Sherborn School Committee

Tuesday, September 24, 2024
5:30 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 Financial Results and FY25 Initial Projection
5. **Discussion Items**
6. **Action Items** **A.R.**
   - Pine Hill 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
   - Dover School Committee Minutes - May 13, 2024
   - Dover-Sherborn Regional School Committee Minutes – March 20, 2024 & May 7, 2024
9. **Items for October 15, 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 do not discriminate on the basis of race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

The Public Schools of Dover and Sherborn
157 Farm Street
Dover, MA 02030
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www.doversherborn.org

Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
DATE: September 20, 2024
RE: FY24 and FY25 Approved Warrants

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

#	Date	Amount	Fund
1132	6/6/2024	$93,105.44	General-OOD
1133	6/6/2024	$2,133.42	Gift Fund
1134	6/6/2024	$331.17	ESSER III
1135	6/6/2024	$13,384.03	General-School
1138	6/20/2024	$19,196.15	General-OOD
1139	6/20/2024	$48,262.41	Circuit Breaker
1140	6/20/2024	$1,368.80	Sawin Fund
1141	6/20/2024	$595.00	Title IV
1142	6/20/2024	$90.63	Title IIA
1143	6/20/2024	$1,509.44	Gift Fund
1144	6/20/2024	$18,765.30	General-School
1145	6/20/2024	$34,685.62	Food Service
1146	6/20/2024	$197,986.26	General-School
1147	6/28/2024	$617.98	Gift Fund
1148	6/28/2024	$7,423.25	General-OOD
1149	6/28/2024	$55,462.18	General-School
1150	6/28/2024	$1,790.72	General-School
1151	6/28/2024	$7,010.07	General-School

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

#	Date	Amount	Fund
1002	7/22/2024	$40,095.88	General-School
1004	8/1/2024	$795.00	Food Service
1005	8/1/2024	$1,700.00	Reap Grant
1006	8/1/2024	$93.00	Gift Fund
1007	8/1/2024	$2,610.00	General-OOD
1008	8/1/2024	$17,013.50	General-School
1010	8/15/2024	$22,207.84	General-OOD
1011	8/15/2024	$60,763.38	General-School
1013	8/29/2024	$20,707.11	Food Service
1014	8/29/2024	$1,500.00	Title IV
1015	8/29/2024	$831.78	Gift Fund
1016	8/29/2024	$58,295.60	General-OOD
1017	8/29/2024	$81,233.83	General-School
1019	9/12/2024	$17,097.75	General-OOD
1020	9/12/2024	$16,724.64	Circuit Breaker
1021	9/12/2024	$30,173.56	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: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY24 Financial Results and FY25 Initial Projections
DATE: September 20, 2024

Attached for your review is:

- Status of Appropriations as of June 30, 2024
- Special Revenue/Revolving Funds as of June 30, 2024
- Status of Appropriations as of September 17, 2024

Status of Appropriations

Salaries

The year ended with a **$86,148** (1.41%) positive variance resulting primarily from net savings from post-FY24 budget staffing changes. The negative variance in substitutes represents coverage needed for various leaves throughout the year. In addition, the negative variance in Educational Assistants represents the move of one EA position originally budgeted for funding from the Circuit Breaker Fund. This was done to help offset the costs of unbudgeted OOD costs discussed below.

Expenditures

Operating expenditures had a positive variance of **$31,226**. This 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

OOD tuition and transportation costs were **$163,163** over-budget as of June 30th. The negative variance resulted from unanticipated placements as well as changes in placements that resulted in higher costs. We covered **$73,908** of the variance through use of additional circuit breaker funds and the remaining balance with salary savings from the in-district budget.

Summary of results

The net results from operations based on the FY24 budgeted amount is a positive variance of **$28,119 (0.35%)**. We were fortunate to have a reserve in our Circuit Breaker Fund to offset the unanticipated OOD expenses. As of June 30, 2024, we have a balance in the Circuit Breaker Fund of **$121,607** to serve as a reserve for FY25 unanticipated costs.

Special Revenue/Revolving Funds

The roll-forward for the Special Revenue and Revolving Funds is included for your review. Information on FY24 expenses is included in the Notes section of the statement.

FY25 Initial Projections

We are providing an initial snapshot of FY25 operations for the Committee in anticipation of beginning the FY26 Budget process later in October. We had numerous post-budget staffing changes resulting in salary savings that will carry over into FY26. We are projecting a negative variance in OOD resulting from unanticipated transportation costs. Changes in placement locations with greater travel distances and the need for van monitors are contributing to this variance. These costs could continue to fluctuate. In addition, not all OOD services have been encumbered as we are still in the first month of school. We are, however, currently on target with the number of placements budgeted (13). More detailed information will be provided in future Business Office reports.

We will be happy to answer any questions at Tuesday's meeting.

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

SALARIES	FY24 BUDGET	EXPENDED 30-Jun	OPERATING VARIANCE/ BUD.REMAINING	% of BUDGET
SUPERINTENDENT	$139,344	$138,947	396	0.28%
BUSINESS AND FINANCE	115,939	109,965	5,974	5.15%
DISTRICT INFO MANAGEMENT	79,530	78,337	1,194	1.50%
SPED ADMINISTRATION	213,749	213,855	(106)	- 0.05%
SCHOOL LEADERSHIP-BUILDING	339,024	344,122	(5,098)	- 1.50%
ACADEMIC LEADERS	35,156	34,987	170	0.48%
EDUCATORS, CLASSROOM	2,882,222	2,864,286	17,935	0.62%
EDUCATORS, SPED	1,136,712	1,017,917	118,796	10.45%
SUBSTITUTES	34,000	62,994	(28,994)	-85.28%
EDUCATIONAL ASSISTANTS	409,665	428,511	(18,846)	- 4.60%
LIBRARIANS & MEDIA CENTER	124,930	123,848	1,082	0.87%
BUILDING BASED PD	20,250	26,797	(6,547)	-32.33%
GUIDANCE COUNSELORS	132,496	132,896	(399)	- 0.30%
PSYCHOLOGICAL SERVICES	115,450	115,450	0	0.00%
MEDICAL/HEALTH SERVICES	98,333	96,089	2,243	2.28%
CUSTODIAL SERVICES	244,643	246,294	(1,652)	- 0.68%
TOTAL SALARIES	**$6,121,442**	**$6,035,294**	**$86,148**	**1.41%**
EXPENDITURES				
SCHOOL COMMITTEE	$6,800	$7,886	(1,086)	-15.97%
SUPERINTENDENT	17,000	17,431	(431)	- 2.53%
LEGAL SERVICES	8,000	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	68,100	68,683	(583)	- 0.86%
SCHOOL LEADERSHIP-BUILDING	22,900	24,911	(2,011)	- 8.78%
SPED SERVICES/SUPPLIES	117,500	86,582	30,918	26.31%
LIBRARIANS & MEDIA CENTER	3,850	3,127	723	18.79%
COURSE REIMBURSEMENT/PD	27,600	22,191	5,409	19.60%
TEXTBOOKS	38,500	36,844	1,656	4.30%
LIBRARY INSTRUCTIONAL MATERIALS	5,000	4,994	6	0.12%
INSTRUCTIONAL EQUIPMENT	12,700	12,126	574	4.52%
GENERAL SUPPLIES	49,600	46,886	2,714	5.47%
CLASSROOM INSTRUCT TECHNOLOGY	22,500	23,065	(565)	- 2.51%
GUIDANCE	3,500	6,107	(2,607)	-74.49%
MEDICAL/HEALTH SERVICES	3,150	1,786	1,364	43.30%
TRANSPORTATION SERVICES	239,879	240,966	(1,087)	- 0.45%
CUSTODIAL SERVICES	21,500	21,611	(111)	- 0.52%
MAINTENANCE OF BUILDINGS	125,550	111,183	14,367	11.44%
UTILITIES	125,500	146,526	(21,026)	-16.75%
TOTAL EXPENDITURES	**$919,129**	**$887,903**	**$31,226**	**3.40%**
TOTAL INDISTRICT OPERATING	**$7,040,571**	**$6,923,197**	**$117,374**	**1.67%**
OOD TUITION & TRANSPORTATION				
TUITION TO NON-PUBLIC/OUT-OF-STATE	$505,000	$459,327	45,673	9.04%
TUITION TO COLLABORATIVES/MA PUBLIC	235,000	336,029	(101,029)	-42.99%
Total Tuition	740,000	795,356	(55,356)	- 7.48%
TRANSPORTATION SERVICES	145,000	178,900	(33,900)	-23.38%
TOTAL OOD	**$885,000**	**$974,255**	**($89,255)**	**-10.09%**
TOTAL OPERATING	**$7,925,571**	**$7,897,452**	**$28,119**	**0.35%**
** Total Charged to CB*	*320,000*	*393,908*	*(73,908)*	

Sherborn Public School

Special Revenue/Revolving Funds as of June 30, 2024

SPECIAL REVENUE / REVOLVING FUNDS	FUND BALANCE @ 07/01/2023	REVENUE	EXPENDITURES/ ENCUMBRANCES	FUND BALANCE @ 06/30/24	*Notes:*
BUILDING RENTAL	$ 79,027	$ 89,010	$ 64,159	$ 103,878	*Expenses include building studies, playground equipment and rental of portable AC units*
CAFETERIA	193,849	209,643	221,192	182,300	*Net of deposits in advance - $11,096*
CIRCUIT BREAKER	-	515,515	393,908	121,607	
GIFT FUND	-	34,271	33,306	965	*Includes expenses for playgound equipment and CSA Educator Grants*
NON-RESIDENT TUITION	8,908	100,000	69,518	39,389	
PINE HILL PRESCHOOL	104,817	83,414	30,442	157,788	*Net of deposits in advance - $16,265*
SAWIN GIFT FUND	34,213		26,829	7,384	*Includes expenses for outdoor learning space*
FIDUCIARY FUND					
STUDENT ACTIVITY FUND	$ 987			$ 2,007	*Student Activity Fund balance per Town*

Sherborn Public Schools
Status of Appropriations as of September 17, 2024

SALARIES	FY25 BUDGET	EXPENDED 17-Sep	ENCUMBRANCES	TOTAL PROJECTED	OPERATING VARIANCE/ BUD.REMAINING	% of BUDGET
SUPERINTENDENT	$142,711	$0	$142,712	$142,712	(1)	0.00%
BUSINESS AND FINANCE	119,935	0	116,812	116,812	3,123	2.60%
DISTRICT INFO MANAGEMENT	81,610	0	81,578	81,578	32	0.04%
SPED ADMINISTRATION	219,893	35,000	198,760	233,760	(13,867)	- 6.31%
SCHOOL LEADERSHIP-BUILDING	350,888	86,171	259,663	345,834	5,054	1.44%
ACADEMIC LEADERS	35,746	0	36,447	36,447	(701)	- 1.96%
EDUCATORS, CLASSROOM	3,108,513	233,214	2,697,916	2,931,130	177,384	5.71%
EDUCATORS, SPED	1,039,608	76,003	851,586	927,589	112,019	10.78%
SUBSTITUTES	34,000	642	2,000	2,642	31,358	92.23%
EDUCATIONAL ASSISTANTS	394,948	42,558	390,611	433,169	(38,221)	- 9.68%
LIBRARIANS & MEDIA CENTER	127,553	23,306	131,782	155,088	(27,535)	-21.59%
BUILDING BASED PD	20,250	15,975	0	15,975	4,275	21.11%
GUIDANCE COUNSELORS	145,120	11,561	138,727	150,288	(5,168)	- 3.56%
PSYCHOLOGICAL SERVICES	118,925	9,148	109,777	118,925	0	0.00%
MEDICAL/HEALTH SERVICES	102,556	7,081	96,894	103,976	(1,420)	- 1.38%
CUSTODIAL SERVICES	256,925	57,790	185,627	243,417	13,508	5.26%
TOTAL SALARIES	**$6,299,181**	**$598,448**	**$5,440,894**	**$6,039,342**	**$259,840**	**4.12%**
EXPENDITURES						
SCHOOL COMMITTEE	$6,800	$0	$4,616	$4,616	2,184	32.12%
SUPERINTENDENT	17,950	16,750	868	17,618	332	1.85%
LEGAL SERVICES	8,000	2,500	2,500	5,000	3,000	37.50%
DISTRICT INFO MANAGEMENT	67,700	26,281	20,331	46,612	21,088	31.15%
SCHOOL LEADERSHIP-BUILDING	22,900	18,673	2,274	20,947	1,953	8.53%
SPED SERVICES/SUPPLIES	96,000	6,481	3,947	10,428	85,572	89.14%
LIBRARIANS & MEDIA CENTER	3,850	2,130	0	2,130	1,720	44.67%
COURSE REIMBURSEMENT/PD	27,600	405	6,080	6,485	21,115	76.50%
TEXTBOOKS	60,000	61,443	356	61,798	(1,798)	- 3.00%
LIBRARY INSTRUCTIONAL MATERIALS	6,000	395	1,071	1,466	4,534	75.56%
INSTRUCTIONAL EQUIPMENT	12,700	2,228	8,994	11,223	1,477	11.63%
GENERAL SUPPLIES	49,000	17,569	4,462	22,032	26,968	55.04%
CLASSROOM INSTRUCT TECHNOLOGY	22,500	21,854	7,627	29,481	(6,981)	-31.03%
GUIDANCE	3,500	1,811	271	2,082	1,418	40.52%
MEDICAL/HEALTH SERVICES	2,275	1,124	52	1,176	1,099	48.31%
TRANSPORTATION SERVICES	245,854	0	245,854	245,854	0	0.00%
CUSTODIAL SERVICES	21,500	9,042	858	9,900	11,600	53.95%
MAINTENANCE OF BUILDINGS	126,500	37,572	51,909	89,482	37,018	29.26%
UTILITIES	133,000	6,220	130,031	136,251	(3,251)	- 2.44%
TOTAL EXPENDITURES	**$933,629**	**$232,480**	**$492,101**	**$724,581**	**$209,048**	**22.39%**
TOTAL INDISTRICT OPERATING	**$7,232,810**	**$830,928**	**$5,932,995**	**$6,763,923**	**$468,888**	**6.48%**
OOD TUITION & TRANSPORTATION						
TUITION TO NON-PUBLIC/OUT-OF-STATE	$352,000	$8,936	$84,701	$93,637	$258,363	73.40%
TUITION TO COLLABORATIVES/MA PUBLIC	512,000	64,015	602,038	666,052	(154,052)	-30.09%
Total Tuition	864,000	72,950	686,739	759,689	104,311	12.07%
TRANSPORTATION SERVICES	145,000	27,261	269,000	296,261	(151,261)	-104.32%
TOTAL OOD	**$1,009,000**	**$100,211**	**$955,739**	**$1,055,950**	**($46,950)**	**- 4.65%**
TOTAL OPERATING	**$8,241,810**	**$931,139**	**$6,888,733**	**$7,819,873**	**$421,938**	**5.12%**
** Total Charged to CB*	*375,000*	*16,725*	*385,480*	*402,205*	*(27,205)*	

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

PINE HILL IMPROVEMENT PLAN

2024-2025

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.

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

PINE HILL IMPROVEMENT PLAN

2024-2025

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

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: For the 2024-2025 academic year we will work to strengthen the Multi-Tiered System of Supports (MTSS) structures and systems within our elementary school to ensure equitable access to high-quality instruction and interventions for all students, leading to improved academic, social-emotional, and behavioral outcomes.

ACTION STEPS	PERSON(S) RESPONSIBLE	ANTICIPATED OUTCOMES & EVIDENCE
Implement a school-wide Positive Behavior Intervention Support (PBIS) system in all 3 Tiers. • Streamline expectations and instruction of positive behavior across all spaces (Tier 1) • Celebrate, and positively reinforce student success. (Tier 1) • Develop matrices of behavioral expectations and educator responses. (Tier 1-3) • Utilize restorative practices to repair harm done (Tier 2 & 3) • Solidify and increase counseling services for students who qualify for Tier 2 and 3 supports	Principal Assistant Principal Special Education Coordinator Instructional Coaches Educators SEL Team	A noticeable reduction in behavioral incidents across school spaces will indicate that streamlined expectations and clear instructional practices are effectively promoting positive behavior. An increase in positive behavior referrals and student recognition events will show that celebrating and reinforcing student success enhances student engagement and morale. The expansion of counseling services and restorative practices will lead to fewer repeated behavioral offenses

		among students receiving Tier 2 and 3 interventions.
Systematize Tier 2 & 3 processes through assessment refinement. ● Administer DIBELS testing through grade 5 (ELA) ● Use additional phonics screeners in Kindergarten & 1 (ELA) ● Implement 95% group phonics lesson library (ELA) ● Pilot additional assessments in STAR (Math and ELA) ● Engage in sub-group-specific data analysis through data team structures ● Pilot *Bridges* curriculum for intervention and WIN blocks (Math)	Principal Assistant Principal Instructional Coaches Educators	The use of new data during data team meetings and 6-week intervention cycles will illustrate that data-driven decision-making improves the effectiveness of interventions and supports, leading to better student progress and achievement.

SCHOOL IMPROVEMENT GOAL 2: For the 2024-2025 academic year we will work to enhance student achievement and engagement in mathematics through the successful implementation of a new mathematics curriculum and the integration of best mathematical practices. We aim to create a dynamic learning environment where all students have the opportunity to excel in mathematics and develop the critical thinking skills necessary for success in the 21st century.

ACTION STEPS	PERSON(S) RESPONSIBLE	ANTICIPATED OUTCOMES & EVIDENCE
Implementation of the new curriculum, *Reveal.* ● Provide Professional development for all educators through school coaching structures and skilled staff developers ● Establish structures for teacher collaboration vertically within the school and across both elementary schools ● Support PLC Leader to focus on math strategies and support for new curriculum ● Administer common assessments across the grades, within *Reveal* and using *Bridges* and *IXL*	Principal Assistant Principal Special Education Coordinator Instructional Math Coach Educators	Increased math scores on MCAS, IXL, and student surveys regarding a positive math mindset. Additionally, high engagement recorded through teacher observations will demonstrate that effective instructional strategies and active student participation lead to improved academic achievement.

PINE HILL IMPROVEMENT PLAN

2024-2025

Integration of Best Mathematical Practices • Employ coaches to identify and disseminate best mathematical practices based on current research and evidence-based strategies. • Utilize PCL structures for collaborative planning among teachers to incorporate best practices into daily instruction, such as problem-solving, inquiry-based learning, and real-world applications. • Provide ongoing support and resources for teachers to implement best practices effectively, including coaching, peer observation, and access to instructional materials.	Principal Assistant Principal Special Education Coordinator Instructional Math Coach Educators	Participation of teachers in math professional development, increased engagement in math as demonstrated through observations, and the implementation of math-based student learning goals as part of formal evaluation cycles will show that targeted professional growth and clear instructional objectives enhance math instruction and student outcomes.

SCHOOL IMPROVEMENT GOAL 3: For the 2024-2025 academic year, we will work to enhance communication and strengthen connections with caregivers by implementing regular, transparent updates on student progress and school events through multiple channels, including digital platforms and in-person meetings. We aim to foster a collaborative environment where caregivers feel informed, involved, and empowered to support their children's educational journey.

ACTION STEPS	PERSON(S) RESPONSIBLE	ANTICIPATED OUTCOMES & EVIDENCE
Implementation of ParentSqaure • Train educators to ensure usage consistency • Send at least one classroom communication weekly through ParentSqaure • Publish bi-weekly administrative newsletters, including a teaching and learning section through ParentSqaure Caregiver Feedback • Hold caregiver “conversation and cupcakes” to share school-based happenings four times per year • Entry plan caregiver survey	Principal Assistant Principal Educators	Increased communication, reflected in higher ParentSquare usage statistics, will demonstrate that enhanced family engagement strengthens the home-school connection and supports student success. Feedback provided by caregivers through entry plan surveys and principal “cupcakes and conversation” will show that actively seeking and valuing family input fosters a collaborative school community and guides continuous improvement efforts.

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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.

- 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.

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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

DRAFT

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 Nathanial 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: the 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

- 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

SHERBORN SCHOOL COMMITTEE (updated)	
	2024-25
Chair	Christine Walsh
Secretary	Kristen Aberle
Finance	
Warrants	Christine Walsh
Subcommittees	
Superintendent's Evaluation *Coordinates evaluation of the superintendent per DESE guidelines*	Christine Walsh
Union #50 *Three voting members (from each of the Dover and Sherborn School Committees) responsible for employment of the superintendent*	Christine Walsh Kristen Aberle Becca Hammond
Personnel *Reviews and approves sick bank requests*	Becca Hammond
Negotiations *Participates in the collective bargaining process with the Dover Sherborn Educational Association*	Becca Hammond
Search Committees *Participates in search committees for administrative positions as needed*	Megha Kadiyala
Policy *Revises and proposes policies as needed for joint review by the school committees; conducts periodic policy manual reviews; identifies required policy review cycles*	Christine Walsh
Buildings & Facilities *Collaborates with the Business Administrator and Director of Facilities on annual approval of the Capital Plan*	Christine Walsh
Liaisons *Serves as the key point of contact with each organization; attends meetings as requested*	
Pine Hill CSA (meets monthly; contact TBD)	Megha Kadiyala

School Advisory Council (meets monthly; contact Allison Gullingsrud)	Megha Kadiyala
Challenge Success (meets monthly; contact Ellen Chagnon)	Nathaniel Jackson
DS AIDE (meets as needed; contact Beth McCoy)	Nathaniel Jackson
METCO (meets as needed; contact Monique Marshall Veale)	Megha Kadiyala
SEPAC (meets monthly; contact Kate McCarthy)	Kristen Aberle
Wellness (meets annually; contact Kate McCarthy)	Kristen Aberle
Task Forces	
Communication (meets as needed; contact Denny Conklin)	Kristen Aberle

Approved 6/11/2024

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

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

Approved 6/13/2024

Dover School Committee
Meeting of May 13, 2024

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

1) **Call to Order**

Liz Grossman called the meeting to order 6:30 pm.

2) Community Comments - none.

3) Superintendent Comments - Beth McCoy provided a brief update on recent and upcoming events in the District including the recent Challenge Success conference hosted by DS.

4) Financial Reports

- Warrant Report
- FY24 Monthly Report as of April 30th
  - Salaries: there are no changes since the last report
  - Expenditures: there are no material variances to report.
  - Out of District: due to the level of our FY24 OOD expenditures in comparison with FY23 expenditures, Chickering qualified for a special one-time CB Reserve Relief reimbursement payment. Approximately $200,000 in additional reimbursement is anticipated. This payment reflects an early distribution of FY25 expected CB reimbursement versus additional reimbursement and will be deducted from next year's payments.
- FY25 Budgets - Chickering's operating budget and the capital project budget were approved at the Annual Town Meeting.

5) **Discussion Items**

- Student Handbook: 1st read - the proposed changes were summarized and discussed.

6) Action Items

- Policy Manual Updates: 2nd read

Jessica Hole made a motion to approve the changes to the Policy Manual. Jeff Cassidy seconded.
24-09 VOTE: 5 - 0

- Non-Resident Student Tuition Revolving Fund - the Connections Program (a special education program) is moving to Chickering next year and there is the potential for students from Pine Hill attending the program. As tuition will be collected for Sherborn students who do attend, the Administration recommends the establishment of a Non-Resident Student Tuition Revolving Fund as provided in MGL Chapter 71, Section 71F.

Tuition payments received will be deposited into this fund and expenses incurred in connection with the education of these students may be appropriated from this fund.

Goli Sepehr made a motion to establish a Non-Resident Student Tuition Revolving Fund as allowed un Chapter 71, Section 71F of the MA General Law. Jeff Cassidy seconded.
24-10 VOTE: 5 - 0

- FY25 Non-Resident Student Tuition - in anticipation of Pine Hill students attending the Connections Program, the Administration requested approval of the tuition rate for FY25. The rate is based on the most current per-pupil in-district costs (FY23) posted on DESE's website.

Jeff Cassidy made a motion to set the tuition rate for students attending Chickering Elementary School from outside the district, as approved by the Superintendent per School Committee Policy JFABE, at $21,822 for the 2024-2025 school year and that any additional support service costs be added to an individual student's tuition based on a fair share of those additional services as computed by Administration. Jessie Hole seconded.
24-11 VOTE: 5 - 0

7) Consent Items

- ACED Recommendation - 1.0 stipend for Chickering Rainbow Club leaders.
- Approval of Minutes: March 14 & April 2, 2024

Martha Castle made a motion to approve the Consent Agenda. Jeff Cassidy seconded.
24-12 VOTE: 5 - 0

8) **Informational Items**

- Chickering Newsletters
- Regional School Committee minutes of February 6 & March 5, 2024
- Sherborn School Committee minutes of March 12, 2024

9) Items for June 4, 2024 Meeting

Liz Grossman was recognized and thanked for her years of commitment to the Dover School Committee.

10) Adjournment at 7:03 pm.

Respectfully submitted,
Amy Davis

Approved 6/11/2024

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

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

Approved 6/11/2024

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