

Sherborn School Committee

March 9, 2021

Meeting Agenda

6:30 PM

VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/87040921026?pwd=MkpaSk9BZ21KaUVZNIQzbkxRSzBTUT09>

Meeting ID: 870 4092 1026

Passcode: 190826

1. Call to Order
2. Welcome Dennis Quandt
3. Community Comments
4. FY 22 Budget Discussions

*** Sherborn Public Schools –Public Hearing on Proposed FY22 Budget***

5. Discussion and Vote on FY22 Budget **A.R.**
6. Reports:
 - Superintendent Update
 - Principal's Report – Dr. Brown
 - Warrant Report
7. Monthly FY21 Financial Report
8. Vote to approve Non-Resident Tuition **A.R.**
9. Annual School Committee Vote on MA School Choice Law **A.R.**
10. Policy: First Read
 - Harassment Policy ACAB
 - Harassment Investigation Procedures
11. Consent Agenda **A.R.**
 - Sherborn School Committee February 9, 2021 Minutes
12. Communications (For Members Information)
 - Dover Sherborn Regional School Committee Minutes February 23, & 24 2021
13. 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

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www.doversherborn.org

Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

Ms. Kate McCarthy, Director of Student Services

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TO: Sherborn School Committee

FROM: Dawn Fattore, Business Administrator

RE: FY22 Budget Update

DATE: March 9, 2021

Prior to the Committee's Budget Hearing, we will review all proposed adjustments to the budget presented in December. A summary is included for your review. We are pleased to present a FY22 budget that is only \$5,352 (0.08%) higher than the FY21 budget while still providing exceptional educational services to Sherborn students.

After the presentation of the budget, we will ask the Committee to formally approve this revised FY22 Budget for submittal to the Town. The Town's Budget Hearing is scheduled for April 10th.

**Sherborn Public Schools
FY22 Proposed Budget
Summary of Budget Adjustments**

Presented December 14, 2020

| | FY21 Budget | FY22 Proposed Draft | Change \$ | % |
|-----------------------------------------|--------------------|---------------------------|------------------|--------------|
| Pine Hill In-District | \$6,359,834 | \$6,421,569 | \$61,735 | 0.97% |
| OOD Tuition and Transportation*: | | | | |
| Tuition | 481,700 | 520,000 | 38,300 | 7.95% |
| Transportation | 155,000 | 160,000 | 5,000 | 3.23% |
| Total OOD | \$636,700 | \$680,000 | \$43,300 | 6.80% |
| Total Sherborn Public Schools | \$6,996,534 | \$7,101,569 | \$105,035 | 1.50% |

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

FC

Presented March 9, 2021

| | | | | |
|-------------------------------------------------------------|-----------|--------------------|-------------------|---------------|
| Pine Hill In-District | | \$6,421,569 | | |
| Addition of two approved PLC stipends | 2220 | 7,557 | | |
| Reduction of salaries based on staffing changes/retirements | 2305 | (80,000) | | |
| Addition of SPED educator for expanded programing | 2310 | 70,000 | | |
| Increase SPED therapists services based on student cohort | 2310 | 10,000 | | |
| Move funding for QPO stipends to Title IIA grant | 2353 | (5,240) | | |
| Accelerate "one-time" purchases from FY22 to FY21 | 2410/2430 | (10,000) | | |
| Reduction of telephone costs due to communications audit | 4130 | (2,000) | | |
| In-District Increase (Decrease): | | (9,683) | | |
| Revised Pine Hill In-District | | \$6,411,886 | \$52,052 | 0.82% |
| OOD Tuition & Transportation* | | \$680,000 | | |
| Increase use of CB Reimbursement | | (50,000) | | |
| Adjustment to ACCEPT Matrix Transportation costs | | (40,000) | | |
| OOD Increase (Decrease): | | (90,000) | | |
| Revised OOD | | \$590,000 | (\$46,700) | -7.33% |
| Total Sherborn Public Schools | | \$7,001,886 | \$5,352 | 0.08% |
| net change as of 3/9/2021 | | | (\$99,683) | |

Sherborn Public Schools

FY22 OPERATING EXPENSE SUMMARY

| Description | FY18 Expended | FY19 Expended | FY20 Expended | FY 21 Budget | FY 22 Proposed | \$ CHANGE | % CHANGE | % SUB BUDGET | % TOTAL BUDGET |
|----------------------------------|------------------|------------------|------------------|-----------------|-------------------|--------------|-------------|-----------------|-------------------|
| SALARIES & OTHER COMPENSATION | 5,068,743 | 5,275,794 | 5,413,417 | 5,496,429 | 5,570,677 | 74,248 | 1.35% | 86.88% | |
| OTHER EDUCATIONAL EXPENDITURES | 315,890 | 297,161 | 311,800 | 366,842 | 346,350 | (20,492) | -5.59% | 5.40% | |
| REGULAR EDUCATION TRANSPORTATION | 185,124 | 186,849 | 156,280 | 228,013 | 228,309 | 296 | 0.13% | 3.56% | |
| BUILDINGS & GROUND EXPENDITURES | 243,275 | 251,302 | 248,482 | 268,550 | 266,550 | (2,000) | -0.74% | 4.16% | |
| Sub-total In-District | 5,813,032 | 6,011,107 | 6,129,978 | 6,359,834 | 6,411,886 | 52,052 | 0.82% | | 91.57% |
| TUITION | 934,442 | 840,636 | 799,295 | 481,700 | 470,000 | (11,700) | -2.43% | 79.66% | |
| TRANSPORTATION | 151,912 | 197,781 | 245,347 | 155,000 | 120,000 | (35,000) | -22.58% | 20.34% | |
| Sub-total OOD | 1,086,354 | 1,038,417 | 1,044,642 | 636,700 | 590,000 | (46,700) | -7.33% | | 8.43% |
| TOTAL SCHOOL DEPARTMENT | \$6,899,386 | \$7,049,524 | \$7,174,621 | \$6,996,534 | \$7,001,886 | \$5,352 | 0.08% | | 100.00% |

based on Proposed Budget of March 9, 2021

The Public Schools of Dover and Sherborn

*Memo from
Superintendent Dr. Andrew Keough*

To: Sherborn School Committee
From: Andrew Keough, Superintendent
Date: March 4, 2021
RE: Superintendent Update

I will be providing a verbal update at the meeting on the following item:

- Spring 2021 Re-Opening Update



TO: Andrew Keough, Superintendent
FROM: Barbara Brown, Principal
RE: Principal's Monthly Report
DATE: March 9, 2021

Principal's Reflection:

March 1st was the 100th day of school. Pine Hill staff and students celebrated with a school spirit day.

March parent-teacher conferences are underway. Classroom teachers and support staff meet with parents/guardians (zoom meetings this year) to report on student progress and refine student learning goals.

Pine Hill faculty are ready for Phase 4 of school reopening. Schedules are being refined to accommodate full and half-day Wednesday duty and special subject schedules.

School registration information was sent to the families of 60 prospective students on March 3. Families are asked to submit registration forms by March 31.

New and developing educators (years 1-3 in our system) met with supervisors during the past month for formative evaluation meetings. Pine Hill has 12 such educators in this category. Feedback was provided on professional growth and within the areas of teacher competency (curriculum planning and assessment, teaching all students, family and community engagement, and professional culture).

MCAS will be administered this spring with a shortened format. Our grades 3-5 students will have one testing session each for English Language Arts and Mathematics. In addition, grade 5 students will be assessed in Science, Technology & Engineering. The assessment is administered online from the school setting. Remote Schoolhouse students will be invited to participate.

Professional Development:

- March 4: Bringing Life into Book Clubs (part 1 of a 4-part workshop) - Pam Ritchie, Sandy Sidman, Allie Morey

Pine Hill Happenings:

- March 2-5: School Book Fair (hosted by Aesop Fables in Holliston)
- March 3 and 10: Parent-Teacher Conferences
- March 4: CSA Meeting

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TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
DATE: March 5, 2021
RE: Approved Warrants

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

| # | Date | Amount | Fund |
|------|-----------|-------------|---------------------|
| 1074 | 2/18/2021 | \$503.00 | SPED 262 |
| 1075 | 2/18/2021 | \$24,115.18 | OOD Circuit Breaker |
| 1076 | 2/18/2021 | \$14,057.21 | Cafe |
| 1077 | 2/18/2021 | \$18,112.05 | General-OOD |
| 1078 | 2/18/2021 | \$54,139.65 | General-School |
| 1080 | 3/4/2021 | \$10,685.83 | OOD Circuit Breaker |
| 1081 | 3/4/2021 | \$14,322.45 | General-OOD |
| 1082 | 3/4/2021 | \$266.80 | SPED 262 |
| 1083 | 3/4/2021 | \$500.00 | Title IV |
| 1084 | 3/4/2021 | \$13,915.71 | General-School |

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TO: Andrew Keough, Superintendent
FROM: Dawn Fattore, Business Administrator
RE: FY21 Operating Update
DATE: March 8, 2021

Status of Appropriations

Attached please find the Status of Appropriations as of February 28, 2021. New financial information is in **bold**.

Salaries

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

- Three educators retired post-budget resulting in savings in Teachers, classroom & Guidance of \$150,000
- **Three** educators are on leave resulting in a savings of **\$180,000**
- Two additional educators have been hired to cover remote learning and approx. **\$100,000** of additional salaries are included in Teachers, classroom
- Additional EA support has been added to cover current operations. A portion of these costs are being covered by the CARES Re-opening grant.

As noted above, substantial salary savings of at least \$190,000 are being realized for FY21 (partially offset by increases in educational assistant salaries). Where applicable, these savings have been incorporated into the FY22 budget.

Expenditures

There continue to be no material variances to report to date except for special education services. Additional support services have been added as needed for students on IEPs resulting in an approx. **\$12,000** negative variance. Initial projections have been encumbered for utilities and we will continue to monitor those as the year progresses. The regular education transportation encumbrance reflects the contract amendment savings voted by the Committee in December.

Out-of-District

Placement costs to date for FY21 have been encumbered. FY21 circuit breaker reimbursement will be 75% this year. The current year circuit breaker numbers are reflected on the monthly report. **We continue to show a positive variance of approximately \$50,000 in tuitions and \$20,000 in transportation costs. The FY21 budget provided for 11 OOD placements and we currently have 10 resulting in the positive variance.**

COVID related grants

As we previously shared, Sherborn has had access to two main grant opportunities to cover unbudgeted costs due to COVID-19 for FY21. One of the grants was allocated to municipalities (Municipal CARES) to be used across all operating departments and an additional grant of \$225 per student was awarded directly to schools (CARES Reopening grant). The Town of Sherborn has allowed us to submit our unbudgeted technology purchases (\$60,388) and HVAC related items (\$23,879) against their Municipal CARES grant (total amount of \$84,258).

The CARES Reopening grant (total grant amount of \$90,000) has been used to cover the costs of PPE, AFC contract costs for testing access, additional facility items such as the rental of tents, additional staffing for nursing, remote learning center and educational assistants, software needs for remote learning as well as additional school supplies and has an end date of June 30, 2021.

Recently, additional federal/state funding has been provided to cover unforeseen costs from the continued COVID-19 pandemic. A second round of Elementary and Secondary School Emergency Relief (ESSER) grants was awarded. Sherborn's first round of ESSER funding was \$24,869. The second round totaled \$85,841 with at least \$10,000 earmarked for mental health. The award periods for the ESSER I and ESSER II extend to FY22 and FY23. This extended grant window provides schools with needed funding to cover the continued costs to prevent, prepare for and respond to the impacts of COVID-19 on school operations.

In addition, we received a State Coronavirus Prevention Fund grant of \$11,625 and special earmark support of \$20,833 to be used before June 30, 2021. We have already identified costs to apply to these two funding opportunities.

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

Sherborn Public Schools
Status of Appropriations as of February 28, 2021

| | FY21 | EXPENDED | | TOTAL | OPERATING | % of |
|---------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|---------------|
| | BUDGET | THRU 2/28 | ENCUMBRANCES | PROJECTED | VARIANCE/ BUD.REMAINING | BUDGET |
| SALARIES | | | | | | |
| SUPERINTENDENT | \$142,754 | \$71,909 | \$71,909 | \$143,817 | (1,063) | - 0.74% |
| BUSINESS AND FINANCE | 111,341 | 55,683 | 55,683 | 111,366 | (25) | - 0.02% |
| DISTRICT INFO MANAGEMENT | 77,163 | 35,904 | 35,904 | 71,808 | 5,355 | 6.94% |
| SPED ADMINISTRATION | 212,408 | 85,706 | 124,987 | 210,693 | 1,715 | 0.81% |
| SCHOOL LEADERSHIP-BUILDING | 316,106 | 195,574 | 110,135 | 305,710 | 10,397 | 3.29% |
| ACADEMIC LEADERS/QPO | 25,624 | 8,713 | 11,713 | 20,426 | 5,198 | 20.29% |
| TEACHERS, CLASSROOM | 2,612,834 | 1,205,928 | 1,274,280 | 2,480,208 | 132,626 | 5.08% |
| TEACHERS, SPED | 920,668 | 449,789 | 423,679 | 873,468 | 47,200 | 5.13% |
| SUBSTITUTES | 30,000 | 8,284 | 899 | 9,182 | 20,818 | 69.39% |
| EDUCATIONAL ASSISTANTS | 353,265 | 239,837 | 157,868 | 397,705 | (44,440) | -12.58% |
| LIBRARIANS & MEDIA CENTER | 115,160 | 57,580 | 57,580 | 115,160 | 0 | 0.00% |
| BUILDING BASED PD | 20,250 | 5,850 | 0 | 5,850 | 14,400 | 71.11% |
| GUIDANCE COUNSELORS | 115,160 | 26,450 | 31,259 | 57,708 | 57,452 | 49.89% |
| PSYCHOLOGICAL SERVICES | 107,304 | 53,652 | 53,652 | 107,304 | 0 | 0.00% |
| MEDICAL/HEALTH SERVICES | 102,636 | 51,048 | 49,918 | 100,966 | 1,670 | 1.63% |
| CUSTODIAL SERVICES | 233,757 | 131,238 | 71,529 | 202,767 | 30,990 | 13.26% |
| TOTAL SALARIES | \$5,496,429 | \$2,683,144 | \$2,530,993 | \$5,214,137 | \$282,292 | 5.14% |
| EXPENDITURES | | | | | | |
| SCHOOL COMMITTEE | \$6,800 | \$8,126 | \$0 | \$8,126 | (1,326) | -19.50% |
| SUPERINTENDENT | 17,250 | 14,009 | 0 | 14,009 | 3,241 | 18.79% |
| LEGAL SERVICES | 8,000 | 5,000 | 0 | 5,000 | 3,000 | 37.50% |
| DISTRICT INFO MANAGEMENT | 87,142 | 63,318 | 10,253 | 73,571 | 13,571 | 15.57% |
| SCHOOL LEADERSHIP-BUILDING | 22,700 | 1,642 | 2,162 | 3,804 | 18,896 | 83.24% |
| CLASSROOM CONT SERVICES | 4,000 | 1,127 | 1,898 | 3,025 | 975 | 24.37% |
| SPED SERVICES/SUPPLIES | 77,700 | 46,375 | 43,538 | 89,913 | (12,213) | -15.72% |
| LIBRARIANS & MEDIA CENTER | 3,850 | 1,488 | 804 | 2,292 | 1,558 | 40.46% |
| COURSE REIMBURSEMENT/PD | 26,000 | 1,086 | 500 | 1,586 | 24,414 | 93.90% |
| TEXTBOOKS & RELATED SOFTWARE | 39,500 | 36,602 | 268 | 36,869 | 2,631 | 6.66% |
| LIBRARY INSTRUCTIONAL MATERIALS | 4,500 | 167 | 3,268 | 3,435 | 1,065 | 23.67% |
| INSTRUCTIONAL EQUIPMENT | 11,000 | 4,885 | 5,085 | 9,970 | 1,030 | 9.37% |
| GENERAL SUPPLIES | 36,700 | 25,408 | 5,722 | 31,130 | 5,570 | 15.18% |
| CLASSROOM INSTRUCT TECHNOLOGY | 15,250 | 19,923 | 2,553 | 22,475 | (7,225) | -47.38% |
| GUIDANCE | 3,300 | 3,242 | 0 | 3,242 | 58 | 1.77% |
| MEDICAL/HEALTH SERVICES | 3,150 | 1,816 | 674 | 2,490 | 660 | 20.95% |
| TRANSPORTATION SERVICES | 228,013 | 110,751 | 109,249 | 220,000 | 8,013 | 3.51% |
| CUSTODIAL SERVICES | 21,500 | 8,028 | 2,075 | 10,102 | 11,398 | 53.01% |
| MAINTENANCE OF BUILDINGS | 123,050 | 53,663 | 36,040 | 89,703 | 33,347 | 27.10% |
| UTILITIES | 124,000 | 63,348 | 53,071 | 116,419 | 7,581 | 6.11% |
| TOTAL EXPENDITURES | \$863,405 | \$470,003 | \$277,159 | \$747,162 | \$116,243 | 13.46% |
| TOTAL INDISTRICT OPERATING | \$6,359,834 | \$3,153,147 | \$2,808,152 | \$5,961,299 | \$398,534 | 6.27% |
| OOD TUITION & TRANSPORTATION | | | | | | |
| TUITION TO NON-PUBLIC | \$241,550 | \$190,907 | \$0 | \$190,907 | \$50,643 | 20.97% |
| TUITION TO COLLABORATIVES | 240,150 | 142,583 | 97,553 | 240,137 | 13 | 0.01% |
| Total Tuition | 481,700 | 333,491 | 97,553 | 431,044 | 50,656 | 10.52% |
| TRANSPORTATION SERVICES | 155,000 | 81,319 | 50,540 | 131,858 | 23,142 | 14.93% |
| TOTAL OOD | \$636,700 | \$414,809 | \$148,093 | \$562,902 | \$73,798 | 11.59% |
| <i>* Total Charged to CB</i> | <i>325,000</i> | <i>152,063</i> | <i>172,669</i> | <i>324,732</i> | <i>268</i> | |
| TOTAL OPERATING | \$6,996,534 | \$3,567,957 | \$2,956,245 | \$6,524,202 | \$472,332 | 6.75% |
| <i>* not reflected in totals</i> | | | | | | |
| <i>Total expected CB at 75% (including in-district)</i> | <i>398,767</i> | <i>168,409</i> | <i>184,929</i> | <i>353,338</i> | <i>45,430</i> | |

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TO: Sherborn School Committee

FROM: Dr. Andrew Keough, Superintendent
Dawn Fattore, Business Administrator

DATE: **March 5, 2021**

RE: Approval of Non- Resident Tuition Fee

Approval of Non- Resident Tuition

As we continue to enroll non-resident students at Pine Hill we are asking the Sherborn School Committee to approve the tuition rate for FY22.

Please find motion below:

Motion

To set the tuition rate for students attending Pine Hill School from outside the district, as approved by the Superintendent per School Committee Policy JFABE, to be \$21,221 for the 2021-22 school year and that further any additional support services costs be added to an individual students tuition based on a fair share of those additional services as computed by the administration.

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TO: Sherborn School Committee

From: Andrew W. Keough, Ed.D.
Superintendent

Date: March 5, 2021

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 Pine Hill Elementary not participate in School Choice program for the 2021-2022 school year.

From: Policy Subcommittee (Lynn Toney Collins, Sara Gutierrez Dunn, Angie Johnson)
To: Regional School Committee
Date: February 2, 2021
Re: First Read - Harassment Policy & Harassment Investigation Procedures

Attached please find:

1. Harassment Policy (JBA): MASC has merged its Sexual Harassment (ACAB) policy and its Student-to-Student Harassment (JBA) policy thereby making it a general “harassment” policy prohibiting harassment on the basis of all protected classes (race, national origin gender, gender identity, sexual orientation, disability, and religion). As such, we have updated our policy to more closely reflect the MASC model.

The attached policy differs from the MASC model in two significant ways:

- *Hate incidents:* We have added language regarding hate incidents. Based on recent incidents that have occurred in our schools, the administration felt it would be prudent to explicitly address such conduct and provide a framework for the administration to develop response protocols. The provisions in these drafts are based on the MA Hate Crime laws, guidance from both the Massachusetts Attorney General and the Department of Education, and language from other Districts' policies.
- *Harassment of both student and staff:* Inexplicably (and despite my efforts to sort it out with MASC), MASC's model Harassment policy no longer addresses harassment of staff and, therefore, only covers harassment by and of students. Consistent with our obligations under Title IX, this policy covers harassment by *and of* students *and* staff.

Marked version is a comparison with the MASC Model Harassment Policy.

2. Harassment Investigation Procedures: Because of the significant overlap between bullying and harassment (and to ensure consistency in the handling of similar conduct), these procedures closely follow the Bullying Investigation Procedures that we implemented in 2019 (the main difference being the omission of legal requirements that apply specifically to bullying and the inclusion of Title IX requirements that apply to sexual harassment).

Marked version is redlined against the Investigation section of the Bullying Prevention and Investigation Plan.

Please feel free to contact any of the Policy Subcommittee members should you have any questions or concerns.

POLICIES AND

PROCEDURES FOR REPORTING AND RESPONDING TO ~~BULLYING~~HARASSMENT AND RETALIATION

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Dover-Sherborn Public Schools. The District's policies against harassment are in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities. Acts of Bullying are prohibited:

- on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district; or through the use of technology or an electronic device owned, leased, or used by a school district, and
- at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by a school district, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

More detailed information regarding the District's prohibition against harassment is set out in the Dover-Sherborn Public Schools Harassment Policy, and, to the extent applicable, the Bullying Prohibition policy, both of which can be found on the District's website.

To support efforts to respond promptly and effectively to ~~Bullying and Retaliation~~harassment and retaliation, the Dover Sherborn Public Schools have ~~policies and procedures in place~~implemented the following procedures for receiving and responding to reports of ~~Bullying and Retaliation~~. ~~These policies and~~harassment or retaliation. These procedures ensure that members of the school community – students, parents, and staff – know what will happen when incidents of ~~Bullying~~harassment occur.

A. — Reporting Bullying Reporting Harassment or Retaliation:

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Reports of ~~Bullying or Retaliation~~harassment or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written.

Oral reports made by or to a staff member must be recorded in writing by the staff member. All employees are required to report such events as soon as reasonably possible to the ~~Principal/Headmaster~~principal or designee any instance of ~~Bullying or Retaliation~~harassment or

retaliation when the staff member becomes aware of or witnesses the incident. Reports made by students, parents ~~or~~/guardians, or other non-employees may be made anonymously.— but the District's ability to investigate and address the alleged incident will be limited.

If the ~~Principal/Headmaster~~principal is the alleged aggressor, the report should be made to the Superintendent. If the Superintendent is the alleged aggressor, the report should be made to the School Committee. The ~~Schools~~schools will make reporting resources available to the school community including, but not limited to, the Dover ~~Sherborn Public Schools~~ Sherborn Bullying Prevention and Intervention Incident Reporting Form, ~~available on the Dover Sherborn Public Schools' website.~~[†] See Appendix A for Dover Sherborn Public Schools Bullying Prevention and Intervention Incident Reporting Form.

Use of the Dover Sherborn Public Schools Bullying Prevention and Intervention and the Harassment Incident Reporting Form, both available on the Dover Sherborn Public Schools' website.

Use of the Incident Reporting ~~Form~~Forms is preferred but not required as a condition of making a report. Schools will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the ~~Principal/Headmaster~~principal or designee; and 3) post it on the school's website.

At the beginning of each school year, schools will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of ~~Bullying and Retaliation.~~harassment and retaliation. A description of the reporting procedures and resources, including the name and contact information of the ~~Principal/Headmaster~~principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about these procedures and the Dover Sherborn Public Schools Bullying Prevention and Intervention Plan that is made available to parents or guardians.

1. Reporting by Staff A staff member will report such events as soon as reasonably possible to the ~~Principal/Headmaster~~principal or designee when ~~he/she/they~~ witnesses or becomes aware of conduct that may be ~~Bullying or Retaliation~~harassment or retaliation. If the ~~Principal/Headmaster~~principal is the alleged aggressor, the report should be made to the Superintendent. If the Superintendent is the alleged aggressor, the report should be made to the School Committee. The requirement to report to the ~~Principal/Headmaster~~principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with each school's policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others Students, parents or guardians, and

others who witness or become aware of an instance of ~~Bullying or Retaliation~~harassment or retaliation involving a student shall report it to the ~~Principal/Headmaster~~principal or designee. ~~—~~ If the ~~Principal/Headmaster~~principal is the alleged aggressor, the report should be made to the Superintendent. If the Superintendent is the alleged aggressor, the report should be made to the School Committee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. ~~—~~ Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of ~~Bullying or Retaliation~~harassment or harassment with a staff member, or with the ~~Principal/Headmaster~~principal or designee.

B. Responding to a ~~report of Bullying~~Report of Harassment or Retaliation:

~~1. — Safety~~

1. ~~Notice:~~ When the District has actual notice of harassment it will respond promptly (regardless of whether the complainant has filed a formal complaint). School districts have actual notice when an allegation is made known to any school employee. With respect to sexual harassment and hate incidents/crimes in particular, the District will respond as follows:

Comment [1]: Title IX regs (34 CFR 106.30)

Sexual Harassment: Upon receipt of a formal¹ complaint of sexual harassment, the District will inform the Title IX Coordinator and commence a formal grievance process that will incorporate the Title IX due process rights of both the target(s) and the alleged aggressor as well as supportive measures designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party.

At any time prior to reaching a determination regarding responsibility the District may, at the written request of both parties after the parties have been fully informed, facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. Note, however, that this informal resolution option is not available in a case that involved employee to student harassment.

Hate Incidents: The District will act immediately to stop and address the incident in a manner that is consistent with its legal obligations and the District's policies and procedures including the Harassment Investigation Procedures. Measures the District will undertake upon Notice of a Hate Incident include the following:

Comment [2]: MA Hate Crime Regulations 501 CMR 4.00

¹ A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. 34 C.F.R. 106.30

- Provide an immediate staff response to the report of a Hate Incident.
- Have law enforcement officers photograph/copy graffiti, property damage, and documentation.
- Remove all graffiti (after it has been photographed) before students arrive at school so that the message is not seen by students.
- Inform the victim's and perpetrator's parents of the steps it is taking to address the incident.
- Take immediate steps to prevent the spread of misinformation including the designation of a media spokesperson to quickly disseminate accurate information regarding the incident.
- Utilize school or District crisis response teams to support students and provide victims of Hate Incident or crime with support and assistance, including referral to victim support agencies, communicating with their parents/guardians, and assistance with completing school and law enforcement reports).
- Work with students who are in formal and informal leadership roles to plan activities which will restore campus harmony: e.g., campuswide "No Put-Down" campaigns.
- Assign a District team to protect the victim, perpetrator and their families from the media.
- If appropriate, invite the media back to the school at a later date to observe positive campus activities and the effect of remedial measures/programs undertaken by the District.

1-2. Safety: Before fully investigating the allegations of ~~Bullying or Retaliation~~ harassment or retaliation, the ~~Principal/Headmaster~~ principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. ~~There may be circumstances in which the~~ Principal/Headmaster principal or designee contacts parents or guardians prior to an investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the alleged aggressor's schedule and access to the target. ~~The Principal/Headmaster~~ The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The ~~Principal/Headmaster~~ principal or designee will implement appropriate strategies for

protecting from ~~Bullying or Retaliation~~harassment, or retaliation a student who has reported ~~Bullying or Retaliation~~harassment or retaliation, a student who has witnessed ~~Bullying or Retaliation~~harassment or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of ~~Bullying or Retaliation~~harassment or retaliation.

~~2.~~ **Confidentiality:** The confidentiality of students and witnesses reporting alleged acts of ~~Bullying or Retaliation~~harassment will be maintained to the extent possible given the school's obligation to investigate the matter.

~~3.~~ ~~2.~~ ~~Obligations to Notify Others:~~ Note that where the school is legally obligated to investigate the matter, it will do so even if the target asks that it not investigate their claim and while the matter will be kept as confidential as possible, it may not be possible to withhold the target's identity from the alleged harasser.

C. Notifications to Others

1. Notice to parents or guardians: Upon determining that ~~Bullying or Retaliation~~harassment or retaliation has occurred, the ~~Principal/Headmaster~~principal or designee will notify the parents or guardians of the target and the student who is the alleged aggressor or the staff member who is the alleged aggressor, of this determination as soon as reasonably possible, and of the procedures for responding to it.

2. Notice to Another School or District: If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the ~~Principal/Headmaster~~principal or designee first informed of the incident will notify by telephone as soon as reasonably possible the ~~Principal/Headmaster~~principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR.

3. Notice to Law Enforcement: At any point after receiving a report of ~~Bullying or Retaliation~~harassment or retaliation, including after an investigation, if the ~~Principal/Headmaster~~principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, ~~the Principal/Headmaster~~as in the case, for example, of actual or suspected sexual violence, child abuse, or hate incidents, the principal or designee will notify the local law enforcement agency.—Notice will be consistent with the requirements of ~~603~~

~~CMR 49.00603 CMR 49.00 and locally established agreements with the local law enforcement agency. (bullying) and 501 CMR 4.00 (hate crimes), Massachusetts General Laws Ch. 119, §51A (child abuse) and the Memoranda of Understanding between the District and the Dover and Sherborn Police Departments.~~ Also, if an incident occurs on school grounds involving an individual not enrolled in the school, the ~~Principal/Headmaster~~principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the ~~Principal/Headmaster~~principal will, consistent with ~~the Plan and with~~ District policies and procedures, consult with local law enforcement/school resource officer, and other individuals the ~~Principal/Headmaster~~principal or designee deems appropriate.

~~C. Investigation Procedure:~~

~~1. Pre Investigation:~~

~~Even before fully investigating allegations of Bullying or Retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.~~

~~2. Investigation:~~

~~The Principal/Headmaster or designee will~~**D. Investigation:**

1. Timing:~~The principal or designee will thoroughly and impartially~~ investigate as soon as reasonably possible all reports of ~~Bullying or Retaliation~~harassment or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved and/or information related to the staff member involved. If the incident has been reported to law enforcement, law enforcement may conduct its own concurrent investigation.

~~Procedures for investigating reports of Bullying and Retaliation are consistent with district policies and procedures as detailed in each handbook. If necessary, the Principal/Headmaster or designee will consult with the Superintendent/Assistant Superintendent.~~

~~The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address this matter.~~

3. ~~Written statement of the complaint:~~

~~The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.~~

~~It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.~~

4. ~~Interviews:~~

The nature and duration of the investigation will depend on the circumstances of the complaint, including the type, severity and frequency of the alleged harassment.

2. Interviews: During the investigation the ~~Principal/Headmaster~~principal or designee will, among other things, interview the victim, the alleged perpetrator, students, staff, witnesses, parents or guardians, and others as necessary. The ~~Principal/Headmaster~~principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. ~~The Principal/Headmaster or designee shall remind the alleged aggressor, target, and witnesses of the importance of the investigation and of their obligation to be truthful. The following are general guidelines for responding to a report of Bullying or Retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.~~

~~Depending upon the circumstances, the Principal/Headmaster or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying or Retaliation behavior and to assess the level of need for additional social skills development.~~

~~Interviews will be conducted by the Principal/Headmaster or designee, or other staff members as determined by the Principal/Headmaster or designee, and in consultation with the school counselor, as appropriate.~~

Interviews will be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school

counselor, as appropriate. These interviews will be conducted in person where possible. The investigator will inform each interviewee, as well as any other individual apprised of the investigation, that the investigation is confidential and should not be discussed with co-workers. To the extent practicable, and given the obligation to investigate and address the matter, the ~~Principal/Headmaster~~principal or designee will maintain confidentiality during the investigative process. ~~The Principal/Headmaster or designee will maintain a written record of the investigation.~~

~~Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that Retaliation against persons whom they believe might have reported the incident or cooperated with the investigation is strictly prohibited and will result in disciplinary action.~~

D. Determinations:

~~School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute Bullying or Retaliation. The Principal/Headmaster or designee will make a determination based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991).~~

~~If, after investigation, Bullying or Retaliation is substantiated~~Procedures for investigating reports of harassment and retaliation will be consistent with District policies and procedures as detailed in each handbook.

E. Determinations:

The principal or designee will make a determination based upon all of the facts and circumstances and from the perspective of a "reasonable person." When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991).

F. Written Record:

~~After the employer's investigation is complete, the ~~Principal/Headmaster~~principal or designee will ~~take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities.~~ The Principal/Headmaster or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary. Depending upon the circumstances, the~~

Comment [3]: Moved to Remedial Action section

~~Principal/Headmaster or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior or Retaliation and to assess the level of need for additional social skills development.~~

~~If a School Principal/Headmaster or designee determines that Bullying or Retaliation has occurred, he/she shall take appropriate disciplinary action, and if it is believed that criminal charges may be pursued against the aggressor, the Principal/Headmaster shall notify the appropriate local law enforcement agency and notify the superintendent.~~

~~A Principal/Headmaster or designee, upon determining that Bullying or Retaliation has occurred, shall promptly contact the parents or guardians of the alleged target(s) and when the alleged aggressor(s) is a student or a staff member, parents or guardians of the alleged aggressor(s). Actions being taken to prevent further acts of Bullying and Retaliation shall be discussed.~~

~~If Bullying or Retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of Bullying or Retaliation:~~

- ~~• Holding parent conferences;~~
- ~~• Transferring student's classroom or school;~~
- ~~• Limiting or denying student access to a part, or area, of a school;~~
- ~~• Enhancing adult supervision on school premises;~~
- ~~• Excluding from participation in school sponsored or school related functions, after school programs, and/or extracurricular activities;~~
- ~~• Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.~~
- ~~• Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.~~
- ~~• Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)~~

- ~~Providing counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said students.~~
- ~~Disciplinary actions for employees who are found to have committed an act of Bullying or Retaliation shall be in accordance with state law, any applicable Collective Bargaining Agreements, and the district's policies and procedures.~~

Comment [4]: Deleted - requirements are specific to bullying

~~E. Closing the Complaint and Possible Follow Up~~

Comment [5]: Moved to notification and remedial action sections

~~School staff will provide notice as soon as reasonably possible to the parent/guardian of the target(s) and the aggressor(s) about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of Bullying or Retaliation. Specific information about disciplinary action taken will not be released to the target's parents or guardians unless it involves a directive that the target must be aware of in order to report violations.~~

~~If appropriate, within a reasonable time period following closure of the complaint, the Principal/Headmaster or designee will contact the Target to determine whether there has been any recurrence of the prohibited conduct. The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.~~

The Principal/Headmaster or designee will notify the parents or guardians of the target and the aggressor as soon as reasonably possible about the results of the investigation and, if Bullying or Retaliation is found, prepare a final written report documenting their findings. Generally, the investigator's report will detail the steps the investigator took in examining the complainant's allegations and will explain any conclusions the investigator has made. The District will create and maintain a written record of harassment complaints which will include the final written report and records documenting mediation, restorative justice, or other models of alternative dispute resolution undertaken by the parties, and any supportive measures offered and implemented.

G. Notification of Results:

The principal or designee will notify the parents or guardians of the target and the alleged aggressor as soon as reasonably possible about the results of the investigation and explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based. If harassment or retaliation is found, the

notification will explain what action is being taken to prevent further acts of **Bullying or Retaliation, harassment or retaliation.** All notice to parents must comply with applicable state and federal privacy laws and regulation and due process is followed in all cases as documented in school handbooks. Because of the legal requirements regarding the confidentiality of student records, the **Principal/Headmaster/principal** or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a directive that the target must be aware of in order to report violations.

~~The Principal/Headmaster or designee will inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the Bullying determination.~~

F. Responses to Bullying and Retaliation:

~~The Dover-Sherborn Public Schools have incorporated a range of individualized strategies and interventions that may be used in response to remediate a student's skills or to prevent further incidences of Bullying and/or Retaliation.~~

1. Teaching Appropriate Behavior through Skills Building

~~Upon the Principal/Headmaster or designee determining that Bullying or Retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill building approaches that the Principal/Headmaster or designee may consider include:~~

- ~~• offering individualized skill building sessions based on the school's/district's anti-Bullying curricula;~~
- ~~• providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel;~~
- ~~• implementing a range of academic and nonacademic positive behavioral supports to help students understand pro social ways to achieve their goals;~~
- ~~• meeting with parents and guardians to engage parental support and to reinforce the anti-Bullying curricula and social skills building activities at home;~~
- ~~• adopting behavioral plans to include a focus on developing specific social skills; and~~

Comment [6]: same - specific to bullying

~~making a referral for evaluation~~ **H. Remedial and Disciplinary Action:**

1. Remedial Action: If, after investigation, harassment or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal/headmaster or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the harassment behavior and to assess the level of need for additional social skills development.

2. Disciplinary Action: If the ~~Principal/Headmaster~~principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the ~~Principal/Headmaster~~principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

Discipline will be consistent with applicable Dover Sherborn Public Schools ~~Bullying Prevention and Intervention Plan and with each school's policies and procedures.~~

~~Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.~~

policies and procedures, including, for example the Harassment policy, the Bullying Prevention and Intervention Plan, and with the school's code of conduct/student handbook. If necessary, the principal or designee will consult with the Superintendent/Assistant Superintendent. Disciplinary actions for employees who are found to have committed an act of ~~Bullying or Retaliation~~harassment or retaliation shall be in accordance with state law, any applicable collective bargaining agreement, and the Dover Sherborn Public Schools' policies and procedures.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the ~~Principal/Headmaster~~principal or designee determines that a student knowingly made a false allegation of ~~Bullying or Retaliation~~harassment or

retaliation, that student may be subject to disciplinary action consistent with the school's code of conduct/student handbook.

~~Disciplinary actions for employees who are found to have committed an act of Bullying or Retaliation will be in accordance with state law and the Dover-Sherborn Public Schools' policies and procedures.~~

~~3.~~

I. Promoting Safety for the Target and Others

The ~~Principal/Headmaster~~principal or designee(s) will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the ~~Principal/Headmaster~~principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the ~~Principal/Headmaster~~principal or designee will work with appropriate school staff to implement them as soon as reasonably possible.

VII. COLLABORATION WITH FAMILIES

Comment [7]: Legal requirements specific to bullying

~~The Dover-Sherborn Public Schools Bullying Prevention and Intervention Plan includes strategies to engage and collaborate with students' families in order to increase the capacity of each of our Schools as well as the district to prevent and respond to Bullying. Resources for families and communication with them are essential aspects of effective collaboration. Provisions for informing parents or guardians about the Bullying Prevention and Intervention curricula used by the Schools include: (i) how parents and guardians can reinforce the curricula at home and support the school or district plan; (ii) the dynamics of Bullying; and (iii) online safety and Cyber Bullying. Parents and guardians will also be notified in writing each year about the student related sections of the Dover-Sherborn Public Schools Bullying Prevention and Intervention Plan.~~

~~Schools will collaborate with School Councils and overarching parent organizations (School Councils, PTO, CSA, POSITIVE, Guidance Advisory Council, and SEPAC) to create parent resource and information networks. Schools will join with these parent groups to offer education programs for parents and guardians that are focused on the parental components of the anti-Bullying curricula and any social competency curricula used by the school(s).~~

~~Schools will annually inform parents or guardians of enrolled students about the anti-Bullying curricula that are being used. This notice will include information about the dynamics of Bullying, including Cyber Bullying and online safety. The Schools will send parents written notice each year about the student related sections of the Dover-Sherborn Public Schools Bullying Prevention and Intervention Plan and the Dover-Sherborn Network and Internet Acceptable Use Policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. Each school will post the Dover-Sherborn Public Schools Bullying Prevention and Intervention Plan and related information on its website.~~

~~VIII. PROHIBITION AGAINST BULLYING AND RETALIATION~~

Comment [8]: Specific to DESE model re bullying

~~The Dover-Sherborn Public Schools will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our school buildings, on school grounds, on school buses and at school bus stops or in school related activities. Schools will investigate as soon as reasonably possible all reports and complaints of Bullying and Retaliation, and take prompt action to end that behavior and restore the target's sense of safety. The Dover-Sherborn Public Schools will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.~~

~~Acts of Bullying are prohibited:~~

- ~~● on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district; or through the use of technology or an electronic device owned, leased, or used by a school district, and~~
- ~~● at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by a school district, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.~~

~~Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying is also prohibited. As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.~~

~~IX. PROBLEM RESOLUTION SYSTEM~~

Comment [9]: Same

~~Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/prg>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.~~

~~X. RELATIONSHIP TO OTHER LAWS~~

Comment [10]: Same

~~Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, ancestry, sexual orientation, sex, socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Nothing in the Dover Sherborn Public Schools Bullying Prevention and Intervention Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.~~

~~In addition, nothing in the Dover Sherborn Public Schools Bullying Prevention and Intervention Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether this Plan covers the behavior.~~

J. Relationship to Other Laws

Nothing herein is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H1/2, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether this Plan covers the behavior.

Grievance Process requirements: 34 CFR 106.45

MA AG's Guidance to Schools on Legal Obligations to Prevent and Address Hate and Bias Incidents 11/17/2020



**DOVER-SHERBORN PUBLIC SCHOOLS
HARASSMENT REPORTING FORM**

Date: _____

1. Name of Reporter/Person Filing the Report*: _____

*While reports may be made anonymously, no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

2. Check whether the incident based on sex ____ gender identity ____ sexual orientation ____ race ____ national origin/ethnicity ____ religion ____ disability ____ (check all that apply)

*If the incident was not based on any of the above characteristics, consider whether the incident should instead be reported as bullying under the District's Bullying Prevention and Intervention Plan ("BPIP). The BPIP Incident Reporting Form can be accessed [\[here\]](#)

3. Check if you personally are the Target of the behavior ____ or a member of the Targeted group ____

4. Check whether you are a:

Student ____ Parent ____ Other (specify) _____

Staff member or Administrator (specify role) _____

5. Your contact information

Home and/or cell phone: _____; E-mail: _____

6. School Information:

If you are a student, please indicate your school _____

Please indicate your grade: _____

If you are a staff member, please indicate your school and/or work location:

7. Information about the Incident:

Name of Target (if known): _____

Name of alleged Aggressor if known (Person who engaged in the behavior):

Date(s) of incident(s): _____

Time of day that incident(s) occurred: _____

Location of Incident(s) (be as specific as possible): _____

8. Witnesses (list people who saw the incident or have information about it):

Name: _____ • Student • Staff • Other _____

Name: _____ • Student • Staff • Other _____

Name: _____ • Student • Staff • Other _____

8. Please describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). If the incident involved property damage, graffiti, writings (such as letters or emails), please describe and if possible, provide photographs. Please use additional pages if necessary.

All of the information on this form is accurate and true to the best of my knowledge

Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY

Name of person receiving the form: _____

Position: _____ Date: _____

Signature: _____

Date Received: _____

INVESTIGATION

1. Investigator(s): _____

Position(s): _____

2. Interviews:

☐ Interviewed alleged aggressor(s): Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

☐ Interviewed target: Name: _____ Date: _____

☐ Interviewed witnesses: Name: _____ Date: _____

Name: _____ Date: _____

3. Any prior documented Incidents by the alleged aggressor? ☐ Yes ☐ No

If yes, have incidents involved target or target group previously? ☐ Yes ☐ No

Any previous incidents with findings of harassment, bullying, or retaliation? ☐ Yes ☐ No

Summary of Investigation: (Please use additional paper and attach to this document as needed)

CONCLUSIONS FROM THE INVESTIGATION

1. Finding of harassment or retaliation: ☐ YES ☐ NO

- ☐ Harassment ☐ Incident documented as _____
☐ Retaliation ☐ Discipline referral only _____

2. Contacts:

- ☐ Target's parent/guardian Date: _____
☐ Alleged Aggressor's parent/guardian Date: _____
☐ Other (as appropriate/necessary)
 ☐ District Equity Coordinator (DEC) Date: _____
 ☐ School Counselor Date: _____
 ☐ Law Enforcement Date: _____
 ☐ Other School District Date: _____

3. Action Taken(s):

- ☐ Loss of Privileges ☐ Detention ☐ STEP referral ☐ Suspension
☐ Community Service ☐ Education ☐ Other _____

4. Describe Safety Planning and/or supportive measures:

5. Follow-up

With Target: scheduled for _____ Initial and date when completed: _____
With Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal/Headmaster: Date _____

Report forwarded to Superintendent: Date _____
(If principal was not the investigator)

Signature: _____ **Title:** _____

Date: _____

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HARASSMENT

The Dover-Sherborn Public Schools are committed to maintaining a welcoming school environment that is free of Harassment. As such, Harassment ~~of students by other~~ students, employees, vendors and/or other third parties will not be tolerated in the (Name of District) Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability Dover-Sherborn Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District. Harassment is prohibited:

- on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district; or through the use of technology or an electronic device owned, leased, or used by a school district, and
- at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by a school district, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

An incident that occurs during remote learning, or on a remote learning platform, will generally be treated as occurring in school or at a school-related event. Further, incidents that involve social media, texting, or other online activity may qualify as in-school incidents even if some of the activity originates outside of school during non-school hours. Because of its pervasive presence in students' lives, social media activity, in particular, may contribute to in-school bullying or Harassment regardless of when or where it originally occurs.

I. Harassment and Retaliation Prohibited

Harassment prohibited by the District includes, but is not limited to, Harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Retaliation against an employee or student-complainant, because they have filed a complaint or assisted or participated in an investigation or proceeding of Harassment prohibited under this policy, is also unlawful and prohibited (regardless of the merits of the underlying complaint).

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to the District's disciplinary ~~policy~~. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations. While this policy sets forth our goals of promoting an environment that is free of Harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct constitutes Harassment as defined in this policy.

~~Employee-to-Student~~ Harassment for purposes of this policy is conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

Comment [1]: LTC merged Student-Student and Employee to Student

- A school employee makes sSubmission to such conduct ~~is made~~ either explicitly or implicitly a term or condition of employment, a student's education or of a student's participation in school programs or activities;
- A school employee uses sSubmission to or rejection of such conduct by a student ~~is used~~ as the basis for decisions affecting the employee or student; or
- A student's or school employee's conduct~~employee's~~ Such conduct toward another student has the purpose or effect of unreasonably interfering with that employee's employment, that student's performance or creating an intimidating or hostile working or learning environment.

Harassment as described above may include, but is not limited to:

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- Written, verbal, or physical (including texting, blogging, or other technological methods) Harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning jokes, stories, or activities directed at the student;
- Hate Incidents and Hate Crimes.

- By law, what constitutes Harassment is determined from the perspective of a reasonable person who possesses the characteristic on which the Harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.¹

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II. Types of Harassment with Specific Definitions

1. **Hate Crime:** A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's Bias (Hatred, hostility, or negative attitudes towards, or prejudice against, any group or individual on account of race, religion, ethnicity, disability, gender, gender identity, or sexual orientation)².
2. **Hate Incident:** An act, whether consisting of conduct, speech, or expression, to which a Bias motive is evident without regard to whether the act constitutes a crime.
3. **Sexual Harassment:** Sexual Harassment is unwelcome conduct of a sexual nature.³
Forms of Sexual Harassment include:

- **Hostile Environment:** unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity-it also, includes. To determine if particular conduct causes a hostile environment, a school will consider the conduct from both a subjective and objective perspective. In making this determination, all relevant circumstances should be considered, including the victim's age, race, sex, and disability status. A hostile environment may be created even though the student does not suffer tangible harm, such as a drop in grades. For example, a hostile environment could be found where a student, with

¹ Conduct such as verbal statements, online or social media activity, graffiti, and violent or threatening physical conduct can constitute both Harassment and bullying. As a general matter, bullying and Harassment differ to the extent that bullying, by definition is: (1) "repeated" conduct (2) "directed at a target". "Harassment" on the other hand: (1) does not have to be repeated; (2) does not have to be targeted at a particular victim (a single, severe hate incident may create an intimidating or hostile environment); and (3) is based on race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability.

² A Bias motive can be inferred from the presence of one or more Bias indicators (i.e. objective facts, circumstances, or patterns attending a criminal act(s) which, standing alone or in conjunction with other facts or circumstances, suggest that the offender's actions were motivated, in whole or in part, by any form of Bias). See 501 CMR 4.04.

³ Because Sexual Harassment is by definition "unwelcome," this policy does not preclude legitimate, nonsexual physical contact such as the use of necessary restraints to avoid imminent, serious physical harm or conduct such as [a] teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. Note that some conduct of a sexual nature is presumptively unwelcome, such as between a student and an adult employee. Massachusetts General Laws Ch. 119, Section 51A requires that mandated reporters at public schools report cases of suspected child abuse, including sexual abuse immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families.

considerable effort, was able to continue to go to school and achieve good grades despite the difficulties caused by the harassing behavior.

- *Quid Pro Quo*: unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. ~~Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to where acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.~~
- *Sexual Violence*: sexual assault, sexual battery, sexual abuse, sexual coercion, stalking, physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). ~~A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).~~

While it is not possible to list all those additional circumstances that may constitute sexual ~~Harassment~~harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual ~~Harassment~~harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of Sexual Harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute Sexual Harassment. The prohibition against Sexual Harassment applies whether the Harassment is between people of the same or different gender.

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Comment [2]: Moved retaliation down, Notice, Due Process, Record Keeping to Procedures doc

Comment [3]: LTC addition per OCR Guide

III. Complaint and Investigation

Any individual who believes they have~~he or she has~~ been harassed in violation of this policy, or who has witnessed or learned about the ~~Harassment~~harassment of another person in the school environment, should inform the Principal as soon as possible. If the individual does not wish to discuss the issue with the Principal, or if the Principal does not address the problem in an effective manner, the individual should inform the Superintendent.

Comment [4]: From MCLE Model Harassment policy

Because the District takes allegations of ~~Harassment~~harassment seriously, we will conduct a prompt, thorough, and impartial investigation of the ~~Harassment~~harassment allegations through designation of a building based employees, who may include principals or their designees or, in the case of Sexual Harassment, the Title IX Coordinator. The Superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. The District's investigation will follow the procedures prescribed by state and federal law.

Following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Hate Incidents: The District will act immediately to stop and address the incident in a manner that is consistent with its legal obligations and the District's policies and procedures including the Harassment Investigation Procedures and the Memoranda of Understanding between the District and the Dover and Sherborn Police Departments (the "MOU"). Measures the District will undertake include the following:

Comment [5]: Per DoE Guidance

- Provide an immediate staff response to the report of a hate motivated incident.
- Actual and suspected Hate Crimes and sexual violence are classified as Mandatory Reporting Incidents under the MOU. As such, the designated official will notify law enforcement officers of the incident and request assistance, if necessary. Note that law enforcement may proceed with its own concurrent investigation.

- Have law enforcement officers photograph/copy graffiti, property damage, and documentation.
- Remove all graffiti (after it has been photographed) before students arrive at school so that the message is not seen by students.
- Inform the alleged victim's and alleged perpetrator's parents of the steps it is taking to address the incident.
- Take immediate steps to prevent the spread of misinformation including the designation of a media spokesperson to quickly disseminate accurate information regarding the incident.
- Utilize school or District crisis response teams to support students and provide victims of hate-motivated behavior or crime with support and assistance, including referral to victim support agencies, communicating with their parents/guardians, and assistance with completing school and law enforcement report paperwork).
- Work with students who are in formal and informal leadership roles to plan activities which will restore campus harmony: e.g., campuswide "No Put-Down" campaigns.
- Assign a district team to protect the victim, perpetrator and their families from the media.
- If appropriate, invite the media back to the school at a later date to observe positive campus activities and the effect of remedial measures/programs undertaken by the District.

IV. Final Determination and Closure of Complaint

After the investigation is complete, the principal or designee will make a determination based upon all of the facts and circumstances. The principal or designee will prepare a final written report documenting their findings and notify the parents or guardians of the target and the aggressor as soon as reasonably possible about the results of the investigation.

If, after investigation, ~~Harassment~~harassment or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

~~Please note that while this policy sets forth our goals of promoting an environment that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct constitutes harassment.~~

The Complainant may also file a legal complaint with:

- The Massachusetts Commission Against Discrimination,
1 Ashburton Place, Room 601
Boston, MA 02108.
Phone: 617-994-6000
- Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109
Phone: 617-289-0111
- The United States Equal Employment Opportunity Commission,
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203

Please note that the entities above have specific time limits for filing a claim.

LEGAL REF.:

M.G.L. 151B:3A
Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00 (Equal Education Opportunity)
34 CFR 106.44 (a), (a)-(b)
34 CFR 106.45 (a)-(b) (1)
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020
Massachusetts Anti-Bullying Law (G.L. c. 71, § 37O)
Student AntiDiscrimination Act (G.L. c. 76, § 5)
42 U.S.C. § 2000d et seq. ("Title VI") (covering race, color and national origin)
Title VII, Section 703, Civil Rights Act of 1964 as amended

20 U.S.C. § 1681 et seq. ("Title IX") (covering sex)
42 U.S.C. § 12131 et seq. (Americans with Disabilities Act) (covering disability)
G.L. c. 71, § 37O(b)
M.G.L. c. 22C, § 33" 501 Mass. Reg. 4.01, 4.02 (Hate Crime Reporting Act)
Federal Regulation 74676 issued by EEO Commission
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A (bullying, stalking, criminal harassment, witness intimidation, reporting false information)

REFERENCES:

Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan
MCAD Model Sexual Harassment Investigation Guidelines
MA AG's Guidance to Schools on Legal Obligations to Prevent and Address Hate and Bias Incidents 11/17/2020

CROSS REFERENCES.:

AC, Nondiscrimination
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations
JICFB, Bullying Prevention

~~Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.~~

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SOURCE: MASC July 2020

DRAFT

Sherborn School Committee Meeting of February 9, 2021

Members Present: Angie Johnson
Megan Page
Amanda Brown
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 5:30 pm and read the following into the record:

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 is posted on the Dover Sherborn District Website. Please note that this meeting is being recorded. Please be aware that anything that you broadcast may be captured by the recording.

Community Comments are first. Please remember that 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 and we will not be answering any questions tonight. We respectfully request that you please make your comments brief (about 2 mins) and that you move the discussion forward by adding new information. 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.

2) **Community Comments - none**

3) **Reports**

- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

4) **FY21 Monthly Financial Report - as of February 4th.**

- Salaries - there are no changes since the last report.
- Operating Expenditures - additional special education support services have been added as needed for students on IEPs resulting in approximately \$15,000 negative variance.
- Out-of-District - the current year circuit breaker numbers are reflected.
- Special Revenue/Revolving Funds - the quarterly report was provided.

5) **Continued Discussion FY22 Budget -**

- Operating - there are no significant changes to report at this time.
- FY22 Capital - there will be no capital requests for FY22.

6) **Policy: Class Size, Second Read -**

Megan Page made a motion to approve the Class Size Policy. Amanda Brown seconded.
21-01 VOTE: 4 - 0 via roll call

7) **Policy: Harassment, First Read -** the draft policy was provided for review.

8) **Consent Agenda**

- Approval of Minutes: December 14, 2020

DRAFT

- Donation - Water cooler with bottle filling station from DSEF
- Amanda Brown made a motion to approve the Consent Agenda. Megan Page seconded.
21-02 VOTE: 4 - 0 via roll call

9) Communications

- Dover Sherborn Regional School Committee minutes of Dec 8, 2020 & January 12, 2021
- Dover School Committee minutes of December 17, 2020

10) Items for March 9, 2021 meeting - FY22 Budget Hearing

11) Adjournment at 6:03 pm.

Respectfully submitted,
Amy Davis

APPROVED MARCH 2, 2021

Dover-Sherborn Regional School Committee
Meeting of February 23, 2021

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

1) Call to Order

Ms. Charron called the virtual meeting to order at 6:32 pm and read the following into the record:

Good evening. 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. Please note that this meeting is being recorded. Be aware that anything that 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. We appreciate that you have taken the time to participate and encourage you to reach out to your school committee reps at any time.

2) Community Comments - none

3) Financial Report

- Audited FY20 Financials - Bob Brown and John Lafleche presented an overview of the FY20 Audit and answered questions from committee members.
- E&D Certification - The Department of Revenue certified the District's Excess and Deficiency at \$1,405,542. This represents 5.4% of the FY21 Approved Operating Budget and results in a total excess of \$97,920. The March 2021 assessment payments for both Towns have been adjusted to return these excess funds.

4) FY22 Proposed Budget - continued discussion

Dawn Fattore reviewed the changes to the FY22 Budget since the last meeting:

- Increase in FY22 Chapter 70 revenue - \$46,760
- Increase in High School activity fees - \$9,000
- Utilization of E&D to apply FY21 Revenue surpluses to FY22 - \$210,000
- Salary reductions from Educator Retirements/Staffing changes - \$145,500
- Remove request for IEP software upgrade - \$7,500
- Allocate additional Educational Assistant position to SPED grant - \$30,250
- Move funding for QPO stipends into Title IIA grant - \$20,285
- Increase in SPED in-district transportation - \$5,800
- Reduction in telephone costs due to communications audit - \$7,000

APPROVED MARCH 2, 2021

- Norfolk County Retirement adjustment based on updated estimates - \$115,200
- Property/WC Insurance adjustment based on updated estimates - \$3,500
- Decrease in Employee Health insurance based on approved FY22 rates - \$100,000
- Increase in Retiree Health insurance to cover annual rate increases - \$25,000
- FY22 Budget total - \$26,379,191, increase of \$226,751 or 0.87% over FY21

Capital Budget - the FY22 Capital request has been adjusted to reflect updated quotes. For FY22 the request is \$355,500 and the recommended funding source is E&D.

5) Consent Agenda

- Approval of Minutes: February 2, 2021
- Donations - \$5,000 from Dover Sherborn Boosters for METCO Program, \$2,500 from DS Boys Varsity Basketball for assistant coach, and \$2,000 from DS Girls Varsity Basketball for assistant coach.

Lynn Collins made a motion to approve the Consent Agenda. Judi Miller seconded.

21-05 VOTE: 5 - 0

6) Adjournment at 8:04 pm.

Respectfully submitted, Amy Davis

APPROVED March 3, 2021

Dover-Sherborn Regional School Committee

Meeting of February 24, 2021

Members Present: Maggie Charron, Chair
Judi Miller, Vice Chair
Kate Potter
Micheal Jaffe
Anne Hovey
Lynn Collins

Also Present: Dr. Andrew Keough, Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator
Members of Sherborn Advisory and Dover Warrant Committees

1) Call to Order

Maggie Charron called the meeting to order at 7:07 pm on Zoom.

2) FY22 Operating Budget

Dawn Fattore spoke of the development of the FY22 Budget based on the District's mission and strategic objectives as well as remaining fiscally responsible.

FY22 budget drivers: contractual agreement increases of approximately 2% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%; no new staffing positions; healthcare premium increases estimated at 3.4% with approximately 45% participants enrolled in high-deductible healthcare plans; continue funding provided for OPEB Liability Trust utilizing phased in cost share savings (fully phased in by FY24); Norfolk County Retirement assessment decreased by approximately \$40,000 based on updated actuarial valuation, lower covered payroll for DS and use of pension reserve funds to offset member assessments; and continued trend budgeting for all other operating accounts resulting in an overall budget reduction.

The proposed FY22 Operating Budget is \$26,379,191, \$226,751 or 0.87% over the FY21 Budget.

The Administration and School Committee fielded questions from the Warrant & Advisory Committees.

3) FY22 Capital Budget - total request of \$355,500. In looking to the roof replacement slated for FY23 and FY24, the Administration engage a Building Envelope Consultant and it was determined the roofs are candidates for restoration versus total replacement. Place holders have been plugged into the 5 year capital plan. There was discussion about how to fund the capital items (through E&D or through the Towns) which will be discussed further by each of the town budget committees.

4) Adjournment at 8:20 pm

Respectfully submitted, Amy Davis