



# Dover School Committee

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**Tuesday, October 24, 2023**

**6:30 PM**

**Dover-Sherborn Middle School Library**

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

## **AGENDA**

- 1. Call to Order**
- 2. Community Comments**
  - [Zoom Link](#) (Meeting ID: 828 0571 4017; Passcode: 318411)
- 3. Superintendent Comments**
- 4. Financial Reports**
  - Warrant Report
  - FY24 Monthly Report
- 5. Discussion Items**
  - October Enrollment Report
  - School Committee FY25 Budget Guidance
- 6. Action Items**
  - Approve the FY25 Capital Plan (included in FY24 Monthly Report)
- 7. Consent Items**
  - Approval of Minutes - September 26, 2023
- 8. Informational Items**
  - Dover Elementary Principal's Report
  - MCAS Results
  - Regional School Committee Minutes – September 12, 2023
  - Sherborn School Committee Minutes – September 19, 2023
- 9. Items for November 21, 2023 Meeting**
- 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.



# **Dover-Sherborn Public Schools**

## **Dover School Committee Meeting**

**Tuesday, October 24, 2023**

**6:30 PM**

# Superintendent's Update



- **Open Houses**
- **Challenge Success Panel**
- **District Events**
  - **Challenge Success: Well-Balanced Student**  
November 8 @ 6:30 PM, Mudge Auditorium
  - **Challenge Success: Well-Balanced Child**  
TBD
  - **Superintendent State of the District**  
January 24 @ 6:30 PM, Middle School Library
  - **Restorative Practices**  
February 7 @ 6:30 PM, Middle School Library
  - **Portrait of a Graduate: Industry Panel**  
March 7 @ 6:30 PM, Sherborn Town Library
  - **Portrait of a Graduate: College Panel**  
March 27 @ 6:30PM, Dover Town Library



# Superintendent's Update



## Calendar Task Force



**May 23, 6:30 PM, Zoom**

**Outline process**

**June 7, 6:30 PM, Zoom**

**Finalize community survey**



**September 6, 6:30 PM, Zoom**

**Launch survey & conduct research**

**October 4, 6:30 PM, MS Library**

**Review survey results & research**



**November 1, 6:30 PM, MS Library**

**Develop proposals & gather feedback**

**November 29, 6:30 PM, MS Library**

**Finalize proposal**

**January 10, 6:30 PM, TBD**

**(Will meet if needed)**



**January 30, 6:30 PM, MS Library**

**Present proposal to school committees**

# Superintendent's Update

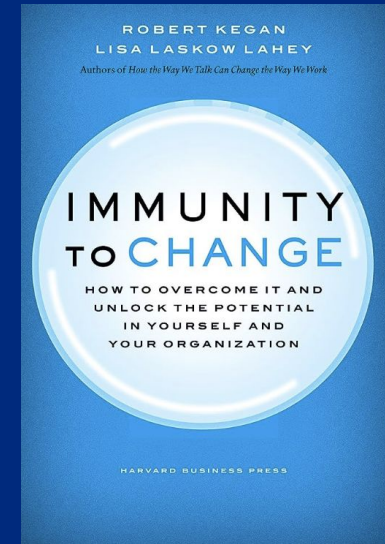


- **NSIP**

- Weekly Meeting with Coach
- 4 In-Person Day Sessions
- 5 Remote Morning Sessions

- **REDI Series**

- Foundations 2: Learning Series for District Leaders
- Adaptive Leadership Case Consultancy



# Assistant Superintendent's Update



- Elementary PLC meetings, Data Team meetings & Mystery Reader!
- IDEAS course
- Teacher Student Learning & Professional Practice Goals
- Planning for November 27 PD Day
- SEL Fly Five pilot





## **Sample Student Learning Goal:**

By the end of the academic year, I will enhance student learning by prioritizing the application of skills and content in real-world contexts, maintaining high expectations, and promoting equitable access through the implementation of Universal Design for Learning (UDL) principles.



## **Sample Professional Practice Goal:**

In order to support a thriving community of caring and connectedness within my classroom, I will deeply integrate Responsive Classroom Practices with fidelity as well as Positive Behavioral Interventions and Supports (PBIS) principles. This will be evident through increased student engagement and empowerment, increased positive behavior, and a classroom atmosphere where every student feels valued and included.

**Other goals around the math pilot, SEL pilot, new IEP, Best Practices**

# SEL Fly Five Pilot



## **What is it Fly Five?**

Social emotional learning curriculum that focuses on developing students' skills of: cooperation, assertiveness, responsibility, empathy and self control.

## **Why Fly Five?**

We chose this program because it is aligned with the CASEL standards as well as Responsive Classroom.

## **What does the pilot entail?**

At least one teacher per grade will be piloting 3 of the Fly Five units in their classrooms (2 lessons a week). Chickering & Pine Hill pilot teachers will meet regularly with the SEL coach to debrief.

## **How will the effectiveness of Fly Five be measured?**

Walkthroughs and observations, teacher feedback/focus groups, student feedback/focus groups; tracking SEL interventions.

*Potential full scale adoption of curriculum 2024-2025*



# October Enrollment Report



- Total Enrollment - Chickering School



| OCTOBER 1    | Students   |
|--------------|------------|
| Preschool    | 24         |
| Kindergarten | 62         |
| Grade 1      | 75         |
| Grade 2      | 89         |
| Grade 3      | 66         |
| Grade 4      | 96         |
| Grade 5      | 87         |
| <b>TOTAL</b> | <b>499</b> |

# October Enrollment Report



- Demographics - Chickering School



|                        | 2023          | 2018          | 2013          |
|------------------------|---------------|---------------|---------------|
| English Learners       | 8 (1.6%)      | 12 (2.6%)     | 19 (3.8%)     |
| Special Education      | 16%           | 16%           | 12%           |
| Out of District        | 34 (district) | 51 (district) | 49 (district) |
| Asian                  | 12%           | 15%           | 8%            |
| Black/African American | 2%            | 4%            | 3%            |
| Hispanic/Latino        | 4%            | 4%            | 3%            |
| Multi-Race             | 7%            | 4%            | 3%            |
| White                  | 73%           | 73%           | 83%           |

# 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

TO: Dover School Committee  
FROM: Dawn Fattore, Business Administrator  
DATE: October 20, 2023  
RE: Approved FY24 Warrants

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

| <u>Voucher #</u> | <u>Date</u> | <u>Amount</u> | <u>Fund</u>         |
|------------------|-------------|---------------|---------------------|
| 1025             | 9/21/2023   | \$59,899.19   | General-OOD         |
| 1027             | 9/21/2023   | \$1,899.44    | SPED 240 Grant      |
| 1028             | 9/21/2023   | \$3,018.00    | SPED 252 Grant      |
| 1029             | 9/21/2023   | \$13,796.56   | Food Service        |
| 1030             | 9/21/2023   | \$54,017.10   | General-School      |
| 1032             | 10/12/2023  | \$300.00      | ESSER III           |
| 1033             | 10/12/2023  | \$1,434.98    | SPED 240 Grant      |
| 1034             | 10/12/2023  | \$64,549.71   | General-OOD         |
| 1035             | 10/12/2023  | \$63,426.16   | General-School      |
| 1037             | 10/19/2023  | \$33,696.50   | Food Service        |
| 1038             | 10/19/2023  | \$28,628.88   | General-OOD         |
| 1039             | 10/19/2023  | \$93,339.30   | Circuit Breaker     |
| 1040             | 10/19/2023  | \$190.32      | SPED 240 Grant      |
| 1041             | 10/19/2023  | \$567.00      | Preschool Revolving |
| 1042             | 10/19/2023  | \$17,072.41   | General-School      |

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

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TO: Dover School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: FY24 Operating Update and FY25-FY29 Capital Plan  
DATE: October 20, 2023

Attached please find:

- \* Status of Appropriations as of September 30, 2023
- \* FY25 Capital Plan including FY26-FY29 Forecast

## Status of Appropriations

### Salaries

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

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

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

### Expenditures

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

### Out-of-District

Tuition encumbrances are reflected for all out-of-district placements as of September 30<sup>th</sup>. We currently have 24 placements, six (6) more than budgeted. The total negative variance in tuition costs is approximately **\$915,000**. This is comprised of **\$610,000** from new placements and **\$450,000** from changes in placements, offset by **\$145,000** of savings from students leaving and graduating early. This is a significant variance and could continue to fluctuate as the year progresses. We will keep the Committee updated on changes. As we estimated FY24 Circuit Breaker (CB) to be at least \$1.0 million, we have the funding necessary to cover the variance at this time without requesting additional funds from the Town. We are awaiting the final CB details but do know that tuition costs are being fully funded at the 75% mandated rate and transportation costs at 57%. Transportation costs will be encumbered next month once we receive the final roster of riders with associated costs from ACCEPT.

## **Prior Year Capital Projects Update and FY25-FY29 Capital Plan**

The FY24 flooring project, which included all classroom spaces in the 2-3 wing, was completed this summer. The fire control panel replacement is scheduled to be completed over February break. The equipment was late in arriving and given the nature of the work it was recommended the work be completed during an extended school break.

We are presenting a draft of the 5-year capital plan to the Committee for your initial approval and submittal to the Town's Capital Budget Committee based on their October due date. We will continue to review these items and meet with the Committee's Building and Facilities representative prior to your budget meeting in November and provide updates as applicable.

## **FY25 Budget Review**

In preparation for the FY25 Budget process, we will spend a few minutes at the meeting going over the basics/key areas of the budget as well as the timeline. In addition, the Committee can share any specific guidance to be added to the development of the first version to be presented next month.

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

Dover Public Schools  
Status of Appropriations as of September 30, 2023

| <b>SALARIES</b>                         | <b>FY24</b>         | <b>EXPENDED</b>    |                     | <b>TOTAL</b>        | <b>OPERATING</b>                   | <b>% of</b>    |
|---|---------------------|--------------------|---------------------|---------------------|------------------------------------|----------------|
|   | <b>BUDGET</b>       | <b>THUR 9/30</b>   | <b>ENCUMBRANCES</b> | <b>PROJECTED</b>    | <b>VARIANCE/<br/>BUD.REMAINING</b> | <b>BUDGET</b>  |
| SUPERINTENDENT                          | \$139,344           | \$0                | \$137,298           | \$137,298           | 2,046                              | 1.47%          |
| BUSINESS AND FINANCE                    | 115,968             | 0                  | 117,733             | 117,733             | (1,765)                            | - 1.52%        |
| DISTRICT INFO MANAGEMENT                | 79,530              | 0                  | 79,233              | 79,233              | 297                                | 0.37%          |
| SPED ADMINISTRATION                     | 213,268             | 16,894             | 198,850             | 215,744             | (2,476)                            | - 1.16%        |
| SCHOOL LEADERSHIP-BUILDING              | 391,163             | 103,108            | 291,685             | 394,793             | (3,630)                            | - 0.93%        |
| ACADEMIC LEADERS                        | 37,080              | 0                  | 32,938              | 32,938              | 4,143                              | 11.17%         |
| EDUCATORS, CLASSROOM                    | 3,740,807           | 439,642            | 3,258,890           | 3,698,532           | 42,275                             | 1.13%          |
| EDUCATORS, SPED                         | 921,271             | 114,503            | 930,163             | 1,044,666           | (123,395)                          | -13.39%        |
| SUBSTITUTES                             | 45,000              | 2,420              | 1,824               | 4,244               | 40,756                             | 90.57%         |
| EDUCATIONAL ASSISTANTS                  | 761,941             | 59,789             | 537,258             | 597,047             | 164,894                            | 21.64%         |
| LIBRARIANS & MEDIA CENTER               | 63,262              | 7,570              | 58,034              | 65,604              | (2,342)                            | - 3.70%        |
| BUILDING BASED PD                       | 16,875              | 32,598             | 0                   | 32,598              | (15,723)                           | -93.17%        |
| GUIDANCE COUNSELORS                     | 128,288             | 14,999             | 114,996             | 129,995             | (1,707)                            | - 1.33%        |
| PSYCHOLOGICAL SERVICES                  | 99,399              | 12,066             | 92,504              | 104,570             | (5,171)                            | - 5.20%        |
| MEDICAL/HEALTH SERVICES                 | 96,286              | 9,326              | 81,996              | 91,321              | 4,965                              | 5.16%          |
| CUSTODIAL SERVICES                      | 225,536             | 34,717             | 158,978             | 193,695             | 31,841                             | 14.12%         |
| <b>TOTAL SALARIES</b>                   | <b>\$7,075,018</b>  | <b>\$847,631</b>   | <b>\$6,092,378</b>  | <b>\$6,940,009</b>  | <b>\$135,009</b>                   | <b>1.91%</b>   |
| <b>EXPENDITURES</b>                     |                     |                    |                     |                     |                                    |                |
| SCHOOL COMMITTEE                        | \$10,650            | \$5,279            | \$322               | \$5,600             | 5,050                              | 47.42%         |
| SUPERINTENDENT                          | 17,300              | 16,251             | 0                   | 16,251              | 1,049                              | 6.06%          |
| LEGAL SERVICES                          | 9,000               | 2,500              | 2,500               | 5,000               | 4,000                              | 44.44%         |
| DISTRICT INFO MANAGEMENT                | 84,500              | 44,859             | 8,244               | 53,103              | 31,397                             | 37.16%         |
| SCHOOL LEADERSHIP-BUILDING              | 18,158              | 10,824             | 1,465               | 12,288              | 5,870                              | 32.33%         |
| CLASSROOM CONTRACTED SERVICES           | 3,500               | 825                | 0                   | 825                 | 2,675                              | 76.44%         |
| SPED SERVICES/SUPPLIES                  | 110,200             | 15,948             | 22,019              | 37,967              | 72,233                             | 65.55%         |
| LIBRARIANS & MEDIA CENTER               | 13,860              | 5,140              | 1,108               | 6,248               | 7,612                              | 54.92%         |
| COURSE REIMBURSEMENT/PD                 | 34,900              | 1,860              | 4,480               | 6,340               | 28,560                             | 81.83%         |
| TEXTBOOKS & RELATED SOFTWARE            | 41,000              | 39,937             | 1,729               | 41,666              | (666)                              | - 1.62%        |
| LIBRARY INSTRUCTIONAL MATERIALS         | 6,100               | 2,580              | 3,024               | 5,604               | 496                                | 8.13%          |
| INSTRUCTIONAL EQUIPMENT                 | 17,500              | 1,889              | 9,447               | 11,336              | 6,164                              | 35.22%         |
| GENERAL SUPPLIES                        | 63,050              | 29,647             | 13,651              | 43,298              | 19,752                             | 31.33%         |
| CLASSROOM INSTRUCT TECHNOLOGY           | 24,000              | 20,006             | 3,686               | 23,692              | 308                                | 1.29%          |
| GUIDANCE                                | 3,500               | 0                  | 0                   | 0                   | 3,500                              | 100.00%        |
| MEDICAL/HEALTH SERVICES                 | 2,600               | 688                | 0                   | 688                 | 1,912                              | 73.55%         |
| TRANSPORTATION SERVICES                 | 268,305             | 0                  | 273,412             | 273,412             | (5,107)                            | - 1.90%        |
| CUSTODIAL SERVICES                      | 25,000              | 4,932              | 79                  | 5,011               | 19,989                             | 79.96%         |
| UTILITIES                               | 257,500             | 20,799             | 196,414             | 217,213             | 40,287                             | 15.65%         |
| MAINTENANCE OF BUILDING                 | 135,500             | 40,235             | 41,666              | 81,901              | 53,599                             | 39.56%         |
| <b>TOTAL EXPENDITURES</b>               | <b>\$1,146,123</b>  | <b>\$264,198</b>   | <b>\$583,245</b>    | <b>\$847,443</b>    | <b>\$298,680</b>                   | <b>26.06%</b>  |
| <b>TOTAL INDISTRICT OPERATING</b>       | <b>\$8,221,141</b>  | <b>\$1,111,829</b> | <b>\$6,675,623</b>  | <b>\$7,787,452</b>  | <b>\$433,689</b>                   | <b>5.28%</b>   |
| <b>OOD TUITION &amp; TRANSPORTATION</b> |                     |                    |                     |                     |                                    |                |
| TUITION TO MA SCHOOLS                   | 0                   | 0                  | 178,031             | 178,031             | (178,031)                          | 100.00%        |
| TUITION TO COLLABORATIVES               | 310,000             | 20,216             | 347,506             | 367,722             | (57,722)                           | -18.62%        |
| TUITION TO NON-PUBLIC SCHOOL            | 1,695,000           | 420,211            | 1,842,800           | 2,263,011           | (568,011)                          | -33.51%        |
| TUITION TO OUT OF STATE SCHOOLS         | 180,000             | 79,275             | 215,422             | 294,697             | (114,697)                          | -63.72%        |
| TRANSPORTATION SERVICES                 | \$372,500           | \$523              | \$6,550             | \$7,073             | 365,427                            | 98.10%         |
| <b>TOTAL OOD</b>                        | <b>\$2,557,500</b>  | <b>\$520,225</b>   | <b>\$2,590,310</b>  | <b>\$3,110,534</b>  | <b>(\$553,034)</b>                 | <b>-21.62%</b> |
| <b>TOTAL OPERATING</b>                  | <b>\$10,778,641</b> | <b>\$1,632,053</b> | <b>\$9,265,933</b>  | <b>\$10,897,986</b> | <b>(\$119,345)</b>                 | <b>- 1.11%</b> |
| <b>CB Reimbursement offset at 75%</b>   |                     |                    |                     | tbd                 | tbd                                |                |
| <b>Est. Operating Expenses/ Surplus</b> |                     |                    |                     | <b>\$10,897,986</b> | <b>(\$119,345)</b>                 |                |

Dover School Committee  
 10/20/2023  
 Updated:

For fiscal year 2025 please list your capital requests in rank order according to importance/necessity

| Capital Item Requested                       | Is the Requested Item an Addition or a Replacement? | Trade-In Value or Grant Potential (if any) | Estimated Acquisition Cost |             |           |          |          | NOTES for FY25:  |
|--|---|--|----------------------------|-------------|-----------|----------|----------|--|
|  |   |  | 2025                       | 2026        | 2027      | 2028     | 2029     |  |
| Flooring, classrooms by wing                 | Replacement   |  | \$140,000                  |             |           |          |          | Classroom floors in 4/5 Wing - requesting updated quote and evaluating timing - could be moved to a future FY.   |
| Roof Covering - all                          | Replacement   |  |                            | \$900,000   |           |          |          | Continue to evaluate replacement timing - currently no identified issues   |
| Roof top HVAC Units (4)                      | Replacement   |  |                            | \$100,000   |           |          |          | Evaluate replacement timing and research possibility of increasing capacity of one unit to cover cafeteria space |
| Library, carpet tiles                        | Replacement   |  |                            |             | \$20,000  |          |          |  |
| Boilers (2)                                  | Replacement   |  |                            |             | \$260,000 |          |          |  |
| Roof top HV unit (air handler - 3 each year) | Replacement   |  |                            |             | \$86,000  |          | \$88,000 |  |
| <b>Total Capital Request</b>                 |   |  | \$140,000                  | \$1,000,000 | \$366,000 | \$88,000 | \$0      |  |

## 2023-2024 Chickering School Enrollments

| As of:              | SEPT 1st | OCT 1st    |  |  |  |  |  |  |  |
|---------------------|----------|------------|--|--|--|--|--|--|--|
| <b>Pre-School</b>   |          |            |  |  |  |  |  |  |  |
| Caitlyn Kilgallon   |          | 10         |  |  |  |  |  |  |  |
| Keri Windsor        |          | 14         |  |  |  |  |  |  |  |
| <b>PreK- Total</b>  | <b>0</b> | <b>24</b>  |  |  |  |  |  |  |  |
| <b>Kindergarten</b> |          |            |  |  |  |  |  |  |  |
| Melissa Baker       |          | 16         |  |  |  |  |  |  |  |
| Nancy Powers        |          | 15         |  |  |  |  |  |  |  |
| Alisa Saunders      |          | 15         |  |  |  |  |  |  |  |
| Alison Parker       |          | 16         |  |  |  |  |  |  |  |
| <b>K-Total</b>      | <b>0</b> | <b>62</b>  |  |  |  |  |  |  |  |
| <b>Grade 1</b>      |          |            |  |  |  |  |  |  |  |
| Jodi Emerson        |          | 19         |  |  |  |  |  |  |  |
| Laurette Ulrich     |          | 19         |  |  |  |  |  |  |  |
| Ashley Oleyer       |          | 19         |  |  |  |  |  |  |  |
| Amy Cohn            |          | 18         |  |  |  |  |  |  |  |
| <b>1st-Total</b>    | <b>0</b> | <b>75</b>  |  |  |  |  |  |  |  |
| <b>Grade 2</b>      |          |            |  |  |  |  |  |  |  |
| Michelle Hugo       |          | 18         |  |  |  |  |  |  |  |
| Renee Grady         |          | 17         |  |  |  |  |  |  |  |
| Laurie Moran        |          | 18         |  |  |  |  |  |  |  |
| Kim Delaney         |          | 18         |  |  |  |  |  |  |  |
| Devon Vanaria       |          | 18         |  |  |  |  |  |  |  |
| <b>2nd-Total</b>    | <b>0</b> | <b>89</b>  |  |  |  |  |  |  |  |
| <b>Grade 3</b>      |          |            |  |  |  |  |  |  |  |
| Andrea Welch        |          | 17         |  |  |  |  |  |  |  |
| Kristen Kraeutler   |          | 17         |  |  |  |  |  |  |  |
| Alison Vetere       |          | 15         |  |  |  |  |  |  |  |
| Leslie Loughlin     |          | 17         |  |  |  |  |  |  |  |
| <b>3rd-Total</b>    | <b>0</b> | <b>66</b>  |  |  |  |  |  |  |  |
| <b>Grade 4</b>      |          |            |  |  |  |  |  |  |  |
| Meredith Merritt    |          | 19         |  |  |  |  |  |  |  |
| Gioia Cianciarulo   |          | 19         |  |  |  |  |  |  |  |
| Jim Keohane         |          | 20         |  |  |  |  |  |  |  |
| Donna Power         |          | 20         |  |  |  |  |  |  |  |
| Cathy Chiavarini    |          | 18         |  |  |  |  |  |  |  |
| <b>4th-Total</b>    | <b>0</b> | <b>96</b>  |  |  |  |  |  |  |  |
| <b>Grade 5</b>      |          |            |  |  |  |  |  |  |  |
| Corinne Cummings    |          | 22         |  |  |  |  |  |  |  |
| Jonathan Schenker   |          | 21         |  |  |  |  |  |  |  |
| Tara Lowney         |          | 22         |  |  |  |  |  |  |  |
| Christine Atkinson  |          | 22         |  |  |  |  |  |  |  |
| <b>5th-Total</b>    | <b>0</b> | <b>87</b>  |  |  |  |  |  |  |  |
| <b>TOTAL</b>        | <b>0</b> | <b>499</b> |  |  |  |  |  |  |  |



# DRAFT

## Dover School Committee Meeting of September 26, 2023

Members Present: Liz Grossman  
Goli Sepehr  
Jess Hole

Also Present: Beth McCoy, Superintendent  
Denny Conklin, Assistant Superintendent  
Deb Reinemann, Principal

### 1) Call to Order

Liz Grossman called the meeting to order in the Middle School Library at 6:33 pm.

### 2) Community Comments - none.

### 3) Reports

- Superintendent Report - Beth McCoy presented a brief update from her office and thanked all who worked hard to ensure a smooth opening to the school year.
- Assistant Superintendent Report - Denny Conklin provided an update on the Math Curriculum pilot program.
- Principal's Report - Dr. Reinemann highlighted the opening of school and upcoming events at Chickering.
- Warrant Report

### 4) FY23 Budget Closeout

- Salaries - the year ended with a positive variance of \$29,695 (.44%). During the year, two EA positions were converted to a SPED Educator to provide more direct instruction to students on IEPs. Other variances resulted from post-FY23 staffing changes, leaves, and coverage for those leaves.
- Expenditures - overall in-district operating expenses were over budget by \$76,675 driven by the significant variance in SPED services based on outside services required to support students on IEPs.
- Out-of-District - costs exceeded budget by \$397,066 (15.8%) based on placement activity throughout the year. There was new placement activity since the June report resulting in additional tuition costs of approximately \$87,000. Budgeted placements for FY23 were 21; actual placements by year end were 26.
- Summary of Results - overall results from operations for FY23 were a negative variance of \$444,046 (4.28%). These unbudgeted costs were offset by the Circuit Breaker reimbursement of \$1,151,763 resulting in a net turn back to the Town of \$707,717.

### 5) 2023-24 School Improvement Plan: second read

*Jess Hole made a motion to approve the 2023-24 School Improvement Plan. Goli Sepehr seconded.  
23-10 VOTE: 3 - 0*

- ### 6) Proposed Gift: Basketball Court - over the past several years, planning discussion have taken place between School Administration, Dover Parks and Recreation, and representatives from Hoops for Hyde regarding renovation of the existing basketball park to create a new regulation size court. The Parks and Recreation Commission met on September 14th and approved the idea of the court addition and will work with School Administration/School Committee to finalize procurement procedures,

## **DRAFT**

usage protocols, and long-term maintenance responsibilities. More information will be shared at a future meeting.

### **7) Consent Agenda**

- Approval of Minutes: June 13, 2023

*Jess Hole made a motion to approve the Consent Agenda. Goli Sepehr seconded.  
23-11 VOTE: 3 - 0*

### **8) Communications**

- 2023-24 Meeting Calendar
- Subcommittee Assignments
- Dover Sherborn Regional School Committee Minutes of June 6, 2023
- Sherborn School Committee Minutes of June 6, 2023

### **9) Adjournment at 7:03 pm.**

Respectfully submitted,  
Amy Davis

# DS

#WeareDS

## Chickering School

Dover Public Schools

29 Cross St.

Dover, MA 02030

Phone: 508-785-0480 Fax: 508-785-9748

[http:// www.doversherborn.org](http://www.doversherborn.org)

Dr. Deb Reinemann  
Principal

Mr. Jim Carnes  
Assistant Principal

Ms. Naomi O'Brien  
Elementary Special  
Education Coordinator

Ms. Laura Driscoll  
Elementary Special  
Education Coordinator

TO: Beth McCoy, Superintendent  
FROM: Deborah Reinemann, Ed.D., Principal  
RE: Principal's Report  
DATE: October 24, 2023

### **Principal's Reflections:**

Parent/Teacher conferences are well underway this month. These meetings are a wonderful opportunity for teachers and caregivers to focus on their child's growth, strengths and their adjustment to a new school year. We are grateful to our families for their continued support and commitment to Chickering.

October is National Bullying Prevention Month: At Chickering, our Counselors and SEL coach teach lessons across K-5 classrooms. These lessons build foundations for self awareness, self management, responsible decision making, social awareness and relationship skills. Students in grades 4 and 5 have had lessons on bullying prevention in order to understand social norms, recognize and respond to conflict, and act as upstanders and allies.

**Academic Academic Spotlight:** This month we hear from first grade:

October is an exciting time to be in first grade. With classroom routines and expectations firmly in place, first graders are strengthening new friendships, gaining confidence as risk-takers and building their stamina to do hard things. With this comes the need to recognize and work at being part of a group: taking turns, sharing materials and respecting each other's strengths and weaknesses. Children are learning appropriate strategies to resolve conflicts that may arise throughout each day.

Our first graders are becoming incredible word detectives! Through a variety of multisensory activities and games, they are identifying, blending and segmenting the sounds within words as they read and write. They enjoy "mapping" our heart words (trick words) each week and figuring out which part of the word makes an unexpected (not learned..yet!) sound.

Every first grader has written a book entitled, I Like, in which they share information about their interests and focus on writing complete sentences.

In math, they are working hard to strengthen their number sense, understanding of place value and early addition skills. The use of manipulatives and other tools are supporting their efforts. As scientists, they are observing the changes in seasons and learning about the characteristics and needs of living and nonliving things. They have completed their “summer” tree observation and illustration and are patiently awaiting a broader change in leaf color before heading outside to sketch and write about their “fall” observations. We are looking forward to our continued time and adventures together this year!

### **Curriculum and Learning and Professional Development**

We have completed our beginning of the year assessments and held data meetings earlier this month. Teachers, Coaches, Interventionists and Administrators poured over grades K through 5 data including, but are not limited to: DIBELs Literacy Assessments, Reading Running Records, Kathy Richardson Assessing Math Concepts, IXL Math Diagnostics, student writing samples, and preliminary MCAS scores. Data meetings were held last week and WIN groups will start the week of October 23.

MCAS results are in and we do not see a dramatic change in our students’ performance over the last three years. Overall, we continue to do well in Mathematics and see room for improvement with our Open Response questions in the ELA assessment. Classroom teachers, Coaches and Administrators will take a deep data dive into the results to assess how our students performed as compared to the Massachusetts State Standards, how this compared to our curricula, and how individual students performed. Preliminary MCAS data was used in the data meetings and will now be used to guide teachers as they plan instruction.

As we look at the data, we look for overall trends, if there are curriculum topics that need to be addressed differently, such as different instruction or timing. Additionally we will investigate to see if there are subgroups of students that performed differently than the average.

### **Safety and Security**

As part of our continued practices, we will have a Shelter in Place drill and a second fire drill in late October or November. In both of these drills we alert the staff and students before the drill. By practicing these emergency drills our students develop the skills, practice and confidence to evacuate safely and follow adult directions to stay safe.

## **Personnel**

We continue to seek a Special Education Assistant and building based substitute.

## **PTO**

Our PTO has generously provided \$5,000 in teacher grant funds which will be used to purchase decodable text for grade 1, SEI materials for grade 2, and a set of the Massachusetts Children's Book Award books for grade 5, among other requests. We are very grateful for their support.

International Night is coming soon! We have plans for over 26 countries to be represented! This evening festival celebrates the histories and traditions of our Chickering community.

# Dover Public Schools

## MCAS Comparisons 2023

Notes: All numbers indicate percentages (%)

| ELA              | Elementary      |      |       |     |                 |      |       |     |                 |      |       |     |
|------------------|-----------------|------|-------|-----|-----------------|------|-------|-----|-----------------|------|-------|-----|
|                  | Grade 3         |      |       |     | Grade 4         |      |       |     | Grade 5         |      |       |     |
|                  | Next Generation |      |       |     | Next Generation |      |       |     | Next Generation |      |       |     |
|                  | Exceed          | Meet | Total | SGP | Exceed          | Meet | Total | SGP | Exceed          | Meet | Total | SGP |
| State            | 7               | 37   | 44    | N/A | 5               | 34   | 39    | 49  | 5               | 39   | 44    | 53  |
| Dover            | 21              | 48   | 69    | N/A | 3               | 52   | 56    | 39  | 8               | 53   | 61    | 52  |
| Acton-Boxborough | 11              | 54   | 64    | N/A | 10              | 51   | 61    | 49  | 11              | 56   | 67    | 53  |
| Belmont          | 18              | 55   | 73    | N/A | 20              | 52   | 72    | 57  | 9               | 61   | 70    | 42  |
| Lexington        | 23              | 49   | 72    | N/A | 18              | 53   | 71    | 60  | 15              | 59   | 74    | 55  |
| Lincoln          | 9               | 43   | 52    | N/A | 9               | 38   | 47    | 48  | 7               | 47   | 54    | 48  |
| Medfield         | 16              | 60   | 75    | N/A | 16              | 53   | 69    | 59  | 10              | 65   | 75    | 53  |
| Sherborn         | 17              | 54   | 71    | N/A | 14              | 40   | 54    | 54  | 20              | 55   | 75    | 65  |
| Sudbury          | 16              | 55   | 71    | N/A | 14              | 60   | 74    | 59  | 7               | 58   | 65    | 48  |
| Wayland          | 13              | 55   | 68    | N/A | 9               | 63   | 73    | 55  | 11              | 61   | 72    | 56  |
| Wellesley        | 29              | 46   | 75    | N/A | 20              | 54   | 74    | 60  | 22              | 54   | 76    | 61  |
| Weston           | 28              | 52   | 81    | N/A | 24              | 51   | 75    | 54  | 12              | 63   | 75    | 53  |
| Westwood         | 20              | 51   | 71    | N/A | 17              | 47   | 64    | 58  | 18              | 60   | 79    | 62  |

| MATH             | Elementary      |      |       |     |                 |      |       |     |                 |      |       |     |
|------------------|-----------------|------|-------|-----|-----------------|------|-------|-----|-----------------|------|-------|-----|
|                  | Grade 3         |      |       |     | Grade 4         |      |       |     | Grade 5         |      |       |     |
|                  | Next Generation |      |       |     | Next Generation |      |       |     | Next Generation |      |       |     |
|                  | Exceed          | Meet | Total | SGP | Exceed          | Meet | Total | SGP | Exceed          | Meet | Total | SGP |
| State            | 8               | 33   | 41    | N/A | 8               | 37   | 45    | 53  | 5               | 36   | 41    | 55  |
| Dover            | 23              | 42   | 65    | N/A | 17              | 62   | 79    | 49  | 10              | 61   | 71    | 43  |
| Acton-Boxborough | 14              | 39   | 53    | N/A | 15              | 49   | 64    | 53  | 16              | 48   | 64    | 55  |
| Belmont          | 23              | 51   | 74    | N/A | 27              | 49   | 76    | 52  | 20              | 48   | 68    | 48  |
| Lexington        | 30              | 43   | 73    | N/A | 34              | 44   | 78    | 64  | 27              | 50   | 77    | 51  |
| Lincoln          | 14              | 30   | 44    | N/A | 9               | 37   | 46    | 46  | 2               | 46   | 47    | 45  |
| Medfield         | 17              | 61   | 78    | N/A | 20              | 62   | 82    | 62  | 13              | 61   | 74    | 52  |
| Sherborn         | 11              | 47   | 58    | N/A | 24              | 53   | 77    | 67  | 5               | 69   | 74    | 62  |
| Sudbury          | 17              | 48   | 65    | N/A | 17              | 57   | 74    | 54  | 13              | 50   | 64    | 47  |
| Wayland          | 25              | 42   | 67    | N/A | 30              | 55   | 85    | 66  | 16              | 61   | 77    | 55  |
| Wellesley        | 29              | 51   | 80    | N/A | 27              | 54   | 81    | 52  | 23              | 55   | 78    | 59  |

|                 |    |    |    |     |    |    |    |    |    |    |    |    |
|-----------------|----|----|----|-----|----|----|----|----|----|----|----|----|
| <b>Weston</b>   | 34 | 47 | 81 | N/A | 35 | 42 | 77 | 54 | 15 | 49 | 64 | 47 |
| <b>Westwood</b> | 19 | 50 | 69 | N/A | 19 | 55 | 74 | 55 | 18 | 60 | 79 | 63 |

| <b>STE</b>              | <b>Elementary</b>      |             |              |            |
|-------------------------|------------------------|-------------|--------------|------------|
|                         | <b>Grade 5</b>         |             |              |            |
|                         | <b>Next Generation</b> |             |              |            |
|                         | <b>Exceed</b>          | <b>Meet</b> | <b>Total</b> | <b>SGP</b> |
| <b>State</b>            | 8                      | 33          | 41           | N/A        |
| <b>Dover</b>            | 8                      | 52          | 60           | N/A        |
| <b>Acton-Boxborough</b> | 25                     | 44          | 69           | N/A        |
| <b>Belmont</b>          | 29                     | 44          | 73           | N/A        |
| <b>Lexington</b>        | 26                     | 47          | 73           | N/A        |
| <b>Lincoln</b>          | 14                     | 41          | 55           | N/A        |
| <b>Medfield</b>         | 16                     | 51          | 66           | N/A        |
| <b>Sherborn</b>         | 10                     | 53          | 63           | N/A        |
| <b>Sudbury</b>          | 18                     | 52          | 70           | N/A        |
| <b>Wayland</b>          | 17                     | 55          | 72           | N/A        |
| <b>Wellesley</b>        | 28                     | 45          | 72           | N/A        |
| <b>Weston</b>           | 22                     | 54          | 76           | N/A        |
| <b>Westwood</b>         | 28                     | 48          | 76           | N/A        |

Approved October 10, 2023

**Dover-Sherborn Regional School Committee**  
Meeting of September 12, 2023

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

**1) Call to Order**

Judi Miller called the meeting to order at 5:33 pm in the Middle School Library.

**2) Community Comments - none**

**3) Financial Reports**

- FY23 Closeout - Total revenues exceeded budgeted revenues by \$119,938 (.44%) comprised of the following variances: neg variance in Chapter 70 of \$17,974 due to changes in School Choice/Charter School enrollments; transportation reimbursement higher than projected by \$86,900 (80% rate); negative variance in Athletic/Activity fees of \$58,942; and positive variance of \$110,848 due to interest income. The operating budget ended the year with a surplus of \$273,702 (1.01%) comprised of the following variances: positive variance of \$113,119 in salaries; and positive variance of \$160,583 in expenditures. Net result of operations was a surplus of \$393,640. The Committee approved several uses of E&D funds for FY24 including \$275,000 for capital projects and \$160,000 for the FY24 operating budget leaving a proposed certified E&D fund balance of \$1,139,855.
- P-card - with more and more vendors not accepting purchase orders, including Professional Development vendors, the Administration would like enroll in a program referred to as a P-card which mimics a credit card process for municipal entities. The recommended program is supported by Massachusetts Association of Business Officials). A request for authorization as well as a set of operating procedures at November's meeting.
- Warrant Report

**4) Reports**

- Superintendent Report - Beth McCoy provided an update from her office including the welcoming of 50 new employees to the district and a thanks to all that worked so hard to repair the damage to the middle school library in time for the opening of school.
- Assistant Superintendent Report - Denny Conklin spoke about the addition of a math specialist at the Middle School.
- DSHS Principal's Report - John Smith reviewed the provided report and answered questions.
- DSMS Principal's Report - Ann Dever-Keegan reviewed the provided report and answered questions.

**5) DSHS School Improvement Plan: Second Read - the school improvement plan, which is based on the findings of the Superintendent Entry Plan, was presented for approval.**

*Angie Johnson made a motion to approve the DSHS School Improvement Plan. Mark Healey seconded.  
23-08 VOTE: 5 - 0*

**6) DSMS School Improvement Plan: Second Read - the school improvement plan, which is based on the findings of the Superintendent Entry Plan, was presented for approval.**



**Approved October 10, 2023**

*Maggie Charron made a motion to approve the DSMS School Improvement Plan. Kate Potter seconded.  
23-09 VOTE: 5 - 0*

**7) Consent Agenda**

- Mudge Foundation Donation - \$75,000 for the Bleacher capital project
- Approval of Minutes: June 6, 2023

*Maggie Charron made a motion to approve the Consent Agenda. Kate Potter seconded.  
23-10 VOTE: 5 - 0*

**8) Communication**

- 2023-24 School Committee Meeting Schedule
- Subcommittee Assignments
- Dover School Committee Minutes of May 16, 2023
- Sherborn School Committee Minutes of May 9, 2023

**9) Items for October 10, 2023 DS Regional School Committee Meeting**

**10) Adjournment at 6:32 pm.**

Respectfully submitted, Amy Davis

**Sherborn School Committee**  
Meeting of September 19, 2023

Members Present: Dennis Quandt  
Amanda Brown  
Kristen Aberle  
Christine Walsh  
Rebecca Hammond

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

**1) Call to Order**

Dennis Quandt called the meeting to order at 5:31 pm in the Sherborn Town Hall.

**2) Community Comments** - Richard Robinson spoke in favor of installing AC at Pine Hill and gave some advice given what he learned while getting AC installed at DSMS.

**3) Reports**

- Superintendent Report - Beth McCoy presented a brief update from her office and thanked all who worked hard to ensure a smooth opening to the school year.
- Pine Hill Ari Quality/Cooling Strategies - with the recent three-day heat wave of high 80's and low 90's, freestanding air cooler units were brought in to cool the library wing, auditorium, and hallways. However, the units could not keep up with the temperature and humidity levels resulting in one early release day and one "hybrid day" that included utilizing spaces at the Sherborn Library for two grade levels. Given the continued humidity levels, these units have been kept onsite. The rental cost will be approximately \$10,000 and is being assessed to the Building Rental Fund. The Administration is in discussions to request an engineering study to provide viable options for cooling strategies at Pine Hill. In addition, the Administration is looking into expanding the scope of the Space Needs Audit at the Region to determine the future needs of the Pine Hill School building given its aging structures. An update including more detailed information will be provided at the October meeting.
- Assistant Superintendent Report - Denny Conklin provided an update on the Math Curriculum pilot program.
- Principal's Report - Dr. Brown highlighted the opening of school and upcoming events at Pine Hill.
- Warrant Report

**4) FY23 Budget Closeout**

- Salaries - the year ended with a \$27,195 positive variance resulting primarily from net savings from post-FY23 budget staffing changes.
- Expenditures - there was a small negative variance of \$1,663 for FY23.
- Out-of-District - tuition and transportation costs were \$311,450 over budget as of June 30th. At Sherborn's Annual Town Meeting on April 25th, it was voted to transfer \$50,000 from the SPED Stabilization Fund and approve additional appropriations of \$250,000 to cover the unfunded OOD tuition costs. The negative variance resulted from unanticipated placements as well as changes in placements that resulted in higher costs.
- Summary of Results - net deficit of \$285,917 which was covered by the \$300,000 of additional appropriations approved by the Town leave \$14,083 of unused appropriations.

**5) Pine Hill School Improvement Plan: second read** - there were no significant changes made from the last reading.

*Christine Walsh made a motion to approve the Pine Hill School Improvement Plan. Becca Hammond seconded.*

*23-10 VOTE: 5 - 0*

**Approved 10/17/2023**

**6) Consent Agenda**

- Approval of Minutes: June 6, 2023 - correct misspellings as noted

*Christine Walsh made a motion to approve the Consent Agenda as amended. Amanda Brown seconded.  
23-11 VOTE: 5 - 0.*

**7) Communications**

- 2023-24 Meeting Calendar
- Subcommittee Assignments
- Dover Sherborn Regional Committee minutes of June 6, 2023
- Dover School Committee Minutes May 15, 2023

**8) Items for October 17, 2023 meeting**

**9) Adjournment at 6:20 pm.**

Respectfully submitted,  
Amy Davis