

Dover-Sherborn Regional School Committee

Meeting Agenda

June 8, 2021

6:45 pm

Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/82913867532?pwd=ZDI3QkxOL0k1M1VBTkVZUUhyaTZkZz09>

Meeting ID: 829 1386 7532

Passcode: 854786

1. Call to Order
2. Welcome Tracey Mannion
3. Community Comments
4. Staff Reports:
 - DSMS Principal's Report – Mr. Kellett
 - DSHS Principal's Report – Mr. Smith
 - Warrant Report
5. Financial Reports
 - Monthly Financial Report – FY21 Operating Budget
6. Approval of 2021-22 Student Handbooks **A.R.**
7. Approval of School Improvement Plans **A.R.**
8. Consent Agenda **A.R.**
 - High School Field Trip
 - Donation
 - Appointment of DS Regional Treasurer
 - Approval of Minutes May 4, 2021
9. Communications
 - Subcommittee Assignments
 - Class of 2021 Matriculation Report
 - Sherborn School Committee March 9, 2021
 - Dover School Committee March 4, 2021
10. 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.

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

DSMS Monthly Report RSC 2020-2021

[Link to 2020-2021 School Improvement Plan](#)

[DSMS RSC Monthly Report](#)

[Date: June 2021](#)

[Submitted by: Scott Kellett](#)

SIP Goals Updates:

Goal 1: *Innovative Teaching and Learning*

Several teachers have provided and collected wonderful feedback for our Project Springboard Group which has been collecting and synthesizing silver linings from the remote, hybrid and in-person pandemic teaching. Our Project Springboard Group has been working with elite school visionaries and leaders to facilitate Portrait of a Graduate competencies and systemic growth and development of these key priorities.

Goal 2: *Health and Wellbeing of Students and Staff*

We'd like to commend and thank our Peer Leadership Students, Mrs. Andrea Merritt the Peer Leadership Advisor and many others for a wonderful school-wide celebration of our collective strength and unity held on Wednesday, June 2nd. Our eighth grade Peer Leaders- Katie Bingham, Annie Loeffler and Lily Hatfield did a fabulous job distributing materials, facilitating and designing the message of inclusion, acceptance and diversity. All students were generously provided a DS We Stand Together t-shirt from grant funding and then our wonderful Wellness department staff had students complete a one mile walk, kickball game with local law enforcement- Detective James Godinho from Sherborn and Officer Katie Kolodziejczyk and a rotation of several popular backyard games. Our supportive and creative staff stepped up to add to the celebration with a mural assembled by art instructor, Cathy Simino and a big thank you to our science teachers for coordinating the ordering and distribution of over 600 t-shirts. Lastly, we would like to thank our GSA for distributing stickers to validate and increase visibility of support for all of our community members.







Students and staff alike have enjoyed the adirondack chairs and planters of flowers provided by POSITIVE. Mask breaks and outdoor lessons have been made even more enjoyable for all, with these wonderful additions.



POSITIVE delighted staff with a delicious and robust meal from Maria's taqueria Food Truck. We'd like to extend a warm Thank You to our POSITIVE families and donors for the luncheon and generosity throughout the year.

Goal 3: Content Review and Research of Social Studies

Social Studies teachers have been creating a spiralling skills list that looks at what expectations are for each grade level in reading, writing, listening, research, and student skills. This will be shared with students and parents.

We have been thinking about and sharing best practices that we have learned over the course of the past year and a half with remote, hybrid and in-person learning and how this has made tremendous shifts to what we teach, how we deliver materials and course content, and what are new and interesting ways to have students show mastery. This is an ongoing process of self reflection and curriculum renewal.

Department Updates:

English:

Eighth graders are reading the play *The Mousetrap* by Agatha Christie and writing scenes for their own original one act plays. They are learning how this genre differs from novels and short stories and how to structure a dramatic piece.

In Speech and Drama (eighth grade), students are storytelling, including preparing and telling stories from their own lives, presenting scenes and monologues, and learning about pantomime.

Seventh grade students finished a unit about powerful choices by reading Carol Matas's *Daniel's Story*. As a way to culminate the unit, students will be examining how the choices they make can have a positive impact on their communities and then researching different people's accounts of their experiences during the Holocaust based on [The Butterfly Project](#) in San Diego.

In Media Studies (seventh grade), students are learning about advertising techniques, including Target Audience, Branding, Logos, Altered Images, and Statistics. They are creating their own POPup Ads integrating all of the advertising techniques.

In sixth grade ELA, students are wrapping up the year with elements of drama that includes a focus on suspense and falling action and themes of literary heroes and heroines.

Science:

6th: This month sixth graders have been working on their study skills to get ready for an up and coming test. They've created study guides and are using Quizlet and Kahoot to prepare.

They've been studying the geologic time scale, the history of planet Earth, the last ice age, glaciers and the difference between the Arctic vs. the Antarctic.

Mr. Ken Wadness, a fifth grade Chickering School teacher, is scheduled to make his annual glacier presentation via Zoom for all sixth graders.

7th: Students wrapped up their unit on evolution. They modeled variation within species to demonstrate how organisms evolve to changing environments. They learned about the different types of fossils and identified those types using examples. Finally, they analyzed evidence for evolution to support the theory that organisms have evolved from a common ancestor. Students will end the month with ecology starting with defining biotic and abiotic factors outside!

8th: 8th graders have been continuing their study of energy. They completed a lab report where they drew conclusions on the relationship between mass, speed, and kinetic energy. They also demonstrated their understanding of energy's various forms and transformations by designing an imaginary Rube Goldberg device. They are wrapping up the month by exploring the characteristics of waves and how they behave, with both hands-on and digital simulations.

Math:

Over the past couple of weeks 6th and 7th grade teachers have reviewed/ analyzed the first 3 quarters of this year's student data points and the individual Spring student math placement test results. Teacher recommendations for math placements for Fall 2021 math classes were shared with parents and students, through the Aspen 4th quarter progress reports. During the week of 5/24 all of our math students (6th through 8th) participated in the online 2021 Spring Math MCAS. This year the Math MCAS was held for one session (8:45 to 11:30) for each grade. On a random basis students were issued either a version of the Math MCAS test that had a virtual calculator or one version where the Math MCAS questions were redesigned so that the student did not need a calculator.

At our last department meeting, we reflected on some of the benefits/drawbacks of the hybrid and remote math learning environment teaching practices and some of the math practices/ apps that we would like to continue to use from the hybrid and remote learning environments. We have also given our administration recommendations for selected students who would benefit from summer math services that are to be offered at DSMS this summer.

Physical Education

Students started class with a dynamic stretch followed by several muscle fitness exercises and then conclude the fitness portion of class with a Happy Heart Run- $\frac{1}{2}$ to $\frac{3}{4}$ mile jog at their pace.

We continue with our Backyard Game series which is proving to be a popular addition and includes Cornhole, Ladderball, Bocce and Throwing/Catching stations.

In addition we have now begun our Invasion Game series with the ever popular Nakatomi Tower. Soon we will move to Treasure Island and finish with Battle Royale. It is nice to get back to some of our tried and true units.

Health Education

7th Grade: In 7th grade Health this term we are covering Self Image/Self Improvement, Advertisements and how to read them, Coping with Anxiety, and Social Skills. As extensions to these broad topic areas we also covered, Goal Setting, Tobacco, Smoking, Nicotine, Vaping, and Mindfulness.

8th Grade: In 8th grade Health this term we are covering Making Decisions, Coping with Anxiety, Communication Skills, and Assertiveness . As extensions to these broad topic areas we also covered Steps To Problem Solving, Living Above The Influence, Stress Management, Cannabis, Edibles, and Friendship.

In addition, we have completed a mini unit in the area of the Importance of Sleep, and proper bedtime routines for both grades.

Social Studies:

6th grade students are studying Ancient Rome. Students began this unit by discovering recent finds in Pompeii and writing their own news articles. Students are also working with primary and secondary source documents about the fall of Rome via a Fall of Rome DBQ (Document Based Question.) By using primary and secondary source documents, students are honing their analysis skills. In using these documents to write, they are also learning synthesis skills. Students are using Padlet to post memes they created about Roman

emperors, Google Slides to use the [Hexagonal Thinking Strategy](#), and the [ORBIS](#) Geospatial Network Model of the Roman World to learn about travel during the Roman Empire.

7th grade students are exploring Europe through a combination of class activities and an independent country portfolio that includes a deeper look into various countries' human and physical geography and culture. We discuss the formation and purpose of the European Union and look at various issues facing Europe today.

8th grade students are writing children's books about a figure who was important during the Civil War era. These books will be shared on a BookCreator "bookshelf" with 5th graders at Pine Hill and Chickering who will be reading and reviewing the books! This project replaces our more traditional research paper but still has students working on key research and writing skills: finding, evaluating, and using quality online sources; summarizing and paraphrasing information; writing for a specific audience; and selecting key information along with relevant and interesting images to best support their ideas. We look forward to reading and sharing these books in a few weeks!

We end the year with an **in-class Citizenship Test** with questions taken from the actual US Citizenship Test - students usually pass with flying colors - in most cases 90% and up! Back in September, students took the test as a formative assessment. Comparing the fall and spring results will be a concrete measure of their growth in civics knowledge across the year!

Additionally, for the first time ever, all 8th grade students are **required to complete a Civics project** that is reported to the state. Our students have completed several projects that qualify. At the end of our Constitution unit, they created Public Service Announcements (PSAs) about key government concepts in a variety of formats (infographic, slides, comic, video, Tik Tok, tweets). After our Bill of Rights unit, students wrote persuasive letters to elected officials about a topic of importance to them. They are receiving responses now from officials as varied as Senators Markey and Warren, Governor Baker and others. They also created "music videos" explaining Landmark Supreme Court decisions that were truly fabulous - informative, engaging and an accurate depiction of these key cases that impact all of us! This Civics project will be recorded in ASPEN for all students.

World Language:

Spanish:

Sixth grade: Students are working on a final project on the environment. The goal is to teach people about different issues that are affecting our environment and invite their audience to participate in solving this problem. Students are working in pairs creating presentations in different formats: interactive infographics, videos, Book Creator presentations, paper posters, and some are even designing their water filters. Through the process of their research, and creating the presentations, the different groups shared their work, exchanged opinions, and gave suggestions to their peers. Students will be presenting in front of the class next week.

Seventh grade: Students are writing books in Book Creator. The goal of their stories is to educate folks about a topic of their choice, connected with what they learned in Spanish this year, focusing on a 4th/5th-grade audience. During this process, they had to collaborate and coordinate with a partner about the topic, the characters, the setting, the problem, actions, and the solution of the story. The books will be shared in our class library.

Eighth grade:

In 8th grade Spanish we are finishing up an unusual year with a unit on Social Justice and Activism, after the students requested that area of study. We have begun with learning about environmental activists and Black Lives Matter, and will finish up the year with a look at LGBTQ+ Pride and how to be an activist. This is the first time as a teacher that I have had students come to me with a requested change to our curriculum, and they have been extremely engaged learners on these topics.

Latin

Sixth Grade: Students are finalizing their Mythology projects in Book Creator as they consolidate their Latin skills. We have ended the year with the Trojan refugee Aeneas shipwrecked in Carthage, and the gods are interfering in human affairs

Seventh Grade: The students have been reading adaptations of Ovid's *Metamorphoses*, connecting Ovid's implicit environmental message in the Ages of Man with their projects on Rome's impact on the environment. They have been using Book Creator to re-tell Ovid, using vocabulary from the text and prescribed syntax. In addition to practicing their Latin skills, they need to synthesize the material and select the most salient points to include in their re-tell.

Eighth Grade: The students knocked their Catullus projects out of the park! We are now reading selections from Vergil's Aeneid, and discussing the dangers and complexities of writing under the Empire, versus the free-for-all of the Republic. We have looked at speeches, both Roman and American, and discussed how Vergil had to find his own way to express his truth within the Augustan propaganda. They are currently learning to recite a passage from Vergil's *Aeneid* in meter, joining in a 2000+ year tradition.

French

Sixth Grade: Students finalized their "les quartiers" project in which they learned about different models of neighborhoods and living spaces around the world. During class discussion and activities we learned the significance of community, common spaces, local conditions (climate, resources, etc.) and culture in regards to designing a neighborhood. Students then designed their own neighborhoods, created a visual representation and typed a detailed description of the final product and the choices they made. We have started our last unit of the year - school.

Eighth Grade: Students are finalizing their final projects for our government unit. We have conducted research on the roles in the French government, analyzed the national anthem, learned how to speak/read and write in the future tense in order to analyze political speeches and finally run for office. For this project, students are running a campaign against one another for roles in the French government by writing and delivering a speech as well as crafting a slogan and creating a political poster. Students will deliver their speeches in class and vote for their preferred candidates.

Technology

Technology Literacy/Computer Science:

Grades 6 and 7: Students are wrapping up term 4 applying their knowledge and skills to a variety of programming challenges using Python, JavaScript and HTML programming languages. They enjoy wrapping up each week with interactive coding games with Splats. Their favorite game this month has been 4 Corners.

Students have also participated in Amazon's Future Engineer Programming Unit, navigating with programming skills around an Amazon Fulfillment Center. Students have also taken a virtual tour of an Amazon Fulfillment Center to learn how Computer Science and Technology are used in the real world. The week of June 7th,

Jackie Valeri, MIT PhD student, majoring in Biological Engineering and a member of the MIT Artificial Intelligence and Machine Learning will meet virtually with all grade 6 and 7 term 4 students remotely, to discuss her passions, story and interests on how she uses algorithms and Computer Science for good.

Engineering:

Grade 8: Students are wrapping up term 4 with their Architecture and Engineer research presentations and applying the Engineering Design Process to their Marble Maze and Tabletop Trebuchets prototypes. Students will be joined by a virtual visit with Mass Maritime Academy.

Fine and Performing Arts:

The Fine and Performing Arts department has embraced the return to 5 day in person learning. While several important aspects of our curricula have still remained limited in the return, Band and Chorus have been able to meet regularly in the warm weather. General Music has taken a deep dive into social emotional learning with the hope to weave more of those principles/activities into our typical performance curriculum (which has taken a hiatus this year due to space and health limitations). Fine Arts has taken full advantage of their indoor space and outdoor space to foster student independence and perspective. In both music and art, there has been a deep focus on teaching soft skills such as empathy, introspection and creative problem solving woven into teaching music and art skills, fostering teacher/student relationships and using these connections as inspiration and motivation for learning content and concrete skills in art and music.

Lastly, The DS performing arts were able to successfully put on a hybrid drama performance, combining live theater with pre-recorded musical numbers in an outdoor production of the play "Puffs", as well as hols a DS Music celebration which included the first live music performances in over a year on the DS campus. The performances included our Middle school and High School Jazz Bands and special music by two of our graduating seniors, Taylor Melenovsky and Diego Swaddipong. This concert can be found on [Dover Sherborn Cable Television](#). We are so thankful for the support of our students, FOPA, and our administration at both schools to allow these events to be possible for the DS community.

Grades & Teams:

Sixth:

Our sixth grade has had a smooth transition back to 5-day in-person learning. Students have been engaged in class and have adapted well to safety protocols in place. Additionally, they successfully navigated and completed their MCAS preparations and testing. As we wind down the year, we are planning a full day of activities, based on the ideas of gratitude, service and reflection. We will finalize our last day, on June 18, with a full grade, outdoor celebration with treats and 'see you later's'.

Eighth:

Planning is underway for our 8th grade year end activities. Due to our COVID restrictions, we are not able to have our traditional evening recognition ceremony and dance. However, parents and teachers have worked together to provide some memorable and fun activities. On Wednesday 6/16, the parent committee will be putting on an outdoor luncheon for 8th graders and teachers. On the last day of school, Friday 6/18, we will have an assembly for students to recognize our 8th graders as they get ready to move on to the high school.

Clubs/Activities:

Gender and Sexuality Alliance (GSA)

Happy Pride month! GSA has kicked off Pride month with a collaborative effort with Peer Leadership Club in order to spread awareness of LGBTQ+ by handing out pride progress flag stickers for students to add to the DS Raiders t-shirts (courtesy of Peer Leadership). Additionally, GSA has added new members and is working to make sure that all students are aware of the safe and inclusive space that we provide.

Talent Show 2021

The Talent Show is back this year! Unlike previous years, our students are showcasing their talents with pre-recorded videos that teachers will screen like a movie in the last Help Session of the year. We are super excited to see everyone's talents!

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John Smith
Principal



Ellen Chagnon
Director of Guidance

Ann Dever-Keegan
Assistant Principal

Emily Sullivan
Athletic Director

TO: Dr. Andrew Keough, Superintendent
FROM: John G. Smith, Principal, DSHS
RE: Administrator's Monthly Report
DATE: June 8, 2021

Principal's Reflections:

Congratulations to the latest round of National Merit Scholarship students:

Riya Bahadur
Curtis Bowman
Matthew Charron
Alexander Goodness
Ameilia Haggerty
Conor Keating
Nathan Randa
Amal Sharfi
Brendan Sobolewski
Eva-Sophia Swaddipong
Zachary Szeto
Sophia Tate
Indivar Wahl
Emily Waugh
Irene Yang

HS Events:

Tuesday June 1st- Senior Awards 6 PM -Nora Searle Field
Thursday June 3rd- Graduation 6 PM – Nora Searle Field (Rain date June 4th)
Wednesday June 9th- Book awards- 8:30 AM – HS Library
Friday June 11th- Sophomore Social- Nora Searle Field 7-10 PM
Friday June 18th- Last day for students
Monday June 21st- Last day for teachers

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Science Curriculum:

AP Exams

The science department would like to recognize students who recently completed their AP Exams in science. Close to 100 students sat for exams in AP Biology, AP Chemistry, and AP Physics this May - Congratulations!

Biology

Students are working through units on evolution and ecology as they prepare for the Biology MCAS. They continue to use virtual platforms such as Gizmos and Labster to perform exploratory lab activities. Students also recently performed a blood typing lab and will wrap up the year with labs and projects based on DNA extraction and genetics.

Students in Advanced Topics in Biology have explored molecular biology and aquaponics by performing hands-on project-based learning. Examples include: analyzing antibiotic resistant organisms, designing and building aquaponics tanks, growing food sustainably, and planting blueberry bushes for future propagation experiments. In June, the class will visit the North Attleboro Fish Hatchery to see the process of raising different species of trout and endangered freshwater mussels. Students will also take part in a bird watching field trip at Stony Brook Wildlife Sanctuary where they will have an opportunity to learn proper techniques for identifying local bird species. Students in AP Biology and Environmental Research are working collaboratively to perform a case study analysis of the water quality of the Charles River.

The DSHS greenhouse has been undergoing extensive updates and improvements this year including: a new temperature sensor and thermal regulation, new window shades, updated electrical and outlets, repair of the evaporative cooler, and improvements to the irrigation system. Students in Advanced Topics in Biology and AP Biology have been using this newly updated space for aquaponics, propagating new plants, and learning about botany. All biology classes will have the opportunity to take advantage of the greenhouse moving forward with a variety of plantings and resources available.

Chemistry

The return to in-person learning has provided students in chemistry with greater opportunities for hands-on lab activities such as titrations, solution stoichiometry labs, and labs investigating the ideal gas law. The final chemistry topics being covered include: Stoichiometry, Bonding, and Equilibrium. These topics will be supplemented with a variety of demonstrations and activities such as: An 'Elephant Toothpaste' demonstration of the decomposition of hydrogen peroxide, a Henry's Law Demonstration, the Analysis of the Activity of Metals, the Vaporization of a Soda

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Can, and a tie dye activity. Students in AP Chemistry are being introduced to the topic of Organic Chemistry while engaging in weekly lab activities to finish the year.

This spring, five AP Chemistry students competed in the Ashdown Exam, the sectional competition for the U.S. National Chemistry Olympiad. One student from DSHS placed in the top 25 against the top chemistry students in Massachusetts. This student's high score qualified him to compete in the United States National Chemistry Olympiad exam against the top 950 students in the country.

Physics

Throughout the year, Physics students have studied mechanics, electricity, magnetism, and developed their laboratory/problem solving skills through a variety of assessments, projects, and lab activities. Students explored circuitry both virtually, by using Phet laboratories, and in-person, by building circuits and creating innovative 9-volt houses to learn about common household wiring. Physics students also expanded their skills beyond the classroom regularly with activities such as learning about simple harmonic motion by building "leaky" pendulums, and static equilibrium through building popsicle stick cantilevers. Astronomy students built and launched water bottle rockets where they protected their "egg-stronauts" by designing safe flight capsules and developing parachute deployment systems.

METCO & Synlogic Partnership

The DSHS science department and METCO program have recently partnered with Synlogic, a local Biotechnology company. In the winter, Synlogic hosted a schoolwide science session on Zoom for all students interested in the study of STEM as part of a planned science and career series. Synlogic scientists shared how science moved rapidly to develop COVID vaccines and how those vaccines work. Over 300 of our students volunteered to participate in this science session! Subsequently, the partnership has expanded to include the Westwood METCO program and Medfield HS STEM faculty and students. The science and career series will continue in the 2021-2022 school year with speakers focusing on innovations and career opportunities in STEM.

Science Olympiad

This year, science teacher Nicki Graziano implemented a Medfield-DS Co-op Science Olympiad Team. Science Olympiad is a nationwide competition where students compete in 23 events which include earth science, biology, chemistry, physics, and engineering. The Olympiad is designed to increase students' interest in STEM fields and provide recognition for outstanding achievement in team events. Our club competes in the WSSL (West Suburban Science League) Events. This is a league composed of 18 teams that compete one day a month in four science

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events. Overall, the DS-Medfield team placed 13th in the league and went on to compete in the state competition. This is an impressive achievement considering it was the inaugural year for our team!

Student Research Abroad

Chemistry and Marine Science teacher Janae Barrett is coordinating an international field trip with ten students to the Cape Eleuthera Institute in the Bahamas through Earthwatch Institute. While in the Bahamas, students will work with a group of scientists on a long term study of the biology and habitats of endangered sea turtles. Students will be engaged in a variety of research-based tasks while on the island, including conducting population surveys, population growth rate measurements, and predator/prey surveys. The program was originally planned for February 2021, but, due to the pandemic, it has been rescheduled for February 2022.

Math Update:

The math department has fared as well as possible through the challenges presented by Covid. We estimate that we have been able to cover at least 90% of the curriculum that we would have covered in a “normal” year in most of our classes and that student performance on assessments has, at worst, stayed consistent with previous years, and at best, has improved slightly as compared to the past. Much of this is due to the great effort put forth by our faculty to accommodate students in the fully remote, hybrid, and fully in-person situations we have encountered this past year.

A number of our faculty experimented with a Flipped Classroom this year to great success as evidenced by a survey of 430 students earlier in the year. This survey found that 71% of students preferred the flipped classroom over a traditional classroom and an additional 14% had no preference between the two. We are currently in the process of doing a follow-up survey to determine student preferences assuming that we will be fully in-person again in the fall. As always, there are adjustments needed to ensure that our mode of content delivery is working for as many students as possible, but in general, we were very pleased with how the flipped classroom worked this year for the large majority of our students, particularly given the challenges thrown our way by Covid.

We’re also excited to be working on a new semester-long Financial Literacy course that is being offered next year. Carly Eckles has been the driving force behind researching possible curricula, deciding on one and then preparing to teach it next year. This will soon be required curricula for the State of Massachusetts, so we’re happy to be slightly ahead of the curve in terms of implementing it. As evidenced by course requests, this will be a very popular elective for

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students. The department is now considering alternatives for another semester-long elective to pair with this course in the future.

Guidance:

Class of 2021 Application Statistics from Naviance TO DATE:

We have 169 seniors total but the statistics below are based on 124 seniors' responses to the Senior Exit Survey. We will have more complete data in the coming weeks.

Out of 124 seniors who responded:

66% of applicants are attending 4 year out-of-state schools

34% of applicants are attending 4 year in-state schools

0% of applicants are attending 2 year in-state schools

28% of the applicants are attending 4 year public schools

72% of the applicants are attending 4 year private schools

AP Exams:

The AP exam administration is going smoothly; we have 224 students taking 558 exams. This year, students took their exams in paper and pencil format or digitally utilizing the College Board's digital testing app. Due to the new format, exams were spread out over six weeks instead of two weeks so our last AP exam will be on June 7th this year.

Mental Health Resources:

This resource was emailed home to all parents/guardians 6-12 from the MS and HS School Adjustment Counselors/Clinicians:

DOVER-SHERBORN COUNSELING DEPARTMENT

Dear Parents and Guardians,

As this challenging and unprecedented school year comes to an end, it continues to be important to support the mental health and well-being of our students and their families. During Mental Health Awareness month, we want to remind you of the support that we can provide here at DS as well as other resources in the community.

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First, Emergency Service Programs (ESP's) are community-based agencies that provide 24/7 information, support, and services to help individuals or their families/friends who are having a mental health or substance abuse crisis.

ESP for Boston: BEST Team 617-884-4357

ESP for Dover: Riverside Community Care 800-529-5077

ESP for Sherborn: Advocates Psychiatric Emergency Service 800-640-5432

You can also find helpful information about local mental health providers on our guidance website at the [Middle School](#) and [High School](#)

Your pediatrician and health insurance company could also provide resources along with the Metrowest [Referral Line](#) for several local mental health agencies.

The Massachusetts Department of Mental Health recently created [Handhold](#); a guide to children's mental health and emotional wellbeing and how to access resources. McLean Hospital has useful [resources](#) as well.

Our ability to connect with one another and with our own support systems is so important to our resilience and overall wellbeing. We hope that as we continue to recover from the pandemic and reestablish our sense of connection, we will find more stability in ourselves and comfort in the world around us.

As always, please know that we are here to support your child(ren) in any way that we can, and we hope that you will reach out to us should you ever have any need or concern.

Thank you,

Heidi Loando, School Adjustment Counselor, 6-12
Kara McAuliffe, School Adjustment Counselor, 6-12
Adelina Perez-Krebs, DSHS Bridge Program Clinician

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Drama Update:

Puffs, an off-Broadway play spoofing the world of *Harry Potter*, was recently presented in the football practice field by the Dover-Sherborn High School Drama Program. The play is a comedy with some dramatic and touching moments that had been performed around the world. This production served as the triumphant return of live theater to DS after 14 months of the pandemic, which had ended the previous year's musical, *Mamma Mia*, just a week before opening.

A cast and crew of 35 students built an outdoor stage and created something truly new and different for the communities of Dover and Sherborn. The Herculean efforts required to transfer a production from script to stage are always immense, but this year- literally constructing the space from the ground up, rigging lighting and sound, powering it all on numerous generators, and working around the unpredictable elements of a New England spring- all offered unusual hurdles to overcome.

Long time DS director Scott Walker worked extremely hard to give the students a worthwhile and rich performance and keep the program as strong as ever.

Nothing was going to keep the program from successfully producing the show in a safe and COVID-friendly way- particularly since it would include the final bow for the pandemic-challenged Class of 2021- a group of assertive leaders who deserved a great theatrical experience to cap their DS careers.

Especially exciting was the massive LED screen rented from "Insane Impact". This piece of invaluable technology allowed fully remote students to participate as cast members over edited and pre-recorded scenes for live cast members to interact with. Additionally, it allowed for the show to become a true musical. Since certain restrictions were still in place regarding live singing, Music Director, Geoff Herrmann, rehearsed vocal performances virtually which were recorded and then professionally edited by DS alum, Gus Laughlin.

The show also marked the end of an era as Len Schnabel, technical director for over 100 Dover-Sherborn productions in the past 20 years, decided that his time as the head of technical theater for the district had come to a close. He now happily and humorously accepts the honorary position of "Technical Director Emeritus", telling the rest of the crew students and adults that he is still in town and ready to support the program whenever he can.

Bottom line- DS Drama is back and proved that no matter what- the show must go on!

Dover Sherborn High School
9 Junction Street
Dover, MA 02030
Phone: 508-785-1730 Fax: 508-785-8141

John Smith
Principal

Ann Dever-Keegan
Assistant Principal



Ellen Chagnon
Director of Guidance

Emily Sullivan
Athletic Director

Athletics:

June 2021 School Committee Report

The Spring season is in full swing with all of our sports going well. We have 286 student athletes participating across 9 sport offerings and 13 levels. Varsity girls lacrosse is 7-0, Varsity boys lacrosse is 7-1, varsity softball is 4-4, varsity baseball is 1-8, varsity girls tennis is 7-1, varsity boys tennis is 7-0, girls track and field is 2-1, boys track and field is 3-0, and co-ed sailing is 0-5 in varsity races and 2-2 in underclassmen races. Merritt Sullivan and Ryan Britt broke the school record in the 400M hurdles, and Nick Rinaldi broke the school record in the long jump in their meet at Bellingham. Nick Rinaldi also tied the 100 meter dash record at their meet at Norton running it in 10.9 seconds. The record has been held for 36 years by Bruno Joline. Nick Rinaldi was also recently named to the Massachusetts All Academic Basketball Team. Merritt Sullivan recently traveled to Florida on May 21st to compete in the National Gymnastics competition where she was a member of the MA team.

Our 2021 senior award winners on senior awards night were Nick Rinaldi of basketball, football, and outdoor track & field (male student athlete), Hope Shue of soccer and lacrosse (female student athlete), Noah Guarini of cross country, indoor track & field, and outdoor track & field (male raider athlete), and Merrit Sullivan of field hockey, gymnastics, and outdoor track and field (female raider athlete). Our MIAA Pillar Award Winners were awarded to the junior class to Mica Bodkins/John Bennett (Leadership), Clare Whitaker/Matt Charron (Service), Irene Yang/Toby Sagar (Wellness), and Ava Yablonski/Owen Bingham (Sportsmanship).

The Athletic Advisory Committee will meet on Thursday, June 10th for the final meeting of the school year to discuss the Fall 2 and Spring seasons. The MIAA Spring tournament will begin on Thursday, June 17th when girls and boys track and field competes in Divisionals, followed by June 18th as the tournament start date for all other MIAA sports (baseball, softball, girls and boys tennis, girls and boys lacrosse). Sailing ended their season on Thursday, May 27th. The class of 2021 has 17 student athletes competing in athletics at the collegiate level or taking a post grad year in hopes to play in college the following 2022 school year. We will be recognizing the following student athletes at a ceremony outside the main office after graduation practice on Tuesday, June 1st at 10:30 am:

Class of 2021 College Commitments

Male:

1. **Aidan Britt:** Track & Field - High Point University (D1)
2. **Pierce Gregory:** Lacrosse - Bryant University (D1)
3. **Will Quinn:** Swim & Dive - Skidmore College (D3)

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Assistant Principal

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Athletic Director

4. **Noah Guarini:** Track & Field - Boston College (D1)
5. **Collins Imade:** Basketball - Springfield Commonwealth Academy (Post Grad)
6. **Wyatt Goldfisher:** Soccer - Union College (D3)
7. **Luke Wiese:** Lacrosse - Muhlenberg College (D3)
8. **Kyle Pucci:** Baseball - Southern Maine Community College (Junior College)
9. **Tim Cofield:** Football - East Coast Prep (Post Grad)
10. **Ben Chittick:** Basketball - St Thomas More (Post Grad)

Female:

1. **Caitlin Britt:** Cross Country and Track & Field - Pitzer College (D3)
2. **Amelia Novitch:** Lacrosse - Babson College (D3)
3. **Hope Shue:** Lacrosse - Middlebury College (D3)
4. **Amelia Poor:** Tennis - Pomona College (D3)
5. **Annie Parizeau:** Soccer - Claremont Mckenna College (D3)
6. **Isabella Garrett:** Gymnastics - University of Pennsylvania (D1)
7. **Marigold Garrett:** Gymnastics - University of Pennsylvania (D1)

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: Regional School Committee
FROM: Dawn Fattore, Business Administrator
DATE: June 3, 2021
RE: FY21 Approved Warrants

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

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>
1188	5/4/2021	\$211,738.53
1195	5/20/2021	\$203,338.76
1196	5/26/2021	\$1,238,168.97
1205	5/27/2021	\$55,945.97
1206	5/31/2021	\$200,000.00

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TO: Regional School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY21 Operating Update
DATE: June 3, 2021

Attached please find:

- a. General Fund Revenues as of May 31, 2021
- b. Status of Appropriations as of May 31, 2021

NOTE – To provide a complete review of operations to date, we are maintaining prior months' information and **bolding** any new reported variance information for your review purposes.

Revenues

With the certification of the Region's E&D, the Towns' assessments now reflect the return of excess of funds of \$97,920. As previously noted, Chapter 70 revenues based on the State's budget approved in August were more favorable than initially projected in late spring. Taking into account the reduction in budgeted Chapter 70 revenues of \$200,000 approved by the Committee in June, the Region's decrease in funding from the original budgeted amount was approximately \$40,000. You will see that reflected in the positive variance to date of \$160,000. We received our first Chapter 71 Transportation payment of \$250,000 in March representing a 90% reimbursement rate (higher than estimated). With this higher reimbursement rate, we are now in line with the FY21 pre-COVID Chapter 71 budget amount. Given this, the funds we deposited in the Regional Transportation Reimbursement Fund last June of \$85,000 will now be realized in full as a "savings" in budgeted transportation costs versus covering a negative revenue variance. At this time we are projecting no variances in athletics as all teams had scheduled seasons. As previously communicated, parking fees are not being collected under the hybrid schedule and reflected as such in the statement. Bank interest now reflects the annual projected activity of our CD investment. **We reviewed all activities and adjusted projections accordingly.**

Operating Expenditures

Salaries

We have encumbered the majority of salaries for FY21. The positive variance in Teachers, Classrooms represents post-budget staffing changes, most of which are temporary and not potential savings for FY22. All stipends have been encumbered including spring coaching positions. Substitute and custodial overtime expenses are recorded as incurred. We are projecting an approx. \$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 QPOs, activities not held due to covid-protocols, etc.).

Expenditures

We are anticipating an approximately 7.5% overall savings in expenditures. Transportation savings totaled approx. \$180,000 due to the use of the RTRF balance of \$85,000, savings in athletic transportation costs of approx. \$50,000 due to the shorter seasons and fewer contests over the past year and savings from regular transportation due to the shortened school year. Hybrid operations for the majority of the school year resulted in savings across all aspects of our operations from custodial supplies to classroom consumables to savings in utilities due to no weekend or evening activities in the buildings.

Pro Forma Roll-forward of Excess and Deficiency

Attached for your review is a summary of projected operations for FY21 and its impact on Excess and Deficiency. Once E&D is certified this summer, any excess will be applied to the Towns' FY22 assessments using the assessment percentages from FY21.

COVID-19 Related Grants

In addition to the two grants received by the District earlier this fall (CARES Re-Opening of \$279,225 and an initial Elementary and Secondary Education Emergency Relief (ESSER) I of \$37,127), we have received a State Coronavirus Prevention Fund grant of \$35,025 and a second ESSER grant of \$149,608. The CARES Re-opening grant as well as the Prevention Fund grant must be spent by June 30, 2021. The ESSER grants have a multiple year grant period extending into FY23 to cover potential continued impacts of COVID-19. The ESSER II specifically earmarks funds for mental health services/initiatives. We are projecting that we will be able to carry all funding from the ESSER grants into FY22 and FY23.

With the recent approval of the American Rescue Plan (ARP) at the federal level, we are anticipating receiving an additional \$370,000 in COVID related relief. This grant timeline extends through the fall of FY24.

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

Dover Sherborn Regional School District
General Fund Revenues
as of May 31, 2021

	<u>FY21</u> <u>BUDGET</u>	<u>YTD</u> <u>RECEIVED</u>	<u>EST. TO BE</u> <u>RECEIVED</u>	<u>OPERATING</u> <u>VARIANCE</u>	<u>% OF</u> <u>BUDGET</u>
DOVER ASSESSMENTS	\$12,707,169	\$11,635,494	\$1,015,675	(\$56,000)	-0.44% *
SHERBORN ASSESSMENTS	10,017,811	9,174,764	801,127	(41,920)	-0.42% *
CHAPTER 70, net	2,195,245	2,157,615	196,647	159,017	7.24% **
CHAPTER 71 (Transportation)	499,965	250,120	250,120	275	0.06% ***
H/S ATHLETIC FEES	255,000	243,600	0	(11,400)	-4.47%
H/S PARKING FEES	52,500	0	0	(52,500)	-100.00%
H/S ACTIVITY FEE	13,500	3,735	0	(9,765)	-72.33%
M/S ACTIVITY FEE	11,250	2,835	0	(8,415)	-74.80%
MISC REVENUE	5,000	281	0	(4,719)	-94.38%
BANK INTEREST	20,000	19,196	2,000	1,196	5.98%
NON-CASH ACTIVITY	0	0	0	0	na
E&D UTILIZATION	375,000	375,000	0	0	0.00%
TOTAL REVENUES	\$26,152,440	\$23,862,640	\$2,265,569	(\$24,231)	-0.09%
				\$73,689	

adj for E&D return

* Reflects excess E&D of \$97,920 used to reduce current year assessments

** Of the FY21 June budget adjustment of \$200,000 for anticipated lower levels of State Aid due to COVID, only approx. \$40,000 was needed

*** Increased reimbursement rate offsets expected decrease in reimbursment due to school closure - FY21 Reimbursement rate is 90%
FY20 transfer of \$85,989 to RTRF will therefore serve as an offset to FY21 expense

**Dover Sherborn Regional School District
Status of Appropriations as of May 31, 2021**

<u>SALARIES</u>	<u>FY21</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% OF</u>
	<u>BUDGET</u>	<u>THRU 5/31</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/ BUD. REMAINING</u>	<u>BUDGET</u>
SCHOOL COMMITTEE	27,998	19,595	3,340	22,935	5,063	18.08%
SUPERINTENDENT	207,759	191,959	15,947	207,906	(147)	-0.07%
BUSINESS AND FINANCE	207,025	173,936	14,651	188,587	18,438	8.91%
DISTRICTWIDE INFORMATION MGMT	248,557	198,948	16,913	215,861	32,696	13.15%
SPED/GUIDANCE ADMINISTRATION	540,095	449,998	72,524	522,522	17,573	3.25%
SCHOOL LEADERSHIP - BUILDING	721,135	661,091	60,221	721,312	(177)	-0.02%
ACADEMIC LEADERS/QPO	166,807	140,703	5,741	146,444	20,364	12.21%
TEACHERS, CLASSROOM	9,777,760	7,430,459	2,216,534	9,646,993	130,767	1.34%
TEACHERS, SPED	1,590,126	1,262,538	358,400	1,620,938	(30,813)	-1.94%
SUBSTITUTES	110,000	35,736	341	36,077	73,923	67.20%
EDUCATIONAL ASSISTANTS, SPED	574,997	490,604	65,388	555,993	19,004	3.31%
LIBRARIANS	230,320	177,169	53,151	230,320	0	0.00%
BUILDING BASED PD	38,250	20,813	9,000	29,813	8,438	22.06%
GUIDANCE	981,437	762,950	216,510	979,461	1,977	0.20%
PSYCHOLOGICAL SERVICES	208,034	160,026	48,008	208,034	0	0.00%
MEDICAL / HEALTH SERVICES	158,787	121,111	35,316	156,427	2,360	1.49%
ATHLETICS	426,366	296,879	115,562	412,442	13,925	3.27%
OTHER STUDENT ACTIVITIES	184,559	159,725	8,312	168,037	16,521	8.95%
CUSTODIAL & GROUNDS SERVICES	781,765	626,304	62,345	688,649	93,116	11.91%
TOTAL SALARIES	\$ 17,181,778	\$ 13,380,544	\$ 3,378,205	\$ 16,758,750	\$423,029	2.46%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	40,500	35,124	7,500	42,624	(2,124)	-5.24%
SUPERINTENDENT	53,725	32,425	14,315	46,740	6,985	13.00%
LEGAL SERVICES	40,000	15,000	3,000	18,000	22,000	55.00%
DISTRICTWIDE INFO MGMT	85,000	68,434	5,078	73,511	11,489	13.52%
SCHOOL LEADERSHIP - BUILDING	93,000	46,544	25,954	72,498	20,502	22.05%
CLASSROOM SUPPLIES	28,350	14,339	7,479	21,818	6,532	23.04%
SPED SERVICES/SUPPLIES	162,950	67,971	32,321	100,292	62,658	38.45%
LIBRARIES & MEDIA CENTER	4,775	3,384	72	3,456	1,319	27.62%
COURSE REIMBURSEMENT/PD	93,900	38,635	11,360	49,995	43,905	46.76%
TEXTBOOKS & RELATED SOFTWARE	57,660	39,931	6,631	46,562	11,098	19.25%
LIBRARY INSTRUCTIONAL MATERIAL	30,000	20,479	1,102	21,581	8,419	28.06%
INSTRUCTIONAL EQUIPMENT	87,968	61,824	10,018	71,841	16,127	18.33%
GENERAL SUPPLIES	156,225	81,952	29,382	111,334	44,891	28.74%
OTHER INSTRUCTIONAL SERVICES	19,500	11,520	2,262	13,782	5,718	29.32%
CLASSROOM INSTRUCTIONAL TECH.	162,200	153,829	2,890	156,720	5,480	3.38%
GUIDANCE	42,250	24,333	1,644	25,976	16,274	38.52%
MEDICAL / HEALTH SERVICES	8,800	2,922	743	3,665	5,135	58.35%
TRANSPORTATION SERVICES	958,822	682,285	96,660	778,945	179,877	18.76%
ATHLETICS	226,500	155,958	17,779	173,737	52,763	23.30%
CUSTODIAL SERVICES	58,000	16,837	17,206	34,044	23,956	41.30%
MAINTENANCE OF BUILDINGS	562,000	408,964	90,583	499,547	62,453	11.11%
MAINTENANCE OF GROUNDS	60,000	39,194	18,766	57,960	2,040	3.40%
UTILITIES	592,250	406,763	78,644	485,407	106,843	18.04%
ER RETIREMENT CONTRIBUTION	788,293	859,404	0	859,404	(71,111)	-9.02%
ER INSURANCE ACTIVE EMPLOYEES	2,723,148	2,394,932	255,727	2,650,659	72,489	2.66%
ER INSURANCE RETIRED EMPLOYEES	845,000	826,759	52,000	878,759	(33,759)	-4.00%
OTHER NON EMPLOYEE INSURANCE	66,446	74,513	0	74,513	(8,067)	-12.14%
LONG TERM DEBT RETIREMENT	845,000	845,000	0	845,000	0	0.00%
LONG TERM DEBT SERVICE	78,400	78,400	0	78,400	0	0.00%
TOTAL EXPENDITURES	\$8,970,662	\$7,507,655	\$789,116	\$8,296,771	\$673,891	7.51%
TOTAL OPERATING	\$26,152,440	\$20,888,199	\$4,167,321	\$25,055,520	\$1,096,920	4.19%

**Dover Sherborn Regional School District
Pro Forma Roll-forward of Excess and Deficiency
as of June 30, 2021**

Certified E&D as of June 30, 2020		\$1,307,622
Results of operations:		
Revenue Surplus	73,689	
Operating Surplus	1,096,920	
total surplus		\$1,170,609
Uses of E&D:		
Approved for FY22 Captial Projects	(355,500)	
Approved for FY22 Operating Budget	(210,000)	
total uses		(\$565,500)
Projected E&D as of June 30, 2021		\$1,912,731
Projected Allowed E&D as of June 30, 2021		\$1,318,960
Projected Excess E&D as of June 30, 2021		\$593,771

Proposed Changes DS High School Student Handbook '21-'22

All Headmaster/Assistant Headmaster language changed to Principal/Assistant Principal

Additional statement to be inserted with DS Public Mission Statement section P. 9

The Dover-Sherborn Public Schools are committed to producing graduates who are ready for college, career, and life in a diverse world. We are committed to ensuring that every student has the greatest opportunity to learn through equitable access to the resources and supports that they need to meet our district's standard of excellence. We recognize that *equity* is essential to achieving *equality* and as such, we are committed to closing the racial opportunity gap through measures including:

- Creating learning communities rooted in culturally responsive pedagogy;
- Empowering all learners with the understanding of how -- whether it be through action or inaction -- systemic and institutional inequities are created and/or perpetuated and the role and responsibility of every citizen to identify and dismantle such inequities;
- Fostering a school climate and culture in which all students feel a sense of belonging and safety; and
- Providing learners with the resources and academic support necessary to eliminate barriers to equitable participation in courses and programs.

It is, therefore, the expectation of the School Committees that District educators are committed to working daily to dismantle systems that perpetuate historical inequities. Toward this end, the School Committees commit to supporting and partnering with our educators in the examination of systemic, institutional, and individual biases that serve to reinforce these inequities.

Plagiarism-Cheating Current Verbiage DSHS Handbook P. 53

Cheating/Plagiarism Policy

All examinations and written assignments submitted by Dover-Sherborn students must be their own work, unless designated a collaborative assignment by their teacher.

Cheating and plagiarism—the submission by a student of the words or ideas of another person as if they were his/her own—are serious academic offenses.

Some services, such as Google Docs, allow document authorship to be tracked. Given that written assignments must be students' own work, a student must be the only author of a document in the document's revision history. Under no circumstances should another individual be contributing to a student's document unless permission is expressly granted by the instructor. Such an incident counts as cheating and will be subject to consequences outlined

below. It is important to note that should there be two or more individuals involved in this type of cheating there may be consequences for all parties.

Electronic devices may not be brought into testing rooms. Teachers/proctors are authorized to collect devices during assessments unless the teacher, or a student's 504 or IEP allows the use of such a device.

Some faculty at the school regularly uses the turnitin.com plagiarism detection service to ensure academic integrity. The service allows teachers to compare student work to a database of millions of documents (an authenticity report is generated for each submitted piece of work).

If a student is found to be cheating in more than one course during an academic year, the administration reserves the right to impose additional sanctions including detention or possible suspension depending on the circumstances.

Cheating or plagiarism occurs when a student:

- submits another student's paper as his/her own.
- copies sections of another student's paper or exam into his/her own page
- quotes another's words without properly citing the author's work
- does not quote an author's work which is subsequently passed off as one's own
- improperly downloads another person's paper, research or parts of a paper from the Internet and passes it off as one's own
- borrows or steals another student's work and submits it as his/her own
- copies source material without proper citation (examples: without reference to author and page)
- summarizes source material without specific reference to original source.

Other examples of cheating or plagiarism include:

- using ideas or information written or non-written; including such things as conversations, musical compositions, computer programs, web pages, spreadsheets, drawings, photographs, digital images, lab reports and charts and homework of any kind and passing them off as one's own
- attempting to pass off a paper written for one course that was previously written for another
- paraphrasing of any kind, including changing or rewriting an author's words
- quoting portions of an author's work and then using more of that author's work as if it were one's own
- copying someone else's work, including homework, and passing it off as one's own
- making up sources or including sources in one's bibliography which were not used.

Homework: A student is cheating when he/she attempts to copy or borrow inappropriately another student's homework or when he/she inappropriately gives information to another student.

Penalty: teacher disposition; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

Quizzes/Test/Midyear Exams/Final Exams: A student is cheating when he/she attempts inappropriately to gain any information from another student or from any unauthorized materials, or when he/she knowingly gives information to another student.

1st offense: Zero grade given for the work; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

2nd offense: Student withdrawn from the course with a grade of 'F'; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

Written Projects/Research Reports/ Lab Reports : A student is cheating when he/she uses anyone else's words or ideas without documentation or when he/she inappropriately gives/receives information.

1st offense: Zero grade given for the work; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

2nd offense: Student withdrawn from the course with a grade of 'F'; parent/guardian notification; possible removal from National Honor Society if applicable. Administration is notified.

Proposed Verbiage (Offenses/discipline only modified)

1st offense (across all disciplines and academic years)

After the teacher and student meet and it has been confirmed there will be an academic consequence determined by the teacher. Parent/guardian notified. Possible removal from NHS. If not in the NHS-this incident could impact future selection. Administration is notified.

2nd offense: (across all disciplines and academic years)

After the teacher and student meet and it has been confirmed there will be an academic consequence determined by the teacher. Parent/guardian notified. Possible removal from NHS. If not in the NHS-this incident could impact future selection. Administration is notified and a student/parent/guardian meeting will occur with administration.

3rd offense: (across all disciplines and academic years)

After the teacher and student meet and it has been confirmed the student will receive a zero for the assignment and face possible removal from the course. Parent/guardian notified. Likely removal from NHS. If not in the NHS-this incident could impact future selection. Administration is notified and a student/parent/guardian meeting will occur with administration.

Any student who has a period one DR may arrive at school for period two without a tardy consequence. Students using this option must sign in upon arriving to school and must do so with enough time to be in class by the start of Period 2. Any student arriving after the bell must sign in as tardy and will be subject to the tardy policy. Students returning to campus prior to the bell must wait in the lobby after signing in. Use of the library and wandering the building is not allowed. Students are requested not to arrive at the beginning or middle of the period.

Proposed Verbiage

First and Last Period DR Option

Any student who has a first or last period DR may arrive at school for period two without a tardy consequence and may sign out for a last period DR. Students using this option must sign in upon arriving at school using the QR code and must do so with enough time to be in class by the start of Period 2. Any student arriving after the bell must sign in as tardy and will be subject to the tardy policy. Students returning to campus prior to the bell must wait in the lobby after signing in. Students are requested not to arrive at the beginning or middle of the period. Students signing out for a last period DR must do so using the QR code and leave campus. Use of the library and wandering the building during these periods is not allowed. Parent/Guardian permission is needed for both of these options.

Additional Verbiage

***Junior Lunch (2021-2022 School Year only)**

During the 2020-2021 school year due to Covid precautions, juniors with parent/guardian permission were allowed to leave campus for lunch to decrease density during lunch periods. Anticipating that density during lunch periods will continue to be a concern for the 2021-2022 school year, juniors with parent/guardian permission will be allowed to leave campus for lunch.

FLEX Block

FLEX Block will run from 2:40-3:10. Students are able to sign out for a last period DR and this would include the daily FLEX Block. There will be occasions during the school year that students will be required to stay for their last period DR and FLEX block for school-wide FLEX block activities.



Scott Kellett
Principal

Ana Hurley
Assistant Principal

Dover-Sherborn Middle School
155 Farm Street
Dover, Massachusetts 02030

Date: April 30, 2021

To: Dr. Keough

From: Scott Kellett

RE: Proposed changes to 2021-2022 Middle School Student/Parent Handbook

Below are the two proposed handbook additions to the 2020-2021 Middle School Student/Parent Handbook:

1. EQUITY STATEMENT (page 7)

The Dover-Sherborn Public Schools are committed to producing graduates who are ready for college, career, and life in a diverse world. We are committed to ensuring that every student has the greatest opportunity to learn through equitable access to the resources and supports that they need to meet our district's standard of excellence. We recognize that equity is essential to achieving equality and as such, we are committed to closing the racial opportunity gap through measures including:

- Creating learning communities rooted in culturally responsive pedagogy;
- Empowering all learners with the understanding of how -- whether it be through action or inaction --- systemic and institutional inequities are created and/or perpetuated and the role and responsibility of every citizen to identify and dismantle such inequities;
- Fostering a school climate and culture in which all students feel a sense of belonging and safety; and
- Providing learners with the resources and academic support necessary to eliminate barriers to equitable participation in courses and programs.

It is, therefore, the expectation of the School Committees that District educators are committed to working daily to dismantle systems that perpetuate historical inequities. Toward this end, the School Committees commit to supporting and partnering with our educators in the examination of systemic, institutional, and individual biases that serve to reinforce these inequities.

2. WHAT IF... QUESTIONS (page 65)

....You forgot your lunch or lunch money?

The cafeteria will provide a lunch for you. You can pay them back the next day.

....You are wondering if classes go outside?

If the weather is cooperative classes, particularly PE, may be held outside.

Students should keep bug repellent and sun protection in their backpacks for personal use

Students should dress appropriately for being out on grass and paved surfaces.

....You miss your bus?

If it is in the morning, have your parents drive you to school. If your parent is not available, call a relative or a family friend. If it is the 3:15 bus, wait for the 4:15 bus in the library or call home for a ride. If it is the 4:15 bus, call home for a ride and notify someone in the office.

....You lose a book?

Search the classrooms you have been in that day, look at home, and check the lost-and-found. Make arrangements with your teacher for you to pay for it. You will then get a new one from the teacher.

....You want to see a Counselor?

Go to the Guidance Office and make an appointment with the secretary.

....You want more extra help than just help sessions?

Make arrangements with the teacher. Teachers are available after school two days a week. Check websites for possible extra practice sheets. See if the teacher is available before school.

....You are late for class?

If you do it too often, you could be assigned a detention. Maybe you need better organization. Meet with your counselor to strategize timing of locker visits, and to organize binders.

....You have ANY issue with your locker?

Go to the office.

....You have two things to do after school and one of these is detention?

First, talk to the teacher or office about it. Forget the other thing and go to detention.

....Other kids are bothering you?

First, try talking to the other kid. Then, tell your counselor and they will help you determine the next best plan of action.

....You do not know which late bus to take home?

There is a map on the window next to the exit to Lindquist. You can also ask the bus drivers.

....You lose money in any of the machines?

Report that the machine is out of order to the cafeteria staff.

....You think that you did not deserve the punishment you were given for an offense?

Talk it over with the person handing out the punishment then talk to your counselor if the issue is not resolved.

....You want a friend to visit the school?

Visitors to our classes are not allowed. The only visitors allowed are students contemplating attending school here. In such instances, the parents of the visiting student should contact guidance two weeks in advance to make arrangements.

....You forget something at home (homework, gym clothes, band instrument...etc)?

Go to the office to call home to see if it can be dropped off.

....There is a fire drill, bus evacuation drill, or lockdown drill?

Be quiet and follow the direction of the supervising adult/teacher. Remember these are only drills to prepare us in case of a true emergency.

....You are sick and the nurse is not here?

Go to the Main Office and ask the secretary to contact the nurse.

....You left your books in the hallway?

Your books will be brought to the office. All books should be left in your locker or in a classroom with teacher permission.

....You do not know where an activity is taking place?

Go to the office or check the monitor in the main lobby.

....You have questions about Technology and Chromebooks?

Go to the Headend Room on second floor adjacent to the elevator. Here is some helpful IT info that might help answer some of these questions:

<u>One:One Chromebook Initiative</u>	
<ul style="list-style-type: none">• If you are interested in purchasing insurance for your chromebook should it become lost or stolen, click here. There are a few other options available, just be certain that they cover up to \$250. Also, there will be a \$25.00 charge for a lost or damaged charger.• We highly recommend purchasing a chromebook cover for protection and personalization. Many retailers offer several selections please make sure it is compatible with	<ul style="list-style-type: none">• Our Technology Department is rolling out a cloud-based IT support and ticketing system to help students and staff while in-person or remotely. Please put in service tickets for <i>school owned devices</i> here: https://helpdesk.doversherborn.org (bookmarking this is suggested)• Students should be using the CHROME browser to access their Google Apps and related sites.

an HP 14A G5 with a 14 inch screen to ensure a proper fit.	
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<u>Technology Support</u>	
<ul style="list-style-type: none"> • If a student is having difficulty accessing DSMS wifi or <i>trouble with their school issued device</i>, please contact our IT Helpdesk Ticketing system: https://helpdesk.doversherborn.org 	<ul style="list-style-type: none"> • If you are a parent or guardian and trying to support your child, please review this technology tutorial guide to help you and your child make the most of the Google Suite of Apps for Education.
<u>Connectivity Tips</u>	
<ul style="list-style-type: none"> • Where are you using your computer in relation to your wifi router? <ul style="list-style-type: none"> ○ Moving closer might help! ○ Maybe you need a wifi extender? • How is your internet connection? <ul style="list-style-type: none"> ○ You could run a Speed Test to see if you have a fast internet connection. 	<ul style="list-style-type: none"> • Are you getting a warning about CPU usage? <ul style="list-style-type: none"> ○ Close all of the programs and browser/Chrome tabs you don't need open right now. Sometimes, you can end up with 20-30 tabs open. I like to use a tab manager to help me with this, like One Tab.

.....You do not find your WHAT IF here?
Ask any staff member and they will be glad to assist you.

The School Improvement Plan
for
Dover-Sherborn High School

2021 – 2022

by the
Dover-Sherborn High School
School Council

High School School Council

2020-2021 Members

Anita Lotti	Faculty Rep
Timothy O'Mara	Faculty Rep
Elizabeth Birmingham	Student
Lily Caplan	Student
Amal Sharfi	Student
Emily Waugh	Student
Sterling Williams	Student
Shemica Debnam	Boston parent
Nicole Kepnes	Sherborn Parent
John Lin	Dover Parent
Donna Strouse	Sherborn Parent
Michael Jaffe	School Committee Rep
John Soraghan	Community Rep
John G. Smith	Principal

The School Improvement Plan for Dover-Sherborn High School 2020 – 2021

Initiative	Reasoning	Person(s) Responsible for Implementation	Funding	Timeline	Evidence of Accomplishment
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<p>1. DS will initiate a new schedule that was developed prior to the 2020-2021 school year. This schedule incorporates the later start times, more flexible passing time as well as a flex block that enables students to receive academic support, an opportunity to organize academic work and extracurricular school life and to create positive and personalized relationships with members of the faculty.</p> <p>Strategic priority-</p> <p>Ensure the health and well being of staff and students</p> <p>Maintain excellence and rigor while adapting best practices and programs to prepare graduates for success in a rapidly changing world.</p> <p>2 Educators will continue to identify and share strategies that foster innovative teaching practices and support mastery of the competencies outlined in the Portrait of a Graduate as well as the NEASC 2020 standards. Based upon our decennial visit in March 2021, administration and faculty will work to address the recommendations of the NEASC visiting committee as well as those ideas generated by the faculty in our collaborative conference in 2018.</p> <p>Strategic Priority-</p> <p>Ensure the health and wellbeing of staff and</p>	<p>Feedback from our last Challenge Success student survey indicated that 78% of our student body indicated they had a faculty member who they could turn to for support.</p> <p>Although another survey revealed a higher connection rate (87%), the remaining 13% without such a connection support this initiative for improvement.</p> <p>Current research shows positive relationships between students and faculty results in stronger academic performance, social and emotional well being as well as overall better student engagement in their school environment.</p> <p>In October of 2018, NEASC visited Dover Sherborn High School for a two day collaborative conference. As a result of our self study, as well as input and feedback from the NEASC team, a growth plan was approved. This plan is the basis for our next steps as a school moving forward in the NEASC accreditation process.</p> <p>NEASC has created standards that explicitly align with the skills and competencies associated with a Portrait of a Graduate.</p>	<p>Building-based Administration</p> <p>High School Faculty</p> <p>Student Council</p> <p>World of Difference trained students</p> <p>Peer Helpers</p> <p>Student body</p> <p>District Administration</p> <p>High School Administration</p> <p>Faculty</p> <p>Regional School Committee</p>	<p>NA</p>	<p>2021-2022 School Year</p> <p>Hold regular advisory meeting times between students and staff 4 times per month</p> <p>2021-2022 School Year</p>	<p>Create advisory activities for faculty and students to develop language as to purpose of advisory as well as opportunities to create personal school experiences for students.</p> <p>Survey students and faculty for feedback and continue to have students meet with faculty mentors on a regular basis during flex</p> <p>Create an end of the school year survey for students and faculty to evaluate the effectiveness of our advisory.</p> <p>Use Advisory model as a means to enhance difficult conversations regarding, race, equity, gender and identity.</p> <p>Conduct Professional Development opportunities for faculty to ensure we are teaching the skills as outlined in our Portrait of a Graduate.</p> <p>Implement a professional growth plan with specific priorities drawn from self study and collaborative conference.</p> <p>Coordinate with the District Innovation team to implement our Portrait of a Graduate</p>
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<p>students</p> <p>Maintain excellence and rigor while adapting best practices and programs to prepare graduates for success in a rapidly changing world.</p> <p>Provide the highest quality education in an efficient and productive manner</p> <p>3 In reflection of this last year of instructional practices and procedural decisions, we would like to determine and maintain the positive changes to learning that have occurred as a result of the Covid-19 pandemic while shifting back to a more typical learning style.</p> <ul style="list-style-type: none"> ○ Strategic priority <ul style="list-style-type: none"> ▪ Ensure the health and well being of staff and students ▪ Maintain excellence and rigor while adapting best practices and programs to prepare graduates for success in a rapidly changing world. ▪ Evaluate and adapt facilities and learning spaces to support 21st century learning spaces ▪ Provide the highest 	<p>In the Spring of 2021, NEASC conducted a virtual visit with six members representing NEASC and other public education institutions throughout New England. This Committee examined our progress on our growth plan as well as examining the standards as established by NEASC. https://cpss.neasc.org/standards</p> <ul style="list-style-type: none"> ○ Determine which changes from this year were regarded by the school community as the most positive. • Summer 2021 <ul style="list-style-type: none"> ○ Meet with a committee comprised of faculty members, administrators, parents/guardians, and students about the realistic implementation of the changes from the survey ○ 	<p>District Administrators</p> <p>Building based leaders</p> <p>Faculty</p> <p>Students</p> <p>Community at large</p>	<p>Building and district budget</p>	<p>PD throughout the summer of 2021 and the 2021-2022 school year.</p>	<ul style="list-style-type: none"> • Spring 2021 <ul style="list-style-type: none"> ○ Survey faculty, students, and parents/guardians about what changes positively and negatively influenced their time at the high school. <ul style="list-style-type: none"> ▪ Survey topics: weekly learning plan, zoom/remote technology, asynchronous learning style, Google Classroom, using a standard remote style (WLP, GC), passing periods with extra break time, removal of bells to conclude classes and the day, , more flexibility with DRs at the beginning/end of the day, lunch sign outs (juniors/seniors), etc ○ <p>Evidence of Accomplishment</p> <ul style="list-style-type: none"> • Survey students and faculty for feedback and continue to have students meet with faculty mentors on a regular basis during flex
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<p style="text-align: center;">quality of education in an effective and productive manner</p> <p>4. <u>Equity Audit</u> - 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 stakeholders 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.</p>	<p>This is an ongoing part of our strategic plan as well as the current climate in our nation that requires us to take a deep dive into the current state of our schools as it relates to race, equity and inclusion.</p>	<p>High School Administration Faculty Director of Technology Central Office Administration</p> <p>High School Administration Faculty Regional School Committee</p> <p>Central Office Administration</p>	<p>Summer Faculty Committee - additional summer pay to review and implement changes</p> <p>Budget</p> <p>Budget DSEF grants gifts</p>	<p>Summer 2021</p> <p>School year 2021-2022</p> <p>2021-2022 and beyond</p>	<p>Feedback from students, faculty, parents and community members that will enable the district to complete an audit that will provide commendations and recommendations for an inclusive climate with policies that support all students</p> <p>During the Fall of 2021, The entire district will undergo an extensive equity audit to determine what changes to policy and procedures need to be made as well as changes to our curriculum and the establishment of programs and affinity groups that will engage in important discussions regarding race, equity and inclusion.</p>
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Dover-Sherborn Middle School School Improvement Plan

2021 – 2022

To be presented to the Dover-Sherborn Regional District School Committee
by the
DSMS School Council in June of 2021

Approved by RSC on June __

The Public Schools of Dover and Sherborn

Vision

We will distinguish ourselves through innovative teaching and learning experiences that inspire all students to pursue their individual passion for learning and excellence while we continue to be a nationally recognized, high-performing school system.

Mission

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

Theory of Action

If we are able to successfully inspire, challenge, and provide the necessary support for all of our students, *then* they will be equipped with the tools necessary to achieve their fullest potential in a rapidly changing society.

Core Values

The Dover Sherborn Schools commit to the following Core Values:

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

Middle School Council Members 2021-2022

Anita Sebastian	Faculty Representative
Carmel Bergeron	Faculty Representative
Olive Woodward	Faculty Representative
Joelle Sobin	Faculty Representative
Kimberly Paster	Community Representative
Judi Miller	School Committee Liaison
Sheryl Boland	Parent
Akilah Coward	Parent
David Sobol	Parent
Toa Ashk	Parent
Scott Kellett	Principal
Ana Hurley	Assistant Principal

EQUITY STATEMENT

The Dover-Sherborn Public Schools are committed to producing graduates who are ready for college, career, and life in a diverse world. We are committed to ensuring that every student has the greatest opportunity to learn through equitable access to the resources and supports that they need to

meet our district's standard of excellence. We recognize that equity is essential to achieving equality and as such, we are committed to closing the racial opportunity gap through measures including:

- Creating learning communities rooted in culturally responsive pedagogy;
- Empowering all learners with the understanding of how -- whether it be through action or inaction --- systemic and institutional inequities are created and/or perpetuated and the role and responsibility of every citizen to identify and dismantle such inequities;
- Fostering a school climate and culture in which all students feel a sense of belonging and safety; and
- Providing learners with the resources and academic support necessary to eliminate barriers to equitable participation in courses and programs.

It is, therefore, the expectation of the School Committees that District educators are committed to working daily to dismantle systems that perpetuate historical inequities. Toward this end, the School Committees commit to supporting and partnering with our educators in the examination of systemic, institutional, and individual biases that serve to reinforce these inequities.

School Improvement Goal #1: Social Emotional Health & Well-being

Initiative	Reasoning	Person(s) Responsible for Implementation	Funding	Timeline	Evidence of Accomplishment
<p><i>Health and Wellbeing of Students and Staff</i></p> <p>Continue to revise and enhance programs in support of the social-emotional needs of all students and staff.</p> <p>Aspire for equity in all elements of schooling (access, achievement, engagement, etc) for all shareholders and community members.</p>	<p>Given the global crisis that we are faced with, the need to focus on the social, emotional, physical well-being and resiliency of all members of the school community is paramount.</p>	<p>Equity Audit Firm with information provided by district</p> <p>Central Office, Building Administration</p> <p>Guidance, Team Leaders, Building Administration</p> <p>All DSMS Staff, building administration,</p>	<p>District Gifts/Donations</p> <p>Title I monies</p>	<p>Starting in the summer of 2021 through winter of 2022. Anticipated report by June of 2022</p> <p>Starting in Fall of 2021</p> <p>Starting in Fall of 2021</p> <p>Ongoing</p>	<p>Equity Audit Firm will produce a report based on information provided by the district and their audit.</p> <p>Pilot Intervention Program for struggling general education students</p> <p>Pilot Panorama Software Social Emotional Tools to identify and support struggling students</p> <p>Challenge Success- Ongoing reflection cycles and review of schoolwide policies and</p>

		Guidance Director & Challenge Success Team			procedures.
	K-12 curriculum review from the lens of cultural responsiveness	All DSMS Staff, building administration, Assistant Superintendent, DS-AIDE	Budget, Dept. Meeting Time, Early Release Time	This is ongoing with work started during the 2018-2019 school year	<p>Deep exploration of:</p> <ul style="list-style-type: none"> ● Culture & climate ● curriculum ● achievement data ● policies ● community engagement ● hiring practices ● school building spaces <p>Student & Staff experiences, Survey Participation & Data analysis - attendance, Students with Disabilities, policies & discipline</p>

School Improvement Goal #2: Updating our Best Practices for Teaching and Learning

Initiative	Reasoning	Person(s) Responsible for Implementation	Funding	Timeline	Evidence of Accomplishment
<p><i>Education 2.0 (Post-Pandemic Teaching & Learning)</i></p> <p><u>New Norm of Education</u> - 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.</p>	<p>Departments will work through a review process to ensure the inclusion and updating of our best practices</p>	<p>Departments</p> <p>Horizontal and vertical teacher teams</p> <p>Math and ELA</p> <p>Cent. Office, Student Services, Guidance, Team & Curriculum Leaders, Administration</p> <p>Math and ELA</p> <p>Math</p> <p>Math and Science</p> <p>Science, Social Studies, Media Studies & others</p> <p>ELA and SS</p> <p>Entire System</p>	<p>Budget</p> <p>Budget</p> <p>Budget</p> <p>Budget, Grant Monies</p> <p>Budget</p> <p>Budget</p> <p>Budget</p> <p>Budget</p> <p>Budget</p> <p>Budget</p> <p>Budget</p>	<p>Ongoing</p> <p>Fall</p> <p>Fall</p> <p>August Training with fall implementation</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Introduction in June 2021</p> <p>Fall of 2021</p> <p></p> <p>Start in summer of 2021 with report expected in Spring 2022</p>	<p>Ongoing curriculum mapping & revision</p> <p>Continued use of Google Classroom as instructional tool</p> <p>Pilot Workshop Model</p> <p>Pilot Panorama for data collection and MTSS service delivery</p> <p>IXL -ELA & math used to inform instruction</p> <p>Desmos- Math</p> <p>Gizmos- Math & Science</p> <p>Pilot World Savvy</p> <p>Pilot Pollyanna- ELA & SS</p> <p>Equity Audit including gathering information for auditors and reviewing their findings</p>

	<p>Teams will work to leverage the lessons learned from the pandemic and also infuse team instruction with cultural proficiency, individual interventions for students and social emotional support</p>	<p>Teams</p> <p>Grade-level working groups</p> <p>Departments</p>	<p>Budget</p>	<p>Spring 2022</p>	<p>Initial discussion of Portrait of a Graduate Competency Reporting and creating developmentally appropriate benchmarks</p>
	<p>Professional Development opportunities for teacher instruction & capacity building</p>	<p>Building leadership in conjunction with Central Office</p> <p>Central Office and Administration</p> <p>Central Office and Administration</p> <p>Administration</p>	<p>PD Budget</p>	<p>Full PD Days & series of early release days</p> <p>Summer and Fall 2021</p> <p>Starting in fall, ongoing</p> <p>Ongoing</p>	<p>Pilot Workshop models for ELA and Math</p> <p>Columbia's Teachers College Readers Workshop</p> <p>SEL training for teachers</p> <p>Investigate BRYT as resource for our GRIT Program</p>

May14, 2021

Memo Re: Proposed Southwest Canyon Country Adventure

Dear Headmaster Smith,

As a means to foster a deeper connection between our students and the natural wonders of our country, we would like to chaperone students on a Southwest Grand Circle Adventure through Utah, Arizona and Nevada during April break of 2022. The proposed trip would be organized and run by Grand Classroom, a company that specializes in educational travel focused on our country's national parks. The seven-day or eight-day itinerary would include visiting five national parks including Canyonlands, Arches, Grand Canyon, Zion and Bryce Canyon, as well as several other national monuments and state parks.

The trip would leave on Friday April 15th 2022 (Good Friday—NO SCHOOL) and return on the morning of Saturday April 23rd 2022. We would like to take between 15 and 30 students (3 students maximum per hotel room), as well as additional chaperones (the ratio of students to chaperones will be 6:1). The cost of the trip will likely be approximately \$3600 per student, which includes ALL travel, hotels, meals (three per day), activities and tips.

Please see the attached itineraries (one for the seven-day option and one for the eight-day option), as well as Grand Classroom's company profile for further information.

Thank you in advance for your consideration,

Kelly Menice and Scott Huntoon
English Teachers
Dover Sherborn High School

NOTE: In light of the recent pandemic and concerns around traveling, Grand Classroom offers comprehensive insurance options that allow for refunds in the event that traveling feels unsafe for some next spring. We have also tailored the trip to ensure that space is prioritized (with only three to a hotel room) and to ensure that the majority of our activities take place outdoors.

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Company History and Information

Grand Classroom’s founder, J.T. Maxwell, has worked in student travel for 30 years and with the first dozen years focusing on trips to Washington, D.C. In 2002 he started Grand Classroom with outdoor adventure trips to Grand Canyon National Park. Grand Classroom has grown exponentially in 19 years. There are now 25 full-time staff members at its headquarters in Charlottesville, VA, and the company employs over 100 professional tour guides throughout the year.

Grand Classroom runs history-based trips to Washington, D.C., New York City, Philadelphia, Gettysburg and Charlottesville in addition to environmental science and outdoor adventure trips to the Grand Canyon, Yellowstone, Grand Teton, Glacier, Zion, Bryce, Great Smoky Mountains, Florida Everglades and Keys, Puerto Rico Alaska, and Hawaii. International destinations for history, language, arts, and culture trips include Quebec, Montreal, Costa Rica, Belize, Galapagos Islands, Iceland, Europe, China, France, Spain, Italy, India, South Africa and many more. In addition to our custom trip building for any local, domestic, or international destinations upon request. By the end of the 2018– 2019 school year, Grand Classroom will have provided trips for over 450 schools in 46 destinations totaling over 12,000 student trip participants this year alone. Trips range from small group enrichment travel to 300+ traveler full class trips and can incorporate all elements of experiential travel education including service learning.

Grand Classroom specializes in curriculum-driven and standards aligned student travel experiences. Grand Classroom local consultants work together crafting itineraries for teachers and handling all of the logistics along the way. Grand Classroom has a growing client base in New England providing exceptional student travel experiences in both public and private schools in Massachusetts in Newton, Hingham, Cohasset, Braintree, Brookline, Wellesley, East Bridgewater, Concord, Grafton, Deerfield, Hopedale, Milton, Boston, and more. In addition, Grand Classroom has a significant client-base in CT in New Canaan, Greenwich, Fairfield, West Haven, West Hartford, Danbury, Westport, Farmington, Thompson, Ridgefield and more.

These schools have their trips supported by local consultant and company representative, Gregg Wachtelhausen (formally of Hingham Public Schools, MA). Gregg is a long-time Grand Classroom client and student travel professional who directly supports local teachers in the launch of their own Grand Classroom adventures. Gregg values his partnerships with teachers in building custom-crafted, authentic, and meaningful travel experiences in the National Parks, historic cities and abroad.

Grand Classroom is an active member of SYTA – Student and Youth Travel Association and is registered as an S-Corporation.

<http://www.grandclassroom.com>

School References and Contacts – Northeastern Private Schools

Greenwich Country Day– Greenwich, CT
Eliot Spencer – e.spencer@gcds.net

Fairfield Country Day – Fairfield, CT
Jonathan Lord - Jon.Lord@fairfieldcountryday.org

Ridgefield Academy – Ridgefield, CT
Diana Reid - dreid@ridgefieldacademy.org

The Foote School – New Haven, CT
John Turner - jturner@footeschool.org

Notre Dame High School – West Haven, CT Matthew
Milano - mmilano@notredamehs.com

New Canaan Country Day– New Canaan, CT Scott
Lilley – s.lilley@newcanaancountryschool.org

Frasier Woods Montessori – Newtown, CT
Zak Brown - zbrown@fraserwoods.com

Dana Hall School– Wellesley, MA
Lesley Doll- leslie.doll@danahall.org

Dexter Southfield School – Brookline, MA
Matthew Lauranzano mlauranzano@DexterSouthfield.org

Park School – Brookline, MA
Karen Manning - manningk@parkschool.org

Brimmer and May School – Newton, MA
Multi-trip programming – Wintern program
Bill Jacobs - BJacobs@brimmer.org

Eaglebrook School – Deerfield, MA
Emily Luker – eluker@eaglebrook.org

Derby Academy – Hingham, MA
Deb Lasala – dlasala@derbyacademy.org

Notre Dame Academy – Hingham, MA
Grace Cunningham - gcunningham@ndahingham.com

Brooks School – North Andover, MA
Susanna Waters – swaters@brooks.school.org

Additional partner private schools currently scheduling travel in 2021-2022

Miss Porter’s School – Farmington, CT, **Ethel Walker School** – Simsbury, CT, **Austin Prep** – Redding, MA,
Milton Academy – Milton, MA, **Stoneleigh-Burnham School** – Greenfield, MA, **Lawrence Academy** - Groton, MA

School References and Contacts – Public Schools

Hingham Middle School – Hingham, MA
Mark McCulloch – mmculloch@hinghamschools.org

East Bridgewater Jr. High School – E.Bridgewater, MA
Megan Krugger – mkrugger@ebps.org

Duxbury Middle/High School – Duxbury, MA
Michael Pravia - mpravia@duxbury.k12.ma.us

Cohasset Junior High School – Cohasset, MA
Robert Erlandsen – rearlandsen@cohassetk12.org

Hingham High School – Hingham, MA
Phaedre Sassano – psassano@hinghamschools.org

Concord-Carlisle High School – Concord, MA
Raymond Pavlik - rpavlik@concordcarlisle.org

Braintree High School – Braintree, MA -
Zack Ritland - zachary.ritland@braintreeschools.org

South Shore Charter School – Norwell, MA
Thomas O’Connell – toconnell@sscps.org

Murdock Middle School – Winchendon, MA
Amanda Rodgers – arodgers@winchendonk12.org

Thompson Middle School – Thompson, CT
Lucy Trudeau–Ltrudeau@thompsonpublicschools.org

Additional partner public schools currently scheduling travel in 2021-2022

Hopedale HS – Hopedale, MA, **Galvin MS** – Canton, MA, **Grafton MS** – Grafton, MA, **Littleton/Westford**
– Littleton, MA, **Dedham HS**, Dedham, MA, **Medford HS** – Medford, MA, **Ellington HS** - Ellington, CT, **Old
Lyme MS**, Old Lyme, CT, **Berlin HS** - Berlin, CT, **Parish Hill HS**, Chaplain, CT, **Granby HS**, Granby, CT

Grand Classroom Online Registration – Finance Summary

Note from Grand Classroom Director of Accounts, Nancy Austin:

On the next pages, you will see screenshots of our registration process. This is a basic snapshot of how our registration works and how payments, fees and cancellation terms. When an individual goes on our website to register, they will go to www.grandclassroom.com and click the register button. This will take them to our trips.grandclassroom.com website which processes all payments and registrations. At this point, they will search for their trip by typing “*Dover Sherborn*” and choose *MA* as the state. This will then allow them to see the trip information and begin the registration process. As you will see from the screenshots, they give us all the pertinent information about the student, parents and they will use their email address, which will be their future account login.

Students registering for individual payment plans, will put down a \$99 non-refundable deposit (Or an amount of your school’s choosing) and this deposit does go toward their balance. At the end of the registration process, they will be asked to sign up for a payment plan. They will have great flexibility in how to pay. They can break it up into multiple payments, and of course, the sooner they register, the more months they will be allowed to pay over, with the final payment due at 95 days before departure. There are fees for each month installment (\$5) and if they choose to use a credit card there is a 3% fee (if they use a bank account to draft via ACH there is no 3% fee). We will certainly go over all of this at a parent meeting that we hope you will allow us to attend, so no need to worry. If they want to just pay the trip off in full there will be no fees at all.

For cancellations, families will have a variety of options for their optional trip protection. First, if they opt into our Travel Refund PLUS Program (TRP+), they will be allowed a full refund, minus the cost of the program and the deposit. They can cancel for any reason and get this refund as long as we have been notified at least 24 hours before travel. The TRP+ includes “Acts of God” such as the recent pandemic and quarantine directives. Families may choose the standard TRP program with option to cancel up to 7 days before departure which does not include “Acts of God” including the current pandemic and quarantine. Finally, there is a check box for them to opt out of the program on the page with the Terms and Conditions during the registration process. Also, if they opt in or out, they can change their mind within 30 days of registration, all they need to do is let us know. The TRP+ and TRP programs are not included in the trip pricing. This new program for Grand Classroom beginning in the summer of 2020 will be outlined to all parents through the registration process after August of 2020.

If families do not opt for the TRP, then the closer we are to the date of travel, the less refund they will receive. Those details are below in the section for Terms and Conditions under 'Cancellation Policy'.

For many private schools, Grand Classroom arranges our custom invoicing program to work with the schools budget cycle, scholarships, and additional endowments, fellowships, and financial support to scale each students balance accordingly. Many schools that prefer this direct-to-school invoicing system find it efficient and accommodating to the specific school’s needs.

Grand Classroom has invested a lot of time and effort in creating a system that is easy for parents, and thus we hope to handle as much of the money headache that our educators can focus on teaching and let us handle all of the details with the parents.

Grand Classroom Online Registration Process – Website Tutorial

Screen #1: Grand Classroom homepage:

-The User uses this link to our website:
<http://grandclassroom.com> to enter our site.

-From the main page, users can get company and contact information, view our trip offerings, review company travel policies and terms and conditions of travel.

-Users interested in registering for a trip can select “find My Trip/Register”

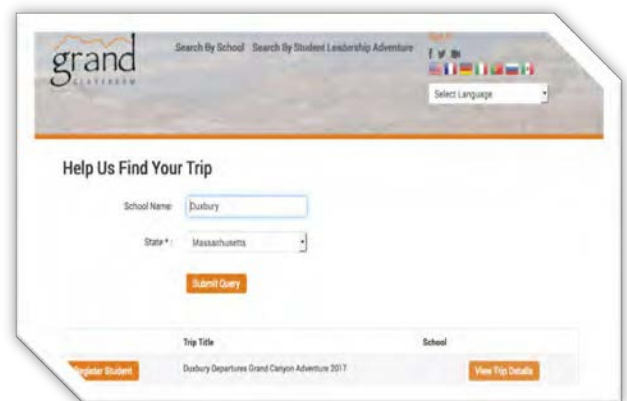
-Returning users can select “Account” from the Grand Classroom homepage to log in to the account that is created in the registration process to manage payments, input student-traveler information, and access travel documents.



Screen #2: Help Us Find Your Trip

-User types in the school name or a portion of the school name. Ex. For instance, if the school name was *Dover Sherborn High School* they could just type in “*Dover Sherborn*” and the name would appear. Then, the state the school is in should be entered using the drop-down menu.

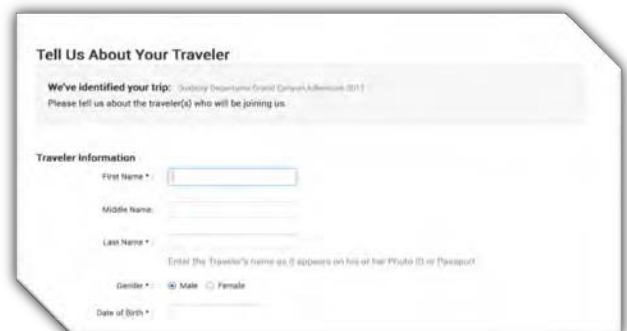
-Once the trip is searched from the Grand Classroom database, a menu will appear at the bottom of the page allowing the user to “Register Student” or “View Trip Details” which links to the website that is maintained for the specific school trip.



Screen #4: Input Traveler Information

-This screen is where the Traveler Information/Parent Information is input.
Registration Information includes:

- Travel Name
- Gender
- Date of Birth
- Height (necessary for some outdoor activities)
- Parent/Guardian Information
- Passport Information
- For families with multiple children traveling, this page also includes an option to add another traveler to the registration.



Screen #5: Contact Information

-User enters the email address that will be the primary contact for all correspondence from Grand Classroom to the parent. It is the unique identifier for the account. The only other email address that is permitted is the student's.

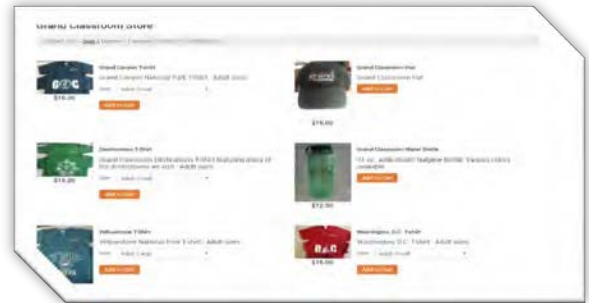


Screen #5: Contact Information (continued)

-Note: teachers can use the website interface to send mass emails to all registered travelers and parents/guardians that are included in the registration. This email will be addressed from the teacher's school email and replies to these mass emails will go directly to the teacher's school inbox.

Screen #6: Gear Up

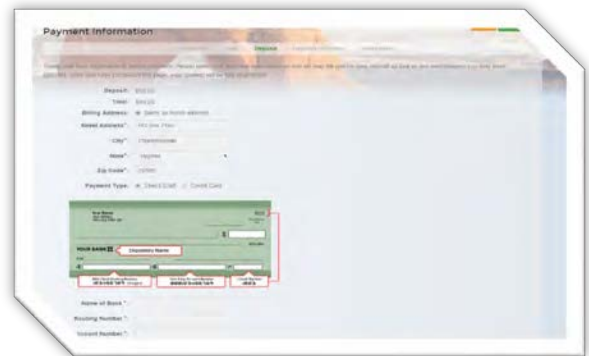
-Optional Grand Classroom gear can be purchased on this screen. If merchandise is desired at a later time, it can be purchased in our "Gear Up" store under the Student tab on the entry page of our website.



-Note: students are not required to purchase any additional gear for their trip. This is an optional, additional item that can be added to total cost.

Screen #7: Deposit/Payment Method

-This is the screen where the User selects the payment method (check draft or credit card).



-User will review the terms and conditions, and agrees to the terms (please see Terms and Conditions on the next page). User cannot move forward until this is complete.

-The TRP (Grand Classroom Travel Refund Program) insurance is added or opted out here. For details on the Grand Classroom TRP program, please see Terms and Conditions section of this document.

Screen #8: Payment Schedule Set Up

This is the screen where the User selects the payment schedule. There is a drop down under the "pay in full" which allows the User to choose a schedule based on the number of days out from travel. We require that the entire balance be paid in full 95 days prior to the trip departure date. If the trip final payment date is more than 30 days out, it will allow a number of payments, not to exceed 10.



-User can also call us to set up a custom schedule. After the User chooses the schedule, they hit submit and finish, and they will get a confirmation. If they choose to pay in full, we have a pop-up window that asks them if they are sure they want to do this, and they have to provide an action before they are charged. They also have the option to change their payment method at this time. Once the payment schedule is selected, the User clicks "Submit and Finish" and the process is complete.

Grand Classroom Terms and Conditions

The trip price includes: round trip transportation, hotel accommodations, motor coach or vans, three meals per day while on tour, sightseeing, trip leader, admissions, taxes, customer service and accounting, unless otherwise stated. All participants are covered with limited medical and dental insurance while on tour and claims over those limits are the responsibility of the individual family affected, including hospitalization and accommodation. We are an all-inclusive tour agency with a full-time staff dedicated to planning your trip and that service is included in the cost. We do not offer ground packages. All prices quoted are the student price. The adult price is higher and if not quoted in your letter, please call for the adult price of your trip. Not included: any fuel, security or baggage surcharges imposed by the airlines or bus companies, installment fees for accounting, Travel Refund Program premiums, small group increases or processing fees.

Registrations: Please register early, as all registrations are processed on a first come, first served basis. Register online with a non-refundable deposit by check draft, Visa, MasterCard, or American Express. If paying by paper check, please call our office at 434-975-2629. Payments should be made to Grand Classroom and sent to Grand Classroom, P.O. Box 7166, Charlottesville, VA 22906. Your bank or credit card statement is your receipt. Each registration is considered separately and is subject to the terms and conditions. Please call our customer service line at 434-975-2629 with any questions. There will be a fee of \$35 if your check is returned, your credit card is declined, or your check draft is declined. All late registrations will be accepted based on the availability of space on the hotel, bus and/or the airlines. Any increase in airfare will be passed on to late registrants. Participants with disabilities are welcomed on the tour, but must be accompanied by a fully paid companion capable of providing all assistance required, and not require special assistance from Grand Classroom or its suppliers. Registrants with disabilities must notify Grand Classroom in writing by the registration deadline of their status and of the identity of the traveling companion. The price listed on the brochure and on our website is based on 35 paying participants for the trip unless otherwise stated. Should your group have fewer than the price was based on, an increase in cost may be incurred to allow the company to recoup fixed costs. The company will attempt, when requested, to combine small groups to help lessen the cost but cannot be guaranteed. Flexibility is required as dates, format and itinerary may need to be changed and is at the sole discretion of Grand Classroom to make these changes.

Hotel accommodations: Students will be placed four to a room with students of the same gender, and in some cases five to a room with a roll-away or pullout. Adults will be placed two to a room also according to gender, except in the case of married adults. Double and single room charges are additional. If a parent wishes to room with their student, they should pay the adult price for both participants. Most hotels are located outside of the national parks or cities we visit and can require significant driving time for the participants.

Flights: We reserve flights on major carriers. We cannot guarantee non-stop flights, and in some cases, the group will have to be on split flights. We cannot guarantee a specific airport or airline. While we attempt to get groups out of their preferred airport, it can never be guaranteed so be prepared to depart from airports that may be a significant distance from your home. Seating assignments will be made by the airlines, and upgrades, stopovers, changes and use of frequent flyer mileage are not possible. Grand Classroom Inc. is not responsible for schedule changes and mechanical or weather delays that may occur. Please allow two days of flexibility on each side of your student's travel dates for contingencies. Any baggage fees charged by the airline are the responsibility of the individual traveler at the time of check in. For International travel, all travelers, regardless of age, must have a valid passport for travel. In some cases, countries might require a visa, which varies depending on the country that your passport is issued. You are responsible to check the rules for the country you are travelling to as it relates to the passport you hold. In many cases, a country will require you to have an expiration date on your passport that is later than your return date, sometimes as much as 12 months. For domestic flights, all individuals over the age of 18 must have a valid ID. Beginning October 1, 2021 the Transportation Security Administration will require passengers 18 and over to have either a valid passport or a Real ID issued by their state. If you do not have the proper identification, the TSA will not allow you past security. Grand Classroom will not be responsible for any travelers who do not have the proper identification, and no refunds will be given to any party not in compliance with current federal law.

Sponsorship: Unless otherwise noted, this tour is not sponsored by any school, school district or public entity, and is organized by a private company, Grand Classroom. Grand Classroom and the trip leader reserve the right to refuse or cancel a registration at their discretion.

Behavior: While traveling, your student will be expected to abide by local laws, including those concerning drugs or alcohol. They will also be responsible for any personal calls, incidental personal expenses, or any damage done to the buses or hotels while on tour. All students will be required to sign a behavior contract prior to traveling. Breaking these laws and rules may be grounds for being sent home early from the trip at the student's expense.

Payments: Payments are online through your Grand Classroom account. Checks should be made payable to Grand Classroom. The mailing address is P.O. Box 7166 Charlottesville VA 22906. UPS or FedEx letters should be sent to 1455 East Rio Road Suite 1, Charlottesville, VA 22901. The payment schedule is as follows: register online with a non-refundable deposit, and choose online between paying in full within 30 days of registration date or selecting a payment schedule. For customers paying on a payment schedule, the final installment will be due 95 days before departure. If you do not choose a payment schedule after 30 days, your account can be assessed a \$15 late fee. We reserve the right to cancel unpaid accounts and the account funds will be subject to the limited refund policy. If a credit card is declined a \$35 fee will be assessed to the account. Returned checks or declined check drafts will be assessed a \$35 fee. All payments made by credit or debit card will be assessed a 3% convenience fee. There will be a \$5 fee for each installment payment. If your account is unpaid at the final deadline you will be assessed a \$49 late fee. The unpaid spot will be subject to cancellation based on flight availability on this date. If your account is still unpaid 35 days before departure, your registration will be cancelled and the limited refund policy applies. Fees for returned checks, late fees, handling fees and credit card processing fees are not refundable, nor are fundraising monies or specialized plane tickets purchased for individuals. If your school is collecting the funds and sending directly to Grand Classroom many of the payment terms above will not apply to individual travelers. Please call our customer service department at 434-975-2629 for questions about your account. No refunds will be issued to families with active credit card or EFT disputes.

Travel Refund Program PLUS (TRP PLUS): For your convenience and protection we offer the Travel Refund Program PLUS. This program offers cancellation for any reason, including Acts of God such as pandemics. The additional fee for the program will be added to the trip price when you register. Participation in this program is optional and you have 30 days from the date of registration to opt in or opt out before your decision becomes binding. The program protects your payments and provides a refund minus the TRP PLUS fee and non-refundable deposit if you cancel up to 24 hours before departure. Returned check fees, late fees, handling fees, credit card processing fees, and fundraising monies are not refundable, nor the cost of the program itself. Airline tickets already purchased for a group are non-refundable. Late payment(s) may void the benefits provided by the program. Cancellations must be made in writing to help@grandclassroom.com outside of 24 hours of departure to be valid. Please include the date, student name and school name.

Travel Refund Program (TRP): For your convenience and protection we offer the Travel Refund Program. This program offers cancellation for any reason, except Acts of God, war, terrorist activities, incidents of politically motivated violence, outbreak of illness or quarantine, strikes or government restrictions. In these cases, the TRP program is void and the Limited Refund Policy will apply. The additional fee for the program will be added to the trip price when you register. Participation in this program is optional and you have 30 days from the date of registration to opt in or opt out before your decision becomes binding. The program protects your payments and provides a refund minus the TRP fee and non-refundable deposit if you cancel up to 7 days before departure. Returned check fees, late fees, handling fees, credit card processing fees, and fundraising monies are not refundable, nor are specialized plane tickets purchased for individuals or the cost of the program itself. Airline tickets already purchased for a group are non-refundable. Late payment(s) may void the benefits provided by the program. Cancellations must be made in writing to help@grandclassroom.com outside of 7 days of departure to be valid. Please include the date, student name and school name.

Limited Refund Policy: The company incurs booking and administrative costs as soon as a registration comes in. For those who do not participate in the Travel Refund Program PLUS or the Travel Refund Program, the limited refund policy is as follows. All cancellations must be made in writing to help@grandclassroom.com. Please include the date, student name and school name. Cancellations with no trip protection are determined solely by the date of cancellation with respect to the departure date, regardless of the reason. The policy applies to each individual registration as follows: 95 days or more prior to departure: Grand Classroom will retain 35% of the trip cost - 94-46 days prior to departure - Grand Classroom will retain 60% of the trip cost. 45 days or less: We regret that no refund will be issued. Cancellation due to rescheduling: In the event the departure date needs to be rescheduled for any reason, the limited refund policy is based on the original dates unless otherwise specified. Trip funds are not transferable to other participants.

Refunds: When getting a refund, cashing a check or accepting a credit to your bank or charge account is final and parties agree to pursue no further compensation.

While on tour: All photographic images and videos taken by Grand Classroom Inc. while on tour are property of Grand Classroom Inc. and may be used by Grand Classroom without compensation or notification of individuals therein. Grand Classroom Inc. cannot be held responsible for loss of personal property including money, and is not responsible for locating lost property.

International Travel Resources: For more information regarding possible dangers at international destinations, we recommend visiting the Travel Advisories section of the US State Department website (travel.state.gov). For medical information about the destination you are visiting including domestic locations, please contact the Centers for Disease Control (cdc.gov/travel) or 1-877-394-8747.

Additional provisions: Grand Classroom, Inc. cannot be held responsible for events beyond its control, such as Acts of God, war, terrorist activities, incidents of politically motivated violence, outbreak of illness and/or quarantine, strikes or government restrictions. We reserve the right to cancel any tour for any reason, in which case you will receive a refund based on the cancellation policy you chose. The suppliers providing travel services and accommodations are independent contractors and not agents. Grand Classroom Inc. cannot be held responsible for personal injury, property damage, or loss of earnings from any event whatsoever caused by hotels, railways, airlines and all sub-contracted services. The participants shall indemnify, defend and hold harmless Grand Classroom Inc. and its officers, directors, partners, agents, members and employees from and against all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees, except to the extent and percentage attributable to Grand Classroom negligence or wrongful action. All parties agree that in the event of legal action concerning this agreement, all litigation shall be brought only in Albemarle County, Virginia and that such litigation shall be decided pursuant to the laws of Virginia. You agree to all of the terms and conditions by your registration for the trip. Grand Classroom may amend the Terms from time to time without notice to you, other than posting the amended terms to the www.grandclassroom.com website.

List of inclusions and exclusions –from Terms and Conditions

Included in Price

- Round-trip transportation
- Specialized 24-7 tour guides who are hand-selected for your adventure and the needs of your group.
- Specialized bilingual tour guides, tour managers, and professional drivers for international trips
- Hotel Accommodations - 3 Star or better
- Three quality meals per day while on tour
- All admissions, events, and relevant equipment rentals
- Third party vendor gratuities
- Medical and dental insurance for all travelers while on tour
- Chaperone trip costs included in price
- Small business quality customer service
- Personalized account management
- Local, on-site Grand Classroom representative for meetings and teacher support and consultation through pre-trip preparation.

Not Included

- Transportation to airport (can be added)
- Fees incurred by travelers in hotels, on flights, or restaurants
- Budget installment processing fees for individual student accounting
- Traveler Refund Program fee options
- Additional Merchandise
- Non-administrator or chaperone single room additional fee



TRAVEL REFUND PROGRAMS 2020 -2021

In light of Covid 19, Grand Classroom has revamped our Travel Refund Programs to provide maximum protection for our travelers’ investments. Travelers and/or schools will have the option to select the level of trip protection that best suits them.

Option 1 - Travelers pay for the refund program of their choosing:

During the registration process, the Travel Refund Program Screen will allow families to select which level of trip protection they prefer:

Travel Refund Program

Contact Info > [Travel Refund Program >](#) Deposit > Payment Schedule > Confirmation

Protect Your Investment!

Lets face it, stuff happens. If your student is unable to attend the trip, you can protect your investment by enrolling in one of our Travel Refund Programs. The Travel Refund Programs allow you to choose the level of protection you would like for your trip investment. Call us at 434-975-2629 if you have any questions.

Travel Refund Program Plus

The Travel Refund Program Plus gives you maximum protection for your investment. Cancel up to 24 hours before departure for any and every reason, including Acts of God and pandemics. See [Terms and Conditions](#) for full details. Travel Refund Program Plus is approximately 19% of the trip cost.

Travel Refund Program

Cancel up to 7 days before departure for any reason except for Acts of God and pandemics. To upgrade to full protection that includes pandemics like COVID-19, select the Travel Refund Program Plus plan above. See [Terms and Conditions](#) for full details. Travel Refund Program is approximately 9% of the trip cost.

Decline all Travel Refund Program Options and Agree to Limited Refund Policy

If you do not enroll in either Travel Refund Program, you are agreeing to a Limited Refund Policy. The refund is dependent upon when you cancel your child's participation relative to the trip dates regardless of reason. This could mean that you do not receive a refund at all. See [Terms and Conditions](#) for full details.

You have 30 days from your date of registration to change your decision on enrolling in Travel Refund Program Plus, Travel Refund Program or declining either of the travel refund program options and agree to the Limited Refund Policy. After 30 days, your decision is final and cannot be changed.

Back **Next**

Travelers have 30 days from registration to make changes to their trip protection plan – after that point, no further changes are permitted. Further Terms and Conditions of the programs can be found at: <https://grandclassroom.com/parents/terms-and-conditions>

Option 2 – The school pays Grand Classroom for the refund program of their choosing (same options as those listed above).

Travelers will be automatically enrolled in the refund program the school has chosen. Travelers will not see the Travel Refund Program screen during the registration process,

www.grandclassroom.com PO Box 7166 Charlottesville, VA 22906 800.839.6424





COVID-19 MITIGATION PLAN 2020 - 2021

Enhanced Traveler Safety Measures:

- Travelers must fill out our online waiver regarding COVID-19
- Do not travel if you are experiencing COVID-19 symptoms or if you have been in contact with someone infected with COVID-19 in the 2 weeks prior to travel
- Wear a mask whenever indoors
- Wear a mask outside when social distancing is not possible
- Allow time in your schedule for frequent hand washing and sanitizing
- Please bring your own supply of hand sanitizer and your own reusable cloth mask
- Please allow for flexibility in your tour schedule - government/vendor regulations and restrictions are fluid and we will continue to abide by them for your safety; your Account Manager will update you on any necessary changes to your itinerary prior to travel
- If a participant gets sick on tour, we have contracted with a telemedicine service to ensure that student or adult participants are evaluated quickly and receive appropriate medical care if necessary
- All participants on tour are encouraged to follow best practices to minimize the risks of falling ill including: frequent hand washing, wearing a mask, avoiding contact with anyone who is ill, and carrying handsanitizer.

Enhanced Vendor Safety Measures:

Airlines & Airports (if applicable)

- Increased and enhanced cleaning procedures for airport terminals and aircrafts
- Airport personnel and flight attendants will wear masks
- Travelers should wear masks in the terminal and on the plane

Buses

- Drivers will be wearing masks
- Passengers should wear masks while on the bus

Terms and conditions of accident/illness insurance plan(s)

Note: For Accident or Illness details please see Terms and Conditions section



American Income Life Insurance Company

P.O. BOX 50158 • INDIANAPOLIS, INDIANA 46250
(317) 849-5545 • (800) 849-4820 • www.americanincomelife.com

GROUP ACTIVITIES ACCIDENT POLICY

Policy # SRP 5100

GRAND CLASSROOM

TABLE OF BENEFITS	Maximum Benefits
For expenses incurred within 52 weeks of the date of Accident for Medical and Surgical Treatment, X-Ray Charges, Hospital Confinement, Ambulance Expense and Prescriptions up to....	\$5,000.00
For Dental Expenses incurred within 52 weeks of Accident, involving sound, natural teeth...	\$1,000.00
For Medical and Hospital Expense for illness which manifests itself on the day or days this policy is in force up to...	\$1,500.00
For Medical Expenses from these specified diseases: Poliomyelitis, Diphtheria, Scarlet Fever, Smallpox, Tetanus, Cerebrospinal Meningitis, Typhoid Fever, Leukemia or Primary Encephalitis...	\$3,000.00
For losses within 100 days of Accident which result in the loss of life...	\$5,000.00
For losses within 100 days of Accident which cause loss of both hands or both feet, or one hand and one foot, or the total and irrecoverable loss of sight of both eyes...	\$7,500.00
For losses within 100 days of Accident which cause the loss of one hand or one foot or the loss of sight of one eye...	\$3,750.00
Medical Evacuation Coverage	\$10,000.00

The policy provides **PRIMARY, NO-DEDUCTIBLE** coverage as outlined above.

This policy does not cover the following:

1. Eyeglass replacement of prescriptions
2. Hernia in any form
3. Suicide, self-destruction or any attempt thereat
4. Pregnancy
5. Pre-existing conditions
6. Loss covered by Worker's Comp or Medicare
7. Treatment by self, family members, or person employed by the policyholder
8. Participation in snow tubing, tobogganing, or bobsledding
9. Dental treatment other than injury to sound, natural teeth
10. Illness or accident while under the influence of alcohol, drugs or any other intoxicant

Certificate of Insurance

We hereby certify that application has been received and we have bound medical coverage as outlined above for

GRAND CLASSROOM
Policy # 5100

Effective as per the schedule

Kathy C. Hinkley
Authorized Rep. of AIL

"Serving Those Who Serve Others"



October 26, 2020

BINDER

J.T. Maxwell
Grand Classroom, Inc.
1455 East Rio Road, suite 1
Charlottesville, VA 22901

Fax: 4349750709

Re: Insured: Grand Classroom, Inc.

We are pleased to advise that coverage has been secured through our program as follows:

Insurer: Steadfast Insurance Company

**Type: Form No. U-TAP-120-B-CW (03/06) Occurrence Form
Travel Agents and Tour Operators Professional Liability**

New Policy Number: EOL1079228-03

Policy Period: November 1, 2020 to November 1, 2021

Limit of Liability: \$5,000,000 per occurrence / \$5,000,000 policy aggregate

Fire Legal Liability Limit \$50,000 Occurrence Form

Deductible: \$25,000 (Defense and Indemnity)

Abusive Act Limit of Liability: \$1,000,000 per occurrence / \$1,000,000 policy aggregate

Abusive Act Deductible: \$25,000 (Defense and Indemnity)

Annual Premium:

Excess and Surplus Lines

Taxes and Fees:

State Fees: n/a

Terms and Conditions: See Below

Coverage A: Bodily Injury and Property Damage (except automobile)

Coverage B: Bodily Injury and Property Damage for hired and non-owned automobile

Coverage C: Professional Errors and Omissions

Coverage D: Personal Injury

kwhitman

Aon Affinity is the brand name for the brokerage and program administration operations of Affinity Insurance Services, Inc., a licensed producer in all states (TX 13695); (AR 100106022); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services, Inc.; in CA, Aon Affinity Insurance Services, Inc. (CA 0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency.

Aon Affinity Travel Practice | 900 Stewart Avenue | Garden City, NY 11530
toll-free: (800) 803-1213 | fax: (516) 294-1821 | AonTravPro.com





October 26, 2020
Binder Page 2
J.T. Maxwell
Re: Grand Classroom, Inc.

The following Additional Coverages have been included as per your instructions:

- Advertising Injury
- Additional Insured – Automatic Status for Common Trip Sponsors, Venues and Clients
- Travel Supplier Bankruptcy Legal Liability - \$1,000,000 Sublimit
- Extended General Liability
- Sale of Travel Insurance - \$50,000 Sublimit
- Abusive Act Amendatory Endorsement
- Premium Audit Endorsement

As previously stated on the quotation, in addition to the policy's basic terms and conditions, the following will apply:

Provisions

- Disclosure of Important Information Relating to Terrorism Risk Insurance Act (Form #U-GU-630-D 01/15)
- Cap On Losses from Certified Acts of Terrorism (Form #U-GU-767-B 01/15)
- Defense Deductible (Form #U-TAP-158-A-VA)-The deductible will apply to both defense and indemnity payments.

Please see attached listing of Named Insureds to be covered under this policy.

Thank you for participating in our program. An invoice will follow under separate cover that will state the balance due, if any, on this policy. Full payment will be due upon receipt of the invoice. The policy documents will follow in approximately 30 days. Please contact our office at 1-800-803-1213 should you have any questions.

Sincerely,

Kenneth Whitman
Senior Program Manager

cc: Affinity Insurance Services

October 26, 2020
Binder Page 3
J.T. Maxwell
Re: Grand Classroom, Inc.

Named Insureds

Grand Classroom, Inc.
Grand Classroom

kwhitman

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Aon Affinity Travel Practice | 900 Stewart Avenue | Garden City, NY 11530
toll-free: (800) 803-1213 | fax: (516) 294-1821 | AonTravPro.com





Grand Circle Adventure

Grand Classroom is a full-service educational travel provider offering teacher-led student trips to national parks, historic U.S. cities, and international destinations.

Inclusions:

- All on-trip transportation
- 24/7 Grand Classroom Specialist Guides
- Requested Grand Classroom guide
- All meals including lunches
- All lodging - occupancy 3 per room
- Full accounting services with custom payment schedule options for all families
- All activity fees included in final itinerary
- All third party guide gratuities including guide
- 24/7 Emergency support - local and international
- Expert tour planning
- Promotional materials
- Medical, dental, and liability insurance
- Customized private tour group
- Personalized web page
- On-Call, On-Site, and On-Trip, Local Grand Classroom Travel Consultant and Experiential Education Specialist



Grand Classroom Pricing Proposal

Prepared by: Gregg Wachtelhausen

Who: Dover-Sherborn High School

What: Grand Circle Southwest Adventure

When: April Vacation 2022

All-Inclusive Price: Based on 20 students

\$3,499 - "Early Bird Special" until Sept 2021

\$3,599 - full pricing starting in Oct 2021

\$99 deposit holds a seat on this adventure

Chaperone Ratio: 6:1

Optional Travel Refund Program (TRP) Protections:

TRP+ = 19% TRP = 9%

Day 1

- Depart from Boston
- Arrive in Salt Lake City
- Meet your Grand Classroom guide at Baggage Claim
- Travel to Moab with hikes and sights en route
- Sunset at Deadhorse Point
- Dinner as a group
- Overnight in Moab hotel

Day 2

- Morning visit to Canyonlands National Park
- Explore Arches National Park
- Hike Park Avenue Trail
- Hike to famous Delicate Arch
- Dinner as a group
- Return to hotel

Day 3

- Morning departure from Moab, UT
- Travel to Monument Valley Tribal Park
- Off-road tour with Navajo Guides at Monument Valley
- Travel across the Hopi Reservation with cultural stops en route
- Overnight in Cameron, AZ

Day 4

- Morning visit to Grand Canyon National Park at Desertview Watchtower
- Explore Grand Canyon Village
- Hike the South Kaibab Trail
- Explore the historic lodges
- Afternoon biking to Hermits Rest
- Dinner as a group
- Overnight in Page, AZ

Day 5

- Morning tour at Antelope Canyon
- Rafting trip Colorado River through Glen Canyon
- Hike the Cathedral Wash Trail
- Condor sighting at Navajo Bridge
- Overnight in hotel - Kanab, UT

Day 6

- Explore Bryce Canyon National Park
- Visit Rainbow Point, Inspiration Point, hike the Queens Garden Trail Loop
- Afternoon trail ride - Bryce/Red Canyon by horseback (conditions permitting)
- Dinner as a group
- Visit to Coral Pink Sand Dunes State Park
- Overnight - return to Kanab, UT
- Travel to Zion National Park via historic Mt. Carmel Tunnel
- See Checkerboard Mesa on east side of Zion
- Riverwalk to Narrows, Emerald Pools, Kayenta Trail, Overlook Trail
- Depart for Las Vegas, NV with sights en route
- Dinner as a group
- Overnight flight home

Day 7



Grand Circle Adventure

Grand Classroom is a full-service educational travel provider offering teacher-led student trips to national parks, historic U.S. cities, and international destinations.

Inclusions:

- All on-trip transportation
- 24/7 Grand Classroom Specialist Guides
- Requested Grand Classroom guide
- All meals including lunches
- All lodging - occupancy **3 per room**
- Full accounting services with custom payment schedule options for all families
- All activity fees included in final itinerary
- All third party guide gratuities including guide
- 24/7 Emergency support - local and international
- Expert tour planning
- Promotional materials
- Medical, dental, and liability insurance
- Customized private tour group
- Personalized web page
- On-Call, On-Site, and On-Trip, Local Grand Classroom Travel Consultant and Experiential Education Specialist



Grand Classroom Pricing Proposal

Prepared by: Gregg Wachtelhausen

Who: Dover-Sherborn High School

What: Grand Circle Southwest Adventure

When: April Vacation 2022

All-Inclusive Price: Based on 20 students

\$3,640 - "Early Bird Special" until Sept 2021

\$3,790- full pricing starting in Oct 2021

\$99 deposit holds a seat on this adventure

Chaperone Ratio: 6:1

Optional Travel Refund Program (TRP) Protections:

TRP+ = 19% TRP = 9%

Day 1

- Depart from Boston
- Arrive in Las Vegas
- Meet your Grand Classroom guide at Baggage Claim
- Explore Red Rocks Conservation area
- Hike the Fire Wave at Valley of Fire State Park
- Dinner as a group
- Overnight in hotel

Day 3

- Explore Bryce Canyon National Park
- Visit Rainbow Point, Inspiration Point, hike the Queens Garden Trail Loop
- Afternoon trail ride – Bryce/Red Canyon by horseback (conditions permitting)
- Dinner as a group
- Overnight in hotel/lodge

Day 4

- Morning tour for the breathtaking Antelope Canyon
- Visit Horseshoe Bend
- Explore Glen Canyon Dam and talk about water resources in the Southwest
- Afternoon kayaking and exploring Lake Powell
- Dinner as a group
- Overnight in hotel

Day 2

- Spend the day exploring Zion National Park
- Riverwalk to Narrows, Emerald Pools, Kayenta Trail, Overlook Trail, and more
- Checkerboard Mesa
- Sunset at Coral Pink Sand Dunes
- Dinner as a group
- Overnight in hotel

Day 5

- Morning visit to Grand Canyon National Park at Desertview Watchtower
- Explore Grand Canyon Village
- Hike the South Kaibab Trail
- Explore the historic lodges
- Afternoon biking to Hermits Rest
- Dinner as a group
- Overnight in hotel

Day 6

- Travel across the Hopi and Navajo Nation with cultural stops en route
- Visit Monument Valley Tribal Park
- Off-road adventure tour of the sacred sites of Monument Valley with Navajo guides
- Afternoon program and hiking at Bears Ears National Monument
- Dinner as a group
- Overnight in hotel

Day 7

- Morning visit to Canyonlands National Park
- Whitewater Rafting Adventure on the Colorado River
- Dinner as a group
- Sunset at Deadhorse Point State Park
- Overnight in hotel

Day 8

- Morning visit to Arches National Park
- Hike to the famous Delicate Arch
- Additional hikes and sites in the park - time and weather permitting
- Travel to Salt Lake City with stops en route
- Dinner as a group
- Overnight flight back to Boston



The Public Schools of Dover and Sherborn

*Memo from
Superintendent Dr. Andrew Keough*

To: Dover Sherborn Regional School Committee

From: Dr. Andrew W. Keough, Superintendent

Re: Donation

I respectfully request the Dover Sherborn Regional School Committee accept the following donation:

- From the Friends of Alpine Ski in the amount of \$8,604.40 to support dry land training program.

The Public Schools of Dover and Sherborn

Dr. Andrew W. Keough, Superintendent

157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax 508-785-2239

Dawn Fattore, Business Administrator

Elizabeth M. McCoy, Asst. Superintendent

www.doversherborn.org

Kate McCarthy, Director of Student Services

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

To: Regional School Committee

From: Andrew W. Keough, Superintendent
Dawn Fattore, Business Administrator

RE: Re-appoint District Treasurer

Date: June 3, 2021

We are recommending the School Committee vote to re-appoint John LaFleche as Treasurer for the Dover Sherborn Regional School District for the 2021-22 school year.

DRAFT

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.

DRAFT

- 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

2021-22 SCHOOL COMMITTEE	Region 2020-21	Region 2021-22
Chairperson	Maggie Charron	
Vice Chairperson	Judi Miller	
Secretary	Lynn Collins	
Finance		
Warrants	Anne Hovey	
Payroll	Anne Hovey	
Budget	All Members	
Committees		
Superintendent's Evaluation	Maggie Charron	
	Judi Miller	
Dover-Sherborn Union #50 Superintendency	Maggie Charron	
	Judi Miller	
	Anne Hovey	
Personnel	Maggie Charron	
Negotiations	Kate Potter (Sherborn) Lynn Collins (Dover)	
Search Committees	Anne Hovey Kate Potter	
Policy	Lynn Collins	
Technology		
Buildings & Facilities	Judi Miller	

Buildings & Facilities	Maggie Charron	
Educator Evaluation Subcommittee	Maggie Charron	
Wellness	Judi Miller	
Employee Health Benefits	Maggie Charron Judi Miller	
Communication	Anne Hovey Kate Potter	
Academic Excellence	Maggie Charron	
DS AIDE	Lynn Collins Kate Potter	
Liaisons		
Pine Hill CSA, Dover/Chickering PTO, HS PTO, MS POSITIVE	(MS) Kate Potter	
	(HS PTO) Maggie Charron	
School Council	(HS)	
	Judi Miller (MS)	
TEC Rep		
Boosters (<i>Region only</i>)	Anne Hovey	
Challenge Success	Judi Miller	
Athletic Advisory (<i>Region only</i>)	Kate Potter	
Perf. Arts/Music (<i>Region only</i>)	Judi Miller	
SEPAC		
Metco Liaison	Kate Potter	
TASK FORCES		
School Start Time	Judi Miller	
Reopening	Judi Miller Lynn Collins Potter	Kate
Sustainability		

The University of Alabama	1	6/3/2021
American University	1	
The University of Arizona	1	
Assumption College	1	
Babson College	2	
Bentley University	4	
Boston College	4	
Boston University	5	
Brown University	2	
Bryant University	2	
Bucknell University	1	
University of California-Irvine	1	
University of California-Los Angeles	1	
University of California-San Diego	2	
Carnegie Mellon University	1	
Case Western Reserve University	1	
College of Charleston	2	
Clemson University	2	
Colgate University	1	
University of Connecticut	1	
Cornell University	1	
Curry College	2	
University of Dallas	1	
Denison University	1	
University of Denver	1	
East Carolina University	1	
Elon University	1	
Endicott College	1	
Fairfield University	3	
Fordham University	1	
Framingham State University	1	
George Washington University	2	
Hamilton College	1	
Harvard University	1	
Harvey Mudd College	1	
High Point University	1	
Indiana University-Bloomington	2	
James Madison University	1	
Keene State College	1	
Lafayette College	1	
Lehigh University	2	
Marist College	1	
Massachusetts College of Art and Design	2	
Mass Institute of Technology	1	
University of Massachusetts, Amherst	6	
University of Massachusetts, Lowell	1	
Massachusetts Bay Community College	1	

Merrimack College	1
University of Miami	2
Middlebury College	1
Muhlenberg College	1
New England College	1
University of New Hampshire	3
New York University	4
University of North Carolina at Charlotte	1
North Carolina State University at Raleigh	1
Northeastern University	11
University of Pennsylvania	2
University of Pittsburg-Pittsburg Campus	1
Pitzer College	1
Pomona College	1
Providence College	2
Purdue University	2
Quinnipiac University	1
Reansselaer Polytechnic Institute	1
University of Richmond	3
University of Rochester	2
Salve Regina University	2
San Diego State University	1
Skidmore College	3
Smith College	1
Southern Maine Community College	1
Stonehill College	1
Suffolk University	1
Syracuse University	3
The University of Tennessee-Knoxville	1
The New School	1
University of Toronto	2
Trinity College	1
Trinity University	1
Tufts University	4
Tulane University of Louisiana	2
Union College	2
University of Vermont	4
Villanova University	2
Virginia Polytechnic Insitute and State University	1
University of Virginia	2
Wake Forest University	2
University of Wisconsin-Madison	1
Worcester Polytechnic Institute	1
Xavier University	1
Gap Year	4

Military	0
Post Secondary	3
Work	2
Trade	1
Plans Unknown	1

Approved May 11, 2021

Sherborn School Committee

Meeting of March 9, 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 6:37 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) Welcome Dennis Quandt

3) Community Comments - none

4) FY22 Budget Adjustments and BUDGET HEARING

Dawn Fattore updated the Committee on recommended adjustments to the draft FY22 Budget:

- addition of two approved PLC stipends
- reduction of salaries based on staffing changes/retirements
- addition of SPED educator for expanded programming
- increase SPED therapists services based on student cohort
- moved funding for QPO stipends to Title IIA grant
- Accelerate "one-time" purchases from FY22 to FY21
- reduction of telephone costs due to communications audit
- increase use of Circuit Breaker reimbursement
- adjustment to ACCEPT Matrix Transportation costs
- TOTAL reduction to draft FY22 Budget - \$99,683

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; new FY21 position for additional classroom section added to FY22 operating budget (funded by revolving fund for FY21); addition of second educator to expand GOALS program; level enrollment; and continued trend budgeting.

Approved May 11, 2021

FY22 Out of District Budget Drivers include: projected placements of 9 (vs 11 in FY21), Circuit breaker reimbursement of \$200,000 is being used to offset general fund expenditures; and decrease in transportation based on number of riders.

The proposed FY22 Operating Budget is \$7,001,886 made up of \$6,411,886 in in-district costs and \$590,000 in out-of-district costs. This budget is \$5,352 or 0.08% higher than the FY21 Budget.

There are no Capital requests for FY22.

5) **Vote on FY22 Budget**

Megan Page made a motion to approve the FY22 Budget as presented. Amanda Brown seconded.

21-03 VOTE: 5 - 0 via roll call

6) **Reports**

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

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

- Salaries - three educators are on leave resulting in a savings of \$180,000.
- Operating Expenditures - there are no changes to report since the last meeting.
- Out-of-District - there continues to be a positive variance of approximately \$50,000 in tuitions and \$20,000 in transportation costs due to 10 current placements vs 11 budgeted for FY21.
- COVID related grants - a second round of Elementary and Secondary School Emergency Relief (ESSER) grants was awarded. The first round of grants totaled \$24,869. 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 \$11,625 from the State Coronavirus Prevention Fund to be used by June 30, 2021.

8) **Vote to approve Non-Resident Tuition** - non-resident students continue to be enrolled at Pine Hill. The School Committee is asked to approve the tuition rate annually.

Amanda Brown made a 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 the individual students tuition based on a fair share of those additional services as computed by the administration. Megan Page seconded.

21-04 VOTE:

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.

Megan Page made a motion to have the Pine Hill Elementary School not participate in School Choice program for the 2021-2022 school year. Nancy Cordell seconded.

21-05 VOTE: 5 - 0 via roll call

Approved May 11, 2021

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

11)Consent Agenda

- Approval of Minutes: February 9, 2021

*Nancy Cordell made a motion to approve the Consent Agenda. Dennis Quandt seconded.
21-06 VOTE: 5 - 0 via roll call*

12)Communications

- Dover Sherborn Regional School Committee minutes of February 23 & 24, 2021

13)Adjournment at 8:28 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