

Sherborn School Committee

June 16, 2021

REVISED Meeting Agenda

5:30 PM

LOCATION

DOVER SHERBORN MIDDLE SCHOOL LIBRARY

5:30 PM

1. Call to Order
2. Reorganization
3. Community Comments
4. Reports:
 - Principal's Report
 - Warrant Report
5. FY21 Finance Report
 - Monthly Report
 - Enrollment Update
6. Approval of 2020-21 Family Handbooks A.R.
7. Approval of 2020-21 School Improvement Plan A.R.
8. Consent Agenda A.R.
 - May 11, 2021 Minutes
9. Communications (For Members Information)
 - Subcommittee Assignments
 - Dover Sherborn Regional School Committee May 4, 2021 minutes
 - Dover School Committee March 4, and May 17, 2021
10. Adjourn

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

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TO: Andrew Keough, Superintendent
FROM: Barbara Brown, Principal
RE: Principal's Monthly Report
DATE: June 16, 2021

Personnel:

Welcome to new employees who will join the Pine Hill teaching family beginning next school year:

- Amy Beigel was appointed as the PE Teacher. She has subbed in the position for the past 1.5 years in place of Jim Carnes who stepped out to serve in Interim Assistant Principal positions at Pine Hill and Chickering. Amy has a proven track record for providing dynamic physical education lessons and for developing strong relationships with students. Amy earned a B.S in Physical Education at Springfield College and has a M.S in Health Science from the University of New York. She taught PE in Boston and in the Peace Corps prior to coming to Sherborn.
- Molly Sullivan was appointed to the Preschool Teacher position vacated when Maria Milliner retired last fall. Molly served as a long-term sub and was the obvious choice for the permanent position based on the effective teaching skills and positive culture building she brought to our beloved preschoolers. Molly earned a B.S. in psychology at the University of Maryland and a Masters in Curriculum and Instruction in Autism Studies from the University of Massachusetts. She is licensed as an early childhood educator and holds a graduate certificate in Behavior Intervention.
- Sarah DeBenedictis will be teaching 5th grade as a long-term sub for the year in place of Courtney Young who is taking a leave of absence. Sarah taught 6th grade this year in Littleton. She has a B.A. in psychology from Vassar College and a M.Ed. in elementary education from Lesley University. Sarah stood out from other candidates through her incredible strong references and the demonstration lesson she conducted with our students where she demonstrated excellent strategies for engaging students and facilitating class discussion.
- Sarah Kennedy is being hired as a special education teacher as we expand the GOALS Program to span grades K-2 and 3-5. Sarah has been working in the Douglass Public Schools in a high needs program where she is held in very high regard by her colleagues and supervisors. Sarah earned a B.S. in Special Education from Westfield State and a M.Ed. in Language and Literacy from Framingham State.

Pine Hill Happenings:

- May 11-May 25: MCAS for DS elementary students
- May 13: DS AIDE Speaker Event – Don't Ask Me Where I'm From
- May 19: Early Release Day/Classroom Placement Team Meetings
- May 31: No School – Memorial Day
- June 2: Faculty Meeting
- June 3: CSA Meeting
- June 8: School Closed Early – high heat index
- June 10: Fire Safety Visits at Grade 3
- June 9-June 16: Meet the Teachers Visits for Grades K-4 (rising)
- June 10 & June 11: Grade 5 to Hale Reservation

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

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

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

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
DATE: June 14, 2021
RE: Approved Warrants

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

#	Date	Amount	Fund
1111	5/12/2021	\$7,192.53	Title IV
1112	5/12/2021	\$3,990.99	REAP Grant
1113	5/12/2021	\$21.98	SPED 262
1114	5/12/2021	\$347.70	SPED 298
1115	5/12/2021	\$1,999.75	192 Earmark
1116	5/12/2021	\$5,243.17	Title I
1117	5/12/2021	\$39,640.13	OOD Circuit Breaker
1118	5/12/2021	\$100,012.25	Payroll
1119	5/12/2021	\$7,749.72	Food Services
1120	5/12/2021	\$29,356.54	General-School
1121	5/12/2021	\$6,058.10	Cafe
1123	5/27/2021	\$1,200.00	Sawin
1124	5/27/2021	\$2,005.00	OOD Circuit Breaker
1125	5/27/2021	\$7,570.12	General-OOD
1126	5/27/2021	\$31,567.60	General-School
1128	6/9/2021	\$34,800.43	General-School
1129	6/9/2021	\$9,838.50	General-OOD
1130	6/9/2021	\$35,645.19	OOD Circuit Breaker

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TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY21 Operating Update
DATE: June 14, 2021

Status of Appropriations

Attached please find the Status of Appropriations as of June 11, 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. As we close-out the FY21 CARES and special education grants, approx. \$22,000 of these added expenses were re-classed from the operating budget increasing the positive variance.
- Several other staffing changes throughout the year have resulted in approx. \$25,000 of savings across multiple line items.

As noted above, substantial salary savings of at least \$240,000 are being realized for FY21 (partially offset by increases in special 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. **\$23,000** negative variance. Final projections have been encumbered for utilities resulting in a small positive variance. We also have a positive variance in maintenance of buildings primarily due to hybrid operations and a low incidence of needed repairs. 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. **Since our last meeting, we received two credits from ACCEPT Collaborative representing FY20 surplus returns to member districts**

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of approximately \$10,000 for tuitions and \$11,000 for transportation. In addition, we received an \$11,000 transportation credit for FY20 covid-related savings. With these credits, we now have an increased positive variance of approximately \$45,000 in both tuitions and transportation costs (\$90,000 in total).

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.

Since our last meeting, another round of educational COVID-19 related relief was passed at the federal level, the American Rescue Plan (ARP). We are anticipating receiving approx. \$170,000 in additional funding. This grant timeline extends through the fall of FY24.

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

Sherborn Public Schools
Status of Appropriations as of June 11, 2021

	<u>FY21</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THRU 6/11</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>BUD.REMAINING/</u>	<u>BUDGET</u>
SUPERINTENDENT	\$142,754	\$143,916	\$0	\$143,916	(1,162)	- 0.81%
BUSINESS AND FINANCE	111,341	111,399	0	111,399	(58)	- 0.05%
DISTRICT INFO MANAGEMENT	77,163	71,953	0	71,953	5,210	6.75%
SPED ADMINISTRATION	212,408	201,674	2,320	203,995	8,413	3.96%
SCHOOL LEADERSHIP-BUILDING	316,106	287,736	13,055	300,791	15,315	4.84%
ACADEMIC LEADERS/QPO	25,624	20,531	0	20,531	5,093	19.88%
TEACHERS, CLASSROOM	2,612,834	2,037,055	442,317	2,479,372	133,462	5.11%
TEACHERS, SPED	920,668	711,956	162,953	874,909	45,759	4.97%
SUBSTITUTES	30,000	25,178	0	25,178	4,822	16.07%
EDUCATIONAL ASSISTANTS	353,265	369,446	13,456	382,902	(29,637)	- 8.39%
LIBRARIANS & MEDIA CENTER	115,160	93,014	22,146	115,160	0	0.00%
BUILDING BASED PD	20,250	5,850	14,400	20,250	0	0.00%
GUIDANCE COUNSELORS	115,160	45,686	12,022	57,708	57,452	49.89%
PSYCHOLOGICAL SERVICES	107,304	86,669	20,635	107,304	0	0.00%
MEDICAL/HEALTH SERVICES	102,636	81,766	19,199	100,966	1,670	1.63%
CUSTODIAL SERVICES	233,757	199,288	9,880	209,168	24,589	10.52%
TOTAL SALARIES	\$5,496,429	\$4,493,116	\$732,385	\$5,225,501	\$270,928	4.93%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	\$6,800	\$9,465	\$0	\$9,465	(2,665)	-39.19%
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	78,076	1,193	79,270	7,872	9.03%
SCHOOL LEADERSHIP-BUILDING	22,700	5,270	19,978	25,248	(2,548)	-11.23%
CLASSROOM CONT SERVICES	4,000	2,788	237	3,025	975	24.37%
SPED SERVICES/SUPPLIES	77,700	80,818	20,159	100,977	(23,277)	-29.96%
LIBRARIANS & MEDIA CENTER	3,850	3,807	0	3,807	43	1.13%
COURSE REIMBURSEMENT/PD	26,000	7,482	17,827	25,309	691	2.66%
TEXTBOOKS & RELATED SOFTWARE	39,500	44,912	130	45,042	(5,542)	-14.03%
LIBRARY INSTRUCTIONAL MATERIALS	4,500	4,044	347	4,392	108	2.41%
INSTRUCTIONAL EQUIPMENT	11,000	10,039	658	10,698	302	2.75%
GENERAL SUPPLIES	36,700	31,388	3,157	34,544	2,156	5.87%
CLASSROOM INSTRUCT TECHNOLOGY	15,250	22,713	0	22,713	(7,463)	-48.94%
GUIDANCE	3,300	3,296	0	3,296	4	0.13%
MEDICAL/HEALTH SERVICES	3,150	2,213	0	2,213	937	29.74%
TRANSPORTATION SERVICES	228,013	201,374	18,626	220,000	8,013	3.51%
CUSTODIAL SERVICES	21,500	10,790	6,985	17,775	3,725	17.33%
MAINTENANCE OF BUILDINGS	123,050	67,632	26,277	93,909	29,141	23.68%
UTILITIES	124,000	98,783	13,499	112,282	11,718	9.45%
TOTAL EXPENDITURES	\$863,405	\$703,898	\$129,074	\$832,972	\$30,433	3.52%
TOTAL INDISTRICT OPERATING	\$6,359,834	\$5,197,015	\$861,459	\$6,058,473	\$301,360	4.74%
<u>OOD TUITION & TRANSPORTATION</u>						
TUITION TO NON-PUBLIC	\$241,550	\$190,907	\$0	\$190,907	\$50,643	20.97%
TUITION TO COLLABORATIVES	240,150	238,192	7,703	245,894	(5,744)	- 2.39%
Total Tuition	481,700	429,099	7,703	436,801	44,899	9.32%
TRANSPORTATION SERVICES	155,000	109,266	476	109,742	45,258	29.20%
TOTAL OOD	\$636,700	\$538,365	\$8,179	\$546,544	\$90,156	14.16%
* Total Charged to CB	325,000	313,215	11,518	324,733	267	
TOTAL OPERATING	\$6,996,534	\$5,735,379	\$869,638	\$6,605,017	\$391,517	5.60%
<i>* not reflected in totals</i>						
<i>Total expected CB at 75% (including in-district)</i>	<i>398,767</i>	<i>357,543</i>	<i>18,255</i>	<i>375,798</i>	<i>22,969</i>	

Revisions to the Pine Hill Family Handbook – May 2021

Page	Topic	Type of revision
5	Faculty Roster	revise for 2021-2022
9	All School Meeting	time change due to school day adjustment; format now zoom due to pandemic
24	Arrival/Dismissal	time change due to school day adjustment
36	Music/Band	changed language to reflect instrumental lessons now offered during the school day (not extracurricular)
40	School Committee	Updated member names
TBD	Pandemic Supplement	Revise the PH Family Guide supplement (from September 2020) to communicate updated guidelines, procedures, and expectations for health and safety
Added new section	Community Education	<p>The Dover Sherborn Community Education Department runs Extended Day at Pine Hill School in Sherborn and Chickering School in Dover. They also organize adult and youth enrichment classes, along with sponsoring Driver's Education and SAT Prep classes for high school students.</p> <p>Please refer to the Community Education tab on the DS website for more information.</p>
TBD	Parking and Arrival/Dismissal Routines	May need to adjust to reflect road construction project
Revised throughout	Gender pronouns	Revised to use gender neutral pronouns

PINE HILL SCHOOL IMPROVEMENT PLAN 2021-2022



This School Improvement Plan is the culmination of activities, discussions, and analysis by the School Advisory Council and the Pine Hill faculty and administration. Areas for improvement are informed by the district goals for Dover Sherborn, Massachusetts Curriculum Frameworks, MCAS results, performance on internal measures, results from family feedback, and faculty reflection. In addition, the implications on school operations due to the COVID-19 pandemic, our school will be working on preparedness and flexibility in order to be responsive to student needs and educational goals.

Equity Audit - As the district strives "to foster a school community free from bias and discrimination, and ensure a sense of belonging and equitable outcome for all Dover Sherborn students," (DS AIDE), it will undergo an equity audit to examine all aspects of the system, including culture and climate, achievement data, policies, community engagement, hiring practices, among others. All members will be given an opportunity to provide data and feedback via surveys and focus groups and the district will undergo a K-12 curriculum review from the lens of cultural responsiveness. Findings and recommendations will be published in a report that will inform the Strategic Plan and district's efforts moving forward.

New Norm of Education - The district will integrate instructional practices proven effective through hybrid and remote learning in an effort to define a new normal of education that engages all students in robust learning. Identified practices will further our work to provide student-centered, inquiry-based, skills-focused instruction in line with the principles of Challenge Success, Portrait of a Graduate and culturally responsive pedagogy.

Guidelines for Health & Safety - We will ensure that COVID guidelines are followed and managed through the protocols and practices put in place for the new school year.



Goal 1: Focus: Social Emotional Learning and Wellness

In order to foster a school community free from bias and discrimination, and to ensure a sense of connectedness and equitable outcome for all students, Pine Hill will foster student success and engagement by teaching through a lens of growth mindset and cultural literacy.

Action Plan

Strategies	Responsibilities	Report on Progress:
<p>Incorporate CASEL standards into the assessment of student growth.</p> <p>Continue to understand and implement research-based strategies to develop student skills with regard to resiliency, stress reduction, and connectedness.</p>	<p>School Counselor School Psychologist Classroom Teachers</p>	
<p>Assess and improve resources used to develop safe space by introducing Pollyanna Curriculum K-5 https://pollyannainc.org/</p>	<p>Administration Classroom Teachers</p>	
<p>Continue implementation of Responsive Classroom practices building-wide including dedicated time for daily morning meetings.</p>	<p>Administration Classroom Teachers</p>	
<p>Assess and improve resources used to develop safe space a place or environment in which a person or category of people can feel confident that they will not be exposed to discrimination, criticism, harassment, or any other emotional or physical harm - "school must be a safe space for LGBTQ students"</p>	<p>Administration Classroom Teachers and Support Staff</p>	
<p>Continued exploration and implementation of the Challenge Success SPACE tenants (see attached regarding SPACE)</p>	<p>Administration Classroom Teachers and Support Staff</p>	

Resources:

Pollyanna Curriculum K-5
Survey Tool to assess SEL
MTSS structures
Challenge Success
Learning Standards for Social Justice
Panorama lessons for SEL
District Equity Audit Findings and recommendations will inform the Strategic Plan and district's DEI work moving forward.

Evidence of Effectiveness

<p>Monitoring Consultation agendas and minutes Staff Surveys Progress monitoring from MTSS Tier 2 PLC Data Team meeting notes</p>	<p>Assessment MTSS Intervention Groups with SEL focus Implementation of Polyanna lessons K-5 Integration of standards for social justice across the curriculum SEL Surveys and student progress over time</p>
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Goal 2: Focus: Teaching and Learning

In order to strengthen Tier 1 instructional practices, Pine Hill will discuss core curriculum and instructional strategies in literacy, increase inquiry during classroom learning time across all content areas and increase project-based learning to increase authentic learning and assessment opportunities while reducing traditional methods.

Action Plan

Strategies	Responsibilities	Report on Progress
Fully implement the Reading Units of Study Curriculum in Literacy to support a balanced literacy approach and K-8 progression.	Administrators Literacy Coach	
Develop strong PLC models for collaboration that look at student work and utilize shared best practices within and across grade levels	K-5 Teachers Grade level PLC Leaders	
Implement a data collection system through Panorama to bring together social-emotional learning, a multi-tiered system of support, response to intervention, school climate, and student voice.	All teaching staff create and develop action plans Allison Gullingsrud- Lead on Data Team meetings PLC Leaders	
Implement a shift in roles of technology and library educators in support of integration, increased inquiry and innovation	Laurie Teresa	

Resources:
 Teachers College PD
 Literacy Coaching - job embedded
 Calkins Units of Study
 Best practices for inquiry and innovation

Evidence of Effectiveness

<p>Monitoring Consultation agendas and minutes Staff Surveys Progress monitoring from MTSS Tier 2 PLC Data Team meeting notes F & P Fall and Winter Assessments for tracking reading progress</p>	<p>Assessment MCAS results in 2021-2022 Number of students being serviced in Tier 2 ELA groups School-Wide Assessments including F & P Fall, Winter, and Spring results Improvement of teacher performance based on administrative observations ratings and notes.</p>
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Referenced in School Improvement Plan – Challenge Success SPACE for Elementary Schools
Students' Use of Time – Homework, Playtime, Downtime, Family time

- *Revise homework policies to ensure purpose and volume of homework is developmentally appropriate.*
- *Focus on self-selected reading for homework.*
- *Schedule “no homework” nights.*
- *Eliminate summer and vacation assignments.*
- *Provide homework passes.*
- *Ensure recess and lunch periods are not shortened.*
- *Include free choice time for students a few times a week.*
- *Provide opportunities in school for unstructured playtime.*
- *Consider how to divide up the day effectively, including ample time to transition between activities.*
- *Use morning/end-of day check-in times to touch base with each student.*

Project and Problem-Based Learning

- *Diversify teaching strategies to include rigorous project/problem-based learning as part of each unit.*
- *Modify curriculum and school assignments to make them more relevant to students' lives.*
- *Provide opportunities for student voice and choice.*
- *Add a service-learning component to an existing unit to increase student engagement and understanding of the topic.*

Alternative and Authentic Assessments

- *Use multiple forms of assessments in each unit that are aligned with the learning goals.*
- *Allow students to self-assess and engage in peer review and revision when possible.*
- *Revise late work and “zero” policies.*
- *Allow students to do test corrections to show they understand their mistakes.*
- *Modify the grading system, such as using narrative assessments.*
- *Refrain from grading the first assignment(s) each semester; write comments, mark incorrect answers and allow for revisions, so that students focus on the learning instead of the grade.*
- *Consider using student-lead conferences, portfolios, or exhibitions of mastery as summative assessments instead of tests.*

Climate of Care

- *Incorporate curriculum to address the social and emotional needs of young children.*
- *Encourage more positive student/faculty relationships so faculty members are more approachable and accessible (for instance, you can plan student-faculty games at lunchtime or host ‘lunch with your teacher’ days for small groups of students).*
- *Develop time management, stress reduction, and relaxation techniques such as yoga, meditation and/or breathing exercises.*
- *Conduct exit surveys with graduates to glean information about aspects of school that worked well and ways to improve.*

Educate Parents, Students, and Faculty

- *Develop professional development programs, parent education programs and student assemblies to highlight the latest research on student well-being, sleep, overscheduling, and the importance of playtime, downtime, and family time.*
- *Create planning tools for students as they determine their extracurricular schedule for the coming year. Focus on the amount of time each class and activity will take, and be sure to make time for adequate sleep.*
- *Leverage back-to-school night and student conferences to educate parents about the importance of sleep, playtime, downtime and family time.*

- *Get the CSA involved in sponsoring: Book clubs, turn off the screen events, game nights, and other events to spread the message on student stress and coping strategies.*

DRAFT

Sherborn School Committee Meeting of May 11, 2021

Members Present: Angie Johnson
Megan Page
Amanda Brown
Nancy Cordell
Dennis Quandt

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

1) **Call to Order**

Ms. Johnson called the virtual meeting to order at 6:32 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) **CSA Report** - Co-Presidents Royale Abrams and Tara Hourihan updated the Committee on the events and fund raising activities so far this school year.

4) **K-5 Readers Workshop Curriculum Update** - Allison Gullingsrud and Jennifer Ryan provided a review of the literacy model and an update on progress on rolling out the Teachers' College Reading Units of Study.

5) **Reports**

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

6) **FY21 Monthly Financial Report** - as of May 5th.

- Salaries - substantial salary savings of at least \$240,000 are being realized.
- Operating Expenditures - there are no changes to report since the last meeting.
- Out-of-District - there are no changes to report since the last meeting.
- COVID related grants - another round of educational COVID-19 related relief resulting in approximately \$170,000 in additional funding has been passed at the federal level. The grant expenditure timeline extends through the fall of FY24.

7) **Proposed changes to 2021-22 Student Handbook** - the proposed changes were discussed and the Administration fields questions from committee members. The changes will be voted on at the next meeting.

DRAFT

8) School Improvement Plan - the SIP was presented and discussed. The Plan will be voted on at the next meeting.

9) Consent Agenda

- Approval of Minutes: March 9, 2021

*Nancy Cordell made a motion to approve the Consent Agenda. Dennis Quandt seconded.
21-07 VOTE: 5 - 0 via roll call*

10) Communications

- Dover Sherborn Regional School Committee minutes of March 2, 2021
- Dover School Committee minutes of January 19, 2021

11) Adjournment at 7:46 pm.

Respectfully submitted,
Amy Davis

2021-22 SCHOOL COMMITTEE ASSIGNMENTS-	Sherborn 2020-21	Sherborn 2021-22
Chairperson	Angie Johnson	
Vice Chairperson		
Secretary	Megan Page	
Finance		
Warrants	Angie Johnson	
	Megan Page (ALT)	
	Amanda Brown (ALT)	
	Nancy Cordell (ALT)	
	Dennis Quandt (ALT)	
Payroll	Angie Johnson	
	Megan Page (ALT)	
	Amanda Brown (ALT)	
	Nancy Cordell (ALT)	
	Dennis Quandt (ALT)	
Budget	All Members	
	Angie Johnson point person	
Committees		
Superintendent's Evaluation	Angie Johnson	
Dover-Sherborn Union #50 Superintendency	Angie Johnson	
	Megan Page	
	Amanda Brown	
Personnel	Nancy Cordell	
Negotiations	Angie Johnson Megan Page	
Search Committees	Angie Johnson	
Policy	Angie Johnson Amanda Brown	
Technology	Megan Page	
Buildings & Facilities	Dennis Quandt	
	Angie Johnson	
Educator Evaluation Subcommittee	Amanda Brown	
Wellness	Megan Page	
Employee Health Benefits		
Communication	Nancy Cordell	
Academic Excellence		
DS AIDE	Nancy Cordell	

Liaisons		
Pine Hill CSA, Dover/Chickering PTO, HS PTO, MS POSITIVE	Dennis Quandt	
	Nancy Cordell	
School Council	Dennis Quandt	
	Nancy Cordell	
TEC Rep		
Boosters (<i>Region only</i>)		
Challenge Success	Amanda Brown	
	Megan Page	
Athletic Advisory (<i>Region only</i>)		
Perf. Arts/Music (<i>Region only</i>)		
SEPAC	Nancy Cordell	
Metco Liaison	Amanda Brown	
TASK FORCES		
School Start Time	Amanda Brown	
Reopening	Amanda Brown	
Sustainability		

Approved June 8, 2021

Dover-Sherborn Regional School Committee
Meeting of May 4, 2021

Members Present: Maggie Charron
Judi Miller
Kate Potter
Lynn Collins
Anne Hovey
Shoba Frey

1) Call to Order

Ms. Charron called the virtual meeting to order at 6:30 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) Reports

- DSHS Principal Report - John Smith highlighted recent and upcoming events at the high school.
- DSMS Principal Report - Scott Kellett highlighted recent and upcoming events at the middle school.
- Warrant Report

4) FY21 Financial Reports as of April 30, 2021

- Revenues - The first Chapter 71 Transportation payment of \$250,000 in March representing a 90% reimbursement rate which is higher than estimated. This brings revenues in line with the FY21 pre-COVID Chapter 71 budget estimate. Given this, the funds deposited in the Regional Transportation Reimbursement Fund last June of \$85,000 will not be needed to cover the anticipated negative revenue variance.
- Salaries - All stipends have been encumbered included spring coaching positions. There is a projected \$400,000 positive variance in salaries representing post-FY21 budget staff changes, low utilization of substitutes to date given the hybrid schedule, savings in custodial services due to no summer staff, low needs for overtime and changes in staffing, and unfilled stipend positions (ie QPO's, activities not held due to covid-protocols, etc).
- Expenditures - an approximately 5% overall facing in expenditures is anticipated.

Approved June 8, 2021

- Special Revenue/Revolving Funds as of March 31st - due to the reduced operations of the cafeteria, the Cafeteria fund balance is running at a deficit. The Norfolk County Retirement allocation of approximately \$50,000 has been declassified to be charged to the General Fund. Between that reclassification and the projected revenues to be generated by the end of the school year, the Cafeteria fund will finish the fiscal year with a positive balance.
- COVID-19 Related Grants - with the recent approval of the American Rescue Plan (ARP) at the federal level, an additional \$370,000 in COVID related relief is anticipated. The grant expenditure timeline has been extended through the fall of FY24.

- 5) Memorandum of Agreement: Heath Insurance** - the current memorandum expires on June 30, 2021. The Administration has met with representatives from all four bargaining associations and proposed continuing the provisions of 1) including employer contributions to health savings accounts (HSA) for employees subscribing to a high-deductible plan and 2) an opt-out option. There was support for this proposal and a draft MOA was provided for approval.

Anne Hovey made a motion to approve the Memorandum of Agreement as presented. Kate Potter seconded.

21-11 VOTE: 56- 0

- 6) Proposed changes to 2020-21 Student Handbooks** - the proposed changes were discussed and the Administration fielded questions from committee members. The changes will be voted on at the next meeting.

7) Consent Agenda

- Approval of Minutes: March 2, 2021
- Athletic Donations -

Anne Hovey made a motion to approve the Consent Agenda. Judi Miller seconded.

21-12 VOTE: 5 - 0

8) Communication

- Dover School Committee minutes of January 19, 2021
- Sherborn School Committee minutes of February 9, 2021

9) Adjournment at 7:44 pm.

Respectfully submitted, Amy Davis

Approved May 17, 2021

Dover School Committee
Meeting of March 4, 2021

Members Present: Leslie Leon
Colleen Burt
Sara Gutierrez Dunn
Mark Healey
Elizabeth Grossman

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

1) Call to Order

Ms. Leon called the virtual meeting to order at 6:30 pm and read the following into the record: I'd like to call to order the meeting to order. 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) Welcome Elizabeth Grossman

3) Reorganization - Dr. Keough asked for nominations for Chair.

Sara Gutierrez Dunn nominated Leslie Leon for Chair of the Dover School Committee. Mark Healey seconded.

21-02 VOTE: 5 - 0

Mark Healey nominated Sara Gutierrez Dunn for Secretary of the Dover School Committee. Colleen Burt seconded.

21-03 VOTE: 5 - 0

4) Community Comments - A few staff members and parents commented on the proposed re-opening plan.

5) FY22 Budget Adjustments and BUDGET HEARING

Dawn Fattore updated the Committee on recommended adjustments to the draft FY22 Budget: ACED stipend increases for PLC Leaders \$7,557 and salary savings due to retirement notifications (\$50,000) for a total reduction of \$42,443.

FY22 Budget Drivers include: contractual payroll increases of approximately 2% across all bargaining units in addition to step and lane increases for educators ranging from 4-13%; staffing changes/retirements which are offsetting the salary increases; level enrollment; and continued trend budgeting.

FY22 Budget Drivers include: projected placements of 26 (vs 31 in FY21), post budget placements for FY21 are offset by graduating/aged-out placements; and ACCEPT transportation costs model.

Approved May 17, 2021

The proposed FY22 Operating Budget is \$10,369,665 made up of \$7,327,275 in in-district costs and \$3,042,390 in out-of-district costs. This budget is \$3,026 or 0.03% lower than the FY21 Budget.

Capital requests for FY22 include: flooring replacement of classroom hallways - \$85,000; and cold water booster system upgrade to variable frequency drive - \$15,500. The Town is submitting the cold water booster system upgrade for possible Green Community Grant funding.

6) **Vote on FY22 Budget**

Colleen Burt made a motion to approve the FY22 Budget as presented. Sara Gutierrez Dunn seconded.

21-04 VOTE: 5 - 0

7) **FY21 Monthly Financial Report** - as of February 28, 2021.

- Salaries/Expenditures - there are no changes since the last meeting.
- Out-of-District - there have been several changes in placement costs, program placements, as well as one additional placement resulting in additional expenses of approximately \$40,000. The District will be receiving \$1,094,160 to offset FY21 expenses.
- COVID related grants - a second round of Elementary and Secondary School Emergency Relief (ESSER) grants was awarded. The first round of grants totaled \$20,000. The second round was \$85,841 with at least \$10,000 earmarked for mental health. The award periods for the ESSER I and ESSER II extend into FY22 and FY23. In addition, a grant of \$12,950 from the State Coronavirus Prevention Fund to be used by June 30, 2021.

8) **Reports**

- Superintendent's Report - Dr. Keough updated the re-opening plan which will have the elementary schools return to 5 days per week on April 7th (every other week). He also spoke about teacher vaccinations and pool testing.
Dr. Keough also announced that Jim Carnes has been named as Assistant Principal beginning July 1, 2021.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

9) **Annual School Committee Vote on MA School Choice Law** - MA 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.

Mark Healey made a motion to have the Chickering Elementary School not participate in School Choice program for the 2021-2022 school year. Colleen Burt seconded.

21-05 VOTE: 5 - 0

10) **Policy: First Read** - Harassment Policy ACAB and Harassment Investigation Procedures

11) **Consent Agenda**

- Approval of Minutes of January 19, 2021
- Donation - water bottle filling station from DSEF

Colleen Burt made a motion to approve the Consent Agenda. Sara Gutierrez Dunn seconded.
21-06 VOTE: 4 - 0 - 1 (Elizabeth Grossman abstained)

12) **Communications**

- Regional School Committee minutes of January 12, 2021

Approved May 17, 2021

• Sherborn School Committee minutes of December 14, 2020
13) **Adjournment at 8:20 pm.**

Respectfully submitted,
Amy Davis

APPROVED JUNE 8, 2021

Dover School Committee
Meeting of May 17, 2021

Members Present: Leslie Leon
Colleen Burt
Sara Gutierrez Dunn
Mark Healey
Elizabeth Grossman

Also Present: Andrew Keough, Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Manager

1) Call to Order

Ms. Leon called the virtual meeting to order at 6:30 pm and read the following into the record: I'd like to call to order the meeting to order. 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.

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- 2) Community Comments** - Rob Andrews, parent at Chickering, thanked Dr. Reinemann and the faculty for their support for LGBTQ kids and those that come from LGBTQ families.
- 3) K-5 Readers Workshop Curriculum Update** - Beth McCoy and Priscilla Stephen provided a review of the literacy model and an update on progress on rolling out the Teachers' College Reading Units of Study.

Sara Gutierrez-Dunn made a motion to adopt the K-5 Readers Workshop curriculum as presented. Mark Healey seconded.
21-07 VOTE: 5 - 0

4) Reports

- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

5) FY21 Monthly Financial Report - as of May 10, 2021.

- Salaries/Expenditures - there are no changes since the last meeting.
- Out-of-District - since the last meeting, ACCEPT has issued several transportation credits (one relating to cumulative surplus and on Covid-19 related) that have offset transportation expenses by \$76,000.
- COVID related grants - another round of educational COVID-19 related relief resulting in approximately \$170,000 in additional funding has been passed at the federal level. The grant expenditure timeline extends through the fall of FY24.

APPROVED JUNE 8, 2021

- 6) **Proposed changes to 2021-22 student handbook** - the proposed changes were discussed and the Administration fields questions from committee members. The changes will be voted on at the next meeting.
- 7) **School Improvement Plan** - the SIP was presented and discussed. The Plan will be voted on at the next meeting.
- 8) **Consent Agenda**
 - Approval of Minutes of March 4, 2021

*Colleen Burt made a motion to approve the Consent Agenda. Elizabeth Grossman seconded.
21-08 VOTE: 5 - 0*

- 9) **Communications**
 - Regional School Committee minutes of February 2, 23, and March 2, 2021
 - Sherborn School Committee minutes February 9 and March 9, 2021
- 10) **Adjournment at 7:18 pm.**

Respectfully submitted,
Amy Davis