



Sherborn School Committee

Tuesday, March 12, 2024

6:30 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)

**** Sherborn Public Schools - Public Hearing on the Proposed FY25 Budget****

3. Vote on FY25 Budget

A.R.

- General Discussion

4. Financial Reports

- Warrant Report
- FY24 Monthly Report

5. Superintendents Comments

6. Discussion Items

- Proposed Revisions Accept Collaborative Agreement – 1st Read
- School Committee Public Sessions
- Update on Capital Projects
- Continued Discussion of 2024-2025 School Calendar

7. Action Items

A.R.

- Annual School Committee Vote on MA School Choice Law
- Policy: METCO Representative to the School Committee – 2nd Read

8. Consent Items

A.R.

- Approval of Student Opportunity Act Plan
- Approval of Minutes – February 6, 2024
- Donations

9. Informational Items

- [Pine Hill Newsletter January 25, 2024](#)
- [Pine Hill Newsletter January 25, 2024](#)
- [Pine Hill Newsletter February 16, 2024](#)
- Dover School Committee Minutes – November 21, 2023
- Dover-Sherborn Regional School Committee Minutes – December 5, 2023 & January 16, 2024

10. Items for April 2, 2024 (5:30 start time)

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.

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: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY25 Operating Budget – Continued Discussions and Approval
DATE: March 8, 2024

Following the completion of the Budget Open Hearing and any additional questions from the Committee, we will ask for a vote to approve the FY25 Budget as presented at an amount of \$8,241,810. The FY25 Operating Expense Summary is included for your reference.

Remaining Budget Meetings

With Tuesday night's approval, the Committee's work is completed with the next steps being at the town level. Sherborn's Advisory Budget Hearing is scheduled for **Saturday, March 16th** starting at 8:30am. 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 23rd**.

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

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

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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
DATE: March 8, 2024
RE: FY24 Approved Warrants

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

#	Date	Amount	Fund
1085	2/15/2024	\$58,942.72	Circuit Breaker
1086	2/15/2024	\$11,040.00	Bldg Rental Fund
1087	2/15/2024	\$73.93	Gift fund
1088	2/15/2024	\$55,222.29	General-OOD
1089	2/15/2024	\$6,057.66	Food Service
1090	2/15/2024	\$18,272.84	General-OOD
1092	2/29/2024	\$944.67	Sawin Fund
1093	2/29/2024	\$164,691.84	General-School
1094	2/29/2024	\$13,219.81	General-OOD
1095	2/29/2024	\$49,013.86	General-School

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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: March 8, 2024

Attached for your review is:

- Status of Appropriations as of February 29, 2024
- Special Revenue/Revolving Funds as of February 29, 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 31st 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 30th.

Special Revenue/Revolving Funds

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

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.

The Committee approved a capital request of \$375,000 in February for initial HVAC work (based on recommendations from the HVAC report). We will provide additional information on this project at Tuesday's meeting.

We have received the draft report of the Facilities Assessment, and the Working Group plans to meet with the architects later this month to review and discuss. We will share the report with the full committee at the May meeting.

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

Sherborn Public Schools
Status of Appropriations as of February 29, 2024

	<u>FY24</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u> <u>VARIANCE/</u>	<u>% of</u>
SALARIES	BUDGET	THRU 2/29	ENCUMBRANCES	PROJECTED	BUD. REMAINING	BUDGET
SUPERINTENDENT	\$139,344	\$92,631	\$46,316	\$138,947	396	0.28%
BUSINESS AND FINANCE	115,939	77,628	38,814	116,442	(503)	- 0.43%
DISTRICT INFO MANAGEMENT	79,530	52,804	26,402	79,206	325	0.41%
SPED ADMINISTRATION	213,749	100,185	114,220	214,406	(657)	- 0.31%
SCHOOL LEADERSHIP-BUILDING	339,024	234,978	108,652	343,631	(4,607)	- 1.36%
ACADEMIC LEADERS	35,156	20,221	14,746	34,968	188	0.54%
EDUCATORS, CLASSROOM	2,882,222	1,508,298	1,347,785	2,856,082	26,139	0.91%
EDUCATORS, SPED	1,136,712	560,683	440,665	1,001,349	135,364	11.91%
SUBSTITUTES	34,000	31,784	2,375	34,159	(159)	- 0.47%
EDUCATIONAL ASSISTANTS	409,665	262,142	162,426	424,568	(14,903)	- 3.64%
LIBRARIANS & MEDIA CENTER	124,930	66,687	57,161	123,848	1,082	0.87%
BUILDING BASED PD	20,250	21,172	0	21,172	(922)	- 4.55%
GUIDANCE COUNSELORS	132,496	46,145	86,751	132,896	(399)	- 0.30%
PSYCHOLOGICAL SERVICES	115,450	62,165	53,285	115,450	0	0.00%
MEDICAL/HEALTH SERVICES	98,333	51,721	44,168	95,889	2,443	2.48%
CUSTODIAL SERVICES	244,643	163,972	77,331	241,302	3,340	1.37%
TOTAL SALARIES	\$6,121,442	\$3,353,217	\$2,621,096	\$5,974,314	\$147,128	2.40%
EXPENDITURES						
SCHOOL COMMITTEE	\$6,800	\$5,201	\$585	\$5,786	1,014	14.91%
SUPERINTENDENT	17,000	17,431	0	17,431	(431)	- 2.53%
LEGAL SERVICES	8,000	5,000	0	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	68,100	64,725	1,585	66,310	1,790	2.63%
SCHOOL LEADERSHIP-BUILDING	22,900	20,573	1,086	21,659	1,241	5.42%
SPED SERVICES/SUPPLIES	117,500	56,218	33,348	89,566	27,934	23.77%
LIBRARIANS & MEDIA CENTER	3,850	2,503	178	2,681	1,169	30.35%
COURSE REIMBURSEMENT/PD	27,600	9,693	900	10,593	17,007	61.62%
TEXTBOOKS	38,500	24,417	3,235	27,652	10,848	28.18%
LIBRARY INSTRUCTIONAL MATERIALS	5,000	4,648	0	4,648	352	7.05%
INSTRUCTIONAL EQUIPMENT	12,700	7,587	3,304	10,891	1,809	14.25%
GENERAL SUPPLIES	49,600	32,173	2,415	34,587	15,013	30.27%
CLASSROOM INSTRUCT TECHNOLOGY	22,500	23,065	0	23,065	(565)	- 2.51%
GUIDANCE	3,500	6,107	0	6,107	(2,607)	-74.49%
MEDICAL/HEALTH SERVICES	3,150	1,467	95	1,562	1,588	50.41%
TRANSPORTATION SERVICES	239,879	142,954	101,425	244,379	(4,500)	- 1.88%
CUSTODIAL SERVICES	21,500	16,894	871	17,764	3,736	17.37%
MAINTENANCE OF BUILDINGS	125,550	88,247	16,771	105,018	20,532	16.35%
UTILITIES	125,500	83,033	53,205	136,238	(10,738)	- 8.56%
TOTAL EXPENDITURES	\$919,129	\$611,936	\$219,002	\$830,938	\$88,191	9.60%
TOTAL INDISTRICT OPERATING	\$7,040,571	\$3,965,153	\$2,840,099	\$6,805,252	\$235,319	3.34%
OOD TUITION & TRANSPORTATION						
TUITION TO NON-PUBLIC/OUT-OF-STATE	\$505,000	\$303,855	\$129,907	\$433,762	\$71,238	14.11%
TUITION TO COLLABORATIVES/MA PUBLIC	235,000	224,849	169,873	394,721	(159,721)	-67.97%
Total Tuition	740,000	528,704	299,779	828,483	(88,483)	-11.96%
TRANSPORTATION SERVICES	145,000	88,913	67,945	156,858	(11,858)	- 8.18%
TOTAL OOD	\$885,000	\$617,617	\$367,724	\$985,342	(100,342)	-11.34%
TOTAL OPERATING	\$7,925,571	\$4,582,770	\$3,207,823	\$7,790,593	\$134,978	1.70%
* Total Charged to CB	320,000	191,670	228,021	419,691	(99,691)	

Sherborn Public School
Special Revenue/Revolving Funds as of February 29, 2024

SPECIAL REVENUE / REVOLVING FUNDS	FUND BALANCE @ 07/01/2023	REVENUE	EXPENDITURES/ ENCUMBRANCES	FUND BALANCE @ 02/29/24	Notes:
BUILDING RENTAL	\$ 79,027	\$ 17,877	\$ 47,795	\$ 49,109	Expenses include building studies, playground equipment and rental of portable AC units
CAFETERIA	193,849	123,678	134,017	183,510	Net of deposits in advance - \$11,830, Reported ACTUAL ACTIVITY ONLY
CIRCUIT BREAKER	-	514,778	419,691	95,087	
GIFT FUND (see page 2 detail)	-	396	74	322	
NON-RESIDENT TUITION	8,908	100,000	69,518	39,389	Projected revenue is \$100K
PINE HILL PRESCHOOL	104,817	60,740	31,750	133,807	Preschool tuition balances of \$19,813 due (March payment) Estimated fund balance @ June 30 = \$153,620
SAWIN GIFT FUND	23,862		14,921	8,941	Expenses include \$9,578 for benches and plaques for outdoor learning space
FIDUCIARY FUND					
STUDENT ACTIVITY FUND	\$ 987			\$ 2,007	Student Activity Fund balance per Town

FY 24 Pine Hill - Miscellaneous Donations									
Gift/Donor	Purpose	Bal Fwd @ 07/01/2023	Revenue	Expenditures	Encumbered	Balance @ 02/29/2024	Date/Yr		
GIFT FUND									
Various	PH Library Book Fund	\$ -	396.00	73.93		322.07			
		\$ -	396.00	73.93	0.00	\$ 322.07			

Red line Version – Proposed Revisions

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ACCEPT Education Collaborative

Articles of Agreement

Amended Pursuant to *MGL c 40, § 4E*

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Effective 07/01/2024

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ACCEPT Education Collaborative Agreement
Pursuant to MGL c 40, § 4E

PREAMBLE / AUTHORIZATION

This document constitutes the Collaborative Agreement of the ACCEPT Educational Collaborative (hereinafter ACCEPT or the Collaborative), established pursuant to the provisions of MGL Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603 CMR 50.00.

This Agreement replaces the original Agreement dated September 1, 1976, as most recently amended on May 19, 2015, entered into by and between the School Committees and charter school boards which are listed in Section I (hereinafter, the "member districts") and will be effective upon the approval of the member districts and the Massachusetts Board of Elementary and Secondary Education as indicated on the signatory page.

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SECTION I: MEMBERSHIP

All member districts will appoint their superintendents or charter school board member as their appointed representatives. The membership of the ACCEPT Education Collaborative, as of the effective date of this Agreement, includes the School Committees from the following school districts, as indicated by the Chairs of the School Committees:

- Ashland
- Dover
- Dover-Sherborn
- Framingham
- Franklin
- Holliston
- Hopkinton
- South Middlesex Regional Vocational (Joseph P. Keefe Technical)
- Medfield
- Medway
- Millis
- Natick
- Needham
- Sudbury
- Sherborn
- Wellesley
- Westborough

SECTION II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES

Mission, Purpose and Focus

Since its formation in 1974, ACCEPT Education Collaborative has established trusted partnerships to promote excellence and innovation in educational practice. The mission and purpose of ACCEPT is to leverage the collective power and resources of member school districts to provide excellent, cost-effective

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regional programs and services to unlock the potential of students, their families, educators and communities. ACCEPT currently offers a wide range of programs and services whose focus is to minimize the impact of student disabilities or weakness and maximize student outcomes including achievement, independence and participation in the community.

To carry out the mission and purpose of the Collaborative, ACCEPT, acting through its Board of Directors, (hereinafter the Board or Collaborative Board) may contract with corporations, individuals, associations, agencies, and/or any other entities in order to obtain and provide services for a member district. In addition, the Collaborative, with the approval of the Board, will continue to increase and expand its level of service in general and special education, occupational-vocational education, professional development and training, home based and consultative services, research and development of innovative programs, and in any such area determined to be a need of member districts if such new programs are in alignment with ACCEPT's mission, vision and core values.

Objectives of ACCEPT Education Collaborative are to:

- Deliver efficient, cost-effective and **high-quality** programs and services that minimize the impact of student disabilities and maximize student outcomes including achievement, independence and participation in the community
- Develop and implement programs and an array of services that increase educational opportunities for students, families, educators and districts when it is determined that such programs and services can most effectively, efficiently and economically be provided on a Collaborative basis and complement, strengthen and meet the evolving needs of the member districts
- Expand program options in alignment with the mission and purpose of the Collaborative to help districts maximize cost-efficiency and program effectiveness through a Collaborative effort
- Provide safe, reliable and efficient transportation services for students with disabilities
- Offer quality professional development opportunities to general and special education teachers, administrators, and related service providers, focused on closing the achievement gap, preventing unnecessary referrals to special education and personalizing learning for students

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SECTION III: PROGRAMS AND SERVICES

ACCEPT will offer cost-effective programs and services deemed appropriate by the Board that complement and supplement the educational programs and services of the member districts. ACCEPT currently provides the following services and programs:

1. Special education programs, particularly for low incidence populations
2. Special education transportation
3. Home-based parent training
4. Behavioral and educational consultation and assessment services
5. Professional development
6. Support of initiatives from the Massachusetts Department of Elementary and Secondary Education
7. Grant writing and implementation on behalf of school districts
8. Exploration and pursuit of grants and other funding to support identified needs of the member districts
9. Education technology
10. Medicaid reimbursement services

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The programs/services listed above are not all-inclusive; the Board, acting at the request of the Executive Director and/or member districts, may consider and approve other programs and services to be provided by the Collaborative so long as such programs/services are in the best interest of the member districts and are not inconsistent with this agreement and MGL c 40, § 4E and 603 CMR 50.00, et seq., as amended from time to time.

Commented [GP(1)]: Please add "this agreement and"

SECTION IV: GOVERNANCE

Each member district executing this Collaborative Agreement shall annually appoint the superintendent of schools or charter school board member to serve as its representative (hereinafter referred to as appointed representatives) on the ACCEPT Education Collaborative Board. ~~An appointed representative of the Commissioner of Elementary and Secondary Education shall be a voting member of the Board.~~ The Board shall provide overall management and supervision of ACCEPT. No employee, ~~including the Executive Director, Treasurer, and Business Manager,~~ of the Collaborative may serve on the Board. All appointed representatives and employees shall be public employees subject to MGL c 268A, which requires compliance with the conflict-of-interest law.

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It is the function and responsibility of the Board to formulate policy for ACCEPT and to oversee the operation of ACCEPT to the end that the educational needs of students enrolled in its programs are met in an effective and economical way, and that the needs of the member districts for efficient, joint programs and services are addressed.

A quorum for conducting business shall consist of a simple majority of the appointed representatives. A quorum is not needed to close the meeting. In order to pass any motion, a majority vote of the appointed representatives present shall be required, except that a vote to terminate the Collaborative shall require a 2/3 vote of the Board and be approved in accordance with Section XII of this Agreement. The Executive Director, or designee, will act as executive secretary to the Board. The Executive Director shall attend all Board meetings, but shall not be entitled to a vote.

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The Board shall hold at least six (6) meetings each fiscal year. The schedule for the meetings will be determined by the Board Chairperson in collaboration with the Executive Director at the last meeting of the year in preparation for the new fiscal year. The Executive Director may call special meetings for special purposes with consent of the Board Chairperson or by the Board Chairperson him/herself. Meetings will be posted in accordance with MGL c 30A §§ 18-25.

At the last Board Meeting of the year, the Board will elect a Chairperson and vice-Chairperson by a majority vote of the appointed representatives present. The Chairperson, by vote of the Board, may appoint such subcommittees or advisory or operating committees of the Board as will facilitate the work of the Board.

Each appointed representative shall be responsible for providing the following information to the representative's member district in accordance with the provisions of MGL c 40, § 4E and 603 CMR 50.00, et seq.

- Quarterly information and updates to the member district, at an open meeting, on the programs and services provided by the Collaborative
- A copy of the Collaborative Agreement and any amendments
- A copy of the annual budget and tuition rate
- A copy of the annual report and financial audit
- Notification of applications for real estate mortgages

Commented [HR(5)]: You may want to add, "and any regional collaborative efforts" language from the amended regulations.

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- A copy of any capital plan approved by the Board
- Any additional information as may be requested by a vote of the member district or required in MGL c 40 § 4E, 603 CMR 50.00, et seq. and any amendments thereto

SECTION V: CONDITIONS OF MEMBERSHIP

1. Each appointed representative shall be entitled to a vote, which cannot be delegated to any other individual. No appointed representative shall delegate his/her powers or send a representative in his/her place as a voting appointed representative and no member district shall delegate the rights, responsibilities, or duties of its appointed representative to any other individual, unless the member district is replacing the appointed representative with that individual.

Commented [GP(6)]: Add "...for each district they represent,"

Commented [GP(7R6)]: See earlier comment and maintain consistency throughout.

Commented [GP(8R6)]: See earlier comment. PJ will research.

1. Each appointed representative is expected to attend each Board meeting. If a representative has missed one half of the meetings within a fiscal year, the Board Chair or Vice Chair will meet with the representative to discuss the representative's attendance and determine a plan for attending Board meetings regularly.

A representative who misses two-thirds of the Board's meetings in a fiscal year will have a letter sent from the Chair or Vice Chair to the School Committee which appointed the representative detailing the lack of attendance, the need for active and regular participation in the business of the Board, and a notice that the representative's participation in the Board will become inactive. An inactive representative will not count toward a quorum and will not have voting rights on the Board but will continue to have other rights and obligations of membership. The Chair or Vice-Chair, in consultation with the representative, will determine when an inactive member can resume regular participation on the Board.

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Commented [GP(9)]: This doesn't read right. The district doesn't become an inactive appointed representative of the board. Maybe the district's representative will become an inactive appointed representative...

Commented [GP(10)]: I am not sure about this.

Commented [GP(11R10)]:

Commented [GP(12)]: We have provided replacement language in this paragraph.

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Commented [GP(13)]: Quorum and votes are defined by representatives, not member districts, so this should be reworked. Could say the member district's representative shall not count toward a quorum and shall not have voting rights.

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2. Each appointed representative is expected to attend every Board meeting. If an appointed representative has missed one-half (1/2) of the meetings within a fiscal year, the Board Chair or Vice Chair and/or Executive Director will meet with the appointed representative to discuss attendance. Notice will be given to the appointing member district within a week of the meeting in an attempt to remedy the situation. An appointed representative who misses more than two-thirds (2/3) of the Board meetings within a fiscal year will no longer be considered an appointed representative on the Board. The Board will notify the respective member district that the seat will remain vacant until such time as the member district, by appropriate vote, ensures attendance of the appointed representative. When a seat becomes vacant, the member district shall automatically become an inactive appointed representative of the Board, shall not count towards a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership.

3. Each appointed representative must complete the training required by the Department of Elementary and Secondary Education (Department), as outlined in MGL c 40, § 4E and 603 CMR 50.05. Should an appointed representative fail to complete the required training within the timelines set in law and regulations, the member district shall not count towards a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership. The member district's voting rights shall be reinstated once the appointed representative completes the training.

4. No appointed representative shall be eligible to serve in the positions of Executive Director, Treasurer, Business Manager or a person with responsibilities similar to those of a town accountant, or on the Board of Directors ~~or~~ as an officer or employee of any related for-profit or non-profit organization. No employee of the Collaborative may serve on the Board of ACCEPT (603 CMR 50.06 (2) (c)).
5. No appointed representative shall receive an additional salary or stipend for his/her service as a Board member.
6. Each member district will pay a yearly membership fee established by the Board in accordance with Section VII.

SECTION VI: POWERS AND DUTIES OF THE BOARD

The Board shall have all the powers and duties conferred and imposed upon Educational Collaborative boards by law and conferred and imposed upon it by this Agreement and such other additional powers and duties as are specified in MGL c. 40, §4E, 603 CMR 50.00 and any amendments thereof, or as may be specified in any other applicable general or special law.

The Board is responsible for providing fiduciary and organizational oversight and accountability over the operation of the educational Collaborative including but not limited to what follows:

[The Board shall:]

- Be vested with the authority to enter into agreements with member and non-member districts or other Collaboratives to establish mutually beneficial programs and services or pricing arrangements.
- Ensure adherence to this Agreement and progress toward achieving the purpose and objectives set forth in the Agreement; determine the appropriateness and cost-effectiveness of any borrowing, loans or mortgages, consistent with Section VII C; approve all expenditures, including contracts, borrowing, and the purchase and sale of real estate; and ensure an annual report and independent financial audit for the previous fiscal year be completed annually and upon approval of the Board be submitted to the Commissioner and Chair of each member district no later than January 1 of each year.
- Ensure the audit report is completed annually and made available on the Collaborative's website and provided upon request.
- Ensure that the Collaborative makes the annual report available on the Collaborative's website and that the Collaborative must provide a printed hard copy of the most recent annual report to members of the public upon request.
- Establish policies to support the operation of ACCEPT, and shall, from time to time, review the policies for their effectiveness and appropriateness.
- Develop/ amend policies on personnel, students, finance and internal controls, and health and nursing.
- Determine the amount of cumulative surplus revenue that may be held by ACCEPT at the end of a fiscal year consistent with the requirements of law and Section VII E of this Agreement; how and under what conditions surplus funds may be returned to member districts or credited to support Collaborative programs and services offered to member districts.
- Appoint the Executive Director, Business Manager, and Treasurer and ensure there is segregation of duties among the Executive Director, Business Manager, and Treasurer. The Board will evaluate the Executive Director and Treasurer annually.

Commented [GP(14)]: Lowercase c here

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Commented [HR(15)]: You may want to consider adding something like "...considering regional needs and opportunities" This is new language in the regulations. 50.04 3. d. 3

Commented [GP(16)]: Most of this is in prior bullet. Maybe combine this bullet and next - make audit and annual report available on website and upon request in hard copy

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o The Executive Director shall serve under the general direction of the Board and have the day to day responsibility for all activities of the Collaborative, and shall be responsible for development and implementation and oversight of all of its programs. The Executive Director is responsible for recruitment, retention, supervision and discipline of personnel, with the exception of the Treasurer, and shall be responsible for implementing Board policies and procedures consistent with the policies of the Board. In addition, the Executive Director shall have the authority granted by MGL c40, §4E and any amendments thereto. The Executive Director shall maintain a website in accordance with MGL c 40 § 4E that shall include the list of appointed representatives serving on the Collaborative Board, copies of Board meeting minutes, a copy of the Collaborative Agreement and any amendments, a copy of the annual report and annual independent audit, and key contact information for the key educational Collaborative staff members. The Executive Director will give public notice of the date, time, location, and agenda items of all Board meetings in accordance with the MGL c 30A, §§ 18-25 pertaining to the open meetings of state governmental bodies. Detailed, accurate records of every meeting will be kept in accordance with the law pertaining to the open meetings and made available on the Collaborative website.

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o The Business Manager shall be subject to MGL c 41, Sec 52 and have the powers and responsibilities, similar to those of a town accountant and consistent with 603 CMR 50.00 and the Board approved job description. The Business Manager may not be the Treasurer of the Collaborative. The Board shall ensure an annual evaluation of such employee's performance and effectiveness.

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o The Treasurer, appointed by the Board, need not necessarily be a Treasurer of a member town or regional school district. The Treasurer is authorized, subject to the direction of the Board, to receive and disburse all monies of the ACCEPT fund without further appropriation. At the discretion of the Board, the Treasurer may make appropriate investments of ACCEPT's funds when such funds are not immediately necessary for operations, consistent with MGL c 44, § 55B. The Treasurer shall manage all receipts and disbursements through the education collaborative fund. The Treasurer is also responsible for other tasks as determined by the Board and as stipulated in the Board approved job description, consistent with 603 CMR 50.00. No Collaborative employee or appointed representative to the Board may be the Treasurer. The Treasurer shall report directly to the Board. The Treasurer must give bond annually for the faithful performance of duties as Collaborative Treasurer in a form approved by the department of revenue and in a sum not less than the amount established by the Department as shall be fixed by the Board. The Collaborative Board of Directors shall annually evaluate the Treasurer's performance and effectiveness.

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Commented [GP17]: Does this need to be defined? Is it the same as the education collaborative fund mentioned later in the paragraph?

Found answer to my own first question - you should make a reference here to section VII B where it is defined

- o Oversee the operation of the Collaborative to the end that the educational needs of students enrolled in Collaborative programs, as well as the goals of any cooperative program of the Collaborative, are met in an effective and economical way.
- o Employ teachers, at least one registered nurse and other professional personnel, and shall enter into contracts for the services of persons who are necessary for the operation of ACCEPT programs and services.
- o Ensure that the Collaborative shall annually prepare financial statements, including a statement of net assets (government-wide); statement of activities (government-wide); governmental funds balance sheet; governmental funds statement of revenues, expenditures, and changes in fund balance; general fund statement of revenues, expenditures and changes in fund balance, budget and actual; statement of fiduciary net assets; statement of changes in fiduciary fund net assets; and capital plan identifying current capital obligations or future planned capital projects.

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- Enter into contracts for the purchase of supplies and materials and for the leasing of land, buildings, and equipment as deemed necessary by the Board and which the Board has found to be cost-effective and in the best interests of ACCEPT, the member districts and consistent with Section VII C of this Agreement (Subject to MGL c 30B).
- Create, amend, and repeal all by-laws, policies, and rules for the management and operation of ACCEPT. The Board has all other powers and duties consistent with MGL c 40 §4E.
- Borrow money for any purpose consistent with the terms of this Agreement, including, but not limited to, to meet ongoing payroll obligations, to finance the purchase and/or lease of any real or personal property, including equipment, land, and/or a building(s) (including portables), and/or to finance any renovation, reconstruction and/or construction of any real property.

Commented [GP18]: Here it says leasing of land - above it says purchase and sale (second bullet)

Which is it or is it both? Please provide clarifying language.

No employee of the Collaborative may serve on the Board or shall be eligible to serve concurrently in the positions of Executive Director, Treasurer, or Business Manager or person with responsibilities similar to those of a town accountant.

SECTION VII: FINANCE

A. Financial Terms

1. Membership fees shall be assessed to each member district on July 1 of each year. Membership fees are to be used to offset the cost for administration and overhead. Each member district shall be charged membership dues based on a flat rate that offsets some of the administrative and overhead costs of the Collaborative determined annually by the Board as part of the budget process. Capital costs will be included in program fees and tuitions.
2. The remaining administrative costs of the Collaborative will be distributed across all programs operated by the Collaborative through an administration allocation expense proportionate to the operating budget for each program. The proportional share of administrative costs will be added to the operating budget of each program operated by the Collaborative.
3. The Board will set the fees, tuitions, and rates to be charged to districts for all Collaborative services annually based on the cost of providing the program or service. These include tuitions for specialized programs for students, hourly rates for therapy, evaluative, consultative, and the like services, and overhead calculations. Fees, tuitions, and rates will be calculated through the annual budgeting process for each program, including the administrative cost allocation noted in 2 above, with projections based on past usage.
4. Districts will be charged per unit of usage, e.g. per student enrolled, per hour of service delivery, per mile per student on transportation route, per participant enrolled in courses or workshops, or per district for multi-district initiatives. Each type of service may require a different schedule of billing, e.g. 3-4 times per year for program tuitions, per use for courses/PD, monthly for transportation, etc. Non-member districts will be charged a 20% surcharge on all services to help offset the cost of Collaborative operations.
5. The Board may enter into Agreements with member and non-member districts or other Collaboratives to establish mutually beneficial pricing arrangements.
6. The Collaborative Board may apply, by an appropriate majority vote, for state, federal, corporate, or foundation grants, and may enter into contracts to obtain the funds necessary to carry out the

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~~purpose for which the Collaborative was established; and the Board may~~ accept gifts, grants, or contributions from governmental and private sources, whether in cash or in kind.

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7. The Board may enter into contracts to obtain the funds necessary to carry out the purpose for which the Collaborative was established.
8. The Collaborative is subject to MGL c 30B for the procurement of goods and services. Procurement awards require Board approval.

B. Collaborative Fund

The Board shall establish and manage a fund to be known as the *ACCEPT Educational Collaborative Fund* (herein, "the ACCEPT fund"). The ACCEPT fund shall be the depository of all monies paid by the member districts and non-member districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the Collaborative and deposited in the fund.

C. Borrowing

At public meetings of the Board, the Board may authorize the borrowing of funds or enter into short- or long-term agreements or mortgages to acquire or improve real property and/or equipment to support Collaborative operations. The Board shall investigate options related to borrowing, loans, and mortgages in order to determine that the terms are the most favorable available at the time of the application.

Through a majority vote, the Board will determine that the terms related to borrowing, loans, or mortgages are cost-effective and are the most favorable available at the time of the application; and shall determine, through a majority vote, that the borrowing, loans, and mortgages are necessary to carry out the purposes for which the Collaborative is established, in the best interest of the collaborative and its member districts and consistent with the terms of the Collaborative Agreement.

In the event that such borrowing, loan or mortgage is for the acquisition or improvement of real property the Board shall provide notice to each member district within 30 calendar days of applying for real estate mortgages; and discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Collaborative Board at which the final vote is taken; see 603 CMR 50.07(8).

D. Capital Reserve Fund

ACCEPT may create a capital reserve fund to support costs associated with the acquisition, maintenance, and/or improvement of fixed assets, including real property, pursuant to a capital plan. Funds in a capital reserve fund may be used only for the project or purpose for which the account was established. The establishment of a capital reserve shall be subject to the approval of two-thirds of the member districts. The request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve. Deposits into the capital reserve shall be proposed and approved through the budget process.

In the event that the purpose for which the capital reserve was created requires modification, the Collaborative Board shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45-day period, that member district shall be deemed to have approved the revised capital plan. Two-thirds (2/3) approval of the member districts is required to revise the capital plan.

E. Surplus Funds

Unexpended general funds, as defined in 603 CMR 50.00, at the end of the fiscal year plus any previous year's surplus funds, as determined through the financial statements, will be considered cumulative surplus. The determination of cumulative surplus shall not include funds deposited in a capital reserve as

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provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with MGL c 32B, § 20, and any amounts prepaid for tuition or services in accordance with MGL c 40, § 4E.

The Board will retain no more than 25 percent in cumulative surplus, in accordance with 603 CMR 50.03(5)(b) 10. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve, by majority vote, the final dollar amount of the cumulative surplus. The Board shall determine whether such final dollar amount of surplus funds is within the established 25 percent limit, and whether the funds will be retained by the Collaborative or whether all or some portion will be refunded to the member districts or credited to support programs and services offered to member districts by the Collaborative.

In the event an amount is to be refunded to the member districts, each member district share will be apportioned in accordance with the percentage of usage in the program/service area that generated the surplus for the previous fiscal year, as determined by the annual financial audit.

F. Annual Budget Preparation and Assessment of Costs

The Board shall annually determine the Collaborative budget consistent with the timelines, terms, and requirements in MGL c 40, § 4E and 603 CMR 50.00.

The Board shall identify the programs or services to be offered by Collaborative in the upcoming fiscal year and the corresponding costs. In the fall of each year, the Executive Director will consult with staff, look at trends and examine the prior year profit and loss statements to formulate and project expenses for the next fiscal year to run each program. The budget assumptions are based on the mission and core values of the Collaborative. The proposed budget shall contain all planned financial activity for all programs offered by the Collaborative for the upcoming fiscal year classified into line item categories. The line item projections include but are not limited to needed staff, supplies, rent, materials and equipment to run the program. Fees for service are determined by computing the expenses vs. the projected participation in each program for the next fiscal year. Forecasting of students that will be enrolled in special education and transportation programs in the next fiscal year is based on past history and ongoing discussions with key constituent leaders from member districts.

The projected budget and fee structure is presented to the Finance and Budget Subcommittee, a subset of the appointed representatives, for feedback and review prior to presentation to the full Board. The Board shall hold a public meeting on the proposed budget prior to its adoption and shall adopt the final budget by an affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board meeting at which the Collaborative budget was first proposed but no later than March 30, of the preceding fiscal year. The Treasurer shall certify and transmit the budget and the tuition rates, membership dues and fees-for-service for the upcoming fiscal year to each member district not later than June 30 of the preceding fiscal year. Adoption of the budget shall require a majority vote of the appointed representatives to the Board.

G. Budget Amendments

The Collaborative Board must approve all budget amendments including but not limited to those that decrease the budget and move funds across line items. Any amendment to the budget that results in an increase in the tuition rates, membership dues or fees for services shall adhere to the following procedures:

- a. All appointed representatives shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their member districts the content of the proposed amendment

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- b. The Board at a second public meeting of the Board next following the Board meeting at which the amendment was first proposed shall vote on all amendments; adoption shall require a majority vote
- c. The Treasurer shall certify and transmit the amended tuition rates, membership dues and fees for services to each member district not later than ten (10) working days following the affirmative vote of the Board

Commented [GP(21)]: This language seems unnecessarily complicated. How about: The Board shall vote on the amendment at the next public meeting after the meeting at which the amendment was first proposed.

Also, should it have to be at least X days after first vote, so all of the districts are informed (under a.)?

Commented [GP(22R21)]: 1st and 2nd readings?

H. Payment Terms

ACCEPT shall submit invoices to member and non-member districts for program tuitions on a quarterly basis. Fees for services to member and non-member districts will be billed on a monthly basis. Membership fees will be invoiced quarterly and paid within thirty (30) days of receipt of the ACCEPT invoice. Districts will pay for programs and services within thirty (30) days of receipt of ACCEPT's invoice.

I. Financial Accounting System

The Collaborative shall adopt and maintain a financial accounting system, in accordance with generally accepted accounting principles as prescribed by the governmental accounting standards board and any supplemental requirements prescribed jointly by the commissioner of elementary and secondary education and the commissioner of revenue, in consultation with the state auditor. At a minimum, the financial accounting system shall delineate: (a) administration and overhead; (b) rental of real property; (c) program costs; (d) capital expenditures, including fixed assets, real property or the improvement of real property; (e) debt payments; (f) deposits into a capital reserve; and (g) all additional disclosures required in 50.08(2).

SECTION VIII: PROCEDURE FOR AMENDING THE COLLABORATIVE AGREEMENT

Any member district, any appointed representative, or the Executive Director, may initiate a proposal for amendment of this Agreement. The proposed amendment shall be presented in writing to the Executive Director of the Board no less than ten (10) days prior to a meeting of the Board at which it shall first be read. The proposed amendment shall be read a second time at the regular meeting next subsequent to its first majority reading, at which time it may be approved by a two-thirds (2/3) vote of the Board. If approved by the Board, the proposed amendment shall then be submitted to member districts. If approved by a simple majority of member districts the proposed amendment shall be submitted for approval to the Board of Elementary and Secondary Education; following approval the proposed amendment shall become effective.

Commented [GP(23)]: What is a majority reading?

Commented [GP(24R23)]: Please clarify word choice

Commented [HR(25)]: We suggest that you include the following general language... "The collaborative agreement shall be amended from time to time, in accordance with the following procedures, MGL c 40, § 4E, 603 CMR 50.00 and Department guidelines."

No amendment to this Agreement shall be effective until approved and authorized by a majority of the member districts and by the Board of Elementary and Secondary Education.

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SECTION IX: PROCEDURE FOR ADMITTING NEW MEMBER DISTRICTS

A new School Committee or Charter School Board may be added to ACCEPT consistent with approval of the Board and subsequent to amendment of the ACCEPT Collaborative Agreement, consistent with the provisions of Section VIII, MGL c 40, § 4E, and 603 CMR 50.03, [and Department guidelines](#) to reflect such membership. The applicant School Committee or Charter School Board shall apply in writing for admission to ACCEPT no later than December 31 of the fiscal year prior to the fiscal year in which the applicant School Committee or Charter School Board seeks membership. A School Committee or Charter School Board may be admitted to the Collaborative as of July 1st of any fiscal year provided that all required approvals, including that of the Board of Elementary and Secondary Education, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new member School Committee or Charter School Board is to be admitted to the Collaborative. If the process for amendment

of the ACCEPT Agreement has not been finalized by April 30th, the new member district may appoint a non-voting representative to the ACCEPT Board. During the first year of membership, a newly admitted district will pay a 10% surcharge for all programs and services. During the second year of membership the surcharge will be reduced to 5%; in the following years member district rates will apply.

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Commented [HR(26)]: We are checking on this language.

Commented [GP(27R26)]: Clarify membership fees vs. surcharges

Commented [GP(28R26)]: Research.

SECTION X: PROCEDURE FOR WITHDRAWAL OF MEMBER DISTRICT

Any member district may withdraw from ACCEPT at the end of any fiscal year, provided that all necessary approvals have been obtained consistent with 603 CMR 50.00 et seq. subject to the following terms:

- A. At least 180 days prior to the end of the current fiscal year, the withdrawing member district shall provide written notice to every other member district that is party to this Agreement as well as to the Executive Director of the Collaborative and the Collaborative Board of intent to withdraw.
- B. Written notification of a member district's intent to withdraw from the Collaborative at the end of a fiscal year shall include the following:
 1. Notification addressed to the Chair of the Board and the Executive Director that the member district has voted to withdraw from the Collaborative with the effective date of withdrawal; and
 2. A copy of the minutes from the School Committee meeting in which the member district voted to withdraw from the Collaborative.
- C. Within thirty (30) days of notification of a member district's intent to withdraw from the Collaborative, an amendment shall be prepared to reflect changes in the Agreement caused as a result of the change in membership of the Collaborative.
- D. Upon a two-thirds (2/3) affirmative vote of the Board, the Collaborative Agreement will be amended to withdraw the exiting member district. The Collaborative Agreement shall be amended consistent with Section VIII of this Agreement. The withdrawal is not in effect until and unless the Board of Elementary and Secondary Education has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.
- E. Upon withdrawal from the Collaborative, a former member district shall not be entitled to any assets or a portion of any assets of the ACCEPT Collaborative, including any surplus funds that may have been carried over from prior years and any capital reserve fund that may have been established by the Board.
- F. Any member district who has voluntarily withdrawn from the Collaborative will continue to be liable to the Collaborative for its share of any debts, claims, demands, or judgment incurred, including obligations for post-employment benefits incurred during the district's membership in the Collaborative, based on the member district's average per pupil enrollment in the Collaborative, in any Collaborative service, over the prior ten (10) fiscal years.
- G. A withdrawing member district will be charged a one-time exit fee, equal in amount to the annual membership fee established by the Board. This fee will be due prior to the end of the fiscal year that would mark the withdrawing district's final year as a member of the Collaborative.

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Commented [GP(29)]: 10 years prior to withdrawal

Commented [GP(30)]: Do you still want to keep this provision?

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H. Following the final audit of that fiscal year's financial records, the withdrawing district will be reimbursed any funds that remain on balance at the Collaborative as a result of prepayments to the Collaborative by the member district for tuition or services under MGL c 40, § 4E.

I. The withdrawal of any member district(s) at any time shall not affect the status of the Collaborative Agreement and the same shall remain in full force and effect until amended and approved by a 2/3 majority the Board and subsequently approved by a majority of the member districts and the Board of Elementary and Secondary Education.

J. Any School Committee or Charter School Board who has voluntarily withdrawn from the Collaborative may re-apply for admission to the Collaborative in accordance with Article IX of this Agreement.

Commented [GP(31)]: For discussion.

Commented [HR(32R31)]: Let's discuss... "all procedures related to amending the agreement must be followed as stated in Section VIII of the Agreement, including the approval of the amended agreement by member districts and the Board of Education.

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SECTION XI: PROCEDURE FOR TERMINATION OF A MEMBER SCHOOL DISTRICT

The Board may vote to initiate the termination of the membership of any member district by a two-thirds (2/3) vote of the entire voting membership of the Board. The only reasons for such action shall be:

1. The non-payment of certain obligations such as the non-payment of fees or assessments owed to the Collaborative; or
2. Any other action that would seriously jeopardize the financial stability of the Collaborative.

Commented [GP(33)]: We do not believe the Board of Directors has this authority to do this.

Commented [GP(34R33)]: BOD may vote to recommend discussion with school committees the removal of a member

Procedure for such termination:

1. The Executive Director of the Collaborative, with the authorization of the chairperson of the Board, must provide written notice to the member district of the facts on which any possible termination action may be based. This notice must give the member district thirty (30) days to correct the situation.
2. The member district may work with the Executive Director and the Board Chair to develop a plan to address the situation.
3. If the member district does not correct the situation within thirty (30) days, then the Board shall schedule the vote to terminate that district's membership at the next Board meeting, which is scheduled sixty (60) days after the expiration of the thirty (30) day period referenced in Paragraph 1.
4. The Executive Director shall provide written notice to the chairperson of the member district school committee and to the superintendent of that member district of the date and time for the meeting at which the Board will consider initiation of termination of that member district's membership in the Collaborative. The notice will include a copy of the proposed amendment to this Agreement reflecting the termination of the member district. Such written notice shall be sent by certified mail or by overnight mail, both of which require acknowledgement of receipt of the written notice. In the written notice, the Board shall invite the member district to present any and all reasons why the Board should not terminate membership.
5. Whether or not the member district appears at the Board meeting at which the initiation of termination of membership is to be discussed, the Board shall vote on the motion to initiate the termination of the member district's membership in the Collaborative and on the amendment to the Agreement reflecting such termination. In order to initiate the termination of the membership, the Board must vote by two-thirds majority to do so and an amendment shall be prepared in accordance with Section VIII and submitted to the member districts and to the Board of Elementary and Secondary Education for approval. Termination of the membership of the member district in ACCEPT shall not be effective until the

Commented [GP(35)]: Do you really want to do this? We need more information about this section.

Commented [GP(36R35)]: Is it to deal with financial issues? Couldn't you just say they don't get to use the services if they fail to meet certain requirements?

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Collaborative has fully complied with Article VIII of this Agreement, a majority of the member districts have approved the amendment and the Board of Elementary and Secondary Education has approved the amendment to the Agreement.

- The effective date of a member district's termination from the Collaborative shall take effect on the next July 1 provided that the procedure outlined in paragraphs 1-5 has been completed by April 30.
- Upon termination from the Collaborative, a former member district shall not be entitled to any assets or a portion of any assets of the ACCEP Collaborative, including any surplus funds that may have been carried over from prior years and any capital reserve fund that may have been established by the Board.
- Any member district of which membership has been terminated will continue to be liable to the Collaborative for its share of any debts, claims, demands, or judgment incurred, including obligations for post-employment benefits incurred during the district's membership in the Collaborative, based on the member district's average per pupil enrollment in the Collaborative, in any Collaborative service, over the prior ten (10) fiscal years.

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SECTION XII: TERMINATION OF THE COLLABORATIVE AGREEMENT

The Executive Director, any appointed representative of the Board, or a member district may propose the termination of the Collaborative by submitting such a proposal in writing to the Chairperson of the Board and, by giving notice to all other member districts and the Executive Director at least twelve (12) months before the end of the current fiscal year.

Commented [GP(37)]: This needs to be revised. It is not possible to achieve as written.

Commented [GP(38R37)]: Gives advanced notice

Within thirty (30) days of a request that the Board initiate termination proceedings, the Board shall discuss the request to terminate the Collaborative and determine next steps. The Collaborative may only be terminated at the end of any fiscal year (June 30) by a two-thirds (2/3) vote of the entire Board, subject to compliance with this section of this Agreement and compliance with the closing guidelines of the Department.

Commented [GP(39)]: Please remove this sentence.

Commented [GP(40R39)]: Add in accordance with statute, regulations and Department guidelines.

Should the Board secure a two-thirds (2/3) vote, to initiate termination proceedings, notice must be provided to all member districts within ten (10) working days of such vote. Any Board vote to terminate the Collaborative must be confirmed by a vote of two-thirds (2/3) of the member districts. Following the affirmative votes to terminate this Collaborative Agreement, the Executive Director shall inform the member and non-member districts who are served by the Collaborative and the Department in writing at least 180 days prior to the effective date of any termination along with the information required to be submitted to the Department pursuant to 603 CMR 50.11.

Prior to ACCEP's termination, the ACCEP Board shall arrange for a final fiscal audit of ACCEP Collaborative. Such audit will be completed within ninety (90) days of the date of termination of ACCEP. A copy of such audit report shall be sent to each member district and to the Department. Such audit must be completed before any assets (or liabilities) are disbursed.

By January 31 of the fiscal year in which the termination shall occur, the ACCEP Board will:

- Determine the appropriate disposition of the ACCEP Collaborative funds, equipment and supplies
- Determine the fair market value of all assets for the Collaborative, including, but not limited to, real estate, capital property, equipment and supplies owned by the Collaborative;
- Determine the process for the appropriate disposition of federal/state funds.

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4. Identify the member district responsible for maintaining all fiscal, employee and program records.
5. Identify the member and non-member district(s) responsible for maintaining student records.
6. Determine the means of meeting all liabilities (debts and obligations) of the Collaborative, including obligations for post-employment benefits. All liabilities must be met before any monies are distributed to member districts.
7. Ensure the appropriate disposition of all assets of the Collaborative, including any unencumbered funds held by the Collaborative, and any capital property and real estate owned by the Collaborative. Unless the Board determines otherwise, all assets shall be sold and the monies shall be distributed to the member districts based on the member district's average per pupil enrollment in the Collaborative, in any Collaborative service, over the prior ten (10) fiscal years, ensuring fairness and equity for all members.
8. Determine the plans for member districts to address the needs of students that were being addressed by the Collaborative.

ADDED AND Required by DESE

No part of the net earnings of the Collaborative shall inure to the benefit of any appointed representative, Executive Director, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Collaborative by a private individual who is not a member, director or officer of the Collaborative), and no appointed representative or officer shall be entitled to share in the distribution of any of the assets upon dissolution of the Collaborative.

Following the affirmative vote of the member districts to terminate the Collaborative Agreement the Board shall notify the Department of the official termination date of the Collaborative, and shall submit the documentation required by 603 CMR 50.11 to the Department.

If the Collaborative receives a notice of intent to revoke approval of its Agreement, it shall immediately begin planning for termination of the Collaborative by providing notice to member districts and non-member districts and by following the procedures of 603 CMR 50.11.

XIII: GENERAL PROVISIONS

~~A. Waivers: Upon written request from a collaborative or member district, the Commissioner may waive the applicability of one or more provisions in 603 CMR 50.00, upon certification that the collaborative or member district has made a good faith effort to comply with said provisions or has presented a reasonable alternative to the commissioner. The waiver request shall include sufficient documentation to support the need for relief. Waivers of 603 CMR 50.00 shall be considered only under circumstances the Commissioner deems exceptional and shall be granted only to the extent allowed by law.~~

~~B. State Ethics Law: The Collaborative Board Members and all Collaborative employees shall be public employees subject to M.G.L.c.268A.~~

C. Related Organizations:

- ~~1. No appointed representative shall serve on the Board of Directors or as an officer or employee of a related for-profit or non-profit organization.~~

Commented [GP(41)]: What made you decide to include this? It is directly from 603 CMR 50 and therefore not necessary for you to copy it here.

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- ~~2. The Executive Director, Treasurer, and Business Manager shall not serve as a Board Member, Officer, or employee of any related for-profit or non-profit organization.~~
~~3. No Collaborative employee shall be employed at any related for-profit or non-profit organization.~~

~~Severability: If any section or portion of a section of 603 CMR 50.00, or the applicability of 603 CMR 50.00 to any person, entity, or circumstance is held invalid by a court, the remainder of 603 CMR 50.00 and/or the applicability of such provisions to other persons, entities or circumstances shall not be affected thereby.~~

SECTION XIV: INDEMNIFICATION

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Neither the Executive Director nor any member of the Board shall be liable to the Collaborative or to any member district hereof for any act or omission of the Executive Director or any member of the Board or be held personally liable in connection with the affairs of the Collaborative except only liability arising out of his own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative or its member districts.

Neither the Executive Director nor any member of the Board shall be personally liable for any debt, claim, demand, judgment, decree, liability or obligation of any kind of, against, or with respect to the Collaborative or arising out of any action taken or omitted for or on behalf of the Collaborative and the Collaborative shall be solely liable therefore and resort shall be had exclusively to the Collaborative property for the payment or performance thereof and each member of the Board and any Executive Director shall be entitled to full indemnity and full reimbursement out of Collaborative property, including, without limitation, fees and disbursements of counsel, if, contrary to the provisions hereof, such Board member or Executive Director shall be held personally liable. Any person dealing with the Collaborative shall be informed of the indemnification contained herein and, where the Board deems it appropriate, documents or instruments executed by or by authority of the Board shall contain reference hereto.

The Executive Director and his/her legal representatives and each Board member and his/her legal representatives shall be indemnified by the Collaborative against all liabilities and expenses, exclusive of amounts paid to the Collaborative, including judgments, fines, penalties, amounts paid in settlement and counsel fees, incurred in reasonable settlement of any action, suit or proceeding to which such member of the Board or Executive Officer or his/its legal representatives may be made a party or otherwise involved by reason of his/its capacity as member of the Board or Executive Officer, except only liabilities and expenses arising out of his/its own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative as final adjudged in such action or, in the event of settlement or termination of such action without final adjudication, as determined by independent counsel for the Collaborative. Said right of indemnification shall be in addition to any other rights to which such member of the Board or Executive Officer may be entitled as a matter of law or which may be lawfully granted to him/it.

The costs of such liabilities or expenses which are not borne by the ACCEPT's insurance carriers shall be apportioned among, assessed to and paid by the member districts that were members of ACCEPT at the time of the occurrences giving rise to the liability or expenses, whether or not any such member district has thereafter withdrawn from ACCEPT, in accordance with the provisions concerning the apportionment, assessment and payment of operating costs applicable at the time of the occurrences giving rise to the liability or expense.

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SECTION XV: COMPLIANCE WITH SECTION 501(c)(3)

Notwithstanding any other provision of these articles, the ACCEPT Education Collaborative, while a public entity, is organized exclusively for educational purposes, as specified in Section 501(c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by any entity exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

No substantial part of the activities of the Collaborative shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Collaborative shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

SECTION XVI: NON-DISCRIMINATION

The ACCEPT Education Collaborative does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, disability or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and courses of study. The Board's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business.

The ACCEPT Education Collaborative is an Equal Opportunity Employer.

This Agreement shall take effect on the date of approval by the Board of Elementary and Secondary Education and shall continue indefinitely. This Agreement has been approved by duly authorized votes at public meetings held by the individual School Committees and Charter School Boards whose Chairpersons have signed below.

Date of first reading: _____

Date of second reading: _____

Date approved by Collaborative Board of Directors: _____

Signatures and Dates approved by member School Committees/Charter School Boards:

Chairperson, School Committee of Town of Ashland	_____	<u>Date of Vote</u>
Chairperson, School Committee of Town of Dover	_____	<u>Date of Vote</u>
Chairperson, School Committee of Dover/Sherborn Regional School District	_____	<u>Date of Vote</u>

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Effective 07/01/2024

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Chairperson, School Committee of Town of Framingham	<u>Date of Vote</u>
Chairperson, School Committee of Town of Franklin	<u>Date of Vote</u>
Chairperson, School Committee of Town of Holliston	<u>Date of Vote</u>
Chairperson, School Committee of Town of Hopkinton	<u>Date of Vote</u>
Chairperson, School Committee of Town of Medfield	<u>Date of Vote</u>
Chairperson, School Committee of Town of Medway	<u>Date of Vote</u>
Chairperson, School Committee of Town of Millis	<u>Date of Vote</u>
Chairperson, School Committee of Town of Natick	<u>Date of Vote</u>
Chairperson, School Committee of Town of Needham	<u>Date of Vote</u>
Chairperson, School Committee of South Middlesex Regional Vocational Technical School District	<u>Date of Vote</u>
Chairperson, School Committee of Town of Sudbury	<u>Date of Vote</u>
Chairperson, School Committee of Town of Sherborn	<u>Date of Vote</u>

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Chairperson, School Committee of Town of Wellesley

Date of Vote

Chairperson, School Committee of Town of ~~Wellesley~~ Westborough

Date of Vote

Commented [GP(44)]: This should be Westborough, right?

Approved on behalf of the Board of Elementary and Secondary Education, by the Commissioner of
Elementary and Secondary Education:

Jeffrey C. Riley, Commissioner

Effective Date

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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: Sherborn 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 Sherborn School 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.

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
Denton Conklin, Assistant Superintendent

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

To: Sherborn School Committee
From: Denny Conklin, Assistant Superintendent
Date: March 8, 2024
Re: Student Opportunity Act 2024-2028

The Student Opportunity Act (SOA) was enacted in 2019, injecting significant new funding into the Commonwealth's educational system, with a focus on providing funding to districts serving students with the greatest needs. The law also included a critical provision that requires every district to set clear targets for improving disparities in achievement among student groups and develop a three-year plan to implement evidence-based strategies to meet their targets.

As part of the SOA, districts are required to submit three-year, evidence-based plans aimed at closing persistent disparities in achievement among student subgroups. While the law sets forth several requirements for these plans, the Department of Elementary and Secondary Education (DESE) will focus primarily on the extent to which districts are implementing evidence-based programs that will close these gaps in their communities.

Below is the summary of the proposed SOA for Sherborn Public Schools. The proposed plan is respectfully submitted for review and approval from the Sherborn School Committee:

Summary of District Plan

As noted in our Strategic Plan, Sherborn Public Schools is committed to inspiring, challenging and supporting all students to reach their full potential. However, we recognize that not all student groups have experienced the same level of success to date. Based on a review of multiple data sources, we have identified students with disabilities, low income students, and African American/Black students as the subgroups who are experiencing different outcomes than their peers.

We are committing to intensive work to close achievement and opportunity gaps for these student subgroups and recognize that this important work will take not just the efforts of district staff, but also our families and community.

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

Evidence-Based Programs to Address Disparities

Based upon the data analysis, the following evidence-based programs have been selected to help address disparities in our student subgroups:

Enhanced Support for SEL and Mental Health: Expand capacity to address social-emotional learning (SEL) and mental health needs of students and families (e.g., build knowledge and skills of staff, add specialized support staff, partner with community-based providers, strengthen plans for responding to behavioral health medical emergencies, etc.)

- **Actions:** The District will continue to pilot and potentially adopt the Fly Five social-emotional learning curriculum, make sure all teachers are trained in Responsive Classroom, strengthen Tier 2 and Tier 3 SEL interventions, and provide SEL professional development to all staff, especially school counselors. Additionally the District will continue its work on culturally responsive teaching in order to further foster a sense of belonging for our selected student subgroups. Finally, the District will offer mental health supports to the school community utilizing the INTERFACE referral helpline.
- **Metrics:** Panorama student surveys, VOCAL data, tracking number of Tier 2 and Tier 3 SEL interventions over time.

Effective Student Support System: Implement key systems to build an effective approach to MTSS (e.g., using data to identify students' strengths and needs, matching students with appropriate supports, and monitoring progress).

- **Actions:** Centralize student data into the Open Architects Data Dashboard and utilize this to better analyze, track, and build a collaborative data culture, implementing research-based math and ELA interventions, and implement additional student screener and diagnostic tests.
- **Metrics:** MCAS results (SGPs, % of students proficient or higher), tracking number of Tier 2 and Tier 3 interventions through Open Architects.

Supporting Curriculum Implementation: Engage teachers in professional development linked directly to the curriculum and set up a process to regularly monitor the effectiveness of curriculum implementation.

- **Actions:** Adopt and implement a new high quality, research-based elementary math curriculum that is culturally responsive, provides better resources for differentiating instruction for all students, and corresponds to 21st century learning skills.
- **Metrics:** MCAS results (SGPs, % of students proficient or higher), tracking number of Tier 2 and Tier 3 math interventions, teacher observations/walkthroughs.

Engaging Parents/Caregivers and other Stakeholders

Sherborn Public Schools recognizes that family engagement is critical to ensuring successful outcomes for all students. Given our focus on student subgroups, it is particularly important that we find ways to effectively engage our families of low income students, students with disabilities, and Black/African American students. The District will continue to partner with families and the community through its current engagement opportunities, including the School Advisory Council, Parent Teacher Organization, parent/teacher conferences, METCO Parent Advisory Group, Special Education Parent Advisory Council, and the annual Title I Parent/Caregiver meeting.

The District will also improve its communication with individual families around student growth and further engage caregivers in Student Support Team and MTSS meetings that involve developing student plans and monitoring progress.

Finally, the District hopes to more effectively communicate with parents/caregivers by utilizing ParentSquare to centralize communications from the teacher, school, and district levels.

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Sherborn School Committee Meeting of February 6, 2024

Members Present: Dennis Quandt (remote)
Kristen Aberle
Christine Walsh
Rebecca Hammond
Also Present: Beth McCoy, Superintendent
Dawn Fattore, Business Administrator

1) **Call to Order**

Christine Walsh called the meeting to order at 6:30 pm in the DSMS Library.

2) **Community Comments** - none

3) **Superintendent Comments** - Superintendent Beth McCoy spoke about: the recent newsletter she sent out; 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.

4) **Financial Reports**

- Warrant Report
- FY24 Monthly Report
 - Salaries: there are no variances to report since the last meeting.
 - Expenditures: there are no material variances to report to date.
 - Out of District: the total negative variance as of January 31st is approximately \$200,000. Additional Circuit Breaker funds have been applied to reduce the General Fund deficit to \$100,000. CB reimbursement has been finalized at \$514,778 comprised of \$446,407 in tuition and \$68,371 in transportation reimbursements. The Status of Appropriations reflects the use of \$420,000 (vs \$320,000 originally 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.

7) **Discussion Items**

- Proposed FY25 Budget - the V2.0 FY25 Budget reflects a reduction of \$328,120. The in-district adjustments reflect the changes from relocating the GOALS Program to Chickering (\$197,120). The OOD adjustments reflect updated placement projections as well as an increase in proposed use of CB funds (\$131,000). The overall FY25 increase is \$316,239 or 3.99% over FY24. The In-District increase is \$192,239 or 2.73% and the OOD increase is \$124,000 or 14.01% over FY24.
- Pine Hill Principal Hiring Update - Allison Gullingsrud has been named as the sole finalist for the position and Beth McCoy will be announcing a decision later this week after reviewing all the feedback from faculty, staff, students, and parents.
- Policy: METCO Representative to the School Committee - First Read

8) **Action Items**

- Pine Hill HVAC Engineering Study Update - the Cooling Study report from Consulting Engineering Services (CES) was provided for review and discussion. The working group has decided to further explore the recommendations of installing HVAC equipment for ventilation/cooling in the Library, Auditorium, and Cafeteria to provide large areas of

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temperature controlled spaces. The cooling in the Library would have some benefit to the classrooms in that area which record the higher temperatures.

Using the top end of the projected costs from the report and an additional 30% for excluded costs, the proposed placeholder for the Capital Budget Committee is \$375,000. The project would be potentially scheduled for the summer of 2025.

Becca Hammond made a motion to approve the Capital Budget placeholder of \$375,000 for cooling solutions at Pine Hill. Kristen Aberle seconded.

24-03 VOTE: 54- 0 via roll call

9) Consent Items

- Approval of Minutes: November 14, 2023
- Approval of Pre-School Tuition - 3 day rate (M,W,F) = \$6,210 and 5 day rate = \$10,990 represents a 3% increase from FY24 rates.

Becca Hammond made a motion to approve the Consent Agenda as amended. Kristen Aberle seconded.

24-04 VOTE: 4 - 0 via roll call

10) Informational Items

- Pine Hill Newsletters
- Dover Sherborn Regional Committee minutes of November 7, 2023
- Dover School Committee Minutes of October 24, 2023

11) Items for March 12, 2024 meeting - FY25 Budget Hearing, math curriculum update

12) Adjournment at 6:09 pm.

Respectfully submitted,

Amy Davis



TO: Sherborn School Committee

FROM: Barbara Brown, Principal

DATE: March 12, 2024

RE: Donation from Sawin Fund

I respectfully request that Sherborn School Committee vote favorably to accept a \$5,000 donation from the Sawin Fund. Each calendar year, the Sawin Fund makes a donation to Pine Hill to supplement the cost of field trips and enrichment programs.

Prior to this year, the Sawin Fund made a lump sum donation to Pine Hill School at the start of each calendar year. Beginning this calendar year, the Sawin Fund plans to split the annual donation. This current donation will be used for general enrichment. In the fall, the Sawin Board will welcome proposals from teachers and specialists and will allocate additional funding in order to promote innovation and special projects.

The Sawin Fund goes back over 150 years in Sherborn history. In 1871, Martha Sawin died and left her estate to the Town to invest and apply the income to support a public school. The assets were eventually turned over to the Town and the Sawin Fund remains, which provides an annual donation to the Pine Hill School each year to support student enrichment.

Thank you for considering this donation.

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

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

- 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

Approved 1.16.2024

11)Adjournment at 8:13 pm.

Respectfully submitted, Amy Davis

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

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