

# Sherborn School Committee

June 14, 2022

## Meeting Agenda

5:30 PM

### LOCATION

DOVER SHERBORN MIDDLE SCHOOL LIBRARY

**The meeting will be live streamed.**

[YouTube.com/doversherborncabletv](https://www.youtube.com/doversherborncabletv)

1. Call to Order
2. Welcome Kristen Aberle and Christine Walsh
3. Reorganization
4. Community Comments – zoom link  
<https://us02web.zoom.us/j/85935408687?pwd=Ym11Zys0Q0pROWdObmZ3LzdmK21ndz09>
5. Reports:
  - Superintendent Report
  - Principal's Report
  - Warrant Report
6. FY22 Finance Report
  - Monthly Report
7. Approval of 2022-23 Family Handbooks A.R.
8. Approval of 2022-23 School Improvement Plan A.R.
9. Consent Agenda A.R.
  - May 10, 2022 Minutes
  - Donation
10. Communications (For Members Information)
  - Subcommittee Assignments
  - Dover Sherborn Regional School Committee May 3, 2022 minutes
  - Dover School Committee March 16, 2022
11. Adjourn

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

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



Pine Hill School

Sherborn, MA 01770

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

[www.doversherborn.org](http://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: June 14, 2022

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

The end of the school year is cause for pause and reflection. As I think about all of the 21-22 school improvement areas of focus, I am so proud of the Pine Hill faculty and how they embraced all of the changes, adaptations, and new initiatives that DS faced during the pandemic. Our teachers worked tirelessly to refresh the child-centered lens they bring to their work and to assure quality social emotional and academic learning experiences for all students. We are so grateful for the parent/guardian support and partnerships as we continue to grow and advance educational practices and curriculum refinement.

Our big focus areas for next year are centered around innovation (project-based learning and STEM integration) and our DEI/SEL work to unpack the findings in the equity audit and to ensure that all students feel respected, valued, and connected in our school community.

Over the summer, we are offering training to our K-5 teachers to deepen the implementation of Social and Emotional Learning. In coordination with our Responsive Classroom structures, teachers will be trained to pilot the lessons of Fly Five, which is a kindergarten to eighth grade social and emotional learning curriculum developed on the core belief that, in order for students to be academically, socially, and behaviorally successful in, out of, and beyond school, they need to learn a set of social and emotional competencies, namely cooperation, assertiveness, responsibility, empathy, and self-control (C.A.R.E.S.). The Fly Five lessons are intentionally designed to be easy to follow and implement so that teachers can place their attention on the important work of noticing a student's academic, social, and emotional growth and progress and creating conditions for that progress to continue.

We are excited to be able to offer summer tutoring support to all our students who currently receive Tier 2 interventions in academic and/or social, emotional, or behavioral areas. The summer services, along with the special education extended school year services we provide, will be delivered at the Chickering School.

### **Important Dates:**

- Monday, May 16 – Grade 2 Field Trip to Roger Williams Zoo
- Friday, May 27 - School Spirit Day - Freaky Friday (teachers dress as students and students dress as teachers)
- Monday, May 30 - Memorial Day - NO SCHOOL
- Thursday, June 2 - Last CSA Meeting
- Sunday, June 5 – METCO Friends & Family BBQ at Larz Anderson Perk, Brookline 4-6pm
- Monday, June 13 - No School for Kindergarten (This is an orientation day for our incoming Pine Hill kindergartners)
- Tuesday, June 14 - Sherborn School Committee Meeting 6pm and Joint School Committee Meeting
- Tuesday, June 14 and Wednesday, June 15 - Grade 5 at Hale Reservation
- Thursday, June 16 - Pine Hill Reading Day K-5 and Field Day for K-4
- Thursday, June 16 - Field Day Activities for Grades K-4
- Friday, June 17 - Grade 5 Promotion Celebration at 10:00-10:45am in the bus loop, Field Day Games at 12:00-1:30pm on the lower field
- Friday, June 17 - Last Day of Preschool
- Monday, June 20 - Juneteenth - No School
- Wednesday, June 22 - Last Day of School 11:15am dismissal (no extended day)

### **Professional Development:**

June 3: Jen Ryan attended Sheltered English Immersion Best Practices

June 8: Susan Jarboe attended Small Group Instruction Teaching with Intention and Power

June 10: Barbara Brown attended Living the Legacy of METCO

# 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)

*Commitment to Community*

*Equity and Excellence*

*Respect and Dignity*

*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: June 9, 2022

RE: FY22 Approved Warrants

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

#	Date	Amount	Fund
1096	5/11/2022	\$2,565.00	ESSER I
1097	5/11/2022	\$5,570.00	Title IV
1098	5/11/2022	\$237,965.02	Payroll
1099	5/11/2022	\$18,757.13	General - OOD
1100	5/11/2022	\$28,511.08	General - School
1101	5/11/2022	\$31,756.64	Food Service
1103	5/25/2022	\$41,720.84	General - OOD
1104	5/25/2022	\$15,173.95	General - School
1105	5/25/2022	\$3,270.13	Sawin
1106	5/25/2022	\$5,570.00	General - School
1108	6/8/2022	\$3,195.00	Sawin
1109	6/8/2022	\$20,908.46	General - OOD
1110	6/8/2022	\$34,189.80	General - School

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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: June 9, 2022

Attached please find:

- \* Status of Appropriations as of June 3, 2022
- \* Special Revenue/Revolving Funds Statement projected as of June 30, 2022
- \* Summary of ESSER Expenditures to date

*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.

The Educational Assistants line item reflects two additional special education assistants due to the current student cohort. As yearend is approaching we have reviewed available funding sources and have transferred \$55,000 of educational salaries to the following funds: \$20,000 to ESSER grants, \$15,000 to the pre-k revolving fund and \$20,000 to a new FY22 Pandemic-Related Enrollment Disruptions Impacting Chapter 70 Aid Fund just received last month. A formula was established by the State to assist districts who saw swings in their enrolment due to COVID from FY21 to FY22. Both Sherborn and Dover received some additional Chapter 70 funds from this General Appropriation Act. During the year, we 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.

### 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. We have had additional unbudgeted placement activity increasing OOD tuitions by approximately \$75,000. **We allocated approx. \$60,000 of costs to the Circuit Breaker Fund leaving a negative variance of \$17,898. This use of funds is also reflected in the Special Revenue/Revolving Fund Statement for the Circuit Breaker Fund.** Sherborn's FY22 Circuit Reimbursement is \$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 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.

### Special Revenue/Revolving Funds

Summary of activity to date for these funds is reflected on the attached statement.

### **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 4<sup>th</sup> and received approval on December 3<sup>rd</sup>. 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.

**Attached for your review is the summary of expenditures to date for the District's ESSER funds. You will note that ESSER I has been fully expended as required with funds remaining in the ESSER II and ESSER III and available for FY23 and some into FY24.**

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

Sherborn Public Schools  
Status of Appropriations as of June 3, 2022

	FY22	EXPENDED		TOTAL	OPERATING	% of
SALARIES	BUDGET	THRU 6/3	ENCUMBRANCES	PROJECTED	VARIANCE/ BUD. REMAINING	BUDGET
SUPERINTENDENT	\$145,628	\$142,545	\$0	\$142,545	3,083	2.12%
BUSINESS AND FINANCE	113,590	102,654	7,343	109,997	3,593	3.16%
DISTRICT INFO MANAGEMENT	74,436	75,183	0	75,183	(747)	- 1.00%
SPED ADMINISTRATION	215,331	200,407	2,367	202,774	12,557	5.83%
SCHOOL LEADERSHIP-BUILDING	318,189	306,272	13,962	320,234	(2,045)	- 0.64%
ACADEMIC LEADERS	28,253	23,998	4,254	28,252	0	0.00%
TEACHERS, CLASSROOM	2,620,387	2,133,487	484,367	2,617,854	2,533	0.10%
TEACHERS, SPED	981,672	799,139	187,120	986,258	(4,586)	- 0.47%
SUBSTITUTES	30,000	43,275	1,875	45,150	(15,150)	-50.50%
EDUCATIONAL ASSISTANTS	388,150	361,707	27,540	389,247	(1,096)	- 0.28%
LIBRARIANS & MEDIA CENTER	117,663	95,036	22,628	117,663	0	0.00%
BUILDING BASED PD	20,250	19,350	0	19,350	900	4.44%
GUIDANCE COUNSELORS	64,803	53,794	13,117	66,911	(2,108)	- 3.25%
PSYCHOLOGICAL SERVICES	109,650	88,564	21,086	109,650	0	0.00%
MEDICAL/HEALTH SERVICES	104,833	79,368	33,387	112,755	(7,922)	- 7.56%
CUSTODIAL SERVICES	237,842	208,615	10,631	219,246	18,596	7.82%
<b>TOTAL SALARIES</b>	<b>\$5,570,677</b>	<b>\$4,733,392</b>	<b>\$829,675</b>	<b>\$5,563,067</b>	<b>\$7,610</b>	<b>0.14%</b>
<b>EXPENDITURES</b>						
SCHOOL COMMITTEE	\$6,800	\$4,722	\$1,365	\$6,087	713	10.49%
SUPERINTENDENT	17,000	14,607	0	14,607	2,393	14.07%
LEGAL SERVICES	8,000	5,000	0	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	57,750	57,001	255	57,255	495	0.86%
SCHOOL LEADERSHIP-BUILDING	15,700	16,561	410	16,971	(1,271)	- 8.10%
SPED SERVICES/SUPPLIES	87,000	102,335	30,778	133,113	(46,113)	-53.00%
LIBRARIANS & MEDIA CENTER	3,850	3,341	0	3,341	509	13.22%
COURSE REIMBURSEMENT/PD	26,000	16,895	0	16,895	9,105	35.02%
TEXTBOOKS & RELATED SOFTWARE	38,500	35,279	2,781	38,060	440	1.14%
LIBRARY INSTRUCTIONAL MATERIALS	4,500	4,476	0	4,476	24	0.53%
INSTRUCTIONAL EQUIPMENT	15,000	15,669	949	16,618	(1,618)	-10.79%
GENERAL SUPPLIES	40,100	32,299	1,643	33,942	6,158	15.36%
CLASSROOM INSTRUCT TECHNOLOGY	19,500	21,172	0	21,172	(1,672)	- 8.57%
GUIDANCE	3,500	817	0	817	2,683	76.67%
MEDICAL/HEALTH SERVICES	3,150	2,083	866	2,949	202	6.40%
TRANSPORTATION SERVICES	228,309	188,944	40,387	229,331	(1,022)	- 0.45%
CUSTODIAL SERVICES	21,500	9,883	728	10,611	10,889	50.64%
MAINTENANCE OF BUILDINGS	123,050	104,807	10,849	115,656	7,394	6.01%
UTILITIES	122,000	109,233	13,366	122,599	(599)	- 0.49%
<b>TOTAL EXPENDITURES</b>	<b>\$841,209</b>	<b>\$745,125</b>	<b>\$104,377</b>	<b>\$849,502</b>	<b>(\$8,293)</b>	<b>- 0.99%</b>
<b>TOTAL INDISTRICT OPERATING</b>	<b>\$6,411,886</b>	<b>\$5,478,517</b>	<b>\$934,052</b>	<b>\$6,412,570</b>	<b>(\$684)</b>	<b>- 0.01%</b>
<b>OOD TUITION &amp; TRANSPORTATION</b>						
TUITION TO NON-PUBLIC	\$170,000	\$385,244	\$49,938	\$435,182	(\$265,182)	-155.99%
TUITION TO COLLABORATIVES/MA PUBLIC	300,000	39,794	12,922	52,716	247,284	82.43%
<b>Total Tuition</b>	<b>470,000</b>	<b>425,038</b>	<b>62,860</b>	<b>487,898</b>	<b>(17,898)</b>	<b>- 3.81%</b>
TRANSPORTATION SERVICES	120,000	88,225	28,682	116,907	3,093	2.58%
<b>TOTAL OOD</b>	<b>\$590,000</b>	<b>\$513,263</b>	<b>\$91,542</b>	<b>\$604,805</b>	<b>(\$14,805)</b>	<b>- 2.51%</b>
<i>* Total Charged to CB</i>	<i>200,000</i>	<i>170,495</i>	<i>32,914</i>	<i>203,410</i>	<i>(3,410)</i>	
<b>TOTAL OPERATING</b>	<b>\$7,001,886</b>	<b>\$5,991,780</b>	<b>\$1,025,594</b>	<b>\$7,017,375</b>	<b>(\$15,489)</b>	<b>- 0.22%</b>
<i>* not reflected in totals</i>						
<i>Total CB at 75% (including in-district)</i>	<i>360,499</i>	<i>232,446</i>	<i>107,144</i>	<i>339,590</i>	<i>20,909</i>	



**Sherborn Public School**  
Special Revenue/Revolving Funds as of June 30, 2022 (Projected)

<u>SPECIAL REVENUE / REVOLVING FUNDS</u>	<u>FUND BALANCE @ 07/01/2021</u>	<u>REVENUE</u>	<u>EXPENDITURES/ ENCUMBRANCES</u>	<u>FUND BALANCE @ 06/30/2022</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 76,516	\$ 2,264	\$ 4,259	\$ 74,521	
CAFETERIA	58,518	191,560	139,589	110,490	<i>Net of deposits in advance - \$11,373, Reported ACTUAL ACTIVITY ONLY</i>
CIRCUIT BREAKER	147,072	360,499	339,590	167,981	
GIFT FUND (see page 2 detail)	1,458			1,458	
NON-RESIDENT TUITION	56,474	20,221		76,695	
PINE HILL PRESCHOOL	49,396	72,017	45,612	75,801	<i>Net of FY23 Deposits = \$700</i>
SAWIN GIFT FUND	3,883	15,000	9,823	9,060	<i>\$15,000 gift for The Learning Lab (shed)</i>
<b><u>FIDUCIARY FUND</u></b>					
STUDENT ACTIVITY FUND	\$ 2,039	\$ 3,816	\$ 2,509	3,346	<i>Student Activity Fund balance per Town report at March 31</i>



FY 22 Pine Hill - Miscellaneous Donations							
Gift/Donor	Purpose	Bal Fwd @ 07/01/2021	Revenue	Expenditures	Encumbered	Balance @ 06/30/22	Date/Yr
GIFT FUND							
Special Education Gifts	SPED Program	\$ 1,254.30				1,254.30	7/14 & 10/18
Follett Gift	Library Books	100.00				100.00	11/19
Mudge Gift	Assistive Hearing Auditorium	91.81				91.81	7/14
Poetry Center Gift(s)	Poetry Center honoring McAdams	12.15				12.15	9/15
		\$ 1,458.26	0.00	0.00	0.00	\$ 1,458.26	

## ESSER Grants

### Fiscal Year 2021- 2022

#### SHERBORN - ESSER Grants

Prelim 06.30.22

	YTD	
	EXP & ENCUMB	NOTES:
<b>ESSER I</b>		
Total Grant Award	\$ 24,869.00	
SPED SERVICES	\$18,543.33	SPED Summer Svcs, SPED OT Evals
TECHNOLOGY SUPPORT	\$3,112.50	Zoom Video services
COVID-19 RELATED STAFFING	\$2,565.00	Pool Testing staff costs
PPE SUPPLIES	\$648.17	Face Masks
Total Expenses	\$24,869.00	
Balance Remaining	\$ -	
<b>ESSER II</b>		
Total Grant Award	\$ 85,841.00	
SUPPORT STAFF	\$ 43,050.67	Educational Assistants
TESTING & ASSESSMENT	\$ 10,618.54	SEL and academic assessment tools (includes Panorama)
Total Expenses	\$ 53,669.21	
Balance Remaining to FY23	\$ 32,171.79	
<b>ESSER III</b>		
Total Grant Award	\$ 170,448.00	
INSTRUCTIONAL TECHNOLOGY	\$65,772.00	Chromebooks and iPads
PROFESSIONAL DEVELOPMENT	590.00	SEL workshop
Total Expenses	\$66,362.00	
Balance Remaining (to FY23)	\$ 104,086.00	

Proposed Revisions to the Pine Hill School Family Handbook  
May 2022

[https://www.doversherborn.org/uploaded/Our\\_Schools/PineHillSchool/Publications\\_PH/Pine%20Hill%20Handbook%202021.pdf](https://www.doversherborn.org/uploaded/Our_Schools/PineHillSchool/Publications_PH/Pine%20Hill%20Handbook%202021.pdf)

DS legal council is in the process of updating the portions of our school handbooks that are governed by law. We anticipate that content will be available to us over the summer.

Procedural information updates that are specific to Pine Hill School are as follows:

Page	Topic	Type of revision
5	Faculty Roster	Revise for 2021-2022
11	Bus Rider Rules - added this new piece	Added: Students are only allowed to ride a bus other than their own if it is for childcare purposes. The bus company cannot accommodate guest riders for the purpose of playdates.
12	Curriculum - cleaned up the language used	<p>Curriculum development is a major component of Pine Hill School's constant pursuit of educational excellence. In order to ensure that our curriculum is current, well sequenced, rich, and diverse, each teacher is a member of a curriculum team. These teams meet on several of our professional development Wednesday afternoons throughout the school year. In addition, grade level teams work regularly with administration to develop specific lesson plans and assessments designed to include concepts, information, and higher order thinking skills. Through newsletters and discussions, teachers and administrators will keep parents/guardians up to date about the accomplishments of the curriculum teams and the curriculum development workshops.</p> <p>DS has a coordinated curriculum review process/cycle for reviewing and updating curriculum, instruction, and assessment across all areas, which assures that K-12 teaching and learning is aligned to Massachusetts Curriculum Standards.</p> <p>Please refer to the school website for an overview of the curriculum. Specific curriculum goals for the school year are contained in the School Improvement Plan and are in alignment with the Superintendent's goals for the Dover Sherborn Districts, all of which can be found on the website (<a href="http://www.doversherborn.org">www.doversherborn.org</a>).</p>
45	Telephones	Added: Students are not allowed to use cellular devices such as phones or watches while at school. If your child has a cellular device, please advise them that it needs to be turned off and in their backpack during the school day.



## Pine Hill School Improvement Plan 2022-2023

District Vision
We will distinguish ourselves through innovative teaching and learning experiences that inspire all students to pursue their individual passion for learning and excellence while we continue to be a nationally recognized, high-performing school system.
District Mission
The Dover Sherborn Schools share in the mission to inspire, challenge and support all students as they discover and pursue their full potential.
District Theory of Action
<i>If</i> we are able to successfully inspire, challenge, and provide the necessary support for all of our students, <i>then</i> they will be equipped with the tools necessary to achieve their fullest potential in a rapidly changing society.
District Core Values
<p>The Dover Sherborn Schools commit to the following Core Values:</p> <p><b>Commitment to Community</b> <b>Equity and Excellence</b> <b>Respect and Dignity</b> <b>Climate of Care</b></p>



### *Dover-Sherborn Strategic Objectives 2018-2022*

<b><i>Resource Allocation, Attainment, and Efficiency</i></b>	<b><i>Further Strengthen Partnerships with Families and Communities</i></b>	<b><i>Ensure World Class Curriculum, Instruction, and Assessment</i></b>	<b><i>Ensure the Health and Wellbeing of Staff and Students</i></b>	<b><i>Maintain and Ensure Safe, Secure, State of the Art Facilities</i></b>
In an effort to provide the highest quality education in the most efficient and productive manner possible, evaluate district practices and protocols for securing and managing human and capital resources.	In an effort to broaden collaborative school relations with the parent and greater communities of Dover and Sherborn, seek to strategically improve communications through the use of the latest technology and varied platforms, enhanced “professional development” for families and community members, and further develop relationships with community partners.	Given the complexities and diversification of the world, the shifting economic dynamic associated with globalization, and expansion of technology we will renew our focus on the offerings, programs, and learning experiences available in the Public Schools of Dover and Sherborn. We will seek to maintain our level of excellence, remain highly competitive, and continue to adapt to those best practices and offerings that will best prepare our graduates for success in the rapidly changing 21 <sup>st</sup> century.	Through a commitment to student well-being both social-emotionally and physically, we will more deeply assess the learning experiences for our students. We will ensure program enhancements where necessary and a revision of policies or structures that may be hindering healthy student development. Recognizing that our teachers remain vital to the success of our system, we will respond to the increasing pressures on teachers, while seeking to strengthen their health and wellbeing through professional development and other focused efforts.	Ensure that all Dover Sherborn students are educated in safe and secure facilities that provide quality classroom, meeting, special education, and storage spaces, meeting reflective of the needs of the 21st Century learner.

### *Dover-Sherborn District Goals 2022-2023*

***Setting a Strategic Path*** - The District will identify common best practices associated with Challenge Success, the Portrait of a Graduate, and culturally responsive pedagogy in order to develop a clear vision for teaching and learning. With feedback from stakeholder groups, the District will then outline a measured path forward in support of this vision by way of an updated strategic plan.

***Equity Audit*** - The District will review findings from the equity audit and incorporate goals and action steps into the next iteration of its strategic plan in order "to foster a school community free from bias and discrimination, and ensure a sense of belonging and equitable outcome for all Dover Sherborn students," (DS AIDE). Additionally, educators will engage in a K-12 curriculum review to determine the extent to which its instructional materials and assessment tools are culturally responsive, making adjustments as necessary.

***Supporting All Students*** - The District will continue to refine its multi-tiered system of support (MTSS) to ensure that all students have access to differentiated instruction, targeted interventions and evidence-based resources in support of their academic, social and emotional development



## School Improvement Goal #1: INNOVATION

*K-5 teams will refine structures and strategies to differentiate instruction in order to meet individual needs of students through differentiated content, process, products, or the learning environment, the use of ongoing assessment and flexible groupings.*

*K-5 teams will increase project-based learning (PBL) as an instructional approach designed to give students the opportunity to develop knowledge and skills through engaged projects set around challenges and problems they may face in the real world.*

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
<b>Setting a Strategic Path</b> - The District will identify common best practices associated with Challenge Success, the Portrait of a Graduate, and culturally responsive pedagogy in order to develop a clear vision for teaching and learning. With feedback from stakeholder groups, the District will then outline a measured path forward in support of this vision by way of an updated strategic plan.	Strengthen and implement robust and differentiated K-5 math workshop model in order to meet the diverse needs of learners.	In parallel to our literacy workshop models, classroom teachers should design a math block that allows for a group mini lesson (to launch) and focused share (in conclusion) with small group and individual coaching opportunities to assure that students get what they need for content focus.	Principal Assistant Principal Math Coach PLC Teacher Leaders Classroom Teachers	Students will demonstrate mastery of grade level content and apply evidence-based strategies: <ul style="list-style-type: none"> <li>Establish mathematics goals to focus learning</li> <li>Implement tasks that promote reasoning and problem solving</li> <li>Use and connect mathematical representations</li> <li>Facilitate meaningful mathematical discourse</li> <li>Pose purposeful questions</li> <li>Build procedural fluency from conceptual understanding</li> </ul>
	K-5 teaching teams will design 2-3 project based learning themes to connect curriculum content and promote innovation.	<i>We believe learning environments must prepare all young people to thrive in and transform the world. However, the traditional industrial design of schooling that is still common today—and which originated to efficiently establish basic knowledge and skills across a mass of young people—too often functions to sort, separate, and rank students in oppressive ways that reproduce the</i>	Principal Assistant Principal Math Coach Literacy Coach PLC Teacher Leaders Classroom Teachers Librarian Tech Specialist	Grade levels will design and implement a minimum of two PBL experiences that include all key elements: <ul style="list-style-type: none"> <li>challenging problem or question.</li> <li>sustained inquiry.</li> <li>authenticity.</li> <li>application of learning.</li> <li>integration.</li> <li>student voice and choice.</li> <li>A public product for an authentic audience.</li> <li>feedback loops of critique, reflection and refining of the</li> </ul>





		<p><b><i>inequities and opportunity gaps of our broader society.</i></b></p> <p>- Transcend Education, 2020  <a href="https://www.transcendeducation.org/P">https://www.transcendeducation.org/P</a>  project-based learning (PBL) is an instructional approach designed to give students the opportunity to develop knowledge and skills through engaging projects set around challenges and problems they may face in the real world. Deeper engagement and interaction with learning content.</p>		<p>product - including formative and summative assessment</p> <p>Implement a shift in roles of technology and library educators in support of integration, increased inquiry and innovation</p>
	Continue to refine and strengthen writing instruction by prioritizing conferring, differentiated small groups and empowering students through the consistent use of voice and choice.	Pine Hill students score less well on writing tasks assessed by the MCAS. The workshop structure encourages children to think of themselves as writers and take their writing seriously. It gives children the skills to express their important thoughts and celebrates the fact that their stories and ideas matter and are worth expressing.	Principal Assistant Principal Literacy Coach PLC Teacher Leaders Classroom Teachers	Student portfolios will show proficiency across all three writing genres.



## School Improvement Goal #2: DIVERSITY, EQUITY AND INCLUSION

*Pine Hill staff will use data to create change and people-centered strategies that build bridges within and among communities to foster a culture of respect, trust, and understanding.*

*Educators will research and implement strategies to include student voice and empower students to have agency as learners.*

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
<b>Equity Audit</b> - The District will review findings from the equity audit and incorporate goals and action steps into the next iteration of its strategic plan in order "to foster a school community free from bias and discrimination, and ensure a sense of belonging and equitable outcome for all Dover Sherborn students," (DS AIDE). Additionally, educators will engage in a K-12 curriculum review to determine the extent to which its instructional materials and assessment tools are culturally responsive,	<p>Review the NYU Equity Audit to understand and plan for next steps to grow our learning culture and practices.</p> <p>Incorporate CASEL standards into the assessment of student growth.</p> <p>Continue to understand and implement research-based strategies to develop student skills with regard to racial literacy.</p> <p>Assure that educators raise awareness of the value of understanding and taking multiple perspectives including those of people of different cultures, races, genders, ethnicities, beliefs, experiences and ideas.</p>	<p>The Dover-Sherborn Public Schools are committed to producing graduates who are ready for college, career, and life in a diverse world. We are committed to ensuring that every student has the greatest opportunity to learn through equitable access to the resources and supports that they need to meet our district's standard of excellence. We recognize that <i>equity</i> is essential to achieving <i>equality</i> and as such, we are committed to closing the racial opportunity gap through measures including:</p> <ul style="list-style-type: none"><li>• Creating learning communities rooted in culturally responsive pedagogy;</li><li>• Empowering all learners with the understanding of how -- whether it be through action or inaction --- systemic and institutional inequities are created and/or perpetuated and the role and responsibility</li></ul>	All educators and support staff	<p>Pine Hill educators will:</p> <ol style="list-style-type: none"><li>1. Re-evaluate teaching materials</li><li>2. Get to know students</li><li>3. Be willing to address inequality</li><li>4. Connect with families and community</li><li>5. Meet diverse learning needs</li><li>6. Hire diversely</li><li>7. Engage in professional development opportunities</li><li>8. Make it personal - Provide opportunities for students to share their own experiences and perspectives</li><li>9. Include various perspectives</li><li>10. Provide a variety of perspectives on the topics you teach</li><li>11. Know their students</li><li>12. Watch for problematic assumptions</li><li>13. Respect diverse people</li><li>14. Respect diverse talents</li><li>15. Foster a community predicated on connectedness, care, and respect for all</li></ol>



<p>making adjustments as necessary.</p>	<p>Assess and improve resources used to develop safe space a place or environment in which a person or category of people can feel confident that they will not be exposed to discrimination, criticism, harassment, or any other emotional or physical harm - "school must be a safe space for LGBTQ students"</p> <p>Assess and improve resources used to develop safe space by integrating Pollyanna Curriculum K-5 and standards for Social Justice</p> <p><a href="https://pollyannainc.org/">https://pollyannainc.org/</a></p> <p><a href="https://www.learningforjustice.org/frameworks/social-justice-standards">https://www.learningforjustice.org/frameworks/social-justice-standards</a></p>	<p>of every citizen to identify and dismantle such inequities;</p> <ul style="list-style-type: none"> <li>● Fostering a school climate and culture in which all students feel a sense of belonging and safety; and</li> <li>● Providing learners with the resources and academic support necessary to eliminate barriers to equitable participation in courses and programs.</li> </ul> <p>It is, therefore, the expectation of the School Committees that District educators are committed to working daily to dismantle systems that perpetuate historical inequities. Toward this end, the School Committees commit to supporting and partnering with our educators in the examination of systemic, institutional, and individual biases that serve to reinforce these inequities.</p>		
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**School Improvement Goal #3: SUPPORTING ALL STUDENTS**

*We will continue to expand and clarify the multi-tiered system of support (MTSS) to ensure that all students have access to differentiated instruction, targeted interventions, and evidence-based resources in support of their academic, social and emotional development.*

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
<b>Supporting All Students</b> - The District will continue to refine its multi-tiered system of support (MTSS) to ensure that all students have access to differentiated instruction, targeted interventions and evidence-based resources in support of their academic, social and emotional development	Tier 1: Strengthen the PLC model through honing our protocols for looking at student work and sharing best practices.		Principal Assistant Principal Instructional Coaches PLC Teacher Leaders Educators and support staff	Robust model of response through MTSS
	Implement the tenets of PBIS and Responsive Classroom through consistent morning meeting, interactive modeling, and positive based language in order to promote autonomy, responsibility, and high engagement in learning for all students.			Common language and understanding for expected learning outcomes and student behavior
	Implement a SEL data collection system through Panorama to bring together social-emotional learning, a multi-tiered system of support, response to intervention, school climate, and student voice.			Data driven decision making for SEL that parallels the structures/approach used for academic assessment and response
	TIER 2: Implement and refine school-based MTSS data team and intervention processes with focus on consistency with respect to academic assessment,			Systematic and effective MTSS



	entrance and exit criteria, and intervention tools and strategies.			
	Tier 3: Implement an intervention model designed to support students with high levels of behavioral regulation and school anxiety.			



**APPROVED JUNE 7, 2022**

**Dover-Sherborn Regional School Committee**

Meeting of May 10, 2022

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

**1) Call to Order**

Kate Potter called the meeting to order at 7:04 pm in the Middle School Library.

**2) Community Comments -**

**3) Reports**

- Superintendant Report - Kathleen Smith presented an update from her office.
- DSHS Principal and Student Report - Henry Murphy, Student Council President, and John Smith highlighted recent and upcoming events at the high school.
- DSMS Principal Report - Frank Tiano highlighted recent and upcoming events at the middle school including the 8th grade festivities/field trips planned for next month.
- Warrant Report

**4) Financial Reports: FY22 Monthly Report as of**

- Revenues - projections of high school and middle school fees have been updated. All balances have a negative variance which can be attributed to COVID operations experienced through the year.
- Salaries - there have been multiple vacancies in educational assistant positions throughout the year resulting in accumulated savings.
- Expenditures - the current statements reflects a contribution of \$150,000 to the OPEB Trust Fund.
- E&D Roll forward - at this time, E&D is projected to be within the allowed threshold (5% of FY23 Operating Budget) and do not foresee any funds being returned to the Towns.

**5) Proposed Changes to 2022-23 Student Handbooks: first read** - the changes to the handbooks were reviewed. A vote will be taken at next month's meeting.

**6) School Improvement Plans: first read** - the plans were presented and discussed. A vote will be taken at next month's meeting.

**7) Consent Agenda**

- Approval of Minutes: March 8, 2022
- Field Trip - April 13 - 20, 2023 to Spain.
- Donations - \$1,600 for DS Athletics physician coverage; \$800 DS Boys Co-op Ice Hockey for assistant coach; \$2,750 DS Boys Varsity Basketball for assistant coach; \$2,500 from Thomas Marlborough Scholarship Fund from Merle and Barbara Farrington; and \$1,100 from Boston Sand & Gravel and Jeanne Boylan toward the Rogers William Boylan Scholarship Fund.

*Lynn Collins made a motion to approve the Consent Agenda. Maggie Charron seconded.*

**22-09 VOTE: 6 - 0**



**APPROVED JUNE 7, 2022**

**8) Communication**

- Dover School Committee minutes of January 25, 2022
- Sherborn School Committee minutes of February 8, 2022

**9) Recognition** - Tracey Mannion was recognized for her service on the Regional School Committee.

**10)Adjournment at 8:57 pm.**

Respectfully submitted,Amy Davis



Pine Hill School  
10 Pine Hill Lane  
Sherborn, MA 01770  
Phone: 508-655-0630 Fax: 508-655-2763  
[www.doversherborn.org](http://www.doversherborn.org)  
Dr. Barbara Brown, Principal  
Ms. Allison Gullingsrud, Assistant Principal

## MEMORANDUM

TO: Sherborn School Committee  
FROM: Barbara Brown, Principal  
DATE: June 14, 2022  
RE: Donation from Sawin Fund

I respectfully request that Sherborn School Committee vote favorably to accept a \$10,000 donation from the Sawin Fund.

A fund to support public schools in Sherborn was established in 1858 as the “Dowse School Fund” in support of a public high school. In 1871, Martha Sawin died and left her estate to the Town to invest and apply the income to support a public school. The assets were eventually turned over to the Town and the Sawin Fund remains, which provides an annual donation to the Pine Hill School each year to support student enrichment and guidance.

Each year, the Sawin Fund makes a donation to our school in support of field trips, enrichment programs, and to supplement the naturalist experiences via Broadmoor and Hale Reservation (in cost share with the CSA).

Thank you for considering this donation.

School Committee Assignments 2022-23	2021-22
<b>Chair</b>	Nancy Cordell
<b>Vice Chair</b>	
<b>Secretary</b>	Amanda Brown
<b>Finance</b>	
<b>Warrants</b> <i>Signs accounts payable and payroll warrants</i>	Nancy Cordell other members (ALT)
<b>Budget</b>	All
<b>Subcommittees</b>	
<b>Superintendent's Evaluation</b> <i>Coordinates evaluation of the superintendent per DESE guidelines</i>	
<b>Union #50</b> <i>Three voting members (from each of the Dover and Sherborn School Committees) responsible for employment of the</i>	Nancy Cordell Amanda Brown Dennis Quandt
<b>Personnel</b> <i>Reviews and approves sick bank requests</i>	Nancy Cordell
<b>Negotiations</b>	Dennis Quandt
<b>Search Committees</b>	Nancy Cordell
<b>Policy</b> <i>Revises and proposes policies as needed for joint review by the school committees; conducts periodic policy manual reviews; identifies required policy review cycles</i>	Amanda Brown
<b>Buildings &amp; Facilities</b> <i>Collaborates with the Business Administrator and Director of Facilities on annual approval of the Capital Plan</i>	Dennis Quandt
<b>Liaisons</b>	
<b>DS AIDE</b>	Nancy Cordell
<b>Pine Hill CSA/Chickering PTO/MS POSITIVE/HS PTO</b>	Nancy Cordell Dennis Quandt

<b>School Advisory Council</b>	Nancy Cordell, Dennis Quandt
<b>Challenge Success</b>	Amanda Brown, Nancy Cordell
<b>SEPAC</b>	Nancy Cordell
<b>METCO</b>	Amanda Brown
<b>Wellness</b>	Nancy Cordell
<b>Task Forces</b>	
<b>Communication</b>	Nancy Cordell
<b>Sustainability</b>	Dennis Quandt

**APPROVED JUNE 7, 2022**

**Dover-Sherborn Regional School Committee**

Meeting of May 10, 2022

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

**1) Call to Order**

Kate Potter called the meeting to order at 7:04 pm in the Middle School Library.

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*Lynn Collins made a motion to approve the Consent Agenda. Maggie Charron seconded.*

**22-09 VOTE: 6 - 0**



**APPROVED JUNE 7, 2022**

**8) Communication**

- Dover School Committee minutes of January 25, 2022
- Sherborn School Committee minutes of February 8, 2022

**9) Recognition** - Tracey Mannion was recognized for her service on the Regional School Committee.

**10) Adjournment at 8:57 pm.**

Respectfully submitted, Amy Davis

**APPROVED JUNE 7, 2022**

**Dover School Committee**  
Meeting of May 16, 2022

Members Present: Sara Gutierrez-Dunn

Colleen Burt

Mark Healey

Jeff Cassidy

Liz Grossman

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 Library at 6:37 pm.

**2) Community Comments - none**

**3) Reports**

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

**4) FY22 Financial Report as of May 9th**

- Salaries - costs associated with the piloted Math and SEL Specialist of approximately \$85,000 has been allocated to ESSER and SPED grants reducing the overall negative operating variance. .
- Expenditures - there is nothing new to report since the last meeting.
- Out-of-District - there has been additional placement activity resulting in an increased negative variance. A recap of FY22 placements will be reviewed next month.

**5) Proposed Changes to 2022-23 Student Handbook: first read** - the changes to the handbook were reviewed. A vote will be taken at next month's meeting.

**6) School Improvement Plan: first read** - the plan was presented and discussed. A vote will be taken at next month's meeting.

**7) Consent Agenda**

- Approval of Minutes: March 10, 2022

*Colleen Burt made a motion to approve the Consent Agenda. Mark Healey seconded.*

*22-06 VOTE: 5 - 0*

**8) Communications**

- Regional School Committee Minutes of February 16, 2022
- Sherborn School Committee Minutes of February 8, March 15, 2022

**9) Recognition** - Mark Healey was recognized for his service on the Dover School Committee.

**10) Adjournment at 7:36 pm.**

Respectfully submitted,  
Amy Davis