

**POSTED FEBRUARY 28, 2019 AT 9:55AM**

**Dover-Sherborn Regional School Committee  
Meeting Agenda**

**REGION'S BUDGET HEARING**

**March 5, 2019**

**6:30 pm**

**Dover Sherborn Middle School Library**

*(Members of the public are welcome to attend)*

1. Call to Order
2. **FY20 Dover Sherborn Regional Schools Budget Hearing**
3. Community Comments
4. Reports:
  - DSHS Headmaster's Report – Mr. John Smith and Ms. Roni Edni
  - DSMS Headmaster's Report – Mr. Scott Kellett
  - Assistant Superintendent's Report – Ms. Elizabeth McCoy
  - Superintendent's Report – Dr. Andrew Keough
5. Financial Reports
  - Monthly Financial Report
6. OPEB Funding
7. Discussion & Vote to certify FY20 Operating Budget **A.R.**
8. Discussion and Vote FY20 Capital **A.R.**
9. Annual Vote on MA School Choice Law **A.R.**
10. Consent Agenda **A.R.**
  - Approval of Minutes February 7, 2019
  - Donations
11. Communications (For Members Information)
  - Sherborn School Committee Minutes November 13, 2018
12. Adjournment

*Note: The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be raised for discussion to the extent permitted by law.*

*The 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.*

# The Public Schools of Dover and Sherborn

## STRATEGY 2018-2021

### Vision

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

### Mission

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

### Theory of Action

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

### Core Values

The Dover Sherborn Schools commit to the following Core Values:

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

### Strategic Objectives 2018-2021

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

John Smith  
Headmaster

Ann Dever-Keegan  
Assistant Headmaster



Ellen Chagnon  
Director of Guidance

Ron Sudmyer  
Interim Athletic Director

TO: Dr. Andrew Keough, Superintendent  
FROM: John G. Smith, Headmaster, DSHS  
RE: Headmaster's Monthly Report  
DATE: March 5th, 2019

**Headmaster's Reflections:**

This past week has been a difficult and sad time for the Dover Sherborn High School and the communities of Dover and Sherborn. Senior Julian Lattermann passed away as a result of an aviation accident on Saturday February 23<sup>rd</sup>. Julian and his family moved here from Kentucky just last summer. Julian and his two high school siblings have been a wonderful addition to our student community. I wanted to thank Riverside Trauma Center and Golden Opportunities for their support and guidance during this time of grieving. In addition, I wanted to express my gratitude to our faculty, our counselors, our students and our communities for their outpouring of support for our high school. While this is a terrible tragedy, it is comforting knowing the care and support that exists in these two wonderful communities.

**HS Events:**

- Monday March 4<sup>th</sup> - Mykee Fowlin presentation grades 9-12
- Monday March 4<sup>th</sup> - School Start Times presentation- 6:30 Mudge Auditorium
- Monday March 18<sup>th</sup> - Spring Sports begin
- Tuesday March 26<sup>th</sup> - MCAS ELA
- Wednesday March 27<sup>th</sup> - MCAS ELA

**Student Recognition:**

Congratulations to the following students for being named finalists in the 2019 competition for National Merit Scholarships:

Alex Baroody	Elizabeth Hovey	Johanna Schulz
Scott Sirri	Hannah Szeto	

**Curriculum:**

The Harvard Model United Nations club engaged in an authentic simulation of the United Nations by going to the Harvard Model United Nations conference in January to learn about the UN system, compromise, conflict resolution and negotiation. Led by seniors Kyra Kozin and Katie Kovrlja and teacher advisor Mr. Kaplan, HMUN team members learned about the workings of world politics through

the lens of current events. This year, the group represented the country of Luxembourg and had three members serve on special committee. During the conference in Boston, the members of the club act as delegates of the country they represent and participate in discussion, debate, and formulation of possible solutions to global issues.

### **Guidance:**

#### **Guidance March News**

### **Course Selection:**

Course Selection for the 2019-2020 school year is closing on March 11<sup>th</sup>. All students will meet with a counselor individually by appointment (grades 9 & 11) or individually through sophomore seminars between March 12<sup>th</sup> and 20<sup>th</sup> for a course registration appointments. Parental sign off must be completed by April 4<sup>th</sup> so that course numbers can be the most accurate to create the master schedule.

### **Senior Transition Assembly:**

All seniors will participate in an assembly on March 13<sup>th</sup> during second period. Guidance will show the final 10 minute SOS closure video which focuses on how students can seek treatment with sadness and depression when they are away from home and Ms. Loando will process the movie with the group. The seniors will then listen to a panel of 5-6 recent graduates who will be speaking to the group about life after high school.

### **AP Pre-Registration:**

All students taking an AP exam(s) will take part in a pre-registration session at the beginning of quarter four. By completing the initial paperwork before AP exams it saves the students about 30-40 minutes of time on test day making the administration of the exams less stressful for the students. This will be changing for next year and this session will no longer be needed as the College Board will be incorporating the pre-registration information into ready-made labels the students can use.

### **Local Scholarships:**

Local scholarships will be available beginning April 1<sup>st</sup>, emails will go out to students and families as the date approaches.

### **Athletics:**

Congratulations to the athletes that competed in the All State meet at Reggie Lewis on February 23rd. Oliver Fried placed 11th in the mile. The 4x800 relay team of Danny Bennett, Will Brown, Oren Wiemeyer & Oliver Fried placed 22nd. Congratulations to TVL All Stars Tylan Mendes and Oliver Fried and to TVL Small Boys Coach of the Year Maura Bennett.

Congratulations to freshmen Ava Yablonski for being named TVL swimmer of the year.

Congratulations to Zach Lawrence, for being named diver of the year. Irene Yang, Kate Hennesy

and Sam Dawley were also named TVL all stars. Their coach Sue Eaton was named TVL coach of the year.

Congratulations to the DS/Hopkinton Girls Ice Hockey Team for receiving the TVL sportsmanship award and to Kristin McCluskey for being named a TVL all star.

Congratulations to Emma Gonsalves (placed 30<sup>th</sup>) and Allison Shanahan (placed 40<sup>th</sup>) for their performances at the MIAA High School Girls Alpine Championships.

Congratulations to Mack Kolligian (placed 21<sup>st</sup>) and Luke Theberge (placed 29<sup>th</sup>) for their performances at the MIAA High School Boys Alpine Championships.

Congratulations to the girls' varsity basketball team for qualifying for the MIAA tournament for the first time in thirteen years.

Congratulations to the boys' basketball team for qualifying for the MIAA tournament and for their first round victory over Uxbridge High School.

DSMS RSC Monthly Report  
Date: March 1, 2019  
Submitted by: Scott Kellett

SIP Goals Updates:

**Goal 1: *Health and Wellbeing of Students and Staff*: Revise and enhance programs in support of the social-emotional needs of students and staff**

Evidence of accomplishment:

The RTI Committee continues to meet regularly to discuss individual students and to also make tweaks to our process. At our February faculty meeting the RTI Committee provided our staff with an update on their work. Mr. Wrobleski and committee members continue to research and visit other area programs to gain insight into their workings. In addition, we have visited other social emotional programs in the area to gather information as well. This included attending a BRYT Workshop in Hopkinton.

Each room now has a lockdown bag that has supplies in case of a prolonged situation. In addition, we have dispersed additional equipment to help facilitate the securing of rooms.

Caroline Gallagher, a current DSHS junior, has arranged, through her role with Project 351 an opportunity for a group of 22 middle school students to participate in a workshop from the Boston Celtics "Playbook Initiative." On March 27th we will host a similar group from Jamaica Plain Middle School for a workshop focusing on diversity, inclusion, and community.

**Goal 2: Maintain excellence and rigor while adapting best practices and programs to prepare graduates for success in a rapidly changing world**

Evidence of accomplishment:

Several of our staff members are involved with the Academic Innovation Committee and attended the presentation of "Beyond Measure." *Beyond Measure* follows a new vanguard of educators across the country who are pioneering a fresh vision for American schools. Pulling from expert research in education, child development, and cognitive and neuroscience, these leaders are creating a new type of classroom. They're leading schools that direct our focus away from homework, prizes, top grades and test scores, and making room for curiosity, engagement, creativity, collaboration and independent thinking. By putting innovative models into practice, these educators are finding inspiration in doing things differently - and changing how and what we teach.

Ann Larsen continues to work with Amanda Rogers and our staff to further deepen our educators tool belts.

We are looking forward to Mykee Fowlin's presentation on March 4th. His programs combine both his professional acting talents and his psychological training. His mission is to create an atmosphere of worldwide inclusion, not just tolerance, towards all people. He has worked extensively with all age groups in the United States and in other countries. His work has included peer mediation, diversity trainings, gender equity workshops, and violence prevention seminars.

Mrs. Sammarco continues to work with area schools and businesses to provide our students STEAM opportunities. These include:

**2019 MA Girls STEM Summit** at Wentworth Institute of Technology on March 31st where students will be meeting women in STEM fields and work directly with them in hands-on career specific workshops. They will also learn more about selecting high school courses that could be applicable to STEM college programs.

**DigiGirlz Day** will be held at the Microsoft Sales & Technology Center in Burlington on April 26th. During the event, students will interact with Microsoft employees to gain exposure to careers in business and technology and to get an inside look at what it's like to work at Microsoft. This exciting event provides girls with career planning assistance, information about technology, business & cybersecurity roles, thought-provoking exercises, interesting Microsoft product demonstrations, and an Hour of Code certification. By participating in the Microsoft DigiGirlz Day, young women can find out about the variety of opportunities available in the high-tech industry and can explore future career paths.

**Olin College Workshop** will be hosted at DSMS on April 27th. The two workshops we are interested in running for students grades 5-8 will be

1. Creating Animations with JavaScript
2. Creating and Coding Apps with Thinkable

### **Goal 3: Content Review and Research of Mathematics**

Evidence of accomplishment:

Surveys have been done and we are in the process of reviewing this data.

During the professional development half day in February the Math department used a CFG model to look at what we would like our DSMS math program of studies to look like in 5 years. We brainstormed ideas about:

1. What we need to do on day one of our curriculum timeline to accomplish our future goals
2. What actions we need to do to accomplish these future goals
3. What would a math classroom look like in 5 years

As a follow up to this day, we began to organize our big ideas into categories during our recent department meeting.

### **Group Updates:**

#### **English:**

The sixth grade teachers invited their fifth grade colleagues from Pine Hill and Chickering to observe their classes. This was a follow-up to an earlier visit by 6th grade ELA teachers to the

elementaries. A lively and informative discussion followed the observations, covering a variety of topics, including methods and materials used in teaching vocabulary and grammar.

The seventh grade began its new unit on the novel *A Long Walk to Water*, a story of survival in war-torn Sudan in the 1980s.

The eighth grade began reading, analyzing, and writing about *To Kill a Mockingbird*. Students are exploring themes such as Community versus Individual rights, regionalism, parenting, and gender and racial stereotypes.

### **Mathematics:**

Our MathCounts team placed 7th at the competition held in early February in a field of 18 teams.

Our highest scorer was 7th grader Alex Chen, who placed 29th in a field of 140 individuals.

We are very proud of them, and even though we are not advancing to state competition this year, it is a young team of nearly all 6th and 7th graders (only one 8th grader!) and we look forward to working with them next year as they build their skills.

MathCounts will continue to meet for a few more weeks, as we tackle the Gold Challenge project.

### **Social Studies:**

Eighth grade students are eagerly awaiting letters from the elected officials they wrote to last month which are starting to come in slowly. The first response this year was from Representative Katherine Clark responding to a letter about gun violence. Thus far we have received responses from the NCAA, the Department of Education, and Governor Baker.

Eighth grade students are starting their Mock Trial where they research historical events and then become historical characters, lawyers and judges as we stage a trial of President Andrew Jackson for Abuse of the Constitution and Crimes Against Humanity. This type of project based learning cements students' understanding of events and issues around this controversial president and builds skills in research, writing and speaking. This tends to be students' favorite project of the year!

Thanks to a grant that we received from DSEF, 7th grade geography students recently witnessed a presentation from Isaya Oleporuo, a Maasai warrior, from Tanzania. His presentation allowed students to learn more about the culture of the Maasai people and it was evident that they were intrigued by a lifestyle that is so very different from their own. Some highlights were lessons in how to jump and how to dress like a member of this tribe. Many of our students even decided to purchase handmade bracelets, necklaces and other beadwork in order to help improve the lives of women from our speaker's village. In fact, we were able to raise \$481 from these sales! For more information on our speaker's efforts, visit <http://www.warriorsorganization.org/>.

Before concluding the Africa unit, students selected an African country and conducted research in order to complete a travel brochure. As a part of this project, students wrote a history summary that is being graded by both their English and Social Studies teachers. We are hopeful that students will begin to make more interdisciplinary connections between the two classes as they begin reading *A Long Walk to Water* by Linda Sue Park in their English classes. The novel, which is based on a true story, takes place in Africa.

Sixth grade students used Augmented Reality to further their study of Greek Religion by analyzing the statues of a Greek Temple, Medusa, and Greek Gods and Goddesses. Students practiced a formal observation protocol while utilizing the technology available at our school. They were truly “wowed” by this experience! This is Katie Paster below.



### **Science:**

Grade 6: Students have learned about the Earth's layers, convection currents, Alfred Wegener's theory of continental drift followed by plate tectonics. Students have made models and foldables and reviewed concepts using an interactive website called "Dynamic Earth Interactives" using the ipads. This week, students are analyzing maps to learn where the greatest earthquake hazards are in the United States. We have also begun to teach them about the Haiti earthquake of 2010 and the science behind what caused it. Mr. Thompson and Ms. Mazzocca are experimenting

with co-teaching, that allows for more flexibility, choice and movement within the two classrooms. Students have responded favorably to this arrangement by working cooperatively across the two teams.

Seventh grade life science students have been working hard mastering the concepts of genetics. While learning all about probability and the inheritance of traits from parents to offspring, students have also been exploring via fun interactive activities such as Augmented Reality with our Digital Specialist, Sandra Sammarco, Dragon Genetics using Geniverse online games, and Crazy Traits from CPO. Thunder students have also been working on the research component for their Global Goals Project and enjoying the autonomy in this PBL Unit.

Our 8th grade is wrapping up their unit on heat and temperature. Students were challenged to work in groups to teach heat concepts to the class, using interesting heat materials - -lava lamps, bimetallic bars, radiometers, etc. We are grateful for the support of lab equipment that allows us to re-stock these materials as needed, and always be on the lookout for new and interesting demonstrations.

### **Wellness:**

Physical education classes have started to work on a Winter Sports Unit. Students will spend time on basketball, hockey, and fitness development during this unit.

Health education- students will be learning about CPR/AED

**Engineering:** Quarter 3 Students will be showcasing their Architect Community Building Project in the Library and main lobby of DSMS during the first week of March. This project-based learning unit allowed students to apply the Engineering Design Process to a livable community space/area. Please stop by to see their models.

### **School Council:**

*Dover Sherborn Middle School  
School Advisory Council Agenda  
3:00 PM  
February 11, 2019  
Middle School Conference Room*

Welcome

Stephen Wroblewski, Karina Corrigan, Tawny Desjardins, Hazel Keating (on phone), Judi Miller, Anita Sebastian, Olive Woodward

School Start Time Update -

Judi reported on some possible changes to 2020 school-start time

Start time committee is brainstorming and talking to other groups

Andrew K. is getting feedback from teachers

Issue - The science is clear - adolescents are not programmed to sleep before 11 pm and they require 8 1/2 to 10 hours of sleep

Sleep is the bedrock for social/emotional/academic success

European schools have always started later  
Smaller children are up earlier - better suited for an early start  
No Massachusetts schools have switched to a later time and then gone back  
What does this mean for staff?  
How does this work for after-school activities and sports?

School Improvement Plan (RSC REPORT)  
Reviewed report

Handbook (CULTURAL BIAS AND ELECTRONICS)  
Judi gave Scott wording for Cultural Bias  
Tawny reported McKinney-Vento Homeless Assistance Act info to Scott  
Should phones be allowed in school?  
Bell to bell - no phones during school hours  
Should there be exceptions for students with anxiety issues, etc?  
Can't check all students activity - especially in large group settings  
Middle school is hard to monitor  
Apple watches - Ban them or have more specific wording in handbook around smartwatches

Other Business  
Look into our phone acceptable use policy

Adjourn -  
3:40

# The Public Schools of Dover and Sherborn

Dr. Andrew W. Keough, Superintendent

157 Farm Street

Dover, MA 02030

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

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

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

Ms. Debbie Dixson, Interim Special Ed Director

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

To: Dr. Andrew Keough, Superintendent

From: Elizabeth McCoy, Assistant Superintendent

Re: March School Committee Meeting - Region

Date: February 27, 2019

## **HISTORY FRAMEWORKS**

With the inception of the 2018 History and Social Science frameworks, our K-12 History instructional leaders have been attending a learning series organized through the ACCEPT Collaborative. While part of the conversation includes shifting and adjusting content topics between grade levels, we have devoted a significant amount of time to discussing application of the Standards for History and Social Studies Practice that require educators to focus on the development of skills through the application of content. These practices include:

- Demonstrate civic knowledge, skills, and dispositions.
- Develop focused questions or problem statements and conduct inquiries.
- Organize information and data from multiple primary and secondary sources.
- Analyze the purpose and point of view of each source; distinguish opinion from fact.
- Evaluate the credibility, accuracy, and relevance of each source.
- Argue or explain conclusions, using valid reasoning and evidence.
- Determine next steps and take informed action, as appropriate.

These practices align with those outlined in other disciplines, all with the intent of developing the skills utilized by practicing mathematicians, scientists, and historians. As the Innovation Committee is finding through its research, these skills are critical for the success of our students in college, career, and life, and will help maintain our focus on essential questions and concepts in a world with an exponentially growing knowledge base.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

The Professional Development Committee held its third meeting of the year on January 10. The group reviewed its current focal points and accomplishments to date, and given the goals of the Strategic Plan and recommendations resulting from the Special Education audit, began to outline plans for the 2019-2010 year. While we will continue to work on addressing the social-emotional needs of our students in a culturally responsive way, we will explore additional ways of differentiating instruction and increasing collaboration between general and special educators and specialists. Summer workshops and fall courses are already in the development process.

## **MIDDLE SCHOOL BLUES FESTIVAL**

Bravo to Mr. Duprey and the various middle school bands who performed in the Blues Festival on January 17. I was so impressed by the range of configurations and musical selections, providing all students an opportunity to participate regardless of skill level and interest. Although John Denver is always a favorite, the original piece on Minecraft was a definite hit.

## **ACADEMIC INNOVATION COMMITTEE**

The Academic Innovation Committee held its first meeting on Friday, January 18. The Committee launched its work in seeking to answer the essential question, “What skills do our graduates need for success in college, career and life in the 21st century?” The Committee was divided into multiple topic areas and provided resources and materials to read and review. The screenings of *Most Likely to Succeed* and *Beyond Measure*, in addition to the upcoming Industry Think Tank and College Preparedness panels, also serve as information-gathering components of the research process.

The Committee will convene again on April 26 to share sub-group findings and begin to outline skill sets and dispositions required of our graduates. The final session on May 17 will allow the Committee to synthesize its thinking and prepare a draft Portrait of a Graduate to be shared with stakeholders for feedback. Next year’s work will consist of gaining School Committee approval of the Portrait and developing an action plan to ensure that the appropriate programs and structures are in place within our schools to support mastery of the identified competencies.

## **MIDDLE SCHOOL MLK CELEBRATION**

Many thanks to the middle school educators who organized the MLK celebration on Friday, January 25. The day began with an assembly led by student representatives that included a 39 candle tribute to various changemakers; the array of identities and areas of influence was remarkable. Students then attended various workshops throughout the day, each following a personalized schedule. I am honored to have had the opportunity to participate in the day and applaud the efforts of the middle school team to inspire service learning among our future leaders.

## **DSEF GRANTS**

PK-12 educators have been busying writing and submitting annual proposals for DSEF grants. In addition to projects specific to schools, many span multiple buildings and align with the goals of the Strategic Plan, including proposals for innovative classroom spaces and the development of a data dashboard. I am so inspired by the ideas coming forward and level of faculty interest in improving our program and expanding opportunities for students. Many thanks to the DSEF for making these projects possible; this year’s decision-making process is sure to be a difficult one.

## **K-12 COMPUTER SCIENCE & TECHNOLOGY PROGRAM**

The K-12 Computer Science & Technology Department met on Wednesday, February 6. Since their December meeting when they did an internal analysis of the current program, team members visited other schools including Lincoln-Sudbury High School and the Hopkinton Public Schools, exploring new and

different curricular and extra-curricular options. The team shared its findings at Wednesday's meeting and has begun to develop a plan for updating and expanding STEAM opportunities including additional units and computer science courses.

### **CHALLENGE SUCCESS SPEAKER**

Challenge Success hosted another successful event on Tuesday, February 26 with a presentation given by Dr. Catherine Steiner-Adair, author of *The Big Disconnect: Protecting Childhood and Family Relationships in the Digital Age*. Dr. Steiner-Adair captivated the audience for two hours, touching on topics from the need to provide opportunities for children to engage in "deep play" in order to develop "deep thinking" to the value of teaching students how to be responsible and ethical digital citizens through the formal curriculum and advisory-like programs. The presentation received rave reviews and several requests have been made for Dr. Steiner-Adair to return to DS to address the faculty and students next year.

### **WELLNESS COMMITTEE**

The Wellness Committee will be meeting on February 28. The Committee will share progress on its five goals (below) and begin planning a #WEareDS wellness event.

- Health Curriculum - Support educators in delivering a current and effective curriculum
- Movement & Mindfulness - Identify creative ways to add movement and mindfulness to the school day
- Nutrition 2.0 - Support our nutritionist in meeting the goals outlined in the Edvocate Report
- Technology & Safety - Identify best practices and recommend guidelines for safe technology integration
- Wellness in DS - Identify ways to share and celebrate district initiatives

### **SAVE THE DATES**

- March 21, 6:30 PM - Industry Think Tank Panel Discussion (High School Auditorium)
- April 10, 6:30 PM - College Preparedness Panel Discussion (High School Auditorium)

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**To: Dover Sherborn Regional School Committee**

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

**Date: March 5, 2019**

**RE: Superintendent Report**

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## **Emergency Response Team and Security Update-**

Earlier this year, following a private meeting with both police Chiefs, we held our second districtwide, Emergency Response Team meeting. The Team, which includes central office and building administrators, counseling staff, and local law enforcement, continues to review our emergency protocols and develop additional strategies and practices that will ensure the safety of our staff and students. We continue to remain vigilant across the system in this regard. Along these lines, we are in the process of installing the electronic locking system of our doors at the middle school and high school. This work is slated to be completed in the coming weeks and will likely go online following the April break. Other security measures recommended for our facilities in the audit but not shared publicly has been completed.

## **Update on Accept Transportation-**

On January 24<sup>th</sup> the ACCEPT Board of Directors (Superintendents) met to discuss the implications of the anticipated rise in special education transportation costs for FY20, due to Framingham's decision to no longer use ACCEPT transportation. Although not yet fully voted by the Board, it is expected that the Collaborative will offset some of the FY 20 increases using reserve funds. We are working off of these assumptions in our budget calculations.

## **Director of Student Services Search-**

The search for our next Director of Student Services is well underway. The search committee has completed the interviewing process and we are in the process of establishing dates and times for visits to our district. These are slated to take place the week of March 11<sup>th</sup>. School Committee members will be invited to participate as well. Ideally, we will be able to arrange a meeting of the Joint School Committees in March so that I can formally recommend a candidate for appointment. I want to thank the members of the search committee who dedicated a great deal of time and energy to this process.

## **Start Times-**

The Start Times Task Force continues to meet bi-weekly. The committee has broken into two groups. One is focusing on communication (using the website, a community presentation, faculty meetings, and developing a video to educate students) and scenarios. We are hopeful that the weather will cooperate for the community

presentation/panel event led by Dr. Czeisler on March 4th. Read more and register to attend [here](#). I will be speaking with middle and high school students and middle and high school faculty next week, and we will conduct surveys of the district's stakeholders the following week. Along these lines, be sure to check out the most recent [Keough's Korner](#) on this topic. I was impressed by our student panelists, Joe Murray (who happens to be a cousin of mine) and Evan Strauss. I want to thank the Start Times Task Force for their unending efforts in this regard and look forward to bringing some possible suggestions to consider to the Joint School Committee in April.

### **Central Office Newsletter-**

Please watch for the winter edition of the Central Office Newsletter, which is slated to go out this week. It will provide a great deal of information and guidance to the community about our ongoing work. I hope you find it helpful.

### **Meetings-**

Since our January meeting, I attended the MASS (Massachusetts Association of School Superintendents) Mid-Winter Meeting in Marlborough. It was an exceptional meeting, attended by Massachusetts Education Commissioner, Jeff Riley. The day kicked off with a presentation by Andrew Calkins, Director, *Next Generation Learning Challenges*. The topic was: *Five Reasons Why Massachusetts' Schools Can Genuinely Lead the Nation – and What That Would Look Like If It Were True?* I was thoroughly engaged by presentation and how closely it linked with the focus of our strategic plan. We are clearly heading in the right direction! You can view his slide presentation here: <https://www.dropbox.com/s/namx15w7ijfwv0j/MASS%20slides%20Jan%202019.pptx?dl=0>

I also had the pleasure of attending the TEC Legislative Breakfast last week. There were two presentations by state reps, David Linsky and Carmine Gentile, as well as a panel discussion with five local superintendents and a Walpole school committee member. A significant portion of the discussion centered on school finance and the discussions taking place in the legislature related to increasing local aid. The MASS has taken a position on this topic, which you can view [here](#).

In February I attended a meeting in Needham focused on the Metco Enrollment Process. Prior to the discussion a presentation was given by Harvard researcher, Ann Mantil on the impact Metco has had on its students over the past decade. It was fascinating and provided insight into the many benefits of the Metco program. I would like to thank Monique Marshall-Veale for joining me at this event. Along these lines, be sure to save the date for the DS Metco 50 Year Celebration, slated for Saturday April 6, 2019. Check out the invitation [here](#).

Finally, I served in late February on the ACCEPT Collaborative Executive Director Search Committee. It was an informative and important process, in that we are dependent on many of the services (as mentioned above) provided by the Collaborative. A new Director will be named later this week.

# #WEareDS

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TO: Andrew Keough, Superintendent  
FROM: Dawn Fattore, Business Administrator  
RE: FY19 Monthly Report  
DATE: March 1, 2019

Please find attached the following reports for the Committee's review:

- a. General Fund Revenues as of February 28, 2019
- b. Status of Appropriations as of February 28, 2019

## Revenues

There are no new variances to report, the positive variance from revenues remains at \$126,649.

## Status of Appropriations

### **Salaries**

Last month we increased the positive variance in salaries to \$80,000 representing primarily post-FY19 budget staffing changes. We may realize additional salary savings from a few positions not filled at this time. We will refine our projections for the next report to the Committee. As previously reported, athletic coaching stipends are encumbered by season; fall and winter coaches are reflected in this statement as expended and the balance remaining primarily reflects spring coaches yet to be encumbered. At this time we are assuming full use of the substitute and custodial salary budgets.

### **Expenditures**

For the majority of operating line items not specifically mentioned, we continue to forecast as budgeted. SPED services are running a negative variance based on current student needs. We are projecting a small operating variance in utilities primarily comprised of net metering credits. All utilities are encumbered except for telephone services. The positive variance from healthcare insurance remains at \$230,000 and will be reviewed for additional changes prior to the next Committee meeting. We continue to reflect the planned positive variance in transportation due to the use of the Regional Transportation Reimbursement Fund.

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

**Dover Sherborn Regional School District**  
**General Fund Revenues**  
*as of February 28, 2019*

	<u>FY19</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	\$12,042,917	\$7,682,010	\$4,360,907	\$0	0.00%
SHERBORN ASSESSMENTS	9,504,266	6,070,517	3,433,749	0	0.00%
CHAPTER 70, net	2,133,039	1,267,313	910,478	44,752	2.10%
CHAPTER 71 (Transportation)	428,844	229,766	261,388	62,310	14.53%
H/S ATHLETIC FEES	255,000	174,700	80,300	0	0.00%
H/S PARKING FEES	51,000	47,091	3,909	0	0.00%
H/S ACTIVITY FEE	13,500	12,528	973	0	0.00%
M/S ACTIVITY FEE	11,250	8,640	2,610	0	0.00%
MISC REVENUE	5,000	0	5,000	0	0.00%
BANK INTEREST	20,000	21,311	18,276	19,587	97.93%
NON-CASH ACTIVITY	0	0	0	0	na
E&D UTILIZATION	150,000	150,000	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>\$24,614,816</b>	<b>\$15,663,875</b>	<b>\$9,077,590</b>	<b>\$126,649</b>	<b>0.51%</b>

**Dover Sherborn Regional School District  
Status of Appropriations as of February 28, 2019**

	FY19	EXPENDED		TOTAL	OPERATING	% OF
		BUDGET	THRU 2/28		ENCUMBRANCES	
<b><u>SALARIES</u></b>						
SCHOOL COMMITTEE	27,998	17,895	9,611	27,506	493	1.76%
SUPERINTENDENT	195,122	127,974	67,038	195,012	110	0.06%
BUSINESS AND FINANCE	200,412	118,144	60,387	178,531	21,880	10.92%
DISTRICTWIDE INFORMATION MGMT	266,155	166,569	95,358	261,927	4,228	1.59%
SPED/GUIDANCE ADMINISTRATION	464,334	243,971	193,595	437,566	26,768	5.76%
SCHOOL LEADERSHIP - BUILDING	700,822	452,020	245,346	697,365	3,456	0.49%
ACADEMIC LEADERS/QPO	163,127	67,169	71,806	138,975	24,152	14.81%
TEACHERS, CLASSROOM	9,221,771	4,613,986	4,576,049	9,190,035	31,736	0.34%
TEACHERS, SPED	1,449,903	720,535	725,044	1,445,579	4,324	0.30%
SUBSTITUTES	110,000	52,294	12,688	64,982	45,018	40.93%
EDUCATIONAL ASSISTANTS, SPED	438,145	261,725	189,389	451,114	(12,969)	-2.96%
LIBRARIANS	220,502	110,251	110,251	220,502	0	0.00%
BUILDING BASED PD	38,250	32,513	0	32,513	5,738	15.00%
GUIDANCE	784,805	406,010	375,300	781,310	3,495	0.45%
PSYCHOLOGICAL SERVICES	102,718	51,359	51,359	102,718	0	0.00%
MEDICAL / HEALTH SERVICES	185,683	86,519	81,439	167,958	17,725	9.55%
ATHLETICS	413,841	263,975	65,121	329,096	84,745	20.48%
OTHER STUDENT ACTIVITIES	177,210	75,194	89,423	164,616	12,594	7.11%
CUSTODIAL & GROUNDS SERVICES	767,590	487,503	239,707	727,210	40,379	5.26%
<b>TOTAL SALARIES</b>	<b>\$ 15,928,385</b>	<b>\$ 8,355,605</b>	<b>\$ 7,258,909</b>	<b>\$ 15,614,515</b>	<b>\$313,870</b>	<b>1.97%</b>
<b><u>EXPENDITURES</u></b>						
SCHOOL COMMITTEE	41,500	32,024	11,099	43,123	(1,623)	-3.91%
SUPERINTENDENT	59,425	40,733	10,911	51,644	7,781	13.09%
LEGAL SERVICES	40,000	15,000	0	15,000	25,000	62.50%
DISTRICTWIDE INFO MGMT	70,000	55,305	6,344	61,649	8,351	11.93%
SCHOOL LEADERSHIP - BUILDING	93,300	35,757	13,185	48,942	44,358	47.54%
CLASSROOM SUPPLIES	34,871	14,519	3,866	18,386	16,485	47.28%
SPED SERVICES/SUPPLIES	138,975	91,715	80,764	172,479	(33,504)	-24.11%
LIBRARIES & MEDIA CENTER	4,887	4,380	125	4,505	382	7.83%
COURSE REIMBURSEMENT/PD	94,035	40,171	1,615	41,786	52,249	55.56%
TEXTBOOKS & RELATED SOFTWARE	71,035	36,229	883	37,113	33,923	47.75%
LIBRARY INSTRUCTIONAL MATERIAL	29,558	21,578	3,535	25,113	4,445	15.04%
INSTRUCTIONAL EQUIPMENT	93,050	62,762	19,084	81,847	11,203	12.04%
GENERAL SUPPLIES	145,370	83,444	23,363	106,807	38,563	26.53%
OTHER INSTRUCTIONAL SERVICES	20,450	6,247	8,010	14,257	6,193	30.28%
CLASSROOM INSTRUCTIONAL TECH.	122,850	119,052	2,667	121,719	1,131	0.92%
GUIDANCE	40,921	11,768	2,829	14,596	26,325	64.33%
MEDICAL / HEALTH SERVICES	8,800	6,235	51	6,285	2,515	28.57%
TRANSPORTATION SERVICES	810,859	251,765	325,292	577,057	233,802	28.83%
ATHLETICS	228,455	146,245	47,586	193,830	34,625	15.16%
CUSTODIAL SERVICES	55,500	42,577	4,269	46,846	8,654	15.59%
MAINTENANCE OF BUILDINGS	520,000	399,930	138,807	538,736	(18,736)	-3.60%
MAINTENANCE OF GROUNDS	60,000	31,962	10,636	42,598	17,402	29.00%
UTILITIES	594,250	277,440	271,543	548,983	45,267	7.62%
ER RETIREMENT CONTRIBUTION	636,449	633,661	0	633,661	2,788	0.44%
ER INSURANCE ACTIVE EMPLOYEES	2,903,914	1,820,073	844,391	2,664,464	239,450	8.25%
ER INSURANCE RETIRED EMPLOYEES	703,221	456,929	228,000	684,929	18,292	2.60%
OTHER NON EMPLOYEE INSURANCE	61,156	58,596	0	58,596	2,560	4.19%
LONG TERM DEBT RETIREMENT	890,000	0	890,000	890,000	0	0.00%
LONG TERM DEBT SERVICE	113,600	56,800	56,800	113,600	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$8,686,431</b>	<b>\$4,852,896</b>	<b>\$3,005,654</b>	<b>\$7,858,549</b>	<b>\$827,882</b>	<b>9.53%</b>
<b>TOTAL OPERATING</b>	<b>\$24,614,816</b>	<b>\$13,208,501</b>	<b>\$10,264,563</b>	<b>\$23,473,064</b>	<b>\$1,141,752</b>	<b>4.64%</b>

# 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. Elizabeth M. McCoy, Asst. Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Debbie Dixson, Interim Special Ed Director

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

TO: Regional School Committee Members

FROM: Andrew Keough, Superintendent  
Dawn Fattore, Business Administrator

RE: FY20 Budget Motions

DATE: March 1, 2019

As we move to certify the FY20 Budget and funding for the related capital project requests, the following motions are presented for action by the Committee. The figures below account for the initial contribution of \$500,000 to the OPEB Liability Trust Fund provided by a transfer from Community Education Funds.

## FY20 Operating Budget

Motion to adopt the FY20 budget in the amount of **\$25,792,254** which is reduced by estimated receipts and available funds in the amount of **\$3,715,463** for a net amount to be assessed to the member town of **\$22,076,791**. This assessment is comprised of **\$21,110,991** in operating expenses and **\$965,800** 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.

Motion to approve the utilization of **\$100,000** of June 30, 2018 certified Excess & Deficiency funds for the FY20 Budget.

Motion to approve a total transfer of **\$500,000** into the General Fund from the DEDA , SHEDA and Community Enrichment Revolving Funds to be used for the initial contribution to the OPEB Liability Trust Fund.

## FY20 Capital Projects

Motion to transfer **\$300,000** of June 30, 2018 certified Excess & Deficiency funds to the Region's Capital Fund to cover costs for approved FY20 Capital Projects.

#	Capital Item Requested	Location	Addition/ Replacement?	2020	2021	2022	2023	2024	NOTES
	Roof	HS	replace	\$0		\$840,000			Researching MSBA funding and solar opportunities - Recommend moving to 2022 - consolidate projects
	Common Area Lighting Upgrades - LED	HS/MS	replace	\$60,000					In process of a retro-fit in MS Library taking advantage of an Eversource Incentive Program - will use this as a basis for future lighting upgrades- represents labor only - fixtures provided at no-charge
	Toro Field Mower	Grounds	replace	\$62,000					Replacing 2011 mower which will be kept as long as functional to spread the stress on use. Current mower will be at 2,100 hours end of this year.
	Floors-classrooms	HS	replace	\$65,000					Critical areas to be completed are being identified
	Floor	Food Service	replace	\$45,000					Due to current conditions, recommend moving this project forward from FY21 to FY20. Replace rolled epoxy with vinyl sheeting
	Phone system	Campus-wide	replace	\$30,000					Upgrade outdated phone system with IP based system and be fully compatible with Chickering and Pine Hill to allow for direct extension dialing and enhanced in-house management capabilities.
	Skylights	HS	replace	\$0		\$15,000			Recommend moving to 2022 with Roof - no current issues with windows
	Equipment tbd	WWTP	replace	\$15,000					Reviewing needs with WWTP Contractor - this request will remain in FY20
	Split A/C Condensers (last of older units)	MS	replace	\$14,500					Requesting quotes to finalize costs
	Sound and Lighting System	Mudge	replace	\$0					Lights were replaced this summer with Mudge grant. Will fully define sound needs and fund with non-capital, non-operating funds
	Water Storage Tank (reline, etc.) - Irrigation/Fire Suppression	Grounds	replace	\$0					Interior tank inspection was performed and repairs/items noted can be covered as needed from the operating budget
	Bleachers	Athletics	repair/upgrade	\$0					Research and fund with Athletic Revolving, Building Rental and Other Funds
	Asphalt Paving	Remaining areas	replace		\$125,000				
	Floors	MS	replace		\$85,000				
	Floors-classrooms	HS	replace		\$50,000				
	Floors/fixtures bathrooms	Lindquist	repair/replace		\$32,000				
	Equipment tbd	WWTP	repair/replace		\$25,000				
	Exhaust / Ventilation	MS/HS	repair/replace		\$20,000				
	Roof	MS	replace			\$795,000			
	Roof	Lindquist	replace			\$350,000			
	Domestic Hot Water Generation	MS/HS	replace			\$131,000			
	Floors-classrooms	HS	replace			\$50,000			
	Floors/fixtures bathrooms	Lindquist	repair/replace			\$11,000			
	Boilers	MS	replace				\$240,000		
	Boilers	HS	replace				\$235,000		
	Rooftop Air Handling Units (HVAC) (over 2 years)	HS	replace				\$175,000		
	Elevator Components	HS	replace				\$98,000		
	Rooftop Air Handling Unit (HVAC)	Lindquist	replace				\$97,500		
	Rooftop Air Handling Unit (HVAC)	MS	replace				\$56,000		
	Ford F250 Pick-up truck	Grounds	replace				\$39,500		
	Irrigation System Control Station	Grounds	replace				\$34,000		
	Original Well Re-fracturing	Grounds	replace				\$22,500		
	Pump House Boiler	Grounds	replace				\$22,500		
	Floor Scrubber	MS	replace				\$14,500		
	Rooftop Air Handling Units (HVAC) (over 2 years)	HS	replace					\$180,000	
	Rooftop Air Handling Unit (HVAC)	Lindquist	replace					\$58,000	
	Equipment (tbd)	WWTP	replace					\$17,000	
	<b>TOTALS</b>			<b>\$291,500</b>	<b>\$337,000</b>	<b>\$2,192,000</b>	<b>\$1,034,500</b>	<b>\$255,000</b>	
			round to	<b>\$300,000</b>					

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157 Farm Street

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

TO: Dover-Sherborn Regional School Committee

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

Date: March 1, 2019

RE: Agenda Item #9

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Massachusetts 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.

Our school committees have historically voted not to participate in School Choice.

Should the committees decide not to participate, the recommended motion is:

Move to have the Dover Sherborn Regional Schools not participate in School Choice program for the 2019-2020 school year.

## DRAFT

### Dover-Sherborn Regional School Committee Meeting of February 7, 2019

Members Present: Anne Hovey, Vice Chair  
Maggie Charron  
Judi Miller  
Clare Graham

Also Present: Dr. Andrew Keough, Superintendent  
Beth McCoy, Assistant Superintendent  
Dawn Fattore, Business Manager  
John Smith, High School 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 - Ms. Edni highlighted recent and upcoming events at the high school.

#### 4) **Financial Reports**

*FY19 Monthly Report as of January 31st.*

- Salaries - the positive variance has been increased to approximately \$80,000 due to a mid-year retirement in special education administration.
- Operating Expenditures - there is a small positive operating variance projected in utilities primarily comprised of net metering credits. The projected positive variance for healthcare is \$230,000 representing a combination of FY19 employee staffing changes resulting in no election of coverage and several employees terminating coverage outside of our incentive offerings. The purchase of the 2017 15 passenger van, net of insurance claims and trade-in value, totaled \$23,000.
- Capital Projects - The remaining FY19 projects to be completed are the cafeteria walk-in freezer/refrigeration upgrade, purchased of HVAC exhaust/ventilation inventory, and additional paving.
- Special Revenue/Revolving Funds - the quarterly update was provided.

#### 5) **ACED Recommendations for FY20** - The members of the Committee asked for more information on student participation numbers, amount of time the activity requires, etc. There will be a vote at the meeting later this month.

#### 6) **FY20 Operating and Capital Budgets**

- *Special Education Programming* - The Administration presented the recommendations and financial impact of the proposed changes to the Special Education organization and programming:
  - Recommendations: increase in-district BCBA support by .4 to .5 FTE at the Region; increase joint professional development; and develop an ASD Program at the elementary level.
  - Additional Recommendations: increase school psychologist support at both middle school and high school to 1.0 FTE; add .5 FTE adjustment counselor; create more robust general education programmatic interventions that extend to the middle school; implement SEL screening; and expand Director of Guidance to PreK-12.

## DRAFT

- Impact: centralize IEP process and administrative assistant support by creating two full time 12 month positions 1) IEP Management (improve consistency between schools) and 2) Finance, Transportation and Administrative Support.
- *FY20 Operating Budget* - Ms. Fattore presented the adjustments made to the FY20 Budget since the December meeting: revenues have been increased \$89,268 based on revisions to the Governor's Budget; addition of .4 FTE BCBA \$25,000; addition of 1.0 FTE Adjustment Counselor (net costs) \$30,000; and addition of 1.0 FTE Psychologist \$65,000. The net effect is a FY20 Budget increase of \$30,732 to \$25,379,754 which is an increase of 3.11% (\$764,938) over FY19.

### **7) Consent Agenda**

- Approval of Minutes of January 15, 2019

*Ms. Graham made a motion to approve the Consent Agenda. Ms. Miller seconded.  
19-04 VOTE: 4 - 0*

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

- DSHS Headmaster's Report: Mr. Smith
- DSMS Headmaster's Report: Mr. Kellett
- Dover School Committee Minutes of November 20, 2019
- Sherborn School Committee Minutes - none

### **9) Items for February 26, 2019 meeting - FY20 Budget, ACED recommendations**

### **10) Adjournment at 7:47 pm.**

Respectfully submitted, Amy Davis

*The Public Schools of Dover and Sherborn*

*Memo from  
Superintendent Dr. Andrew Keough*

To: Regional School Committee  
From: Andrew W. Keough, Ed.D., Superintendent  
RE: Donations  
Date: March 1, 2019

---

I respectfully request that the Dover Sherborn Regional School Committee accept the following donations:

Athletic Donations- see attached memo

Donation from Children's Orthopedic Department for \$1,000 to cover the cost of a required physician at football games.

Boat to the Dover Sherborn Sailing Club – see attached memo

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

Ron Sudmyer  
Interim Athletic Director

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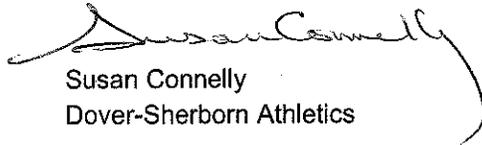
To: John Smith, Headmaster  
From: Susan Connelly  
Date: February 27, 2019  
Re: Donations for Winter Coaches

The following donations have been made to pay some of our volunteer coaches for our Winter 2018-19 Athletic Program.

From Dover-Sherborn Girls HS Basketball (Needham Bank)  
Check # 89: for Kasey Fraser \$2,000.00

From Dover Sherborn boys Basketball Team (Needham Bank)  
Check # 128 for Matt Freeman \$2,500.00

Respectfully submitted.

  
Susan Connelly  
Dover-Sherborn Athletics

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

Children's Orthopedic Surgery  
Foundation, Inc.  
300 Longwood Avenue HU FL2  
Boston, MA 02115

(617) 355-8699

Eastern Bank  
Boston, MA 02110

008166

53-179-113

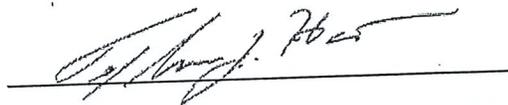
DATE  
Dec 28, 2018

AMOUNT  
\$1,000.00

Pay

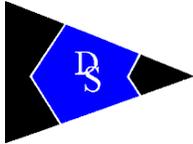
One Thousand Dollars and 00 Cents  
to the Order of:

Dover-Sherborn High School  
9 Junction Street  
Dover, MA 02030



VOID after 180 days    Checks over \$5000 require two signatures

⑈008166⑈ ⑆011301798⑆ 600799514⑈



February 8, 2019

Dear Mr. Smith,

It is my pleasure to be writing to you on behalf of The Friends of DS Sailing. The Friends of Dover Sherborn Sailing is an organization of parents, students and community volunteers that promote and support the sport of sailing at DS High School and the ideals of teamwork associated with it.

We would like to donate a coach boat to the Dover Sherborn School district. The cost of the coach boat would cost somewhere between \$1,500.00 to \$3,500.00.

The coach boat would serve an important part of the day to day for our 23 to 25 DS sailors and most importantly, ensure their safety on the water. It would allow our assistant coach to remain on the water throughout the practices each day and if need be, attend to any sailor or boat quickly. Having this coach boat would allow the team to be split into two practice groups to then best utilize our two coaches and provide first-rate instruction in those smaller groups.

The coach boat also provides the team with a start and finish boat during races and one boat to travel the course to supervise races.

I thank you in advance for your time in reviewing our request.

Sincerely,

Anne Fay

President, The Friends of DS Sailing

**Approved February 15, 2019**

**Sherborn School Committee**  
Meeting of November 13, 2018

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

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

**1) Call to Order**

Ms. Potter called the meeting to order at 6:34 pm in the auditorium.

**2) Public Comment - none**

**3) CSA Co-Presidents -** Ms. Hoffman gave an update on CSA events that have happened so far this year. The Auction will be held on May 4th at Wellesley College Club with the theme Studio 54.

**4) Reports**

- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Assistant Superintendent Report - Ms. McCoy spoke about:
  - Professional Development - The PD Committee held its first meeting and assessed progress on the implementation of the professional development plan.
  - Academic Innovation Committee - the first meeting is scheduled for January 18th with community wide events being held on January 10th and March 21st geared towards exploring skills needed to students to be successful in college, career, and life.
  - Global Symposium - several members of the administration attended the EF Global Symposium which brought together global leaders, national organizations, and local educators to explore the skills needed for success in the year 2050,
  - FLES - the region continues to plan and prepare for the arrival of its first cohort of FLES (Foreign Language in Elementary School) students in the fall of 2019.
- Superintendent Report - Dr. Keough reviewed his report and highlighted the following items:
  - Special Education Re-Organization Update - since the October Joint School Committee meeting, the administration has been working to develop more defined job descriptions for each staff member or administrator outlined in the proposed special education re-org for FY-20.
  - Challenge Success - Dr. Keough attended the Challenge Success "Fit over Rankings" presentation in Boston in October that focused on why it is critical that young people today look at higher education through new lenses when thinking about where they would like to attend college, specifically on engagement in the college experiment as the primary indicator of student success.

**5) FY19 Monthly Financial Report**

The Status of Appropriations as of November 7th was provided:

## Approved February 15, 2019

- Salaries - all staff positions have now been encumbered and are in-line with budget assumptions. Savings from educator staffing changes offset the increases in educational assistant staffing needs.
  - Expenditures - there are no variances to report at this early stage.
  - Out-of-District - there is a projected negative variance of approximately \$23,500 in tuition and \$17,500 in transportation based on placements as of November 1st.
  - Special Revenue/Revolving Funds - the Statement of Activity as of October 31st was provided.
- 6) Vote to approve Pre-K Tuition** - the Administration recommended a 2.5% tuition increase for the 2019-20 school year: Morning 3 days - \$3,880; Morning 4 days - \$5,146; Morning 5 days - \$6,467; and Afternoons per day - \$861.  
Ms. Potter made a motion to approve the Pre-K Tuition increase of 2.5% for the 2019-20 school year as presented. Ms. Brown seconded.  
18-12 VOTE: 5 - 0
- 7) 2018 Academic Testing** - MCAS results were presented and discussed.
- 8) Superintendent Goals Review** - Dr. Keough discussed each of his goals and reviewed work done to date and/or work to be done:
- Goal 1: Revisit School Start Times
  - Goal 2: Improve District/Superintendent Communication
  - Goal 3: Ensure that student services for the district are delivered in a consistent, efficient, and effective manner
  - Goal 4: Ensure that district remains focused on student wellbeing through emphasis on cultural proficiency, social emotional learning, and student sense of belonging
  - Goal 5: Working with the Leadership Team, ensure that all Dover and Sherborn Students are exposed to a rigorous curriculum, that their teachers receive meaningful feedback about their instruction, and that authentic learning experiences and assessments are prioritized in all schools.
  - Goal 6: Expand connections with experienced superintendents, continuing with coaching model, participating in job alike meetings, attending relevant conferences on school leadership
- 9) Proposed FY20 Operating and Capital Budget** - Dr. Keough presented the first draft of the FY20 Budget. The operating budget was developed based on preliminary guidance from the Advisory Committee which allows for a 2% increase for salaries and level funding for non-salary expenditures (\$104,500 increase over FY19). The negotiated contractual increases for FY20 range for 2-2.5%, not including steps and lanes. The draft FY20 budget reflects an overall increase of \$320,019 or 4.54% over FY19 comprised of \$216,790 for in-district expenditures and \$103,229 for OOD expenses.  
The primary driver of the in-district budget is enrollment which is projected to decrease for the third consecutive year. The census projections will be updates in January and any recommended changes to staffing will be proposed then. Overall salary increases are \$204,113 of the \$216,790 requested increases for in-district costs. Additionally, the Administration is requesting additional fund to support the hiring of a literacy specialist as well as increasing the psychologist position to full time from .8 FTE. Together these two requests total \$86,057.  
The primary driver of the OOD budget is placements which are projected to be 14 for FY20 (compared to 18 in FY19).  
Ms. Potter made a motion to approve the proposed FY20 budget for the Sherborn Public Schools in the amount of \$7,373,366. Ms. Debin seconded.

## Approved February 15, 2019

18-13 VOTE: 5 - 0

*Capital Budget* - There are three capital requests for FY20: 1) Fire detection system upgrade \$45,000; 2) replacement of rooftop HVAC system for the computer room \$10,800; and 3) replacement of classroom in Kindergarten wing \$25,000 for a total of \$80,800. The Committee asked the Administration to continue to research costs for air conditioning at Pine Hill.

Ms. Potter made a motion to approve the Capital Budget request for FY20 in the amount of \$80,800. Ms. Johnson seconded.

18-14 VOTE: 5 - 0

### 10) **Consent Agenda**

- Approval of Minutes: October 16, 2018 - change Dawn Fattore's title to Business Administrator
- Donation - \$500 for the Pine Hill Special Education Department from an anonymous donor  
Ms. Potter made a motion to accept the Consent Agenda. Ms. Debin seconded.

18-13 VOTE: 5 - 0

### 11) **Communications**

- Regional School Committee minutes of October 9, 2018
- Dover School Committee minutes of September 25, 2018

### 12) **Items for January 15, 2019 Meeting - FY20 Budget**

### 13) **Adjournment at 8:26 pm.**

Respectfully submitted,  
Amy Davis