**  
Meeting of September 27, 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**

Sara Gutierrez-Dunn called the meeting to order in the Chickering School Library at 7:02 pm.

**2) Community Comments** - none

**3) Dover PTO** - Tindley Gilbert, PTO President, gave an overview of the work done this summer to prepare for this school year's activities.

**4) Reports**

- Superintendent Update - Beth McCoy presented an update from her office including information about the recent Leadership Retreat and Opening Convocation with the faculty/staff.
- Assistant Superintendant Report - Denny Conklin spoke about his first few months on the job including entry plan meetings and classroom visits.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

**5) FY22 Budget Closeout**

- Salaries - the year ended with a negative variance of \$102,154.
- Expenditures - there was a small positive variance of \$5,846.
- Out-of-District - as a result of Circuit Breaker reimbursement the total turn back to the Town was \$1,004,497.

**6) Consent Agenda**

- Approval of Minutes: June 7, 2022

*Jeff Cassidy made a motion to approve the Consent Agenda. Liz Grossman seconded.*

*22-13 VOTE: 5 - 0*

**7) Communications**

- 2022-23 Meeting Calendar
- Subcommittee Assignments
- Dover Sherborn Regional School Committee Minutes of June 14, 2022
- Sherborn School Committee Minutes of June 14, 2022

**8) Adjournment at 7:42 pm.**

Respectfully submitted,  
Amy Davis