Dover School Committee

Monday, May 13, 2024
6:30 PM
Dover-Sherborn Middle School Library
Livestream via Dover-Sherborn Cable Television

AGENDA

1. **Call to Order**
2. **Community Comments**

   Zoom Link (Meeting ID: 828 0571 4017; Passcode: 318411) (Available for Community Comments only)
3. **Superintendents Comments**
4. **Financial Reports**
   - Warrant Report
   - FY24 Monthly Report
5. **Discussion Items**
   - Proposed Changes to Student Handbook 1st Read
6. **Action Items**
   - Policy Manual Updates 2nd Read **A.R.**
   - Non-Resident Student Tuition Revolving Fund **A.R.**
   - FY25 Non-Resident Student Tuition **A.R.**
7. **Consent Items** **A.R.**
   - ACED Recommendation
   - Approval of Minutes March 14, 2024 & April 2, 2024
8. **Communication for Members**
   - Chickering Newsletter March 27, 2024
   - Chickering Newsletter April 11, 2024
   - Regional School Committee Minutes February 6, 2024 & March 5, 2024
   - Sherborn School Committee Minutes March 12, 2024
9. **Items for June 4, 2024 Meeting (5:30 start)**
10. **Adjourn**

NOTE: The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be raised for discussion to the extent permitted by law.

The Public Schools of Dover and Sherborn do not discriminate on the basis of race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

The Public Schools of Dover and Sherborn
157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org

Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
DATE: May 10, 2024
RE: Approved FY24 Warrants

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

Voucher #	Date	Amount	Fund
1098	3/21/2024	$10,478.08	Food Service
1099	3/21/2024	$618.11	240 SPED Grant
1100	3/21/2024	$450.76	PreSchool Revolving
1101	3/21/2024	$112,097.23	General-OOD
1102	3/21/2024	$19,394.11	General-School
1104	4/5/2024	$2,964.00	PreSchool Revolving
1105	4/5/2024	$96,450.61	Circuit Breaker
1106	4/5/2024	$41,747.79	General-OOD
1107	4/5/2024	$314.00	274 SPED Grant
1108	4/5/2024	$49,483.61	General-School
1110	4/18/2024	$1,714.51	240 SPED Grant
1111	4/18/2024	$144,508.76	General-OOD
1112	4/18/2024	$42,479.34	General-School
1114	5/2/2024	$49,456.13	General-OOD
1115	5/2/2024	$6,621.56	PreSchool Revolving
1116	5/2/2024	$225.00	274 SPED Grant
1117	5/2/2024	$23,477.28	Food Service
1118	5/2/2024	$78,326.74	General-School

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Elizabeth M. McCoy, Superintendent
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Dawn Fattore, Business Administrator
Kate McCarthy, Director of Student Services

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY24 Operating Update
DATE: May 10, 2024

Attached please find:
* 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
Function code budgets now include the allocation of the salary reserve approved in the FY24 Budget. The majority of salaries for FY24 have been encumbered. There are variances in several of the line items resulting from the following:

- *Educators, Classroom* reflects a leave of absence.
- *Educators, SPED* reflects the addition of a .8FTE Speech Language Pathologist and .35FTE Physical Therapist that were previously covered by outside contracted services in the SPED Services/Supplies Expenditure line item. There will be some savings in that line item (approx. $40,000) to offset the negative variance in salaries. With the start of the school year and an evaluation of needs, an additional .2FTE of OT services has been allocated to Chickering based on the current cohort of students. In addition, there were several post-budget staffing changes that resulted in budget variances.
- *Educational Assistants* reflect savings from SPED positions not needed due to changes in student placements and the needs of the current cohort of students. These savings help offset the increase in OOD expenses noted below. This variance may decrease as we continue to finalize positions.

Custodial overtime and substitute costs are expensed as incurred. We will update the committee on changes in staffing as the year progresses.

Expenditures
There are no material expenditure variances to report at this time.

Out-of-District
Tuition encumbrances are reflected for all out-of-district placements as of **April 29th**. We currently have 24 placements, six (6) more than budgeted. The total negative variance in tuition costs is approximately $920,000. This is comprised of $600,000 from new placements and $485,000 from changes in placements, offset by $165,000 of savings from students leaving and graduating early. This is a significant variance and could continue to fluctuate as the year progresses. We will keep the Committee updated on changes.

The FY24 Circuit Breaker (CB) 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.

Due to the level of our FY24 OOD expenditures in comparison with FY23 expenditures, we did qualify for a special one-time CB Reserve Relief reimbursement payment. We are finalizing the split between the districts, but we anticipate Dover receiving at least $200,000 in additional reimbursement. This payment reflects an early distribution of FY25 expected CB reimbursement versus additional reimbursement and will be deducted from next year's payments.

The estimated costs for transportation have been encumbered. Given the increase in placements, actual costs are projected to exceed budget by approximately $90,000. These increases have also been reflected in Version 2.0 of the FY25 Budget.

Total projected OOD costs exceed budget by approx. $1.0 million but is fully covered at this time by the FY24 CB reimbursement.

FY25 Operating and Capital Budgets (all new info)

Dover's Town Meeting was held on May 6th. Both the School's Operating Budget and the requested 4/5 Wing Flooring Capital Project were approved. The flooring project is scheduled to begin in late July and be completed well in advance of the opening of school in late August. We continue to appreciate the support we receive from the Town of Dover and their taxpayers.

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

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

SALARIES	FY24 BUDGET	EXPENDED 30-Apr	ENCUMBRANCES	TOTAL PROJECTED	OPERATING VARIANCE/ BUD.REMAINING	% of BUDGET
SUPERINTENDENT	$139,344	$92,631	$46,316	$138,947	397	0.28%
BUSINESS AND FINANCE	115,968	77,628	38,814	116,442	(474)	- 0.41%
DISTRICT INFO MANAGEMENT	79,530	52,804	26,402	79,206	324	0.41%
SPED ADMINISTRATION	213,268	108,416	105,990	214,406	(1,138)	- 0.53%
SCHOOL LEADERSHIP-BUILDING	391,163	331,027	63,766	394,793	(3,630)	- 0.93%
ACADEMIC LEADERS	37,080	18,102	19,233	37,336	(256)	- 0.69%
EDUCATORS, CLASSROOM	3,740,807	2,524,802	1,170,494	3,695,296	45,511	1.22%
EDUCATORS, SPED	921,271	713,912	377,439	1,091,351	(170,080)	-18.46%
SUBSTITUTES	45,000	32,563	7,359	39,923	5,077	11.28%
EDUCATIONAL ASSISTANTS	761,941	516,317	186,345	702,662	59,279	7.78%
LIBRARIANS & MEDIA CENTER	63,262	45,418	20,186	65,604	(2,342)	- 3.70%
BUILDING BASED PD	16,875	32,598	0	32,598	(15,723)	-93.17%
GUIDANCE COUNSELORS	128,288	89,997	39,999	129,995	(1,707)	- 1.33%
PSYCHOLOGICAL SERVICES	99,399	72,395	32,175	104,570	(5,171)	- 5.20%
MEDICAL/HEALTH SERVICES	96,286	61,803	29,718	91,520	4,766	4.95%
CUSTODIAL SERVICES	225,536	163,490	43,916	207,406	18,130	8.04%
TOTAL SALARIES	**$7,075,018**	**$4,933,903**	**$2,208,151**	**$7,142,054**	**($67,036)**	**- 0.95%**
EXPENDITURES						
SCHOOL COMMITTEE	$10,650	$9,364	$636	$9,999	651	6.11%
SUPERINTENDENT	17,300	17,025	0	17,025	275	1.59%
LEGAL SERVICES	9,000	5,000	0	5,000	4,000	44.44%
DISTRICT INFO MANAGEMENT	84,500	65,152	14,070	79,222	5,278	6.25%
SCHOOL LEADERSHIP-BUILDING	18,158	20,358	1,553	21,912	(3,754)	-20.67%
CLASSROOM CONTRACTED SERVICES	3,500	3,337	0	3,337	163	4.64%
SPED SERVICES/SUPPLIES	110,200	46,933	22,332	69,264	40,936	37.15%
LIBRARIANS & MEDIA CENTER	13,860	11,471	0	11,471	2,389	17.24%
COURSE REIMBURSEMENT/PD	34,900	17,640	2,185	19,825	15,075	43.19%
TEXTBOOKS & RELATED SOFTWARE	41,000	43,039	0	43,039	(2,039)	- 4.97%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	5,884	19	5,903	197	3.23%
INSTRUCTIONAL EQUIPMENT	17,500	11,360	3,672	15,032	2,468	14.10%
GENERAL SUPPLIES	63,050	53,041	5,611	58,652	4,398	6.97%
CLASSROOM INSTRUCT TECHNOLOGY	24,000	28,488	0	28,488	(4,488)	-18.70%
GUIDANCE	3,500	3,597	27	3,624	(124)	- 3.54%
MEDICAL/HEALTH SERVICES	2,600	1,487	13	1,500	1,100	42.31%
TRANSPORTATION SERVICES	268,305	188,354	85,058	273,412	(5,107)	- 1.90%
CUSTODIAL SERVICES	25,000	23,292	531	23,823	1,177	4.71%
UTILITIES	257,500	164,423	57,689	222,112	35,388	13.74%
MAINTENANCE OF BUILDING	135,500	106,622	28,180	134,802	698	0.52%
TOTAL EXPENDITURES	**$1,146,123**	**$825,868**	**$221,576**	**$1,047,445**	**$98,678**	**8.61%**
TOTAL INDISTRICT OPERATING	**$8,221,141**	**$5,759,771**	**$2,429,727**	**$8,189,498**	**$31,643**	**0.38%**
OOD TUITION & TRANSPORTATION						
TUITION TO MA SCHOOLS	0	56,826	128,008	184,835	(184,835)	-100.00%
TUITION TO COLLABORATIVES	310,000	276,506	95,279	371,785	(61,785)	-19.93%
TUITION TO NON-PUBLIC SCHOOL	1,695,000	1,758,477	501,675	2,260,152	(565,152)	-33.34%
TUITION TO OUT OF STATE SCHOOLS	180,000	256,339	26,048	282,387	(102,387)	-56.88%
TRANSPORTATION SERVICES	$372,500	$337,673	$123,616	$461,289	(88,789)	-23.84%
TOTAL OOD	**$2,557,500**	**$2,685,821**	**$874,627**	**$3,560,448**	**($1,002,948)**	**-39.22%**
TOTAL OPERATING	**$10,778,641**	**$8,445,592**	**$3,304,354**	**$11,749,946**	**($971,305)**	**- 9.01%**
CB Reimbursement offset at 75%				**($1,108,479)**	**$1,108,479**	
Est.Operating Expenses/ Surplus				**$10,641,467**	**$137,174**	

Chickering School
Handbook Changes for September 2024

Feedback from our attorneys recommended two updates to the Family Handbook:

1. Clear information and links to applications for Free and Reduced Lunch. Please see this updated link:

https://www.schoolnutritionandfitness.com/index.php?sid=1534803154646

2. Clear language regarding Suspension from school. Please note, suspensions are a last resort within our expectations for behavior, manners and civility. Please see added text:

STUDENT DISCIPLINE File: JIC

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no

later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the

opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of school suspension, before the short-term suspension takes effect.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or

consequence will be imposed, in place of or in addition to a long term suspension. The Principal shall send the written determination to the student and parent by hand delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause. The Superintendent shall hold the

hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is expelled or suspended from school, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The Principal shall develop a school-wide education service plan describing the education services that the school district will make available. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or suspended. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
For each student expelled or suspended from school, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

REVISED: APRIL 10, 2017; January 17, 2018

SOURCE: MASC

LEGAL REF: M.G.L. 71:37H; 71:37H 1⁄2; 71:37H 3⁄4; 76:17; 603 CMR 53.00

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H1⁄2. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

Discipline of Students with Disabilities

In general, if a student with a disability, whether under a 504 plan or an IEP, violates the Code of Conduct, the school may suspend or remove that student from his or her current educational placement for no more than ten (10) consecutive school days in any school year. Any time the school wishes to remove a student with a disability from his or her current educational placement for more than ten (10) consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total of ten (10) days in any school year when a pattern of removal is occurring, this is a “change of placement”. A change of placement invokes certain procedural protections under federal special education law. Please see Appendix C for the comprehensive policy.

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Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Dover School Committee

FROM: Dawn Fattore, Business Administrator

DATE: May 10, 2024

RE: Establish a Non-Resident Student Tuition Revolving Fund

As we discussed during the budget process, the Connections Program (a special education program) is moving to Chickering next year and there is the potential of students from Pine Hill attending the program. As tuition will be collected for Sherborn students who do attend, we are requesting the Committee approve the establishment of a Non-Resident Student Tuition Revolving Fund as provided for in Massachusetts General Law Section 71F of Chapter 71 (attached for your review). Tuition payments received will be deposited into this fund and expenses incurred in connection with the education of these students may be appropriated from this fund.

We will work with the Town of Dover to establish this account on behalf of the School Committee.

Motion:

To establish a Non-Resident Student Tuition Revolving Fund as allowed under Chapter 71, Section 71F of the Massachusetts General Law.

Part I ADMINISTRATION OF THE GOVERNMENT

Title XII EDUCATION

Chapter 71 PUBLIC SCHOOLS

Section 71F NONRESIDENT OR FOSTER CARE STUDENTS; DEPOSIT OF TUITION PAYMENTS AND STATE REIMBURSEMENTS; EXPENDITURES AND APPROPRIATIONS

Section 71F. In any city or town which accepts this section, all monies received by the school committee as tuition payments for nonresident students and as state reimbursements for students who are foster care children shall be deposited with the treasurer of the town or city and held as separate accounts. The receipts held in such a separate account may be expended by said school committee without further appropriation for expenses incurred in providing education for such nonresident students or for such students who are foster care children, notwithstanding the provisions of section fifty-three of chapter forty-four. A city or town may appropriate funds for expenses incurred in providing education for such nonresident students or for such students who are foster care children, which funds shall be expended by the school committee in addition to funds provided from other sources.

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Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Dover School Committee

FROM: Dawn Fattore, Business Administrator

DATE: May 10, 2024

RE: Approval of FY25 Non-Resident Student Tuition

In anticipation of Pine Hill students attending the Connections Program, we are requesting the Committee approve the tuition rate for FY25. As is past practice within our districts, the rate is based on the most current per-pupil in-district costs (FY23) posted on DESE's website. School Committee Policy JFABE, referenced below in the motion, is attached for your reference.

Motion:

To set the tuition rate for students attending Chickering Elementary School from outside the district, as approved by the Superintendent per School Committee Policy JFABE, at $21,822 for the 2024-2025 school year and that any additional support service costs be added to an individual student's tuition based on a fair share of those additional services as computed by Administration.

NEIGHBORING SCHOOL DISTRICTS – STUDENTS WITH SPECIAL NEEDS

The Superintendent of Schools may make special arrangements for the admission of students with special needs when there is space available in a program with adequate staff. Each student applicant will have had a complete evaluation including a diagnostic report for the Superintendent's use in his/her screening procedures. Tuition rates shall be set by the School Committees each year or by the appropriate collaborative (T.E.C., ACCEPT) sponsoring the class.

FIRST READING:	January 25, 2011
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	Dover-Sherborn Regional Committee

The Public Schools of Dover and Sherborn
157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org

Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Dover School Committee

FROM: Elizabeth McCoy, Superintendent
Dawn Fattore, Business Administrator

DATE: May 10, 2024

RE: ACED Recommendation

The Advisory Committee for Extra-Compensatory Duties (ACED) met on November 16, 2023 to review requested additions to Appendix C of the DSEA contract. ACED voted to move forward to the Dover School Committee, the proposal from Chickering educators for Rainbow Club Leaders. The recommendation approved by ACED was for one 1.0 stipend (FY25 amount would be $1,575) for this activity. It was determined that if this stipend was approved by the School Committee, it would initially be funded through Chickering's Student Activity fund and therefore have no impact on the FY25 School Operating Budget.

The Rainbow Club was started in September of 2022 with a group of volunteer educators and staff who coordinate and lead monthly after school meetings for any Chickering student who wishes to participate. The activities of the club have previously been discussed with the Committee in prior meetings. We will be happy to answer any questions the Committee may have on the process and/or the activity.

Motion:

To approve the addition of one 1.0 stipend for Chickering Rainbow Club Leaders to Appendix C of the Educator's contract.

DRAFT

Dover School Committee
Meeting of March 14, 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 6:30 pm.

2) Community Comments - none.

3) FY25 Dover Schools Budget Hearing
Dawn Fattore presented adjustments to the FY25 Budget: transfer of Connections (GOALS) Educator from Pine Hill $67,708; additional EA's for Connections Program $32,353; reduction of one K classroom section based on enrollment ($67,533); reduction of one K EA based on enrollment ($28,153); utilize ESSER III funds to offset portion of new path curriculum ($17,000), and OOD placement change due to Connections move to Dover ($110,000) for a total decrease of ($122,625).
FY25 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%; decreasing enrollment (25 classroom sections vs 26 in FY24); and continued trend budgeting for operating accounts.
The proposed FY25 Operating Budget is $11,302,838 which is $524,197 (5.57%) greater than FY24: in-District increase over FY24 is $381,697 (4.64%) and Out-of-District increase is $142,500 (5.57%).

Jeff Cassidy made a motion to approve the FY25 Budget in the amount of $11,302,838 as presented. Jessie Hole seconded.
24-02 VOTE: 5 - 0

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: Due to the increase in placements, tuition costs are projected to exceed budget by approximately $920,000, comprised of $600,000 from new placements and $485,000 from changes in placements, offset by $165,000 of savings from students leaving and graduating early. Transportation costs are projected to exceed budget by approximately $90,000. Total projected OOD costs exceed budget by approximately $1.0 million but is fully covered at this time by FY24 CB reimbursement.

5) Superintendent Comments - Beth McCoy provided a brief update on recent and upcoming events in the District.

6) **Discussion Items**

- Proposed Revisions ACCEPT Collaborative Agreement: 1st read
- Continued Discussion of 2024-25 School Calendar - committee members shared their thoughts on the school calendar question after the working group meeting and response from Town Counsel. There was consensus that regardless of the final decision of the committees the policy must be made easily understandable and students/families should be educated about all holidays.

7) Action Items

- Annual Vote on MA School Choice Law - MA General Law requires local school committees to vote annually as to whether or not the district will participate in School Choice (receive school choice students).

Jeff Cassidy made a motion to have the Dover School not participate in School Choice program for the 2024-25 school year. Goli Sepehr seconded.
24-03 VOTE: 5 - 0

- Approval of Student Opportunity Act Plan - The Student Opportunity Act (SOA), enacted in 2019, requires every district to set clear targets for improving disparities in achievement among student groups and develop a three-year plan to implement evidence-based strategies to meet those target. Denny Conklin presented the Dover SOA Plan highlighting the district's chosen evidence-based programs as well as the strategy to engage parents/caregivers and other stakeholders.

Jeff Cassidy made a motion to approve the Student Opportunity Act Plan as presented. Goli Sepehr seconded.
24-04 VOTE: 5 - 0

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

Jeff Cassidy made a motion to approve the METCO Representative to the School Committee Policy as presented. Jessie Hole seconded.
24-06 VOTE: 5 - 0

- PTO Request for use of Chickering School for Fundraiser - the Chickering PTO requested permission to use the Chickering School on May 4, 2024 to hold the Biennial Spring Auction and to serve alcohol at the event pending approval by the Town of Dover.

Martha Castle made a motion to approve the PTO request as presented. Jessie Hole seconded.
24-07 VOTE: 5 - 0

8) Consent Items

- Approval of Minutes: January 16, 2024

Goli Sepehr made a motion to approve the Consent Agenda. Jeff Cassidy seconded.
24-08 VOTE: 5 - 0

9) **Informational Items**
- Chickering Newsletters
- Regional School Committee minutes of February 6, 2024
- Sherborn School Committee minutes of February 6, 2024

10) Items for April 2, 2024 Meeting - math and literacy curriculum

11) Adjournment at 7:58 pm.

Respectfully submitted,
Amy Davis

DRAFT

Sherborn School Committee and
Dover School Committee
Meeting of April 2, 2024

Members Present:	Dennis Quandt (remote)	Liz Grossman
	Kristen Aberle	Jeff Cassidy
	Christine Walsh	Jessica Hole
	Rebecca Hammond	Martha Castle
		Goli Sepehr
Also Present:	Beth McCoy, Superintendent	
	Denny Conklin, Assistant Superintendent	

1) **Call to Order**

Liz Grossman called the meeting to order 5:30 pm.

2) **Community Comments -** There were several comments from parents who opposed the adoption of Reveal Math and requested the decision be delayed so a public forum could be held allowing two way communication between community members, school committee members, and the administration.

3) **Math Curriculum Adoption -** Denny Conklin gave a presentation on the findings of the two year pilot to vet a new K-5 math curriculum. The full presentation can be found **here**. After the thorough review of the research and data gathered and input from teachers and staff, the elementary leadership team and Assistant Superintendent recommend the adoption of Reveal Math.

There were motions to adopt Reveal Math as the district's K-5 math curriculum.
DSC: motion by Jeff Cassidy, second by Martha Castle
VOTE: 5 - 0
SSC: motion by Becca Hammond, second by Kristen Aberle
VOTE: 4 - 0 via roll call

4) **Request to Name a Bench in the Outdoor Classroom (Sherborn only) -** the CSA is requesting dedication of a bench in the new Outdoor Classroom to Dr. Brown in honor of her retirement and all of her support in bringing the space to life. A bench will be placed along the side of the shed and a mosaic plaque will be hung above it.

Becca Hammond made a motion to accept the gift. Kristen Aberle seconded.
VOTE: 4 - 0 (via roll call)

5) **Adjournment at 7:11 pm.**

Respectfully submitted,
Amy Davis

Approved 3.5.2024

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**

- 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

Approved 5.7.2024

Dover-Sherborn Regional School Committee
Meeting of March 5, 2024

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

1) **Call to Order**

Judi Miller called the meeting to order at 6:32 pm in the Middle School Library.

2) **Community Comments -** there was a comment from a parent who expressed that she felt frustrated and ignored by the Pine Hill School Administration and the Superintendent in respect to her concerns about multiple turnovers of the Spanish teacher, the consistent absence of the teacher of one of her children, and the hiring process for the new principal.

3) **FY24 Dover Sherborn Regional School Budget Hearing**

Dawn Fattore presented the FY24 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%; staffing changes/retirements which are offsetting the salary increases; one new staffing position plus increases in existing part-time positions; continued funding provided for OPEB Liability Trust; increase in healthcare premiums of approximately 10%; level enrollment; and continued trend budgeting for operating accounts.
The proposed FY24 Operating Budget is $28,877,195 which is $904,655 (3.23%) greater than FY23. Dover's assessment increase is $313,187 (2.42%) and Sherborn's is $404,364 (3.61%). Capital requests for FY24 include: . The remaining projects totaling $367,500 will be funding the Excess & Deficiency (E&D) funds.

4) **Discussion and Vote to Certify FY25 Operating Budget**

Maggie Charron made a motion to adopt the FY25 budget in the amount of $28,877,195 which is reduced by estimated receipts and available funds in the amount of $3,995,108 for a net amount to be assessed to the member town of $24,882,087 (comprised of $24,157,887 in operating expenses and $724,200 in debt expenses) and that the Treasurer be authorized to certify this budget in the apportioned share of each town based on the statutory method. Colleen Burt seconded.
24-03 VOTE: 5 - 0

Mark Healey made a motion to approve the utilization of $230,000 of June 30, 2023, certified Excess & Deficiency funds for the FY25 Budget. Angie Johnson seconded.
24-04 VOTE: 5 - 0

5) **Financial Reports**

- Warrant Report
- FY24 Monthly Report
  - Revenues: the initial Chapter 71 reimbursement payment has been received and reflects an 80% reimbursement rate (FY23 was 79.55%). This is less than anticipated (90%)

and reduces the positive variance in this line time by approximately $60,000. The projected fees from athletics have been revised to reflect anticipated spring participation and the impact of the family cap on collection of fees.

- Salaries: there are no changes since the last report.
- Expenditures: there are no changes since the last report.
- Capital Projects Update:

6) Discussion Items

- Capital Projects Update: the bid for the roof air handlers replacement was posted on February 28th and will be opened on March 27th. The Bleacher/Press Box renovation bids have been opened and the Administration is working with the lowest bidder to finalize a contract for a start date of June 24th.

7) Action Items

- Policy: METCO Representative to the School Committee - second read

Colleen Burt made a motion to adopt the METCO Representative to the School Committee Policy as presented. Maggie Charron seconded.
24-05 VOTE: 5 - 0

8) Consent Items

- Approval of Minutes: January 16, 2024 and February 6, 2024
- Donations - $10,000 from the Alan Thayer Mudge Foundation for educators' attendance at the South by Southwest EDU Conference; a Jupiter Tenor Saxophone valued at $699.99 from Michelle Covell; $710 from the Sustainability Task Force towards a new water fountain with a water bottle filler; $5,462.50 towards a storage pod unit for use by Open Fields and DS Drama programs; and $1,250 from Boston Children's Orthopedic Surgery Foundation to cover physician medical services for home football games this past fall.
- Annual Vote on MA School Choice Law
- Approval of HS Overnight Field Trip - 14 students to attend the Tisch College of Civic Life's Education for Public Inquiry and International Citizenship (EPIIC) Program at Tufts University, April 5-6, 2024.

Angie Johnson made a motion to approve the Consent Items. Mark Healey seconded.
24-06 VOTE: 5 - 0

9) Informational Items

- DSHS Newsletter
- DSMS Newsletter
- Sherborn School Committee Minutes of November 14, 2023

10) Items for May 7, 2024 DS Regional School Committee Meeting

11) Adjournment at 6:50 pm.

Respectfully submitted, Amy Davis

Approved 5.7.2024

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: the 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.

- 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