

Sherborn School Committee

October 13, 2020

Meeting Agenda

5:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88900635621?pwd=ZGJuVEtQdFdRaE1NV2htckJtQ2dRQT09>

Meeting ID: 889 0063 5621

Passcode: 993406

1. Call to Order
2. Community Comments
3. CSA Co-Presidents – Royale Abrams and Tara Hourihan – Co President
4. Reports:
 - Principal's Report – Dr. Brown
 - Warrant Report
5. FY21 Monthly Financial Report
6. October 1st Annual Enrollment Report
7. FY22 Budget Development Guidance Discussion
8. Consent Agenda A.R.
 - Approval of Minutes September 22, 2020
9. Communications (For Members Information)
 - Dover School Committee Minutes June 24, 2020
 - Dover Sherborn Regional School Committee September 8, 2020
10. Items for December 14, 2020 Meeting
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 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 Elementary School



10 Pine Hill Lane, Sherborn, MA 01770 ph: (508)-655-0630 fax: (508)-655-2763

Principal: Dr. Barbara Brown Assistant Principal: Allison Gullingsrud

TO: Andrew Keough, Superintendent
FROM: Barbara Brown, Principal
RE: Principal's Monthly Report
DATE: October 13, 2020

Principal's Reflection:

Phase 2 preparation - We are adjusting furniture, schedules, and staff support assignments to assure that we are ready to greet all K-3 students on a 4-day schedule beginning on October 19th. This shift will bring between 110-120 additional students into the building per day. We will create a second dining space in the auditorium to afford more seating. Special subject teachers that are taught remotely will continue to do so and students will zoom in from the classroom. The only change will be in music as Ms. Hodge will teach in person (going class to class). There is no singing or recorder playing allowed in school so she will supplement with instructional videos that children can watch from home on Wednesdays.

Educators are finalizing professional practice goals and student learning goals that will drive their professional growth and focus for the year. Professional growth is one of the components of the educator evaluation system.

Pine Hill educators prepared presentations for virtual open house forums this year. Please view their content at:

<https://www.smores.com/nsych>

Pine Hill Happenings:

- No school: September 28
- PH CSA and Chickering PTO hosted METCO Friends & Family Meeting: September 29
- CSA Meeting: October 1
- Faculty Meeting - Phase 2 Planning: October 5
- Parent Meeting - Phase 2 Planning: October 7
- No school: October 12

Professional Development:

- New educators are being supported through a course offered by Teachers College that orients the educators to the readers and writers workshop content for their grade level (Jenee Aguilar and Sara Fabri attended Grade 1 training on September 22; Nikki Carter and Laurie Ryan attended Grade 4 training on September 25. (These are a 4-part training that is held throughout the year.)

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

www.doversherborn.org

Ms. Dawn Fattore, Business Administrator

Ms. Kate McCarthy, Director of Student Services

Dr. Andrew W. Keough, Superintendent

Ms. Elizabeth M. McCoy, Asst. Superintendent

*Commitment to Community
Equity and Excellence
Respect and Dignity
Climate of Care*

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
DATE: October 13, 2020
RE: Approved Warrants

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

#	Date	Amount	Fund
1019	10/1/2020	\$39,375.56	General-ODD
1020	10/1/2020	\$17,448.00	Building Rental
1021	10/1/2020	\$3,389.57	Cafe
1022	10/1/2020	\$51,672.23	General-School
1023	10/1/2020	\$45,438.00	FY21 Cares Re-Opening

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TO: Andrew Keough, Superintendent
FROM: Dawn Fattore, Business Administrator
RE: FY21 Operating Update
DATE: October 13, 2020

Status of Appropriations

Attached please find the Status of Appropriations as of September 30, 2020.

Salaries

The majority of salaries have been encumbered. The following is a summary of unbudgeted activity to date:

- Two educators retired post-budget resulting in savings in Teachers, classroom & Guidance of **\$105,000**
- Two educators are on leave resulting in a savings of **\$100,000**
- Two additional educators have been hired to cover remote learning and approx. **\$100,000** of additional salaries are included in Teachers, classroom
- One additional EA has been hired for regular education coverage, approx. **\$25,000** of additional costs.

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

Expenditures

As we are early in the school year, there are no variances to report to date. Initial projections have been encumbered for utilities and we will continue to monitor those as the year progresses. In addition, we have not encumbered regular education transportation as we are working with Connolly on amending the contract for FY21 due to the later school start and the hybrid schedule.

Out-of-District

Placement costs for FY21 are still being encumbered but we do not anticipate any unbudgeted placements to date. Information regarding FY21 circuit breaker reimbursement has not yet been released. You will note that the FY21 budget is based on utilizing \$325,000 of circuit breaker funds.

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

Sherborn Public Schools
Status of Appropriations as of September 30, 2020

	FY21	EXPENDED		TOTAL	OPERATING	% of
<u>SALARIES</u>	<u>BUDGET</u>	<u>THRU 9/30</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/</u> <u>BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$142,754	\$0	\$142,754	\$142,754	0	0.00%
BUSINESS AND FINANCE	111,341	0	111,341	111,341	0	0.00%
DISTRICT INFO MANAGEMENT	77,163	0	77,163	77,163	0	0.00%
SPED ADMINISTRATION	212,408	13,922	198,486	212,408	0	0.00%
SCHOOL LEADERSHIP-BUILDING	316,106	66,182	244,571	310,753	5,353	1.69%
ACADEMIC LEADERS/QPO	25,624	0	23,426	23,426	2,198	8.58%
TEACHERS, CLASSROOM	2,612,834	201,074	2,351,735	2,552,809	60,025	2.30%
TEACHERS, SPED	920,668	85,797	838,667	924,465	(3,797)	- 0.41%
SUBSTITUTES	30,000	0	552	552	29,448	98.16%
EDUCATIONAL ASSISTANTS	353,265	20,099	350,624	370,722	(17,457)	- 4.94%
LIBRARIANS & MEDIA CENTER	115,160	8,858	106,302	115,160	0	0.00%
BUILDING BASED PD	20,250	0	5,850	5,850	14,400	71.11%
GUIDANCE COUNSELORS	115,160	0	57,708	57,708	57,452	49.89%
PSYCHOLOGICAL SERVICES	107,304	8,254	99,050	107,304	0	0.00%
MEDICAL/HEALTH SERVICES	102,636	7,680	92,156	99,836	2,800	2.73%
CUSTODIAL SERVICES	233,757	45,296	126,682	171,978	61,779	26.43%
TOTAL SALARIES	\$5,496,429	\$457,162	\$4,827,066	\$5,284,228	\$212,201	3.86%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	\$6,800	\$4,126	\$0	\$4,126	2,674	39.32%
SUPERINTENDENT	17,250	4,345	0	4,345	12,905	74.81%
LEGAL SERVICES	8,000	2,500	2,500	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	87,142	45,576	15,626	61,202	25,940	29.77%
SCHOOL LEADERSHIP-BUILDING	22,700	480	839	1,319	21,381	94.19%
CLASSROOM CONT SERVICES	4,000	593	0	593	3,407	85.17%
SPED SERVICES/SUPPLIES	77,700	2,317	40,515	42,832	34,868	44.88%
LIBRARIANS & MEDIA CENTER	3,850	1,317	0	1,317	2,533	65.79%
COURSE REIMBURSEMENT/PD	26,000	116	270	386	25,614	98.52%
TEXTBOOKS & RELATED SOFTWARE	39,500	4,852	26,035	30,887	8,613	21.80%
LIBRARY INSTRUCTIONAL MATERIALS	4,500	0	0	0	4,500	100.00%
INSTRUCTIONAL EQUIPMENT	11,000	1,490	3,611	5,101	5,899	53.63%
GENERAL SUPPLIES	36,700	7,313	11,256	18,569	18,131	49.40%
CLASSROOM INSTRUCT TECHNOLOGY	15,250	5,997	7,594	13,591	1,659	10.88%
GUIDANCE	3,300	231	2,894	3,125	175	5.30%
MEDICAL/HEALTH SERVICES	3,150	516	1,493	2,009	1,141	36.23%
TRANSPORTATION SERVICES	228,013	0	0	0	228,013	100.00%
CUSTODIAL SERVICES	21,500	2,918	1,873	4,791	16,709	77.72%
MAINTENANCE OF BUILDINGS	123,050	25,393	47,691	73,083	49,967	40.61%
UTILITIES	124,000	3,952	111,390	115,341	8,659	6.98%
TOTAL EXPENDITURES	\$863,405	\$114,031	\$273,587	\$387,617	\$475,788	55.11%
TOTAL INDISTRICT OPERATING	\$6,359,834	\$571,193	\$5,100,652	\$5,671,846	\$687,988	10.82%
<u>OOD TUITION & TRANSPORTATION</u>						
TUITION TO NON-PUBLIC/OUT-OF-STATE	\$241,550	\$50,195	\$275,550	\$325,745	(\$84,195)	-34.86%
TUITION TO COLLABORATIVES/MA PUBLIC	240,150	17,569	129,725	147,294	92,856	38.67%
Total Tuition	481,700	67,763	405,275	473,038	8,662	1.80%
TRANSPORTATION SERVICES	155,000	5,075	125,458	130,533	24,467	15.78%
TOTAL OOD	\$636,700	\$72,839	\$530,733	\$603,572	\$33,128	5.20%
* Total Charged to CB	325,000			0	325,000	
TOTAL OPERATING	\$6,996,534	\$644,032	\$5,631,386	\$6,275,417	\$721,116	10.31%
* not reflected in totals						
Total expected CB at ??% (including in-district)	0	0	0	0	0	

**2020-2021
PINE HILL ENROLLMENT**

		Total	
PreK – Milliner		10	10
K	Connery	18	
K	Jeffries	19*	
K	Parker	19	*56(incl.'s 2Rem)
1	Aguilar	15	
1	Edelglass	17	
1	Fabri	16	
1	Gird	16	64 (+6Rem)
2	Custodio	19	
2	Jarboe	21	
2	Mealey	20	60(+5Rem)
3	Lucey	16	
3	Ritchie	18	
3	Sidman	15	49(+1Rem)
4	Carter	16	
4	Morey	17	
4	Ryan	17	
4	Young	18	68(+11Rem)
5	Darrah	22	
5	Mackay	21	
5	Santiano	20	63(+1Rem+1Tecca)

***Includes K remote**

In-Person K-5: 358*
Remote Academy: 26
Tecca: 1

Families K-5:

K-5 Total: 385

OCTOBER 2020

Including PreK: 395

DRAFT

Sherborn School Committee Meeting of September 22, 2020

Members Present: Angie Johnson
Amanda Brown
Megan Page
Nancy Cordell

Also Present: Dr. Andrew Keough, Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator

1) Call to Order

Ms. Johnson called the virtual meeting to order at 6:30 pm and read the following into the record: Good evening. This Open Meeting of the Sherborn School Committee is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of COVID-19, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.

For this meeting, the Sherborn School Committee is convening via Zoom App, as posted. Information on how to join our School Committee mtgs and mtg agendas were posted on the Dover Sherborn District Website and on the town calendars.

Please note that this meeting is being recorded, and that some attendees are participating by video conference. Accordingly, please be aware that others may be able to see you, so please take care not to "screen share" your computer. Anything you broadcast may be captured by the recording.

Community comments are an opportunity for members of the community to be heard. We respectfully request that you please make your comments brief (2-3 minutes) and that you move the discussion forward by adding new information. Please try to avoid repeating points that have already been made.

Community comments are an opportunity for us to listen to members of the community. It is not a forum for answering questions or engaging in a debate. Once the public comment section of the meeting has been concluded, we will move on to other business and unsolicited comments from the community will no longer be permitted. This is standard operating procedure in school committee meetings across our 3 school districts.

2) Community Comments - none

3) Reports

- Principal's Report - Ms. Gullingsrud summarized Dr. Brown's report in her absence.
- Assistant Superintendent Update - Ms. McCoy shared the presentation she gave to the faculty at the start of school as well as the schedule of the professional development offered during the 10 days before students arrived.
- Superintendent Update - Dr. Keough thanked the Administration for their hard work over the summer and credited the successful opening of school to the effort and preparedness of the faculty and staff.
- Warrant Report

DRAFT

4) FY20 Budget Closeout

- Status of Appropriations as of June 30th - The year ended with a positive operating variance of \$74,198 comprised of: a negative salary variance of \$19,315 caused primarily from additional required educational support; positive operating variance of \$20,000 in special education services due to the change in needs of the student cohort; \$34,600 savings in transportation and \$13,600 in utilities due to the school closure; and a positive variance of \$19,721 in Out of District expenditures.
- Special Revenue/Revolving Funds - a summary of all activity for the accounts in FY20 was provided.

5) FY21 Budget & Capital Update - a report will be provided at the October meeting.

6) Remote Learning Enrichment Center - In accordance with DESE Commissioner Reilly's guidance, a program that allows for our students whose parents are teachers to stay in school on their remote days (with the exception of Wednesday) has been established. The program is call the Remote Learning Enrichment Center and the funding will be charged to the CARES Reopening grant. There are 9 students participating at Pine Hill and the center is being staffed by previously underemployed Extended Day staff.

Nancy Cordell made a motion to approve the Remote Learning Enrichment Center as presented. Megan Page seconded.

20-14 VOTE: 4 - 0 via roll call

7) Consent Agenda

- Approval of Minutes: June 24, 2020
Megan Page made a motion to approve the Consent Agenda. Amanda Brown seconded.
20-15 VOTE: 4 - 0 via roll call

8) Communications

- 2020-21 Meeting Calendar
- Subcommittee Assignments

9) Items for October 13, 2020 meeting

10)Adjournment at 7:18 pm.

Respectfully submitted,
Amy Davis

Dover School Committee
Meeting of June 24, 2020

Members Present: Brooke Matarese

Mark Healey

Leslie Leon

Colleen Burt

Sara Gutierrez Dunn

Also Present: Andrew Keough, Superintendent

Beth McCoy, Assistant Superintendent

Dawn Fattore, Business Manager

1) Call to Order

Dr. Keough called the virtual meeting to order at 5:00 pm and read the following into the record:

Good evening. This Open Meeting of the Dover School Committee is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

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We invite everyone to stay and listen to the rest of the meeting, but understand that is not possible for everyone. Please feel free to leave the Zoom call as best suits your needs. We appreciate that you have taken the time to participate and encourage you to reach out to your school committee reps at any time.

Before we turn to the first item on the agenda, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes:

As chair, I will introduce each item on the agenda. After the person presenting said item is finished, the Chair will proceed to take questions from the school committee members.

Please indicate you would like to speak by virtually raising your hand. Please wait until your name is called.

APPROVED SEPTEMBER 29, 2020

Finally:

Please remember to mute your phone or computer when you are not speaking.

Please remember to speak clearly and in a way that helps generate accurate minutes.

Please wait for the Chair to recognize you and please remember to state your name before speaking.

All votes will be conducted by roll call vote. When voting begins, please unmute yourself as a group so we can move quickly. When the chair calls on you, please state your name and your vote. At the conclusion of voting please go back on mute.

2) Reorganization

Dr. Keough asked for nominations for Chair: Leslie Leon nominated Brooke Matarese as Chair of the Dover School Committee. Colleen Burt seconded.

20-11 VOTE: 5 - 0 via roll call: Brooke Matarese, yes; Leslie Leon, yes; Mark Healey, yes; Colleen Burt, yes; Sara Gutierrez-Dunn, yes.

Mark Healey nominated Leslie Leon as Secretary for the Dover School Committee. Colleen Burt seconded.

20-12 VOTE: 5 - 0 via roll call: Brooke Matarese, yes; Leslie Leon, yes; Mark Healey, yes; Colleen Burt, yes; Sara Gutierrez-Dunn, yes.

3) Community Comments

4) Consent Agenda

- Approval of Minutes of June 9, 2020

Mark Healey made a motion to approve the Consent Agenda. Leslie Leon, seconded.

20-13 VOTE: 5 - 0 via roll call: Brooke Matarese, yes; Leslie Leon, yes; Mark Healey, yes; Colleen Burt, yes; Sara Gutierrez-Dunn, yes.

5) Communications

- Subcommittee Assignments
- Regional School Committee minutes of May 5, 2020
- Sherborn School Committee minutes of May 12, 2020

6) Adjournment at 5: 24 pm.

Respectfully submitted,
Amy Davis

APPROVED OCTOBER 6, 2020

Dover-Sherborn Regional School Committee

Meeting of September 8, 2020

Members Present: Anne Hovey
Maggie Charron
Judi Miller
Kate Potter
Michael Jaffe
Lynn Collins

1) Call to Order

Ms. Charron called the virtual meeting to order at 7:30 pm and read the following into the record:

Good evening. Welcome to the September 8, 2020 meeting of the Dover-Sherborn Regional School Committee. This Open Meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, Information on how to join remote School Committee meetings and meeting agendas are posted on the Dover Sherborn District Website.

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2) Community Comments - none

3) Athletic Update - Emily Sullivan, Athletic Director, reviewed the changes to the athletic program for the fall season. Golf, Cross Country, Soccer, and Field Hockey will run this fall with modifications. Football has been moved to the floating season between the winter and spring seasons. Ms. Sullivan also reviewed the format for the TVL for the fall season, protocols for practice sessions, games/meets/matches, transportation to athletic events, and individual sport modifications.

There were questions from the school committee members who also thanked Ms. Sullivan and everyone who worked so hard to make a fall sports season possible.

4) Adjournment at 8:34 pm.

Respectfully submitted, Amy Davis