

Dover School Committee
Meeting Agenda
October 23, 2018
5:30 pm
DOVER SHERBORN MIDDLE SCHOOL
LIBRARY

The Dover Sherborn Schools commit to the following Core Values:
Commitment to Community
Equity and Excellence
Respect and Dignity
Climate of Care

1. Call to Order
2. Community Comments -
3. Reports:
 - Principal's Report – Ms. Dayal
 - Assistant Superintendent Report – Ms. Elizabeth McCoy
 - Superintendent's Report – Dr. Keough
4. FY19 Monthly Financial Report
5. October 1, 2018 Annual Enrollment Report
6. FY20 Five Year Capital Plan A.R.
7. School Committee FY20 Budget Guidance
8. Consent Agenda A.R.
 - Dover School Committee Minutes September 25, 2018
9. Communications (For Members Information)
 - Regional School Committee Minutes September 11, 2018
 - Sherborn School Committee Minutes September 17, 2018
10. Items for November 20, 2018 (Reminder: 8:15 am start)
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

STRATEGY 2018-2021

Vision

We will distinguish ourselves through innovative teaching and learning experiences that inspire all students to pursue their individual passion for learning and excellence while we continue to be a nationally recognized, high-performing school system.

Mission

The Dover Sherborn Schools share in the mission to inspire, challenge and support all students as they discover and pursue their full potential.

Theory of Action

If we are able to successfully inspire, challenge, and provide the necessary supports for all of our students, *then* they will be equipped with the tools necessary to achieve their fullest potential in a rapidly changing society.

Core Values

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Strategic Objectives 2018-2021

<i>Innovative Teaching and Learning</i>	<i>Health and Well-being of Students and Staff</i>	<i>Partnerships with Families and Communities</i>	<i>Safe and Innovative Facilities</i>	<i>Resource Efficiency</i>
Maintain excellence and rigor while adapting best practices and programs to prepare graduates for success in a rapidly changing world	Revise and enhance programs in support of the social-emotional needs of students and staff	Cultivate partnerships with families and community groups to strengthen the support system	Evaluate and adapt facilities and learning spaces to support 21st century learning experiences	Provide the highest quality education in an efficient and productive manner



The Public Schools of Dover and Sherborn
157 Farm Street
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Phone: 508-785-0036 Fax :508-785-2239
URL: 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: October 19, 2018

Principal's Reflections

Superintendent Andrew Keough held a coffee for parents that was very well received, and continuing in that vein, we will hold a Principals' Coffee on November 1st. We look forward to a venue where we can share priorities and initiatives, and hear directly from parents in an informal environment. We greatly value the partnerships we have with parents, and open communication is key.

Last year the School Advisory Council generated the idea of partnering with a Boston school in support of the district and school priorities of continually improving our practice and understanding. Thanks to the connections of Monique Marshall-Veale we were able to develop a partnership with the Michael J. Perkins School in South Boston. The purpose is for all of us - students, educators, and the community - to expand our horizons and opportunities by engaging with others who are committed to all that we can do for children. To date, administrators have visited one another's schools and we have started educator exchanges, driven by their desire to connect and learn. We look forward to seeing how the partnership evolves over the course of the year and into the future.

Curriculum & Learning

Literacy Benchmark Data meetings took place over the past week during teams' Common Planning Times to review first trimester assessment data in English Language Arts. The Literacy Specialist and Literacy Educational Assistant met with teachers to share an overview of ELA data and to hear from educators how the students present in class. Observational data and student work are important elements to consider when determining additional supports through Tier II services. At times the data indicates a

high need and the teacher points out performance anxiety that may have masked a student's skills. On the flip side, at times a student performs well on an assessment but struggles day-to-day in class. Culling all the information and having meaningful discussions about the data and students is an important part of matching instruction to the needs of each student.

Professional Development

Synergy Systems conducted valuable security training, teaching additional safety options that could be used in classrooms or other public spaces. The district will continue its previous lockdown procedures and a district-wide Emergency Response Team has been convened to put additional safety measures in place.

On October 3rd, Jon Mattleman addressed staff members from Chickering and Pine Hill about anxiety, given the increase we see in our student population, with more complexity and at an earlier age. Teachers appreciated hearing about the internal ramifications of anxiety and ways to support children in school.

DS Professional Growth & Evaluation System Update

Professional Learning Community Leaders have guided their teams through the goals process, adopting the district-wide option of a Cultural Responsiveness Professional Practice Goal, created by Assistant Superintendent Beth McCoy. Goals were due to Chickering administrators October 18th, given the extended goals deadline of November 1st due to some changes in the Professional Growth and Evaluation Process this year. Central Office administration and the DSEA will be continuing this work this year.

Personnel

We are pleased to place Ms. Devon Vanaria into the Long-Term Substitute Teacher position in Grade 3 and are hiring for a similar position in Grade 2. Due to the retirement of Educational Assistant Donna Bacchiocchi, we are hiring an Educational Assistant. We appreciate the high level of care and commitment all our educators have to the students and the school, and the high level of collaboration that makes the system run well.

Special Event

Saturday, October 20th is the DSEF Gala, the annual fundraising event. We greatly appreciate the financial support of all families in the Dover and Sherborn communities and the opportunities that it creates for all our students.

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To: Dr. Andrew Keough, Superintendent
From: Elizabeth McCoy, Assistant Superintendent
Re: October Dover School Committee meeting
Date: October 18, 2018

PROFESSIONAL DEVELOPMENT

Supporting Students' Mental Health

As a follow-up to the security training conducted at all four schools and a critical component of school safety, Jon Mattleman spoke to faculty on recognizing and supporting students' mental health needs (elementary schools - October 3; secondary schools - October 9).

Jon's workshops and presentations are intended to give participants tools they can implement immediately, strategies that work with children and youth, and approaches that have proven to be critical to building healthy relationships. Jon frequently consults with schools, parent groups, mental health organizations, and places of employment regarding the issues of stress, depression, and suicide. Jon is best known for his talk "The Secret Life of Teens" which he has presented to thousands of parents all over New England, including those from Dover and Sherborn.

So far, Jon's workshop has been well received by educators. Faculty have identified the need to continue the conversation around students' mental health, specifically in regard to strategies to reduce school stress and balancing academic expectations with the needs of the whole child. The Professional Development Committee and Leadership Team will continue to provide opportunities to address these topics.

Teachers as Scholars

We are piloting (or reconsidering) a partnership with Teachers as Scholars, an agency that "offers 1 to 3 day content based professional development seminars led by university faculty for public and private school K-12 teachers and administrators." This partnership existed three or four years ago and educators raved about the experience and pleaded it be re-established. As part of the pilot, we were able to offer educators access to nine courses this year, and within hours the slots were full. We are thrilled to be working with Teachers as Scholars again and are hopeful that we can expand the partnership in the years to come.

EdLeader21 Conference/Academic Innovation Committee

In support of the Innovate Teaching and Learning portion of the Strategic Plan, I attended the EdLeaders 21 Conference last week in Phoenix. Over 700 educators from more than 150 school districts gathered to share their journeys in the development of a Portrait of a Graduate. The keynote speaker was Kathy Hirsch-Pasek, author of *Becoming Brilliant* who spoke about the need to develop schools that “support happy, healthy, thinking, caring, and social children who become collaborative, creative, competent, and responsible citizens tomorrow.” What was most striking is the overlap between the findings of neuropsychologists, like Hirsch-Pasek, and the objective of the Portrait in emphasizing that long-term success is dependent on the 4 (or 6) C’s - Communication, Collaboration, Critical Thinking, Creativity (Content and Confidence). Furthermore, in that Challenge Success uses the SPACE framework as a means to improve the school experience for students, P being for Project and Problem-Based Learning and A for Alternate & Authentic Assessment, the Portrait of a Graduate is a mechanism to infuse the P and A across all grade levels. I couldn’t be more excited about the natural link between our ongoing work with social emotional wellness via Challenge Success and our impending work around teaching and learning via the Portrait!

Moving forward, I am now ready to begin recruiting students, teachers, administrators, parents, school committee/community members to join the Academic Innovation Committee. Specific dates and times for our meetings and events will be published next week. I look forward to our journey ahead as we begin to empower students and make learning authentic and relevant.

November Professional Development Day

For the second year in a row, we will be bringing the entire PK-12 faculty together to further develop as a collaborative team as we continue to explore issues of cultural responsiveness and social emotional learning. Now that teams of teachers are adding multiple perspectives and topics around social justice to the curriculum, we need to develop the skills to bring content to life. We are scheduled to spend the morning of the November 26 professional development day working with facilitators from IDEAS (Initiatives for Developing Equity and Achievement for Students) on how to have difficult conversations with elementary, middle, and high school students respectively. The afternoon will be spent viewing *Mr. Joy*, a production from ArtsEmerson, and engaging in difficult conversations as adults. We are still in the planning stages and additional details will be shared as they become available.

RESPONSE TO INTERVENTION

As all four schools continue to refine their Response to Intervention (RTI) models of tiered support, 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 RTI Team will continue to analyze data not only to monitor students’ progress and growth over time, but also to determine the effectiveness of this role in order to make appropriate staffing and scheduling decisions moving forward.

PARTNERSHIP WITH ARTS-EMERSON

Through a unique partnership opportunity with ArtsEmerson, we will be hosting two performances of *Mr. Joy* on November 26, one as part of the professional development experience for educators. The play provides insight into the experiences of non-dominant individuals, including Black, Asian, Gay, Transgender, among others, "to help us find our common humanity." The approach (and voice) is different from that of our common summer reading book, and will provide an opportunity for educators to further explore various components of the cultural iceberg and engage in meaningful conversations about "isms" and how they relate to our work with students. A description of the play is included below:

"What happened to Mr. Joy? A Harlem community is shaken when Mr. Joy, a Chinese immigrant whose shoe repair shop has been a neighborhood pillar for decades, is the victim of an attack. Through the lens of Mr. Joy's customers, from the bubbly eleven-year-old Clarissa (who captured everyone's heart in Daniel Beaty's Emergency) to the sincere and savvy 'gangsta granny' Bessie, we learn the profound yet unassuming impact the shop owner has had on each of their lives. Playwright and ArtsEmerson Artist-in-Residence Daniel Beaty (Breath & Imagination, Emergency) returns with another moving reflection on transforming pain into power, this time through the virtuosic performance by acclaimed actress Adobuere Ebiama. A poignant, funny and stirring solo piece, Mr. Joy invites us to consider how we respond to violence as individuals and as a community, and the power of the invisible ties that bind us all."

A second performance will be held the evening of November 26 for parents and community members from Dover, Sherborn, and neighboring towns who are also engaged in work around cultural responsiveness. Additional information will be available via newsletters and announcements in the coming weeks.

MCAS

MCAS results for the Spring 2018 administration were released publicly on September 27. School leaders and teachers are in the process of analyzing the data, in conjunction with district-based measures, to determine if and where concepts need to be reinforced and whether instructional interventions may be necessary. A full overview of our MCAS results will be provided with the November report.

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Dr. Andrew W. Keough, Superintendent

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To: Dover School Committee

From: Andrew W. Keough, Ed.D.

Date: October 23, 2018

RE: Superintendent Report

Parent Coffees

I held three parent coffees over the past several weeks. These have been beneficial in that they have provided me with the opportunity to share with people the efforts we are making toward further strengthening the learning experiences for our students. They have also allowed me to hear what they view as our strengths and areas of need. I want to thank those of you who have been able to attend. I know the parents appreciate seeing you.

Special Education Director Update

Debbie Dixon began her work on Monday October 1st (exactly one weekend after retiring!) She has been very busy meeting with principals, her staff, and visiting the schools. Together we have provided Dorsey Yearley with clarifying information pertaining to the special education review and Debbie will now have the benefit of using the findings of the review to respond to the needs that are most pressing for Chickering School and the system as a whole. I especially appreciate Debbie's wisdom in transitioning to the role by listening and learning. She understands the importance of building relationships before pushing for change or revision and I remain confident that she is going to have a very positive impact on the Dover Sherborn Schools.

Security Training

In late September/early October we held training for our staff on *Responding to an Armed Assailant*. Synergy Solutions led this process and worked collaboratively with the Sherborn and Dover police departments. The training was well received and empowered our teachers to think creatively when responding to emergencies. The days of locking our doors and hiding in corners are gone. Teachers are now being encouraged to *Locate, Lockdown, Leave, and Live*. In essence, to recognize that these types of incidents generally take 5 minutes to perpetrate and as such require that teachers think quickly about how best to protect themselves and their students. Among other things, staff learned the importance of locating 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. Critically, our staff members practiced this work. I am pleased that we had the courage to take this important step and that we are revisiting our protocols in collaboration with the police. Along these lines, we are insisting that our schools continue holding regular crisis response team meetings and have reinstated the Emergency Response Team for the full district. Our first meeting was held on October 16th. I want to thank the entire leadership team and especially Dawn Fattore and Beth McCoy for making this a priority component of our professional development this year.

Newsletter and Blog

On October 11th we sent out our first ever [Central Office Newsletter](#), entitled #WEareDS. With the goal of improving communication with our families, we are now using this medium to share relevant information to all members of the school system. As the Communication Committee comes together in the coming weeks, we will be assessing the effectiveness of this approach and exploring how we might streamline communications further to reduce information overload. I am looking forward to this work and am confident it will have a positive impact on the school community.

On another communication note, I am now blogging. [Please check it out!](#) If ever there is a topic you think I could speak to that would benefit families, please forward it along. I enjoy writing and view this as a valuable communication tool.

Special Visitor – Tim McCallum

On October 3rd I had a visit from Mr. Tim McCallum, a school superintendent from Australia who was in Boston for a course in school leadership at Harvard University. This was a valuable professional development opportunity for both of us, wherein we shared challenges, successes, and various strategies for school improvement. Together we toured the schools, visited classrooms at the region, and spoke with staff and students about the Dover Sherborn experience. It was a fabulous three hours and I have been offered the opportunity to visit his district (900k+ students!) sometime in the future. You can learn more about Tim [here](#).

Attendance at Key Meetings

This past month I had the opportunity to meet with the PTO, SEPAC, and the DSEF. Like the parent coffees, these meetings have provided me with an opportunity to provide updates on the work being done in the district and to ask for their support as we seek to meet the goals outlined in our strategic plan. I very much appreciated their candid insights and look forward to continuing our work together in the future.

Visits to Chickering-

I visited Chickering School on October 9th for a scheduled quarterly meeting. Unfortunately, my discussions with Laura, which were worthwhile and necessary, prohibited us from visiting classrooms. I plan to return this week and to observe the fabulous teaching and learning that takes place in the school each day.

On Friday, October 19th I will visit with Laura and her guest principal, Craig Martin of the Michael J. Perkins School in Boston. Laura and Craig (with assistance from Monique Marshall Veale) have arranged to connect their schools for purposes of enhancing their respective student learning experiences. This holistic approach to professional development allows for a healthy exchange of ideas and strategies for school improvement through observation and discussion with those from their “sister school”. I am excited that Laura has reached out to Craig and look forward to hearing more about what they learn from each other through this process.

Phones -

I am pleased to report that the phone lines entering Chickering School have been fully converted over to Fiber Optic by Verizon. This is a major step for our school given our issues of the past of losing connectivity during storms. I would like to thank our Technology Director, Anthony Ritacco for his tenaciousness in seeing this project through to fruition.

Upcoming Event –

We are excited to be joining Challenge Success on November 8th at 6:30 p.m. for a presentation: *An Evening with the Superintendent and Assistant Superintendent: What's Next at DS*. Please join us! The event will be held in the Middle School Choral room. You can sign up [here](#)!

#WEareDS

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TO: Andrew Keough, Superintendent
FROM: Dawn Fattore, Business Administrator
RE: FY19 Operating Update
DATE: October 19, 2018

Status of Appropriations

Attached please find the Status of Appropriations as of October 17, 2018.

Salaries

The majority of salaries have been encumbered for FY19 with the exception of 10-month shared employees, the new Interim Special Education Director and the newly assigned central office accounts payable position (due to a summer retirement). In addition, several educational assistant positions are still being finalized and are not yet included in the current statement. These will all be reflected in the financials provided at the November meeting.

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. We will provide a complete summary of staffing in November to assist with your FY20 budget review.

Expenditures

As we are early in the school year, there are no expenditure variances to report to date. There are annual expenses still to be encumbered especially in special education due to the transition in directors. Initial projections have been encumbered for transportation, building maintenance contracts and electricity (heating oil will be reflected in November's statement).

Out-of-District

Tuition encumbrances are reflected for the majority of out-of-district placements but there are still a few placements to be finalized. We are not anticipating any material variances to date. We will work with the new interim director over the coming weeks to review and prepare an initial summary of placements for FY19. We will also provide an update on circuit breaker reimbursement to be received for FY19. We do know the State is initially reimbursing eligible expenses at 72% and is projecting the final rate to be at the legislatively mandated rate of 75%.

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

Dover Public Schools
Status of Appropriations as of October 17, 2018

	FY19	EXPENDED		TOTAL	OPERATING	% of
SALARIES	BUDGET	THUR 10/17	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	69,779	97,876	13,784	12.34%
DISTRICT INFO MANAGEMENT	74,310	18,577	55,733	74,310	0	0.00%
SPED ADMINISTRATION	213,279	39,742	156,343	196,085	17,194	8.06%
SCHOOL LEADERSHIP-BUILDING	357,294	109,537	246,457	355,994	1,300	0.36%
ACADEMIC LEADERS/QPO	28,404	0	16,393	16,393	12,011	42.29%
TEACHERS, CLASSROOM	2,949,190	468,530	2,506,517	2,975,047	(25,857)	- 0.88%
TEACHERS, SPED	1,074,737	146,069	726,901	872,969	201,768	18.77%
SUBSTITUTES	45,000	4,705	2,869	7,574	37,426	83.17%
EDUCATIONAL ASSISTANTS	650,542	113,476	486,284	599,760	50,782	7.81%
LIBRARIANS & MEDIA CENTER	106,300	8,157	44,863	53,020	53,280	50.12%
BUILDING BASED PD	16,875	12,375	0	12,375	4,500	26.67%
GUIDANCE COUNSELORS	100,970	15,534	85,436	100,970	0	0.00%
PSYCHOLOGICAL SERVICES	73,663	11,333	62,330	73,663	0	0.00%
MEDICAL/HEALTH SERVICES	84,053	13,007	70,106	83,113	940	1.12%
CUSTODIAL SERVICES	244,382	75,869	147,709	223,578	20,804	8.51%
TOTAL SALARIES	\$6,264,343	\$1,098,703	\$4,778,805	\$5,877,508	\$386,834	6.18%
EXPENDITURES						
SCHOOL COMMITTEE	\$10,650	\$4,678	\$313	\$4,991	5,659	53.14%
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	37,488	20,917	58,406	18,395	23.95%
SCHOOL LEADERSHIP-BUILDING	12,150	5,574	3,331	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	13,281	14,563	27,844	21,756	43.86%
LIBRARIANS & MEDIA CENTER	14,150	7,921	63	7,985	6,165	43.57%
COURSE REIMBURSEMENT/PD	33,300	2,603	3,420	6,023	27,278	81.91%
TEXTBOOKS & RELATED SOFTWARE	50,800	23,176	1,755	24,932	25,868	50.92%
LIBRARY INSTRUCTIONAL MATERIALS	5,575	656	570	1,226	4,348	78.00%
INSTRUCTIONAL EQUIPMENT	21,000	4,009	8,656	12,665	8,335	39.69%
GENERAL SUPPLIES	60,550	28,213	4,376	32,588	27,962	46.18%
CLASSROOM INSTRUCT TECHNOLOGY	5,000	2,614	850	3,464	1,536	30.71%
GUIDANCE	650	266	0	266	384	59.15%
MEDICAL/HEALTH SERVICES	4,500	240	0	240	4,260	94.66%
TRANSPORTATION SERVICES	218,057	41,708	166,834	208,542	9,515	4.36%
CUSTODIAL SERVICES	25,000	13,747	2,231	15,979	9,021	36.09%
UTILITIES	216,500	43,465	90,663	134,128	82,372	38.05%
MAINTENANCE OF BUILDING	123,500	47,626	58,170	105,796	17,704	14.34%
TOTAL EXPENDITURES	\$959,582	\$286,705	\$379,213	\$665,918	\$293,664	30.60%
TOTAL INDISTRICT OPERATING	\$7,223,924	\$1,385,408	\$5,158,018	\$6,543,426	\$680,498	9.42%
OOD TUITION & TRANSPORTATION						
TUITION TO MA SCHOOLS	171,855	16,856	144,826	161,682	10,173	5.92%
TUITION TO COLLABORATIVES	388,549	60,901	191,321	252,222	136,327	35.09%
TUITION TO NON-PUBLIC SCHOOL	1,961,517	515,503	1,567,148	2,082,651	(121,134)	- 6.18%
TUITION TO OUT OF STATE SCHOOLS	390,626	59,550	331,076	390,626	0	0.00%
TRANSPORTATION SERVICES	\$301,371	\$51,746	\$224,640	\$276,386	24,985	8.29%
TOTAL OOD	\$3,213,918	\$704,557	\$2,459,010	\$3,163,567	\$50,351	1.57%
TOTAL OPERATING	\$10,437,842	\$2,089,964	\$7,617,029	\$9,706,993	\$730,849	7.00%

Chickering Elementary School
Ten Year Enrollment History and Five Year Projections
October 1, 2018
Grades K-5

Year	K	1	2	3	4	5	Total
2009-10	82	92	104	94	110	95	577
2010-11	70	95	87	104	89	106	551
2011-12	69	77	90	89	103	89	517
2012-13	71	75	84	97	92	105	524
2013-14	66	78	80	90	95	96	505
2014-15	54	67	78	82	92	102	475
2015-16	61	61	75	82	86	95	460
2016-17	64	72	68	83	96	88	471
2017-18	65	75	78	76	87	94	475
2018-19	75	71	81	78	84	88	477

Sections	4	4	4	4	4	5	25
Avg. C/S	18.75	17.75	20.3	19.5	21.0	18.8	19.1
Breakout	19,18,18,20	18,18,17,18	21,20,20,20	20,19,20,19	21,20,21,22	18,17,17,18,18	

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TO: Andrew Keough, Superintendent
FROM: Dawn Fattore, Business Administrator
RE: FY20 Capital Planning Update
DATE: October 19, 2018

Attached please find the first draft of the DSC's FY20 Capital Budget request as well as anticipated requests for FY21-24. We are asking the Committee to approve this initial draft in order to comply with the Town's October submission timeline. We will have several additional meetings to discuss changes as needed.

As the Committee is aware, we use the On-Site Insight 20-year Capital Needs Plan as a guide in developing the capital requests. We will walk through the attached schedule with the Committee on Tuesday evening and incorporate any questions members may have in a subsequent Building sub-committee meeting.

DRAFT

Dover School Committee Meeting of September 25, 2018

Members Present: Henry Spalding, Chair
Brooke Matarese, Secretary
Adrian Hill
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 6:30 pm in the Chickering library.

2) Community Comments - None

3) **PTO Report** - The PTO co-presidents highlighted their plans for the school year in four main areas: 1) curriculum enrichment, 2) community events, 3) direct faculty support, and 4) acts of appreciation for faculty/staff.

4) Reports

- a) Principal's Report - Ms. Dayal highlighted items from her report and answered questions from Committee members.
- b) Assistant Superintendent Report - Ms. McCoy Ms. McCoy spoke about summer Professional Development done by the staff and the presentation she gave at the Faculty Opening of School assembly. The presentation focused on the book read by the staff over the summer (So You Want to Talk About Race? By Ijeoma Oluo) and how to best use their "1000 hours" of time on learning to better prepare students to know, to care, and to act in a rapidly changing world.
- c) Superintendent Report - Dr. Keough reviewed his report and highlighted the following items:
 - Special Education Audit update - the audit is nearing completion and the initial findings/recommendations as they relate to the organization of the special education department for the DS Schools will be presented on October 23rd at the Joint meeting.
 - Enrollment update - enrollment at the opening of school was 479 students, 4 more students compared to the beginning of the last school year.
 - Staffing update - a list of new staff at Chickering was provided.
- d) Warrant Report - A list of signed warrants since the last meeting was provided.

5) FY18 Budget Closeout

- Salaries - there was a positive variance of \$26,494 comprised primarily of savings from staffing changes and unused custodial salaries for substitutes/overtime offset by special education staffing changes noted last fall. Total salaries for the year were pithing .4% of budget.
- Operating Expenditures - there was a positive variance of \$107,497 representing unexpended funds from legal reserves, utilities, and building maintenance.
- Out-of-District Expenditures - there was a negative variance of \$93,783 comprised of \$88,000 in additional tuitions and \$6,000 in transportation costs.

DRAFT

- Overall - There will be a \$40,208 turn back to the Town of remaining FY18 funds. In addition, 100% of the FY18 CB funds (\$1,035,174) will remain in the Town Free Cash number. A statement summarizing activity for all of the special revenue and revolving funds for FY18 was also provided.

6) FY19 Monthly Financial Report -

The Status of Appropriations as of September 30th will be provided at the next meeting.

- Capital Projects - there were no FY19 Capital Projects which allowed for general maintenance and upkeep of the building over the summer.

7) Consent Agenda

a) Meeting minutes of June 18, 2018

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

18-10 VOTE: 5 - 0

8) Communications

a) 2018-19 Meeting Calendar

b) School Committee Assignments

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

d) Sherborn School Committee minutes: June 14, 2018

9) Adjournment to Executive Session, not to return to Open Session, for matters pertaining to discussion of security personnel or devices at 7:53 pm.

Respectfully submitted,
Amy Davis

APPROVED OCTOBER 9, 2018

Dover-Sherborn Regional School Committee

Meeting of September 11, 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 Administrator

1) **Call to Order**

Ms. Krusell called the meeting to order at 6:33 pm in the Middle School Library

2) **Community Comments** - none

3) **Reports**

- Assistant Superintendent Report - Ms. McCoy spoke about summer Professional Development done by the staff and the presentation she gave at the Faculty Opening of School assembly. The presentation focused on the book read by the staff over the summer (So You Want to Talk About Race? By Ijeoma Oluo) and how to best use their "1000 hours" of time on learning to better prepare students to know, to care, and to act in a rapidly changing world.
- 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 Review/Audit Update - the review is underway and recommendations are anticipated to be ready to present to the school committees at the October Joint meeting.
 - Special Education Interim Director - there are two finalists for the Interim position who will be visiting the district for interviews on September 12th. Dr. Keough plans to complete background checks by the end of the week so he can make a recommendation to the school committees after the Sherborn School Committee meeting on September 17th.
 - Strategic Plan - the Action Plan component has been completed and outlines the steps including responsible parties, benchmarks, and timelines that will be taken to meet the expectations in the Strategic Objectives & Priorities. The Action Plan will be shared at the Joint meeting in October.

4) **Finance and Operations**

FY18 Closeout -

- Revenues - Net results for FY18 reflected a surplus of \$40,125 or 0.1% of the budget. There were two transactions that resulted in a reported revenue deficit of \$438,363: 1) reduction of the Town Assessments in the amount of \$248,456 for FY17 excess E&D funds and 2) deposit of June's Chapter 71 Transportation payment of \$229,032 to the Transportation Reserve Fund.
- Operating - the year ended with a surplus of \$245,534 representing 1% of the budget. Healthcare expenditures were under budget by \$30,600 and additional costs in plants/facilities were offset by the positive variance in utilities.

APPROVED OCTOBER 9, 2018

- Overall - the net result of FY18 operations was a deficit of \$192,839 leaving a proposed E&D fund balance of \$1,111,906 or 4.5% of the FY19 operating budget.
- Special Revenue/Revolving Funds - a summary of all activity for FY18 was provided. Food Services continues to produce positive operating results as participation grows and the fund balance will provide funds to replace/improve food service facilities.

FY19 Monthly Report

- Revenues - the State's FY19 budget was finalized in late July and Chapter 70 net revenues for the Region are \$29,487 more than budgeted but is subject to change based on possible fluctuations in school choice and charter school enrollments. Chapter 71 funding is estimated to be \$62,310 more than budgeted based on an increase in the funding level.
- Operating Expenditures - The Status of Appropriations as of September 30th will be provided at the October meeting.
- 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.

5) Review of Strategic Objective - Dr. Keough outlined the action steps for the Health and Well-Being of Staff and Students objective in the District's Strategic Plan.

6) Consent Agenda

- Approval of Minutes of June 12, June 18, and August 23, 2018 - Ms. White added the following sentence to the end of Section 6 of the minutes of June 12, 2018: "The RSC will work with Boosters to gather data to aid in the committee's decision making".
- Appointment of MS Nurse - HELD
- High School Trips: Global Science and Winter Leadership - Global Science to The Island School at Cape Eluethera Bahamas from February 16-23, 2019 and Winter Leadership to Greenville, ME from March 9-12, 2019.
- Middle School DS Trip - May 29-31, 2019
- Donations - \$64,180 from the Mudge Fund for lighting project in Mudge Auditorium, \$250 from the Dover Sherborn Music Program, and \$2,868.65 from the DSHS PTO for outdoor picnic tables.

*Ms. Graham made a motion to appoint Ms. Margaret Parsons as the Middle School Nurse according to the Educators Contract. Ms. Charron seconded.
18-21 VOTE: 6 - 0*

*Ms. Hovey made a motion to approve the Consent Agenda with the exception of the appointment of the Middle School Nurse and the addition to the June 12th minutes. Ms. Miller seconded.
18-22 VOTE: 6 - 0*

7) Communications (for Members Information)

- DSHS Student and Headmaster's Report: Mr. Smith

APPROVED OCTOBER 9, 2018

- DSMS Student and Headmaster's Report: Mr. Kellett
 - School Committee 2018-19 Meeting Calendar - updated
 - Subcommittee Assignments
 - Dover School Committee Minutes of May 14, 2018
 - Sherborn School Committee Minutes of May 8, 2018
- 8) Items for October 9, 2018 meeting** - Budget Workshop, Program of Studies, Boosters Phase 2 update on feasibility study results
- 9) 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 8:10 pm.**

Respectfully submitted, Amy Davis

APPROVED OCTOBER 16, 2018

Sherborn School Committee Meeting of September 17, 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, Interim Business Manager
Barbara Brown, Principal

1) **Call to Order**

Ms. Potter called the meeting to order at 6:32 pm in the auditorium.

2) **Public Comment** - none

3) **Introduction of New Administrative Staff** - Dr. Brown introduced the new Assistant Principal, Ms. Allison Gullingsrud.

4) **Reports**

- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Assistant Superintendent Report - Ms. McCoy spoke about summer Professional Development done by the staff and the presentation she gave at the Faculty Opening of School assembly. The presentation focused on the book read by the staff over the summer (So You Want to Talk About Race? By Ijeoma Oluo) and how to best use their "1000 hours" of time on learning to better prepare students to know, to care, and to act in a rapidly changing world.
- Superintendent Report - Dr. Keough reviewed his report and highlighted the following items:
 - Heat concerns - The extreme heat during the first days of school had a significant impact on the staff and students as some classroom temperatures reached the low 90's. Student learning was adversely effected and there were twice as many visits to the nurse when compared to the same time period one year ago. The Administration has begun investigating costs associated with air conditioning with the approval of the Committee.
 - Special Education Audit update - the audit is nearing completion and the initial findings/recommendations as they relate to the organization of the special education department for the DS Schools will be presented on October 23rd at the Joint meeting.
 - Enrollment update - enrollment at the opening of school was 382 students, down 15 students compared to October of last school year.
 - Staffing update - a list of new staff at Pine Hill was provided.

5) **FY18 Budget Closeout**

- Salaries - there was a positive variance of \$54,558 comprised primarily of savings from staffing changes. Substitute costs were partially offset by salary savings from maternity leaves.
- Operating Expenditures - there was a positive variance of \$59,857 representing unexpended funds for SPED contracted services due to changes in student needs, utilities, and building maintenance. Maintenance funds were used to refinishing of the

APPROVED OCTOBER 16, 2018

auditorium stage floor, tiling of the library entryway, new fencing around the dumpsters, and storage shed for the playground.

- Out-of-District Expenditures - there was a negative variance of \$66,584 comprised of \$50,000 in additional tuitions and \$15,000 in transportation costs.
- Overall - There will be a \$47,831 turn back to the Town of remaining FY18 funds.

6) FY19 Update

The Status of Appropriations as of September 30th will be provided at the next meeting.

- Capital Projects - all FY19 capital projects have been completed.

7) Consent Agenda

- Approval of Minutes: June 14, 2018

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

18-14 VOTE: 5 - 0

8) Communications

- 2018-19 Meeting Calendar
- Subcommittee Assignments
- Regional School Committee minutes of May 1, 2018
- Dover School Committee minutes of May 14, 2018

9) Items for October 16, 2018 Meeting - AC estimates, budget discussion/priorities

10) Adjournment to Executive Session not to return to Open Session for matter pertaining to security personnel or devices at 7:30 pm.

Respectfully submitted,
Amy Davis