

**Dover-Sherborn Regional School Committee**  
**Meeting Agenda**  
**May 5, 2020**  
**5:00 pm**

Following guidance issued by Governor Baker regarding the Open Meeting Law, this public meeting will be held remotely, and individuals wishing to participate may do so by utilizing Zoom video conferencing technology\*, to join the meeting by video conferencing using a computer or tablet, please click on the link:

<https://us04web.zoom.us/j/77653812557>

**Meeting ID: 776 5381 2557**  
**Password: 015662**

1. Call to Order
2. Community Comments
3. Reports:
  - DSHS Headmaster Report –Mr. John Smith
  - DSMS Headmaster Report – Mr. Kellett
4. Consideration of Remote Learning Grading **A.R.**
5. Financial Reports
  - Monthly Financial Report – FY20 Operating Budget
  - Additional OPEB information
6. Boys Ice Hockey Request for Co-op Varsity & JV Team w/Weston HS **A.R.**
7. Girls Ice Hockey Request **A. R.**
8. Proposed changes to 2020-21 Student Handbooks – First Read
9. Consent Agenda **A.R.**
  - Approval of Minutes December 5, 2019, March 3 and April 28, 2019
10. Adjourn

**\*ZOOM SCHOOL COMMITTEES MEETING PROTOCOL:**

- 1. All participants are automatically muted by host**
- 2. Community Comments is only allowed during the Community Comments period**
- 3. Please click Raise Hand in the webinar controls to let the host know you would like to comment**

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

Dover Sherborn High School  
9 Junction Street  
Dover, MA 02030  
Phone: 508-785-1730 Fax: 508-785-8141

John Smith  
Headmaster



Ellen Chagnon  
Director of Guidance

Ann Dever-Keegan  
Assistant Headmaster

Emily Sullivan  
Athletic Director

TO: Dr. Andrew Keough, Superintendent  
FROM: John G. Smith, Headmaster, DSHS  
RE: Headmaster's Monthly Report  
DATE: May 5<sup>th</sup>, 2020

### **Headmaster's Reflections:**

This has been a challenging time in our world. Our lives have been changed drastically and for some families life has been changed forever. My deepest sympathies go out to faculty, students and families in our community who have contracted this terrible virus and for those who have lost their lives. Many families have lost jobs, businesses, and health insurance. As educators and administrators, we are grateful and fortunate to have a supportive community that has continued to allow us to pay our bills, feed our families and stay safe in our homes. At the same time, we have been challenged with providing instruction, support and day to day messaging through online instruction while also taking care of our own families and their essential and educational needs. All of us realize that this form of instruction does not compare to the personal face to face interactions we have with our students. That being said, we are adapting. We are flexible and we are resilient just as our students are. We are learning everyday and although not perfect, we are teaching important content and skills and we are interacting with our students to ensure they receive appropriate emotional support. We care deeply about our students and want them to know we will get through this together. We sympathize that students are missing out on a lot of important events. We are missing out along with them. Teachers and administrators understand the importance of our job and we will continue to do our very best for the students of Dover Sherborn High School.

### **HS Events:**

Last Day of School for seniors May 22<sup>nd</sup>.  
Last Day of School June 17<sup>th</sup>.  
Senior Awards and Graduation TBD

## **Student Recognition:**

Forty eight students are participating in this year's senior project. This year's numbers are lower from the approximately sixty-seventy seniors who usually participate. This is due largely to the restrictions and closures from the Corona virus. Some projects were able to socially distance but a number of seniors are conducting research on e-cigarette products to present a PSA for school use, while other seniors are researching the hot topic of paying collegiate athletes and finally others are developing plans for students to return books, materials and collect personal belongings during this pandemic.

A special thank you to student Nolan Sayer who has been using a school based 3D printer to make face masks for hospital workers at Brigham and Women's Hospital.

## **Curriculum:**

With this new format for instruction, I am outlining some of the tools that our educators at the secondary level are using to teach. On the secondary level, the teachers are using several online tools for remote teaching and learning. Most tools are web based and/or Google Chrome extensions since they work on all devices.

**Google Classroom** is a learning management system for administering directives, assignments and projects. It is also used interactively where students can submit tasks and receive feedback and comments from their teachers for formative assessment.

- **Google Apps for Education:** Both students and teachers use Google Apps including **Docs, Spreadsheets, Slides, Drawings, Forms** and **Sites** frequently.
- **Zoom and Google Meet,** video conferencing tools to connect with students, communicate course goals, hold discussions and conduct live lessons.
- **Book Creator,** a multimedia tool that allows students to demonstrate their creativity, share knowledge, and develop presentation skills by designing interactive books on various topics.
- **Screencastify,** a screen casting tool that allows teachers to record lessons or explain topics within a curriculum Students can also combine this tool with Google Slides to create voice-over narrations on their slideshow presentations.
- **EdPuzzle,** a video editing tool that allows teachers to add questions to existing videos for student comprehension.
- **Padlet,** an online bulletin board to share and display information
- **Blogger.com** - site for creating blogs where students can share their ideas and work with a greater audience

Teachers are also using **YouTube, TED Talks videos, NASA, PBS Media, Library of Congress** and other educational websites to support their instruction. Our librarian Paul Butterworth has also been

working with various teachers and students using our online research resources and other educational links.

**Guidance:**

Advanced Placement Exams are going to be held May 11-22<sup>nd</sup> online. All exams will be 45 minutes in length and will be completed at home.

SAT testing for June has been cancelled. Online testing is being planned for the summer. As of May 1, Dover Sherborn is scheduled to be a test center for the September session.

Deadlines for senior scholarships have been extended. Additional emails been sent to our senior and are posted on our website.

A recent letter to 9/10 grade families:

**Dear Grade 9 and 10 Parents, Guardians, and Caregivers:**

**It's certainly been an interesting few months, hasn't it? We hope that you and your families have been able to stay healthy, busy, and socially distant. As we now know that we'll be engaging in remote learning for the remainder of the school year, we thought it would be helpful to reach out to let you know how we plan to work with your students as they wrap up this year.**

**As always, we are first and foremost concerned with our students' well-being. Not only are our in-person interactions with students our favorite parts of our jobs, but they are vital to our understanding of each individual's mental health. Please know that you can always reach out to us if your student is struggling. We also have a number of mental health resources listed on our [website](#).**

**The administration is working closely with MA DESE as well as members of our faculty to finalize our next step in remote learning and what grading will look like for the remainder of the year. This information will be sent out once it is available.**

**As you know, we're in the midst of the course selection process. If you haven't yet done so, please review courses with your student and contact teachers and/or department heads with any questions. It's also important to note that the document produced by Aspen is a static report, not a live document. Any changes we make over the next few days will not be reflected in the report but we will make sure things look right on our end. Once course selection has completed and we move onto creating schedules, we will reach out to you and your student directly about any conflicts or issues.**

We know your students are not juniors but the college process and how this impacts them may very well be on their minds. Andrew B. Palumbo, the Dean of Admissions and Financial Aid at Worcester Polytechnic Institute recently published an [open letter](#) to high school juniors in the Washington Post. It's more than worth a read and we wholeheartedly agree with his overall message: *"Take care of your friends and family. Focus on your education to the best of your ability. The rest of it? We'll figure it out together."*

A grade 11 letter to families:

It's certainly been an interesting few months, hasn't it? We hope that you and your families have been able to stay healthy, busy, and socially distant. As we now know that we'll be engaging in remote learning for the remainder of the school year, we thought it would be helpful to reach out to let you know how we plan to work with your students as they wrap up their junior years.

As always, we are first and foremost concerned with our students' well-being. Not only are our in-person interactions with students our favorite parts of our jobs, but they are vital to our understanding of each individual's mental health. Please know that you can always reach out to us if your student is struggling. We also have a number of mental health resources listed on our [website](#).

We're currently in the fourth week of our Guidance Seminar curriculum, working with juniors through our Google Classroom site. We are using a combination of videos, readings, and real-time discussion groups to make sure our juniors are just as prepared for the college process as they would be if we were working with them in person. Our topics, organized by week, are:

**Week 1 (April 6-10): Course Introduction and an Introduction to Naviance**

**Week 2 (April 13-17): Mock Admissions Committee**

**Week 3 (April 20-24): Junior Who Am I? Survey**

**Week 4 (April 27-May 1): Q & A with College Admissions Reps**

**Week 5 (May 4-8): The College Essay**

**Week 6 (May 11-15): Letters of Recommendation and Blurbs**

**Week 7 (May 18-22): Resume Building in Naviance**

**Week 8 (May 25-29): Creating a Common App Account**

**June: One-on-one Essay Workshops and/or individual meetings to work on college lists (by appointment)**

For this week's topic, Mr. O'Mara recorded a series of Zoom chats with representatives from a number of colleges across the country, covering both [general](#) and [covid-related](#) admissions questions. If you haven't seen them yet, check them out!

We've also been compiling a list of various [colleges's responses](#) to the pandemic. Across the board, colleges and universities have communicated that they understand that the 2019-2020 school year may look different than others and stress the importance of context. Andrew B. Palumbo, the Dean of Admissions and Financial Aid at Worcester Polytechnic Institute recently published an [open letter](#) to high school juniors in the Washington Post. It's more than worth a read. We

**wholeheartedly agree with his overall message: “Take care of your friends and family. Focus on your education to the best of your ability. The rest of it? We’ll figure it out together.”**

**Notably, given the numerous cancellations of administrations of both the SAT and ACT, a number of colleges and universities have decided to go test-optional for the upcoming admissions cycle. We have included a number of notifications in the document linked above, but make sure that your students check the websites of any specific colleges or universities for updates.**

**As you know, we’re in the midst of the course selection process. If you haven’t yet done so, please review courses with your student and contact teachers and/or department heads with any questions. It’s also important to note that the document produced by Aspen is a static report, not a live document. Any changes we make over the next few days will not be reflected in the report but we will make sure things look right on our end.**

Guidance made some videos for our juniors and seniors about the college process but figured it could be helpful if you have your own juniors/seniors at home!

**Senior College Admission Questions** covers information about what resources are available since students cannot visit campuses, who to contact if your financial situation has changed, etc.

**Junior College Process - COVID** covers information and changes to policies because of this current time.

**Junior College Process** is a more general admissions q&a with traditional questions about the entire process.

 [Senior College Admission Questions.mp4](#)

 [Junior College Process - COVID.mp4](#)

 [Junior College Process.mp4](#)

### **Athletics**

The Spring 2020 Athletic season has been cancelled due to school closure. Athletic Director Emily Sullivan is working with the Business Office to secure athletic fee refunds for seniors and transferring fees to fall sports for underclassmen.

Boston Globe All Scholastic award winners:

1. Lucas Bodkins - Boston Globe All Scholastic & D1 Athlete of the Year Boys Nordic Ski
2. Mica Bodkins - Boston Globe All Scholastic Girls Nordic Ski

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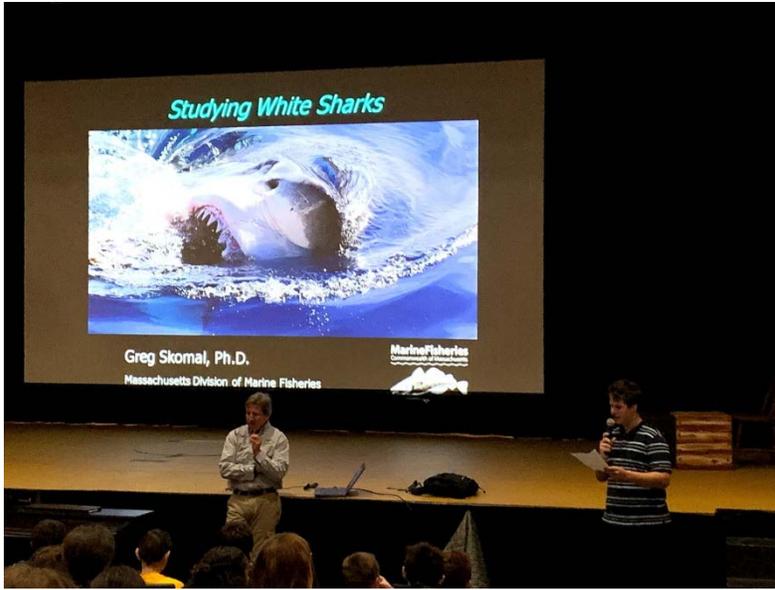
3. Ava Yablonski - Boston Globe All Scholastic & D2 Athlete of the Year Girls Swim
4. Maura Bennett - Boston Globe D5 Boys Indoor Track & Field Coach of the Year

## DSMS RSC Monthly Report

Date: May 1, 2020

Submitted by: Scott Kellett

The middle school staff is tirelessly working to deliver a strong Remote Learning Curriculum. One of the prime focuses of their efforts has been the social and emotional well being of our students. To this end, Mr. Wroblewski has been having regular grade level Zoom Meetings with students. In addition, Mr. Wroblewski and I hosted parent meetings for each of the six teams last week and plan on doing this again in a few weeks. Remote Learning Progress Reports will be sent to parents on May 14th via ASPEN. Congratulations to Margaret Bowles, William Goldman, and Karina Sklyar on being selected by the 8<sup>th</sup> grade teachers as our Scholar Leaders for this year. This is an award given annually based on criteria established by NELMS. These students have distinguished themselves in terms of outstanding scholarship and leadership. On February 11th, Dr. Greg Skomal of the Atlantic White Shark Conservatory came to present his Great White Shark Research to DSMS. The visit was inspired and initiated by eighth grader, Walker Adams, as he befriended Dr. Skomal while visiting Cape Cod over the summer. Dr. Skomal is a leading expert on Great White Sharks and has been featured on the Discovery Channel's Shark Week several times. Students were delighted and inspired by his presentation and a lively Q&A session.





### **Group Updates:**

#### **English:**

*Sixth graders* just wrapped up their spring poetry unit. Students wrote poems using a variety of pieces of figurative language.

*Seventh graders* are finishing work on *A Long Walk To Water* with projects that explore themes, symbols, and quotations.

*Eighth graders* are journaling about this time in their lives. Also, they are doing creative writing based on POV using photos of objects found around their homes. In addition,

they are working on Close Text Analysis with poetry and short stories, focusing on text evidence and citation. Many are finishing *To Kill a Mockingbird* and exploring themes such as justice, stereotyping, family and regionalism.

### **Mathematics:**

Our math department is in the process of reviewing student data to determine the math placements for our current 6th and 7th grade students for the next school year. Placement decisions for these grades will be sent through the Aspen portal in mid May after the May 14th progress reports.

During this remote learning time we have been learning/using: google classroom, Khan academy resources, IXL apps , self created video lessons, online textbooks, homemade doc cameras, interactive zoom video conference lessons, and many one to one teacher /student scheduled zoom conferences for extra help. We are also in the process of reviewing the prerequisite math standards that DESE has created to be completed by the end of year. Based on this review, we are noting that all our math classes are on track to complete these prerequisite learning standards. Along with our placement information, we are in the process of creating a list of math resources and review materials for our students and parents to have as optional summer math resources.

### **Social Studies:**

As we have transitioned to Remote Learning, teachers have been working hard at all three grades to develop engaging, self-directed study plans for each week that students can do independently. Each week, we are working on activities to help students further develop their reading, writing, research and other student skills such as note-taking and presentation. We have been using online materials through Junior Scholastic/New York Times Upfront, NEWSELA, National Geographic and more. These are fantastic sources for non-fiction readings where students can adjust reading levels. They also have interactive components related to our content areas.

Sixth grade students are finishing up their learning of Ancient Greece and moving on to a unit on Rome studies. Students are using multiple sources and developing critical thinking skills of comparing and contrasting, perspective taking, and thinking like historians. We are also enjoying using NEWSELA's features with our students.

Seventh grade students are in the middle of a unit on Asia. Last week, students compared the U.S. to China using stats from the CIA World Factbook. They also read an article on Hong Kong and the relationship that it has with mainland China. This week, we focused on Ancient China and students learned about the different dynasties, the terra cotta warriors and the Great Wall. They also learned about the philosophies of Taoism, Confucianism and Buddhism. Next week, we will shift our focus to India and other parts of Asia.

In addition, Geography students were able to keep an important DSMS tradition alive with a virtual assembly featuring an Arab Musician who annually visits DSMS with several Middle Eastern instruments and musical traditions.

Eighth grade students have been delving into week long content units as we examine Westward Expansion and the divisive sectionalism that leads to Civil War. Each week, students are looking at primary sources (historical documents such as census stats, diaries, letters and more), honing their reading and decoding skills as history detectives.

We are learning new content and continuing basic research while building writing skills in mini-projects each week. Students have written public service announcements about the branches of government, interviewed family members, composed journal or newspaper articles as members of groups moving West (Pioneers, Gold Miners, etc), and designed advertisements for products arising from the Industrial Revolution.

### **Science:**

The middle school science department has had a seamless transition to remote learning. Our sixth grade students have been learning about Mother Earth. Students made tectonic plate puzzles and models, investigated a volcano of choice, and celebrated the 50th anniversary of Earth Day by making clean - up videos and/or creating a piece of science artwork. In addition, students have made videos, or layered models and diagrams of Earth's atmosphere and the water cycle.

Seventh grade Life Science students were studying the field of genetics as we made the move to home learning. In the first few weeks of our transition, students were able to explore Geniverse and Geniventure which are online genetics games and challenges where students are asked to make several genetic pairings and produce selected offspring for Dragon Breeders. For weeks three and four of our remote learning, Team Lightning students have explored the principles of evolution and the work of Charles Darwin. Team Thunder moved into a study of ecology with the arrival of spring with the creation of Nature Notebooks and learning about ecosystems and energy roles. In the next two weeks the two teams will flip to study ecology and evolution. Then the remainder of the year will focus on a study of human body systems.

Our eighth grade science students have been learning about Newton's Laws and were asked to get outside to create videos demonstrating their comprehension. Some fantastic submissions were shared and we are thrilled to see teachers and students making the most of this unexpected situation. Walker Adams' science video: <https://youtu.be/DIDA1rsOjGU>

### **World Language:**

The World Language department continues to explore new ways to reach and engage our students, not just in the target language, but in the moment we are experiencing. We are finding ways to use their time at home as a source of learning.

Eighth grade **French** students are learning about the structure of government and society. They have researched different models as well as completed a deep dive into the makeup of the French Government. Each student has conducted guided, but independent research on a specific role within the French government in order to run in class elections for that position. Students are producing and presenting campaign speeches and posters that address real issues that exist in french-speaking regions. Let scrutin (voting day) is scheduled to occur in two weeks. Wish all the candidates luck!

All **Latin** students are keeping journals, using the Book Creator platform.

Eighth grade Latin students are reading several poems by the poet Catullus, learning about the intricacies and demands of poetry along with the Latin language. This will culminate in a project where the students can choose among nine options to explore and celebrate these poems as they connect them to our lives and times.

In sixth grade, the students are continuing to learn about the stories of the Fall of Troy and the story of the *Aeneid* as they continue to build on the skills they learned through

March. We are covering some new grammatical material, but mostly focusing on strengthening their grasp of what they have learned and applying it to their journals. They will be creating their own individual year-end projects that will weave their language skills together with the mythology and history they have learned.

In **Spanish**, the students are also taking advantage of Book Creator and other online platforms to express themselves in the target language.

**Technology:** Students in Grades 6, 7 and 8 have made a great transition shifting gears from our classroom to our remote learning classroom in Technology Literacy, Computer Science and Engineering.

- Sixth grade Engineering has been learning about telecommunications technologies. Using the telegraph as a starting point we learned how early telephones developed the methods by which sound vibrations could be used to modulate electric current and then how digital images are captured and then recreated on screens. Students then looked at how the internet works.
- Seventh grade Engineering continued our exploration in environmental engineering. We learned about water treatment and pollution and pollution mitigation and also how acid rain is caused and how scrubbers can prevent acid rain. They wrapped up the quarter by making simple air filters using boxes, paper and a hair dryer.
- Eighth grade Engineering completed their group project of designing a school or community center for a slum neighborhood. Instead of building models they rendered their designs in TinkerCAD. Students also applied the Engineering Design Process at home with designing, building and sharing outdoor structures/spaces, marble maze games and tabletop trebuchets. Students researched, reflected and shared what Engineer path they would choose in the future and why.
- Sixth Grade Technology Literacy Term 3 highlights: Collaborate with a partner on topics of computer system parts/functions, history of computers & technology and important online safety tips; write and debug algorithms with Javascript and Python; learn about artificial intelligence while designing and sharing their robot ideas
- Seventh Grade Technology Literacy Term 3 highlights: Collaborate with a partner on the topic of Digital Citizenship; create and code their own Pixar character from scratch with Scratch from MIT; visit the Computer History Museum & Pixar to learn about the history of Pixar and the evolution of programming and storytelling; explore the program language Logo; write code to make and share digital music and art

All students reflected on this quarter by instructing a family member about Computer Science by teaching them how to code at home.

Girls Who Code after school club continues to collaborate remotely using Zoom meetings and Google Classroom.

### **Fine and Performing Arts:**

- Using BandLab, a digital online recording studio, we have shifted the general music curriculum to create collaborative song production projects, connecting our students with each other through music even when we are all isolated.
- Band/Chorus have been shifted to interactive practice videos and small collaborative group projects involving vocal/instrumental arranging (again using

BandLab) and exploring the genre of hip hop and sampled music in 6th grade chorus.

- Art has found inventive ways for students to continue to create artwork with household materials, most projects happening offline to help offset the overall increase in screen time students are experiencing. We have aligned with our elementary art team in the use of Padlet as a digital gallery for students to share, view, and comment on each other's work.

### **Wellness Department:**

Our physical education students have been asked to complete a variety of assignments that correlate to the National Standards and what the physically literate student should be able to demonstrate. Many of our weekly assignments are about getting our students away from the computer and engaging in physical activity. We have asked for students to fill in a Weekly Activity Log with 1 or 2 journaling questions about their workouts. We also had students complete a Project Based Learning assignment that asked them to work with at least one of their peers to: *Invent a Sport Using Social Isolation Rules*. Students were very creative and enjoyed working with another on this.

Our 6th graders recently completed an assignment about the Boston Marathon. Part of this Q and A involved them sharing a charity they would raise money for if they were running the marathon. This led to great discussion during our Zoom sessions.

We offer weekly Zoom sessions for each of our classes. Teachers follow up on the previous week's assignment and try to reinforce fitness concepts that were taught during this school year. Recently students viewed a powerpoint on the FITT formula and how they can use that formula to gauge their workouts.

### **Grades 7 and 8 Health Education**

I have been planning remote lessons with these 2 Standards:

National Health Standard 7 - Self Management

Topics: Hands-Only CPR, Building Resilience in the times of COVID 19, Meditation, Yoga, Bike Safety

National Health Standard 5 - Decision Making

Topic: Saying yes to a healthy lifestyle and no to underage drinking

### **Media Center:**

The following items are some of the changes/modifications that have been made:

1. Revamped library website to offer FREE sources of ebooks to students and staff.
2. Ordered books, and online resources to keep us afloat during this time
3. Checked in individually on the social emotional well being for seven 7th grade students, for the first two weeks of lockdown. Continue to work with several students who have executive function challenges.
4. Daily Library Read Aloud at 11 AM, open to all students. Finished *A Long Walk to Water*, currently reading *The Hobbit*
5. Movie Book Club every Friday, finished *Ready Player One*, also currently reading *The Hobbit!* Open to all students.
6. Finished up Gold Level challenge with MathCounts students, applied, and received Gold Level Award

### **Guidance:**

Our guidance department has taken on a tremendous role in the past few weeks. Guidance counselors, Joelle Sobin and Tawny Desjardins have been wonderful and very busy collaborating with all six teams of teachers and students. Joelle Sobin created invaluable student engagement spreadsheets for several teams, streamlining and supporting teacher communication and data collection. We would be lost without her contributions and expertise in constructing these tools swiftly and efficiently. Furthermore our Guidance Department continually provides critical support to students and families in addition to linking knowledge and information with building leaders. Adjustment counselors Heidi Loando, George Jenkins and Kara McAuliffe have continued to work with students and families to provide social and emotional support through this pandemic crisis.

**Special Education:**

Holding Zoom Academic Support Sessions and Related service sessions  
Reaching out to students individually and offering extra help via zoom, email, phone (office hours)

Attending meetings with teachers and communicating concerns/needs of special education students

Participating in weekly dept and grade level/team meetings to share ideas on how to better reach our student

Screencastify "Skill of the Week" (GRIT Program)

Provided individualized student schedules with accessible links to teachers Google Classrooms and class Zoom Meetings (GRIT Program)

Weekly Google Doc sent to students and parents that depicted all homework, due dates and teacher zoom meetings (GRIT Program)

Google Classrooms for resources

Workload Management (liaisons working with individual students to plan out the weekly workload - executive functioning support)

Offering/scheduling/holding remote IEP annual reviews via Zoom

**Fifth Grade:**

Utilizing Mr. Wrobleski's video skills, the middle school created a virtual 5th to 6th grade Transition Presentation that was sent to 5th grade students and their parents. Mr. Wrobleski and I will offer two Q&A Sessions for the students and parents as well. Finally, Mr. Wrobleski is creating a virtual tour of the middle school that will be shared with these folks as well.

**Sixth Grade:**

Team Moon and Team Sun members continue to reach out to families to check in.

Currently, the Teams utilize a weekly Student Connection Checklist spreadsheet and Incomplete Work spreadsheet with teacher input.

Team Leaders continue to share updates from their weekly joint Team Leader/Curriculum Leader/Administration meetings.

**Seventh Grade:**

Teams Thunder and Lightning have been hosting weekly team meetings to provide teachers with a time to triage student and family needs. Team Leaders have been coordinating and collaborating throughout the week with each other, educators and administrators to ensure timely and comprehensive communication. Teachers attend

weekly department meetings on Mondays with building administrators for questions and schoolwide news. On Tuesday mornings, both teams meet for approximately an hour to collaborate and coordinate efforts to foster student connection, learning and academic success. We have been so fortunate to have so many teachers regularly attending these Zooms and it's been fantastic to have twenty teachers connecting on regularly to ensure all students are connecting with adults and participating in the learning opportunities provided. All seventh grade teachers have been contributing to working documents to track student connection, engagement and lessons. Team Leaders have been so impressed and grateful for all of our educators stepping forward to provide mentoring and coaching for individual students and providing additional organizational support to help. With teachers, Special Educators and guidance counselors, we have been able to connect with all eighty students quickly and frequently to ensure student wellness and connection. All teachers have been providing Zooms, email support, utilizing Google Classroom and additional digital tools. As we move into Phase Three of our remote learning experiences, we are confident that our teachers will continue to provide personalized care for our students and appropriate learning experiences. If at any time a student needs more or less challenge, parents are encouraged to contact our Team Leaders to launch our teacher network of collaboration and for trouble-shooting.

### **Eighth Grade:**

Grade 8 conducts weekly Team meetings to discuss student progress.

Guidance continues to reach out to families based on teacher input.

Currently, the Teams utilize a Student Checklist spreadsheet that is updated weekly with teacher input for engagement and work production. Teachers communicate daily with guidance, special ed, parents and students to make sure that every student is engaged and making progress.

In addition, teacher mentors have been assigned to individual students who struggle.

### **Hunger and Homelessness Citizen Action Group**

Members of the Hunger and Homelessness CAG have been working to create a Virtual Talent Challenge to raise money for the Greater Boston Food Bank. When we went to remote learning a group of students wanted to still meet virtually to try to make a difference in our community since we will not be able to have our annual CAG Service Day in May. Here is the link: [DSMS VTC](#) It is awesome!!



Scott Kellett  
Headmaster

Stephen Wrobleski  
Assistant Headmaster

Dover-Sherborn Middle School  
155 Farm Street  
Dover, Massachusetts 02030

Date: May 1, 2020  
To: Dr. Keough  
From: Scott Kellett  
RE: Proposed Grading for Middle School

The middle school is proposing that for terms three and four we issue a combined Pass/Fail grade for each course. This is consistent with the recommendations made by DESE. In addition, we propose that final grades be calculated in a similar manner as the high school. The first two quarters will contribute 72% of this grade with the in-class portion of quarter 3 contributing 18% and our remote learning time contributing 10%.

Below is the email we sent to parents regarding the Remote Learning Progress Reports we will be sending to parents via ASPEN on May 14<sup>th</sup>.

Dear Students and Parents,

We hope that this email finds you well. These are trying times that we are experiencing but we look forward to hopefully welcoming everyone back in the fall.

We did want to share two important pieces of information with you about things that will be happening in the next few weeks.

First, on Monday May 4th all quarter courses will be changing to their 4th quarter class.

Second, on May 14th, we will be posting a progress report in ASPEN that will consist of two comments from each class. The first comment will be in regard to level of engagement in class and the second comment will address work quality in the class (See below for the actual comments).

Be well.

Mr. Wrobleski and Mr. Kellett

**Engagement Comments**

# 1 Your child is meeting expectations for engagement.

#2 Your child is partially meeting expectations for engagement. Please contact me.

#3 Your child is not meeting expectations for engagement. Please contact me.

**Work Quality Comments**

#4 Your child's work quality is meeting expectations.

#5 Your child's work quality is partially meeting expectations. Please contact me.

#6 Your child's work quality is not meeting expectations. Please contact me.

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### Academic Grading Memo

To: Dr. Andrew Keough, Superintendent  
From: John G. Smith, Headmaster  
Re: Proposed grading for 2019-2020 School Year

Dear Dr. Keough:

After reviewing various academic options for grading students for this school year, we are proposing the following for your review and approval:

**For full year courses:**

-Students will receive a final letter grade based on the following weighting:

Semester One: 72%

Quarter 3 (through close): 18%

Quarter 4 (remote learning): 10%

-Quarter 4 (the remote learning portion of the year) will be graded on a Pass/Fail (or Credit/No Credit) scale. Students earning a 'Pass' will receive a grade of 100% for grade calculation purposes. Students earning a 'Fail' will receive a grade of 0% for grade calculation purposes.

-Courses that typically contribute to a student's GPA will continue to do so in the same manner as they would in any other year.

**For Semester two courses:**

-Students in courses that meet for *only* Semester 2 (Phys Ed and some Art, Technology, Science, and English courses) will receive a final grade of 'Pass' or 'Fail' for each course.

-These courses will *not* contribute to a student's GPA.

cc: Elizabeth McCoy, Assistant Superintendent for Teaching and Learning

# The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

Phone: 508-785-0036 Fax 508-785-2239

[www.doversherborn.org](http://www.doversherborn.org)

Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

Ms. Kate McCarthy, Director of Student Services

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

TO: Andrew Keough, Superintendent  
FROM: Dawn Fattore, Business Administrator  
RE: FY20 Operating Update  
DATE: May 1, 2020

Attached please find:

- a. General Fund Revenues as of April 30, 2020
- b. Status of Appropriations as of April 30, 2020

## Revenues

We have several new pieces of information to share with the Committee since our last meeting in March. The most significant change is attributed to the cancellation of the spring sports season at the High School resulting in a decrease in Athletic Fees of approximately **\$90,000**. This loss in revenue, however, is being offset by the savings in spring coaching stipends of approximately the same amount. We are realizing additional revenues in Chapter 70 funds of approx. **\$5,000** from an update in school choice enrollment and we received approx. **\$18,000** in additional FY19 Chapter 71 revenues. This was related to the supplemental budgets passed by the legislation in FY20 but attributable to FY19 activity. The overall impact on our financial results is minimal given the spring sports revenue/expense offset.

## Operating Expenditures

### Salaries

With the previously reported post-budget staffing changes and now the closure of school, we anticipate a positive salary variance of at least \$200,000. The remaining substitute budget balances and custodial overtime balances will not be utilized. We still have budget balances in other categories that need to be encumbered and/or will be spent. We will have an updated variance amount at the June meeting.

### Expenditures

As we shared at the joint meeting last week, the Region will recognize a savings of approx. **\$116,000** on transportation based on the 61 days of remote learning. This is in addition to the already projected positive variances of **\$277,000** in transportation (from use of funds from the RTRF), **\$150,000** in active health insurance costs and **\$70,000** in utility costs. These are partially offset by negative variances to date in SPED services of **\$110,000** and **\$19,500** in higher Norfolk County Retirement contributions due to an update in the reallocation of expenses between the General, Food Services and Community Education funds. In relation to the surpluses noted above, keep in mind the Region is fully funding the FY21 capital requests of \$575,000.

In addition, we plan to propose to the committee in June for your approval, depositing some current year Chapter 71 receipts into the RTRF to help offset next year's projected Chapter 71 shortfall given the reduced transportation costs this year. Keep in mind there is a one year lag in transportation reimbursement – this year's actual costs serves as the reimbursement for next year.

With the sudden closure, we have not been able to execute some of the planned purchases being carried in this year's budget. Some have been encumbered in these projections but we know there are others. As administrative staff starts returning to campus in the coming weeks, we will be meeting and making sure

everything planned for is taking place. This will have some impact on the variances you see in the April 30<sup>th</sup> statement. We will also update our projections on other costs that may have been impacted on the closure such as utilities and reassessing the balances remaining on our open contracts for supplies and services. We will have more accurate projections for the Committee at the June meeting.

#### Other updates

Regarding FY21 Regional Budgets, as you know most Towns have not been able to hold their Annual Town Meetings and thus, regional budgets across the State have not been approved. All regional school districts have been instructed to complete the necessary request packet by June 1<sup>st</sup> to allow for a 1/12<sup>th</sup> budget approval process to begin in July, 2021 and to continue until the member towns complete the budget approval process. The application is submitted to the Office of Regional Governance and DESE will set a 1/12<sup>th</sup> budget in an amount not less than 1/12<sup>th</sup> of the total budget approved for the district in FY20. We will comply with this request and keep the Committee updated along the way. As Sherborn has now postponed their Annual Meeting to a date past June 30<sup>th</sup>, we will be operating on the 1/12<sup>th</sup> methodology as we begin FY21. We don't anticipate this having any impact on our summer operations.

We will be happy to answer any questions at Tuesday's meeting.

**Dover Sherborn Regional School District**  
**General Fund Revenues**  
*as of April 30, 2020*

	<u>FY20</u> <u>BUDGET</u>	<u>YTD</u> <u>RECEIVED</u>	<u>EST. TO BE</u> <u>RECEIVED</u>	<u>OPERATING</u> <u>VARIANCE</u>	<u>% OF</u> <u>BUDGET</u>
DOVER ASSESSMENTS	\$12,507,703	\$9,990,044	\$2,517,659	\$0	0.00%
SHERBORN ASSESSMENTS	9,569,088	7,650,346	1,918,742	0	0.00%
CHAPTER 70, net	2,272,423	1,897,219	380,158	4,954	0.22%
CHAPTER 71 (Transportation)	485,790	282,046	263,139	59,395	12.23%
H/S ATHLETIC FEES	255,000	159,150	0	(95,850)	-37.59%
H/S PARKING FEES	52,500	51,600	900	0	0.00%
H/S ACTIVITY FEE	13,500	11,540	0	(1,960)	-14.52%
M/S ACTIVITY FEE	11,250	8,860	0	(2,390)	-21.24%
MISC REVENUE	5,000	8,115	0	3,115	62.29%
BANK INTEREST	20,000	35,454	22,500	37,954	189.77%
NON-CASH ACTIVITY	0	0	0	0	na
E&D UTILIZATION	100,000	100,000	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>\$25,292,254</b>	<b>\$20,194,374</b>	<b>\$5,103,098</b>	<b>\$5,218</b>	<b>0.02%</b>

**Dover Sherborn Regional School District  
Status of Appropriations as of April 30, 2020**

	FY20 BUDGET	EXPENDED		TOTAL PROJECTED	OPERATING	% OF BUDGET
		THRU 4/30	ENCUMBRANCES		VARIANCE/ BUD. REMAINING	
<b><u>SALARIES</u></b>						
SCHOOL COMMITTEE	27,998	22,006	5,277	27,283	715	2.56%
SUPERINTENDENT	199,282	161,411	38,444	199,855	(573)	-0.29%
BUSINESS AND FINANCE	203,162	143,945	34,376	178,322	24,840	12.23%
DISTRICTWIDE INFORMATION MGMT	272,126	214,651	57,565	272,216	(90)	-0.03%
SPED/GUIDANCE ADMINISTRATION	478,319	322,101	146,828	468,929	9,390	1.96%
SCHOOL LEADERSHIP - BUILDING	712,535	574,413	139,127	713,540	(1,005)	-0.14%
ACADEMIC LEADERS/QPO	166,625	76,133	68,708	144,840	21,785	13.07%
TEACHERS, CLASSROOM	9,506,193	6,193,339	3,226,774	9,420,113	86,080	0.91%
TEACHERS, SPED	1,544,811	982,708	490,053	1,472,761	72,049	4.66%
SUBSTITUTES	110,000	83,525	852	84,378	25,623	23.29%
EDUCATIONAL ASSISTANTS,SPED	543,537	374,826	160,948	535,774	7,763	1.43%
LIBRARIANS	226,014	147,778	78,236	226,014	0	0.00%
BUILDING BASED PD	38,250	34,988	0	34,988	3,263	8.53%
GUIDANCE	880,114	559,147	291,069	850,217	29,897	3.40%
PSYCHOLOGICAL SERVICES	170,286	127,652	67,581	195,233	(24,947)	-14.65%
MEDICAL / HEALTH SERVICES	175,108	119,419	44,512	163,931	11,177	6.38%
ATHLETICS	426,820	296,135	38,683	334,818	92,002	21.56%
OTHER STUDENT ACTIVITIES	183,425	100,028	78,443	178,471	4,954	2.70%
CUSTODIAL & GROUNDS SERVICES	773,059	602,731	140,266	742,998	30,061	3.89%
<b>TOTAL SALARIES</b>	<b>\$ 16,637,664</b>	<b>\$ 11,136,936</b>	<b>\$ 5,107,743</b>	<b>\$ 16,244,679</b>	<b>\$392,984</b>	<b>2.36%</b>
<b><u>EXPENDITURES</u></b>						
SCHOOL COMMITTEE	41,500	35,942	4,000	39,942	1,558	3.75%
SUPERINTENDENT	58,225	39,517	8,438	47,955	10,270	17.64%
LEGAL SERVICES	40,000	29,364	5,636	35,000	5,000	12.50%
DISTRICTWIDE INFO MGMT	77,000	76,331	4,292	80,623	(3,623)	-4.70%
SCHOOL LEADERSHIP - BUILDING	68,700	38,814	21,467	60,280	8,420	12.26%
CLASSROOM SUPPLIES	30,700	14,021	8,796	22,817	7,883	25.68%
SPED SERVICES/SUPPLIES	130,200	160,600	78,110	238,710	(108,510)	-83.34%
LIBRARIES & MEDIA CENTER	4,775	4,557	0	4,557	218	4.57%
COURSE REIMBURSEMENT/PD	93,900	31,497	982	32,479	61,421	65.41%
TEXTBOOKS & RELATED SOFTWARE	84,400	58,756	11,200	69,956	14,444	17.11%
LIBRARY INSTRUCTIONAL MATERIAL	30,000	23,633	2,357	25,990	4,010	13.37%
INSTRUCTIONAL EQUIPMENT	85,400	65,822	12,038	77,860	7,540	8.83%
GENERAL SUPPLIES	155,100	97,226	26,715	123,941	31,159	20.09%
OTHER INSTRUCTIONAL SERVICES	19,850	8,477	3,554	12,031	7,819	39.39%
CLASSROOM INSTRUCTIONAL TECH.	138,029	130,310	500	130,810	7,219	5.23%
GUIDANCE	45,150	25,796	1,983	27,779	17,371	38.47%
MEDICAL / HEALTH SERVICES	8,800	3,533	271	3,804	4,996	56.77%
TRANSPORTATION SERVICES	817,484	302,908	103,877	406,785	410,699	50.24%
ATHLETICS	226,500	148,633	37,981	186,614	39,886	17.61%
CUSTODIAL SERVICES	55,500	28,622	17,611	46,233	9,267	16.70%
MAINTENANCE OF BUILDINGS	539,500	474,296	125,117	599,412	(59,912)	-11.11%
MAINTENANCE OF GROUNDS	60,000	43,707	15,037	58,744	1,256	2.09%
UTILITIES	591,750	372,737	128,970	501,707	90,043	15.22%
ER RETIREMENT CONTRIBUTION	716,472	735,993	0	735,993	(19,521)	-2.72%
ER INSURANCE ACTIVE EMPLOYEES	2,752,409	2,105,639	472,254	2,577,894	174,515	6.34%
ER INSURANCE RETIRED EMPLOYEES	745,000	573,994	110,000	683,994	61,006	8.19%
OTHER NON EMPLOYEE INSURANCE	72,446	56,906	0	56,906	15,540	21.45%
LONG TERM DEBT RETIREMENT	870,000	0	870,000	870,000	0	0.00%
LONG TERM DEBT SERVICE	95,800	47,900	47,900	95,800	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$8,654,590</b>	<b>\$5,735,531</b>	<b>\$2,119,085</b>	<b>\$7,854,615</b>	<b>\$799,975</b>	<b>9.24%</b>
<b>TOTAL OPERATING</b>	<b>\$25,292,254</b>	<b>\$16,872,467</b>	<b>\$7,226,828</b>	<b>\$24,099,295</b>	<b>\$1,192,959</b>	<b>4.72%</b>

# The Public Schools of Dover and Sherborn

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*Commitment to Community  
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TO: Regional School Committee  
FROM: Dawn Fattore, Business Administrator  
RE: OPEB Trust Action Steps  
DATE: May 1, 2020

One of the next steps in our process for the OPEB Trust Fund is to request the Committee's approval of the investment policy. As noted in our previous discussions, our management agreement with Vanguard, through PARS, will serve as the Committee's investment policy. The agreement, already signed by our Treasurer, is included the packet for your review.

The sub-committee will update you on Tuesday evening of the work done to date on understanding the various investment options described on Schedule B and their decision on investment strategies as we prepare to make our initial contribution of \$500,000 on June 3<sup>rd</sup>.

In June, we plan to bring forward the Funding Policy for approval. This is the last step to be completed.

We look forward to discussing this with you on Tuesday.

**VANGUARD ADVISERS, INC.**  
**VANGUARD INSTITUTIONAL ADVISORY SERVICES**  
**DISCRETIONARY INVESTMENT MANAGEMENT AGREEMENT**

Client(s) (hereinafter collectively referred to as "Client"): Dover-Sherborn Regional School District

Client hereby engages Vanguard Institutional Advisory Services ("VIAS"), an operating division of Vanguard Advisers, Inc. ("VAI"), as a discretionary investment agent for the assets described on Schedule A, on any requisite Vanguard Forms associated herewith, and any future registrations designated by Client in writing (hereinafter collectively referred to as the "Portfolio"). This Agreement will not cover any registrations, or portion thereof, specifically excluded on Schedule A or subsequently removed from the Portfolio by Client or VIAS in writing. The following terms and conditions will apply to this Agreement:

**1. Client Representation.** Client represents and warrants the following:

- a. Client has adopted the Public Agencies Post-Retirement Health Care Plan Trust Agreement, effective November 1, 2005, as amended and restated as of May 16, 2007 ("Trust Agreement"), and thereby represents that it is a public agency of a state, a political subdivision of a state, or an entity the income of which is excludible from gross income under Section 115 of the Internal Revenue Code of 1986, as amended from time to time. Further in adopting the Trust Agreement, Client has elected a directed investment approach through which it may retain its own investment manager.
- b. Client is duly organized, validly existing, and in good standing under the laws by which it is governed.
- c. Client has all of the requisite power and authority to execute and deliver this Agreement and to perform its obligations under this Agreement.
- d. Client has provided or attached to this Agreement a Vanguard Organization Resolution Form, a validly certified copy of a resolution of Client's Board authorizing officers, employees, or other agents of such Client to act for and on its behalf under this Agreement, or such other form as may be approved for use by VIAS for authorizing officers, employees, or other agents of such Client to act for and on its behalf under this Agreement.
- e. On behalf of the Portfolio, Client has full authority to control or manage the assets, receive investment advice, make and approve investment decisions, give instructions, retain investment agents and delegate investment management authority to investment agents.
- f. Client will promptly notify VIAS of any event that could alter any certification made by Client in this Agreement.

**2. VIAS Representation.** VIAS represents and discloses the following:

- a. VIAS is a division of VAI, a registered investment adviser. VIAS is responsible for providing the services to Client under this Agreement and will perform said services in accordance with applicable federal and state laws.
- b. VAI is a Pennsylvania corporation and an investment adviser registered with the Securities and Exchange Commission ("SEC"). VAI is a wholly owned subsidiary of Goliath, Inc., which in turn is a wholly owned subsidiary of The Vanguard Group, Inc. ("Vanguard"), maintaining its principal place of business in Chester County, Pennsylvania.
- c. VAI has satisfied the requirement under the Investment Advisers Act of 1940 to file Form ADV with the SEC and has provided a copy of Part II, or its equivalent thereof, to Client. Form ADV provides additional information about VAI and its investment advisory services.

**3. Client Responsibilities.** Client shall analyze its current investments, investment objectives, risk tolerance, tax circumstances, spending requirements, and other relevant factors and select an investment

strategy for the Portfolio from among the four asset allocations recommended by VIAS, the Fixed Income, Conservative, Balanced, and Growth Strategies (the particular allocations for the four Strategies as of the date of this Agreement are set forth in Schedule B). In providing services under this Agreement, VIAS will rely on the information provided by Client without any duty or obligation to investigate the accuracy or completeness of such information. Client may choose another investment strategy at any time.

It is further understood that Client shall be responsible for determining that the investment strategy is reasonably designed to further the purposes of the Portfolio, having taken into consideration: (i) the composition of the Portfolio's investments with respect to diversification; (ii) the liquidity and current return of the Portfolio relative to anticipated cash flow requirements or needs; and (iii) the projected return of the Portfolio relative to funding objectives.

#### **4. Investment Management Services.**

- a. Investment Strategy. VIAS will manage the Portfolio in accordance with the investment strategy selected by the Client. The investment strategy shall include the allocation of Client's Portfolio in securities including, but not limited to, and without limitation on the amount that may be invested therein, mutual funds sponsored, managed, maintained by, or affiliated with, Vanguard or any of its affiliates (collectively, "Vanguard Investments"). VIAS shall construct and manage, invest and reinvest Client's Portfolio on a discretionary basis in accordance with guidelines set forth in the investment strategy and in doing so, shall be fully entitled to rely on the investment strategy at all times. VIAS may change the investment recommendations set forth in the Strategies at any time upon 30 days prior notice to the Client.
- b. Appointment of Investment Agent and Delegation of Authority to Act. For purposes of managing the Portfolio, Client hereby appoints VIAS as its authorized investment agent and hereby delegates its investment authority to VIAS or an affiliate appointed by VIAS to purchase, sell, redeem, transfer, and exchange assets; rebalance and reallocate Portfolio assets when warranted; and execute other necessary and appropriate transactions, including transactions with third parties on behalf of Client in accordance with the guidelines outlined in the investment strategy. Client's investment agency appointment of VIAS shall remain in effect until such time as Client revokes it in writing, or either of the parties terminates this Agreement.
- c. Asset Rebalancing and Transaction Services. VIAS or an affiliate appointed by VIAS shall provide certain rebalancing and transaction services for the Portfolio, including rebalancing the Portfolio in accordance with the investment strategy outlined in Schedule B.
- d. Advice on Non-Vanguard Securities. Under this service, VIAS will not recommend or solicit orders to buy or sell non-Vanguard investments or individual securities.

**5. Records and Inspection of Records.** VIAS shall maintain such records as are legally required to be kept under the federal securities laws pertaining to the business of VIAS. As a VIAS client, Client (or the entity Client designates) will be the registered owner of Client's Vanguard Investments and will directly receive all regular Vanguard investment communications.

VIAS agrees that Client and/or its authorized designee shall have the right to reasonably request and audit, review, obtain, and copy, at the expense of Client, reports and other information containing records of VIAS that are specific to Client's Portfolio and to performance of this Agreement and that are maintained by VIAS ("Portfolio Records") including vouchers or invoices presented for payment

pursuant to this Agreement, work papers, books, records and accounts upon which the vouchers or invoices are based, and any and all documentation and justification in support of expenditures or fees incurred pursuant to this Agreement, to the extent necessary to permit adequate evaluation and verification of VIAS' performance under this Agreement. VIAS agrees to make Portfolio Records available during VIAS' regular business hours at the location where Portfolio Records are normally maintained by VIAS. VIAS further agrees to maintain such records for a period of no less than three (3) years after final payment under this Agreement or (ii) the period of time required by its federal regulator, whichever is greater.

**6. No Guarantee of Investment Results.** Although VIAS will recommend investments and strategies that are consistent with widely-accepted principles of long-term investing, diversification, and prudent investment management, all investments are subject to risk. Client agrees that the investment strategies used by VIAS involve risk of loss, and fluctuations in the financial markets and other factors may cause declines, which may be significant, in the value of the Portfolio over short or extended periods of time. Neither VIAS nor any affiliated entity offers any guarantee that investment results or objectives sought by the Client, or outlined in the investment strategies will be achieved.

**7. Investment Management Services Fee.** In consideration of its services under this Agreement, Client will pay to VIAS an annual investment management services fee based upon the market value of all Vanguard Investments in the Portfolio in accordance with Schedule C attached. The annual investment management services fee is different from, and is in addition to, any fees or expenses assessed by the Vanguard Investments in the Portfolio. The investment management services fee will begin to accrue as of the execution date of the Agreement by all parties and will be prorated for services rendered during any period of time less than one calendar-year month or quarter, as applicable. VIAS reserves the right to change its fee schedule upon 90 days written notice to Client.

**8. Transfer of Assets.** Client may transfer cash to and from the Portfolio at any time, provided that Client gives VIAS prior notice of the transfer.

**9. Legal Title and Custody.** Assets contributed to the Portfolio shall retain their original ownership attributes as determined under applicable federal and state law. VIAS shall have authority to issue instructions to and receive information from the custodian of any asset in the Portfolio. VIAS shall not be responsible for the acts or omissions of any other entity or individual having custody over assets in the Portfolio.

**10. Affiliate Dealings.**

- a. Client understands and acknowledges that VAI is a subsidiary of Vanguard and affiliated with the mutual funds comprising The Vanguard Group of Investment Companies (the "Vanguard Funds"). VAI will not be compensated on the basis of a share of capital gains upon or capital appreciation of the Vanguard Funds or any portion of the Vanguard Funds. Client further understands and acknowledges that although investments in the Vanguard Funds are not subject to loads, commissions, or asset-based distribution fees (commonly known as "12b-1" fees), the Vanguard Funds pay advisory and other fees to, and reimburse the expenses of, Vanguard and its affiliates including VAI, as set forth in the prospectus of each of the funds. Vanguard administers the Vanguard Funds in which the Portfolio will be invested. Additionally, Vanguard is the parent corporation of Vanguard Marketing Corporation ("VMC"), Member FINRA and SIPC, a registered broker-dealer, which acts as the sales agent in connection with the sales of shares of the Vanguard Funds. With this knowledge, Client specifically authorizes VIAS or an affiliate appointed by VIAS to invest and reinvest assets of the Portfolio, including the entire Portfolio, in Vanguard Funds. Client

further authorizes VIAS to engage Vanguard or any entity affiliated with Vanguard to provide additional services to the Portfolio.

- b. Some Vanguard Funds charge fees on the purchase of shares. These fees, designed to offset the cost of buying and selling securities, are paid directly to the fund and are not sales charges. Additionally, some Vanguard Funds charge redemption fees to discourage short-term trading. VIAS may recommend that the Portfolio be invested in Vanguard Funds with either or both of these types of fees. Client acknowledges that these fees will be assessed on the Portfolio's purchase or deducted from the Portfolio's redemption proceeds in accordance with the conditions set forth in the prospectus of the particular Vanguard Fund being bought or sold.
- c. Client further understands and acknowledges that if Client so chooses, Client can purchase shares of Vanguard Funds independently, without the investment advice provided by VIAS pursuant to this Agreement or its related fees.

**11. Amendment, Term and Termination.**

- a. This Agreement may be amended or modified at any time. Any amendment or modification to this Agreement must be in writing and signed by duly authorized representatives of both parties.
- b. This is a continuous Agreement with no set expiration date. Either party may terminate this Agreement with thirty (30) days prior written notice to the other, which notice may be waived by the receiving party. Unless otherwise agreed upon, the effective date of termination shall be the first business day after the 30-day notice period. Final fees will be collected prior to transfer of assets. The market value of the Portfolio will be determined as of one business day prior to the effective date of the termination notice or the date asset transfers begin, whichever is earlier. VIAS shall be afforded a reasonable time in which to effect the termination. Upon termination, VIAS will have no obligation to recommend or take any action with regard to the assets in the Portfolio. In the event Client terminates the Agreement within six (6) months of its effective date, any applicable termination fees as set forth on Schedule C will apply.

**12. Proxy Voting and Legal Actions.** The exercise of all voting rights associated with any security or other property held in the Portfolio shall be the responsibility of Client or Client's authorized designee. Client understands and agrees that VIAS will not advise Client or act for Client in any legal proceedings, including bankruptcies or class actions, involving securities held or previously held by the Portfolio or the issuers of those securities.

**13. Extent of Duty and Indemnification.**

- a. VIAS will perform its services under this Agreement in good faith and in accordance with applicable law. The rights, powers and duties of VIAS with respect to the Portfolio assigned to it under this Agreement shall be those specifically set forth in this Agreement or as set forth under applicable law, and VIAS shall have no other duty, responsibility or liability with respect to the Portfolio or any duty, responsibility or liability with respect to any other assets of the Portfolio not under management by VIAS. When managing employee benefit or other retirement plans, VIAS shall have no duty, responsibility or liability with respect to the operation or administration of the employee benefit or other retirement plan.
- b. VIAS, VAI and any VAI affiliate, officer, director, or employee ("Related Parties") will not be held liable for: (1) any loss arising from Client's direction or from any information

supplied by Client; (2) any losses to the Portfolio resulting from VIAS following the investment strategies, following VIAS' existing policies or investment methodology, or making a reasonable judgment, including any action performed or omitted, in managing Client's Portfolio; (3) any act or failure to act by an unaffiliated third party; (4) any improper conduct or breach by an unaffiliated fiduciary of which VIAS had no actual knowledge or no reasonable notice of such conduct or breach; or (5) any other losses arising out of any action performed or omitted, or for errors of judgment made within the scope of the performance of such services, except for losses arising from their gross negligence, willful malfeasance, bad faith, or breach of fiduciary duty.

- c. Client understands that VIAS does not guarantee or ensure any specific investment results for the Portfolio, nor does VIAS guarantee that Client's investment objectives will be achieved.
- d. Except for losses arising from VIAS' gross negligence, willful misconduct or malfeasance, lack of good faith, breach of its fiduciary duties under this Agreement, or violation of applicable law or material terms of this Agreement, Client agrees to indemnify and hold harmless VIAS, VAI and its affiliates from and against, for and in respect of any and all damages, losses, obligations, liabilities, liens, deficiencies, costs and expenses, including without limitation, reasonable attorney's fees incident to any suit, action, investigation, claim or proceedings, that are suffered, sustained, incurred or required to be paid by VIAS in connection with this Agreement.
- e. Federal and state securities laws impose liabilities under certain circumstances on persons who act in good faith, and, therefore, nothing contained in this Agreement shall constitute a waiver or limitation of rights that Client may have under federal or state securities laws that are not permitted to be contractually waived.

**14. Non-exclusivity.** Each Party acknowledges and agrees that this Agreement and the arrangement described herein are intended to be non-exclusive and each Party is free to enter into similar agreements and arrangements with other entities. Client also understands that VIAS may give advice or take action in performing its duties for other clients that differs from the advice given to or action taken for Client. Neither VIAS nor any affiliated entity offers any guarantee that investment results or objectives sought by the Client, or outlined in the investment strategies will be achieved.

**15. Arbitration.** All controversies arising out of or relating to any services provided by VAI, VIAS, Vanguard, or any of their affiliates, directors, or employees with respect to transactions of any kind executed pursuant to this Agreement, with respect to any accounts serviced according to this Agreement, or which related in any way to this Agreement which cannot be resolved by negotiation will be resolved by arbitration and, to the extent not governed by federal law, governed by the laws of the Commonwealth of Pennsylvania without reference to its conflicts of laws rules.

Arbitration shall be conducted in accordance with and subject to the then-applicable Commercial Dispute Resolution procedures of the American Arbitration Association (the "AAA Rules"). Unless otherwise mutually agreed upon by the parties, the arbitration hearings will be held in the City of Philadelphia, Pennsylvania. A panel of three arbitrators will be selected in accordance with the AAA Rules and the arbitrators will allow such discovery as is appropriate and consistent with the purposes of arbitration in accomplishing a fair, speedy, and cost-effective resolution of disputes. The arbitrators will reference the Federal Rules of Evidence and the Federal Rules of Civil Procedure then in effect in setting the scope of discovery. Judgment upon the award rendered in any such arbitration may be entered in any court having jurisdiction thereof, or application may be made to such court for a judicial acceptance of the award and any enforcement, as the law of such jurisdiction may require or allow. Client and VAI consent to service

of process by first-class mail to the addresses set forth on the signature page(s) of this Agreement or maintained on record at Vanguard.

Arbitration awards will be final and binding on all parties. By obtaining VIAS investment management services, all parties are waiving their right to seek remedies in court, including the right to a jury trial. Prearbitration discovery is generally more limited than and different from court proceedings. The arbitrator's decision is not required to include a factual findings or legal reasoning. Any party's right to appeal or to seek modification of ruling by arbitrators is strictly limited.

This clause does not constitute a waiver of any right under federal or state securities laws, including the right to choose the forum in which to seek resolution of disputes.

**16. Binding Agreement.** This Agreement will bind and be for the benefit of the parties to the Agreement and their successors and permitted assigns, except that this Agreement may not be assigned by either party without the prior written consent of the other party.

**17. Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to its conflicts of law provisions, except to the extent such laws have been specifically superseded by federal law as applicable, such as ERISA.

**18. Severability.** If any part of this Agreement is held to be invalid or void, such invalidity shall not affect any other part of this Agreement and the remainder of the Agreement shall be effective as though such invalid or void part was not contained herein.

**19. Confidentiality.**

- a. VIAS agrees that all information and data relating to the Client, is the property of the Client and proprietary information of the Client and shall be treated as confidential information ("Client Confidential Information"). Client Confidential Information shall also include any other information disclosed by one party to the other in writing and marked "Confidential" or disclosed visually or orally and subsequently confirmed in writing to be confidential. VIAS agrees to comply with applicable privacy laws and to exercise at least the same standard of care in safeguarding the Client Confidential Information as it uses to protect the confidential information of its other clients and, in any event, no less than a reasonable degree of care.
- b. VIAS shall not share, transfer, disclose, or otherwise provide access to any Client Confidential Information to any third party, except as set forth below, unless Client has authorized VIAS to do so. VIAS may use, share, transfer, disclose, or provide access to Client Confidential Information as follows:
  - (i) To VIAS employees who have a business need for access to Client Confidential Information in order to perform their job functions; VIAS shall provide training to its employees with respect to their obligation to safeguard and keep confidential any nonpublic information, including Client Confidential Information, they may obtain in the course of their employment, and shall require its employees to sign an undertaking to comply with this obligation;
  - (ii) To VIAS affiliates, to the extent permitted by law; and to VIAS's attorneys, accountants, professional advisors, independent contractors, consultants, and agents, who (A) have a business need for access to Client Confidential Information and (B) are subject to fiduciary, professional, or written

- confidentiality obligations substantially similar to those imposed on VIAS under this Agreement;
- (iii) To other third parties, not referenced in subsection (b)(ii) above, upon each such third party's written agreement to confidentiality obligations with respect to Client Confidential Information that are substantially similar to those imposed upon VIAS under this Agreement; and
  - (iv) As required by applicable law, regulation, or order of a court or regulatory agency or other authority having jurisdiction.

Notwithstanding the foregoing, third party written agreements described in (b)(iii) above shall not be required for disclosure of Client Confidential Information to government authorities, regulatory agencies, self-regulatory organizations with appropriate jurisdiction, provided, that in connection with any such disclosure, VIAS shall seek to limit the scope of the disclosure and provide only the Client Confidential Information necessary to respond to or comply with the disclosure request, in each case insofar as reasonably possible under the circumstances.

**20. Communications between Parties.** Client will designate an agent that will communicate requests to process purchases, redemptions, and other transactions (e.g., changes to the Portfolio's investment strategy) in the Portfolio. Client's agent may communicate such requests to VIAS either by providing written instructions to VIAS at the address provided on the signature page of this Agreement or other such address as VIAS may designate in writing, or via email by sending communications to the following Vanguard email address: VIAS-IA@vanguard.com. VIAS will not be held liable for correspondence relating to such requests that is not directed to VIAS' physical mailing address or to VIAS-IA@vanguard.com.

**21. Modifications, Additions, or Changes to Agreement.** This Agreement represents the sole agreement with respect to the Portfolio between VIAS and Client. Any modifications, additions, or changes thereto must be in writing and agreed upon by all parties to this Agreement. Any and all Schedules, Certifications, Riders, investment strategy, or other documentation or correspondence referenced in this Agreement and which relate to the Portfolio, are incorporated into this Agreement by reference.

**22. Effective Date.** The effective date of this Agreement shall be the later of the date both parties sign the agreement.

**23. Additional Documents.** The following documents are attached and made part of this Agreement:

- a. Schedule A - Identification of Assets
- b. Schedule B - Investment Strategy
- c. Schedule C - Annual Fee Schedule

**24. Client Signatures.** By signing this Agreement, Client agrees that Client has read and will be bound by this Agreement and Client acknowledges having received either a copy of the Vanguard Advisers, Inc. Form ADV Part II, or a brochure restatement of it. Federal law requires VAI to furnish Client with the Form ADV Part II or a brochure restatement of it on or prior to the date of signing this Agreement. Client may terminate this Agreement, without penalty, for five business days from the date of Client's signing this Agreement.

**25. Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same Agreement.

**26. Waiver.** The failure of any Party at any time or times to require performance of any provision hereof shall in no manner affect the right of such Party at a later time to enforce the same. No waiver by any

Party of the breach of any term or covenant contained in this Agreement, whether by conduct or otherwise in any one or more instances, shall be deemed to be, or construed as, a further or continuing waiver of any such breach, or a waiver of the breach of any other term or covenant contained in this Agreement.

**27. Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of the Agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which, by the exercise of reasonable diligence, said party is unable to prevent.

**28. Conflicting Agreements.** After the Effective Date, any provision of any agreement or other understanding between the Client and VAI relating to the subject matter of this Agreement that is inconsistent with this Agreement is null and void.

*[Signature page follows.]*

The parties have executed this Agreement on the dates set forth below their respective signatures.

**VANGUARD ADVISERS, INC.**

Mail: Attn. Vanguard Institutional Advisory Services, P.O. Box 2900, Valley Forge, PA 19482-2900

Overnight Delivery: Vanguard Institutional Advisory Services, 400 Devon Park Dr., Wayne, PA 19087

By \_\_\_\_\_  
Vanguard Authorized Signer

\_\_\_\_\_  
Date

**DOVER-SHERBORN REGIONAL SCHOOL DISTRICT**

By \_\_\_\_\_  
James R. Eggert, Treasurer

3/16/20  
\_\_\_\_\_  
Date

Address: 157 Farm Street, Dover, MA 02030

(Optional)

\_\_\_\_\_  
Witness Name (Please Print)

\_\_\_\_\_  
Witness Signature and Date

**VANGUARD ADVISERS, INC.**  
**VANGUARD INSTITUTIONAL ADVISORY SERVICES**  
**DISCRETIONARY INVESTMENT MANAGEMENT AGREEMENT**

**Schedule A-Identification of Assets**

VIAS will provide investment management services for the assets with the registration(s) identified below, on the attached forms, and/or on the attached Client correspondence, which together comprise the Portfolio. VIAS' investment management services will commence when such assets have been delivered to VIAS, its affiliate(s), or to a third party contracted by Client to custody such assets during the period of VIAS' management.

**Portfolio Registrations:**

PARS Public Agencies Post-Retirement  
Health Care Plan/Trust, as adopted by the  
Dover-Sherborn Regional School District

**Employer Identification Number:**

04-2303668

**VANGUARD ADVISERS, INC.**  
**VANGUARD INSTITUTIONAL ADVISORY SERVICES**  
**DISCRETIONARY INVESTMENT MANAGEMENT AGREEMENT**

**Schedule B—Investment Strategies and Available Funds**

Please review each investment strategies' objectives and allocations, as well as VAI's general investment policies provided below. Determine and select which strategy you would like the Portfolio to be managed in accordance with. Client may change strategies upon notification to VIAS. Portfolio assets will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the following guidelines:

- FIXED INCOME STRATEGY:** Seeks to provide low to moderate capital appreciation consistent with its current allocation.

<u>Asset Class</u>	<u>Sub-Asset Class</u>	<u>Target Allocation</u>
<b>Fixed Income</b>	Domestic (U.S.) Investment Grade	72%
	Inflation Protected Securities	4%
	International Fixed Income	24%
<b>Total</b>		<b>100%</b>

- CONSERVATIVE STRATEGY:** Seeks to provide current income and low to moderate capital appreciation consistent with its current allocation.

<u>Asset Class</u>	<u>Sub-Asset Class</u>	<u>Target Allocation</u>
<b>Equity</b>	Domestic (U.S.) Equities	24.5%
	International (non-U.S.) Equities	10.5%
<b>Fixed Income</b>	Domestic (U.S.) Investment Grade	42%
	Inflation Protected Securities	15%
<b>REITS</b>	Real Estate Investment Trust	<b>8%</b>
<b>Total</b>		<b>100%</b>

- BALANCED STRATEGY:** Seeks to provide capital appreciation and current income consistent with its current allocation.

<u>Asset Class</u>	<u>Sub-Asset Class</u>	<u>Target Allocation</u>
<b>Equity</b>	Domestic (U.S.) Equities	37.1%
	International (non-U.S.) Equities	15.9%
<b>Fixed Income</b>	Domestic (U.S.) Investment Grade	24%
	Inflation Protected Securities	15%
		<b>39%</b>

<b>REITS</b>	Real Estate Investment Trust	<b>8%</b>
<b>Total</b>		<b>100%</b>



**GROWTH STRATEGY:** Seeks to provide capital appreciation and current income consistent with its current allocation.

<b>Asset Class</b>	<b>Sub-Asset Class</b>	<b>Target Allocation</b>
<b>Equity</b>	Domestic (U.S.) Equities	48.3%
	International (non-U.S.) Equities	20.7%
<b>Fixed Income</b>	Domestic (U.S.) Investment Grade	18%
	Inflation Protected Securities	5%

<b>REITS</b>	Real Estate Investment Trust	<b>8%</b>
<b>Total</b>		<b>100%</b>

**Available Funds**

Vanguard Total Stock Market Index Fund	Domestic (U.S.) Equity
Vanguard Total International Stock Index Fund	International (non-U.S.) Equities
Vanguard Total Bond Market Index Fund	Domestic (U.S.) Investment Grade
Vanguard Intermediate-Term Investment-Grade Fund	Domestic (U.S.) Investment Grade
Vanguard Short-Term Investment-Grade Fund	Domestic (U.S.) Investment Grade
Vanguard Total International Bond Index Fund	International Fixed Income
Vanguard Inflation-Protected Securities Fund	Inflation Protected Securities
Vanguard REIT Index Fund	Real Estate Investment Trust

The parties acknowledge and agree that the Available Funds list for the strategies may change from time to time. VIAS will provide the Client or its agent with an updated Available Funds list 30 days prior to a strategy reallocation due to the changes.

**DIVERSIFICATION.**

Reasonable precautions will be taken to avoid excessive investment concentrations to protect the portfolio against unfavorable outcomes within an asset class. Specifically, the following guidelines will be in place:

- 1) With the exception of fixed income investments explicitly guaranteed by the U.S. Government, no single, individual investment security shall represent more than 5% of total Portfolio assets.
- 2) With the exception of passively managed investment vehicles seeking to match the returns on a broadly diversified market index, no single investment pool or investment company (mutual fund) shall comprise more than 20% of total Portfolio assets.
- 3) With respect to fixed income investments, the minimum average credit quality of these investments shall be investment grade (Standard & Poor's BBB or Moody's Baa or higher).
- 4) Cash investments will, under normal circumstances, only be considered as temporary portfolio holdings, and will be used to fund liquidity needs or to facilitate a planned program of dollar-cost averaging into investment in either or both of the equity and fixed income asset classes.

**REBALANCING.**

The portfolio will be rebalanced to the target normal asset allocation described above as follows:

- 1) Utilize incoming cash flow (contributions) or outgoing money movements (disbursements) to realign the current weightings closer to the target asset allocation of the portfolio.
- 2) To determine the deviation(s) from target weightings, the investment manager will review the portfolio quarterly (March 31, June 30, September 30, and December 31). The following parameters will be applied.
  - a) If any asset class (equity, fixed income, alternatives or cash) within the portfolio is +/- 5 percentage points from its target weighting, the portfolio will be rebalanced.
  - b) If any fund within the portfolio has increased or decreased by greater than 20% of its target weighting, the Portfolio may be rebalanced.
- 3) The investment manager may provide a rebalancing recommendation at any time.
- 4) The investment manager shall act within a reasonable period of time to evaluate deviation from these ranges.

**OTHER INVESTMENT POLICIES.**

Unless expressly authorized in writing by the Investment Subcommittee, the portfolio and its investment managers are prohibited from:

- 1) Purchasing securities on margin, or executing short sales,
- 2) Pledging or hypothecating securities, except for loans of securities that are fully collateralized,
- 3) Purchasing or selling derivative securities for speculation or leverage,
- 4) Engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected given the objectives of the Portfolio.

VANGUARD ADVISERS, INC.

VANGUARD INSTITUTIONAL ADVISORY SERVICES  
DISCRETIONARY INVESTMENT MANAGEMENT AGREEMENT

**Schedule C—Investment Management Fees**

In accordance with this Agreement, VIAS' annual fees for investment management services are as follows:

<b>Vanguard Investments Asset Level</b>	<b>Management Fee</b>
First \$50 million	0.07%
Next \$100 million	0.04%
Next \$100 million	0.03%
Next \$250 million	0.01%
Over \$500 million	0.005%

**Additional Information:**

- Fees will be collected in quarterly installments. The market value of the Vanguard Investments contained in the Portfolio will be determined as of the last business day of such calendar quarter. Fees may be changed by VIAS upon ninety (90) days written notice to Client.
- VIAS shall determine the appropriate Vanguard Funds in the Portfolio from which to deduct said fees.
- Mutual funds held in the Portfolio are subject to the normal management expenses associated with ownership of mutual funds and disclosed by prospectus. Such fees are paid at the fund level and do not reduce the account level fees described on this schedule.

## DOVER-SHERBORN HS ATHLETIC DEPARTMENT



To: John Smith, Headmaster & Andrew Keough, Superintendent

From: Emily Sullivan, Athletic Director

Date: March 23rd, 2020

Re: Boys Ice Hockey Request for Co-op Varsity and JV Team with Weston HS

Dear Mr. Smith and Dr. Keough:

I am writing to request a renewal of the current cooperative boys ice hockey team with Weston High School for the next two seasons of 2020-2021 and 2021-2022. The cooperative team has operated smoothly the past two seasons and both schools would like to continue the partnership. DS has seven returning varsity players and Weston has five returning varsity players. There are five rising DS 9th graders interested in playing boys ice hockey and six rising Weston 9th graders interested in playing boys ice hockey. Due to safety many of these players would not be ready for the varsity level. We would also like to look into forming a DS & Weston JV team, and Weston has budgeted for that salary for a coach. The MIAA bases their approval of cooperative teams based on making sure the cooperative team does not give the programs a competitive advantage. The last two seasons the cooperative team has gone 7-10-3 in the 2018-2019 season and 6-13-1 in the 2019-2020 season. This cooperative partnership does not give our programs a competitive advantage, but allows us to operate as a varsity program. If we were to split apart our two programs would most likely have to play at the JV level only due to safety concerns.

This cooperative team proposal allows for the possibility of some of the younger players having the opportunity to play in sub-varsity games. Following this past winter's first season of the varsity co-op team a survey was conducted of players and parents. A lack of playing time for the younger players was a common concern. There are 12 returning players from this year's team and 11 potential rising freshman players. Among the returning 23 skaters are some players who (for safety and development reasons) could not play in varsity level/competitive games this past season. We are projecting almost all of the entire rising freshman to be part of the JV team and they will be supplemented by some returning underclassmen who may (based on evaluation) continue to practice and dress for additional varsity contests. The JV team could be coached by one of the Varsity assistants or Weston has budgeted for a JV coach. Weston would continue to be charged \$1,000 per student athlete to offset the costs picked up by Dover-Sherborn. In 2018-2019 Weston was charged \$1,500 per student athlete, but then Weston offered to pick up all the bus costs in 2019-2020 and it was decided that each player could pay \$1,000 each.

I appreciate your time and consideration of this matter.

Sincerely,

Emily Sullivan, DSHS Athletic Director

**DOVER-SHERBORN HS ATHLETIC DEPARTMENT**



To: Dr. Andrew Keough, Superintendent & Mr. John Smith, Headmaster  
From: Emily Sullivan, Athletic Director  
Date: March 23rd, 2020  
Re: Girls Ice Hockey Request for Hopkinton to Become the Host School

Dear Dr. Andrew Keough & Mr. John Smith:

I am writing to request that Dover Sherborn High School relieves their duties as the host school in the girl's ice hockey cooperative team with Hopkinton High School. The information below has also been presented to the Athletic Advisory Committee, and the consensus gathered from the AAC was that it makes sense for Hopkinton to become the host school in girl's ice hockey.

In the coming 2020-2021 season DSHS will have two returning varsity players and one rising 9th grader, totaling three players in the entire program. Hopkinton is projected to have seven returning varsity players and five rising 9th graders in the 2020-2021 season. Hopkinton made up over half of the team this past 2019-2020 season as well. Hopkinton has added the girls ice hockey program to their 2020-2021 budget, is prepared to take on the sport as the host school, and are planning to continue with DS as the guest school. Hopkinton will charge DSHS \$1,500 per player to be in the program, just as DSHS has done to Hopkinton and the other schools in the cooperative girls ice hockey program these past two years. Hopkinton is aware of our school start time change and the two ADs are working on finding a new ice time that accommodates both school schedules. The cooperative team will continue to include Bellingham as a guest school in the cooperative team. The decision of whether or not Tri County, Blackstone Valley Tech and Nipmuc will be included in the cooperative team is undecided at this moment. The Hopkinton athletic director, Richard Cormier, is going to look at the numbers between the three TVL schools to see if we can function as a three school cooperative girls ice hockey program. It is ideal to only have schools from one's league, and also to not have too many student athletes in the program. This was an issue we ran into this past 2019-2020 season. A deciding factor the MIAA bases their decision off of when approving cooperative programs is if the coop gives the program a competitive advantage. In the last two seasons the team has compiled a 3-14 record in 2018-2019 and a 1-16-3 record in 2019-2020. Also, none of these schools would be able to have any type of program without the partnership from the other schools.

We are excited to continue our partnership with Hopkinton High School in girls ice hockey, and think the change in roles makes sense due to numbers in the program. I appreciate your time and consideration of this matter.

Sincerely,

Emily Sullivan  
Athletic Director DSHS



Scott Kellett  
Headmaster

Stephen Wroblewski  
Assistant Headmaster

*Dover-Sherborn Middle School*  
155 Farm Street  
Dover, Massachusetts 02030

**Date: May 1, 2020**

To: Dr. Keough

From: Scott Kellett

RE: Proposed changes to 2020-2021 Middle School Student/Parent Handbook

**Below are the three proposed handbook changes to the 2020-2021 Middle School Student/Parent Handbook.**

**Page 17: We have inserted the part that is in RED.**

### **Grade Reports**

Report cards are issued quarterly. Scholarship, the degree of academic achievement attained, is marked with letters. The comment section may indicate a phrase about your child's effort, conduct, attitude, etc. for the particular class. Report cards will be accessible via the parent portal. To access the login page of the portal, please go to the DSMS home page and click on "Aspen Family Portal Login" located under "Quick Links".

### **Grading System**

Students are graded using the following values per letter grade:

Grade	Numeric Equivalent
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66

D-	60-62
F	Below 60

Some Specialty Subjects are graded on a "P" (Pass) and "F" (Fail) marking system. Students who miss significant school due to illness may be graded "M" (medical).

In addition, several of our Specialty Subjects and World Languages will continue to pilot a Standards Based Grading System. The World Language department is in the process of developing their standards for grading.

**Dover-Sherborn Middle School  
Mastery Based Reporting Rubric for Subjects  
Art, Engineering, Technology Literacy, Music**

	<b>M</b>	<b>P</b>	<b>B</b>	<b>N</b>
<p><b><u>Ideas and Concepts:</u></b> Understanding and implementation of big picture ideas and concepts related to the area of study. <b><i>Creativity/Innovation Critical Thinking/Problem Solving</i></b></p>	<p><b>Mastery</b> of overarching ideas and concepts presented.</p>	<p><b>Progressing</b> toward the complete understanding of overarching ideas and concepts presented.</p>	<p><b>Beginning</b> to understand overarching ideas and concepts presented.</p>	<p><b>No Evidence</b> of understanding overarching ideas and concepts presented.</p>
<p><b><u>Skill Development:</u></b> Level of mastery of the skills explored related to the area of study.</p>	<p><b>Mastery</b> of skills explored in the area of study. Students can create something new (their "own") with learned skills</p>	<p><b>Progressing</b> toward mastery of skills explored.</p>	<p><b>Beginning</b> understanding of skills explored.</p>	<p><b>No Evidence</b> of understanding skills explored.</p>
<p><b><u>Classroom Practice:</u></b> Use of classroom materials and proper management of classroom time. <b><i>Perseverance</i></b></p>	<p><b>Mastery</b> in the appropriate use of classroom materials, and proper management of classroom time.</p>	<p><b>Progressing</b> toward mastery of the use of classroom materials and management of classroom time.</p>	<p><b>Beginning</b> to use classroom materials appropriately and proper management of classroom time.</p>	<p><b>No Evidence</b> of using classroom materials appropriately and proper management of classroom time.</p>

<p><b>Collaboration:</b> Communication with others, responsibility within group work, Inclusion of others</p> <p><b>Collaboration Communication Engaged Citizenship</b></p>	<p><b>Mastery</b> of collaboration with others</p>	<p><b>Progressing</b> toward mastery of collaboration with others</p>	<p><b>Beginning</b> to effectively collaborate with others</p>	<p><b>No Evidence</b> of effective collaboration with others</p>
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All incompletes must be resolved within one week after issuance of grades at the end of the first three terms. A fourth term or final exam incomplete must be resolved within two weeks of the opening of the following school year. Any exceptions must be approved by the Headmaster.

**Page 18: We have changed what had been our Homework Policy and Homework Policy for School Vacation**

**Homework Guidelines**

What is homework? Homework is a meaningful and valuable tool that reinforces learning by providing practice outside of school. This helps students, teachers, and families understand what is being taught at school and what students need to work on. Homework can be differentiated to provide either enrichment or reinforcement for learners. It is designed to inform instruction and should be developmentally appropriate for students in terms of time, scope, and expectations. In accordance with the Dover Sherborn Public Schools Homework Policy, these guidelines represent a needed balance between homework and time for students to engage in family, social, and other activities. Additionally, study time for assessments or long term project work will be balanced with daily work assigned by teachers.

The Dover Sherborn Public Schools seeks to value family time by declaring no homework for all students during the Thanksgiving and December vacations. All students in grades K-8 will also have homework-free February and April breaks. It should be noted that homework free vacations are not reading free vacations. Reading is always a worthwhile pursuit and is strongly encouraged as a daily habit for all students. Vacations may also be an opportunity for students to complete missing work and catch up on assignments or studying.

**Purpose:**

Effective homework is purposeful and supports or extends learning. It may be categorized in one or more of the following ways: Preparation ensures that all students have the same entry point for new learning. This may involve previewing material and building background knowledge. Practice supports new learning and provides students opportunities to gain confidence with skills and concepts taught in class. Checking for Understanding allows students to showcase their knowledge and informs next steps for instruction. Study Skills and Independence helps students to learn responsibility and time management. As students develop their ability to persevere at a developmentally appropriate level of independence, some intellectual struggle is to be expected. Extension and Enrichment allow students an avenue for engaging in problem-solving and higher

level thinking skills and give students the opportunity to transfer skills and concepts to new situations, such as investigating real-world problems.

### **Roles:**

#### ● *Student*

- It is expected that all assigned homework will be attempted with an honest effort for completion and submitted on time
- Be sure to understand the assignment prior to leaving class/school in order to meet the homework completion date
- Thoughtfully complete homework independently and in a distraction-free environment
- Ask for help if needed or if required by the assignment
- Plan and complete short and long term assignments using calendars and agendas
- Advocate for yourself during and after class, in person, or via email to clarify questions about the assignment
- Use available resources appropriately including teachers, peers, families, and other materials
- Strive to find a balance between daily life and homework responsibilities

#### ● *Teacher*

- Communicate the daily homework assignments and expectations with students
- Indicate the purpose of each homework assignment
- Assign developmentally appropriate and varied assignments that are meaningful to the learning
- Adjust homework to accommodate specific student needs and/or situations
- Keep students accountable for completion and provide meaningful feedback
- Be mindful of the needed balance between daily life and homework responsibilities

#### ● *Families*

- Provide a suitable, distraction-free environment in which to complete homework
- Help develop effective routines, budgeting time for homework, studying, and long-term projects in order for students to meet homework completion dates
- Ensure the assignment is worked on independently by the student, helping only if needed or if required by the assignment
- Encourage and/or help students to advocate for themselves when there are questions or to make up homework
- Contact teacher if concerns regarding homework arise
- Ensure a balance of activities including time for homework

#### ● *Administrator*

- Review the established homework policy and guidelines with the teaching staff
- Ensure that teaching staff is adhering to the homework guidelines
- Communicate the policy and guidelines to families and the community
- Support teaching staff with parent communication pertaining to the homework guidelines

### **The Role of Reading for Middle School Students**

Research shows that the volume of reading a student completes will correlate to greater academic achievement. Developing the habit of reading at home will improve a child's vocabulary and communication skills, creating lifelong learners. Toward that end, teachers routinely assign nightly

reading homework. Spending 20 minutes reading every night is an important part of your child's literacy and overall academic development. This reading can take a variety of forms, including assigned reading in textbooks or other academic materials. Reading aloud to a child and discussing books is an important family routine that can begin before formal schooling and continue throughout the school years. Children at both the elementary and middle school levels need time for independent reading in books of their choice and at their reading level. Family discussion about a student's independent reading supports literacy growth.

### The Role of Fact Fluency for Students

One of the most powerful things that can be done to influence a child's math aptitude is to help them achieve math fact fluency. Children are fluent with math facts when recall is accurate and efficient. Studies have found that students who are fluent with math facts participate more in math class discussions and perform better on problem-solving tasks because they do not have to devote as much "brain power" to figuring out the math facts. Students with effective fact fluency have a greater likelihood of performing better with higher-order math concepts in older grades and are more confident in their academic abilities. Typically, these students also have less anxiety and fears about math. Just like sports, music, reading, or any other skill, a child's fact fluency will not improve without consistent practice.

Average Middle School Homework Times-if homework is assigned:

Please note: Average homework times are not hard minimums or maximums. Some assignments and some students may require more or less than the amount of time indicated above. Study time for assessments or long term project work will be balanced with daily work.

Approximately 10 minutes per grade total per night:

*Sixth grade 60 minutes*

*Seventh grade 70 minutes*

*Eighth grade 80 minutes*

Note:

- Please refer to your child's teacher for their policies with regard to missed homework due to absence.

We borrowed resources and ideas from many Massachusetts communities including Franklin, Weston, Brookline, Foxboro, Wilmington, Millis, Lexington, as well as from Palo Alto, CA. Many thanks to each of them for their insights.

Reference:

Vatterot, C. Rethinking Homework: Best Practices That Support Diverse Needs, ASCD, Alexandria, VA, 2009.

REPLACES:

### **Homework Policy**

- Homework is assigned regularly.

- Middle school students should plan to receive homework in most subjects, most nights. The average amount of time each student should allot to homework per school night is:  
**6<sup>th</sup> grade = 1.5 hours; 7<sup>th</sup> grade = 2-2.5 hours; 8<sup>th</sup> grade = 2-3.0 hours**
- Long-term assignments, such as projects and reports are in addition to the above guidelines.
- If a student is absent from school for a week or more, due to illness or accident, the appropriate team teachers will coordinate a schedule for all make-up work.
- The student has the responsibility to know the homework each night. The student can copy it into their agenda book (provided by POSITIVE). Teachers will post the homework on the board or somewhere in class and post it to a web site. The student must have a system for securing the assignments each day. A “homework buddy list” (one student from each class) is also a good idea.

### **Homework Policy for School Vacations**

No homework shall be assigned over winter break, February vacation, and April vacation. Major projects or papers due the week after vacation should not be due within the first two days following the resumption of school.

**Page 67: This has been added to the end of the handbook in its entirety.**

### **Chromebook Use Procedures and Guidelines**

#### **Chromebook Distribution**

In the summer of 2020 through the fall of the 2020-2021 school year, all students in grades 6 through 8 will receive a Chromebook and charger for educational purposes after student/parent/teacher informational meetings. The Chromebooks are the sole property of the Dover Sherborn Public Schools and will be loaned to students for use both in school and at home throughout the school year. In order to receive a Chromebook, the following conditions must be met:

1. The student must be actively enrolled in the Dover Sherborn Public Schools.
2. The student must submit a Chromebook loan agreement that has been signed by both the student and their parent/guardian.
3. New students who enroll in the Dover Sherborn Public Schools during the school year must schedule a time with the technology department to receive their Chromebook.
4. All new students will need to submit their signed Chromebook paperwork before receiving their Chromebook.

#### **Chromebook Return**

1. Students will return their Chromebook and charger in good working condition at the end of each school year. The district may set a return date prior to the end of school, in order to have time to check devices for serviceability and to be stored for the summer. During the summer, devices may

be serviced, updated, cleaned, and/or power washed. They will be collected by the IT department and stored in a secure location during this time.

2. Student's who transfer, are withdrawn, or graduate early from the Dover Sherborn Public Schools must return their Chromebook and charger to the IT department on or before the effective date of separation. If the Chromebook is damaged or the charger is not returned, a fee will be assessed to the student. If the Chromebook is not returned, the Chromebook will be reported as lost or stolen and the student will be responsible for the full cost of a replacement Chromebook.

### **Chromebook Care and Maintenance**

1. Students are responsible for the safety, maintenance, and activity of their own Chromebook.
2. Students must never loan the device to another student for any reason.
3. Students will not deface the Chromebook in any way (i.e. scoring, carving, painting, permanently marking). Allowable modifications include removable skins, removable stickers, camera privacy cover which can be slid in front of the camera when not in use (the district will provide one privacy cover to each student during device deployment). Students may not remove any district applied asset tags, and should make every effort not to cover district applied asset tags. Please note that if a device requires service, the district may not be able to remove skins/stickers, and if the device needs replacement students will likely lose any skin or stickers that were applied to the old device unless they remove them prior to service.
4. Care should be taken to protect the device from the elements. This includes accidental food and beverage spills, excess humidity and precipitation, extreme cold weather, and leaving in direct sunlight. All of these things will harm the device and are not covered under the typical warranty.
5. Students will not place heavy objects on top of the Chromebook as pressure can damage the screen.
6. Students will make sure nothing is on the keyboard before closing the Chromebook in order to prevent damage to the screen.
7. While the Chromebook is off, the keyboard, trackpad, and screen may be cleaned with an approved electronics cleaner, or a cloth dampened with water.
8. Do not spray the Chromebook directly with cleaners. Only use cleaners that are designed to clean LCD computer screens.
9. Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
10. Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
11. All Dover Sherborn Public School Chromebooks are outfitted with an asset tag for inventory purposes. Asset tags may not be removed or altered in any way.

### **Chromebook Usage Expectations at School**

1. I will only use the Chromebook that is assigned to me.
2. I will only access the account and/or files assigned or shared to me.
3. I will not share files and folders that I did not create without the permission of the creator/owner.
4. I will not steal someone's password and/or identity. I will not log into any device with someone's username or password, and I will not share my username or password with anyone.
5. Chromebooks must be brought to school each day fully charged. Options to charge at school will be limited. To ensure they are charged, students should charge the devices at home each night.

6. Not having a Chromebook or not having your Chromebook in working order will not be an excuse for not participating in class or not completing assignments. Students should check with their teacher about alternate methods of completing assignments until their Chromebook is accessible again.
7. Sound will be muted unless directed by the teacher.
8. School supplied headphones will be available for use in class and students may bring their own headphones/earbuds for use with the Chromebook.
9. Printing is allowed with permission of the teacher.
10. Personal games and music are not allowed without permission of the school.
11. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
12. Any attempt to alter the Chromebook or change the configuration of the device will result in immediate disciplinary action.
13. Students will be allowed to download apps and extensions approved by DS only. Students will have no access to the Google App store because the devices will be managed by DS. The only apps or extensions students will have access to will be made available through the management system. Other apps and extensions may be added for a particular course but any additional apps and extensions must be approved by the district.

### **Chromebook Usage Expectations Outside of School**

1. Students are allowed to set up access to home wireless networks on their Chromebooks to do their schoolwork from home.
2. Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
3. **It is the sole responsibility of the parents/guardians to monitor device use outside of school. DS will filter the chromebook assigned to the student regardless of where the device connects to the Internet through the use of the [Family Zone](#) filtering product. If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.**THIS article has recommendations for parents who wish to enable parental filtering/controls on their home network. The [Family Zone](#) filter may also become available to parents if they wish to use it on other devices at home. More information about this possibility will be forthcoming.
4. It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.

### **Audio/Video Recording and Photos**

1. Common courtesy dictates asking permission to take a person’s photo or make an audio or video recording of them.
2. Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach or responsible faculty member.

3. At all times, students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.
4. Students must not share any audio, video or photographic likenesses without express consent from all parties involved.
5. No recording in private areas such as bathrooms and locker rooms. Recording or photo equipment is not to be used in these areas at any time.
6. Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

### **Saving to the Chromebook**

1. Students should save work to their school Google Drive accounts when using their Chromebook.
2. Since the Chromebook has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging. Student Google Accounts are in the cloud and saved automatically so resetting or re-imaging does not affect content saved there.
3. It is the student's responsibility to ensure that their work is backed up for any items not saved to Google Drive. Items not saved to Google Drive can be lost due to mechanical failure or accidental deletion.
4. Chromebook malfunctions are not an acceptable excuse for not submitting work.

### **Network Connectivity**

1. The Dover Sherborn Public School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

### **Student Safety Expectations**

1. I will follow the Dover Sherborn Public Schools' Acceptable Use Policy.
2. I will obey all school rules concerning behavior and communication that apply to technology use.
3. I will only use my Chromebook with my school accounts.
4. I will not participate in bullying, harassing, stalking or teasing other people or publicly defaming people by spreading gossip, insults or other unkindness, and/or accessing any social network, website, blog, Wiki, etc. with the purpose of creating, viewing or participating in the humiliation of others.
5. If I see a message, comment, image or anything else online that makes me concerned for my safety or the safety of another student (for example something that could be considered harassment, bullying, or a threat), I will bring it to the attention of a teacher or administrator immediately.
6. I will visit websites as directed by my teacher as appropriate to complete any assignments. If I am unsure if a site is appropriate, I will check with a teacher, administrator, or parent/guardian before opening the website.

7. If I'm uncertain whether an activity is permitted or appropriate, I will ask a teacher or administrator before engaging in that activity.
8. I will not request, make, or forward sexually suggestive photographs.
9. I will not retrieve material that is obscene, profane, violent, discriminatory or depicts or describes illegal activities.
10. I will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
11. I will give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism is a violation of the Dover Sherborn Public Schools student rules.

### **Parent/Guardian Responsibilities**

1. Talk to your children about values and the standards that your children should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
2. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
3. Ensure that siblings and other family members are not using the device for personal use.
4. The following resources will assist in promoting positive conversations between you and your children regarding digital citizenship as it relates to Internet Safety, conduct, and Netiquette.
  - a. NetSmartz: <https://www.netsmartz.org/Home>
  - b. CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

### **Loss, Theft or Damage**

1. In the event that a Chromebook is lost or stolen, students should notify their teacher and the District's Technology Department immediately. The Chromebook will have absolutely no value to anyone but the student it is assigned to. The device will not allow any other user to log in.
2. In the event of damage to a Chromebook that is outside the typical manufacturer warranty, parents/students will be responsible for the repair. The first time this happens, the student will pay for 50% of the repair/replacement cost, on the second and subsequent incidents the student will pay the full cost of the repair/replacement.
3. If there are any problems with a Chromebook, students should notify their teacher and the District's Technology Department immediately so that they may take prompt action to repair the Chromebook if possible. While a student Chromebook is being serviced a loaner device will be issued. All rules and policies apply to the loaner Chromebook.
4. Chromebooks are subject to inspection by the District at any time without notice.

## **Dover Sherborn Public Schools**

### **Student and Parent Chromebook Loan Agreement Form**

1. We understand that Chromebook use is a privilege not a right.
2. We understand that Dover Sherborn Public Schools is loaning the student a **Chromebook** that is only to be used for academic and educational purposes pertaining to coursework at Dover Sherborn Public Schools (DS).
3. We understand that in the event of damage to the Chromebook that is outside the typical manufacturer warranty, we will be responsible for the repair. This first time this happens we will pay for 50% of the repair/replacement cost, on the second and subsequent incidents we will pay the full cost of the repair/replacement.
4. We understand and agree that the **Chromebook** is subject to inspection by the District at any time without notice.
5. If there are any problems with the **Chromebook**, we will notify the teacher and the District's Technology Department immediately so that they may take prompt action to repair the **Chromebook** if possible.
6. In the event that the **Chromebook** is lost or stolen, we will notify the teacher and the District's Technology Department immediately. Lost/stolen Chromebooks are not covered under warranty, and we understand that we are responsible to replace the device.
7. We understand that the device will be filtered with a CIPA (Children's Internet Protection Act) compliant filtering system that will remain active at all times. Any attempt to bypass this filtering will result in disciplinary action. **We understand that it is our responsibility to use the device and the Internet appropriately for school related work only.**
8. The Chromebook and charger will be returned in good condition to the Dover Sherborn Public Schools upon withdrawal or transfer.
9. We agree to follow all applicable DS policies, rules and procedures governing the use of technology (including but not limited to the *DS Technology Acceptable Use Policy and all those listed above*), during and outside of school hours as well as on and off school property.
10. We agree to allow various technology and educationally appropriate user accounts to be created by the school district. These include but are not limited to curriculum enhancing tools, programs, websites, and products. In some cases these tools may have an age restriction in order to set up an account, but the district may use these resources with students who have not yet reached the product age restriction for setting up their own account. This age restriction is generally 13 years old. **Products/Websites such as [CODE.org](#), [FlipGrid](#), [Clever](#), and [CSFirst](#) are examples of websites/tools that require student accounts to be populated.** We give our permission for DS to set up accounts and share basic demographic information with programs which require it for educational purposes.

**SIGN OFF SHEET**

A copy of this signed agreement will be kept on file. A copy will be emailed to parent/guardian when the form is digitally signed.

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**Parent/Guardian's name**

I have read, understand, discussed with my child, and agree to abide by the stipulations set forth in the **Chromebook Use Procedures and Guidelines**, the Dover Sherborn Public Schools' Technology Acceptable Use Policy, and all District policies, rules and procedures governing the use of technology.

\_\_\_\_\_ By checking this box I affirm that I have discussed the acceptable use and care of the device with my child.

---

**Student name**

---

**Parent/Guardian Signature**

---

**Date**

# Proposed DSHS Student Handbook Changes '20-'21

## ATTENDANCE REGULATIONS AND PROCEDURES

Absence or Tardiness  
Current verbiage p. 48

*Absence or Tardiness When a student is absent or tardy, a parent/guardian must call the Health Office at 785-1730, extension 8621 before 8:00 a.m. to report the REASON for the absence or tardy. If a student is absent for an extended period, a doctor's note must be given to the school nurse before the student may return to class.*

*It should be noted that anytime a student misses a class it is virtually impossible to make up the missed presentation that the teacher has made. However, each student is responsible for material covered during an absence. Students should see each teacher for makeup work when they return to school from an absence.*

*It is important to note that when a student is absent due to injury or illness, he/she will not be allowed to practice or represent Dover-Sherborn in a school sponsored activity (i.e. sports events, drama/musical productions, dances, math meets, etc.) on that day. To be considered present, for participation purposes, a student must arrive by 9:52 am (the start of period 3) and stay until the close of the school day. Students needing to arrive after 9:52 without supportive documents (MD note, etc.) must get Administrative approval before participating in their school sponsored activity that day. If a student has been absent on Friday, due to illness, he/she cannot represent Dover-Sherborn on Saturday or Sunday without the written permission of a doctor, Headmaster or Assistant Headmaster. If a student reports after the start of period 3 or is out on a Friday and they do not have supportive documentation they must obtain Administrative approval in order to participate in extracurricular activities.*

### Proposed Change

**Updated & Clarifying language added due to new start times/schedule**

*Absence or Tardiness When a student is absent or tardy, a parent/guardian must call the Health Office at 785-1730, extension 8621 before **9:00 am** to report the REASON for the absence or tardy. If a student is absent for an extended period, a doctor's note must be given to the school nurse before the student may return to class.*

*It should be noted that anytime a student misses a class it is virtually impossible to make up the missed presentation that the teacher has made. However, each student is responsible for material covered during an absence. Students should see each teacher for makeup work when they return to school from an absence.*

*It is important to note that when a student is absent due to injury or illness, he/she will not be allowed to practice or represent Dover-Sherborn in a school sponsored activity (i.e. sports events, drama/musical productions, dances, math meets, etc.) **as a participant or spectator** on that day. To be considered present, for participation/spectator purposes, a student must arrive by **9:45 am (the start of period 2)** and stay until the close of the school day.*

*Students needing to arrive **after 9:45** can request Administrative Approval and/or will need supportive documentation (MD note etc..) before participating or **being a spectator** in a school sponsored activity that day.*

*If a student has been absent on Friday, due to illness, he/she cannot represent Dover-Sherborn on Saturday or Sunday without the written permission of a doctor and/or School Administration. If a student reports **after 9:45** or is out on a Friday and they do not have supportive documentation they must obtain Administrative approval in order to participate in extracurricular activities.*

## **Disciplinary Sanctions**

### **P. 86 Current verbiage**

#### Teacher Detention

Teacher detention takes priority over extracurricular activities, jobs, Work-Study and all other personal plans.

Office detention and required extra-help sessions take priority over teacher detention.

Students will be given a 24 -hour notice to serve detention so that proper arrangements may be made. However, students may elect to serve detention on the day it is given.

Teacher detention will be held from 2:30 to 3:15 p.m. If a student fails to attend an assigned teacher detention, the teacher will send a referral to the Main Office and the student will be assigned two office detentions.

### Office Detention

Office detention is held from 2:30-3:15 p.m. Monday through Thursday and some Fridays, in Room 122. This is a time for silent study or silent reading. Students are expected to behave themselves appropriately. Activities such as card playing and non-academic technology use will not be tolerated. Office detention takes priority over extracurricular activities, jobs, work study, teacher detention and all other personal plans. However, extra-help requested in writing to the main office by a student's subject teacher(s) will satisfy a student's office detention obligation only when a student is serving detention for excessive tardies (subject teachers will hold the student until 3:15 p.m. or return with the student to office detention if extra-help is completed before 3:15 p.m.).

Students will be given a 24-hour notice to serve detention so that proper arrangements may be made. However, students may elect to serve detention on the day it is given. If a student fails to attend an assigned office detention, he or she will be assigned two replacement office detentions for each one missed. Five failures to report to office detention may result in possible suspension and/or possible loss of privilege to participate in all extracurricular activities until all detentions have been served; parent/guardian conference required. If a student is referred to the office for inappropriate behavior during office detention, that student will be subject to possible suspension at the discretion of the headmaster.

### Proposed changes

#### **Teacher Detention**

Teacher detention takes priority over extracurricular activities, athletics, jobs, and all other personal plans. Office detention and required extra-help sessions take priority over teacher detention.

Students will be given a 24 -hour notice to serve detention so that proper arrangements may be made. However, students may elect to serve detention on the day it is given.

Teacher detention will be held after school ( 3:10) and the amount of time is left to the discretion of the teacher. It may not go past 3:45 pm. If a student

fails to attend an assigned teacher detention, the teacher will send a referral to the Main Office and the student will be assigned two office detentions.

### **Office Detention**

Students will be given a 24-hour notice to serve detention so that proper arrangements may be made. However, students may elect to serve detention on the day it is given.

Detention will run from 2:45-3:30. Students are expected to report to office detention by 2:45 with work and/or reading material. The 8 minutes from the end of period 6 until 2:45 will allow a student to see a teacher, etc..

The following are expectations for students serving detention:

\*Arrival by 2:45. Students arriving late will be subject to additional office detentions.

\*Silent work/reading time.

\*No heads down/sleeping.

\*No phones/music/devices/cards/games etc..

\*Laptops/technology may be used for school work purposes only.

\*Students will not be able to leave detention until 3:30.

\*Students serving detentions for excessive tardies may see a teacher from 2:40-3:10 and then report to the detention room to finish out their time.

Students using this option must present a written pass (or email from the teacher) to the detention teacher stating they were with them.

\*Excessive tardies are the only exception to students using partial detention time with a teacher.

\*Missing an office detention will result in being assigned two additional office detentions.

\*Continued missing of office detentions will require parent/guardian communication and may result in loss of school privileges, participation in extracurricular activities and/or possible out of school suspension.

**Non-Resident Policy**  
**P. 50 Current verbiage**

Non-Resident Policy Attendance in Advance of Residing. Non-residents will be allowed to attend upon receipt, by the Superintendent of Schools, of a signed purchase and sale agreement (passing of papers to be scheduled no later than sixty days from the date of the purchase and sale agreement).

New Construction. Non-residents may attend upon receipt, by the Superintendent of Schools, of a certified building permit with occupancy to occur no later than at the end of the current school year.

Students Moving Out of the District. Students moving out of the district may attend school in the district until the conclusion of the current marking period. If a student moves out of the district after February 1 in the elementary schools or after the start of the third quarter in the regional school, he/she may complete the school year. Students who complete their junior year as residents may continue to attend the High School as non-resident seniors.

The Superintendent of Schools and the School Committee may approve individual exceptions and arrangements when an emergency situation exists.

Voted by Dover, Sherborn and Regional School Committees at a Joint/Union School Committee meeting held on April 29, 1999.

**Proposed changes-updated language in line with District language**

**INSERT FROM CENTRAL OFFICE**

**Additional Language to Handbook**  
**Communication Guidelines DSHS**

P. 28 before/after Conferences

## **Communication Guidelines**

When there is a student-teacher issue/conflict the following guidelines should be followed for resolution.

### **Student Role**

Advocating is an important skill for high school students. When a student is having difficulty or conflict in class, he/she should speak directly with the teacher as a first step to address/resolve the issue.

### **Parent/Guardian involvement**

If, after the student has met and spoken directly with the teacher, the parent/guardian remains concerned, they should then contact the teacher.

The parent/guardian should not go directly to the Department Chair, Assistant Headmaster or Headmaster without first addressing the issue with the teacher.

Parents/Guardians can contact teachers by email.

Teachers are expected to respond to email messages within 48 hours.

If after meeting with the teacher the issue is not resolved the student/parent/guardian should contact the Department Chair.

If still not resolved contacting the Assistant Headmaster or Headmaster would be the next step.

### **Meeting/Conference Expectations**

The student must be present for the meetings unless there is a compelling reason for him/her not to be there.

Prior to any meeting/conference the reason for meeting should be known as to ensure that it is addressed and the meeting focused on the issue that is concerning the student.

## Additional Language To Student Handbook

-resulting from new schedule/start times.

### **Flex Block Expectations**

Flex Block will run from 2:40-3:10.

Flex Block is to be considered a quiet DR.

Students may NOT sign out to the library during Flex Block.

All students will have an assigned Flex Block room that they should report to by 2:40. The exceptions to this would be if a student is seeing a teacher for extra help/make-up, are assigned to Band or Chorus or have a guidance appointment.

Students in grades 9,10 & 11 must be with a teacher during this block of time.

Seniors do not have to report to a Flex Block room. Seniors with Senior Privilege may sign out for a “free” block (not counting towards the 15 allowed per semester). Seniors not signing out may work in the designated areas assigned to seniors. These include the 2 lobbies and cafeteria. Not the library.

Students including Seniors are not to be in unsupervised areas or walking around the campus.

### **Library Flex Block Expectations**

The Library will be used for extra help and small group/academic work that is teacher-directed.

**Dover-Sherborn Regional School Committee**

Meeting of December 5, 2019

Members Present: Anne Hovey  
Maggie Charron  
Judi Miller  
Kate Potter  
Lynn Collins  
Michael Jaffe

Also Present: Dawn Fattore, Business Administrator

**1) Call to Order**

Ms. Hovey called the meeting to order at 9:02 am in the Middle School Headmaster Conference Room

**2) Community Comments – None**

**3) Overview of the Regional Budget Process-** Dawn Fattore explained the budget process for regional school systems. There was discussion on the budget process.

**Adjournment at 9:40 am.**

Respectfully submitted,  
Cheryl Ingersoll

## DRAFT

### Dover-Sherborn Regional School Committee Meeting of March 3, 2020

Members Present: Anne Hovey  
Maggie Charron  
Judi Miller  
Kate Potter  
Michael Jaffe  
Lynn Collins

Also Present: Dr. Andrew Keough, Superintendent  
Elizabeth McCoy, Assistant Superintendent  
Dawn Fattore, Business Administrator  
John Smith, DSHS Headmaster

#### 1) **Call to Order**

Ms. Hovey called

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

#### 2) **Community Comments** - none

#### 3) **Reports**

- DSHS Headmaster Report - Mr. Smith reviewed recent and upcoming events at the high school.
- DSMS Headmaster Report - Mr. Kellett reviewed recent and upcoming events at the middle school.
- Superintendent Update - Dr. Keough spoke about the coronavirus and the steps the District is taking which have been recommended by MA Department of Health.
- Warrant Report

#### 4) **FY21 Continued Budget Discussions** - additional revenue adjustments include: utilize E&D to apply FY20 Revenue Surpluses to FY21 - \$75,000 and utilize E&D to apply FY20 Healthcare savings to FY21 OPEB funding - \$100,000. Expenditure adjustments include: reduction in estimated health insurance costs for active employees -\$100,000 and increase health insurance costs for retirees OPEB funding +\$100,000.

#### 5) **Transportation Contract** - approval of the contract will be done at the April Joint meeting.

#### 6) **OPEB Funding** - the Employee Benefits sub-committee recommended the appointment of Public Agencies Retirement Services (PARS) as the District's OPEB Trust Administrator. The School Committee must also adopt the Prudent Investor Rule as required by MA General Law. If approved the District will seed the fund with a \$500,000 initial deposit. There is an additional \$100,000 in the FY21 Budget that will be added to the fund once the budget is approved.

Once adopted, the Discretionary Investment Management Agreement with Vanguard will be brought forward to the Committee to serve as the Investment Policy and a Funding Policy will also be presented for approval.

*Judi Miller made a motion to accept the provisions of Chapter 203C of the Massachusetts General Law. Lynn Collins seconded.*

*20-06 VOTE: 6 - 0*

*Judi Miller made a motion to authorize the adoption of the Public Agencies Post Retirement Health Care Plan and Trust (OPEB Fund) as presented in the attached document.*

## DRAFT

20-07 VOTE: 6 - 0

Ms. Hovey recessed the meeting and opened the FY21 Budget Hearing at 7:37 pm.

### 7) FY21 Dover Sherborn Regional Schools Budget Hearing

Dr. Keough spoke of the development of the FY21 Budget based on the District's mission and strategic objectives as well as guidance from the towns.

Ms. Hovey reviewed the FY21 budget development factors including:

- enrollment projections remain constant for the foreseeable future,
- collective bargaining and contractual obligations are based on estimates as all bargaining groups are in contract negotiations.
- Special Education programming and supports
- transportation costs based on final review of new bus contract
- technology needs to meet demands of 21st century learning

The proposed FY20 Operating Budget is \$26,152,440: \$22,724,980 from Town Assessments, \$2,920,210 from State funding, \$332,250 from Student Fees, and \$175,000 from E&D.

Major drivers of the \$860,186 increase over FY20 are: +\$665,000 for educator salary increases which represents an estimated reserve since the educator contract is being negotiated; -\$125,000 salary reduction based on educator retirements and post-FY20 staffing changes; +140,000 for staffing additions including Special Education Coordinator (.5 FTE), HS Chinese educator (.2 FTE) and remaining costs of Bridge and Adjustment Counselors funded with grant monies in FY20; +\$147,500 for Employee Benefit related costs (health insurance, pension, worker's compensation, OPEB, etc); estimated increase placeholder for new transportation contract; -\$42,900 reduction for debt principle and interest payments; +\$33,000 for SPED services based on needs of current students; - \$27,000 in textbook expenditures to reflect actual FY21 requests; +\$40,000 in various operating accounts; -\$26,000 based on continued trend budgeting; +\$27,500 to Building Maintenance Reserve due to aging of facilities; and +\$26,000 for Technology primarily due to new Middle School 1:1 initiative.

Using the Statutory Assessment, Dover's share of the FY21 Budget is \$12,707,169 (an increase of \$199,466 or 1.59% over FY20) and Sherborn's is \$10,017,811 (an increase of \$448,723 or 4.69% over FY20).

Capital Projects for FY21 include: paving \$90,000; middle school floors (lobby and hallways) \$85,000; high school floors (classrooms) \$50,000; Waste Water Treatment Plant equipment \$20,000; Emergency Management System upgrade \$300,000; Core Switch replacement \$30,000 for a total of \$575,000.

Ms. Hovey adjourned the Budget Hearing and re-opened the monthly meeting at 7:55 pm.

### 8) Discussion and Vote to certify FY21 Operating Budget

*Michael Jaffe made a motion to adopt the FY21 budget in the amount of \$26,152,440 which is reduced by estimated receipts and available funds in the amount of \$3,427,460 for a net amount to be assessed to the member towns of \$22,724,980 (comprised of \$21,801,580 in operating expenses and \$923,400 in debt expenses) and that the Treasurer be authorized to certify this budget in the apportioned share of each town based on the statutory method. Maggie Charron seconded.*

20-08 VOTE: 6 - 0

## **DRAFT**

*Kate Potter made a motion to approve the utilization of \$175,000 of June 30, 2019 certified Excess & Deficiency funds for the FY21 Budget. Michael Jaffe seconded.  
20-09 VOTE: 6 - 0*

### **9) Discussion and Vote FY21 Capital**

*Michael Jaffe made a motion to transfer \$575,000 of June 30, 2019 certified Excess & Deficiency funds to the Region's Capital Fund to cover costs for approved FY21 Capital Projects.*

### **10) Financial Reports**

*FY20 Operating Update as of February 27th*

- Revenues - Chapter 71 revenue has been revised to reflect an 80% reimbursement rate based on the actual payment received. The FY20 reimbursement is now projected to be \$526,279 which increases the positive reserve to \$40,000. Revenues from interest have also been updated to reflect projected annual earnings from the CD investment and monthly interest earned on other accounts. This resulted in a projected positive variance of \$35,000.
- Salaries - with post-budget/recent staffing changes, a positive salary variance of at least \$100,000 is projected.
- Expenditures - there are no changes to report since last month's report.

### **11) Annual Vote on MA School Choice Law** - MA General Law Chapter 76, Section 12 requires local school committees to vote annually as to whether or not the district will participate in School Choice.

*Michael Jaffe made a motion to have the Dover Sherborn Regional Schools not participate in the School Choice program for the 2020-2021 school year. Lynn Collins seconded.  
20-10 VOTE: 6 - 0*

### **12) Consent Agenda**

- Approval of Minutes of February 4 and 25, 2020
- Hyde Scholarship - the friends and family of Chase Hyde, 2014 DSHS graduate, would like to establish a scholarship in his memory and honor with an initial donation of \$20,000 to the DS Regional High School Scholarship Fund.
- Field Trips - Southwest Canyon Country Adventure during April vacation, 2021 organized and run by Grand Classroom.
- Donations - \$3,000 from DS Girls HS Basketball to be split between assistant coaches and \$2,500 from DS Boys HS Basketball for the assistant coach.

*Michael Jaffe made a motion to approve the Consent Agenda. Maggie Charron seconded.  
20-11 VOTE: 6 - 0*

### **13) Adjournment to Executive Session at 8:40 pm not to return to Open Session for matters pertaining to contract negotiations.**

Respectfully submitted, Amy Davis

## DRAFT

### Dover-Sherborn Regional School Committee Meeting of April 28, 2020

Members Present: Anne Hovey  
Maggie Charron  
Judi Miller  
Kate Potter  
Michael Jaffe  
Lynn Collins

Also Present: Dr. Andrew Keough, Superintendent  
Elizabeth McCoy, Assistant Superintendent  
Dawn Fattore, Business Administrator  
Scott Kellet, DSMS Headmaster

#### 1) **Call to Order**

Ms. Hovey called the virtual meeting to order at 6:30 pm and read the following into the record:

Good evening. This Open Meeting of the Dover-Sherborn regional school committee is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of COVID-19, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.

For this meeting, the Dover-Sherborn regional school committee is convening via Zoom App, as posted. Information on how to join our School Committee mtgs and mtg agendas were posted on the Dover Sherborn District Website and on the town calendars.

Please note that this meeting is being recorded, and that some attendees are participating by video conference. Accordingly, please be aware that others may be able to see you, so please take care not to "screen share" your computer. Anything you broadcast may be captured by the recording.

Community comments are an opportunity for members of the community to be heard. We respectfully request that you please make your comments brief (2-3 minutes) and that you move the discussion forward by adding new information. Please try to avoid repeating points that have already been made.

Community comments are an opportunity for us to listen to members of the community. It is not a forum for answering questions or engaging in a debate. Once the public comment section of the meeting has been concluded, we will move on to other business and unsolicited comments from the community will no longer be permitted. This is standard operating procedure in school committee meetings across our 3 school districts.

We invite everyone to stay and listen to the rest of the meeting, but understand that is not possible for everyone. Please feel free to leave the Zoom call as best suits your needs. We appreciate that you have taken the time to participate and encourage you to reach out to your school committee reps at any time.

Before we turn to the first item on the agenda, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes:

## DRAFT

As chair, I will introduce each item on the agenda. After the person presenting said item is finished, the Chair will proceed to take questions from the school committee members. Please indicate you would like to speak by virtually raising your hand. Please wait until your name is called.

Finally:

Please remember to mute your phone or computer when you are not speaking.

Please remember to speak clearly and in a way that helps generate accurate minutes.

Please wait for the Chair to recognize you and please remember to state your name before speaking.

All votes will be conducted by roll call vote. When voting begins, please unmute yourself as a group so we can move quickly. When the chair calls on you, please state your name and your vote. At the conclusion of voting please go back on mute.

- 2) **Community Comments** - John Lin, Dover, made two suggestions for remote learning: more interaction between students and teachers and increased content/instruction from the teachers.
- 3) **Personnel Update** - Dr. Keough recommended the appointment of Ana Hurley as Interim Assistant Headmaster at the middle school for the next school year. The search process was halted due to the pandemic and internal candidates who would be willing/able to serve on an interim basis were approached.

*Lynn Collins made a motion to support Dr. Keough's recommendation to appoint Ana Hurley as Interim Assistant Headmaster at Dover Sherborn Middle School for the 2020-21 School Year.*

*Michael Jaffe seconded.*

*20-07 VOTE: 6 - 0 via roll call vote*

- 4) **Adjournment at 6:18 pm.**

Respectfully submitted, Amy Davis