



# Dover-Sherborn Regional School Committee

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Tuesday, October 8, 2024

6:30 pm

Dover-Sherborn Middle School Library

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

## AGENDA

1. **Call to Order**
2. **Community Comments**  
<https://meet.google.com/gre-owyp-oeu> (will close after Community Comments)
3. **Superintendent Comments**
4. **Financial Reports**
  - Warrant Report
  - FY25 Monthly Operating Update
  - Capital Projects Report
5. **Items for Discussion**
6. **Action Items** A.R.
  - Approval of Change to Middle School Handbook (2<sup>nd</sup> read)
7. **Consent Items** A.R.
  - Approval of Middle School Field Trip to Washington DC
  - Approval of Districts' and Superintendent Goals
  - Approval of Responsible Use Agreement (2<sup>nd</sup> read)
  - Approval of Regional School Committee Minutes – September 10, 2024
  - Approval of FY25 Grants
8. **Informational Items**
  - October Enrollment Report
  - Dover School Committee Minutes – June 4, 2024
  - Sherborn School Committee Minutes – June 4, 2024
9. **Next Meeting November 5, 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](http://www.doversherborn.org)



Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

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

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TO: Regional School Committee  
FROM: Dawn Fattore, Business Administrator  
DATE: October 4, 2024  
RE: FY25 Approved Warrants

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>
1045	9/9/2024	\$269,695.84
1054	9/20/2024	\$197,048.93
1055	9/20/2024	\$116,090.40
1065	9/29/2024	\$430,261.17
1066	10/2/2024	\$366,776.54

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TO: Regional School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY25 Operating Update  
DATE: October 4, 2024

Attached please find:

- a. General Fund Revenues as of September 30, 2024
- b. Status of Appropriations as of September 30, 2024

## Revenues

Chapter 70 and 71 revenue projections reflect the final Cherry Sheet amounts. The variance in Chapter 70 is due to increases in legislative funding in the final state budget approval (we use the Governor's Budget for our budget placeholder). We are projecting no variances in athletics, parking and activity fees at this time. Interest rates remain favorable resulting in a projected positive variance in Interest Income. We will review all activities as the year progresses and adjust projections accordingly.

## Operating Expenditures

### Salaries

The majority of salaries have been encumbered. Stipends have been recorded except for spring coaching positions. Custodial overtime and substitute costs are expensed as incurred.

Post-budget staffing updates to note that are reflected in the actuals to date include:

- Savings from vacancy of Human Resources Director position (\$75,000). At this time, we have enlisted various outside services to cover the key responsibilities and those expenses are reflected in Superintendent Office related expense accounts. In addition, we are in the process of posting for the Assistant to the Business Administrator and some savings is reflected based on the current assistant not working full-time.
- Increased a Middle School Wellness educator position from a .3FTE to a .6FTE to cover curriculum needs.
- Added a .2FTE English Learner (EL) educator position at the Middle School based on student needs.
- Eliminated a 1.0 SPED Educator at the Middle School based on student needs and realignment of existing programming.
- Increased Occupational Therapy coverage at the Region by .2FTE to cover services in students' IEPs.
- Variances also include the salary costs of all lane changes (placeholder not included in FY25 budget, amount to date is approx. \$35,000) and savings from post-FY25 Budget staffing changes.

Educational assistant variances reflect a reduction in two positions based on student needs but also reflects open positions that are currently posted. In addition, one position is being charged to the Title I grant for FY25.

At this early point in the school year, it is projected that there will be a positive variance in salaries for FY25 of at least \$200,000.

### Expenditures

At this time we are not projecting any material variances in operating expenses. Health insurance and utility expenses will be encumbered in the October statement.

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

**FY24 Wrap-up**

The Region's EOYR will be filed this week with DESE. We are required to undergo a compliance audit each year to ensure our data reporting is in-line with their directives. This will take place prior to the March 31<sup>st</sup> filing deadline.

Our auditors are scheduled to begin their fieldwork in the January/February timeframe. We will keep the Committee updated on their progress and the timeline for the presentation of the audited financial statements.

Our E&D was certified on October 4<sup>th</sup> at \$796,185 (2.76%).

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

**Dover-Sherborn Regional School District**  
**General Fund Revenues**  
as of September 30, 2024

	<u>FY25</u> <u>BUDGET</u>	<u>YTD</u> <u>RECEIVED</u>	<u>EST. TO BE</u> <u>RECEIVED</u>	<u>OPERATING</u> <u>VARIANCE</u>	<u>% OF</u> <u>BUDGET</u>
DOVER ASSESSMENTS	\$13,268,125	\$3,219,483	\$10,048,642	\$0	0.00%
SHERBORN ASSESSMENTS	11,613,962	2,819,991	8,793,971	\$0	0.00%
CHAPTER 70, net	2,666,106	461,009	2,294,171	\$89,074	3.34%
CHAPTER 71 (Transportation)	694,327	0	694,327	\$0	0.00%
H/S ATHLETIC FEES	284,750	74,420	210,330	\$0	0.00%
H/S PARKING FEES	52,500	31,150	21,350	\$0	0.00%
H/S ACTIVITY FEE	15,000	11,250	3,750	\$0	0.00%
M/S ACTIVITY FEE	7,425	45	7,380	\$0	0.00%
MISC REVENUE	5,000	42	4,958	\$0	0.00%
BANK INTEREST	40,000	12,442	75,000	\$47,442	118.60%
NON-CASH ACTIVITY	0	0	0	\$0	na
E&D UTILIZATION	230,000	230,000	0	\$0	0.00%
<b>TOTAL REVENUES</b>	<b>\$28,877,195</b>	<b>\$6,859,832</b>	<b>\$22,153,879</b>	<b>\$136,516</b>	<b>0.47%</b>

**Dover-Sherborn Regional School District  
Status of Appropriations as of September 30, 2024**

	EXPENDED		ENCUMBRANCES	TOTAL PROJECTED	OPERATING		
	FY25 BUDGET	30-Sep			VARIANCE/ BUD. REMAINING	% OF BUDGET	
<b><u>SALARIES</u></b>							
SCHOOL COMMITTEE	22,130	5,654	16,296	21,950	180	0.81%	
SUPERINTENDENT	210,879	57,932	152,630	210,562	317	0.15%	
FINANCE & HUMAN RESOURCES	295,529	45,045	126,287	171,333	124,196	42.03%	
DISTRICTWIDE INFORMATION MGMT	251,328	65,890	178,845	244,735	6,593	2.62%	
SPED/GUIDANCE ADMINISTRATION	507,228	128,485	376,244	504,728	2,500	0.49%	
SCHOOL LEADERSHIP - BUILDING	782,892	181,204	569,818	751,023	31,869	4.07%	
ACADEMIC LEADERS	153,674	910	153,306	154,217	(543)	-0.35%	
EDUCATORS, CLASSROOM	10,814,663	898,625	9,977,299	10,875,924	(61,260)	-0.57%	
EDUCATORS, SPED	2,055,667	149,181	1,800,782	1,949,964	105,703	5.14%	
SUBSTITUTES	121,300	9,168	60,404	69,572	51,728	42.64%	
EDUCATIONAL ASSISTANTS, SPED	521,473	34,150	302,240	336,390	185,082	35.49%	
LIBRARIANS	255,106	19,624	235,482	255,106	0	0.00%	
BUILDING BASED PD	38,250	28,238	0	28,238	10,013	26.18%	
GUIDANCE	1,329,236	122,543	1,155,478	1,278,021	51,215	3.85%	
PSYCHOLOGICAL SERVICES	199,273	15,329	183,944	199,273	0	0.00%	
MEDICAL / HEALTH SERVICES	251,670	19,770	240,243	260,013	(8,343)	-3.32%	
ATHLETICS	550,991	39,147	375,396	414,543	136,448	24.76%	
OTHER STUDENT ACTIVITIES	202,544	0	198,869	198,869	3,675	1.81%	
CUSTODIAL & GROUNDS SERVICES	842,113	192,981	593,842	786,823	55,290	6.57%	
<b>TOTAL SALARIES</b>	<b>\$ 19,405,945</b>	<b>\$ 2,013,875</b>	<b>\$ 16,697,407</b>	<b>\$ 18,711,282</b>	<b>\$694,663</b>	<b>3.58%</b>	
<b><u>EXPENDITURES</u></b>							
SCHOOL COMMITTEE	42,200	7,592	29,000	36,592	5,608	13.29%	
SUPERINTENDENT	71,000	49,408	10,961	60,369	10,631	14.97%	
LEGAL SERVICES	38,000	7,500	12,500	20,000	18,000	47.37%	
DISTRICTWIDE INFO MGMT	102,300	50,049	27,098	77,147	25,153	24.59%	
SCHOOL LEADERSHIP - BUILDING	91,550	25,391	43,879	69,269	22,281	24.34%	
GENERAL ED OTHER	54,600	10,411	8,873	19,284	35,316	64.68%	
SPED SERVICES/SUPPLIES	71,500	22,194	56,321	78,515	(7,015)	-9.81%	
LIBRARIES & MEDIA CENTER	4,775	4,550	0	4,550	225	4.72%	
COURSE REIMBURSEMENT/PD	92,900	13,117	8,935	22,052	70,848	76.26%	
TEXTBOOKS & RELATED SOFTWARE	76,500	51,113	18,140	69,253	7,247	9.47%	
LIBRARY INSTRUCTIONAL MATERIAL	29,800	9,661	4,367	14,028	15,772	52.93%	
INSTRUCTIONAL EQUIPMENT	74,800	17,065	25,857	42,922	31,878	42.62%	
GENERAL SUPPLIES	161,225	44,436	31,588	76,024	85,201	52.85%	
OTHER INSTRUCTIONAL SERVICES	19,200	0	6,180	6,180	13,020	67.81%	
CLASSROOM INSTRUCTIONAL TECH.	188,350	75,249	29,705	104,955	83,395	44.28%	
GUIDANCE	35,600	15,597	430	16,028	19,572	54.98%	
MEDICAL / HEALTH SERVICES	6,500	2,323	239	2,562	3,938	60.58%	
TRANSPORTATION SERVICES	1,068,000	2,477	1,045,197	1,047,674	20,326	1.90%	
ATHLETICS	197,000	70,060	105,132	175,193	21,807	11.07%	
CUSTODIAL SERVICES	58,000	20,806	5,693	26,499	31,501	54.31%	
MAINTENANCE OF BUILDINGS	641,750	142,050	240,468	382,518	259,232	40.39%	
MAINTENANCE OF GROUNDS	63,000	3,398	31,138	34,536	28,464	45.18%	
UTILITIES	589,500	66,056	18,985	85,042	504,458	85.57%	
ER RETIREMENT CONTRIBUTION	845,000	836,241	0	836,241	8,759	1.04%	
ER INSURANCE ACTIVE EMPLOYEES	3,175,000	821,292	333,282	1,154,573	2,020,427	63.64%	
ER INSURANCE RETIRED EMPLOYEES	835,000	155,112	0	155,112	679,888	81.42%	
OTHER NON EMPLOYEE INSURANCE	114,000	123,254	0	123,254	(9,254)	-8.12%	
LONG TERM DEBT RETIREMENT	710,000	0	710,000	710,000	0	0.00%	
LONG TERM DEBT SERVICE	14,200	0	14,200	14,200	0	0.00%	
<b>TOTAL EXPENDITURES</b>	<b>\$9,471,250</b>	<b>\$2,646,402</b>	<b>\$2,818,170</b>	<b>\$5,464,572</b>	<b>\$4,006,678</b>	<b>42.30%</b>	
<b>TOTAL OPERATING</b>	<b>\$28,877,195</b>	<b>\$4,660,277</b>	<b>\$19,515,577</b>	<b>\$24,175,854</b>	<b>\$4,701,341</b>	<b>16.28%</b>	

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TO: Regional School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: Capital Projects Update  
DATE: October 7, 2024

Attached please find:

- Capital Projects: Five-year Summary (FY21-FY25)

## Current Projects

We have three open projects as of October 7<sup>th</sup> that are reflected as such on the five-year summary highlighted in yellow.

The **Bleacher and Press Box project** is in the final stages of completion as we are finalizing the punch list, completing steps to obtain the permanent certificate of occupancy and closing out the final payments due. We look forward to the official “opening” at the Dover-Sherborn Raiders football game on October 25<sup>th</sup>. We hope to recognize our three major donors: The Mudge Foundation, Dover-Sherborn Boosters and Dover-Sherborn Cable TV. We could not have completed this project without their financial support.

We are also in the final stages of the **Lindquist Ductwork project**. The main section of the ductwork which was rotted has been replaced and the upper section has been reinsulated. The last remaining piece is to insulate the lower section. We are working to schedule this work.

The final open project is the **replacement of all seven rooftop units** at the High School. As you know, this project was delayed a year due to the long lead time anticipated for the units and the need to complete this work during summer break. The units did ship earlier than anticipated. They are currently in storage under the supervision of our contractor. We are arranging for them to have access to the High School throughout the rest of the school year to complete as much pre-work as possible. This should ensure we have ample time for the installation this summer and the project completed prior to the opening of school in August of 2025.

The other project completed and closed out this summer was the Middle School paving work. The negative variance resulted from an increase in the cost of asphalt, the need to replace a damaged ADA touchpad and a larger area paved between the school and gym for better utilization of space and less grounds maintenance. Funds were available in that project year to cover the increases.

### Five-Year Capital Project Summary and Funding Methodology

For at least the last five-years, the Regional School Committee has voted to fund smaller capital projects with available Excess and Deficiency (E&D) Funds. The attached schedule provides a recap of those funded projects including actual costs. Each fiscal year's funding is only used for the corresponding approved projects unless the School Committee votes and allows the transfer (one instance of this was the School Committee's approval in May to transfer the funding for the High School Boilers to the High School Rooftop Unit Project). Once all projects in a funding year are completed, any remaining funds are returned to E&D (recorded as Miscellaneous Income in the current year). Remaining funds from FY21 and FY23 were closed out in FY24.

For larger projects, the Regional School Committee enters into an Inter-Municipal Agreement (IMA) with our member towns and if approved, they are assessed their respective share of the project costs. We have had two IMAs in the past five-years.

All projects, regardless of funding sources, are presented to both Towns' Capital Committees for review.

As we approach the FY26 Budget season, we thought it would be helpful for the Committee to understand our past practices as we start discussions with the respective town finance committees. We will be happy to answer any questions at Tuesday's meeting.

Dover-Sherborn Regional Schools  
 Capital Projects: 5-year Summary  
 October, 2024

Description	Approved Amt	Project Costs as of 10/4/24	Remaining Funds	FY Balance	Notes
CAPITAL PROJECTS FY21 - HS & MS FLOORS / CLASSROOMS	\$135,000.00	\$134,151.08	\$848.92		
CAPITAL PROJECTS FY21 - PAVING	\$90,000.00	\$90,000.00	\$0.00		
CAPITAL PROJECTS FY21 - EMS SYSTEM	\$300,000.00	\$296,278.58	\$3,721.42		
CAPITAL PROJECTS FY21 - CORE SWITCH/ROUTER	\$30,000.00	\$25,497.99	\$4,502.01		
CAPITAL PROJECTS FY21 - WWTP EQUIPMENT	\$20,000.00	\$24,950.00	(\$4,950.00)		
	\$575,000.00	\$570,877.65	\$4,122.35	\$0.00	closed out to FY24 Misc Rev.
CAPITAL PROJECTS FY22 - MS PAVING	\$50,000.00	\$69,995.00	(\$19,995.00)		
CAPITAL PROJECTS FY22 - LINDQUIST DUCT INSULATION	\$55,000.00	\$34,932.00	\$20,068.00		
CAPITAL PROJECTS FY22 - MS FLOORS - HALLS	\$40,000.00	\$34,264.24	\$5,735.76		
CAPITAL PROJECTS FY22 - MS STAIRS & LANDINGS	\$25,000.00	\$22,915.52	\$2,084.48		
CAPITAL PROJECTS FY22 - HS FLOORS - CLASSROOMS	\$50,000.00	\$49,608.19	\$391.81		
CAPITAL PROJECTS FY22 - MS HOT WATER REPLACEMENTS	\$48,000.00	\$44,926.00	\$3,074.00		
CAPITAL PROJECTS FY22 - HS HOT WATER REPLACEMENTS	\$87,500.00	\$83,180.00	\$4,320.00		
	\$355,500.00	\$339,820.95	\$15,679.05		
CAPITAL PROJECTS FY23 - HS FLOORING	\$85,000.00	\$82,870.74	\$2,129.26		
CAPITAL PROJECTS FY23 - HS BOILERS	\$350,000.00	\$0.00	\$0.00		*moved to RTU
CAPITAL PROJECTS FY23 - SECURITY SYSTEM UPGRADE	\$30,000.00	\$28,935.00	\$1,065.00		
	\$465,000.00	\$111,805.74	\$3,194.26	\$0.00	closed out to FY24 Misc. Rev.
CAPITAL PROJECTS FY23 - IMA - MS & LINDQUIST ROOFS	\$1,575,000.00	\$1,575,000.00	\$0.00		
CAPITAL PROJECTS FY24 - LINDQUIST RENOVATIONS	\$30,000.00	\$27,066.41	\$2,933.59		
CAPITAL PROJECTS FY24 - HS FLOORS	\$120,000.00	\$118,113.39	\$1,886.61		
CAPITAL PROJECTS FY24 - BLEACHERS	\$350,000.00	\$347,296.18	\$2,703.82		
**	\$500,000.00	\$492,475.98	\$7,524.02	\$7,524.02	**\$275k E&D funded
CAPITAL PROJECTS FY24/25 - FIRE SUPPRESSION CONTROL PANEL	\$45,000.00	\$40,075.16	\$4,924.84		Emergency Repair
CAPITAL PROJECTS FY24/25 - LINDQUIST DUCT REPLACEMENT	\$110,000.00	\$88,595.00	\$21,405.00		
CAPITAL PROJECTS FY24/25 - HS ROOFTOP HVAC UNITS	\$500,000.00	\$500,000.00	\$0.00		
	\$655,000.00	\$628,670.16	\$26,329.84	\$26,329.84	
CAPITAL PROJECTS FY24/25 - HS ROOFTOP HVAC UNITS*	\$350,000.00	\$350,000.00	\$0.00	\$0.00	FY23 Fund Transfer
CAPITAL PROJECTS FY24 IMA - HS ROOFTOP HVAC UNITS	\$1,200,000.00	\$0.00	\$1,200,000.00	\$1,200,000.00	

active projects  
 IMA Funded

# DSMS Proposed Student/Family Handbook Changes '24-'25

## Current verbiage

### P. 22

#### **Personal Electronic Devices (PEDs) - Cell Phones, Laser Pointers and Other Electronic/Communication Devices**

The use of cell phones, smart devices, and other personal technology is not permitted in the school between the hours of 8:20 a.m. and 3:10 p.m. or during school sponsored activities unless permission is specifically granted by school administration or the classroom teacher. School sponsored activities may include off-campus activities such as field trips. Such devices should remain out of sight, locked in lockers, and powered off during these hours. **Students are urged not to bring these items to school because of the risk of theft, loss, or damage.** Phones found on students will be confiscated and brought to the main office. The student may pick their phone at the end of the day. After the third offense, the phone may only be picked up by a parent/guardian/caregiver or guardian. Additionally, laser pointers are not allowed in school. Furthermore, use of audio/video recording devices without the express consent of the teacher or administration is not allowed.

**PED Classroom Standards:** Teachers will select a classroom standard regarding the use of PEDs in their classroom. Each teacher (and other staff such as, but not limited to the librarian and nurse) will select a PED Usage Level for their classroom (or specific section of the school campus - the auditorium, cafeteria, library or nurses room for example) and communicate expectations clearly to the students as well as consequences should there be a violation from the designated standard.

The PED Usage Levels are as follows:

- **PED Usage Level 1:** Personal Electronic Devices (PEDs) are not allowed in this classroom.
- **PED Usage Level 2:** Personal Electronic Devices (PEDs) are sometimes allowed in this classroom based on the curriculum for that course. In addition, certain features of various PEDs may be allowed while other features may not be allowed. For example, the iPod feature of a cell phone may be allowed but the texting feature of a cell phone may not be allowed.
- **PED Usage Level 3:** Personal Electronic Devices (PEDs) are always allowed in this classroom based on the curriculum for that course.

## Proposed new verbiage:

### **Smartphones/Smartwatches**

The use of smartphones, smartwatches, airpods/wireless headphones, laser pointers and other personal technology are not permitted in the school between the hours of 8:20 a.m. and 3:10 p.m. or during school sponsored activities unless permission is specifically granted by school administration or the classroom teacher. School sponsored activities may include off-campus activities such as field trips. Furthermore, use of audio/video recording devices without the express consent of the teacher or administration is not allowed.

Students who do not need their smartphone/smartwatch to communicate after school, are asked not to bring them to school.

If a student does need to have their smartphone/smartwatch with them, we will be requiring them to lease a [Yondr pouch](#) from us. The cost for the school year lease will be \$10/year per pouch. Both a smartphone and smartwatch can fit in one bag. Students will secure the smartphone/smartwatch in the Yondr pouch for the school day and at 3:10 they may unlock the pouch. We will ask that students with non-smartphones also secure these in a Yondr pouch as well.

The Yonder pouch will be returned to DSMS before leaving for summer.

Should a student be found to have their smartphone/smartwatch not secured during the school day, we will secure the device in our school safe until a parent/caregiver can retrieve it.

Students are able to use our school phones at any time during the day to communicate with you should that be necessary. Parents/caregivers are also able to get messages to students by calling/emailing our front office.

Exceptions to these procedures will need administrative approval. Anyone needing an exception may reach out to the DSMS Administration.

**DSMS Yondr Pouch Proposed Smartphone/Watch Timeline**  
**DRAFT for RSC**

**October 8, 2024**

- Seek DS Regional School Committee approval.

**October 9–December 3, 2024**

- Establish formal partnership with Yondr.
- Educational Program Specialist meets with the DSMS team to develop our Comprehensive Implementation Plan.
- Comprehensive Implementation Plan will include communication and education with all stakeholders including students, staff and families around logistics, FAQ's, distribution of Yondr pouches and launch date.
- **Estimated Distribution Dates:** November 18–27, 2024
- **Estimated Launch Date:** Tuesday, December 3, 2024

## **DRAFT for RSC**

### **DSMS**

#### **FAQ Smartphones/Smartwatches Yondr Pouch Program**

##### **Q. How does the Yondr Pouch work at DSMS? What does this look like?**

Once students enter DSMS they will be reminded to power off their phones/watches and place them inside their [Yondr pouch](#).

Once the pouch is closed it locks. Students keep the pouches in their backpacks during the school day.

Upon leaving school at 3:10 students tap a wall mounted magnet and the pouch unlocks.

These mounted magnets will be at our three main exits and staff will be available with handheld magnets as well.

If a student is dismissed the main office will have handheld magnets to unlock the pouch as the student checks out.

##### **Q. What is the cost of leasing the Yondr pouch?**

Each pouch will cost \$10/year to lease. The pouch is issued at the start of the school year and then returned before leaving for the summer.

##### **Q. What if a student loses or intentionally damages the pouch?**

The student will be required to pay a replacement pouch fee of \$30.

##### **Q. Does a student need to lease two pouches if they have a watch and phone or can they be stored together?**

No, two pouches are not needed. Both devices can fit in one pouch.

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155 Farm Street  
Dover, MA 02030  
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Ann Dever-Keegan, Principal  
Tracy Sockalosky, Assistant Principal

Ellen Rowley, Director of Guidance  
Jennifer Meek, Special Education Coordinator

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To: Elizabeth McCoy

From: Ann Dever-Keegan

RE: Field Trip Request - Washington, DC

Date: October 1, 2024

The Grade Eight Team Leaders and I are requesting permission from yourself and the Regional School Committee to proceed with the planning of our Washington, D.C. Trip. Important information is included below and I am happy to answer questions at the upcoming school committee meeting.

### **Overview:**

Dover-Sherborn Middle School's 8th grade students and staff have participated in an annual trip to Washington D.C. for over 10 years. This has become an integral part of the 8th grade experience both socially and academically.

### **Tour Company:**

WorldStrides, based in Charlottesville, Virginia, with an office in Washington, D.C. coordinates all reservations including flights, hotel accommodations, restaurant reservations, motorcoaches, professional tour guides and trip itinerary based on our input and requests.

### **Trip Dates and Costs:**

**Dates:** Wednesday May 28 - Friday May 30, 2025

**Costs:** \$1539.00 All inclusive

WorldStrides offers a payment plan for families to budget out the cost.

Money for scholarships is available; no student will be denied participation due to financial need.

Final payment due 3/14/2025

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157 Farm Street  
Dover, MA 02030  
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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.

<b>SUPERINTENDENT GOAL #2: PROFESSIONAL NETWORKING (PROFESSIONAL PRACTICE)</b>
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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.

## MIDDLE AND HIGH SCHOOL RESPONSIBLE USE AND DIGITAL CITIZENSHIP AGREEMENT

The Dover-Sherborn Public Schools want to make sure that all students, teachers, and staff have access to digital tools that help them learn and share information. We believe that being able to use technology and find resources online is really important for education.

To help students learn how to use technology safely and responsibly, we follow guidelines set by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). Every year, the School Committee reviews and approves our Responsible Use Policy. This policy helps us use technology while also protecting students from any risks or problems that might come up.

Using your device is a privilege, and any privilege comes with responsibility. Here are the expectations for using your personal devices at school or anytime you are using school-provided devices.

### **Digital citizenship**

I am responsible for modeling positive digital citizenship. I will treat people with dignity and kindness when using technology and online.

- I will be honest and ethical in all digital communications.
- I will be kind and avoid making threats or insulting, gossiping or teasing others with cruelty while I am online or using a computer.
- I will give credit to authors or sources when using information or ideas that are not my own. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- I understand that things I post may be seen by others at school and at home, and that things that are posted on the internet can be seen by anyone in the world.
- I will not share personal information (either my own or another student's), including where I live, details about family or friends (including names), my age, birthday, home address or telephone number on the internet.
- I will consider whom I am communicating with and think about how they might interpret my words.
- I will give constructive criticism and provide comments in ways that help others feel supported.
- I will use respectful and appropriate language without swearing, name-calling or causing others to feel uncomfortable due to their gender, race, appearance, behavior or beliefs.
- I will fact-check information before I share it digitally.
- I will not impersonate others or try to trick people into thinking something I wrote was done by someone else.

### **Learning and curiosity**

I understand that school technology and networks are primarily provided to help support my learning and curiosity.

- I will use technology to learn new things.
- I will use technology to complete school activities or assignments.
- I will use my device to check information to verify that it is accurate.
- I will give credit to the creators of any content I use that is not my own.

### **Personal responsibility and safety**

I know that school computers and internet communication tools must be used properly and responsibly.

- If I find content that is not appropriate on the internet, I will notify a teacher or a trusted adult, especially if I reached the inappropriate material in the course of completing an assignment.
- I will take care of the computer and all technology equipment from the school as if it belonged to me.
- I will respect the district network's security measures and only download apps or content I have permission to access.
- I will only log in to the computer or network with my own username and password.

I understand that using any school technology, networks or personal devices at school is a privilege I must earn through responsible use; but we all make mistakes.

When I do something with my device that is not in line with this agreement, I will let a trusted adult know and ask them to help me make it right. If I can't consistently keep my part of this agreement, I understand that privileges may be removed for a time and that I may face additional consequences.

DRAFT

**Q. Can a family lease one and share it for occasional use?**

We prefer students to each have their own to avoid confusion. If there is a situation where a family needs this option we would ask that they reach out to school administration to problem solve.

**Q. Will buses know to wait for students given some may need more time to 'unlock' their pouches?**

After speaking with other middle schools who have the pouch system in place we do not anticipate this being an issue. We will have multiple magnets available at exits for students to access before leaving the building. Also, we are in contact with buses before they leave and if this would ever be an issue we can hold them.

**Q. What if a student and/or Boston student forgets to unlock their pouch?**

Again what we have learned from other Middle Schools is that this is rare as students see others doing this and it reminds them. Our building is open most days until 4 pm (sometimes later) and the magnets will be in place if a student needs to drop by to unlock. We will provide a handheld magnet for our Boston student's bus.

**Q. Will there be medical/other exemptions?**

Yes. Families looking for an exemption can reach out to the administration for this.

**Q. What would students do in a school crisis situation with a locked phone?**

We know that the adults in the building will have access to their phones. In addition our classrooms are equipped with landline phones from which 911 can be reached should that be needed.

**Q. Do students with non-smart phones need to use a pouch?**

Yes.

**Q. Can students use any magnet to open them?**

No. The magnet is specially designed and patented for Yondr.

**Q How will the school know if a student has a smartphone?**

We will have any family whose student is NOT using a Yondr Pouch to fill out [an exemption form](#). Any medical/other special exemption needed can be communicated to administration.

**Q. How can students reach home during the day and how can parents/caregivers reach students?**

Students may use the phone in the main office. Students do this now so it is not a new procedure for most.

Parents/caregivers can call us here at school and we can get messages to students.

**Q. What will happen if a student is found to have their smartphone/watch not in a pouch during the school day?**

We will hold onto the device and request that the parent/caregiver come to school and pick it up.

**Q. Does the school still prefer that students keep their smart phone/watch at home if it is not needed for after school communication?**

Yes.

## DRAFT

### Dover-Sherborn Regional School Committee Meeting of September 10, 2024

Members Present: Mark Healey  
Colleen Burt  
Kate Potter  
Toa Ashk  
Angie Johnson  
Kevin Crotty

#### 1) Call to Order

Mark Healey called the meeting to order at 5:30 pm in the Middle School Library.

#### 2) Community Comments - none

3) **Student Council Representatives** - have not been appointed yet, will be at next month's meeting.

4) **Superintendent Comments** - Superintendent McCoy briefly reviewed the opening of school as she will be giving a more detailed report at the Joint meeting following this one.

#### 5) Financial Reports

- Warrant Report
- FY24 Closeout
  - Revenues: total revenues exceeded budgeted revenues by \$257,962 (0.92%), \$230,000 of this variance was applied to FY25 Budget through use of E&D funds.
  - Salaries: surplus of \$150,115 representing savings in several function codes due to post FY24 Budget staffing.
  - Expenditures: surplus of \$136,199
  - Summary of Results: net result of operations was a surplus of \$544,276. The School Committee approved several uses of E&D fund for FY25 including: \$655,000 for capital projects and \$230,000 for the FY25 operating budget leaving a proposed certified E&D fund balance of \$785,918 (2.18% of the FY25 operating budget). The E&D and related financial schedules will be submitted to the Department of Revenue in the coming weeks.
  - Capital Projects Update: all projects are nearing completion.

#### 6) Discussion Items

- 2024-25 MS Student Handbook: 1st read - Ann Dever-Keegan, MS Principal, reviewed the Smartphone/Smartwatch Pilot Program which proposes that students who bring their devices to school secure them in a Yondr pouch. The proposed language for the DSMS Student/Family Handbook was provided.
- Subcommittee Assignments

#### 7) Action Items

#### 8) Consent Items

- Approval of Regional School Committee minutes of June 11, 2024
- 2024-25 MS School Improvement Plan: 2nd read

## **DRAFT**

- 2024-25 HS School Improvement Plan: 2nd read
- In-state High School Field Trip -

*Colleen Burt made a motion to approve the Consent Agenda. Kevin Crotty seconded.  
24-23 VOTE: 6 - 0*

### **9) Informational Items**

- Dover School Committee minutes of April 2 and May 13, 2024
- Sherborn School Committee minutes of April 2 and May 7, 2024
- Social Studies Pilot Program

**10)Next Meeting: October 8th** - enrollment report, testing and survey results

**11)Adjournment at 6:40 pm.**

Respectfully submitted, Amy Davis

# The Public Schools of Dover and Sherborn

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Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

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

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TO: Regional School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY25 Grant Approval  
DATE: October 4, 2024

We are requesting approval for the following Federal/State entitlement grants received by the Dover-Sherborn Regional School Committee. These grants have been applied for and approved by the appropriate grant authority. These grants were factored into the FY25 Budget approval process. See attached Memo from the FY25 Budget Book for more information on how these grants are utilized.

IDEA- SPED 240 Grant - Receive annually based on SPED demographics

- FY25 grant is **\$287,725** (\$6,099.77 allocated to Private School Use based on SPED student enrollment)

Title I Grant - Receive annually if low income % exceeds 2%

- FY25 grant is **\$42,235**

Title IIA Grant – Receive annually

- FY25 grant is **\$12,746**

Title IVA – ESSA Grant - Receive annually

- FY25 grant is **\$10,000**

METCO Grant – Receive annually based on enrollment, combined for all three Districts

- FY25 grant is **\$339,882** (Primarily covers METCO Administration, student support staff and transportation)

Comprehensive School Health Services (CSHS) – Receive annually, covers nursing operations in all three Districts

- FY25 grant is **\$14,000** (down from \$35,000 in FY24)

**Dover-Sherborn Regional School District**  
**FY25 Budget**  
**Summary of Anticipated Grants**

IDEA- SPED 240 Grant

- Funds salaries of special educational assistants
- Receive annually based on SPED demographics
- FY24 grant is **\$292,492** (*\$16,495 restricted to support private school IEP students*)

Title I Grant

- Funds used for Title I tutoring, professional development and instructional materials
- Receive annually if low income % exceeds 2%
- FY24 grant is **\$48,535**

Title IIA Grant

- Funds used to cover cost of mentoring program
- Receive annually
- FY24 grant is **\$14,540**

Title IVA – ESSA Grant

- Funds to build capacity and ensure that all students have access to a high quality educational experience
- Priorities are to support safe and healthy students and support effective use of technology
- FY24 grant is **\$10,000**

METCO Grant

- Funds cost of METCO Director, transportation costs including bus monitor and other miscellaneous operating expenses for all three districts
- Receive annually based on our participation in the program
- FY24 grant is **\$339,882**

October 1 Enrollment 2024

<b>Grade</b>	<b>Dover</b>	<b>Sheborn</b>	<b>Boston</b>
6	87	69	7
7	76	59	5
8	90	77	1
9	74	63	2
10	64	72	3
11	84	89	5
12	79	70	3
Total	554	499	26

**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

**Approved 9.24.24**

*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

Approved 9.24.2024

**Sherborn School Committee**  
Meeting of June 4, 2024

Members Present: Kristen Aberle  
Christine Walsh  
Rebecca Hammond  
Megha Kadiyala  
Also Present: Beth McCoy, Superintendent  
Dawn Fattore, Business Administrator

**1) Call to Order**

Beth McCoy called the meeting to order at 6:15 pm in the DSMS Library.

**2) Literacy Presentation with Dover School Committee**

**3) Welcome to Megha Kadiyala and Nathaniel Jackson**

**4) Reorganization**

*Kristen Aberle made a motion to nominate Christine Walsh as Chair of the Sherborn School Committee. Becca Hammond seconded.*

*24-12 VOTE: 4 - 0*

*Christine Walsh made a motion to nominate Kristen Aberle as Secretary of the Sherborn School Committee. Megha Kadiyala seconded.*

*24-13 VOTE: 4 - 0*

**5) Community Comments - none**

**6) Superintendent Comments -** Beth McCoy updated recent and upcoming meeting/events in the District including the Challenge Success Conference that was hosted by DS. Principal Barbara Brown updated the Committee on the principal transition as well as other staffing hires/vacancies at Pine Hill.

**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 to date.
  - Out of District: there are no changes since the last report.

**8) Discussion Items**

- School Improvement Plan: 1st read

**9) Action Items**

- 2024-25 Student Handbook: 2nd read

*Becca Hammond made a motion to approve the 2024-2025 Student Handbook. Megha Kadiyala seconded.*

*24-14 VOTE: 4- 0 via roll call*

**10) Consent Items**

**Approved 9.24.2024**

- Approval of Minutes: April 2 and May 7, 2024

*Becca Hammond made a motion to approve the Consent Agenda. Kristen Aberle seconded.  
24-15 VOTE: 4 - 0*

**11) Informational Items**

- Enrollment
- Sub Committee Assignments
- Pine Hill Newsletters
- Dover Sherborn Regional Committee minutes of March 5, 2024
- Dover School Committee Minutes of March 14, 2024

**12) Adjournment at 7:30 pm.**

Respectfully submitted,  
Amy Davis