

Sherborn School Committee

October 19, 2021

Meeting Agenda

5:30 PM
VIA ZOOM

<https://us02web.zoom.us/j/89517404265?pwd=Z1g3Q25JUEIOVFNTcWVqN1pIR3RWQT09>

1. Call to Order
2. Community Comments
3. CSA Co-Presidents- Monica Acharya and Peter Rovick
4. Update/Reports:
 - Superintendent Update- Kathleen Smith
 - Assistant Superintendent Update – Beth McCoy
 - Principal’s Report – Dr. Brown
 - Warrant Report
5. FY22 Monthly Financial Report
6. October 1st Annual Enrollment Report
7. FY23 Budget Development Guidance Discussion
8. Consent Agenda A.R.
 - Approval of Minutes September 21,2021
9. Communications (For Members Information)
 - Dover School Committee Minutes June 8, 2021
 - Dover Sherborn Regional School Committee June 8, and September 14, 2021
10. Items for November 16, 2021 Meeting
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 age, race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability or homelessness



Dover-Sherborn
PUBLIC SCHOOLS

SUPERINTENDENT'S REPORT

Chickering Elementary | Pine Hill Elementary | DS Middle School | DS High School

Sherborn School Committee Meeting

October 19, 2021



**Commitment to Community
Equity & Excellence
Respect & Dignity
Climate of Care
#WEareDS**

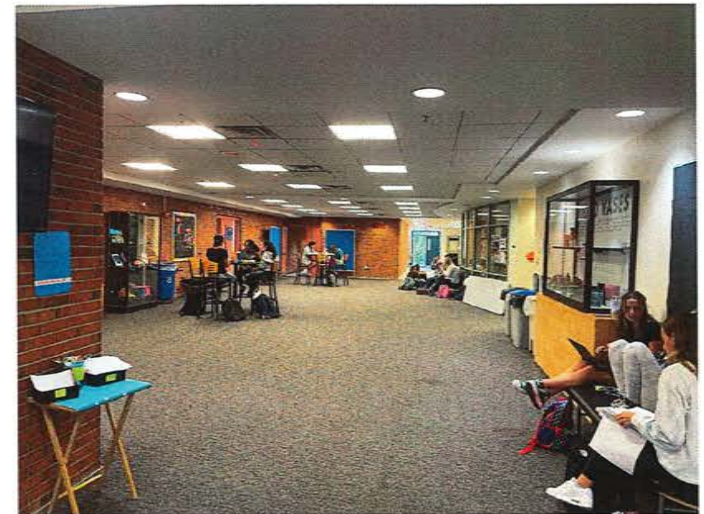
SUPERINTENDENT UPDATE

Dover- Sherborn School Vistations

- Visiting Classrooms throughout the district
- Scheduling time to meet informally with staff during school visits to discuss supporting instruction, SEL, and overall district initiatives
- Attending school events
- Meeting with community and parent groups
- Meeting with student groups

DS STAFF VACCINE MANDATE PROTOCOL

- Approved by Boards of Health for Dover and Sherborn on September 22, 2021
- Vaccine Verification status sent to all staff to complete form by October 8, 2021
- Timeline - Must receive first dose by November 1, 2021
- Communication with unvaccinated staff members sent by Director of Student Services
- Exemptions - Medical or Religious exemptions with acceptable documentation sent to Director of Student Services
- Testing Requirements and procedures for all unvaccinated staff
- Guests of the district are not subject to this mandate but must follow all mitigation strategies outlined in district policies and procedures



SCHOOL COMMITTEE RETREAT

- Met on October 7, 2021@ 5-8PM
- Overview of roles and responsibilities of School Committee Members and Superintendent
- Review of operating protocols and norms for how we govern, communicate, and improve our practices
- Additional training on Open Meeting Law and Public Records Request on October 13, 2021
- Ongoing trainings in school finance, Conflict of Interest Law, Special Education Law, collective bargaining, school leadership standards & evaluations (November 2021)
- Hiring and evaluating the Superintendent

SCHOOL COMMITTEE VACANCY

- Sherborn School Committee Vacancy - Letter of interest and resume by October 29, 2021 to Diane Moores at diane.moores@sherbornma.org
- Appointment will be permanently filled via town elections in May 2022

ASSISTANT SUPERINTENDENT UPDATE

- Collaborating with elementary leaders on a monthly basis
- Roll-out of Panorama Data Dashboard as tool for our multi-tiered system of support (MTSS)
- Visiting faculty meetings to share proposed changes to the evaluation system and introduce the equity audit
- Seeking substitute teachers for all four buildings

PRINCIPAL UPDATE - Data Teams/Planning for Student Needs



DOVER-SHERBORN PUBLIC SCHOOLS | SHERBORN SCHOOL COMMITTEE MEETING

PRINCIPAL UPDATE - Positive, Connected, and Safe!



DOVER-SHERBORN PUBLIC SCHOOLS | SHERBORN SCHOOL COMMITTEE MEETING

Dover-Sherborn
PUBLIC SCHOOLS
Thank You!



#WEareDS

THE PUBLIC SCHOOLS OF DOVER AND SHERBORN
- Sherborn School Committee Meeting -

October 19, 2021



Pine Hill School

Sherborn, MA 01770

Phone: 508-655-0630 Fax: 508-655-2763

www.doversherborn.org

Dr. Barbara Brown, Principal

Ms. Allison Gullingsrud, Assistant Principal

TO: Kathleen Smith, Interim Superintendent
FROM: Barbara Brown, Principal
RE: Principal's Monthly Report
DATE: October 19, 2021

Principal's Reflection:

Grade level teams and support staff just completed the first data team cycle. This is the structure we use to monitor student progress across academic and social emotional learning domains. Classroom teachers use qualitative and quantitative data such as beginning-of-year benchmark assessments (reading records and math inventories), MCAS information (available for students at grades 4 and 5 who took the MCAS last spring), and classroom observation information to assess student progress. Teams determine how to support all students with growth goals using our WIN Blocks (every grade level has time allocated for "What I Need"). Targeted interventions are designed for students who are not making effective progress, per the MTSS (Multi-Tiered System of Support) framework.

We were grateful to be able to use ESSER funds to add an additional interventionist support assistant. Janeen Cox (hired 10/14/21) joins Nancy Wong and Mary Lucy who comprise our MTSS academic intervention team. Our interventionists support students by providing Tier 2 and Tier 3 instructional supports for students who are not making effective progress (yet!) in the areas of literacy and math. Interventions are also provided to support students in the area of social emotional learning (SEL). Interventions target specific skill development in the areas of self-awareness, self-management, responsible decision-making, relationship skills, and social awareness and are provided by members of our SEL Team.

This work aligns with our goals for school improvement and I am proud to report that Pine Hill staff has embraced the improvements we are making to our systems for progress monitoring and intervention. The data team conversations about student learning were impressive with regard to the professional skills and student-first approach that our educators lead with. Approximately 25% of our students will receive Tier 2 interventions. Parents/guardians will be informed about student learning goals and intervention plans by their classroom teachers.

Professional Development:

All educators are required to set professional growth goals with their supervisors/evaluators by October 15th as part of the Educator Growth and Evaluation System. Each educators' professional practice and student learning goals, in coordination with district

goals and school improvement plan, drive the focus areas for educator professional development and action research for the year. The Pine Hill faculty is committing to deepening understanding and strengthening teaching practices in many important areas including the implementation of readers workshop, cultural literacy and equity, practices to increase student engagement, to name a few.

Other professional development undertakings include:

- Georgia Lanier is taking a Wilson Reading certification course
- The Kindergarten and first grade teams are taking a course on strategies to manage and motivate young learners for engaged learning
- Amy Biegel is attending a workshop for physical education educators
- Ongoing coaching for K-5 teaching teams with our math and literacy specialists

School Advisory Council:

The SAC had their first meeting on Friday, October 1st. The Council looks forward to supporting school improvement efforts. A particular area of interest is understanding and promoting technology integration that enhances computer programming and engineering skills.

Thank you to the following Council members who volunteered to serve this year:

Jennifer Debin - Parent

Arianna Delaney - Parent

Sangita Rousseau - Parent

Tom Van Langen - Parent

Jenee Aguilar - Educator

Allison Gullingsrud - Educator

Pam Ritchie - Educator

Cindy Sidman - Educator

Nancy Cordell - Liaison to the School Committee

Dennis Quandt - Liaison to the School Committee

Barbara Brown - Principal

TBD - Community Member (Thank you to Rick Linden who has served on our Council for many years!)

Pine Hill Happenings:

- October 1 – School Advisory Committee Meeting
- October 6 – Early Release Day for Professional Development
- October 7 – CSA Meeting
- October 11 – No School: Indigenous Peoples' Day
- October 12-18 Data Team Meetings for Grades K-5
- October 19 – PLC Teacher Leader Meeting
- October 19 – New Families Play Date (hosted by CSA)
- October 20 – Early Release Day/Parent-Teacher Conferences
- October 23 – School Spirit Day... wear your PH colors
- October 23 – Monster Mash (outdoor event hosted by CSA)

- October 25 – Faculty Meeting (Equity Audit presentation by NYU)
- October 27 – Early Release Day/Parent-Teacher Conferences
- October 30 - School Spirit Day... black & orange day

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

Phone: 508-785-0036 Fax 508-785-2239

www.doversherborn.org

Commitment to Community

Equity and Excellence

Respect and Dignity

Climate of Care

Kathleen Smith, J.D., Interim Superintendent

Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
DATE: October 15, 2021
RE: FY22 Approved Warrants

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

#	Date	Amount	Fund
1000	7/1/2021	\$75,155.40	Circuit Breaker
1003	7/22/2021	\$14,927.71	General
1005	8/4/2021	\$7,500.00	ESSER II
1006	8/4/2021	\$29,976.17	General
1008	8/21/2021	\$51,325.80	General
1009	8/21/2021	\$17,728.98	General
1012	9/3/2021	\$28,281.40	General
1013	9/3/2021	\$16,045.07	General
1015	9/20/2021	\$29,828.34	General
1016	9/20/2021	\$7,223.08	Food Service
1018	9/30/2021	\$26,726.90	General
1019	9/30/2021	\$27,890.10	General
1021	10/12/2021	\$1,838.10	Title I
1022	10/12/2021	\$27,462.50	Circuit Breaker
1023	10/13/2021	\$838.54	ESSER II
1024	10/13/2021	\$53,944.17	General

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Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY22 Operating Update
DATE: October 15, 2021

Attached please find:

- * Status of Appropriations as of September 30, 2021
- * Special Revenue/Revolving Funds Statement as of September 30, 2021

Status of Appropriations

Salaries

The majority of salaries have been encumbered. The Teachers line items (Classroom and Special Education) reflect the addition of the Math Specialist and the Social Emotional Learning (SEL) Specialist. In addition, the BCBA position is not being shared with the Region this year increasing that position by a .2FTE due to student needs. There are net savings to offset these costs of approx. \$30,000 due to a leave of absence and a mid-year retirement. The net impact of these changes is minimal in costs at this time.

The Educational Assistants line item reflects two additional special education assistants due to the current student cohort. We are reviewing various funding sources to potentially cover these added costs if needed. We have also approved an additional regular education assistant to assist with intervention and will be charging that position against one of our ESSER grants.

We will continue to update the committee on changes in staffing as the year progresses.

Expenditures

As we are early in the school year, there are no variances to report to date. Initial projections have been encumbered for utilities and we will continue to monitor those as the year progresses.

Out-of-District

Placement costs for FY22 are still being encumbered. The final payment details for FY22 circuit breaker reimbursement are due out next week. We do know that the reimbursement rate is the full 75% with some additional reimbursement for OOD transportation as they phase this new funding in based on the Student Opportunity Act legislation. You will note that the FY22 budget is based on utilizing \$200,000 of circuit breaker funds.

Special Revenue/Revolving Funds

Summary of activity to date for these funds is reflected on the attached statement.

Elementary and Secondary School Emergency Relief Funds (ESSER) Grants

The District has received three ESSER funds to utilize in response to the COVID-19 Pandemic. The ESSER I grant of **\$24,869** has been allocated to cover costs associated with summer services provided to students as needed due to the hybrid school year and staffing for COVID-19 related testing protocol. The ESSER II grant of **\$85,841** has been allocated for additional SEL assessment tools and contracted services (there is a mental health expenditure requirement for this grant) and additional staffing positions as needed to assist with academic interventions.

The ESSER III grant, coming out of the American Rescue Plan Act, is a larger grant totaling **\$170,448**. We submitted our application on October 4th. The budget focuses on activities related to student learning loss and other student social/emotional issues arising from the COVID pandemic. The main areas include providing additional technology support for students, additional educational support for individual student needs, training for educators on addressing learning loss and additional social/emotional learning supports. We will inform the committee once the budget has been approved. We are continuing to evaluate students and communicating with other stakeholder groups to determine any other issues that need to be addressed and can amend our budget as appropriate as the grant period extends to September of 2024.

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

Sherborn Public Schools
Status of Appropriations as of September 30, 2021

	FY22	EXPENDED		TOTAL	OPERATING	% of
	BUDGET	THRU 9/30	ENCUMBRANCES	PROJECTED	VARIANCE/ BUD. REMAINING	BUDGET
SALARIES						
SUPERINTENDENT	\$145,628	\$0	\$145,628	\$145,628	0	0.00%
BUSINESS AND FINANCE	113,590	0	113,590	113,590	0	0.00%
DISTRICT INFO MANAGEMENT	74,436	0	74,436	74,436	0	0.00%
SPED ADMINISTRATION	215,331	16,567	187,212	203,779	11,552	5.36%
SCHOOL LEADERSHIP-BUILDING	318,189	80,433	239,940	320,374	(2,185)	- 0.69%
ACADEMIC LEADERS	28,253	0	28,252	28,252	0	0.00%
TEACHERS, CLASSROOM	2,620,387	325,739	2,270,787	2,596,526	23,862	0.91%
TEACHERS, SPED	981,672	123,809	884,778	1,008,587	(26,916)	- 2.74%
SUBSTITUTES	30,000	1,248	2,231	3,479	26,521	88.40%
EDUCATIONAL ASSISTANTS	388,150	56,169	393,034	449,203	(61,053)	-15.73%
LIBRARIANS & MEDIA CENTER	117,663	13,577	104,087	117,663	0	0.00%
BUILDING BASED PD	20,250	17,213	0	17,213	3,038	15.00%
GUIDANCE COUNSELORS	64,803	7,870	60,338	68,208	(3,405)	- 5.25%
PSYCHOLOGICAL SERVICES	109,650	12,652	96,998	109,650	0	0.00%
MEDICAL/HEALTH SERVICES	104,833	12,451	90,409	102,860	1,973	1.88%
CUSTODIAL SERVICES	237,842	52,583	149,313	201,895	35,947	15.11%
TOTAL SALARIES	\$5,570,677	\$720,310	\$4,841,032	\$5,561,342	\$9,335	0.17%
EXPENDITURES						
SCHOOL COMMITTEE	\$6,800	\$4,325	\$0	\$4,325	2,475	36.40%
SUPERINTENDENT	17,000	4,128	0	4,128	12,872	75.72%
LEGAL SERVICES	8,000	2,500	2,500	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	57,750	32,702	14,477	47,180	10,570	18.30%
SCHOOL LEADERSHIP-BUILDING	15,700	5,857	4,270	10,126	5,574	35.50%
CLASSROOM CONT SERVICES	4,000	272	1,318	1,590	2,410	60.26%
SPED SERVICES/SUPPLIES	87,000	15,270	69,199	84,469	2,531	2.91%
LIBRARIANS & MEDIA CENTER	3,850	2,428	450	2,878	972	25.24%
COURSE REIMBURSEMENT/PD	26,000	674	2,227	2,901	23,099	88.84%
TEXTBOOKS & RELATED SOFTWARE	38,500	17,284	15,835	33,119	5,381	13.98%
LIBRARY INSTRUCTIONAL MATERIALS	4,500	0	4,039	4,039	461	10.24%
INSTRUCTIONAL EQUIPMENT	11,000	6,152	8,638	14,791	(3,791)	-34.46%
GENERAL SUPPLIES	40,100	8,908	7,024	15,933	24,167	60.27%
CLASSROOM INSTRUCT TECHNOLOGY	19,500	7,964	7,700	15,664	3,836	19.67%
GUIDANCE	3,500	284	0	284	3,216	91.90%
MEDICAL/HEALTH SERVICES	3,150	1,091	124	1,214	1,936	61.46%
TRANSPORTATION SERVICES	228,309	0	225,309	225,309	3,000	1.31%
CUSTODIAL SERVICES	21,500	2,745	1,000	3,745	17,755	82.58%
MAINTENANCE OF BUILDINGS	123,050	48,096	34,655	82,751	40,299	32.75%
UTILITIES	122,000	11,646	105,250	116,896	5,104	4.18%
TOTAL EXPENDITURES	\$841,209	\$172,325	\$504,016	\$676,341	\$164,868	19.60%
TOTAL INDISTRICT OPERATING	\$6,411,886	\$892,635	\$5,345,048	\$6,237,683	\$174,203	2.72%
OOD TUITION & TRANSPORTATION						
TUITION TO NON-PUBLIC	\$170,000	\$42,095	\$351,532	\$393,627	(\$223,627)	-131.55%
TUITION TO COLLABORATIVES/MA PUBLIC	300,000	26,857	49,967	76,824	223,176	74.39%
Total Tuition	470,000	68,951	401,499	470,451	(451)	- 0.10%
TRANSPORTATION SERVICES	120,000	4,857	4,050	8,907	111,093	92.58%
TOTAL OOD	\$590,000	\$73,808	\$405,549	\$479,358	\$110,642	18.75%
* Total Charged to CB	200,000	75,155	0	75,155	124,845	
TOTAL OPERATING	\$7,001,886	\$966,443	\$5,750,597	\$6,717,040	\$284,846	4.07%

* not reflected in totals

Total expected CB at 75% (including in-district)

tbd

Sherborn Public School
Special Revenue/Revolving Funds as of September 30, 2021

<u>SPECIAL REVENUE / REVOLVING FUNDS</u>	<u>FUND BALANCE @ 07/01/2021</u>	<u>REVENUE</u>	<u>EXPENDITURES/ ENCUMBRANCES</u>	<u>FUND BALANCE @ 09/30/2021</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 76,516			\$ 76,516	
CAFETERIA	58,518	10,573	11,548	57,543	<i>Net of deposits in advance - \$10,517, Reported ACTUAL ACTIVITY ONLY No gov't reimbursement received to date</i>
CIRCUIT BREAKER	147,072		104,767	42,305	<i>CB revenue not received as of 9/30</i>
GIFT FUND (see page 2 detail)	1,458			1,458	
NON-RESIDENT TUITION	56,474			56,474	
PINE HILL PRESCHOOL	49,396	33,943	29,612	53,728	<i>Preschool tuition balances of \$38,073 due (Dec & March payments) Estimated fund balance @ June 30 = \$91,800</i>
SAWIN GIFT FUND	3,884			3,884	
<u>FIDUCIARY FUND</u>					
STUDENT ACTIVITY FUND	\$ 2,039			2,039	<i>Student Activity Fund balance per Town report at September 30</i>

FY 22 Pine Hill - Miscellaneous Donations							
Gift/Donor	Purpose	Bal Fwd @ 07/01/2021	Revenue	Expenditures	Encumbered	Balance @ 09/30/2021	Date/Yr
GIFT FUND							
Special Education Gifts	SPED Program	\$ 1,254.30				1,254.30	7/14 & 10/18
Follett Gift	Library Books	100.00				100.00	11/19
Mudge Gift	Assistive Hearing Auditorium	91.81				91.81	7/14
Poetry Center Gift(s)	Poetry Center honoring McAdams	12.15				12.15	9/15
		\$ 1,458.26	0.00	0.00	0.00	\$ 1,458.26	

**2020-2021
PINE HILL ENROLLMENT
As of October 1, 2021**

classroom total Grade level total

K Connery	21	
K Jeffries	21	
K Parker	22	64

1 Aguilar	20	
1 Fabri	21	
1 Gird	21	62

2 Custodio	18	
1 Edelglass	18	
2 Jarboe	19	
2 Mealey	18	73

3 Ritchie	21	
3 Scobie	22	
3 Sidman	22	65

4 Carter	20	
4 Morey	20	
4 Hilton	20	60

5 Darrah	20	
5 DeBenedictis	20	
5 Mackay	21	
5 Santiano	21	82

TOTALS: **406** **406**

PreK – Sullivan 11
TOTAL W/Pre-K **417**

DRAFT

Sherborn School Committee Meeting of September 21, 2021

Members Present: Nancy Cordell
Angie Johnson
Amanda Brown
Dennis Quandt
David Kazis

Also Present: Kathleen Smith, Interim Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator

1) Call to Order

Nancy Cordell called the meeting to order at 6:32 pm via ZOOM.

2) Community Comments - none

3) Reports

- Superintendent Report - Kathleen Smith presented a District Overview including an update on the Staff Convocation, Opening Day, and the District Priorities. Additionally, MCAS results were released earlier in the day. Statewide results show critical insight into impact on student learning since beginning of pandemic. Families will receive scores after September 30th. The review and analysis of Pine Hill's results will be presented at the October meeting.
- Assistant Superintendent Report - Beth McCoy reviewed the professional development done by faculty and staff over the summer as well as highlighted the plans for the upcoming Leadership Retreat as well as professional development for the rest of the school year.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

4) FY21 Budget Closeout

- Salaries - there was a positive variance of \$258,459 in salaries comprised of: 1) three educators retired post-budget resulting in savings of \$150,000; 2) three educators on leave resulting in a savings of \$180,000; 3) two additional educators were hired to cover remote learning at a cost of \$100,000; 4) additional EA support was added to cover current operations resulting in a cost of \$30,000; and 5) several other staffing changes throughout the year resulted in approximately \$30,000 of savings across multiple line items in addition to approximately \$23,000 savings in custodial services due to the vacancy in the Director of Facilities position, lower overtime needs, and no utilization of summer staff.
- Operating Expenditures - there was an overall savings in operating expenditures of \$52,837 despite a negative variance in SPED services of \$22,700. Savings were realized in transportation due to the reduction in school days and building related expenses in custodial supplies, building repair needs and utilities due to no weekend usage of the building.
- Out-of-District - Placement costs of FY21 were approximately \$50,000 less than budgeted. In addition, ACCEPT returned \$32,000 in tuition and transportation credits. These savings plus other tuition and transportation savings the year ended with a positive variance of approximately \$95,000. Circuit breaker reimbursement was 75% for FY21 with a total reimbursement of \$398,766.

DRAFT

- Summary - Approximately \$400,000 will be returned to the Town.
- Special Revenue/Revolving Funds - a summary statement of FY21 activity was provided
- COVID-19 Related Grants - Sherborn received two main grants to cover unbudgeted costs due to COVID-19. One of the grants was allocated to municipalities to be used across all operating departments. The Town of Sherborn allocated school expenses for unbudgeted technology purchases (\$60,388) and HVAC related items (\$23,879) against the municipal grant. The CARES Re-opening grants (\$225 per student, \$90,000 total) was used to cover the costs of PPE, AFC contract costs for testing access, additional facility items such as the rental of tents, additional staffing for nursing, remote learning center and educational assistants, software needs for remote learning as well as additional school supplies and had a end date of June 30, 2021. A State Coronavirus Prevention Fund grant in the amount of \$11,625 and special earmark support of \$20,833 which were both full expended by June 30, 2021 and covered additional technology and staffing needs.
- Elementary and Secondary School Emergency Relief funds (ESSER) Grants - the District has received 3 ESSER grants: 1) ESSER I in the amount of \$24,869 has been allocated to cover costs associated with social emotional learning assessment tools, summer services provided to students as needed due to the hybrid school year and staffing for COVID-19 related testing protocol. 2) ESSER II in the amount of \$85,841 has been allocated for additional SEL contracted services and additional staffing positions as needed to assist with academic interventions. 3) ESSER III funds total \$170,448 and have an expenditure period through September 20, 2024. The Administration is in the process of completing the initial application for this grant which requires at least a 20% allocation to mitigating lost instructional time. In addition, it has a requirement of soliciting feedback from multiple stakeholder groups in the planning of grant activities/expenditures. A high level budget submittal for the initial application will be completed by the October 4th due date.

5) Mask Policy - second read

Angie Johnson made a motion to approve the mask policy as presented. Amanda Brown seconded.

21-13 VOTE: 5 - 0 via roll call

6) Consent Agenda

- Approval of Minutes: June 16, 2021

Amanda Brown made a motion to approve the Consent Agenda. Dennis Quandt seconded.

21-14 VOTE: 5 - 0 via roll call

7) Communications

- 2021-22 Meeting Calendar
- Subcommittee Assignments

8) Items for October 19, 2021 meeting

9) Adjournment at 7:33 pm.

Respectfully submitted,
Amy Davis

Dover School Committee

Meeting of June 8, 2021

Members Present: Leslie Leon
Colleen Burt
Sara Gutierrez Dunn
Mark Healey

Also Present: Andrew Keough, Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Manager

1) Call to Order

Dr. Keough called the virtual meeting to order at 5:31 pm and read the following into the record: I'd like to call to order the meeting to order. This Open Meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020. Information on how to join remote School Committee meetings and meeting agendas is posted on the Dover Sherborn District Website. Please note that this meeting is being recorded. Please be aware that anything that you broadcast may be captured by the recording.

Community Comments are first. Please remember that community comments are an opportunity for us to listen to members of the community. It is not a forum for answering questions or engaging in a debate and we will not be answering any questions tonight. We respectfully request that you please make your comments brief (about 2 mins) and that you move the discussion forward by adding new information. Once the public comment section of the meeting has been concluded, we will move on to other business and unsolicited comments from the community will no longer be permitted.

2) Reorganization

Dr. Keough asked for nominations for Chair: Leslie Leon nominated Sara Gutierrez Dunn as Chair of the Dover School Committee. Mark Healey seconded.

21-09 VOTE: 4 - 0 via roll call

Ms. Gutierrez Dunn asked for nominations for Secretary: Sara Gutierrez Dunn nominated Leslie Leon as Secretary of the Dover School Committee. Colleen Burt seconded.

21-10 VOTE: 4 - 0 via roll call

3) Community Comments - none

4) Dover PTO - PTO President Goli Sepehr reviewed the activities of the PTO over the past school year and presented the budget for 2021-22.

5) Reports

- Principal's Report - Dr. Reinemann reviewed her report and answered questions.
- Warrant Report

6) FY21 Monthly Financial Report - as of May 10, 2021.

- Salaries/Expenditures - there are no changes since the last meeting.
- Enrollment Update - Two grades have exceeded the projection models. The Administration will be closely monitoring the numbers and make adjustments to grade sections as necessary.
- Heating Oil - the bid opening took place on June 3rd with the lowest bid from Devaney Energy at \$2.1524 per gallon. This amount is significantly higher than the FY21 price but within the budgeted amount for FY22.

7) Approval of 2021-22 student handbook - the proposed changes were reviewed.

APPROVED SEPTEMBER 28, 2021

Mark Healey made a motion to approve the 2021-22 Family Handbook. Colleen Burt seconded.
21-11 VOTE: 4 - 0

8) Approval of 2021-22 School Improvement Plan - the SIP was reviewed.

Colleen Burt made a motion to approve the 2021-22 School Improvement Plan. Leslie Leon seconded.

21-12 VOTE: 4 - 0

9) Consent Agenda

- Approval of Minutes of May 17, 2021

Leslie Leon made a motion to approve the Consent Agenda. Colleen Burt seconded.
21-13 VOTE: 4 - 0

10) Communications

- Subcommittee Assignments
- Sherborn School Committee minutes March 9, 2021

11) Adjournment at 6:17 pm.

Respectfully submitted,
Amy Davis

APPROVED SEPTEMBER 14, 2021

Dover-Sherborn Regional School Committee

Meeting of June 8, 2021

Members Present: Maggie Charron
Judi Miller
Kate Potter
Lynn Collins
Anne Hovey
Tracey Mannion

1) Call to Order

Ms. Charron called the virtual meeting to order at 6:56 pm and read the following into the record:

Good evening. This Open Meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020,

Information on how to join remote School Committee meetings and meeting agendas are posted on the Dover Sherborn District Website. Please note that this meeting is being recorded. Be aware that anything that you broadcast may be captured by the recording.

Community comments are an opportunity for members of the community to be heard. We respectfully request that you please make your comments brief (2-3 minutes) and that you move the discussion forward by adding new information. Please try to avoid repeating points that have already been made.

Community comments are an opportunity for us to listen to members of the community. It is not a forum for answering questions or engaging in a debate. Once the public comment section of the meeting has been concluded, we will move on to other business and unsolicited comments from the community will no longer be permitted. This is standard operating procedure in school committee meetings across our 3 school districts. We appreciate that you have taken the time to participate and encourage you to reach out to your school committee reps at any time.

2) Welcome Tracey Mannion

3) Community Comments - There were multiple comments from community members addressing the recent election for Regional School Committee in Dover, falling school rankings, curriculum content, and the ethical violations that were referenced in the resignation of a committee member earlier this school year.

4) Reports

- DSHS Principal Report - John Smith highlighted recent and upcoming events at the high school.
- DSMS Principal Report - Scott Kellett highlighted recent and upcoming events at the middle school.
- Warrant Report

5) FY21 Financial Reports as of May 31, 2021

- Revenues - there are no changes since the last meeting
- Salaries - there are no changes since the last meeting
- Expenditures - there is an anticipated overall saving of approximately 7.5% in expenditures. Transportation savings totaled \$180,000 due to the use of the RTRF balance of \$85,000, savings in athletic transportation costs, and savings from regular transportation due to the shortened school year. Hybrid operations for the majority of the school year resulted in savings across all aspects of operations from custodial supplies to classroom consumables to utilities due to no weekend or evening activities in the buildings.

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- Pro Forma Roll-forward of Excess and Deficiency - the projected E&D as of June 30th is \$1,912,731 while the projected allowed amount is \$1,318,960. Once E7D is certified over the summer, any excess will be applied to the Town's FY22 assessments using the assessment percentages from FY21.

6) Approval of 2021-22 Student Handbooks

Anne Hovey made a motion to approve the 2021-22 Student Handbooks as presented. Lynn Collins seconded.

21-13 VOTE: 6- 0

7) Approval of School Improvement Plans

Judi Miller made a motion to approve the School Improvement Plans as presented. Kate Potter seconded.

21-14 VOTE: 6- 0

8) Consent Agenda

- High School Field Trip - Southwest Grand Circle Adventure through Utah, Arizona, and Nevada from April 15 - 23, 2022 through Grand Classroom.
- Donation - from Friends of Alpine Ski in the amount of \$8,604.40 to support dry land training program.
- Appointment of DS Regional Treasurer re-appoint John LaFleche for the 2021-22 school year.
- Approval of Minutes: May 4, 2021

Lynn Collins made a motion to approve the Consent Agenda. Kate Potter seconded.

21-15 VOTE: 5 - 0

9) Communication

- Subcommittee Assignments
- Class of 2021 Matriculation Report
- Dover School Committee minutes of March 4, 2021
- Sherborn School Committee minutes of March 9, 2021

10) Adjournment at 8:07 pm.

Respectfully submitted, Amy Davis

APPROVED OCTOBER 12, 2021

Dover-Sherborn Regional School Committee

Meeting of September 14, 2021

Members Present: Maggie Charron
Kate Potter
Lynn Collins
Tracey Mannion

1) Call to Order

Ms. Charron called the meeting to order at 5:30 pm.

2) Executive Session - Enter into executive session to discuss a complaint from David Sobol dated September 1, 2021 against the Regional School Committee and its members relative to information received in the School District's response to a public records request and to discuss a complaint from Vicki Rellas dated September 8, 2021 concerning the procedure being followed by the Regional School Committee to fill a vacancy created by the resignation of a member from Sherborn pursuant to School Committee Policy BBBE.

3) Amend Agenda - there was a request to move Community Comments to after Reorganization of the Committee.

Lynn Collins made a motion to amend the agenda. Kate Potter seconded.

21-16 VOTE: 4 - 0

4) Reorganization

Kathleen Smith asked for nominations for Chair of the Regional School Committee.

Maggie Charron nominated Kate Potter as Chair of the Regional School Committee. Lynn Collins seconded.

21-17 VOTE: 4 - 0

Kate Potter asked for nominations for Vice Chair of the Regional School Committee.

Maggie Charron nominated Lynn Collins as Vice Chair of the Regional School Committee. Kate Potter seconded.

21-18 VOTE: 4 - 0

Kate Potter asked for nominations for Secretary of the Regional School Committee.

Kate Potter nominated Judi Miller for Secretary of the Regional School Committee. Maggie Charron seconded.

21-19 VOTE: 4 - 0

5) Community Comments - none

6) Reports

- Interim Superintendent Update - Kathleen Smith presented a District Overview including an update on the Staff Convocation, Opening Day, and the District Priorities.
- Assistant Superintendent Update - Beth McCoy reviewed the professional development done by faculty and staff over the summer as well as highlighted the plans for the upcoming Leadership Retreat as well as professional development for the rest of the school year.

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- Director of Student Service - Kate McCarthy reported that the Growth Resilience Integrity & Tenacity (GRIT) Program has rolled up to the high school after several successful years at the middle school. She then gave an update on the COVID testing program in the District.
- DSHS Principal Report - John Smith highlighted the opening of school and upcoming events at the high school.
- DSMS Principal Report - Scott Kellett and Dr. Frank Tiano highlighted the opening of school and upcoming events at the middle school.
- Warrant Report

7) Financial Reports: FY21 Closeout

- Revenues - total revenues exceeded budgeted revenue by \$109,754 comprised of the following: 1) \$159,028 in Chapter 70 over expected amount; 2) \$35,616 in Chapter 71, Regional Transportation; and 3) negative variance of \$82,245 resulting from not charging for student parking last year and lower participation in after-school activities.
- Operating Budget - the year ended with a surplus of \$1,104,890 comprised of: 1) \$408,002 in salaries representing post-budget staffing changes; lower use of substitutes; savings from facilities/custodial salaries due to the vacancy in the Director of Facilities position, lower overtime needs and no utilization of summer staff; and various unfilled positions/stipends due to staffing changes and operating under the hybrid model. 2) \$85,989 in transportation costs charged to the Regional Transportation Reimbursement Fund as approved by the committee as well as savings of \$100,000 from athletic transportation and regular education transportation with the later start to the school year. 3) savings in utilities of \$86,793 due to the hybrid schedule and the buildings being closed for all weekend activities. Net metering credits of approximately \$25,000 are also reflected in this line item.
- Summary - the net result of operations was a surplus of \$1,214,644. The Committee approved several uses of E&D funds for FY21 including \$355,500 for capital projects and \$210,000 for the FY22 operating budget leaving an estimated certified E&D fund balance of \$1,956,766 (7.4%) of the FY22 operating budget. The E&D and related financial schedule has been submitted to the Department of Revenue. It is anticipated that approximately \$600,000 will be returned to the Towns based on the 5% allowed E&D.
- Special Revenue/Revolving Funds - FY21 activity was provided.
- COVID-19 Related Grants - the District received and fully expended two COVID-19 related grants as of June 30, 2021: the CARES Re-Opening grant of \$279,225 and a State Coronavirus Prevention Fund grant of \$35,025. These grants were used to cover unbudgeted costs associated with the re-opening of school last fall and included technology hardware and software needs, ventilation related expenditures, PPE supplies, COVID-19 testing access and related staffing needs.
- End of Year DESE Report - the Business Office is in the process of completing the FY21 EOYR report which is used by the Department of Education to determine the Region's compliance with net school spending as well as determining the current year's Chapter 71 Regional Transportation Reimbursement.
- Annual Audit - R.E. Brown is scheduled to begin the annual audit the week of September 20th.

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- FY22 Update - the financial statements as of September 30th will be presented at the October meeting. A status of capital projects (by fiscal year) as of September 9th was reviewed.
- Elementary and Secondary School Emergency Relief funds (ESSER) Grants - the District has received 3 ESSER grants: 1) ESSER I in the amount of \$37,127 has been allocated to cover costs associated with social emotional learning assessment tools, summer services provided to students as needed due to the hybrid school year and staffing for COVID-19 related testing protocol. 2) ESSER II in the amount of \$149,608 has been allocated for additional SEL contracted services and additional staffing positions as needed to assist with academic interventions. 3) ESSER III funds total \$313,761 and have an expenditure period through September 20, 2024. The Administration is in the process of completing the initial application for this grant which requires at least a 20% allocation to mitigating lost instructional time. In addition, it has a requirement of soliciting feedback from multiple stakeholder groups in the planning of grant activities/expenditures. A high level budget submittal for the initial application will be completed by the October 4th due date.

8) Policy: Face Coverings - second read

Maggie Charron made a motion to approve the policy. Lynn Collins seconded.
21-20 VOTE: 3 - 0 - 1 (Tracey Mannion)

9) Consent Agenda

- Approval of Minutes: June 8, 2021 - add "alleged" before ethical violations under Community Comments.
- High School Field Trip - Harvard Model United Nations Program, January 27-30, 2022.

Maggie Charron made a motion to approve the Consent Agenda as amended. Lynn Collins seconded.
21-21 VOTE: 3 - 0 - 1 (Tracy Mannion)

10) Communication

- 2021-22 School Committee Meeting Schedule
- Subcommittee Assignments
- Dover School Committee minutes of May 17, 2021
- Upcoming Meetings: DSRSC Retreat September 27, 2021 and SSC/DSC Retreat September 23, 2021

11) Items for October 12th meeting

Maggie Charron, on behalf of the School Committee thanked Anne Hovey and Michael Jaffe for their service as school committee members:

Thank you, Ms. Potter, for the opportunity to speak to the community in gratitude for the work of our former school committee colleagues.

Michael Jaffe served our Dover and Regional community over the past 5 years, spending 3 years on the Dover School Committee and 2 on the Regional Committee. During this time,

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Michael has been a fierce advocate for the needs of all children. He was the driving force behind the return to examine the School Start Time issue and was the co-chair of that Task Force for a period of time. His research skills were unparalleled and Michael could always be counted on to do his homework and to present carefully researched analysis in support of issues related to student mental health and the positive benefits that might come from providing our adolescents with a school schedule that more closely matches their need for rest. It is not an exaggeration to say that without Michael's leadership, the challenge of addressing start times would have never made it out of committee meetings. We are grateful for his work supporting all our students, and his commitment to examining our programs with a critical eye at every juncture. While Michael is no longer serving with us on the Regional School Committee, the lasting impact of his dedication to students remains evident across the region. We wish him well in his future endeavors and appreciate his continued service to the school community as a co-leader of the Guidance Advisory Council this year.

We also recognize with deep appreciation the service of our newly retired colleague, Anne Hovey. Anne has been a tireless volunteer for the Sherborn and the Regional Schools. She served 2 terms on the Sherborn School Committee as well as a year as its Chair. During that time, Anne was known to advocate for the whole child and to ensure that our schools kept student needs at the forefront of all they do. When joining the Regional School Committee in 2016, Anne used her institutional knowledge to inform all she did to serve our communities. Her thoughtful and thorough approach to sensitive matters was appreciated by all of us who worked alongside her. Anne prepared meticulously for each and every meeting, and served as a de facto Chair in her second year when our Chair needed to be away frequently to attend to unexpected personal issues, assuming those unexpected responsibilities with grace and diligence. Anne led the Regional School Committee as the Chair through the first stages of our COVID emergency and facing the need to implement remote learning; she worked collaboratively with leadership to bridge the gap between the challenges faced by a school system response to a health emergency and parents' escalating concern about the state of their children's school experience. Undaunted by this challenge, Anne transitioned to lead our Superintendent Search last fall. She collaborated with our local school district Search Team members and the search firm to conduct a thorough and thoughtful search in the midst of the ongoing health emergency. Although that search did not yield a successful candidate, Anne's graceful leadership and attention to detail has continued to serve us all as we completed the Interim Search and will begin the search for a permanent Superintendent this fall. While we are sad to lose Anne at the Regional School Committee, we recognize the long and lasting positive impact that her work has had on our school community and wish her well in the future.

Please join me in offering our appreciation to our former members for their dedication to making our community better and for the countless hours they have volunteered in service to our school, our community and most of all our children.

Scott Kellett was also recognized for his years as the principal of the middle school.

12)Adjournment at 8:15 pm.

Respectfully submitted,Amy Davis