

**Dover Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee
Dover Sherborn Union #50 Superintendency Committee**

October 19, 2021

7:00 pm

VIA ZOOM

<https://us02web.zoom.us/j/83170598377?pwd=SU5GYUpGeE1DdW41Z0VnaHNYMzIFUT09>

AGENDA

1. Call to Order
2. Community Comments
3. Equity Audit
4. Policy **A.R.**
 - Home Schooling IHGB – Second Read
5. Superintendent/Asst. Superintendent Update
 - Vaccination
 - Masking
 - Communication Specialist
 - Virtual School
6. Superintendent Search
7. Consent Agenda **A.R.**
 - Minutes March 18, March 25, August 19, and September 28, 2021
8. Adjourn

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

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

To: Dover School Committee, Sherborn School Committee, and Regional School Committee
From: Policy Subcommittee
Re: Home Schooling Policy (File: IHBG); First Read
Date: June 16, 2021

The administration has requested that the District's Home Schooling policy be revised to more closely reflect the District's intent regarding the availability of programming to students who are home-schooled. As written, the policy has been interpreted as allowing access to the District's curricular programs on an a la carte basis (commonly known as a "hybrid" home-schooling program). This is not the intent of the District's home-schooling policy and the implementation of the policy has, therefore, posed challenges for the administration and educators.

As we look forward to our full return to in-person classes in the fall, our policy language requires clarification regarding the availability of District programming to home-schooled students. We, therefore, propose edits that make clear that a student being educated in a home-based program within the Schools will have access to the School's extra-curricular activities but will not have access to curricular programs unless required by law or upon approval of the Superintendent. Please see attached marked and clean versions attached hereto.

Additional, non-substantive changes include:

- Merged Home Schooling Policy IHBG with Homeschooling IHBG-F: To avoid confusion, we propose having one Home-Schooling policy that addresses all home-schooling considerations and criteria in one place.
- Reorganized and/or deleted language to eliminate redundancy.

HOME SCHOOLING

The Massachusetts General Laws require School Committees to determine that a Home-Schooling program meets the minimum standards established for public schools in the Commonwealth prior to approving such a program.

A. Procedures for Establishing a Home-Based Education Program

When a parent/guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.

The parent/guardian must certify in writing, on a form provided by the Schools, the name, age, place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law.

The School Committees delegate the approval of home instruction to the Superintendent. Any approval or rejection of an application by the Superintendent is subject to review by a Committee. Factors to be considered by the Superintendent or School Committees in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parents to teach the children, The Public Schools of Dover and Sherborn
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.

4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the Schools will have access to the School's extra-curricular activities but will not have access to curricular programs unless required by law or upon approval of the Superintendent.

A student, with the approval of a School Committee, may be awarded a high school diploma if he/she or she has satisfied the Department of Elementary and Secondary Education's competency requirements and has met the Schools' educational standards for graduation.

B. Required Elements of Home-Based Education Programs

1. Annual Application: The parent/guardian must request permission to hold home instruction on an annual basis. A home instruction application form will be provided to the parents/guardians. This form must be completed and returned to the Superintendent before approval may be granted.
2. Regular Testing: Parents/guardians in charge of home instruction should make provision for regular testing or use of other indicators of student progress such as standardized achievement tests. As an alternative to home testing and at the request of those in charge of the home instruction, the Schools will make provision for inclusion of home-taught children in the annual achievement test battery, which is usually administered in February or March of each school year. The home instruction summary form must include either a summary of home testing results for each required subject for each child or the results of the achievement test that is administered through the Schools.
3. Audit of Home Instruction Program: Auditing functions of the Committees for the home instruction will include:
 - a. The Committees at any time may request a review by the Superintendent of the attendance rolls, records of test scores or other achievement indicators in each required subject for any child in home instruction.
 - b. The Committees may request at any time that the Superintendent review the instructional materials and methods used by the person(s) responsible for the home instruction.

c. The Superintendent will prepare for the Committees an annual summary of the children included in home instruction. This report will also summarize, in general, the appropriateness or possible deficiencies of home education situations.

4. Home Instruction Summary Form: Within one week of the ending date of the home instruction, as indicated on the home instruction application form, the Schools will mail the parents/guardians a home instruction summary form. The completed form should be returned to the Schools within 30 days. This summary form must be returned to the administration building before annual approval of home instruction can be made for any succeeding years. If deficiencies in a home education situation are not corrected or the proper annual application or summary is not completed by the parents/guardians, an appropriate referral will be made.
5. The Committees will act in a responsible, cooperative manner to ensure that all children in the Schools receive competent, adequate instruction. This concern includes children in home education. If the Committees determine that a home instruction situation is inadequate, a conference between the parents/guardians and the Superintendent will be scheduled to find mutually acceptable ways to correct any deficiency.

LEGAL REFS.: M.G.L. 69:1D; 76:1, Care and Protection of Charles Care and Protections of Charles - MASS. Supreme Judicial Court 399 Mass. 324 (1987)

CROSS REFS: MASC File: IHBG-R

FIRST READING: June 15, 2021

SECOND READING:

SOURCE: MASC



Dover-Sherborn
PUBLIC SCHOOLS

SUPERINTENDENT'S REPORT

Chickering Elementary | Pine Hill Elementary | DS Middle School | DS High School

Joint Meeting of the School Committees

October 19, 2021



Commitment to Community
Equity & Excellence
Respect & Dignity
Climate of Care
#WEareDS

SUPERINTENDENT UPDATE

DOVER-SHERBORN MIDDLE SCHOOL

6th grade* (*many not yet eligible*):

12 fully vaccinated; 8 partially vaccinated; 161 total. **7% fully vaccinated**

7th grade:

134 fully vaccinated; 0 partially vaccinated; 25 unvaccinated; 159 total. **84% fully vaccinated.**

8th grade:

167 fully vaccinated; 1 partially vaccinated; 17 unvaccinated; 185 total. **90% fully vaccinated.**

Total MS Students: 313/505 = 62%

Total MS Staff: 78/80 = 97.5%

Total MS: 391/585 = 67%

SUPERINTENDENT UPDATE

DOVER-SHERBORN HIGH SCHOOL

9th grade:

137 fully vaccinated; 6 partially vaccinated; 20 unvaccinated; 163 total. **84% fully vaccinated**

10th grade:

150 fully vaccinated; 5 partially vaccinated; 21 unvaccinated; 176 total. **85% fully vaccinated**

11th grade:

130 fully vaccinated; 6 partially vaccinated; 16 unvaccinated; 152 total. **85% fully vaccinated**

12th grade:

145 fully vaccinated; 7 partially vaccinated; 12 unvaccinated; 164 total. **88% fully vaccinated**

Total HS Students: 562/655 = 86%

Total HS Staff: 97/98 = 99%

Total HS: 659/753 = 88%

DESE 80% VACCINATION RATE THRESHOLD

- As of October 15, 2021 schools that demonstrate a vaccination rate of 80% or more of ALL students and staff in the school can submit an attestation form to DESE
- If approved the students and staff in that school would no longer be subject to the mask requirement
- Unvaccinated students and staff would be required to continue wearing masks
- The DESE mask mandate has been extended through November 1, 2021
- DS will continue to work with local Boards of Health on safe unmasking

VACCINATION UPDATE



80 PERCENT VACCINATION RATE THRESHOLD SCHOOL ATTESTATION FORM

At the special meeting of the Board of Elementary and Secondary Education (Board) on August 24, 2021, the Board voted to declare “exigent circumstances” pursuant to the Student Learning Time (SLT) regulations, [603 CMR 27.08 \(1\)](#), and authorized the Commissioner of Elementary and Secondary Education to require masks for public school students (age 5 and above) and staff in all grades through at least October 1, 2021.

As of October 15, 2021, if a school demonstrates a vaccination rate of 80 percent or more of all students and staff in the school through an attestation form submitted to DESE, then vaccinated individuals in that school would no longer be subject to the mask requirement.¹ In alignment with [statewide guidance](#), unvaccinated students and staff would be required to continue wearing masks.

On September 27, 2021, after consulting with medical experts and state health officials, the Commissioner extended the mandate through at least November 1, 2021.

Schools and districts that choose to avail themselves of the 80 percent vaccination rate threshold should **complete and return this attestation form to Rob Curtin** (robert.c.curtin@mass.gov). Schools and districts should complete and return one form for each school that meets the 80 percent rate threshold within a district/network. The appropriate signatory must be an individual with the authority to attest to the information submitted for each school, such as the superintendent or executive director.

[] I confirm that the school identified below has met the 80 percent threshold rate per the guidelines set out in the [DESE Policy on Vaccination Threshold Rate](#) dated September 27, 2021.

STAFF MANDATORY VACCINATION UPDATE

Data Collection

Collection of staff vaccination verification began on October 4th through a google form. We set a due date of October 8th for staff to complete form. We set a due date for vaccine exemption requests of October 15th. Please find the documents share with staff [here](#). As of October 19th, we have confirmed the following information:

- 402* staff members have responded
 - 398* staff members are fully or partially vaccinated, or have an appointment for vaccination
 - 4* staff members have requested vaccine exemptions
- We are waiting for 5* staff members to complete the required vaccine verification form

Next Steps

- Required testing for partially vaccination staff or staff granted exemptions will begin on November 1st
- Requested exemptions are currently under review
- Continue outreach to the 5* staff members that have not confirmed their vaccine status

**numbers changing daily as we continue to verify vaccination status and employees of the District*

DS Strategic Plan Communications Goals

- District Strategic Plan includes partnership with families and Communities to cultivate these partnerships to strengthen support systems.
- Establish a Communications Committee that investigates the benefits of expanded use of social media and focuses on improving home-school communications in a manner that is culturally proficient and inclusive.
- Ensure that the District's website is user friendly, current, and reflective of the quality of the school system.

DS Communication Specialist

Posting for DS Communication Specialist to

- Provide informative, effective, and timely information to internal and external stakeholders on district-wide issues.
- Enhance communication with families through consistent messaging and create a system to encourage flow of information from parents/community to District.
- Create a schedule to deliver information.
- Highlight student and staff achievements (District Progress Report, newsletter, DSPS website, branding).
- Special projects with Superintendent & Leadership Team.

ENROLLMENT UPDATE

	In-District	TECCA (virtual)*	Homeschool
2019-20	2,085	1	6
2020-21	2,043	2	30
2021-22	2,073	0	9

**considered School Choice*

Dover-Sherborn
PUBLIC SCHOOLS
Thank You!



THE PUBLIC SCHOOLS OF DOVER AND SHERBORN
- **Joint Meeting of the School Committees** -
October 19, 2021

80 PERCENT VACCINATION RATE THRESHOLD SCHOOL ATTESTATION FORM

At the special meeting of the Board of Elementary and Secondary Education (Board) on August 24, 2021, the Board voted to declare “exigent circumstances” pursuant to the Student Learning Time (SLT) regulations, [603 CMR 27.08 \(1\)](#), and authorized the Commissioner of Elementary and Secondary Education to require masks for public school students (age 5 and above) and staff in all grades through at least October 1, 2021.

As of October 15, 2021, if a school demonstrates a vaccination rate of 80 percent or more of all students and staff in the school through an attestation form submitted to DESE, then vaccinated individuals in that school would no longer be subject to the mask requirement.¹ In alignment with [statewide guidance](#), unvaccinated students and staff would be required to continue wearing masks.

On September 27, 2021, after consulting with medical experts and state health officials, the Commissioner extended the mandate through at least November 1, 2021.

Schools and districts that choose to avail themselves of the 80 percent vaccination rate threshold should **complete and return this attestation form to Rob Curtin** (robert.c.curtin@mass.gov). Schools and districts should complete and return one form for each school that meets the 80 percent rate threshold within a district/network. The appropriate signatory must be an individual with the authority to attest to the information submitted for each school, such as the superintendent or executive director.

[] I confirm that the school identified below has met the 80 percent threshold rate per the guidelines set out in the [DESE Policy on Vaccination Threshold Rate](#) dated September 27, 2021.

Name of school/charter school/collaborative/other:

Name of district/network:

Name of individual completing the form:

Title of individual completing the form:

Signature of individual completing the form:

Date:

¹ In the event that a school has already collected proof of vaccination and meet the 80 percent threshold, it may submit its attestation form before October 15 for consideration by the Department.

Extension of DESE Mask Requirement

September 27, 2021

At the special meeting of the Board of Elementary and Secondary Education (Board) on August 24, 2021, the Board voted to declare “exigent circumstances” pursuant to the Student Learning Time (SLT) regulations, 603 CMR 27.08 (1), and authorized the Commissioner of Elementary and Secondary Education to require masks for public school students (age 5 and above) and staff in all grades through at least October 1, 2021. The mask requirement is an important additional measure to keep students safe in school at this time.¹

Consistent with the authority provided by the Board, and after consulting with medical experts and state health officials, the Commissioner is extending the mask requirement through at least November 1, 2021. The following requirements remain in effect:²

- Public school students (age 5 and above) and staff in all grades are required to wear masks indoors in schools, except as noted below. Masks are not required when outdoors. All visitors are also expected to wear a mask in school buildings.
- The mask requirement will be in place until at least November 1, 2021. The Commissioner will revisit the requirement in the near future to revise it as warranted by public health data.
- Masks should cover an individual’s nose and mouth. For more information about appropriate mask use, please see: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>.
- It is strongly recommended that students younger than age 5 also wear a mask in school.
- Students and staff who cannot wear a mask for medical reasons, and students who cannot wear a mask for behavioral reasons, are exempted from the requirement. Face shields may be an option for students with medical or behavioral needs who are unable to wear masks or face coverings. Transparent masks may be the best option for both teachers and students in classes for deaf and hard of hearing students.
- The mask requirement applies when students and staff are indoors at school, except when eating, drinking, or during mask breaks.
- Mask breaks may occur throughout the day. If feasible, breaks should occur when the windows are open or students are outdoors. As a reminder, meals and outdoor recess provide built-in mask breaks for students and staff.
- Masks may also be removed indoors when necessary to participate in elective classes, such as the use of wind instruments in band. When traditional masks cannot be worn, districts should consider additional mitigations, such as the use of instrument masks (masks with a slit or hole cut for the mouthpiece) or bell covers, along with physical distancing or outdoor classes as feasible.

¹ The mask requirement is an exercise of the Board’s responsibility to ensure students attend classes in a safe environment. G.L. c. 69, § 1B. It is also an exercise of the Board’s authority to set policies relative to children’s education, including ensuring that students receive the required amount of structured learning time through in-person instruction. G.L. c. 69, §§ 1, 1B, 1G; G.L. c. 71, §§ 1 & 4A; 603 CMR 27.08

² This requirement applies to all public schools, including charter schools, vocational technical schools, and educational collaboratives. It also applies to approved private special education schools.

- Masks are required for any sports-related activity for student-athletes and coaches when indoors, in alignment with guidance provided by the Massachusetts Interscholastic Athletic Association (MIAA).
- Masks should be provided by the student/family, but disposable masks should be made available by the school for students who need them.
- By federal public health order, all students and staff are required to wear a mask on school buses.
- Whether and when a student should be disciplined for failure to wear a mask is a local decision, guided by the district's student discipline policy and the particular facts. Districts should consult with their legal counsel to address these matters. Districts should provide written notice to students and families about expectations and potential consequences, and are encouraged to use a progressive discipline approach. The mask requirement includes an exemption for students who cannot wear a mask due to medical conditions or behavioral needs. Further, some students with disabilities may need additional supports to wear masks and may need to be accommodated. Districts are encouraged to consider and implement alternatives before resorting to disciplinary exclusion. Keeping students connected with school is especially important this fall, as students return to school after a challenging school year.

As of October 15, 2021, if a school demonstrates a vaccination rate of 80 percent or more of all students and staff in the school through [an attestation form](#) submitted to the Department of Elementary and Secondary Education (DESE), then vaccinated individuals in that school would no longer be subject to the mask requirement.³ In alignment with [statewide guidance](#), unvaccinated students and staff would be required to continue wearing masks. Additional information about the Vaccination Rate Threshold is [available here](#). DESE will continue to work with medical experts and state health officials to review and consider additional metrics to determine when individuals in schools would no longer be subject to the mask requirement.

³ In the event that a school has already collected proof of vaccination and meet the 80 percent threshold, it may submit its attestation form before October 15 for consideration by the Department.

Communications Specialist
Dover Sherborn Public Schools
Part-Time Position
Competitive Salary
Posted Until Filled

Dover Sherborn Public Schools is a high ranking school district, ranked in the top 5% of all public schools in Massachusetts. Dover Sherborn Public Schools serves students from the towns of Dover and Sherborn, and hosts students from the METCO program. The district includes four schools: Chickering Elementary School, Pine Hill Elementary School, Dover Sherborn Regional Middle School, and Dover Sherborn Regional High School.

The Dover Sherborn Schools share in the mission to inspire, challenge and support all students as they discover and pursue their full potential.

Position Overview:

The Dover Sherborn Public Schools Communications Specialist will work directly with the Superintendent and Executive Leadership to lead the development and implementation of a district-wide communications strategy, special projects, and annual report that inform, engage and promotes the DS school community through strategic communication, content development, messaging, digital and media relations, marketing, public relations and community engagement.

Responsibilities:

- Develop a unified communications plan for the district in collaboration with the Superintendent, Executive Leadership, and School leadership
- Develop a first ever annual progress report for the district encompassing schools, departments, and district leadership to share with School Boards, stakeholders and the school community
- Craft messaging related to the work of the district and schools on a regular and timely basis
- Develop and maintain a school community newsletter and other outreach materials and/or communications strategies to inform and engage families and community partners
- Develop and strengthen the districts internal communications strategy
- Manage the development, distribution and maintenance of internal and external print and web materials including social media, the district website, brochures, reports, presentations, and an annual promotional piece highlighting achievements across the district
- Takes a leadership role and creates content for DSPS website and coordinates website maintenance and layout. Ensures information is posted regularly, and outdates

information and links are removed. Ensures all information on the website aligns with the district vision and mission, and works to improve overall accessibility and aesthetic.

- Develop and manage robust social media strategy for the district. Works as a liaison for schools to offer guidance and strategies to improve school activity and engagement on social media platforms
- Prepares and reviews presentations and reports as requested by the Superintendent for School Committee meetings
- Provides assistance managing media requests
- Assist in district equity audit and supports efforts to strengthen diversity, equity and inclusion in the district
- Assists in special projects as deemed necessary by the Superintendent

Job Requirements:

- Bachelors Degree in Communications, Journalism, Marketing, Public Administration, related fields or equivalent experience
- Minimum of five (5) years experience in communications. Experience working within local or state agencies, or educational organizations, preferred.
- Experience designing marketing collateral such as websites and brochures.
- Highly collaborative, flexible, and adaptive work style. Must be able to prioritize demands and manage multiple projects simultaneously.
- Outstanding written and verbal communication skills required.
- Strong knowledge of social media and digital communications.
- High energy, maturity and leadership skills. Must be able to lead conversations, develop presentations, and offer strategic input.
- Self-starter; able to work independently, and across many teams.
- Preference for familiarity with School Messenger, FinalSite, Google Platform, Twitter, Facebook, and other electronic platforms.
- Ability to collaborate and build relationships with multiple stakeholders in a variety of environments.
- Demonstrated commitment to public education and the district's strategic direction.

To Apply:

To apply, please submit your resume and a cover letter to

DOVER SHERBORN CANDIDATE PROFILE

The Dover Sherborn community and the Dover, Sherborn, and Dover Sherborn Regional School Committees expect excellence across all aspects of the position of Superintendent.

Preference will be given to the educational leader who demonstrates a significant depth of skill and knowledge in the ~~following~~ four key areas listed below. ÷

- ~~Collaborative LEADERSHIP~~
- ~~Exemplary COMMUNICATION~~
- ~~Systemic EQUITY~~
- ~~Whole Child EDUCATION~~

The successful candidate will establish evidence of experience, expertise, and commitment in the following ways:

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- **Collaborative Leadership**

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- problem solves and builds consensus while valuing disparate viewpoints and perspectives
- demonstrates wisdom and courage when dealing with conflict and when making tough decisions
- builds trust through active listening, empathy, and shared goals
- guides, delegates, and empowers staff
- inspires growth-mindset through modeling self-improvement; candidly evaluates self and team
- effectively brings people together to develop a vision, achieve a plan, and create change over time
- skillfully works in concert with an educated and highly involved community
- future-focused leader who earns community confidence and respect

- **Exemplary Communication**

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- communicates directly, clearly, and frequently with all constituents using a variety of media
- hears and builds trust, whether publicly or privately, with all constituencies and actively invites and is responsive to constructive feedback
- visible, inspiring, and empathetic team and community member

- **Systemic Equity**

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- works on behalf of marginalized populations, including, among others, because of race, physical or mental disability, ethnicity, linguistic differences, learning challenges, LGBTQ+ identity, economic disadvantage, or being the target of bullying
- steadfastly addresses issues of systemic racism and bias
- advocates for social justice and a culturally responsive education

- provides differentiated supports and structures to address the multiple and varied academic, social, emotional, and mental health needs of ALL students

- **Whole Child Education**

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- maintains focus equally on ~~quality and high standards for~~ academic achievement as well as resilience, social and emotional growth, and mental health for ~~all~~ ALL students
- fosters supportive, inclusive, and positive working and learning environments for staff and students based on mutual respect and a team approach
- facilitates high quality professional development to support teachers meeting diverse student needs
- ~~champions a whole child perspective for ALL students that supports lifelong learners~~ Fosters a school culture of kindness and respect

DOVER SHERBORN CANDIDATE PROFILE

The Dover Sherborn community and the Dover, Sherborn, and Dover Sherborn Regional School Committees expect excellence across all aspects of the position of Superintendent. Preference will be given to the educational leader who demonstrates a significant depth of skill and knowledge in the four key areas listed below. The successful candidate will establish evidence of experience, expertise, and commitment in the following ways:

- **Collaborative Leadership**

- problem solves and builds consensus while valuing disparate viewpoints and perspectives
- demonstrates wisdom and courage when dealing with conflict and when making tough decisions
- builds trust through active listening, empathy, and shared goals
- guides, delegates, and empowers staff
- inspires growth-mindset through modeling self-improvement; candidly evaluates self and team
- effectively brings people together to develop a vision, achieve a plan, and create change over time
- skillfully works in concert with an educated and highly involved community
- future-focused leader who earns community confidence and respect

- **Exemplary Communication**

- communicates directly, clearly, and frequently with all constituents using a variety of media
- hears and builds trust, whether publicly or privately, with all constituencies and actively invites and is responsive to constructive feedback
- visible, inspiring, and empathetic team and community member

- **Systemic Equity**

- works on behalf of marginalized populations, including, among others, because of race, physical or mental disability, ethnicity, linguistic differences, learning challenges, LGBTQ+ identity, economic disadvantage, or being the target of bullying
- steadfastly addresses issues of systemic racism and bias
- advocates for social justice and a culturally responsive education
- provides differentiated supports and structures to address the multiple and varied academic, social, emotional, and mental health needs of ALL students

- **Whole Child Education**

- maintains focus equally on academic achievement as well as resilience, social and emotional growth, and mental health for all students
- fosters supportive, inclusive, and positive working and learning environments for staff and students based on mutual respect and a team approach
- facilitates high quality professional development to support teachers meeting diverse student needs
- Fosters a school culture of kindness and respect

DRAFT

Dover-Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee
Union #50 Superintendency Committee
Meeting Minutes March 18, 2021
Virtual Meeting

Present:

Dover School Committee

Leslie Leon*

Mark Healey

Colleen Burt

Sara Gutierrez-Dunn

Sherborn School Committee

Angie Johnson*

Megan Page*

Nancy Cordell

Amanda Brown

Dennis Quandt

Dover-Sherborn Regional School
Committee

Maggie Charron

Judi Miller

Lynn Collins

Kate Potter

Anne Hovey

* - Union #50 Member

** - Union #50 non-voting member

1. **Call to order** – The meeting was called to order at 7:03 pm. There was a quorum of the Dover Sherborn Regional School Committee (DSRSC), the Dover School Committee (DSC), the Sherborn School Committee (SSC), and the Union #50 Superintendency Committee. Maggie Charron 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.

2. **Superintendent Search** - Maggie Charron read the following: This evening we are gathered to determine a next step in our search for a new Superintendent. We last met on this topic on Monday, February 1, and later that week, our finalists withdrew their applications, effectively ending our initial search. Last week, our committee members attended a professional development session with Glenn Koocher, the Executive Director of the Mass. Association of School Committees. Our learning objectives were two-fold:

- To ensure all members understood the legal structure of our three committees, and how this works when hiring a shared Superintendent.
- To educate all members as to the options before us in securing new leadership for the 3 School Districts at this time.

Since we could not deliberate during that professional development session, we've gathered tonight in open session to determine a future course of action. Thank you to all members of all three committees for making time for this important work and to members of our community for joining us as well.

Anne Hovey reviewed the structure of the school committees which are considered separate and distinct entities. There is no such thing as the Joint School Committee - only a Joint meeting of the school committees. The school committees are required to meet all together at least three times per year. The Union #50 Superintendency Committee is made up of 3 members from the Dover School Committee, 3 members from the Sherborn School Committee, and the 6 members of the Dover Sherborn Regional School Committee (non-voting members). The Union #50 is charged with hiring, terminating, evaluating, and contract negotiations with the Superintendent. The Dover Sherborn Regional School

DRAFT

Committee can hire its own Superintendent although traditionally the position is shared with the Union #50 Committee.

Option for Next Steps -

- a) hire Interim Superintendent for one year;
- b) revisit non-finalist candidates from the most recent search;
- c) restart the search for a permanent Superintendent; or
- d) hire an internal candidate (also an option within the previous options).

Search Subcommittee - forming a subcommittee allows for initial screening of candidates confidentially with subsequent interviews and deliberations held in open session. The advantage to this is to open the search to candidates that may not want to reveal their interest to their current employer at the first stage of the process.

There were motions to appoint one member from the Dover School Committee, one member from the Sherborn School Committee, and two members from the Dover-Sherborn Regional School Committee (one from each town) to create a Interim Superintendent Search Team to serve as a subcommittee of the Joint Committee for the purpose of facilitating the process of selecting an Interim Superintendent for the districts.

DSRSC: motion by Judi Miller, second by Kate Potter

Vote in favor: Maggie Charron, Judi Miller, Kate Potter, Anne Hovey, and Lynn Collins

SSC: motion by Megan Page, second by Dennis Quandt

Vote in favor: Angie Johnson, Megan Page, and Dennis Quandt. Amanda Brown and Nancy Cordell abstained.

DSC: motion by Mark Healey, second by Sara Gutierrez-Dunn

Vote in favor: Leslie Leon, Mark Healey, Collen Burt, Sara Gutierrez-Dunn, and Liz Grossman

3. Interim Superintendent Search Committee - there was discussion about scheduling another meeting to discuss and edits to the Candidate Profile for the Interim Search. A survey will be sent out to the educators to include their input as well.

4. Adjournment at 8:05 pm.

Respectfully submitted, Amy Davis

DRAFT

Dover-Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee
Union #50 Superintendency Committee
Meeting Minutes March 25, 2021
Virtual Meeting

Present:

Dover School Committee

Colleen Burt

Sara Gutierrez-Dunn

Liz Grossman

Sherborn School Committee

Angie Johnson*

Megan Page*

Nancy Cordell

Amanda Brown

Dennis Quandt

Dover-Sherborn Regional School
Committee

Maggie Charron

Judi Miller

Kate Potter

Anne Hovey

* - Union #50 Member

** - Union #50 non-voting member

1. **Call to order** – The meeting was called to order at 7:30 pm. There was a quorum of the Dover Sherborn Regional School Committee (DSRSC), the Dover School Committee (DSC), the Sherborn School Committee (SSC), and the Union #50 Superintendency Committee. The Chair 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.

2. **Interim Superintendent Search Committee (ISSC)**

- *Update* - Kate Potter, Chair of the ISSC, reviewed the work of the ISSC to date. There will be two building administrators added to the ISSC in addition to the school committee members already appointed to it.
- *Interim Superintendent Candidate Profile* - Kate invited all committee members to share input on the draft profile.

There were motions to approve the Interim Superintendent profile with changes as discussed.

DSRSC: motion by Judi Miller, second by Maggie Charron

Vote in favor: Maggie Charron, Judi Miller, Kate Potter, and Anne Hovey

SSC: motion by Nancy Cordell, second by Amanda Brown

Vote in favor: Angie Johnson, Megan Page, Dennis Quandt, Amanda Brown and Nancy Cordell

DSC: motion by Colleen Burt, second by Liz Grossman

Vote in favor: Colleen Burt, Sara Gutierrez-Dunn, and Liz Grossman

- *Timeline* - the two timelines (both aggressive) were discussed. It was decided to use the timeline with the longer application window to allow candidates more time to apply. If there is any way to shorten the remainder of that timeline after the application process the ISSC will adjust it.

3. **Adjournment at 8:10 pm.**

Respectfully submitted, Amy Davis

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Dover-Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee
Union #50 Superintendency Committee
Meeting Minutes August 19, 2021

Present:

Dover School Committee

Sara Gutierrez-Dunn

Mark Healey

Colleen Burt

Leslie Leon

Liz Grossman

Sherborn School Committee

Nancy Cordell

Angie Johnson

Amanda Brown

Dennis Quandt

David Kazis

Dover-Sherborn Regional School
Committee

Maggie Charron

Judi Miller

Kate Potter

Tracey Mannion

1. **Call to order** – The meeting was called to order at 6:32 pm via ZOOM. There was a quorum of the Dover Sherborn Regional School Committee (DSRSC), the Dover School Committee (DSC), the Sherborn School Committee (SSC), and the Union #50 Superintendency Committee.
2. **Community Comments** - There were multiple comments both in favor and against required face coverings in school buildings.
3. **Fall 2021 School Opening Update: Policy Revision**
Masks will be required for all students, staff, and visitors inside buildings regardless of vaccination status to begin the school year based on the recommendation of the Dover and Sherborn Boards of Health. The Administration will continue to work with and follow guidance on the local Boards of Health, DESE, DPH, CDC as well as develop metrics and continuously review data and revise school operating protocols as warranted.

There were motions to allow the adoption of the policy prior to the second reading.

DSRSC: motion by Kate Potter, second by Judi Miller

Vote in favor: Maggie Charron, Judi Miller, Kate Potter, and Tracey Mannion

SSC: motion by Dennis Quandt, second by Amanda Brown

Vote in favor: Angie Johnson, Megan Page, Dennis Quandt, David Kazis, and Amanda Brown

DSC: motion by Colleen Burt, second by Leslie Leon

Vote in favor: Leslie Leon, Mark Healey, Colleen Burt, Liz Grossman, and Sara Gutierrez-Dunn

There were motions to adopt the Face Covering policy revision for 2021-22 as presented.

DSRSC: motion by Kate Potter, second by Judi Miller

Vote in favor: Maggie Charron, Judi Miller, and Kate Potter. Tracey Mannion abstained.

SSC: motion by Nancy Cordell, second by Amanda Brown

Vote in favor: Angie Johnson, Megan Page, Dennis Quandt, David Kazis, and Amanda Brown

DSC: motion by Mark Healey, second by Liz Grossman

Vote in favor: Leslie Leon, Mark Healey, Colleen Burt, Liz Grossman, and Sara Gutierrez-Dunn

4. **Revised Interim Superintendent's Contract** - Kate Potter reviewed the proposed update to the Interim Superintendent's Contract to include a cell phone which will be paid for and maintained by the District. It will remain the property of the District at the end of the contract.

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There were motions to approve the revision to the Interim Superintendent's Contract as presented.

Union#50: motion by Leslie Leon, second by Mark Healey

Vote in favor: Leslie Leon, Mark Healey, Sara Gutierrez-Dunn, Amanda Brown, Angie Johnson, Nancy Cordell

DSRSC: motion by Kate Potter, second by Judi Miller

Vote in favor: Maggie Charron, Judi Miller, Tracey Mannion, and Kate Potter

SSC Vote in favor: Dennis Quandt, David Kazis

DSC Vote in favor: Colleen Burt, Liz Grossman

5. Superintendent Search Update - Sara Gutierrez-Dunn gave an update on the search timeline.

6. Consent Agenda

- Minutes of June 16, 2021
- 2021-22 Academic Calendar

There were motions to approve the Consent Agenda.

DSRSC: motion by Kate Potter, second by Judi Miller

Vote in favor: Maggie Charron, Judi Miller, Tracey Mannion, and Kate Potter

SSC: motion by Dennis Quandt, second by Amanda Brown

Vote in favor: Angie Johnson, Megan Page, Dennis Quandt, David Kazis, and Amanda Brown

DSC: motion by Colleen Burt, second by Leslie Leon

Vote in favor: Leslie Leon, Mark Healey, Colleen Burt, Liz Grossman, and Sara Gutierrez-Dunn

7. Adjournment at 8:28 pm.

Respectfully submitted, Amy Davis

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Dover-Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee
Union #50 Superintendency Committee
Meeting Minutes September 28, 2021

Present:

Dover School Committee
Sara Gutierrez-Dunn
Mark Healey
Colleen Burt
Liz Grossman
Sherborn School Committee
Nancy Cordell
Amanda Brown
Dennis Quandt

Dover-Sherborn Regional School Committee
Maggie Charron
Judi Miller
Kate Potter
Tracey Mannion
Lynn Collins
Angie Johnson

1. **Call to order** – The meeting was called to order at 7:30 pm via ZOOM. There was a quorum of the Dover Sherborn Regional School Committee (DSRSC), the Dover School Committee (DSC), the Sherborn School Committee (SSC), and the Union #50 Superintendency Committee.
2. **Community Comments** - Kathy Horigan-Dye read a statement that was also sent to school committee members in opposition to a vaccine mandate for staff. Beth Thompson-Webb asked when the mask policy would be revisited given that the vaccination rates in both Dover and Sherborn are about 80%.
3. **Dover Sherborn Educator's Evaluation MOU** - Beth McCoy reviewed the work of the Supervision & Evaluation MOU Committee. Next steps include: list categories of possible evidence, share samples of evidence, develop exemplars for each form, and identify tool to gather student feedback.
4. **Dover Sherborn Educator's MOA** - Kathleen Smith presented the Memorandum of Agreement between the School Committees and the DS Education Association regarding Leaves and Accommodation Requests as well as Health and Safety Protocols with respect to COVID-19.

There were motions to accept the Memorandum of Agreement between the School Committees and the Dover Sherborn Education Association as presented.

DSRSC: motion by Maggie Charron, second by Lynn Collins

Vote in favor: Maggie Charron, Judi Miller, Kate Potter, Lynn Collins, Angie Johnson and Tracey Mannion

SSC: motion by Dennis Quandt, second by Amanda Brown

Vote in favor: Dennis Quandt, Nancy Cordell, and Amanda Brown

DSC: motion by Colleen Burt, second by Mark Healey

Vote in favor: Mark Healey, Colleen Burt, Liz Grossman, and Sara Gutierrez-Dunn

5. **Vaccine Mandate** - On September 22, 2021, the Boards of Health from Dover and Sherborn voted to mandate that all staff working in the Dover-Sherborn Schools be fully vaccinated against SARS.Cov-2 with an FDA approved or EUA vaccine. The draft protocol for implementation of the mandate is as follows:

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- All staff are expected to receive their first dose of the vaccine by Monday, November 1, 2021.
- Unvaccinated staff members will be contacted by our Nurse Leader to clarify expectations and answer questions. As early as possible, the Superintendent will meet with all employee bargaining leaders to review these protocols.
- Exemptions - only those staff members who have been granted medical exemptions under the Americans with Disabilities Act (ADA) or have an exemption for a sincerely held religious belief (Title VII) will be exempt from this mandate. With respect to medical privacy, all documentation endorsed by an existing primary care or other established provider must be submitted to Jill Fedor, Nurse Leader.
- Those individuals who have been granted an exemption must either participate in weekly COVID-19 pooled testing presently administered by the DS Public Schools OR provide weekly proof of negative COVID-19 tests as a condition of employment. Testing for all unvaccinated staff will begin the week of October 4, 2021.
- Staff hired after October 1, 2021 will be required to be fully vaccinated within 60 days of onboarding as a condition of employment.
- Guests of the District are not subject to this mandate but must follow all mitigation strategies outlined in the District's policies and procedures.

There were questions from the Committee members and discussion about details of the protocol.

- 6. ACCEPT Capital Reserve Fund Creations** - the ACCEPT Education Collaborative Articles of Agreement allow for the creation of a Capital Reserve Fund. The purpose of the reserve is to accumulate funds for the acquisition of capital items to improve ACCEPT programs and streamline business processes. The capital acquisitions must be in writing as part of the annual capital budget and can only be used for the projects or purposes stated in the capital budget. The fund balance limit is \$1,000,000.

There were motions to approve the creation of ACCEPT's Capital Reserve with a balance limit of \$1,000,000 for the purpose of accumulating funds for the acquisition, maintenance, and improvement of capital items.

DSRSC: motion by Maggie Charron, second by Judi Miller

Vote in favor: Maggie Charron, Judi Miller, Kate Potter, Lynn Collins, Angie Johnson and Tracey Mannion

SSC: motion by Dennis Quandt, second by Amanda Brown

Vote in favor: Dennis Quandt, Nancy Cordell, and Amanda Brown

DSC: motion by Colleen Burt, second by Liz Grossman

Vote in favor: Mark Healey, Colleen Burt, Liz Grossman, and Sara Gutierrez-Dunn

- 7. Superintendent Search Update** - Sara Gutierrez-Dunn gave an update on the search and thanked school committee members that have volunteered to serve on the committee.

- 8. Adjournment at 9:07 pm.**

Respectfully submitted, Amy Davis