

NOTICE

DOVER-SHERBORN REGIONAL SCHOOL COMMITTEE MEETING

AGENDA

October 12, 2021

6:30 pm

LOCATION

Dover-Sherborn Middle School Library
155 Farm Street
Dover, MA 02030

1. Call to Order
2. Community Comments
3. Superintendent Update:
 - Superintendent – Kathleen Smith
 - Assistant Superintendent Teaching and Learning – Beth McCoy
 - DSHS Principal Report – John Smith
 - DSMS Principal Report- Frank Tiano
 - Warrant Report
4. Finance and Operations
 - FY22 Monthly Report
5. October Enrollment Report
6. Consent Agenda **A.R.**
 - Middle School Field Trip
 - Approval of Minutes September 14,2021
7. Communications (For Members Information)
 - Sherborn School Committee June 16, 2021 minutes
 - Dover School Committee June 8, 2021 minutes
 - Update on High School Field Trips
8. Items for November 9, 2021 Meeting
9. Adjournment

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

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9 Junction Street
Dover, MA 02030
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Director of Guidance

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Assistant Principal

Emily Sullivan
Athletic Director

TO: Kathleen Smith JD, Interim Superintendent
FROM: John G. Smith, Principal, DSHS
RE: Administrator's Monthly Report
DATE: October 12, 2021

Principal's Reflections:

We are continuing with our practice to have grading marking periods be semester based instead of quarterly. This is one of the silver linings we have implemented as a result of Covid 19 and our hybrid model of instruction from last year. This gives all students more time to show their level of mastery and understanding in a particular subject. It also benefits those students who have had traditional slow starts at the beginning of each school year. Teachers support it because it gives them a much bigger sample of data to determine a student's overall grade. We adjusted our first interim reports to be in line with seniors who need to send out transcripts. On the senior transcript we indicate this is simply an interim grade and not the actual grade. When final grades are issued at the semester mark in January, all seniors will have transcripts sent to colleges and Universities they have applied to.

HS Events:

Monday October 11- No School
Monday October 18th - School Council 4:00 PM on Zoom
Thursday October 27th - Early release/Teacher PD

Curriculum:

Science

The high school science department is excited to see our students' in-person regularly this year. Students have been busy collaborating on laboratory and hands-on activities in all our courses. In addition to engaging students in relevant labs, several faculty are providing students with new opportunities in science-related extracurricular activities. Along with promoting these clubs, science teachers have encouraged students to become more involved in their local science organizations. For instance, many Environmental Research students recently attended the EV Stampede event by the Upper Charles Climate Action group where they explored electric and hybrid vehicles.

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Karyn Bishop is advising the DSHS Medical Club. This club meets once a month to explore various professions in the medical field through guest speakers zooming with club members to teach them the responsibilities of their profession. This is a new and evolving club being led by Whitney Smith and Waverly Sumner.

Liz Friedman is advising the DSHS STEM Club. This new club aims to unite STEM enthusiasts and promote science fields, with an emphasis on girls in STEM. Its goal is to cultivate students' interest in STEM while advocating to close the gender gap. Club members engage in seminars and workshops about STEM fields. The first seminar is on October 8 with Dr. Marcus, a graduate of Harvard College, who will discuss research on COVID-19 with a focus on public health.

Nicki Graziano is advising the DSHS Science Olympiad Team. Science Olympiad is a nationwide competition where students compete in over twenty science events. The Olympiad is designed to increase students' interest in STEM fields and provide recognition for outstanding achievement in team events. The club competes in the WSSL (West Suburban Science League) Events. We are excited to announce that the Science Olympiad Club has 35 members signed up for this year! The first competition is on October 14 where students will compete in four events: Astronomy, Forensic Science, Anatomy and Physiology and Circuits.

Technology, Engineer and Computer Science

This year the Technology Engineering and Computer Science Department is excited to be back in person with our classes five days a week. The past year and a half has forced the members of the department to adapt our hands-on and computer based curriculums to include many new forms of instruction. This year we are focusing on providing our students with the most meaningful and diverse learning opportunities possible while working together to be sure we cover any gaps in material caused by the changes of our curriculum due to teaching and learning during our remote and hybrid formats. While we are focused on our curriculum, we are also including best possible teaching practices into these dialogues, being sure we grow from the past learning models, incorporating the good into our future classes. Through weekly dialogues we share best teaching practices, find new ways to teach content, add entirely new content based on professional development and we continue to explore ways to have collaboration in cross curricular classes.

The Technology, Engineering and Computer Science Department are prioritizing diversity, equity, and inclusion within the course curriculum this year. All of the teachers in the department have also attended workshops, done research, watched videos and completed PD work focusing

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on cultural responsiveness. Teachers have been analyzing each course's curriculum and identifying areas for improvement and creating new lessons to address those needs. Each class has found a creative and insightful way to add these new units into their curriculum. We also have plans for our professional development time this year to dive deeper into the equity audit, including looking at the number of females vs. males enrolled in our course this year and the past couple of years.

AP Computer Science Principles

This full year elective is a rigorous and challenging course based on Harvard's CS50 AP curriculum. Recently, students completed the first unit on Hardware and computational thinking where they explored the concepts of how computers work. In a PBL environment, they are currently learning the C language and are coding real-world problem sets. Collaboration, critical thinking, coding, troubleshooting and debugging are ongoing in this class on a daily basis. Several other languages will be introduced throughout the year.

Technology & Society

This semester elective encourages students to question the pros and cons of technology in our society. Students are currently looking at Ethics and the role it plays in the medical field. Using current events, students are participating in case studies, discussions and lessons to create presentations that demonstrate their feelings on several topics where technology innovation and advancement have affected society.

Computer Programming using JavaScript

This introductory computer course is a semester elective designed to give students a background in programming basics. Beginning with HTML and CSS, students learn how to flowchart, write pseudo code and make interactive web pages. Currently students are working on several elements of JavaScript including how to animate images, create dialog boxes, set up forms and code functions and if/else statements

iOS App Development

Working primarily on iPads, students solve puzzles/challenges in a dynamic 3D puzzle world in the Swift Playgrounds app (developed by Apple for Education). Students work on expanding their coding skills as they build up their basic programming vocabulary. Their coding journey, using the Swift programming language, includes simple commands, functions, algorithms, variables, conditional code, loops, arrays, and more.

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Web Design and Development

Students are expanding their understanding of coding skills as they pertain to developing web pages. Using Visual Studio Code to develop, write and test their code, students are learning how to build simple web pages using HTML (Hypertext Markup Language), (CSS) Cascading Style Sheets and JavaScript (an introduction).

Social Media Literacy

This course guides students as they develop skills to become educated consumers of social media as well as responsible, active participants in social media.

They are establishing strategies for reputation management as they employ social media as a method to expand their voices by writing concisely – with purpose and credibility – on various social media platforms.

Industrial Technology

Students in industrial technology started the year learning about safety, machine operations and material altering. Each student was given a short lecture, an edpuzzle video, a written exam and also had to demonstrate proficiency on each of the shop's six major machines. Once completed students were able to start building their first project, an adirondack chair. Each of the sixteen class members have been working on cutting, shaping, and sanding the sixteen main pieces of the Adirondack chair they have chosen to build. In the most recent class students began the assembly of their chair. Each class starts with a brief introduction followed by forty five minutes of work time. This year we continue our shift to a digital portfolio using Google Sites. Each student has created a website, and is updating it weekly, allowing the teacher to view the updates in live time. At the end of the course this website will serve as a digital portfolio that can be shared with future students in the same course or could be used as a digital resume for the creator. This year's classes will also include a unit exploring different cultures and their impact around furniture design.

Engineering

Engineering students are working to complete their term 1 project, designing a new cell phone holder. The class learned the engineering design process, how to work with the tools and material in the classroom and most importantly how to work in a small group. Engineering students are moving on to technical drawing, and also construction design with a focus on material strength. Each student will be making four core samples of concrete and cement that will be crushed in a hydraulic press. The data from this will help students decide what material is best used for their scale model deck building project. Students will learn the building codes of Massachusetts, and apply them to a 10'x8' scaled deck. Students use their technical drawing

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skills to draw the deck plans and once approved they will cut scaled lumber to represent the supplies they have chosen, assemble their deck, and pour footings. Once assembled we will crush the decks in a hydraulic press, film the process and create a failure analysis report. The honors students will be creating Genius Hour presentations and presenting to the class throughout the school year. Each honors student will complete six presentations over the course of the year. Each member of the class, honors and CP will also complete a presentation related to engineering and cultural responsiveness. While our class textbook does a great job of highlighting the many fields in engineering and it's presented by men and women of every race and background, we will do a deep dive into the topics that concern the students in the class. Second semester will have a focus on fluid dynamics, transportation, and electrical systems.

Intro to CAD

Students in Intro to CAD have spent the first six weeks of the course learning the basics of the software and also home design. They started the class building a 960sqft ranch home complete with doors, windows, electrical and decorations. Students were then asked to add a second floor addition to the home, while maintaining many of the key features of the original home. They are currently working on building their own dream home within specific criteria. As a final project we will look into the different design options for different parts of the country, with a focus on the home design for a specific region and client. Discussions will include the cost of land, the cost to build a home, and the income needed to build and buy the house. Low income housing research will be part of the project.

TV/ Media I

The TV/Media I classes have finished learning basic studio skills, a unit on why media ethics are important in the reporting of facts, and are how learning about the history of TV, starting in 1950 to the present day. In a few weeks, they will start producing their quiz show in the studio that will be aired on DSCTV.

TV/Media II

TV Media II has been busy creating content for their programs. The Roundtable, their weekly sports program. has been covering all the DS sports this season and recently had Athletic Director Emily Sullivan on as a guest. They have also produced an episode of our show with Mr. Smith and will be welcoming the new Superintendent on her program next week. They have also been working on their food review program and a social media marketing plan so advertise their content to the community.

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TV/Media III

TV Media III has been busy working on two long form projects this semester. One is the continuation of the documentary about the history of the DS/Medfield football game. And the other is a video that will provide information about the school to incoming transfer students and freshman. They have been setting up interviews with alumni who played for DS for interviews for the doc and editing existing content from the previous class that started the project. The informational video will be done by the end of the semester and a copy will be given to the school for them to use.

Guidance:

OCTOBER NEWS

Seniors:

Senior Parent/Guardian Night took place on September 8th virtually through Zoom; over 100 parents were in attendance. The focus of the evening was on post-secondary planning options with specifics shared about the college application process. Counselors answered questions at the conclusion of the presentation. Over 100 parents and were in attendance.

Senior Individual appointments are underway. All seniors are scheduled for a full period meeting with their counselor. Seniors are strongly encouraged to schedule any additional meetings as they are needed. This year we have continued with our online calendar system so that students can easily schedule appointments through the Calendly.com site.

Seniors are currently participating in Senior Seminars during Flex Block where they are researching schools, finalizing their college lists, exploring Gap Year opportunities and filling out the Common Application. Counselors are also available to give feedback on essays and hold mock-interviews. This year we are offering seminar time Mon-Thurs during Flex Block in the computer labs. Seniors can drop in one weekday to ask a question or attend all four days and work on their applications, whatever works best for their needs.

Freshmen:

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Freshmen Parent/Guardian Night is scheduled for October 12th on Zoom. Counselors will review graduation requirements, give a brief introduction to Naviance, discuss standardized testing and give an overview of guidance services in grades 9-12.

Meet and Greet opportunities look a little different this year as we are utilizing Flex Block time instead of Directed Research. Counselors are visiting the Flex Blocks of their grade 9 students that they have on their caseload to get to know their students and check in on their transition to high school. Freshmen will be scheduled for seminar classes during second term and individual appointments in April. Students are welcome to make an appointment with their counselor at any time during the school year using Calendly or stopping by guidance.

Financial Aid Night:

Information about MEFA's Virtual Financial Aid Nights has been emailed to families and is running in the school newsletter. MEFA is not doing in person workshops this year.

AP Exam Registration:

Registration is open from October 1st-November 1st – information has been emailed home to the high school student body and their parent/guardians.

IMPORTANT FALL & WINTER DATES:

PSATs at DSHS – Saturday, October 16, 2021 – 7:40am

Freshmen Parent/Guardian Night – October, 12, 2021 – 6:00pm on Zoom

Junior Parent/Guardian Night – December 01, 2021 – 6:00pm on Zoom

Eighth Grade Transition to High School Parent/Guardian Night – January 20, 2022 – 6:00pm on Zoom

Sophomore Parent/Guardian Night – February 02, 2022 – 6:00pm on Zoom

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Drama Update:

Fall Play Underway!

DSHS Drama returns to the Mudge Auditorium stage November 5th and 6th with its annual Fall Play. This year's production is a 2004 vignette play called *Almost, Maine* by John Cariani (revision c. 2018). Propelled by the mystical energy of the northern lights and populated with characters that are humorous, plain-spoken, thoughtful, and sincere, *Almost, Maine* is a series of loosely connected surreal tales about love, loss, hope and pain, each with a compelling couple at its center, each with its own touch of fantasy. Auditions were held on September 2nd and seventeen high school students were cast (9 seniors, 2 juniors, 3 sophomores, 3 freshmen). Mrs. Carmel Bergeron (DSMS math teacher) will be directing along with seniors Izzy Taylor and Caroline Brown. Technical aspects will be led by Mrs. Mindy Allen and seniors Lauren Kelly and Austen Morris. Please join us this November for a modern light-hearted midwinter fantasy!

Athletics:

October 2021 Athletics School Committee Write Up

Fall Sports continue to roll and perform strongly. The MIAA released their power rankings for boys and girls soccer, field hockey, and football which can be found here: http://miaa.net/test/contentm/easy_pages/view.php?sid=38&page_id=361. This is a new state wide tournament system that will go into effect this 2021-2022 school year for post season play. This ranking system takes into account overall record, margin of victory, and strength of schedule when ranking teams in each division. All teams this fall are doing very well and postseason looks likely for all programs. Varsity golf is 7-1 with 6 matches left on the season, Boys soccer is 4-5 at the midway point of the season and rank #15 overall in D3, Girls soccer is 7-1-1 and rank #4 overall in D3, Football is 4-0 and the rankings have not been released yet for football, field hockey is 5-1 and rank #8 overall in D3, and boys and girls cross country are both 4-0 and run for the TVL Small Championship Title on Wednesday, October 6th at Norton.

Fall sports participation numbers are at a final tally of 298 student athletes.

Emily Sullivan recently submitted ACED Advisory Council on Extra Compensatory Duties additions to Dawn Fattore for programs to start having a varsity assistant coach budgeted for

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within the athletic budget. This would help alleviate the need for fundraising by paying for a varsity assistant coach, as well as starting this year the athletic department and DS Boosters now split the cost of Hudl. The following positions were requested to be added:

Fall assistant coach stipends needed: Boys Soccer, Girls Soccer, and Field Hockey

Winter assistant coach stipends needed: Boys Basketball, Girls Basketball

Spring assistant coach stipends needed: Boys LAX, Girls LAX, Baseball, Softball,
Sailing

Also JV Boys Tennis to be added to the team list so that they can fund their own program for two years.

Winter sports sign up will open up at the end of the month of October on Family ID.

DSMS Monthly Report RSC 2021-2022

Date: October 12 , 2021

Submitted by: Dr. Frank Tiano

[Link to 2021-2022 School Improvement Plan](#)

SIP Goals Updates:

Goal 1: *Health and Wellbeing of Students and Staff*

On October sixth, researchers from New York University introduced and explained the scope and sequence of the upcoming Equity Audit regarding our policies and procedures, and then the tools for staff to complete a comprehensive curriculum review, using an equity lens.

Poster decals with positive, prosocial messages have been installed in the student bathrooms across the school thanks to a grant from POSITIVE. POSITIVE also made available a grant for moveable carts to make SEL resources available for students.

Goal 2: *Innovative Teaching and Learning 2.0, Merging the lessons of the pandemic with what we know to be the best in learning and teaching.*

All faculty have been working on individual, team, or department educator goals for this year with administration. Most educator goals are from the district developed goals which are tied to district and school goals, creating horizontal and vertical coherence between and among the grade and departments.

Department Updates:

English:

Sixth grade students have been working to settle into new class routines in English class. The students started transitioning into the short story unit where they will learn different elements of literature. Students are also exploring and applying new vocabulary from Greek and Latin roots.

Seventh grade students are reading short stories and identifying literary elements such as character, setting, and theme. Using their analyses, students will then select one of the stories to continue in a narrative writing assignment.

Eighth grade students have started the process of writing original short stories. They are using mentor texts to review and discuss writer's choices about characterization, plot and point of view. Students are working in writer's workshop groups where they will share ideas, offer feedback through peer editing, and share revision suggestions for their work.

Science:

6th: Throughout the month of September, sixth graders worked on the birth of the solar system, rotation vs. revolution, the eight planets, the moon's origin, its apparent phases and Earth's atmosphere. They used Edpuzzle, JogNog, BrainPop, Kahoot and Newsela, to enhance learning.

7th: We started our first unit of content, the Characteristics of Life. Students demonstrated their understanding of the essential elements and compounds to all life. This was done through collaboration in a setting where students could work together to research and creatively present their findings to peers.

8th: For the month of September, the 8th grade students have been learning about Matter, its properties and how matter changes. There have been exciting labs lighting substances on fire to demonstrate chemical changes and a walk outside to see many physical and chemical changes up close. The project for the term is being worked on at this time where students are videoing their own interpretation of physical and chemical changes in their environment.

Math:

Our sixth grade math students have begun to be comfortable with the daily classroom routines of their math classrooms. We are finishing up our start of the year review work and have begun our first unit on understanding the concepts of fractions and decimals and their applications in the real world.

Our seventh grade students have finished up their first unit on the Language of Algebra and are starting their second unit which dives into understanding the concept of integers and how to work with all operations of integers. We have also begun to introduce our new Data Talk lessons (What is the Story of the Graph) in our classes this month .

In 8th grade, our students are in the process of completing their first unit on functions and will begin to dive into solving linear equations .Our 8th grade math students participated in the Adopt a Pet Function where each student researched a function and created and presented a rule of four posters to the class, to teach other students about their specific function.

All of our 6th through 8th grade math students have been using the IXL Diagnostic tool to assess their current strengths in: number and operations, algebra and algebra thinking, fractions, decimals, geometry, measurement, probability and statistics for each of their grade level standards.

On October 6th, Ms. Bergeron lead the first meeting of our MATH COUNTS Club after school . This club gives students in 7th and 8th grade pre algebra and algebra opportunities to explore math challenges and practice for the Math Counts competition held in February, 2022.

Physical Education-

All students have been working on the 5 stations of the Fitnessgram for the first 10-15 minutes of each class. Students will complete their first Fitnessgram test at the end of October, with reports going home with students in November.

Grade 6-They will spend the first term involved in a complement of games such as: team handball, Treasure Island, capture the flag, flag football, soccer, and field hockey.

Grade 7 and 8- Students are focused on improving their skills and knowledge in a soccer unit or flag football unit. We also have been incorporating our Polar Heart monitors in many classes with the goal that the students complete 15 minutes with their heart rate in a moderate workout zone. Students have been learning about the benefits of heart monitors in class.

Health Education

Our 7th and 8th grade health classes are off to a good start. The classes include students from both teams this year and meet for one semester. Students are scheduled for the fall or spring semester. 7th grade classes are currently focusing on areas of physical health including nutrition topics and fitness goal setting. The 8th grade classes are reviewing the concept of wellness, what it means to be resilient, and the National Health Standard for decision-making.all or spring semester.

Social Studies:

6th grade students have started out the year practicing and adjusting to classroom routines. We have started our first unit, Prehistory and Early Humans. Students are learning to identify main ideas, topic sentences, and relevant details using readings from our classroom textbook. We are currently comparing defining elements of the Paleolithic Age and Neolithic Age, and articulating cause & effect relationships, such as the impact of climate on human development.

7th grade students are acquiring some of the fundamental geography tools that will equip them for the rest of their journey throughout the year. Some of the important things we have learned about are: global citizenship, the five themes of geography, latitude and longitude, the seasons, developing vs. developed countries, the ways in which countries depend on one another, and how the physical geography of a place affects the people who live there.

After building class norms and considering the multiple layers to citizenship, 8th grade students are building their skills with primary sources and marking up a "tough text" to better understand it. We have evaluated a variety of primary sources from Columbus' diary entry, a slave narrative, John Smith's maps, and a letter from an indentured servant. We are looking at the colonial experience and will examine the Declaration of Independence this week, as we look at the role protest has played in US history.

World Language:

French:

6th Grade - French students are learning about "la francophonie ". Students are exploring many places around the globe that speak and practice French culture. These conversations are accompanied by cultural and historical discussion about how language and culture travel across borders, to where students can visit with their French knowledge. Students are learning to ask questions and identify the flags and landmarks of these Francophone places.

7th Grade - The seventh grade is currently doing a unit titled, "Bon Appetit!" In this unit they learn all about how to prepare and how to order food. Food becomes the vehicle to advance their fluency and appreciation of French culture. As an added bonus, they watch the movie, *Ratatouille*, in French! The response has been universally enthusiastic!

8th Grade - have just finished a unit all about the DSMS garden. Each student created a video of themselves giving a garden tour (outside in the garden - in FRENCH!) This week we are beginning a unit on student life. Students will be re-creating and learning to discuss their school schedules at DSMS and compare their daily routines to students in France. Throughout this month, students will watch videos, read articles and have debates on the differences and similarities of student life.

Latin

6th Grade: The sixth grade has started off the year with a two-pronged orientation: to the Latin language and to Rome. As they are acquiring the basic building blocks of an inflected language and vocabulary, they are also learning about Rome's origins in the Trojan War and training to become tour guides in the Eternal City through their [Urbs Aeterna](#) webquest. They have also created journals in Book Creator and have composed some lively "Omnia de Me" (All about Me) author pages.

7th Grade: The seventh grade has been scraping off the summer's rust and developing new skills as they learn to summarise and paraphrase, from Latin to Latin, incorporating various elements of syntax .Soon they will create their PASSIFYING MACHINES. (Ask them) They have created books in Book Creator, where they retell elements of the Aeneas story. As we move into our unit on Rome's impact on the environment and begin to evaluate Rome as an Empire through a United Nation's lens, they will again turn to Book Creator to present their work. They will be reading adapted selections from Ovid along with the environmental unit, since Ovid himself cared deeply about the environment, and his work reflects this.

8th Grade: Everyone has heard about Julius Caesar. The eighth grade has begun to study the fall of the Republic, and the context that gave rise to a man like Caesar. This week, they have begun to read Caesar's own introduction to his Gallic Wars. In addition to mastering the Latin required to read the original text, they will be examining the role of authorial intent: what was Caesar's purpose, and how did he use language to accomplish it? This work will lead up to the students each taking on the role of a figure from the 1st Century BCE, and responding via letter to actual historical events. Will this year's eighth grade be able to come up with an alternative plan that could have saved the Republic from sliding into a dictatorship?

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, Bookcreator presentations, paper posters, and some are designing their water filters. Through the process of their research, and creating the presentations, the different groups shared their work and 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 about a topic of their choice, connected with what they learned in Spanish this year, and for 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 have started off our year by working together as a class to decide what our norms are, what students expectations should be, what expectations the students have for the teacher, and what the students need out of their physical environment to support their learning. After that discussion, we set up the room with alternative seating and lighting, helpful and colorful decorations, and materials available for students. Our first unit has focused on the Portrait of a Graduate and the 8th grade Citizenship Characteristics, with students brainstorming lists of how to exemplify each trait, doing self reflection on how well they demonstrate each competency, and creating promotional materials for the school community explaining what the Global Competencies and Citizenship Characteristics are that they displayed around the school. The first year of 8th grade Spanish with the FLES students is off to an incredible start!

Technology

Technology Literacy/Computer Science:

Students in 6th and 7th grade have been very engaged in coding, debugging and collaborating with programming languages in block-based JavaScript, text-based JavaScript, Scratch and LOGO. Understanding Python programming language will begin next week for both grade levels.

Artificial Intelligence robot designs are being created and shared in class to support Sustainable Development Goals. Some robot names are Robot Zero, Wink, Officer AI, Lu Senior/Lu Junior, Ocean, Choppa, Larry, Fred and Jeff the Plastic Remover. Popular SDG's for 6th graders are Life Below Water, Clean Water & Sanitation, Zero Hunger, Peace Justice and Strong Institutions, Sustainable Cities & Communities, Life on Land and Life Below Water.

All projects are being shared on student created/maintained digital course padlet portfolios.

Engineering:

Engineering is piloting two new curricular units this quarter. In 7th grade we attempted to build model hovercraft using small motors, fans and other materials. While not finished yet, this pilot has been successful and I expect to run this unit again through the year.

Sandra designed the other unit which is for 8th grade and involves the students designing and coding a simple game using Scratch and circuit boards and then creating a wired controller to play the game. She will be launching that next week and we are excited to see how it goes.

Eighth graders are working on their Architecture projects creating plans for a new campus design for Pine Hill School and designing/building models of Farmer's Markets for communities around the world. Model prototypes of the Farmer's Markets will be on display beginning next week in the MS Library for viewing.

Sixth grade has been eager to try woodworking, however as the bandsaw is still being resurrected, they will need to do everything by hand, so some of them are scaling back or changing their designs as they realize how much labor is involved in just preparing the material.

Fine and Performing Arts:

The arts have continued to enjoy their return to hands-on project based learning! The 6th, 7th, and 8th grade general music classes are in full swing in their return to collaborative music making in small groups with piano, guitar, bass, and eventually drums in the 8th grade, using these tools to create, perform, respond, and connect through music. Visual arts has seen a similar burst of enthusiasm for creative projects and collaboration. Band and Chorus are seeing high enrollment and engagement as well. After sorting through the logistics of our new schedule, Music Lab and Open studio are buzzing with high demand from students to access these creative spaces during H block. In addition to in school classes, the after school jazz band program, string ensemble, and musical are up and running again with eager students and strong numbers. All groups are working excitedly and looking forward to sharing live performances again this year.

Grades & Teams:

Sixth: The sixth grade students have transitioned into the year. Teachers have worked with students on executive function skills and binder organization. After further review of daily materials needed, we provided students with lockers to house their belongings throughout the day, as well as given the option to carry their backpacks. What an exciting middle school experience for the sixth grade! Additionally, the sixth grade held their second grade-level meeting as a whole to recognize the transition to the middle school and address concerns around safety protocols (proper mask wearing, handwashing, and distancing.) The teachers introduced the Portrait of a Graduate work to students and continue to dive into each of the proficiencies each month with them.

Seventh: Grade 7 students continue to transition to our new schedule and begin to identify what tools to use to improve their individual time management. With the addition of school lockers, ability to use backpacks, soft cover school planners, Google Keep as an online planner, and continued use of Google Classroom, our 7th grade students now have choices on how best to organize their time and materials and schedule their daily school and home activities.

Eighth: Grade 8 initiated their Citizen Action Groups (CAG's) with a Kick-Off that included a presentation highlighting the purpose of community service on both a local and global level. This was followed by Field Activities that focused on Cooperative Learning and Getting to Know You Activities. Students enjoyed this opportunity to work with their selected CAG and teacher facilitators while getting ready to take on big issues and establish a self initiated community service project.

Clubs/Activities:

Gender and Sexuality Alliance (GSA)

GSA has begun! We meet outside during the lunches and so far have had amazing attendance! The conversations about gender identity and sexual orientation have really shown how necessary a space like this can be, and it is wonderful to be able to have an accepting and inclusive space for students.

Student Council

Student Council elections happened in the last week of September and we are extremely excited to begin working with our super team! We are tentatively planning a "Trick or Treat with Student Council" to encourage students to show their spooky spirit while dressing up for school, while Student Council hands out treats to students who are in costume. We are working on coordinating with POSITIVE on events this year and cannot wait to meet with them. We are looking forward to our first official meeting with the new Student Council members!

Coding Lab

Let the programming continue during H block with Ms. Sammarco. Students in all grades are enjoying meeting like minded techies and coders in the Library. Some activities that students are currently working on are coding with Code.org, Scratch, Python and Swift, as well as exploring ways to create designs with artificial intelligence.

Girls Who Code

Plans are in the works for reconvening the Girls Who Code group in person for grades 6-12 during H/Flex blocks on a monthly basis. The kickoff date for October TBD. If interested, students can contact Ms. Sammarco at the MS for more information.

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

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

www.doversherborn.org

Commitment to Community

Equity and Excellence

Respect and Dignity

Climate of Care

Kathleen Smith, J.D., Interim Superintendent

Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Regional School Committee
FROM: Dawn Fattore, Business Administrator
DATE: October 8, 2021
RE: FY22 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>
1005	7/16/2021	\$835,091.36
1013	7/22/2021	\$204,159.51
1014	7/22/2021	\$371,430.41
1015	7/22/2021	\$49,608.19
1021	8/5/2021	\$120,284.70
1029	8/24/2021	\$113,138.34
1036	9/7/2021	\$132,672.61
1037	9/9/2021	\$151,021.52
1046	9/24/2021	\$16,799.62
1047	9/27/2021	\$97,139.04
1054	9/30/2021	\$735,876.00

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Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Regional School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY22 Operating Update
DATE: October 8, 2021

Attached please find:

- a. General Fund Revenues as of September 30, 2021
- b. Status of Appropriations as of September 30, 2021
- c. Special Revenue/Revolving Funds as of September 30, 2021

Revenues

There are no material variances to report at this time. Chapter 70 and 71 revenue projections reflect the final Cherry Sheet amounts. The small variance in Chapter 70 is due to student enrollment in school choice districts and charter schools that were not included in preliminary cherry sheets. We anticipate receiving a higher amount of Chapter 71 revenues based on the transportation costs reported in our FY21 End of Year Report (EOYR). We are projecting no variances in athletics or activity fees. As a reminder, the high school activity fee is \$75 as approved by the Committee in the last budget cycle. We will review all activities as the year progresses and adjust projections accordingly.

Operating Expenditures

Salaries

We have encumbered the majority of salaries for FY21. We have a vacancy in the Business Office as well as an open custodial position resulting in positive variances as of September 30th. It is our hope to have these positions filled as soon as possible and encumber the related salaries. The negative variance in School Leadership represents the transition costs associated with the Middle School principal position. The costs associated with the addition of the Middle School Academic Specialist (included in Teacher –Classroom) is offset by savings from post-budget staffing changes. The current cohort of special education students has resulted in one additional educational assistant representing the negative variance. We will review other funding sources for this position and reallocate as needed. Most stipends have been recorded with the exception of winter and spring coaching positions; these are encumbered prior to each season. Custodial overtime and substitute costs are expensed as incurred.

Expenditures

At this time we are not projecting any material variances in operating expenses. In future reports we will encumber health insurance costs and utilities.

Special Revenue/Revolving Funds

Summary of activity to date for these funds is reflected on the attached statement.

ESSER Grants

We submitted our application for the ESSER III grant (\$313,761) on October 4th. The budget focuses on activities related to student learning loss and other student social/emotional issues arising from the COVID pandemic. The main areas include providing additional technology support for high school students, additional educational support for individual student needs including summer services, training for educators on addressing learning loss and additional social/emotional learning supports. We will inform the committee once the budget has been approved. We are continuing to evaluate students and communicating with other stakeholder groups to determine any other issues that need to be addressed and can amend our budget as appropriate as the grant period extends to September of 2024.

FY21 Wrap-up

The Region's EOYR was filed with DESE by the October 1st deadline. We are required to undergo a compliance audit each year to ensure our data reporting is in-line with their directives. This will take place prior to the March 31st filing deadline.

Our auditors completed their field work last week. We are still on track to present the audited financial statements to the committee in January.

We have submitted our E&D certification and will inform the Committee when we receive the notice of certification.

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 September 30 , 2021

	<u>FY22</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	\$12,693,092	\$3,051,507	\$9,641,585	\$0	0.00%
SHERBORN ASSESSMENTS	10,205,111	2,453,922	7,751,189	\$0	0.00%
CHAPTER 70, net	2,404,773	601,161	1,784,406	(\$19,206)	-0.80% *
CHAPTER 71 (Transportation)	499,965	0	488,023	(\$11,942)	-2.39% *
H/S ATHLETIC FEES	255,000	69,000	186,000	\$0	0.00%
H/S PARKING FEES	52,500	35,100	17,400	\$0	0.00%
H/S ACTIVITY FEE	22,500	3,045	19,455	\$0	0.00%
M/S ACTIVITY FEE	11,250	2,610	8,640	\$0	0.00%
MISC REVENUE	5,000	200	4,800	\$0	0.00%
BANK INTEREST	20,000	1,009	18,991	\$0	0.00%
NON-CASH ACTIVITY	0	0	0	\$0	na
E&D UTILIZATION	210,000	0	210,000	\$0	0.00%
TOTAL REVENUES	\$26,379,191	\$6,217,554	\$20,130,489	(\$31,148)	-0.12%

* Based on final FY22 Cherry Sheet

**Dover Sherborn Regional School District
Status of Appropriations as of September 30, 2021**

	FY22	EXPENDED		TOTAL	OPERATING	% OF
	BUDGET	THRU 9/30	ENCUMBRANCES	PROJECTED	VARIANCE/ BUD. REMAINING	BUDGET
<u>SALARIES</u>						
SCHOOL COMMITTEE	22,090	4,708	17,603	22,311	(221)	-1.00%
SUPERINTENDENT	212,121	48,395	159,566	207,960	4,161	1.96%
BUSINESS AND FINANCE	210,647	41,662	125,599	167,261	43,386	20.60%
DISTRICTWIDE INFORMATION MGMT	229,811	54,557	171,777	226,335	3,476	1.51%
SPED/GUIDANCE ADMINISTRATION	543,521	87,884	431,803	519,688	23,833	4.39%
SCHOOL LEADERSHIP - BUILDING	737,169	168,351	586,683	755,034	(17,865)	-2.42%
ACADEMIC LEADERS/QPO	147,414	440	139,189	139,629	7,785	5.28%
TEACHERS, CLASSROOM	9,985,367	756,242	9,238,216	9,994,458	(9,091)	-0.09%
TEACHERS, SPED	1,701,898	144,045	1,534,551	1,678,596	23,302	1.37%
SUBSTITUTES	110,000	5,016	55,229	60,245	49,755	45.23%
EDUCATIONAL ASSISTANTS, SPED	525,051	25,657	528,579	554,236	(29,185)	-5.56%
LIBRARIANS	235,326	18,102	217,224	235,326	0	0.00%
BUILDING BASED PD	38,250	45,489	0	45,489	(7,239)	-18.93%
GUIDANCE	1,031,931	99,023	930,882	1,029,905	2,027	0.20%
PSYCHOLOGICAL SERVICES	217,013	16,693	200,320	217,013	0	0.00%
MEDICAL / HEALTH SERVICES	167,306	13,146	157,038	170,184	(2,878)	-1.72%
ATHLETICS	433,825	15,450	150,468	165,918	267,907	61.75%
OTHER STUDENT ACTIVITIES	184,559	0	160,955	160,955	23,603	12.79%
CUSTODIAL & GROUNDS SERVICES	789,449	152,014	530,916	682,930	106,519	13.49%
TOTAL SALARIES	\$ 17,522,749	\$ 1,696,873	\$ 15,336,600	\$ 17,033,473	\$489,276	2.79%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	40,500	7,096	99	7,195	33,305	82.23%
SUPERINTENDENT	55,000	6,713	6,431	13,144	41,856	76.10%
LEGAL SERVICES	38,000	7,500	7,500	15,000	23,000	60.53%
DISTRICTWIDE INFO MGMT	86,225	39,414	35,357	74,771	11,454	13.28%
SCHOOL LEADERSHIP - BUILDING	84,000	17,936	30,564	48,500	35,500	42.26%
CLASSROOM SUPPLIES	28,185	3,906	10,763	14,669	13,516	47.96%
SPED SERVICES/SUPPLIES	123,500	14,640	48,043	62,684	60,816	49.24%
LIBRARIES & MEDIA CENTER	4,775	2,057	0	2,057	2,718	56.92%
COURSE REIMBURSEMENT/PD	92,900	9,497	16,023	25,520	67,380	72.53%
TEXTBOOKS & RELATED SOFTWARE	54,235	16,979	16,795	33,774	20,461	37.73%
LIBRARY INSTRUCTIONAL MATERIAL	29,800	8,247	5,736	13,983	15,817	53.08%
INSTRUCTIONAL EQUIPMENT	81,700	8,363	29,459	37,822	43,878	53.71%
GENERAL SUPPLIES	157,575	8,034	32,611	40,645	116,930	74.21%
OTHER INSTRUCTIONAL SERVICES	19,500	275	7,200	7,475	12,025	61.67%
CLASSROOM INSTRUCTIONAL TECH.	136,574	4,309	105,714	110,023	26,551	19.44%
GUIDANCE	41,100	11,666	1,035	12,701	28,399	69.10%
MEDICAL / HEALTH SERVICES	8,800	268	350	618	8,182	92.97%
TRANSPORTATION SERVICES	984,350	2,358	885,550	887,908	96,442	9.80%
ATHLETICS	224,500	23,293	27,243	50,536	173,964	77.49%
CUSTODIAL SERVICES	58,000	2,420	2,758	5,178	52,822	91.07%
MAINTENANCE OF BUILDINGS	585,250	94,932	199,172	294,104	291,146	49.75%
MAINTENANCE OF GROUNDS	60,000	11,316	3,926	15,242	44,758	74.60%
UTILITIES	566,100	23,267	0	23,267	542,833	95.89%
ER RETIREMENT CONTRIBUTION	751,893	730,223	0	730,223	21,670	2.88%
ER INSURANCE ACTIVE EMPLOYEES	2,817,950	661,316	297,392	958,708	1,859,242	65.98%
ER INSURANCE RETIRED EMPLOYEES	770,000	156,167	0	156,167	613,833	79.72%
OTHER NON EMPLOYEE INSURANCE	79,530	85,917	0	85,917	(6,387)	-8.03%
LONG TERM DEBT RETIREMENT	815,000	0	815,000	815,000	0	0.00%
LONG TERM DEBT SERVICE	61,500	0	61,500	61,500	0	0.00%
TOTAL EXPENDITURES	\$8,856,442	\$1,958,109	\$2,646,221	\$4,604,330	\$4,252,111	48.01%
TOTAL OPERATING	\$26,379,190	\$3,654,982	\$17,982,821	\$21,637,803	\$4,741,387	17.97%

Dover Sherborn Regional School District
Special Revenue/Revolving Funds as of September 30, 2021

<u>SPECIAL REVENUE / REVOLVING FUNDS</u>	FUND BALANCE		EXPENDITURES / ENCUMBRANCES	FUND BALANCE		<u>NOTES:</u>
	@ 07/01/2021	REVENUE		@ 09/30/2021		
ATHLETICS	\$ 152,547	\$ 5,550		158,097		
BUILDING/PARKING	115,902	1,725	692	116,935		
CAFETERIA	13,001	9,515	77,517	(55,001)		Net of deposits in advance - \$36,292 Includes EOC Program revenue of \$7,690 Revenue to date still to be recorded
CIRCUIT BREAKER	48,412			48,412		
HEALTH GRANTS	0			0		
MISCELLANEOUS GIFTS - see detail pg 2	93,333		31,351	61,982		
REGIONAL TRANSPORTATION	0			0		
SPORTS GIFTS	11,604	13,000	11,500	13,104		
UNEMPLOYMENT	58,477	15		58,492		
<u>FIDUCIARY / TRUST FUNDS</u>						
H/S STUDENT ACTIVITY				101,487		Only Net Activity Reported
M/S STUDENT ACTIVITY	66,566	2,324		68,890		
OPEB INVESTMENT TRUST	863,209	24,587	417	887,379		
TRUST/SCHOLARSHIP FUNDS	42,366	1		42,367		

FUND 63		FY 21 Miscellaneous Donations				9/30/2021	
Gift/Donor	Purpose	Bal Fwd @7/1/21	Revenue	Expenditures	Encumbered	Ending Balance	Date/Yr
RESTRICTED GIFTS							
Alan Mudge Memorial Fund	Mudge Auditorium	35,301.00		1,351.22	30,000.00	3,949.78	6/30/2020
CS Gift & DSEF	Challenge Success	12,295.20				12,295.20	bal fwd
D Family via Town Dover	Dugouts	16,522.00				16,522.00	6/10/2014
SPAN DS	Wellness Programs	10,392.78				10,392.78	12/2018
Metco Gifts	Metco Support	8,933.17				8,933.17	01/21 & 02/21
Anonymous Family	SpEd or Assistive Tech	6,000.00				6,000.00	1/7/2014
Leuders	Science	709.00				709.00	12/21/2020
P.O.S.I.T.I.V.E.	Rowing Club	204.45				204.45	bal fwd
Raytheon Math Award	Math tablets (Jim Baroody)	51.95				51.95	bal fwd
Anonymous	Library	18.00				18.00	6/30/2014
UNRESTRICTED GIFTS							
Various Gifts	Unrestricted	2,905.01				2,905.01	2015-2019
TOTAL		93,332.56	0.00	1,351.22	30,000.00	61,981.34	
					9/30/2021	61,981.34	
					FUND BALANCE	61,981.34	

Preliminary OCTOBER 1ST 2021 ENROLLMENT				
Grade	Dover	Sherborn	Boston	
6	92	66	2	
7	79	76	4	
8	92	89	4	
9	88	79	6	
10	97	76	4	
11	80	68	4	
12	99	64	1	
Total	627	518	25	1170

To: Dr. Frank Tiano
From: Donna Bedigan and Kathy Moloy
Date: September 29, 2021
Re: Proposed 2022 8th Grade Trip to Washington D.C.

Key Information:

Dover-Sherborn Middle School's 8th grade students and staff have participated in an annual trip to Washington D.C. for over 10 years. This has become an integral part of the 8th grade experience both socially and academically.

Tour Company:

WorldStrides, based in Charlottesville, Virginia, with an office in Washington, D.C. available while we tour, coordinates all reservations including flights, hotel accommodations, restaurant reservations, motorcoaches, and trip itinerary based on our input and requests.

Senior Tour Coordinator: Katherine Bajsert (katherinej@worldstrides.com)

Trip Dates and Costs:

Dates: June 8-10, 2022 (Wednesday - Friday)

Costs: \$1289.00 All inclusive/ \$99.00 Deposit (Non-refundable)

Money for scholarships is also available. No student is denied participation because of financial need.

Trip Insurance:

Full Refund Program: \$159.00

Participants:

In previous years, approximately 90% of the student population have chosen to participate on this trip. Those students who do not choose to go to Washington D.C., participate in 3 day trips in and around the Boston area. We recently surveyed the 8th grade parents regarding their interest in the trip. Of the 149 responses, 122 said "Yes," 24 said "Not sure," and 3 said "No."

[Complete survey responses.](#)

Chaperones:

The ratio of student to chaperone is 10:1. Approximately 17- 18 volunteer teacher chaperones from the staff at the Dover-Sherborn Middle School elect to participate.

Accommodations:

4 Students share one room. Adult Chaperones share 2 per room.

Nurses:

2 nurses are employed to attend to the medical needs of students. Responsibilities include distribution of medications daily, monitor the needs of students, and provide needed care as requested.

Doctors on Call:

WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine, and a George Washington doctor serves on staff as our WorldStrides Medical Director. This means travelers in Washington, D.C., have access to in-hotel emergency medical care 24 hours a day. The Doctors on Call Program offers teachers, parents, and students the unparalleled benefit of receiving care in the comfort of their own hotel rooms while minimizing disruption to the entire traveling group. We are also able to provide phone consultations to those groups traveling to other locations. The doctors will evaluate the situation, injury, or illness over the phone and make recommendations for treatment accordingly.

Our Health & Safety team monitors local information in conjunction with information from our Doctors on Call Network, CDC, World Health Organization, and others to navigate travel metrics.

Cancellation Policy:

1. If WorldStrides deems 2022 travel unsafe and needs to postpone/cancel the 2022 DC trip due to Covid-related travel delays, the exceptional circumstances policy would be enacted. Details are found here (under exceptional circumstances: <https://worldstrides.com/ms-terms-conditions/>) and are also below:
 - a. Those who have the full-refund program would be canceled under those guidelines. Those without the full-refund program would receive a full-refund of all fees minus \$389 and any non-refundable fees.
2. If the administration decides to cancel the 2022 DC trip, those who have the full-refund program would be canceled under those guidelines. Those without the full-refund program would receive a refund based on the standard cancellation policy, which depends on how close to departure the trip is (details below).

Here is a breakdown of the full-refund program vs the standard cancellation policy:

1. Full-Refund Program: Families can cancel for any reason, at any time, up to one-day before departure, and receive all funds paid back minus the cost of the full-refund program (\$159 for the 2022 DC trip) and any non-refundable fees.
2. Standard Cancellation Policy: Refund total depends on how close to departure your group is. 75 days before a June 8th departure is March 25, 2022.
 1. More than 75 days before departure: WorldStrides retains 25% of the base trip cost and non-refundable fees.
 2. Between 45-74 days before departure: WorldStrides retains 50% of the base trip cost and non-refundable fees.
 3. 44 days or fewer before departure: WorldStrides retains 100% of the base trip cost and non-refundable fees.

Travel Requirements:

Current travel requirements: All travelers are required to get a pre-departure Covid test. Vaccinated travelers can get a rapid Covid test 2 days before departure; non-vaccinated travelers need to get a PCR Covid test 3-5 days before departure. They need to show confirmation of their negative test to the Program Leader before departure.

On tour, groups are required to be masked when indoors (IE: walking around the hotel, on the motorcoach, inside museums) and to follow any additional state/local/site specific guidelines around masking. If outdoors and able to maintain social distancing, groups can remove their masks.

This has/will continue to grow/modify/change based on current travel environments. WorldStrides will always do what's best to keep travelers safe on tour.

WorldStrides Travel Record in 2021:

Thanks to these meticulous efforts, **more than 60,000 students and teachers** have been able to experience educational travel with us this January – September 2021, and of those, **less than 20 cases of COVID-19 were reported**. You can [click here to see their photos](#) and read some of their stories. As we journey forward, we look forward to having you join us soon on your next educational travel adventure!

Washington D.C. Trip

Sample Itinerary

Wed	Thurs	Fri
------------	--------------	------------

Arrive in DC 9:45-11:15 depending on flights	Morning Hotel Breakfast	Morning Hotel Breakfast
Earlier flights: Smithsonian Museums	8:45 arrive at ANC for 9:15 wreath laying	Group photo at Capital
White House picture stop	Lunch food court	Lunch food court
Box Lunch Mount Vernon	Capitol Hill (grounds tour)	Holocaust Museum
WWII Memorial and Washington Monument	MLK and FDR Memorials	National Museum of African American History and Culture
Dinner - Local Restaurant	Jefferson Memorial DS Musical Performance	Smithsonian Museums
Monuments (Vietnam, Korean, Lincoln)	Back to hotel to change	Evening
Check in to hotel	Evening River Cruise 7:00 - 9:30	To airport to depart for home

DRAFT

Dover-Sherborn Regional School Committee Meeting of September 14, 2021

Members Present: Maggie Charron
Kate Potter
Lynn Collins
Tracey Mannion

1) Call to Order

Ms. Charron called the meeting to order at 5:30 pm.

- 2) **Executive Session** - Enter into executive session to discuss a complaint from David Sobol dated September 1, 2021 against the Regional School Committee and its members relative to information received in the School District's response to a public records request and to discuss a complaint from Vicki Rellas dated September 8, 2021 concerning the procedure being followed by the Regional School Committee to fill a vacancy created by the resignation of a member from Sherborn pursuant to School Committee Policy BBBE.
- 3) **Amend Agenda** - there was a request to move Community Comments to after Reorganization of the Committee.

*Lynn Collins made a motion to amend the agenda. Kate Potter seconded.
21-16 VOTE: 4 - 0*

4) Reorganization

Kathleen Smith asked for nominations for Chair of the Regional School Committee.

*Maggie Charron nominated Kate Potter as Chair of the Regional School Committee. Lynn Collins seconded.
21-17 VOTE: 4 - 0*

Kate Potter asked for nominations for Vice Chair of the Regional School Committee.

*Maggie Charron nominated Lynn Collins as Vice Chair of the Regional School Committee. Kate Potter seconded.
21-18 VOTE: 4 - 0*

Kate Potter asked for nominations for Secretary of the Regional School Committee.

*Kate Potter nominated Judi Miller for Secretary of the Regional School Committee. Maggie Charron seconded.
21-19 VOTE: 4 - 0*

5) Community Comments - none

6) Reports

- Interim Superintendent Update - Kathleen Smith presented a District Overview including an update on the Staff Convocation, Opening Day, and the District Priorities.
- Assistant Superintendent Update - Beth McCoy reviewed the professional development done by faculty and staff over the summer as well as highlighted the plans for the upcoming Leadership Retreat as well as professional development for the rest of the school year.

DRAFT

- Director of Student Service - Kate McCarthy reported that the Growth Resilience Integrity & Tenacity (GRIT) Program has rolled up to the high school after several successful years at the middle school. She then gave an update on the COVID testing program in the District.
- DSHS Principal Report - John Smith highlighted the opening of school and upcoming events at the high school.
- DSMS Principal Report - Scott Kellett and Dr. Frank Tiano highlighted the opening of school and upcoming events at the middle school.
- Warrant Report

7) Financial Reports: FY21 Closeout

- Revenues - total revenues exceeded budgeted revenue by \$109,754 comprised of the following: 1) \$159,028 in Chapter 70 over expected amount; 2) \$35,616 in Chapter 71, Regional Transportation; and 3) negative variance of \$82,245 resulting from not charging for student parking last year and lower participation in after-school activities.
- Operating Budget - the year ended with a surplus of \$1,104,890 comprised of: 1) \$408,002 in salaries representing post-budget staffing changes; lower use of substitutes; savings from facilities/custodial salaries due to the vacancy in the Director of Facilities position, lower overtime needs and no utilization of summer staff; and various unfilled positions/stipends due to staffing changes and operating under the hybrid model. 2) \$85,989 in transportation costs charged to the Regional Transportation Reimbursement Fund as approved by the committee as well as savings of \$100,000 from athletic transportation and regular education transportation with the later start to the school year. 3) savings in utilities of \$86,793 due to the hybrid schedule and the buildings being closed for all weekend activities. Net metering credits of approximately \$25,000 are also reflected in this line item.
- Summary - the net result of operations was a surplus of \$1,214,644. The Committee approved several uses of E&D funds for FY21 including \$355,500 for capital projects and \$210,000 for the FY22 operating budget leaving an estimated certified E&D fund balance of \$1,956,766 (7.4%) of the FY22 operating budget. The E&D and related financial schedule has been submitted to the Department of Revenue. It is anticipated that approximately \$600,000 will be returned to the Towns based on the 5% allowed E&D.
- Special Revenue/Revolving Funds - FY21 activity was provided.
- COVID-19 Related Grants - the District received and fully expended two COVID-19 related grants as of June 30, 2021: the CARES Re-Opening grant of \$279,225 and a State Coronavirus Prevention Fund grant of \$35,025. These grants were used to cover unbudgeted costs associated with the re-opening of school last fall and included technology hardware and software needs, ventilation related expenditures, PPE supplies, COVID-19 testing access and related staffing needs.
- End of Year DESE Report - the Business Office is in the process of completing the FY21 EOYR report which is used by the Department of Education to determine the Region's compliance with net school spending as well as determining the current year's Chapter 71 Regional Transportation Reimbursement.
- Annual Audit - R.E. Brown is scheduled to begin the annual audit the week of September 20th.

DRAFT

- FY22 Update - the financial statements as of September 30th will be presented at the October meeting. A status of capital projects (by fiscal year) as of September 9th was reviewed.
- Elementary and Secondary School Emergency Relief funds (ESSER) Grants - the District has received 3 ESSER grants: 1) ESSER I in the amount of \$37,127 has been allocated to cover costs associated with social emotional learning assessment tools, summer services provided to students as needed due to the hybrid school year and staffing for COVID-19 related testing protocol. 2) ESSER II in the amount of \$149,608 has been allocated for additional SEL contracted services and additional staffing positions as needed to assist with academic interventions. 3) ESSER III funds total \$313,761 and have an expenditure period through September 20, 2024. The Administration is in the process of completing the initial application for this grant which requires at least a 20% allocation to mitigating lost instructional time. In addition, it has a requirement of soliciting feedback from multiple stakeholder groups in the planning of grant activities/expenditures. A high level budget submittal for the initial application will be completed by the October 4th due date.

8) Policy: Face Coverings - second read

*Maggie Charron made a motion to approve the policy. Lynn Collins seconded.
21-20 VOTE: 3 - 0 - 1 (Tracey Mannion)*

9) Consent Agenda

- Approval of Minutes: June 8, 2021 - add "alleged" before ethical violations under Community Comments.
- High School Field Trip - Harvard Model United Nations Program, January 27-30, 2022.

*Maggie Charron made a motion to approve the Consent Agenda as amended. Lynn Collins seconded.
21-21 VOTE: 3 - 0 - 1 (Tracy Mannion)*

10) Communication

- 2021-22 School Committee Meeting Schedule
- Subcommittee Assignments
- Dover School Committee minutes of May 17, 2021
- Upcoming Meetings: DSRSC Retreat September 27, 2021 and SSC/DSC Retreat September 23, 2021

11) Items for October 12th meeting

Maggie Charron, on behalf of the School Committee thanked Anne Hovey and Michael Jaffe for their service as school committee members:

Thank you, Ms. Potter, for the opportunity to speak to the community in gratitude for the work of our former school committee colleagues.

Michael Jaffe served our Dover and Regional community over the past 5 years, spending 3 years on the Dover School Committee and 2 on the Regional Committee. During this time,

DRAFT

Michael has been a fierce advocate for the needs of all children. He was the driving force behind the return to examine the School Start Time issue and was the co-chair of that Task Force for a period of time. His research skills were unparalleled and Michael could always be counted on to do his homework and to present carefully researched analysis in support of issues related to student mental health and the positive benefits that might come from providing our adolescents with a school schedule that more closely matches their need for rest. It is not an exaggeration to say that without Michael's leadership, the challenge of addressing start times would have never made it out of committee meetings. We are grateful for his work supporting all our students, and his commitment to examining our programs with a critical eye at every juncture. While Michael is no longer serving with us on the Regional School Committee, the lasting impact of his dedication to students remains evident across the region. We wish him well in his future endeavors and appreciate his continued service to the school community as a co-leader of the Guidance Advisory Council this year.

We also recognize with deep appreciation the service of our newly retired colleague, Anne Hovey. Anne has been a tireless volunteer for the Sherborn and the Regional Schools. She served 2 terms on the Sherborn School Committee as well as a year as its Chair. During that time, Anne was known to advocate for the whole child and to ensure that our schools kept student needs at the forefront of all they do. When joining the Regional School Committee in 2016, Anne used her institutional knowledge to inform all she did to serve our communities. Her thoughtful and thorough approach to sensitive matters was appreciated by all of us who worked alongside her. Anne prepared meticulously for each and every meeting, and served as a de facto Chair in her second year when our Chair needed to be away frequently to attend to unexpected personal issues, assuming those unexpected responsibilities with grace and diligence. Anne led the Regional School Committee as the Chair through the first stages of our COVID emergency and facing the need to implement remote learning; she worked collaboratively with leadership to bridge the gap between the challenges faced by a school system response to a health emergency and parents' escalating concern about the state of their children's school experience. Undaunted by this challenge, Anne transitioned to lead our Superintendent Search last fall. She collaborated with our local school district Search Team members and the search firm to conduct a thorough and thoughtful search in the midst of the ongoing health emergency. Although that search did not yield a successful candidate, Anne's graceful leadership and attention to detail has continued to serve us all as we completed the Interim Search and will begin the search for a permanent Superintendent this fall. While we are sad to lose Anne at the Regional School Committee, we recognize the long and lasting positive impact that her work has had on our school community and wish her well in the future.

Please join me in offering our appreciation to our former members for their dedication to making our community better and for the countless hours they have volunteered in service to our school, our community and most of all our children.

Scott Kellett was also recognized for his years as the principal of the middle school.

12)Adjournment at 8:15 pm.

Respectfully submitted,Amy Davis

APPROVED SEPTEMBER 21, 2021

Sherborn School Committee

Meeting of June 16, 2021

Members Present: Angie Johnson
Amanda Brown
Nancy Cordell
Dennis Quandt

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

1) Call to Order

Dr. Keough called the meeting to order at 5:34 pm in the Dover Sherborn Middle School Library.

2) Reorganization

Dr. Keough asked for nominations for Chair: Angie Johnson nominated Nancy Cordell as Chair of the Sherborn School Committee. Amanda Brown seconded.

21-08 VOTE: 4 - 0

Nancy Cordell nominated Amanda Brown as Secretary of the Sherborn School Committee. Angie Johnson seconded.

21-09 VOTE: 4 - 0

3) Community Comments - none

4) Reports

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

5) FY21 Monthly Financial Report - as of June 11th.

- Salaries - there are no changes to report since the last meeting.
- Operating Expenditures - there are no changes to report since the last meeting.
- Out-of-District - two credits have been received from ACCEPT Collaborative representing Sherborn's share of ACCEPT's FY20 surplus. The credits total \$21,000: \$10,000 for tuition and \$11,000 for transportation.

6) Approval of 2021-22 Student Handbook - in addition to the changes presented last month, the Equity Statement will be included in the Student Handbook.

Amanda Brown made a motion to approve the 2021-22 Student Handbook with the changes as discussed. Dennis Quandt seconded.

21-10 VOTE: 4 - 0

7) Approval of 2021-22 School Improvement Plan - there were no changes since the first reading last month.

Angie Johnson made a motion to approve the 2021-22 School Improvement Plan. Dennis Quandt seconded.

21-11 VOTE: 4 - 0

8) Consent Agenda

- Approval of Minutes: May 11, 2021

Angie Johnson made a motion to approve the Consent Agenda. Dennis Quandt seconded.

APPROVED SEPTEMBER 21, 2021

21-12 VOTE: 4 - 0

9) Communications

- Subcommittee Assignments
- Dover Sherborn Regional School Committee minutes of May 4, 2021
- Dover School Committee minutes of March 4 and May 17, 2021

10) Adjournment at 6:12 pm.

Respectfully submitted,
Amy Davis

APPROVED SPETEMBER 28, 2021

Dover School Committee Meeting of June 8, 2021

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

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

1) **Call to Order**

Dr. Keough called the virtual meeting to order at 5:31 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) **Reorganization**

Dr. Keough asked for nominations for Chair: Leslie Leon nominated Sara Gutierrez Dunn as Chair of the Dover School Committee. Mark Healey seconded.

21-09 VOTE: 4 - 0 via roll call

Ms. Gutierrez Dunn asked for nominations for Secretary: Sara Gutierrez Dunn nominated Leslie Leon as Secretary of the Dover School Committee. Colleen Burt seconded.

21-10 VOTE: 4 - 0 via roll call

3) **Community Comments** - none

4) **Dover PTO** - PTO President Goli Sepehr reviewed the activities of the PTO over the past school year and presented the budget for 2021-22.

5) **Reports**

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

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

- Salaries/Expenditures - there are no changes since the last meeting.
- Enrollment Update - Two grades have exceeded the projection models. The Administration will be closely monitoring the numbers and make adjustments to grade sections as necessary.
- Heating Oil - the bid opening took place on June 3rd with the lowest bid from Devaney Energy at \$2.1524 per gallon. This amount is significantly higher than the FY21 price but within the budgeted amount for FY22.

7) **Approval of 2021-22 student handbook** - the proposed changes were reviewed.

APPROVED SEPTEMBER 28, 2021

*Mark Healey made a motion to approve the 2021-22 Family Handbook. Colleen Burt seconded.
21-11 VOTE: 4 - 0*

8) Approval of 2021-22 School Improvement Plan - the SIP was reviewed.

Colleen Burt made a motion to approve the 2021-22 School Improvement Plan. Leslie Leon seconded.

21-12 VOTE: 4 - 0

9) Consent Agenda

- Approval of Minutes of May 17, 2021

Leslie Leon made a motion to approve the Consent Agenda. Colleen Burt seconded.

21-13 VOTE: 4 - 0

10) Communications

- Subcommittee Assignments
- Sherborn School Committee minutes March 9, 2021

11) Adjournment at 6:17 pm.

Respectfully submitted,
Amy Davis

Dover Sherborn High School Marine Biology Research Trip with Earthwatch

Tracking Sea Turtles in the Bahamas

Green sea turtles are in trouble. Even though the Bahamian government has made it illegal to catch them in the country's waters, their habitat is under threat from coastal development, fisheries bycatch, and climate change across the Caribbean.

Our scientists have undertaken a multi-year study to find out exactly which habitats need to be protected and how their population is recovering from decades of harvest for meat and eggs in the Caribbean, and they need your help! Students will help by snorkeling (or boating, if they prefer) in clear coastal waters alongside green sea turtles. You'll actually jump into the water and catch these fascinating creatures, which you'd never get to do if not part of this research project.

Students will also explore the tidal mangrove creeks, sea grass beds, and coral reefs where these turtles forage during their juvenile years, before they reach full adulthood. Although scientists know that these habitats are critical for young turtles, they don't know exactly how turtles choose them and move between them. By determining which habitats are most important, researchers and the government can create plans that protect the right habitats from development. By taking this rare opportunity to share the water with these ancient creatures, you'll help ensure their futures.

Duration: 6 Research Days, 1 Training Day and 2+ Travel Days (overnight stay in connecting city may be necessary depending on flight schedules)

Reserved Dates: February 13 – 21, 2020 (assuming final approval)

Cost: approx. \$3495 + travel; \$300 non-refundable deposit due at registration, balance payable as lump sum or in recurring monthly payments. \$300/student discount for a full team!

Accommodations and Meals: Bunkrooms at the Cape Eleuthera Institute (gender-separated), cafeteria style meals at the Island School next-door (diet-restrictions accommodated with advance notice).

Travel Insurance: Earthwatch includes medical and evacuation insurance through Inter Hannover and emergency services through OnCall International. We recommend that all families purchase third-party trip cancellation insurance to protect them from potential losses on airfare in case their student is ultimately unable to participate.

Safety: Students will be briefed on safety precautions prior to participating. Students must be comfortable in the water and practice their swimming skills before joining the expedition. Earthwatch requires a certified lifeguard be present at all times during water-based research. Students must wear lifejackets at all times in the boats. There is a full-time medical technician on-site and an emergency medical clinic 40 minutes away.

Itinerary

Weather and research needs can lead to changes in the daily schedule.

DAY 1:

Arrival in the late afternoon, dinner and then campus and project orientation.

DAYS 2:

Campus tour, introduction to training and swim test, species identification and methodologies training.

DAYS 3-8:

Data collection, field work in mangrove creeks including habitat surveys, tagging turtles, baited video surveys and data entry. During this time, participants will continually review training on species identification and survey methodologies. Earthwatch scientists will hold talks on other aspects of marine biology, or other visiting scientists at CEI may talk about their research. One full day or half-day will be reserved for recreational time to visit other parts of the island.

DAY 9:

Team wrap-up and review of achievements, completion of outstanding data entry and departure.

Questions?

Call Zach Zimmerman at
978-450-1226 or email
zzimmerman@earthwatch.org

Dover Sherborn High School Marine Biology Research Trip with Earthwatch

Why Earthwatch?

Earthwatch expeditions provide high school students with the ideal setting to build research skills in the field alongside renowned scientists. Students gain a strong connection with the natural environment, an immersive experience with in a wild location, and a sense of camaraderie and teamwork with their classmates.



Our expeditionary model removes the distractions of everyday life, which often results in positive personal transformation. Earthwatch has been running highly successful programs with high schools, universities, foundations, and multinational corporations for over 45 years from our headquarters in Boston. We hope to form a lasting partnership with Glendora High School by offering your students our unique research opportunities in the Bahamas in 2020.

A Week in the Life of a Field Scientist:

Your students will visit remote areas only accessible with our research permits to help solve a critical research problem alongside renowned experts eager for their hands-on help. During the daytime, volunteers typically spend 5-8 hours learning and completing research tasks with the guidance of our scientists.

No prior experience is necessary. Working as a team, your students will build bonds with one another and receive the satisfaction of making a real difference to help solve a research problem. In the evenings, students have time to unwind, reflect and receive lectures from our researchers. We work with teachers to make sure that the expedition schedule also includes appropriate, enriching recreational activities.

Travel Arrangements:

Earthwatch provides specific guidelines for travel and can even book your group's flights through our travel partner, Key Travel. Key specializes in service-learning travel and offers excellent customer service to assist travelers in case of delayed or cancelled flights.

Expedition Pricing:

Families pay a "contribution cost" toward our researchers' work which also covers the students' volunteering needs like meals, accommodations, research permits, facilities, and transport. Discounts are available for groups that fill their teams to capacity. Families are also welcome to fundraise, and can use Earthwatch's crowdfunding platform or other tools for this purpose.

Earthwatch is an international environmental non-profit with 501(c)(3) status, and **all financial contributions are tax-deductible**. Earthwatch will provide a tax letter for each donation from parents, friends, family, and community members to assist them in making their year-end deductions.

Questions?
Call Zach Zimmerman at
978-450-1226 or email
zzimmerman@earthwatch.org



Earthwatch Institute
1380 Soldiers Field Rd., Suite 2700
Boston, MA 02135

T: 1.978.461.0081 | 1.800.776.0188
F: 1.978.461.2332
info@earthwatch.org

IN THE FIELD

Earthwatch may require you to take certain precautions while in the field, and changes may be made to your expedition or program at any time while you are in the field to mitigate the spread of disease, enhance the well-being of your team, or respond to conditions in the fielding country or in the US including travel restrictions or logistical considerations.

Currently, face masks will be required outdoors only when physical distancing (staying at least six feet/two meters apart from others) cannot be maintained with people from outside of the team (unless otherwise directed by the PI/team leader or local authorities).

Indoors, face masks will be required for all Team members when physical distancing is not possible. You are required to bring multiple masks for your personal use.

Personal hygiene, particularly hand washing, is an effective way to reduce the transmission of coronavirus. You must wash your hands frequently throughout the expedition or program, including before meals. Hand soap will be provided on site, but you will be expected to bring ample personal hand sanitizer with you to carry on your person and use as necessary when water is unavailable.

You will be expected to answer questions regarding symptoms and take your temperature on a daily basis. You must bring a personal thermometer into the field to help monitor your health. You must report any COVID-like symptoms to program staff right away. If anyone has symptoms of COVID-19 upon arrival or during an Earthwatch Expedition or program, we will separate that person from the group and seek medical advice. We may ask you to get tested.

Anyone who tests positive for COVID-19 will not be allowed to return to the expedition or program. You may be asked to leave if you exhibit symptoms of COVID-19, and we will make other decisions about who must leave the expedition or program or who is allowed to return based on a case-by-case analysis.

If a minor tests positive or exhibits symptoms of COVID-19 while on an expedition, we will follow the advice of a medical professional. In the event they need to quarantine, they will be required to depart the expedition and a parent or guardian will be required to take over their care, preferably within 24-hours, but no later than 48 hours.

In the event you must depart the expedition or program because of COVID-19 symptoms or exposure, Earthwatch will help you find and get to medical care, make phone calls on your behalf, arrange transportation, open an insurance claim on your behalf with our medical insurance, and/or consult with our security assistance provider as necessary. Earthwatch has many years of experience with incident management and emergency response. We will support you throughout any incident, but any expenses associated with a suspected or confirmed COVID-19 infection, including additional transportation, medical care or quarantine, such as accommodations for 14 days or more that are not covered by insurance will be your responsibility.

If you test positive within 14 days after your expedition you must notify Earthwatch. We will notify you should someone test positive on your expedition or within 14 days after the expedition. We will try to protect the identity of the person who tests positive, but please understand that may not always be possible.

Your compliance and diligence will be required in order for these measures to be effective. If you do not comply with these expectations, or your behavior is judged to be a threat to the health and/or safety of you or anyone on your team, you may be removed from the expedition or program. You will be responsible for the costs associated with your early departure in this scenario and will not receive a refund or credit.

We appreciate your support and cooperation in helping us maintain the well-being of your team.



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Earthwatch COVID-19 Disclosure & Acknowledgement Form

Earthwatch is pleased to welcome you into the field to participate in hands-on field science. Before you join one of our expeditions or programs, we want to be sure you understand how we are responding to the coronavirus pandemic so you can make informed decisions about whether you feel comfortable to participate. Earthwatch collaborates with our scientists and partners around the world, and continually monitors health and travel guidance and advisories from trusted authorities (such as the U.S. Centers for Disease Control and Prevention (CDC), the U.S. State Department, the World Health Organization (WHO) and the independent company that advises us on international security issues) to assess and inform our operational decisions, policies and procedures.

While contracting a virus or other communicable disease has always been an inherent risk of everyday life and travel, contracting COVID-19 (the disease caused by SARS-CoV-2) or related variants, is new for everyone. The risk of contracting it cannot be eliminated but we are taking numerous steps to reduce transmission. The pandemic is an evolving situation and our decisions and practices may change at any time as we learn new information, or recommendations from authorities change. We will use our best judgment to make changes to our expeditions or programs in order to reduce the risk of COVID-19 (or other illnesses) for our participants, staff, scientists, field staff and the local communities in which we work. It is possible changes will happen at the last minute or during your expedition or program. Contact an Earthwatch staff member if you have specific questions about your Earthwatch expedition or program.

BEFORE FIELDING

As of September 1, 2021, all participants, facilitators, Earthwatch scientists and Field Team Leaders on Earthwatch teams ("Team members") must be fully vaccinated against COVID-19.

As per CDC guidance, people are considered fully vaccinated for COVID-19 two weeks or more after they have received all required doses of a vaccine that is currently authorized by the U.S. Food and Drug Administration or the World Health Organization (e.g. Pfizer-BioNTech/Comirnaty, Moderna, Johnson & Johnson/Janssen, or AstraZeneca/Oxford).

You must provide proof of full vaccination to Earthwatch prior to participation in your expedition or program. If you arrive at your expedition or program without having done so, you will not be allowed to participate until you can provide Earthwatch with verification of your full vaccination.

Do not travel to your Earthwatch expedition or program if you have COVID-19 symptoms (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell), have been in close contact with someone suspected or confirmed as having COVID-19, or you are confirmed or suspected as having COVID-19 in the past 14 days. We request that you continue to take steps, such as wearing a mask as appropriate, to limit your exposure to SARS-CoV-2 for at least 14 days prior to your expedition or program and while traveling to your expedition or program. We may have additional rules. Consult your Online Expedition Briefing and Expedition Logistics Document before participating for more information.

We highly recommend that all people who have a weakened immune system or are at high risk for severe illness from COVID-19 as defined by the CDC, consult with their health care provider about whether to participate in an Earthwatch expedition or program at this time.

All participants will be screened which may include questions about symptoms, recent travel and exposure to others who have been sick prior to participation. Based on this screening, Earthwatch may cancel your participation. In the event of a cancellation (by you or by Earthwatch), you will have the option to transfer to another expedition or transfer your funds into an Expedition Fund that you can use towards a future Earthwatch Expedition within the next three years. We will always work with you based on your individual situation.



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info@earthwatch.org

I (OR THE PARENT OR GUARDIAN OF A MINOR) HAVE CAREFULLY READ, UNDERSTAND, AND VOLUNTARILY SIGN THIS DOCUMENT.

Participant Name:		Date of Birth: (dd-MON-yyyy)	
Participant Signature:		Date of Signature: (dd-MON-yyyy)	

Name(s) of custodial parent or legal guardian:		
Relationship to the Participant:		
Signature(s) of custodial parent or legal guardian:		
Date of Signature: (dd-MON-yyyy)		



FEBRUARY 2021 GLOBAL SCIENCE TRAVEL



Do you like turtles? Snorkeling? Engaging in research?

Help endangered sea turtle species in the Bahamas by joining this scientific expedition.

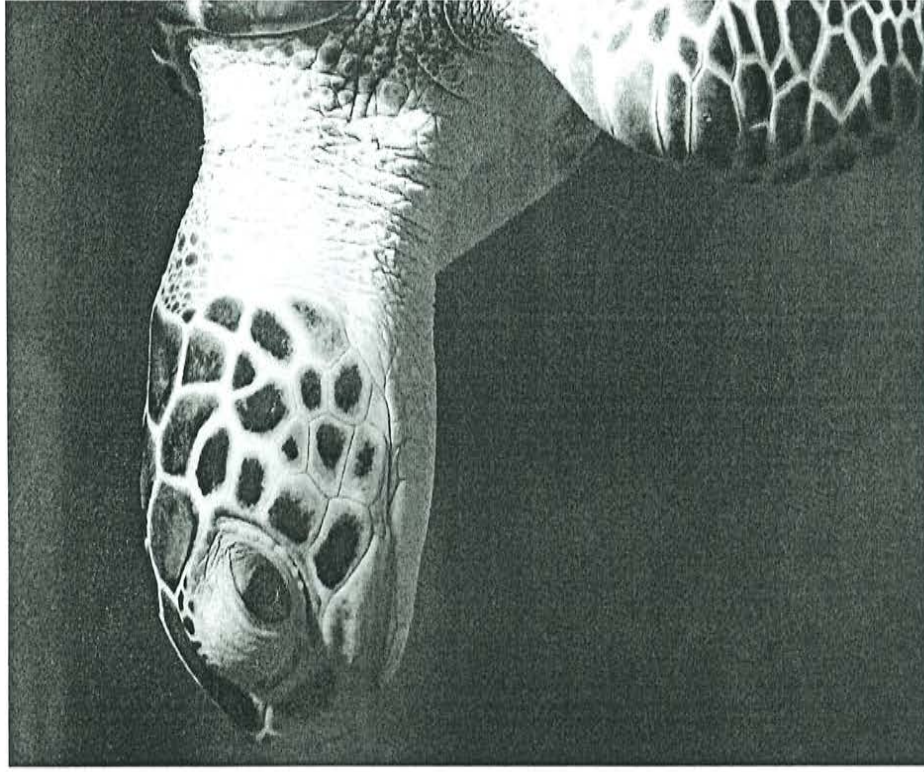
Mrs. Barrett and Mr. Williamson will be taking 10 students on a true scientific expedition in the Bahamas. We will be staying at The Island School while we complete our research.

Need other reasons to go???

Community Service: This trip will count as community service according to the guidelines of the Dover Sherborn Community Service requirements.

Global Citizenship: The scientific research done on this trip impacts many different communities which come in contact with the turtles. In addition, you will learn about life in the Bahamas.

The deadline to sign up is April 1, 2020.



February 13 – February 21, 2021

Please contact Mr. Williamson or Mrs. Barrett for more information.



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

John Smith
Headmaster



Ellen Chagnon
Director of Guidance

Ann Dever-Keegan
Assistant Headmaster

Emily Sullivan
Athletic Director

January 28, 2020

Mr. John Smith
Headmaster
Dover Sherborn High School
9 Junction Street
Dover, MA 02030

Dear Mr. Smith:

I am seeking approval of the Regional School Committee for an overnight, international field trip to the Cape Eleuthera Institute in the Bahamas through Earthwatch Institute to work with a group of scientists on a long term study of the biology and habitats of endangered sea turtle species.

I would like to take 10 students during the week of February vacation, 2/13 -2/21, 2021. Mrs. Lotti and Mr. Estabrook took 15 students in 2017 and 10 students in 2019. The students engaged in a variety of research tasks while on the island, including conducting population surveys, population growth rate measurements, predator surveys, and prey surveys.

Thank you for your consideration.

Sincerely,


Janae C. Barrett


Greg Tucker
Department Chair

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@sseps.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”

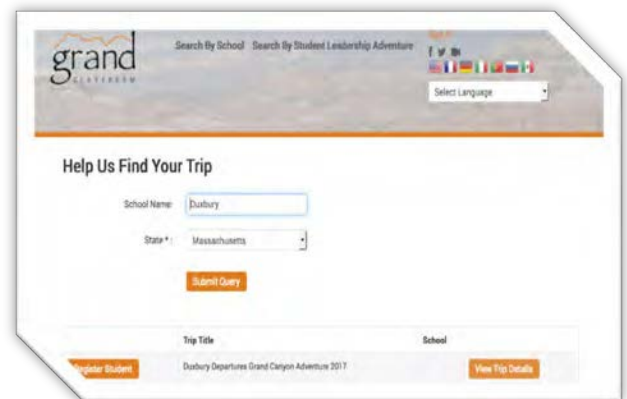
-Returning users can select “Account” from the Grand Classroom homepage to log in to the account that is created in the registration process to manage payments, input student-traveler information, and access travel documents.



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.

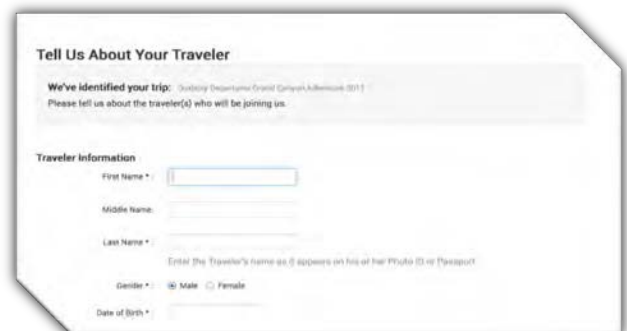
-Once the trip is searched from the Grand Classroom database, a menu will appear at the bottom of the page allowing the user to “Register Student” or “View Trip Details” which links to the website that is maintained for the specific school trip.



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.

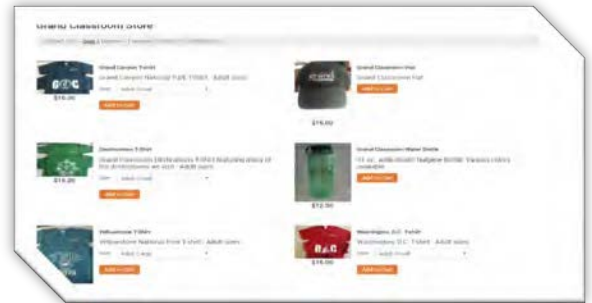


Screen #5: Contact Information (continued)

-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.

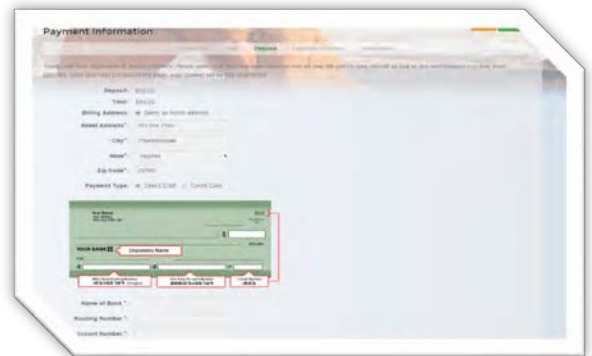


-Note: students are not required to purchase any additional gear for their trip. This is an optional, additional item that can be added to total cost.

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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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



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

John Smith
Principal



Ellen Chagnon
Director of Guidance

Ann Dever-Keegan
Assistant Principal

Emily Sullivan
Athletic Director

August 30, 2021

John Smith, Principal
Dover-Sherborn High School
9 Junction Street
Dover, MA 02030

Dear Mr. Smith,

I am requesting permission for an in-state field trip for approximately 18 juniors and seniors. Students will be in school for all classes on Thursday, January 27, 2022, travel into Boston that afternoon, and stay in Boston until around noon on Sunday, January 30, 2022.

The students will be participating in the Harvard Model United Nations program, which brings young scholars from across the United States and many other countries together to simulate sessions of the United Nations. Our school has participated in this program repeatedly in the recent past. We would like to continue this tremendous opportunity for our students to work with Harvard College students and meet some of the 3,000 delegates at the conference. We are excited to be returning to the conference this year.

Having previously taken students to the conference and having taken part in running committees as an undergraduate, I can attest to its value in providing students with an outstanding experience in civic education. Please see the following link for additional information: <http://www.harvardmun.org/>.

Cost of lodging, conference fees, and two group dinners: Approximately \$485 per student.

Sincerely,

Keith Valentine Kaplan, NBCT
Dover-Sherborn High School