

Dover-Sherborn Regional School Committee
Meeting Agenda
May 2, 2017
5:30 PM
Dover Sherborn Middle School Library

1. Call to Order
2. Community Comments
3. Staff and Student Reports:
 - HS and MS Student Reports – Calvin Kocher DSMS; Virginia Daukas, DSHS
 - DSMS Headmaster’s Report – Mr. Kellett
 - DSHS Headmaster’s Report – Mr. Smith
 - Assistant Superintendent Report – Dr. LeDuc
 - Interim Superintendent’s Report – Mr. McAlduff
4. Financial Reports
 - Monthly Financial Report – FY17 Operating Budget
 - FY18 Operating Budget Update
 - Capital Sub-Committee Report **A.R.**
5. Review Proposed changes to 2017-2018 Student Handbooks
6. Parking Policy **A.R.**
7. Communications
 - METCO Report
 - Dover School Committee Minutes January 24,2017
8. Consent Agenda **A.R.**
 - Approval of Minutes March 15, 2017
9. Adjournment

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

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The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover-Sherborn Regional School Committee

From: William H. McAlduff, Jr.
Interim Superintendent

Date: April 28, 2017

RE: Agenda Item #3

Attached please find the following reports:

- HS and MS Student Reports – Calvin Kocker DSMS; Virginia Daukas, DSHS
- DSMS Headmaster’s Report – Mr. Kellett
- DSHS Headmaster’s Report – Mr. Smith
- Assistant Superintendent Report – Dr. LeDuc
- Interim Superintendent’s Report – Mr. McAlduff



The Public Schools of Dover and Sherborn
157 Farm Street
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URL: www.doversherborn.org
Mr. William McAulduff, Interim Superintendent
Dr. Karen L. LeDuc, Assistant Superintendent
Ms. Christine Smith, Director of Special Education
Ms. Dawn Fattore, Interim Business Manager

Dover- Sherborn
Middle School
155 Farm Street
Dover, MA 02030
Phone: 508-785-0635
Fax: 508-785-0796

TO: Mr. William McAulduff, Superintendent
FROM: Mr. Scott Kellett, Headmaster, DSMS
RE: Headmaster's Monthly Report
DATE: April 28, 2017

Mr. Scott Kellett
Headmaster

Mr. Brian Meringer
Assistant Headmaster

Ms. Jill Arkin
Special Education
Team Chair

Ms. Ellen Chagnon
Guidance Director

Mr. Jeff Parcels
Athletic Director

MS Happenings:

Friday, May 6 th :	Student Council 6 th & 7 th Grade Dance 7:00 PM
Monday, May 8 th :	MS School Council Meeting 3:15 PM
Tuesday, May 9 th :	Math MCAS Grades 6, 7, and Team Fire
Thursday, May 12 th :	Math MCAS Grades 6, 7, and Team Ice
Friday, May 12 th :	Math MCAS Team Fire MS Talent Show
Monday, May 15 th :	Math MCAS Team Ice
Tuesday, May 16 th :	Science/Technology MCAS Grade 8
Wednesday, May 17 th :	Science/Technology MCAS Grade 8
Friday, May 19 th :	Early Release (10:50 AM Dismissal)
Monday, May 29 th :	No School (Memorial Day)

Student Recognition

Eric Yang participated in the State MathCounts Competition on Saturday March 4th. Eric placed 4th overall at the state competition and will now move on as one of four students to represent Massachusetts at the national competition, May 14-15 in Orlando, Florida. Good luck to Eric and thank you for representing DSMS.

Congratulations to Sophia Katz and Jack Wirth on being selected by the 8th grade teachers as our Scholar Leaders for this year. Sophia and Jack will be recognized by NELMS at their annual Scholar Leader Banquet in Marlborough, MA on Wednesday, May 17th. They will be joined by their parents, and a teacher of their choice at an awards dinner.

Sixty of our middle school students performed in our annual student directed one act plays this past weekend at the Sherborn Community Center. The three plays were:

Romeo to Go, directed by Sophie Charron

Don't Say Macbeth!, directed by Sam Gray

The SeussOdyssey, directed by Amy Ursitti

The Seuss Odyssey was performed at the Massachusetts Middle School Drama Festival on Sunday.

Special thanks to Coco Hauck, Anthony Taslakov, Grace Mulrooney, and Charlie Stuart for returning to their respective elementary schools to speak to current 5th grade students about the transition to the middle school. They did an outstanding job answering questions and lowering any angst students might have at this time. The middle school staff appreciates their efforts.

Curriculum & Learning

English:

Seventh graders are working on argument writing and the associated vocabulary. Students are also gearing up for the interdisciplinary work with science and art based on the works of Newbery-Honor winning poet, Joyce Kilmer. As part of the project's expansion, we welcomed award-winning author and scientist, Loree Griffin Burns to DSMS on April 5th. Thank you to DSEF for its continued support of this interdisciplinary unit.

Eighth grade English students are writing final essays on *To Kill a Mockingbird*, drawing on the rich themes they have discussed and analyzed. Students are also beginning a drama unit, exploring the challenges involved in telling a story onstage and delving into the civil rights era background of *A Raisin in the Sun*.

World Language:

The eighth grade Latin students are deep into the Catullus Unit, working on their projects, finishing up the final few poems.

The sixth grade Latin students are about to embark on making their "Passifying Machines," machines that turn an active sentence into a passive one. This always produces creative contraptions that illustrate the change of active to passive voice.

Our French students have associated themselves with two penpal schools. One for the 6th grade and one for the 8th grade. The 6th grade is a new one, whereas we've had a long time relationship (8 years) with the pen pals of the 8th grade.

For Valentines Day, our students created Valentines, to serve as an American cultural insightful experience for both schools. Our cards were plays on words, like "Bee mine! Or Yoda the Best, Or You donut know how much I love you...."

The students illustrated them and explained the expressions on the back.

In return, our penpals from one school have written stories that are a riddle (en français!), The other school sent the equivalent of a play on words cards for April Fools day (Poisson d'Avril).

In addition, one of our students went to Paris for April vacation, and we arranged a trip to visit the school, attend an English class and have lunch with her penpal and other students.

This is proficiency in action: authentic French with peers!



Social Studies:

During the month of April, 6th grade social studies students will begin to study the civilization of Ancient Greece. During the Greece unit, students will learn about early trading cultures, mythology, government, the golden age of Athens, the Peloponnesian War and the legacy of the ancient Greek world. Thanks to the contributions of POSITIVE, the 6th grade thoroughly enjoyed the Greek Mythology assembly, "Chariot of the Sun." We are looking forward to our visit from Kevin Quackenbush, an avocational archaeologist and Trustee at the Massachusetts Archaeological Society. Thank you to the DSEF for providing the funding for Kevin's visit. During the presentation, students will be able to view and touch several artifacts found here in Massachusetts and surrounding states.

Since late March, seventh graders have been learning the countries and important physical features of East Asia, along with comparing and contrasting three of China's prominent religions/philosophies – Buddhism, Taoism, and Confucianism – through a character collage project. We are also looking at daily life for students in China and Japan, consequences of high population density, and the ways in which Japan's culture is influenced by its physical geography, and cultural elements.

We are also very excited about the May 3rd visit of Earthview — the 20-foot high inflatable globe enabling 7th-grade geography students to tour the world from the inside. This experience is generously supported by a grant from DSEF.

Eighth grade students are preparing to start their first major research paper on an individual who made a difference in his or her society during the Civil War. Students will learn how to record their information using notecards, research data from a wide variety of sources (databases, newspapers, magazines, books) and develop their own thesis about whether "their" character was a hero or villain during the Civil War period. In this assignment, they hone the writing and research skills they have been developing throughout the year and look at the impact individuals have on their society.

Science:

Sixth graders are in the midst of learning about the forces that are forever changing planet Earth. They have studied the forces that shaped the continent of North America with a particular focus on the formation of the Grand Canyon, the Hawaiian Islands and the Rocky Mountains. Currently, students are reviewing concepts from both Earth and space science in preparation for an assessment. During the week of MCAS exams, students enjoyed "makerspace" activity time to help them de-stress.

Seventh grade students had an amazing culminating event after reading several of Loree Griffin Burn's books both in their English and Science classes. Loree Griffin Burns is an acclaimed author who marries authentic science topics with an accessible writing style for students. On our "Burns Day," students were able to build on their science study of citizen science and the Asian Longhorn Beetle invasion, and to hear a presentation from the author and an interactive art and science activity that expanded on observation and visual texture skills established in their art and science courses. Students have recently wrapped up an in-depth study of evolution units and we are proud that they were a wonderful success! We will conclude the year with an in-depth exploration of ecology and the human body.

Congratulations to all the DSMS grade eight students who participated in the Southeastern Massachusetts regional science fair this past Saturday at Regis College --Sophia Katz, Zoe Moumoutjis, Jordan Pfeifer, Aiden Johnson, Ben Dennison, Sofia Bulotsky, Nolan Sayer ,Jack Whittlesey, Diego Swaddipong, Noah Jaffe, James Gibbons and Matt Cichocki.

Teachers Adam Wiskofske and Mary Memmott attended the fair and helped guide students through the process. Olive Woodward provided extra support and lessons in library research that was invaluable. Brett McCoy supported engineering projects with timely advice. High school students with science fair experience

returned to give advice, help analyze data, and provide helpful advice on all the initial stages of the projects. We appreciate the Positive grant which helped us fund special supplies for certain projects.

All the students worked very hard on their projects and represented DSMS extremely well in a tough competition. Special congratulations to Aiden, Ben, Sofia Bulotsky, James and Matt who all earned special recognition and will go on to represent DS at the state science fair in June. Lella Wirth, Reilly Uiterwyk, and Stephanie Yu were unable to attend the regional fair but will attend the state fair in our "wild card" spot. Wish them luck!

1. Sophia Katz, Zoe Moumoutjis, Jordan Pfeifer	The Effects of Salt on Daphnia -- attended regional fair
2. Lella Wirth, Reilly Uiterwyk, Stephanie Yu	The Effects of Dawn Dish Soap on Daphnia -- attending state fair (wild card space)
3. Sofia Bulotsky	Future Farming -- attended regional fair, honorable mention, invited to states
4. Aiden Johnson and Ben Dennison	Effects of pH on yeast growth -- attended regional fair, honorable mention, invited to states
5. Nolan Sayer and Jack Whittlesey	Piezo Electric Doormat -- attended regional fair
6. Diego Swaddipong and Noah Jaffe	Musical Keyboard Weighting With Electromagnets --- attended regional fair
7. James Gibbons and Matt Cichocki	A Dry Ice Rink -- attended regional fair, awarded a 2nd place, invited to state fair

Wellness Department

Physical Education

Students in all grades will be involved in the very popular **Color Games Teambuilding Competition**. Students are challenged to complete unusual activities that focus on movement concepts, responsible personal and social behavior that respects self and others, use of effective personal skills, use of decision making skills, and respect for differences. Ask your child how their team performed during the Nitro Crossing or the Stepping Stones events.

Senior Interns

We are happy to have Zach Gustafson interning with us this spring. As part of the Senior Project option students can try their hand working a job of interest, on campus or off.

Annual Faculty/Student Basketball Game- What a great time had by all Friday, March 17th! It was a close game indeed with the students coming out victorious. Students from each grade had an opportunity to earn their spot on the court against the teachers.

Health Education

DSMS held our 2nd annual Raiders Rock: Run, Roll, or Walk event during the last block of our day before April vacation, Thursday, April 13th. It turned out to be a gorgeous day and the entire school community enjoyed the event. We extend a special thank you to our sponsors: Sherborn Fuels, Sherborn and Dover Fire and Police, POSITIVE and SPAN-DS. Here is a shout out to our DSMS Peer Leadership club members who helped plan and run the event: Sophia Katz, Lynna Truong, Ashley Gong, Anna Davis, Avery Charneski, Evan Charneski, Kevin Liu, Amy Stephen, Ryann Acher, Sarah Vaughn, Ben Gaynor, Beck Schutte, Leo Olmstead, and John Phillips.

A special thank you to Tom Duprey and Geoff Herrmann for working with our band and chorus students to perform the Star Spangled Banner just prior to the run. Co-Coordinators: Andrea Merritt and Detective James Godinho

Grade 8 Health students are demonstrating effective refusal skills by using assertive communication strategies to say no to unsafe, unwise or unhealthy behaviors.

Grade 7 Health students are moving on to our puberty unit and will be learning about the normal physical and developmental changes associated with adolescence.

Technology Literacy/Engineering:

DSMS Microsoft DigiGirlz 4/28/17: Twelve girls ranging from grades 6-8 will be heading to Microsoft in Burlington on Friday, April 28th. DSMS girls will visit Microsoft to learn about careers in technology, connect and meet with Microsoft employees and participate in hands-on computer and technology workshops.

DSMS will celebrate the MIT's global Scratch Day (May 13, 2017) from Monday, May 15th through Friday, May 19th. Scratch Day is a day where students can collaborate, share and create code.

Cyber Ed Family Tip for April: [Top 10 Tips for Online Safety @ Home](#)

Grade 6 Quarter 4: Our final quarter has welcomed the remaining 6th grade students just before April vacation to Technology Literacy class. Our course is off to a great start with conversations around computer science, algorithms, debugging, computational thinking, motherboards and Grace Murray Hopper.

Grade 7 Semester 2: Students are excited about creating, programming and sharing their Scratch projects via their website portfolios. Final touches to their iLearn Trending Technology topic digital newsletters are underway this week.

Grade 8 Q4 Engineering students are introduced to Tinkercad 3D printing and Mechanical Engineering, collaborating, designing and building their tabletop trebuchets.

Code @ Lunch program welcomes any student Monday-Friday to eat lunch and Code with friends.

Fine & Performing Arts

Library:

Ms. Woodward gave poetry novel book-talks to Julie McKee's classes.

Movie Book Club has started, with 22 members. The Club meets on Thursdays, first and second lunches, and every day when they are in movie viewing mode.

Drop-In Book Chat has started. Any middle school student may drop in during their lunchtime on Tuesdays to share and chat about what they are reading.

A new Job-Alike group for school librarians has formed in the area, Ms. Woodward will be attending the first meeting on Friday April 28.

Sixth Grade:

On Friday, March 31st, students from both Team Moon and Team Sun, participated in an exciting Social Studies Greek Mythology assembly, "Chariot of the Sun." The performer, Jeffrey Benoit, was brought to us through a grant from POSITIVE, and included dramatic performances of the myths of Phaethon and his chariot, Pandora and her mysterious box, along with Odysseus and the Cyclops. Students were selected from the audience to help perform each of these tales and it was obvious how much they enjoyed this wonderful performance.

In addition, students participated in our second annual Raiders Rock: Run, Roll, or Walk event on Thursday, April 13th. This event was sponsored by the DSMS Peer Leadership Club, Mrs. Merritt, and Detective James Godinho. The purpose of this event was to show school community. A fun day was had by all!

Eighth Grade:

The 8th grade math and science departments worked together to create an interdisciplinary activity. In small teams students collected data on how far a Beanie Baby could bungee jump based on the number of elastics strung together. They then analyzed the data and created a "Line of Best Fit." Using the equation for the line, students predicted how many elastics would be needed to bungee jump from the second floor to the bottom of the stairs. The goal was to come closest to the floor without hitting it. Students used iPads to record the jumps and analyzed the video to determine the distance of the jump. The team from each class that came closest then competed to see who could predict the number of elastics to use to bungee jump off the roof of the building. On Wednesday 4/5, all 8th graders went outside during H Block for the competition. The winning Beanie Baby was Bongo from Team Ice D Block.

Student Council:

The Student Council will be hosting a 6th & 7th Grade Dance on Friday, May 5th from 7:00 PM to 9:00 PM in the Nager Gymnasium.

Professional Development:

Lori Mazzocca, Erin Newman, Amanda Rogers, Maura Cavanaugh, and Julie McKee all attended the NELMS Annual Conference in Rhode Island at the end of March. They attended numerous workshops and reported back to our staff at our last faculty meeting.

DS Professional Growth & Evaluation System Update:

Mr. Meringer and I are completing our observations of staff members. In addition, we will begin writing Summative Assessments for staff members who are not working with a QPO this year.(SIP & District Goal #3)

Personnel Update:

The middle school is currently in the process of hiring for the following positions:
Speech & Language Teacher

Spanish Teacher
Mathematics Teacher

School Council:

*Dover Sherborn Middle School
School Advisory Council Agenda
Monday, March 13, 2017
3:00 PM
MS Conference Room*

1 Welcome

Attendance - Scott Kellett, Anita Sebastian, Wendy Lutz, Ellen Bendremer, Joelle Sobin, Julie McKee, Kim Nehiley, Lauren Leahy, Lori Krusell

2 Handbook

3 School Improvement Plan

- ELA will replace science, technology, engineering, and computer science in goal #3
- DS students and teachers will be attending a Anti Defamation League workshop in March
- On March 22nd, the entire staff is invited to a workshop with an instructor from the program Roots and Wings - Conversation Cafe
- Students from middle school will be trained in the areas of leadership, communication , and identity
- The elementary schools are already trained and using a Roots and Wings program called Peace Squad
- Next year, trained 5th graders, from the program, will be included and together with newly trained 7th and 8th graders, will run conversations during the MLK Day celebration
- Our council will be supporting Dr. Keough to help him with his vision for goals

4 Current MS Talking Points

- The middle school will be taking MCAS 2.0 this year
- While 6th and 7th grade tests are paper based, 8th grade will be taking a computer based test
- 8th grade will also be taking a practice, computer based, science MCAS
- Next year, 7th and 8th grade will be taking computer based test
- The following year, the entire school will be taking the computer based version
- Our RTI (Response to Intervention) committee has been visiting other schools and districts, looking for ways to provide RTI support
- Continue to have Ann Larson work with the LBLD teacher(s) and the grade level Teams (general ed/special ed). Ann would like to make automaticity a common goal across all classes
- Binder system is working well and there is a lot of consistency among teachers
- There is an Organization Station, run by staff, after school, that is open to all students who want help with organization and homework

Budget update -

- Our budget was approved at the high level mark - it looks promising
- Another Language based (LBLD) teacher was approved by the school committee, but still needs to be voted in at town meetings
- There will be a new transition program at the high school (for students who are out for an extended time and are returning). The educational assistant position will be funded by the budget and the social worker will be funded through a grant
- The high school will hire a life skills teacher. We have a teacher at the middle school. We may be able to bring several outplaced students back to the district

5 Other Business

- The council's next meeting will be on Monday, April 10th, at 3pm in the office conference room

6 Adjourn

- 4:00pm

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

John Smith
Headmaster

Ann Dever-Keegan
Assistant Headmaster



Ellen Chagnon
Director of Guidance

Jeff Parcels
Athletic Director

TO: Mr. William McAlduff, Interim Superintendent
FROM: John G. Smith, Headmaster, DSHS
RE: Headmaster's Monthly Report
DATE: May 2nd, 2017

Headmaster's Reflections

On April 12, Dover Sherborn High School along with financial support from DSEF and volunteers from the DS PTO sponsored a Seminar Day for all students in grades 9-12. The day began with a keynote address from Adrienne Haslett Davis, a professional ballroom dancer, who lost part of her left leg and foot in the Boston Marathon bombing in 2013. Adrienne inspired students and faculty with her strength, resilience and positive message of never limiting yourself and your dreams. Following the keynote, students spent a good portion of the day attending various seminars in the areas of politics, music, culinary arts, journalism, medicine, dance, improv and cultural studies. The day ended with a Japanese Drum unit performing traditional Japanese songs. It was a wonderful opportunity for students to be exposed to a wide range of professional fields and interests. We hope to bring this former tradition back to an every other year experience.

HS Events:

Monday May 1st – Friday May 12th – Advanced Placement Exams
Thursday May 18th - Senior Project Presentations 3:30-6:00 High School Math wing
Friday May 19th - Early release day- Pre- Prom Nora Searle/Lindquist Commons 4:30-5:30 PM
Friday May 19th - Junior-Senior Prom – Fairmont Copley Plaza Hotel Boston 7:00-11:00 PM
Tuesday May 23rd - Friday May 26th - Senior Exams
Thursday May 25th Senior Dinner Dance/Cruise 5:00 PM-11:00 PM
Tuesday May 30th – Senior Breakfast – Lindquist Commons 8:00 AM
Tuesday May 30th - Baccalaureate- Pilgrim Church in Sherborn
Wednesday May 31st - Senior Awards Night 6:30 Mudge Auditorium
Thursday June 1st Commencement Exercises- 6:00 PM Nora Searle Field @Frothingham Stadium

Student Recognition:

Junior Riley Kelfer has qualified as a semifinalist in the USA Biology Olympiad Open Exam. Riley placed in the top 10% nationally in his exceptional demonstration of knowledge of the biological sciences.

Curriculum and Learning-

The History and Social Studies department will be participating in two field trips in May. On May 2nd, three classes of sophomores will be visiting the Armenian National Museum in Boston. After the visit, students will have an authentic Armenian lunch in a local restaurant. On May 17th, Advanced Placement Government students will be attending field trip to the Edward Kennedy Institute in Boston to study the United States Senate.

Athletics-

Athletics (4/26/17)

Our Spring Season is off and running! The weather could be cooperating a bit better but we are making the best of it!

After cuts and changes to rosters, here are our participation numbers for all of our spring sports:

- Baseball 31 (2 teams)
- Softball 19
- Boys Lacrosse 45 (2 teams)
- Girls Lacrosse 39 (2 teams)
- Boys Track 79
- Girls Track 81
- Boys Tennis 16
- Girls Tennis 15
- Sailing 19

Our teams are off to a pretty good start, highlighted by our Boys Tennis team who are 7-0. They are the only undefeated team at this point but we have some great team's right behind them. Here are our current records as of 4/26.

- Varsity Baseball 5-1
- Varsity Softball 0-5
- Co-ed Sailing 3-1
- Varsity Boy Lacrosse 6-3
- Varsity Girls Lacrosse 5-1
- Boys Track and Field 1-1
- Girls Track and Field 1-1
- Boys Tennis 7-0
- Girls Tennis 3-1
- JV Baseball 1-3
- JV Boys Lacrosse 4-1
- JV Girls Lacrosse 3-1

In other news, the tennis court benches that were donated by the DS Boosters have come in and are out on the tennis courts. We have also had all of the cracks filled on the courts and they will hopefully be repainted in June so all the patch work looks like new!

The DS Boosters were also gracious enough to allow our baseball, boys' tennis and girls' tennis teams to get some inside facility time during our very inclement first couple weeks of the spring season. I would like to personally thank them for their efforts.

Respectfully Submitted,

Jeff Parcells, Athletic Director

Guidance-

April/May news

Local scholarship opportunities are available in the guidance office from April 1st –April 28th. Emails have been sent home to students and parents with a list of available local scholarships and reminder information is on the morning announcements. We have also directed students and families to Naviance which houses a very large national scholarship database.

All seniors have been invited to attend a luncheon meeting with Mr. Smith and Mrs. Chagnon to discuss their DSHS experience. Seniors provide great feedback on many topics including: senior privilege, parking concerns, classes they loved, guidance services, extra-curricular activities, things they would change and what they like best about DSHS.

Freshmen individual meetings are currently happening throughout the months of April and May. Students come to guidance for a check-in to see how their year is progressing and counselors talk a bit about sophomore year. General graduation requirements are reviewed and counselors answer any questions.

Junior seminars are scheduled for every junior once a cycle throughout fourth quarter. Counselors start introducing the college admissions process. Students participate in activities that help them begin to think about what colleges will be the best fit using Naviance and a college descriptor activity. Students also participate in a mock admissions activity with actual applications from a local college (with names redacted) and they get to decide who they would admit to that school. Students update their resumes and begin thinking about interviews and essays. The Common Application now allows spring access so we will help the juniors begin filling out the Common App so that they can continue with it over the summer and/or next school year.

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www.doversherborn.org

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

To: William McAlduff, Jr.
From: Karen LeDuc
Re: School Committee meeting
Date: April 28, 2017

Foreign Language Elementary Spanish update

On Wednesday, April 13th, Mr. Jeff Farris, 9-12 Foreign Language Department Head, Ms. Callie Egan, 6-8 Foreign Language Curriculum Leader, Ms. Laura Romer and Ms. Tonya Bridge, FLES educators, Ms. Laura Dayal, Principal Chickering, Dr. Barbara Brown, Principal Pine Hill, and I met to discuss the progress of the FLES program to date.

As a review, Ms. Romer and Ms. Bridge presented an overview of the curriculum for our K-3 students, which incorporates reading, writing, listening and speaking in Spanish embedded in the social studies and science content for our students. This summer, they will begin crafting the grade four curriculum, incorporating the same focus areas coupled with a focus on a strong cultural lens. Students are immersed in Spanish, and make connections to the content through songs, videos, and original texts. Students are writing in Spanish, using a phonetic approach. This comprehensive curriculum has developed over the past four years, and is far exceeding the outcomes that were first discussed as the program developed.

Next steps include a proficiency approach to determining student progress in the four areas noted above, which is based on the work of Greg Duncan and supported by the Massachusetts Foreign Language Association (MaFLA). At the end of the 2017-18 school year, Ms. Bridge and Ms. Romer will begin development of the grade 5 curriculum and look to assess students proficiency level in the Novice High or Intermediate Low range, more information to follow.

Ms. Egan and Mr. Farris are beginning their planning to assimilate our Spanish-speaking students to grade six. A continued look at the integration of Spanish to our current social studies and science content is new to this level. The use of the proficiency approach is something both the middle and high school would like to implement, more training is needed for the summer and upcoming school year.

Next-Generation MCAS 2017

The English Language Arts Next Generation MCAS is complete. All grades 3-8 and 10th grade students completed these assessments. The computer-based assessments for our grades four and eight students were completed with very minor issues, a tribute to our educators, administrators and technology staff. Kudos to all.

During the month of May our students will complete the mathematics and Science/Technology/Engineering MCAS. Grades 4 and 8 students will complete the computer-based mathematics assessment and grades 3, 5, 6, 7 and 10 students will complete the paper-

based assessment. Grades 5, 8 and 9 will complete the STE assessment in mid-May through the first week of June.

Educator and Administrator Surveys

As was noted in my March report, the Educator Evaluation system as required by the MA DESE, includes a component where feedback from students and staff is used to inform instruction and reflect on teaching and learning.

Student surveys of educators were completed during the March 6-17 timeframe. The results of these surveys will be reported to individual educators, with individual educator and grade level trends reported at the school/district level. Many educators commented last year that the survey afforded them an opportunity to reflect on teaching and learning.

Staff surveys of administrators were completed during the March 6-17 timeframe with administrator results reported at the school and district level.

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Dr. Karen L. LeDuc, Assistant Superintendent

Ms. Christine Smith, Director of Special Education

Ms. Dawn Fattore, Interim Business Manager

TO: Dover-Sherborn Regional School Committee

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

DATE: April 28, 2017

RE: Interim Superintendent Report

Please find attached a spreadsheet that identifies personnel updates occurring since the start of the 2016-2017 school year as well as a listing of resignations and retirements effective at the conclusion of the 2016-2017 school year.

2016-2017 Personnel Changes				New Hire	
Cullen	Kevin	Resigned March 2017	Jr. Network Administrator	Thomas Corsini	
Primack	Margaret	Leave of Absence	MS Art Teacher	Sarah Richards covering	
Rands	Wendy	Resigned Sept 2016	Admin Asst High School	Patricia Krusz	
END OF THE 2016-2017 SCHOOL YEAR RETIREMENTS/RESIGNATIONS					
Heath	Sarah	Retiring June 2017	Math Teacher MS		
Kinsella	Eleanor	Retiring June 2017	HS Guidance Counselor		
LeDuc	Karen	Retiring June 2017	Assistant Superintendent		
Martel	Bob	Retiring June 2017	Music Teacher HS/MS		
Roberts	Mindy	Retiring June 2017	Team Chair HS		
Siska	Nancy	Retiring June 2017	MS & HS Speech & Language Specialist		
Zoller	Gina	Resigned June 2017	MS Spanish Teacher		

The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover-Sherborn Regional School Committee

From: William H. McAlduff, Jr.
Interim Superintendent

Date: April 28, 2017

RE: Agenda Item #4

Attached please find the following reports:

- Monthly Financial Report – FY17 Operating Budget
- FY18 Operating Budget Update
- Capital Sub-Committee Report

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

TO: William McAlduff, Interim Superintendent
FROM: Dawn Fattore, Interim Business Manager
RE: Revenue and Status of Appropriations as of April 30, 2017
DATE: April 28, 2017

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

- a. Revenue Report as of April 30, 2017
- b. Status of Appropriations as of April 30, 2017
- c. Special Revenue/Revolving Funds as of March 31, 2017

Revenues

There are a few items to note on the attached schedule of revenues.

As previously mentioned, we anticipate receiving more Chapter 71 funding than detailed on our cherry sheet resulting from the amendment filed for our FY15 End of Year Report. This statement reflects total anticipated transportation funds of \$434,338 resulting in a variable variance of \$144,433. In addition, we also expect to receive a prior year adjustment for FY16 of approximately \$85-\$90,000 resulting from the filed amendment. This amount is not currently reflected in the statement. The prior year adjustment will be received in June along with our second current year transportation payment.

As mentioned in March, we are requesting the School Committee consider not making the transfers from the Building/Parking Rental fund (\$20,000) as well as the Athletic Revolving fund (\$25,000). This will be formally presented in June but in anticipation of this, we have adjusted the statement to reflect these transfers not occurring.

Status of Appropriations

a. Salaries

There are no new salary variances to report. We are still anticipating full use of the substitute and custodial services budgets and a projected salary variance of approximately \$65,000.

b. Expenditures

For the majority of function codes, we continue to project operating at the amounts budgeted except as noted below.

Employer related benefits, net	(\$20,000)
Transportation	\$30,000
Utilities	<u>\$20,000</u>
Total	\$30,000

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

Based on projected salary and expenditure variances, there is a positive variance from operations of approximately \$100,000. We will be requesting administrators review their needs through the end of the school year and appropriately encumber funds by the end of May. This will allow us to present more precise results from operations at the committee's June meeting.

Special Revenue/Revolving Funds

Attached is the roll-forward of all special revenue and revolving funds, as well as the student activity accounts, as of March 31, 2017.

We plan to schedule the carpeting of the Mudge Auditorium this summer and hope to have an updated quote for this project for the June meeting for purposes of determining the funding sources. As mentioned at a previous meeting, both the recent Mudge gift and Building Rental funds are appropriate sources for this project.

We will be happy to answer any questions on the reports at Tuesday night's meeting.

Dover Sherborn Regional School District
General Fund Revenues as of April 30,2017

	<u>FY17</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	\$11,324,793	\$8,884,314	\$2,440,479	\$0	0.00%
SHERBORN ASSESSMENTS	9,220,591	7,247,016	1,973,575	0	0.00%
CHAPTER 70, net	1,733,576	1,431,220	439,646	137,290	7.92%
CHAPTER 71 (Transportation)	289,905	217,169	217,169	144,433	49.82%
H/S ATHLETIC FEES	256,000	201,700	54,300	0	0.00%
H/S PARKING FEES	43,000	52,667	0	9,667	22.48%
H/S ACTIVITY FEE	12,000	11,880	0	(120)	-1.00%
M/S ACTIVITY FEE	12,000	10,710	0	(1,290)	-10.75%
BUILDING RENTAL, transfer in	20,000	0	0	(20,000)	-100.00%
TRANSFERS IN/OUT	25,000	0	0	(25,000)	-100.00%
MISC REVENUE	10,000	2,377	7,623	0	0.00%
BANK INTEREST	15,000	11,863	3,137	0	0.00%
LOST BOOK FEES	0	0	0	0	na
NON-CASH ACTIVITY	0	0	0	0	na
E&D UTILIZATION	250,000	0	250,000	0	0.00%
TOTAL REVENUES	\$23,211,865	\$18,070,916	\$5,385,929	\$244,980	1.06%

**Dover Sherborn Regional School District
Status of Appropriations as of April 30, 2017**

	FY17 BUDGET	EXPENDED		TOTAL PROJECTED	OPERATING	% OF BUDGET
		THRU 4/30	ENCUMBRANCES		VARIANCE/ BUD. REMAINING	
<u>SALARIES</u>						
SCHOOL COMMITTEE	26,850	21,830	4,999	26,828	22	0.08%
SUPERINTENDENT	176,116	137,717	31,180	168,897	7,219	4.10%
BUSINESS AND FINANCE	179,068	105,547	29,804	135,351	43,718	24.41%
HUMAN RESOURCES AND BENEFITS	21,858	17,781	4,077	21,858	0	0.00%
DISTRICTWIDE INFORMATION MGMT	288,036	226,024	56,968	282,991	5,045	1.75%
SPED/GUIDANCE ADMINISTRATION	272,623	197,515	77,879	275,395	(2,771)	-1.02%
SCHOOL LEADERSHIP - BUILDING	663,596	525,213	127,845	653,059	10,537	1.59%
ACADEMIC LEADERS/QPO	161,489	79,520	76,993	156,513	4,975	3.08%
TEACHERS, CLASSROOM	8,750,076	5,680,086	2,990,871	8,670,956	79,120	0.90%
TEACHERS, SPED	1,368,840	889,799	461,956	1,351,755	17,085	1.25%
SUBSTITUTES	110,000	65,300	16,126	81,427	28,573	25.98%
EDUCATIONAL ASSISTANTS, SPED	328,601	307,127	94,040	401,167	(72,566)	-22.08%
LIBRARIANS	209,882	137,230	72,652	209,882	0	0.00%
BUILDING BASED PD	48,070	47,384	330	47,714	356	0.74%
GUIDANCE	729,550	512,270	244,569	756,839	(27,289)	-3.74%
PSYCHOLOGICAL SERVICES	97,771	63,927	33,844	97,771	0	0.00%
MEDICAL / HEALTH SERVICES	156,850	112,199	56,165	168,364	(11,514)	-7.34%
ATHLETICS	409,038	282,226	117,819	400,046	8,992	2.20%
OTHER STUDENT ACTIVITIES	171,858	97,548	64,603	162,152	9,706	5.65%
CUSTODIAL SERVICES	751,887	602,689	131,681	734,370	17,518	2.33%
TOTAL SALARIES	\$ 14,922,060	\$ 10,108,933	\$ 4,694,401	\$ 14,803,333	\$ 118,727	0.80%
<u>EXPENDITURES</u>						
SCHOOL COMMITTEE	54,147	25,123	14,192	39,315	14,832	27.39%
SUPERINTENDENT	67,425	35,884	20,261	56,144	11,281	16.73%
LEGAL SERVICES	45,000	27,149	0	27,149	17,851	39.67%
DISTRICTWIDE INFO MGMT	84,100	50,985	2,056	53,040	31,060	36.93%
SCHOOL LEADERSHIP - BUILDING	91,017	41,252	12,657	53,910	37,107	40.77%
CLASSROOM SUPPLIES	24,275	19,132	742	19,874	4,401	18.13%
SPED SUPPLIES	166,975	108,521	36,066	144,588	22,387	13.41%
LIBRARIES & MEDIA CENTER	4,792	4,401	0	4,401	391	8.15%
COURSE REIMBURSEMENT/PD	76,400	28,158	488	28,646	47,754	62.51%
TEXTBOOKS & RELATED SOFTWARE	44,542	35,199	411	35,610	8,932	20.05%
LIBRARY INSTRUCTIONAL MATERIAL	61,205	34,719	3,749	38,468	22,737	37.15%
INSTRUCTIONAL EQUIPMENT	86,240	50,038	12,862	62,901	23,339	27.06%
GENERAL SUPPLIES	138,092	99,565	10,028	109,593	28,498	20.64%
OTHER INSTRUCTIONAL SERVICES	20,000	13,261	6,251	19,512	488	2.44%
CLASSROOM INSTRUCTIONAL TECH.	113,480	105,652	198	105,849	7,631	6.72%
GUIDANCE	41,280	13,279	361	13,639	27,641	66.96%
MEDICAL / HEALTH SERVICES	8,850	5,397	105	5,503	3,347	37.82%
TRANSPORTATION SERVICES	809,729	597,944	167,623	765,567	44,162	5.45%
ATHLETICS	212,858	141,585	19,431	161,016	51,842	24.36%
OTHER STUDENT ACTIVITIES	2,438	2,278	54	2,332	106	4.35%
CUSTODIAL SERVICES	639,227	516,396	75,050	591,446	47,781	7.47%
UTILITIES	595,300	437,102	138,862	575,964	19,336	3.25%
ER RETIREMENT CONTRIBUTION	511,400	503,123	0	503,123	8,277	1.62%
ER INSURANCE ACTIVE EMPLOYEES	2,426,099	2,043,268	421,557	2,464,825	(38,726)	-1.60%
ER INSURANCE RETIRED EMPLOYEES	626,180	510,268	107,000	617,268	8,912	1.42%
OTHER NON EMPLOYEE INSURANCE	60,315	55,397	0	55,397	4,918	8.15%
LONG TERM DEBT RETIREMENT	1,120,000	0	1,120,000	1,120,000	0	0.00%
LONG TERM DEBT SERVICE	158,440	75,100	83,340	158,440	0	0.00%
TOTAL EXPENDITURES	\$8,289,806	\$5,580,176	\$2,253,344	\$7,833,520	\$456,286	5.50%
TOTAL OPERATING	\$23,211,865	\$15,689,109	\$6,947,744	\$22,636,853	\$575,013	2.48%

Dover Sherborn Regional School District
Special Revenue/Revolving Funds as of March 31, 2017

<u>SPECIAL REVENUE / REVOLVING FUNDS</u>	<u>FUND BALANCE @ 06/30/2016</u>	<u>REVENUE</u>	<u>Transfers In/(Out)</u>	<u>EXPENDITURES</u>	<u>FUND BALANCE @ 03/31/2017</u>
ATHLETIC FEES REVOLVING	\$ 21,765				\$ 21,765
BUILDING/PARKING	62,797	17,925		10,177	70,545
CAFETERIA	54,174	489,669		453,231	90,612
HEALTH GRANTS	4,159	3,000		7,159	-
MISCELLANEOUS GIFTS - see detail pg 2	93,891	38,139		25,275	106,755
REGIONAL TRANSPORTATION	-				-
SPORTS GIFTS	1,500	25,952		24,752	2,700
UNEMPLOYMENT FUND	87,486	230		5,278	82,438

NOTES:

* Net of deposits in advance - \$43,186.75

FIDUCIARY / TRUST FUNDS

H/S STUDENT ACTIVITY --see Notes Below					98,554
M/S STUDENT ACTIVITY	44,145	87,179		78,466	52,858
TRUST/SCHOLARSHIP FUNDS	23,349	2		-	23,351

NOTES:

- H/S Student Activity Advisor processes all revenue and disbursements. Finance Office reviews Cash Reconciliations and records "Net" Transactions, Cash Balance monthly

FUND 63		FY 17 Miscellaneous Donations				3/31/2017	
Gift/Donor	Purpose	Bal Fwd	Revenue	Expenditures	Encumbered	Ending Balance	Date/Yr
RESTRICTED GIFTS							
Alan Mudge Memorial Fund	Mudge Auditorium	36,000.00				36,000.00	new 6/30/16
Friends of DS Sailing	Sailboats		33,014.50	23,014.50		10,000.00	new 12/2016
CS Gift	Challenge Success	16,207.83		190.19		16,017.64	6/30/2015
D Family via Town Dover	Dugouts	16,522.00				16,522.00	6/10/2014
Needham Bank	Metco Transportation	7,561.50	5,000.00			12,561.50	bal fwd+\$5k 9/16
SPAN/ Various	Substance prevention/social norming	1,731.01		1,716.37		14.64	2014-2015
Anonymous Family	SpEd or Assistive Tech	3,000.00				3,000.00	1/7/2014
Fidelity Match (above)	SpEd or Assistive Tech	3,000.00				3,000.00	1/7/2014
Various Local (balance)	Wireless microphones	2,769.97				2,769.97	bal fwd 6/30/11
Various Individuals	Metco Support	1,061.00		237.57		823.43	2012-2016
J Family Trust	MS Music Gift	500.00				500.00	6/30/2015
Raytheon Math Award	Math tablets (Jim Baroody)	294.36				294.36	bal fwd 6/30/12
G Family Gift	MS Music	100.00				100.00	6/30/2013
Leuders	Science	125.00	125.00	116.00		134.00	bal fwd +12/2016
Anonymous	Library	18.00				18.00	6/30/2014
UNRESTRICTED GIFTS							
Anonymous Family	Unrestricted	2,000.00				2,000.00	1/6/2015
Fidelity Match (above)	Unrestricted	2,000.00				2,000.00	1/6/2015
Soccer Club	Unrestricted	1,000.00				1,000.00	9/9/2014
TOTAL		93,890.67	38,139.50	25,274.63	0.00	106,755.54	
					3/31/2017	106,755.54	
					ENCUMBRANCE		
					FUND BALANCE	106,755.54	

The Public Schools of Dover and Sherborn

157 Farm Street, Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239

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

TO: William McAlduff, Interim Superintendent
FROM: Dawn Fattore, Interim Business Manager
RE: Capital Project Update
DATE: April 28, 2017

Attached is a status update of Capital projects and a brief summary on the status of each project year.

FY15: Funds remaining relate to the Lindquist door project which will be completed in FY18.

FY16: As previously reported, all FY16 projects are completed with \$40,224 of funds remaining. We are requesting the School Committee make a motion to return the funds to the Towns, based on the terms and the assessment percentages included in the FY16 IMA. The amounts are as noted below:

Dover	54.55%	\$21,902
Sherborn	45.55%	<u>\$18,322</u>
	TOTAL	<u>\$40,224</u>

FY17: The attached schedule details the status of each project as well as additional notes detailing costs incurred above and beyond the capital project funds. We have met with the Capital Sub-committee on these items and will be happy to answer any questions the committee has on Tuesday evening.

We have included a snapshot of our latest “completed” project!

DOVER SHERBORN REGIONAL SCHOOL DISTRICT
Capital Requests Approved in Prior Years
as of April 30, 2017

<u>Capital Item Approved</u>	<u>Town Meeting Approval Year</u>	<u>\$ Approved</u>	<u>\$ Spent to Date</u>	<u>\$ Encumbered</u>	<u>Unspent \$</u>	<u>Description/Explanation/Plan for of Approved but Unspent \$'s</u>
Lindquist Doors	FY15	\$83,373	\$9,960	\$0	\$73,413	project remains open
Remaining Funds from completed projects	FY15	\$231,627	\$220,964	\$0	\$10,663	all completed
TOTAL FY15		\$315,000	\$230,924	\$0	\$84,076	
Exterior Lighting Upgrade to Led	FY16	\$45,000	\$49,091		(\$4,091)	completed
New water well - irrigation/fire suppression	FY16	\$40,000	\$35,184		\$4,816	completed
New exterior lighting - Middle School	FY16	\$10,930	\$0		\$10,930	combined with exterior lighting project above
Recommision emergency High School generator	FY16	\$12,611	\$9,750		\$2,861	completed
Interior painting MS lobby&gym, MS/HS stairwells	FY16	\$75,980	\$77,290		(\$1,310)	MS Gym completed and charged here
New carpet - HS library, MS main office, Ms guidance office, Linquist auditorium	FY16	\$71,771	\$79,043		(\$7,272)	completed
Refurbish HS / MS gym floors	FY16	\$38,436	\$30,544		\$7,892	completed
Replace existing HS gym divider	FY16	\$27,239	\$22,867		\$4,372	completed
Repair/fill cracks campus lots & sidewalks	FY16	\$20,419	\$14,007		\$6,412	completed
Campus wide security upgrade (visual alert system)	FY16	\$15,614	\$0		\$15,614	expensed through General Fund in FY15
TOTAL FY16		\$358,000	\$317,776	\$0	\$40,224	ALL COMPLETED - RETURN FUNDS
Controls /Panels/Flow meters - WWTF	FY17	\$17,418	\$5,585	\$14,842	(\$3,009)	in process
Elevator System - HS	FY17	\$17,600	\$17,600	\$0	\$0	completed
Floors - HS Lib	FY17	\$40,000	\$46,406		(\$6,406)	completed
Passenger Van - Campus/Athletics (See Note 1)	FY17	\$40,000		\$47,042	(\$7,042)	completed - delivered April 28th
Exterior Doors - HS gym	FY17	\$7,500	\$0	\$6,417	\$1,083	completed
Fieldhouse Interior painting (MS Gym)	FY17	\$22,500			\$22,500	completed - see FY16 painting project
Exterior Ceilings / Soffits - MS	FY17	\$9,400	\$11,065		(\$1,665)	completed
Floor Scrubbers - HS/MS	FY17	\$26,500	\$24,086		\$2,414	completed
Leaf Collection / Vacuum - Blowers - grounds	FY17	\$10,900	\$11,771		(\$871)	completed
Concrete Repairs - Lindquist	FY17	\$23,000	\$20,000		\$3,000	completed
Fire Alarm Panels - HS/MS (See Note 2)	FY17	\$57,800		\$69,542	(\$11,742)	in process
Storage Feasibility Study (maintenance, athletics, etc.)	FY17	\$15,000		\$15,000	\$0	Assuming \$15,000 will be spent - updated costs will be forthcoming
TOTAL FY17		\$287,618	\$136,512	\$152,843	(\$1,737)	

Note 1: Total cost is \$55,042, \$47,042 from capital and \$8,000 charged against current year Athletic transportation costs.

Note 2: Total est. costs to date is \$86,042 of which \$69,542 of capital funds are being utilized.

Unforeseen wiring issues have resulted in approximately \$16,500 of additional costs in materials and labor and will be charged against the general fund (Plant and Facilities reserve) in FY17.



The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover-Sherborn Regional School Committee

From: William H. McAlduff, Jr.
Interim Superintendent

Date: April 28, 2017

RE: Agenda Item #5

Attached please find the 2017-2018 proposed changes to the High School and Middle School handbooks for your review.

Proposed DSHS Student Handbook Changes '17-'18

Driving on School Property p. 55

Current verbiage:

Driving on School Property

Students are required to observe all traffic laws when traveling on school grounds. The speed limit on school property is **10 miles per hour. Pedestrians and school buses have the right of way at all times. Students are not permitted to use the access road between the Middle School and Lindquist Commons. Students should access the student parking lot only from Farm Street. Violations will be dealt with at the discretion of the administration.**

Student Parking Privileges

Students who park on campus must exercise care, caution, and safety while driving on campus and while entering/exiting the parking lot. Parking privileges may be temporarily suspended or permanently lost due to speeding, driving to endanger, parking without permission or parking in an unassigned area. Most safety violations will result in a loss of parking privileges for a minimum of twenty school days depending upon the severity of the infraction.

Student parking on school grounds is limited to seniors who possess a valid parking permit, a valid driver's license and who have submitted all required information/forms (Internet Acceptable Use Policy, emergency information, etc.) with appropriate signatures affixed. A parking permit may be purchased, subject to availability, by a member of the senior class who holds a valid driver's license for a fee of \$275. (Any senior who has lost parking privileges due to previous driving/parking infractions but who wishes to have parking privileges when eligible must pay the full fee and will receive the permit when eligible. In the event that a student's parking privileges are revoked, the fee will not be refunded either in part or in total. If a student's permit is lost, stolen or needs to be replaced, another may be purchased for a \$10 fee. The student parking area is located in the parking lot adjacent to the Middle School Gymnasium. This lot should be accessed ONLY from Farm Street.

If there are available spaces after the seniors have been accommodated, a lottery will be held for juniors. The lottery dates are: October 1, December 1, February 1 and April 1. Only juniors who have completed paperwork will be eligible for the lottery. A student who wins a lottery spot must submit payment by the designated date or they forfeit their spot. Also a student wins a lottery spot has it until the next lottery date. Those students who don't win a lottery spot in any one lottery are automatically awarded a spot for the next lottery cycle. Any junior who wins a parking spot in the lottery must adhere to the same rules as seniors with parking privileges.

Proposed:

Driving on School Property

Students are required to observe all traffic laws when traveling on school grounds. The speed limit on school property is **10 miles per hour. Pedestrians and school buses have the right of way at all times. Students are not permitted to use the access road between the Middle School and Lindquist Commons. Students should access the student parking lot only from Farm Street. Violations will be dealt with at the discretion of the administration.**

Student Parking Privileges

Students who park on campus must exercise care, caution, and safety while driving on campus and while entering/exiting the parking lot. Parking privileges may be temporarily suspended or permanently lost due to speeding, driving to endanger, parking without permission or parking in an unassigned area. Most safety violations will result in a loss of parking privileges for a minimum of twenty school days depending upon the severity of the infraction.

Student parking on school grounds is limited to seniors who possess a valid parking permit, a valid driver's license and who have submitted all required information/forms (Internet Acceptable Use Policy, emergency information, etc.) with appropriate signatures affixed. A parking permit may be purchased, subject to availability, by a member of the senior class who holds a valid driver's license for a fee of **\$300.** (Any senior who has lost parking privileges due to previous driving/parking infractions but who wishes to have parking privileges when eligible must pay the full fee and will receive the permit when eligible. In the event that a student's parking privileges are revoked, the fee will not be refunded either in part or in total. If a student's permit is lost, stolen or needs to be replaced, another may be purchased for a \$10 fee. The student parking area is located in the parking lot adjacent to the Middle School Gymnasium. This lot should be accessed **ONLY** from Farm Street.

Spots available after seniors have been accommodated will be given to Juniors who possess a valid driver's license and who have submitted all required information/forms (Internet Acceptable Use Policy, emergency information, etc.) Juniors will need to make payment and renew their permits at 3 intervals; September 15, January 1 and April 1. Depending on availability of spots in the spring, a lottery for the April 1 renewal may or may not be needed. Payment is \$2 per day that school is in session.

Sophomores may not park on campus until after graduation. Sophomores wishing to park on campus at that time must possess a valid driver's license and submit payment/paperwork before parking on campus.

Juniors and Sophomores parking on campus must adhere to the same rules as senior with parking privileges.

Partial Listing of Disciplinary Offenses/Behaviors and Sanctions

P. 84

Current verbiage:

Partial Listing of Disciplinary Offenses/Behaviors and Sanctions

The following chart lists various common disciplinary offenses and the sanctions that may be imposed in response to those offenses. This is not meant to be an all-inclusive listing of those offenses for which disciplinary sanctions are appropriate. The Administration reserves the right to impose disciplinary sanctions for other offenses/behaviors that are not listed in this handbook but that are disruptive of the school environment and/or that infringe upon the rights of others. The Administration shall impose such penalties for such offenses/behaviors as it deems appropriate. Consequences are not automatic and administrators use their discretion in determining what consequences are appropriate given the violation and circumstances surrounding the violation. The infractions and consequences are intended to give both students and parents/guardians a clear understanding of administration's expectations for conduct and consequences that will be considered in making discipline decisions.

1. indicates first offense 2. indicates second offense 3. indicates third offense

BEHAVIOR/ACTION	SCHOOL RESPONSE/CONSEQUENCE
Alcohol, Other Drug Policy	Please see page 70
Breathalyzer	Please see page 71
Bullying	Please see page 81
Cafeteria Misbehavior Such as but not limited to the following: Consuming food in unauthorized areas Food fights Failure to clean up after oneself	Cafeteria cleanup duty (time determined by the severity of the case) Cafeteria cleanup duty and one detention Cafeteria clean up duty, two detentions, and possible suspension depending on circumstances
Cheating, plagiarism	Please see page 53
Cursing, foul language Comments directed towards another student and/or a staff member Lying	1. Two office detentions; possible suspension; parent/guardian notification 2. One-day possible suspension; parent/guardian conference. If action results in disruption to the educational process, up to a five-day possible suspension or expulsion may result
Cursing overheard/not directed toward a person	Warning; parent/guardian notification, consequences dependent upon severity One office detention; parent/guardian notification Two office detentions; parent/guardian notification
Cutting class	1. Two office detentions, parent/guardian

<p>Unexcused absence from a class, the library, the computer lab, or directed research</p> <p>Leaving class without permission</p>	<p>notification, and zeros given for any work due or completed on the day of the cut</p> <p>2. Five office detentions, parent/guardian notification, and zeros given for any work due or completed on the day of the cut</p> <p>3. Possible removal from course and denial of credit; possible suspension; parent/guardian conference</p>
<p>Cutting detention</p> <p>Applies to both teacher-assigned and office detentions</p>	<p>Two office detentions assigned for every failure to report and parent/guardian notification.</p> <p>Five failures to report 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.</p>
<p>Disruptive Behavior</p> <p>Applies to situations when a student is sent to the office from a class, the library, the computer lab or a directed research for disruptive behavior</p>	<p>1. Two office detentions; parent/guardian notification</p> <p>2. Five office detentions and parent/guardian notification</p> <p>3. One-day possible suspension; parent/guardian conference; possible removal from class and denial of credit</p>
<p>Insubordination or insolence such as but not limited to the following:</p> <p>Failure to follow a reasonable request by a staff member</p> <p>Boldly disrespectful in speech or behavior</p> <p>Verbal assault</p> <p>An act of insubordination that places others at serious risk</p>	<p>Consequence is dependent upon severity and may vary from two office detentions and parent/guardian notification up to a five-day possible suspension and possible recommendation for expulsion depending on the circumstances.</p>
Parking/Driving	Please see page 55
Excessive tardiness	Please see page 48
Fighting	Please see page 74
Physical assault	Please see page 73
<p>Physical intimidation</p> <p>The act of physically intimidating another by invading personal space and/or backing someone against a wall</p>	<p>Up to a five-day possible suspension or possible long-term suspension depending upon the severity of the case or repetitive nature of the case; parent/guardian conference</p>
Possession of a weapon	Please see page 95
Possession of tobacco and/or tobacco related products	Please see page 82
Provoking a fight	Please see page 74
Theft	Please see page 82
Vandalism	Please see page 83
Verbal threat of violence against the	Possible suspension, depending upon the

life of another	circumstances
Violating the Digital Citizenship and Acceptable Internet Use Policy	Please see page 33

An appeal may be made to the Headmaster if there are extenuating circumstances.
Disciplinary Sanctions

Proposed:
added disciplinary offense with consequence

Cutting a Directed Research (DR)	Up to 2 office detentions and/or loss of Library privileges
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The Public Schools of Dover and Sherborn
157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax :508-785-2239
URL: www.doversherborn.org
Mr. William McAulduff, Superintendent
Dr. Karen L. LeDuc, Assistant Superintendent
Ms. Christine Smith, Director of Special Education

Dover- Sherborn
Middle School
155 Farm Street
Dover, MA 02030
Phone: 508-785-0635
Fax: 508-785-0796

Mr. Scott Kellett
Headmaster

Mr. Brian Meringer
Asst. Headmaster

Ms. Jill Arkin
Special Education
Team Chair

Ms. Ellen Chagnon
Guidance Director

Mr. Jeffery Parcells
Athletic Director

To: William McAulduff, Interim Superintendent
From: Scott Kellett, Middle School Headmaster
RE: Proposed Changes to Middle School Student/Parent Handbook
Date: April 26, 2017

Please find the proposed change to the 2017-2018 Student/Parent Handbook. Thank you for considering these changes.

Proposed change to 2017-2018 Middle School Student/Parent Handbook

Old

Valuable Items

Students are asked not to bring valuable items such as jewelry, large amounts of money, radios, etc., to school. Each student should be sure that his/her regular locker and gym locker are ALWAYS LOCKED. The Main Office should be notified immediately if your locker is not operating properly. Please report any lost or stolen items to the Main Office and fill out a Personal Property Report.

Proposed (Page 35)

Personal/Valuable Items

When leaving the building to go to lunch, physical education classes, etc., students should leave their books on designated tables and shelves near exits to cafeteria and the gymnasium. **Books and other belongings may not be left on the floor, as this is fire hazard.** Any student's belongings which are left on the floor will be held in the main office until the end of the school day.

Students are asked not to bring valuable items such as jewelry, large amounts of money, radios, etc., to school. Each student should be sure that his/her regular locker and gym locker are ALWAYS LOCKED. The Main Office should be notified immediately if your locker is not operating properly. Please report any lost or stolen items to the Main Office and fill out a Personal Property Report.

The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover-Sherborn Regional School Committee
From: William H. McAlduff, Jr.
Interim Superintendent
Date: April 28, 2017
RE: Agenda Item #6

Attached please find the policy for a second read and approval.

- JLIE – Student Parking

STUDENT DRIVING AND PARKING

The only students who may regularly drive to school are seniors who have registered their cars with the main office of the Dover-Sherborn Regional High School and who comply with school driving regulations. Seniors who abuse the driving regulations will lose their driving privilege. All cars must display the student parking permit on the right rear bumper and be parked in the upper parking lot opposite the Lindquist Commons. Juniors with special needs for purposes of employment may be granted permission to drive to school by the Headmaster.

Updated Version***STUDENT PARKING***

The only students who may regularly park at school are Seniors who comply with the requirements and process detailed in our high school student handbook. Juniors will be eligible to park at school if space is available. Details for Junior requirements and the lottery system are included in our high school student handbook. Sophomores will be allowed to park at school after the Seniors graduate. Sophomores must follow the same procedures and requirements as Juniors. All students may lose their parking privilege if they abuse the driving regulations.

REF.:	Intro. 1973-74 Dover-Sherborn Regional High School Dover Sherborn High School Student Handbook
FIRST READING:	January 25, 2011 March 14, 2017
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	Dover-Sherborn Regional Committee

The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover-Sherborn Regional School Committee
From: William H. McAlduff, Jr.
Interim Superintendent
Date: April 28, 2017
RE: Agenda Item #7

The following communications are for member's information.

- METCO Report
- Dover School Committee Minutes January 24, 2017
- Sherborn School Committee Minutes – NONE

The Public Schools of Dover and Sherborn

157 Farm Street, Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239

www.doversherborn.org

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

To: William McAlduff, Jr.
From: Karen LeDuc
Date: April 28, 2017
Re: METCO update

Attached is an update regarding the METCO program, including an overview of METCO and the student registration/placement process, METCO enrollment by district, and grant expenditures.

April 2017

METCO update

The Public Schools of Dover and Sherborn have been part of the METCO program since its inception in 1968.

METCO provides students with educational opportunities designed to enrich their academic, personal and interpersonal experiences. Boston Public School Families register to participate in the METCO program (see attached registration process), and are placed in participating districts.

Dover Sherborn places students in grades Kindergarten-twelve, with the majority of students placed in Kindergarten or grade one, where each school welcomes METCO students to Dover Sherborn. Over the years, enrollment into the program has been capped at 40 students, with approximately 10 students per building (this does sometimes fluctuate based on enrollment, Boston student interest, etc.)

About METCO (from METCO Inc. website (<http://www.metcoinc.org/>))

The Metropolitan Council for Educational Opportunity, Inc. (METCO, Inc.), a private, nonprofit organization founded in 1966 is the service provider for the Metropolitan Boston METCO program. The METCO program has approximately 3,300 students from Boston and Springfield attending public schools in participating suburban communities.

Funded by the State Legislature, under Massachusetts General Laws Chapter 76; 12A and administered by the Massachusetts Department of Education, the METCO program is the second oldest voluntary inter-district school assignment program in the country dedicated to increasing diversity and reducing racial isolation.

THE MISSION

Our mission is to provide students with educational opportunities designed to enrich their academic, personal and interpersonal experiences. It is our belief that the METCO experience should provide a strong academic foundation, as well as an environment rich in cultural, educational, ethnic and racial diversity.

THE PURPOSE

A. The METCO program was established to provide opportunity for children from racially imbalanced schools in Boston and children from isolated suburban schools to learn together in an integrated public school setting.

B. METCO strives to increase the diversity and reduce the racial isolation in the receiving districts so that the students from different backgrounds can learn from each other in meaningful ways.

C. The METCO program also provides a closer understanding and cooperation between urban and suburban parents and other citizens in the Boston Metropolitan area.

Dover Sherborn METCO grant funding

METCO grant funds are awarded based on enrollment, \$4,065 for each student and an additional transportation allocation

Our grant award for the FY2017 (Total award including transportation is \$212,948):

- Dover, enrollment 8 students, \$32,520
- Sherborn, enrollment 8 students, \$32,520
- Region, enrollment 22 students, \$89,430
 - Transportation allocation \$58,478 (covers all three districts)

Expenditures include:

- METCO Coordinator: \$76,711
- METCO Bus Monitor: \$24,000
- Before-school tutors for Chickering: \$4,000
- Transportation:
 - Eastern Bus: \$97,240
 - Cabs for after school needs: ~\$10,000
 - Conference fees, activities: ~\$1,000

2015 District/METCO enrollment* in member districts, used to determine funding for FY17

District	Total Enrollment	METCO Enrollment	% of enrollment, METCO
Bedford	2336	95	3.7
Belmont	4362	103	2.4
Brookline	7668	293	3.8
Concord (K-8)	2098	90	4.2
Concord-Carlisle (9-12)	1290	59	4.6
Dover, Sherborn, Region	2058	38	1.8
Lexington	6925	254	3.7
Lincoln (K-8)	1225	88	7.1
Sudbury (K-8)	2822	69	2.4
Lincoln-Sudbury (9-12)	1602	91	5.7
Marblehead	3208	81	2.5
Natick (METCO enrollment in grades 5-12)	3122 (adjusted for 5-12 enrollment)	54	1.7
Needham	5581	174	3.1
Newton	12670	429	3.4
Reading	4392	72	1.6
Wayland	2657	137	5.2
Wellesley	5075	158	3.1
Weston	2180	70	3.2

Westwood	3151	43	1.4
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- *based on October 1st enrollment data

METCO registration process (from METCO Inc. website (<http://www.metcoinc.org/>) :

“To register for the Boston METCO waiting list, a parent or guardian must come to our office located at 40 Dimock St., Roxbury, MA 02119. We accept registrations Monday – Friday between 9:00 A.M. – 7:00 P.M.

During school and summer vacation weeks, our office hours are limited, so please call 617-427-1545 to ensure someone will be available to assist you.

After you complete the registration form, your child(ren) will be placed on the waiting list by date received. Currently, it may take from three to four years for a new applicant to begin the referral process. METCO is aware that changes may occur while on the waiting list, for this reason it is EXTREMELY important that your contact information is kept up to date with our office.

We highly recommend contacting our Data Department annually with any changes. Once we reach your child(ren) on the waiting list, you will be contacted to begin the referral process.

Districts request students to fill empty spaces in their schools. Students referred to the districts have met the waiting list eligibility period and have completed the administrative paperwork requested by METCO, Inc.”

Dover Sherborn Placement Process

The Dover Sherborn METCO Coordinator, Ms. Monique Marshall-Veale, works collaboratively with the administrative team at each building to determine grade level students for application. She receives completed student registrations from METCO and determines if the student is placed at one of our schools. Siblings of current students are given priority in this process.

APPROVED APRIL 3, 2017

Dover School Committee
Meeting of January 24, 2017

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

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

1) Call to Order

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

2) Community Comments - none

3) Dover PTO Report - Ms. Puerini gave an update on upcoming events of the PTO.

4) Reports

- a) Principal's Report - Ms. Dayal highlighted items from her report.
- b) Assistant Superintendent Report - Dr. LeDuc highlighted items from her report.
- c) Interim Superintendent Report - Mr. McAlduff updated the Committee on the following:
 - Coordinated Program Review - The exit meeting for the CPR was held on January 13th. A final report is expected in 45 days and will be forwarded when it is received.
 - Enrollment - Mr. McAlduff reviewed the Kindergarten enrollment projection methodology. Based on the annual Census Data for Kindergarten age eligible students and the formula used the projected enrollment for 2017-18 is 48 students. The eligible families have been contacted and responses will continue to be tracked. Current enrollment data and projections for 2017-18 for 1st-5th grades were also provided and discussed. All grades fall within class size guidelines at this time.

5) Update on ELA Curriculum Implementation - A presentation on the ELA Curriculum was given.

6) FY17 Monthly Financial Report - The Status of Appropriations as of December 31st was provided which reflects a salary adjustment to the SPED teachers salary function due to a resignation. The position is in the process of being filled and the salary will be re-encumbered once a replacement is hired. There are no changes to the expenditures since the last report.

Out-of-District - There have been recent placement changes resulting in an additional \$27,000 of tuition expense.

Special Revenue/Revolving Funds - The activity and fund balances as of December 31st were provided. The Building Fund will now reflect any custodial overtime charges associated with building rentals. The Cafeteria is continuing to show a net profit due to the increase in lunch price and a slightly higher participation rate. The Gift fund reflects transactions related to the preschool playground project. The Preschool account shows first semester tuition offset by salary expenditures for educational assistants. The Student Activity Fund Compliance Audit Report was provided and the Administration is working to address the findings of the report.

7) FY18 Proposed Operating Budget

APPROVED APRIL 3, 2017

Special Education Initiatives for FY18 - Ms. Smith discussed her recommendation for the expansion of the services provided to students with Language Based Disabilities from 1.0 FTE shared by the MS and HS to 1.0 FTE for both the MS and HS. She believes this additional teacher, along with the contract with Landmark, would reduce the number of out of district (OOD) placements going forward. Ms. Smith also recommends a 1.0 FTE increase to the Life Skills Program to facilitate the return of 1-2 students to the District as well as provide space for younger students to remain in the District going forward. Finally, Ms. Smith recommends changing the current Board Certified Behavior Analyst (BCBA) from a separate model of service at each of the schools to a 1.0 District wide position. Ms. Smith took questions from committee members.

FY18 Budget Update - The Administration presented the proposed changes to the FY18 Budget including: Technology items originally included in Capital Plan which have been moved to the operating budget - \$27,900; reduction in SPED Contracted Services based on expected usage - (\$6,500); increase in OOD tuition expenses - \$10,633; and reduction in OOD transportation due to ACCEPT Matrix revision - (\$2,999) for a total increase of \$29,034. The draft FY18 Budget totals \$10,337,724 an increase of \$421,762 or 4.25% over FY17. The In-District budget totals \$7,135,646 an increase of \$415,611 or 6.18% over FY17. OOD Tuition & Transportation totals \$3,202,078 an increase of \$6,151 or 0.19% over FY17.

8) FY18 Capital Plan Update - After meeting with the Capital Budget Committee, the Capital Plan request was reduced to \$13,000 for 50 Chromebooks. Other items (in the amount of \$27,900) were moved to the operating budget. Additionally, there will be a meeting about the air conditioning proposal on February 14th. Several consultants and engineers have recommended the same solution of a ductless system composed of multiple condensers (1 condenser for every 2 classrooms) that will allow temperature control for each individual classroom. The cost estimate for this system is \$600-800k and could be installed over the summer.

9) Consent Agenda

- a) Meeting minutes of November 22 and December 19, 2016
- b) Donation Acceptance: Exxon/Mobil - annual donation of \$500
- c) Town Report

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

17-01 VOTE: 5 - 0

9) Communications

- a) Regional School Committee minutes: November 1 and December 6, 2016
- b) Sherborn School Committee minutes: November 15 and December 15, 2016

10) Items for March 13th meeting - FY18 Budget Hearing

11) Adjournment at 9:15 pm.

Respectfully submitted,
Amy Davis

The Public Schools of Dover and Sherborn

*Memo from
Interim Superintendent Bill McAlduff*

TO: Dover-Sherborn Regional School Committee

From: William H. McAlduff, Jr.
Interim Superintendent

Date: April 28, 2017

RE: Agenda Item #8

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

- Approval of Minutes March 15, 2017

DRAFT

Dover-Sherborn Regional School Committee Meeting of March 15, 2017

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

Also Present: Bill McAlduff, Interim Superintendent
 Dawn Fattore, Interim Business Manager
 Christine Smith, Special Education Director
 Virginia Daukas, HS Representative

1) Call to Order

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

2) Community Comments

3) Reports

- DSHS Headmaster's Report - Ms. Daukas highlighted recent and upcoming events at the High School.
- DSMS Headmaster's Report - Mr. Kellet's report was provided.
- Assistant Superintendent Report - Dr. LeDuc's report was provided.

4) Audited FY16 Financials - Mr. Brown was present to discuss the audited financials and answer questions from the committee.

Ms. White made a motion to accept the Audited Financial Statements as of June 30, 2016.

Ms. Krusell seconded.

17-10 VOTE: 6 - 0

5) Monthly FY17 Financial Report - The Status of Appropriations and Revenue Report as of March 9th were provided.

- Revenues - no change from the report provided last month.
- Salaries - the projected positive salary variance has increased to approximately \$67,000 due to the encumbrance of stipends for coaches which reflect the unfilled freshman team positions for soccer and basketball.
- Expenditures - Health care projections have been updated from November and a negative variance of \$25,000 (vs \$30,000) is expected. A positive variance of \$8,500 for retirees is projected based on enrollment activity.

6) 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.

Mr. Lee made a motion to have the Dover Sherborn Regional School not participate in School Choice program for the 2017-18 school year. Ms. Ringel seconded.

17-11 VOTE: 6 - 0

7) Policy: Student Driving and Parking - Mr. McAlduff presented the revised policy for student driving and parking for the first reading by the committee. The proposed update to the policy provides language to allow for sophomores to drive to school after graduation. There was discussion about the policy and Ms. Graham requested that any suggested changes be sent to her.

8) Consent Agenda

DRAFT

- a) RSC Meeting Minutes of December 16, 2016 and February 28, 2017
- b) Overnight Trip: Institute for Global Leadership Inquiry Program - The History Department requested permission to bring 28 students to Tufts on Friday April 7th through Saturday April 8th for the Inquiry Program.

Mr. Lee made a motion to approve the Consent Agenda. Ms. Ringel seconded.

17-12 VOTE: 6 - 0

9) Communications

- a) FY18 Assessment Letter to Towns
- b) Dover School Committee minutes - none
- c) Sherborn School Committee minutes of January 17 and February 14, 2017
- d) Update on Enrollment projections

10) Adjournment at 7:30 pm.

Respectfully submitted, Amy Davis