



# Sherborn School Committee

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**Tuesday, February 6, 2024**

**5:30 PM**

**Dover-Sherborn Middle School Library**

**[Live stream via Dover-Sherborn Cable Television](#)**

## **AGENDA**

**1. Call to Order**

**2. Community Comment**

[Zoom Link](#) (Meeting ID: 828 0571 4017; Passcode: 318411)

(Only available for Community Comments)

**3. Superintendent Comments**

**4. Financial Reports**

- Warrant Report
- FY24 Monthly Report

**5. Discussion Items**

- Proposed FY25 Budget
- Pine Hill Principal Hiring Update
- Policy: METCO Representative to the School Committee – First Read

**6. Action Items**

- Pine Hill HVAC Engineering Study Update

**A.R.**

**7. Consent Items**

- Approval of Minutes – November 14, 2023
- Approval of Pre-School Tuition

**8. Informational Items**

- [Pine Hill Newsletter January 25, 2024](#)
- [Pine Hill Newsletter January 3, 2024](#)
- [Pine Hill Pages January 2024](#)
- Dover School Committee Minutes – October 24, 2023
- Dover-Sherborn Regional School Committee Minutes – November 7, 2023

**9. Items for March 12, 2024**

**10. 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 Public Schools of Dover and Sherborn

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



Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

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

TO: Sherborn School Committee  
FROM: Dawn Fattore, Business Administrator  
DATE: February 2, 2024  
RE: FY24 Approved Warrants

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

#	Date	Amount	Fund
1046	11/21/2023	\$1,475.92	Sawin Fund
1047	11/21/2023	\$24.44	Bldg Rental Fund
1048	11/21/2023	\$36,310.61	Circuit Breaker
1049	11/21/2023	\$69,162.53	OOD
1050	11/21/2023	\$9,549.91	Food Service
1051	11/21/2023	\$45,747.83	General-School
1053	12/7/2023	\$20,433.36	General-OOD
1054	12/7/2023	\$8,999.76	Circuit Breaker
1055	12/7/2023	\$1,347.00	240 Grant
1056	12/7/2023	\$128.00	252 Grant
1057	12/7/2023	\$14,363.27	General-School
1058	12/7/2023	\$300.00	ESSER III
1060	12/21/2023	\$22,282.50	Circuit Breaker
1061	12/21/2023	\$699.00	Sawin Fund
1062	12/21/2023	\$2,895.00	Title IV
1063	12/21/2023	\$90,947.80	General-OOD
1064	12/21/2023	\$7,695.01	Food Service
1065	12/21/2023	\$866.24	Title I
1066	12/21/2023	\$24,019.70	General-School
1068	1/4/2024	\$26,449.80	General-OOD
1069	1/4/2024	\$1,391.97	Sawin Fund
1070	1/4/2024	\$9,983.00	Bldg Rental Fund
1071	1/4/2024	\$48,287.91	General-School
1073	1/18/2024	\$13,754.39	General-OOD
1074	1/18/2024	\$23,025.25	Circuit Breaker
1075	1/18/2024	\$38,800.00	Capital Fund
1076	1/18/2024	\$500.00	Sawin Fund

1077	1/18/2024	\$7,909.02	General-School
1079	2/1/2024	\$1,000.00	ESSER III
1080	2/1/2024	\$137.50	274 Grant
1081	2/1/2024	\$60,649.32	General-OD
1082	2/1/2024	\$48,996.77	General-School
1083	2/1/2024	\$7,298.89	Food Service

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Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

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

TO: Sherborn School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY24 Monthly Financial Update  
DATE: February 2, 2024

Attached for your review is:

- Status of Appropriations as of January 31, 2024

## Status of Appropriations

### Salaries

Most salaries have been encumbered and budget balances reflect the final accounting entry processed to allocate the negotiations reserve of \$200,000. There were post-budget staffing changes resulting in variances in both the Educators Classroom and SPED line items. Variances will continue to fluctuate as we account for leaves and other staffing changes throughout the year. The Educational Assistant negative variance reflects one additional SPED EA that was budgeted for the Circuit Breaker Fund but, given the OOD variances noted below, are included in the General Fund. Substitutes and Custodial overtime services are expensed as incurred. You will see those budget balances decrease as the year progresses.

### Expenditures

There are no material variances to report to date. Projections have been encumbered for utilities and transportation with both showing a small negative variance due to continued high costs of diesel fuel (transportation) and delivery costs of utilities. We will continue to review and update estimates as warranted.

### Out-of-District

Costs for FY24 placements known to date have been encumbered. We budgeted for 10 placements and at this time have 11. In addition, costs for existing placements increased due to changes in placements as well as additional required services. **The total negative variance as of January 31<sup>st</sup> remains at approximately \$200,000, however additional Circuit Breaker funds have been applied to reduce the General Fund deficit to \$100,000.**

**Circuit Breaker reimbursement has been finalized. Total reimbursement of \$514,778 was approved comprised of \$446,407 in tuition and \$68,371 in transportation reimbursement. The Status of Appropriations reflects the use of approx. \$420,000 (versus the \$320,000 budgeted) for current year tuition costs. This leaves \$95,000 remaining in the CB Fund to use as needed during the year for placement changes and to cover needed deficits in the General Fund as of June 30<sup>th</sup>.**

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

## **Update on Facilities Assessment and Cooling Studies**

As was communicated at the November School Committee meeting, we obtained proposals for both a Facilities Assessment and Cooling Study for Pine Hill. We met with the Working Group, which includes both School and Town representatives, to review the proposals and determine next steps and funding. It was agreed to proceed with both studies. The cost of the Facilities Assessment (\$16,800) will be equally shared, with the School Committee funding the costs of the Cooling Study (\$8,000). Funds from the Building Rental Fund will be used to cover the School Committee's portion of both projects.

**Included in your packet is the initial Cooling Study report from Consulting Engineering Services (CES). We are still awaiting the Facilities Assessment report. More information regarding steps to be considered from the cooling study is included in the FY25 Capital Budget portion of the packet.**

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



Sherborn Public Schools  
Status of Appropriations as of January 31, 2024

	FY24	EXPENDED		TOTAL	OPERATING	% of
	BUDGET	THRU 1/31	ENCUMBRANCES	PROJECTED	VARIANCE/ BUD. REMAINING	BUDGET
<b><u>SALARIES</u></b>						
SUPERINTENDENT	\$139,344	\$46,316	\$92,631	\$138,947	396	0.28%
BUSINESS AND FINANCE	115,939	38,814	77,628	116,442	(503)	- 0.43%
DISTRICT INFO MANAGEMENT	79,530	26,402	52,804	79,206	325	0.41%
SPED ADMINISTRATION	213,749	61,178	153,228	214,406	(657)	- 0.31%
SCHOOL LEADERSHIP-BUILDING	339,024	193,748	150,376	344,123	(5,100)	- 1.50%
ACADEMIC LEADERS	35,156	17,825	17,162	34,987	170	0.48%
EDUCATORS, CLASSROOM	2,882,222	1,175,431	1,750,317	2,925,748	(43,526)	- 1.51%
EDUCATORS, SPED	1,136,712	435,269	599,205	1,034,474	102,238	8.99%
SUBSTITUTES	34,000	22,791	5,035	27,825	6,175	18.16%
EDUCATIONAL ASSISTANTS	409,665	203,139	234,705	437,845	(28,180)	- 6.88%
LIBRARIANS & MEDIA CENTER	124,930	52,397	71,451	123,848	1,082	0.87%
BUILDING BASED PD	20,250	21,172	0	21,172	(922)	- 4.55%
GUIDANCE COUNSELORS	132,496	37,891	95,005	132,896	(399)	- 0.30%
PSYCHOLOGICAL SERVICES	115,450	48,844	66,606	115,450	0	0.00%
MEDICAL/HEALTH SERVICES	98,333	36,542	59,347	95,889	2,443	2.48%
CUSTODIAL SERVICES	244,643	132,449	107,905	240,354	4,289	1.75%
<b>TOTAL SALARIES</b>	<b>\$6,121,442</b>	<b>\$2,550,207</b>	<b>\$3,533,404</b>	<b>\$6,083,610</b>	<b>\$37,832</b>	<b>0.62%</b>
<b><u>EXPENDITURES</u></b>						
SCHOOL COMMITTEE	\$6,800	\$4,616	\$1,170	\$5,786	1,014	14.91%
SUPERINTENDENT	17,000	16,987	444	17,431	(431)	- 2.53%
LEGAL SERVICES	8,000	5,000	0	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	68,100	59,558	3,088	62,645	5,455	8.01%
SCHOOL LEADERSHIP-BUILDING	22,900	20,086	1,408	21,494	1,406	6.14%
SPED SERVICES/SUPPLIES	117,500	42,845	41,585	84,429	33,071	28.15%
LIBRARIANS & MEDIA CENTER	3,850	2,387	152	2,539	1,311	34.05%
COURSE REIMBURSEMENT/PD	27,600	9,693	300	9,993	17,607	63.79%
TEXTBOOKS	38,500	24,060	544	24,604	13,896	36.09%
LIBRARY INSTRUCTIONAL MATERIALS	5,000	4,548	100	4,648	352	7.05%
INSTRUCTIONAL EQUIPMENT	12,700	6,075	4,816	10,891	1,809	14.25%
GENERAL SUPPLIES	49,600	28,939	1,640	30,579	19,021	38.35%
CLASSROOM INSTRUCT TECHNOLOGY	22,500	22,798	266	23,065	(565)	- 2.51%
GUIDANCE	3,500	4,607	0	4,607	(1,107)	-31.63%
MEDICAL/HEALTH SERVICES	3,150	1,255	0	1,255	1,895	60.15%
TRANSPORTATION SERVICES	239,879	96,132	148,247	244,379	(4,500)	- 1.88%
CUSTODIAL SERVICES	21,500	16,489	871	17,360	4,140	19.26%
MAINTENANCE OF BUILDINGS	125,550	78,869	28,994	107,863	17,687	14.09%
UTILITIES	125,500	43,474	92,583	136,057	(10,557)	- 8.41%
<b>TOTAL EXPENDITURES</b>	<b>\$919,129</b>	<b>\$488,418</b>	<b>\$326,207</b>	<b>\$814,624</b>	<b>\$104,505</b>	<b>11.37%</b>
<b>TOTAL INDISTRICT OPERATING</b>	<b>\$7,040,571</b>	<b>\$3,038,624</b>	<b>\$3,859,610</b>	<b>\$6,898,235</b>	<b>\$142,337</b>	<b>2.02%</b>
<b><u>OOD TUITION &amp; TRANSPORTATION</u></b>						
TUITION TO NON-PUBLIC/OUT-OF-STATE	\$505,000	\$269,900	\$165,122	\$435,022	\$69,978	13.86%
TUITION TO COLLABORATIVES/MA PUBLIC	235,000	152,506	242,172	394,678	(159,678)	-67.95%
<b>Total Tuition</b>	<b>740,000</b>	<b>422,406</b>	<b>407,294</b>	<b>829,699</b>	<b>(89,699)</b>	<b>-12.12%</b>
TRANSPORTATION SERVICES	145,000	64,895	91,263	156,158	(11,158)	- 7.70%
<b>TOTAL OOD</b>	<b>\$885,000</b>	<b>\$487,301</b>	<b>\$498,557</b>	<b>\$985,857</b>	<b>(\$100,857)</b>	<b>-11.40%</b>
<b>TOTAL OPERATING</b>	<b>\$7,925,571</b>	<b>\$3,525,925</b>	<b>\$4,358,167</b>	<b>\$7,884,092</b>	<b>\$41,479</b>	<b>0.52%</b>
* Total Charged to CB	320,000	132,727	286,964	419,691	(99,691)	

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

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TO: Sherborn School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY25 Operating Budget – Continued Discussions  
DATE: February 2, 2024

The following documents are included for your review:

- Summary of FY25 Proposed Budget Adjustments
- FY25 Operating Expense Summary V2.0
- FY25 Staffing Summary V2.0
- FY25 OOD Budget Projection V2.0

The proposed FY25 Operating Budget V2.0 reflects a reduction of **\$328,120** from V1.0 and an overall proposed increase of 3.99% versus 8.13% in V1.0.

The in-district adjustments reflect the changes from relocating the GOALS Program to Chickering as presented at Tuesday night's Joint Meeting. The OOD adjustments reflect updated placement projections as well as an increase in proposed use of CB funds. The proposed amount of \$375,000 represents a utilization of 85% of total expected CB reimbursement from tuition leaving \$55,000 plus any transportation amounts as the reserve for unbudgeted OOD expenses.

We do anticipate presenting a V3.0 on **March 12<sup>th</sup>** prior to the Open Hearing to reflect any adjustments from the math curriculum initiative and any other new information we may obtain that impacts the FY25 Budget. The Committee's final approval will take place after the Open Hearing.

## Budget Meetings with the Town

We will be meeting with Sherborn Advisory to discuss the Operating Budget on **February 14<sup>th</sup>**. The Chair attends this meeting along with the Superintendent and Business Administrator. Additional discussions will also take place as needed at Advisory's Budget Hearing scheduled for **Saturday, March 16<sup>th</sup>**. We typically attend only for the purpose of answering any questions that arise during their discussions.

One last date for your calendar is Sherborn's Annual Town Meeting scheduled for **April 23<sup>rd</sup>**.

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

**Sherborn Public Schools  
FY25 Proposed Budget  
Summary of Budget Adjustments**

	FY24 Budget	FY25 Proposed Draft	Change \$	%
<b>Presented November 14, 2023</b>				
<b>Pine Hill In-District</b>	\$7,040,571	\$7,429,930	\$389,359	5.53%
<b>OOD Tuition and Transportation*:</b>				
Tuition	740,000	995,000	255,000	34.46%
Transportation	145,000	145,000	0	0.00%
<b>Total OOD</b>	<u>\$885,000</u>	<u>\$1,140,000</u>	<u>\$255,000</u>	<u>28.81%</u>
<b>Total Sherborn Public Schools</b>	<u><b>\$7,925,571</b></u>	<u><b>\$8,569,930</b></u>	<u><b>\$644,359</b></u>	<u><b>8.13%</b></u>

\*Net of \$300,000 of Circuit Breaker funds

<b>Presented February 6, 2024</b>				
<b>Pine Hill In-District</b>		\$7,429,930		
Transfer GOALS Educator to Chickering	2310	(\$67,708)		
Reduction in EAs (4) due to GOALS reorganization/move	2330	(\$129,412)		
<b>In-District Increase (Decrease):</b>		<u><b>(\$197,120)</b></u>		
<b>Revised Pine Hill In-District</b>		<u>\$7,232,810</u>	<u>\$192,239</u>	<u>2.73%</u>
<b>OOD Tuition &amp; Transportation**</b>		\$1,140,000		
Net Reduction in Tuition Costs		(\$56,000)		
Increase use of CB Reimbursement		(\$75,000)		
<b>OOD Increase (Decrease):</b>		<u><b>(\$131,000)</b></u>		
<b>Revised OOD</b>		<u>\$1,009,000</u>	<u>\$124,000</u>	<u>14.01%</u>
<b>Total Sherborn Public Schools</b>		<u><b>\$8,241,810</b></u>	<u><b>\$316,239</b></u>	<u><b>3.99%</b></u>
<b>net change as of 2/6/2024</b>			<u><b>(\$328,120)</b></u>	

\*\*Net of \$375,000 of Circuit Breaker funds



**Sherborn Public Schools**

**FY25 OPERATING EXPENSE SUMMARY V2.0**

Description	FY21 Expended	FY22 Expended	FY23 Expended	FY24 Budget	FY25 Proposed	\$ CHANGE	% CHANGE	% SUB BUDGET	% TOTAL BUDGET
SALARIES & OTHER COMPENSATION	5,237,970	5,564,495	5,837,191	6,121,442	6,299,181	177,739	2.90%	87.09%	
OTHER EDUCATIONAL EXPENDITURES	374,917	359,085	382,334	406,700	406,725	25	0.01%	5.62%	
GENERAL EDUCATION TRANSPORTATION	216,547	239,628	237,783	239,879	245,854	5,975	2.49%	3.40%	
BUILDINGS & GROUND EXPENDITURES	218,426	246,690	269,227	272,550	281,050	8,500	3.12%	3.89%	
Sub-total In-District	6,047,860	6,409,898	6,726,535	7,040,571	7,232,810	192,239	2.73%		87.76%
TUITION*	432,017	473,820	722,669	740,000	864,000	124,000	16.76%	85.63%	
TRANSPORTATION	109,500	131,183	163,781	145,000	145,000	0	0.00%	14.37%	
Sub-total OOD	541,517	605,003	886,450	885,000	1,009,000	124,000	14.01%		12.24%
TOTAL SCHOOL DEPARTMENT	\$6,589,377	\$7,014,901	\$7,612,985	\$7,925,571	\$8,241,810	\$316,239	3.99%		100.00%

\*FY25 Budget net of **\$375,000** of Circuit Breaker funds, FY24 net **\$320,000**

Based on Proposed Budget of **February 6, 2024**

**Sherborn Public Schools**  
**FY25 Budget V2.0**  
**Summary of Staffing**

Educators – 44.65 FTEs

- 21 classroom educators plus 1 pre-k educator
- 6 specialist educators including art, music, physical education, technology, FLES and ELL (.1FTE reduction of ELL)
- 2.5 Literacy, Math and SEL Coaches (proposed addition of .5FTE Math Coach)
- 9.55 special education educators including speech, occupational and physical therapy and BCBA (converted PT position of .15 to DSEA contract in FY24, reduced OT by .2FTE, .5 Team Chair converted to administrative position, moved GOALS educator to Dover)
- 4.6 supporting educators including librarian, guidance, psychologist and nursing

Educational Assistants/Supporting Staff – 18 FTEs

- 10 General Education EAs covering K-5 and literacy/math support, 2 funded by grants (REAP & Title I)
- 2 Pre-k EAs – 1 funded by pre-k revolving
- 6 SPED EAs – 3 funded by Special Education Grant, 2 added to General Fund Budget (previously supported with ESSER funds), 4 reduced based on GOALS reorganization/move

Building Administration – 4.7 FTEs

- 1.9 Principal and Assistant Principal - (AP partially funded by REAP Grant)
- 1.0 Special Education Elementary Coordinators (2 positions shared with Chickering - .5 converted from Team Chair position)
- 1.8 Administrative Assistants (increase weekly hours of 10-month Admin Assistant by 2.5hrs)

Custodial Staff – 3.8 FTEs

- 1 Head Custodian
- 2.8 Custodians (evening staff)

Central Office Support – 4.075 FTEs

- Allocation of services for Superintendent, Assistant Superintendent, Student Services, Business Office, Facilities and IT personnel

**SHERBORN PUBLIC SCHOOLS**  
**FY25 OOD Budget Projection**  
February, 2024

Grade Level/Age	# of students	Tuition MA Public	Tuition Non-Public	Tuition Collaborative	Tuition Out-of-State	Tuition OOD Total
ELEMENTARY (PK-5)	4	\$50,000	\$200,000	\$0	\$47,000	\$297,000
MIDDLE SCHOOL (6-8)	less than 3	\$0	\$0	\$234,000	\$0	\$234,000
HIGH SCHOOL (9-11)	6	\$0	\$370,000	\$228,000	\$0	\$598,000
HIGH SCHOOL (12)	0	\$0	\$0	\$0	\$0	\$0
12+ (up to 22 years old)	less than 3	\$0	\$110,000	\$0	\$0	\$110,000
<b>TOTAL:</b>	<b>13</b>	<b>\$50,000</b>	<b>\$680,000</b>	<b>\$462,000</b>	<b>\$47,000</b>	<b>\$1,239,000</b>

FY24 Budget

10

\$1,060,000 FY24 Budget

\$ 179,000 increase from FY24 Budget\*

**\*Changes from FY24 Budget:**

-1	Graduated/Aged-out	<b>-\$240,000</b>
	Changes in placements	\$100,000
4	New Placements	\$270,000
	New Potential Placement	\$0
	Tuition Increases 4%	\$49,000
3	net activity, increase	<b>\$179,000</b>

**Estimated FY25 Tuition costs:**

Total Projected	\$1,239,000
Use of CB- estimate	(375,000)
General Fund Budget	<b>\$864,000</b>

**Estimated FY25 Transportation cost:**

ACCEPT Matrix	\$121,000
Van transport	\$9,000
ACCEPT Summer	\$15,000
Parent Reimbursement	<u>\$0</u>
Transportation Total:	<b>\$145,000</b>
FY25 Budget	<b>\$145,000</b>
diff	<b>\$0</b>

## **DOVER SHERBORN METCO REPRESENTATIVE TO THE DOVER SHERBORN REGIONAL SCHOOL COMMITTEE**

The Dover School Committee, The Sherborn School Committee, and The Dover-Sherborn Regional School Committee, hereafter referred to as “The School Committees”, proposes to add in addition to its regular members and its Student Advisory Committee member, one non-voting representative or two co-representatives (hereafter referred to as the METCO representative) who shall represent families participating in the Dover-Sherborn METCO program. The METCO representative or co-representatives will be authorized to sit at all open sessions of the School Committees and to discuss matters of concern in a fashion similar to School Committee members. In addition, the METCO representative or co-representatives may be assigned other responsibilities including committee assignments as determined by the chair of the representative School Committee.

METCO representatives or co-representatives shall be chosen annually by the Boston Dover-Sherborn METCO Parent Organization (BWMPO) and appointed by the School Committees for a one-year term. The selection process shall be determined by the BWMPO in keeping with its bylaws. The METCO representative or co-representative will be eligible for re-nomination and reappointment to subsequent terms. If a vacancy occurs, the officers of the BWMPO may nominate a person for appointment to complete the unexpired term.



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Elizabeth M. McCoy, Superintendent  
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Dawn Fattore, Business Administrator  
Kate McCarthy, Director of Student Services

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TO: Sherborn School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY25 Capital Budget V2.0 – Cooling Proposal  
DATE: February 2, 2024

The initial Cooling Study report from Consulting Engineering Services (CES) is included for your review. The working group had a meeting with the engineers to discuss the report and the proposals. It was decided to further explore the recommendations of installing HVAC equipment for ventilation/cooling in the Library, Auditorium and Cafeteria to provide large areas of temperature-controlled spaces. In addition, the work in the library would have some benefit to the classrooms in that area where we tend to see the higher recorded temperatures within the building.

Using the top end of the projected costs from the report and an additional 30% for excluded costs, we are proposing the School Committee approve a **\$375,000** placeholder to move forward to the Capital Budget Committee for consideration.

This work would not be completed this coming summer but would be potentially scheduled for the summer of 2025. This is still very much a work in progress, but we will be happy to answer any questions at Tuesday's meeting.

We will attend an upcoming Capital Budget Committee Meeting to discuss the proposed cooling project, if approved by the Committee.

# Pine Hill School Ventilation Systems Assessment

January 19<sup>th</sup>, 2024



**Consulting Engineering Services, LLC.**

128 Carnegie Row, Suite 104

Norwood, MA 02062

T 860.632.1682

[www.ceseng.com](http://www.ceseng.com) | [facebook](#) | [linkedin](#)

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CES Project No. 2023674.00

## Executive Summary

CES Inc, was retained to conduct an Existing Conditions Assessment and Recommendation of HVAC Improvements of Pine Hill School in Sherborn, MA. The intent of this study is to determine existing conditions of ventilation equipment serving all spaces as primary objective. Secondary recommendations are made with regards to adding air conditioning to the building.

The school was assessed by using existing plans and diagrams of the building in addition to a building walkthrough as conducted by Kathleen Baker, PE of CES on November 27, 2023. This Report may be used to determine appropriate HVAC upgrades to the building.

It should be noted that the following summary and recommendations are not fully engineered solutions and as such are not ready to be implemented without further analysis in some cases. Follow up is required to provide construction documents and analysis of specific systems and areas as noted. Furthermore, costs indicated in this report are rough orders of magnitude and shall not be used as a true estimate.

Pine Hill Elementary School is a 62,000 sf building originally constructed in 1956 and underwent a partial renovations in 1971, 1997 and 2007. The Library was added as an addition as part of the 1971 renovation. The Gymnasium was added as an addition as part of the 1997 renovation.

## Methods for Ventilation

Code required outside air requirements for the building can be achieved by mechanical or natural ventilation. The applicable codes are the IMC 2015 and IECC 2021.

Natural ventilation is permissible by code if the aggregate operable window and door areas of each space is equal or greater than 4% of the floor area. This is typically achieved by utilizing operable windows in each of the spaces. While this method is code permissible, it is not the standard practice, nor recommended for buildings located in the northeast due to climate conditions. Utilizing operable windows does not allow for providing the filtration or conditioning that mechanically ventilated systems can provide and thus these spaces will be more affected by local outdoor air quality, including the level of allergens and pollutants within the outdoor air, varying temperature and humidity conditions, and insects. In addition, the quantity of outside air is unpredictable, not easily measureable, and relies on the end user's operation of windows which is typically dependent on their comfort with space temperature rather than indoor air quality. Recommendations made within this report focus on mechanical ventilation schemes for these reasons.

Unit ventilators and separate exhaust fans are a common way that schools provide mechanical ventilation and heating to classrooms. This is the strategy currently employed at this school. Unit ventilators consist of a fresh air louver, a filter, a fan, and a heating coil. Unit ventilators provide filtration and heating for outdoor air into the space, which is an improvement over windows, but they are often very loud and inefficient. Additionally, the heating in the unit ventilators is the only component monitored and controlled by the existing BMS. The fresh air intake and fan operation does not have the ability to be

integrated into the school's existing BMS, and therefore the ventilation air and fans cannot manage energy usage through occupancy and comfort controls. Another disadvantage of unit ventilators is that they do not have the ability to recover heat from the exhaust airstream as an energy saving measure, and they do not provide mechanical cooling or dehumidification of ventilation air in the cooling and swing seasons. If unit ventilators were to remain as the source of ventilation air, and cooling was added, the rooms would feel colder but would also be humid. This cold and humid environment would be uncomfortable for the occupants.

For year-round mechanically ventilated and temperature controlled spaces, it is recommended to utilize a dedicated outdoor air system (DOAS) and ductwork. In order to bring in ventilation air efficiently and at optimal temperature and humidity levels, the DOAS has supply and exhaust fans, energy recovery, cooling, heating, and reheat coils for dehumidification. Energy recovery can be obtained through either a wheel or static plate heat exchanger that transfers both heat and humidity from the exhaust airstream to the supply airstream, and vice versa. After passing through the energy recovery section, the outdoor air gets either heated, or cooled and then reheated, before being delivered to rooms in the building. Dry, room-neutral air is delivered from the DOAS to the rooms in both heating and cooling seasons. This method has the most potential for controlling and observing the outside air quantities distributed throughout the space. Controls integrated into the BMS allow for increasing or decreasing the outside air ventilation rates based on occupancy and maintaining heating and cooling set points. This method also allows for highly controlled indoor air humidity and temperature levels.

## **Existing Conditions and Evaluation of Ventilation Systems**

### **Classroom Ventilation Systems**

#### **General Description & Operation**

All classrooms are provided with ventilation air from unit ventilators and exhaust air through rooftop exhaust fans. These ventilators are heating only and vary in age, but have been replaced over the years as necessary. Currently, there are fourteen (14) classrooms with Mcquay units installed in 1997, five (5) classrooms with Mcquay units installed in 2005, four (4) classrooms with Trane units installed in 1999, and eight (8) classrooms with Trane units installed between 2001 and 2003. The unit ventilators and exhaust fans are all past their useful life and should be considered for replacement. Utilizing unit ventilators meets the current codes and standards for ventilation, however, all of the existing unit ventilators should be commissioned to ensure proper airflow and operation.

Corridors outside of the classrooms are ventilated with heat recovery ventilators (HRVs). There are three (3) Lifebreath HRVs that serve corridors throughout the school. Each HRV provides 500 cfm of outdoor air and 605 cfm of exhaust air. These corridors are not currently provided with any means of air conditioning. These units are within their useful life and are recommended to remain. Utilizing HRVs is an appropriate method of ventilation which meets the current codes and standards.



## Main Office and Lobby Ventilation Systems

### General Description & Operation

The Main Office and Lobby spaces are provided with heating only and are heated with fin-tube radiant baseboard and cabinet wall heaters. They are ventilated with an above-ceiling unit ventilator. These units are all past their useful life and should be considered for replacement. Utilizing a unit ventilator meets the current codes and standards for ventilation for this space.

## Gymnasium Ventilation Systems

### General Description & Operation

The Gymnasium is provided with ventilation air from heating-only air handling units (AHUs), installed in 1997.

Two indoor AHU's serve the gymnasium. Each AHU is fitted with a motorized damper to a louver at the building exterior which allows for outside air to be introduced into the supply air for the spaces. This unit is past its useful life and does not have air conditioning. Due to this, both units should be considered for replacement. The methods of ventilation described for these systems is appropriate and meets the current codes and standards.

## Auditorium Ventilation Systems

### General Description & Operation

The Auditorium and Platform areas are ventilated with a steam ventilator. The heating coil of the steam ventilator has been abandoned and no longer provides heat. It was disconnected when the building was converted to hot water heating in 1997. There is an outdoor air louver connected to the steam ventilator that originally provided ventilation to the space, but it has been blocked off due to temperatures being too cold. There are a few operable windows in the space providing natural ventilation, and that is the only ventilation method currently being employed.

The methods of ventilation described for these systems is not appropriate and does not meet the current codes and standards, and therefore should be considered for replacement. The steam ventilator that likely provided the code required amount of ventilation has been shut down completely, and the percentage of window area was observed to be less than 4% of the floor area.

## Cafeteria and Kitchen Ventilation Systems

### General Description & Operation

The Cafeteria and Kitchen are each provided with ventilation air from a two (2) rooftop gas-fired makeup air units and ductwork to the individual spaces. Units are designed to function as a heating and ventilation source, but do not provide air conditioning to the

spaces. This method of ventilation is appropriate and meets the current codes and standards. The units were installed in 2014 and appear to be in fair condition. The tops and sides of both units were observed to have heavy rusting and peeling paint. These units are within their useful life, but due to the rusting and lack of air conditioning, they should be considered for replacement.

## Library and Learning Center Ventilation Systems

### General Description & Operation

The Library is provided with ventilation air from heating-only air handling units (AHUs), installed in 1997. Two indoor AHU's serve the Library. Each AHU is fitted with a motorized damper to a louver at the building exterior which allows for outside air to be introduced into the supply air for the spaces. This unit is past its useful life and should be considered for replacement.

The Learning Center is provided with heating and cooling via a rooftop AHU with gas-fired heating and dx cooling. The unit was installed in 2022 and appears to be in good condition and is within its useful life. The room also has a unit ventilator above the ceiling for ventilation. This unit ventilator is past its useful life and should be considered for replacement.

The methods of ventilation described for these systems is appropriate and meets the current codes and standards.

## Summary and Recommendations

### Classroom Ventilation Systems

A majority of the classrooms are provided with ventilation systems that meet code, but are not effective for maintaining a comfortable indoor environment. To address this deficiency it is recommended that a dedicated outdoor air system (DOAS) be installed to provide adequate ventilation and humidity control to these spaces.

The DOAS would consist of several rooftop air handling units responsible for providing 100% outside air that is conditioned to room neutral temperature. Each unit would consist of supply & exhaust fans, energy recovery wheel, hot water heating coil, dx cooling coil with hot gas reheat, filters, control, and accessories.

Ventilation supply and exhaust air would be ducted from the DOAS units to each of the classrooms. Both ducts could potentially be routed above the corridor ceilings. The existing exhaust ductwork is routed in the corridor ceilings to the classrooms, and each classroom has a duct chase with an exhaust grille low in the wall. The existing exhaust ducts and wall grilles in the classroom chases can remain and be reused. The existing exhaust ductwork in the corridor ceilings should be removed, and new exhaust ductwork from the DOAS should be routed in the corridor ceilings to the existing classrooms and connected into the existing duct chases. The supply air duct could run alongside the exhaust ductwork, and ceiling or wall grilles would be provided in each classroom for air

distribution.

DOAS System Opinion of Probable Cost: \$1,600,000 - \$1,900,000

- Including in this cost is the following:
  - DOAS units, ductwork, controls, and all accessories. Basis of design is AAON RN Series units.
  - Electrical infrastructure consisting of wiring, conduit, circuit breakers, panelboards, etc.
  - Architectural modifications including ceilings, soffits, and other modifications required.
  - Minor structural modifications (if required).
- Not included in this cost are:
  - Soft costs (architectural & engineering fees).
  - Re-roofing.
  - Air conditioning (see information below for air conditioning costs)
  - Substantial electrical infrastructure upgrades should it be required.
- Please note the following:
  - This rough order of magnitude cost is our opinion of a range of costs for budgetary purposes. More specific costs can be developed should the design be progressed.
  - Also, please note that given extraordinary market conditions currently, pricing can vary quite significantly week to week currently and as such cannot be fully accounted for.

## Classroom Air Conditioning Systems

If air conditioning is desired within the building, it is recommended to install a Variable Refrigerant Flow (VRF) air conditioning system. This system would consist of various indoor air conditioning units connected with refrigerant piping to condensing units located outside at grade or on the roof. Indoor air conditioning units part of this system generally consist of ceiling mounted cassette units, high-wall mounted units, or ducted units located above ceilings.

VRF systems are particularly popular for renovation and retrofit school applications due to their flexibility, small pipe size requirements (as compared to chilled water systems), options, efficiency, and acoustics. For these reasons a VRF system would be recommended for this application.

VRF System Opinion of Probable Cost: \$1,500,000 - \$1,800,000

- Including in this cost is the following:
  - VRF indoor units, outdoor units, piping, controls, and accessories. Basis of design is Mitsubishi PURY series.
  - Electrical infrastructure consisting of wiring, conduit, circuit breakers, panelboards, etc. Note that this cost does not include significant electrical upgrades that can sometimes be required due to the electrical demand of air conditioning systems. Further investigation would be required to insure

- the current electrical system can support new air conditioning systems.
  - Architectural modifications including ceilings, soffits, and other modifications required.
  - Minor structural modifications (if required).
- Not included in this cost are:
  - Soft costs (architectural & engineering fees).
  - Re-roofing.
  - Substantial electrical infrastructure upgrades should it be required.
- Please note the following:
  - This rough order of magnitude cost is our opinion of a range of costs for budgetary purposes. More specific costs can be developed should the design be progressed.
  - This pricing assumes a standalone air conditioning project. Should the air conditioning be combined with the ventilation project noted above, there would be potential savings.
  - Also, please note that given extraordinary market conditions currently, pricing can vary quite significantly week to week currently and as such cannot be fully accounted for.

## Main Office and Lobby Ventilation Systems

These spaces are currently provided with appropriate heating and ventilation however they do not contain air conditioning. Due to the age of the existing unit ventilator as well as the lack of air conditioning, it is recommended that these units are replaced with a rooftop unit (RTU). The RTU would contain supply fans, heating coils, cooling coils, filters, controls, and accessories. The rooftop unit would have an air intake to provide the code required ventilation for the space. This unit would be installed on the roof above the Main Office and ducted through the roof into the space.

RTU System Opinion of Probable Cost: \$40,000 - \$60,000

- Including in this cost is the following:
  - RTU, ductwork, controls, and all accessories. Basis of design is AAON RN Series units.
  - Electrical infrastructure consisting of wiring, conduit, circuit breakers, panelboards, etc.
  - Architectural modifications including ceilings, soffits, and other modifications required.
  - Minor structural modifications (if required).
- Not included in this cost are:
  - Soft costs (architectural & engineering fees).
  - Re-roofing.
  - Substantial electrical infrastructure upgrades should it be required.
- Please note the following:
  - This rough order of magnitude cost is our opinion of a range of costs for budgetary purposes. More specific costs can be developed should the design be progressed.



- Also, please note that given extraordinary market conditions currently, pricing can vary quite significantly week to week currently and as such cannot be fully accounted for.

## Gymnasium Ventilation Systems

These spaces are currently provided with appropriate heating and ventilation however they do not contain air conditioning. Due to the age of the existing air handling units as well as the lack of air conditioning, it is recommended that these units are replaced with new units that contain supply fans, heating coils, cooling coils, filters, controls, and accessories. The units would be installed indoors similar to the existing ones with associated condensing units located on the roof or at grade to provide air conditioning.

### AHU Replacement Opinion of Probable Cost:

- \$160,000 - \$220,000 per AHU, if air conditioning is provided.
- \$120,000 - \$160,000 per AHU, if heating only
- Included in this cost is the following:
  - New indoor AHU's, similar to Trane Performance Climate Changer, including installation, accessories, and controls.
  - Condensing units, interconnecting refrigerant piping and accessories.
  - Electrical infrastructure consisting of wiring, conduit, circuit breakers, panelboards, etc. Note that this cost does not include significant electrical upgrades that can sometimes be required due to the electrical demand of air conditioning systems. Further investigation would be required to insure the current electrical system can support new air conditioning systems.
  - Architectural modifications including ceilings, soffits, and other modifications required.
  - Minor structural modifications (if required).
- Not included in this cost are:
  - New distribution ductwork. It is assumed the existing ductwork will remain and be reused.
  - Soft costs (architectural & engineering fees).
  - Substantial electrical infrastructure upgrades should it be required.
- Please note the following:
  - This rough order of magnitude cost is our opinion of a range of costs for budgetary purposes. More specific costs can be developed should the design be progressed.
  - Also, please note that given extraordinary market conditions currently, pricing can vary quite significantly week to week currently and as such cannot be fully accounted for.

## Auditorium Ventilation Systems

The Auditorium is not currently provided with effective code compliant ventilation systems. To address this deficiency it is recommended that a rooftop unit (RTU) be installed that contains supply fans, heating coils, cooling coils, filters, controls, and

accessories. The rooftop unit would have an air intake to provide the code required ventilation for the space. This unit would be installed on the roof adjacent to the Auditorium and ducted through the sidewall into the space. Due to the lack of a code compliant system, adding ventilation to the Auditorium should be considered the highest priority for the building.

RTU System Opinion of Probable Cost: \$65,000 - \$95,000

- Including in this cost is the following:
  - RTU, ductwork, controls, and all accessories. Basis of design is AAON RN Series units.
  - Electrical infrastructure consisting of wiring, conduit, circuit breakers, panelboards, etc.
  - Architectural modifications including ceilings, soffits, and other modifications required.
  - Minor structural modifications (if required).
- Not included in this cost are:
  - Soft costs (architectural & engineering fees).
  - Re-roofing.
  - Substantial electrical infrastructure upgrades should it be required.
- Please note the following:
  - This rough order of magnitude cost is our opinion of a range of costs for budgetary purposes. More specific costs can be developed should the design be progressed.
  - Also, please note that given extraordinary market conditions currently, pricing can vary quite significantly week to week currently and as such cannot be fully accounted for.

## Library and Learning Center Ventilation Systems

The Library is currently provided with appropriate heating and ventilation, however it does not contain air conditioning. Due to the age of the existing air handling units as well as the lack of air conditioning, it is recommended that these units are replaced with a new RTU that contains supply fans, heating coils, cooling coils, filters, controls, and accessories. The rooftop unit would have an air intake to provide the code required ventilation for the space. This unit would be installed on the roof adjacent to the Library and ducted through the sidewall into the space. The ductwork on both halves of the library would be connected in order to serve the space with a single rooftop unit.

The Learning Center is currently provided with appropriate heating, cooling, and ventilation. The existing rooftop unit is in good condition and is within its useful life, but it is not bringing in ventilation air. Due to the lack of ventilation air, it is recommended that the rooftop unit be replaced with new RTU that contains supply fans, heating coils, cooling coils, filters, controls, and accessories. The rooftop unit would have an air intake to provide the code required ventilation for the space. This unit would be installed on the existing roof curb and would reuse the existing ductwork in the space.

Learning Center RTU System Opinion of Probable Cost: \$15,000- \$25,000

#### Library RTU System Opinion of Probable Cost: \$60,000 - \$120,000

- Including in this cost is the following:
  - RTU, ductwork, controls, and all accessories. Basis of design is AAON RN Series units.
  - Electrical infrastructure consisting of wiring, conduit, circuit breakers, panelboards, etc.
  - Architectural modifications including ceilings, soffits, and other modifications required.
  - Minor structural modifications (if required).
- Not included in this cost are:
  - New distribution ductwork. It is assumed the existing ductwork will remain and be reused.
  - Soft costs (architectural & engineering fees).
  - Re-roofing.
  - Substantial electrical infrastructure upgrades should it be required.
- Please note the following:
  - This rough order of magnitude cost is our opinion of a range of costs for budgetary purposes. More specific costs can be developed should the design be progressed.
  - Also, please note that given extraordinary market conditions currently, pricing can vary quite significantly week to week currently and as such cannot be fully accounted for.

#### Cafeteria and Kitchen Ventilation Systems

The Kitchen and Cafeteria are currently provided with appropriate heating and ventilation, however they do not contain air conditioning. Due to the rusting of the existing air handling units as well as the lack of air conditioning, it is recommended that these units are replaced with new RTUs that contain supply fans, heating coils, cooling coils, filters, controls, and accessories. The rooftop units would have an air intake to provide the code required ventilation for the space. These units would be installed in the same place as the existing rooftop makeup air units, and ductwork to the spaces would be reused.

Kitchen RTU System Opinion of Probable Cost: \$30,000 - \$60,000

Cafeteria RTU System Opinion of Probable Cost: \$40,000 - \$70,000

- Including in this cost is the following:
  - RTU, ductwork, controls, and all accessories. Basis of design is AAON RN Series units.
  - Electrical infrastructure consisting of wiring, conduit, circuit breakers, panelboards, etc.
  - Architectural modifications including ceilings, soffits, and other modifications required.
  - Minor structural modifications (if required).
- Not included in this cost are:
  - New distribution ductwork. It is assumed the existing ductwork will remain

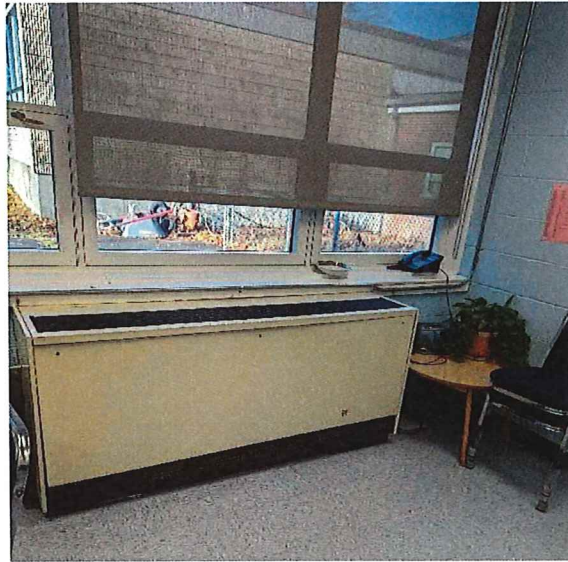
- and be reused.
- Soft costs (architectural & engineering fees).
- Re-roofing.
- Substantial electrical infrastructure upgrades should it be required.
- Please note the following:
  - This rough order of magnitude cost is our opinion of a range of costs for budgetary purposes. More specific costs can be developed should the design be progressed.
  - Also, please note that given extraordinary market conditions currently, pricing can vary quite significantly week to week currently and as such cannot be fully accounted for.

## Electrical Systems

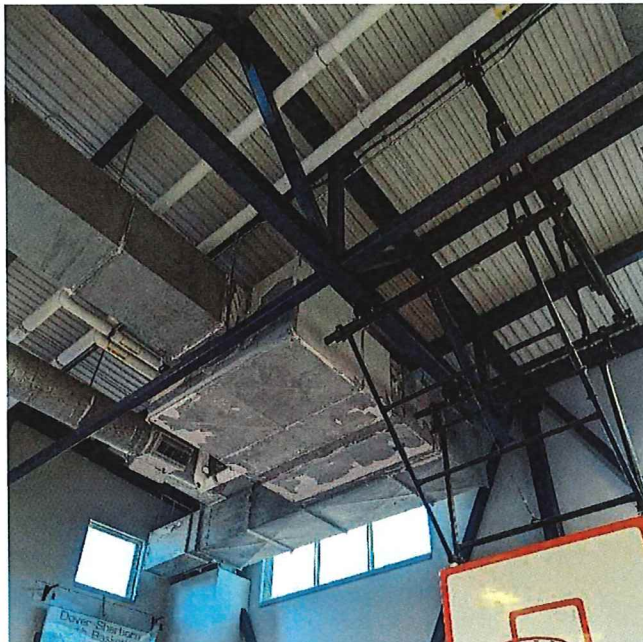
The capacity of the electrical service and distribution is sufficient for the current building use. After review of the monthly Eversource utility bills over the course of 2023, there was a maximum demand of 233A in the month of October. Therefore, the existing service can support the addition of the proposed auditorium, cafeteria, and library ventilation systems based on this analysis. However, any further additions or upgrades will require an upgrade of the existing building service.



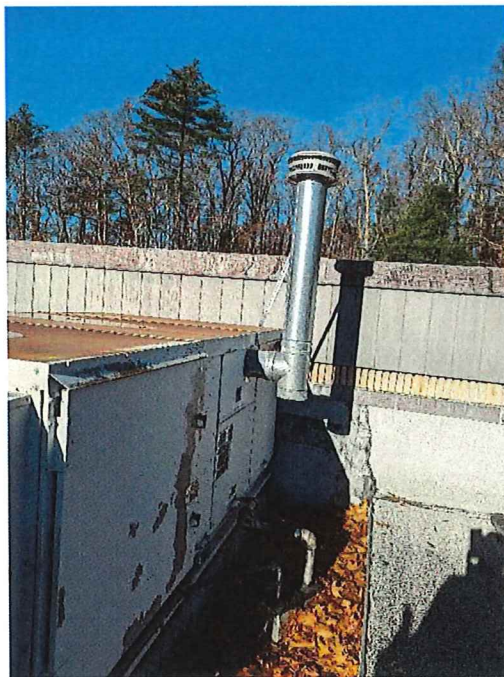
## Photos



Classroom Unit Ventilator



Gymnasium Air Handling Unit



Kitchen and Dining  
Makeup Air Units





Library Air Handling Unit



Learning Center Rooftop Unit

Total

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### **Sherborn School Committee** Meeting of November 14, 2023

Members Present: Dennis Quandt  
Amanda Brown  
Kristen Aberle (remote)  
Christine Walsh  
Rebecca Hammond

Also Present: Beth McCoy, Superintendent  
Dawn Fattore, Business Administrator

#### **1) Call to Order**

Dennis Quandt called the meeting to order at 6:34 pm in the DSMS Library.

#### **2) Community Comments - none**

#### **3) Superintendent Comments -** Superintendent Beth McCoy spoke about progress made on the District goal of Vision for Teaching and Learning; the implementation of a data dashboard that will be used to track academic benchmarks, standardized assessments, attendance/discipline, and results of student surveys; and the launch of METCO 2.0.

#### **4) Financial Reports**

- Warrant Report
- FY24 Monthly Report
  - Salaries: budget balances reflect the final accounting entry processed to allocate the negotiations reserve of \$200,000.
  - Expenditures: there are no material variances to report to date.
  - Out of District: the total negative variance as of November 8th is approximately \$200,000, a reduction of \$35,000 due to a change in cost for a placement.
  - Special Revenue/Revolving Funds: funding for the facilities assessment and cooling studies is proposed to come from the Building Rental fund which has a balance of approximately \$80,000.
  - Facilities Assessment and Cooling Studies: since the last meeting, proposals for both the Facilities Assessment and the Cooling Study have been received. The Working Group, which includes both School and Town representatives, agreed to proceed with both studies. The cost of the Facilities Assessment (\$16,800, equally shared with the Town) and the cost of the Cooling Study (\$8,000) will come from the Building Rental fund.

#### **7) Discussion Items**

- Calendar Task Force - Beth McCoy reported that due to recent world events, particularly in the Middle East, the Task Force will be pausing their work until January.
- Building Assessment & Engineering Studies update - covered under Item #4.

#### **8) Action Items**

- Proposed FY25 Budget - key budget drivers for FY25 are: 1) contractual increases of 3% based on ratified agreements for majority of contracts plus step (ranging from 4 - 9%) and lane increases for educators (on average an additional 1.6% on total educator compensation); staff addition of .5 FTE to increase Math Coach to 1.0, approximately \$50,000; staff reductions of .1 FTE ELL Educator and .2 FTE OT due to current student needs, \$15,000 savings; post FY24 budget staffing changes, net saving of \$95,000; addition

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of estimated costs of \$47,500 to implement proposed new math curriculum; increases in costs for transportation and utilities due to contractual agreements and current market prices; enrollment projection of 385-389 students with 21 classroom sections; and OOD student enrollment based on FY24 placements expected to continue in FY25.

The overall operating budget increase is \$644,359 or 8.13% (FY24 increase was 8.17%) with: in-district operating increase of \$389,359 or 5.53% and OOD operating increase of \$255,000 or 28.81%. The draft budget includes \$300,000 of circuit breaker offset (the FY24 budget utilized \$320,000).

*Christine Walsh made a motion to approve the FY25 Budget as presented. Amanda Brown seconded.*

*23-13 VOTE: 5 - 0 (Kristen Aberle via roll call)*

### **9) Consent Items**

- Approval of Minutes: October 17, 2023 - remove Ariana Delaney from CSA presentation.
- Donations - \$50,000 from Pine Hill CSA for enhancements to the playground.
- Grants - &95,238 for IDEA-SPED 240 Grant; \$2,803 for Early Child SPED Entitlement Grant 262; \$18,015 for Title 1 Grant; \$4,849 for Title IIA Grant; \$10,000 for Title IV A-ESSA Grant; and \$47,845 for REAP Grant.

*Christine Walsh made a motion to approve the Consent Agenda as amended. Amanda Brown seconded.*

*23-14 VOTE: 5 - 0 (Kristen Aberle via roll call)*

### **10) Informational Items**

- Pine Hill Newsletters
- Dover Sherborn Regional Committee minutes of October 10, 2023
- Dover School Committee Minutes of September 26, 2023

**11) Items for February 6, 2024 meeting - FY25 Budget, math curriculum update**

**12) Adjournment at 7:58 pm.**

Respectfully submitted,  
Amy Davis



# The Public Schools of Dover and Sherborn

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



Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

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

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TO: Dover School Committee

FROM: Kate McCarthy, Director of Student Services  
Naomi O'Brien, Special Education Elementary Coordinator  
Dawn Fattore, Business Administrator

DATE: January 12, 2024

RE: FY25 Pre-K Tuition Rates

For FY25 there will continue to be two options for our Pre-K integrated program: a 3-day or 5-day enrollment.

We are proposing a 3% increase, and the corresponding rates will be:

- 3-day rate (M,W,F) \$6,210
- 5-day rate \$10,990

We are requesting that the Committee approve these rates for inclusion in the FY25 application packets.

**Dover School Committee**  
Meeting of October 24, 2023

Members Present: Liz Grossman  
Martha Castle  
Jessica Hole  
Also Present: Beth McCoy, Superintendent  
Denny Conklin, Assistant Superintendent

**1) Call to Order**

Liz Grossman called the meeting to order in the Middle School Library at 6:30 pm.

**2) Community Comments - none.**

**3) Superintendent Comments -** Superintendent Beth McCoy spoke about the recent Open Houses, the upcoming Challenge Success Panel and other District Events. She also highlighted the work of the Calendar Task Force. Assistant Superintendent Denny Conklin also gave an update of his work with the faculty on curriculum audits and teacher professional practice goals.

**4) Financial Reports**

- Warrant Report
- FY24 Monthly Report
  - Salaries: the majority of the salaries have been encumbered. There are variances in several line items: 1) Educator, Classroom reflects a leave of absence; 2) Educators, SPED reflects the addition of a .8FTE Speech Language Pathologist and .35FTE Physical Therapist that were previously covered by outside contracted services in the SPED Services/Supplies Expenditure line item and there were several post-budget staffing changes; and 3) Educational Assistants reflect savings from SPED positions not needed due to changes in student placements and the needs of the current cohort of students.
  - Expenditures: there are no material variances to report at this time.
  - Out of District: there are currently 6 more placements than budgeted. The total negative variance in tuition costs is approximately \$915,000; comprised of \$610,000 from new placements and \$450,000 from changes in placements, offset by \$145 of savings from students leaving or graduating early. Circuit Breaker reimbursement is estimated to be \$1,000,000.
  - Capital Projects: the FY24 flooring project was completed over the summer. The fire control panel replacement is scheduled to be completed over February break.

**5) Discussion Items**

- October Enrollment Report - Beth McCoy reviewed the report including a breakdown of demographics at Chickering.
- School Committee FY25 Budget Guidance - priorities for next year's budget were discussed.

**6) Action Items**

- Approve FY25 Capital Plan - the only item on the capital plan for FY25 is continued replacement of classroom flooring for \$140,000.

**Approved 11/21/2023**

*Jessica Hole made a motion to approve the FY25 Capital Plan as presented. Martha Castle seconded.*

*23-12 VOTE: 3 - 0*

**7) Consent Items**

- Approval of Minutes: September 26, 2023

*Martha Castle made a motion to approve the Consent Agenda. Jessica Hole seconded.*

*23-13 VOTE: 3 - 0*

**8) Informational Items**

- Dover Elementary Principal's Report
- MCAS Results
- Dover Sherborn Regional School Committee Minutes of September 12, 2023
- Sherborn School Committee Minutes of September 19, 2023

**9) Items for November 21, 2023 Meeting**

**10) Adjournment at 7:38 pm.**

Respectfully submitted,  
Amy Davis

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

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

**1) Call to Order**

Judi Miller called the meeting to order at 6:33 pm in the Middle School Library.

**2) Community Comments - none**

**3) Student Council Reps: Esther Mersuli and Annie Loeffler** - Esther and Annie updated the Committee on events held so far this year as well as the plans for the upcoming Spirit Week and Town Meetings.

**4) Superintendent Comments** - Superintendent Beth McCoy spoke about progress made on the District goal of Vision for Teaching and Learning; the implementation of a data dashboard that will be used to track academic benchmarks, standardized assessments, attendance/discipline, and results of student surveys; and the launch of METCO 2.0.

**5) Financial Reports**

- Warrant Report
- FY24 Monthly Report
  - Revenues: interest rates remain favorable resulting in a projected positive variance in Interest Income.
  - Salaries: the English Learner (EL) education position has been increased to a .8 FTE (from a .5 FTE) to meet the needs of the current student cohort.
  - Expenditures: transportation and health insurance expenses have been encumbered. Healthcare costs are projected to be within our budgeted amounts. The current projection for the contribution to the OPEB Fund is \$250,000.
  - FY25 Budget - the first draft of the budget will be presented at the December meeting.

**6) Discussion Items**

- FY25 Budget Guidance - Dawn Fattore asked for member input on budget priorities prior to the presentation of the first draft budget next month.
- Calendar Task Force - Beth McCoy reported that due to recent world events, particularly in the Middle East, the Task Force will be pausing their work until January.

**7) Action Items**

- P Card - the Administration has requested approve to enter into an agreement for a purchasing card which will be maintained in the School Business Office. It may only be used for legitimate District business expenditures.

*Kate Potter made a motion to approve the Resolution Authorizing Issuance of Individual Procurement Cards through the Bank of Montreal. Maggie Charron seconded.*  
23-14 VOTE: 5 - 0

**8) Consent Items**

- Approval of Minutes: October 10, 2023 - add Colleen Burt to Members Present

**Approved 12/5/2023**

- Approval of High School Out of State Field Trip - March 10 - 14, 2024 to Washington DC

*Angie Johnson made a motion to approve the Consent Items. Colleen Burt seconded.*

*23-15 VOTE: 5 - 0*

**9) Informational Items**

- DSHS Principal's Memo
- DSHS Newsletter
- DSMS Newsletter
- Sherborn School Committee minutes of September 19, 2023
- Dover School Committee minutes of September 26, 2023

**10) Items for November 7, 2023 DS Regional School Committee Meeting - FY25 Budget**

**11) Adjournment at 7:40 pm.**

Respectfully submitted, Amy Davis