



Sherborn School Committee

Tuesday, May 7, 2024

5:30 PM

Dover-Sherborn Middle School Library

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

AGENDA

1. Call to Order

2. Community Comment

[Zoom Link](#) (Meeting ID: 828 0571 4017; Passcode: 318411) (Only available for Community Comments)

3. CSA Update?

4. Superintendents Comments

5. Financial Reports

- Warrant Report
- FY24 Monthly Report

6. Discussion Items

- Student Handbook 1st Read
- Pine Hill Cooling & Building Studies Update

7. Action Items

- Policy Manual Updates 2nd Read

A.R.

8. Consent Items

A.R.

- Approval of School Committee Minutes – March 12, 2024
- Donations

9. Informational Items

- [Pine Hill Newsletter - March 13, 2024](#)
- [Pine Hill Newsletter - March 17, 2024](#)
- Dover School Committee Minutes - January 16, 2024
- Regional School Committee Minutes - February 6, 2024

10. Items for June 4, 2024

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

The Public Schools of Dover and Sherborn

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
DATE: May 3, 2024
RE: FY24 Approved Warrants

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

#	Date	Amount	Fund
1097	3/14/2024	\$5,360.00	Bldg Rental Fund
1098	3/14/2024	\$44,929.84	Circuit Breaker
1099	3/14/2024	\$8,113.61	General-School
1100	3/15/2024	\$51,932.82	General-OOD
1101	3/18/2024	\$13,194.60	General-School
1103	3/28/2024	\$29,440.12	General-OOD
1104	3/28/2024	\$8,913.00	Circuit Breaker
1105	3/28/2024	\$300.00	ESSER III
1106	3/28/2024	\$128.27	Sawin Fund
1107	3/28/2024	\$37,798.35	General-School
1108	3/28/2024	\$9,411.55	Food Service
1110	4/11/2024	\$47,610.07	General-OOD
1111	4/11/2024	\$232.48	Preschool
1112	4/11/2024	\$21,901.32	Circuit Breaker
1113	4/11/2024	\$9,821.55	Bldg Rental Fund
1114	4/11/2024	\$9,821.55	Gift Fund
1115	4/11/2024	\$61.07	Sawin Fund
1116	4/11/2024	\$8,967.61	General-School
1118	4/26/2024	\$31,279.56	General-OOD
1119	4/26/2024	\$47,492.27	General-School
1120	4/26/2024	\$7,521.68	Food Service

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: FY24 Monthly Financial Update
DATE: May 3, 2024

Attached for your review is:

- Status of Appropriations as of April 30, 2024

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

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 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 April 30th 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.

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) was equally shared, with the School Committee funding the costs of the Cooling Study (\$8,000). Funds from the Building Rental Fund were used to cover the School Committee's portion of both projects.

Based on the recommendations from the Cooling Study, the School Committee approved capital requests for new roof-top units (to include air-conditioning) for the Library, Cafeteria and Auditorium. **The capital request of \$300,000 (an additional \$100,000 is coming from the Building Rental Fund) was approved at Town Meeting on April 24th. The last step in the process is the ballot approval taking place at the Town's elections on May 14th. The installation will take place next summer. We appreciate the Town's support of this request. We will keep the committee updated as the design and bid work take place.**

We have received the draft report of the Facilities Assessment, and the Working Group has met with the architects and plans to meet in the coming weeks to continue discussions on next steps. We will share the report and initial action steps with the full committee at the June meeting.

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

Sherborn Public Schools
Status of Appropriations as of April 30, 2024

	<u>FY24</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THRU 4/30</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/</u> <u>BUD.REMAINING</u>	<u>BUDGET</u>
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	110,156	104,250	214,406	(657)	- 0.31%
SCHOOL LEADERSHIP-BUILDING	339,024	288,064	55,398	343,462	(4,438)	- 1.31%
ACADEMIC LEADERS	35,156	13,959	22,159	36,118	(962)	- 2.74%
EDUCATORS, CLASSROOM	2,882,222	1,941,713	925,469	2,867,182	15,039	0.52%
EDUCATORS, SPED	1,136,712	711,420	309,758	1,021,179	115,534	10.16%
SUBSTITUTES	34,000	44,771	2,249	47,020	(13,020)	-38.29%
EDUCATIONAL ASSISTANTS	409,665	336,655	90,666	427,321	(17,656)	- 4.31%
LIBRARIANS & MEDIA CENTER	124,930	85,741	38,107	123,848	1,082	0.87%
BUILDING BASED PD	20,250	21,172	450	21,622	(1,372)	- 6.77%
GUIDANCE COUNSELORS	132,496	57,151	75,745	132,896	(399)	- 0.30%
PSYCHOLOGICAL SERVICES	115,450	79,927	35,523	115,450	0	0.00%
MEDICAL/HEALTH SERVICES	98,333	65,027	31,062	96,089	2,243	2.28%
CUSTODIAL SERVICES	244,643	198,877	44,021	242,898	1,745	0.71%
TOTAL SALARIES	\$6,121,442	\$4,177,695	\$1,846,390	\$6,024,085	\$97,357	1.59%
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	66,886	784	67,670	430	0.63%
SCHOOL LEADERSHIP-BUILDING	22,900	23,835	703	24,538	(1,638)	- 7.15%
SPED SERVICES/SUPPLIES	117,500	70,424	20,245	90,669	26,831	22.83%
LIBRARIANS & MEDIA CENTER	3,850	2,935	234	3,169	681	17.70%
COURSE REIMBURSEMENT/PD	27,600	10,487	3,602	14,089	13,511	48.95%
TEXTBOOKS	38,500	35,119	1,355	36,474	2,026	5.26%
LIBRARY INSTRUCTIONAL MATERIALS	5,000	4,648	366	5,014	(14)	- 0.27%
INSTRUCTIONAL EQUIPMENT	12,700	10,255	2,586	12,842	(142)	- 1.12%
GENERAL SUPPLIES	49,600	43,914	1,168	45,083	4,517	9.11%
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	1,615	174	1,789	1,361	43.21%
TRANSPORTATION SERVICES	239,879	168,184	76,195	244,379	(4,500)	- 1.88%
CUSTODIAL SERVICES	21,500	19,504	743	20,247	1,253	5.83%
MAINTENANCE OF BUILDINGS	125,550	104,706	9,480	114,186	11,364	9.05%
UTILITIES	125,500	116,687	29,822	146,509	(21,009)	-16.74%
TOTAL EXPENDITURES	\$919,129	\$736,002	\$148,043	\$884,045	\$35,084	3.82%
TOTAL INDISTRICT OPERATING	\$7,040,571	\$4,913,697	\$1,994,433	\$6,908,130	\$132,441	1.88%
OOD TUITION & TRANSPORTATION						
TUITION TO NON-PUBLIC/OUT-OF-STATE	\$505,000	\$370,144	\$26,052	\$396,195	\$108,805	21.55%
TUITION TO COLLABORATIVES/MA PUBLIC	235,000	292,294	130,737	423,030	(188,030)	-80.01%
Total Tuition	740,000	662,437	156,788	819,226	(79,226)	-10.71%
TRANSPORTATION SERVICES	145,000	116,893	39,491	156,383	(11,383)	- 7.85%
TOTAL OOD	\$885,000	\$779,330	\$196,279	\$975,609	(\$90,609)	-10.24%
TOTAL OPERATING	\$7,925,571	\$5,693,027	\$2,190,712	\$7,883,739	\$41,833	0.53%
<i>* Total Charged to CB</i>	<i>320,000</i>	<i>267,414</i>	<i>152,277</i>	<i>419,691</i>	<i>(99,691)</i>	

Pine Hill Handbook Changes 2024-2025 School Year

Updated Handbook here

Cover	Formatting and design
p4	Updated letter to include 3 core values, Respectful, Responsible, Read to Grow Updated signatures on letter
Pg 5	Delete was blank
Page 13	Core values - Revised by adding the 3 Rs with examples, changed descriptors. Bullets were the same in all three columns, this was updated to reflect categories. Minor shifts in language to mirror updated behavior matrix.
Pg 17	Deleted redundant paragraph
Page 32	Added, All student meals are subsidized by the state government. For the 2024-2025 school year, we're excited to introduce a breakfast program. Students can enjoy a variety of cold breakfast options, including fruit. Additional snacks can be purchased using student lunch accounts.
Page 39	Added updated behavior matrix
Page 15	Added in a line about restorative justice. " whenever possible and appropriate a restorative approach will also be applied." This is consistent with all 4 schools.
Page 26	Added "or any other legally protected class" under the harassment section. The Dover-Sherborn Public Schools are committed to providing faculty, staff, and students with a learning and working environment that is free from harassment (verbal and/or physical) based on gender, race, religion, national origin, ethnic background, color, age, sexual orientation, gender identity, disability or any other legally protected class.

DRAFT

Sherborn School Committee Meeting of March 12, 2024

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

1) Call to Order

Dennis Quandt called the meeting to order at 6:31 pm in the DSMS Library.

2) Community Comments - none

3) FY25 Sherborn Schools Budget Hearing

Dawn Fattore presented the FY25 Budget. Budget drivers include: contractual payroll increases of approximately 3% across all bargaining units in addition to step and lane increases for educators ranging from 4-9%; level enrollment (21 classroom sections); and continued trend budgeting for operating accounts.

The proposed FY25 Operating Budget is \$8,241,810 which is \$316,239 (3.99%) greater than FY24: in-District increase over FY24 is \$192,239 (2.73%) and Out-of-District increase is \$124,000 (14.01%).

Christine Walsh made a motion to accept the FY25 Budget in the amount of \$8,241,810. Kristen Aberle seconded.

24-05 VOTE: 4 - 0 via roll call

4) Financial Reports

- Warrant Report
- FY24 Monthly Report
 - Salaries: variances continue to fluctuate as leaves and other staffing changes are encumbered.
 - Expenditures: there are no material variances to report to date.
 - Out of District: there are no changes since the last report.

7) **Superintendent Comments** - Beth McCoy updated recent and upcoming meeting/events in the District. There was also an update from Denny Conklin on the Assistant Principal search: 2 finalists have been selected from 5 candidates that were interviewed (43 applicants total).

8) Discussion Items

- Proposed Revisions to Accept Collaborative Agreement - 1st read
- School Committee Public Sessions - Dennis Quandt discussed adding more meetings to give the committee an opportunity to share information and receive feedback from the community in a setting that the more formal monthly meetings does not allow.
- Update on Capital Projects - the HVAC project has received support from the Capital Budget Committee and Select Board. The Administration is working with the engineers on a design/cost estimate split between the auditorium and library and will keep the Committee updated.

DRAFT

- Continued Discussion of 2024-25 School Calendar

9) Action Items

- Annual School Committee Vote on MA School Choice Law - MGL requires local school committees to vote annually as to whether or not the district will participate in School Choice.

Christine Walsh made a motion to have Sherborn School not participate in School Choice program for the 2024-25 school year. Kristen Aberle seconded.

24-06 VOTE: 4- 0 via roll call

- Policy: METCO Representative to the School Committee, 2nd read

Becca Hammond made a motion to approve the Policy: METCO Representative to the School Committee as presented. Kristen Aberle seconded.

24-07 VOTE: 4- 0 via roll call

10) Consent Items

- Approval of Student Opportunity Act Plan
- Approval of Minutes: February 6, 2024
- Donations - \$5,000 from the Sawin Fund.

Christine Walsh made a motion to approve the Consent Agenda. Kristen Aberle seconded.

24-08 VOTE: 4 - 0 via roll call

11) Informational Items

- Pine Hill Newsletters
- Dover Sherborn Regional Committee minutes of December 5, 2023 & January 16, 2024
- Dover School Committee Minutes of November 21, 2023

12) Items for April 2, 2024 meeting - meeting with Dover School Committee re: curriculum

13) Adjournment at 7:58 pm.

Respectfully submitted,
Amy Davis



Pine Hill School
10 Pine Hill Lane
Sherborn, MA 01770
Phone: 508-655-0630 Fax: 508-655-2763
www.doversherborn.org
Dr. Barbara Brown, Principal
Ms. Allison Gullingsrud, Assistant Principal

TO: Sherborn School Committee

FROM: Barbara Brown, Principal

DATE: May 7, 2024

RE: Donation from Pine Hill CSA

I respectfully request that Sherborn School Committee vote favorably to accept a \$7,430 donation from the Pine Hill CSA. Each spring, the CSA offers educators an opportunity to submit grant requests for supplemental resources, materials, and/or equipment to enhance teaching and learning.

Thank you for considering this donation.

The approved grants for Spring 2024 include the following:

Submitted by:	Description:	Amount:
Grade 1 Team	Tools to enhance mindfulness and regulation for students to use in the classroom	\$296
Grades 4-5	Board Games to extend learning and indoor recess activities (strategic thinking and cooperative learning focus)	\$2035
K-5 Music and Band	Refresh some small instruments and equipment used with the grade 5 jazz band and K-5 general music classes	\$1005
Learning Center Teachers	Innovative and flexible furniture to support students who work in the Learning Center	\$1538
Librarian and Technology Teacher	Maker Space Materials for exploration, engineering and innovative play (students in Grades 3-5 may choose to go to Maker Space on Tuesdays during recess time)	\$996
Librarian	Additional funds for the "most wanted" library books based on student requests	\$1560
Total approved:		\$7430

COMMUNITY SCHOOL ASSOCIATION

10 PINE HILL LANE
SHERBORN, MA 01770

583

53-7122/2113

4/23/24 Date

CHECK NUMBER

Photo
Safe
Deposit
Box

Pay to the Order of Town of Sherborn \$ 7430.00

Seven thousand four hundred thirty and 00/100 Dollars

Middlesex Savings Bank
SHERBORN, MA 01770

For Teacher grants

Mark R. Williams

⑆ 211371227⑆ 164992680⑆ 0583

Dover School Committee
Meeting of January 16, 2024

Members Present: Liz Grossman
Jeff Cassidy
Jessica Hole
Martha Castle
Goli Sepehr

Also Present: Beth McCoy, Superintendent
Denny Conklin, Assistant Superintendent

1) Call to Order

Liz Grossman called the meeting to order vis Zoom at 5:32 pm.

2) Community Comments - none.

3) Superintendent Comments - Superintendent Beth McCoy spoke about the Festival of Lights night last month at Chickering, the recent Challenge Success speaker event, and the upcoming State of the District on Jan 24th, 6:30 pm in the DSMS Library.

4) Financial Reports

- Warrant Report
- FY24 Monthly Report
 - Salaries: there are no changes since the last report
 - Expenditures: there are no material variances to report.
 - Out of District: the FY24 Circuit Breaker reimbursement has been finalized. Eligible tuition costs are being fully funded at the 75% mandated rate and eligible transportation costs at 57% (below the mandated rate of 75%). Total reimbursement is \$1,108,479 comprised of \$926,933 from tuition and \$181,546 from transportation. Estimated costs for transportation have been encumbered. Due to the increase in placements, actual costs are projected to exceed budget by approximately \$90,000. The total projected OOD costs exceed budget by approximately \$1,000,000 but is fully covered at this time by the FY24 CB reimbursement.
 - End-of-Year Report Compliance Audit - Every 3 years, single school districts are required by DESE to undergo a compliance audit on the EOYR filing. R.E. Brown completed the report for the FY22 filing. There was one finding around the need to have a formal Memorandum of Agreement with the Town of Dover for allocation of municipal expenses. The two parties will work together to create a MOA.

5) Discussion Items

- Proposed FY25 Budget - There are three proposed adjustments for version 2.0 of the FY25 Budget; 1) reduction in salary based on anticipated retirement of \$60,000; 2) reduction in projected Tuition costs based on known placement changes of \$316,900; and 3) increase to transportation costs to reflect projected placements and the approved ACCEPT FY25 mileage rate of \$4.27 per mile (3% increase from FY24) of \$72,500. The overall operating budget increase in Version 2.0 is \$646,822 or 6% with: in-district operating increase of \$394,322 or 4.80% and OOD operating increase of \$252,500 or 9.87%.

6) Action Items

7) Consent Items

Approved 3.14.2024

- Approval of Minutes: November 21, 2023
- Grants - IDEA-SPED 274 Grant (Federal Targeted Special Education Improvement) in the amount of \$8,034.
- Town Report
- Pre-School Tuition FY25 Rates - proposed 3% increase to \$6,210 for 3-days and \$10,990 for 5-days.

*Martha Castle made a motion to approve the Consent Agenda. Jeff Cassidy seconded.
24-01 VOTE: 5 - 0 via roll call*

8) Informational Items

- Chickering Newsletter

9) Items for March 14, 2024 Meeting - FY25 Budget Hearing, consider addition of staff photos to website

10) Adjournment at 6:02 pm.

Respectfully submitted,
Amy Davis

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

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

1) Call to Order

Judi Miller called the meeting to order at 6:30 pm in the Middle School Library.

2) Community Comments - none

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

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

5) Financial Reports

- Warrant Report
- FY24 Monthly Report
 - Revenues: there are no changes since the last report.
 - Salaries: there are no changes since the last report.
 - Expenditures: there are no changes since the last report.
 - Capital Projects Update: the project bid for the Roof Air Handlers Replacement is scheduled to be posted on February 28th with a March 27th bid opening. It is likely there will need to be additional funding provided to complete the project. Also, the bleachers for the Bleacher/Press Box Renovation have been ordered and the foundation work went out to bid in late January with a bid opening date of February 14th.

6) Discussion Items

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

7) Action Items

8) Consent Items

Approved 3.5.2024

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

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

9) Informational Items

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

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

11) Adjournment at 7:04 pm.

Respectfully submitted, Amy Davis