



Dover-Sherborn Regional School Committee

Tuesday, March 5, 2024
REGION'S BUDGET HEARING

6:00 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)

****FY25 DOVER-SHERBORN REGIONAL SCHOOLS BUDGET HEARING****

3. Discussion and Vote to Certify FY25 Operating Budget

A.R.

4. Financial Reports

- Warrant Report
- FY24 Monthly Report

5. Discussion Items

- Capital Projects Updates

6. Action Items

- Policy: METCO Representative to the School Committee – 2nd Read

A.R.

7. Consent Items

A.R.

- Approval of Minutes – January 16, 2024
- Approval of Minutes – February 6, 2024
- Donations
- Annual Vote on MA School Choice Law
- Approval of H.S. Overnight Field Trip

8. Informational Items

- [Dover-Sherborn MS February Newsletter](#)
- [Dover-Sherborn HS February Newsletter](#)
- Sherborn School Committee Minutes – November 14, 2023

9. Next Meeting May 7, 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 do not discriminate on the basis of race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

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
DATE: March 1, 2024
RE: FY25 Operating Budget Final Approval

As we move to certify the FY25 Budget following the Public Budget Hearing, the following motions are presented for action by the Committee.

FY25 Operating Budget

Motion to adopt the FY25 budget in the amount of **\$28,877,195** which is reduced by estimated receipts and available funds in the amount of **\$3,995,108** for a net amount to be assessed to the member town of **\$24,882,087** (comprised of **\$24,157,887** in operating expenses and **\$724,200** in debt expenses) and that the Treasurer be authorized to certify this budget in the apportioned share of each town based on the statutory method.

Motion to approve the utilization of **\$230,000** of June 30, 2023, certified Excess & Deficiency funds for the FY25 Budget.

Remaining Budget Meetings

With tonight's approval, the Committee's work is completed with the next steps being at the town level.

Dover's Warrant Hearing is scheduled for **March 18th** at 7:30pm. An abbreviated budget presentation will be shared for the operating budget. Dover's Annual Town Meeting is scheduled for **May 6st**.

Sherborn Advisory's Public Hearing on the Warrant is scheduled for Saturday, **March 16th** at 8:30am. The Advisory Committee covers all budgets so we have no formal presentation. Sherborn's Annual Town Meeting is scheduled for **April 23th**.

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

Dover-Sherborn Regional School District

Operating Revenue Summary

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
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 724,200	FY25 Preliminary Assessment
Dover	53.18%	53.88%	6,625,666	5,806,614	567,959	13,000,239	(122,313)	12,877,926	390,199	13,268,125
Sherborn	46.82%	46.12%	5,775,372	5,112,235	500,041	11,387,648	(107,687)	11,279,961	334,001	11,613,962
	1	1	12,401,038	10,918,849	1,068,000	24,387,887	(230,000)	24,157,887	724,200	24,882,087

Budget Overview		Projected Revenues:
		Member Assessments
		E & D
		State Funding/Local Receipts
		Revolving Account Offsets
		Total Projected Revenues
		28,877,195
		Total Budget Appropriations
		28,877,195

Assessments	Enrollments as of November 1st current FY			
	FY24		FY25	
		Difference		%
Operating	Dover	12,529,057	12,877,926	2.78%
	Sherborn	10,846,079	11,279,961	4.00%
		23,375,136	24,157,887	3.35%
Debt	Dover	425,881	390,199	-8.38%
	Sherborn	363,519	334,001	-8.12%
		789,400	724,200	-8.26%
Total	Dover	12,954,938	13,268,125	
	Sherborn	11,209,598	11,613,962	
		24,164,536	24,882,087	
				2.97%
BUDGETS	FY24		FY25	
		Difference		%
Operating	27,183,140	969,855	28,152,995	3.57%
Debt	789,400	(65,200)	724,200	-8.26%
Total	27,972,540	904,655	28,877,195	3.23%

Assumptions:
Chapter 7071 is FY25 Governor's Budget - Prelim. Cherry Sheet
MLC is FY25 amounts as of January, 2024
E&D Utilization \$230,000

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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: February 29, 2024
RE: FY24 Approved Warrants

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

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>
1146	2/2/2024	\$208,254.81
1155	2/15/2024	\$183,595.72
1156	2/19/2024	\$390,704.14

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Dawn Fattore, Business Administrator
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TO: Dover-Sherborn Regional School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY24 Operating Update
DATE: February 29, 2024

Attached please find:

- a. General Fund Revenues as of February 29, 2024
- b. Status of Appropriations as of February 29, 2024
- c. Special Revenue/Revolving Funds as of February 29, 2024

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

Revenues

Chapter 70 projection reflects 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. **The initial Chapter 71 reimbursement payment has been received and reflects an 80% reimbursement rate (FY23 was 79.55%). This is less than what was anticipated from the final Cherry Sheet which estimated a 90% reimbursement rate based on our FY23 transportation expenditures. This reduces the positive variance in this line item by approx. \$60,000. We have revised the projected fees from athletics to reflect our anticipated spring participation and the impact of the family cap on collection of fees.** 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.

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.

Special Revenue/Revolving Funds

Included for your review is the Statement of Special Revenue/Revolving Funds as of February 29, 2024.

Capital Project Update (additional information/updates will be shared at Tuesday's meeting)

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 are working with the lowest bidder to finalize a contract.** 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.

Our auditors have completed their initial 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.

Dover-Sherborn Regional School District
General Fund Revenues
as of February 29, 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	\$8,360,642	\$4,594,296	\$0	0.00%
SHERBORN ASSESSMENTS	11,209,598	7,237,490	3,972,108	\$0	0.00%
CHAPTER 70, net	2,629,875	1,537,586	1,094,065	\$1,776	0.07%
CHAPTER 71 (Transportation)	611,954	347,164	347,164	\$82,374	13.46%
H/S ATHLETIC FEES	284,750	175,935	92,125	(\$16,690)	-5.86%
H/S PARKING FEES	52,500	52,500	0	\$0	0.00%
H/S ACTIVITY FEE	16,500	10,725	1,200	(\$4,575)	-27.73%
M/S ACTIVITY FEE	7,425	8,325	0	\$900	12.12%
MISC REVENUE	5,000	531	1,500	(\$2,969)	-59.38%
BANK INTEREST	40,000	97,509	75,000	\$132,509	331.27%
NON-CASH ACTIVITY	0	0	0	\$0	na
E&D UTILIZATION	160,000	160,000	0	\$0	0.00%
TOTAL REVENUES	\$27,972,540	\$17,988,407	\$10,177,458	\$193,325	0.69%

Dover-Sherborn Regional School District
Status of Appropriations as of February 29, 2024

					OPERATING	
	FY24	EXPENDED		TOTAL	VARIANCE/	% OF
<u>SALARIES</u>	<u>BUDGET</u>	<u>29-Feb</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>BUD. REMAINING</u>	<u>BUDGET</u>
SCHOOL COMMITTEE	23,510	14,786	9,621	24,407	(898)	-3.82%
SUPERINTENDENT	204,420	134,518	70,315	204,834	(413)	-0.20%
FINANCE & HUMAN RESOURCES	264,513	168,726	84,896	253,622	10,891	4.12%
DISTRICTWIDE INFORMATION MGMT	244,485	156,282	82,323	238,605	5,880	2.40%
SPED/GUIDANCE ADMINISTRATION	573,036	321,027	175,313	496,340	76,697	13.38%
SCHOOL LEADERSHIP - BUILDING	763,801	487,938	267,384	755,322	8,479	1.11%
ACADEMIC LEADERS	150,688	74,190	76,453	150,643	45	0.03%
EDUCATORS, CLASSROOM	10,558,140	5,227,841	5,224,777	10,452,618	105,522	1.00%
EDUCATORS, SPED	1,828,569	955,082	974,001	1,929,083	(100,514)	-5.50%
SUBSTITUTES	121,300	110,929	27,959	138,888	(17,588)	-14.50%
EDUCATIONAL ASSISTANTS, SPED	586,359	317,936	251,834	569,769	16,590	2.83%
LIBRARIANS	190,798	123,848	123,848	247,696	(56,898)	-29.82%
BUILDING BASED PD	38,250	20,668	0	20,668	17,582	45.97%
GUIDANCE	1,250,239	614,436	579,473	1,193,909	56,330	4.51%
PSYCHOLOGICAL SERVICES	215,798	95,145	95,146	190,291	25,507	11.82%
MEDICAL / HEALTH SERVICES	241,825	120,277	117,277	237,554	4,271	1.77%
ATHLETICS	550,422	312,097	183,778	495,875	54,547	9.91%
OTHER STUDENT ACTIVITIES	196,850	89,853	102,701	192,554	4,297	2.18%
CUSTODIAL & GROUNDS SERVICES	808,620	508,727	280,856	789,582	19,038	2.35%
TOTAL SALARIES	\$ 18,811,625	\$ 9,854,307	\$ 8,727,954	\$ 18,582,260	\$229,365	1.22%
 <u>EXPENDITURES</u>						
SCHOOL COMMITTEE	40,500	8,221	34,000	42,221	(1,721)	-4.25%
SUPERINTENDENT	55,000	59,744	3,079	62,823	(7,823)	-14.22%
LEGAL SERVICES	38,000	15,000	15,000	30,000	8,000	21.05%
DISTRICTWIDE INFO MGMT	90,000	81,536	16,877	98,413	(8,413)	-9.35%
SCHOOL LEADERSHIP - BUILDING	80,050	38,914	21,102	60,016	20,034	25.03%
GENERAL ED OTHER	28,685	10,099	3,527	13,625	15,060	52.50%
SPED SERVICES/SUPPLIES	102,000	46,619	35,069	81,688	20,312	19.91%
LIBRARIES & MEDIA CENTER	4,775	1,700	300	2,000	2,776	58.13%
COURSE REIMBURSEMENT/PD	92,900	41,192	6,800	47,992	44,908	48.34%
TEXTBOOKS & RELATED SOFTWARE	93,180	64,189	2,116	66,306	26,874	28.84%
LIBRARY INSTRUCTIONAL MATERIAL	29,800	18,669	3,710	22,379	7,421	24.90%
INSTRUCTIONAL EQUIPMENT	74,100	38,404	13,754	52,158	21,942	29.61%
GENERAL SUPPLIES	162,575	92,704	20,301	113,004	49,571	30.49%
OTHER INSTRUCTIONAL SERVICES	19,500	8,054	9,100	17,154	2,346	12.03%
CLASSROOM INSTRUCTIONAL TECH.	132,700	128,079	470	128,549	4,151	3.13%
GUIDANCE	33,350	26,865	4,850	31,715	1,635	4.90%
MEDICAL / HEALTH SERVICES	8,800	3,600	2,446	6,046	2,754	31.29%
TRANSPORTATION SERVICES	1,039,200	492,758	526,690	1,019,448	19,752	1.90%
ATHLETICS	189,500	132,217	58,297	190,514	(1,014)	-0.54%
CUSTODIAL SERVICES	58,000	32,853	4,286	37,139	20,861	35.97%
MAINTENANCE OF BUILDINGS	569,700	371,560	179,157	550,717	18,983	3.33%
MAINTENANCE OF GROUNDS	60,000	33,030	9,961	42,991	17,009	28.35%
UTILITIES	585,250	296,083	303,656	599,739	(14,489)	-2.48%
ER RETIREMENT CONTRIBUTION	869,000	837,459	0	837,459	31,541	3.63%
ER INSURANCE ACTIVE EMPLOYEES	2,990,050	1,953,238	994,321	2,947,559	42,491	1.42%
ER INSURANCE RETIRED EMPLOYEES	820,000	359,444	450,000	809,444	10,556	1.29%
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	\$5,307,265	\$3,493,569	\$8,800,834	\$360,081	3.93%
 TOTAL OPERATING	 \$27,972,540	 \$15,161,572	 \$12,221,523	 \$27,383,094	 \$589,446	 2.11%

Dover-Sherborn Regional School District
Special Revenue/Revolving Funds as of February 29, 2024

SPECIAL REVENUE / REVOLVING FUNDS	07/01/2023 FUND BALANCE	REVENUE	EXPENDITURES / ENCUMBRANCES	02/29/2024 FUND BALANCE	NOTES:
ATHLETICS	\$ 187,606	\$ 13,829	\$ 35,673	165,762	
BUILDING/PARKING	149,140	26,854	27,861	148,133	
CAFETERIA	422,117	454,489	478,888	397,718	Net of deposits in advance - \$40,216
CIRCUIT BREAKER	73,655	7,049	32,175	48,529	
HEALTH GRANT	0	35,000	35,000	0	FY24 CSHS Grant increased to \$35K, covers nursing related expenses
MISCELLANEOUS GIFTS - see detail pg 2	45,139	13,000	7,409	50,730	
REGIONAL TRANSPORTATION	0			0	
SPORTS GIFTS	5,392	15,250	16,617	4,025	
UNEMPLOYMENT	34,109	756		34,865	
FIDUCIARY / TRUST FUNDS					
H/S STUDENT ACTIVITY				117,334	Only Net Activity Reported
M/S STUDENT ACTIVITY	76,046	65,055	52,685	88,416	
OPEB INVESTMENT TRUST	1,215,626	75,547	2,159	1,289,014	
TRUST/SCHOLARSHIP FUNDS	38,975	429		39,404	

FUND 63		FY 24 Miscellaneous Donations					2/29/2024
Gift/Donor	Purpose	Bal Fwd @7/1/23	Revenue	Expenditures	Encumbered	Ending Balance	
RESTRICTED GIFTS							
Alan Mudge Memorial Fund	Various - per Board Directives	11,159.99	10,000.00	4,224.80		16,935.19	
CS Gift & DSEF & PTO	Challenge Success	11,795.20	3,000.00	1,400.00		13,395.20	
SPAN DS	Wellness Programs	6,396.95		585.43		5,811.52	
Metco Gifts	Metco Support	7,325.42		1,199.11		6,126.31	
Anonymous Family	SpEd or Assistive Tech	6,000.00				6,000.00	
N.E. Patriots Foundation & BSN Sports	Football Program	1,384.00				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				39.16	
TOTAL		45,139.17	13,000.00	7,409.34	0.00	50,729.83	

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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Dover-Sherborn Regional School Committee Meeting of January 16, 2024

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 6:32 pm via Zoom.

2) Community Comments - none

3) Student Council Representatives - Ester Mersuli spoke about the Town Meetings held last month. Due to the holidays and exams she will update the Committee with the findings of the meetings at the next update.

4) Superintendent Comments - Superintendent Beth McCoy spoke about: 1) the recent amazing performance of Mary Poppins; and 2) the State of the District will be held next Wednesday night at 6:30 pm in the DSMS Library.

5) Financial Reports

- Warrant Report
- FY24 Monthly Report
 - Revenues: High School Activities have been adjusted to reflect actual participation.
 - Salaries: there is a negative variance in Substitutes due to several staff members being out on leave and long-term substitutes have been hired to fill those positions.
 - Expenditures: there are no changes since the last report.

6) Discussion Items

- FY25 Budget - V2.0 of the FY25 Budget will be presented at the next meeting once the State's initial FY25 Budget should be available reflecting Chapter 70 and 71 funding as well as Minimum Local Contribution figures.
- Space Audit Report - Last spring the architectural firm of Drummy Rosane Anderson, Inc (DRA) was engaged to undertake an educational facilities assessment focusing on educational space adequacy, utilization, functionality, and ability to meet the needs of a 21st century learning environment. The study included the High School, Middle School, and Lindquist Commons. Their draft report has been shared with the Building Administrators and a joint meeting was held with the team from DRA to discuss the findings and recommendations. The next step will be to have DRA provide cost estimates for the various recommendations which will allow prioritization of the option with the goal of utilizing the Region's remaining ESSER III funds (approx \$250,000) to hopefully proceed with creating a few new educational spaces for student instruction by the start of the FY25 school year. Any remaining projects that are deemed a priority will be included in future capital funding discussions.
- Interior Security Camera Proposal - the Administration proposed installation of internal cameras on the regional campus to provide video surveillance of events during/after they

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occur and serve as a deterrent to future incidents. Sixteen cameras would cover high traffic spaces in the Middle School and High School, including hallways, stairwells, and large gathering spaces. Also included are four vape sensors to be installed at the High School. The total cost is roughly \$40,000.

- Sports Medicine Policy Manual: 1st read - Cam Siciliano presented an updated Policy Manual and answered questions from Committee members. A vote will be taken at the next meeting.

7) Action Items

8) Consent Items

- Review of 2023 Town Report
- Approval of Minutes: December 5, 2023
- Grants - \$12,298 for IDEA - SPED 274 Grant; \$5,000 for the Comprehensive School Health Services (CSHS).

Mark Healey made a motion to approve the Consent Items. Kate Potter seconded.

23-01 VOTE: 6 - 0 (via roll call)

9) Informational Items

- DSHS Newsletter - December and January
- DSMS Newsletter

10) Items for February 6, 2024 DS Regional School Committee Meeting - Sports Medicine Policy Manual, FY25 Budget

11) Adjournment at 7:30 pm.

Respectfully submitted, Amy Davis

DRAFT

Dover-Sherborn Regional School Committee Meeting of February 6, 2024

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 6:30 pm in the Middle School Library.

2) Community Comments - none

3) Student Council Representatives - the representatives were not able to attend the meeting.

4) Superintendent Comments - Superintendent Beth McCoy spoke about: the recent newsletter from her office; DESE has completed the visit/data collection portion of their District Review; teachers are currently undergoing their assessments; and the HR Director is working to formalize the hiring process for educators. She also reported that John Smith is working with faculty to evaluate the current cell phone policy and suggest updates if necessary.

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: there are no changes since the last report.
 - Capital Projects Update: the project bid for the Roof Air Handlers Replacement is scheduled to be posted on February 28th with a March 27th bid opening. It is likely there will need to be additional funding provided to complete the project. Also, the bleachers for the Bleacher/Press Box Renovation have been ordered and the foundation work went out to bid in late January with a bid opening date of February 14th.

6) Discussion Items

- FY25 Budget - V2.0 of the FY25 Budget reflects an overall reduction of \$460,682. The Revenue adjustments include: increase to Chapter 70 of \$26,191; decrease to Chapter 71 of \$64,496; and utilization of E&D (apply FY24 revenue surpluses to FY25) of \$230,000. Expenditure adjustments include: salary reductions due to Educator retirements \$180,000; MS Counselors assume MS Academic Coordinator responsibilities \$36,000 reduction; reduce SPED EAs based on projected student needs \$101,100; decrease in healthcare costs based on projected rate increase (10% vs original budget of 12%) \$155,000; and approval of additional positions/increase in ratios in Appendix C \$11,418. The revised FY25 Budget is \$28,877,195, an increase of \$904,655 or 3.23% over FY24.
- Policy: METCO Representative to the School Committee - First read

7) Action Items

8) Consent Items

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- Approval of Minutes: December 5, 2023
- Sports Medicine Policy Manual: 2nd read for approval

*Kate Potter made a motion to approve the Consent Items. Maggie Charron seconded.
23-02 VOTE: 6 - 0*

9) Informational Items

- DSHS Newsletter
- DSMS Newsletter
- Dover School Committee Minutes of November 21, 2023

10) Items for February 14, 2024 DS Regional School Committee Meeting - FY25 Budget

11) Adjournment at 7:04 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



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: Elizabeth McCoy, Superintendent
Dawn Fattore, Business Administrator

DATE: February 26, 2024

RE: Donation from the Mudge Foundation

In support of the development of an interdisciplinary course at Dover-Sherborn High School, the Alan Thayer Mudge Foundation has donated \$10,000 to support educators' attendance at the South by Southwest EDU Conference this March. Additional information is included below.

We are requesting the Committee accept the donation of \$10,000.

In line with the District's new strategic plan, to "maintain academic excellence and rigor while adapting practices to prepare graduates for success in a rapidly changing world and to "expand opportunities for professional growth and collaboration among educators in support of the District's vision for teaching and learning," we hope to send six educators to the SXSW EDU Conference in Austin Texas from March 4-7, 2024.

Currently, the high school is developing an interdisciplinary course that will provide students an opportunity to study meaningful and relevant topics across various subjects and perspectives. The current proposal is for students to engage in the course two periods each day, obtaining credit from multiple departments as they work with a variety of educators. The course will be similar to the highly regarded Rivers and Revolutions program at Concord-Carlisle High School and the Evolutions program at Wellesley High School.

Units will be built around thematic ideas such as Power (including money, systems and ethics), Borders (involving anthropology, human geography and migration), and Sustainability (centered on the UN Sustainable Development Goals), allowing students to grapple with essential questions such as: "If we

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

can, should we?" and "Is survival enough?" A foundational aspect of the course will be a service learning project, allowing students to choose an area of need, seek to understand the problem and develop a solution to better the community. Projects may be near or far with opportunities for students to visit the area, learn from its people and collaboratively work to improve conditions.

The SXSW EDU Conference offers professional development and learning opportunities for professionals across the education landscape, featuring 300+ sessions and in-depth workshops spanning 12 thematic tracks. Additionally, the event offers a dynamic exposition, mentorship opportunities featuring one-on-one sessions and group roundtables, film screenings, live pitch competitions, networking events and more. Attending will provide DS educators access to resources, leading education trends and ready-to-implement strategies to further design and implement an interdisciplinary course at Dover-Sherborn High School.

Ideally, we would send one educator from each department (English, Mathematics, History, Science, Art and Technology) which would allow a multidisciplinary approach to developing the new course as well as provide teachers with ideas on how to integrate thematic topics into more traditional classes.

Memo

To: John Smith, DSHS Principal

From: Janice Barry, Band Director

Date: 2/6/2024

Re: Accepting Instrument Donation from Michelle Covell

Ms. Michelle Covell has donated a Jupiter Tenor Saxophone Model JTS 789 (Serial number RFO8432) to the Dover Sherborn High School. The donation is valued at \$699.99

I am writing to request that the District agree to accept the donation from Ms Covell. Thank you for your consideration.

The Public Schools of Dover and Sherborn

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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: Dover-Sherborn Regional School Committee

FROM: Dawn Fattore, Business Administrator
Angela Lin, Co-Chair Sustainability Task Force

DATE: March 1, 2024

RE: STF Donation– Water Bottle Filler

One of the Sustainability Task Force's initiatives this year continued our focus on water and elimination of plastic bottles. To engage the student body in this work, they held several bagel sales during the High School break with a goal of cost-sharing a replacement of an older water fountain with one that includes a bottle-filler option. They also sent out a survey requesting preferred location of the new fountain and received over 175 responses! We have ordered the fountain and are hoping to have it installed in the top voted location during the upcoming early release day.

The amount of the donation is \$710. We request the Committee accept this gift.

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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
Geoff Herrmann, Director of Fine and Performing Arts

DATE: March 1, 2024

RE: Open Fields Donation – Storage Pod and Staging Platforms/Materials

Open Fields is a community theater based in Dover, MA for kids ages 7 to 18 from surrounding communities. For the past several years they have rented Mudge Auditorium for their performances. This year they spent approximately \$3,000 on materials and engaged an architect to assist with building staging platforms/props that could be used from show to show. With this investment, they were looking for a place to store these items between shows and approached the Region regarding possibilities.

It was agreed to cost share a purchase of a pod storage unit (total cost \$4,925) to store the materials and platforms on the Region's campus and it was further agreed that the Dover-Sherborn drama programs would have access to using the contents for their shows. This is a cost-savings initiative for both programs as well as a sustainability initiative as much of the materials are sometimes discarded from show to show due to storage issues.

We are asking the Committee to approve the in-kind donation of \$5,462.50.



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*
Victoria Sulser, *Special Education Coordinator*

TO: John Smith, Principal

FROM: Emily Sullivan, Athletic Director

DATE: February 27, 2024

RE: Gift from Children's Hospital for Football Medical Coverage

Please accept the gift of \$1,250 from the Boston Children's Orthopedic Surgery Foundation to cover the physician medical services for our home football games this past fall. We thank Boston Children's Orthopedic Surgery Foundation for their support of the DSHS Football program. It is crucial to run a safe football program having a fellow at the games is extremely helpful. Please let me know if you have any questions

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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

Date: March 5, 2024

RE: School Choice

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

Our school committees have historically voted not to participate in School Choice.

Should the committees decide not to participate, the recommended motion is:

Move to have the Dover-Sherborn Schools not participate in School Choice program for the 2024-2025 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.



John G. Smith, *Principal*
Timothy O'Mara, *Assistant Principal*
Ellen Rowley, *Director of Guidance*
Emily Sullivan, *Athletic Director*
Victoria Sulser, *Special Education Coordinator*

Mr. John Smith
Principal
Dover-Sherborn High School
9 Junction Street
Dover, Massachusetts 02030

February 14, 2024

Dear Mr. Smith:

I am seeking the approval of the Regional School Committee again this year for an overnight trip to Tufts University as part of the Tisch College of Civic Life's Education for Public Inquiry and International Citizenship (EPIIC) Program.

I would like to take 14 students on the afternoon of Friday, April 5, 2024 to Medford to participate in the program's activities through Saturday evening, April 6, 2024. We would stay at the La Quinta Inn & Suites in Somerville on Friday evening with an additional faculty chaperone, and students would return to the high school Saturday evening. Transportation both ways will be provided through the use of the DS mini-bus. Due to the continuation of the COVID-19 Pandemic, the in-person attendance of these events may be subjected to COVID restrictions, including masking and showing proof of vaccination in order to attend. Any and all requirements will be communicated to parents and students as soon as Tufts University finalizes its COVID requirements for this event.

The simulation's focus this year is "Reforming the United Nations," a particularly prescient topic given the many conflicts threatening global peace and security, from climate change to continuing pandemics to the outbreak of regional wars. Our students will have the opportunity to develop leadership, public speaking, collaboration, and critical thinking skills as they engage in discussions concerning these pressing global issues with students from schools across the country.

Thank you for your consideration.

Sincerely,

Leah Swinson

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

Approved 2.6.2024

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