

**Dover School Committee**  
**Meeting Agenda**  
**November 20, 2018**  
**AGENDA**  
**8:30 AM**  
**Chickering Elementary School**  
**Conference Room**

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. FY19 Monthly Financial Report
5. Superintendent Goal Reviews
6. Vote to approve Pre-K Tuition **A.R.**
7. Proposed FY20 Operating Budget **A.R.**
8. Consent Agenda **A.R.**
  - Dover School Committee Minutes October 23, 2018
  - Donation
9. Communications (For Members Information)
  - Dover Sherborn Regional School Committee Minutes October 9, 2018
  - Sherborn School Committee Minutes October 16, 2018
10. Items for January 22, 2019 Meeting
11. 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  
Dover, MA 02030  
Phone: 508-785-0036 Fax :508-785-2239  
URL: [www.doversherborn.org](http://www.doversherborn.org)  
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  
Dover, MA 02030  
Phone: 508-785-0480  
Fax: 508-785-9748

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: November 15, 2018

### **Principal's Reflections**

The Principals' Coffee in early November was a nice opportunity to talk with parents, and to develop a better understanding of our priorities, values, and approaches to education. We also discussed some of the challenges we all face in guiding children to become responsible, kind, engaged citizens, and how we can support our children's growth. We look forward to the next Principals' Coffee in January, generously hosted by the PTO.

The partnership with the Michael J. Perkins School in South Boston is moving forward in a very positive direction. On November 9<sup>th</sup> four classroom teachers spent time at the Perkins School visiting classrooms, talking with students, and touching base with teachers. One of the outcomes is that we are exploring some online resources that tie the social studies curriculum to current events, and we are learning of opportunities for educators to build partnerships. We appreciate the openness of all involved, and the shared investment in broadening the education we provide.

### **Curriculum & Learning**

In a similar vein to the Boston-Dover educator exchanges, our elementary and middle school foreign language teachers are visiting one another's classrooms to gain a more accurate picture of instruction and learning. The FLES model, with an emphasis on oral language proficiency, is different from the secondary model, and the goal of the exchanges is continued development and streamlining of programming from the elementary to middle school level, as our first cohort of Spanish-speaking students will transition to sixth grade next year.

Fifth grade teacher Corinne Bernard is our school-based representative for a state-sponsored group discussing the revised History and Social Studies frameworks. The study group is rigorous and the shifts in Grade 5 are significant, so it is particularly important work this year. We also greatly appreciate the direct involvement of Assistant Superintendent Beth McCoy, and her guidance regarding ongoing shifts in frameworks.

### **Professional Development**

With the continued focus on cultural responsiveness this year, we have had many discussions at staff meetings about connecting at a deeper level with one another. Following is a glimpse into conversations and activities:

- \* A read-aloud about Syrian refugees raised questions about whether people in war-torn countries should be allowed to have cell phones. What do phones mean to us, and are they a privilege or necessity?
- \* A book about a boy and his father who are homeless (“What is that?”) and live at an airport raised questions about how we value people, and their contributions to society.
- \* A new student to Chickering with very limited English skills is paired with a peer helper and as a result they find a way to communicate. They are seen giggling and talking back and forth, in their native languages.
- \* A teacher asks about the origin of students’ names and discovers a richer cultural diversity than she realized. When asked how they could show that, the students decide to make small posters with a picture of themselves, their name, and a description of the meaning. They will be posted proudly in the classroom.
- \* A teacher is sharing multiple versions of a classic fairytale, from different countries. In addition this year, she will be asking parents if they would like to read the version from their native country, and then share more about living in that country.

*When we ask more questions to learn about one another at a deeper level, we find there is even greater diversity and richness than we realized. It is a wonderful journey for us all.*

Also pertaining to cultural responsiveness, the district is preparing to show the play *Mr. Joy*. Several faculty members from each school took a six-hour course to become discussion facilitators with staff on the full PD Day, November 26<sup>th</sup>. Chickering teachers Alisa Saunders, Allie Cipolla, and Ken Wadness will be guiding the discussions for our school. All staff members will see the play and participate in the discussions. We embrace this opportunity and appreciate all the work that has gone into making this possible for the district.

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

Educators are highly focused on the district goal of cultural responsiveness and are delving into new types of conversations with their students, as noted above. As part of observations, administrators look for visible signs of change, and during post-observation conversations, it is something we discuss to keep advancing our thinking and sharing ideas across the school.

## **Personnel**

Art Teacher Sue Pelletier has returned from her medical leave and is thrilled to be back with the children!

Two new Educational Assistants have been hired to fill vacancies: Shaylyn Parkhurst and Lambsey Hoang. They have stepped in beautifully.

We are in the final stages of hiring a part-time, contracted Speech and Language Pathologist, again to fill a vacancy. The team collected data and waited to see the caseload this year before conducting a search, and we found we continue to need more than a full-time SLP.

Title I Math Interventionist Linda Hartry began working with teachers and getting to know students, and she will begin direct instruction soon. The new model this year of targeted support provided by one interventionist during the school day, similar to Tier II Literacy support, allows for more integration with the curriculum and immediate application of skills in the classroom. We look forward to seeing the results of those added benefits.

## **Special Event**

An invitation was extended by Beth McCoy for Chickering and Pine Hill musicians to perform at our upcoming PD day on November 26. Music Teacher Julie Law-Linck recruited a small group of Grade 5 students for this event. Seiji Ting, Harper Zatylny, Iman El-Hilali, Addison Kane, and Leah Hills will be playing in the combined Pine Hill-Chickering Drum Ensemble. We look forward to kicking off our PD day with their fantastic drumming!

# 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 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: November School Committee meeting

Date: November 15, 2018

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

The Professional Development Committee convened its first meeting of the academic year on November 1. Members include:

Chickering: *Deb Reinemann*

Pine Hill: *Tonya Bridge, Allison Gullingsrud, Megan Scobie*

Middle School: *Joanne Draper, Scott Kellett*

High School: *Ann Dever-Kegan, John Hickey*

Central Office: *Beth McCoy*

The first meeting focused on assessing our progress on implementation of the professional development plan established last spring. The committee is thrilled with the alignment of district, school, and teacher goals, as well as the natural continuation of focal points around curriculum revision, social emotional learning, and cultural proficiency. The committee is excited about the full professional development day later this month and looks forward to gathering subsequent feedback in order to provide additional training and support in pursuit of our goals.

## **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. Middle school world language teachers have been and continue to visit elementary Spanish classrooms while exploring pedagogical models based on thematic proficiency-based instruction. Elementary teachers will be visiting middle school language classrooms this month and collaborating on how best to maintain the rigor of the current middle school model while infusing key elements of the FLES program. Dr. Luis Paredes, Director of the Office of Institutional Diversity at Bridgewater State University will be meeting with K-12 department on December 5 to explore approaches to simultaneously teaching linguistic skills and cultural competencies. While the group develops thematic lesson plans together for grade 6, the goal is to provide the knowledge and skills for all language teachers to be able to replicate this approach in grades 7-12.

## **ACADEMIC INNOVATION COMMITTEE**

The Academic Innovation Committee is gaining momentum as 5 students, 18 educators, 5 administrators, and 39 parents/community members have expressed an interest in participating. The first meeting is scheduled for the afternoon of Friday, January 18 with two additional sessions to follow. Dates are currently being held for two community-wide events, January 10 and March 21, to include a movie screening and Industry Think Tank, both geared at exploring the skills needed for students to be successful in college, career, and life. Energy and excitement around this work continue to grow as mention of project-based learning, flexible spaces, and design thinking become more common in the DS vernacular.

## **GLOBAL SYMPOSIUM**

In preparation for the launch of the Academic Innovation Committee and upcoming educational tour of Finland, Barbara Brown, Laura Dayal, John Smith, Stephen Wroblewski and I will be attending the EF Global Symposium on Saturday, November 3. The symposium is bringing together global leaders, national organizations, and local educators to explore the skills needed for success in the year 2050. Keynote speaker, Dana Mortenson, is Co-Founder and CEO of World Savvy, a national education nonprofit working to working to educate and engage youth as responsible global citizens. Breakout sessions will focus on building global citizenship through skills-based curriculum, lessons from British Columbia and Singapore, designing a Portrait of a Graduate (yay!), among others. We are honored to be able to attend this event and look forward to bringing back our learnings as we work to innovate teaching and learning in DS.

## **MCAS**

MCAS results for the Spring 2018 administration were released publicly on September 27. School leaders and teachers continue to analyze the data in conjunction with district-based measures to inform instruction and provide student interventions where necessary. Please see the enclosed memo for additional information.

## **SAVE THE DATE**

Please save the dates for some exciting upcoming events:

- November 26, 6:30 PM - ArtsEmerson presents Mr. Joy (Mudge Auditorium)
- January 10, 6:30 PM - Academic Innovation Committee moving screening (Pine Hill Auditorium)
- March 21, 6:30 PM - Industry Think Tank (Mudge Auditorium)

# 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: Dover School Committee**

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

**Date: November 20, 2018**

**RE: Superintendent Report**

---

## **Special Education Re-Organization Update**

Since the October 23rd Joint School Committee (JSC) meeting, the administration has been working diligently to develop more defined job descriptions for each staff member or administrator outlined in the proposed special education re-org for FY 20. We have been gathering further data, reviewing the questions submitted by various school committee members, meeting with staff and union representatives for feedback, discussing with the Leadership Team, and conducting a financial analysis, so that at the special (JSC on December 4th) you will have a more detailed picture of what is being recommended. Please feel free to pass along questions in this regard at our meeting on the 20th.

## **Challenge Success Events**

Thanks to DSCS and specifically Pam Webb, I had the opportunity on October 20th to attend a very special Challenge Success event in Boston. It included a presentation by Dr. Denise Pope (founder of Challenge Success and Stanford professor) and Dr. Richard Weissbourd (founder of Making Caring Common and professor at the Harvard Graduate School of Education) on the topic of "Fit over Rankings" when selecting colleges. Together, Dr. Pope and Dr. Weissbourd presented why it is critical that young people today look at higher education through news lenses when thinking about where they would like to attend college. Their research, which they shared and discussed, affirms the premise that engagement in the college experience is what ultimately determines student success at that level. Check out the 90 second video that summarizes the message here: <https://vimeo.com/292846230>

I had the pleasure of presenting with Ms. McCoy on November 8th at a recent Challenge Success event, *An Evening with the Superintendent and Assistant Superintendent: What's Next at DS*. It was an opportunity to share with community members our recent work related to our strategic goals and our plans for the future. Our presentation focused mostly on the district priorities of innovative teaching and learning and social emotional learning. The evening kicked off with this video, which has spurred wonderful discussion across the district. <https://ang62.blogspot.com/2018/11/what-is-school-for.html?spref=tw>

I want to thank Challenge Success DS, Pam Webb, Becky Gladstone, Jennifer Lawrence, and our own Brooke Matarese for organizing this event.

### **Classroom Visits**

On October 24<sup>th</sup> I visited Chickering School to tour classrooms with Laura Dayal. Specifically, we visited with our newer teachers. The experience was excellent and allowed me to observe personally the outstanding job our newest educators are doing. The students were fully engaged and actively participating in the learning and the classroom settings themselves were exceptionally welcoming and warm. I want to congratulate Ms. Dayal and her team for bringing these outstanding educators to Chickering.

### **Thanks to DSEF!**

On Saturday October 20th, I attended the annual DSEF Gala at Silverwood Farm in Sherborn. It was a thoughtfully planned event that resulted in considerable fundraising for our schools in a light and enjoyable atmosphere. I want to thank the DSEF for the time and energy that they put into organizing this experience, and of course, the many, many Dover and Sherborn residents who came out to support our schools.

**#WEareDS**

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: Dover School Committee  
FROM: Dawn Fattore, Business Administrator  
DATE: November 16, 2018  
RE: Approved Warrants

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

<u>Voucher Number</u>	<u>Date</u>	<u>Total</u>	<u>Fund</u>
1011	9/26/2018	\$91,620.63	OOD
1012	9/26/2018	\$36,779.02	OOD CB
1013	9/26/2018	\$8,489.00	Café
1015	9/26/2018	\$25,322.14	General
1017	10/10/2018	\$33,002.68	Payroll
1018	10/10/2018	\$205,123.55	OOD CB
1019	10/10/2018	\$239,671.24	OOD
1020	10/10/2018	\$46,414.29	General
1021	10/10/2018	\$1,683.61	240

# 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: November 16, 2018

Attached please find:

- a. Status of Appropriations as of November 14, 2018
- b. OOD Detail as of November, 2018
- c. Special Revenue/Revolving Funds as of October 31, 2018

## **Status of Appropriations**

### Salaries

The majority of salaries have now been encumbered for FY19 with the exception of several educational assistant positions still being finalized and not yet included in the current statement.

We are 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.

### Expenditures

There are no expenditure variances to report to date.

### Out-of-District

Tuition encumbrances reflect the majority of out-of-district placements but does not account for pending placements. The OOD Detail statement attached summarizes tuitions for all current/pending placements as well as a reconciliation of FY19 budget to FY19 actual to date. We are currently projecting a negative variance in tuitions of **\$48,000**.

Circuit Breaker reimbursement for FY19 is \$1,090,146 (72% reimbursement rate). This amount is reflected at the bottom of the financial statement for your reference purposes.

## **Special Revenue/Revolving Funds**

The statement of activity is attached for your review. In order to provide a more relevant statement, we have included applicable encumbrances to date as well as noting total expected revenues to be collected.

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

Dover Public Schools  
Status of Appropriations as of November 14, 2018

	FY19	EXPENDED		TOTAL	OPERATING	% of
SALARIES	BUDGET	THUR 11/14	ENCUMBRANCES	PROJECTED	VARIANCE/ BUD.REMAINING	BUDGET
SUPERINTENDENT	\$133,685	\$33,695	\$101,086	\$134,782	(1,097)	- 0.82%
BUSINESS AND FINANCE	111,660	28,097	81,269	109,366	2,294	2.05%
DISTRICT INFO MANAGEMENT	74,310	18,577	55,727	74,304	6	0.01%
SPED ADMINISTRATION	213,279	48,223	171,287	219,510	(6,231)	- 2.92%
SCHOOL LEADERSHIP-BUILDING	357,294	136,921	219,073	355,994	1,300	0.36%
ACADEMIC LEADERS/QPO	28,404	0	20,763	20,763	7,641	26.90%
TEACHERS, CLASSROOM	3,117,049	738,816	2,420,052	3,158,868	(41,819)	- 1.34%
TEACHERS, SPED	906,878	169,730	559,718	729,448	177,430	19.56%
SUBSTITUTES	45,000	11,951	7,890	19,841	25,159	55.91%
EDUCATIONAL ASSISTANTS	650,542	173,989	450,949	624,938	25,604	3.94%
LIBRARIANS & MEDIA CENTER	106,300	12,235	40,785	53,020	53,280	50.12%
BUILDING BASED PD	16,875	12,375	0	12,375	4,500	26.67%
GUIDANCE COUNSELORS	100,970	23,301	77,669	100,970	0	0.00%
PSYCHOLOGICAL SERVICES	73,663	16,999	56,664	73,663	0	0.00%
MEDICAL/HEALTH SERVICES	84,053	20,010	64,233	84,243	(190)	- 0.23%
CUSTODIAL SERVICES	244,382	92,100	132,105	224,204	20,178	8.26%
<b>TOTAL SALARIES</b>	<b>\$6,264,343</b>	<b>\$1,537,019</b>	<b>\$4,459,269</b>	<b>\$5,996,288</b>	<b>\$268,055</b>	<b>4.28%</b>
<b>EXPENDITURES</b>						
SCHOOL COMMITTEE	\$10,650	\$9,314	\$1,354	\$10,669	(19)	- 0.17%
SUPERINTENDENT	16,600	5,339	0	5,339	11,261	67.84%
LEGAL SERVICES	7,500	2,500	2,500	5,000	2,500	33.33%
DISTRICT INFO MANAGEMENT	76,800	62,647	582	63,229	13,571	17.67%
SCHOOL LEADERSHIP-BUILDING	12,150	8,395	510	8,905	3,245	26.71%
CLASSROOM CONTRACTED SERVICES	7,700	1,600	0	1,600	6,100	79.22%
SPED SERVICES/SUPPLIES	49,600	18,553	16,176	34,729	14,871	29.98%
LIBRARIANS & MEDIA CENTER	14,150	7,985	0	7,985	6,165	43.57%
COURSE REIMBURSEMENT/PD	33,300	4,144	2,803	6,946	26,354	79.14%
TEXTBOOKS & RELATED SOFTWARE	50,800	24,663	177	24,840	25,960	51.10%
LIBRARY INSTRUCTIONAL MATERIALS	5,575	1,283	850	2,134	3,441	61.73%
INSTRUCTIONAL EQUIPMENT	21,000	4,929	7,736	12,665	8,335	39.69%
GENERAL SUPPLIES	60,550	31,055	2,232	33,287	27,263	45.03%
CLASSROOM INSTRUCT TECHNOLOGY	5,000	2,714	1,550	4,264	736	14.71%
GUIDANCE	650	266	0	266	384	59.15%
MEDICAL/HEALTH SERVICES	4,500	240	0	240	4,260	94.66%
TRANSPORTATION SERVICES	218,057	62,563	145,979	208,542	9,515	4.36%
CUSTODIAL SERVICES	25,000	15,920	2,158	18,078	6,922	27.69%
UTILITIES	216,500	54,817	140,792	195,610	20,890	9.65%
MAINTENANCE OF BUILDING	123,500	55,115	52,078	107,194	16,306	13.20%
<b>TOTAL EXPENDITURES</b>	<b>\$959,582</b>	<b>\$374,042</b>	<b>\$377,479</b>	<b>\$751,521</b>	<b>\$208,061</b>	<b>21.68%</b>
<b>TOTAL INDISTRICT OPERATING</b>	<b>\$7,223,924</b>	<b>\$1,911,061</b>	<b>\$4,836,748</b>	<b>\$6,747,809</b>	<b>\$476,116</b>	<b>6.59%</b>
<b>OOD TUITION &amp; TRANSPORTATION</b>						
TUITION TO MA SCHOOLS	171,855	34,241	137,118	171,360	496	0.29%
TUITION TO COLLABORATIVES	388,549	72,577	179,645	252,222	136,327	35.09%
TUITION TO NON-PUBLIC SCHOOL	1,961,517	661,975	1,491,772	2,153,747	(192,230)	- 9.80%
TUITION TO OUT OF STATE SCHOOLS	390,626	89,797	179,960	269,757	120,869	30.94%
TRANSPORTATION SERVICES	\$301,371	\$78,677	\$222,207	\$300,884	487	0.16%
<b>TOTAL OOD</b>	<b>\$3,213,918</b>	<b>\$937,267</b>	<b>\$2,210,702</b>	<b>\$3,147,969</b>	<b>\$65,949</b>	<b>2.05%</b>
<b>TOTAL OPERATING</b>	<b>\$10,437,842</b>	<b>\$2,848,328</b>	<b>\$7,047,450</b>	<b>\$9,895,778</b>	<b>\$542,064</b>	<b>5.19%</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>\$8,805,632</b>	<b>\$1,632,210</b>	

**DOVER PUBLIC SCHOOLS**  
**FY19**  
**OOD Detail**  
**November, 2018**

Grade Level/Age	# of students	Tuition		Tuition	Tuition	Tuition
		MA Public	Non-Public	Collaborative	Out-of-State	OOD Total
ELEMENTARY (PK-5)	8	\$119,435	\$96,580	\$126,936	\$60,080	\$403,031
MIDDLE SCHOOL (6-8)	5	\$0	\$290,490	\$0	\$0	\$290,490
HIGH SCHOOL (9-11)	15	\$58,000	\$1,332,524	\$119,140	\$165,181	\$1,674,845
HIGH SCHOOL (12)	6	\$63,796	\$253,762	\$0	\$49,972	\$367,530
12+ (up to 22 years old)	1	\$0	\$224,654	\$0	\$0	\$224,654
<b>TOTAL:</b>	<b>35</b>	<b>\$241,231</b>	<b>\$2,198,010</b>	<b>\$246,076</b>	<b>\$275,233</b>	<b>\$2,960,550</b>
	<b>FY19 Budget 32</b>					<b>\$2,912,547</b>

FY19 Actual to date

FY19 Budget

**(\$48,003)** variance to date

**\*Changes from FY19  
 Budget to FY19 Actual:**

#		
-1	Stayed in District	\$60,000
4	New Placements	<b>(\$132,000)</b>
	Change in Placements, net	\$15,000
	Price adj.	\$9,000
<u>3</u>	<b>net activity</b>	<u><b>(\$48,000)</b></u>

**Transportation costs:**

ACCEPT Matrix	\$248,621
ACCEPT Monitors/Late run	\$5,000
ACCEPT Summer	\$24,388
Parent Reimbursement	\$22,765
Transportation Total:	<b>\$300,774</b>
FY19 Budget	<b>\$301,371</b>
projected variance	<u><b>(\$597)</b></u>

**Dover Public Schools**  
**Special Revenue/Revolving Funds as of October 31, 2018**

<u>SPECIAL REVENUE/REVOLVING FUNDS</u>	<u>FUND BALANCE @7/01/2018</u>	<u>REVENUE</u>	<u>EXPENDITURES / ENCUMBRANCES</u>	<u>FUND BALANCE @ 10/31/2018</u>	<u>Notes:</u>
BUILDING RENTAL	\$ 42,726	\$ 4,055		\$ 46,781	
CIRCUIT BREAKER	-	272,536	1,066,188	(793,652)	<i>Total CB remaining to be received \$817,608</i>
FOOD SERVICES	40,301	44,862	29,269	55,894	<i>Estimated balance @ June 30 = \$23,956</i>
GIFTS (see pg 2 for details)	13,474	500		13,974	<i>Net of deposits in advance - \$13,325, Reported ACTUAL ACTIVITY ONLY</i>
PRESCHOOL	15,337	64,084	110,654	(31,233)	<i>Estimated Preschool Tuition balances of \$60,824 (Pmnt. Due Dec. 1)</i> <i>Estimated balance @ June 30 = \$29,591</i>
<b><u>FIDUCIARY FUND</u></b>					
STUDENT ACTIVITY FUND	\$ 10,588	\$ 15,340	\$ 14,748	\$ 11,180	<i>Student Activity Account activity per Dover Town Accountant.</i>



## Dover Sherborn Superintendent Goals 2018-19

Andrew W. Keough, Ed. D.

**Goal 1: (District Improvement) Revisit School Start Times** – Announce and establish a new, streamlined Start Time Committee in the fall of 2018 that is charged with revisiting the work of the previous start committee. This committee's charge will be to review current and previous research, study approaches taken by neighboring school systems, survey staff, students, and families, consider possible proposals, and share possible options with the school committees. Proper vetting of any options to be considered must be thorough. (See Strategic Objective #2 - *Health and Well-being of Students and Staff*)

**Goal 2: (District Improvement) Improving District/Superintendent Communication** – In year one, announce and establish a Communication Committee that is charged with reviewing effectiveness of current methods of communication being employed across the system. The committee will develop a plan for improving and streamlining communications where necessary. In year two, the committee will review the district and building webpages for user friendliness and effectiveness, and make recommended changes for implementation prior to year three. (See Strategic Objective #3 - *Partnerships with Families and Communities*)

**Goal 3: (District Improvement) Ensure that student services for the district are delivered in a consistent, efficient and effective manner.** – Working with a consultant(s) conduct a thorough review of all student services, develop a model for effective leadership of student services, and identify and implement changes for Dover Sherborn student service programming moving forward. (See Strategic Objective #1 and #5 – *Innovative Teaching and Learning and Resource Efficiency*)

**Goal 4: (District Improvement) Ensure that district remains focused on student wellbeing through emphasis on cultural proficiency, social emotional learning, and student sense of belonging.** - Working with the Leadership Team, ensure that at least one building goal (contained in School Improvement Plans) aligns with the district goal of *Health and Wellbeing of Students and Staff* and that all leader professional goals include meaningful focus on this work. (See Strategic Objective #2 – *Health and Wellbeing of Students and Staff*)

**Goal 5: (Student Learning) 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.** – Supervise and guide the Assistant Superintendent for Curriculum and Instruction in the process of reviewing the district math curriculum (year one) and English curriculum (year two) for rigor, consistency, and alignment. Review and adjust where necessary evaluation procedures and train evaluators in best practices in teacher evaluation. Institute changes to course development at the secondary level and ensure the Academic Innovation Committee is assembled and begins its work. (See Strategic Objective #1 - *Innovative Teaching and Learning*)

**Goal 6: (Professional Practice) Expand connections with experienced superintendents, continuing with coaching model, participating in job alike meetings, attending relevant conferences on school leadership** – In working with coach, other neighboring superintendents, and superintendents on the national and international level, further strategize effective approaches to leading change in a high achieving school district.

**Strategic Objective: Innovative Teaching and Learning**  
**Maintain excellence and rigor while adapting best practices and programs to prepare  
our graduates for success in a rapidly changing world**

<b>Strategic Priority Actions</b>	<b>Point Person/Outcome</b>	<b>Status</b>
<p><b>Establish a Pre-K-12 Academic Innovation Committee to research “cutting edge” practices and trends in both industry and education across the state, nation, and world</b></p> <ul style="list-style-type: none"> <li>➤ Review and expand current STEAM (Science, Technology, Engineering, Arts, and Math) opportunities (i.e. computer programming, robotics, software design, etc.), further integrating curriculum and activities that will strengthen the Pre-K through 12 continuum of content and skills.</li> <li>➤ Establish partnerships with institutions of higher education for collaborative staff professional development, advancement of programming and innovative practices, and student access to supplemental learning experiences beyond the traditional school walls.</li> <li>➤ Develop a “Portrait of a Graduate” consistent with the community’s expectations along with a process to measure and evaluate success.</li> </ul>	<p><b>Asst. Superintendent</b></p> <p><i>Additional STEAM programming</i></p> <p><i>Additional courses/workshops for educators</i></p> <p><i>Portrait of a Graduate outline, rubrics &amp; tasks</i></p>	<p>In progress</p> <p>In progress</p> <p>Not yet begun</p>
<p><b>Provide professional development activities that foster innovative teaching practices</b></p> <ul style="list-style-type: none"> <li>➤ Design and implement professional development opportunities that further support and develop educators as fluent users of technology, with an aim of increasing student digital literacy and broader implementation of compelling, engaging, and relevant learning experiences.</li> <li>➤ Design and implement professional development opportunities that emphasize student-centered instructional practices and foster self-driven independent learning.</li> <li>➤ Provide ongoing professional development with evaluators to ensure that all staff receives timely, meaningful, and targeted feedback consistent with state and national standards.</li> </ul>	<p><b>Asst. Superintendent</b></p> <p><i>Additional courses/workshops for educators</i></p> <p><i>Additional courses/workshops for educators</i></p> <p><i>Updated supervision &amp; evaluation process</i></p>	<p>Not yet begun</p> <p>Not yet begun</p> <p>In progress</p>
<p><b>Strengthen current curriculum and teaching methods by building upon identified best practices</b></p> <ul style="list-style-type: none"> <li>➤ Investigate and implement models of authentic assessment (i.e. Universal Design for Learning) that include ongoing gathering and sharing of (formative) data for continuous improvement of teaching and learning.</li> <li>➤ Ensure that learning experiences are horizontally and vertically aligned and emphasize creativity, innovation, critical thinking, design thinking, problem solving, communication, collaboration, and global competency.</li> <li>➤ Finalize the DCAP (District Curriculum Accommodation Plan) and provide ongoing support for implementation of tier 1 best practices for instruction, accommodations, and interventions that will benefit all students, including English Language Learners and students with disabilities.</li> <li>➤ Formalize data sources and systems of analysis, and expand tier 2 interventions to provide targeted support to students by highly trained educators in the least restrictive environment.</li> </ul>	<p><b>Asst. Superintendent</b></p> <p><i>Additional courses/workshops for educators</i></p> <p><i>Curriculum review reports &amp; action plans</i></p> <p><i>Updated DCAPs</i></p> <p><i>Formalized RTI model</i></p>	<p>Not yet begun</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p>

<ul style="list-style-type: none"> <li>➤ Plan for the transition of FLES (Foreign Language in Elementary School) elementary students to the middle and high school world language programs.</li> </ul>	<i>Proficiency data collection; FLES curriculum for grades 6-8</i>	
<p><b>Broaden the use of technology to better prepare students for a continually advancing workforce</b></p> <ul style="list-style-type: none"> <li>➤ Update and advance the action plan established by the Technology Committee.</li> </ul>	<p><b>Director of Technology</b></p> <p><i>As outlined in technology plan</i></p>	<p>In progress</p>

## Strategic Objective: Health and Well-being of Students and Staff

*Revise and enhance programs in support of the social-emotional needs of students and staff*

<b>Strategic Priority Actions</b>	<b>Point Person/Outcome</b>	<b>Status</b>
<p><b>Focus on the social, emotional, and physical well-being of all students</b></p> <ul style="list-style-type: none"> <li>➤ Integrate social justice and social emotional wellness standards across all disciplines into the formal and informal curriculum of the District and ensure consistency of implementation at all levels.</li> <li>➤ Continue to explore the impact of race and identity in the classroom, and gain knowledge and culturally responsive practices that will improve students' access to learning and sense of connectedness via #WEareDS.</li> <li>➤ Continue to work directly with Challenge Success, and the Wellness Committee in support of their goals.</li> <li>➤ Focus on anti-bullying, marginalization, and community building through actions and communications that specifically teach and reinforce the District's Core Values.</li> <li>➤ Examine and assess participation rates in after school offerings at the secondary level to ensure a variety of engaging activities.</li> <li>➤ Forge working partnerships with local health and wellness agencies to expand related professional development opportunities and further build capacity amongst staff to address the social emotional needs of students.</li> </ul>	<p><b>Asst. Superintendent</b>  <i>Portrait of a Graduate outline with associated activities, tasks, rubrics</i>  <i>Increased faculty trained in IDEAS; culturally proficient practices in DCAP</i>  <i>(see Committee action plans)</i></p> <p><b>Principals &amp; Director of Guidance</b>  <i>SEL Committee findings; integration of SEL programming</i>  <i>Feedback forms; changes to program</i>  <i>Resource list; PD opportunities for staff</i></p>	<p>Not yet begun</p> <p>In progress</p> <p>In progress</p> <p>Not yet begun</p> <p>Not yet begun</p> <p>In progress</p>
<p><b>Provide experiences to support the social emotional needs of staff</b></p> <ul style="list-style-type: none"> <li>➤ Explore wellness activities and possible efficiencies in the workplace that allow for better balance and health for staff.</li> <li>➤ Expand opportunities for district wide professional sharing and team building.</li> </ul>	<p><b>Asst. Superintendent</b></p> <p><i>Resource list; faculty feedback forms; changes to program</i>  <i>Curriculum review process;</i>  <i>Portrait of a Graduate work; PD opportunities</i></p>	<p>In progress</p> <p>In progress</p>
<p><b>Review school schedules for opportunities which further support the health and well-being of students</b></p>	<p><b>Superintendent/Principals</b></p>	<p>Not yet begun</p>

## Strategic Objective: Partnerships with Families and Communities

*Cultivate partnerships with families and community groups to strengthen the support system*

<b>Strategic Priority Actions</b>	<b>Point Person/Outcome</b>	<b>Status</b>
<p><b>Continually investigate and implement system-wide communication systems that reach families in a timely, professional, and uniform/streamlined fashion</b></p> <ul style="list-style-type: none"> <li>➤ Establish a Communications Committee that investigates the benefits of expanded use of social media and focuses on improving home-school communication in a manner that is culturally proficient and inclusive.</li> <li>➤ Ensure that the District’s website is user friendly, current, and reflective of the quality of the school system.</li> <li>➤ Expand opportunities for families to receive updates from the Central Office related to the work of the schools through newsletters and/or parent forums.</li> <li>➤ Promote the Dover Sherborn Core Values to families and stakeholders ensuring that they serve as the basis for key decision-making at the district and building level.</li> </ul>	<p><b>Superintendent</b></p> <p><i>Report of recommendations</i></p> <p><i>Updated website</i></p> <p><i>Quarterly newsletter; parent coffees</i></p> <p><i>Inclusion of core values in documents &amp; conversations</i></p>	<p>Not yet begun</p> <p>Not yet begun</p> <p>In progress</p> <p>In progress</p>
<p><b>Collaborate and support the work of Challenge Success and other parent and community related groups in providing educational and networking opportunities for parents and staff</b></p> <ul style="list-style-type: none"> <li>➤ Continue to provide opportunities and experiences for staff and parents related to student stress and anxieties.</li> <li>➤ Provide opportunities for elementary and secondary parents to connect and share their experiences/advice and develop a network of support.</li> </ul>	<p><b>Director of Guidance</b></p> <p><i>Increased programming for staff and parents</i></p> <p><i>Parent-to-parent programming</i></p>	<p>In progress</p> <p>Not yet begun</p>

<ul style="list-style-type: none"> <li>➤ Revisit school start times to include review of applicable current research, assessment of school community interest, and examination of comparable school start times.</li> <li>➤ Research and, if appropriate, develop advisories at the secondary level to broaden student-to-student (heterogeneously grouped) and student-to-adult relationships.</li> <li>➤ Review schedules and implement systems that specifically provide for increased downtime/recess for students at the elementary and middle school levels.</li> </ul>	<p><i>Summary of findings &amp; recommendations</i></p> <p><i>Summary of findings &amp; recommendations</i></p> <p><i>Increased downtime in schedules</i></p>	<p>Not yet begun</p> <p>In progress</p>
---	---	---

**Strategic Objective: Safe and Innovative Facilities**

*Evaluate and adapt facilities and learning spaces to support 21st century learning experiences*

<b>Strategic Priority Actions</b>	<b>Point Person/Outcome</b>	<b>Status</b>
<p><b>Continue to update systems and structures to ensure the safety of the school community</b></p> <ul style="list-style-type: none"> <li>➤ Conduct a security audit for all buildings and implement recommended changes where possible and consistent with district philosophy.</li> <li>➤ Provide training of all staff in consultant recommended emergency procedures. Run periodic drills.</li> <li>➤ Ensure that each school has an Emergency Response Team (ERT) that meets quarterly to review and discuss emergency protocols.</li> </ul>	<p><b>Superintendent</b></p> <p><i>Updates to facilities</i></p> <p><i>Record of safety drills</i></p> <p><i>Record of ERT meetings; updated protocols</i></p>	<p>In progress</p> <p>In progress</p> <p>In progress</p>
<p><b>Review, realign, and upgrade spaces to support 21<sup>st</sup> century learning</b></p> <ul style="list-style-type: none"> <li>➤ Draft and implement sustainable plans for infrastructure, hardware and software including identification of required funding sources and ensuring the safety and protection of students and data.</li> <li>➤ Conduct a room usage audit to evaluate efficiency and inform thoughtful program growth (i.e. STEAM, Maker Spaces, etc.).</li> <li>➤ Identify needed upgrades/renovations to existing buildings and grounds not included in the Onsite Insight Long Range Capital Plans and incorporate into the capital funding projections.</li> </ul>	<p><b>Director of Technology &amp; Business Administrator</b></p> <p><i>Replacement cycle document; protocol for student data protection</i></p> <p><i>Improvements to technology &amp; spaces to promote STEAM learning</i></p> <p><i>Updated capital plan &amp; upgrades as outline</i></p>	<p>In progress</p> <p>Not yet begun</p> <p>In progress</p>

## Strategic Objective: Resource Efficiency

*Provide the highest quality education in an efficient and productive manner*

<b>Strategic Priority Actions</b>	<b>Point Person/Outcome</b>	<b>Status</b>
<p><b>Maximize sharing of Special Education staff/resources/programming across the system and continue to refine the FY15 SPED reorganization</b></p> <ul style="list-style-type: none"> <li>➤ Conduct an audit of Special Education resources, programs and services to ensure vertical and horizontal alignment, equity, and effectiveness across all schools.</li> <li>➤ Review Special Education administrative model for effectiveness; formally defining roles, and assessing related data to ensure consistent service delivery.</li> <li>➤ Review schedules and staffing assignments across all programs (within general education and Special Education) for possible efficiencies or opportunities for expansion of student and teacher programming.</li> </ul>	<p><b>Superintendent &amp; Director of Special Education</b></p> <p><i>Changes to Special Education programming</i></p> <p><i>New Special Education administrative model</i></p> <p><i>Changes in Special Education assignments &amp; programs</i></p>	<p>In progress</p> <p>In progress</p> <p>In progress</p>
<p><b>Continuously review current and projected Special Education needs across the system and develop in-district educational programming and protocols to reduce/eliminate out-of-district placements</b></p> <ul style="list-style-type: none"> <li>➤ Annually analyze and identify programmatic needs of students both in and out-of-district and recommend where feasible, in-district programs that can be developed to serve both Dover Sherborn students and potentially tuition paying students from outside the district in the least restrictive environment.</li> <li>➤ Regularly review RTI (Response to Intervention) practices at all four schools, ensuring consistency at all levels (PreK-5, 6-8, and 9-12) through universal assessment, specifically designed delivery of services, and monitoring of growth/progress.</li> </ul>	<p><b>Director of Special Education &amp; Asst. Superintendent</b></p> <p><i>Changes in Special Education programming</i></p> <p><i>Updated DCAPs and RTI model</i></p>	<p>Not yet begun</p> <p>In progress</p>
<p><b>Ensure effective and efficient use of resources</b></p> <ul style="list-style-type: none"> <li>➤ Provide equitable educational experiences for staff and students at the elementary school level.</li> <li>➤ Review and ensure consistency of instructional time requirements, administrative duties, and evaluation processes across the system, PreK-12.</li> </ul>	<p><b>Superintendent</b></p> <p><i>Increased equity of programs</i></p> <p><i>Updates in next contract</i></p>	<p>In progress</p> <p>Not yet begun</p>
<p><b>Investigate additional sources of revenue or cost saving measures annually as part of the budget development process</b></p>	<p><b>Business Administrator</b></p> <p><i>Updates to fee schedules</i></p>	<p>Not yet begun</p>

➤ Review all existing fee schedules to ensure alignment with prevailing market rates and propose a regular review and approval process

--	--

# 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 Dixon, Interim Special Ed Director

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

TO: Dr. Andrew Keough, Superintendent

FROM: Ms. Debbie Dixon, Interim Special Education Director  
Dr. Barbara Brown, Principal  
Ms. Laura Dayal, Principal  
Ms. Dawn Fattore, Business Administrator

DATE: November 9, 2018

RE: Preschool Tuition Rate Increase Recommendation

In order to meet the salary obligations of the preschool program while remaining competitive with other public preschool tuition rates, we are recommending a 2.5 % tuition increase for next year for the Dover and Sherborn Preschool Programs.

The adjusted rates would be as follows:

	<b><u>Tuition 2018-2019:</u></b>	<b><u>Tuition 2019-2020:</u></b>
Morning Rate: 3 days:	\$3,785	\$3,880
Morning Rate: 4 days:	\$5,021	\$5,146
Morning Rate: 5 days:	\$6,309	\$6,467
Afternoon rate per day annually:	\$ 840	\$ 861

## DRAFT

### Dover School Committee Meeting of October 23, 2018

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

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

#### 1) Call to Order

Mr. Spalding called the meeting to order at 5:30 pm in the Middle School library.

#### 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 - As part of the security training conducted at all four schools recently, Jon Mattleman will speak to faculty on recognizing and supporting students' mental health needs.
  - Teachers as Scholars - nine professional development seminars were offered to faculty and the available slots filled up within hours. The Administration will evaluate the program and consider expanding the offerings going forward.
  - EdLeader 21 Conference - Ms. McCoy attended the conference last week with over 700 educators from 150+ school districts who gathered to share their journeys in the development of a Portrait of a Graduate and the need to develop schools that "support happy, healthy, thinking, caring, and social children who become collaborative, creative, competent, and responsible citizens tomorrow".
  - Response to Intervention - Chickering has allocated grant funding for a Mathematics interventionist. This educator will provide both push-in and pull-out support for small groups of students in specific skill areas for short periods of time. The effectiveness of this role will be closely monitored to determine its effectiveness.
- c) Superintendent Report - Dr. Keough reviewed his report and highlighted the following items:
  - Special Education Director Update - Ms. Dixon's first day was October 1st and she has been busy meeting with principals, staff, and visiting schools. She has also been working with Dorsey Yearly about the preliminary finding of the special education department review.
  - Security training - Synergy Solutions led the training for the district's staff on Responding to an Armed Assailant in conjunction with the Sherborn and Dover Police Departments. Teachers are now being encouraged to Locate, Lockdown, Leave, and Live: locate where the incident is taking place, calling 911, locking and barricading their rooms, evacuating whenever possible, and fighting back when left with no other

## DRAFT

options. Schools will continue to hold regular crisis response team meetings and reinstitution the Emergency Response Team for the full district.

- The phone lines at Chickering have been full converted over to fiber optic by Verizon.

### **4) FY19 Monthly Financial Report -**

The Status of Appropriations as of October 17th was provided:

- Salaries - the majority of salaries have been encumbered for FY19 with the exception of 10-month shared employees and a couple shared central office employees. A projected positive salary variance of \$190,000 is expected due to pos-budget staffing changes including two retirements and staffing reassignments. A complete summary of staffing will be provided in November.
- Expenditures - there are no variances to report at this early stage.
- Out-of-District - tuition encumbrances are reflected for the majority of OOD placements and no material variance are anticipated.

### **5) October 1, 2018 Annual Enrollment Report -** Enrollment is 477 students, essentially the same as last year's enrollment of 475.

### **6) FY20 Five Year Capital Plan -** the first draft of the capital budget request was provided with anticipated requests for FY21-24. The FY20 request is \$76,000 which will be used to widen and repave the fire access road and walkways. The EMS software replacement/upgrade was moved to FY21 as the same project is not yet complete at the Region.

Ms. Spellman made a motion to approve the draft of the Five Year Capital Plan for submission to the Town of Dover Capital Committee. Mr. Jaffe seconded.

18-11 VOTE: 4 - 0

### **7) School Committee FY20 Budget Guidance -** The Administration requested items to consider in the FY20 Budget development. Any items should be emailed to the Chair.

### **8) Consent Agenda**

a) Meeting minutes of September 25, 2018

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

18-12 VOTE: 4 - 0

### **8) Communications**

a) Regional School Committee minutes: June 18 and August 23, 2018

b) Sherborn School Committee minutes: June 14, 2018

### **9) Adjournment at 6:32 pm.**

Respectfully submitted,  
Amy Davis

*The Public Schools of Dover and Sherborn*

*Memo from  
Superintendent Dr. Andrew Keough*

To: Dover School Committee

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

Date: November 16, 2018

RE: Donation

---

I respectfully request that the Dover School Committee accept a matching donation, from an employer of one of our parents, in the amount of \$500 for the Chickering Elementary School.

## APPROVED NOVEMBER 6, 2018

### Dover-Sherborn Regional School Committee

Meeting of October 9, 2018

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

Also Present: Dr. Andrew Keough, Superintendent  
Beth McCoy, Assistant Superintendent  
Dawn Fattore, Business Manager  
John Smith, DSHS Headmaster  
Roni Edni, HS Student Representative

#### 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) Athletic Facilities Phase II update** - Mr. Robbins, Chair of the DS Boosters, and Mr. Royce, consultant at Kaestle Boos Associates, presented the proposed Phase II update for upgrades to the athletic facilities on campus. The suggested improvements include: installation of turf field at corner of student parking lot and Farm Street (replace current grass field); conversion of current JV baseball field to natural grass multipurpose field); move tennis courts to current football practice field and add 5th court; convert current tennis court location to natural grass multipurpose field; shift and reconstruct varsity baseball field to include dugouts and spectator area; and construct dugouts and spectator area for varsity softball field. The estimated cost of the project is \$4,390,000. There was discussion about what the next steps would be to proceed with the project including possible naming rights, construction time frames, and maintenance costs/rental fees.

#### 4) **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 - As part of the security training conducted at all four schools recently, Jon Mattleman will speak to faculty on recognizing and supporting students' mental health needs.
  - Teachers as Scholars - nine professional development seminars were offered to faculty and the available slots filled up within hours. The Administration will evaluate the program and consider expanding the offerings going forward.
  - EdLeader 21 Conference - Ms. McCoy attended the conference last week with over 700 educators from 150+ school districts who gathered to share their journeys in the development of a Portrait of a Graduate and the need to develop schools that "support happy, healthy, thinking, caring, and social children who become collaborative, creative, competent, and responsible citizens tomorrow".
- 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 Director Update - Ms. Dixon's first day was October 1st and she has been busy meeting with principals, staff, and visiting schools. She has also been

## APPROVED NOVEMBER 6, 2018

working with Dorsey Yearly about the preliminary finding of the special education department review.

- Security training - Synergy Solutions led the training for the district's staff on Responding to an Armed Assailant in conjunction with the Sherborn and Dover Police Departments. Teachers are now being encouraged to Locate, Lockdown, Leave, and Live: locate where the incident is taking place, calling 911, locking and barricading their rooms, evacuating whenever possible, and fighting back when left with no other options. Schools will continue to hold regular crisis response team meetings and reinstitution the Emergency Response Team for the full district.

### **5) Discussion on Program of Studies: Strategic Objective, Innovative Teaching and Learning**

- Mr. Smith explained the process for how the proposed courses reach the Program of Studies. This year's courses are: Television & Media 3, American Literature (full year) during the junior year, and possibly a Video Game Development Course. Mr. Smith is also considering the purchase of seats for Virtual High School which would allow upperclassmen to take unique and challenging courses that are not offered as DSHS due to staffing and space restrictions. There was discussion about adding coding classes at the high school as well as adding additional seats for Virtual High School.

### **6) Finance and Operations**

*FY19 Monthly Report*

- Revenues - the Summary of Revenues will be provided at the November meeting to allow accounting for fall athletic, student activity, and parking fees.
- Salaries - the majority of salaries have been encumbered while costs of lane changes and some shared employees are still being processed. Additional analysis will be provided next month once all payroll changes/charges have been booked.
- Operating Expenditures - The Status of Appropriations as of September 30th was provided and discussed.
- Facilities and Grounds - The Administration thanked the custodial and grounds staff for their tireless work throughout the summer. The former foods classroom received additional renovations to make it more functional as a multi-use space and the aerator has been put to good use on the fields. The stage and theatre lighting in the auditorium is being upgraded to all LED lighting due to a gift from the Mudge Fund. The new system eliminates the need for a dimmer rack and is more energy efficient.
- Capital Projects - Almost all of the FY19 projects were completed over the summer and work has begun with the sub-committee to determine capital requests for FY20.
- School Committee FY20 Budget Guidance - School Committee asked to see a list of "nice to haves" as well as an analysis of whether current resources are adequate for student support (Bridge Program, counselors, etc).

### **7) Annual October Enrollment Report** - the report was provided and discussed.

### **8) Consent Agenda**

- Approval of Minutes of September 11, 2018
- High School Trips - Close-Up Washington DC, March 10-14, 2019 and Harvard Model United Nations, January 24-27, 2019.

*Ms. White made a motion to approve the Consent Agenda. Ms. Hovey seconded.*

*18-23 VOTE: 6 - 0*

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

## **APPROVED NOVEMBER 6, 2018**

- DSMS Headmaster's Report: Mr. Kellett
- Fall Athletics Participation Report
- Dover School Committee Minutes of June 18, 2018
- Sherborn School Committee Minutes of June 14, 2018

**10) Items for November 6, 2018 meeting** - Enrollment, MCAS/AP/SAT results

**11) Adjournment to Executive Session not to return to Open Session for matter pertaining to security personnel or devices and to discuss strategy with respect to collective bargaining and employee benefits at 8:44 pm.**

Respectfully submitted, Amy Davis

**APPROVED NOVEMBER 13, 2018**

**Sherborn School Committee**  
Meeting of October 16, 2018

Members Present: Kate Potter  
Angie Johnson  
Jennifer Debin  
Megan Page  
Amanda Brown

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

**1) Call to Order**

Ms. Potter called the meeting to order at 6:33 pm in the auditorium.

**2) Public Comment - none**

**3) Reports**

- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Assistant Superintendent Report - Ms. McCoy spoke about:
  - Professional Development - As part of the security training conducted at all four schools recently, Jon Mattleman will speak to faculty on recognizing and supporting students' mental health needs.
  - Teachers as Scholars - nine professional development seminars were offered to faculty and the available slots filled up within hours. The Administration will evaluate the program and consider expanding the offerings going forward.
  - EdLeader 21 Conference - Ms. McCoy attended the conference last week with over 700 educators from 150+ school districts who gathered to share their journeys in the development of a Portrait of a Graduate and the need to develop schools that "support happy, healthy, thinking, caring, and social children who become collaborative, creative, competent, and responsible citizens tomorrow".
  - Response to Intervention - Pine Hill has allocated grant funding for a Literacy and Mathematics interventionist. This educator will provide both push-in and pull-out support for small groups of students in specific skill areas for short periods of time. The effectiveness of this role will be closely monitored to determine its effectiveness.
- Superintendent Report - Dr. Keough reviewed his report and highlighted the following items:
  - Special Education Director Update - Ms. Dixon's first day was October 1st and she has been busy meeting with principals, staff, and visiting schools. She has also been working with Dorsey Yearly about the preliminary finding of the special education department review.
  - Security training - Synergy Solutions led the training for the district's staff on Responding to an Armed Assailant in conjunction with the Sherborn and Dover Police Departments. Teachers are now being encouraged to Locate, Lockdown, Leave, and Live: locate where the incident is taking place, calling 911, locking and barricading their rooms, evacuating whenever possible, and fighting back when left with no other options. Schools will continue to hold regular crisis response team meetings and reinstitution the Emergency Response Team for the full district.

**4) FY19 Monthly Financial Report**

## **APPROVED NOVEMBER 13, 2018**

The Status of Appropriations as of September 30th was provided:

- Salaries - the majority of salaries have been encumbered for FY19 with the exception of 10-month shared employees and a couple shared central office employees. A complete summary of staffing will be provided in November.
- Expenditures - there are no variances to report at this early stage.
- Out-of-District - initial encumbrances are reflected but there are still on-going placement activity that may result in additional expenditures.

**5) October 1st Annual Enrollment Report** - Enrollment is 379 students, down from 397 last year.

**6) FY20 Budget Development Guidance Discussion** - The Administration asked for items to consider in the FY20 Budget items. The Committee asked for estimates on adding air conditioning to Pine Hill.

**7) Approval of Non-Resident Tuition Fee** - Due to the enrollment of non-resident students at Pine Hill the Committee must approve the FY20 tuition rate.

Ms. Potter made a motion to set the tuition rate for students attending Pine Hill School from outside the district, as approved by the Superintendent per School Committee Policy JFABE, to be \$18,553 for the 2019-20 school year and that further an additional support services costs be added to an individual students tuition based on a fair share of those additional services as computed by the administration. Ms. Debin seconded.

18-10 VOTE: 5 - 0

**8) Consent Agenda**

- Approval of Minutes: September 17, 2018

Ms. Potter made a motion to accept the Consent Agenda. Ms. Johnson seconded.

18-11 VOTE: 5 - 0

**9) Communications**

- Regional School Committee minutes of June 12, 18, August 23, and September 11, 2018
- Dover School Committee minutes of June 18, 2018

**10) Items for November 13, 2018 Meeting** - FY20 Budget, MCAS

**11) Adjournment at 7:40 pm.**

Respectfully submitted,  
Amy Davis