



Dover-Sherborn Regional School Committee

Tuesday, February 6, 2024

6:30 PM

Dover-Sherborn Middle School Library

[Livestream via Dover-Sherborn Cable Television](#)

AGENDA

1. Call to Order

2. Community Comments

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

(For Community Comments Only)

3. Student Council Representatives

4. Superintendent Comments

5. Financial Reports

- Warrant Report
- FY24 Monthly Report

6. Discussion Items

- FY25 Operating Budget
- Policy: METCO Representative to the School Committee – First Read

7. Action Items

8. Consent Items

- Approval of Minutes – December 5, 2023
- Sports Medicine Policy Manual – 2nd Read for Approval (Document in January 16th Packet)

9. Informational Items

- [Dover-Sherborn MS January Newsletter](#)
- [Dover-Sherborn HS January Newsletter](#)
- Dover School Committee Minutes – November 21, 2023

10. Next Meeting February 14, 2024 – Joint Meeting with Finance Committee

11. 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.

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The Public Schools of Dover and Sherborn

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Dover, MA 02030
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www.doversherborn.org



Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Dover-Sherborn Regional School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY24 Operating Update
DATE: February 2, 2024

Attached please find:

- a. General Fund Revenues as of January 31, 2024
- b. Status of Appropriations as of January 31, 2024

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

Revenues

Chapter 70 and 71 revenue projections reflect the final Cherry Sheet amounts. The small variance in Chapter 70 is due to adjustments to our student enrollment in school choice districts and charter schools that were not included in preliminary cherry sheets. Chapter 71 revenues reflect a 90% reimbursement rate (FY23 was 79.55%). We are projecting no variances in athletics. At this point in the school year, we adjusted the estimated to be received for High School Activities to reflect actual participation. We have met the budget for High School Parking and Middle School Activity fees. Interest rates remain favorable resulting in a projected positive variance in Interest Income. We will continue to adjust projections accordingly.

Operating Expenditures

Salaries

Function code budgets now include the allocation of the salary reserve approved in the FY24 Budget. We have encumbered the majority of salaries for FY24. Custodial overtime and substitute costs are expensed as incurred. You will note a negative variance in Substitutes. We have several staff members out on leave and long-term substitutes have been hired to fill those positions. The encumbrances are reflected in the Status of Appropriations.

A few staffing updates to note:

- Converted the SPED team chair educator budgeted positions to two SPED Administrator positions (one at each building) and covering the district-wide Out-of-District Coordinator position with a .5 FTE.
- Piloting a Math Specialist at the Middle School that is currently budget neutral given post-FY24 staffing changes.
- Increased the BCBA position from a .6FTE to a 1.0FTE due to current program/student needs.
- Combined the Athletic Trainer position (new to the budget in FY24) with the Athletic Administrative Assistant position to make this position more marketable as well as creating efficiencies in the Athletic Office. This results in small overall savings.
- Increased the English Learner (EL) educator position to a .8FTE (from a .5FTE) due meet the needs of the current student cohort.

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

Expenditures

At this time, we are not projecting any material variances in operating expenses. Transportation and health insurance expenses have been encumbered. Healthcare costs are projected to be within our budgeted amounts. Retiree healthcare rates were approved for calendar year 2024. We saw a larger than normal increase primarily due to the costs of prescription drug coverage. The increase for our most subscribed plan is 4.7%. (Important to note however that this plan has had no increases for the past several years.) The current projection for our contribution to the OPEB fund is \$250,000. An estimate for utilities has been encumbered. We will update these as the winter season progresses as well as refine the impact on electricity costs from the supply costs increase (40% higher) which takes effect in December.

Capital Project Update

We had two sets of capital projects approved for FY24 – the Rooftop Air Handler Replacement Project funded through an IMA and several other smaller projects funded with E&D and Community Education Funds as approved by the Committee. Below is a status summary of each one:

1. *Roof Air Handlers Replacement Project* at a cost of \$1,200,000 – We have continued the pre-bidding work necessary to move forward with this project but due to continued long-lead time for delivery it has been recommended by our engineering firm to delay this installation until the summer of FY25. Given the tight timeframe we have to receive and then install the equipment in July/August the timing was just too risky. Although this is not optimal given the current conditions of a few of the units, it does make sense for the overall project. We have informed the Towns of this delay and the corresponding hold on the payment terms of the IMA. **The project bid is scheduled to be posted on February 28th with a March 27th bid opening. We will most likely need to request additional funding to complete the project.**
2. *High School Floor Replacement* at a cost of \$120,000 – The installation took place in July and included hallways and classrooms in the math wing.
3. *Lindquist Bathroom renovations* at a cost of \$30,000 – This project has been completed and includes several sustainability features (motion sensor touchless faucets and hand dryers).
4. *Bleacher/Press Box Renovation* for approved funding to date of \$225,000 – In addition to these funds, we have also secured \$75,000 of funding through the Mudge Foundation and are discussing potential funding from Dover-Sherborn Cable TV. The new cost estimate is approx. \$600,000, an increase of \$100,000. Part of the increase was due to higher supply and labor costs for the bleacher kit (\$44,000) once the plans were finalized and the remaining increase is attributable to estimated costs of the foundation and site work. **The bleachers have been ordered and the foundation work went out to bid in late January with a bid opening date of February 14th.** We will keep the committee updated on the bid process. Once the total cost is finalized, we will begin additional efforts to secure the remaining funds. The work is scheduled to be completed this summer.

FY23 Wrap-up

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

We are waiting for our auditors to schedule their fieldwork. We will keep the Committee updated on their progress and the timeline for the presentation of the audited financial statements.

As previously communicated, our E&D was certified on August 30th at \$1,126,642 (4.03%).

We will be happy to answer any questions the Committee may have at Tuesday's meeting.

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

Dover-Sherborn Regional School District
General Fund Revenues
as of January 31, 2024

	<u>FY24</u> <u>BUDGET</u>	<u>YTD</u> <u>RECEIVED</u>	<u>EST. TO BE</u> <u>RECEIVED</u>	<u>OPERATING</u> <u>VARIANCE</u>	<u>% OF</u> <u>BUDGET</u>
DOVER ASSESSMENTS	\$12,954,938	\$7,316,553	\$5,638,385	\$0	0.00%
SHERBORN ASSESSMENTS	11,209,598	6,333,650	4,875,948	\$0	0.00%
CHAPTER 70, net	2,629,875	1,318,773	1,312,888	\$1,786	0.07% *
CHAPTER 71 (Transportation)	611,954	0	758,823	\$146,869	24.00% *
H/S ATHLETIC FEES	284,750	176,940	107,810	\$0	0.00%
H/S PARKING FEES	52,500	52,500	0	\$0	0.00%
H/S ACTIVITY FEE	16,500	9,340	1,200	(\$5,960)	-36.12%
M/S ACTIVITY FEE	7,425	7,560	0	\$135	1.82%
MISC REVENUE	5,000	503	4,497	\$0	0.00%
BANK INTEREST	40,000	81,683	60,000	\$101,683	254.21%
NON-CASH ACTIVITY	0	0	0	\$0	na
E&D UTILIZATION	160,000	160,000	0	\$0	0.00%
TOTAL REVENUES	\$27,972,540	\$15,457,502	\$12,759,551	\$244,513	0.87%

* Based on final FY24 Cherry Sheet

Dover-Sherborn Regional School District
Status of Appropriations as of January 31, 2024

	FY24	EXPENDED		TOTAL	OPERATING VARIANCE/	% OF
<u>SALARIES</u>	<u>BUDGET</u>	<u>31-Jan</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>BUD. REMAINING</u>	<u>BUDGET</u>
SCHOOL COMMITTEE	23,571	13,134	11,274	24,407	(837)	-3.55%
SUPERINTENDENT	205,242	118,892	85,941	204,834	408	0.20%
FINANCE & HUMAN RESOURCES	264,513	150,279	128,669	278,948	(14,435)	-5.46%
DISTRICTWIDE INFORMATION MGMT	244,680	137,988	100,617	238,605	6,075	2.48%
SPED/GUIDANCE ADMINISTRATION	573,036	283,089	213,251	496,340	76,697	13.38%
SCHOOL LEADERSHIP - BUILDING	763,801	428,257	328,273	756,530	7,271	0.95%
ACADEMIC LEADERS	150,688	73,341	77,302	150,643	45	0.03%
EDUCATORS, CLASSROOM	10,556,090	4,436,334	6,021,284	10,457,618	98,472	0.93%
EDUCATORS, SPED	1,822,106	816,097	1,075,486	1,891,583	(69,477)	-3.81%
SUBSTITUTES	121,300	83,690	43,915	127,605	(6,305)	-5.20%
EDUCATIONAL ASSISTANTS, SPED	586,359	266,742	303,958	570,700	15,659	2.67%
LIBRARIANS	195,133	104,794	142,902	247,696	(52,563)	-26.94%
BUILDING BASED PD	38,250	20,668	0	20,668	17,582	45.97%
GUIDANCE	1,247,204	519,252	674,998	1,194,250	52,954	4.25%
PSYCHOLOGICAL SERVICES	216,697	80,508	109,783	190,291	26,406	12.19%
MEDICAL / HEALTH SERVICES	243,682	100,735	136,820	237,554	6,128	2.51%
ATHLETICS	550,422	197,540	298,257	495,798	54,625	9.92%
OTHER STUDENT ACTIVITIES	197,110	91,453	101,036	192,489	4,622	2.34%
CUSTODIAL & GROUNDS SERVICES	811,741	441,942	344,446	786,388	25,352	3.12%
TOTAL SALARIES	\$ 18,811,625	\$ 8,364,735	\$ 10,198,212	\$ 18,562,947	\$248,678	1.32%
 <u>EXPENDITURES</u>						
SCHOOL COMMITTEE	40,500	8,221	24,500	32,721	7,779	19.21%
SUPERINTENDENT	55,000	59,149	3,016	62,165	(7,165)	-13.03%
LEGAL SERVICES	38,000	15,000	15,000	30,000	8,000	21.05%
DISTRICTWIDE INFO MGMT	90,000	74,916	21,892	96,807	(6,807)	-7.56%
SCHOOL LEADERSHIP - BUILDING	80,050	35,933	23,659	59,591	20,459	25.56%
GENERAL ED OTHER	28,685	8,267	4,399	12,666	16,019	55.84%
SPED SERVICES/SUPPLIES	102,000	43,572	36,882	80,454	21,546	21.12%
LIBRARIES & MEDIA CENTER	4,775	1,488	211	1,700	3,076	64.41%
COURSE REIMBURSEMENT/PD	92,900	40,146	7,800	47,946	44,954	48.39%
TEXTBOOKS & RELATED SOFTWARE	93,180	62,476	3,832	66,308	26,872	28.84%
LIBRARY INSTRUCTIONAL MATERIAL	29,800	16,104	5,275	21,379	8,421	28.26%
INSTRUCTIONAL EQUIPMENT	74,100	37,920	13,339	51,259	22,841	30.82%
GENERAL SUPPLIES	162,575	87,179	21,747	108,926	53,649	33.00%
OTHER INSTRUCTIONAL SERVICES	19,500	7,904	9,000	16,904	2,596	13.31%
CLASSROOM INSTRUCTIONAL TECH.	132,700	125,937	2,142	128,079	4,621	3.48%
GUIDANCE	33,350	18,173	5,397	23,570	9,780	29.33%
MEDICAL / HEALTH SERVICES	8,800	3,018	3,021	6,039	2,761	31.37%
TRANSPORTATION SERVICES	1,039,200	395,994	623,955	1,019,948	19,252	1.85%
ATHLETICS	189,500	112,488	67,880	180,369	9,131	4.82%
CUSTODIAL SERVICES	58,000	28,937	4,315	33,251	24,749	42.67%
MAINTENANCE OF BUILDINGS	569,700	319,331	202,738	522,068	47,632	8.36%
MAINTENANCE OF GROUNDS	60,000	28,917	13,255	42,172	17,828	29.71%
UTILITIES	585,250	238,353	358,358	596,710	(11,460)	-1.96%
ER RETIREMENT CONTRIBUTION	869,000	837,459	0	837,459	31,541	3.63%
ER INSURANCE ACTIVE EMPLOYEES	2,990,050	1,725,381	1,222,335	2,947,715	42,335	1.42%
ER INSURANCE RETIRED EMPLOYEES	820,000	310,397	490,000	800,397	19,603	2.39%
OTHER NON EMPLOYEE INSURANCE	104,900	100,334	0	100,334	4,566	4.35%
LONG TERM DEBT RETIREMENT	760,000	0	760,000	760,000	0	0.00%
LONG TERM DEBT SERVICE	29,400	14,700	14,700	29,400	0	0.00%
TOTAL EXPENDITURES	\$9,160,915	\$4,757,694	\$3,958,646	\$8,716,339	\$444,576	4.85%
 TOTAL OPERATING	 \$27,972,540	 \$13,122,429	 \$14,156,857	 \$27,279,286	 \$693,254	 2.48%

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TO: Dover-Sherborn Regional School Committee
FROM: Dawn Fattore, Business Administrator
DATE: February 2, 2024
RE: FY25 Operating Budget– Version 2.0

New FY25 Budget Documents

The following documents are being presented for Version 2.0 of the FY25 Budget:

- Summary of Budget Adjustments, *presented February 6, 2024*
- Summary of Revenues and Expenses V2.0
- Assessment Calculation V2.0

Below is a brief description of the revenue and expense adjustments made as part of V2.0. We will walk through each of the adjustments to provide additional background/information at Tuesday's meeting.

- **Revenue adjustments** reflect the increases/decreases in Chapter 70 and 71 based on the preliminary Cherry Sheets (Governor's Budget) and use of E&D to "credit" the Towns for additional revenues received in FY24 that were not budgeted.
- **Expense adjustments** include savings from known retirements and staffing changes, approval of new/increased ratios in Appendix C, and a revised estimate for healthcare costs based on a 10% versus 12% increase (rates still pending approval), participation as of February 2024 and incorporation of a 50/50 cost share with Food Services for their employee's coverage.

The V2.0 Assessment calculation reflects the above changes as well as the Minimum Local Contribution amounts released with the Governor's preliminary budget. The updated MLC amounts did not have a material impact on the assessment allocations.

Version 2.0 reflects an increase in revenue sources of \$191,695 and a reduction in the operating budget of \$460,682, both of which reduce the Towns' assessments. The total operating budget, as presented, is an increase of **\$904,655** or **3.23%** increase over FY24. This is down from the 4.88% increase presented in Version 1.0. Dover's Assessment in V2.0 represents a \$313,187 (2.42%) increase and Sherborn's is a \$404,364 (3.61%) increase.

We do intend to present Version 3.0 prior to the Open Hearing on **March 5th**. We will have the final healthcare rates at that time and will also incorporate any additional information we obtain that has an impact on the budget. The final vote on the FY25 Budget will take place after the Open Hearing.

We look forward to the discussions at Tuesday's meeting.

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

Upcoming Committee and Town Budget Meetings

February 14th – Joint Meeting with Dover Warrant and Sherborn Advisory

March 5th – RSC Public Budget Hearing and final vote on FY25 Budgets

March 16th – Sherborn Advisory Public Hearing

March 18th – Dover Warrant Public Hearing

April 23rd – Sherborn Annual Town Meeting

May 6th – Dover Annual Town Meeting

**Dover-Sherborn Regional School District
FY25 Proposed Budget
Summary of Budget Adjustments**

	FY24 Budget	FY25 Proposed Draft	Change \$	%
Presented December 5, 2023				
Total Operating Revenues	\$27,972,540	\$29,337,877	\$1,365,337	4.88%
Total Operating Expenditures	\$27,972,540	\$29,337,877	\$1,365,337	4.88%

FC

Presented February 6, 2024

Revenue Adjustments (decreases Town assessments):

Increase in FY25 Chapter 70 - Governor's Budget	(\$26,191)	(accounted for in assessment calculation)
Decrease in FY25 Chapter 71 - Governor's Budget	\$64,496	
Utilize E&D to apply FY24 Revenue Surpluses to FY25	(230,000)	
	<u>(191,695)</u>	

Presented February 6, 2024

Expenditure Adjustments:		\$29,337,877		
Salary Reductions from Educator Retirements	2305	(\$180,000)		
MS Counselors (3) assume MS Academic Coordinator responsibilities	2330	(\$36,000)		
Reduce SPED EAs (3) based on projected student needs	2330	(\$101,100)		
Approval of Additional Positions/Increase in Ratios in Appendix C	3520	\$11,418		
Decrease in HC costs based on 10 vs 12%/participation/Food Service cost share	5200	(\$155,000)		
Total Adjustment		<u>(460,682)</u>		
Revised Operating Expenditures		<u>\$28,877,195</u>	<u>\$904,655</u>	<u>3.23%</u>

	FY24	FY25	Difference	% change	% Cost Share
Dover Assessment	\$12,954,938	\$13,268,125	\$313,187	2.42%	53.32%
Sherborn Assessment	\$11,209,598	\$11,613,962	\$404,364	3.61%	46.68%

Dover-Sherborn Regional School District

Operating Revenue Summary V2.0

FY21 - FY25

Description	FY21 Actual	FY22* Actual	FY23 Actual	FY24 Budget	FY25 Budget V2.0	\$ Change	% Change	% Total
DOVER ASSESSMENT	\$12,651,169	\$12,336,013	\$12,959,396	\$12,954,938	\$13,268,125	\$313,187	2.42%	45.95%
SHERBORN ASSESSMENT	9,975,891	9,919,499	10,493,873	11,209,598	11,613,962	404,364	3.61%	40.22%
STATE AID CHAPTER 70	2,354,273	2,445,694	2,474,919	2,629,875	2,666,106	36,231	1.38%	9.23%
STATE AID CHAPTER 71	535,581	688,015	649,067	611,954	694,327	82,373	13.46%	2.40%
ATHLETIC FEES	243,300	243,751	253,105	284,750	284,750	0	0.00%	0.99%
HS PARKING FEES	0	45,134	41,273	52,500	52,500	0	0.00%	0.18%
HS ACTIVITY FEES	3,870	10,650	9,445	16,500	15,000	(1,500)	-9.09%	0.05%
MS ACTIVITY FEES	2,835	8,910	8,235	7,425	7,425	0	0.00%	0.03%
BANK INTEREST	20,270	4,742	130,848	40,000	40,000	0	0.00%	0.14%
MISC	304	1,184	3,182	5,000	5,000	0	0.00%	0.02%
NON-CASH	1,781	17,101	924	0	0	0	0.00%	0.00%
EXCESS & DEFICENCY	375,000	210,000	110,000	160,000	230,000	70,000	43.75%	0.80%
Total Operating Revenues	\$26,164,274	\$25,930,693	\$27,134,267	\$27,972,540	\$28,877,195	\$904,655	3.23%	100.00%

*FY22 Assessments reflect return of excess E&D of \$642,691

Based on Proposed Budget of February 6, 2024

Dover-Sherborn Regional School District

Operating Expenditure Summary V2.0

FY21 - FY25

Description	FY21 Expended	FY22 Expended	FY23 Expended	FY24 Budget	FY25 Proposed V2.0	\$ CHANGE	% CHANGE	% TOTAL BUDGET
SALARIES & OTHER COMPENSATION	\$16,773,776	\$17,411,668	\$17,996,596	\$18,811,625	\$19,405,945	\$594,320	3.16%	67.20%
BENEFITS	4,389,620	4,314,045	4,340,240	4,679,050	4,855,000	\$175,950	3.76%	16.81%
OTHER EXPENDITURES	1,135,232	1,332,502	1,348,930	1,382,115	1,471,800	\$89,685	6.49%	5.10%
TRANSPORTATION	776,270	1,016,980	1,035,635	1,039,200	1,068,000	\$28,800	2.77%	3.70%
BUILDINGS & GROUND EXPENDITURES	1,049,253	1,180,205	1,193,510	1,271,150	1,352,250	\$81,100	6.38%	4.68%
Sub-total Operating	24,124,150	25,255,401	25,914,911	27,183,140	28,152,995	\$969,855	3.57%	97.49%
DEBT SERVICE	923,400	876,500	835,200	789,400	724,200	(\$65,200)	-8.26%	2.51%
Total Operating Expenditures	\$25,047,550	\$26,131,901	\$26,750,111	\$27,972,540	\$28,877,195	\$904,655	3.23%	100.00%

Based on Proposed Budget of February 6, 2024

Detailed Breakdown of Assessments

Statutory Method FY25

Operating %	Debt %	Minimum Local Contribution	Amounts over MLC	Non-NSS Transp.	Subtotal	Minus E & D	Subtotal Assessment	Debt	FY25 Preliminary Assessment
Dover	53.18%	53.88%	6,625,666	567,959	13,000,239	(122,313)	12,877,926	390,199	13,268,125
Sherborn	46.82%	46.12%	5,112,235	500,041	11,387,648	(107,687)	11,279,961	334,001	11,613,962
1	1	1	10,918,849	1,068,000	24,387,887	(230,000)	24,157,887	724,200	24,882,087

Budget Overview	Projected Revenues:
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Budget Overview		
	Projected Revenues:	24,882,087
	Member Assessments	230,000
	E & D	3,405,433
	State Funding/Local Receipts	359,675
	Revolving Account Offsets	28,877,195
	Total Projected Revenues	<u>28,877,195</u>
	Total Budget Appropriations	28,877,195

Assessments

Assessments		FY24	FY25	Difference	%	Enrollments as of November 1st current FY					
Operating						FY Budget	Dover	Operating Assessment	Sherborn Assessment	Operating Total	
Operating	Dover	12,529,057	12,877,926	348,869	2.78%	2015	614	53.58%	532	48.42%	1146
	Sherborn	10,846,079	11,279,961	433,882	4.00%	2016	617	53.37%	539	48.63%	1156
		23,375,136	24,157,887	782,751	3.35%	2017	637	54.82%	525	45.18%	1162
Debt	Dover	425,881	390,199	(35,682)	-8.38%	2018	641	55.59%	512	44.41%	1153
	Sherborn	363,519	334,001	(29,518)	-8.12%	2019	651	55.64%	519	44.36%	1170
		789,400	724,200	(65,200)	-8.26%	2020	662	56.63%	507	43.37%	1169
Total						2021	654	55.56%	523	44.44%	1177
						2022	635	54.93%	521	45.07%	1156
						2023	628	54.80%	518	45.20%	1146
						2024	603	53.55%	523	45.45%	1126
						2025	577	53.18%	508	45.82%	1085

Budgets

Budgets	FY24	FY25	Difference	%
Percentage Increases				
Operating	27,183,140	28,152,995	969,855	3.57%
Debt	789,400	724,200	(65,200)	-8.26%
Total	27,972,540	28,877,195	904,655	3.23%

Assumptions:

Chapter 70/71 is FY25 Governor's Budget - Prelim. Cherry Sheet
MLC is FY25 amounts as of January, 2024
E&D Utilization \$230,000

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.

DRAFT

Dover-Sherborn Regional School Committee Meeting of December 5, 2023

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

1) **Call to Order**

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

2) **Community Comments** - Maggie Charron expressed condolences on behalf of the committee to friends and family of Bob Springett and asked for a moment of silence.

3) **Superintendent Comments** - Superintendent Beth McCoy spoke about: 1) the upcoming Middle School production of Mary Poppins; 2) the launch of the Anti-Defamation League World of Difference Peer Training Program with 30 6th and 7th grade students; and 3) the review of MS/HS Health Curriculum specifically concerning substance use & misuse.

4) **Director of Student Services Update re: SBIRT Program** - Kate McCarthy introduced a new community resource, a Youth Wellness Coach, who will support the implementation of Screening, Brief Intervention, and Referral to Treatment (SBIRT) services as well as to provide additional non-clinical behavioral health capacity to the high school's existing teams. Youth Wellness Coaches are employed by C4 Innovations and will be serving in our schools at least two days a week for the next five years as part of a statewide initiative to enhance and improve SBIRT. Youth Wellness Coaches are fully trained to serve as non-clinical behavioral health providers with our students.

5) **Financial Reports**

- Warrant Report
- FY24 Monthly Report
 - Revenues: there are no changes since the last report.
 - Salaries: there are no changes since the last report.
 - Expenditures: an estimate for utilities has been encumbered. Utility expenses will be updated as the winter season progresses as well as refine the impact on electricity costs from the supply cost increase (40% higher) which takes effect in December.
 - Capital Project Update: *Bleacher/Press Box Renovation* - the new cost estimate is approximately \$600,000, an increase of \$100,000, part of which is due to higher supply and labor costs for the bleacher kit (\$44,000) once the plans were finalized and the remaining increase is attributable to estimated costs of the foundation and site work. The bleachers have been ordered and the foundation work will go out to bid in the coming month.

6) **Discussion Items**

- Proposed changes to HS Program of Studies 2024-25 - the proposed changes were summarized and discussed. A vote will be taken at the next meeting.

7) **Action Items**

DRAFT

- FY25 Budget
 - Operating: key budget drivers for FY25 are: 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); healthcare premium increases estimated at 12%; additional staff positions offset by impact of retirements; student enrollment by member towns (FY25 operating and capital assessment percentages reflect increases of 0.37% and 0.07% respectively for Sherborn); technology purchases to begin the replacement cycle of devices purchased with COVID funds; and maintenance cost increases due to the labor market and increases in utility costs.
The overall operating budget increase is \$1,365,337 or 4.88% (FY24 increase was 3.51%). Dover's assessment increase is \$686,710 (5.30%) and Sherborn's is \$683,218 (6.09%).
 - Capital: FY25 projects total \$350,000 and include exterior ductwork replacement (\$110,000), AAON rooftop units replacement (\$140,000), and bleacher replacement (\$100,000).

Kate Potter made a motion to approve the FY25 Operating and Capital Budgets as presented.

Maggie Charron seconded.

23-16 VOTE: 6 - 0

8) Consent Items

- Approval of Minutes: November 7, 2023
- ACED Recommendations FY25 - increased ratios for Mock Trial Advisor, Science Olympiad Advisor, JV Boys Ice Hockey Coach, JV Boys Tennis Coach, JV Girls Tennis Coach, and Washington DC Trip Coordinator totaling \$12,993.75.
- Grants - \$292,492 for IDEA - SPED 240 Grant; \$48,535 for Title I Grant; \$14,540 for Title IIA Grant; \$10,000 Title IVA - ESSA Grant; \$339,882 for METCO Grant; and \$35,000 for the Comprehensive School Health Services (CSHS).
- DS Football Gridiron Donation - \$14,000 for four assistant football coaches.
- Dover PTO Challenge Success Donation - \$3,000 from Chickering PTO to be used in support of Challenge Success.

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

23-17 VOTE: 5 - 0

9) Informational Items

- DSHS Newsletter
- DSMS Newsletter
- Sherborn School Committee minutes of October 17, 2023
- Dover School Committee minutes of October 24, 2023

10) Items for January 16, 2024 DS Regional School Committee Meeting - cell phone policy

DRAFT

11)Adjournment at 8:13 pm.

Respectfully submitted, Amy Davis

Dover School Committee
Meeting of November 21, 2023

Members Present: Liz Grossman
Jeff Cassidy
Jessica Hole

Goli Sepehr (remote)
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 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: with the start of the school year and an evaluation of needs, an additional .2 FTS of OT services has been allocated to Chickering based on the current cohort of students.
 - Expenditures: there are no material variances to report.
 - Out of District: there are no changes since the last report.
 - Special Revenue/Revolving Funds: quarterly statement was provided.

5) Discussion Items

6) 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; FY24 post-budget FTE adjustments for SPED related services and reduction in educational assistant positions based on current cohort of students; addition of estimated costs of \$72,000 to implement proposed new math curriculum; increases in costs for transportation and utilities due to contractual agreements and current market prices; enrollment projection of 454-474 students with 26 classroom sections; and OOD student enrollment based on FY24 placements expected to continue in FY25.
The overall operating budget increase is \$951,222 or 8.83% with: in-district operating increase of \$454,322 or 5.53% and OOD operating increase of \$496,900 or 19.43%.

*Jeff Cassidy made a motion to approve the FY25 Budget as presented. Jessica Hole seconded.
23-14 VOTE: 4 - 0 (Goli Sepehr via roll call)*

7) Consent Items

Approved 1.16.2024

- Approval of Minutes: October 24, 2023
- Grants - \$172,583 for IDEA - SPED 240 Grant; \$8,855 Early Child SPED 262 Grant; \$14,910 for Title I Grant; \$6,111 for Title II Grant, and \$10,000 for Title IV Grant.

*Jessica Hole made a motion to approve the Consent Agenda. Jeff Cassidy seconded.
23-15 VOTE: 4 - 0 (Goli Sepehr via roll call)*

8) Informational Items

- Chickering Newsletter
- Dover Sherborn Regional School Committee Minutes of October 10, 2023
- Sherborn School Committee Minutes of October 17, 2023

9) Items for January 16, 2024 Meeting - FY25 Budget

10) Adjournment at 7:39 pm.

Respectfully submitted,
Amy Davis