

**Dover School Committee**  
**Meeting**  
**January 22, 2019**  
**7:15 pm**  
**Chickering Elementary School**  
**Library**

**AGENDA**

1. Call to Order
2. Community Comments
3. Reports:
  - Principal's Report – Ms. Dayal
  - Assistant Superintendent Report – Ms. McCoy
  - Superintendent Report – Dr. Andrew Keough
  - Warrant Report
4. 2018 Academic Testing
  - MCAS
5. FY19 Monthly Financial Report
  - Status of Appropriations
6. Proposed FY20 Operating Budget - *will be presented at meeting*
  - Special Education Programming
  - Additional Budget Update and Continued Discussion
7. Consent Agenda **A.R.**
  - Dover School Committee Minutes November 20, 2018
  - Town Report
8. Communications (For Members Information)
  - Dover Sherborn Regional School Committee Minutes November 6 and December 4, 2018
9. Items for March 4, 2019 Meeting
10. Adjournment

*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 Dover Sherborn Public Schools do not discriminate on the basis of age, race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.



The Public Schools of Dover and Sherborn  
157 Farm Street  
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Dr. Andrew W. Keough, Superintendent  
Ms.Elizabeth M. McCoy, Assistant Superintendent  
Ms. Debbie Dixson, Director of Special Education  
Ms. Dawn Fattore, Business Manager

Chickering School  
29 Cross Street  
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Ms. Laura Dayal  
Principal

Dr. Deb Reinemann  
Assistant Principal

Ms. Laura Driscoll  
Special Education  
Team Chair

TO: Dr. Andrew Keough, Superintendent  
FROM: Ms. Laura Dayal, Principal, Chickering Elementary School  
RE: Principal's Monthly Report  
DATE: January 18, 2019

### **Principal's Reflections**

The second Principal's Coffee was held January 17<sup>th</sup> and Team Chair Laura Driscoll and Guidance Counselor Cynthia Shapiro joined me to talk about Social Emotional Learning (SEL) at the elementary level, which tied into the district strategic plan and Special Education Review recommendations for SEL supports. We discussed the Zones of Regulation and Open Circle curriculum, and Social Thinking, which is a supplemental program. As a community that cares deeply about the overall wellbeing of all the children in our care, we can support all our children and families by being empathetic to the social and emotional learning children are experiencing, along with the reading, writing, and math learning that occurs. As we continue to develop our professional SEL supports within the school, we will continue to support and partner with the Dover community.

### **Curriculum & Learning**

The Grade 5 cohort is the first class of students to experience the Dover Sherborn FLES (Foreign Language in Elementary School) Spanish program for their entire time at Chickering. Now that this group is preparing to enter the middle school, teachers at the region are adjusting their coursework in preparation for experienced world language students this fall. As noted in the last DSC report, in order to ensure a seamless transition for students, the elementary and middle school language teachers have been collaborating through classroom visits across schools and sharing student work samples and video clips. In order to modify the middle school curriculum, resources and instructional practices appropriately, we are trying to gather as much information as possible and will be administering a computer-based assessment. The American Council on the Teaching of Foreign Languages (ACTFL) Assessment of Performance toward

Proficiency in Languages (AAPPL) is designed to assess language proficiency for students in grades 5 through 12. Several classes at both Chickering and Pine Hill will take the assessment the week of January 28th to give us programmatic data and help us plan for next year.

We are tremendously proud of our students' language growth and development and know the Spanish instruction they received at the elementary level will benefit their learning for years to come. We appreciate the community's support of the program and look forward to seeing our students' continued growth as they move through Dover Sherborn Middle School.

### **Professional Development**

Professional Learning Community Leaders have done an outstanding job leading their teams through discussions on cultural responsiveness, modifying instruction and resources to provide children with a deeper understanding of the world culturally, geographically, and socio-economically. Those rich discussions are transferring to students and we are hearing directly back from parents about the positive impact. PLC Leaders are making more advances this year than in the past because we have worked toward a better process for examination, reflection, and change that focuses on a productive collaborative team process, rather than a final product. Even since our return from winter break the PLCs have made great strides. It is due in part to having a PLC Leader at each grade, following approval from the Extra Compensatory Committee to move from four to six PLC/Curriculum Leaders.

Culturally responsive materials ordered for each grade level have come in and are being used. We appreciate the grant funding from PTO and we will continue to support the expansion of culturally responsive resources.

### **DS Professional Growth & Evaluation System Update**

Teams are actively addressing their goals throughout the year. With the common district and school goal of culturally responsiveness, originally submitted by Beth McCoy as an option for administrators to pose to staff, we have high level ideas being shared across grades involving social justice. For example, some kindergarten classes experienced what it was like – temporarily – to be excluded from certain seating in the classroom and an area of the playground, followed by a whole-class discussion about discrimination. In the upper grades students are reading about the immigrant experience and poverty, and how they exist both overseas and here in the U.S. It is an important and fascinating journey for the children and teachers to take together.

### **Personnel**

We have hired several more general education assistants in the upper grades to fill open positions, and we continue to seek an educational assistant to support the Literacy Specialist, following the unanticipated retirement January 2 of Cheryl White.

# The Public Schools of Dover and Sherborn

Dr. Andrew W. Keough, Superintendent

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Ms. Debbie Dixon, Interim Special Ed Director

*Commitment to Community  
Equity and Excellence  
Respect and Dignity  
Climate of Care*

To: Dr. Andrew Keough, Superintendent

From: Elizabeth McCoy, Assistant Superintendent

Re: January School Committee meeting - Dover

Date: January 17, 2019

## **MATHEMATICS CURRICULUM REVIEW**

The community feedback portion of the curriculum review process will begin the week of January 15. Surveys will be given to students, teachers and parents/guardians relative to the Mathematics program's effectiveness in achieving standards of best practice as outlined by the Department of Elementary and Secondary Education, the National Council of Teachers of Mathematics, and the New England Association of Schools and Colleges. The online portal will be open for approximately 3 weeks and data collected will be analyzed by Mathematics educators as they develop a five year action plan for continued improvement.

## **FLES PROGRAM**

As we continue to plan for the matriculation of our first cohort of FLES students at the region, elementary and middle school teachers have been visiting each others' classrooms and engaging in conversations around use of the target language, grammar instruction, and integrated performance assessments. Dawn Carney, former K-12 Director of World Language for the Brookline Public Schools will be working with the K-12 team given her experience implementing a district-wide program. Later this month, a sampling of fifth grade students will take the ACTFL Assessment of Performance toward Proficiency in Language (AAPP) to gain an objective measure of students' levels in reading, writing, speaking and listening. This data, in addition to classroom observations and video samples, will allow the middle school team to select appropriate materials and resource as they continue to plan and update their program accordingly.

## **PROFESSIONAL DEVELOPMENT**

In support of our work around cultural proficiency, the district is currently offering the IDEAS 1 course. The Initiatives for Developing Equity and Achievement for Students class began on January 6 and will run through early March. Ten Dover Sherborn educators, in addition to teachers from other local districts, have enrolled in the course and will provide meaningful feedback as we consider offering additional sections and/or integrating it into the expectations for new employees as they progress towards professional teaching status.

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The DS Institute, an opportunity for educators to offer content-rich credit-bearing courses for their peers has returned. Steve Harte offered a course in technology last summer, and Judy Gooen is currently teaching an advanced seminar in “Deepening Your Understanding and Developing Additional Strategies for Teaching Students with Autism Spectrum Disorder and Non-Verbal Learning Disorder.” As the Professional Development Committee and Leadership Team identify future needs, this model will certainly be considered to ensure educators have the tools they need to meet school and district goals.

## **ACADEMIC INNOVATION COMMITTEE**

The Academic Innovation Committee will have its first official meeting on Friday, January 18 from 12-3 in the Pine Hill Auditorium. The Committee will launch its work as it seeks to answer the essential question, “What skills do our graduates need for success in college, career and life in the 21st century?” The Committee will be divided into multiple topic areas and provided resources and materials to review as they prepare to report back findings to the larger group. The screenings of *Most Likely to Succeed* and *Beyond Measure*, in addition to the Industry Think Tank, will also serve as information-gathering components of the research process. The Committee will convene again on April 26 to share sub-group findings and begin to outline skill sets and dispositions. The final session on May 17 will allow the Committee to synthesize its thinking and prepare a draft Portrait of a Graduate to be shared with stakeholders for feedback. Next year’s work will consist of gaining School Committee approval of the Portrait and developing an action plan to ensure that the appropriate programs and structures are in place within our schools to support mastery of the identified competencies.

## **SUPERVISION & EVALUATION**

Given the current QPO pilot program and other feedback gained from educators around the supervision & evaluation process, I recommend that we convene a group this winter to develop a more permanent action research model and consider adoption of the Massachusetts model rubrics. I look forward to working with you and the Dover Sherborn Education Association to improve the process as we strive to provide all educators with targeted and constructive feedback that will impact and improve student learning and outcomes.

## **SAVE THE DATES**

Please save the dates for some exciting upcoming events:

- January 10, 6:30 PM - Screening: *Most Likely to Succeed* (Chickering Auditorium)
- January 24, 6:30 PM - Screening: *Beyond Measure* (Mudge Auditorium)
- March 21, 6:30 PM - Industry Think Tank (Mudge Auditorium)

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Dr. Andrew W. Keough, Superintendent  
Ms. Elizabeth M. McCoy, Assistant Superintendent  
Ms. Deborah Dixon, Interim Director of Special Education  
Ms. Dawn Fattore, Business Administrator

**To: Dover School Committee**

**From: Andrew W. Keough, Ed.D.**

**Date: January 22, 2019**

**RE: Superintendent Report**

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## **Emergency Response Team-**

This past month, following a private meeting with both police Chiefs, we held our second districtwide, Emergency Response Team meeting. The Team, which includes central office and building administrators, counseling staff, and local law enforcement, continues to review our emergency protocols and develop additional protocols, strategies, and practices that ensure the safety of our staff and students. We continue to remain vigilant across the system and to the credit of Ms. Dayal and Ms. Reinemann, the Chickering staff have continued to rehearse their protocols for responding to emergency situations regularly.

## **Joint Meeting of ACCEPT Board of Directors and Business Managers-**

On December 18<sup>th</sup>, I attended a meeting of the ACCEPT Board of Directors (Superintendents) with Dawn Fattore to discuss possible options for responding to an anticipated rise in special education transportation costs for FY20. The increase comes as a result of the withdrawal of one of the larger districts (Framingham) from the ACCEPT transportation program. Although no solution was reached for bringing the increase down on the 18<sup>th</sup>, there will be another meeting of the Board on January 24<sup>th</sup> for further discussion. We will share what we learn in a future budget meeting.

## **School Visits-**

Over the past month and half, I have had a number of opportunities to visit Chickering School (Holiday Concert Dress Rehearsal, Festival of Lights, and Quarterly Meeting). I consistently find that after speaking with staff and students I walk out of the building feeling revitalized and more determined than ever to keep working hard on behalf of the children. At my last visit, kindergarten students, while walking up the stairs, were asked by Ms. Powers to stop say hello. Each of them turned to me, making clear eye contact and said, "Hello Dr. Keough (pronounced many different ways by the little ones!) my name is \_\_\_\_\_. I absolutely loved it and felt special, as for that one very moment each of them was fully engaged. I was fascinated that within one class, students can be so different and have such varying degrees of self-confidence. I gain so much from these visits and was reminded yet again, that in a public schools students come in all shapes and sizes and grow at their individual rates. It is a normal facet of child development.

**Kudos!**- As you can imagine, it is difficult as a school leader to stay focused on those things that really matter to our stakeholders. Critical to this process is maintaining the message of your school(s) by re-emphasizing it regularly. Laura Dayal has consistently done this over the course of the year through her staff and family newsletters. I enjoy and appreciate that Laura uses this medium to emphasize school and district priorities. Her early January faculty newsletter referenced the many ways that Chickering is striving to acknowledge and value every student and she wrote of “every name having a story”. She then went on to connect it to the “all school” Festival of Lights event, at which students joined together to sing songs from all corners of the earth, representing a variety of different faiths and ethnicities. These seemingly simple gestures actually go a long way toward ensuring that our priorities do not become “one hit wonders” and instead become enmeshed in the culture of our schools and “the way we do business”. I want to thank Laura for keeping our Chickering staff, students, and families focused on that which is so important to us all, creating environments where all young people can flourish.

# #WEareDS



IMG-5312 (1).MOV

Sample from Festival of Lights

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*Commitment to Community  
Equity and Excellence  
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Climate of Care*

TO: Dover School Committee  
FROM: Dawn Fattore, Business Administrator  
DATE: January 18, 2019  
RE: Approved Warrants

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

<u>Voucher #</u>	<u>Date</u>	<u>Total</u>	<u>Fund</u>
1024	10/24/2018	\$24,074.63	OOD CB
1025	10/24/2018	\$65,850.25	OOD
1026	10/24/2018	\$1,008.00	TITLE IV
1027	10/24/2018	\$2,057.51	SPED IDEA 240
1028	10/24/2018	\$5,405.77	Café
1029	10/24/2018	\$32,296.61	General
1030	11/7/2018	\$5,324.34	Café
1031	11/7/2018	\$49,125.59	OOD CB
1032	11/7/2018	\$93,550.39	OOD
1033	11/7/2018	\$55,650.66	General
1036	11/20/2018	\$33,493.87	Payroll
1037	11/20/2018	\$5,658.00	Café
1038	11/20/2018	\$741.86	OOD CB
1039	11/20/2018	\$16,673.11	General
1041	12/5/2018	\$76,845.14	OOD CB
1042	12/5/2018	\$32,613.87	Payroll
1043	12/5/2018	\$2,661.02	Café
1044	12/5/2018	\$48,227.02	General
1045	12/5/2018	\$221,310.12	OOD
1046	12/18/2018	\$32,613.87	Payroll
1047	12/18/2018	\$77,571.03	OOD
1048	12/18/2018	\$5,415.62	Café
1049	12/18/2018	\$583.33	TITLE IIA

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1050	12/18/2018	\$63,837.35	OOD CB
1052	12/20/2018	\$28,728.63	General
1053	12/20/2018	\$16,000.00	OOD
1056	1/3/2019	\$38,388.55	OOD
1057	1/3/2019	\$18,464.70	OOD CB
1058	1/3/2019	\$46,247.48	General
1060	1/16/2019	\$5,329.44	Café
1061	1/16/2019	\$55,299.77	OOD CB
1062	1/16/2019	\$85,483.53	OOD
1063	1/16/2019	\$7,008.00	FS Payroll
1064	1/16/2019	\$75,521.37	Payroll
1065	1/16/2019	\$16,564.63	General

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***Commitment to Community  
Equity and Excellence  
Respect and Dignity  
Climate of Care***

To: Dr. Andrew Keough, Superintendent

From: Elizabeth McCoy, Assistant Superintendent

Re: Standardized Testing Reports

Date: November 15, 2018

Attached please find the following documents:

- MCAS 2018 Scores - ELA, Math, Science

While all data is included in this packet, Dover Sherborn High School Department Heads will provide subject-specific analyses of the AP, SAT, SAT II, and ACT data for the December meeting.

As for MCAS data, students in grades 3-8 participated in the Next Generation exams in English Language Arts and Mathematics during the Spring 2018 administration; assessments in grades 4, 5, 7 and 8 were computer-based. Grade 10 exams (English Language Arts and Mathematics), and all Science exams (grades 5, 8, and 10) were of the older “legacy” format.

While only half of Massachusetts students in grades 3-8 scored in the Meeting Expectations or Exceeding Expectations categories, between 71% and 90% of Dover Sherborn students scored in the Meeting Expectations or above categories in English Language Arts, and between 73% and 86% in Mathematics. Given that the Next Generation assessments establish higher expectations than previous MCAS exams, our strong performance is indicative of the rigor and higher order thinking skills inherent in the Dover Sherborn curriculum.

When compared to like districts, Dover Sherborn students continue to perform similarly, if not above their peers. Specifically, our students outperformed those from comparable towns in grade 3 English Language Arts & Mathematics (Dover), grade 4 Mathematics (Dover & Sherborn) and grade 5 Mathematics (Sherborn).

While we are exceptionally proud of the achievement of our students, we must remember that standardized tests are only one measure of their abilities. As the Academic Innovation Committee develops a Portrait of a Graduate, we will strengthen our focus on skills such as data analysis, critical thinking, problem solving, collaboration, leadership, adaptability, and creativity, all of which are more accurately measured via performance-based assessments. Research has shown that students who master these “soft skills” not only perform exceedingly well on standardized tests but are better prepared for the real-world problems they will face in college, career, and life.

# Dover Sherborn Public Schools

## MCAS Comparisons 2018

Notes: All numbers indicate percentages (%); 2018 data includes scores for out of district students

<b>MATH</b>	Elementary									Middle									High					
	Grade 3			Grade 4			Grade 5			Grade 6			Grade 7			Grade 8			Grade 10					
	Next Generation			Next Generation			Next Generation			Next Generation			Next Generation			Next Generation			Legacy					
	Exceed	Meet	Total	Exceed	Meet	Total	Adv.	Prof.	Total															
<b>State</b>	10	40	<b>50</b>	7	41	<b>48</b>	5	41	<b>46</b>	7	40	<b>47</b>	7	39	<b>46</b>	9	41	<b>50</b>	51	27	<b>78</b>			
<b>Dover</b>	22	62	<b>84</b>	29	57	<b>86</b>	22	58	<b>80</b>															
<b>Sherborn</b>	18	58	<b>77</b>	14	66	<b>80</b>	15	67	<b>82</b>															
<b>Dover-Sherborn</b>										25	54	<b>78</b>	21	54	<b>75</b>	22	51	<b>73</b>	84	15	<b>99</b>			
<b>Belmont</b>	36	43	<b>79</b>	24	54	<b>78</b>	21	54	<b>75</b>	29	50	<b>79</b>	31	45	<b>76</b>	31	47	<b>78</b>	79	14	<b>93</b>			
<b>Lexington</b>	26	49	<b>75</b>	26	51	<b>77</b>	22	59	<b>80</b>	31	47	<b>79</b>	39	48	<b>87</b>	40	50	<b>90</b>	89	8	<b>97</b>			
<b>Medfield</b>	11	56	<b>67</b>	15	55	<b>70</b>	15	58	<b>73</b>	7	62	<b>70</b>	23	53	<b>75</b>	11	62	<b>73</b>	79	17	<b>96</b>			
<b>Wayland</b>	22	54	<b>76</b>	16	58	<b>74</b>	11	58	<b>69</b>	30	50	<b>80</b>	27	48	<b>75</b>	32	51	<b>83</b>	75	18	<b>92</b>			
<b>Wellesley</b>	20	56	<b>76</b>	9	59	<b>68</b>	12	60	<b>72</b>	15	58	<b>74</b>	16	65	<b>80</b>	14	62	<b>77</b>	82	14	<b>96</b>			
<b>Weston</b>	24	48	<b>73</b>	21	54	<b>76</b>	15	64	<b>79</b>	25	54	<b>79</b>	34	48	<b>82</b>	18	58	<b>76</b>	84	12	<b>96</b>			
<b>Westwood</b>	17	53	<b>70</b>	20	57	<b>78</b>	14	63	<b>76</b>	12	57	<b>69</b>	13	51	<b>64</b>	17	54	<b>71</b>	83	13	<b>96</b>			
<b>Cohasset</b>	13	55	<b>68</b>	8	52	<b>61</b>	2	60	<b>63</b>	5	50	<b>55</b>	2	60	<b>62</b>	2	55	<b>57</b>	67	28	<b>95</b>			
<b>Harvard</b>	16	56	<b>71</b>	11	60	<b>70</b>	14	60	<b>74</b>	0	58	<b>58</b>	18	59	<b>77</b>	6	54	<b>60</b>	80	11	<b>91</b>			
<b>Hopkinton</b>	22	57	<b>79</b>	13	61	<b>74</b>	11	63	<b>73</b>	20	57	<b>77</b>	24	54	<b>78</b>	44	42	<b>85</b>	87	9	<b>96</b>			

Note: 15% increase Grade 3 Sherborn; 18% increase Grade 4 Dover; 8% increase Grade 5 Dover; 11% increase Grade 5 Sherborn; 12% decrease Grade 8; 1% increase Grade 10

# Dover Sherborn Public Schools

## MCAS Comparisons 2018

Notes: All numbers indicate percentages (%); 2018 data includes scores for out of district students

<b>STE</b>	Elementary			Middle			High			
	Grade 5			Grade 8			Grade 10			
	Legacy			Legacy			Legacy			
	Adv.	Prof.	Total	Adv.	Prof.	Total	Adv.	Prof.	Total	4 year
<b>State</b>	18	30	<b>48</b>	4	31	<b>35</b>	32	43	<b>75</b>	
<b>Dover</b>	46	33	<b>79</b>							
<b>Sherborn</b>	44	35	<b>80</b>							
<b>Dover-Sherborn</b>				14	57	<b>71</b>	75	21	<b>96</b>	
<b>Belmont</b>	51	30	<b>80</b>	19	53	<b>72</b>	59	34	<b>94</b>	
<b>Lexington</b>	37	37	<b>74</b>	18	53	<b>72</b>	68	26	<b>95</b>	
<b>Medfield</b>	21	43	<b>64</b>	1	35	<b>36</b>	59	35	<b>94</b>	
<b>Wayland</b>	30	38	<b>69</b>	14	54	<b>68</b>	59	37	<b>96</b>	
<b>Wellesley</b>	32	32	<b>65</b>	10	53	<b>63</b>	59	35	<b>93</b>	
<b>Weston</b>	33	44	<b>77</b>	16	57	<b>74</b>	54	37	<b>91</b>	
<b>Westwood</b>	39	42	<b>80</b>	6	52	<b>59</b>	58	36	<b>94</b>	
<b>Cohasset</b>	18	38	<b>56</b>	2	31	<b>32</b>	51	43	<b>94</b>	
<b>Harvard</b>	38	39	<b>77</b>	8	50	<b>58</b>	66	32	<b>98</b>	
<b>Hopkinton</b>	32	40	<b>72</b>	14	54	<b>69</b>	63	33	<b>96</b>	

Notes: 11% increase Grade 5 Dover; 12% decrease Grade 5 Sherborn; 8% decrease Grade 8; 3% decrease Grade 10

# Dover Sherborn Public Schools

## MCAS Comparisons 2018

Notes: All numbers indicate percentages (%); 2018 data includes scores for out of district students

<b>ELA</b>	Elementary									Middle									High		
	Grade 3			Grade 4			Grade 5			Grade 6			Grade 7			Grade 8			Grade 10		
	Next Generation			Next Generation			Next Generation			Next Generation			Next Generation			Next Generation			Legacy		
	Exceed	Meet	Total	Adv.	Prof.	Total															
<b>State</b>	9	43	52	10	43	53	6	48	54	10	41	51	8	38	46	8	43	51	51	40	91
<b>Dover</b>	13	77	90	21	60	80	27	52	79												
<b>Sherborn</b>	18	52	71	20	55	74	19	64	83												
<b>Dover-Sherborn</b>										29	53	82	18	63	81	27	57	83	87	13	100
<b>Belmont</b>	24	55	80	34	49	83	20	59	79	26	52	78	19	52	71	24	52	76	73	25	98
<b>Lexington</b>	18	58	75	27	49	77	27	55	81	40	42	82	29	51	80	39	47	85	81	17	98
<b>Medfield</b>	11	56	67	15	57	72	13	66	79	13	58	71	9	56	65	7	53	59	73	24	97
<b>Wayland</b>	13	69	82	18	52	70	9	67	76	37	42	79	24	53	78	27	59	86	73	25	98
<b>Wellesley</b>	20	56	76	24	55	79	19	62	82	27	53	80	22	59	81	16	62	78	72	26	98
<b>Weston</b>	34	50	84	38	44	82	23	58	72	28	49	78	16	61	77	33	48	81	78	22	99
<b>Westwood</b>	22	54	76	32	50	82	19	67	87	30	47	77	11	53	65	18	47	65	78	20	98
<b>Cohasset</b>	9	66	75	21	61	82	19	57	76	16	56	72	7	53	60	17	58	74	83	16	99
<b>Harvard</b>	3	55	58	30	46	76	19	64	83	15	57	73	24	57	81	18	54	73	84	16	100
<b>Hopkinton</b>	30	52	82	20	61	81	17	70	88	25	51	76	8	55	63	23	55	78	80	20	100

Notes: 20% increase Grade 3 Dover; 13% increase Grade 3 Sherborn; 16% increase Grade 4 Dover; 9% decrease Grade 4 Sherborn

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)

Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

Ms. Debbie Dixson, Interim Special Ed Director

*Commitment to Community  
Equity and Excellence  
Respect and Dignity  
Climate of Care*

TO: Andrew Keough, Superintendent  
FROM: Dawn Fattore, Business Administrator  
RE: FY19 Operating Update  
DATE: January 18, 2019

Attached please find the Status of Appropriations as of January 17, 2019.

**Status of Appropriations**

Salaries

We are still projecting a positive salary variance to date of approx. \$190,000 based on several post-budget staffing changes including two retirements and staffing reassignments. A significant portion of this variance represents the unfilled teaching position for the Strategic Learning Center due to the current student cohort. A portion of the remaining balance for educational assistants represents open positions that are currently being filled. We are assuming full utilization of the substitute budget in our projections.

Expenditures

There are no expenditure variances to report to date.

Out-of-District

There have been no changes to out-of-district placements since our report in November. We are continuing to project a negative variance in tuitions of **\$47,000**.

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

Dover Public Schools  
Status of Appropriations as of January 17, 2019

	<u>FY19</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THUR 1/17</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/ BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$133,685	\$78,623	\$56,159	\$134,782	(1,097)	- 0.82%
BUSINESS AND FINANCE	111,660	64,855	44,511	109,366	2,294	2.05%
DISTRICT INFO MANAGEMENT	74,310	43,347	30,957	74,304	6	0.01%
SPED ADMINISTRATION	213,279	105,698	113,811	219,510	(6,231)	- 2.92%
SCHOOL LEADERSHIP-BUILDING	357,294	192,339	164,955	357,294	0	0.00%
ACADEMIC LEADERS/QPO	28,404	10,381	10,381	20,763	7,641	26.90%
TEACHERS, CLASSROOM	3,117,049	1,217,957	1,933,608	3,151,565	(34,516)	- 1.11%
TEACHERS, SPED	906,878	297,664	448,895	746,559	160,319	17.68%
SUBSTITUTES	45,000	22,623	3,619	26,242	18,758	41.68%
EDUCATIONAL ASSISTANTS	650,542	287,423	313,479	600,902	49,640	7.63%
LIBRARIANS & MEDIA CENTER	106,300	20,392	32,628	53,020	53,280	50.12%
BUILDING BASED PD	16,875	13,275	0	13,275	3,600	21.33%
GUIDANCE COUNSELORS	100,970	38,835	62,135	100,970	0	0.00%
PSYCHOLOGICAL SERVICES	73,663	28,332	45,331	73,663	0	0.00%
MEDICAL/HEALTH SERVICES	84,053	34,057	51,487	85,543	(1,490)	- 1.77%
CUSTODIAL SERVICES	244,382	128,987	100,787	229,774	14,608	5.98%
<b>TOTAL SALARIES</b>	<b>\$6,264,343</b>	<b>\$2,584,788</b>	<b>\$3,412,743</b>	<b>\$5,997,531</b>	<b>\$266,812</b>	<b>4.26%</b>
<b><u>EXPENDITURES</u></b>						
SCHOOL COMMITTEE	\$10,650	\$9,790	\$794	\$10,584	66	0.62%
SUPERINTENDENT	16,600	13,293	0	13,293	3,307	19.92%
LEGAL SERVICES	7,500	5,000	0	5,000	2,500	33.33%
DISTRICT INFO MANAGEMENT	76,800	63,259	404	63,663	13,137	17.11%
SCHOOL LEADERSHIP-BUILDING	12,150	10,236	510	10,746	1,404	11.55%
CLASSROOM CONTRACTED SERVICES	7,700	1,800	0	1,800	5,900	76.62%
SPED SERVICES/SUPPLIES	49,600	23,440	17,282	40,723	8,877	17.90%
LIBRARIANS & MEDIA CENTER	14,150	8,038	0	8,038	6,112	43.19%
COURSE REIMBURSEMENT/PD	33,300	10,091	1,490	11,581	21,719	65.22%
TEXTBOOKS & RELATED SOFTWARE	50,800	25,373	110	25,483	25,317	49.84%
LIBRARY INSTRUCTIONAL MATERIALS	5,575	2,117	0	2,117	3,458	62.03%
INSTRUCTIONAL EQUIPMENT	21,000	8,412	7,172	15,584	5,416	25.79%
GENERAL SUPPLIES	60,550	33,560	1,957	35,517	25,033	41.34%
CLASSROOM INSTRUCT TECHNOLOGY	5,000	6,814	0	6,814	(1,814)	-36.29%
GUIDANCE	650	674	0	674	(24)	- 3.69%
MEDICAL/HEALTH SERVICES	4,500	1,178	156	1,335	3,165	70.34%
TRANSPORTATION SERVICES	218,057	105,609	104,271	209,880	8,177	3.75%
CUSTODIAL SERVICES	25,000	18,019	265	18,284	6,716	26.87%
UTILITIES	216,500	102,942	96,156	199,098	17,402	8.04%
MAINTENANCE OF BUILDING	123,500	80,837	29,876	110,714	12,786	10.35%
<b>TOTAL EXPENDITURES</b>	<b>\$959,582</b>	<b>\$530,483</b>	<b>\$260,443</b>	<b>\$790,927</b>	<b>\$168,655</b>	<b>17.58%</b>
<b>TOTAL INDISTRICT OPERATING</b>	<b>\$7,223,924</b>	<b>\$3,115,271</b>	<b>\$3,673,186</b>	<b>\$6,788,457</b>	<b>\$435,467</b>	<b>6.03%</b>
<b><u>OOD TUITION &amp; TRANSPORTATION</u></b>						
TUITION TO MA SCHOOLS	171,855	51,058	217,025	268,083	(96,228)	-55.99%
TUITION TO COLLABORATIVES	388,549	121,668	130,554	252,222	136,327	35.09%
TUITION TO NON-PUBLIC SCHOOL	1,961,517	1,103,899	1,065,792	2,169,691	(208,174)	-10.61%
TUITION TO OUT OF STATE SCHOOLS	390,626	131,611	138,146	269,757	120,869	30.94%
TRANSPORTATION SERVICES	\$301,371	\$182,973	\$117,911	\$300,884	487	0.16%
<b>TOTAL OOD</b>	<b>\$3,213,918</b>	<b>\$1,591,209</b>	<b>\$1,669,428</b>	<b>\$3,260,637</b>	<b>(\$46,719)</b>	<b>- 1.45%</b>
<b>TOTAL OPERATING</b>	<b>\$10,437,842</b>	<b>\$4,706,480</b>	<b>\$5,342,614</b>	<b>\$10,049,095</b>	<b>\$388,748</b>	<b>3.72%</b>
<b>CB Reimbursement offset at 72%</b>				<b>(\$1,090,146)</b>	<b>\$1,090,146</b>	
<b>Est. Operating Expenses/ Surplus</b>				<b>\$8,958,949</b>	<b>\$1,478,894</b>	

## DRAFT

### Dover School Committee Meeting of November 20, 2018

Members Present: Henry Spalding, Chair  
Brooke Matarese, Secretary  
Rachel Spellman  
Michael Jaffe  
Adrian Hill

Also Present: Dr. Andrew Keough Superintendent  
Beth McCoy, Assistant Superintendent  
Dawn Fattore, Business Manager  
Laura Dayal, Principal

#### 1) Call to Order

Mr. Spalding called the meeting to order at 8:38 am in the Chickering conference room.

#### 2) Community Comments - None

#### 3) Reports

- a) Principal's Report - Ms. Dayal highlighted items from her report and answered questions from Committee members.
- b) Assistant Superintendent Report - Ms. McCoy spoke about:
  - Professional Development - The PD Committee held its first meeting and assessed progress on the implementation of the professional development plan.
  - Academic Innovation Committee - the first meeting is scheduled for January 18th with community wide events being held on January 10th and March 21st geared towards exploring skills needed to students to be successful in college, career, and life.
  - Global Symposium - several members of the administration attended the EF Global Symposium which brought together global leaders, national organizations, and local educators to explore the skills needed for success in the year 2050,
  - FLES - the region continues to plan and prepare for the arrival of its first cohort of FLES (Foreign Language in Elementary School) students in the fall of 2019.
- c) Superintendent Report - Dr. Keough reviewed his report and highlighted the following items:
  - Special Education Re-Organization Update - since the October Joint School Committee meeting, the administration has been working to develop more defined job descriptions for each staff member or administrator outlined in the proposed special education re-org for FY20.
  - Challenge Success - Dr. Keough attended the Challenge Success "Fit over Rankings" presentation in Boston in October that focused on why it is critical that young people today look at higher education through new lenses when thinking about where they would like to attend college, specifically on engagement in the college experiment as the primary indicator of student success.

#### 4) FY19 Monthly Financial Report -

The Status of Appropriations as of November 14th was provided:

- Salaries - the majority of salaries have been encumbered for FY19 with the exception of several educational assistant positions that are still being finalized. A projected positive salary variance of \$190,000 is expected due to post-budget staffing changes including two retirements and staffing reassignments.
- Expenditures - there are no variances to report at this early stage.

## DRAFT

- Out-of-District - tuition encumbrances are reflected for the majority of OOD placements but does not account for pending placements. There is currently a projected negative variance of \$48,000 in tuitions.
- Special Revenue/Revolving Funds - the Statement of Activity as of October 31st was provided.

### 5) **Superintendent Goal Reviews** - Dr. Keough discussed each of his goals and reviewed work done to date and/or work to be done:

- Goal 1: Revisit School Start Times
- Goal 2: Improve District/Superintendent Communication
- Goal 3: Ensure that student services for the district are delivered in a consistent, efficient, and effective manner
- Goal 4: Ensure that district remains focused on student wellbeing through emphasis on cultural proficiency, social emotional learning, and student sense of belonging
- Goal 5: Working with the Leadership Team, ensure that all Dover and Sherborn Students are exposed to a rigorous curriculum, that their teachers receive meaningful feedback about their instruction, and that authentic learning experiences and assessments are prioritized in all schools.
- Goal 6: Expand connections with experienced superintendents, continuing with coaching model, participating in job alike meetings, attending relevant conferences on school leadership

### 6) **Vote to approve Pre-K Tuition** - the Administration recommended a 2.5% tuition increase for the 2019-20 school year: Morning 3 days - \$3,880; Morning 4 days - \$5,146; Morning 5 days - \$6,467; and Afternoons per day - \$861.

Mr. Jaffe made a motion to approve the Pre-K Tuition increase of 2.5% for the 2019-20 school year as presented. Mr. Hill seconded.

18-13 VOTE: 5 - 0

### 7) **Proposed FY20 Operating Budget** - Dr. Keough presented the first draft of the FY20 Budget. The operating budget was developed based on guidance from the Warrant Committee, which suggested a level service or reduced expense budget and a general salary increase of 3% for non-contract employees. The draft FY20 budget reflects an overall increase of \$361,369 or 3.46% over FY19 comprised of \$186,420 (2.58%) for in-district expenditures and \$174,949 (5.44%) for OOD expenses.

The primary driver of the in-district budget is enrollment which is projected to have larger growth than the past few years. Enrollment will be closely watched over the next couple months. Contracted salary increases comprise \$184,545 of the overall \$186,420 increase. The primary driver of the OOD budget is number of placements and transportation. The Administration is projecting 30 placements for FY20 with an overall tuition increase of \$21,555. There is a projected 50% increase (\$153,395) is attributable to additional riders and a proposed change to the ACCEPT matrix model. More updates will be provided in January.

Mr. Jaffe made a motion to approve the proposed FY20 budget for the Dover Public Schools in the amount of \$10,. Ms. Spellman seconded.

18-15 VOTE: 5 - 0

### 8) **Consent Agenda**

- a) Meeting minutes of October 23, 2018
- b) Donation - \$500 from an employer as a matching donation

Mr. Hill made a motion to approve the Consent Agenda. Mr. Jaffe seconded.

18-15 VOTE: 5 - 0

**DRAFT**

**8) Communications**

- a) Regional School Committee minutes: October 9, 2018
- b) Sherborn School Committee minutes: October 16, 2018

**9) Items for January 22, 2019 Meeting - FY20 Budget, ACCEPT transportation model update**

**10) Adjournment at 10:36 am.**

Respectfully submitted,  
Amy Davis

*Report of the*  
**Dover School Committee**

Henry Spalding, Chairman  
Brooke Matarese, Secretary  
Adrian Hill  
Michael Jaffe  
Rachel Spellman

### **Membership**

Brooke Matarese was re-elected for a second three-year term.

### **District Leadership**

The district continues to have strong leadership under the direction of Superintendent, Dr. Andrew Keough and Assistant Superintendent, Ms. Beth McCoy. We welcomed Dawn Fattore as the Business Administrator after a period as the Interim Business Manager. Chickering continues to encourage, challenge and support our students and we thank Principal, Ms. Laura Dayall and Assistant Principal, Dr. Deb Reinemann for their leadership.

As outlined in the district's Strategic Plan there is an acute focus on the following five objectives: Innovative Teaching and Learning, Health and Well-being of Students and Staff, Partnerships with Families and Communities, Safe and Innovative Facilities, and Resource Efficiency. The always present message of #WeAreDS, is a district wide cultural responsiveness initiative to support equity and inclusion for all students, at Chickering and throughout Dover and Sherborn.

### **Academics**

Chickering Elementary School recognizes the unique talents of all its students and is committed to ensuring that every child reaches his or her full potential. The school strives for academic excellence and aims to be a top-performing school in the state as measured by standards that include, but are not limited to, MCAS scores and other standardized tests. The Dover School Committee (DSC) is responsible for setting policies to achieve these goals, and it seeks to accomplish its defined goals in a fiscally prudent manner.

As the complexity of student needs has grown in recent years, Chickering has seen a significant number of students requiring additional academic, social, and emotional support. This has been a trend locally and nationally. In response to these challenges, the DSC approved the creation of an integrated preschool program, now in its fourth year, to serve both special education and general education students. The Committee hopes that this early intervention will enable more students to continue to attend the school, and that we will continue to meet the needs of as many of our Dover students locally as we can.

The social and emotional health of our students has been a focus for all involved at Chickering Elementary School. We have made great strides in embracing the regional Challenge Success initiative and thank all parties responsible for making this initiative such a core part of the school.

The DSC continues to monitor and take great pride in the ongoing implementation of Chickering's world language program, designed to broaden and deepen learning opportunities for our students. Starting this year, all students in kindergarten through fifth grade receive Spanish instruction.

## **Finance**

The DSC works hard to deliver the highest quality education in the most efficient way possible by reviewing its operations and allocating resources to best serve student needs. Salaries are the biggest item in the budget, and when possible we continue to explore initiatives that may help limit special education costs, such as the integrated preschool program.

Aided by a buoyant local real-estate market, and after several years of declining numbers, enrollment has stabilized and risen by small amounts in recent years. We have matched classroom sections accordingly to adhere to our long-standing classroom size policy of between 17 and 22 students. We will continue to monitor real-estate trends and birth data and adjust staffing levels to meet the community's changing needs.

The out-of-district special education budget, which covers students aged 3 to 22 years who are enrolled in schools outside the Dover public school system, has steadily increased and is now a significant piece of the overall budget. However, the Town is reimbursed by the State of Massachusetts for a percentage of the tuition costs that exceed a calculated base amount. This reimbursement, referred to as the "circuit breaker," provides some financial relief from the overall costs of educating these students.

## **Facilities**

We continue to perform the maintenance required to keep the school building in top condition in its second decade. We rely on a long-range, 20-year capital needs assessment, prepared initially by an outside consultant in 2012 and updated in 2017, to guide our annual capital budget requests. This past year we replaced the cafeteria floor and replaced the lighting with energy efficient LED light bulbs. We also continue to work closely with the Capital Budget Committee to maximize cost efficiencies with other Town projects.

Special thanks to Oliver Fried, 2018 Eagle Scout recipient, built the Chickering Outdoor Trail as part of his Scout Project in the woods beside the school. It will be used by or students and staff as a way to explore the outdoors and get a little exercise.

## **Appreciation**

The DSC thanks Dover taxpayers, the Dover-Sherborn Education Fund (DSEF), the Parent Teacher Organization (PTO) and the Mudge Fund for their ongoing financial support. The annual DSEF grant awards allow Chickering faculty and staff members to explore state-of-the-art methods for curriculum delivery, while the PTO gifts allow us to make the learning environment the best it can be for both the staff and students. We thank the many volunteer organizations that supported Dover students this year, including the Friends of Chickering Music, Friends of the Performing Arts, and the many local youth sports groups. We are very grateful for our collaborative relationships with these groups.

## APPROVED DECEMBER 4, 2018

### Dover-Sherborn Regional School Committee

Meeting of November 6, 2018

Members Present: Lori Krusell, Chair  
Anne Hovey, Vice Chair  
Dana White  
Maggie Charron  
Judi Miller

Also Present: Dr. Andrew Keough, Superintendent  
Beth McCoy, Assistant Superintendent  
Dawn Fattore, Business Administrator

#### 1) Call to Order

Ms. Krusell called the meeting to order at 6:30 pm in the Middle School Library

#### 2) Community Comments - none

#### 3) Reports

- DSHS Headmaster Report - Ms. Edni and Mr. Smith highlighted recent and upcoming events at the high school.
- Assistant Superintendent Report - Ms. McCoy spoke about:
  - Professional Development - The PD Committee held its first meeting and assessed progress on the implementation of the professional development plan.
  - Academic Innovation Committee - the first meeting is scheduled for January 18th with community wide events being held on January 10th and March 21st geared towards exploring skills needed to students to be successful in college, career, and life.
  - Global Symposium - several members of the administration attended the EF Global Symposium which brought together global leaders, national organizations, and local educators to explore the skills needed for success in the year 2050,
  - FLES - the region continues to plan and prepare for the arrival of its first cohort of FLES (Foreign Language in Elementary School) students in the fall of 2019.
- Superintendent Report - Dr. Keough updated the committee on items he has been focusing on over the summer and with the opening of school:
  - Special Education Re-Organization Update - since the October Joint School Committee meeting, the administration has been working to develop more defined job descriptions for each staff member or administrator outlined in the proposed special education re-org for FY-20.
  - Challenge Success - Dr. Keough attended the Challenge Success "Fit over Rankings" presentation in Boston in October that focused on why it is critical that young people today look at higher education through new lenses when thinking about where they would like to attend college, specifically on engagement in the college experiment as the primary indicator of student success.

#### 4) Finance and Operations

##### *FY19 Monthly Report*

- Revenues - the Summary of Revenues was provided. Fall athletic fees have been recorded as well as initial receipts of High School and Middle School activity and parking fees.
- Salaries - there are no material salary variances report. Fall athletic coaching stipends have been encumbered.

## APPROVED DECEMBER 4, 2018

- Operating Expenditures - Healthcare insurance costs to date have been allocated between actives and retirees. The first year of net-metering agreement resulted in utility cost savings of \$22,500.
  - Special Revenue/Revolving Funds - year-to-date activity for all special revenue and revolving funds were reported and discussed.
  - FY18 Wrap-up - E&D has been certified at \$1,111,206 (4.5% of the FY19 operating budget).
  - Capital Projects - Work continues to determine capital requests for FY20.
- 5) 2018 Academic Testing** - Ms. McCoy reviewed the AP Five-Year School Score Summary, the ACT College Readiness Letter, and the MCAS 2018 Scores.
- 6) Superintendent's Goals Review** - Dr. Keough discussed each of his goals and reviewed work done to date and/or work to be done:
- Goal 1: Revisit School Start Times
  - Goal 2: Improve District/Superintendent Communication
  - Goal 3: Ensure that student services for the district are delivered in a consistent, efficient, and effective manner
  - Goal 4: Ensure that district remains focused on student wellbeing through emphasis on cultural proficiency, social emotional learning, and student sense of belonging
  - Goal 5: Working with the Leadership Team, ensure that all Dover and Sherborn Students are exposed to a rigorous curriculum, that their teachers receive meaningful feedback about their instruction, and that authentic learning experiences and assessments are prioritized in all schools.
  - Goal 6: Expand connections with experienced superintendents, continuing with coaching model, participating in job alike meetings, attending relevant conferences on school leadership
- 7) Enrollment Report** - reports as of October 1st were provided.
- 8) Consent Agenda**
- Approval of Minutes of October 9, 2018
  - Donations - \$4,000 from DSHS Boys Soccer for Assistant Coach Scott Felper, \$3,000 from DS Field Hockey for Assistant Coach Brian McLaughlin and \$500 from DS Field Hockey for Assistant Coach Abby Shannon.

*Ms. Charron made a motion to approve the Consent Agenda. Ms. Hovey seconded.  
18-24 VOTE: 5 - 0*

### **9) Communications (for Members Information)**

- DSHS Headmaster's Report: Mr. Smith
  - DSMS Headmaster's Report: Mr. Kellett
  - Dover School Committee Minutes of September 25, 2018
  - Sherborn School Committee Minutes of September 17, 2018
- 10) Items for December 4, 2018 meeting** - there will also be a joint meeting that evening
- 11) Adjournment to Executive Session not to return to Open Session to discuss strategy with respect to collective bargaining and employee benefits at 7:39 pm.**

Respectfully submitted, Amy Davis

## APPROVED

### Dover-Sherborn Regional School Committee

Meeting of December 4, 2018

Members Present: Lori Krusell, Chair (arrived at 6:03 pm which made a quorum)  
Anne Hovey, Vice Chair  
Maggie Carron  
Judi Miller  
Clare Graham (arrived at 6:20 pm)

Also Present: Dr. Andrew Keough, Superintendent  
Beth McCoy, Assistant Superintendent  
Dawn Fattore, Business Manager  
John Smith, High School Headmaster

#### 1) Call to Order

Ms. Hovey called the meeting to order at 6:01 pm in the Middle School Library. There was not a quorum present at the start of the meeting.

#### 2) Community Comments - none

#### 3) Reports

- DSHS Headmaster Report - Ms. Edni and Mr. Smith highlighted recent and upcoming events at the high school.
- Assistant Superintendent Report - Ms. McCoy spoke about:
  - Professional Development day - The full PD day held on November 26th was focused on cultural responsiveness.
  - K-12 Curriculum Meetings - will be held on December 5th to work on larger projects and initiatives in their field.
- Superintendent Report - Dr. Keough updated the committee on items he has been focusing on over the summer and with the opening of school:
  - Mr. Joy - Community members and several guests from other districts attended the evening performance of Mr. Joy (all faculty and staff attended the afternoon performance) which was sponsored by the Mudge Fund.
  - Start Time Committee - the first meeting was held on November 28th and subcommittees were formed.
  - Emergency Response Team - the team will meet on December 6th and include administrators, counselors, and community emergency personnel to synchronize efforts across the district.

#### 4) Proposed Changes to the 2019-20 DSRHS Program of Studies - Mr. Smith reviewed the proposed changes. There were suggestions made to modify language for clarity and to include information about the Virtual High School opportunities.

*Ms. Graham made a motion to approve the changes to the 2019-20 DSRHS Program of Studies with the inclusion of the suggested modifications and Virtual High School information. Ms. Charron seconded.*

*18-25 VOTE: 5 - 0*

#### 5) Finance and Operations

*FY19 Monthly Report as of November 30th.*

- Salaries - there are no material salary variances report.

## APPROVED

- Operating Expenditures - the encumbrances for utilities and employee related insurances are included. There is currently a projecting a net positive variance of \$100,000 for both active and retiree's employee benefits representing savings from employees electing the opt-out provision as well as significant movement to the high deductible plan.
- Other Items - BlueWave, the District's current solar net metering provider, has approached the Administration with the opportunity to acquire additional solar credits. The Committee agreed it was worth pursuing. The Administration is also planning to acquire a replacement vehicle for the 2005 Ford E350 van that was recently taken out of service. This vehicle in addition to the mini-bus will decrease the need for outside vendors and help to cover the cost within the existing transportation budgets.

**6) ACED Recommendations FY20** - the recommendations were provided and will be voted on at the January meeting.

### **7) FY20 Operating and Capital Budgets**

- *First Draft of FY20 Operating Budget* - Dr. Keough presented the first draft of the FY20 Operating Budget which calls for a total increase of \$644,938 or 2.62% over FY19 and includes funding for all employee contractual obligations ranging from 2 - 2.5%. There are no new staffing requests except where required for student IEP needs and the budget transitioning of the Bridge Program staff into the general fund. Contractual salary obligations comprise 98% of the additional \$644,938 that is requested. For the second year in a row, there is no increase to healthcare costs due to the successful transition of employees to the new plans. On the revenue side, estimated appropriations from the State are based on FY19 actuals as FY20 figures will not be released until late January. In addition, \$100,000 of Excess & Deficiency Funds have been applied to this budget. The operating assessment percentages for FY20 are 56.63 for Dover (FY19 was 55.64%) and 43.37 for Sherborn (FY19 was 44.36%).

*Ms. Graham made a motion to approve the proposed FY20 Operating Budget as presented to be forwarded to the Towns. Ms. Miller seconded.*

*18-26 VOTE: 5 - 0*

- *FY20 Capital Plan* - The capital projects are still being researched/discussed. The largest item, roof replacement, may be pushed off to a future fiscal year based availability of MSBA funding and to allow time to pursue solar opportunities. Other projects include: common area lighting upgrades; field mower replacement; floor replacement; phone system upgrade; skylight replacement; WWTP equipment; and A/C condenser replacement for a total of \$1,146,400 with the roof and \$306,500 not including the roof.

### **8) Consent Agenda**

- Approval of Minutes of November 6, 2018
- Field Trip - overnight trip to Tufts University for the Institute for Global Leadership's Inquiry Program on Friday April 5, 2019.
- Donations - \$300 each from the Dover PTO, Pine Hill CSA, POSITIVE, and DSHS PTO for the November 26th Professional Development day; \$3,000 from DS Girls Soccer for Varsity Assistant Coach Tara Gunduz, \$2,000 from DS Girls Soccer for Program Coach Bob Willey, \$500 from DS Girls Soccer for JV Assistant Coach Carolyn Monaghan; and a saxophone to the DSMS Music Department.

*Ms. Graham made a motion to approve the Consent Agenda. Ms. Charron seconded.*

## **APPROVED**

*18-27 VOTE: 5 - 0*

### **9) Communications (for Members Information)**

- DSMS Headmaster's Report: Mr. Kellett
- Dover School Committee Minutes of October 23, 2018
- Sherborn School Committee Minutes of October 16, 2018

**10) Items for January 8, 2019 meeting - FY20 Budget - Operating and Capital, ACED recommendations, Town reports**

**11) Adjournment 7:09 pm.**

Respectfully submitted, Amy Davis