

Sherborn School Committee

November 16, 2021

6:30pm

REVISED Meeting Agenda

VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/89335820097?pwd=MXFla1ZNMtUwajczKzZTTnBTVWhDUT09>

Meeting ID: 893 3582 0097 Passcode: 135582

1. Call to order
2. Community Comments
3. Reports:
 - Superintendent – Kathleen Smith
 - Assistant Superintendent – Beth McCoy
 - Principal's Report – Dr. Brown
 - Warrant Report
4. FY22 Monthly Financial Report
5. Proposed FY23 Budget **A.R.**
 - Operating
 - Capital
6. Vote to approve tuition **A.R.**
 - Pre-K
 - Non-resident
7. Policy **A.R.**
 - Home Schooling IHGB – Second Read
8. Consent Agenda **A.R.**
 - Approval of minutes October 19, 2021
9. Communications (For Members Information)
 - Regional School Committee Minutes October 12, 2021
 - Dover School Committee Minutes September 28, 2021
10. Items for February 9, 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

Pine Hill Elementary

**Sherborn School
Committee Meeting**

November 16, 2021



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

DESE 80% VACCINATION THRESHOLD

- As of October 15, 2021 schools that demonstrate a vaccination rate of 80% or more of ALL students and staff in the school can submit an attestation form to DESE.
 - Submitted for DSHS on October 20, 2021
- If approved the students and staff in DSHS would no longer be subject to the mask requirement.
- Unvaccinated students would be required to continue wearing masks.
- The DESE mask mandate has been extended through January 15, 2022.
- DS will continue to work with local Boards of Health on safe unmasking.
- D&S Joint Meeting BOH 11/10/21 approved lifting of the indoor mask requirement under certain circumstances. (see BOH approved directive on unmasking)

DS VACCINATION RATES

DOVER-SHERBORN MIDDLE SCHOOL

6th grade* (now eligible, ages 5-11):

17 fully vaccinated; 4 partially vaccinated; 161 total. **10% fully vaccinated**

7th grade:

134 fully vaccinated; 0 partially vaccinated; 159 total. **84% fully vaccinated.**

8th grade:

167 fully vaccinated; 2 partially vaccinated; 185 total. **90% fully vaccinated.**

Total MS Students: 318/505 = 63%

Total MS Staff: 79/80 = 99%

Total MS: 397/585 = 68%

DS VACCINATION RATES

DOVER-SHERBORN HIGH SCHOOL

9th grade:

142 fully vaccinated; 5 partially vaccinated; 163 total. **87% fully vaccinated**

10th grade:

155 fully vaccinated; 4 partially vaccinated; 176 total. **88% fully vaccinated**

11th grade:

131 fully vaccinated; 5 partially vaccinated; 152 total. **86% fully vaccinated**

12th grade:

147 fully vaccinated; 5 partially vaccinated; 164 total. **89% fully vaccinated**

Total HS Students: 575/655 = 88%

Total HS Staff: 98/98 = 100%

Total HS: 673/753 = 89%

Pine Hill

MCAS Overview 2021

[MCAS Overview 2021](#)

Pine Hill

Qualitative Indicators of Academic Excellence

STRONG SCHOOL CULTURE AND FAMILY PARTNERSHIPS

- High level of student engagement is observable
- Low incidence of school discipline (for substantial infractions)
- Students report a high level of connectedness with teachers and peers
- Strong home-school partnerships
- Dynamic and supportive Community School Association (CSA)
- High levels of teacher collaboration - structures in place to respond to student needs
- High teacher and administrator retention

WELL-ROUNDED ACADEMIC AND SOCIAL EMOTIONAL LEARNING

- Curriculum aligned with Mass Frameworks and Teaching Tolerance Anti-Bias Frameworks
- High level workshop model for readers and writers workshop
- Inquiry approach to teaching science and social studies
- Strong Special Education programs
- Improved multi-tiered system in support of student success for academic and social emotional learning
- Shifted to technology integration and library research and queries in support of grade level curriculum

Pine Hill

Quantitative Indicators of Academic Excellence

95% daily school attendance

Class size guideline is 23 per class

(8) Educational Assistant staff available to support instruction and supervision of students through general education

World Language Program begins in kindergarten
(3x week Spanish at all grades)

MCAS and internal benchmark assessments measure 80% of students meet or exceed grade level learning standards (dropped to 70% this year)

DEFINING ACADEMIC EXCELLENCE

How do we want to measure success as a district?

Boston Magazine

- Average Class Size
- Student to Teacher Ratio
- MCAS Proficiency (gr 10)
- Average SAT Scores
- AP Proficiency
- Graduation Rate
- College Enrollment
- Educator Evaluations

US News & World Report

- Students Take 1+ AP
- Students Pass 1+ AP
- Seniors Take 1+ AP
- Seniors Pass 1+ AP
- MCAS Proficiency
- MCAS Actual vs. Predicted
- Free Lunch & BIPOC Scores
- Graduate in 4 Years

*2021 ranking based on 2018-2019 data

Dover-Sherborn Regional High School

674

16.4

11.6:1

11.6

91

92

99

85.4

10.4

Boston Magazine 2021

2021 - 94%
2019 - 89%

2021 data

2019 data

2018 data
2019 - 82%, 18%

DEFINING ACADEMIC EXCELLENCE

How do we want to measure success as a district?

Possible Data Points*

- Benchmark Assessments
- Diagnostic Assessments
- MCAS Scores & Growth
- SAT Scores
- AP Enrollment & Scores
- Challenge Success Survey
- Metrowest Youth Risk Survey
- SEL Survey
- Equity Audit
- Attendance
- Discipline
- Graduation Rate
- College Enrollment & Choice
- Educator Evaluation
- Staff Diversity
- Staff Retainment
- Student to Teacher Ratio
- Average Class Size
- ACCESS Scores (ELL)
- IEP Referrals & Plans
- Out of District Placements
- Subgroup Performance
- Course Offerings
- Extracurricular Involvement
- Awards
- Portrait of a Graduate Skills
- Senior Projects
- Internships
- Community Service
- Resources & Facilities

*This is not an exhaustive list

Dover-Sherborn
PUBLIC SCHOOLS
Thank You!



#WEareDS

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

November 16, 2021

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: November 12, 2021
RE: FY22 Approved Warrants

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

#	Date	Amount	Fund
1026	10/28/2021	\$23,481.48	General-School
1027	10/28/2021	\$11,642.27	Food Service
1029	11/12/2021	\$46,822.06	General-School
1030	11/12/2021	\$82,206.96	General -OOD
1031	11/12/2021	\$23,267.50	Circuit Breaker
1032	11/12/2021	\$680.00	ESSER II
1033	11/12/2021	\$648.17	ESSER I
1034	11/12/2021	\$4,026.00	Title I

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Elizabeth M. McCoy, Asst. Superintendent

Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY22 Operating Update
DATE: November 12, 2021

Attached please find:

* Status of Appropriations as of October 31, 2021

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

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. **Sherborn's FY22 Circuit Reimbursement has been finalized. We will be receiving \$360,499 representing \$286,425 for OOD tuition, \$22,633 for transportation expenses and \$51,441 for in-district special education expenses. The reimbursement rate is the full state mandated 75% including reimbursement on 25% of OOD transportation costs where applicable (this new funding is part of the Student Opportunity Act legislation and is being phased in over four years).** You will note that the FY22 budget is based on utilizing \$200,000 of circuit breaker funds.

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 **and are still awaiting approval**. 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 Tuesday's meeting.

Sherborn Public Schools
Status of Appropriations as of October 31, 2021

<u>SALARIES</u>	<u>FY22</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
	<u>BUDGET</u>	<u>THRU 10/31</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/ BUD.REMAINING</u>	<u>BUDGET</u>
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	21,300	174,024	195,324	20,007	9.29%
SCHOOL LEADERSHIP-BUILDING	318,189	105,835	214,539	320,374	(2,185)	- 0.69%
ACADEMIC LEADERS	28,253	0	28,252	28,252	0	0.00%
TEACHERS, CLASSROOM	2,620,387	530,448	2,059,105	2,589,554	30,834	1.18%
TEACHERS, SPED	981,672	198,442	810,146	1,008,587	(26,916)	- 2.74%
SUBSTITUTES	30,000	6,171	1,678	7,849	22,151	73.84%
EDUCATIONAL ASSISTANTS	388,150	106,646	341,057	447,703	(59,552)	-15.34%
LIBRARIANS & MEDIA CENTER	117,663	22,628	95,036	117,663	0	0.00%
BUILDING BASED PD	20,250	17,213	0	17,213	3,038	15.00%
GUIDANCE COUNSELORS	64,803	13,117	55,091	68,208	(3,405)	- 5.25%
PSYCHOLOGICAL SERVICES	109,650	21,087	88,563	109,650	0	0.00%
MEDICAL/HEALTH SERVICES	104,833	20,449	82,411	102,860	1,973	1.88%
CUSTODIAL SERVICES	237,842	68,452	133,517	201,969	35,873	15.08%
TOTAL SALARIES	\$5,570,677	\$1,131,786	\$4,417,073	\$5,548,859	\$21,818	0.39%
EXPENDITURES						
SCHOOL COMMITTEE	\$6,800	\$4,325	\$0	\$4,325	2,475	36.40%
SUPERINTENDENT	17,000	4,494	9,116	13,610	3,390	19.94%
LEGAL SERVICES	8,000	2,500	2,500	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	57,750	37,582	10,581	48,163	9,587	16.60%
SCHOOL LEADERSHIP-BUILDING	15,700	9,138	3,100	12,239	3,461	22.05%
SPED SERVICES/SUPPLIES	87,000	26,287	65,829	92,116	(5,116)	- 5.88%
LIBRARIANS & MEDIA CENTER	3,850	2,814	64	2,878	972	25.24%
COURSE REIMBURSEMENT/PD	26,000	6,352	3,210	9,562	16,438	63.22%
TEXTBOOKS & RELATED SOFTWARE	38,500	18,079	15,443	33,522	4,978	12.93%
LIBRARY INSTRUCTIONAL MATERIALS	4,500	3,628	623	4,251	249	5.53%
INSTRUCTIONAL EQUIPMENT	15,000	7,591	8,789	16,380	(1,380)	- 9.20%
GENERAL SUPPLIES	40,100	13,399	3,652	17,051	23,049	57.48%
CLASSROOM INSTRUCT TECHNOLOGY	19,500	18,480	792	19,272	228	1.17%
GUIDANCE	3,500	284	336	620	2,880	82.29%
MEDICAL/HEALTH SERVICES	3,150	1,479	60	1,539	1,611	51.14%
TRANSPORTATION SERVICES	228,309	24,240	203,570	227,809	500	0.22%
CUSTODIAL SERVICES	21,500	2,745	1,000	3,745	17,755	82.58%
MAINTENANCE OF BUILDINGS	123,050	52,216	33,060	85,276	37,774	30.70%
UTILITIES	122,000	18,960	98,150	117,110	4,890	4.01%
TOTAL EXPENDITURES	\$841,209	\$254,593	\$459,875	\$714,468	\$126,741	15.07%
TOTAL INDISTRICT OPERATING	\$6,411,886	\$1,386,379	\$4,876,947	\$6,263,326	\$148,560	2.32%
OOD TUITION & TRANSPORTATION						
TUITION TO NON-PUBLIC	\$170,000	\$42,095	\$351,534	\$393,629	(\$223,629)	-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	401,501	470,452	(452)	- 0.10%
TRANSPORTATION SERVICES	120,000	5,307	86,950	92,257	27,743	23.12%
TOTAL OOD	\$590,000	\$74,258	\$488,451	\$562,709	\$27,291	4.63%
* Total Charged to CB	200,000	94,450	108,959	203,410	(3,410)	
TOTAL OPERATING	\$7,001,886	\$1,460,637	\$5,365,398	\$6,826,036	\$175,850	2.51%
* not reflected in totals						
Total CB at 75% (including in-district)	360,499	108,258	132,931	241,189	119,310	

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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

RE: FY23 Operating and Capital Budgets – Version 1.0

DATE: November 12, 2021

We look forward to reviewing the initial FY23 Operating and Capital Budgets at Tuesday's meeting. We will be asking for the Committee's approval in order to submit these to the Town in advance of their December 31, 2021 requested submittal date.

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Dawn Fattore, Business Administrator

Kate McCarthy, Director of Student Services

TO: Sherborn School Committee

FROM: Kate McCarthy, Director of Student Services
Naomi O'Brien, Special Education Elementary Coordinator
Dawn Fattore, Business Administrator

DATE: November 12, 2021

RE: Annual Approval of Pre-K Tuition

For FY23 there will continue to be two options for our Pre-K integrated program 3 or 5 day enrollment.

The corresponding tuition rates (based on FY22 tuition costs) with a 1% proposed increase will be:

3-day rate (M/W/F)	\$ 5,885
5-day rate	\$10,410

We request that the committee approve these rates for inclusion in the FY23 application packets.

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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: November 12, 2021
RE: Approval of Non- Resident Tuition Fee

As we continue to enroll non-resident students at Pine Hill we are asking the Sherborn School Committee to approve the tuition rate for FY23.

Please find motion below:

Motion:

To set the tuition rate for students attending Pine Hill School from outside the district, as approved by the Superintendent per School Committee Policy JFABE, to be \$21,731 for the 2022-23 school year and that further any additional support services costs be added to an individual students tuition based on a fair share of those additional services as computed by the administration.

To: Dover School Committee, Sherborn School Committee, and Regional School Committee
From: Policy Subcommittee
Re: Home Schooling Policy (File: IHBG); First Read
Date: June 16, 2021

The administration has requested that the District's Home Schooling policy be revised to more closely reflect the District's intent regarding the availability of programming to students who are home-schooled. As written, the policy has been interpreted as allowing access to the District's curricular programs on an a la carte basis (commonly known as a "hybrid" home-schooling program). This is not the intent of the District's home-schooling policy and the implementation of the policy has, therefore, posed challenges for the administration and educators.

As we look forward to our full return to in-person classes in the fall, our policy language requires clarification regarding the availability of District programming to home-schooled students. We, therefore, propose edits that make clear that a student being educated in a home-based program within the Schools will have access to the School's extra-curricular activities but will not have access to curricular programs unless required by law or upon approval of the Superintendent. Please see attached marked and clean versions attached hereto.

Additional, non-substantive changes include:

- Merged Home Schooling Policy IHBG with Homeschooling IHBG-F: To avoid confusion, we propose having one Home-Schooling policy that addresses all home-schooling considerations and criteria in one place.
- Reorganized and/or deleted language to eliminate redundancy.

HOME-SCHOOLING

The Massachusetts General Laws require School Committees to determine that a Home-Schooling program meets the minimum standards established for public schools in the Commonwealth prior to approving such a program.

A. Procedures for Establishing a Home-Based Education Program

When a parent/guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.

The parent/guardian must certify in writing, on a form provided by the Schools, the name, age, place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law.

The School Committees delegate the approval of home instruction to the Superintendent. Any approval or rejection of an application by the Superintendent is subject to review by a Committee. Factors to be considered by the Superintendent or School Committees in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parents to teach the children,
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the Schools will have access to the School's extra-curricular activities but will not have access to curricular programs unless required by law or upon approval of the Superintendent. Home-schooled students who are eligible to receive services such as special education and English Language Learner services, will receive such services in accordance with state law.

A student, with the approval of a School Committee, may be awarded a high school diploma if they have satisfied the Department of Elementary and Secondary Education's competency requirements and have met the Schools' educational standards for graduation.

B. Required Elements of Home-Based Education Programs

1. **Annual Application:** The parent/guardian must request permission to hold home instruction on an annual basis. A home instruction application form will be provided to the parents/guardians. This form must be completed and returned to the Superintendent before approval may be granted.
2. **Progress Indicators:** Parents/guardians in charge of home instruction should make provision for regular testing or use of other indicators of student progress such as evaluations, portfolios, or standardized achievement tests. As an alternative to home testing and at the request of those in charge of the home instruction, the Schools will make provision for inclusion of home-taught children in the annual achievement test battery, which is usually administered in February or March of each school year. The home instruction summary form must include either a summary of home testing results for each required subject for each child or the results of the achievement test that is administered through the Schools.
3. **Audit of Home Instruction Program:** Auditing functions of the Committees for the home instruction will include:
 - a. The Committees at any time may request a review by the Superintendent of the attendance rolls, records of test scores or other achievement indicators in each required subject for any child in home instruction.
 - b. The Committees may request at any time that the Superintendent review the instructional materials and methods used by the person(s) responsible for the home instruction.

c. The Superintendent will prepare for the Committees an annual summary of the children included in home instruction. This report will also summarize, in general, the appropriateness or possible deficiencies of home education situations.

4. Home Instruction Summary Form: Within one week of the ending date of the home instruction, as indicated on the home instruction application form, the Schools will mail the parents/guardians a home instruction summary form. The completed form should be returned to the Schools within 30 days. This summary form must be returned to the administration building before annual approval of home instruction can be made for any succeeding years. If deficiencies in a home education situation are not corrected or the proper annual application or summary is not completed by the parents/guardians, an appropriate referral will be made.
5. The Committees will act in a responsible, cooperative manner to ensure that all children in the Schools receive competent, adequate instruction. This concern includes children in home education. If the Committees determine that a home instruction situation is inadequate, a conference between the parents/guardians and the Superintendent will be scheduled to find mutually acceptable ways to correct any deficiency.

LEGAL REFS.: M.G.L. 69:1D; 76:1, Care and Protection of Charles Care and Protections of Charles - MASS. Supreme Judicial Court 399 Mass. 324 (1987)

CROSS REFS: MASC File: IHBG-R, IHBG-E

FIRST READING: June 15, 2021

SECOND READING:

SOURCE: MASC

DRAFT

Sherborn School Committee Meeting of October 19, 2021

Members Present: Nancy Cordell
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 5:30 pm via ZOOM.

2) Community Comments - none

3) **CSA Update** - Monica Acharya and Peter Rovick, Co-Presidents of CSA, gave an update of the work of the CSA.

4) Reports

- Superintendent Report - Kathleen Smith presented an update from her office. She reported that one of the goals of the District is to ensure that all students have access to high quality in-person learning and instruction throughout the school year and that the District is committed to reviewing state and local data to make adjustments in order to keep students in school and return to pre-COVID conditions when possible. She also spoke about the recent School Committee Retreat which focused on a review of Operating Protocols and norms for how the school committee governs and communicates. There will also be trainings on the Open Meeting Law and Public Records Requests on October 13th.
- Assistant Superintendent - Beth McCoy updated the committee on items she has been working on including: review of departmental goals with Curriculum Leaders & Department Chairs; roll out of Panorama Data Dashboard as tool for the multi-tiered system of support; discussion of proposed changes to the evaluation system and introduction of the equity audit process with faculty; and searching for substitute teachers for all four schools.
- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Warrant Report

5) FY22 Financial Report as of September 30th

- Salaries - the majority of salaries have been encumbered. The Teachers line items reflect the addition of the Math Specialist and the SEL Specialist. In addition, the BCBA position is not be shared with the Region this year increasing that position by .2 FTE due to student needs. There are saving to offset these costs of approximately \$30,000 due to a leave of absence and a mid-year retirement. The Educational Assistants line item reflects two additional staff due to the current student cohort. An additional regular education assistant has been hired assist with intervention. The cost will be charged to one of the ESSER grants.
- Operating Expenditures - there are no variances to report to date.
- Out of District - placement costs are still being encumbered.
- Special Revenue/Revolving Funds - a summary statement of FY22 activity to date was provided

6) October 1st Annual Enrollment report

7) **FY23 Budget Development Guidance** - Nancy Cordell asked about the addition of air conditioning to Pine Hill. This project would be a capital request.

DRAFT

8) Consent Agenda

- Approval of Minutes: June 16, 2021

*David Kazis made a motion to approve the Consent Agenda. Dennis Quandt seconded.
21-15 VOTE: 3 - 0 via roll call*

9) Communications

- Dover Sherborn Regional School Committee minutes of June 8, and September 14, 2021
- Dover School Committee minutes of June 8, 2021

10) Items for November 16, 2021 meeting - FY23 first draft Budget

11) Adjournment at 6:33 pm.

Respectfully submitted,
Amy Davis

APPROVED NOVEMBER 9, 2021

Dover-Sherborn Regional School Committee

Meeting of October 12, 2021

Dover Sherborn Middle School Library

Members Present: Kate Potter
Maggie Charron
Lynn Collins
Tracey Mannion
Judi Miller
Angie Johnson

1) Call to Order

Ms. Potter called the meeting to order at 6:30 pm.

2) Community Comments - none

3) Reports

- Interim Superintendent Update - Kathleen Smith presented an update from her office. She reported that one of the goals of the District is to ensure that all students have access to high quality in-person learning and instruction throughout the school year and that the District is committed to reviewing state and local data to make adjustments in order to keep students in school and return to pre-COVID conditions when possible. She also spoke about the recent School Committee Retreat which focused on a review of Operating Protocols and norms for how the school committee governs and communicates. There will also be trainings on the Open Meeting Law and Public Records Requests on October 13th.
- Assistant Superintendent - Beth McCoy updated the committee on items she has been working on including: review of departmental goals with Curriculum Leaders & Department Chairs; roll out of Panorama Data Dashboard as tool for the multi-tiered system of support; discussion of proposed changes to the evaluation system and introduction of the equity audit process with faculty; and searching for substitute teachers for all four schools.
- DSHS Principal Report - John Smith highlighted recent and upcoming events at the high school.
- DSMS Principal Report - Dr. Frank Tiano highlighted recent and upcoming events at the middle school.
- Warrant Report

4) Financial Reports: FY22 Monthly Report

- Revenues - Chapter 70 and 71 revenue projections reflect the final Cherry Sheet amounts.
- Salaries - the majority of the salaries have been encumbered. There is a vacancy in the Business Office as well as an open custodial position resulting in positive variances as of September 30th. The negative variance in School Leadership represents the transition costs associated with the Middle School principal position. Most stipends have been recorded with the exception of winter and spring coaching positions. Custodial overtime and substitute costs are expenses as incurred.
- Expenditures - there are no material variances to report at this time.
- Special Revenue/Revolving Funds - a summary of activity was provided.
- Elementary and Secondary School Emergency Relief funds (ESSER) Grants - the District has submitted the application for the ESSER III grant in the amount of \$313,761. The

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budget focuses on activities related to student learning loss and other student social/emotional issues arising from the COVID pandemic.

- FY21 Wrap-Up - the auditors completed the field work last week. E&D certification has been submitted.

5) October Enrollment Report - the preliminary report was included in the report.

6) Consent Agenda

- Approval of Minutes: September 14, 2021
- Middle School Field Trip - June 8-10, 2022 to Washington DC for 8th grade students. The Health & Hygiene Committee has recommended that vaccines be required to go on the trip. There was also discussion about the need for a detailed plan on how to address a positive test while on the trip. The Committee requested more information prior to voting on this item at next month's meeting.

Maggie Charron made a motion to approve the Consent Agenda, minutes of September 14th only. Lynn Collins seconded.

21-23 VOTE: 6 - 0

7) Communication

- Update on High School Field Trips - previously approved field trips were reviewed in light of the COVID requirements/policies.

Maggie Charron made a motion to require vaccinations for anyone participating in the high school trip to the National Parks. Judi Miller seconded.

21-22 VOTE: 6 - 0

- Sherborn School Committee minutes of June 16, 2021
- Dover School Committee minutes of June 8, 2021

8) Items for November 9th meeting

9) Adjournment at 8:30 pm.

Respectfully submitted, Amy Davis

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Dover School Committee Meeting of September 28, 2021

Members Present: Sara Gutierrez-Dunn
Colleen Burt
Mark Healey
Liz Grossman

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

1) Call to Order

Sara Gutierrez-Dunn called the meeting to order at 6:31 pm via ZOOM.

2) Community Comments - none

3) School Committee Vacancy - the position will be posted and applications will be taken for the next two weeks. An appointment will be made with the Board of Selectman at their October meeting. In the interim, a new secretary needs to be nominated.

*Sara Gutierrez-Dunn nominated Mark Healey as Secretary. Colleen Burt seconded.
21-15 VOTE: 4 - 0 via roll call*

4) Reports

- Superintendent Update - Kathleen Smith presented a District Overview including an update on the Staff Convocation, Opening Day, and the District Priorities. Additionally, MCAS results were released last week. 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 Chickering'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. Reinemann reviewed her report and answered questions.
- Warrant Report

5) FY21 Monthly Budget Closeout

- Salaries - there was a positive variance of \$98,851 in salaries. One additional classroom teacher and several regular educational assistants were added. Savings from post-FY21 budget staffing changes covered the additional classroom teacher costs. The positive variance represents the .6 adjustment counselor position that was eliminated from the SEL Center and replaced with an academic coordinator. This savings was partially offset by additional OT support for the pre-K program. Custodial salary savings were realized due to the vacancy in the Director of Facilities and custodial positions, lower overtime needs, and no utilization of summer staff.
- Expenditures - a surplus of \$97,181 was realized representing savings in utilities, educator related course reimbursement/professional development requests, and general supplies,. The TEC oil bid price for FY21 was \$1.4346 and provided a savings as the budgeted price was \$2.60 based on Warrant Committee guidance. Special Education services were over budget by \$11,899.

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- Out-of-District - costs exceeded budget by \$603,799. There were nine new placements during the year resulting in a negative variance of approximately \$590,000. Due to the spring closure in FY20 there was an additional \$50,000 worth of summer services incurred. The current COVID guidelines for transportation led to a net increase in transportation costs of approximately \$80,000 to date as vans were limited to two students. Over the course of the year, ACCEPT issued several transportation credits (one relating to cumulative surplus, one COVID-19 related) in addition to reimbursing the District approximately \$60,000 for transportation services we had to arrange due to driver shortages. These credits resulted in a positive variance of \$36,736 in transportation costs as of June 30th. The negative tuition variance of \$640,000 will be offset by circuit breaker reimbursement of \$1,094,158 (75% reimbursement rate).
- Summary - The overall results from school operations was a negative variance of \$407,767. After circuit breaker there will be a turn back to the Town of \$686,391.
- 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 Dover allocated school expenses for 156 iPads (\$46,644) needed for K-3 as well as an additional 30 laptops (\$33,630) for educators against the municipal grant. The CARES Re-opening grants (\$225 per student, \$110,700 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 an end date of June 30, 2021. A State Coronavirus Prevention Fund grant in the amount of \$12,950 which was used to purchase additional student technology devices.
- Elementary and Secondary School Emergency Relief funds (ESSER) Grants - the District has received 3 ESSER grants: 1) ESSER I in the amount of \$20,000 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.
- FY22 Budget Update - Based on enrollment as of July 13th, it was determined that a section needed to be added to both 1st and 2nd grade. In addition, the second physical education position was increased from .7FTE to .9FTE and .2FTE was added to the second FLES educator position. In an effort to address impacts from the FY20 school closure and the FY21 hybrid model, a .5FTE Math Specialist and a .5FTE SEL Specialist were added to support the students at Chickering. These positions are being shared with Pine Hill and for FY22 will be covered by grants.

6) Mask Policy - second read

Colleen Burt made a motion to approve the mask policy as presented. Liz Grossman seconded, 21-16 VOTE: 4 - 0 via roll call

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7) Consent Agenda

- Approval of Minutes: June 8, 2021 - Sara Gutierrez-Dunn requested several edits to the minutes.

Mark Healey made a motion to approve the Consent Agenda as amended. Colleen Burt seconded.

21-17 VOTE: 4 - 0 via roll call

8) Communications

- 2021-22 Meeting Calendar
- Subcommittee Assignments
- Sherborn School Committee Minutes of June 16, 2021
- Regional School Committee Minutes of June 8, 2021

9) Adjournment at 7:18 pm.

Respectfully submitted,
Amy Davis