



Dover School Committee

Tuesday, September 24, 2024

6:30 pm

Dover-Sherborn Middle School Library
[Livestream via Dover-Sherborn Cable Television](#)

AGENDA

- 1. Call to Order**
- 2. Community Comments**
[Google Meet Link](#) (community comments only)
- 3. Superintendent Comments**
- 4. Financial Reports**
 - Warrant Report
 - FY24 Budget Closeout
- 5. Discussion Items**
- 6. Action Items** **A.R.**
 - Chickering School Improvement Plan (2nd read)
- 7. Consent Items** **A.R.**
 - District and Superintendents Goals
 - Technology Responsible Use Agreement
 - Approval of Minutes – June 4, 2024
- 8. Informational Items**
 - Subcommittee Assignments
 - Sherborn School Committee Minutes – April 2, 2024
 - Dover-Sherborn Regional School Committee Minutes – March 20, 2024 & May 7, 2024
- 9. Items for October 22, 2024**
- 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

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: September 20, 2024
RE: Approved FY24 and FY25 Warrants

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

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>	<u>Fund</u>
1131	6/13/2024	\$86,303.67	General-OOD
1132	6/13/2024	\$5,953.50	Preschool Revolving
1133	6/13/2024	\$189,789.91	Circuit Breaker
1134	6/13/2024	\$1,100.00	240 SPED Grant
1135	6/13/2024	\$3,500.00	Title IV
1136	6/13/2024	\$112.50	Title IIA
1137	6/13/2024	\$67,707.63	General-School
1138	6/20/2024	\$6,524.33	General-School
1139	6/20/2024	\$149,858.49	General-School
1140	6/20/2024	\$2,450.19	General-OOD
1141	6/20/2024	\$28,474.76	Preschool Revolving
1142	6/20/2024	\$41,945.72	Food Service
1143	6/23/2024	\$168,039.66	General-School
1144	6/27/2024	\$3,685.50	Preschool Revolving
1145	6/27/2024	\$72,408.71	General-School
1146	6/28/2024	\$318.75	Food Service
1147	6/28/2024	\$16,268.27	General-School
1148	6/28/2024	\$4,462.75	General-OOD
1149	6/28/2024	\$9,228.14	General-School

The following FY25 Accounts Payable Warrants were approved by one of the Committee's designated signers:

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>	<u>Fund</u>
1002	7/11/2024	\$2,000.00	240 SPED Grant
1003	7/11/2024	\$3,500.00	Title I
1005	7/26/2024	\$538.00	240 SPED Grant
1006	7/26/2024	\$62,519.80	General-OOD
1007	7/26/2024	\$49,690.94	General-School
1009	8/7/2024	\$55,382.37	General-School
1010	8/7/2024	\$36,811.54	General-OOD
1011	8/7/2024	\$985.00	Food Service
1012	8/7/2024	\$38,675.60	Circuit Breaker
1013	8/7/2024	\$1,500.00	Building Fund
1014	8/7/2024	\$12,500.00	Gift Fund
1016	8/22/2024	\$45,504.06	General-OOD
1017	8/22/2024	\$62,267.22	Circuit Breaker
1018	8/22/2024	\$118,447.75	General-School
1019	8/22/2024	\$9,700.00	Building Fund
1020	8/22/2024	\$127,816.50	Capital Project-flooring
1021	8/22/2024	\$9,340.00	Title I
1022	8/22/2024	\$14,000.00	ESSER III
1023	8/22/2024	\$20,900.00	Gift Fund
1025	9/5/2024	\$8,588.30	Food Service
1026	9/5/2024	\$40,557.30	General-OOD
1027	9/5/2024	\$100,942.82	Circuit Breaker
1028	9/5/2024	\$2,000.00	240 SPED Grant
1029	9/5/2024	\$30,887.62	General-School
1030	9/12/2024	\$1,500.00	240 SPED Grant
1031	9/12/2024	\$2,710.00	Preschool Revolving
1032	9/12/2024	\$103,474.59	General-OOD
1033	9/12/2024	\$16,565.66	General-School
1033	9/12/2024	\$1,802.16	ESSER III
1035	9/19/2024	\$2,800.00	240 SPED Grant
1036	9/19/2024	\$14,850.63	Food Service
1037	9/19/2024	\$29,298.83	General-School

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Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Dover School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY24 Financial Results
DATE: September 20, 2024

Attached please find:

- * Status of Appropriations as of June 30, 2024
- * Special Revenue/Revolving Funds as of June 30, 2024

Status of Appropriations

Salaries

Salaries ended the year with a negative balance of **\$65,982 (0.93%)** primarily related to additional special education staff added at the beginning of the school year based on the cohort of students (Speech and OT/PT FTEs). Other variances included a reduction in educational assistant positions due to out-placed students, post-budget staffing changes and personal leaves.

Expenditures

In-district operating expenses were under budget by **\$98,920 (8.63%)** with key drivers being a favorable heating oil contract and savings in SPED Services from outside services being covered by school staff (offsets the negative salary variance discussed above).

Out-of-District

OOD operating expenses exceeded budget by **\$1,005,244 (39.31%)**. The material variance resulted from six unbudgeted placements as well as changes in placement locations of existing students totaling approx. **\$900,000** of additional costs. In addition, transportation costs were over-budget by approx. **\$75,000**.

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. Dover received \$275,880 in additional reimbursement. This payment reflected an early distribution of FY25 expected CB reimbursement versus additional reimbursement and will be deducted from next year's payments. We carried forward approx. \$90,000 of these funds to FY25 given the "early distribution" scenario.

Summary of Results

Overall results from operations for FY24 were a positive variance of **\$32,938 (0.4%)** from In-District and a negative variance of **\$1,005,244 (9.02%)** from OOD resulting in a net negative variance of **\$972,307 (9.02%)**. These unbudgeted costs are offset by the Circuit Breaker reimbursement of **\$1,289,174** (net of \$97,763 carry-forwarded to FY25) resulting in a net turn-back to the Town of Dover of **\$316,867**.

Special Revenue Revolving Funds

The roll-forward for the Special Revenue and Revolving Funds is included for your review. There is no significant activity to report.

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

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

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

	FY24	EXPENDED	OPERATING VARIANCE/	% of
<u>SALARIES</u>	<u>BUDGET</u>	<u>30-Jun</u>	<u>BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$139,344	\$138,947	397	0.28%
BUSINESS AND FINANCE	115,968	109,965	6,003	5.18%
DISTRICT INFO MANAGEMENT	79,530	78,336	1,194	1.50%
SPED ADMINISTRATION	213,268	213,855	(587)	- 0.28%
SCHOOL LEADERSHIP-BUILDING	391,163	394,793	(3,630)	- 0.93%
ACADEMIC LEADERS	37,080	37,336	(256)	- 0.69%
EDUCATORS, CLASSROOM	3,740,807	3,681,643	59,164	1.58%
EDUCATORS, SPED	921,271	1,091,351	(170,080)	-18.46%
SUBSTITUTES	45,000	51,797	(6,797)	-15.11%
EDUCATIONAL ASSISTANTS	761,941	696,505	65,436	8.59%
LIBRARIANS & MEDIA CENTER	63,262	65,604	(2,342)	- 3.70%
BUILDING BASED PD	16,875	32,598	(15,723)	-93.17%
GUIDANCE COUNSELORS	128,288	129,995	(1,707)	- 1.33%
PSYCHOLOGICAL SERVICES	99,399	104,570	(5,171)	- 5.20%
MEDICAL/HEALTH SERVICES	96,286	91,520	4,766	4.95%
CUSTODIAL SERVICES	225,536	222,184	3,352	1.49%
TOTAL SALARIES	\$7,075,018	\$7,141,000	(\$65,982)	- 0.93%
<u>EXPENDITURES</u>				
SCHOOL COMMITTEE	\$10,650	\$10,185	465	4.37%
SUPERINTENDENT	17,300	17,565	(265)	- 1.53%
LEGAL SERVICES	9,000	5,000	4,000	44.44%
DISTRICT INFO MANAGEMENT	84,500	79,619	4,881	5.78%
SCHOOL LEADERSHIP-BUILDING	18,158	21,638	(3,480)	-19.16%
CLASSROOM CONTRACTED SERVICES	3,500	3,687	(187)	- 5.36%
SPED SERVICES/SUPPLIES	110,200	64,836	45,364	41.16%
LIBRARIANS & MEDIA CENTER	13,860	12,659	1,201	8.67%
COURSE REIMBURSEMENT/PD	34,900	37,433	(2,533)	- 7.26%
TEXTBOOKS & RELATED SOFTWARE	41,000	43,269	(2,269)	- 5.53%
LIBRARY INSTRUCTIONAL MATERIALS	6,100	6,119	(19)	- 0.31%
INSTRUCTIONAL EQUIPMENT	17,500	15,111	2,389	13.65%
GENERAL SUPPLIES	63,050	59,316	3,734	5.92%
CLASSROOM INSTRUCT TECHNOLOGY	24,000	28,488	(4,488)	-18.70%
GUIDANCE	3,500	3,624	(124)	- 3.54%
MEDICAL/HEALTH SERVICES	2,600	1,503	1,097	42.18%
TRANSPORTATION SERVICES	268,305	269,780	(1,475)	- 0.55%
CUSTODIAL SERVICES	25,000	23,292	1,708	6.83%
UTILITIES	257,500	206,919	50,581	19.64%
MAINTENANCE OF BUILDING	135,500	137,159	(1,659)	- 1.22%
TOTAL EXPENDITURES	\$1,146,123	\$1,047,203	\$98,920	8.63%
TOTAL INDISTRICT OPERATING	\$8,221,141	\$8,188,203	\$32,938	0.40%
<u>OOD TUITION & TRANSPORTATION</u>				
TUITION TO MA SCHOOLS	0	178,100	(178,100)	-100.00%
TUITION TO COLLABORATIVES	310,000	358,853	(48,853)	-15.76%
TUITION TO NON-PUBLIC SCHOOL	1,695,000	2,296,766	(601,766)	-35.50%
TUITION TO OUT OF STATE SCHOOLS	180,000	280,219	(100,219)	-55.68%
TRANSPORTATION SERVICES	\$372,500	\$448,807	(76,307)	-20.49%
TOTAL OOD	\$2,557,500	\$3,562,744	(\$1,005,244)	-39.31%
TOTAL OPERATING	\$10,778,641	\$11,750,948	(\$972,307)	- 9.02%
CB Reimbursement offset			\$1,289,174	
Est.Operating Expenses/ Surplus			\$316,867	
CB Reimbursement carried forward to FY25			\$97,763	

Dover Public School					
Special Revenue/Revolving Funds as of June 30, 2024					
SPECIAL REVENUE/REVOLVING FUNDS	FUND BALANCE @7/01/2023	REVENUE	EXPENDITURES / ENCUMBRANCES	FUND BALANCE @ 06/30/24	Notes:
BUILDING RENTAL	\$ 79,585	\$ 36,500	\$ 7,783	\$ 108,301	Includes Rental Income from DEDA(after-school program)
CIRCUIT BREAKER	-	1,386,937	1,289,174	97,763	
FOOD SERVICES	249,013	319,099	286,326	281,786	Net of deposits in advance - \$13,016.16
GIFTS (see pg 2 for details)	22,499			22,499	
PRESCHOOL	197,153	133,530	120,471	210,212	Net of deposits in advance - \$43,520
FIDUCIARY FUND					
STUDENT ACTIVITY FUND	\$ 14,222			\$ 13,609	Student Activity Account balance per school

FY24 Miscellaneous Donations							06.30.24
Gift/Donor	Purpose	Bal Fwd @ 07/01/2023	Revenue	Expenditures	Encumbered	Ending Balance @ 06/30/24	Notes
<u>RESTRICTED GIFTS</u>							
Mudge Memorial	Sound System	10,000.00				10,000.00	
Various Donors	SPED Program	2,427.12				2,427.12	
Friends of Chickering Music	Music Program	430.23				430.23	
<u>UNRESTRICTED GIFTS</u>						12,857.35	
OTHER	Unrestricted	9,641.41				9,641.41	
TOTAL		\$ 22,498.76	0.00	0.00	0.00	\$ 22,498.76	



The Public Schools of Dover and Sherborn District Strategy 2023-2028

(CHICKERING) IMPROVEMENT PLAN

2024-2025, updated 9/19/24

DISTRICT VISION

We will distinguish ourselves through innovative teaching and learning experiences that inspire all students to pursue their individual passion for learning and excellence while we continue to be a nationally recognized, high-performing school system.

MISSION

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

THEORY OF ACTION

If we are able to successfully inspire, challenge, and provide the necessary support for all of our students, *then* they will be equipped with the tools necessary to achieve their fullest potential in a rapidly changing society.

CORE VALUES

COMMITMENT TO COMMUNITY • EQUITY AND EXCELLENCE • RESPECT AND DIGNITY • CLIMATE OF CARE

STRATEGIC OBJECTIVES 2023-2028

EXCELLENCE & INNOVATION IN LEARNING

Maintain academic excellence and rigor while adapting practices to prepare graduates for success in a rapidly changing world.

CHALLENGE & SUPPORT ALL STUDENTS

Enhance programming to ensure all students are able to achieve their full potential within a supportive learning environment.

PROFESSIONAL LEARNING & GROWTH

Expand opportunities for professional growth and collaboration among educators in support of the District's vision for teaching and learning.

FAMILY & COMMUNITY ENGAGEMENT

Engage families and community members in the strategic pursuit of a shared vision and mission.

SAFE & SUSTAINABLE SPACES

Evaluate and update facilities to ensure safe, sufficient and sustainable spaces amidst a changing educational and environmental landscape.



The Public Schools of Dover and Sherborn District Strategy 2023-2028
(CHICKERING) IMPROVEMENT PLAN
2024-2025, updated 9/19/24

DISTRICT GOALS 2024-25

Best Practices

Further implement the District's [9 Best Practices](#) to engage students as active learners in the development of skills depicted in the Dover-Sherborn [Portrait of a Graduate](#).

Student Voice

Elevate student voice as a means to increase students' sense of belonging and inform classroom, school and district policy and practice.

Communication Strategy

Streamline tools and strategies to improve communication and increase collaboration with families and the community.

SCHOOL IMPROVEMENT GOAL 1: Multi-Tiered System of Supports (MTSS)

ACTION STEPS	PERSON(S) RESPONSIBLE	ANTICIPATED OUTCOMES & EVIDENCE
ELA: Refining assessments (Tier 1)	Principal, Assistant Principal, Literacy Coach, classroom teachers	<ul style="list-style-type: none">● Provide Professional Development for teachers and Educational Assistants around new assessments and instructional next-steps● Extend use of DIBELS mCLASS, a research-based literacy screener, through grade 5● Use an additional phonics diagnostic assessment, the 95% Group Phonics Screener for Intervention, with all students K-2 and identified students in 3-5● Collect longitudinal data to Open Architects and utilize the platform at SST and Data Team Meetings● Pilot the STAR & MAP Growth Reading Assessments in grades 2-5 to better screen for students needing comprehension interventions
Math: Align assessments, utilize interventions and refine progress monitoring (Tier 2)	Principal, Assistant Principal, Math Coach, classroom teachers	<ul style="list-style-type: none">● Provide Professional Development for teachers specific to math assessments, interventions and instruction.● Incorporate benchmark assessments into MTSS schedule● Add, update, review math assessments: IXL, Math Fact Lab



The Public Schools of Dover and Sherborn District Strategy 2023-2028
(CHICKERING) IMPROVEMENT PLAN
2024-2025, updated 9/19/24

Pilot <i>Bridges</i> curriculum for Intervention and WIN blocks. (Tier 2)	Math Coach, Classroom teachers, Educational Assistants	Professional Development for teachers and Educational Assistants to use <i>Bridges</i> for intervention during WIN
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SCHOOL IMPROVEMENT GOAL 2: Math Professional Development, Curriculum and Instruction

ACTION STEPS	PERSON(S) RESPONSIBLE	ANTICIPATED OUTCOMES & EVIDENCE
Implementation of new curriculum, <i>Reveal</i>	Principal, Assistant Principal, Math Coach, classroom and Special Education teachers	<ul style="list-style-type: none">Professional Development for teachers (staff)Scheduling with coaches during some weekly Collaborative Planning Time (CPT) and four Wednesday afternoons for Math (staff)Training with PLC leaders for math strategies (staff)Common assessments across the grades, within <i>Reveal</i> and using <i>Bridges</i> and <i>IXL</i> (students)Cross school collaboration between Pine Hill and Chickering (staff)Updated Math Report Card standards
Full time Math Coach (staff)	Principal, Assistant Principal	Hire new highly qualified staff



The Public Schools of Dover and Sherborn District Strategy 2023-2028
(CHICKERING) IMPROVEMENT PLAN
2024-2025, updated 9/19/24

SCHOOL IMPROVEMENT GOAL 3: Communication and Connection (Streamline tools and strategies to improve communication and increase collaboration with families and the community.)

ACTION STEPS	PERSON(S) RESPONSIBLE	ANTICIPATED OUTCOMES & EVIDENCE
Implementation of Parentsquare	Technology, Principal	<ul style="list-style-type: none">Professional Development for teachersInvitations sent, participation measuredTeachers send weekly newsletters and all communication through Parentsquare
Parent Forums/Roundtables	Principal, Assistant Principal	<ul style="list-style-type: none">To include specific topics, such as Math, New to Chickeringvary monthly in-person, zoomSee draft schedule
Weekly Family newsletters	Principal, Assistant Principal, Contracted teachers	<ul style="list-style-type: none">Frequent and consistent communication from Administration, classroom teachers, Specialists and FLES
Continue to grow our connections with COA <ul style="list-style-type: none">Expand to include all fifth grade classesConsider book clubs and service opportunities	Principal, Assistant Principal, COA representative, grade 5 teachers	<ul style="list-style-type: none">Set up increased frequency of experiences for students to interact with COA members.Examples, books clubs, seniors visiting for “tea”, students joining monthly COA lunches

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Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

To: Dover, Sherborn, and Dover-Sherborn Regional School Committees
From: Elizabeth McCoy
Re: Proposed District & Superintendent Goals 2024-25
Date: September 6, 2024

DISTRICT IMPROVEMENT GOALS 2024-25

DISTRICT GOAL #1: BEST PRACTICES

Further implement the District's [9 Best Practices](#) to engage students as active learners in the development of skills depicted in the Dover-Sherborn [Portrait of a Graduate](#).

Key Actions

- Identify core indicators for each of the 9 Best Practices.
- Reference the core indicators during classroom observations and in educator feedback documents.
- Model use of the Best Practices at district, faculty and team meetings.
- Showcase classroom examples of the Best Practices through school and district newsletters.

Evidence & Outcomes

- List of core indicators for each of the 9 Best Practices.
- Examples of observation write-ups referencing the core indicators.
- Agendas demonstrating the application of Best Practices at meetings.
- Newsletters highlighting use of the Best Practices across classrooms.

DISTRICT GOAL #2: STUDENT VOICE

Elevate student voice as a means to increase students' sense of belonging and inform classroom, school and district policy and practice.

Key Actions

- Establish and meet regularly with a Superintendent Advisory Council of students.

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

- Engage students in the analysis of Challenge Success Survey data and identification of next steps.
- Support students in the development of a survey to provide feedback to classroom teachers.
- Provide opportunities for educators to shadow students for a day.
- Launch an “I Wish” campaign to allow students to share their experiences with parents and staff.

Evidence & Outcomes

- Agendas from Superintendent Advisory Council meetings.
- Summary of student findings relative to Challenge Success Survey data.
- Feedback survey for educators generated by students.
- Schedule of student shadow days.
- Sample student submissions from the “I Wish” campaign.

DISTRICT GOAL #3: STREAMLINED COMMUNICATION

Streamline tools and strategies to improve communication, increase collaboration and strengthen engagement with families and the community.

Key Actions

- Provide staff with expectations and training relative to use of the ParentSquare platform.
- Support parents/caregivers in accessing the ParentSquare platform and adjusting individual settings.
- Monitor staff use of the ParentSquare platform and provide feedback to ensure robust communication.
- Collect feedback from parents/caregivers relative to the accessibility of key information.

Evidence & Outcomes

- Overview of staff expectations and training sessions.
- Outline of parent/caregiver resources and supports.
- Survey feedback from parents/caregivers.

SUPERINTENDENT GOALS 2024-25

SUPERINTENDENT GOAL #1: EDUCATOR FEEDBACK (STUDENT LEARNING)

Calibrate and refine educator observations to ensure focused and constructive feedback relative to educator, school and district goals.

Key Actions

- Support leaders in creating goals centered on providing educators with focused and constructive feedback.
- Conduct bimonthly classroom visits with building leaders to calibrate observations and findings.
- Engage in post-observation conversations with evaluators to share strategies for coaching educators.

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.

- Review logged observations to provide feedback to evaluators as needed.
- Share sample observations and problems of practice among leaders to calibrate practices district-wide.

Evidence & Outcomes

- Leaders' student learning and professional practice goals.
- A schedule of classroom observations and debriefing sessions with building leaders.
- Samples of feedback provided to evaluators relative to written observations.
- Leadership Team meeting agendas outlining calibration activities.

SUPERINTENDENT GOAL #2: PROFESSIONAL NETWORKING (PROFESSIONAL PRACTICE)

Engage with local, state and national superintendents to gain additional strategies to communicate with stakeholders, navigate challenges and maintain momentum on district goals and initiatives.

Key Actions

- Attend five in-person and virtual Leading Now sessions.
- Consult with the assigned Leading Now advisor as needed.
- Complete the final year of the New Superintendent Induction Program (NSIP).

Evidence & Outcomes

- Records of attendance at Leading Now and NSIP sessions.
- Logs of meetings with the Leading Now advisor.
- Samples of strategies obtained from the programs.

ELEMENTARY SCHOOL RESPONSIBLE USE AND DIGITAL CITIZENSHIP AGREEMENT

At Dover-Sherborn Public Schools, we want students, teachers, and staff to use digital tools to help everyone learn and connect with the world. We believe that being able to use technology and find information on the Internet is meaningful for learning.

Using the Internet safely and responsibly is important for all students. It helps students learn skills they need today and in the future. We follow important laws that keep students safe online, like the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

The Dover-Sherborn Responsible Use Policy is put in place, reviewed, and approved by the School Committee every year to follow existing law and balance the desire to use technology with the need to protect students.

Using your device and the internet for learning is a privilege, and any privilege comes with responsibility. Here are the expectations when you are using school devices and our network.

How should I use technology?

- I will use my device when a teacher asks me during class, during my own study time or during breaks.
- I will put my devices away when a teacher says it's time for a device break.
- I will take care of any school devices as if they were my own.

What should I do with technology?

- I will use my device to learn new things.
- I will check information to verify that it is true.
- I will give credit to the creators of content that is not mine.

How should I interact with other people?

- I will be a good cyber-friend, including being honest and kind online.
- I will let a teacher or parent know before contacting someone online I don't already know.
- I will not share personal information (like home address or birthdate) about myself or others online.
- I will give feedback and comments in ways that make others feel supported.
- I will use appropriate language and won't make others feel uncomfortable because of the things I say.

What happens when something goes wrong?

- When I do something that is not in line with this agreement, I will talk to a teacher or trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a trusted adult if anything happens on the computer or online that does not seem right or makes me feel uncomfortable.

I understand that using any school technology is a privilege I must earn. If I don't keep my part of this agreement, I understand that privileges may be removed for a time and that I may face additional consequences.

DRAFT

Dover School Committee Meeting of June 4, 2024

Members Present: Jeff Cassidy
Jessica Hole
Martha Castle
Goli Sepehr
Kate Cook
Also Present: Beth McCoy, Superintendent
Dawn Fattore, Business Manager

1) Call to Order

Beth McCoy called the meeting to order 5:31 pm.

2) Welcome School Committee Member Kate Cook

3) Reorganization

Goli Sepehr made a motion to nominate Jeff Cassidy as Chair of the Dover School Committee. Kate Cook seconded.

24-13 VOTE: 3 - 0

Jeff Cassidy made a motion to nominate Goli Sepehr as Secretary of the Dover School Committee. Kate Cook seconded.

24-14 VOTE: 3 - 0

4) Community Comments - none.

5) Superintendent Comments - Beth McCoy provided a brief update on recent and upcoming events as well as thanking the Dover PTO for their appreciation of the faculty and staff.

6) Dover PTO - a member of the PTO walked through the highlights of the PTO events this past year.

7) Financial Reports

- Warrant Report
- FY24 Monthly Report as of May 31st
 - Salaries: there are no changes since the last report
 - Expenditures: there are no material variances to report.
 - Out of District: Dover is receiving \$275,880 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 Administration plans to work with the Town to apply approximately \$90,000 of these funds to FY25. The adjusted CB reimbursement on the Status of Appropriations now reflects an increase of \$185,880).

8) Discussion Items

- 2024-25 School Improvement Plan: 1st read

9) Action Items

- 2024-25 Proposed to Changes to Student Handbook: 2nd read

DRAFT

*Kate Cook made a motion to approve the changes to the Policy Manual. Jeff Cassidy seconded.
24-15 VOTE: 3 - 0*

- Donation: Hoops for Hyde Basketball Court -there are plans to move forward with the project as an estimated cost of \$60,000. The construction is scheduled to be completed prior to the opening of the 2024-25 school year.

*Kate Cook made a motion to accept up to \$60,000 for the construction of a basketball court at Chickering Elementary School. Jeff Cassidy seconded.
24-16 VOTE: 3 - 0*

10)Consent Items

- Approval of Minutes: April 2 and May 13, 2024

*Kate Cook made a motion to approve the Consent Agenda. Jeff Cassidy seconded.
24-17 VOTE: 3 - 0*

11)Communication for Members

- Subcommittee Assignments
- Enrollment Report
- Chickering Newsletters

12) Literacy Presentation with the Sherborn School Committee

13)Adjournment at 7:13 pm.

Respectfully submitted,
Amy Davis

DOVER SCHOOL COMMITTEE (updated 9/16/2024)	
	2024-2025
Chair	Jeff Cassidy
Secretary	Goli Sepehr
Finance	
Warrants <i>Signs accounts payable and payroll warrants</i>	
Subcommittees	
Superintendent's Evaluation <i>Coordinates evaluation of the superintendent per DESE guidelines</i>	Goli Sepehr
Union #50 <i>Three voting members (from each of the Dover and Sherborn School Committees) responsible for employment of the superintendent</i>	Jeff Cassidy Goli Sepehr
Personnel <i>Reviews and approves sick bank requests</i>	Jeff Cassidy
Negotiations <i>Participates in the collective bargaining process with the Dover Sherborn Educational Association</i>	Jeff Cassidy
Search Committees <i>Participates in search committees for administrative positions as needed</i>	Jessie Hole
Policy <i>Revises and proposes policies as needed for joint review by the school committees; conducts periodic policy manual reviews; identifies required policy review cycles</i>	Martha Castle
Buildings & Facilities <i>Collaborates with the Business Administrator and Director of Facilities on annual approval of the Capital Plan</i>	Jessie Hole
Liaisons <i>Serves as the key point of contact with each organization; attends meetings as requested</i>	
Chickering PTO (meets monthly; contact Betsy Police & Claire Carey)	Goli Sepehr

School Advisory Council (meets monthly; contact Betsy Police)	Jessie Hole
Challenge Success (meets monthly; contact Ellen Chagnon)	Jeff Cassidy
DS AIDE (meets as needed; contact Beth McCoy)	Jessie Hole
METCO (meets as needed; contact Monique Marshall Veale)	
SEPAC (meets monthly; contact Kate McCarthy)	Jessie Hole
Wellness (meets annually; contact Ellen Chagnon)	Martha Castle
Task Forces	
Calendar (meets monthly; contact Beth McCoy)	Goli Sepehr
Communication (meets as needed; contact Denny Conklin)	
Sheriff's Task Force on Juvenile Substance and Mental Health	Martha Castle

**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

Dover-Sherborn Regional School Committee
Meeting of March 20, 2024

Members Present: Judi Miller
Colleen Burt
Mark Healey
Kate Potter

1) Call to Order

Judi Miller called the meeting to order at 6:33 pm in the Middle School Library.

2) Community Comments - none

3) Superintendent Comments - Superintendent McCoy reviewed recent and upcoming meetings and district events as well as hiring updates.

4) 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.

5) Action Items

- Annual School Committee 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).

Colleen Burt made a motion to have the Dover-Sherborn Regional School not participate in School Choice program for the 2024-25 school year. Mark Healey seconded.

24-07 VOTE: 4 - 0

- Update Regarding Director of HR - the shared Director of HR position with the Town of Dover is ending as Dover needs the Director to be full time not shared with the Region.

Colleen Burt made a motion to terminate the MOA with the Town of Dover with regard to the HR position as of March 15, 2024. Kate Potter seconded.

24-08 VOTE: 4 - 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 Region SOA Plan highlighting the district's chosen evidence-based programs as well as the strategy to engage parents/caregivers and other stakeholders.

Kate Potter made a motion to approve the Student Opportunity Act Plan. Mark Healey seconded.

24-09 VOTE: 4 - 0

Approved 6/11/2024

6) Consent Items

7) Informational Items

- DSHS Newsletter
- DSMS Newsletter

8) Next Meeting May 7, 2024

9) Adjournment at 7:58 pm.

Respectfully submitted, Amy Davis

Dover-Sherborn Regional School Committee

Meeting of May 7, 2024

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

1) Call to Order

Judi Miller called the meeting to order at 6:23 pm in the Middle School Library.

2) Community Comments - none

3) Student Council Representatives - there was an update on the recent Teacher Appreciation and Retirement recognition assemblies. Elections will be held in late May.

4) Superintendent Comments - Superintendent McCoy reviewed recent and upcoming meetings and district events as well as the recent Challenge Success Conference hosted by Dover Sherborn.

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: the only material variance is in Maintenance of Buildings as there have been several more extensive repairs over the past few months which is expected given the age of the equipment.
 - Projected E&D - an additional \$655,000 in use of E&D for capital projects is being proposed for approval. If approved, the E&D balance projected for June 30th would represent just under 3% of the allowed amount.
 - Capital Projects Update: the project bid opening was on March 27th and additional funding to complete the project will be needed. For the Bleacher/Press Box Renovation, the site work contract has been signed at a total cost of \$215,000. The Administration is in the final stages of confirming possible contributions from DS Boosters and DSCTV. Any gap in funding will be covered through available revolving funds.
 - FY23 Wrap-up - the auditors are in the process of drafting the Audited Financial Statements and related footnotes. The will be presented at the June meeting.

6) Discussion Items

- 2024-25 MS Student Handbook (1st read) - the proposed changes were discussed.
- 2024-25 HS Student Handbook (no changes)
- Treasurer Position - the District Treasurer will be leaving as of June 30th. The position will be posted this week and a member of the School Committee will be needed to join the Search Committee.

7) Action Items

- Policy Manual Updates: 2nd read -

Colleen Burt made a motion to approve the Policy Manual updates as presented. Maggie Charron seconded.

24-10 VOTE: 6 - 0

- MOA Healthcare - the current MOA expires on June 30, 2024. The provisions proposed to continue for another three-year agreement included employer contributions to health savings accounts for employees subscribing to a high-deductible plan and an opt-out provision.

Kate Potter made a motion to approve the MOA for Healthcare. Mark Healey seconded.

24-11 VOTE: 6 - 0

- Capital Requests: Use of E&D - the Rooftop Air Handler Unit replacement project has exceeded original cost estimates for multiple reasons including infrastructure costs associated with converting the units to be run on electricity. The original approved funding for the project was \$1.2 million while the cost of the project is \$2.05 million. The additional necessary funding can be partially offset by reallocating \$350,000 originally approved for the High School Boiler Project to the Roof-top Project, leaving just under \$500,000 to be used from E&D. This amount, plus the \$110,000 requested for exterior ductwork replacement and \$45,000 for emergency replacement of the fire suppression system control panel requires use of \$655,000 from E&D to complete the FY25 Capital Requests. Approval of this amount will leave projected E&D as of June 30, 2024 at approximately 2.75% (maximum is 5%, School Committee Policy recommends E&D be maintained at a 3 - 4% range).

Mark Healey made a motion to transfer \$655,000 as of June 30, 2023 certified Excess & Deficiency funds to the Region's Capital fund to cover costs for approved capital projects as presented. Maggie Charron seconded.

24-12 VOTE: 6 - 0

Colleen Burt made a motion to \$350,000 of approved capital funding from the High School Boiler Project to the High School Roof-top Project. Angie Johnson seconded.

24-13 VOTE: 6 - 0

- Eversource Gas Line Project: Easement Approval - Eversource has requested approval of an easement in order to install a new gas line connection for the Region. The work is slated to take place this summer and will eliminate any future needs to bring in temporary gas tankards when work is required on the main Enbridge line as has been experienced in the last several years.

Maggie Charron made a motion to approve the easement to install a new gasoline connection as presented and to authorize the change to sign the document. Kate Potter seconded.

24-14 VOTE: 6 - 0

8) Consent Items

- Donations - \$353 from the Sustainability Task Force to purchase two Eastern Redbud trees; \$1,200 from the Mudge Foundation for the High School Art Department field trip to the MASS MOCA Art Museum.
- Approval of Regional School Committee minutes of March 5, 2024

Colleen Burt made a motion to approve the Consent Agenda. Mark Healey seconded.
24-15 VOTE: 6 - 0

9) Informational Items

- Middle School Social Studies Curriculum Pilot
- DSHS Newsletter
- DSMS Newsletter
- Dover School Committee minutes of January 16, 2024
- Sherborn School Committee minutes of February 6, 2024

10)Next Meeting June 11, 2024

Judi Miller and Maggie Charron were recognized and thanked for their years of commitment to the Dover Sherborn Regional School Committee.

11)Adjournment at 7:28 pm.

Respectfully submitted, Amy Davis