

Sherborn School Committee

March 15, 2022

Meeting Agenda

6:30 PM

Pine Hill School Library

1. Call to Order
2. Community Comments
3. FY 23 Budget Discussions

***** Sherborn Public Schools –Public Hearing on Proposed FY23 Budget*****

5. Discussion and Vote on FY23 Budget
 - Operating **A.R.**
 - Capital **A.R.**
6. Reports:
 - Superintendent Update
 - Principal's Report – Dr. Brown
 - Warrant Report
7. Monthly FY22 Financial Report
8. Annual School Committee Vote on MA School Choice Law **A.R.**
9. Consent Agenda **A.R.**
 - Sherborn School Committee February 8, 2022 Minutes
 - Donation
10. Communications (For Members Information)
 - Dover Sherborn Regional School Committee Minutes February 1, &16, 2022
11. Adjournment

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

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The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

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Equity and Excellence

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Climate of Care

Kathleen Smith, J.D., Interim Superintendent

Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
DATE: March 11, 2022
RE: FY23 Operating and Capital Budgets—Final Versions

FY23 Operating Budget

We have one final budget adjustment to present to the Committee prior to the Budget Hearing. After our meeting with Sherborn Advisory on February 16th, it was decided to use an additional \$60,000 in circuit breaker funds to offset the general fund operating balance. An updated summary of budget adjustments since November 16th and the final budget amount is included for your review. The FY23 Proposed Operating Budget is **\$7,327,067**, a 4.64% increase over FY22. We will request the Committee take action to approve this amount at Tuesday's meeting.

FY23 Capital Budget

We have received updated quotes and have made final determinations on the floor projects to be requested. The project consists of Altro Quartz tile replacement for four classrooms and carpet replacement using carpet tiles for four office spaces. All prices are based on a current state contract which we use for procurement purposes. We continue to replace tile flooring with the lower maintenance tiles that do not require the standard maintenance routine of stripping and waxing. All floors are in need of replacement based on useful life and signs of wear. The updated schedule is included in your packet. We will ask for approval of the updated amount of **\$68,000** at Tuesday's meeting.

Timeline

With the approval of both FY23 Budgets this evening the Committee's work on the budgets is complete. The next steps are at the town level. The Town's Public Hearing is scheduled for **Saturday, March 26th**, the Town Meeting is scheduled for **April 26th** and the Town Elections is on **May 10th**.

We will be happy to answer any questions at the meeting.

**Sherborn Public Schools
FY23 Proposed Budget
Summary of Budget Adjustments**

	FY22 Budget	FY23 Proposed Draft	Change \$	%
Presented November 16, 2021				
Pine Hill In-District	\$6,411,886	\$6,685,278	\$273,392	4.26%
OOD Tuition and Transportation*:				
Tuition	470,000	525,000	55,000	11.70%
Transportation	120,000	120,000	0	0.00%
Total OOD	\$590,000	\$645,000	\$55,000	9.32%
Total Sherborn Public Schools	\$7,001,886	\$7,330,278	\$328,392	4.69%

*Net of \$150,000 of Circuit Breaker funds

Presented February 8, 2022 (updated March 15, 2022 as noted)				
Pine Hill In-District		\$6,685,278		
One-time costs for Website and Financial System upgrades	1450	\$12,000		
Addition of FLES PLC stipend (pending approval)	2220	1,889		
Reduction of salaries based on staffing changes/retirements	various	(24,000)		
Addition of .5 SEL Specialist	2305	30,300		
Addition of .5 Adjustment Counselor	2710	28,000		
Addition of .25 Floating Nurse, net reduction in substitutes	2800	18,600		
In-District Increase (Decrease):		\$66,789		
Revised Pine Hill In-District	\$6,411,886	\$6,752,067	\$340,181	5.31%
OOD Tuition & Transportation**		\$645,000		
Increase in OOD tuition based on projected placements		\$125,000		
Increase use of CB Reimbursement		(210,000)	***	
Adjustment to transportation costs		15,000		
OOD Increase (Decrease):		(70,000)		
Revised OOD	\$590,000	\$575,000	(\$15,000)	-2.54%
Total Sherborn Public Schools	\$7,001,886	\$7,327,067	\$325,181	4.64%
net change as of 3/15/2022			(\$3,211)	

**Net of \$360,000 of Circuit Breaker funds

*** Additional \$60,000 of Circuit Breaker funds applied

Town of Sherborn
Capital Budget Request Form
Fiscal Years 2023 - 2027

Input into the cells shaded yellow

Name of Board, Committee or	Sherborn School Committee
Authorized By (Name):	Dawn Fattore/SSC Building sub-committee
Date (month/day/year):	March 15, 2022 FINAL

For fiscal year 2023, enter the corresponding number for each request

For fiscal year 2023,
please list your capital
requests **in rank order**
according to
importance/necessity

To the degree that you can predict future capital needs, please enter them

NATURE OF REQUEST

1. Current threat to health and safety
2. Improve to avoid costly repair
3. Replace to maintain service levels
4. Meet legal requirements
5. Improve productivity or service
6. Address overburdened situation

**Trade-In Value
or Grant Potential
(if any)**

Estimated Cost

NOTES

<u>Capital Item Requested</u>	<u>6. Address overburdened situation</u>	<u>(if any)</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	
Classroom floors in C-wing and Various Office spaces	3		\$68,000					The project consists of Altro Quartz tile replacement for four classrooms and carpet replacement using carpet tiles for four office spaces. All prices are based on a current state contract which we use for procurement purposes. We continue to replace tile flooring with the lower maintenance tiles that do not require the standard maintenance routine of stripping and waxing. All floors are in need of replacement based on useful life and signs of wear.
Roof covering	3			\$1,000,000				Roof assessment completed in FY21, no urgent need to replace, recommended repairs identified and will be completed (less than \$4,000). Infrared scan performed and with very limited "moisture areas" roof restoration versus replacement is a viable option. Will work with Town to research further and investigate solar options.
EMS upgrade/replacement	3,5			\$75,000				Region's EMS upgrade currently underway, Chickering will come on-line in FY23 with Pine Hill to follow in FY24. No impact on current operations
Tractor	3				\$25,000			
Floor Scrubber	3					\$16,000		
Boiler Room related projects	3						\$28,500	
Total			\$68,000	\$1,075,000	\$25,000	\$16,000	\$28,500	

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Climate of Care

Kathleen Smith, JD, Interim Superintendent

Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

To: Sherborn School Committee

From: Kathleen Smith, Interim Superintendent

Date: March 11, 2022

RE: Superintendent Update

I will be providing a verbal update at the meeting on March 15, 2022 on the following items:

- Mask Optional roll out as of 3/7/22
- Communication Consultant Project Update
- Central Office Audit Update
- Systems Leadership for Equity Position Paper



Pine Hill School
Sherborn, MA 01770
Phone: 508-655-0630 Fax: 508-655-2763
www.doversherborn.org
Dr. Barbara Brown, Principal
Ms. Allison Gullingsrud, Assistant Principal

TO: Kathleen Smith, Interim Superintendent
FROM: Barbara Brown, Principal
RE: Principal's Monthly Report
DATE: March 15, 2022

Principal's Reflection:

School registration is underway for our fall cohort of incoming kindergarten students. We revised our school registration documents to assure that they are available in multiple languages. Later in the spring, parents/guardians will be invited to attend an information session and students will be invited to participate at a school orientation visit. To date, we have 50 confirmed kindergarten eligible students through our preregistration process and we look forward to welcoming any new Sherborn families that reach out to us during the spring and summer months.

Our School Advisory Council meets monthly and has been focused on areas of school improvement, including our shift to an integrated approach that weaves technology and library/media concepts and skills across the curriculum. Laurie Ryan and Teresa Bien Aime support teachers and students with a classroom push-in model to connect essential research skills, methods for inquiry-based learning, technology skills and presentation modes with coaching and support. Our goal is to increase project-based learning and innovation across the curriculum. Ms. Bien Aime is being trained in *Project Lead the Way*. The program's interdisciplinary courses engage students in compelling, real-world challenges. As students work together to design solutions, they learn computational thinking, not just how to code, in order to become better thinkers and communicators. This shift supports our Portrait of a Graduate and school improvement goals.

We are grateful for partnerships that afford mentor opportunities with our older DS students. Last week, the high school theater students came to Pine Hill to share a mini version of the Beauty and the Beast production that they are putting on for the DS community. The elementary students were entertained and enamored with the cast and performance! The DSMS CAGS students are helping us create a rainwater capture system to provide water for the butterfly garden and flowerbeds planted outside our library. The high school students who serve on the Town of Sherborn Sustainability Committee are designing lessons to bring education to the elementary students.

Professional Development:

- Jen Ryan attended Teachers College reading and writing coaching institute for 4 days - 1/23-1/26
- Georgia Lanier attended Lively Letters Training on 1/26
- Rachel Santiano attended Connecting Morning Meetings to Academics on 2/1
- The Grade 2 team held an in-house curriculum planning day on 2/16
- Teresa Bien Amie attended PLTW Launch teacher training for 2 days - 2/28-3/1
- Laurie Ryan is attending a multi session Follett Destiny Training for 6 days in March - 3/4,3/11,3/16,3/18,3/23,3/28
- Early Release Day - 3/9 workshop for all Educational Assistants on Social Emotional Learning, Math and Literacy engagement strategies
- Sarah Kennedy - AIM training attended on 3/14
- Julie Ma - AIM training attended on 3/15
- Nicole Parsons - AIM training to be attended on 3/21

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Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Sherborn School Committee

FROM: Dawn Fattore, Business Administrator

DATE: March 11, 2022

RE: FY22 Approved Warrants

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

#	Date	Amount	Fund
1060	2/5/2022	\$10,392.34	General - School
1061	2/5/2022	\$1,797.00	SPED 262
1062	2/5/2022	\$20,997.50	Circuit Breaker
1064	2/18/2022	\$53,635.48	General - School
1065	2/18/2022	\$141,660.00	General - School
1066	2/18/2022	\$20,267.34	General - OOD
1067	2/18/2022	\$1,980.00	ESSER I
1068	2/18/2022	\$590.00	ESSER II
1070	3/2/2022	\$10,392.10	General - School
1071	3/2/2022	\$26,362.69	General - OOD
1072	3/5/2022	\$11,404.36	Food Service

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Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY22 Operating Update
DATE: March 11, 2022

Attached please find:

* Status of Appropriations as of February 28, 2022

*Note: As in previous years, the financial narrative will be rolling with new/updated information in **bold**.*

Status of Appropriations

Salaries

The majority of salaries have been encumbered. The Teachers line items (Classroom and Special Education) reflect the addition of the Math Specialist and the Social Emotional Learning (SEL) Specialist. In addition, the BCBA position is not being shared with the Region this year increasing that position by a .2FTE due to student needs. There are net savings to offset these costs of approx. \$30,000 due to a leave of absence and a mid-year retirement. The net impact of these changes is minimal in costs at this time.

The Educational Assistants line item reflects two additional special education assistants due to the current student cohort. We are reviewing various funding sources to potentially cover these added costs if needed. We have also approved two additional regular education assistant to assist with intervention and will be charging one position to the ESSER grants and one to our Title I grant. In addition, the Medical/Health Services line reflects Sherborn's portion of the long-term substitute nurse added in November.

We will continue to update the committee on changes in staffing as the year progresses.

Expenditures

SPED Services/Supplies' negative variance represents additional support services added for the current cohort of students. In addition, we have recorded the costs of in-district SPED transportation being incurred based on students' IEP requirements.

There are no additional material variances to report to date. Initial projections have been encumbered for utilities and we will continue to monitor those as the year progresses.

Out-of-District

Tuition costs for FY22 are encumbered based on current placements. Although there are variances in the type of school placements, you will note we are in-line with the budget. Sherborn's FY22 Circuit Reimbursement has been finalized. We will be receiving \$360,499 representing \$286,425 for OOD tuition, \$22,633 for transportation expenses and \$51,441 for in-district special education expenses. The reimbursement rate is the full state mandated

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75% including reimbursement on 25% of OOD transportation costs where applicable (this new funding is part of the Student Opportunity Act legislation and is being phased in over four years). The FY22 budget is based on utilizing \$200,000 of circuit breaker funds.

We will continue to monitor overall net operating results to ensure we close the year within our approved operating budget.

Elementary and Secondary School Emergency Relief Funds (ESSER) Grants

The District has received three ESSER funds to utilize in response to the COVID-19 Pandemic. The ESSER I grant of \$24,869 has been allocated to cover costs associated with summer services provided to students as needed due to the hybrid school year and staffing for COVID-19 related testing protocol. The ESSER II grant of \$85,841 has been allocated for additional SEL assessment tools and contracted services (there is a mental health expenditure requirement for this grant) and additional staffing positions as needed to assist with academic interventions.

The ESSER III grant, coming out of the American Rescue Plan Act, is a larger grant totaling \$170,448. We submitted our application on October 4th and received approval on December 3rd. The budget focuses on activities related to student learning loss and other student social/emotional issues arising from the COVID pandemic. The main areas include providing additional technology support for students, additional educational support for individual student needs, training for educators on addressing learning loss and additional social/emotional learning supports. We will inform the committee once the budget has been approved. We are continuing to evaluate students and communicating with other stakeholder groups to determine any other issues that need to be addressed and can amend our budget as appropriate as the grant period extends to September of 2024.

We will be happy to answer any questions the Committee may have at Tuesday's meeting.

Sherborn Public Schools
Status of Appropriations as of February 28, 2022

	<u>FY22</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THRU 2/28</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/</u> <u>BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$145,628	\$95,137	\$47,568	\$142,705	2,923	2.01%
BUSINESS AND FINANCE	113,590	69,319	40,716	110,035	3,555	3.13%
DISTRICT INFO MANAGEMENT	74,436	50,122	25,061	75,183	(747)	- 1.00%
SPED ADMINISTRATION	215,331	94,338	108,436	202,774	12,557	5.83%
SCHOOL LEADERSHIP-BUILDING	318,189	206,588	114,386	320,974	(2,785)	- 0.88%
ACADEMIC LEADERS	28,253	15,491	12,761	28,252	0	0.00%
TEACHERS, CLASSROOM	2,620,387	1,316,399	1,301,453	2,617,852	2,536	0.10%
TEACHERS, SPED	981,672	498,792	485,651	984,443	(2,771)	- 0.28%
SUBSTITUTES	30,000	26,800	4,873	31,673	(1,673)	- 5.58%
EDUCATIONAL ASSISTANTS	388,150	295,812	141,865	437,677	(49,527)	-12.76%
LIBRARIANS & MEDIA CENTER	117,663	58,832	58,832	117,663	0	0.00%
BUILDING BASED PD	20,250	19,013	0	19,013	1,238	6.11%
GUIDANCE COUNSELORS	64,803	34,104	34,104	68,208	(3,405)	- 5.25%
PSYCHOLOGICAL SERVICES	109,650	54,825	54,825	109,650	0	0.00%
MEDICAL/HEALTH SERVICES	104,833	52,473	65,281	117,755	(12,922)	-12.33%
CUSTODIAL SERVICES	237,842	138,260	76,982	215,242	22,600	9.50%
TOTAL SALARIES	\$5,570,677	\$3,026,304	\$2,572,794	\$5,599,097	(\$28,420)	- 0.51%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	\$6,800	\$4,722	\$1,365	\$6,087	713	10.49%
SUPERINTENDENT	17,000	14,607	7,500	22,107	(5,107)	-30.04%
LEGAL SERVICES	8,000	5,000	0	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	57,750	51,269	4,394	55,663	2,087	3.61%
SCHOOL LEADERSHIP-BUILDING	15,700	14,963	1,024	15,987	(287)	- 1.83%
SPED SERVICES/SUPPLIES	87,000	63,791	66,783	130,574	(43,574)	-50.08%
LIBRARIANS & MEDIA CENTER	3,850	3,011	0	3,011	839	21.78%
COURSE REIMBURSEMENT/PD	26,000	10,394	773	11,167	14,833	57.05%
TEXTBOOKS & RELATED SOFTWARE	38,500	33,816	431	34,247	4,253	11.05%
LIBRARY INSTRUCTIONAL MATERIALS	4,500	4,048	477	4,525	(25)	- 0.57%
INSTRUCTIONAL EQUIPMENT	15,000	11,860	4,520	16,380	(1,380)	- 9.20%
GENERAL SUPPLIES	40,100	21,270	4,198	25,469	14,631	36.49%
CLASSROOM INSTRUCT TECHNOLOGY	19,500	21,172	0	21,172	(1,672)	- 8.57%
GUIDANCE	3,500	626	218	844	2,656	75.88%
MEDICAL/HEALTH SERVICES	3,150	1,539	23	1,562	1,588	50.40%
TRANSPORTATION SERVICES	228,309	124,435	116,681	241,116	(12,807)	- 5.61%
CUSTODIAL SERVICES	21,500	7,249	728	7,977	13,523	62.90%
MAINTENANCE OF BUILDINGS	123,050	74,196	24,249	98,445	24,605	20.00%
UTILITIES	122,000	73,502	44,471	117,973	4,027	3.30%
TOTAL EXPENDITURES	\$841,209	\$541,472	\$277,836	\$819,308	\$21,901	2.60%
TOTAL INDISTRICT OPERATING	\$6,411,886	\$3,567,776	\$2,850,630	\$6,418,405	(\$6,519)	- 0.10%
<u>OOD TUITION & TRANSPORTATION</u>						
TUITION TO NON-PUBLIC	\$170,000	\$224,959	\$199,069	\$424,028	(\$254,028)	-149.43%
TUITION TO COLLABORATIVES/MA PUBLIC	300,000	33,883	11,974	45,857	254,143	84.71%
Total Tuition	470,000	258,842	211,043	469,884	116	0.02%
TRANSPORTATION SERVICES	120,000	45,177	42,830	88,007	31,993	26.66%
TOTAL OOD	\$590,000	\$304,019	\$253,873	\$557,891	\$32,109	5.44%
<i>* Total Charged to CB</i>	<i>200,000</i>	<i>149,498</i>	<i>53,912</i>	<i>203,410</i>	<i>(3,410)</i>	
TOTAL OPERATING	\$7,001,886	\$3,871,795	\$3,104,502	\$6,976,297	\$25,589	0.37%
<i>* not reflected in totals</i>						
<i>Total CB at 75% (including in-district)</i>	<i>360,499</i>	<i>177,507</i>	<i>92,084</i>	<i>269,590</i>	<i>90,909</i>	

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Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Sherborn School Committee

From: Kathleen Smith
Interim Superintendent

Date: March 4, 2022

RE: School Choice

Massachusetts 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.

Our school committees have historically voted not to participate in School Choice.

Should the committees decide not to participate, the recommended motion is:

Move to have the Sherborn Public School not participate in School Choice program for the 2022-2023 school year.

DRAFT

Sherborn School Committee Meeting of February 8, 2022

Members Present: Nancy Cordell
Dennis Quandt
Amanda Brown
Sangita Rousseau

Also Present: Kathleen Smith, Interim Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator

1) Call to Order

Nancy Cordell called the meeting to order at 6:30 pm via ZOOM.

2) Community Comments - none

3) Reports

- Superintendent Report - Kathleen Smith's spoke about her recent visit to Pine Hill as well as COVID updates.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill including requested information about MTSS (multi-tiered system of support) and recommendations for staffing MTSS needs for 2022-23.
- Warrant Report

4) FY22 Financial Report as of January 31st

- Salaries - two additional regular education assistants have been added to assist with intervention and will be charged to grant funds (ESSER and Title I). In addition, the Medical/Health Services line reflects Sherborn's portion of the long-term substitute nurse added in November.
- Operating Expenditures - the SPED Services/Supplies negative variance has increased as additional support services have been added for the current cohort of students. In addition, the costs of in-district SPED transportation costs being incurred based on students' IEP requirements have been encumbered.
- Out of District - Tuition costs for FY22 are encumbered based on current placements. Although there are variance in the type of placements, total costs are in line with the budgeted amount.

5) ACED Request - The ACED Committee approved the addition of one PLC (Professional Learning Community) Leader to facilitate work among the 5 FLES (Foreign Language in the Elementary School) educators at Chickering and Pine Hill. The stipend will be split between the schools; \$1,889.16 each.

Dennis Quandt made a motion to approve the ACED recommendations for FY23. Sangita Rousseau seconded.

22-01 VOTE: 4 - 0 via roll call

6) Proposed FY23 Budget - continued discussion

- Operating - Version 2.0 represents an overall operating increase of 5.5% which reflects both salary and operating related contractual increases as well as a net increase in salary costs of \$85,500 for requested new positions and a net increase in other education needs of \$40,000. The following adjustments to the budget have been made:
 - Website & Financial System upgrade + \$12,000

DRAFT

- FLES PLC Leader + \$1,889
 - Salary adjustments (retirements) - \$24,000
 - .5 FTE SEL Specialist + \$30,300
 - .5 FTE Adjustment Counselor + \$28,000
 - .25 FTE Floating Nurse + \$18,600
 - OOD Tuition based on projected placements + \$125,000
 - OOD Transportation adjustments + \$15,000
 - Increase use of CB Reimbursement - \$150,000
 - Total Adjustments = +\$385,181
- Capital - final project cost amounts are still outstanding. They will be communicated when available.

7) Consent Agenda

- Approval of Minutes: November 16, 2021

*Dennis Quandt made a motion to approve the Consent Agenda. Amanda Brown seconded.
22-02 VOTE: 3 - 1 via roll call (Sangita Rousseau abstained)*

8) Communications

- Dover Sherborn Regional School Committee minutes of November 9 & 23, 2021
- Dover School Committee minutes of October 26, 2021

9) Items for March 15, 2022 meeting - FY23 Budget Open Hearing

10) Adjournment at 8:03 pm.

Respectfully submitted,
Amy Davis



MEMORANDUM

TO: Sherborn School Committee

FROM: Barbara Brown, Principal

DATE: March 15, 2022

RE: Donation from Sawin Fund

I respectfully request that Sherborn School Committee vote favorably to accept a \$15,000 donation from the Sawin Fund. The donation is targeted to support the addition of a Learning Lab on the front playground. The Lab will support K-5 life science curriculum connections and sustainability education (solar power and rain water capture). The donation provides for the cost of the Learning Lab (really, a fancy shed), installation, and any plans/permitting that the Town will require.

Thank you for considering this donation.

Sincerely,

Barbara Brown, Principal
Pine Hill School

APPROVED MARCH 8, 2022

Dover-Sherborn Regional School Committee
Meeting of February 1, 2022

Members Present: Kate Potter
Maggie Charron
Lynn Collins
Tracey Mannion
Judi Miller
Angie Johnson

1) Call to Order

Kate Potter called the virtual meeting to order at 6:36 pm.

2) Community Comments - none

3) Reports

- Superintendent/Assistant Superintendent Report - Kathleen Smith presented an update from her office including vaccination rates, testing options, and recommendations for unmasking.
- Warrant Report

4) Financial Reports: FY22 Monthly Report as of January 26th

- Revenues - there are no material variances to report at this time.
- Salaries - due to several long-term leaves, there is a negative variance in the Substitutes line item as those placements are encumbered.
- Expenditures - utility projections are reflected in this statement but could fluctuate given the variance in operations since March 2020.
- Special Revenue/Revolving Funds - the summary of activity to date is reflected on the attached statement as of January 31st.
- ESSER Grants - there is nothing new to report at this time.
- FY21 Wrap-Up - the FY21 audit has been delayed so presentation of final financial statements will be shared at the April meeting. The June 30, 2021 E&D certification was received, the towns have been notified of the turn-back and reduced February assessment payment. The turn-back totaled \$642,691.

5) ACED Recommendations - the following additions have been recommended by the ACED Committee: 1) change in name for the CAPAY to ASU: Asian Student Union, \$0; 2) add Knitting Club 1.0 ratio, \$1,511.33; and 3) move 10 volunteer coaches to 10 Assistant Coaching positions, \$30,226.60.

Maggie Charron made a motion to accept the ACED Recommendations. Lynn Collins seconded.

22-01 VOTE: 6 - 0 via roll call

6) Athletic Fee - as discussed in December, in connection with the ACED recommendation to add 10 assistant coaching positions to Appendix C of the DSEA Contract, the administration is proposing an increase in the student athletic fee of \$35 per athlete per season to cover the added expenses. The recommended family cap will be \$1,340. The total projected increase in revenues is \$29,750.

APPROVED MARCH 8, 2022

*Judi Miller made a motion to approve a per season athletic fee of \$335 with a family cap of \$1,340 effective July 1, 2022. Lynn Collins seconded.
22-02 VOTE: 6 - 0 via roll call*

7) FY23 Budget

- *Operating* - the following adjustments have been made since the last meeting:

Revenues (accounted for in assessment calculation)

• increase in FY23 Chapter 70 Governor's Budget	(\$107,326)
• increase in FY23 Chapter 71 Governor's Budget	(83,628)
• increase in HS Athletic fees	(29,750)
• utilize E&D to apply FY22 revenue surpluses to FY23	0

Expenditures

• salary reductions from retirements/staffing changes	(18,400)
• Website and Financial System upgrades	15,000
• salary reductions from educator retirement/staffing change	(153,875)
• salary reductions from educator retirement/staffing change	(57,500)
• addition of staffing, net of existing position conversion	91,750
• allocate additional EA position to grant funding	(31,500)
• revised budget for addition of Adjustment Counselors	(15,000)
• addition of Floating Nurse, net saving of substitute budgets	37,200
• approval of additional Assistant Coaches in Appendix C	30,226
• decrease in Employee Health Insurance based on FY23 rates	(240,000)

Total (expenditure adjustments)	(\$342,099)
FY23 Operating Budget	\$27,131,913

The FY23 Operating Budget represents an increase of \$752,722 or 2.85% over FY22.

- *Capital* - given the larger request for capital projects this year, the administration is moving forward with utilizing an Inter-Municipal Agreement (IMA) with Dover and Sherborn. A draft is included in the packet. There have been no changes to the estimates provided for each project at December's meeting.

8) Review of 2021 Town Report - there were a few minor corrections suggested.

*Maggie Charron made a motion to approve the 2021 Town Report. Lynn Collins seconded.
22-03 VOTE: 6 - 0 via roll call*

9) Consent Agenda

- Approval of Minutes: December 7, 2021
- Donations - Leaders - \$125; Needham Bank for METCO Program - \$1,200; and Patriots Foundation - \$1,000.

APPROVED MARCH 8, 2022

*Angie Johnson made a motion to approve the Consent Agenda. Lynn Collins seconded.
22-04 VOTE: 6 - 0 via roll call*

10)Communication

- DSHS Principal's Report
- DSMS Principal's Report
- Dover School Committee minutes of November 23, 2021

11)Items for February 16, 2022 meeting

12)Adjournment at 8:05 pm.

Respectfully submitted,Amy Davis

APPROVED MARCH 8, 2022

Dover-Sherborn Regional School Committee
Meeting of February 16, 2022

Members Present: Kate Potter
Maggie Charron
Lynn Collins
Angie Johnson
Tracey Mannion

1) Call to Order

Lynn Collins called the virtual meeting with Sherborn Advisory and Dover Warrant to order at 7:01 pm.

2) FY23 Budget Discussion

Assumptions: regular school operations (in-person 5 days a week) with level enrollment; compliance with Towns' budget guidance; alignment with District's Strategic Plan; and continued assessment of student needs in post-COVID environment.

Budget Drivers:

Payroll and related benefits represent approximately 80% of the operating budget:

- contractual agreement increases of approximately 2 - 2.25% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%%
- several new staffing positions for FY23
- salary savings from retirements/staffing changes
- no increase in healthcare costs based on provider changes resulting from the exit of Fallon
- continued funding provided for OPEB Liability Trust utilizing phased in cost share savings (full phased in by FY24)
- Norfolk County Retirement assessment increase of 7% however still below the FY21 actual costs

Continued trend budgeting for all other operating accounts, as prudent, given the impact of COVID on operations over the last two fiscal years;

Student enrollment by member town impacts the annual assessment percentage. The FY23 operating and capital assessment percentages reflect increases of .13% and .18% respectively for Sherborn.

The proposed FY23 Operating Budget totals \$26,188,613 which represents an overall increase over FY22 is \$644,622 (2.44%). FY22 increase over FY21 was \$226,751 (0.87%):

- Dover's assessment increase is \$266,304 (2.10%) compared to a \$13,529 decrease in FY21;
- Sherborn's assessment increase is \$288,762 (2.83%) compared to a \$186,752 increase in FY21;
- FY22 Town Assessments were reduced by \$642,691 (Dover \$357,079/Sherborn \$285,612) due to post-budget and COVID related savings from FY21 operations.

Dawn Fattore took questions about the proposed budget from Advisory Committee members.

APPROVED MARCH 8, 2022

Capital Budget project requests include:

- roof restoration for the Middle School (including gym) and Lindquist Commons;
- boiler replacements for the High School and Pump House;
- security system upgrade for Lindquist Commons;
- classroom dividing wall for the Middle School (to provide an additional classroom);
- continued flooring replacement in classrooms at the High School.

Funding sources for the capital projects are:

- roof project of \$1.575 million funded through an Inter-Municipal Agreement (IMA) with the two Towns; and
- remaining projects totaling \$367,500 to be funded with Excess & Deficiency (E&D) funds.

There was discussion about the suggested funding sources. The Warrant Committee, Advisory Committee, as well as other decision makers in both towns will meet to discuss the IMA and other funding options.

3) Adjournment at 8:32 pm.

Respectfully submitted, Amy Davis