

NOTICE
DOVER-SHERBORN REGIONAL SCHOOL COMMITTEE MEETING

SEPTEMBER 12, 2023

5:30 PM

Dover-Sherborn Middle School Library

AGENDA

1. Call to Order
2. Community Comments
<https://us02web.zoom.us/j/85678011650?pwd=b1FjZ2k5NjBXbWlrSWFtNE9KM2tnZz09>
3. Financial Reports
 - FY23 Closeout
 - P-Card
 - Warrant Report
4. Superintendent Update
 - Superintendent Update – Elizabeth McCoy
 - Assistant Superintendent Update – Denny Conklin
 - DSHS Principal’s Report – John Smith
 - DSMS Principal’s Report - Ann Dever-Keegan
5. DSHS School Improvement Plan - Second Read **A.R.**
6. DSMS School Improvement Plan - Second Read **A.R.**
7. Consent Agenda **A.R.**
 - Mudge Foundation Donation
 - Approval of Minutes June 6, 2023
8. Communication (For Members Information)
 - 2023-24 School Committee Meeting Schedule
 - Subcommittee Assignments
 - Dover School Committee May 16, 2023
 - Sherborn School Committee May 9, 2023
9. Items for October 10, 2023 Dover-Sherborn Regional School Committee Meeting
10. Adjournment

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

The Public Schools of Dover and Sherborn

157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org



Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Regional School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY23 Financial Results and Year-End Requirements
DATE: September 8, 2023

The following reports as of June 30, 2023 are attached for your review:

- a. General Fund Revenues
- b. Status of Appropriations
- c. Roll-forward of Excess and Deficiency
- d. Special Revenue/Revolving Funds

General Revenues

Total Revenues exceeded budgeted revenues by **\$119,938 (.44%)** comprised of the following variances:

- Small negative variance in Chapter 70 of **\$17,974** due to changes in School Choice/Charter School enrollments
- Transportation reimbursement higher than projected Cherry Sheet by **\$86,900** (approx. 80% reimbursement rate – lower than FY22 rate of 90%)
- Continue to see negative variances in Athletic and Activity Fees (*total of \$58,942*) – some adjustments made for FY24 – will continue to review for FY25 Budget Process
- Interest rates significantly increased along with a shift of funds to Massachusetts Municipal Depository Trust (MMDT) resulting in a positive variance in interest income of **\$110,848**.

Status of Appropriations

The operating budget ended the year with a surplus of **\$273,702 (1.01%)**. The key variances were:

- Salaries of **\$113,119 (.62%)** representing:
 - Negative variance in substitute costs was offset by savings in Educators and Psychological Services salaries due to various extended leaves and mid-year staffing changes
 - Savings in Superintendent, Business and Finance and School Leadership due to staffing changes
 - Negative variance in Athletics due to hiring of Interim Athletic Trainer – added to FY24 Budget.
- Expenditures of **\$160,583 (1.80%)** representing:
 - Negative variances in Legal Services due to contract negotiations for all bargaining groups
 - Positive variance in SPED Services/Supplies based on the needs of the current cohort of students
 - Positive variance in Maintenance of Buildings based on mild winter and streamlining of building supply needs
 - Positive variances in other operating accounts resulting from continued impacts of operations from the last several years, i.e. shifts in practices, classroom supply usage, etc. This is further reflected in the negative variance in Classroom Instructional Technology as more on-line curriculum and

classroom management systems are being adopted. These changes are being incorporated into future budgets as identified.

Summary of Results and Roll-forward of Excess and Deficiency

Net result of operations was a surplus of **\$393,640**. The Committee approved several uses of Excess & Deficiency funds for FY4 including \$275,000 for capital projects and \$160,000 for the FY24 operating budget leaving a proposed certified E&D fund balance of **\$1,139,855** (4.07% of the FY24 operating budget). The roll-forward of Excess & Deficiency is included for your review.

Our E&D and related financial schedules were submitted to the Department of Revenue in August and E&D was certified on August 30th at **\$1,126,642** (reflects adjustments for reported Accounts Receivables/Prepays).

Special Revenue/Revolving Funds

Included for your review is the Statement of Special Revenue/Revolving Funds as of June 30, 2023.

End-of Year DESE Report

The Business Office is in the process of completing the FY23 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. The reporting deadline is September 29, 2023.

Annual Audit

R.E.Brown is scheduled to begin the annual audit later in September. We will keep the Committee updated on their progress and the timeline for presentation of the Audited Financial Statements.

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

Dover-Sherborn Regional School District
General Fund Revenues
as of June 30, 2023

	<u>FY23</u> <u>BUDGET</u>	<u>YTD</u> <u>RECEIVED</u>	<u>OPERATING</u> <u>VARIANCE</u>	<u>% OF</u> <u>BUDGET</u>
DOVER ASSESSMENTS	\$12,959,396	\$12,959,396	\$0	0.00%
SHERBORN ASSESSMENTS	10,493,873	10,493,873	\$0	0.00%
CHAPTER 70, net	2,492,893	2,474,919	(\$17,974)	-0.72%
CHAPTER 71 (Transportation)	571,651	658,551	\$86,900	15.20%
H/S ATHLETIC FEES	284,750	253,105	(\$31,645)	-11.11%
H/S PARKING FEES	52,500	41,273	(\$11,227)	-21.38%
H/S ACTIVITY FEE	22,500	9,445	(\$13,055)	-58.02%
M/S ACTIVITY FEE	11,250	8,235	(\$3,015)	-26.80%
MISC REVENUE	5,000	3,182	(\$1,818)	-36.37%
BANK INTEREST	20,000	130,848	\$110,848	554.24%
NON-CASH ACTIVITY	0	924	\$924	na
E&D UTILIZATION	110,000	110,000	\$0	0.00%
TOTAL REVENUES	\$27,023,813	\$27,143,751	\$119,938	0.44%

**Dover-Sherborn Regional School District
Status of Appropriations as of JUNE 30, 2023**

	<u>OPERATING</u>			
	<u>FY23</u>	<u>TOTAL</u>	<u>VARIANCE/</u>	<u>% OF</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BUD. REMAINING</u>	<u>BUDGET</u>
SCHOOL COMMITTEE	22,549	22,424	125	0.55%
SUPERINTENDENT	206,778	200,449	6,329	3.06%
BUSINESS AND FINANCE	207,810	187,535	20,275	9.76%
DISTRICTWIDE INFORMATION MGMT	238,142	234,724	3,418	1.44%
SPED/GUIDANCE ADMINISTRATION	555,796	562,637	(6,841)	-1.23%
SCHOOL LEADERSHIP - BUILDING	747,501	731,637	15,863	2.12%
ACADEMIC LEADERS	147,456	146,869	586	0.40%
EDUCATORS, CLASSROOM	10,211,074	10,037,716	173,358	1.70%
EDUCATORS, SPED	1,851,527	1,777,839	73,688	3.98%
SUBSTITUTES	121,300	230,007	(108,707)	-89.62%
EDUCATIONAL ASSISTANTS, SPED	524,474	561,778	(37,304)	-7.11%
LIBRARIANS	240,482	242,730	(2,248)	-0.93%
BUILDING BASED PD	38,250	38,138	113	0.29%
GUIDANCE	1,096,804	1,138,653	(41,849)	-3.82%
PSYCHOLOGICAL SERVICES	227,125	182,217	44,908	19.77%
MEDICAL / HEALTH SERVICES	226,160	227,662	(1,502)	-0.66%
ATHLETICS	465,732	509,212	(43,480)	-9.34%
OTHER STUDENT ACTIVITIES	184,559	179,681	4,878	2.64%
CUSTODIAL & GROUNDS SERVICES	796,198	784,689	11,509	1.45%
TOTAL SALARIES	\$ 18,109,716	\$ 17,996,596	\$113,119	0.62%
 <u>EXPENDITURES</u>				
SCHOOL COMMITTEE	40,500	37,936	2,564	6.33%
SUPERINTENDENT	55,000	56,760	(1,760)	-3.20%
LEGAL SERVICES	38,000	55,928	(17,928)	-47.18%
DISTRICTWIDE INFO MGMT	101,225	96,722	4,503	4.45%
SCHOOL LEADERSHIP - BUILDING	80,000	66,184	13,816	17.27%
CLASSROOM SUPPLIES	28,185	18,140	10,045	35.64%
SPED SERVICES/SUPPLIES	120,000	62,252	57,748	48.12%
LIBRARIES & MEDIA CENTER	4,775	4,670	105	2.20%
COURSE REIMBURSEMENT/PD	92,900	69,084	23,816	25.64%
TEXTBOOKS & RELATED SOFTWARE	86,680	76,319	10,361	11.95%
LIBRARY INSTRUCTIONAL MATERIAL	29,800	26,514	3,286	11.03%
INSTRUCTIONAL EQUIPMENT	75,100	62,317	12,783	17.02%
GENERAL SUPPLIES	160,325	151,732	8,593	5.36%
OTHER INSTRUCTIONAL SERVICES	19,500	22,724	(3,224)	-16.53%
CLASSROOM INSTRUCTIONAL TECH.	147,400	182,747	(35,347)	-23.98%
GUIDANCE	34,590	24,184	10,406	30.08%
MEDICAL / HEALTH SERVICES	8,800	5,090	3,710	42.16%
TRANSPORTATION SERVICES	1,030,800	1,035,635	(4,835)	-0.47%
ATHLETICS	224,500	234,622	(10,122)	-4.51%
CUSTODIAL SERVICES	58,000	57,343	658	1.13%
MAINTENANCE OF BUILDINGS	567,900	502,908	64,992	11.44%
MAINTENANCE OF GROUNDS	60,000	59,551	449	0.75%
UTILITIES	560,250	573,708	(13,458)	-2.40%
ER RETIREMENT CONTRIBUTION	805,500	789,211	16,289	2.02%
ER INSURANCE ACTIVE EMPLOYEES	2,762,250	2,711,299	50,951	1.84%
ER INSURANCE RETIRED EMPLOYEES	795,000	839,730	(44,730)	-5.63%
OTHER NON EMPLOYEE INSURANCE	91,917	95,005	(3,088)	-3.36%
LONG TERM DEBT RETIREMENT	790,000	790,000	0	0.00%
LONG TERM DEBT SERVICE	45,200	45,200	0	0.00%
TOTAL EXPENDITURES	\$8,914,097	\$8,753,514	\$160,583	1.80%
 TOTAL OPERATING	 \$27,023,813	 \$26,750,111	 \$273,702	 1.01%

Dover-Sherborn Regional School District
Roll-forward of Excess and Deficiency
June 30, 2023

Certified E&D as of June 30, 2022		\$1,181,215	
Results of operations:			
Revenue Surplus	119,938		
Operating Surplus	273,702		
	<u>total surplus</u>	\$393,640	
Uses of E&D:			
Approved for FY24 Capital	(275,000)		
Approved for FY24 Operating Budget	(160,000)		
	<u>total uses</u>	(\$435,000)	
Projected Uncertified E&D as of June 30, 2023		<u>\$1,139,855</u>	4.07%
Allowed E&D as of June 30, 2023		\$1,398,627	5.00%
Amount under Allowed E&D as of June 30, 2023		<u>(\$258,772)</u>	
Certified E&D as of June 30, 2023		<u><u>\$1,126,642</u></u>	*

* difference represents Accounts Receivables and Prepaids from year to year

Dover-Sherborn Regional School District
Special Revenue/Revolving Funds as of June 30, 2023

SPECIAL REVENUE / REVOLVING FUNDS	07/01/2022 FUND BALANCE	REVENUE	EXPENDITURES	06/30/2023 FUND BALANCE	NOTES:
ATHLETICS	\$ 175,866	\$ 37,785	\$ 26,045	187,606	\$20,000 Interim Athletic Trainer Salary \$6,045 JV Tennis coaches
BUILDING/PARKING	136,663	31,172	18,694	149,140	
CAFETERIA	215,003	916,342	709,228	422,117	Net of deposits in advance - \$34,966
CIRCUIT BREAKER	47,759	25,896		73,655	
HEALTH GRANT	0	30,000	30,000	0	FY23 grant increased to \$30K, covers nursing related expenses
MISCELLANEOUS GIFTS - see detail pg 2	94,052	9,679	58,592	45,139	
REGIONAL TRANSPORTATION	0			0	
SPORTS GIFTS	6,307	12,000	12,915	5,392	
UNEMPLOYMENT	45,016	54	10,961	34,109	
FIDUCIARY / TRUST FUNDS					
H/S STUDENT ACTIVITY				131,316	Only Net Activity Reported
M/S STUDENT ACTIVITY	86,738	83,273	93,964	76,046	
OPEB INVESTMENT TRUST	880,736	337,754	2,865	1,215,626	FY23 contribution - \$245k
TRUST/SCHOLARSHIP FUNDS	42,470	2,604	6,100	38,975	

FUND 63		FY 23 Miscellaneous Donations					6/30/2023	
Gift/Donor	Purpose	Bal Fwd @7/1/22	Revenue	Expenditures	Encumbered	Ending Balance	Notes	
RESTRICTED GIFTS								
Alan Mudge Memorial Fund	Various - per Board Directives	40,664.99	5,045.00	34,550.00		11,159.99	NYU - Equity Audit \$24,750 Sound board for FPA - \$8,300 \$5K Gift - Bleacher Project	
CS Gift & DSEF	Challenge Success	12,295.20		500.00		11,795.20		
D Family via Town Dover	Dugouts	16,522.00		16,522.00		0.00	Baseball Field Fencing	
SPAN DS	Wellness Programs	10,392.78		3,995.83		6,396.95		
Metco Gifts	Metco Support	6,099.19	3,250.00	2,023.77		7,325.42		
Anonymous Family	SpEd or Assistive Tech	6,000.00				6,000.00		
N.E. Patriots Foundation & BSN Sports	Football Program	1,000.00	384.00			1,384.00		
Leuders	Science	834.00				834.00		
P.O.S.I.T.I.V.E.	Rowing Club	204.45				204.45		
UNRESTRICTED GIFTS								
Various Gifts	Unrestricted	39.16	1,000.00	1,000.00		39.16		
TOTAL		94,051.77	9,679.00	58,591.60	0.00	45,139.17		
					6/30/2023	45,139.17		
					FUND BALANCE	45,139.17		

The Public Schools of Dover and Sherborn

157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org



Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Regional School Committee

FROM: John Lafleche, Treasurer
Dawn Fattore, Business Administrator

DATE: September 8, 2023

RE: Consideration of P-card

With more and more vendors not accepting purchase orders, we have been investigating ways to streamline the payment process to avoid an increase in employee reimbursements. Professional Development vendors are one category of activity that we have seen no longer accept POs for registration.

A program referred to as a P-card mimics a credit card process for municipal entities. There is a program recommended and supported by MASBO (Massachusetts Association of Business Officials) that we would like to utilize. The application process does require the School Committee to approve a resolution authorizing issuance of the procurement card. A sample resolution is attached for your review.

John will be present at Tuesday's meeting to answer any questions. Based on our discussions, we would bring forward the request for authorization as well as a set of operating procedures at November's meeting for approval.

Sample

**Resolution Authorizing Issuance
Of
Individual Procurement Cards**

WHEREAS, the City Council or Board of the _____
municipality has the authority to enter into an agreement with the Bank of Montreal for purchasing cards; and (any
other WHEREAS statements the Council/Board wishes to add are acceptable, but not required).

NOW, THEREFORE, BE IT RESOLVED by the Council/Board of the _____ that the
President/Chairman/Treasurer/Clerk are authorized to enter into an Agreement with the Bank of Montreal to
secure Procurement Cards for each authorized employee of the municipality under such terms and conditions as
approved by the Council/Board.

The Council/Board authorizes the Municipality's Business Manager/CFO to execute a p-Card program agreement
on its behalf.

(The resolution may include any other BE IT RESOLVED statements the Council/Board desires, but these are not
required to participate)

Approved this _____ day of _____ 20____.

Ayes _____

Nays _____

President/Chairman _____

Date _____

The Public Schools of Dover and Sherborn

157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org



Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Regional School Committee
FROM: Dawn Fattore, Business Administrator
DATE: September 8, 2023
RE: FY23 and FY24 Approved Warrants

The following FY23 Accounts Payable Warrants were approved by one of the Committee's designated signers:

Voucher #	Date	Amount
1227	6/2/2023	\$136,882.60
1235	6/12/2023	\$243,515.26
1244	6/22/2023	\$420,684.62
1245	6/25/2023	\$364,139.96
1246	6/29/2023	\$395,446.62
1247	6/30/2023	\$34,336.87
1248	6/30/2023	\$88,363.56
1249	6/30/2023	\$6,317.05

The following FY24 Accounts Payable Warrants were approved by one of the Committee's designated signers:

Voucher #	Date	Amount
1007	7/14/2023	\$1,215,402.33
1024	8/1/2023	\$101,313.04
1016	8/1/2023	\$381,183.87
1025	8/5/2023	\$129,112.11
1026	8/10/2023	\$92,638.81
1035	8/24/2023	\$84,368.99
1043	8/31/2023	\$395,742.00
1044	9/1/2023	\$93,279.96



Dover-Sherborn High School

9 Junction Street

Dover, MA 02030

Phone: 508-785-1730 Fax: 508-785-8141

John G. Smith, *Principal*

Timothy O'Mara, *Assistant Principal*

Ellen Rowley, *Director of Guidance*

Emily Sullivan, *Athletic Director*

TO: Elizabeth McCoy, Superintendent

FROM: John G. Smith, Principal, DSHS

RE: Principal's Monthly Report

DATE: September 12, 2023

Principal's Reflections:

Despite a difficult summer losing two beloved members of our school community Sadie Mauro and JB Harvey, our students have transitioned well back to school. As human beings, we all thrive with structure. Seeing friends, meeting and learning from new teachers, participating in drama, music, athletics and clubs gives our students a sense of belonging and a connection to one another. It is great to see the growth in our returning students as well as welcoming all new ninth grade students as well as transfers. We will continue to support any and all students who are experiencing challenges with recent events or past events which have triggered their trauma. We are a tight community that will be there to support one another. I look forward to another year of our amazing students and our talented and dedicated teachers. #WeareDS.

Curriculum

We are excited to welcome new members to our staff:

Timothy O'Mara- Assistant Principal

Victoria Sulser- Special Education Coordinator

Amanda Lydon- Computer Science/Engineering

Cassidy Donohue- Social Studies

Sherri Ablazzi- Science

Sandra Domenikos- Spanish HS/MS

Michael Patti- Guidance

Christy Carter-Gilbert- Special Education

Mark Dondero- Special Education

Robert Mosher- Bridge Program Teacher

Ashley Dion- School Psychologist

Russell Shade- BCBA

Cameron Sicliano- Athletic Trainer/Athletic Assistant

Each month I will highlight two departments and let you know what is happening in teaching and learning. We will begin in October with science and wellness.

September 2023 Guidance Updates

New Students to DS

The high school welcomed thirteen new/transfer students and the middle school welcomed 19. We offered orientation programs at each school to help the new families acclimate to DS. At both orientations, student leaders and previous new students gave “beginning a new school” advice to new families and helped students locate their classes before the first day of school. Guidance Advisory parent members were also in attendance and met with and toured new parents/guardians.

Senior Individual Appointments and Seminars

All seniors will be scheduled for an individual appointment with their school counselor during September and October. Students are welcome and encouraged to schedule as many appointments as they need and to visit guidance at any time for questions or assistance. Counselors have QR codes that can be scanned on a cell phone which link directly to their calendars allowing students to schedule a 15 or 30 minute meeting with their counselor.

Seniors will also meet in a group setting with a school counselor once per cycle for their Senior Seminar classes. Counselors will work with students on Common App completion, essay reviews, mock interviews, and activity lists. Counselors will help students with Gap Year opportunities, enrolling in a trade school or certificate program, entering the military, and entering the workforce. These seminars are tailored to our students and focused on helping them wherever they are in the post-secondary process.

Senior Parent/Guardian Information

The guidance department will be emailing home a presentation next week for senior parents and guardians. It will contain links to videos and resources about senior year and the college application process. We will also be hosting a follow-up Zoom Q and A evening where parents can get all their questions answered. The zoom meeting will take place on September 19th at 6:00pm. We hosted a Junior Parent/Guardian evening last may where we gave a robust overview of senior year and the college planning process.

College Visits

College Visits begin the week of September 18th. Seniors can sign up for College Visits through their Naviance accounts. Counselors will show seniors how to do this during their seminar classes. Over one hundred colleges and universities visit DS each year either virtually or in person. This is a wonderful way to learn more about the school and to meet the person who will be reading their application. Students must sign up 24 hours in advance and must get permission from their teacher to attend if it is during a class. A list of all the college visits scheduled to date is available on Naviance.

Freshmen Meet and Greets

Counselors will be meeting with freshmen in the coming weeks to introduce themselves to their grade 9 students and check-in on their transition to DSHS.

PSATs

PSATs will be offered to our junior and sophomore students on Saturday, October 14th. Counselors will visit Flex Blocks to talk to students about PSATs and the sign-up process.

Fine and Performing Arts

DS Summer Drama

Once again, the DS Summer Drama (in its 16th season!) produced a heartwarming musical, Big Fish: a fantastical story that features a touching exploration of the father-son relationship. Over 50 DS middle and high school students worked tirelessly to bring this production to life (in the ROUND, no less!) and further solidified the importance of this creative and inclusive program in our community.

DS Fall Play Announced

The Fall Play this year is Sherlock Holmes, a play adaptation of the classic English novels that have been an iconic character both on and off-screen. Auditions occurred on 9/7.

Band and Chorus going strong - student leadership more involved

The enrollment for both Band and Chorus continue to be strong, with well over 100 high school students involved in these ensembles. Additionally, this year both band and chorus have instituted the use of section leaders, providing leadership opportunities for motivated veteran's of the ensembles to build an inclusive community and help mentor/instruct other members.

Giving back - MS Music Lab Mural

Senior Art student Schuyler Hackett kindly donated time and skills over the summer to create a mural in Music Lab 203, helping this classroom to be an inviting, inclusive, and mindful space for students during their general music classes.

September 2023 School Committee Report - Athletics

The Fall season is underway and we have about 290 student athletes competing across seven sport offerings - football, field hockey, girls and boys soccer, girls and boys cross country, and golf. The Boosters triathlon is set for Sunday, September 24th and is looking for volunteers. If anyone would like to sign up you can [here](#). We have a new staff member within the athletic department, Cam Siciliano, who joins us from Bryant University. Cam is joining DS Athletics as the athletic trainer and athletic assistant. The combination position has gone very well this Fall. Cam is getting all of our coaches and staff CPR / AED / First AID certified, updating our athletic training policies, and keeping everyone extremely organized. The golf team has started the season 2-0 with wins vs. Millis and Natick. The boys and girls soccer teams started their seasons off with a win vs. Bellingham on Tuesday, September 5th. Field Hockey starts their season at Bellingham on Wednesday, September 6th at 5:30 pm. The football season starts their season off on Friday, September 8th at Ashland at 6:30 pm. The boys and girls cross country teams start their season next week at Bellingham on Wednesday, September 13th. The heat this week has brought some challenges for the first week of games after a very cool pre-season. The athletic department and athletic trainer are adapting accordingly to keep everyone safe, hydrated, and as cool as possible. We have postponed game times to later in the day, given breaks in the middle of each half, and are using the wet bulb temperature tool out at all of our fields to make sure we know the accurate wet bulb temperatures at each field.

Dover Sherborn Middle School

155 Farm Street
Dover, MA 02030
Phone: 508-785-0635 Fax: 508-785-0796
www.doversherborn.org



Ann Dever-Keegan, Interim Principal
Tracy Sockalosky, Assistant Principal

Ellen Rowley, Director of Guidance
Jennifer Meek, Special Education Coordinator

TO: Elizabeth McCoy, Superintendent
FROM: Ann Dever-Keegan, Principal
RE: Principal's Monthly Report
DATE: September 12, 2023

September Reflection:

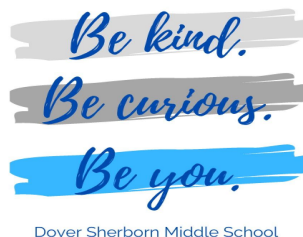
Greetings from Middle School! We are back and the energy is real and positive. Students are settling nicely into their schedules, teams and routines. This was possible due to an amazing staff who put time, heart and thought into making these opening days smooth and welcoming.

Our after school hours are also starting to fill up with auditions for the fall musical and clubs/activities starting.

A theme that we will be embracing and reflecting on here at the Middle School is *"Be Kind, Be Curious, Be You."* We have already seen many, many instances of this!

During our opening staff meeting we took a moment to honor and remember Sadie Mauro and JB Harvey and their time here at DSMS. Both were wonderful members of our school community. We will not forget Sadie and JB.

Lastly, I do want to take this opportunity to say how honored and grateful I am to be able to lead this building. The students, staff and entire school community are beyond impressive. I am really looking forward to a fantastic school year!



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

Welcome To Our New Staff

We welcome an energized and talented group of new staff to DSMS. Each brings a genuine student-centered approach to their work every day.

Haley Arsenault, *Adjustment Counselor, GRIT/Bridge*

Raelene Asselin, *Bridge Academic Coordinator*

Amanda Boczanowski, *Grade 6 Math LTS*

Daniel Carroll, *Grade 7 Science*

Zach Conrad, *Special Education EA*

Elizabeth Darling, *6-8 World Language*

Sandra Domenikos, *6-8 World Language*

Grace Gillis, *Special Education EA*

Lauryn Hubbard, *Special Education RBT*

Anne Joyce, *Grade 6 Social Studies*

Jacqueline Lambros, *Special Education EA*

Jennifer Meek, *Special Education Coordinator*

Robert Mosher, *6-8 Physical Education*

Heather Olenik, *Guidance Administrative Assistant*

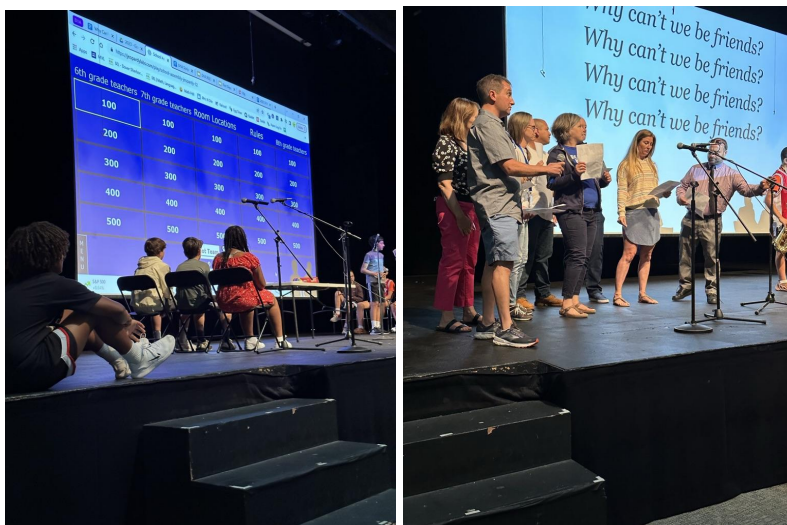
Russell Shade, *Special Education BCBA*

Karen Smith, *6-8 World Language*

Robyn Wheeler, *Special Education EA*

D1A Assembly

This assembly is our traditional kick off for the school year. It is student planned and run with guidance from staff members Heather Bond, Tom Durprey, Angelo Macchiano and Erin Newman. The assembly had song, music, a game show and showcased our MS culture of caring and strong relationships among staff and students. Fantastic energy all around.



Mary Poppins Fall Musical

Auditions for Mary Poppins have been taking place and we are excited for November to see all of the hard work, dedication and talent of our students!

Lunch/Break

This school year the MS moved from three lunches to two. The two lunch system was actually in place pre-covid. Along with going to two lunches we also added some time for students to get outside for a break before returning to class. We are seeing some nice benefits as students are eating later (11:05 vs 10:35) taking their time eating and getting some good movement/socialization in.

Open House-Thursday, 9/14/23

We will host our welcome back Open House this Thursday from 6:30-8:30. Our parents/caregivers will be able to meet their children's teachers, experience a modified version of the school day and interact with some of our amazing community groups such as POSITIVE, SPAN DS, Challenge Success and GAC. I feel it is important to note that this is the first time we are returning to having these groups present for Open House night since Covid!

New Mural!

Former DSMS student and current senior at DSHS Schuyler Hackett, painted this beautiful mural in our Music Lab classroom over the summer. Schuyler spent many hours planning and painting this. We are grateful for Schuyler's time and amazing talent!



Lastly, I look forward to sharing some highlights from our teams and departments each month in this update.

The Public Schools of Dover and Sherborn Strategic Plan 2023-2028

Dover-Sherborn High School School Improvement Plan 2023-2024

District Vision

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

District Mission

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

District Theory of Action

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

District Core Values

The Dover Sherborn Schools commit to the following Core Values:

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



Dover-Sherborn Strategic Objectives 2023-2028

Resource Allocation, Attainment, and Efficiency	Further Strengthen Partnerships with Families and Communities	Ensure World Class Curriculum, Instruction, and Assessment	Ensure the Health and Wellbeing of Staff and Students	Maintain and Ensure Safe, Secure, State of the Art Facilities
In an effort to provide the highest quality education in the most efficient and productive manner possible, evaluate district practices and protocols for securing and managing human and capital resources.	In an effort to broaden collaborative school relations with the parent and greater communities of Dover, Sherborn and Boston, , seek to strategically improve communications through the use of the latest technology and varied platforms, enhanced “professional development” for families and community members, and further develop relationships with community partners.	Given the complexities and diversification of the world, the shifting economic dynamic associated with globalization, and expansion of technology we will renew our focus on the offerings, programs, and learning experiences available in the Public Schools of Dover and Sherborn. We will seek to maintain our level of excellence, remain highly competitive, and continue to adapt to those best practices and offerings that will best prepare our graduates for success in the rapidly changing 21 st century.	Through a commitment to student well-being both social-emotionally and physically, we will more deeply assess the learning experiences for our students. We will ensure program enhancements where necessary and a revision of policies or structures that may be hindering healthy student development. Recognizing that our teachers remain vital to the success of our system, we will respond to the increasing pressures on teachers, while seeking to strengthen their health and wellbeing through professional development and other focused efforts.	Ensure that all Dover Sherborn students are educated in safe and secure facilities that provide quality classroom, meeting, special education, and storage spaces, meeting reflective of the needs of the 21st Century learner.

Dover-Sherborn District Goals 2023-2024

Setting a Strategic Path - Establish a shared vision for teaching and learning that engages students as active learners in the development of skills depicted in the Dover Sherborn Portrait of a Graduate

Student well being- Nurture a positive school culture and strong sense of belonging as a means to improve academic and social-emotional outcomes for all students.

Communication- Refine communication strategies relative to district goals and practices as a means to increase transparency and build trust with families and the community.



DSHS SIP 2023-2024

School Improvement Goal 1: *DSHS will continue to refine its multi-tiered system of support (MTSS) to ensure that all students have access to differentiated instruction, targeted interventions and evidence-based resources in support of their academic, social and emotional development.*

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
<i>Ensure World Class Curriculum, Instruction, and Assessment</i> Given the complexities and diversification of the world, the changing economic dynamic, and expansion of technology we must ensure that the offerings, programs, and experiences available in the Public Schools of Dover and Sherborn are maintaining their excellence, highly competitive, and	Identify priority standards and skills, in each curriculum area, that each student needs to attain at the end of each course.	Clearly identified and accessible practice standards in each discipline/ grade level provides measurable learning targets for each student.	Administration, Department Chairs, Student Services, Full faculty	Each department will have and share Identified practice skills that each student should demonstrate at the end of school year based on MA Curriculum Standards and our Portrait of a Graduate.
	Implement school-wide common language for best instructional practices around student engagement that support the portrait of a graduate.	When students display high levels of behavioral, emotional, and cognitive engagement, they are more likely to excel academically, form a stronger sense of connection with their school, and have a more positive sense of social-emotional well-being.	Administration, Department Heads, Full faculty	A collective bank of researched based strategies that were developed in the Fall of 2022 will be used in classrooms across all disciplines. Strategies will be demonstrated during classroom instruction and reflection upon strategies will happen at individual, department, and staff level. Data will be collected by teachers and discussed during department meetings to determine how to best utilize these “Best Practices.”



remaining adaptive to best prepare our graduates for success in their post-secondary lives.	Review and revise school MTSS processes with focus on consistent procedures/protocols with respect to academic assessment criteria and intervention processes	Staff need the literacies around the why of this process and the importance of a school wide system of support. Staff also need training around data use and providing tiered support for students.	Administration, Student Services Director, Guidance Department	<p>Training for departments and faculty at large will be conducted on the implementation of consistent MTSS protocols by October;</p> <p>A mid year review of all practices and revision will be made by January;</p> <p>Data criteria will be established and utilized for MTSS process</p>
	Research effective co-teaching models	Students learn best in a least restrictive environment with their peers and content area specialist teachers.	Administration, Student Services Director and Department Heads.	Staff members interested in this model will conduct research and participate in training during the 2023--24 school year.

Comment [1]: Is October doable?

Comment [2]: Should we include the teachers who have expressed interest in co-teaching?
Carly, Kelly, +1



School Improvement Goal 2: Examine the tenets of a Portrait of a Graduate to ensure high school curriculum is rigorous, uses established best practices and engages all learners to improves skills in preparation for college and career.

District Strategic Objective	Action Step	Person(s) Responsible	Evidence of Effectiveness
<p>Ensure the Health and Wellbeing of Staff and Students</p> <p>Ensure World Class Curriculum, Instruction, and Assessment</p>	<p>In support of the district's thoughtfully curated portrait of a graduate, educators will evaluate their curriculum materials, teaching practices, and classroom environments as they work to ensure that they are helping students succeed in becoming: critical thinkers, engaged citizens, creative innovators, resilient learners, effective communicators, and productive collaborators. Specifically, educators will consider incorporating inquiry based approaches that allow students opportunities to demonstrate the competencies identified in the portrait of a graduate while simultaneously working toward fostering a school culture that allows for these competencies to develop and thrive.</p>	<p>Administration Full Faculty Assistant Superintendent</p>	<p>Identified lessons, instructional activities, and assessments that are project based, use higher order thinking and give students voice and choice to their learning.</p> <p>Interdisciplinary courses that are developed that put student centered learning at the forefront</p> <p>Teacher student learning goals that identify key tenets of the Portrait of a Graduate .</p> <p>Introducing students to the Portrait of a Graduate so they are aware of the what, why, and how we are providing curriculum at the High School.</p>



School Improvement Goal 3: The High School will continue to examine our current instructional practices to ensure we are using innovative and forward thinking practices to prepare our students for further educational and career opportunities

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
<i>Ensure World Class Curriculum, Instruction, and Assessment</i>	Dive Deeper into the tenets of our Portrait of a Graduate to ensure new courses which will be developed in 2023-2024 and run in 2024-2025 will meet the innovative expectations of the district and our Portrait of a Graduate.	New Business and Computer Science courses will be developed to provide students with tools and skills to meet an ever changing and integral part of the future of employment and careers in our country and our world.	Administration Department Chair for Technology, Engineering and Computer Science Guidance Department Business Director funding	Student feedback from surveys Reports from other schools visited(technology and interdisciplinary programming) Proposed new courses (ex. Robotics, Computer Science A, as well as an introductory business course. Increased enrollment in Technology, Engineering and Computer Science.



	Form a working group of educators and administrators to research interdisciplinary course offerings that provide students the skills and learning as expected in our Portrait of a Graduate as well as NEASC expectations for learning.	In an ever changing world, our students need to be provided with progressive opportunities to learn new information, develop greater research skills, collaborate on multiple levels and gain experience to be successful in the modern world of work.	Administration, Department Heads, Assistant Superintendent and select faculty.	Develop a draft of some interdisciplinary course proposals to bring forward to Academic Standards by January 2024. Develop a budgetary proposal for an interdisciplinary course that can be implemented in the 2024-2025 school year.
	Use information received from visits and discussions with other comparable schools to review their interdisciplinary offerings and speak to key stakeholders to assess how the course was developed and implemented.	New opportunities can often arise by sharing ideas and concepts with other comparable schools.	Administration Assistant Superintendent Select Faculty, Some Department Chairs	Course syllabus review from other schools as well as feedback from those visits

School Improvement Goal # 4: <i>Student Sense of Belonging</i>				
District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness

<p>Further Strengthen Partnerships with Families and Communities</p> <p>In an effort to broaden collaborative school relations with the parent and greater communities of Dover and Sherborn, seek to strategically improve communications through the use of the latest technology and varied platforms, enhanced “professional development” for families and community members, and further develop relationships with community partners.</p>	<p>Investigate and implement a number of strategies to increase student connectedness with one another and their school community.</p> <p>Examine ways to increase student involvement across our various clubs, sports and organizations to</p>	<p>Through discussions with parents, students, faculty and all other stakeholders, there is still a need to increase overall spirit and connectedness within many of our extracurricular and club programs.</p>	<p>Administration, Athletics Department Guidance Department Full faculty Teacher Advisors</p>	<p>Creating School Wide opportunities for students to get together outside of the school day to increase student spirit for their school as well as a greater understanding of each other</p> <p>Increased activities across the entire school year that bring students together</p> <p>Increased participation in clubs and activities</p> <p>Increased attendance at drama, music and sporting events through the school year</p>
---	--	---	---	---



The Public Schools of Dover and Sherborn District Strategy 2023-2028

Dover-Sherborn Middle School Improvement Plan 2023-2024

District Vision

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

District Mission

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

District Theory of Action

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

District Core Values

The Dover Sherborn Schools commit to the following Core Values:

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



<i>Dover-Sherborn Strategic Objectives 2023-28</i>				
EXCELLENCE & INNOVATION IN LEARNING	CHALLENGE & SUPPORT ALL STUDENTS	PROFESSIONAL LEARNING & GROWTH	FAMILY & COMMUNITY ENGAGEMENT	SAFE & SUSTAINABLE SPACES
Maintain academic excellence and rigor while adapting practices to prepare students for success in a rapidly changing world.	Enhance programming to ensure all students are able to achieve their full potential within a supportive learning environment.	Expand opportunities for professional growth and collaboration among educators in support of the District's vision for teaching and learning.	Engage families and community members in the strategic pursuit of a shared vision and mission.	Evaluate and update facilities to ensure safe, sufficient and sustainable spaces amidst a changing educational and environmental landscape.

<i>Dover-Sherborn District Goals 2023-24</i>
To be determined through the strategic planning process.



School Improvement Goal 1: *Establish a shared vision for teaching and learning that engages students as active learners, and that supports the success of all learners, in the development of skills depicted in the Dover-Sherborn Portrait of a Graduate.*

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
<i>Excellence & Innovation in Learning</i> <i>Challenge & Support All Students</i> <i>Professional Learning & Growth</i>	Building upon the work completed by staff in the 22-23 school year around Best Practices we will have focused PD and implementation of our DSMS Best Practices 2.0 .	Having a shared vision and implementation for these important practices, we ensure that all our students are on the receiving end of engaging, innovative and high quality instruction.	Principal, Assistant Principal, Curriculum Leaders, ELA & Math Specialists	<p>Support and encourage Student Learning Goals/Professional Practice Goals around the DSMS Best Practices 2.0.</p> <p>Departmental and building-based PD work as well as implementation in lesson planning and execution.</p> <p>Teacher reflection in post observations and end of year goal/evaluation meetings.</p>



School Improvement Goal 2: Nurture a positive school culture and strong sense of belonging as a means to improve academic and social-emotional outcomes for all students.

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
CHALLENGE & SUPPORT ALL STUDENTS	In working with the already established DSMS Scheduling committee, we will begin to explore options of a schedule that preserves the student-centered (team) parts of our current middle school team model and offers additional opportunities for students to be supported and connected within our school community.	Ensuring a student feels seen, heard, known, respected, and part of their school community will provide critical protective factors for their overall well-being and a strong academic trajectory.	Principal, Assistant Principal DSMS Scheduling Committee	<p>The Scheduling Committee will begin to meet in Fall, 2023.</p> <p>By April we will have important foundational work complete by having considered and determined our scheduling priorities and vision. Once determined we will set forth on researching schedules that match these priorities and vision. This will include site visits and considerations of schedules. This should set us up for building a schedule that speaks to our students' needs.</p>
	<p>Provide professional learning to administrators, counseling staff, and teachers around restorative practices.</p> <p>Re-establish a Peer Leadership program that will assist in supporting and growing our school culture of kindness, curiosity and individuality.</p>	<p>Responding to student behavior through approaches that focus on learning, growth, and relationships will promote a positive school culture and stronger sense of student belonging.</p> <p>Student voice and action around school culture has a strong impact.</p>	Principal, Asst. Principal, Peer Leadership advisors.	<p>By the end of year, measures of positive school culture and student belonging in our Panorama Surveys will show growth.</p> <p>By the end of the year, the number of out-of-school suspensions will decline over the prior year. The number of repeat behaviors within the ur school year will also decline.</p> <p>Staff and student surveys/voice around the impact of the Peer Leadership program.</p>



School Improvement Goal 3: *Continue to grow our MTSS (Multi-Tiered System of Support)so that all of our DSMS students have access to differentiated instruction, targeted interventions and evidence-based resources in support of their academic, social and emotional development.*

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
CHALLENGING & SUPPORTING ALL STUDENTS	Continue to develop and grow the role of Literacy and (pilot) Math specialists.	This expertise will allow us to more effectively provide Tier 2 interventions for students who need additional support.	Principal, Assistant Principal, Reading & Math Specialist, Asst. Superintendent	Student data: IXL, MCAS, Team Data/Input Reflection/input from staff working directly with these roles.



School Improvement Goal 4: *Ensure that our buildings and grounds support strong instructional and extracurricular programs to meet the needs of our students and staff.*

District Strategic Objective	Action Step	Rationale	Person(s) Responsible	Evidence of Effectiveness
SAFE & SUSTAINABLE SPACES	Space Audit Participate in the district's space audit to determine how to utilize our indoor and outdoor space more effectively to meet the needs of our students and staff.	The space audit will allow us to ensure that our facility is used most efficiently and effectively to meet our programming needs.	Principal	When completed, the architects undertaking the space audit will provide a report of findings.



The Public Schools of Dover and Sherborn

157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org



Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Regional School Committee

FROM: Elizabeth McCoy, Superintendent
Dawn Fattore, Business Administrator

DATE: September 8, 2023

RE: Mudge Foundation – Bleacher Project Donation

The Bleacher capital project was presented to the Mudge Foundation Board at their June 2023 meeting. The Board approved the requested gift of \$75,000. A check for \$5,045 was received as a partial payment. The remaining funds will be received in FY24.

We are requesting the Committee accept the full donation of \$75,000.

DRAFT

Dover-Sherborn Regional School Committee Meeting of June 6, 2023

Members Present: Judi Miller
Maggie Charron
Kate Potter
Angie Johnson
Mark Healey
Colleen Burt

1) Call to Order

Beth McCoy called the meeting to order at 6:34 pm in the Middle School Library.

2) Welcome Colleen Burt

3) Reorganization

Beth McCoy asked for nominations for Chair of the Regional School Committee.

Angie Johnson nominated Judi Miller as Chair of the Regional School Committee. Mark Healey seconded.

23-09 VOTE: 6 - 0

Maggie Charron nominated Mark Healey as Vice Chair of the Regional School Committee.

Angie Johnson seconded.

23-10 VOTE: 6 - 0

Judi Miller nominated Angie Johnson as Secretary of the Regional School Committee. Colleen Burt seconded.

23-11 VOTE: 6 - 0

4) Community Comments - A parent from Dover thanked the Administration and the School Committee members for the balance that has been struck between DEI and academics by the District.

5) Audited FY22 Financials

The FY22 Audited Financial Statements and the Single Audit Compliance Report were reviewed by John Lafleche, Treasurer, and Robert Brown, Principal RE Brown & Company. The Region received a clean opinion with no management letter necessary. The Single Audit Report is required for organizations that expend \$750,000 or more in federal funds during any fiscal year. The Region expended \$1,052,584 in federal awards in FY22, including \$500,000 from the Department of Agriculture primarily related to the federal funded universal free lunch program. Since the universal free lunch program is now state funded the Region does not expect to exceed the \$750,000 that triggers filing of the report.

6) Reports

- Superintendent Report - Beth McCoy provided an update from her office including: the Educators' Contract has been approved by the union; Synergy 911 has recently been on campus to conduct training; Ann Dever-Keegan has been named as the Interim Middle School Principal; and there are two finalists for the position of HR Director.
- DSHS Principal's Report - John Smith reviewed the provided report and answered questions.

DRAFT

- DSMS Principal's Report - David Lawrence reviewed the provided report and answered questions.
- Warrant Report

7) Financial Reports: FY23 Monthly Report as of May 31, 2023

- Revenues - Chapter 71 revenues reflect a 73% reimbursement rate, the Administration anticipates a slightly higher reimbursement rate once the final payment is received but have not made any projections on the current statements.
- Salaries - overall, salary expenditures are within 0.81% of budget.
- Expenditures - with DSEA negotiations taking place this year, there are increased costs in legal fees which is included in the May statement.
- Pro-forma Roll-forward of E&D - with the current projections and proposed uses, E&D at June 30th is \$1,129,798 or 4.04% of the FY24 operating budget.
- FY24 Capital Use of E&D and Community Education Funds - the following capital projects are proposed to be funded with E&D: high school floor replacement \$120,000; Lindquist student restroom renovation \$30,000; and Bleacher/Press Box Renovation \$125,000 totaling \$275,000.

Maggie Charron made a motion to transfer \$275,000 of June 30, 2022 certified Excess & Deficiency funds to the Region's Capital fund to cover costs for approved FY24 capital projects as presented. Angie Johnson seconded.

23-12 VOTE: 6 - 0

- In addition to the above approval of E&D funds for the Bleacher/Press Box Renovation, the Administration also requested a transfer of \$100,000 from Community Education to partially fund the structure expenses.

Colleen Burt made a motion to transfer \$100,000 of funds from the Community Education Fund to the Region's Capital fund to cover costs for the Bleacher/Press Box Renovation as presented. Mark Healey seconded.

23-13 VOTE: 6 - 0

8) Student Handbooks: First Read - the proposed changes to the DSHS Handbook were discussed. The DSMS Handbook is undergoing a full overhaul which will continue into the next school year. The changes for approval at the next meeting will be forwarded to committee members before the vote to approve.

9) School Improvement Plans: First Read - the school improvement plans, that are based on the findings of the Superintendent Entry Plan, were presented for discussion.

10) Consent Agenda

- Approval of Minutes: May 2, 2023
- Donations: \$2,500 from Jennifer Bingham for the Owen Bingham Scholarship Fund and \$100 from the Boylan Family for the Roger Boylan Scholarship Fund.
- Appointment of DS Regional Treasurer - John Lafleche for the 2023-24 school year.

Maggie Charron made a motion to approve the Consent Agenda. Kate Potter seconded.

23-08 VOTE: 5 - 0

11) Communication

DRAFT

- Subcommittee Assignments
- Class of 2023 Matriculation Report
- Dover School Committee Minutes of March 9, 2023
- Sherborn School Committee Minutes of March 14, 2023

12)Adjournment at 8:35 pm.

Respectfully submitted, Amy Davis

2023-2024 SCHOOL COMMITTEES MEETING SCHEDULE

Dates are subject to change

REGIONAL SCHOOL COMMITTEE MEETINGS	SHERBORN SCHOOL COMMITTEE MEETINGS	DOVER SCHOOL COMMITTEE MEETINGS	JOINT SCHOOL COMMITTEE & UNION #50 MEETINGS
Tuesday, September 12, 2023 5:30 pm start ***	Tuesday, September 19, 2023 5:30 pm start ***	Tuesday, September 26, 2023	Tuesday, September 12, 2023
Tuesday, October 10, 2023	Tuesday, October 17, 2023 5:30 pm start***	Tuesday, October 24, 2023	
Tuesday, November 7, 2023	Tuesday, November 14, 2023*	Tuesday, November 21, 2023*	
Tuesday, December 5, 2023*			
Tuesday, January 16, 2024		Tuesday, January 16, 2024 5:30 pm start***	Tuesday, January 30, 2024
Tuesday, February 6, 2024	Tuesday, February 6, 2024 5:30 pm start ***		
Wednesday, February 14, 2024***			
Tuesday, March 5, 2024**	Tuesday, March 12, 2024**	Thursday, March 14, 2024**	
Tuesday, May 7, 2024	Tuesday, May 7, 2024 5:30 pm start ***	Monday, May 13, 2024	
			Tuesday April 2, 2024
			Tuesday, April 23, 2024
Tuesday, June 11, 2024 5:30 pm start ***	Tuesday, June 4, 2024 ****	Tuesday, June 4, 2024-- 5:30 pm start***	Tuesday, June 11, 2024
<i>Regional School Committee meetings begin at 6:30 p.m. in the library at DS Middle School, unless otherwise noted.</i>	<i>Sherborn School Committee meetings begin at 6:30 p.m. in the Library at DS Middle School, unless otherwise noted. **September 19th meeting will be held at the Sherborn Town Hall</i>	<i>Dover School Committee meetings begin at 6:30 p.m. in the Library at DS Middle School, unless otherwise noted.</i>	<i>Joint School Committee meetings begin at 6:30 p.m. in the Library at the DS Middle School, unless otherwise noted.</i>
* Meeting to include first pass of the FY25 Budget	Sherborn School Committee meetings begin at 6:30 p.m. in the DSMS Library.	* Meeting to include first pass of the FY25 Budget	
** Meeting to include final action on FY25 Budget	* Meeting to include first pass of the FY25 Budget	**Meeting to include final action on FY25 Budget	
*** Budget Meeting with Dover Warrant and Sherborn Advisory Committees - tentative	** Meeting to include final action on FY25 Budget	*** 5:30 pm start time DSMS Library	
*** 5:30pm start time	*** 5:30pm start time DSMS Library	**** DSMS Library	
	****DSMS Library		

REGIONAL SCHOOL COMMITTEE (updated 09.08.23)	
	2023-2024
Chair	Judi Miller
Vice Chair	Mark Healey
Secretary	Angie Johnson
Finance	
Warrants & Payroll <i>Signs accounts payable and payroll warrants</i>	Colleen Burt
Subcommittees	
Superintendent's Evaluation <i>Coordinates evaluation of the superintendent per DESE guidelines</i>	Mark Healey Judi Miller
Personnel <i>Reviews and approves sick bank requests</i>	Mark Healey
Negotiations <i>Participates in the collective bargaining process with the Dover Sherborn Educational Association</i>	
Search Committees <i>Participates in search committees for administrative positions as needed</i>	
Policy <i>Revises and proposes policies as needed for joint review by the school committees; conducts periodic policy manual reviews; identifies required policy review cycles</i>	Angie Johnson Judi Miller
Buildings & Facilities <i>Collaborates with the Business Administrator and Director of Facilities on annual approval of the Capital Plan</i>	Angie Johnson
Employee Benefits <i>Collaborates with the Business Administrator and Director of Human Resources to provide benefit options to employees</i>	Maggie Charron Judi Miller
Liaisons <i>Serves as the key point of contact with each organization; attends meetings as requested.</i>	
MS POSITIVE (meets monthly; contact Ellie Beasley & Rachel Motley)	Colleen Burt
HS PTO (meets monthly; contact Seana Crellin & Chitra Lefevre)	Kate Potter
MS School Advisory Council (meets monthly; contact Ann Dever-Keegan)	Maggie Charron
HS School Advisory Council (meets monthly; contact John Smith)	Angie Johnson

Challenge Success (meets monthly; contact Ellen Chagnon)	Judi Miller
DS AIDE (contact: Beth McCoy; meets as needed)	Colleen Burt Kate Potter
METCO (contact Monique Marshall Veale, meets as needed)	Kate Potter
SEPAC (contact Kate McCarthy)	Maggie Charron
Wellness (contact Ellen Chagnon, meets annually)	Kate Potter
Athletic Advisory (contact Emily Sullivan)	Kate Potter
Boosters (contact Jack Wilson)	Colleen Burt
FOPA (contact Lisa Hodson-Walker)	Maggie Charron
Task Forces	
Calendar (contact Beth McCoy, meets monthly)	Judi Miller
Communication (contact Denny Conklin, meets as needed)	Kate Potter

June 13, 2023

Dover School Committee
Meeting of May 16, 2022

Members Present: Sara Gutierrez-Dunn

Colleen Burt

Mark Healey

Jeff Cassidy

Liz Grossman

Also Present: Kathleen Smith, Interim 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 6:37 pm.

2) Community Comments - none

3) Reports

- Superintendent Update - Kathleen Smith presented an update from her office.
- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

4) FY22 Financial Report as of May 9th

- Salaries - costs associated with the piloted Math and SEL Specialist of approximately \$85,000 has been allocated to ESSER and SPED grants reducing the overall negative operating variance. .
- Expenditures - there is nothing new to report since the last meeting.
- Out-of-District - there has been additional placement activity resulting in an increased negative variance. A recap of FY22 placements will be reviewed next month.

5) Proposed Changes to 2022-23 Student Handbook: first read - the changes to the handbook were reviewed. A vote will be taken at next month's meeting.

6) School Improvement Plan: first read - the plan was presented and discussed. A vote will be taken at next month's meeting.

7) Consent Agenda

- Approval of Minutes: March 10, 2022

Colleen Burt made a motion to approve the Consent Agenda. Mark Healey seconded.

22-06 VOTE: 5 - 0

8) Communications

- Regional School Committee Minutes of February 16, 2022
- Sherborn School Committee Minutes of February 8, March 15, 2022

9) Recognition - Mark Healey was recognized for his service on the Dover School Committee.

10) Adjournment at 7:36 pm.

Respectfully submitted,
Amy Davis

Sherborn School Committee

Meeting of May 9, 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 6:30 pm in the Pine Hill Library.

2) Community Comments - none

3) CSA Update - Christine Walsh

4) Reports

- Superintendent Report - Beth McCoy presented a brief update from her office.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

4) FY23 Monthly Report as of April 30, 2023

- Salaries - there are no changes since the last report.
- Expenditures - monitoring of all expenses continues as the annual closeout of open purchase orders and determination of remaining needs for supplies and services is evaluated.
- Out-of-District - the negative variance continues to be just over \$300,000. At Sherborn's Annual Town Meeting on April 25th it was voted to transfer \$50,000 from the SPED Stabilization Fund and approve additional appropriations of \$250,000 to cover the unfunded OOD tuition costs.
- Special Revenue/Revolving Funds - the quarterly statement as of March 31st was provided. The Pine Hill kitchen will undergo several upgrades this summer utilizing funds from the Cafeteria Revolving Account. Participation rates at PH have increased from pre-COVID levels of 40% to over 60% in the current year (the increase is partially related to the Federal and State funding of universal free lunch). The flooring is being replaced with kitchen grade sheet vinyl for an estimated cost of \$25,000. Additionally, the three-door freezer is being replaced at a cost not to exceed \$10,000.
- FY24 Operating and Capital Updates - the Town of Sherborn approved the FY24 operating budget as well as the EMS upgrade capital project. The enrollment numbers for the 2023-24 school year will continue to be monitored for any changes from projections and compliance with class size guidelines.

5) Challenge Success Overview - Jennifer Debin spoke about Challenge Success including: the reason the program was brought to the district; the work the program has done to date; and the plans for the program going forward.

6) Consent Agenda

- Approval of Minutes: March 14, 2023

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

23-06 VOTE: 4-0.

7) Communications

- Dover Sherborn Regional Committee minutes of March 7, 2023

Approved 6.9.2023

- Dover School Committee Minutes of January 17, 2023

8) Recognitions - Amanda Brown spoke thanked Gita Rousseau on behalf of the committee and the community for her work while a member of the school committee.

9) Adjournment at 7:10 pm.

Respectfully submitted,
Amy Davis