

Dover School Committee
Meeting Agenda
November 22, 2016
8:30 AM
Chickering Elementary School
Library

1. Call to Order
2. Community Comments
3. Reports:
 - Principal's Report – Ms. Dayal
 - Assistant Superintendent Report – Dr. LeDuc
 - Interim Superintendent Report – Mr. McAlduff, Jr.
4. FY17 Monthly Financial Report
5. Proposed FY18 Operating Budget
6. Consent Agenda **A.R.**
 - Dover School Committee Minutes October 18, 2016
7. Communications (For Members Information)
 - Dover Sherborn Regional School Committee Minutes October 4, 2016
 - Sherborn School Committee Minutes October 11, 2016
8. Items for January 24, 2017 Meeting
9. 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

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover School Committee

From: William H. McAlduff, Jr.
Interim Superintendent

Date: November 18, 2016

RE: Agenda Item #3

Attached please find the following reports:

- Principal's Report – Ms. Dayal
- Assistant Superintendent Report – Dr. LeDuc
- Interim Superintendent's Report – Mr. McAlduff



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
Mr. William H. McAlduff, Jr., Interim Superintendent
Dr. Karen L. LeDuc, Assistant Superintendent
Ms. Christine Smith, Director of Special Education
Ms. Dawn Fattore, Interim 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. Christine Cronin-Tocci
Special Education
Interim Team Chair

To: Mr. William McAlduff, Interim Superintendent
From: Ms. Laura Dayal, Chickering Principal
Re: Principal's Monthly Report
Date: November 18, 2016

Principal's Reflections

This month we propose a budget for Fiscal Year 2018 that encapsulates the evolving needs of the school. Of significance are plans to purchase science curriculum across the grades, in coordination with Pine Hill, as a result of the Science and Engineering curriculum review. We also propose moving to the updated version of the Everyday Math curriculum, which includes upgraded online materials. An addition to Professional Development funds is requested to account for the increase in staff and continuing consultation services, which in the past were covered by DSEF grants.

We are grateful for the collaboration with School Committee members in shaping the budget each year, and appreciate the support in enhancing our programming and experiences at Chickering for staff and students.

Curriculum & Learning

All grade-level teams held their Literacy Benchmark Data Reviews during Common Planning Times (CPTs), following completion of the first set of student assessments that occurs each fall. Using data from DRA II reading assessments and AIMSweb math assessments, as well as information from last year's MCAS and observations of classroom performance, the Literacy Specialist, Literacy EA, grade-level team members and administrators review data and decide which students would benefit from support and how to group students with similar needs. This Tier II Literacy Support, also called RtI (Response to Intervention), is part of General Education and allows for a double dose of instruction to enhance foundational skills and close the achievement gap.

Last year we instituted a monthly writing prompt to clearly assess students' independent writing skills. Best practice for instruction is that teachers give regular feedback to students and have them repeatedly edit and revise their work, handing a writing piece back a number of times to improve the finished product. However, this can lead to a misperception of students' ability to independently write a piece from beginning to end, as expected on state standardized assessments, so teams regularly dipstick independent writing skills throughout the year to accurately capture independent skills and guide instruction.

Later this month Professional Learning Community (PLC) Leaders will conduct a PD session on Project Based Learning (PBL). Project Based Learning is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge. Introducing PBL is part of our School Improvement Plan goal #2 on enhancing curriculum through the work of Professional Learning Communities.

Professional Development

In the past month alone, staff members have had the following professional development during either a staff meeting or PD Early Release Day:

Positive Behavior Interventions and Supports (PBIS) x 2: Explicit expectations throughout the school day: current individual practices and evolving collective practices: to be synthesized and shared
Gender awareness: Emerging school practices and policies across Massachusetts, resources, and shifts at Chickering

Emergency procedure annual review: Fire Drill, Shelter in Place, Lockdown, Bomb Threat

Coordinated Program Review (CPR): Internal preparation session #1: District Curriculum Accommodation Plans (DCAPs): purpose, practice: review and update of Chickering DCAP

District Science/Engineering PD: Educator leaders from both Chickering and Pine Hill developed a PD session on inquiry, and how to incorporate this into science specifically, as well as throughout the curriculum. The afternoon blended hands-on learning, teaching texts, reflections on practice, and experimenting with inquiry-based activities. This segues into PD with presenter Doug Llewellyn on November 28th.

We have a tradition of sharing out information from individuals' outside PD so we all can benefit from the learning and build awareness on topics in education. In the past month, staff heard about conferences on Social Thinking (curriculum for interpreting social situations and responding appropriately), BABAT (for BCBA's/Behaviorists), and technology integration from the Massachusetts EdTech Innovation Summit. Staff also heard presentations on our MCAS performance in 2016, and information on DSEF grant applications and development. Educational Assistants continued with their PD series on supporting a wide range of learners, led by Psychologist David Gotthelf.

DS Professional Growth & Evaluation System Update

Teams are working on their goals during Common Planning Times and in concert with other educators. For example, the fourth grade team has a goal addressing the learning needs of students in preparation for more online work, including this spring's Next Generation MCAS. They have taken a sample test and made plans for new modes of instruction, integrated into the curriculum.

Plant and Facilities

Timing of the lights in the parking lot, going on and off, has been adjusted to synchronize with the change in Daylight Savings. Two of the light posts at the sidewalk have severed cords underground and will need to be replaced. A request has been submitted for additional lighting at the crosswalk for safety.

School Advisory Council

The School Advisory Council met November 2nd and the subgroups on Wellness and Communications & Technology shared out their questions and interests. The first group shared an interest in more communication about wellness, considering a device-free event, overscheduling, and videos promoting wellness. The latter group discussed the upcoming portal School Messenger, coming from the district level to D-S schools, consistency in expectations for classroom communication to families, and a possible community survey. Before our next meeting, members are identifying an article that speaks to their group's interests, to be considered for sharing with the parent community along with a write-up of Chickering practices and goals.

Extracurricular Happenings

November 18th the Middle School will present its musical preview of Shrek at an all-school assembly. This will provide an opportunity for those students to perform in front of another audience, and it will give Chickering students a preview not only of the performance, but of options for extra-curricular activities they may wish to take part in when they are at the middle school.

The Make a Difference group has been launched as an afterschool activity, led by parents and guided in collaboration with administrators who requested this avenue for students who are interested in learning about philanthropy, local needs, leadership, business models, and making a difference in their community.

Nutrition/School Lunch

Parents always have the option of limiting the purchase of snacks at lunchtime if this is a concern, by making a note in the online account or sending in a note to the cafeteria. If parents are surprised by the volume of snacks their child purchases, this is one way to ensure family preferences are met. In

addition, each child's picture appears when the account number is entered, ensuring each child is using his/her own account.

The Public Schools of Dover and Sherborn

157 Farm Street, Dover, MA 02030
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www.doversherborn.org

Mr. William H. McAlduff, Jr., Interim Superintendent
Dr. Karen L. LeDuc, Assistant Superintendent
Ms. Christine Smith, Director of Special Education
Ms. Dawn Fattore, Interim Business Manager

To: William McAlduff, Jr.

From: Karen LeDuc

Re: November School Committee meeting

Date: November 8, 2016

Science and Technology/Engineering and Computer Science Curriculum Review

The K-12 review continues, with the elementary and middle school science curriculum leaders and high school department head working collaboratively with me to review the survey data and to prepare a formal report, to be presented to the School Committees in January. A comprehensive action plan is under development to assure our K-12 alignment to the new Science and Technology/Engineering and Computer Science standards. This plan includes development of new Understanding by Design (UbD) units, professional development in the areas of the practice standards, and collaboration among grade/content educators on delivering a high quality teaching and learning experience for all Dover Sherborn students.

Professional Development

The district-wide professional development day is scheduled for Monday, November 29th, with all K-12 educators and administrators participating.

A full day session will find Chickering and Pine Hill educators gathering at Pine Hill to continue our collaborative work on Science and Technology/Engineering. The session, facilitated by Ms. Jen Ryan and Ms. Laurie Ryan from Pine Hill and Ms. Cathy Chiavarini and Ms. Cheryl Chase from Chickering, along with the building administration, will feature Doug Llewellyn, an educator and professional developer whose book [Inquire Within](#) will provide training for educators on science inquiry.

During the morning session, ELA Middle School educators will continue their work with Heinemann professional development on using a continuum of literacy learning and other educators will focus on assessments as will High School educators who will participate in an assessment symposium. In the afternoon, middle and high school educators will attend technology sessions, facilitated by their peers, highlighting how technology supports teaching and learning.

Wellness Committee

The district-wide Wellness Committee will meet on November 21st at 3:00 Dover-Sherborn High School. Agenda items include an update on the Challenge Success program, SPAN-DS and Food Service.

The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover School Committee

From: William H. McAlduff, Jr.
Interim Superintendent

Date: November 18, 2016

RE: Agenda Item #4

Attached please find the FY17 Monthly Report.

The Public Schools of Dover and Sherborn
157 Farm Street, Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org
Mr. William H. McAlduff, Jr., Interim Superintendent
Dr. Karen L. LeDuc, Assistant Superintendent
Ms. Christine Smith, Director of Special Education
Ms. Dawn Fattore, Interim Business Manager

TO: William McAlduff, Interim Superintendent
FROM: Dawn Fattore, Interim Business Manager
RE: Status of Appropriations – November 4, 2016
DATE: November 18, 2016

Attached is the Status of Appropriations for November 4, 2016 for your review.

Budget line item transfers

This statement reflects the following budget line item transfers to better align expenses within function code categories. The transfers made are:

SPED Administration:

Salaries of \$27,615 for the SPED Admin Assistant from Teachers, SPED
Salaries of \$25,771 for the SPED OOD Coordinator from Teachers, SPED

Educational Assistants:

Salaries of \$193,864 for SPED EAs from Teachers, SPED
Salaries of \$69,041 for SPED Pre-k aides from Teachers, SPED

Classroom Contracted Services:

Expenditures of \$7,700 for Music Contracted Services from SPED Services/Supplies

Prior to the budget being posted to Budget Sense last year, several other transfers were made to appropriately align regular education educational assistants and the specialists teachers (art, music, gym, etc) to Teachers, classroom from Teachers, SPED. These were reflected in the initial financial reports presented for FY17.

Salaries

The salary variances reported in October now align with the presented financial statements. In summary, the educator related negative variance is approximately \$147,000, offset by \$16,000 of positive variances from Central Office and Leadership positions. Stipends will be encumbered in the next monthly report. Assuming no changes to the current staffing and the remaining budgets for stipends, substitutes and custodial services are utilized, there is a negative salary variance of approximately \$130,000.

Expenditures

The current statement reflects encumbrances made for heat and electricity based on historical usage and current supply charges. We are anticipating a positive variance for heat of \$42,000 based on the very favorable price of oil secured through the TEC bid. The price per gallon for this fiscal year is \$1.63.

All other expense accounts are estimated to be within budgeted amounts at this time.

Out-of-District

The Superintendent is providing a detailed report on the OOD expenses under his section of the agenda.

Other

The DESE End of Year Report for FY16 was filed on November 10, 2016. Single school districts are now formally required to have an external compliance audit every three years. We will work with the Town of Dover to schedule the timing of this work. The typical fee for this service is \$3,500.

We will be happy to answer any questions the Committee may have on the presented information at the scheduled meeting.

Dover Public Schools
Status of Appropriations as of November 4, 2016

	<u>FY17</u>	<u>EXPENDED</u>		<u>TOTAL</u>	<u>OPERATING</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THUR 11/4</u>	<u>ENCUMBRANCES</u>	<u>PROJECTED</u>	<u>VARIANCE/ BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$120,125	\$37,699	\$75,398	\$113,097	7,028	5.85%
BUSINESS AND FINANCE	129,084	40,952	80,487	121,438	7,646	5.92%
DISTRICT INFO MANAGEMENT	71,219	23,739	47,479	71,218	1	0.00%
SPED ADMINISTRATION	173,875	56,496	116,490	172,986	889	0.51%
SCHOOL LEADERSHIP-BUILDING	340,806	118,091	222,326	340,417	389	0.11%
ACADEMIC LEADERS/QPO	28,165	0	0	0	28,165	100.00%
TEACHERS, CLASSROOM	2,590,599	524,774	2,113,235	2,638,009	(47,411)	- 1.83%
TEACHERS, SPED	982,699	212,654	795,971	1,008,625	(25,926)	- 2.64%
SUBSTITUTES	52,750	4,898	2,566	7,464	45,286	85.85%
EDUCATIONAL ASSISTANTS	532,486	118,470	487,568	606,039	(73,553)	-13.81%
LIBRARIANS & MEDIA CENTER	101,180	19,458	81,722	101,180	0	0.00%
BUILDING BASED PD	28,000	21,897	4,075	25,972	2,028	7.24%
CLASSROOM INSTRUCT TECHNOLOGY	104,941	20,181	84,760	104,941	0	0.00%
GUIDANCE COUNSELORS	96,107	18,538	77,625	96,163	(56)	- 0.06%
PSYCHOLOGICAL SERVICES	104,941	20,181	84,760	104,941	0	0.00%
MEDICAL/HEALTH SERVICES	79,863	15,926	64,197	80,123	(260)	- 0.33%
CUSTODIAL SERVICES	242,775	78,572	134,558	213,131	29,645	12.21%
TOTAL SALARIES	\$5,779,616	\$1,332,528	\$4,473,217	\$5,805,745	(\$26,129)	- 0.45%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	\$10,650	\$5,487	\$1,576	\$7,063	\$3,587	33.68%
SUPERINTENDENT	15,400	7,363	204	7,567	7,833	50.86%
LEGAL SERVICES	11,500	2,500	2,500	5,000	6,500	56.52%
DISTRICT INFO MANAGEMENT	41,800	28,873	1,680	30,553	11,247	26.91%
SCHOOL LEADERSHIP-BUILDING	12,212	5,653	0	5,653	6,559	53.71%
TEACHER SUPPLIES	20,950	9,226	9,424	18,650	2,300	10.98%
SPED SERVICES/SUPPLIES	72,687	11,899	36,577	48,476	24,211	33.31%
LIBRARIANS & MEDIA CENTER	12,648	7,728	461	8,188	4,460	35.26%
COURSE REIMBURSEMENT	18,000	0	0	0	18,000	100.00%
TEXTBOOKS & RELATED SOFTWARE	35,980	23,683	712	24,395	11,585	32.20%
LIBRARY INSTRUCTIONAL MATERIALS	5,395	3,540	109	3,649	1,746	32.36%
INSTRUCTIONAL EQUIPMENT	4,000	2,343	382	2,725	1,275	31.89%
GENERAL SUPPLIES	57,400	43,235	2,082	45,317	12,083	21.05%
CLASSROOM INSTRUCT TECHNOLOGY	6,723	1,580	238	1,818	4,905	72.96%
GUIDANCE	650	0	60	60	590	90.78%
MEDICAL/HEALTH SERVICES	2,783	585	612	1,197	1,586	57.00%
TRANSPORTATION SERVICES	211,086	60,516	140,104	200,620	10,466	4.96%
CUSTODIAL SERVICES	165,856	71,169	57,890	129,059	36,797	22.19%
UTILITIES	234,700	37,371	145,000	182,371	52,329	22.30%
TOTAL EXPENDITURES	\$940,420	\$322,750	\$399,609	\$722,359	\$218,060	23.19%
TOTAL INDISTRICT OPERATING	\$6,720,035	\$1,655,278	\$4,872,827	\$6,528,104	\$191,931	2.86%
<u>OOD TUITION & TRANSPORTATION</u>						
TRANSPORTATION SERVICES	\$260,770	\$52,818	\$212,494	\$265,312	(4,542)	- 1.74%
TUITION TO MA SCHOOLS	106,425	15,827	154,106	169,933	(63,508)	-59.67%
TUITION TO NON-PUBLIC SCHOOL	2,438,752	661,070	1,704,987	2,366,057	72,695	2.98%
TUITION TO COLLABORATIVES	389,980	79,455	268,314	347,769	42,211	10.82%
TOTAL OOD	\$3,195,927	\$809,170	\$2,339,902	\$3,149,071	\$46,856	1.47%
TOTAL OPERATING	\$9,915,962	\$2,464,447	\$7,212,728	\$9,677,175	\$238,787	2.41%

The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover School Committee
From: William H. McAlduff, Jr.
Interim Superintendent
Date: November 18, 2016
RE: Agenda Item #5

Attached please find the FY18 Proposed Budget.

The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover School Committee
From: William H. McAlduff, Jr.
Interim Superintendent
Date: November 18, 2016
RE: Agenda Item #6

The following communications and information are included on the Consent Agenda. The items on the Consent Agenda will be approved by the Committee in its entirety unless a member asks that a particular item be put on hold for further discussion.

- Approval of Dover School Committee minutes October 18, 2016

DRAFT

Dover School Committee Meeting of October 18, 2016

Members Present: Adrian Hill, Chair
Henry Spalding, Secretary
Brooke Matarese
Lauren Doherty
Michael Jaffe

Also Present: Bill McAlduff, Interim Superintendent
Dawn Fattore, Interim Business Manager
Christine Smith, Director of Special Education
Laura Dayal, Principal
Deb Reinemann, Assistant Principal

1) Call to Order

Mr. Hill called the meeting to order at 6:30 pm in the Chickering Library.

2) Community Comments - none

3) **PTO Report** - Ms. Puerini updated the Committee on recent and upcoming work of the PTO including: Making A Difference Club for 4th and 5th graders meets tomorrow; possible new event this year - "Family Night at the Celtics"; taking over planning/running of International Night; and enhancing the METCO Family Friend Program.

4) Reports

- a) Principal's Report - Ms. Dayal highlighted items from her report.
- b) Assistant Superintendent Report - Dr. LeDuc was not able to attend the meeting. Her report was included in the packet to the Committee.
- c) Special Education Director's Report - Ms. Smith spoke of her work to date which has focused on engaging with faculty, parents, and administrators.
- d) Interim Superintendent Report - Mr. McAlduff updated the Committee on the following: the DESE 2014-15 Educator Evaluation Performance Ratings does not include the percentage of educators by performance rating. After inquiry to the DESE, Mr. McAlduff was told that if all educators at the school have the same performance rating or all but one of the educators have the same performance rating, the data is not published for confidentiality reasons.

5) **2016 MCAS Report** - Ms. Dayal gave a presentation outlining the MCAS results from last spring including notable trends and targeted areas for growth.

6) **FY17 Monthly Financial Report** - The Status of Appropriations as of October 5th was provided. Ms. Fattore pointed out slight changes to the report's format and noted that the Business Office focused on encumbering salaries since the last school committee meeting. The projected negative salary variance is approximately \$19,000 consisting of: Superintendent - \$7,000 savings due to Interim Superintendent salary vs amount budgeted from previous permanent superintendent; Business & Finance - \$8,200 saving due to Interim Business Manager salary vs amount budgeted from previous permanent business manager; Teachers, Classroom - \$49,363 deficit due to hiring of an additional two teachers based on projected enrollment (offset by savings in lower salaries for new teachers replacing retiring teachers); Teachers, SPED: negative variance of approximately \$28,000 for a mid-year replacement from last FY that was not included in the FY17 budget and pre-K summer services; and Educational Assistants - two additional 1:1 positions were approved over the summer for students new to the District resulting in a negative variance of \$69,800. The Business Office will present the encumbrances of routine expenditures at the November meeting.

DRAFT

The FY17 Out-of-District (OOD) Tuition Budget currently has a positive variance of \$50,497.

7) FY18 Capital Plan - The Capital request for FY18 currently totals \$1,060,194 consisting of: cafeteria sound system and lights - \$39,694; cafeteria floors - \$20,500, and building indoor temperature control - \$1,000,000 (placeholder amount, working to refine the number). The Committee discussed pursuing alternate funding sources for the cafeteria sound system. Ms. Matarese made a motion to approve the FY18 Capital Plan in the amount of \$1,060,194. Mr. Spalding seconded.

16-19 VOTE: 5 - 0

8) October 1 Enrollment/Class Size Report - Mr. McAlduff presented the October 1st enrollment report including nine years of historical enrollment and two enrollment projections. The total Chickering enrollment of 471 students is 6 students larger than the final projection of 465 as of June 1st. The 3 year projection rate results in 2017-18 enrollment of 470; the 1 year projection rate results in 2017-18 enrollment of 486. Mr. McAlduff also discussed SPED OOD enrollment.

9) School Committee FY18 Budget Guidance - Mr. Hill requested that members forward him any items of interest for FY18 Budget development to be forwarded to the Administration.

10) Consent Agenda

- a) Meeting minutes of September 20 and October 6, 2016
- b) Approval of FY18 Technology Plan Supplement
- c) METCO Donation - \$5,000 donation from the Needham Bank

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

16-20 VOTE:

9) Communications

- a) Update on Educator Evaluation Regulations
- b) Regional School Committee minutes: September 6, 2016
- c) Sherborn School Committee minutes: September 13, 2016

10) Items for November 22nd meeting - FY18 Draft Budget

11) Adjournment at 8:36 pm

Respectfully submitted,
Amy Davis

The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover School Committee
From: William H. McAlduff, Jr.
Interim Superintendent
Date: November 18, 2016
RE: Agenda Item #7

The following communications are for member's information.

- Regional School Committee Minutes October 4, 2016
- Sherborn School Committee Minutes October 11, 2016

APPROVED NOVEMBER 1, 2016

Dover-Sherborn Regional School Committee

Meeting of October 4, 2016

Members Present Clare Graham, Chair
 Lori Krusell, Vice Chair
 Dana White, Secretary (arrived at 6:48 pm)
 Richard Robinson
 Michael Lee
 Carolyn Ringel

Also Present: Bill McAlduff, Interim Superintendent
 Karen LeDuc, Assistant Superintendent
 Dawn Fattore, Interim Business Manager
 Christine Smith, Special Education Director
 John Smith, HS Headmaster
 Scott Kellet, MS Headmaster
 Virginia Daukas, HS Representative

1) Call to Order

Ms. Graham called the meeting to order at 6:30 pm in the Middle School Library and amended the agenda to include an Executive Session at the conclusion of the Open Meeting for matters pertaining to collective bargaining.

2) Community Comments – None

3) Reports

- DSMS Headmaster's Report - Mr. Kellett highlighted recent and upcoming events at the Middle School.
- DSHS Headmaster's Report - Ms. Daukas and Mr. Smith highlighted recent and upcoming events at the High School including: the recent trip of administrators, teachers, and students to the Challenge Success Conference in California and the recent donation of items by the Knitting Club to Sudanese refugees.
- Assistant Superintendent Report - Dr. LeDuc provided her report.

4) Financial and Operations

- FY17 Monthly Report - The Status of Appropriations as of September 30, 2016 was provided. Ms. Fattore pointed out slight changes to the report's format and noted that the Business Office focused on encumbering salaries since the last school committee meeting. The projected salary variance is less than \$100,000 consisting of:
Superintendent - \$7,312 due to savings from Interim Superintendent salary vs that budgeted for a permanent superintendent; Business & Finance Office - \$48,718 due to Interim Business Manager salary being lower than amount budgeted and the Business Associate position being reduced to .4 FTE; Regular Education Classroom Teachers - \$104,208 due to unrealized lane changes and savings from retirements; SPED Classroom Teachers - \$35,623 due to hirings at lower than budgeted amounts offset by the addition of a MS teacher hired for student that stayed in-district (the balance remaining in the account is due to expensed tutor and PT contracted salaries); Educational Assistants - (\$63,871) due to new hires for students remaining in-district; and Guidance - (\$24,089) due to hire of counselor at higher than budgeted amount. The report does not yet reflect full encumbrances for expenditure accounts.
- Prior Years Capital Project Status - There is currently \$84,076 remaining in the FY15 Capital Plan allowance primarily due to deferring the Lindquist door replacement. Mr. McAlduff explained that any larger reconfiguring of Lindquist Commons would trigger the requirement to bring the entire building up to current codes which would be very costly. The Capital Subcommittee will look into what it will cost to replace the doors and their frames and move forward with the project.

APPROVED NOVEMBER 1, 2016

All FY16 projects have been completed. The remaining \$41,150 from the FY16 projects will be returned to the Towns of Dover and Sherborn in the next few months after all invoices have been received. There are several FY17 Capital projects that have been completed and several more that are in process.

- FY18 Capital Plan: Draft - The draft report in the amount of \$478,545 was presented and discussed. There are several items that still need to be vetted at the Capital Subcommittee level. There was discussion about the proposed installation of exterior security cameras on campus including a development of school committee policy. The Administration also plans to include funds for an updated Onsite/Insight Report in the FY18 Operating Budget.
 - FY18 Technology Plan Supplement: Draft - Dr. LeDuc presented the technology needs for FY18 based on the Technology Plan. For the Middle School: 16 laptops to finish desktop replacements - \$15,200; 27 desktop computers to replace Lab computers; \$6,300 to replace broken IWB's - \$6,300; and 17 desktop computers to replace current Library computers - \$7,650 for a total of \$41,300. For the High School: 25 Mac desktops to replace Mac Lab - \$25,000; 16 laptops to continue desktop replacements - \$14,400; and 16 desktop computers to replace current Library computers - \$7,200 for a total of \$46,600.
- 5) Annual October Enrollment Report** - Mr. McAlduff provided and discussed the enrollment reports. During the last ten years, the total regional enrollment has grown by 83 students. Further, the enrollment during the past six years has remained steady, with less than a 1% difference from year to year. The three year cohort survival methodology for projecting future enrollment at the region suggests this will continue for next year.
- 6) FY18 Budget Planning** - School Committee members provided input on budget planning for FY18 including: Language Based Learning program, "virtual" classroom, and athletic team updates.
- 7) Consent Agenda**
- a) RSC Meeting Minutes of September 6, 2016
 - b) Approval of MS Annual Washington DC Field Trip - the trip is tentatively scheduled for June 7-9, 2017 and will cost \$1,139.
 - c) Approval of HS Boosters donations - the Boosters have approved the following purchases to be donated to the Region: softball jugs instant screen - \$130; baseball swing analyzer - \$160; baseball batting bubble - \$4,000; DS Outdoor Banners around Stadium - \$3,500; Core Trainings (leadership training for captains) - \$500; benches for tennis courts (5) - \$1,949; and ice hockey DVD training videos - \$464.
- Ms. Ringel made a motion to approve the Consent Agenda. Ms. White seconded.
16-29 VOTE: 6 - 0
- 8) Communications**
- a) MCAS/SAT/AP Update
 - b) Update on Educator Evaluation
 - c) Fall Athletics Participation Report
 - d) Cheerleader Team Memo
 - e) Changes to bus schedules
 - f) Dover School Committee Minutes - June 20, 2016
 - g) Sherborn School Committee Minutes of June 14, 2016
- 9) Items for November 1, 2016 Meeting** - Capital Plan, including Phase 2 of Boosters Plan; SPED enrollment; Class Size report; MCAS; Superintendent Search update
- 10) Adjournment** to Executive Session not to return to Open Session at 8:29 pm for matters pertaining to contract negotiations.

Respectfully submitted, Amy Davis

APPROVED NOVEMBER 15, 2016

Sherborn School Committee

Meeting of October 11, 2016

Members Present: Greg Garland, Chair
Anne Hovey, Secretary
Scott Embree
Kate Potter
Jennifer Debin

Also Present: Bill McAlduff, Interim Superintendent
Karen LeDuc, Assistant Superintendent
Dawn Fattore, Interim Business Manager
Christine Smith, Director of Special Education
Jackie Daley, Assistant Principal

1) Call to Order

Mr. Garland called the meeting to order at 6:31 pm in the Sherborn Town Hall.

2) Public Comment - none

3) **CSA Report** - Ms. Johnson updated the Committee on the recent work of the CSA including: establishment of New Family Committee; launch of new website; and a successful Pine Hill 5K fundraiser.

4) Administration Reports

- a) Principal's Report - Dr. Brown highlighted recent and upcoming items including: recent professional development work has focused on cross grade level interactions and vertical integration of teaching practices for reading and writing; DS recently sent a team to the Challenge Success Conference and this team will meet next week with the original team to share ideas and determine next steps for our school communities; report cards will be sent via ASPEN this year; and the Administration is working with the CSA to plan a celebration for Pine Hill's 60th "birthday" in 2017.
- b) Assistant Superintendent Report - Dr. LeDuc provided the Committee with her report and took questions.
- c) Director of Special Education - Ms. Smith spoke of her work to date which has focused on engaging with faculty, parents, and administrators.
- d) Interim Superintendent Report - Mr. McAlduff updated the Committee on the following:
 - Building Rental Fund - The current revolving fund falls under the "Use of School Property" definition within MA General Laws. The funds collected can be used for: upkeep of facility, including custodial costs, utilities, ordinary repairs and maintenance. The expected rental income is less than \$10,000 annually. The rental of classrooms to ACCEPT and TEC during the last two school years have resulted in additional monies in this account. The Administration will bring forward suggestions for uses of the existing monies in the fund.
 - SPED Organizational Chart - The School Committee asked for a chart last month which was provided. There were requests to change the dotted and solid lines in the chart for clarification purposes and to pass along the revised chart to SEPAC.
 - Head End Room FY17 Capital Project - All work was completed during the summer for a total cost of \$24,075. This project qualified for E-Rate reimbursement of \$17,505 which will be sent to the Town of Sherborn.

5) **School Committee Discussion on Ballot Question #2** - Ms. Debin spoke about the ballot question on the November agenda and requested that the School Committee vote to take a stance against Ballot Question #2: Charter School Expansion. There was discussion among

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the members about the responsibility of the school committee on this question. The Committee took a straw poll on whether or not to make a motion about a stance on Ballot Question #2 which failed 2-3.

- 6) **2016 MCAS Report** - Ms. Daley and Dr. Brown gave a presentation outlining the MCAS results from last spring including notable trends and targeted areas for growth.
- 7) **FY18 Technology Supplement Plan: Draft** - Dr. LeDuc presented the technology needs for FY18 based on the Technology Plan: 26 desktop computers to replace the outdated computer lab - \$11,700; 20 laptops & docking stations to complete teacher desktop replacements - \$20,000; and 4 interactive projectors to replace outdated white boards - \$8,800 for a total of \$40,500.
- 8) **FY17 Monthly Financial Report** - The Status of Appropriations as of October 5th was provided. Ms. Fattore pointed out slight changes to the report's format and noted that the Business Office focused on encumbering salaries since the last school committee meeting. The projected salary variance is approximately \$40,000 consisting of: Superintendent - \$7,000 savings due to Interim Superintendent salary vs amount budgeted from previous permanent superintendent; Business & Finance - \$8,200 saving due to Interim Business Manager salary vs amount budgeted from previous permanent business manager; SPED Administration - (\$3,409) due to cost of additional days of summer work for the Team Chair; and Teachers, SPED - \$17,500 saving due to restructuring of the Administrative Assistant position to .6 FTE. The Business Office will present the encumbrances of routine expenditures for the November meeting. Under Extraordinary Maintenance, a recent repair was needed to two boiler expansion tanks at a total cost of \$9,800 which has been encumbered in this report.
- 9) **October 1st Annual Enrollment Report** - Mr. McAlduff presented the October 1st enrollment report including nine years of historical enrollment and two enrollment projections. The total Pine Hill enrollment of 404 students is 7 students larger than the final projection of 397 as of June 1st. The 3 year projection rate results in 2017-18 enrollment of 419; the 1 year projection rate results in 2017-18 enrollment of 422. Mr. McAlduff also discussed the Out Of District placements. There are a net 2 additional OOD placements which has resulted in a negative variance of \$38,000. More details will be discussed at the November meeting.
- 10) **FY18 Budget Development Guidance** - Mr. Garland asked for any input to be forwarded to him.
- 11) **Consent Agenda**
 - a) Meeting minutes of September 13, 2016
 - b) METCO Donation - \$5,000 from Needham BankMs. Hovey made a motion to accept the Consent Agenda. Mr. Embree seconded.
16-20 VOTE: 5 - 0
- 12) **Communications**
 - a) Update on Educator Evaluation - possible change in State Regulations
 - b) Changes to Bus Schedules
 - c) Regional School Committee minutes of September 6, 2016
 - d) Dover School Committee minutes of June 20, 2016
- 13) **Items for November 15, 2016 Meeting** - FY18 draft budget, Tuition Revolving Fund
- 14) **Adjournment at 9:32 pm**

Respectfully submitted,
Amy Davis