

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

March 1, 2022

6:30 pm

VIA ZOOM

Join Zoom Meeting
<https://us02web.zoom.us/j/85975111425?pwd=MkUzamRScUx4ZzgycFRqcGRFQzIBUT09>

Meeting ID: 859 7511 1425
Passcode: 590602

REVISED AGENDA

1. Call to Order
2. Community Comments
3. Superintendent Updates
 - Unmasking Update
 - Communication Specialist
 - Central Office Audit
4. Superintendent-elect contract A.R.
5. Consent Agenda A.R.
 - JSC Minutes January 13, and January 18, 2022
6. Adjourn

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

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



Dover-Sherborn
PUBLIC SCHOOLS

SUPERINTENDENT'S REPORT

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

Joint Meeting of the School Committees

MARCH 1, 2022



RESPECT THE CHOICE

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

STATE MASK REQUIREMENT

- The state mask requirement will not be renewed as of February 28, 2022
- 80% vaccination rate threshold for unmasking is no longer applicable in MA schools
- School districts are now granted the authority to develop local guidelines
- After consulting the Boards of Health and Health & Hygiene Advisory, and reviewing DESE and DPH guidance, masks will be optional in the District as of March 7, 2022
- Any future mask requirements from DESE would include policy clarification for schools with high vaccination rates

STRATEGIES FOR SUCCESS

- Data indicates a rise in positive cases following school vacations
- Many families in the Dover-Sherborn community choose to travel over breaks
- Students and staff may engage in a variety of social gatherings
- Incubation period for COVID-19 is typically 3-5 days
- Continued masking for 5 days after vacation will give us the best chance for successfully transitioning to a mask-optional community on March 7
- Should clusters of cases occur beyond March 7, school nurses will make recommendations to ensure the health and safety of individuals, small groups, classrooms and/or schools
- School leaders and staff will prepare students for return to a more typical school environment

VACCINATION RATES

- **High vaccination rate amongst the DS community** (booster rates currently unavailable)
 - **Staff**
 - 99% Across all four schools
 - **Students** (fully vaccinated) **84%**
 - Chickering $372/491 = 76\%$ (80% including staff)
 - Pine Hill $330/408 = 80\%$ (84% including staff)
 - Middle School $435/505 = 86\%$ (88% including staff)
 - High School $591/655 = 90\%$ (91% including staff)

MITIGATION STRATEGIES

SYMPTOMS

- Students and staff should stay home and be tested if experiencing any of the [COVID-19 symptoms](#)
- If caregivers have questions, need help assessing their child's health symptoms or do not have access to COVID-19 tests, they should contact their school nurse

MASKING

- Required on school buses, per federal order
- Required in school health offices as is the practice in all MA healthcare settings
- Strongly recommended for unvaccinated individuals and those medically vulnerable
- Strongly recommended for preschool students when possible

TESTING OPTIONS

1. **Symptomatic Diagnostic Testing** - Available to any student or staff member who begins experiencing COVID-19 symptoms during the school day. Symptomatic testing is available at all DS schools in the health office using the Abbott BinaxNOW Rapid Antigen Test.
2. **At-Home Antigen Testing Program** - Offered by the Department of Elementary and Secondary Education. Staff and Students who opt into the program will be given one iHealth testing kit containing two tests every two weeks. Our expectation is that testing will be done on Sundays and we will ask any positive result to be shared with the school nurse. If you have not consented and wish to receive these at-home kits every other week, please complete this [form](#).
3. **Drive up Testing for Symptomatic Individuals** - DS will host a one-week drive up testing program during the **week of February 28th** for any student or staff who are showing symptoms of COVID-19. [Pre-registration](#) and [consent](#) are required. The clinic will run Monday 2/28/22 through Friday 3/4/22 from 9:00am to 11:00am.

ADDITIONAL CONSIDERATIONS

- Develop a culture of respect for mask-wearing choice
- Lunch and snack
- Assemblies and events
- Athletics (athletes and spectators)
- Extra-curricular activities
- Visitors



Dover-Sherborn Brand Development & Communications

Building the Best Communications and Outreach for Stakeholders

Overall Objectives :

- To understand stakeholder needs and develop communications that fulfill those needs.
- To create a unified and consistent district communications approach and process while organizing and prioritizing messages and timing.
- To develop and look and feel for the overall district that delivers consistency across all four schools and programs.
- To deliver metrics, scorecards and summaries for the district to stakeholders to celebrate success and keep them abreast of progress.

Marketing & Communications Project Summary

	RESEARCH	PROJECT 1	PROJECT 2	PROJECT 3
	Stakeholder Survey on Current Communications Needs	D-S Brand Development & Style Guide	Superintendent Communication & Newsletter Template	Annual District Schools Progress Report
OBJECTIVE	<ul style="list-style-type: none"> Gain a greater understanding of information most important to stakeholders, frequency of communications and their opinions about current communications. 	<ul style="list-style-type: none"> Update DS School District branding and templatize communications for a cohesive approach for all schools to unify the look and feel of the Dover-Sherborn School District. 	<ul style="list-style-type: none"> Create and distribute ongoing communication from Superintendent with important district school activity, information, and stories to inform and engage stakeholders while celebrating all that is D-S. 	<ul style="list-style-type: none"> Develop report for stakeholders on the progress district schools and achievement of annual goals. From governance, operations, curriculum and school improvements.
DELIVERABLES	<ul style="list-style-type: none"> Survey (likert) - multiple choice questionnaire to measure best practices for district communications Fielded – with results 	<ul style="list-style-type: none"> Brand Style Guide with usable updated logos Design Templates for email, powerpoint and stationery Content calendar for the remainder of the 21-22 school year and a rough draft for the start of the 22-23 calendar. 	<ul style="list-style-type: none"> Rough to Final Newsletter Design for distribution this academic year 	<ul style="list-style-type: none"> A formatted report template and first progress report for distribution
TIMING*	<ul style="list-style-type: none"> Rough Draft – by End of March 	<ul style="list-style-type: none"> Rough Draft – by End of March 	<ul style="list-style-type: none"> By End of April 	<ul style="list-style-type: none"> Before End of School Year

** Deliverable Dates are Dependent on Survey Completion and Content Delivery from each school.*

Dana Campagna Lanham

Executive Advisor & CMO, Fun2Market

Overall Objectives :

- Resident and Parent in the D-S School District
- Graduate of the University of Massachusetts, Marketing Major
- MBA, Western New England University
- 30 years, marketing and communications, specializes in family entertainment and educational products
- Corporate marketing executive experience with Mattel, Rubbermaid, SharkNinja, Greenworks Tools, Beiersdorf
- Consultant to Corporations and Private Equity-owned portfolio CEOs Clients include: Walpole Outdoors, Carson-Dellosa Education, SpinMaster Toys, Atrium Healthcare, Lowe's, Walmart, Bargain Hunt, NC State, and others.
- Press-trained
- Marketing Faculty at UNC Charlotte, Johnson & Wales, and Bentley University

Dover-Sherborn PUBLIC SCHOOLS Thank You!



RESPECT THE CHOICE

THE PUBLIC SCHOOLS OF DOVER AND SHERBORN
- **Joint Meeting of the School Committees** -
MARCH 1, 2022



Communications Planning and Brand Development
Building a Cohesive Approach for the Dover-Sherborn School District



Dana Lanham, CMO
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704.661.9133

Kathleen and D-S Executive Team,

Thank you and your team's time and information regarding the marketing and communications needs for the Dover-Sherborn School District. In follow up to our discussions, I am proposing three projects that address the immediate priorities. These include; 1) Brand strategy with brand development and plan that delivers a cohesive cross-district communications plan and template for all communications, 2) a Superintendent Communication and Newsletter and 3) Progress Report to be delivered to the stakeholders this school year communicating the successes in school performance along with programs and people. The website, as discussed, would not be addressed until the 2022-2023 contract year. The cost for each project is based on number of hours needed to coordinate and complete the work. Obviously, there will be a lot of people involved, and coordinating this work and delivering will take time. As such, I have applied a much lower project rate for the district as opposed to my usual consulting rate.

PROJECT I: D-S BRAND STRATEGY, DEVELOPMENT & PLANNING

- **Objective** - Develop and/or Update DS School District branding and templatize communications materials to create a cohesive approach for all schools to follow and for the district to utilize when communicating with all stakeholders.
- **Deliverables** –
 - Brand Style Guide for the D-S School District that defines all district-brand colors, font-styles, communications templates (newsletters, progress reports and announcements) and usage rules for each type of communication. This style guide will help lay the foundation for a new website.
 - Updated logos in usable formats for all school
 - Design all templates for email, powerpoint and stationery
 - Content calendar for the remainder of the 21-22 school year and a rough draft for the start of the 22-23 calendar.
- **Measuring success** –
 - Recommendation: to measure success of all materials, a survey will be created and sent to a randomized sample of the stakeholder community to ensure support across each group in administration, faculty, students, parents and the school committee.
- **Timing** –
 - Brand development and communications improvements will be delivered in phases based on the updating of the brand style guide and the timing of each tactic on the school calendar. The deliverables will align with Superintendent and district priorities. Newsletter can evolve as brand guide is developed.
 - Final Brand Guide, Logo and Template development – 3/18
 - Communications Calendar/Plan – 3/7
- **Cost** – \$8,500

PROJECT II: D-S SUPERINTENDENT NEWSLETTER TEMPLATE CREATION, CONTENT AND DELIVERY:

Using the Brand guide and other templates, develop and deliver the first superintendent newsletter/communication working closely with the Superintendent and incoming Superintendent to ensure buyoff and continuous use once approved

- **Objective** – Create a regularly distributed communication from the Superintendent/Newsletter that includes important information, a quarterly summary, student, faculty and community stories, across the four schools that make up D-S. Bring in the portrait of a student as a guide for stories to align with the D-S brand. Ensure that equity is delivered in the form of these stories, and celebrate all that is D-S.
- **Deliverables** –
 - Through a series of rough drafts and content gathering, deliver a final newsletter and Superintendent communication that can be regularly developed every quarter
- **Measuring success** –
 - Recommendation: Send rough draft to a select group of stakeholders for comments.
- **Timing** – Ideally, the first Newsletter would be distributed at the end of Q3 (mid-term for High School) or around April 4th.
 - Rough Draft – Headlines and rough design – 2/16
 - 1st Newsletter Content development – 3/4
 - Opinion/feedback survey to stakeholders – 3/7 results 3/15
 - Final Draft ready for email and print - 3/25
 - Distribution – 4/4
- **Cost** – \$4,000

PROJECT III: D-S SCHOOL DISTRICT ANNUAL PROGRESS REPORT

- **Objective** – Develop and end-of-year report to be shared with all stakeholders on the annual progress of the school district from attainment of the district vision and core values, governance, operations, curriculum and school improvements, community/equity/family and personnel along with any regional success stories to communicate key initiatives and results.
- **Deliverables** – A formatted report template and first progress report for distribution
- **Timing**
 - Rough Draft – 5/1
 - Information Gathering/Content (to come from administration) – 6/1
 - Final Draft – 6/15
 - Distribution – email/print 6/30
- **Cost** – \$5,000

Total Cost: Projects I-III - \$17,500

I appreciate your consideration, as DS has been such a great change for my children vs other schools. I would love to help bring a branded and strategic approach to the district. I hope that we can get started ASAP to hit some of these deliverable dates as I know you are interested in getting these priority items complete before you leave. There is a lot to do here, and I am capable of completing it all with you and your team's ongoing input and help to gather content where needed.

Thank you!



Dana Lanham
CMO/PARTNER



Approvals

By: _____

By: _____

Date: _____

Date: _____

Dana Lanham, CMO
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Kathleen Smith
Interim Superintendent
Dover-Sherborn School District
157 Farm Street, Dover, MA 02030



Resources

As a CMO consultant, I will help the leadership team with scope and deliverables. I have an extensive background in marketing strategy and creative execution as marketing executive with SharkNinja, Greenworks, Mattel, Newell, Fun2Market and Chief Outsiders. My strength is understanding the stakeholder and what influences them, applying insights and creativity to customer marketing, campaign content and media channels. I leverage insights to develop a strategic, creative and effective customer-driven approach to growth. I love making brand experiences consistent, improving the whole experience. My style is collaborative. I am a coach and mentor communicating clearly and effectively. I support my clients and listen to them to help effectively drive results.





Fun2Market Engagement Terms & Conditions

1. **Description of Services:** As described in this Proposal from Fun2Market.
2. **Fees and Incentives:** Pricing per each project's proposal.
3. **Relationship of the Parties:** The parties agree that Fun2Market's Dana Lanham will be serving Client as independent contractor for all purposes and not as employees, agents, or partners of or joint ventures with Client. Fun2Market will have control over the order and sequence of the Services and the specific hours worked and will not be subject to Client withholding of income or employment taxes.
4. **Payment Terms:** Fun2Market will invoice Client for retained work to be paid within 14 days. Any expenses must be pre-approved by Client, supported by receipts and invoiced regularly if retained for services. Client will send all payments to Fun2Market via ACH or by check via mail per instructions provided by Fun2Market. Our invoices are assumed to be accurate and correct unless you otherwise advise us within 30 days of the date of the invoice.
5. **Expenses:** Client agrees to reimburse Fun2Market for any preapproved expenses.
6. **Term and Termination:** This agreement will be effective as of the earlier of (i) the date Fun2Market begins providing Services to Client, or (ii) the date Client signs this Engagement Letter, as indicated on the signature page, and the term of this agreement is set to 30 days.
7. **Warranties and Disclaimers:** It is understood that Fun2Market does not have a contractual obligation to Client other than to provide the Services using commercially reasonable efforts in accordance with industry standards. Fun2Market will be under NDA and will not share confidential information from now until perpetuity. Client acknowledges that any information delivered by Fun2Market, including any resources delivered by Fun2Market, will be provided by Fun2Market to be used in the sole discretion of Client. Fun2Market will not be responsible for any action taken by Client in following or declining to follow any of Fun2Market' or the Fun2Market Resources' advice or recommendations. Fun2Market disclaims all other warranties, whether express, implied or statutory, including the implied warranties of merchantability and fitness for particular purpose.
8. **Limitation of Liability:** In no event shall either party be liable to the other party for any indirect, special, incidental, consequential or punitive damages incident to, arising out of, in connection with, or resulting from that party's performance or failure to perform, or the furnishing, performance or use of any services or goods provided pursuant hereto, whether occasioned, brought about, caused, or due to a breach of contract, breach of warranty, negligence, or otherwise, of a party, its agents, directors, officers, employees, or subcontractors. Fun2Market' liability hereunder, regardless of the form of action, shall not exceed the total amount paid to Fun2Market for services rendered under the applicable statement of work.
9. **Ownership of Intellectual Property; Mutual Confidentiality:**
 - a. Client Information. All information pertaining to Client is owned by the Client and shall remain so.
 - b. Proprietary Technology. Client acknowledges that it does not have any rights of ownership in Fun2Market proprietary products, services, internal systems and methodologies, and consulting methods ("Fun2Market Property"). All rights, title, and interest in the Fun2Market Property will, at all times, remain the property of Fun2Market or Fun2Market' licensor, as the case may be.
 - c. Mutual Confidentiality. Client and Fun2Market acknowledge that by reason of their relationship, each may have access to information and materials concerning each other's business, plans, strategies, customers, methods, and systems that are confidential and of substantial value to each party, which value would be impaired if such information were disclosed to any third party. Each party agrees that it will not use in any way for its own account or the account of any third party or disclose to any third party (except a related third party) any confidential information of the other party. Related third party means any third party retained by a party in connection with the performance of this Agreement.

10. Miscellaneous:

- a. This agreement will be governed by and construed in accordance with the laws of the State of Massachusetts, without regard to conflicts of laws provisions.
- b. This agreement constitutes the entire agreement between the parties with regard to the subject matter hereof and supersedes any and all agreements, whether oral or written, between the parties with respect to its subject matter. No amendment or modification to this agreement will be valid unless in writing and signed by both parties.
- c. If any portion of this agreement is found to be invalid or unenforceable, such provision will be deemed severable from the remainder of this agreement and will not cause the invalidity or unenforceability of the remainder of this agreement, except to the extent that the severed provision deprives either party of a substantial portion of its bargain.
- d. Neither Client nor Fun2Market will be deemed to have waived any rights or remedies accruing under this agreement unless such waiver is in writing and signed by the party electing to waive the right or remedy. The waiver by any party of a breach or violation of any provision of this agreement will not operate or be construed as a waiver of any subsequent breach of such provision or any other provision of this Agreement.
- e. Neither party will be liable for any delay or failure to perform under this agreement (other than with respect to payment obligations) to the extent such delay or failure is a result of an act of God, war, earthquake, civil disobedience, court order, labor dispute, or other cause beyond such party's reasonable control.
- f. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same agreement. Electronic and facsimile signatures shall be sufficient for execution of this Agreement. Delivery of this Agreement and an executed signature page of this Agreement via photocopy, electronic copy, including without limitation, Adobe, or facsimile shall be fully enforceable and shall have the same effect as an original.
- g. Client agrees to reimburse Fun2Market for all costs and expenses incurred by Fun2Market in enforcing collection of any monies due under this Agreement, including, without limitation, reasonable attorneys' fees.
- h. Client agrees to allow Fun2Market to use Client's logo and name on Fun2Market's website and other marketing materials for the sole purpose of identifying Client as a client of Fun2Market.

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Dover-Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee
Union #50 Superintendency Committee
Meeting Minutes January 13, 2022

Present:

Dover School Committee

Sara Gutierrez-Dunn

Mark Healey

Colleen Burt

Liz Grossman

Jeff Cassidy

Sherborn School Committee

Nancy Cordell

Amanda Brown

David Kazis

Dennis Quandt

Sangita Rousseau

Dover-Sherborn Regional School
Committee

Kate Potter

Judi Miller

Maggie Charron

Tracey Mannion

Lynn Collins

Angie Johnson

1. **Call to order** – The meeting was called to order at 6:30 pm via ZOOM.
2. **Community Comments** - none
3. **Superintendent Appointment** - Judi Miller, Chair of the Superintendent Search Committee, read the following:

I want to express my gratitude to my co-chair Colleen Burt, and to our colleagues on the Superintendent Search Team, Nancy Cordell and Tracey Mannion, for their invaluable contributions to this process.

When we renewed our search for a superintendent this fall, we began by returning to the candidate profile developed last year with extensive community input regarding the role of the superintendent and the needs of our districts. The three school committees met on October 19 to refine that profile for our current search.

Equipped with the candidate profile, the search team's next task was to assemble a screening committee to review applications and screen the candidates. The 16-member screening committee was made up of representatives of each of the stakeholder groups at DS: 4 from the administration/leadership team, 4 educators, 4 parents and 4 school committee members. Despite its size, the screening committee functioned collaboratively and efficiently, and we wish to again thank the administrators, educators, and parents who dedicated their time to this important process: Administrators, Ann Dever-Keegan, Kate McCarthy, Dr. Barbara Brown and Monique Marshall-Velle. Parents Fiona Hu, Jennifer Debin, Ann Marie DeBarros-Miller and Lori Krussell, Educators: Leonie Glenn, Carey Dardompre, Heidi Loando and Carley Eckles, and School Committee members Tracey Manion Nancy Cordell and Colleen Burt.

Over a period of three weeks this November, the Screening Committee met on several occasions to review the applications submitted for the position and to interview selected candidates.

Following the preliminary interviews and after much in-depth discussion and consideration, the Screening Committee, during its meeting on November 22, 2021, voted to recommend candidates for further consideration by Union 50 and the Dover Sherborn School Committees. At our joint school committee meeting on December 7, 2021, we presented a

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slate of three individuals, Gerardo Martinez, Dr. Joseph Maruszczak, and Elizabeth McCoy, for further consideration. Union 50 and our three committees voted to accept this slate of candidates.

Last week, we were fortunate to have each of these candidates spend a day visiting the district and meeting with our building leaders and our leadership team. In addition, each candidate attended three forums, one for students, one for educators and one for parents, during which our students, educators and parents were able to ask the candidates their questions and then provide feedback to our committees. We wish to thank the many members of our community who took the time to participate in these forums and offer their views regarding the candidates. Your feedback was compiled and provided to the members of the school committees for their review. In addition, school committee members have conducted reference checks regarding each candidate and we wish to thank those members who contributed to that important process.

Before we begin our deliberations, I would like to review the structure of our committees vis a vis hiring a superintendent, both for the members of our committees who are new to this process, and for the members of the public who may be joining us tonight.

When our districts regionalized, we created a body called the Union 50 Superintendency Committee for the purpose of allowing the two local elementary school districts to hire a shared superintendent. Union 50 is made up of three members each from the Dover School Committee and the Sherborn School Committee: Colleen Burt, Sara Gutierrez Dunn, and Mark Healey from Dover, and Amanda Brown, Nancy Cordell, and Dennis Quandt from Sherborn.

Both Union 50 and the Region have the authority to appoint a superintendent independently, and each will conduct a vote tonight. Our past practice has been for Union 50, i.e., the Dover and Sherborn Districts, and the Region, to share a superintendent. In order for a motion to begin contract negotiations with a new superintendent to pass, it must receive a majority of votes in Union 50 and a majority of votes in the Region, respectively. Following the votes by Union 50 and the Region, we will also take a symbolic vote from the remaining members of the Dover and Sherborn School Committees so that all voices can be heard.

Several committee members expressed their support for Beth McCoy.

There were motions to offer the position of Superintendent of Dover Sherborn Public Schools to Beth McCoy and authorize entering into contract negotiations regarding the same.

Union #50: motion by Amanda Brown, second by Sara Gutierrez-Dunn

Vote in favor: Sara Gutierrez-Dunn, Amanda Brown, Dennis Quandt, Colleen Burt, Mark Healey, and Nancy Cordell

DSRSC: motion by Maggie Charron, second by Lynn Collins

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

DSC: Vote in favor: Jeff Cassidy, and Liz Grossman

SSC: Vote in favor: Dennis Quandt, David Kazis, and Sangita Rousseau

There were motions to appoint two Union #50 and two Regional school committee members to negotiate a contract with Beth McCoy on behalf of the School Committees based on terms determined during the strategy session.

Union #50: motion by Sara Gutierrez-Dunn, second by Colleen Burt

Vote in favor: Sara Gutierrez-Dunn, Amanda Brown, Dennis Quandt, Colleen Burt, Mark Healey, and Nancy Cordell

DSRSC: motion by Judi Miller, second by Lynn Collins

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

- 4. Adjournment to Executive Session, not to return to Open Session, for matters pertaining to discussion of strategy related to Superintendent contract negotiations at 7:14 pm.**

Respectfully submitted, Amy Davis

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Dover-Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee
Union #50 Superintendency Committee
Meeting Minutes January 18, 2022

Present:

Dover School Committee

Sara Gutierrez-Dunn

Mark Healey

Colleen Burt

Liz Grossman

Jeff Cassidy

Sherborn School Committee

Amanda Brown

Dennis Quandt

Sangita Rousseau

Dover-Sherborn Regional School
Committee

Kate Potter

Judi Miller

Maggie Charron

Tracey Mannion

Lynn Collins

Angie Johnson

1. Call to order – The meeting was called to order at 6:32 pm via ZOOM.

Kate Potter congratulated Beth McCoy on behalf of the school committees for her appointment as Superintendent.

2. Community Comments - none

3. Reports

- Superintendent/Assistant Superintendent Report - Kathleen Smith discussed updated vaccination rates, CDC quarantine guidelines, and changes to the testing program including the additional of surveillance testing. Beth McCoy spoke about the adjustments have been made to teaching and learning through heavy absences. She also reminded everyone that remote learning is no longer an option per DESE.
- Director of Student Services Report - Kate McCarthy reviewed supports being offered to students including information about additional staffing requests for FY23.

4. NYU Equity Audit Update - Sara McCallister gave an update on the response rate for the surveys. She and her team are working on analyzing the responses and will share their findings at the February meeting.

5. Policy

- Face Coverings Policy EBCFA - clarifications have been made to the policy to reflect unmasking protocols. Because there is not another Joint meeting scheduled until April and due to nature of the clarifications to the policy it was suggested a second read be waived. It can be waived with an unanimous vote of all the committees.

There were motions to waive the second read requirement for approval of the policy.

DSRSC: motion by Maggie Charron, second by Lynn Collins

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

DSC: motion by Colleen Burt, second by Mark Healey

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

SSC: motion by Dennis Quandt, second by Sangita Rousseau

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Vote in favor: Amanda Brown, Dennis Quandt, and Sangita Rousseau

There were motions to adopt Face Coverings Policy EBCFA.

DSRSC: motion by Judi Miller, second by Lynn Collins

Vote in favor: Kate Potter, Judi Miler, Maggie Charron, Lynn Collins, and Angie Johnson.

Abstain: Tracey Mannion

DSC: motion by Liz Grossman, second by Jeff Cassidy

Vote in favor: Sara Guitierrez-Dunn, Colleen Burt, Mark Healey, Jeff Cassidy, and Liz Grossman

SSC: motion by Dennis Quandt, second by Sangita Rousseau

Vote in favor: Amanda Brown, Dennis Quandt, and Sangita Rousseau

- Public Participation at School Committee Meetings BEDH - first read. Changes made to the policy are based on the updates from MASC. Any comments/suggestions on the policy should be sent to the committee chairs.

6. School Committee Norms and Protocols - Dennis Quandt reviewed the norms and protocols developed by the school committees in workshops since August. There was discussion and a few edits made.

There were motions to approve the Dover, Sherborn, and Dover Sherborn Regional School Committees Protocols & Norms for the 2021-22 School Year.

DSRSC: motion by Maggie Charron, second by Angie Johnson

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

DSC: motion by Colleen Burt, second by Mark Healey

Vote in favor: Sara Guitierrez-Dunn, Colleen Burt, Mark Healey, Jeff Cassidy, and Liz Grossman

SSC: motion by Dennis Quandt, second by Sangita Rousseau

Vote in favor: Amanda Brown, Dennis Quandt, and Sangita Rousseau

7. 2022-23 School Year Calendar

There were motions to accept the 2022-2023 School Year Calendar as presented.

DSRSC: motion by Angie Johnson, second by Lynn Collins

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

DSC: motion by Colleen Burt, second by Liz Grossman

Vote in favor: Sara Guitierrez-Dunn, Colleen Burt, Mark Healey, Jeff Cassidy, and Liz Grossman

SSC: motion by Dennis Quandt, second by Sangita Rousseau

Vote in favor: Amanda Brown, Dennis Quandt, and Sangita Rousseau

8. Consent Agenda

- Approval of December 7, 2021 minutes - typo on 2nd page, should read "slate **of** candidates".

There were motions to approve the Consent Agenda as amended.

DSRSC: motion by Angie Johnson, second by Lynn Collins

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

DSC: motion by Jeff Cassidy, second by Mark Healey

Vote in favor: Sara Guitierrez-Dunn, Colleen Burt, Mark Healey, Jeff Cassidy, and Liz Grossman

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SSC: motion by Dennis Quandt, second by Sangita Rousseau

Vote in favor: Amanda Brown, Dennis Quandt, and Sangita Rousseau

9. Adjournment at 9:18 pm.

Respectfully submitted, Amy Davis

Employment Agreement

This Employment Agreement (this "Agreement") is made and entered into on March __, 2022, by and between Elizabeth McCoy (the "Superintendent"), and the Dover-Sherborn Regional School Committee and the Dover-Sherborn Union #50 Superintendency Committee (representing the Dover School Committee and the Sherborn School Committee), (hereinafter referred to as the "Committees").

In consideration of the mutual promises contained in this Agreement, the parties to this Agreement agree as follows:

1. Employment

The Committees hereby agree to employ Elizabeth McCoy as Superintendent of the Dover-Sherborn Regional Public Schools, the Dover Public Schools and the Sherborn Public Schools, and Elizabeth McCoy hereby accepts such employment, subject to the terms and conditions contained in this Agreement.

2. Term and Termination.

2.1 This Agreement shall commence July 1, 2022, and shall terminate June 30, 2025, unless earlier terminated as provided in this section 2.

2.2 This Agreement may be terminated at any time by mutual agreement of the parties.

2.3 The Superintendent may terminate this Agreement before June 30, 2025, by providing one hundred twenty (120) days' written notice to the Committees of her intention to terminate this Agreement.

2.4 The Superintendent shall be subject to discharge for Good Cause by a majority vote of the Committees. For purposes of this Agreement, "Good Cause" shall mean any ground that is put forth by the Committees in good faith that is not arbitrary or irrelevant to the task of maintaining an efficient school system.

2.5 In the event the Committees desire to discharge the Superintendent for Good Cause, the Superintendent declines to resign upon request, and the Committees vote to discharge the Superintendent for Good Cause, the Superintendent shall have the right to be furnished with a written statement specifying the cause(s) for which such dismissal is sought and 15 days' written notice of the time and place of a hearing before the Committees on the cause for dismissal. The hearing shall be conducted in Executive Session unless the Superintendent requests that it be conducted in open session. The Superintendent shall have the right to be represented by legal counsel at the hearing, at her own expense.

3. Duties and Responsibilities

3.1 The Superintendent shall diligently, faithfully, and competently perform the duties and responsibilities of Superintendent of Schools. The Superintendent shall comply with the policies and procedures of the Committees and shall serve and perform such duties at such time and places and in such manner as the Committees may from time to time direct.

3.2 The Superintendent's work year shall be twelve (12) months, and the Superintendent shall devote whatever time, including evenings and/or weekends, as may be required to perform the duties of Superintendent of Schools.

3.3 The Superintendent may undertake consultative work, speaking engagements, writing, lecturing, a doctoral program, or other professional duties and obligations, provided such activities do not in any manner interfere or conflict with the performance of the duties and responsibilities as Superintendent.

4. **Evaluation**

4.1 Within 30 days of the commencement of this Agreement and on or before July 1 of each succeeding year, the parties shall meet to establish goals and objectives for the upcoming school year. The goals and objectives shall be reduced to writing and be among the criteria by which the Committees evaluate the Superintendent's job performance.

4.2 The Committees shall evaluate and assess in writing the performance of the Superintendent at least once per year during the term of this Agreement. The evaluation and assessment shall be reasonably related to the position description of the Superintendent and the goals and objectives set for the year in question.

5. **Compensation**

The Superintendent shall be paid an annual salary at the rate of \$210,000 for the period from July 1, 2022 to June 30, 2023 ("FY23"), \$215,250 for the period from July 1, 2023 to June 30, 2024 ("FY24"), and \$220,631.25 for the period from July 1, 2024 to June 30, 2025 ("FY25").

6. **Annuity Contribution and Tuition Reimbursement**

6.1 During FY23, the Committees shall contribute \$5,000.00, as pre-tax dollars, to an investment authorized under section 403(b) of the Internal Revenue Code for the benefit of the Superintendent.

6.2 The Committees shall reimburse the Superintendent up to \$10,000 per year in FY24 and FY25 for tuition for a doctoral studies program. If the Superintendent resigns from employment with the district prior to completion of, or within two years after completion of her degree, the Superintendent shall repay 50% of the tuition reimbursement she received during the term of this Agreement.

6.3 Notwithstanding the foregoing or anything else contained in this Agreement to the contrary, at the Superintendent's election, in lieu of reimbursement for tuition for a doctoral studies program in either or both FY24 and FY25 as set forth in section 6.2 of this Agreement, the Committees shall contribute, as pre-tax dollars, \$5,000.00 per year if so elected, to an investment authorized under section 403(b) of the Internal Revenue Code for the benefit of the Superintendent.

7. **Reimbursement for Professional Development**

7.1 The Committees agree to reimburse the Superintendent for conferences, expenses and professional dues reasonably incurred by the Superintendent in the normal performance of duties and responsibilities under this contract. Expenses for conferences may include, but shall not be limited to, costs of transportation and attendance at appropriate state and national meetings and conferences, not to exceed \$2,000 per year.

7.2 The Committees agree to reimburse the Superintendent for the cost of three years of participation in the New Superintendent Induction Program through the Massachusetts Association of School Superintendents.

7.3 The Committees agree to reimburse the Superintendent for the cost of a mentor who is an experienced/retired superintendent with whom the Superintendent may meet, as needed, throughout the term of this Agreement, not to exceed \$3,000 annually.

8. **Health Insurance**

The Superintendent shall be eligible to participate in the same health and other insurance benefits currently provided other employees of the Dover-Sherborn Regional School District, subject to the terms and conditions of such coverage and at the same rate as provided for such other employees.

9. **Sick and Bereavement Leave**

9.1 The Superintendent shall be entitled to carry over her existing sick leave bank accumulated with the district. The Superintendent shall accrue eighteen (18) days of sick leave during each year of this Agreement, up to a maximum accrual of 200 days. The accumulated sick leave will not be paid out when the Superintendent leaves the district.

9.2 In case of death during the school year of a member of the Superintendent's immediate family (spouse, parent, sibling, child, person for whom Superintendent is the legal guardian or any other person living in the Superintendent's household), the Superintendent shall be entitled to five days of paid bereavement leave. In case of death during the school year of a member of the Superintendent's extended family (grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, or sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew) the Superintendent shall be entitled to three (3) days of paid bereavement leave.

10. **Vacations**

The Superintendent shall be entitled to (25) twenty-five days of paid vacation during each year of this Agreement, which shall accrue in equal installments at the beginning of each fiscal quarter. Unused vacation days may not be carried over into any subsequent year, unless with the Committees' approval which shall be considered only under extenuating circumstances.

11. **State Retirement Association**

The Superintendent shall be a member of the Teacher's Retirement System as required by Mass. Gen. Laws ch. 32, § 2.

12. **Certificate**

The Superintendent shall furnish and maintain, throughout the term of this Agreement, a valid and appropriate certificate qualifying her to act as Superintendent of Schools in the Commonwealth of Massachusetts, as required by Mass. Gen. Laws ch. 71, § 38G and all other laws and regulations of the Commonwealth.

13. **Indemnification**

The Committee shall at all times indemnify, defend, and hold harmless the Superintendent to the maximum extent permitted by law and in accordance with the terms of Mass. Gen. Laws ch. 258.

14. **Entire Agreement; Amendment**

This Agreement expresses the entire and exclusive understanding and agreement of the parties to this Agreement with respect to the matters covered by this Agreement and incorporates any and all prior agreements, understandings, negotiations and discussions relating to Superintendent's employment as the superintendent, whether written or oral, all of which are hereby terminated and canceled. This Agreement may be modified or amended only by a written instrument manually signed by all parties to this Agreement.

15. **Notices**

Any notice, statement or demand required to be given under this Agreement shall be in writing and shall be sent by a nationally recognized overnight carrier or by electronic mail.

Notices to the Superintendent shall be sent to:

Elizabeth McCoy

mccoye@doversherborn.org

Notices to the Committees shall be sent via their district email addresses to:

Chair of the Dover School Committee

Chair of the Sherborn School Committee

Chair of the Dover-Sherborn Regional School Committee

With a copy to:

Joan Stein

Stoneman, Chandler & Miller

99 High Street, Suite 1601

Boston, MA 02110

JStein@SCMLLP.com

16. **Applicable Law**

This Agreement has been made under and shall be construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, notwithstanding its choice of law rules to the contrary.

IN WITNESS THEREOF, the undersigned have executed this Agreement on March __, 2022.

Dover-Sherborn Regional School Committee

Kate Potter, Chair

Dover-Sherborn Union #50 Superintendency Committee

_____, Chair

Elizabeth McCoy