



# Dover-Sherborn Regional School Committee

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**Tuesday, November 5, 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. Student Council Representative's Report**

**4. Superintendent Comments**

**5. Financial Reports**

- Warrant Report
- FY25 Monthly Operating Update

**6. Items for Discussion**

- FY26 Budget Guidance

**7. Action Items**

**8. Consent Items**

**A.R.**

- Approval of Regional School Committee Minutes – October 8, 2024
- Approval High School Close Up Field Trip

**9. Informational Items**

- Dover School Committee Minutes – September 24, 2024
- Sherborn School Committee Minutes – September 24, 2024
- TEC Collaborative Quarterly Report
- ACCEPT Collaborative Quarterly Report

**10. Next Meeting December 3, 2024**

**11. Adjourn**

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

# The Public Schools of Dover and Sherborn

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: November 1, 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>
1075	10/10/2024	\$230,457.67
1086	10/23/2024	\$999,999.45
1087	10/31/2024	\$414,171.31
1088	11/1/2024	\$159,725.83

## DRAFT

### Dover-Sherborn Regional School Committee Meeting of October 8, 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 6:32 pm in the Middle School Library.

2) **Community Comments** - Mark Healey read comments from Jennifer Debin and a joint group of 20 local business leaders urging a yes vote on Question 2.

#### 3) **Student Council Representative**

4) **Superintendent Comments** - Superintendent McCoy reviewed recent and upcoming events in the District including Open Houses, Arts Homecoming, and the METCO Retreat. Ms. McCoy also reviewed her work to date, as well as items she is planning, with regard to the District Goals. Assistant Superintendent Conklin reviewed upcoming Professional Development opportunities and curriculum development.

#### 5) **Financial Reports**

- Warrant Report
- FY25 Monthly Report
  - Revenues: Chapter 70 and 71 revenue projections reflect the final Cherry Sheet amounts. The variance in Chapter 70 is due to increases in the legislative funding in the final state budget approval. There are no projected variances in athletics, parking, and activity fees at this time.
  - Salaries: the majority of salaries have been encumbered. Stipends have been recorded except for spring coaches. Post-budget staffing updates to date include:
    - Savings from vacancy of Human Resources Director position (\$75,000). Various outside services have been enlisted to cover the key responsibilities and those expenses are reflected in the Superintendent Office related expense accounts.
    - Middle School Wellness educator position increased to .6 FTE (from .3 FTE) to cover curriculum needs.
    - Added a .2 FTE English Learner educator position at Middle School based on student needs.
    - Eliminated a 1.0 FTE SPED Educator at the Middle School based on student needs and realignment of existing programming.
    - Increased Occupational Therapy coverage at the Region by .2 FTE to cover IEP services.
    - Variances also include the salary costs of all lane changes and savings from post-FY25 Budget staffing changes.

## DRAFT

- Educational assistant variances reflect a reduction in two positions based on student needs but also reflects open positions that are currently posted.
- Expenditures: no material variances projected at this time.
- FY24 Wrap-Up: the auditors are scheduled to begin their fieldwork in the January/February timeframe. The District's E&D was certified on October 4th at \$796,185 (2.76%).
- Capital Projects Update
  - Bleacher and Press Box: the final punch list items are being completed and the official "opening" is planned for the football game on October 25th.
  - Lindquist Ductwork: the last step of insulating the lower section of new ductwork is being scheduled.
  - Rooftop Units: the units shipped earlier than anticipated and are in storage under the supervision of the contractor. The project is on track to be completed prior to the opening of school in August of 2025.

### 6) Discussion Items

### 7) Action Items

- 2024-25 MS Student Handbook: 2nd read, including new smartphone/smartwatch policy.

*Colleen Burt made a motion to approve the Middle School Handbook. Kevin Crotty seconded.*  
*24-24 VOTE: 6 - 0*

### 8) Consent Items

- Out of State Field Trip: Middle School to Washington DC: May 28 - 30, 2025
- District and Superintendent Goals
- Responsible Use Agreement
- Regional School Committee minutes of September 10, 2024
- FY25 Grants: IDEA-SPED 240 \$287,725; Title 1 \$42,235; Title IIA \$12,746; Title IVA-ESSA \$10,000, METCO \$339.882, and Comprehensive School Health Services \$14,000.

*Kate Potter made a motion to approve the Consent Agenda. Colleen Burt seconded.*  
*24-25 VOTE: 6 - 0*

### 9) Informational Items

- October Enrollment Report
- Dover School Committee minutes of June 4, 2024
- Sherborn School Committee minutes of June 4, 2024

**10)Next Meeting: November 5th - MCAS result analysis,**

**11)Adjournment at 7:37 pm.**

Respectfully submitted, Amy Davis

Dear Mr. Smith,

I am requesting permission for an out-of-state field trip for approximately 20-25 seniors. Students will leave on Sunday, March 9, 2025, and return home on Thursday, March 13, 2024. Most students will miss three classes in each subject over the four days and will be responsible for all make-up work. The students will be participating in the Close-up Washington D.C. program, which brings young scholars from across the United States together to study government in our nation's capital. Our school has participated in this program for many years and we would like to continue to offer this tremendous opportunity for our students as they participate in seminars, meet Washington insiders, visit Capitol Hill, foreign embassies, and the Supreme Court during oral argument. They will also have the opportunity to conduct museum and monument study visits while using the city of Washington D.C. as a classroom. I have been involved with this program for 25+ years and I can attest to its value in providing students with an outstanding experience in civic education. Please visit [Closeup.org](https://closeup.org) for additional information about the program.

TOTAL COST (programs, air, hotel, transfers, food): \$2015

Sincerely,

Tom

Thomas Bourque  
Social Studies/Government Teacher  
Dover-Sherborn High School

**Dover School Committee**  
Meeting of September 24, 2024

Members Present: Jeff Cassidy  
Jessica Hole  
Goli Sepehr

Kate Cook  
Also Present: Beth McCoy, Superintendent  
Denny Conklin, Assistant Superintendent  
Dawn Fattore, Business Manager

**1) Call to Order**

Jeff Cassidy called the meeting to order 6:30 pm.

**2) Community Comments** - none.

**3) Superintendent Comments** - Beth McCoy updated recent and upcoming meeting/events in the District. Assistant Superintendent Denny Conklin gave an update on the new Math Curriculum and ELA Curriculum evaluation.

**4) Financial Reports**

- Warrant Report
- FY24 Budget Closeout
  - Salaries: the year ended 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.
  - Expenditures: there was a surplus of \$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.
  - Out of District: expenses exceeded budget by \$1,005,244 (39.31%). The variance resulted primarily from unbudgeted placements as well as changes in placement locations of existing students totaling approximately \$900,000 of additional costs. Transportation costs were over-budget by approximately \$75,000. Dover received \$275,880 in additional reimbursement from the State.
  - 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 from OOD resulting in a net negative variance of \$972,307 (9.02%). These costs are offset by the Circuit Breaker reimbursement of \$1,289,174 (net of \$97,763 carry-forward to FY25) resulting in a net turn-back to the Town of Dover of \$316,867.
  - Special Revenue/Revolving Funds: included for review

**5) Discussion Items**

**6) Action Items**

- Chickering School Improvement Plan: 2nd read -

*Jessica Hole made a motion to approve the changes to the Policy Manual. Goli Sepehr seconded.*

*24-18 VOTE: 4 - 0*

**Approved 10.22.2024**

**7) Consent Items**

- District and Superintendents Goals
- Technology Responsible Use Agreement
- Approval of Minutes: June 4, 2024

*Kate Cook made a motion to approve the Consent Agenda. Jessica Hole seconded.  
24-19 VOTE: 4 - 0*

**8) Informational Items**

- Subcommittee Assignments
- Dover Sherborn Regional School Committee minutes of March 20 & May 7, 2024
- Sherborn School Committee minutes of April 2, 2024

**9) Items for October 22, 2024 - 5 Year Capital Plan, FY26 Guidance, Summary of Grants**

**10)Adjournment at 7:26 pm.**

Respectfully submitted,  
Amy Davis

**Sherborn School Committee**  
Meeting of September 24, 2024

Members Present: Kristen Aberle  
Christine Walsh  
Megha Kadiyala  
Becca Hammond  
Nathaniel Jackson  
Kemberlie Grant, METCO Representative

Also Present: Beth McCoy, Superintendent  
Denny Conklin, Assistant Superintendent  
Dawn Fattore, Business Administrator

**1) Call to Order**

Cristine Walsh called the meeting to order at 5:31 pm in the DSMS Library.

**2) Community Comments - none**

**3) Superintendent Comments -** Beth McCoy updated recent and upcoming meeting/events in the District. Assistant Superintendent Denny Conklin gave an update on the new Math Curriculum and ELA Curriculum evaluation.

**4) Financial Reports**

- Warrant Report
- FY25 Monthly Report - an initial projection was provided: there have been numerous post-budget staffing changes resulting in salary savings and there is a projected negative variance in OOD resulting from unanticipated transportation costs.
- FY24 Budget Closeout
  - Salaries: the year ended with a \$86,148 (1.41%) positive variance resulting primarily from net savings from post-FY24 budget staffing changes.
  - Expenditures: there was a positive variance of \$31,226 primarily related to savings in special education services due to in-district students being placed OOD. Utility costs were higher than budgeted but partially offset by savings in Maintenance of Buildings.
  - Out of District: tuition and transportation costs were \$163,163 over budget. The negative variance resulted from unanticipated placements as well as changes in placements that resulted in higher costs. Additional Circuit Breaker funds covered \$73,908 of the variance and the remaining balance was offset with salary savings from the in-district budget.
  - Summary of Results: a positive variance of \$28,119 (0.35%) and a \$121,607 balance in the Circuit Breaker fund.
  - Special Revenue/Revolving Funds: included for review

**5) Discussion Items**

- Pine Hill Improvement Plan: 2nd read

*Kristen Aberle made a motion to approve the Pine Hill Improvement Plan. Megha Kadiyala seconded.*

*24-16 VOTE: 5 - 0 via roll call*



6) **Action Items**

7) **Consent Items**

- District Superintendent Goals
- Technology Responsible Use Agreement - under “How should I interact with other people?”, change 3rd bullet to read: I will ask a teacher or parent before contacting someone online I don’t already know.
- Approval of Minutes: June 4, 2024

*Kristen Aberle made a motion to approve the Consent Agenda as amended. Megha Kadiyala seconded.*

*24-17 VOTE: 5 - 0 via roll call*

8) **Informational Items**

- Sub Committee Assignments
- Dover Sherborn Regional Committee minutes of March 20 & May 7, 2024
- Dover School Committee Minutes of May 13, 2024

9) **Items for October 15, 2024 - FY26 Budget guidance**

10) **Adjournment at 6:26 pm.**

Respectfully submitted,  
Amy Davis

Emily J. Parks  
Executive Director

Dan Shovak  
Director of Finance & Operations



Zachary Abrams  
Director of Student Services

Jean Kenney  
Director of Professional  
Learning & Leadership

141 Mansion Drive, Suite 200  
East Walpole, Massachusetts 02032

To: TEC Board of Directors

From: Emily Parks, Executive Director

Date: October 7, 2024

Re: Updates from TEC

- 
- Starting enrollments for the 2024-2025 school year across TEC's three special education programs (TEC Campus School, TEC High School, and TEC Academy) are up 13% as compared to last school year with 108 students enrolled. The increase in enrollment is most notable at TEC Campus School (TCS), which began the year with 60 students. This increase was made possible by "reclaiming" classroom space at TEC's Mansion Drive campus with the departure of a sublessee. Enrollments at collaboratives can vary over the course of the school year; we will continue to carefully monitor this data.
  - In August, we relocated TEC Phoenix Academy. Previously housed in the Plimpton Building on the campus of Walpole High School, TEC Academy's Phoenix Campus is now located on Robbins Rd in Walpole (the former Johnson Middle School). With the additional space at Robbins Rd, TEC Academy - Phoenix Campus has expanded to serve grades 6-12, with separate space for middle school and high school cohorts.
  - In response to member district feedback about student needs, this September TEC launched an elementary behavior program ("TEC Academy - Lower Campus") for grades K-2. This new program is located in our main building at Mansion Drive in Walpole.
  - The TEC Board of Directors recently considered requests from two school districts, King-Philip Regional and the Sharon Public Schools, to join TEC. Following discussions with the districts and an analysis of impact, the BOD unanimously voted its approval for these districts to join as TEC members. The next step in the process is to draft an amended Collaborative Agreement, incorporating the two proposed new members, for the BOD and DESE's review. Subsequent to that review, each TEC member district school committee will need to vote on the amended Collaborative Agreement. If a majority of member districts vote affirmatively, the Agreement will be sent to the Commissioner of Education for final approval.



Dr. Donna Flaherty • Executive Director • [dflaherty@accept.org](mailto:dflaherty@accept.org)  
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September 30, 2024

Re: Memo to the Board

To ACCEPT Board of Directors,

As with any organization that services students with disabilities, we have a fluid enrollment process with variable student numbers. Our central mission is to prepare students to return to their home district. Our student enrollment on opening day was 120 students with our end of Q1 number at 118 students (110 placements and 8 extended evaluations). We continue to receive student referrals and process those as quickly as possible to ensure appropriate placement of students. Our priority centers on our member districts' students.

There are currently 14 Home Based Services cases being served by 8 BCBA supervisors and 8 direct therapists. In addition to home services for students and parent training, ACCEPT is conducting 2 functional behavioral assessments within homes. Home Based Services has increased their outreach to families for community gatherings.

The Transportation Department provides out of district transportation for 7 member districts. Currently, we transport 138 students across the state of Massachusetts through the efforts of 52 drivers and 23 monitors to 64 schools in 40 towns and cities.

ACCEPT's yearly independent audit is currently underway with an end of October draft report anticipated for the Board's review.

With regard to finances, as of October 1st, 2024 ACCEPT has open invoices of \$2,006,866.77 for services rendered. \$1,325,665 has been received and is accounted for in our year to date profit and loss. To date ACCEPT has expended \$3,133,945 presenting ACCEPT with a current net profit of \$198,586 at the end of the first quarter.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Donna Flaherty, Ed.D.".

Executive Director

# FY25 Financial Update

As of 9/27/2024

## PROFIT & LOSS STATEMENT

	Admin	Programs	Trans.	Home Based	Summer	VHS	ELI	PD	Medicaid	Total
Collected Revenue	\$ 41,038	\$ 100,883	\$ 455,413	\$ 22,557	\$ 540,784	\$ 84,000	\$ 30,580	\$ 50,410		\$ 1,325,665
Outstanding Invoiced Services	\$ 28,000	\$ 1,098,624	\$ 246,485	\$ 20,112	\$ 549,100	\$ 19,500		\$ 45,045		\$ 2,006,866
<b>Total Revenue</b>	<b>\$ 69,038</b>	<b>\$ 1,199,507</b>	<b>\$ 701,898</b>	<b>\$ 42,669</b>	<b>\$ 1,089,884</b>	<b>\$ 103,500</b>	<b>\$ 30,580</b>	<b>\$ 95,455</b>		<b>\$ 3,332,531</b>
Salaries	\$ 265,364	\$ 538,994	\$ 425,675	\$ 43,409	\$ 655,886		\$ 16,079	\$ 18,768	\$ 10,624	\$ 1,974,799
Employee Benefits	\$ 48,805	\$ 80,631	\$ 41,926	\$ 2,969	\$ 25,104		\$ 516	\$ 2,767		\$ 202,718
Operating Expenses	\$ 163,640	\$ 194,560	\$ 283,493	\$ 390	\$ 10,115		\$ 15,716	\$ 14,314		\$ 682,228
Leases and Rentals	\$ 67,819	\$ 197,495	\$ 8,886							\$ 274,200
<b>Total Expenses</b>	<b>\$ 545,628</b>	<b>\$ 1,011,680</b>	<b>\$ 759,980</b>	<b>\$ 46,768</b>	<b>\$ 691,105</b>	<b>\$ -</b>	<b>\$ 32,311</b>	<b>\$ 35,849</b>	<b>\$ 10,624</b>	<b>\$ 3,133,945</b>
Net Income Before Allocation	\$ (476,590)	\$ 187,827	\$ (58,082)	\$ (4,099)	\$ 398,779	\$ 103,500	\$ (1,731)	\$ 59,606	\$ (10,624)	\$ 198,586
Admin Allocation	\$ 476,590	\$ (268,248)	\$ (131,574)	\$ (11,144)	\$ (26,913)	\$ (2,461)	\$ (8,825)	\$ (23,357)	\$ (4,067)	
<b>Operating Net income</b>	<b>\$ -</b>	<b>\$ (80,421)</b>	<b>\$ (189,656)</b>	<b>\$ (15,243)</b>	<b>\$ 371,866</b>	<b>\$ 101,039</b>	<b>\$ (10,556)</b>	<b>\$ 36,249</b>	<b>\$ (14,691)</b>	<b>\$ 198,586</b>

## BUDGET TO ACTUAL

Description	FY25 Budget	FY25 Actual
Advertising	\$ 34,700.00	\$ 677.88
Assessment Material	\$ 7,120.00	\$ 3,417.45
Benefits Health	\$ 933,661.00	\$ 216,214.62
Benefits Life	\$ 1,050.00	\$ 219.18
Benefits Retirement	\$ 470,765.00	\$ 37,119.89
Equipment	\$ 261,140.00	\$ 63,550.00
GASB 45	\$ 25,000.00	
Insurance	\$ 503,000.00	\$ 123,046.95
Rent	\$ 1,011,000.00	\$ 274,200.00
Building Maint/Sec/Utilities	\$ 268,250.00	\$ 22,406.00
Outside Services	\$ 939,165.00	\$ 127,001.92
Medicare/WC/SUI	\$ 247,551.00	\$ 415.02
Prof Dev.	\$ 198,582.00	\$ 43,888.05
Software/Subscriptions	\$ 151,576.00	\$ 59,141.04
Supplies/Furniture	\$ 327,673.00	\$ 27,652.00
Travel	\$ 12,750.00	\$ 360.00
Tuition Reimbursement	\$ 30,000.00	\$ 659.00
Vehicle Fuel and Tolls	\$ 450,000.00	\$ 91,242.00
Vehicle Repair & Maint	\$ 417,000.00	\$ 67,935.00
Wages	\$12,297,372.00	\$ 1,974,799.44
	<b>\$18,587,355.00</b>	<b>\$ 3,133,945.44</b>



# FY25 Outstanding Receivable Report

As of 10.1

District	0-30D	31-60D	61-90D	91-120D
Ashland Public Schools	\$ 26,484.00	\$ 16,604.00		
Dover/Sherborn Public Schools	\$ 29,797.00	\$ 1,795.00		
Framingham Public Schools	\$ 214,493.00	\$ 218,621.00		
Franklin Public Schools	\$ 7,028.00			
Holliston Public Schools	\$ 27,542.00	\$ 23,978.00		
Hopkinton Public Schools	\$ 39,555.00	\$ 43,633.00		
Medfield Public Schools	\$ 45,398.00			
Medway Public Schools	\$ 44,746.00			
Millis Public Schools	\$ 7,400.00			
Natick Public Schools	\$ 20,671.00	\$ 184,075.67		
Needham Public Schools	\$ 38,723.00			
South Middlesex Regional	\$ 4,000.00			
Sudbury Public Schools	\$ 18,001.00			
Wellesley Public Schools	\$ 46,370.00			
Westborough Public Schools	\$ 12,784.00			
<b>Total</b>	<b>\$ 582,992.00</b>	<b>\$ 488,706.67</b>		

<b>Member</b>	\$ 1,071,698.67
<b>Non Member</b>	\$ 935,168.10
<b>Total</b>	<b>\$ 2,006,866.77</b>