

**Dover School Committee**  
**Meeting Agenda**  
**Tuesday, September 20, 2016**  
**6:30 pm**  
**Chickering Elementary School**  
**Library**

1. Call to Order
2. Community Comments (6:31- 6:35 pm)
3. Reports: (6:35- 7:10 pm)
  - Principal's Report – Ms. Dayal
  - Assistant Superintendent Report – Dr. LeDuc
  - Interim Superintendent's Report – Mr. McAlduff
4. Dover Parks & Recreation Department – Proposal to Build Dugouts (7:10 -7:15 pm) **A.R.**
5. FY16 Budget Closeout (7:15-7:20pm)
6. FY18 Technology Plan Supplement – Draft (7:20-7:30pm)
7. Capital Planning Update (7:30-7:50pm)
  - FY17 Status
  - FY18 First Pass
8. Consent Agenda (7:50 -7:55 pm) **A. R.**
  - Approval of Minutes June 20, 2016
  - Approval of Donation
9. Communications (For Members Information) (7:55-8:00 pm)
  - FY17 Budget Update
  - 2016-2017 Meeting Calendar
  - MCAS Update
  - Coordinated Program Review
  - Regional School Committee Minutes June 7, 2016
  - Sherborn School Committee Minutes June 14, 2016
10. Other Business
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*

*Memo from  
Interim Superintendent Bill McAlduff*

TO: Dover School Committee

From: William H. McAlduff, Jr.  
Interim Superintendent

Date: September 16, 2016

RE: Agenda Item #3

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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](http://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, Superintendent  
FROM: Ms. Laura Dayal, Principal, Chickering School  
RE: Principal's Monthly Report  
DATE: September 15, 2016

### **Principal's Reflections**

Thanks to everyone's teamwork and preparation, we had a very smooth opening to the school year. We are proud to have welcomed 18 new staff members and 40 new students. Nine of our faculty members are serving as mentors, and everyone in the building has the important role of welcoming, explaining, and supporting, and we embrace this as a community. New staff members are invigorating to an organization, and the excitement is palpable. Teams are functioning at a high level and carrying on the fine work we are able to do here at Chickering, thanks to a wonderfully supportive community.

### **Professional Development**

All staff at Chickering had Professional Development on addressing anxiety in children, prior to the start of school. "Becoming an Anxiety-Informed School" built on earlier work at Chickering on "Becoming a Trauma-Informed School" and helped us better understand the complexities of students' emotional and learning needs, and how they are tied to one another. In addition to examining techniques that help anxious children, a new process was put in place whereby teachers may request a consultation with members of the Wellness Team, comprised of the School Psychologist, Guidance Counselor, and Board Certified Behavior Analyst. A set of guiding questions created by Behaviorist Jessica Minahan (author of The Behavior Code) helps the team understand a student's profile and develop new supports and interventions aimed at helping the child access the curriculum and be successful at school. In a world of increasing anxiety and challenges, this model is intended to build our capacity as educators for serving the needs of all students.

From summer onward, a team comprised of Chickering and Pine Hill educators and administrators has been designing Professional Development in science, tied to the District Curriculum Review Cycle. Led by Assistant Superintendent Karen LeDuc, this work will launch September 28th, with dual-school teams of educators examining the

newly-approved science standards and our own curricula. Teams will collaboratively rewrite a Life Science unit over the course of this District PD, using Understanding by Design principles and incorporating new resources. Units will be housed in Aspen with other educator-designed curricula.

Educators will also take part in school-based PD this year, led by Professional Learning Community Leaders and customized to meet the needs of students and teams. In order to create PD with maximum value, we asked teachers to identify a unit for revision, and all educators will be learning about Project Based Learning and Technology Integration to enhance the curriculum. Proposals thus far include increasing options for assistive technology, putting in place anxiety-informed school practices, developing new music curriculum for strings, and creating a LibGuide on our library website with additional science resources to accompany the new science standards and instructional units.

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

The district has moved from BaselineEdge to TeachPoint as the platform for evaluation documentation. Based on past use and current information, it will better meet our professional standards and be more user-friendly, for all.

Each educator creates goals, regardless of which plan or cycle a person is assigned. One Professional Practice and two Student Learning goals are required, and many are developed as team goals. This leads to frequent discourse, shared accountability, and increased collaboration, all qualities we value amongst our educators as well as our students.

Educators on Year 1 of a Two-Year Self-Directed Growth Plan submitted proposals for targeted work with Qualified Peer Observers (QPOs). This is one of the special features of the D-S Professional Growth & Evaluation System. The QPO model provides formal training in evaluation and coaching to new QPOs, and the system pairs educators together in order to establish a model of exploration and learning with peers, and to build our collective capacity as educators even in years when staff are not formally observed by evaluators.

### **Personnel**

Between April and September, we hired nine new faculty members and nine new educational assistants. We added six classroom teachers to fill new grade-level sections and replace outgoing teachers. We created two new Educational Assistant (EA) positions based on needs and reassigned existing EAs across the school. We have maintained the model of having a General Education EA support each grade level, with full-time EAs supporting each kindergarten class. Special Education EAs support Special Education Teachers and are assigned to students when determined by Individual Education Plans.

Stephanie Salado is our new FLES Spanish teacher, shared with Pine Hill. Ms. Salado is a native of Spain and is a dynamic new member of our Foreign Language Team. At Chickering, Ms. Salado teaches all kindergarten classes and several first grade classes, and Spanish teacher, Laura Romer, teaches several first grade classes and grades 2 and 3. In just two more years we will have Spanish in grades K-5.

## **Facilities and Grounds**

The preschool playground was completed over the summer, with existing equipment retrofitted to meet the needs of 3-5 year-olds, a basket swing added that can be used by several students at once, and a poured-in-place surface that is smooth and safe. To enhance the new space, a potential Dover Eagle Scout provided landscaping around the perimeter, including a dozen lilac bushes and several benches. Students of all ages at Chickering now have access to age-appropriate play spaces that are well suited to their needs.

This year we plan on writing a DSEF grant to renovate the library, tuning it into a “Learning Commons.” From Edutopia: *“Today, with the digitization of content and the ubiquity of the internet, information is no longer confined to printed materials accessible only in a single, physical location ...Libraries are reinventing themselves as content becomes more accessible online and their role becomes less about housing tomes and more about connecting learners and constructing knowledge.”* Part of the renovation would include an area for “video” production, which the Library and Media Specialist has already experimented with over the past year.

In addition, we plan on writing a DSEF grant to renovate the upstairs computer lab, turning it into a “Maker Space.” The lab currently has static tables at the perimeter for computing. The plan is to replace those with mobile devices, to be used around the room or at the islands. Engineering resources would be acquired to spark kids’ interests and meet the new Engineering Standards.

## **School Advisory Council (SAC)**

School Advisory Council members reviewed and provided input to a School Improvement Plan in June 2016. This year we have four new parent members: Ruth Townsend, Stephanie Caldwell, Bridget Gardner, and Weihui Li, and these will be joined by educators on SAC: Renee Grady, Steve Harte, Donna Power, and Cheryl Baressi. Michael Jaffe will be our School Committee liaison, and we will invite a member of the community to serve on the Council as well. This year meetings will be held before school, increasing parent ability to participate, and will have sub-committees to gather and report on different initiatives.

# *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)

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: September School Committee meeting

Date: September 1, 2016

The opening of school brought back our energized student population, who, within the first few minutes of school, were actively participating in learning. This is due to the incredible staff who worked tirelessly over the summer to prepare our schools, from plants and facilities, to technology, food service, school and district administration, to our educators. Impressive!

## **Professional Development**

Our work did not end as the summer recess began. Our educators were engaged in professional development where educators across all four schools worked collaboratively on curriculum units and common measures and reflected on the past year and began preparations for this year. Many of our educators and administrators were enrolled in graduate level courses that continue through the fall. A small sampling, thank you to all!

## **Mentoring and Induction**

Ms. Callie Egan led our district-wide new educator orientation, hosting our new educators and their mentors as part of our district mentoring and induction program. The agenda included personal introductions from school administrators, a personal address by Interim Superintendent McAlduff, an overview of developing mentor relationships and expectations for the school year, supporting a growth mindset, <http://mindsetonline.com/whatisit/about/index.html>, a technology presentation, culminating with a superbly narrated "DS Reality Bus Tour" by Ms. Egan. During lunch, I overheard many new personnel and their mentors commenting on the welcoming tone of the day, and the robust introduction to Dover Sherborn.

## **Science, Technology, Engineering and Computer Science Curriculum Review**

The K-12 review will begin this month with educators reviewing the new MA DESE standards, completing surveys on how the curriculum is taught, and meeting to discuss the seven guiding principles which encompass rigor and relevance and the eight practice standards as outlined in the standards document: 1. asking questions and defining problems, 2. developing and using models, 3. planning and carrying out investigations, 4. analyzing and interpreting data, 5. using mathematics and computational thinking, 6. constructing explanations and designing solutions, 7. engaging in argument from evidence, 8. obtaining, evaluating, and communicating information.

Family, student and administrator surveys will be sent out at the beginning of October, with feedback collated and included in a full report to be presented to the School Committees in November.

Professional development opportunities for our K-12 educators will be developed over this school year to support our educators in assimilating these new standards.

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## **Educator Evaluation**

During the month of September, all educators will work collaboratively with their peers and administrators to craft SMART goals for student learning and professional practice. These goals are informed by the district and technology plan goals, adopted by the School Committee, and the school's school improvement plan. The district has transitioned to new software to capture this work, TeachPoint, a more user-friendly tool for our educators and administrators. Additionally, educators on Year 1 of a 2 Year Plan will complete an application for pairing with a Qualified Peer Observer, a continuation of the process that was begun last year.

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Mr. William H. McAlduff, Jr., Interim Superintendent

Dr. Karen L. LeDuc, Assistant Superintendent

Ms. Dawn Fattore, Interim Business Manager

Ms. Christine Smith, Director of Special Education

**TO: Dover School Committee**

**FROM: William H. McAlduff, Jr.  
Interim Superintendent of Schools**

**DATE: September 16, 2016**

**RE:**

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## **Opening of School**

Professional staff from all of our district-wide schools gathered at the annual opening day assembly on Monday August 29th. Staff had the opportunity to say hello and to catch up with their colleagues before being greeted at the annual "Welcome Back" general assembly.

Featured speakers were Dana White who provided the staff with an update on the Superintendent Search and Keith Kaplan who highlighted this past summer's Olympic Games in his remarks. New staff was introduced to the assembly and the annual Teacher Service Awards were presented by Clare Graham and Brooke Matarese.

On Wednesday August 31st students returned for the new school year in high spirits and were greeted by enthusiastic administrators and staff. By all accounts it was a tremendously smooth opening.

In that regard, I would like to commend Principal Dayal and Assistant Principal Reinemann, and administrative assistants Kelly O'Donnell and Karen Anzivino for their hard work this summer ensuring a successful start to the school year.

And last, but certainly not least, my gratitude and thanks to the custodial staff, Tom Cannana, John Malieswski and Judy Onorato who under the supervision of Head Custodian Steve Onorato, and of course Facilities Director Ralph Kelley, all of whom

once again did extraordinary work in getting Chickering ready for staff and students. They work very hard during the summer to prepare our school facility to the high standards we expect. They certainly succeeded as Chickering looked spectacular on opening day.

### **Personnel Update**

In Principal Dayal's report you will find a general review of personnel changes and additions for the 2016-17 school year. Enclosed in your packet is a listing of all new to Chickering staff. For professional staff we have also provided some brief background information as well as the reason for the vacancy that they filled. For Educational Assistants the data includes the reason for the vacancy and also the EA classification level. Also included on this list are the two new district-wide positions that were filled in the spring and the newly reconfigured Business Office Associate position at the Central Office.

Of the nine professional staff positions; two became vacant because of retirement, two because of resignations (one of which was late in August), one because of maternity leave and the remaining four are new positions. Of these new positions totaling 3.5 FTE, 1.2 FTE was funded in the FY17 Budget. Of the remaining 2.3 FTE's, 2.0 FTE (classroom teachers) were approved by the School Committee last June. During the summer I authorized an additional 0.3 FTE for the new FLES Teacher because of the additional classroom sections added at the end of the year.

As indicated in Principal Dayal's report, there are two (2.0 FTE) additional EA positions beyond the 25.0 FTE positions that were budgeted. These positions were added due to the move-in of two students requiring 1:1 EA support as indicated in their IEP's. Of the nine new to Chickering staff seven were hired because of vacancies due to resignations. Of the seven resignations four were due to EA's accepting teaching positions, one of whom is now a teacher for us.

A change in the responsibilities for the Business Office Associate position has been made. This position is now responsible for supporting the Special Education Director for three days a week (0.6 FTE) and the Region Business Office two days a week (0.4 FTE) specifically to process Regional Accounts Payable business. The cost for this re-aligned position will be less than what was budgeted for the Business Office Associate position.

Donna Fiore, who had been serving in the Special Education Administrative Assistant role (1.0 FTE) at the Pine Hill School, has been appointed to this position. The Pine Hill School Special Education Administrative position will be replaced but at a 0.6 FTE position which is similar to the structure at the Chickering School.

We will provide specific information in October about the impact these new FTE's have on the FY17 Budget along with a recommendation on how to manage the FY17 budgetary impact.

### **Enrollment Update**

A quick picture of the current enrollment and where we stand now versus the end of last year is below. A more comprehensive enrollment report and discussion will be on next month's agenda.

Projected and Actual Enrollment numbers June – September:

	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Total</u>
Actual							
September 16, 2016	64	72	69	83	96	90	474
Projected							
July 20, 2016	63	70	67	84	94	89	467
Projected							
June 16, 2016	65	69	67	81	93	90	465

## 2016-2017 New Hires Chickering

### District Wide

	<u>Name</u>	<u>Position</u>	<u>Bachelors</u>	<u>Masters</u>	<u>Previous Teaching Position</u>
	Christine Smith	Director of Special Education	Wheelock College	Wheelock College	Lakeville-Freetown, Norwood, Boston Public
	Dawn Fattore	Interim Business Manager	Michigan	CPA Certification	Arthur Anderson Mass General Hospital
	Donna Fiore reassigned	Admin Asst to Director of Special Ed and Region Accounts Payable Clerk			
<b>Chickering</b>					
Reason employee left					
Retirement	Sarah Edwards	Speech & Lang Pathologist	Northeastern	Northeastern	Brookline, Children's Hospital
Retirement	Kara Jewett	Special Ed Teacher	Boston University	Boston College	Newton Public Schools
New Position	Corinne Bernard	Classroom Teacher	UMASS Amherst	Brandeis	Waltham Public Schools
New Position	Allie Cipolla	Classroom Teacher	UCONN	UCONN	Connecticut Public Schools
New Position	Allison Parker	Classroom Teacher	Bridgewater State University	Bay Path	Chickering EA
Resignation	Kylie Hilliard	Classroom Teacher	Bridgewater State University	Framingham	Needham Public Schools
Resignation	Allison Baker	Classroom Teacher	Simmons	Simmons	Brookline
Maternity Leave /CR	Meredith Merritt	Classroom Teacher	University of New Hampshire	Bridgewater State University	Springfield Public Schools
New Position	Stephanie Salodo	FLES Teacher	Camilo Jose Cela	Framingham Public Schools	Stephanie Salodo

	<u>Name</u>	<u>Position</u>	<u>Bachelors</u>	<u>Masters</u>	<u>Previous</u>
<b>Educational Assistants</b>					
Reason employee left	<u>Name</u>	<u>Position</u>	<u>Bachelors</u>	<u>Masters</u>	<u>Previous Teaching Position</u>
Resignation-moved	Laura Sukys	EA III			
Resignation teaching position	Emma Decker	EA II			
Resignation	Michaela Dady	EA III			
New Position	Kelly Connerton	EA III			
Resignation teaching position	Kayley Tuckett	EA II			
Resigned social work	Stephanie Burns	EA II PreK			
Resigned teaching position	Ronesha Herron	EA II			
Resigned – time off	Diana Weinstein	EA II			
New Position	Lauren Cartier	EA III			

2016-2017 Chickering Projection Enrollment <span style="color: red;">updated 9/16/2016</span>						
Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
65 curr -1	64 curr + 8 - 0	63 curr + 7 - 1	77 curr + 7- 1	86 curr + 10- 0	87 curr + 5 - 2	
64	72	69	83	96	90	474
<b>4 sections</b>	<b>4 sections</b>	<b>4 sections</b>	<b>4 sections</b>	<b>5 sections</b>	<b>5 sections</b>	
16	18	17	20	19	17	
16	18	17	21	19	18	
16	18	17	21	19	18	
17	18	18	21	20	18	
				20	19	
<b>Stay the same</b>	<b>Add 1 section</b>	<b>Stay the same</b>	<b>Stay the same</b>	<b>Add 1 section</b>	<b>Stay the same</b>	

***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: September 16, 2016  
RE: Agenda Item #4

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Attached please find proposal to build dugouts from Park and Recreation.



September 16, 2016

Mr. William H. McAlduff, Jr.  
Interim Superintendent of Schools  
Dover Sherborn Public Schools  
157 Farm Street  
Dover, Massachusetts  
02030

Dear Mr. McAlduff, Jr.

At our regularly scheduled meeting on February 3, 2016, the Commission unanimously approved the funding for dugouts at the Chickering Playfields in Dover, Massachusetts per the request of Dover/Sherborn Youth Baseball/Softball.

We are scheduled to attend the Dover School Committee meeting on Tuesday, September 20<sup>th</sup>, asking for their approval.

I am writing on behalf of the Dover Parks & Recreation Commission asking that we can also gain your approval for this request.

I look forward to hearing from you.

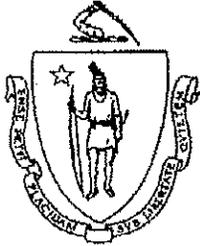
Sincerely,

Dave MacTavish  
Director of Dover Parks & Recreation



# Initial Construction Control Document

To be submitted with the building permit application by a  
**Registered Design Professional**  
for work per the 8<sup>th</sup> edition of the  
Massachusetts State Building Code, 780 CMR, Section 107



Project Title: Dugouts at Chickering Field Dove, MA Date: 05/17/2016

Property Address: 101-103 Dedham St., Dover, MA 02030

Project: Check (x) one or both as applicable:  New construction  Existing Construction

Project description: Construction of two new dugouts at Chickering Field

I Denis Galvin MA Registration Number: 50130 Expiration date: 06/30/2018, am a *registered design professional*, and I have prepared or directly supervised the preparation of all design plans, computations and specifications concerning:

Architectural	<input checked="" type="checkbox"/> Structural	Mechanical
Fire Protection	Electrical	Other:

for the above named project and that to the best of my knowledge, information, and belief such plans, computations and specifications meet the applicable provisions of the Massachusetts State Building Code, (780 CMR), and accepted engineering practices for the proposed project. I understand and agree that I (or my designee) shall perform the necessary professional services and be present on the construction site on a regular and periodic basis to:

1. Review, for conformance to this code and the design concept, shop drawings, samples and other submittals by the contractor in accordance with the requirements of the construction documents.
2. Perform the duties for registered design professionals in 780 CMR Chapter 17, as applicable.
3. Be present at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work and to determine if the work is being performed in a manner consistent with the approved construction documents and this code.

Nothing in this document relieves the contractor of its responsibility regarding the provisions of 780 CMR 107.

When required by the building official, I shall submit field/progress reports (see item 3.) together with pertinent comments, in a form acceptable to the building official.

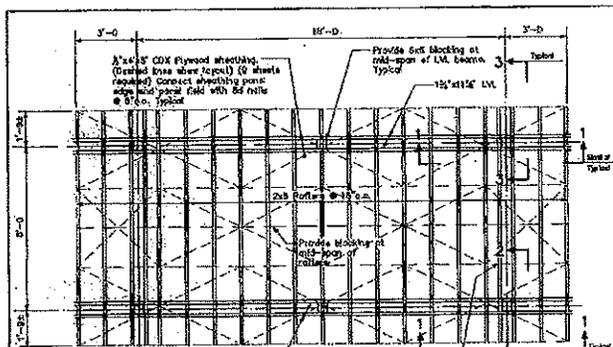
Upon completion of the work, I shall submit to the building official a 'Final Construction Control Document'.

Enter in the space to the right a "wet" or electronic signature and seal:

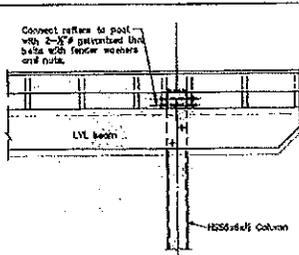
Phone number: 781-269-9766

Email: dgalvineng@gmail.com

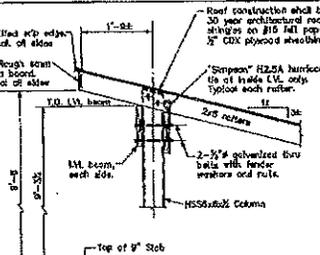




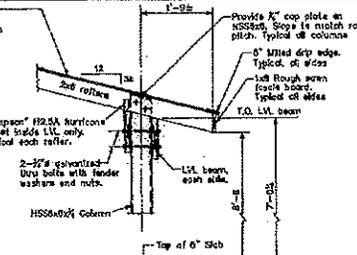
ROOF FRAMING PLAN  
Scale: 3/8" = 1'-0"



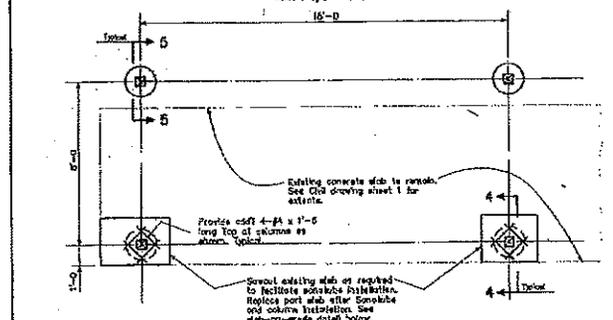
SECTION 1-1  
Scale: 3/4" = 1'-0"



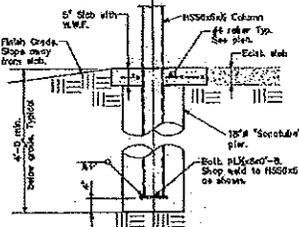
SECTION 2-2  
Scale: 3/4" = 1'-0"



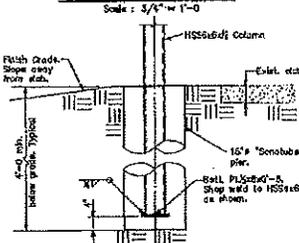
SECTION 3-3  
Scale: 3/4" = 1'-0"



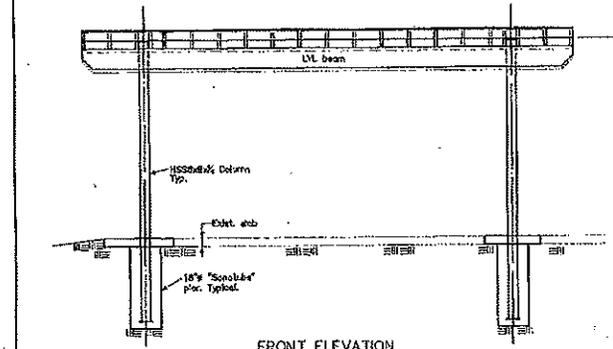
FOUNDATION AND SLAB PLAN  
(DUGOUT #1 As Shown)  
(DUGOUT #2 Opp. Hand)  
Scale: 3/8" = 1'-0"



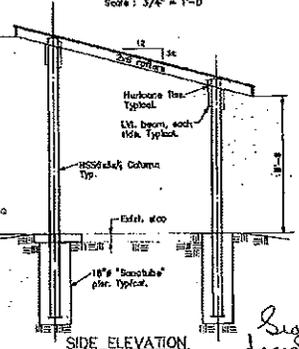
SECTION 4-4  
Scale: 3/4" = 1'-0"



SECTION 5-5  
Scale: 3/4" = 1'-0"



FRONT ELEVATION  
Scale: 3/8" = 1'-0"



SIDE ELEVATION  
Scale: 3/8" = 1'-0"

**GENERAL NOTES**

- The design is in accordance with 780 CMR, The Eight Edition of the State Building Code of the Commonwealth of Massachusetts.
- The contractor is required to examine the drawings carefully with the site and verify information thereon as to all existing conditions. The contractor shall inform the engineer of any discrepancies between the drawings and the site conditions prior to initiation of any work.
- The contractor shall be completely responsible for the safety of adjacent structures, property and the public. The contractor is responsible for the protection of all structures against damage during construction.

**DESIGN LOADS**

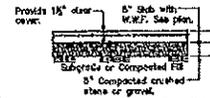
- Design Live Loads shall be as follows:
  - a. Roof system load: 20.0 p.s.f.
  - b. Design Roof Snow Load: 42.5 p.s.f. (balanced snow load)
  - c. Design Wind Load (in accordance with 780 CMR, Massachusetts Building Code): Basic Wind Speed 90 Miles per hour Exposure Category D
- Column Loads:
  - a. Seismic Importance Factor (I<sub>s</sub>): 1.0
  - b. Occupancy Category: B
  - c. Member Specific Response Acceleration: S<sub>s</sub> = 0.200 S<sub>1</sub> = 0.025
  - d. Site Class: A
  - e. Spectral Response Coefficient: C<sub>s</sub> = 0.341 S<sub>s</sub> = 0.069
  - f. Seismic Design Category: B

**FOUNDATIONS**

- The design herein is based on a soil allowable bearing capacity of 2 tons per square foot. The contractor shall employ the services of a professional geotechnical engineer, licensed in the Commonwealth of Massachusetts, by the D&C, to verify that the soil allowable bearing capacity is 2 tons per square foot or greater.
- All drilled underpinnings shall be completed in accordance with 95 percent dry density.
- Foundations shall not be constructed in water or on frozen ground.
- The contractor shall provide continuous drainage by mechanical methods to central surface and underground water as required during construction.

**CONCRETE**

- Concrete construction shall conform to the American Concrete Institute, ACI 318-08 Building Code Requirements for Structural Concrete.
- Concrete shall be cast, proportioned and placed under the supervision of an approved testing laboratory prior to construction, submit concrete mix design to the engineer for approval. Do not proceed with concrete construction without the engineer's approval of design mix.
- Concrete shall be normal weight, shall be air-entrained, and shall develop the following minimum strengths at 28 days:
  - Structural Form: 4,000 p.s.f.
  - Sub on Grade: 3,000 p.s.f.
- Standard reinforcing bars shall conform to ASTM A615-68, specification for deformed steel bars for concrete reinforcing, with 60,000 p.s.f. minimum yield strength. Welded wire fabric shall conform to ASTM A185, standard specification for deformed metal bars, mesh, for concrete reinforcing, both deformed bars and welded wire fabric to be epoxy coated.
- Provide keys at slab construction joints.
- Slab finish: Trowel the concrete using special tools to force aggregates away from the surface. Use special wire straight edge. Mix the concrete in 400 gal. wheel foot to a true and uniform plane, with no exposed aggregates visible, and apply a broom finish in the direction of surface slope.



05.18.16 SLAB ON GRADE  
DETAIL  
1/4" = 1'-0"

Signed & Sealed for structural design only and excluding architectural design.

**WOOD FRAMING**

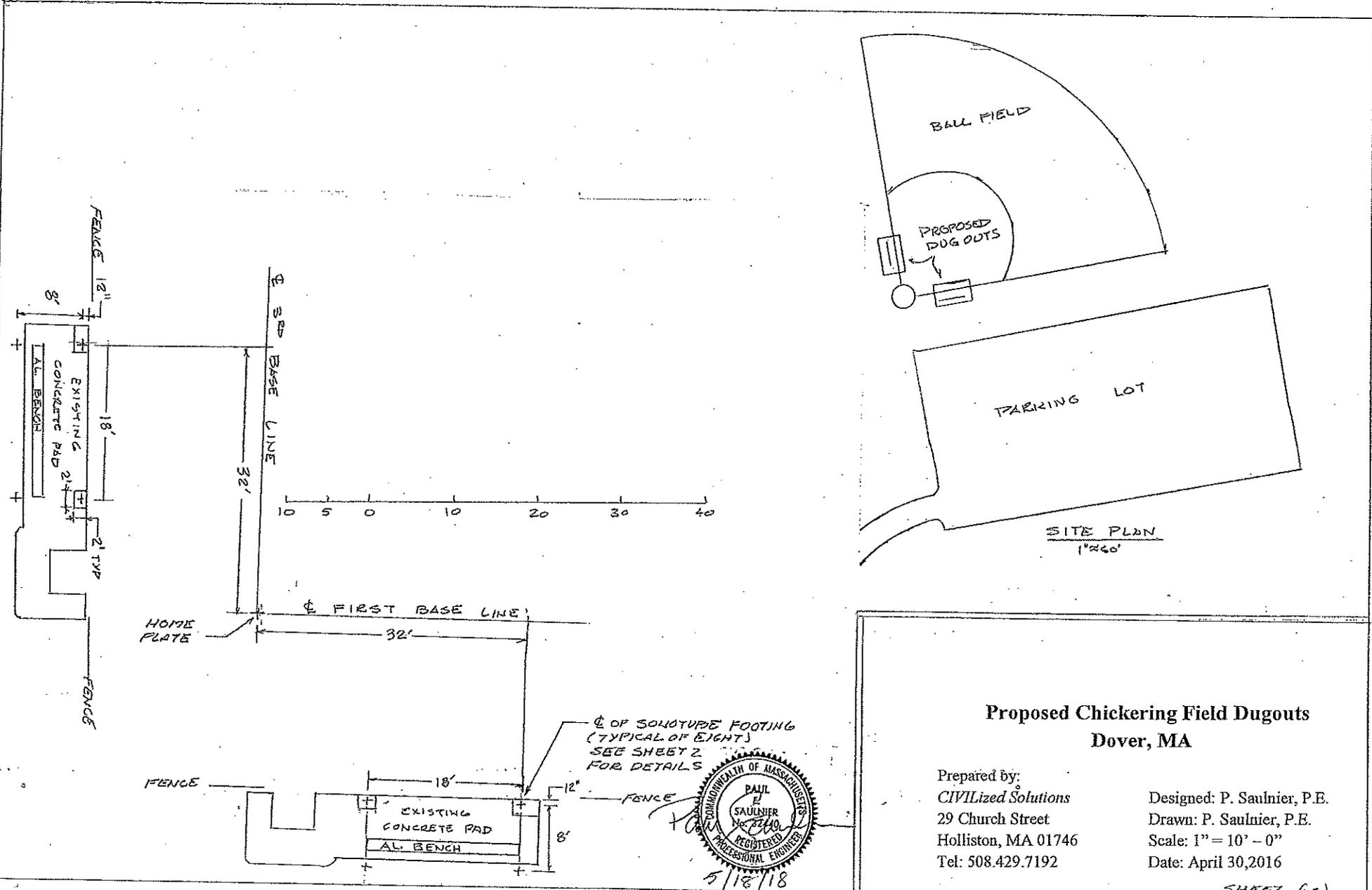
- Wood framing herein is based on the National Design Specification for Wood Construction, latest edition.
- Unless otherwise noted on the drawings, wood species to be used to be Douglas Fir-Larch, No. 2, or better, and fast the mark of a recognized grading agency, with the following properties:
  - a. Allowable Bending Stress F<sub>b</sub> = 175 p.s.f.
  - b. Allowable Shear Parallel to the grain F<sub>v</sub> = 95 p.s.f.
  - c. Modulus of Elasticity E = 1,800,000 p.s.f.
- All wood lumber to be kiln dried with a maximum moisture content of 19% prior to fabrication.
- Wood preservative to be 2.0% Boron/Lin. by MEYERHAUSER, with the following properties:
  - a. Allowable Bending Stress F<sub>b</sub> = 2,600 p.s.f.
  - b. Allowable Shear Parallel to the grain F<sub>v</sub> = 265 p.s.f.
- Plywood roof panels shall be APA Rated, Exterior Grade, and shall be finished with face grain perpendicular to the drainage, wood species to be used to be Douglas Fir-Larch, No. 2, or better, and fast the mark of a recognized grading agency, with the following properties:
  - a. Modulus of Elasticity E = 1,800,000 p.s.f.
  - b. All wood preservative to be manufactured by Simpson Strong-Tie or approved equal, and be applied in accordance with manufacturer's requirements and recommendations.
- All bolts used with timber structures shall have a 1/2" diameter body. Bolts and nuts shall meet requirements of ASTM A307, Grade A. Bolt heads and nuts may be either square, hexagonal or heavy hexagonal nuts and shall meet the requirements of ASTM A563.
- Washers may be cold iron, malleable iron or mild steel. Flange bolts and flange nuts may be any piece of approved material. Cold iron washers, flange bolts and flange nuts shall have a diameter not less than 3/8" times the diameter of the bolt with which they are used. Type A, high necked, before galvanizing, shall conform to the dimensions in ANSI B18.22.
- All rick bolts and washers shall be zinc coated to meet the requirements of ASTM A153, Class 3.
- Nails shall be round or oval galvanized wire nails meeting the requirements of F35 F1-1/2(20) of the size designated. The galvanized coating shall meet the requirements of ASTM A153, Class D.

**STRUCTURAL STEEL**

- All structural steel work shall conform to the Specification for Design, Fabrication and Erection of Structural Steel for Buildings, ASD of the American Institute of Steel Construction.
- Structural Steel shall conform to the following:
  - a. Recogitive HSS Sections - ASTM A500 Grade B, having a minimum yield strength of 45 KSI.
  - b. Plates - ASTM A36, having a minimum yield strength of 36 KSI.
  - c. Welding electrodes shall be E70XX.
- HSS columns and plates to be hot-dipped as per ASTM A153.

NOTE: See Civil Drawing Sheet 1 For Dugout Locations

CHICKERING FIELDS DUGOUTS DOVER, MA		PLANS, SECTIONS AND DETAILS
Wastwood Consulting 301 Main Street Dover, MA 01929 Tel: 603-333-1111	DATE: 5/17/16 SCALE: As Shown SHEET NO: 100	DRAWN BY: S-1



SITE PLAN  
1"=20'

**Proposed Chickering Field Dugouts  
Dover, MA**

Prepared by:  
*CIVILized Solutions*  
29 Church Street  
Holliston, MA 01746  
Tel: 508.429.7192

Designed: P. Saulnier, P.E.  
Drawn: P. Saulnier, P.E.  
Scale: 1" = 10' - 0"  
Date: April 30, 2016

5/18/18  
SHEET - C-1

***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: September 16, 2016

RE: Agenda Item # 5

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Enclosed please find information on the FY16 Budget closeout.

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)

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

DATE: September 16, 2016

RE: FY16 Financial Results

Attached are the following reports for the Committee's review:

- a. Status of Appropriations as of June 30, 2016
- b. Special Revenues/Revolving Fund Activity as of June 30, 2016

FY16 Year-end Report

The year ended with a positive operating variance, including Out-of-District (OOD) and related circuit breaker reimbursement, of \$683,233.

The salary variance of \$70,321 (1.26%) consisted of positive variances in SPED teachers' salaries due to realignment of staff, unused substitute salaries, increases in salaries for the addition of a .2 for the SPED Team Chair and a net positive variance in Central Office salaries.

The operating expenditure budget had \$126,138 (13.27%) of remaining funds as of June 30<sup>th</sup>. This variance is attributable to lower costs on utilities of \$54,606 due to a lower than budgeted price per gallon for oil based on the TEC awarded bid and lower electrical distribution costs, SPED contracted services of \$32,675 primarily due to services not needed for a student who moved from the District, regular education transportation of \$12,484 due to fuel adjustment credits versus surcharges and course reimbursement of \$11,715 due to actual teacher requests.

The variance in OOD Tuition and Transportation is (\$408,760) or (12.9%) of budget. The budget is developed without taking into account any circuit breaker reimbursement. Once the current year reimbursement of \$895,534 is applied to FY16 expenses, the net OOD expenditure variance is \$486,774.

The primary drivers for the gross variance were a number of new students moving into the District, students placed out of district due to substantial changes in service requirements and placement of day students into residential settings. The FY16 budget projected 25 Regional, 6 Elementary and 1 Pre-K placements and a 3% increase in tuition cost. The year ended with 29 Regional, 10 Elementary and 1 Pre-K placements. While this has had a significant impact on the FY16 operating results, a substantial portion of this cost increase will be offset by the FY17 circuit breaker reimbursement as it is calculated on the previous fiscal year's actual cost. If the circuit breaker reimbursement percentage remains at FY16 levels, we anticipate the reimbursement to be approximately \$1.4 million for FY17.

Special Revenues/Revolving Fund Activity

The schedule included FY16 activity for all funds presented. In addition, attached is a schedule detailing the composition of the Gift Fund. Included on the schedule is a summary of the preschool playground project as the financial activity spanned across fiscal years and is not all reflected in the June 30<sup>th</sup> balances.

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

DOVER PUBLIC SCHOOL  
STATUS OF APPROPRIATIONS

as of JUNE 30, 2016

<u>SALARIES</u>	FY 16 BUDGET	YTD EXPENDED	BUDGET REMAINING	% of BUDGET
SUPERINTENDENT	\$ 117,770	\$ 87,745	\$ 30,025	25.49%
BUSINESS AND FINANCE	130,571	147,150	(16,579)	-12.70%
DISTRICT INFO MANAGEMENT & TEC	68,500	69,822	(1,322)	- 1.93%
SPED LEADERSHIP	111,489	123,389	(11,900)	-10.67%
SCHOOL LEADERSHIP-BUILDING	334,279	334,710	(431)	- 0.13%
CURRICULUM LEADERS (BUILDING)	20,634	17,700	2,934	14.22%
TEACHERS, CLASSROOM	2,462,765	2,475,281	(12,516)	- 0.51%
TEACHERS, SPED	1,567,140	1,532,451	34,689	2.21%
SUBSTITUTES	52,750	15,065	37,685	71.44%
LIBRARIANS & MEDIA CENTER	99,587	99,587	0	0.00%
PROF DEV-TEACHER/INSTRUCT STAF	28,000	19,193	8,807	31.45%
CLASSROOM INSTRUCT TECHNOLOGY	103,289	103,289	0	0.00%
GUIDANCE COUNSELORS	94,594	94,594	0	0.00%
PSYCHOLOGICAL SERVICES	103,289	103,289	0	0.00%
MEDICAL/HEALTH SERVICES	66,821	70,231	(3,410)	- 5.10%
CUSTODIAL SERVICES	238,160	235,822	2,338	0.98%
TOTAL SALARIES	5,599,639	5,529,318	70,321	1.26%

**NON-SALARY**

SCHOOL COMMITTEE	10650	14055.5	-3405.5	-31.98%
SUPERINTENDENT	15,400	12,130	3,270	21.23%
LEGAL SERVICE FOR SCHOOL COM	11,500	5,000	6,500	56.52%
DISTRICT INFO MANAGEMENT & TEC	43,800	38,204	5,596	12.78%
SCHOOL LEADERSHIP-BUILDING	8,810	5,943	2,867	32.54%
TEACHERS, CLASSROOM	13,250	13,782	(532)	- 4.01%
TEACHERS, SPED	97,387	64,712	32,675	33.55%
LIBRARIANS & MEDIA CENTER	11,518	10,314	1,204	10.45%
PROF DEV STIPENDS & EXPENSES	18,000	6,285	11,715	65.08%
TEXTBOOKS & RELATED SOFTWARE/M	35,962	37,264	(1,302)	- 3.62%
LIBRARY INSTRUCTIONAL MAT'LS	4,132	4,123	9	0.22%
INSTRUCTIONAL EQUIPMENT	4,000	1,975	2,025	50.63%
GENERAL SUPPLIES	57,400	57,507	(107)	- 0.19%
CLASSROOM INSTRUCT TECHNOLOGY	5,500	5,098	402	7.31%
GUIDANCE COUNSELORS	650	0	650	100.00%
MEDICAL/HEALTH SERVICES	2,783	1,884	899	32.30%
TRANSPORTATION SERVICES	203,523	191,039	12,484	6.13%
CUSTODIAL SERVICES	159,397	162,813	(3,416)	- 2.14%
UTILITIES	246,700	192,094	54,606	22.13%
TOTAL NON-SALARY EXPENDITURES	950,362	824,224	126,138	13.27%

TOTAL INDISTRICT EXPENDITURES

6,550,001	6,353,542	196,459	3.00%
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**OOD Expenditures**

TRANSPORTATION	266,681	269,743	(3,062)	- 1.15%
TUITION TO MA SCHOOLS	81,550	116,281	(34,731)	-42.59%
TUITION TO NON-PUBLIC SCHOOL	2,423,463	2,798,532	(375,069)	-15.48%
TUITION TO COLLABORATIVES	395,850	391,749	4,101	1.04%
TOTAL OOD EXPENDITURES	3,167,544	3,576,304	(408,760)	-12.90%
CIRCUIT BREAKER REIMBURSEMENT		(895,534)	895,534	
TOTAL OOD EXPENDITURES, net	3,167,544	2,680,770	486,774	15.37%

TOTAL DOVER PUBLIC SCHOOL

\$ 9,717,545	\$ 9,034,312	\$ 683,233	7.03%
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**Dover Public School**  
**Special Revenue/Revolving Funds as of June 30, 2016**

<u>SPECIAL REVENUE/REVOLVING FUNDS</u>	<u>FUND BALANCE @ 7/1/2015</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>FUND BALANCE @ 6/30/2016</u>
BUILDING RENTAL	\$ 42,938	\$ 9,588	\$ -	\$ 52,526
CAFETERIA	-	169,909 *	156,578	13,331
GIFTS*** (see pg 2 for details)	22,236	3,750	-	25,986
PRESCHOOL***	-	45,389 **	36,436	8,953

**NOTES:**

\* Net of deposits in advance - \$11,749

\*\* Net of deposits in advance - \$700

\*\*\* Playground Summary:

TOTAL EXPENDITURES THRU 8/31	\$ 40,685.60
LESS: GIFTS FY16	(3,250.00)
GIFTS FY17	(12,836.25)
	<hr/>
BALANCE FROM PRESCHOOL	<u>\$ 24,599.35</u>

<u>FIDUCIARY FUND</u>	<u>FUND BALANCE @ 7/1/2015</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>FUND BALANCE @ 6/30/2016</u>
STUDENT ACTIVITY FUND	\$ 9,894	\$ 45,229	\$ 47,239	\$ 7,884

Student Activity Account activity per Dover Town Accountant.

FY 16 Miscellaneous Donations - Dover Public School							6/30/2016
Gift/Donor	Purpose	Bal Fwd	Revenue	Expenditures	Encumbered	Ending Balance	Date/Yr
<b>RESTRICTED GIFTS</b>							
Special Education Gifts	SPED Program	2,427.12				2,427.12	
Various Donors	Preschool Playground	0.00	3,250.00			3,250.00	2016
					<b>Total Restricted</b>	<b>5,677.12</b>	
<b>UNRESTRICTED GIFTS</b>							
OTHER	Unrestricted	19,808.41	500.00			20,308.41	
					<b>Total Unrestricted</b>	<b>20,308.41</b>	
<b>TOTAL</b>		<b>22,235.53</b>	<b>3,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,985.53</b>	
					<b>6/30/2016</b>	<b>25,985.53</b>	
					ENCUMBRANCE		
					<b>TOTAL GIFTS BAL.</b>	<b>25,985.53</b>	

***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: September 16, 2016  
RE: Agenda Item # 6

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Enclosed please find information the Draft FY18 Technology Supplement for your review.

**Chickering Technology Plan Supplement  
2017-2018**

**Based on The Public Schools of Dover and Sherborn  
Educational Technology Plan  
Future Ready Learning  
2016-2021**



**Chickering Technology Committee  
2016-2017**

# Table of Contents

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Introduction

**Chickering** Technology Committee

Technology Mission, Vision and Guiding Principles

Setting the Context

I. Learning

II. Teaching

III. Leadership

IV. Assessment

V. Infrastructure

## Introduction

The Public Schools of Dover and Sherborn strive to be “future ready,” where we inspire, challenge and support our students and educators in a global environment where today’s competencies - critical thinking, complex problem solving, collaboration, multimedia communication, managing projects using appropriate digital tools and resources - are at the forefront of teaching and learning.

To accomplish this, we present [the Chickering Technology Plan Supplement 2017-2018, based on The Public Schools of Dover and Sherborn Educational Technology Plan: Future Ready Learning 2016-2021](#). The documents focus on five specific areas: Learning, Teaching, Leadership, Assessment, and Infrastructure. These areas are outlined below and provide a roadmap for our work [in 2017-2018](#).

[Led by the Director of Technology, this plan was designed by the 2016-2017 Chickering Technology Committee](#) and assesses the current use of technology and outlines future goals. It also provides authentic learning experiences where students are immersed in learning and where educators collaborate to integrate technology to support all aspects of the Dover Sherborn K-12 curriculum.

**Note:** The Public Schools of Dover and Sherborn Educational Technology Plan is informed by *Future Ready Learning: Reimagining the Role of Technology in Education* (National Education Technology Plan, January 2016, U.S Department of Education <http://tech.ed.gov/netp/>.)

Many thanks to those who contributed to the writing of this plan.

## Chickering Technology Committee

NAME	POSITION	AFFILIATION
Anthony Ritacco	Director of Technology	The Public Schools of Dover and Sherborn
Karen LeDuc	Assistant Superintendent	The Public Schools of Dover and Sherborn
Laura Dayal	Principal	Dover Public Schools
Steve Harte	Technology Integration Specialist and Technology Educator	Dover Public Schools
Cheryl Chase	Library and Media Specialist	Dover Public Schools
Natalia Shea	Occupational Therapist	Dover Public Schools
Amy Cohn	Classroom Educator	Dover Public Schools
Laura Driscoll	Special Education Educator	Dover Public Schools

# Technology Mission, Vision and Guiding Principles

## Mission

To inspire, challenge, and support all students as they discover and pursue their full potential.

## Vision

The Public Schools of Dover and Sherborn are committed to providing our students with the best possible education. As a system we seek to identify, implement and maintain best practices in the technology arena to enhance teaching and learning. The use of technology is seamlessly integrated in all aspects of schools' operations both instructionally and administratively.

We believe that all members of the school community should be able to:

- Use appropriate technology as one of the tools for teaching and learning.
- Have access to appropriate technology throughout the system.
- Use technology to enhance creativity, communication, collaboration, critical thinking, classroom management, differentiation, problem-solving and project based learning.
- Adhere to the Digital Citizenship and the Internet Acceptable Use Policy and understand the ethical issues related to using technology.

In order to realize this vision, we must continually respond to changes in technology through an ongoing process of review, reflection and evaluation of the effective use of technology. This process includes maintaining a strong technology infrastructure, providing ongoing technical support, and investing in a comprehensive and continuous technology professional development program.

## Guiding Principles

Technology is a tool that supports today's skills including information seeking, analysis, reasoning, problem solving, communication, interpersonal, collaborative, and self-direction.

- Technology supports the diverse learning needs of all students and heightens operational and instructional efficiency among personnel (see Learning and Teaching goals).
- All personnel must be supported in their use of technology with working, up-to-date technology, timely technical support, and continuous, meaningful, high quality professional development and coaching (see Teaching, Leadership, Infrastructure goals).

- Meaningful technology use encourages active, independent, and lifelong learning (see Learning and Teaching goals).
- Technology helps facilitate learning by expanding it beyond the walls of the classroom (see Infrastructure goals).
- Students and all personnel will have access to the tools and technology necessary to fulfill their respective role (see Infrastructure goals).

## Setting the Context

The Public Schools of Dover and Sherborn Technology Action Plan

Numerous national and state technology planning initiatives have provided a framework for this District Technology Plan and Action Plan [and subsequent Chickering Technology Plan Supplement 2017-2018](#).

The National Education Technology Plan (NETP), January 2016, *Future Ready Learning: Reimagining the Role of Technology in Education*, <http://tech.ed.gov/netp/> sets a national vision and plan for learning enabled by technology through building on the work of leading education researchers. It is framed in the areas of learning, teaching, leadership, assessment, and infrastructure. Our action plan will mirror these areas, with assessment and infrastructure providing the building blocks for teaching, learning and leadership.

The International Society for Technology and Education (ISTE) is the leading professional organization for computer teachers and educational technology leaders. In 2008, ISTE published standards for students, educators, administrators and technology coaches. These standards, while currently under review, have been incorporated into the teaching and learning at Dover Sherborn, see link: <http://www.iste.org/standards/iste-standards>. Additionally, ISTE outlines 14 essential conditions to effectively leverage technology for education, <http://www.iste.org/standards/essential-conditions>, which mirror the NETP focal points of shared vision, shared leadership, student centered learning, robust infrastructure and assessment.

The Massachusetts Department of Elementary and Secondary Education (MA DESE), in 2008, published technology literacy standards and expectations for students and educators <http://www.doe.mass.edu/odl/student.html> and also published Local Technology Plan Guidelines, <http://www.doe.mass.edu/odl/planning.html>, through 2015. The Public Schools of Dover and Sherborn are fully aligned to these documents. A draft of the updated Massachusetts Technology Literacy Standards and Expectations <http://www.doe.mass.edu/odl/student.html> was also used in this plan.

Each of these documents informed the District Technology Plan, with the tenets of the NETP framing the Action Plan. Five areas were identified for our focus: Learning, Teaching, Leadership, Assessment, and Infrastructure. Each is outlined below with an essential question, goals, objectives and an action plan.

# I. Learning

*Essential Question: How do we inspire, challenge and support today's learning?*

*All learners will have engaging and empowering learning experiences in both formal and informal settings that prepare them to be active, creative, knowledgeable, ethical participants in our globally connected society. (NETP Section 1: Learning)*

## Chickering

**Goal 1:** Design, develop, and implement learning resources to create equitable and accessible learning experiences for all students (NETP Section 1: Learning, bullet 2 and 3, p. 82).

*Tied to Chickering School Improvement Plan Goal #2: Enhance curriculum through the work of Professional Learning Communities (PLCs).*

- *Teams/departments will select units or materials to revise, tied to Understanding by Design (UbD) and Professional Learning Community (PLC) practices.*
- *Staff will explore Project Based Learning (PBL) and be encouraged to develop integrated units that incorporate PBL.*
- *Staff will explore meaningful ways to integrate technology into units of study through their PLCs, fostering critical thinking, complex problem solving, collaboration, and multimedia communication.*

1.a. Use technology to develop critical thinking, complex problem solving, collaboration, and multimedia communication skills, incorporating such in Aspen curriculum documents.

1.b. Investigate learning resources (i.e. as Universal Design for Learning, Project Based Learning, etc.) to ensure equity and accessibility of the learning experience.

a.) **Rationale:**Technology can provide easy access to real-world issues and allow students to experiment with virtual solutions that would otherwise be prohibitive. Likewise, technology allows access to collaborators beyond Chickering and levels the playing field in terms of background knowledge, allowing children to learn independently and as a team from a wide variety of online resources.

b.) **Action Plan:** Teams of educators in Professional Learning Communities (PLCs) will explore suitable challenges for students using digital resources, and Project Based Learning will be used to enhance curriculum.

c.) **Benchmarks:**

- i.) September 2016, PLCs will select curriculum units for revision as well as enhancements to the resources and services we provide to children. In November 2016, PLCs will be formally introduced to Project Based Learning, and in January 2017 PLCs will explore technology integration.
- ii.) September 2016, January, February, and May 2017, professional development sessions are dedicated to the investigation of Inquiry-Based

Learning and Project-Based Learning, as well as, embedded in PLC meetings and is part of the curriculum review of Science and Technology/Engineering and Computer Science.

- iii.) Spring 2017, reconfigure the Computer and Science Lab in room 2079 to become a Maker Space (with Chromebooks and engineering resources). Moveable tables for collaborative work will replace fixed tables, and desktop computers at the perimeter of the room will be replaced with Chromebooks, to be used in a mobile fashion and on existing work islands.
- iv.) Reconfigure the library to become a digital-use learning space, called a Learning Commons, with capability for sound and video production by students.

d.) Budget implication: [see chart below](#)

WHAT	HOW	RESOURCES	OUTCOME	TIMELINE
I.1.a Use technology to develop critical thinking, complex problem solving, collaboration, and multimedia communication skills, incorporating such in Aspen curriculum documents	<p>a. Educators will research technologies for use within grade level spans and/or content areas</p> <p>b. Educators will pilot technologies to determine applicability</p> <p>c. Professional development will be provided for all technology and resources</p> <p>d. Department / grade levels will work together to revise curriculum and update curriculum maps in Aspen</p>	Apps, software, web-based tools, webinars, workshops and other resources	<p>a. Publish a compilation of “go to” technologies K-12</p> <p>b. Research, pilot and publish technologies for use within grade level spans and/or content areas</p> <p>C. Ensure that curriculum documents meet the Guiding Principles (p.1) established in the DS Tech Plan for Future Ready Learning</p>	<p>a. 2016 - 2017</p> <p>b. 2016-2017</p> <p>c. 2017-2021</p>
I.1.b. Investigate learning resources (i.e. as Universal Design for Learning, project-based	a. Research and review learning resources	<p>a. <a href="#">Universal Design for Learning</a></p> <p>b. <a href="#">Project Based Learning</a></p>	a. Research, review, and pilot identified resources	<p>a. 2016- 2018</p> <p>b. 2017- 2019</p>

<p>learning, etc.) to ensure equity and accessibility of the learning experience</p>	<p>b. Develop lesson/unit plans that incorporate learning resources</p>	<p>c. <a href="#">Open Educational Resources</a></p> <p>d. IT Staff</p> <p>e. Building Staff</p>	<p>b. Use the resources to ensure equity and accessibility of the learning experience</p>	
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## II. Teaching

*Essential Question: How do we inspire, challenge and support educators for today's classroom?*

*Educators will be supported by technology that connects them to people, data, content, resources, expertise and learning experiences that empower and inspire them to provide more effective teaching for all learners. (NETP Section 2 Teaching.)*

### Chickering

**Goal 1:** Design professional learning opportunities to support and develop educators as fluent users of technology to increase their digital literacy and to create compelling learning experiences that improve learning, assessment and instructional practices; develop creative and collaborative problem solvers; and increase social awareness (NETP Section 2: Teaching bullet 1, p. 83).

- a.) Rationale: Technology takes time to explore, to access a range of resources and select appropriate matches for instruction. Time must be provided for teams to collaborate on technology integration in order to fine-tune curriculum.
- b.) Action Plan: Teams of educators in Professional Learning Communities (PLCs) will explore digital resources to create compelling learning experiences..
- c.) Benchmarks:
  - i.) September 2016, PLCs will select curriculum for revision and use PLC time to complete revision
  - ii.) January 2017, PLCs will explore technology integration for identified units. This cycle will be repeated as needed.
- d.) Budget implication: None at this time

WHAT	HOW	RESOURCES	OUTCOME	TIMELINE
<p><b>II.1.a. Design professional learning opportunities to support and develop educators as fluent users of technology; creative and collaborative problem solvers; and socially aware professionals</b></p>	<p><b>a. Develop educators' understanding of current research - supported practices and best use of emerging online technologies to support learning</b></p> <p><b>b. Incorporate PD for teachers to deliver curriculum content that addresses more student-centered</b></p>	<p><b>a. <a href="#">Tiers of Technology Integration Rubric</a></b></p> <p><b>b. <a href="#">SAMR Model</a> Substitute, augment, modify, redefine</b></p> <p><b>c. Provide models of best practices for teaching and learning</b></p>	<p><b>a. Create and implement student-centered learning environments that foster critical thinking, complex problem solving, collaboration, and multimedia communication</b></p>	<p><b>2017-2019</b></p>

	<p>classroom experiences</p> <p>c. Develop expectations for technology integration in the classroom (that align with available resources) to enhance teaching and learning for all students</p>		<p>b. Create and use a district-wide searchable database to communicate and share technology-rich, student-centered teaching resources.</p>	
<p>II.1.b. Provide educators with professional development experiences to increase their digital literacy and to create compelling learning experiences to improve learning, assessment and instructional practices</p>	<p>a. Offer differentiated professional development throughout the year through a variety of methods (online courses, workshops, individual assistance, weekly technology “tryout” exercises)</p> <p>b. Offer ongoing PD in areas of need as based on our tech plan goals</p> <p>c. Promote outside conferences and PD to reinforce curriculum goals</p> <p>d. Look for opportunities to share, collaborate and investigate outside professionals/experts to visit classrooms to further student learning on specific curriculum topics</p> <p>e. Provide PD opportunities on Project-Based Learning and Universal Design for Learning and other</p>	<p>a. Educators, tech specialists, online resources</p> <p>b. Internal/ external technology workshops, and conferences</p>	<p>a. Create compelling learning experiences through Project Based Learning and Universal Design, and other related technologies, as documented in Aspen maps, blogs</p>	<p>2017-2019</p>

	relevant instructional strategies			
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### III. Leadership

*Essential Question: What role does leadership play in supporting technology to inspire, challenge and support teaching and learning in schools?*

#### Chickering

#### Goals:

- 1.) Develop funding models and plans for sustainable technology school-based plans through the technology plan supplement (NETP Section 3: Leadership, bullet 3, p. 84).
  - a.) Rationale: A clearly articulated technology plan, facilitated by building and district leadership in conjunction with a building-based Technology Committee, affords students and staff optimal opportunities to learn using technology.
  - b.) Action Plan and Benchmarks
    - i.) September 13, 2016, the Tech Plan Supplement was crafted by the Chickering Technology Committee, published upon approval by School Committee.
  - c.) Budget implication
    - i.) None at this time
  
- 2.) Develop clear communities of practice for leaders and educators at all levels that act as a hub for setting vision, understanding research, and sharing practices (NETP Section 3: Leadership, bullet 4, p. 84)
  - a.) Rationale: By formulating these communities, there are opportunities to share vision, research and practices through school-based structures such as staff meetings, professional development, and Professional Learning Communities (PLCs).
  - b.) Action Plan and Benchmarks
    - i.) September 13, 2016: Technology Committee convened and the Technology Plan Supplement was crafted and reviewed.
    - ii.) Ongoing weekly Tech Tuesday notices are sent to staff, created by Chickering Technology Integration Specialist.
    - iii.) January 25, 2017: Technology Integration and Staff Showcase scheduled.
  - c.) Budget implication: None at this time

WHAT	HOW	RESOURCES	OUTCOME	TIMELINE
III. Goal 1.	a. With building-based	<a href="#">MA Digital Literacy</a>	a.Update and publish the	2016-2017

<p>Develop funding models and plans, through school-based technology plan supplements, for sustainable technology hardware, software, and infrastructure</p>	<p>technology team develop and publish technology plan supplements that include action steps, funding sources for sustainable hardware, software and infrastructure</p>	<p><a href="#">Standards</a>  DS and <a href="#">National Education Technology Plan</a> (NETP 2016)  <a href="#">Massachusetts Curriculum Framework</a>  DS Tech Plan Supplements</p>	<p>District Technology Plan and Supplements  b. Create a funding model to include action steps, funding sources for sustainable hardware, software and infrastructure that is identified in the Tech Plan Supplements</p>	
<p>III. Goal 2. Develop clear communities of practice for leaders and educators at all levels that act as a hub for setting vision, understanding research, and sharing practices</p>	<p>a. Convene building-based technology leadership team, inclusive of administrators and educators to set vision, understand research and share practices  b. Establish building-based cohesive communities of practice to create cycles for sharing most recent research and effective practices</p>	<p>a. A consistent calendar of technology-related meetings with educators, tech specialists and administrators  b. Ongoing PD</p>	<p>a. Ensure that the Tech Plan and Supplements are working, up-to-date and viable to the teaching and learning community.  b. Enable teachers and students to enhance technology skills for effective teaching and learning.</p>	<p>2016 and ongoing</p>

## IV. Assessment

*Essential Question: How do we continue to improve assessments using the data effectively and appropriately to communicate what students know and are able to do?*

### Chickering

#### Goals:

- 1.) Create and implement technology-based assessments across all disciplines. (NETP Section 4: Assessment, bullet 4, p. 85)
  - a.) Rationale: Using technology will provide educators with “real time” data on student learning and improve the feedback loop.
  - b.) Action plan and benchmarks:
    - i.) May 2017: Use the Next Generation MCAS in spring 2017 to explore digital methods of assessment. The state requires that all math and ELA tests for grades 3, 4 and 5 be administered digitally in 2018.
    - ii.) Ongoing: Chickering Technology Committee members will explore and share out new resources and applications.
  - c.) Budget implication: None at this time
  
- 2.) Implement models of assessment that include ongoing gathering and sharing of data for continuous improvement of teaching and learning, while updating privacy practices and policies to ensure protection of student information. (NETP Section 4: Assessment, bullet 1, p. 84)
  - a.) Action plan and benchmarks:
    - i.) Ongoing: Use PLC time to explore more frequent and effective use of existing digital data by educators who are collaborating to increase student achievement.
  - b.) Budget implication: None at this time
  
- 3.) Design, develop and implement communication pathways that give students, educators, families and other stakeholders timely and actionable feedback about student learning to improve achievement and instructional practices. (Aspen, Google, eblasts, Apps for assessment, Social media, etc.) (NETP Section 4: Assessment, bullet 3, p. 84)
  - a.) Action plan and benchmarks:
    - i.) Ongoing: Expand data meetings, by using the model for Literacy Benchmark Data meetings already in place to establish similar examinations of data driven by teams of educators.
    - ii.) Summer 2016: Implement *School Messenger*, the new home-school communication tool adopted by The Public Schools of Dover and Sherborn
  - b.) Budget implication: None at this time

WHAT	HOW	RESOURCES	OUTCOME	TIMELINE
<p><b>IV. Goal 1.</b>  <b>Create and implement technology based assessments across all disciplines</b></p>	<p>a. Convene teams of educators to determine and administer common measures</p> <p>b. Document common measures in curriculum maps</p> <p>c. Expand the use of ongoing, formative, and embedded assessments</p> <p>d. Record and communicate formative and summative data through various apps and software in the classroom</p> <p>e. Provide ongoing support and training to strengthen teachers skills in how to interpret data to better meet students needs</p>	<p>a. <a href="#">MSPA</a></p> <p>b. How to information:</p> <p>c. Other district examples of DDM</p> <p><b>Actual assessments:</b></p> <p>1. Teacher-created assessment</p> <p>2. Aspen or Google</p> <p>3. Approved apps and online tools, see software map</p>	<p>a. Publish online lists, accessible to teachers, of all approved software apps and online tools</p> <p>b. Create a process for teachers to request or suggest new apps or online tools to be added to the approved list.</p> <p>c. Ongoing updated common measures in all curriculum maps.</p> <p>d. At least one PD workshop per academic year which includes at least one component of training on the use of an assessment app or online tool, or on the interpretation of student data</p>	<p>2016-2018</p>
<p><b>IV. Goal 2.</b>  <b>Implement model of assessment that includes ongoing gathering and sharing of data for continuous improvement of teaching and learning, while</b></p>	<p>a. Implement Massachusetts Student Privacy Alliance(MSPA)</p> <p>b. Work collaboratively with administration and technology department to assure secure</p>	<p>a. <a href="#">MSPA</a></p> <p>b. Sample: <a href="#">See Wayland’s approach, with very helpful links</a></p>	<p>a. Revisit and revise, as needed, Acceptable Use Policy (AUP) to include a district policy statement on student privacy</p>	<p>2016-2018</p>

<p>updating privacy practices and policies to ensure protection of student information</p>	<p>environment within the school building</p> <p>c. Provide professional development for educators and information for families around privacy and information protection</p>		<p>b. Publish web page, accessible to parents and staff, with statement of district policy on student privacy, including a list of relevant web resources</p> <p>c. Clear statement of district policy on student privacy in each individual school's handbook</p> <p>d. At least one PD workshop or faculty meeting devoted to providing training on student privacy and protection of information</p>	
<p><b>IV. Goal 3.</b> Design, develop and implement communication pathways that give students, educators, families and other stakeholders timely and actionable feedback about student learning to improve achievement and instructional practices</p>	<p>a. Research and implement a variety of communication tools to provide feedback, i.e. Aspen, Google</p> <p>b. Provide professional development for educators to implement the communication tools to provide feedback</p> <p>c. Provide information to families on how to use the communication tools</p>	<p>a. Aspen, Google</p>	<p>a. Publish instructional document on accessing the Aspen portal for families</p> <p>b. Publish instructional document on accessing student gmail accounts</p> <p>c. Publish instructional document on accessing</p>	<p>2017-2019 and ongoing</p>

			<b>Google Classroom</b>	
			<b>d. Publish instructional documents on any other relevant technologies used for student feedback or family communication</b>	

## V. Infrastructure

*Essential Question: How do we ensure that technology integration inspires, challenges and supports the academic community?*

### Chickering

#### Goals:

- 1.) Ensure that students and educators have broadband access to the Internet and adequate wireless connectivity (NETP Section 5: Infrastructure, bullet 1, p. 85).
  - a.) Action plan and benchmarks: Ongoing: Monitor and upgrade speed as necessary.
  - b.) Budget implication: None at this time.
- 2.) Ensure that every student and educator has access to at least one internet access device and appropriate software and resources for research, communication, multimedia content creation, and collaboration for use in (and out of) school (NETP Section 5: Infrastructure, bullet 2, p. 85)
  - a.) Rationale: As educators use more technology, we note an increased need for “in the moment” use of devices.
  - b.) Action plan and benchmarks: Summer 2017: continue with the replacement cycle over summer
  - c.) Budget implication: See chart below
- 3.) Support the development and use of openly licensed educational materials to promote innovative and creative opportunities for all learners and accelerate the development and adoption of new open technology-based learning tools and courses (NETP Section 5: Infrastructure, bullet 3, p. 85)
  - a.) Action plan and benchmarks: Ongoing: Explore, pilot and share innovative and creative opportunities for learners during the school year, at scheduled meetings with the Chickering Technology Committee and the Chickering staff, highlighting needs for the 2018-2019 school year
  - b.) Budget implication: None at this time
- 4.) Draft and implement sustainable plans for infrastructure, hardware and software concerns that include upgrades of wired and wireless access as well as device refresh plans and sustainable funding sources while ensuring the safety and protection of student data (NETP Section 5: Infrastructure, bullet 5, p. 86)
  - a.) Rationale: The existing replacement plan, as outlined and maintained by the Director of Technology, highlights the current needs as associated with outdated technology
  - b.) Action plan and benchmarks:

Outlined in the replacement plan:

- a) Replace second generation iPads, as the iOS for those does not support the most recent applications currently in use.
- b) Replace current teacher iPads (16GB) with ones that have more storage space (64 GB).
- c) Replace classroom desktops with mobile devices.

c.) Budget implication: See Chart Below

WHAT	HOW	RESOURCES	OUTCOME	TIMELINE
<b>V. Goal 1.</b> <b>Ensure that students and educators have broadband access to the Internet and adequate wireless connectivity</b>	<b>a. Monitor bandwidth speeds and upgrade when necessary.</b>  <b>b. Monitor and upgrade all wireless connectivity as needed.</b>  <b>c. Provide and maintain a redundant ubiquitous high speed connection to both wired and wireless internet.</b>	<b>a. IT Staff</b>  <b>b. Educators and Tech Specialists</b>  <b>c. Apps and softwares</b>	<b>a. Continue to stay current with the latest network and broadband speeds.</b>  <b>b. Maintain at least 200 MB of speed to the internet.</b>  <b>c. Maintain at least 1 GB of speed internally and 10GB from IDF's to MDF.</b>	<b>a. 2016 and ongoing</b>  <b>b. 2016-2017</b>  <b>c. 2018-2019</b>

<p><b>V. Goal 2.</b> Ensure that every student and educator has at least one internet access device and appropriate software and resources for research, communication, multimedia content creation, and collaboration for use in (and out of) school</p>	<p>a. Research models, i.e. BYOD, 1:1, school-based devices, to ensure that every student and educator has at least one internet device and appropriate software and resources needed</p> <p>b. Upgrade and maintain Acceptable Use Policy (AUP)</p> <p>c. Investigate take home technology for student use</p>	<p>a. IT Staff</p> <p>b. Educators and Tech Specialists</p> <p>c. Airwatch reporting</p> <p>d. Tech Plan Supplements</p>	<p>a. Conduct research on models, by building, to determine appropriate solutions</p> <p>b. Inventory all devices</p> <p>c. budget for additional technologies, as needed</p>	<p>a. 2016-2017</p> <p>b. 2016-2021 (ongoing)</p> <p>c. 2016-2021</p>
<p><b>V. Goal 3.</b> Support the development and use of openly licensed educational materials to promote innovative and creative opportunities for all learners and accelerate the development and adoption of new open technology-based learning tools and courses</p>	<p>a. Research and use the best open source softwares for curriculum deployment.</p> <p>b. Continue to develop and use the software map developed for each school.</p> <p>c. Continue to use the Massachusetts Student Privacy Alliance to ensure the applications students use are safe and protected.</p>	<p>a. IT Staff</p> <p>b. Educators and Tech Specialists</p> <p>c. <a href="#">MSPA</a></p>	<p>a. Create a process for teachers to request or suggest new apps or online tools to be added to the approved list.</p> <p>b. Continue to update the software map for each district.</p>	<p>a. 2016-2017</p> <p>b. 2016-2021</p>
<p><b>V. Goal 4.</b> Draft and implement sustainable plans for infrastructure concerns that include upgrades of</p>	<p>a. Continue with building-based hardware replacement cycle to ensure all</p>	<p>a. Tech Plan Supplements</p> <p>b. IT Staff</p> <p>c. <a href="#">MSPA</a></p>	<p>a. Use the <a href="#">MSPA</a> website to ensure that all apps have been vetted.</p>	

<p>wired and wireless access as well as device refresh plans and sustainable funding sources while ensuring the safety and protection of student data</p>	<p>devices stay up to date  b. Update comprehensive map and database of connectivity, device access, use of open licensed educational resources, and their uses across the country</p>			
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**School Year 2017-2018 Budget Appropriation**

<b>Item</b>	<b>Cost</b>	<b>Purpose</b>	<b>Timeline</b>	<b>Alignment to Goal</b>
<b>25 ChromeBooks</b>	<b>\$6,500</b>	<b>Replace 2079 Lab Computers</b>	<b>Summer 2017</b>	<b>1, 5</b>
<b>25 Chromebooks</b>	<b>\$6,500</b>	<b>Replace last laptop cart</b>	<b>Summer 2017</b>	<b>5</b>
<b>22 iPads</b>	<b>\$8,800</b>	<b>Replace outdated 2nd Generation.</b>	<b>Summer 2017</b>	<b>5</b>
<b>5 Interactive Projectors</b>	<b>\$9,500</b>	<b>Replace last of 3M projectors</b>	<b>Summer 2017</b>	<b>5</b>
<b>12 Desktop Computers</b>	<b>\$9,600</b>	<b>Replace old student computers. Grade 4</b>	<b>Summer 2017</b>	<b>5</b>
<b>Total</b>	<b>\$40,900</b>			

*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: September 16, 2016  
RE: Agenda Item # 7

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Attached please find Capital Planning Update:

FY17 Status

FY 18 Update

## MEMORANDUM

**DATE:** August 26, 2016  
**TO:** All Boards, Committees and Town Agencies  
**FROM:** Capital Budget Committee  
**RE:** Fiscal Year 2018 Capital Budget Requests

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Enclosed please find an Excel file containing your Capital Budget Request Form for Fiscal Year 2018 and a summary of Capital Requests Approved in Prior Years. Please complete the Capital Budget Request Form by detailing your requests for items such as equipment and capital expenditures for existing facilities and/or alteration/renovation projects. On this form, you should also provide an estimate of contemplated capital requests for fiscal years 2019 – 2022. Please advise whether there may be any grant opportunities for any future contemplated procurements.

In the file, you will also find a form on which to list any capital items that were approved at the 2016 Town Meeting. Please detail any spending to date toward the amounts approved as well as any trade-in amounts which have been received by the Town as applicable. Please also include any approved but unspent amounts from any prior fiscal years.

At the Capital Budget Committee's recommendation, this year the Board of Selectmen voted that only items in excess of *\$10,000* will be considered by the Capital Budget Committee. No items should be bundled to reach this amount. During the past several years, we have found an increasing number of capital budget requests being too conservatively priced, resulting in reserve fund transfers or delays in the project. Please make every effort to obtain realistic and complete costs for each of your requests.

Please provide a complete written narrative for items requested to be purchased during Fiscal Year 2018. Please make sure your narrative addresses the following topics:

- Why the item is necessary;
- Does it replace existing equipment or complement existing equipment;
- On what basis is the cost formulated (include three bids);
- What are the alternatives;
- What efficiencies or public safety needs are met by the item;
- Was the request in last year's Capital Budget request.

August 26, 2016

Page Two

Kindly return your budget request forms and narrative electronically to [rspringett@doverma.org](mailto:rspringett@doverma.org) by **Friday, October 14, 2016**. Please make sure that the requests are submitted on time as the initial review by the Committee will be conducted in October. You will be contacted by the Committee to discuss these requests.

Please note the special request by the Warrant Committee for the inventory of your equipment does **not** replace your annual budget requests to the Capital Budget Committee.

If you have any questions please contact the Bob Springett at [rspringett@doverma.org](mailto:rspringett@doverma.org).

Thank you,

The Capital Budget Committee

Enclosures

cc: Warrant Committee  
Board of Selectmen

**Town of Dover**  
**Capital Requests Approved in Prior Years**

*Input into the cells shaded yellow*

*Note: Please list only: 1) Capital items approved at the 2016 Town Meeting  
 2) Capital items approved in prior years for which there are currently unspent funds*

Name of Board, Committee or Department:	Dover School Committee
Authorized By (Name):	
Date (month/day/year):	9/20/2016

Capital Item Approved	Town Meeting		Encumbered/ \$ Spent to Date	Unspent \$	Description/Explanation/Plan for of Approved but Unspent \$'s
	Approval Year	\$ Approved			
Gym Wood Floor Refinishing	2014	\$14,625	\$13,625	\$1,000	Project completed: Article may be closed
Gym Curtain Divider	2015	\$16,360	\$8,900	\$7,460	Project completed: Article may be closed
Air-conditioning units (tech rooms)	2016	\$17,000	\$9,950	\$7,050	Project completed: Bills pending
Aerial Man Lift	2016	\$8,900	\$9,975	(\$1,075)	Equipment ordered (difference expensed to Major Maintenance in General Fund)
<b>Total</b>		<b>\$56,885</b>	<b>\$42,450</b>	<b>\$14,435</b>	





**Whalley Computer Associates, Inc**  
 One Whalley Way  
 Southwick, Massachusetts 01077  
 United States  
<http://www.wca.com>  
 (P) 413-569-4200  
 (F)

Quotation (Open)	
<b>Date</b> Sep 20, 2016 09:09 AM EDT	<b>Expiration Date</b> 2016-10-20
<b>Doc #</b> 200270 - rev 1 of 1	
<b>Description</b> Cafe & Gym Projector Systems	
<b>SalesRep</b> Lessard, Keeley (P) 508634-1100	
<b>Customer Contact</b> Ritacco, Anthony (P) 508-785-1730 ritaccoa@doversherborn.org	

**Customer**  
 Dover-Sherborn Public School  
 District (DOPUB)  
 Ritacco, Anthony  
 157 Farm Street  
 (Billing only - do not deliver anything here)  
 Dover, MA 02030  
 United States

**Bill To**  
 Dover-Sherborn Public School  
 Ritacco, Anthony  
 157 Farm Street  
 Attn: AP (Billing only, do no ship product here)  
 Dover, MA 02030  
 United States  
 (P) (508)785-1730  
 (F) (508)785-8141  
 ritaccoa@doversherborn.org

**Ship To**  
 Dover-Sherborn Middle School  
 Ritacco, Anthony  
 155 Farm Street  
 Dover, MA 02030  
 United States  
 (P) (508)785-0635 ext. 7210  
 ritaccoa@doversherborn.org

<b>Customer PO:</b>	<b>Terms:</b> Net 30 Days	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Image	Description	Part #	Tax	Qty	Unit Price	Total
<b>Projectors</b>							
1		Epson PowerLite PRO G7000WNL LCD projector - 6500 lumens - WXGA (1280 x 800) - 16:10 - HD 720p - no lens - LAN with 3 years Epson Road Service Program	V11H752920	Yes	2	\$2,565.00	\$5,130.00
<b>Lenses</b>							
2		Epson ELP LM10 Zoom lens - 55.4 mm - 83.3 mm - f/1.81-2.4	V12H004M0A	Yes	2	\$1,262.00	\$2,524.00

<b>Professional Installation Services</b>							
3		Cafeteria	EST# 132278	Yes	1	\$32,040.00	\$32,040.00

#	Image	Description	Part #	Tax Qty	Unit Price	Total
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- Note: 1) Install (1) Customer provided Long through wall mounted projector.  
 2) Install (1) Customer provided Long throw projector lens  
 3) Install (1) Customer provided Ceiling mounted bracket for projector.  
 4) Furnish and Install (1) 1 1/2" Pole from wall mount to projector.  
 5) Furnish and Install (1) HDMI, VGA, 3.5 Audio Decora 2 gang faceplate for new inputs.  
 6) Furnish and Install (2) HDMI 25' M/M Cable off inputs faceplate.  
 7) Furnish and Install (2) VGA/3.5mm 25' M/M Cable off inputs faceplate.  
 8) Furnish and Install (1) Strain relief hook for faceplate input cables.  
 9) Furnish and Install (2) 20' Section of nylon snake wrap for input cables.  
 10) Furnish and install (1) HDMI Over Category 6 baluns from projector to inputs.  
 11) Furnish and Install (1) VGA/3.5 over Category 6 baluns from projector to inputs.  
 12) Furnish and Install (2) Atlona AT-HD VS-TX-WP For Input connections.  
 13) Furnish and Install (2) Atlona AT-HDVS-RX For transferring Input connections.  
 14) Furnish and install (1) Symetrix Jupiter 4 Input, 4 Output Mixer. (In Rack)  
 15) Furnish and Install (1) QSX GXD4 Processing Amp. (In Rack)  
 16) Furnish and install (1) SurgeX SA-20 Surge Protector.  
 17) Furnish and install (1) Audio Tech ATW-1311 Wireless Microphone setup.  
 18) Furnish and install (1) Furman PL-8C Power Amp.  
 19) Furnish and install (1) Wall mounted Source and volume control module.  
 20) Furnish and install (2) JBL CBT 70J-1-WH Loud Speakers.  
 21) Furnish and install (2) JBL CBT 70JE-1-WH Loud Speakers.  
 22) Furnish and Install (1) 10' Length of rubber floor raceway for cable concealing.  
 23) Focus, Test, and Calibrate projector and sound system.

4		Gym	EST# 132278	Yes 1	\$37,455.00	\$37,455.00
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- Note: 1) Install (1) Customer provided Long through wall mounted projector.  
 2) Install (1) Customer provided Long throw projector lens  
 3) Install (1) Customer provided Ceiling mounted bracket for projector.  
 4) Furnish and Install (1) 1 1/2" Pole from wall mount to projector.  
 5) Furnish and Install (1) HDMI, VGA, 3.5 Audio Decora 2 gang faceplate for new inputs.  
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 15) Furnish and Install (1) QSX GXD4 Processing Amp. (In Rack)  
 16) Furnish and install (1) SurgeX SA-20 Surge Protector.  
 17) Furnish and install (1) Audio Tech ATW-1311 Wireless Microphone setup.  
 18) Furnish and install (1) Furman PL-8C Power Amp.  
 19) Furnish and install (1) Wall mounted Source and volume control module.  
 20) Furnish and install (2) QSC Loudspeaker \*refurbished\* speakers as approved by customer.  
 21) Furnish and Install (1) 10' Length of rubber floor raceway for cable concealing.  
 22) Focus, Test, and Calibrate projector and sound system.

Subtotal:	\$77,149.00
US: Exempt (0.000%):	\$0.00
Shipping:	\$0.00
<b>Total:</b>	<b>\$77,149.00</b>

Remittance Address:  
 PO Box 1292  
 Brattleboro, VT 05302-1292

These prices do NOT include setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

**Chickering Elementary Cafeteria**

Supply and install Mannington Essentials VCT, color(s) TBD, and Johnsonite 4" vinyl cove base, color TBD. Pricing includes freight, adhesives, rip up and recycling of existing VCT, skimming the floor with Ardex feather finish, and installing new VCT during normal working hours using prevailing wage rates. = **\$20,500.00**

Please call with any questions.

Sincerely,

Andrea Hood

# *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: September 16, 2016  
RE: Agenda Item #8

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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 Minutes June 20, 2016
- Donations from the dover PTO

## DRAFT

### Dover School Committee Meeting of June 20, 2016

Members Present: Adrian Hill  
Brooke Matarese  
Lauren Doherty

Also Present: Bill McAlduff, Interim Superintendent  
Karen LeDuc, Assistant Superintendent  
Laura Dayal, Principal  
Deb Reinemann, Assistant Principal

#### 1) Call to Order

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

#### 2) Reorganization

Ms. Matarese nominated Mr. Hill as Chair of the Dover School Committee for the 2016-17 school year. Ms. Doherty seconded.

16-11 VOTE: 3 - 0

Mr. Hill nominated Mr. Spalding as Secretary of the Dover School Committee for the 2016-17 school year. Ms. Doherty seconded.

16-12 VOTE: 3 - 0

3) **Community Comments** - Several parents were in the audience and expressed their concern about the class size of the incoming Kindergarten class.

4) **Dover PTO Report** - The PTO presented their budget for the upcoming school year.

#### 5) Reports

a) Chickering School Update - Ms. Dayal highlighted items from her report.

b) Assistant Superintendent Report - Dr. LeDuc updated the Committee on the following: 1) the recent work of the K-12 Fine Arts and 6-12 Technology/Engineering department chairs, 2) the Wellness Implementation Guidelines fro Physical Activity/Health, Nutrition, Health Services, and Social/Emotional Health, and 3) the QPO program.

c) Interim Superintendent Report - Mr. McAlduff updated the Committee on the following:

- Enrollment Update - The enrollment data for the new school year is suggesting that sections in Kindergarten, Grade 1, and Grade 4 will exceed or are already exceeding the class size high range limit of 22. This data further suggests that in addition to the one new class section included in the FY17 budget, two more class sections will need to be added. The estimated cost for two additional teachers is approximately \$125,000. There was also discussion about the 3rd grade numbers.

Ms. Doherty made a motion to add additional sections to Grade 1 and Grade 4 for 2016-17 and to give the Administration the authority to add a section to Grade 3 of enrollment exceeds policy. Ms. Matarese seconded.

16-13 VOTE: 3 - 0

- FY17 Staffing Update - Mr. McAlduff provided an update on personnel changes at Chickering for 2016-17.

6) **FY16 Monthly Financial Report** - Mr. McAlduff provided the Status of Appropriations as of May 31, 2016. It is estimated that the in-district budget (salary and expenses) will end the year with an approximate positive budget variance of \$188,000. The out-of-district budget will end the year with an approximate negative budget variance of \$436,000 not including Circuit Breaker reimbursement. The primary drivers for the negative variance were a number of new students moving in, students placed out-of-district due to substantial changes in

## DRAFT

service requirements and placement of day students into residential settings. A substantial portion of the negative variance will be offset by Circuit Breaker reimbursement.

The Administration requested using FY16 funds in the amount of \$12,000 for instructional materials for the additional 2016-17 classrooms.

Ms. Doherty made a motion to approve \$12,000 for instructional materials for the additional classrooms for the 2016-17 school year. Ms. Matarese seconded.

16-14 VOTE: 3 - 0

**7) Temperature Control Study Update** - The Engineering Study Report was provided and discussed. After evaluating the existing building conditions, equipment, & apparatus, building controls, and reported issues, the following options are recommended to improve the indoor conditions and address the reported issues: 1) limiting heat gains by using existing roller shades on the windows, making sure the lights are turned off when the students leave, and making sure the ventilation system is turned off in unoccupied hours; 2) dissipating heat faster by engaging the purge system only when the outside temperature falls below the indoor classroom temperature and lengthening the purge cycle when temperatures are favorable; and 3) adding a variable refrigerant flow (VRF) cooling system at an estimated cost of \$600,000. Further discussion will take place at future meetings.

**8) Conditional Approval: 2016-17 School Improvement Plan** - The Administration has been reviewing the timeline of the School Improvement Plan as the current timeline does not allow for financial resources to be included with any measurables for the goals. The cycle may be changed so the SIP goals can be included in the budget process if necessary. Ms. Matarese made a motion to conditionally approve the 2016-16 School Improvement Plan. Ms. Doherty seconded.

16-15 VOTE: 3 - 0

**9) Review Proposed Five Year Technology Plan** - Dr. LeDuc reviewed the proposed Technology Plan. The Plan will be on the agenda for approval at the Joint meeting.

**10) Review Draft of 2016-17 School Year Goals** - a draft version of the goals was provided and a final version will be approved at the Joint meeting.

### **11) Consent Agenda**

a) Meeting minutes of May 16, 2016

b) DESF Grants

c) Donations: Dover PTO, Eagle Scout Project - \$1,000 for landscaping and installation of benches around the new preschool playground and \$6,836.25 from the PTO for the preschool playground.

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

16-16 VOTE: 3 - 0

### **10) Communications**

a) Dover Sherborn Regional School Committee minutes: February 24, March 1, and May 3, 2016

b) Sherborn School Committee minutes of May 10, 2016

### **11) Adjournment to Executive Session for matter pertaining to collective bargaining at 8:25 pm not to return to Open Session.**

Mr. Hill - aye, Ms. Doherty - aye, and Ms. Matarese - aye.

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: September 16, 2016  
RE: Donation acceptance

---

I am requesting that the Dover School Committee vote to approve a donation from the dover PTO of \$5,000 for the new Pre-K playground.

# *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: September 16, 2016  
RE: Agenda Item #9

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The following communications are for member's information.

- FY17 Budget Update
- 2016-2017 Meeting Calendar
- MCAS Update
- Coordinated Program Review
- Regional School Committee Minutes June 7, 2016
- Sherborn School Committee Minutes June 14, 2016

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)  
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  
DATE: September 16, 2016  
RE: FY17 Update

#### FY17 Report as of August 31, 2016

We have included a report (directly from our G/L system) to provide some insight into operations to date. The report is a summary of function codes combining both salaries and expenditures as appropriate. It shows preliminary salary encumbrances (exclusive of Central Office shared salaries), maintenance service contract encumbrances and year to date expenditures. It is our intent to encumber all anticipated expenses. We are still determining the methodology to utilize for some of these expenditure categories and this will be reflected in your next monthly report. In addition, we are revising our account number structure for current year expenditures in preparation for the FY18 budget process. You will notice some variances in salaries that we can discuss at the meeting. In addition, the Superintendent's report details the staffing additions/changes which occurred after the budget process. A more detailed budget impact analysis will be presented in October with the regular Status of Appropriations report as of September 30, 2016.

The OOD encumbrances are in process and again, we will have an update for the Committee in October.

#### Facilities Update

The routine annual cleaning, inspections and grounds work were successfully performed prior to the opening of school for teachers on August 29th. The Superintendent, the Director of Facilities, the Building Administrator, the Head Custodian and I toured the building to observe the work completed. The building was in pristine condition. We greatly appreciate the hard work of our Facilities staff.

## Dover Public Schools

### SUMMARY REPORT- TOTAL BY FUNCTION

From Date: 7/1/2016

To Date: 8/31/2016

Fiscal Year: 2016-2017

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.0.1110.000.00.0.000.0	SCHOOL COMMITTEE	\$10,650.00	\$0.00	\$0.00	\$10,650.00	\$4,576.06	\$6,073.94	57.03%
01.0.1210.000.00.0.000.0	SUPERINTENDENT	\$135,525.00	\$5,944.00	\$5,944.00	\$129,581.00	\$0.00	\$129,581.00	95.61%
01.0.1410.000.00.0.000.0	BUSINESS AND FINANCE	\$129,084.46	\$4,841.28	\$4,841.28	\$124,243.18	\$25,977.60	\$98,265.58	76.13%
01.0.1430.000.00.0.000.0	LEGAL SERVICE FOR SCHOOL COM	\$11,500.00	\$2,500.00	\$2,500.00	\$9,000.00	\$0.00	\$9,000.00	78.26%
01.0.1450.000.00.0.000.0	DISTRICT INFO MANAGEMENT & TEC	\$113,019.00	\$6,581.98	\$6,581.98	\$106,437.02	\$10,047.00	\$96,390.02	85.29%
01.0.2110.000.00.0.000.0	CURRICULUM DIRECTORS (SUPER)	\$120,488.60	\$7,362.50	\$7,362.50	\$113,126.10	\$68,020.00	\$45,106.10	37.44%
01.0.2210.000.00.0.000.0	SCHOOL LEADERSHIP-BUILDING	\$353,018.36	\$54,099.43	\$54,099.43	\$298,918.93	\$291,974.76	\$6,944.17	1.97%
01.0.2220.000.00.0.000.0	CURRICULUM LEADERS (BUILDING)	\$20,964.58	\$0.00	\$0.00	\$20,964.58	\$0.00	\$20,964.58	100.00%
01.0.2305.000.00.0.000.0	TEACHERS, REGULAR ED	\$2,603,848.50	\$481.37	\$481.37	\$2,603,367.13	\$2,656,814.08	(\$53,446.95)	-2.05%
01.0.2310.000.00.0.000.0	TEACHERS, SPECIAL ED	\$1,379,377.20	\$25,109.21	\$25,109.21	\$1,354,267.99	\$1,054,091.57	\$300,176.42	21.76%
01.0.2325.000.00.0.000.0	SUBSTITUTES	\$52,750.00	\$0.00	\$0.00	\$52,750.00	\$388.31	\$52,361.69	99.26%
01.0.2330.000.00.0.000.0	PARAPROF/INSTRUCT ASSISTANT	\$269,581.56	\$0.00	\$0.00	\$269,581.56	\$636,986.83	(\$367,405.27)	-136.29%
01.0.2340.000.00.0.000.0	LIBRARIANS & MEDIA CENTER	\$113,828.00	\$4,362.00	\$4,362.00	\$109,466.00	\$103,670.50	\$5,795.50	5.09%
01.0.2353.000.00.0.000.0	PROF DEV-TEACHER/INSTRUCT STAF	\$28,000.00	\$450.00	\$450.00	\$27,550.00	\$19,486.20	\$8,063.80	28.80%
01.0.2357.000.00.0.000.0	PROF DEV STIPENDS & EXPENSES	\$25,200.00	\$0.00	\$0.00	\$25,200.00	\$0.00	\$25,200.00	100.00%
01.0.2410.000.00.0.000.0	TEXTBOOKS & RELATED SOFTWARE//	\$35,980.00	\$4,884.49	\$4,884.49	\$31,095.51	\$21,763.23	\$9,332.28	25.94%
01.0.2415.000.00.0.000.0	LIBRARY INSTRUCTIONAL MAT'LS	\$5,394.60	\$1,562.04	\$1,562.04	\$3,832.56	\$1,850.72	\$1,981.84	36.74%
01.0.2420.000.00.0.000.0	INSTRUCTIONAL EQUIPMENT	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$2,342.63	\$1,657.37	41.43%
01.0.2430.000.00.0.000.0	GENERAL SUPPLIES	\$57,400.00	\$7,793.35	\$7,793.35	\$49,606.65	\$32,309.68	\$17,296.97	30.13%
01.0.2451.000.00.0.000.0	CLASSROOM INSTRUCT TECHNOLOG	\$111,664.00	\$101.36	\$101.36	\$111,562.64	\$106,375.15	\$5,187.49	4.65%
01.0.2710.000.00.0.000.0	GUIDANCE COUNSELORS	\$96,757.00	\$56.25	\$56.25	\$96,700.75	\$96,107.00	\$593.75	0.61%
01.0.2800.000.00.0.000.0	PSYCHOLOGICAL SERVICES	\$104,941.00	\$0.00	\$0.00	\$104,941.00	\$104,941.00	\$0.00	0.00%
01.0.3200.000.00.0.000.0	MEDICAL/HEALTH SERVICES	\$82,646.00	\$0.00	\$0.00	\$82,646.00	\$79,437.16	\$3,208.84	3.88%
01.0.3300.000.00.0.000.0	TRANSPORTATION SERVICES	\$471,856.00	\$0.00	\$0.00	\$471,856.00	\$200,620.00	\$271,236.00	57.48%
01.0.4110.000.00.0.000.0	CUSTODIAL SERVICES	\$408,631.44	\$42,817.33	\$42,817.33	\$365,814.11	\$222,132.57	\$143,681.54	35.16%
01.0.4130.000.00.0.000.0	UTILITIES	\$234,700.00	\$11,699.24	\$11,699.24	\$223,000.76	\$0.00	\$223,000.76	95.02%
01.0.9100.000.00.0.000.0	TUITION TO MA SCHOOLS	\$106,425.00	\$0.00	\$0.00	\$106,425.00	\$0.00	\$106,425.00	100.00%
01.0.9300.000.00.0.000.0	TUITION TO NON-PUBLIC SCHOOL	\$2,438,752.00	\$10,000.00	\$10,000.00	\$2,428,752.00	\$0.00	\$2,428,752.00	99.59%
01.0.9400.000.00.0.000.0	TUITION TO COLLABORATIVES	\$389,980.00	\$0.00	\$0.00	\$389,980.00	\$0.00	\$389,980.00	100.00%
<b>Grand Total:</b>		\$9,915,962.30	\$190,645.83	\$190,645.83	\$9,725,316.47	\$5,739,912.05	\$3,985,404.42	40.19%

End of Report

**THE PUBLIC SCHOOLS OF DOVER SHERBORN  
SCHOOL COMMITTEE MEETING CALENDAR 2016-2017**

REGIONAL SCHOOL COMMITTEE MEETINGS	SHERBORN SCHOOL COMMITTEE MEETINGS	DOVER SCHOOL COMMITTEE MEETINGS	JOINT SCHOOL COMMITTEE & UNION #50 MEETINGS
Tuesday, September 6, 2016	Tuesday, September 13, 2016	Tuesday, September 20, 2016	Monday, September 12, 2016
Tuesday, October 4, 2016	Tuesday, October 11, 2016	Tuesday, October 18, 2016	
Tuesday November 1, 2016 (if necessary)	Tuesday, November 15, 2016*	Tuesday, November 22, 2016*	November - Supt. Search
Tuesday, December 6, 2016*			December - Supt. Search
Tuesday, January 10, 2017	Tuesday, January 17, 2017	Tuesday, January 24, 2017	Tuesday, January 31, 2017
Tuesday, February 7, 2017	Tuesday, February 14, 2017		
Tuesday February 28, 2017***	Other Feb. date(s) may be added for meeting with Advisory Committee	Other Feb. date(s) may be added for meeting with Warrant Committee	
		Wednesday, March 1, 2017**	
Monday, March 6, 2017**	Tuesday, March 7, 2017**	Tuesday, March 14, 2017	
			Tuesday, April 11, 2017
Tuesday, May 2, 2017	Tuesday, May 9, 2017	Monday, May 15, 2017	
Tuesday, June 6, 2017	Tuesday, June 13, 2017	Monday, June 19, 2017	Tuesday, June 20, 2017*
Regional School Committee meetings begin at 6:30 p.m. in the library at DS Middle School, unless otherwise noted.	Sherborn School Committee meetings begin at 6:30 p.m. in Room 204B at the Sherborn Town Hall, unless otherwise noted.	Dover School Committee meetings begin at 6:30 p.m. in the library at Chickering School, unless otherwise noted.	Joint School Committee meetings begin at 6:30 p.m. in the library at DS Middle School, unless otherwise noted.
* Meeting to include first pass of the FY18 Budget	* Meeting to include first pass of the FY18 Budget	* Meeting to be held in the morning to discuss the first pass of the FY18 Budget	*Date may change based on last day of school and end of year events
** Meeting to include final action on FY18 Budget	** Meeting to include final action on FY18 Budget	* *Meeting to include final action on FY18 Budget	
*** Budget Meeting with Dover Warrant and Sherborn Advisory Committees			

## The Massachusetts Board of Elementary and Secondary Education

### Update on Student Assessment and the Next-Generation MCAS Project

To: Members of the Board of Elementary and Secondary Education

From: Mitchell D. Chester, Ed.D., Commissioner

Date: August 22, 2016

In lieu of the scheduled Board Assessment Committee meeting this month, I am providing you with a written update on our student assessment activities and our progress toward the next-generation MCAS.

#### *Spring 2016 test results*

Earlier this month, ESE provided districts and schools with access to their full preliminary MCAS and MCAS-Alt results in English language arts, mathematics, and science and technology/engineering (districts and schools were given access to preliminary PARCC results earlier this summer). Preliminary MCAS data is strictly confidential and embargoed until ESE releases official results in mid-September. The intent of sharing preliminary results is for data verification and to assist district and school leaders with educational planning.

The Department held two teleconferences with school officials to discuss the preliminary MCAS results and the timeline for issuing 2016 accountability determinations. The teleconferences are designed to help principals and school administrators access the information, clarify how the preliminary MCAS results can be used before complete and official results are released in the fall, and how to report potential discrepancies in preliminary data.

I am pleased to report that participation rates in the spring 2016 test administration remained high at 98.6%, compared to 98.7% in 2015. I believe that most of our educators and parents understand the value of this annual snapshot of student performance and its role in helping us ensure that all students receive a high quality education.

#### *Next-generation contracts*

As I previously reported to you, we have signed a five-year contract with Measured Progress for the development and administration of the next-generation MCAS assessment. Our procurement management team, headed by Bill Bell and Rob O'Donnell, did a great job in managing a very complex procurement on a very tight timeline.

We expect to finalize the PARCC licensing agreement within the next few weeks. We are also working with the Executive Office for Administration and Finance and the House and Senate Ways and Means Committees on a supplemental budget request to fully fund this year's assessment activities. In addition to the new contracts, our fiscal year 2017 expenses also include some one-time costs relating to the scoring of two different tests (MCAS and PARCC) in spring 2016.

#### *Standard Setting Policy Committee*

We are in the process of assembling a standard setting policy committee, which will make recommendations to the Board on the student score reporting categories to be used in the next-generation assessment. The committee will include teachers, parents, higher education faculty, and assessment experts. The committee will hold two meetings in September, with a goal of presenting recommendations to the Board at the Board's October meeting.

#### *Computer-based testing*

We will shortly be sending to districts the final technical specifications for computer-based testing (which will not differ significantly from the specifications used in 2015 and 2016 for the PARCC assessments). Districts will be given instructions on electing computer-based vs. paper-based testing for next spring, and will be given an opportunity to identify any schools which may not be able to provide computer-based testing in the two required grades (4 and 8). Our student assessment and digital learning staffs will provide assistance to each of those schools in planning for the

transition to computer-based testing.

*Grade 10 tests*

At last month's Board Assessment Committee meeting, I indicated that we would likely be asking the Board to extend the use of the tenth grade legacy MCAS test through the class of 2020, one year later than previously planned. This will ensure that the first class to take the tenth grade next-generation test, the class of 2021, will have already taken the next-generation test as eighth graders. I will be bringing a formal recommendation to the Board at the September meeting for discussion, and will ask you to vote in October.

*Speaking and listening assessment waiver*

We have just received a renewal of our waiver from the U.S. Department of Education relating to the assessment of speaking and listening skills. Although such an assessment is required by the Elementary and Secondary Education Act, the federal government has recognized that assessing speaking and listening skills in a large scale summative assessment is not practicable at this time, and they have provided consistently provided such waivers to a large number of states. This is an issue we will revisit as we move toward computer-based testing.

*Curriculum standards review*

We are continuing to refine the recommendations for changes to our English language arts and mathematics curriculum standards, based on the work of our review panel that met during the spring and early summer. We are planning to bring a draft to the full Board at the Board's October meeting, with a request that they be formally sent out for public comment. Based on this timeline, we would expect to return to the Board in March 2017 with recommendations for a final vote.

\*\*\*\*\*

I'm enclosing a copy of our latest Next-Gen MCAS newsletter, which we send out monthly to all of our stakeholders to help keep everyone informed of our progress.

If you have any questions or need any additional information, please contact me or Deputy Commissioner Jeff Wulfson.

**Attachment**

  July 2016 Next-Gen MCAS newsletter

Last Updated: August 25, 2016

*Massachusetts Department of  
Elementary & Secondary Education*

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McAlduff, William &lt;mcaiduffw@doversherborn.org&gt;

## Dover Sherborn Coordinated Program Review

1 message

Szymczak, Jayme &lt;jszymczak@doe.mass.edu&gt;

Wed, Aug 31, 2016 at 3:51 PM

To: "smithcj@doversherborn.org" &lt;smithcj@doversherborn.org&gt;, "Leduc, Karen" &lt;leduck@doversherborn.org&gt;

Cc: "mcaiduffw@doversherborn.org" &lt;mcaiduffw@doversherborn.org&gt;

Hi Karen and Christine,

It was a pleasure speaking with you today Karen and I look forward to meeting you in person on October 13. Based on our conversation today, I wanted to summarize some of the dates and information that we spoke about. As you know I will be chairing the upcoming Coordinated Program Review. Please find information and dates that you might find helpful in preparation:

**Orientation** is scheduled for Thursday, October 13, 2016 at 10 am at the Dover Sherborn Middle School. The Superintendent, Special Ed Director, ELE Coordinator, Civil Rights Coordinator, Principals and any others deemed appropriate by the Superintendent should attend. The orientation will take about 2 hours. The first hour will be for the large group to get the "big picture" of the CPR process and next steps. I will have a PowerPoint presentation on a flash drive but will need a projector to display it. The second hour will be time for the small group of district's CPR coordinator and I to review details of the CPR. This will include, interview and observation schedules along with student records that have been chosen. I am at your disposal that day for any questions or technical assistance you may have.

I will provide the names of students we have chosen for the Special Education and ELL Record Review at the Orientation. Please have a current roster or special education and ELE students handy in the event that the students we have selected for review are no longer enrolled in the district. If they are, you can begin preparing the records and you will know exactly what areas we will be reviewing.

**Record Review** of students enrolled in Special Education and English Language Education is scheduled for **November 29-December 1, 2016**. I will cover the details during the **Orientation**.

**Onsite Visits** are scheduled for the week of **January 2-6 and 9-13**. During these weeks the CPR Team will be conducting interviews and observations. We will end our time with an exit meeting that is open to whomever you choose. Typically, this includes the participants from the orientation. The exit meeting will summarize our initial impressions from our time at Dover Sherborn Regional School District.

Please feel free to call me anytime, [781-338-3738](tel:781-338-3738), if you have any questions or concern. Again, I look forward to our work together.

All the best,

*Jayme Szymczak, M.Ed.*

### Jayme Szymczak, Chairperson

Office of Public School Monitoring

Massachusetts Department of Elementary and Secondary Education

75 Pleasant St.

Malden, MA 02148

[781.338.3738](tel:781.338.3738)

## APPROVED SEPTEMBER 6, 2016

### Dover-Sherborn Regional School Committee

Meeting of June 7, 2016

Members Present: Michael Lee, Chair  
Dana White, Vice Chair  
Clare Graham, Secretary  
Richard Robinson  
Lori Krusell  
Carolyn Ringel

Also Present: Bill McAlduff, Interim Superintendent  
Karen LeDuc, Assistant Superintendent  
John Smith, HS Headmaster  
Scott Kellet, MS Headmaster

#### 1) Call to Order

Mr. Lee called the meeting to order at 6:30 pm in the Middle School Library.

#### 2) Reorganization -

Mr. Robinson nominated Clare Graham as Chair of the Dover Sherborn Regional School Committee for the 2016-17 school year. Ms. Ringel seconded.

16- VOTE: 6 - 0

Mr. Robinson nominated Lori Krusell as Vice Chair of the Dover Sherborn Regional School Committee for the 2016-17 school year. Ms. White seconded.

16- VOTE: 6 - 0

Ms. Ringel nominated Dana White as Secretary of the Dover Sherborn Regional School Committee for the 2016-17 school year. Mr. Lee seconded.

16- VOTE: 6 - 0

Ms. Graham asked committee members to send her their requests for subcommittee assignments.

#### 3) Community Comments – None

#### 4) Reports

- DSMS Headmaster's Report - Ms. Caffrey and Mr. Kellett highlighted recent and upcoming events at the Middle School. Mr. McAlduff and Mr. Kellett updated the committee on the concerns raised by parents about letter grades being given in 8th grade PE classes. The Administration is working with the PE teachers to make modifications on the use of heart rate monitors. The use of letter grades is consistent with the grading done in the other electives/special subjects at the middle school.
- DSHS Headmaster's Report - Mr. Smith highlighted recent and upcoming events at the High School including graduation.
- Assistant Superintendent Report - Dr. LeDuc updated the Committee on the following: 1) the recent work of the K-12 Fine Arts and 6-12 Technology/Engineering department chairs; 2) the Wellness Implementation Guidelines for Physical Activity/Health, Nutrition, Health Services, and Social/Emotional Health; and 3) the QPO program.
- Interim Superintendent Report - Mr. McAlduff provided an update on personnel changes at the Region for 2016-17.

#### 5) Financial Reports

- Monthly Financial Report - The Status of Appropriations as of May 31, 2016 shows a positive variance of \$1,161,879. This variance includes encumbrances of all anticipated salary payments and expenditures (health insurance, utilities, and transportation) through June 30th.

## APPROVED SEPTEMBER 6, 2016

- Report on Anticipated FY16 Year End Close Status - The anticipated positive revenue variance is approximately \$85,000. This brings the estimated E&D, including the operating and revenue variance, to \$2,130,059. The FY16 allowable E&D (5%) is \$1,143,193 leaving an estimated \$986,866 above the allowed amount. Prior to certification of E&D, the Administration recommends returning \$850,000 to the towns of Dover and Sherborn by reducing the assessments due on June 15, 2016. Dover's assessment would be reduced by \$453,645 (53.37%) and Sherborn's by \$396,355 (46.63%). The remaining amount above 5% will be returned once E&D is certified.

Ms. White made a motion to amend the FY16 Budget in the amount of \$23,036,986 which is reduced by estimated receipts and available funds in the amount of \$3,721,442 for a net amount to be assessed to the member towns of \$19,315,544. This assessment is comprised of \$17,929,633 in operating expenses and \$1,385,911 in debt expenses, and that the Treasurer be authorized to certify this budget amendment in the apportioned share of each town based on the statutory method. Ms. Graham seconded.

16-19 VOTE: 6 - 0

Ms. White made a motion to amend the FY16 Budget to include an additional \$850,000 in appropriations from the June 30, 2015 Certified Excess and Deficiency and to accordingly reduce member towns' assessments by this amount using the FY16 operating assessment percentages. Ms. Graham seconded.

16-20 VOTE: 6 - 0

- Request to Fund Additional Student Parking - The Administration provided a proposal to add 30-45 parking spots to the student parking lot by removing the berm between existing parking spaces and the exit from the student parking lot. The cost is estimated at \$16,550 not including paving. The paving would be done as part of the Town of Dover's paving contract at an estimated cost of \$7,000-\$9,000.

Ms. White made a motion to approve up to \$26,000 for additional student parking as identified in the memo from R.P. Luttazi dated 5/1/16. Ms. Krusell seconded.

There was discussion about including an amount for a contingency.

Ms. White made a motion to amend the previous motion to an amount up to \$28,000. Ms. Krusell seconded.

16-21 VOTE (to amend the motion): 6 - 0

16-22 VOTE (on the amended motion): 6 - 0

- FY17 Revenue Update - an update from the DOR regarding state aid was provided. Both the House and Senate have adopted FY17 budgets, the final budget is in the hands of the Conference Committee.
- Discussion: OPEB Study Committee - There was discussion about the formation of the Committee that would meet to discuss ways/options to fund the OPEB liability at the Regional Schools. Interested members from the town finance committees should contact Ms. Graham.

### 6) **Approval of 2016-17 Student and Athletic Handbooks** - The MS and HS Student Handbooks were provided for approval.

Mr. Robinson made a motion to approve the High School and Middle School Student Handbooks as presented subject to changes to the student discipline language as required by State Law. Ms. Ringel seconded.

16-23 VOTE: 6 - 0

The Athletic Handbook will be approved at the September meeting. Comments should be provided to Mr. Smith.

### 7) **Review Draft: 2016-17 School Year Goals** - a draft version of the goals was provided and a final version will be approved at the Joint meeting.

## **APPROVED SEPTEMBER 6, 2016**

- 8) Review of Draft School Improvement Plans** - The MS and HS School Improvement Plans were provided for approval.

Mr. Robinson made a motion for conditional approval of the MS and HS School Improvement Plans subject to adjustments presented during the 2016-17 school year. Ms. White seconded.

16-24 VOTE: 6 - 0

- 9) Review Proposed Five Year Technology Plan** - The Plan was provided for review and discussion.

### **10) Consent Agenda**

- a) Appointment of DS Regional Treasurer - Mr. James Eggert
- b) RSC Meeting Minutes of February 24 and May 3, 2016 -
- c) Athletic Department Spring Coaching Donations - DSHS Baseball for Varsity Assistant Coach (\$2,750), DSHS Softball for Varsity Assistant Coach (\$2,200), and DSHS Sailing for Varsity Assistant Coach (\$2,800).
- d) Obsolescence Declaration: Science Textbooks
- e) DSEF Grants

Ms. White made a motion to approve the Consent Agenda excluding the DSEF grants. Ms. Ringel seconded.

16-18 VOTE: 6 - 0

Mr. Robinson made a motion to approve the DSEF Grants. Mr. Lee seconded.

16-19 VOTE: 6 - 0

### **11) Communications**

- a) Class of 2016 Matriculation Report
- b) Enrollment Report
- c) Dover School Committee Minutes - none
- d) Sherborn School Committee Minutes of March 8, 2016

### **12) Adjournment** at 9:20 pm

Respectfully submitted, Amy Davis

## APPROVED SEPTEMBER 13, 2016

### Sherborn School Committee

Meeting of June 14, 2016

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

Also Present: Bill McAlduff, Interim Superintendent  
Karen LeDuc, Assistant Superintendent  
Barbara Brown, Principal  
Frank McGourty, Assistant Principal

#### 1) Call to Order

Mr. McAlduff called the meeting to order at 6:35 pm in the Sherborn Town Hall.

#### 2) Welcome: Ms. Kate Potter and Ms. Jennifer Debin

#### 3) Reorganization -

Mr. Embree nominated Mr. Greg Garland as Chair of the Sherborn School Committee for the 2016-17 School Year. Ms. Hovey seconded.

16-12 VOTE: 5 - 0

Ms. Potter nominated Ms. Anne Hovey as Secretary of the Sherborn School Committee for the 2016-17 School Year. Mr. Embree seconded.

16-13 VOTE: 5 - 0

Subcommittee Assignments and Liaisons were discussed and appointed.

#### 4) Public Comment - none

#### 5) Administration Reports

- a) Principal's Report - Dr. Brown updated the Committee on recent and upcoming events including:
    - New Classroom Teacher hiring - There were 228 applicants for the two open classroom teacher positions. Two finalist candidates have been forwarded to the Interim Superintendent for appointment. Additionally a finalist candidate for the FLES Program has been forwarded to the Interim Superintendent.
    - Personnel Changes - Ms. Nancy Bent is retiring after 16 years of service at Pine Hill. Mr. Frank McGourty has been appointed as Principal of the Ross School in Braintree, MA. Dr. Brown thanked him for his positive regard for students and respect/support for educators during his 3 years at Pine Hill.
  - b) Assistant Superintendent Report - Dr. LeDuc updated the Committee on the following: 1) the recent work of the K-12 Fine Arts and 6-12 Technology/Engineering department chairs, 2) the Wellness Implementation Guidelines for Physical Activity/Health, Nutrition, Health Services, and Social/Emotional Health, and 3) the QPO program.
  - c) Interim Superintendent Report - Mr. McAlduff updated the Committee on the following:
    - Enrollment Report - an updated report as of June 1st was provided.
    - FY17 Staffing Update - there are three recommendations that have been forwarded to the Central Office for meetings with the Superintendent.
- 6) **Monthly Financial Report** - The combined projected surplus for FY16 is approximately \$126,000 or 2.1% of the budget. The surplus is comprised of a positive salary variance \$51,541 and a positive expenditures variance of \$75,000. The Out-of-District Tuition and Transportation variance of \$86,000 remains unchanged.

## APPROVED SEPTEMBER 13, 2016

End of Year Purchase Requests - The Administration requested approval for the cost of resources to outfit two additional classrooms for the 2016-17 school year in the amount of \$25,002.

Ms. Hovey made a motion to approve up to \$26,000 from the FY16 operating variance for the purchase of classroom furniture for two classrooms. Mr. Embree seconded.

16-14 VOTE: 5 - 0

- 7) Approval: Family Handbook 2016-17** - The draft Family Handbook was presented for approval. There was discussion about "loss of recess" as one of the consequences for misbehavior. The Administration will provide information about the frequency of use of this consequence for further discussion at a future meeting.

Ms. Potter made a motion for conditional approval of the Family Handbook subject to further review at the September meeting. Mr. Embree seconded.

16-15 VOTE: 5 - 0

- 8) Conditional Approval: 2016-17 School Improvement Plan** - The Administration has been reviewing the timeline of the School Improvement Plan as the current timeline does not allow for financial resources to be included with any measurables for the goals. The cycle may be changed so the SIP goals can be included in the budget process if necessary.

Ms. Potter made a motion to conditionally approve the School Improvement Plan. Ms. Debin seconded.

16-15 VOTE: 5 - 0

- 9) Review Proposed Five Year Technology Plan** - Dr. LeDuc reviewed the proposed Technology Plan. Mr. Garland requested the Administration provide a comparison of the current Technology Plan compared to the technology being used in the classrooms 5 years ago.

- 10) Review Draft of 2016-17 School Year Goals** - a draft version of the goals was provided and a final version will be approved at the Joint meeting.

### **11) Consent Agenda**

a) Meeting minutes of May 10, 2016

b) DSEF Grants 2016-17

c) Donation: New Pine Hill School Sign - The 5th grade class has donated a new "Pine Hill School" sign for the front of the school and a new flag for display on the Auditorium stage.

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

16-1 VOTE: 5 - 0

### **12) Communications**

a) Dover Sherborn Regional School Committee minutes of February 24, March 1, and May 3, 2016

b) Dover School Committee minutes of March 3, 2016

- 13) Adjournment at 8:36 pm to Executive Session for matters pertaining to negotiation strategy and approval of minutes, not to return to Open Session.**

Mr. Garland - yea, Ms. Hovey - yea, Mr. Embree - yea, Ms. Potter - yea, and Ms. Debin - yea.

Respectfully submitted,  
Amy Davis