

**Dover School Committee  
Agenda**

**Monday, May 15, 2023**

**6:30 PM  
Chickering Elementary School Library**

1. Call to Order
2. Community Comments-  
Join Zoom Meeting (community comments only)  
<https://us02web.zoom.us/j/86082110896?pwd=YIRROWhXcHlNa3pzdzU5L2ZOZU5tZz09> Meeting ID: 860 8211 0896  
Passcode: 120779
3. Metro West Survey Results
4. Reports:
  - Superintendent Report – Elizabeth McCoy
  - Principal’s Report – Dr. Deb Reinemann
  - Warrant Report
5. Monthly Financial Report- Dawn Fattore
6. Proposed changes to 2023-24 Student Handbook – first read
7. Consent Agenda
  - Approval of Minutes March 9, 2023 **A. R.**
8. Communications (For Members Information)
  - Regional School Committee Minutes February 7, February 15, 2023
  - Sherborn School Committee Minutes February 7, March 14, 2023
9. Recognition
10. Adjournment

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

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



# Chickering School

Dover Public Schools

29 Cross St.

Dover, MA 02030

Phone: 508-785-0480 Fax: 508-785-9748

[http:// www.doversherborn.org](http://www.doversherborn.org)

Dr. Deb Reinemann  
Principal

Mr. Jim Carnes  
Assistant Principal

Ms. Naomi O'Brien  
Elementary Special  
Education Coordinator

Ms. Laura Driscoll  
Special Education  
Team Chair

TO: Beth McCoy, Superintendent  
FROM: Deborah Reinemann, Ed.D., Principal  
RE: Principal's Report  
DATE: May 15, 2023

## **Principal's Reflections**

As the school draws to a close we reflect on where we started and the growth across the school. Our students have worked to hone their skills, practice their logic and grow as members of a community. Our teachers have coached, led, and nudged our students to learn who they are as learners, how to persevere and to stretch their skills. In May we assess students using Running records and DIBELS. Our Coaches and Interventionists create a "Books at the Beach" where teachers can sign up for the "beach". Students bring their book bins and read independently in beach chairs in the lobby, decked out in beach paraphernalia and teachers can then run individual assessments with students, supported by the coaches. For a student, it is a mini field trip, and for our classroom teachers it is a great help for end of year assessment.

During the first weeks of June grade level teams will host end of year data meetings, reviewing progress and tagging students who will likely need support as we start up in September. As we look at end of the year assessments and reflect on individual growth and cohorts, we can see areas of academic, emotional and social growth and next steps for our instruction.

We are well underway with MCAS assessments. With just a few days of testing and makeups remaining, we want to thank our third, fourth and fifth grade students and teachers for their attention to the required assessment and Jim Carnes for coordinating the test protocols and compliance.

Challenge Success and Dover Sherborn have been in partnership for almost ten years and we are looking to reinvigorate our Challenge Success practices at Chickering. Parents and teachers have been offered a survey to help us determine our priorities for next year.

The Chickering Emergency Response team will meet later this month to discuss and review our current practice for safety drills, security and preparedness. We are incorporating new guidelines for the number of required drills (bus evacuation, fire drills, lock down) as well as our current practices for safety communications. The district hosted an information session with Synergy as we plan for middle school and high school student instruction in safety protocols. Ms. McCoy will share the link to the meeting.

## **Curriculum and Learning and Professional Development**

At many grade-levels, students are engaged in reading units of study that include student participation in book clubs. Book clubs give students the opportunity to read, write about, and discuss the same text as a small group of their peers. Book club discussions support the development of reading, listening, and speaking skills.

- In the second grade *Series Book Club* unit, students read multiple books in a series. This gives them the opportunity to really get to know a character's traits and motivations, and transfer this knowledge to other books in the series. Unit lessons help students understand a problem/solution narrative text structure, where characters run into a problem and need to figure out a solution.
- In third grade, students are thinking deeply about characters. Within the mentor text, *Because of Winn Dixie*, and in their book club texts, students are attending to patterns in character behaviors, how characters deal with difficulties, the impact of secondary characters, and lessons characters learn.
- Meanwhile, fourth and fifth graders are studying specific fiction genres within book clubs. Fourth graders are reading historical fiction texts and learning how to track both the plot of the story and the historical timeline. Fifth graders are reading fantasy books and learning how to deal with complicated settings, multidimensional characters, and

We celebrated May Day on May 5th with our second and third grade students and their parents. Festivities included an English May Carol, a traditional Mexican song for Spring, decorating our May Pole with woven ribbons through a dance, dancing to a traditional Russian folk song, Sasha, and a contemporary Salsa dance! We started our May Day tradition during COVID and are thrilled to continue with our students learning folk dances and songs to include music and traditions from around the globe. This collaboration between music and FLES gave students an opportunity to think across disciplines and make connections between language, culture, music, and dance.

We are looking forward to Flag Day, Field Day, Grade 5 promotion celebration and our "Oh be Joyful celebration" to wrap up the year. And of course, don't miss Arts Night on May 18 6:30-8:00! Please see more information [here](#).

## **School Advisory Council (SAC)**

We were pleased to share with our SAC the [report of progress](#) on our School Improvement Plan (SIP). As communication is one of our goals, a suggestion from SAC was to create a [summary document](#) of our benchmarks and next steps. The information is the same in both documents; you can choose your own reading adventure.

As you can see in both documents, we met many benchmarks and have more work to do as we refine and look to improve for student growth. We are looking forward to sharing our new SIP in June.

### **Handbook**

We are requesting no content changes to the Chickering Family Handbook. The only update is to align with the latest [Bullying Policy](#) and [Bullying Prevention and Intervention Plans](#).

### **Personnel**

Judy McConnell and her husband are expecting baby #2 in mid-June. Mrs. Meaghan Alexis will complete the year as her Long Term Substitute.

Meredith Merritt is returning from her maternity leave in September.

### **Extracurricular**

The week of May 1st was Teacher Appreciation week at Chickering. We opted to celebrate a week earlier than the official week to avoid MCAS. All the adults at Chickering: Teachers, Educational Assistants, Custodians, bus drivers and Cafeteria staff were celebrated in some way last week! We had flowers, an Ice Cream truck, cards and our students wearing their teacher's favorite color! Thank you to PTO for organizing this celebration week.

We are piloting a new idea in conjunction with PTO. To replace the Science Fair, we are designing an all school STEAM day for May 26th. Each grade level will explore Science, Technology, Engineering, Art and Math activities (STEAM), based on the theme of "Our Changing World".

Recent Communications from Chickering:  
Family Newsletters posted [here](#) and on Bloomz

# The Public Schools of Dover and Sherborn

157 Farm Street  
Dover, MA 02030  
Phone: 508-785-0036 Fax: 508-785-2239  
[www.doversherborn.org](http://www.doversherborn.org)



Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator  
Kate McCarthy, Director of Student Services

TO: Dover School Committee  
FROM: Dawn Fattore, Business Administrator  
DATE: May 12, 2023  
RE: Approved FY23 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>	<u>Fund</u>
1091	3/9/2023	\$895.23	SPED 240 Grant
1092	3/9/2023	\$80,188.23	Circuit Breaker
1093	3/9/2023	\$59,521.72	General-School
1094	3/17/2023	\$33,903.94	Food Service
1095	3/17/2023	\$66,194.36	General-OOD
1096	3/17/2023	\$9,416.74	General-School
1097	3/17/2023	\$9,662.66	General-School
1099	3/23/2023	\$19,251.90	General-School
1100	3/23/2023	\$141,101.50	General-School
1102	4/5/2023	\$29,791.29	General-School
1103	4/5/2023	\$1,436.59	Capital
1104	4/5/2023	\$101,390.83	Circuit Breaker
1105	4/5/2023	\$52,288.02	General-OOD
1107	4/20/2023	\$225.00	SPED 252 Grant
1108	4/20/2023	\$47,692.80	General-School
1110	5/4/2023	\$18,437.97	Food Service
1111	5/4/2023	\$5,104.21	SPED 240 Grant
1112	5/4/2023	\$5,078.58	Title IVA
1113	5/4/2023	\$3,385.72	Title I
1114	5/4/2023	\$200.00	SPED 252 Grant
1115	5/4/2023	\$22,089.34	General-School
1116	5/4/2023	\$184,525.83	General-OOD
1117	5/4/2023	\$258,369.24	Circuit Breaker

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Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator  
Kate McCarthy, Director of Student Services

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TO: Dover School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY23 Operating Update  
DATE: May 12, 2023

Attached please find the:

- Status of Appropriations as of April 30, 2023
- Special Revenue/Revolving Funds as of March 31, 2023

*Note: As in previous years, the financial narrative will be rolling with new/updated information in bold.*

## Status of Appropriations

### Salaries

The majority of salaries have been encumbered for FY23. The Special Education Teachers line item reflects the conversion of two special educational assistants to an additional special educator to provide more direct instruction to students on IEPs as well as savings from post FY23 budget staffing changes. You will see corresponding savings in the Educational Assistants line item which also reflects one additional EA charged to the SPED 240 Grant, increasing that positive variance. There are also variances in the Teachers-Classroom, Guidance and Psychological line items due to several post-FY23 budget staffing changes as well as current year unpaid leaves. **The net impact is currently a negative variance of approximately \$10,000.** The Substitutes line is over-budget representing the needed coverage. There is a positive variance in SPED Administration due to the allocation of responsibilities this year with an interim in this shared district position. Substitutes and Custodial overtime services are expensed as incurred.

### Expenditures

There are no material expenditure variances to report to date except for SPED Services/Supplies and utilities. Additional support services have been required for the current cohort of students on IEPs. The negative variance previously reported in textbooks for materials purchased for the Reader's Workshop implementation has been moved to utilize the available funding from the FY22 Pandemic-Related Enrollment Disruptions Impacting Chapter 70 Aid Dover received late in FY22 of \$7,884.69. As these expenses are one-time purchases and not annual operating expenses, this was an appropriate use of these funds. Initial projections have been encumbered for building maintenance contracts and most utilities. The encumbrance for Transportation costs has been increased to reflect fuel adjustment increases. The TEC oil bid price for FY23 is for the first time a floating rate due to the current volatility of the oil market. The fixed rate at the time of the bidding process was \$4.1425 (FY22 was \$2.1524). We have revised the negative variance in Utilities from **\$30,000** to **\$10,000** based on the mild winter. We have been paying between \$3.20 - \$3.80 per gallon for our deliveries to date which is below the placeholder of \$4/per gallon.

### Out-of-District

Tuition encumbrances are reflected for all known out-of-district placements however we continue to see some fluctuations in placements and placement costs. **With changes since the March report, OOD tuition costs are now approximately \$270,000 over budget. Transportation costs this month reflect \$20,000 of additional costs and are \$45,000 over budget for the year.** This corresponds with the new placements. Circuit Breaker reimbursement has been finalized. Dover will be receiving \$1,151,764 comprised of \$940,486 for tuition costs and \$211,278 in transportation costs. The State was able to fully fund tuition and transportation allowed costs at the mandated rate of 75%. This was great news for the transportation costs as the roll-out of reimbursement for these costs under the Student Opportunity Act had been accelerated.

### Net Operating Results

At this point in the year, we are projecting a negative operating variance primarily related **to the increase in in-district SPED costs** and the OOD activity. CB funds are available to cover this deficit. We will continue to monitor and provide financial updates at the June School Committee meeting.

### **Special Revenue/Revolving Funds (new information)**

The quarterly statement as of March 31<sup>st</sup> is attached for your review.

We are anticipating additional revenues for the Building Rental fund representing rental fees for the Community Education programming at Chickering (CE and DEDA).

We are excited to share that a new tilt skillet will be purchased this summer for the Chickering kitchen utilizing funds from the Food Services Revolving Account. Participation rates at Chickering have increased from pre-COVID levels of 48% to over 71% in the current year (assuming the increase is partially related to the Federal and State funding of universal free lunch for the past several years). This has allowed us to accumulate funds which can be reinvested back into operations. The cost of the new piece of equipment is approximately \$20,000 and will allow the kitchen to more efficiently cover the increase in student meals.

Also important to note is the Preschool Revolving Fund Balance. As approved during the budget process, an additional Pre-k section is being added based on enrollment for FY24 and the expense of the additional staff is being covered with these funds.

### **FY24 Operating and Capital Updates (new information)**

The Town of Dover approved the FY24 operating budget as well as the classroom flooring and fire control panel replacement capital projects at the Annual Town Meeting on May 1<sup>st</sup>. We thank the Town of Dover and the taxpayers for their continued support.

We continue to monitor the FY24 enrollment numbers for any changes from projections and compliance with class size guidelines (17-22). The current incoming kindergarten class is 61. As we have previously discussed, we will closely watch this enrollment number to determine the need for three (3) or four (4) sections. All other grades as of May 1<sup>st</sup> have enrollments that fall within the FY24 budgeted sections.

We will be happy to answer any questions at Tuesday's meeting.

Dover Public Schools  
Status of Appropriations as of April 30, 2023

<u>SALARIES</u>	<u>FY23</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
	<u>BUDGET</u>	<u>THUR 4/30</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/ BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$146,408	\$90,190	\$45,095	\$135,285	11,123	7.60%
BUSINESS AND FINANCE	116,115	75,042	37,521	112,563	3,552	3.06%
DISTRICT INFO MANAGEMENT	77,214	53,456	25,738	79,194	(1,980)	- 2.56%
SPED ADMINISTRATION	212,753	157,679	41,060	198,739	14,014	6.59%
SCHOOL LEADERSHIP-BUILDING	380,251	318,341	61,429	379,770	481	0.13%
ACADEMIC LEADERS	33,112	21,545	14,924	36,469	(3,358)	-10.14%
TEACHERS, CLASSROOM	3,617,273	2,552,515	1,102,720	3,655,235	(37,962)	- 1.05%
TEACHERS, SPED	858,468	619,907	258,159	878,066	(19,598)	- 2.28%
SUBSTITUTES	45,000	67,661	1,913	69,573	(24,573)	-54.61%
EDUCATIONAL ASSISTANTS	712,988	513,407	122,885	636,292	76,696	10.76%
LIBRARIANS & MEDIA CENTER	57,321	41,991	18,663	60,654	(3,333)	- 5.81%
BUILDING BASED PD	16,875	27,353	0	27,353	(10,478)	-62.09%
GUIDANCE COUNSELORS	98,850	85,318	37,846	123,164	(24,314)	-24.60%
PSYCHOLOGICAL SERVICES	95,301	25,717	18,069	43,787	51,514	54.05%
MEDICAL/HEALTH SERVICES	100,007	69,815	31,476	101,292	(1,285)	- 1.28%
CUSTODIAL SERVICES	238,347	180,526	35,776	216,303	22,044	9.25%
<b>TOTAL SALARIES</b>	<b>\$6,806,282</b>	<b>\$4,900,463</b>	<b>\$1,853,274</b>	<b>\$6,753,738</b>	<b>\$52,544</b>	<b>0.77%</b>
<b>EXPENDITURES</b>						
SCHOOL COMMITTEE	\$10,650	\$8,202	\$51	\$8,253	2,397	22.51%
SUPERINTENDENT	17,300	15,256	350	15,606	1,694	9.79%
LEGAL SERVICES	9,000	7,682	1,818	9,500	(500)	- 5.56%
DISTRICT INFO MANAGEMENT	79,500	73,079	3,403	76,482	3,018	3.80%
SCHOOL LEADERSHIP-BUILDING	18,408	21,046	1,552	22,598	(4,190)	-22.76%
CLASSROOM CONTRACTED SERVICES	4,500	1,828	0	1,828	2,672	59.38%
SPED SERVICES/SUPPLIES	75,200	133,653	78,542	212,195	(136,995)	-182.17%
LIBRARIANS & MEDIA CENTER	13,860	10,770	644	11,414	2,446	17.65%
COURSE REIMBURSEMENT/PD	33,300	13,243	3,585	16,828	16,472	49.46%
TEXTBOOKS & RELATED SOFTWARE	37,000	34,470	1,720	36,190	810	2.19%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	6,859	0	6,859	(759)	-12.44%
INSTRUCTIONAL EQUIPMENT	17,500	9,224	3,909	13,132	4,368	24.96%
GENERAL SUPPLIES	62,050	48,810	4,036	52,846	9,204	14.83%
CLASSROOM INSTRUCT TECHNOLOGY	20,000	23,418	0	23,418	(3,418)	-17.09%
GUIDANCE	3,500	1,329	116	1,445	2,055	58.72%
MEDICAL/HEALTH SERVICES	2,600	1,630	0	1,630	970	37.31%
TRANSPORTATION SERVICES	262,541	194,598	70,267	264,865	(2,324)	- 0.89%
CUSTODIAL SERVICES	25,000	14,928	3,453	18,381	6,619	26.48%
UTILITIES	217,500	170,672	55,178	225,850	(8,350)	- 3.84%
MAINTENANCE OF BUILDING	135,500	88,632	15,920	104,553	30,947	22.84%
<b>TOTAL EXPENDITURES</b>	<b>\$1,051,009</b>	<b>\$879,328</b>	<b>\$244,546</b>	<b>\$1,123,874</b>	<b>(\$72,865)</b>	<b>- 6.93%</b>
<b>TOTAL INDISTRICT OPERATING</b>	<b>\$7,857,291</b>	<b>\$5,779,791</b>	<b>\$2,097,820</b>	<b>\$7,877,612</b>	<b>(\$20,321)</b>	<b>- 0.26%</b>
<b>OOD TUITION &amp; TRANSPORTATION</b>						
TUITION TO MA SCHOOLS	50,000	0	0	0	50,000	100.00%
TUITION TO COLLABORATIVES	375,000	277,933	138,163	416,096	(41,096)	-10.96%
TUITION TO NON-PUBLIC SCHOOL	1,490,000	1,327,423	498,682	1,826,105	(336,105)	-22.56%
TUITION TO OUT OF STATE SCHOOLS	225,000	120,564	47,523	168,087	56,913	25.29%
TRANSPORTATION SERVICES	\$372,500	\$218,064	\$199,118	\$417,182	(44,682)	-12.00%
<b>TOTAL OOD</b>	<b>\$2,512,500</b>	<b>\$1,943,984</b>	<b>\$883,486</b>	<b>\$2,827,470</b>	<b>(\$314,970)</b>	<b>-12.54%</b>
<b>TOTAL OPERATING</b>	<b>\$10,369,791</b>	<b>\$7,723,775</b>	<b>\$2,981,306</b>	<b>\$10,705,081</b>	<b>(\$335,290)</b>	<b>- 3.23%</b>
<b>CB Reimbursement offset at 75%</b>				<b>\$1,151,764</b>	<b>\$1,151,764</b>	
<b>Est. Operating Expenses/ Surplus</b>				<b>\$11,856,845</b>	<b>\$816,474</b>	



**Dover Public Schools**  
**Special Revenue/Revolving Funds as of March 31, 2023**

SPECIAL REVENUE/REVOLVING FUNDS	FUND BALANCE @7/01/2022	REVENUE	EXPENDITURES / ENCUMBRANCES	FUND BALANCE @ 03/31/23	Notes:
BUILDING RENTAL	\$ 32,072	\$ 5,118	\$ 4,446	\$ 32,744	
CIRCUIT BREAKER	-	1,151,763	1,151,763	-	
FOOD SERVICES	148,533	203,556	185,395	166,694	<i>Net of deposits in advance - \$14,753, Reported ACTUAL ACTIVITY ONLY</i>
GIFTS (see pg 2 for details)	22,499			22,499	
PRESCHOOL	148,852	69,450	21,149	197,153	
<b>FIDUCIARY FUND</b>					
STUDENT ACTIVITY FUND	\$ 12,480			\$ 12,545	<i>Student Activity Account balance per school</i>



## DRAFT

### Dover School Committee Meeting of March 9, 2023

Members Present: Sara Gutierrez-Dunn  
Colleen Burt  
Jeff Cassidy  
Liz Grossman  
Goli Sepehr

Also Present: Beth McCoy, Superintendent  
Denny Conklin, Assistant Superintendent  
Dawn Fattore, Business Manager  
Deb Reinemann, Principal

#### 1) Call to Order

Sara Gutierrez-Dunn called the meeting to order in the Chickering Library at 6:35 pm.

#### 2) Community Comments - none

#### 3) Continued Discussion on FY24 Budget

Dawn Fattore presented two budget adjustments: 1) salary savings of \$9,275 from the reduction of the district-wide floating nurse from a 1.0 FTE to a .8 FTE (Dover's share of the reduction is .1 FTE); and 2) salary savings of \$85,000 based on retirement notifications. These two adjustments reduce the FY24 Budget by \$94,275 to a total of \$10,778,641 which is a \$408,850 increase over FY23 or 3.94% (4.63% In-District, 1.79% Out of District).

#### 4) Public Hearing on Proposed FY24 Budget

Budget drivers for the FY24 Budget include: a reserve for contractual agreement increases for bargaining units as all contracts are currently in negotiations in addition to step and lane increases for educators ranging from 4 - 9.8%; addition of three Educational Assistants; salary savings from post FY23 staffing changes and a .1 FTE reduction to PH's allocation of the district-wide floating nurse position; student enrollment remains level with 26 classroom sections; and continued trend budgeting for all other operating accounts (including increased costs for direct instruction supplies/software, SPED contractual services, transportation, and utilities).

The total FY24 Operating Budget of \$10,778,641 consists of :

Educational Services: Staffing \$6.05 mill; Expenditures \$405,000.

Administrative/Related Support Services: Staffing \$1.02 mill; Expenditures \$740,000

OOD Special Education: Tuition costs \$2,185,000 for 18 placements; Transportation \$372,500

Capital Requests: \$130,000 to replace flooring in 2nd/3rd grade wing classrooms and \$45,000 to replace fire control panel for a total of \$175,000.

*Jeff Cassidy made a motion to approve the FY24 Budget as presented. Goli Sepehr seconded.  
23-02 VOTE: 5 - 0*

#### 5) Reports

- Superintendent Report - Beth McCoy presented an update from her office including: Entry Plan process featured a recent visit to 4th and 5th grade students at Chickering; SPED Audit recommendation of using 4 coordinators in the District instead of team chairs with responsibilities divided by grade (across Pine Hill and Chickering) to align services; and the FY24 budget has been adjusted to include a placeholder for expected recommendations from the consultant; recent DEI Forum information session; the Calendar Task Force will launch in the next few weeks.

## DRAFT

- Assistant Superintendent Report - Denny Conklin gave an update on tiered focus monitoring, the math curriculum pilot, and the progress of the new website design.
- Principal's Report - Dr. Reinemann highlighted recent and upcoming events at Chickering.
- Warrant Report

### 6) **FY23 Monthly Financial Report as of March 3, 2023**

- Salaries - the Teachers - Classroom, Guidance, and Psychological line items show a negative variance of approximately \$5,000 that has been reduced based on unpaid leaves. The Substitutes line is now over-budget represented the needed coverage.
- Expenditures - the negative variance previously reported in textbooks for materials purchased for the Reader's Workshop implementation has been moved to utilize the available funding from the FY22 Pandemic-Related Enrollment Disruptions Impacting Chapter 70 Aid Dover received late in FY22 of \$7,884.69. The negative variance in Utilities has decreased from \$30,000 to \$10,000 due to the mild winter.
- Out-of-District - tuition costs are approximately \$230,000 over budget an increase of \$80,000 since the last report.

### 7) **Annual School Committee Vote on MA School Choice Law**

MA General Law Chapter 76, Section 12 requires local school committees to vote annually as to whether or not the district will participate in School Choice.

*Colleen Burt made a motion to have the Dover Schools not participate in the School Choice program for the 2023-24 school year. Jeff Cassidy seconded.*

*23-03 VOTE: 5 - 0*

### 8) **Consent Agenda**

- Approval of Minutes: January 17, 2023

*Liz Grossman made a motion to approve the Consent Agenda. Colleen Burt seconded.*

*23-04 VOTE: 5 - 0*

### 9) **Communications**

- Dover Sherborn Regional School Committee Minutes of December 6, 2022
- Sherborn School Committee Minutes of November 15, 2022

### 10) **Items for May 15, 2023 meeting** - MW Health Survey data

### 11) **Adjournment at 8:08 pm.**

Respectfully submitted,  
Amy Davis

**Approved 3.7.2023**

**Dover-Sherborn Regional School Committee**  
Meeting of February 7, 2023

Members Present: Maggie Charron  
Judi Miller  
Kate Potter  
Angie Johnson  
Lynn Collins  
Mark Healey

**1) Call to Order**

Maggie Charron called the meeting to order at 7 pm in the Middle School Library.

**2) Community Comments** - Bethany Burke, parent from Dover, spoke about her concern that academics and intellectual challenge should be a priority over other initiatives (CRT, SEL, DEI).

**3) Reports**

- Superintendent Report - Beth McCoy presented an update from her office including: the recent Community Forum; the progress of the consultant evaluating the HR needs of the District; and the formation of the Calendar Task Force.
- Warrant Report

**4) Financial Reports: FY23 Monthly Report as of December 31, 2022**

- Revenues - the projections for High School Parking and Activity Fees are being adjusted due to lower than budgeted participation to date.
- Salaries - two additional staffing changes occurred in January resulting in an increase to the positive variance in Teachers, Classroom of approximately \$60,000.
- Expenditures - there are no changes to report since last month.
- Capital Project Update - the Lindquist Security Access System is now complete and the system is in full operation.
- Other FY23 Activity - Drummey Rosane Anderson, Inc will be conducting the Educational Facility Space Needs Assessment. The process will take approximately 8-10 months and the Committees will be updates as needed.
- Parking fees - there was discussion about the student proposal on the fees for parking. Maggie Charron is going to put together a memo with all available information for the Committee to discuss further and vote on at the next meeting.

**5) FY24 Proposed Budget Continued Discussion**

- Operating - there have been no changes to the budget since the last meeting. West Suburban Health rates will be determined on Feb 15th. Contract negotiation with all parties are ongoing.
- Capital - The Administration has received feedback from the Town of Dover and the Sherborn Sustainability Coordinator that they would like the rooftop air handling units be replaced with electric units. Dawn Fattore has met with a vendor for redoing the athletic complex. There has also been discussion about the plan to move the tennis courts.

**6) Consent Agenda**

- Approval of Minutes: December 6, 2022

## **Approved 3.7.2023**

*Lynn Collins made a motion to approve the Consent Agenda. Judi Miller seconded.  
23-04 VOTE: 5 - 0*

### **7) Communication**

- DSHS Principal's Report - John Smith
- DSMS Principal's Report - David Lawrence
- Dover School Committee Minutes of November 22, 2022

**8) Next meeting February 15, 2023 meeting - FY24 Capital Budget, FY24 Operating Budget**

**9) Adjournment at 8:32 pm.**

Respectfully submitted, Amy Davis

**Dover-Sherborn Regional School Committee**  
Meeting of February 15, 2023

Members Present: Maggie Charron  
Judi Miller  
Kate Potter  
Angie Johnson  
Lynn Collins  
Mark Healey

**1) Call to Order**

Maggie Charron called the meeting to order at 6:32 pm in the Middle School Library.

**1) Community Comments** - Bethany Burke, parent from Dover, asked that her questions from the recent DEI Forum about SEL, Cultural Responsiveness, MTSS, and DEI relate to the curriculum. She also read a comment from Liz Panagoulis (Sherborn parent) requesting clarification on references made at a recent meeting to “old school” academics and “we are a public school” as well as when parents are notified of intervention determined by MTSS. Alexandra Frank, Sherborn parent, read comments written by her children regarding how their experiences at Pine Hill are beginning to remind them of their previous school which their family left when DEI work overtook academic focus.

Maggie Charron and several other committee members addressed the recent anonymous websites and letters that were circulated in both towns. The claims made suggesting nefarious intentions of the Equity Audit and other DEI initiatives were rebutted. Committee members thanked those that have participated in recent DEI forums and asked that all comments be expressed respectfully, not anonymously, to facilitate discussion.

**2) FY24 Proposed Budget**

- Operating
- Capital - A contingency amount \$100,000 has been added to the rooftop air handling unit replacement increasing the project total to \$1,200,000. Dover is responsible for \$647,400 and Sherborn \$552,600. The remaining projects total \$180,000 and will be funding within the current Regional budget.

*Lynn Collins made a motion to approve the revised FY24 Capital Plan as presented. Judi Miller seconded.*

*23-05 VOTE: 6 - 0*

- Local District Fee Summaries - Maggie Charron provided a memo summarizing her research into area school fees including for parking. After discussion the committee members decided to keep the parking fee at \$300 for FY24 and to request that the Administration not raise the fee for at least the next three years.

**2) Adjournment at 7:11 pm.**

Respectfully submitted, Amy Davis

Approved 3.15.23

**Sherborn School Committee**  
Meeting of February 7, 2023

Members Present: Amanda Brown  
Dennis Quandt  
Kristen Aberle  
Christine Walsh

Also Present: Beth McCoy, Superintendent  
Denny Conklin, Assistant Superintendent  
Dawn Fattore, Business Administrator

**1) Call to Order**

Amanda Brown called the meeting to order at 5:59 pm in the Middle School Library.

**2) Community Comments** - none

**3) Reports**

- Superintendent Update - Beth McCoy spoke about the following: the recent Community Forum; the progress of the consultant evaluating the HR needs of the District; and the formation of the Calendar Task Force.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

**4) FY23 Monthly Report as of January 31, 2023**

- Out-of-District - Circuit Breaker reimbursement has been finalized and totals \$294,003. The projected shortfall for FY23 given all known placements to date is \$387,670. Dawn Fattore is working with the Town and Advisory Committee to determine the next steps to request additional appropriations and the potential use of the SPED Stabilization Fund.

**5) Proposed FY24 Budget**

- *Operating* - OOD projected costs have been updated as well as the estimated for Circuit Breaker amount to be received in FY24. Budgeted tuition and transportation costs have not changed. The proposed Circuit Breaker amount to be applied to the budget has been increased to \$320,000 and represents a 60% reimbursement rate. Version 2.0 of the FY24 budget will be presented at the March 14th meeting.
- *Capital* - an updated quote has been received and the capital request for the Emergency Management System upgrade will be \$40,000 (down from \$75,000).

*Dennis Quandt made a motion to approve the FY24 Capital Budgets as presented. Christine Walsh seconded.*

*23-01 VOTE: 4 - 0*

**6) Consent Agenda**

- Approval of Minutes: November 15, 2022
- Approval of Pre-School Tuition - proposed 2.5% increase to \$6,030 for 3 days and \$10,670 for 5 days.

*Dennis Quandt made a motion to approve the Consent Agenda as amended. Christine Walsh seconded.*

*23-02 VOTE: 4- 0*

**7) Communications**

- Dover Sherborn Regional Committee minutes of November 8, 2022
- Dover School Committee minutes of October 25, 2022

**8) Items for March 14, 2023 meeting** - FY24 Budget Hearing



**Approved 3.15.23**

**9) Adjournment at 6:44 pm.**

Respectfully submitted,  
Amy Davis

**Sherborn School Committee**  
Meeting of March 14, 2023

Members Present: Amanda Brown  
Dennis Quandt  
Sangita Rousseau  
Kristen Aberle  
Christine Walsh

Also Present: Beth McCoy, Superintendent  
Denny Conklin, Assistant Superintendent  
Dawn Fattore, Business Administrator

**1) Call to Order**

Amanda Brown called the meeting to order at 6:31 pm via Zoom.

**2) Community Comments** - none

**3) Continued Discussion on FY24 Budget**

Dawn Fattore presented two budget adjustments: 1) salary savings of \$9,275 from the reduction of the district-wide floating nurse from a 1.0 FTE to a .8 FTE (Sherborn's share of the reduction is .1 FTE); and 2) \$20,000 increase in Circuit Breaker funds used to offset General Fund expenditures for a total amount of CB funds of \$320,000. These two adjustments reduce the FY24 Budget by \$29,275 to a total of \$7,925,571 which is a \$598,503 increase over FY23 or 8.17% (4.27% in In-District, 53.91 in Out of District).

**4) Public Hearing on Proposed FY24 Budget**

Budget drivers for the FY24 Budget include: a reserve for contractual agreement increases for bargaining units as all contracts are currently in negotiations in addition to step and lane increases for educators ranging from 4 - 9.8%; addition of one classroom educator (a FY23 position funded outside operating budget) and one SPED educational assistant; salary savings from post FY23 staffing changes and a .1 FTE reduction to PH's allocation of the district-wide floating nurse position; student enrollment remains level with 21 classroom sections; and continued trend budgeting for all other operating accounts (including increased costs for direct instruction supplies/software, SPED contractual services, transportation, and utilities).

The total FY24 Operating Budget of \$7,925,571 consists of:

Educational Services: Staffing \$5.1 mill; Expenditures \$285,000.

Administrative/Related Support Services: Staffing \$1 mill; Expenditures \$635,000

OOD Special Education: Tuition costs \$740,000 (net of \$320,000 of Circuit Breaker) for 10 placements; Transportation \$145,000

Capital Request: Energy Management System upgrade \$40,000

*Dennis Quandt made a motion to approve the FY24 Budget as presented. Sangita Rousseau seconded.*

*23-03 VOTE: 5 - 0 via roll call*

**5) Reports**

- Superintendent Report - Beth McCoy presented an update from her office including: SPED Audit recommendation of using 4 coordinators instead of team chairs with responsibilities divided by grade (across Pine Hill and Chickering) to align services; and the FY24 budget has been adjusted to include a placeholder for expected recommendations from the consultant.
- Assistant Superintendent Report - Denny Conklin gave an update on tiered focus monitoring, the math curriculum pilot, and the progress of the new website design.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.

## Approved 5.9.23

- Warrant Report

### 4) FY23 Monthly Report as of March 10, 2023

- Out-of-District - two placements have ended since our last meeting reducing tuition costs by \$60,000. There is a negative variance of just under \$400,000 before applying the additional CB funds available of \$98,603. An updated analysis of OOD reflecting the unfunded amount which has been reduced to approximately \$300,000 from the previously reported \$390,000. The Administration continues to work with the Town and the Advisory Committee to determine the steps needed to request additional appropriations and the potential use of the SPED Stabilization Fund.

### 5) Annual School Committee Vote on MA School Choice Law

MA General Law Chapter 76, Section 12 requires local school committees to vote annually as to whether or not the district will participate in School Choice.

*Dennis Quandt made a motion to have the Sherborn Schools not participate in the School Choice program for the 2023-24 school year. Sangita Rousseau seconded.  
23-04 VOTE: 5 - 0 via roll call*

### 6) Consent Agenda

- Approval of Minutes: February 7, 2023 - remove Sangita Rousseau from list of members present at meeting
- Donation - \$10,000 from the Sawin Fund to supplement the cost of field trips and enrichment programs.

*Christine Walsh made a motion to approve the Consent Agenda as amended. Kristen Aberle seconded.  
23-05 VOTE: 4-0-1 via roll call (Sangita Rousseau abstained).*

### 7) Communications

- Dover Sherborn Regional Committee minutes of February 7 & 15, 2023

### 8) Adjournment at 8:00 pm.

Respectfully submitted,  
Amy Davis