

**REVISED SEPTEMBER 10, 2018 AT 1:30 PM**

**NOTICE**

**DOVER-SHERBORN REGIONAL  
SCHOOL COMMITTEE MEETING  
SEPTEMBER 11, 2018 6:30 P.M.**

**DOVER-SHERBORN REGIONAL MIDDLE SCHOOL LIBRARY**

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

*Regional School Committee members include: Ms. Lori Krusell, Chair, Ms. Anne Hovey, Vice-Chair,  
Ms. Clare Graham, Secretary, Ms. Clare Graham, Ms. Maggie Charron, Ms. Judi Miller*

**AGENDA**

1. Call to Order
2. Community Comments
3. Reports:
  - Assistant Superintendent – Ms. Beth McCoy
    - Prezi Presentation
  - Superintendent- Dr. Andrew Keough
4. Financial Reports
  - FY18 Closeout
  - FY19 Operating and Capital Update
5. Review of Strategic Objective
  - Action Steps: Health and Well – Being of Staff and Students
6. Consent Agenda A.R.
  - Approval of Minutes June 12, June 18, and August 23, 2018
  - Appointment of Middle School Nurse
  - High School Trip: Global Science and Winter Leadership
  - Middle School DC Trip
  - Donations: Mudge Fund, Music Dept, Dover Sherborn High School PTO
7. Communication (For Members Information)
  - DSHS Student and Headmaster's Report –Mr. Smith
  - DSMS Student and Headmaster's Report- Mr. Kellett
  - School Committee 2018-19 Meeting Calendar-updated
  - Subcommittee Assignments
  - Sherborn School Committee May 8, 2018 minutes
  - Dover School Committee May 14, 2018 minutes
8. Items for October 9, 2018 Meeting
9. Adjournment  
Executive Session: to discuss security personnel or devices and to discuss strategy with respect to collective bargaining and employee benefits – not to return to open session

*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. +*

3. Reports:

- Assistant Superintendent – Ms. Beth McCoy
  - Prezi Presentation – *will be shown at meeting*
- Superintendent- Dr. Andrew Keough

# 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)

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

To: Dr. Andrew Keough, Superintendent  
From: Elizabeth McCoy, Assistant Superintendent  
Re: September Regional School Committee meeting  
Date: September 7, 2018

Happy New Year! After a long summer of planning I am energized and excited to support you and the team in bringing the Strategic Plan and district's goals to fruition.

## **SUMMER PROFESSIONAL DEVELOPMENT**

Staff from all four schools engaged in various courses, projects, and working sessions over the summer, from expanding the Response to Intervention model and developing new social emotional interventions to integrating Google's Augmented Reality software and creating common formative and summative Mathematics assessments.

On August 21, twenty-seven teacher leaders from across the district engaged in a workshop on multicultural curriculum facilitated by consultants from the EDCO Collaborative. In support of our continued work on cultural responsiveness and social-emotional learning, the objectives of the workshop were to identify bias in the curriculum; locate multicultural resources inclusive of a variety of voices and perspectives; and discuss opportunities for the integration of social justice standards. As a result, teacher leaders were prepared to facilitate work with their grade-level and discipline-based teams to update, expand, and transform the curriculum to better prepare students to know, to care, and to act in a "rapidly changing world."

<b>Name</b>	<b>Role</b>	<b>School</b>	<b>Discipline</b>
Christine Atkinson	Curriculum Leader	Chickering	Elementary
Jim Baroody	Department Head	High School	Math
Corinne Bernard	Curriculum Leader	Chickering	Elementary
Barb Brown	Principal	Pine Hill	All
Allie Cipolla	Curriculum Leader	Chickering	Elementary
Laura Dayal	Principal	Chickering	All

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.

Gretchen Donohue	Department Head	High School	English
Jeff Farris	Department Head	High School	World Language
Leonie Glen	Curriculum Leader	Middle School	World Language
Nick Grout	Curriculum Leader	Middle & High School	Technology & Engineering
Geoff Herrmann	Department Head	Dover Sherborn	Art & Music
John Hickey	Department Head	High School	History
Ana Hurley	Curriculum Leader	Middle School	Science
Scott Kellett	Headmaster	Middle School	All
Beth McCoy	Asst. Superintendent	Dover Sherborn	All
Kevin McIntosh	Curriculum Leader	Middle School	English
Meredith Merritt	Curriculum Leader	Chickering	Elementary
Kim Phelan	Curriculum Leader	Middle School	History
Nancy Powers	Curriculum Leader	Chickering	Elementary
Deb Reinemann	Asst. Principal	Chickering	Elementary
Jennifer Ryan	Curriculum Leader	Pine Hill	Elementary, Science
Laurie Ryan	Librarian	Pine Hill	Elementary
Rachel Santiano	Curriculum Leader	Pine Hill	Elementary, History
John Smith	Headmaster	High School	All
Greg Tucker	Department Head	High School	Science
Allison Vetere	Curriculum Leader	Chickering	Elementary
Stephen Wroblewski	Asst. Headmaster	Middle School	All

## MENTORING PROGRAM

Dover Sherborn welcomed twelve new educators on Thursday, August 22 during the full-day orientation portion of the mentoring and induction program. Under the leadership of Keith Kaplan, the new program leader, mentors and mentees spent the morning getting to know each other and identifying goals and expectations for their work. After the infamous Dover and Sherborn bus tour and a luncheon with the Leadership Team, educators retreated to their respective buildings to continue settling in and finding those “go to” people and “must-have” resources that will help ensure their success in the months ahead. Keith will facilitate four additional sessions over the course of the year in collaboration with members from the Special Education, guidance, and technology teams. Many thanks to the screening committees and building leaders who recruited and hired an incredible cohort of educators who will certainly bring energy and new perspective to our work as a district.

## OPENING OF SCHOOL

The Commons were abuzz as the entire pre-kindergarten through grade 12 faculty gathered for the district convocation on August 27. After everyone had an opportunity to say “hello” to each other and share summer selfies and stories, the faculty broke into 50 small groups and engaged in a Boggle-type activity. Each group was given an envelope with a random assortment of letters and 15 minutes to create as many words as possible. As some groups (letters J, E, Q, V, O, Z, M, K) struggled to make 10 full words and others (letters D, O, L, A, N, M, E, S) ran out of time as they exceeded 130, the staff came to realize the connection between the game and the concepts of power and privilege addressed in our common summer book, *So You Want to Talk About Race?* by Ijeoma Oluo. Educators were encouraged to think about how this activity relates to their work and how best to use their “1000 hours” of time on learning to better prepare students to know, to care, and to act in a “rapidly changing world.”

## CURRICULAR & INSTRUCTIONAL GOALS

In order to ensure alignment between district, school, and teacher goals; to maximize efficiency as professional development and faculty, department, grade-level, PLC time maintain focus on district/school priorities while also allowing teachers time and resources to achieve their goals; and to foster greater collaboration among educators and further development as a professional learning community, common professional practice and student learning goals have been proposed as part of the supervision and evaluation process. Samples include,

In support of our district/school-wide goal that *seeks to create, foster and implement culturally responsive practices that will inform, educate and improve our school community*, I will develop anti-biased curricula and acquire skills to facilitate developmentally appropriate conversations/activities among students around topics of identity and social justice.

In support of our district/school-wide goal that *seeks to update systems and structures to ensure the safety of our school community*, I will participate in the school’s trainings on safety and mental health, and assist in the acquisition and analysis of student social-emotional data.

In accordance with the district/school-wide goal of *continually reviewing and updating curriculum in support of innovative teaching and learning and improved student outcomes*, I will participate in year one of the Mathematics Curriculum Review process.

Each goal contains specific action steps and benchmarks and is directly linked to the Dover Sherborn Teacher Evaluation Rubric. As educators finalize and begin working on their goals this month, I am confident that they, the schools, and the district will begin to see the change and growth outlined in the Strategic Plan.

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Dr. Andrew W. Keough, Superintendent  
Ms. Elizabeth M. McCoy, Assistant Superintendent  
Ms. Dawn Fattore, Business Administrator

**To: Dover Sherborn Regional School Committee**

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

**Date: September 7, 2018**

**RE: Superintendent Report**

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## Opening of School

We officially kicked off the year for faculty on August 27<sup>th</sup> with our annual system-wide gathering in the Mudge Auditorium. This was a special morning in that faculty from across the three districts had the opportunity to join together as one to share in some of our summer experiences and to re-focus our energies on the coming year. With a strong emphasis on our #WEareDS work, we kicked off the morning with a small group activity designed to allow teachers to put themselves in the shoes of others and to reflect on the many differences in learning styles and experiences our students bring with them to our schools. This was followed by my presentation, wherein I asked teachers to reflect on the tremendous power they have to influence our students' lives. Staff shared with each other positive experiences from their youth with their own teachers, as well as negative experiences, with the goal being to remind them that student memories of interactions with adults in school last a lifetime. I followed this with a quick review of our Core Values and Strategic Goals for the year as contained in the District Strategic Plan. Beth McCoy followed my presentation with an inspiring review of the fact that in "preparing our students for a rapidly changing world", our teachers in fact have limited contact with them and hence must think deeply about how best to take advantage of this opportunity. She will share her Prezi presentation as part of her Assistant Superintendent report.

DSEA President, Laura McGovern offered a warm welcome to our teachers as well and the event concluded with the annual presentation of Teacher Service Awards to those teachers and staff members with 15 or more years of service to the district (see attached). We were assisted in the distribution of the awards by Regional School Committee members, Anne Hovey and Dana White, Dover School Committee Chair, Henry Spalding and member, Michael Jaffe, and Sherborn School Committee Chair, Kate Potter. New this year, we also took a moment to recognize all of our staff members recently attaining Professional Teaching Status (see attached). This was well received as it is viewed a critical milestone on the trajectory of a teacher's career.

Our students returned to their respective schools on Wednesday August 29th full of energy and thrilled to reconnect with friends and faculty. It was a special day and despite the heat (soaring well into the 90's), there was joy and excitement in the air (see photos). As has become my tradition, this year I once

again made sure to personally greet as many students as possible, as they arrived in the morning and to wish them well as they headed home in the afternoon. I also took advantage of this opportunity to thank our bus drivers individually for keeping our children safe and to introduce myself to the many parents choosing to drive their children to school.

### **Special Education Review (Audit) Update**

Our special education review, being conducted by Dorsey Yearly and Deb Levine is well underway and we anticipate being able to provide the Joint School Committees with recommendations as they relate to the organization of the special education department for the Dover Sherborn Schools at the meeting scheduled for October 9<sup>th</sup>. As these recommendations may have budget implications, should the determination be to re-organize in any way, this will allow us time to determine whether or not we intend to allocate funding in the FY 20 budget. The full report of the review, complete with assessment of our programming, will be presented at the January Joint School Committee meeting.

### **New Staff and Special Education Interim Update**

Enclosed you will find a spreadsheet of all new staff for the Region. It includes all information relevant to their hiring. In total, 19 staff members were hired for FY 19 and we are very excited about the caliber of candidates we were able to attract. Clearly, word is out that Dover Sherborn is a special place to work. I want to thank all of the teams of teachers and administrators for the time and energy they invested in this critical process of recruitment and hiring.

Of particular importance, I would like to remind you that we are well into the process of hiring our Interim Special Education Director. To that end, on Wednesday September 12<sup>th</sup>, our two candidates will be visiting the district for interviews with School Committee members, key stakeholders, and myself. As mentioned in Cheryl's most recent email in this regard, the finalists are Sheilah Reardon and Deborah Dixon. The school committee time slots for interviewing are between 8:00-9:15 a.m. (roughly). All of your meetings will be held in the Middle School Headmaster's Conference Room. My goal is to complete background checks by the end of this week so that I can put forth a recommendation to the Joint School Committees at a special meeting before the Sherborn School Committee meeting on Monday September, 17<sup>th</sup>. That meeting will be posted later this week but we are aiming for a 5:30 p.m. start and will need a quorum of all three committees.

### **Administrative Retreat**

This past July 10<sup>th</sup> and 11<sup>th</sup>, we held a retreat for the full Leadership Team at the Connor's Center in Dover. Besides it being a beautiful setting for reflection and contemplation, it proved to be ideal for our activities and conversation. Although all topics in some way centered on the goals of the Strategic Plan, we also took advantage of the opportunity to simply get to know each other better and to build trust. Among the topics/activities included were the following: Conducting the Marshmallow Project, identifying our leadership goals, assessing our effectiveness as a team, articulating the findings of the safety audit and identifying next steps, outlining the purpose of the special education audit and identifying next steps, improving and coordinating our RTI initiatives as a system, a book group discussion on *So You Want to Talk About Race?*, reviewing objectives of the Portrait of a Graduate and Academic Innovation Committee, integrating the district Core Values into the fabric of our district

### **Strategic Plan Action Plan Presentation**

I am pleased to report that the Leadership Team has completed the Action Plan component of the District Strategic Plan. The Action Plan outlines the steps that will be taken to meet the expectations outlined in the Strategic Objectives and Priorities. Furthermore it outlines parties responsible, benchmarks, and the timeline by which we aim to meet these tasks. The plan is to share the Action Plan with the Joint School Committee on October 9<sup>th</sup> and to share work that is already underway in this regard. I am excited about the development of this plan and am confident it will result significant and meaningful improvements to our schools.

### **Best of Boston**

I would like to congratulate our staff and students from across the district on the recent ranking of Dover Sherborn Regional High School as the number one high school in Massachusetts. Although these rankings frequently come under attack for being unfair measures of school effectiveness, they undoubtedly identify that the Dover Sherborn Public Schools are truly among the best in the nation and that our system as a whole is one we can all be proud of. See sortable chart here: [Best of Boston](#)

### **In Appreciation**

As summer time is not always as quiet as it might appear for the schools, I want to take this opportunity to thank the entire team of people who helped prepare us for our opening. These include the Leadership Team, all of our central office and building support staff, our custodial and grounds staff, led by Mr. Ralph Kelley, and most importantly to me personally, my assistant, Cheryl Ingersoll.



#WEareDS

NEW HIRE INFORMATION

Location	Name	Position	Replaced	Bachelors	Masters
<b>REGION</b>					
	Caroline Bartlett	English Teacher	KC Potts	Bowdoin Connecticut College	BU
	Leah Swinson	Social Studies	Rebecca Vizulus		Lesley
<b>HIGH SCHOOL</b>					
	Caroline Bartlett	English Teacher	KC Potts	Bowdoin Connecticut College	BU
	Leah Swinson	Social Studies	Rebecca Vizulus		Lesley
<b>Educational Assistants</b>	Jennifer Giannetto				
	Shahrayne Litchfield				
	Christine Carty				
<b>MIDDLE SCHOOL</b>	Stephen Wrobleski	Asst Headmaster	Brian Meringer	Shenandoah Univ	Emerson Endicott - Admin
	Sara Collins	Social Studies	Randy Hoover	State Univ NY	State Univ NY
	Jessica Rymut	World Language	Callie Egan	Clark Univ	Attending UMASS Bosto
	Kerry Hennessey	.4 Math Teacher	Erin Newman (.4 CR leave)	BC	Univ of Hartford
	Laura Sukys	English Teacher	Annie Duryea ( LOA 1 yr)	High Point Univ	Attending UMASS
<b>Education Assistants</b>	Diane Morales	Admin Asst Guidance Dept	Susan Mosher		
	Kasey Fraser				
	Kelly Menchin				
	Timothy Montgomery				
	Bryan Narcisse				
	Christine King				
	Abigail Bosteels				

**15 Years of Service**

Mary Andrews	DS High School
Lindsay LI	DS High School
Donna Bedigan	DS Middle School
Mark Thompson	DS Middle School
Joshua Bridger	DS High School

**25 year of Service**

Dave Pizzillo	DS High and Middle
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**30 Years of Service**

Dean Bogan	DS High School
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**LONGEST SERVING TEACHERS**

Dara Johnson	DS Middle School	30 Years
Greg Tucker	DS High School	27 Years

**LONGEST SERVING ADMIN ASST**

Susan Barss	Food Service Dept	27 Years
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# PROFESSIONAL STATUS

Name	School
Linda Shea	Chickering
Lisa Pearson	DSHS
Kristen Loncich	DSHS
Kanee Chlebda	DSHS
Meaghan Collins	DSMS
Joan Pierce	DSMS
Kara McAuliffe	DSMS
Amanda Rogers	DSMS
Andrea Moran	DSMS
Chris Randa	Pine Hill
Amy Curry	Pine Hill
Tonya Bridge	Pine Hill

4. Financial Reports

- FY18 Closeout
- FY19 Operating and Capital Update –*will be distributed at meeting*

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TO: Andrew Keough, Superintendent  
FROM: Dawn Fattore, Business Administrator  
RE: FY18 Financial Results and Year-End Requirements  
DATE: September 7, 2018

The following reports as of June 30, 2018 are attached for your review:

- a. General Fund Revenues
- b. Status of Appropriations
- c. Special Revenue/Revolving Funds

## General Revenues

Two significant transactions in FY18 resulted in a reported general revenue deficit of **(\$438,363)**:

1. Reduction in Town Assessments of **\$248,456** for FY17 excess E&D funds
2. Deposit of June's Chapter 71 Transportation payment of **\$229,032** to the Transportation Reserve Fund.

Net results, excluding the above, would have reflected a surplus of \$40,125 (0.1% of budget).

## Status of Appropriations

The operating budget ended the year with a surplus of **\$245,534**, representing 1% of budget. There are no material salary variances to report. For expenditures, healthcare expenditures were under budget by \$30,600 and the additional costs in plants and facilities was offset by the positive variance in utilities, including the partial year of net metering credits. We will be happy to address any other variances at Tuesday night's meeting.

## Summary of Results

Net result of operations was a deficit of **(\$192,839)** leaving a proposed certified E&D fund balance of \$1,111,906, 4.5% of the FY19 operating budget. This is a reduction in the 5% balance carried for the past two years.

### Special Revenue/Revolving Funds

The statement provided summarizes all activity for FY18. Food Services has continued to produce positive operating results as participation grows based on new offerings and the collaboration with a nutrition consultant. This fund balance will provide a source of funds as replacements and improvements are needed in the Food Service facilities.

Reflected in the Miscellaneous Gifts is a new gift received at the end of the year from the Mudge Foundation of \$25,000. This will be discussed further in the FY19 Update report as is it part of a larger grant/gift to be completed/received this month. Regarding older miscellaneous gifts, we have been more active in reaching out as appropriate to the designated recipients/departments to utilize funds. Some activity is reflected in this statement with more to be reflected in your first update for FY19 in October.

We will be happy to answer any questions on this statement at the meeting.

### End-of Year DESE Report

The Business Office is in the process of completing the FY18 EOYR report which is used by the Department of Education to determine the Region's compliance with prior and current compliance with net school spending as well as determining the current year's Chapter 71 Regional Transportation Reimbursement. The reporting deadline is October 1, 2018.

### Annual Audit

R.E.Brown is scheduled to begin the annual audit in mid-September. We anticipate presenting the audited financial statements at the Committee's December meeting. In addition, this year we are also engaging them to perform the required Student Activity compliance audit for both the Middle and High School accounts. The Middle School review is currently underway. Both reports will be shared with the Committees once completed.

**Dover Sherborn Regional School District**  
**General Fund Revenues as of June 30, 2018**

	<u>FY18</u>	<u>YTD</u>	<u>EST. TO BE</u>	<u>OPERATING</u>	<u>% OF</u>
	<u>BUDGET</u>	<u>RECEIVED</u>	<u>RECEIVED</u>	<u>VARIANCE</u>	<u>BUDGET</u>
DOVER ASSESSMENTS	\$11,816,976	\$11,680,224	\$0	(\$136,752)	-1.16%
SHERBORN ASSESSMENTS	9,358,457	9,245,753	0	(112,704)	-1.20%
CHAPTER 70, net	2,015,184	2,021,948	0	6,764	0.34%
CHAPTER 71 (Transportation)	421,928	220,729	0	(201,199)	-47.69%
H/S ATHLETIC FEES	255,000	255,000	0	0	0.00%
H/S PARKING FEES	51,000	51,000	0	0	0.00%
H/S ACTIVITY FEE	13,500	14,515	0	1,015	7.52%
M/S ACTIVITY FEE	11,250	10,170	0	(1,080)	-9.60%
MISC REVENUE	10,000	0	0	(10,000)	-100.00%
BANK INTEREST	15,000	30,118	0	15,118	100.79%
NON-CASH ACTIVITY	0	475	0	475	na
E&D UTILIZATION	137,290	137,290	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>\$24,105,585</b>	<b>\$23,667,222</b>	<b>\$0</b>	<b>(\$438,363)</b>	<b>-1.82%</b>

**Dover Sherborn Regional School District**  
**General Fund Revenues as of June 30, 2018**  
*reflecting Chapter 71 Payment*

	<u>FY18</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	\$11,816,976	\$11,680,224	\$0	(\$136,752)	-1.16%
SHERBORN ASSESSMENTS	9,358,457	9,245,753	0	(112,704)	-1.20%
CHAPTER 70, net	2,015,184	2,021,948	0	6,764	0.34%
CHAPTER 71 (Transportation)	421,928	449,761	0	27,833	6.60%
H/S ATHLETIC FEES	255,000	255,000	0	0	0.00%
H/S PARKING FEES	51,000	51,000	0	0	0.00%
H/S ACTIVITY FEE	13,500	14,515	0	1,015	7.52%
M/S ACTIVITY FEE	11,250	10,170	0	(1,080)	-9.60%
MISC REVENUE	10,000	0	0	(10,000)	-100.00%
BANK INTEREST	15,000	30,118	0	15,118	100.79%
NON-CASH ACTIVITY	0	475	0	475	na
E&D UTILIZATION	137,290	137,290	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>\$24,105,585</b>	<b>\$23,896,254</b>	<b>\$0</b>	<b>(\$209,331)</b>	<b>-0.87%</b>

\$40,125 net E&D turnback

**Dover Sherborn Regional School District**  
**Status of Appropriations as of June 30, 2018**

OPERATING

<u>SALARIES</u>	<u>FY18</u>	<u>EXPENDED</u>	<u>VARIANCE/</u>	<u>% OF</u>
	<u>BUDGET</u>	<u>THRU 6/30</u>	<u>BUD. REMAINING</u>	<u>BUDGET</u>
SCHOOL COMMITTEE	27,220	27,654	(434)	-1.59%
SUPERINTENDENT	177,759	188,484	(10,725)	-6.03%
BUSINESS AND FINANCE	181,327	171,861	9,466	5.22%
HUMAN RESOURCES AND BENEFITS	22,350	22,407	(57)	-0.25%
DISTRICTWIDE INFORMATION MGMT	300,927	301,957	(1,031)	-0.34%
SPED/GUIDANCE ADMINISTRATION	441,287	438,162	3,125	0.71%
SCHOOL LEADERSHIP - BUILDING	686,830	684,465	2,365	0.34%
ACADEMIC LEADERS/QPO	161,168	147,166	14,001	8.69%
TEACHERS, CLASSROOM	8,992,410	8,969,621	22,788	0.25%
TEACHERS, SPED	1,376,460	1,376,401	58	0.00%
SUBSTITUTES	110,000	95,232	14,768	13.43%
EDUCATIONAL ASSISTANTS, SPED	435,738	433,119	2,619	0.60%
LIBRARIANS	213,030	213,030	0	0.00%
BUILDING BASED PD	36,000	46,575	(10,575)	-29.38%
GUIDANCE	752,753	748,186	4,567	0.61%
PSYCHOLOGICAL SERVICES	99,238	99,238	0	0.00%
MEDICAL / HEALTH SERVICES	177,648	176,481	1,167	0.66%
ATHLETICS	406,572	407,180	(609)	-0.15%
OTHER STUDENT ACTIVITIES	171,355	170,613	742	0.43%
CUSTODIAL SERVICES	751,945	755,206	(3,261)	-0.43%
<b>TOTAL SALARIES</b>	<b>\$ 15,522,014</b>	<b>\$ 15,473,038</b>	<b>\$ 48,976</b>	<b>0.32%</b>

EXPENDITURES

SCHOOL COMMITTEE	41,500	51,230	(9,730)	-23.44%
SUPERINTENDENT	59,725	50,396	9,329	15.62%
LEGAL SERVICES	40,000	23,255	16,745	41.86%
DISTRICTWIDE INFO MGMT	77,000	77,268	(268)	-0.35%
SCHOOL LEADERSHIP - BUILDING	91,860	71,431	20,429	22.24%
CLASSROOM SUPPLIES	31,586	20,070	11,516	36.46%
SPED SERVICES/SUPPLIES	165,075	131,796	33,279	20.16%
LIBRARIES & MEDIA CENTER	4,870	4,496	374	7.68%
COURSE REIMBURSEMENT/PD	94,035	75,801	18,234	19.39%
TEXTBOOKS & RELATED SOFTWARE	79,894	74,978	4,916	6.15%
LIBRARY INSTRUCTIONAL MATERIAL	61,551	49,161	12,390	20.13%
INSTRUCTIONAL EQUIPMENT	88,617	88,700	(83)	-0.09%
GENERAL SUPPLIES	133,790	127,241	6,549	4.89%
OTHER INSTRUCTIONAL SERVICES	20,525	15,580	4,945	24.09%
CLASSROOM INSTRUCTIONAL TECH.	113,400	112,579	821	0.72%
GUIDANCE	40,330	19,571	20,759	51.47%
MEDICAL / HEALTH SERVICES	8,800	8,552	248	2.82%
TRANSPORTATION SERVICES	805,209	780,754	24,455	3.04%
ATHLETICS	221,619	221,893	(274)	-0.12%
OTHER STUDENT ACTIVITES	2,000	2,049	(49)	-2.43%
CUSTODIAL SERVICES	635,000	681,219	(46,219)	-7.28%
UTILITIES	594,250	551,282	42,968	7.23%
ER RETIREMENT CONTRIBUTION	578,590	578,591	(1)	0.00%
ER INSURANCE ACTIVE EMPLOYEES	2,831,261	2,778,654	52,607	1.86%
ER INSURANCE RETIRED EMPLOYEES	676,180	698,151	(21,971)	-3.25%
OTHER NON EMPLOYEE INSURANCE	60,937	55,616	5,321	8.73%
LONG TERM DEBT RETIREMENT	905,000	905,000	0	0.00%
LONG TERM DEBT SERVICE	120,967	131,700	(10,733)	-8.87%
<b>TOTAL EXPENDITURES</b>	<b>\$8,583,571</b>	<b>\$8,387,013</b>	<b>\$196,558</b>	<b>2.29%</b>
<b>TOTAL OPERATING</b>	<b>\$24,105,586</b>	<b>\$23,860,051</b>	<b>\$245,534</b>	<b>1.02%</b>

**Dover Sherborn Regional School District**  
**Special Revenue/Revolving Funds as of June 30, 2018**

<u>SPECIAL REVENUE / REVOLVING FUNDS</u>	<u>FUND BALANCE @ 07/01/2017</u>	<u>REVENUE</u>	<u>Transfers In/(Out)</u>	<u>EXPENDITURES</u>	<u>FUND BALANCE @ 06/30/2018</u>
ATHLETICS	\$ 21,765	\$ 25,350			\$ 47,115
BUILDING/PARKING	85,698	51,656		28,804	108,551
CAFETERIA	107,120	722,445 *		658,284	171,281
CIRCUIT BREAKER	11,013	108,737 **		74,851	44,899
HEALTH GRANTS	-	78,040		62,183	15,857
MISCELLANEOUS GIFTS - see detail pg 2	92,894	40,799		23,126	110,568
REGIONAL TRANSPORTATION	-	229,032			229,032
SPORTS GIFTS	1,500	38,200		36,700	3,000
UNEMPLOYMENT	82,512	288			82,800

**NOTES:**

\* Net of deposits in advance - \$32,479

\*\* Includes 4Q CB payment received in July

**FIDUCIARY / TRUST FUNDS**

H/S STUDENT ACTIVITY --see Notes Below					74,422
M/S STUDENT ACTIVITY	48,812	103,772		88,882	63,701
TRUST/SCHOLARSHIP FUNDS	23,151	3		300	22,854

**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 18 Miscellaneous Donations				6/30/2018	
Gift/Donor	Purpose	Bal Fwd @7/1/17	Revenue	Expenditures	Encumbered	Ending Balance	Date/Yr
<b>RESTRICTED GIFTS</b>							
Alan Mudge Memorial Fund	Mudge Auditorium	36,000.00	25,000.00	10,000.00		51,000.00	6/30/16 & 6/26/18
CS Gift & DSEF	Challenge Success	13,795.20	2,000.00			15,795.20	6/30/15 & 5/23/18
D Family via Town Dover	Dugouts	16,522.00				16,522.00	6/10/2014
Metco Gifts	Metco Support	11,760.68	5,000.00	10,083.50		6,677.18	bal fwd+\$5k 9/16
P.O.S.I.T.I.V.E.	Rowing Club		3,099.45	2,200.00		899.45	11/1/2017
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	5,300.00			8,069.97	bal fwd 2011 & 6/11/18
J Family Trust	MS Music Gift	500.00		500.00		0.00	6/30/2015
Raytheon Math Award	Math tablets (Jim Baroody)	294.36		242.41		51.95	bal fwd 6/30/12
K Family	DS Music Program		250.00			250.00	6/15/2018
G Family Gift	MS Music	100.00		100.00		0.00	6/30/2013
Leuders	Science	134.00	150.00			284.00	bal fwd + 12/17
Anonymous	Library	18.00				18.00	6/30/2014
<b>UNRESTRICTED GIFTS</b>							
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
<b>TOTAL</b>		<b>92,894.21</b>	<b>40,799.45</b>	<b>23,125.91</b>	<b>0.00</b>	<b>110,567.75</b>	
					<b>6/30/2018</b>	<b>110,567.75</b>	
					<b>ENCUMBRANCE</b>		
					<b>FUND BALANCE</b>	<b>110,567.75</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. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

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

TO: Andrew Keough, Superintendent  
FROM: Dawn Fattore, Business Administrator  
RE: FY19 Operating and Capital Update  
DATE: September 7, 2018

We are pleased to share with the Committee financial and operational information available to date as well as an update on capital projects.

## State Funding

The State's FY19 budget was finalized in late July and Chapter 70 net revenues for the Region are **\$2,162,526** (\$29,487 more than budgeted). This variance however is subject to change based on possible fluctuations in our school choice and charter school enrollments. Chapter 71 (transportation) funding is estimated to be **\$91,154** (\$62,310 more than budgeted). This reflects an increase in the funding level provided to regional school districts in the approved budget.

## Operating Expenditures

We plan to provide a Status of Appropriations as of September 30<sup>th</sup> at the October meeting. At this point in time we are not anticipating any significant variances.

## Facilities and Grounds

Our custodial staff worked tirelessly all summer to prepare the buildings and grounds for the new school year. Additional renovations were performed in the classroom previously used for the foods class in the High School to bring it more in line with a multi-use classroom space. It now provides for a variety of classroom configurations within the one space and better serves the needs of students.

At the end of last year, we purchased a small aerator machine which our grounds crew utilized on the majority of our fields. This combined with some good rainfall has left the fields looking the best they have in years.

We thank all of our custodial and grounds staff for their dedication to our campus.

With a generous gift received from the Mudge Foundation in late June, the stage and theatre lighting in the Auditorium is being upgraded to all LED lighting. This project had been under review since last March when it was brought to our attention that the current dimmer rack, which controls all the stage lighting, was beginning to fail. Rather than replace the same type of system, it was recommended we convert to LED lighting and eliminate the need of the dimmer rack but also provide for more energy efficient and enhanced lighting for stage productions. The total project cost is \$90,180. We are utilizing the remaining balance from a previous Mudge Foundation gift (\$26,000) and an additional gift of \$64,180

has been received and is on the Committee's agenda for acceptance this evening. We look forward to the first production to see them in action! We are extremely grateful to the Mudge Foundation for their continued support in providing our community with a state of the art performance facility.

### Capital Projects

Attached is a status report of our capital projects. We will briefly update the Committee on each project that remains open from previous years as well as a complete update on FY19 projects. We are pleased to report that a majority have been completed over the summer months. In addition, we have held our first preliminary meeting with the Capital sub-committee and have begun the planning process for the FY20 capital requests. We anticipate presenting the first draft of FY20 requests along with projected FY21-FY24 to the Committee in November.

### OPEB

The employee benefits sub-committee met last week and intends to continue discussions regarding the funding of an OPEB trust with the Committee and Member Towns. You will remember last year the Committee voted to establish an Other Post Employment Health Insurance Liability Fund. The timeline for future decisions will align with the budget calendar as any funding must be incorporated into the budget requests presented to the Member Towns. More updates will follow later this fall.

We will be happy to answer any questions the Committee has on the information presented.

DOVER SHERBORN REGIONAL SCHOOL DISTRICT  
 Capital Requests Approved in Prior Years  
 as of September 7, 2018

Capital Item Approved	Approval Year	\$ Approved	\$ Spent to Date	\$ Encumbered	Unspent \$	Description/Explanation/Plan for of Approved but Unspent \$'s
Lindquist Doors	FY15	\$83,373	\$9,960	\$73,413	\$0	in process
Remaining Funds from completed projects	FY15	\$231,627	\$220,964	\$10,663	\$0	all completed
<b>TOTAL FY15</b>		<b>\$315,000</b>	<b>\$230,924</b>	<b>\$84,076</b>	<b>\$0</b>	<b>See FY18</b>
<b>TOTAL FY16</b>		<b>\$358,000</b>	<b>\$317,776</b>	<b>\$0</b>	<b>\$40,224</b>	<b>ALL COMPLETED - FUNDS RETURNED</b>
Storage Feasibility Study (mainenance, athletics, etc.)	FY17	\$15,000		\$3,419	\$0	Amount available to allocate to study - remaining from operating budget
<b>TOTAL FY17</b>		<b>\$287,618</b>	<b>\$284,199</b>	<b>\$0</b>	<b>\$3,419</b>	<b>ALL COMPLETED (excluding feasibility study)</b>
Lindquist & ADA compliant Door project - additional funds	FY18	\$63,500	\$19,165	\$37,218	\$7,117	in process - ADA conversion completed - See FY15 for remaining funds
HS Boys locker room lavatory waste line	FY18	\$16,000	\$13,481		\$2,519	completed
EMS software upgrade and controller replacements	FY18	\$135,000			\$135,000	under review
Tennis Court resurfacing	FY18	\$13,000	\$12,000		\$1,000	completed
VCT Replacement - multiple areas	FY18	\$48,000	\$48,486		(\$486)	completed
MS IT Head end A/C units	FY18	\$25,000	\$19,450		\$5,550	completed
Concrete repairs (handicap ramps/cafeateria dumpster pad)	FY18	\$18,000	\$17,890		\$110	completed
Water sampler - WWTF	FY18	\$10,700	\$10,412		\$288	completed
MS Variable Frequency Drive (VFD) Upgrade SyncroFlo system	FY18	\$12,000	\$11,176		\$824	completed
Exhaust / Ventilation - MS and HS	FY18	\$23,500	\$23,450		\$50	completed
<b>TOTAL FY18</b>		<b>\$364,700</b>	<b>\$175,510</b>	<b>\$37,218</b>	<b>\$151,972</b>	
Asphalt Paving	FY19	\$170,000	\$57,651	\$0	\$112,349	completed, requesting to include additional square footage
Fire Detection Field Sensors	FY19	\$50,000	\$41,875	\$7,600	\$525	in process
Kubota Tractor	FY19	\$45,000	\$46,850	\$0	(\$1,850)	completed
Dell Unity Flash Storage	FY19	\$45,000	\$41,875	\$0	\$3,125	completed
Floors - Lindquist - Cafeteria	FY19	\$60,000	\$19,895	\$39,790	\$316	to be completed over winter break
Courtyard roof	FY19	\$35,000	\$27,900	\$0	\$7,100	completed
Locker Room Floor	FY19	\$25,000	\$26,328	\$0	(\$1,328)	completed
Walk-In Freezer and Refrigeration	FY19	\$25,000	\$0	\$20,824	\$4,176	to be completed over winter break
Concrete Replacement	FY19	\$20,000	\$29,300	\$0	(\$9,300)	completed
A/C- Computer Labs/SPED office	FY19	\$20,000	\$19,910	\$0	\$90	completed
Exhaust / Ventilation	FY19	\$15,000	\$0	\$15,000	\$0	to be ordered
<b>TOTAL FY19</b>		<b>\$510,000</b>	<b>\$311,583</b>	<b>\$83,214</b>	<b>\$115,203</b>	

5. Review of Strategic Objective
  - Action Steps: Health and Well-Being of Staff and Students

Strategic Plan SEL Action Steps

Objective	Action Step	Point Person	Associates	Year 1	Year 2	Year 3	Outcomes
Resource Efficiency	Regularly review RTI (Response to Intervention) practices at all four schools, ensuring consistency at all levels (PreK-5, 6-8, and 9-12) through universal assessment, specifically designed delivery of services, and monitoring of growth/progress.	Asst. Superintendent	Asst. Principals	finalize school & district DCAPs; identify social-emotional & behavioral screeners & data; research RTI & data models; expand Tier 2 supports	year 1 cont'd	year 1 cont'd	updated school DCAPs and RTI model
Partnerships	Continue to provide opportunities and experiences for staff and parents related to student stress and anxieties.	Director of Guidance	Challenge Success Committee	work with the Parent Advisory Group to secure speakers for parents; work with CS Team to speakers teachers for students and staff	year 1 cont'd	year 1 cont'd	increased programming for staff and parents
Partnerships	Provide opportunities for elementary and secondary parents to connect and share their experiences/advice and develop a network of support.	Director of Guidance	Challenge Success Committee	work with Guidance Advsiory Group members to explore the idea of a mentor-like parent to parent program or series of panel nights on various topics	pilot parent to parent program; obtain feedback and make necessary changes	(dependent on year 2 feedback)	parent to parent programming
Health & Well-Being	Integrate social justice and social emotional wellness standards across all disciplines into the formal and informal curriculum of the District and ensure consistency of implementation at all levels.	Asst. Superintendent	METCO Director & Director of Guidance	continue PD re: cultural responsiveness (bias, expanding resources)	(via Portrait of a Graduate work)	(via Portrait of a Graduate work)	Portrait of a Graduate outline with associated activities, tasks, and rubrics
Health & Well-Being	Continue to explore the impact of race and identity in the classroom, and gain knowledge and culturally responsive practices that will improve students' access to learning and sense of connectedness via #WEareDS.	Asst. Superintendent	METCO Director & Building Leaders	provide access to IDEAS course for all faculty	identify culturally responsive practices and include them in the DCAP; highlight and model them via newsletter	continue to highlight and model culturally responsive practices (analyze subgroup data via district data team)	increased number of faculty trained in IDEAS; culturally proficient practices in DCAP
Health & Well-Being	Focus on anti-bullying, marginalization, and community building through actions and communications that specifically teach and reinforce the District's Core Values.	Director of Guidance	SEL Committee (students, teachers, admin, parents, school committee)	convene PK-12 SEL Committee to examine DS experience; survey students and community; summarize findings	identify potential resources; draft proposal for SEL curriculum and programming	integrate SEL curriculum (tied to Portrait of a Graduate and advisory model); implement programming; continue to monitor SEL data	Committee findings; integration of SEL curriculum and programming; ongoing SEL survey/data
Health & Well-Being	Continue to work directly with Span-DS, Challenge Success, and the Wellness Committee in support of their goals.	Asst. Superintendent	Wellness Committee	clarify role and jurisdiction of each agency	support individual groups' goals and action plans	year 2 cont'd	(see individual groups' goals and action plans)
Health & Well-Being	Forge working partnerships with local health and wellness agencies to expand related professional development opportunities and further build capacity amongst staff to address the social emotional needs of students.	Director of Guidance	SEL Committee (students, teachers, admin, parents, school committee)	research and identify potential resources within the greater community	compile resource list and work with the Asst. Superintendent and PD Committee to provide SEL PD	year 2 cont'd	resource list; PD opportunities for staff
Health & Well-Being	Examine and assess participation rates in after school offerings at the secondary level to ensure a variety of engaging activities.	Secondary Asst. Headmasters	After-School Activities Coordinator	collect data on student participation rates in after school activities	gather feedback from students, faculty, parents re: ideas and changes to the program	pilot new/additional after-school activities	feedback forms; changes to program
Health & Well-Being	Explore wellness activities and possible efficiencies in the workplace that allow for better balance and health for staff.	Business Administrator	Director of Guidance	connect with healthcare agencies and local providers to develop list of available activities and supports	publish list/calendar of various resources; gather feedback from faculty re: additional needs/interests	pilot new/additional activities	resource list; faculty feedback forms; changes to program
Health & Well-Being	Expand opportunities for districtwide professional sharing and team building.	Asst. Superintendent	Professional Development Committee	(via curriculum review process, Portrait of a Graduate work, PD opportunities)	(via curriculum review process, Portrait of a Graduate work, PD opportunities)	(via curriculum review process, Portrait of a Graduate work, PD opportunities)	(via curriculum review process, Portrait of a Graduate work, PD opportunities)
Health & Well-Being	Revisit school start times to include review of applicable current research, assessment of school community interest, and examination of comparable school start times.	Superintendent	Start Time Committee	convene Committee; review former documents; conduct additional research and finalize report that outlines findings/recommendations	(dependent on year 1)	(dependent on year 1)	report of findings and recommendations
Health & Well-Being	Research and, if appropriate, develop advisories at the secondary level to broaden student-to-student (heterogeneously grouped) and student-to-adult relationships.	Secondary Headmasters	School-based Leadership Team	research potential models; gather ideas and feedback from students and faculty; summarize findings and recommendations	(dependent on year 1)	(dependent on year 1)	feedback forms; summary of findings and recommendations
Health & Well-Being	Review schedules and implement systems that specifically provide for increased downtime/recess for students at the elementary and middle school levels.	Building Leaders	Director of Guidance	conduct a thorough review of time on learning; consider ways that classroom teachers can build in breaks, downtime, creative play opportunities	research other schedules/models and determine applicability	(dependent on year 2)	increased downtime/recess via activities or schedules

6. Consent Agenda

A.R.

- Approval of Minutes June 12, June 18, and August 23,2018
- Appointment of Middle School Nurse
- High School Trip: Global Science and Winter Leadership
- Middle School DC Trip
- Donations: Mudge Fund, Music Dept, Dover Sherborn High School PTO

## DRAFT

### Dover-Sherborn Regional School Committee

Meeting of June 12, 2018

Members Present: Clare Graham  
Lori Krusell  
Dana White  
Michael Lee  
Anne Hovey  
Maggie Charron

Also Present: Dr. Andrew Keough, Superintendent  
Beth McCoy, Assistant Superintendent  
Dawn Fattore, Business Manager  
Christine Smith, Director of Special Education

#### 1) Call to Order

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

#### 2) Reorganization

Dr. Keough asked for nominations for Chair: Ms. Graham nominated Lori Krusell as Chair of the Regional School Committee. Ms. White seconded.

18-09 VOTE: 6 - 0

Ms. Krusell asked for nominations for Vice-Chair: Ms. Graham nominated Anne Hovey as Vice-Chair of the Regional School Committee. Ms. Charron seconded.

18-10 VOTE: 6 - 0

Ms. Krusell asked for nominations for Secretary: Ms. Hovey nominated Clare Graham as Secretary for the Regional School Committee. Ms. White seconded.

18-11 VOTE: 6 - 0

#### 3) Community Comments - none

#### 4) Reports

- DSHS Headmaster's Report - Mr. Smith highlighted recent and upcoming events at the high school.
- DSMS Headmaster's Report - Mr. Kellett highlighted recent and upcoming events at the middle school.
- Assistant Superintendent Report - Ms. McCoy spoke about items she has been wrapping up at the year ends as well as gave an outline of plans for next years professional development.
- Director of Special Education - Ms. Smith gave a summary of the different programs within the Special Education department for the year as well as plans for the next school year.
- Superintendent Report - Dr. Keough updated the committee on items he has been focusing on over the past month including:
  - Numerous Senior class activities as well as retirement parties for faculty/staff.
  - Municipal Communications has contacted the Administration about pursuing a cell tower on school property. Dr. Keough is recommending no action on this proposal given the similarities to the request in 2014. The Committee agreed.
  - An audit of the Special Education department will begin in the fall.
  - The Security Audit by Synergy Solutions has been completed and preliminary recommendations will be presented in executive session at the June Joint School Committee meeting.

#### 5) Finance and Operations

## DRAFT

### *FY18 Monthly Report*

- Revenues - The budget was met for both athletic and parking fees and the additional funds are being deposited into their respective revolving funds. The projected positive variance remains at \$30,000, net of the FY18 turn back to the Town of \$249,456.
- Salaries - There are no changes to report since the last meeting.
- Operating Expenditures - There are no changes to report since the last meeting.
- Healthcare Update - At the close of the open enrollment period, there were approximately 40% of employees electing the high deductible/HSA plan, 11 employees elected to move to a lower cost carrier, and at least 5 employees elected to opt out. A summary of the impact of the changes will be reported in September.

*Regional Transportation Reimbursement Fund* - Ms. Fattore anticipates the positive results from FY18 operations will exceed the \$150,000 already earmarked and applied to the FY19 budget through the use of E&D. Given that E&D is already at the 5% limit, the Administration is proposing depositing the excess funds into the Regional Transportation Reimbursement Fund. The impact of this transaction on FY19 operations will result in available funds for the RSC to apply to future capital needs, reducing future financial requests to the Towns.

*Ms. White made a motion that the School Committee having authorized and established a Regional Transportation Reimbursement Fund in 2015 in accordance with MGL Chapter 233 of the Acts of 2014, hereby approve the deposit in June, 2018 Chapter 71 Regional transportation reimbursements to said fund to be utilized in the upcoming fiscal year in accordance with Massachusetts General Law. Ms. Charron seconded.*

*18-12 VOTE: 6 - 0*

*Capital Update* - The Lindquist door project is underway and will be completed by mid-summer. Consultants are being solicited for the EMS upgrade. All other FY18 projects are completed. FY19 projects are being scheduled.

- 6) Athletic Facilities Phase II Update** - DS Boosters President Chris Robbins highlighted the scope of the work proposed for Phase II of the Athletic Facilities upgrade: moving the tennis courts to the current football practice field, adding a turf field at the Farm Street fields, redoing the baseball and softball fields, adding a outdoor basketball court, and rearranging the Farm Street fields to accommodate 3 grass fields. The Boosters would like to do a feasibility study for Phase II which would include looking at turf replacement costs, community sharing of fields, possible corporate sponsorships. The Regional School Committee discussed the need for decisions around the athletic fees and naming rights as soon as possible to aid the Boosters in making a decision about whether the project can be pursued or not.

**7) Approval of 2018-19 Student Handbooks**

- DSMS - the only changes since last month's meeting were edits from legal counsel.
- DSHS - the only changes since last month's meeting were edits from legal counsel.

*Ms. Hovey made a motion to approve the 2018-19 Student Handbooks for the Dover Sherborn Middle School and High School. Ms. Charron seconded.*

*18-13 VOTE: 6 - 0*

- 8) Approval of 2018-19 Athletic Handbook** - there have been no additional changes made to the handbook since last month's meeting.

*Ms. Charron made a motion to approve the 2018-19 Athletic Handbook. Ms. Hovey seconded.*

## DRAFT

18-14 VOTE: 6 - 0

### 9) Approval of School Improvement Plans

- DSMS - Mr. Kellett reviewed the plan which has three main initiatives: 1) review and enhance programs in support of the social-emotional needs of students and staff; 2) maintain excellence and rigor while adapting best practices and programs to prepare graduates for success in a rapidly changing world; and 3) content review and research of mathematics.

*Ms. Charron made a motion to approve the DS Middle School Improvement Plan for the 2018-19 school year. Ms. Hovey seconded.*

18-15 VOTE: 6 - 0

- DSHS - Mr. Smith reviewed the plan which has four main initiatives: 1) create, foster, and implement culturally responsive programs that will inform, educate, support, and improve our school community; 2) content review and research of mathematics curriculum; 3) create, revise, and implement a new set of safety plans that address the need for increased safety protocols while still maintaining the campus structure that our school community desires; and 4) continue the NEASC accreditation process and a 2020 visit.

*Ms. Graham made a motion to approve the DS High School Improvement Plan for the 2018-19 school year. Ms. Charron seconded.*

18-16 VOTE: 6 - 0

### 10) Sub-Committee Assignments - next year's assignments were discussed.

### 11) Consent Agenda

- Appointment of DS Regional Treasurer - Mr. James Eggert
- WSHG Appointment - Ms. Dawn Fattore as representative and Dr. Keough as alternate
- DSEF Grants 2018-19 - A total of \$151,674.40 was granted for the 2018-19 school year.
- Approval of Minutes of May 1, 2018
- Field Trip: Hockey Tournament in Martha's Vineyard on January 19 & 20, 2019.
- Athletic Department Donations - \$1,800 from Sailing for an assistant coach; \$4,800 from Girls Lacrosse for assistant coaches; \$3,000 from Boys Lacrosse for an assistant coach; and \$3,000 from Softball for an assistant coach.
- Donations - \$3,000 from The Dover Foundation and \$2,300 from Friends of the Performing Arts for wireless microphones.

Ms. Graham requested the DSEF Grant approval be held for explanation about a few of the grants.

*Ms. White made a motion to approve the Consent Agenda not including the held item. Ms. Hovey seconded.*

18-17 VOTE: 6 - 0

*Ms. Charron made a motion to approve the held Consent Agenda item. Ms. White seconded.*

18-18 VOTE: 6 - 0

### 12) Communications (for Members Information)

- Class of 2018 Matriculation Report

## **DRAFT**

- Dover School Committee Minutes of March 5, 2018
- Sherborn School Committee Minutes of March 13, 2018

**13)Adjournment at 8:43 pm.**

Respectfully submitted, Amy Davis

## DRAFT

### Dover-Sherborn Regional School Committee Meeting of June 18, 2018

Members Present: Lori Krusell, Chair  
Anne Hovey, Vice Chair (arrived at 6:45 pm)  
Clare Graham, Secretary  
Dana White  
Maggie Charron  
Judi Miller

Also Present: Dr. Andrew Keough, Superintendent  
John Smith, Headmaster

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

Ms. Krusell called the meeting to order at 6:36 pm in the Chickering School Library

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

**3) Girls Ice Hockey Co-Op** - Mr. Smith presented a request to add Tri-County athletes to the existing Co-Op with Hopkinton and Bellingham. The total number of athletes between all three schools in the co-op is expected to be 22. This proposal has been approved by MIAA and the Athletic Advisory Committee (unanimously).

*Ms. White made a motion to approve the proposal as presented. Ms. Charron seconded.  
18-19 VOTE: 5 - 0*

**4) Boys Ice Hockey Co-Op** - Mr. Smith presented a request to create a Co-Op team with Weston High School. The expected number of athletes from DS next year is 15 (with 2 goalies) which is too small to field a team. Weston High School has proposed creating a co-op for the 2018-19 school year and expect to have 14 athletes participating. The Athletic Advisory Committee has approved the proposal with a 6-2 vote. MIAA has not yet voted on the proposal. There was discussion about the size of the co-op and the impact on DS athletes' playing time as well as logistics of a large co-op team.

*Ms. Charron made a motion to approve the proposal as presented pending a vote from MIAA.  
Ms. White seconded.  
18-20 VOTE: 5 - 0 - 1 (Ms. Hovey)*

#### 5) **Adjournment at 6:52 pm.**

Respectfully submitted, Amy Davis

## DRAFT

### Dover-Sherborn Regional School Committee Meeting of August 23, 2018

Members Present: Lori Krusell, Chair  
Anne Hovey, Vice-Chair  
Clare Graham, Secretary  
Maggie Charron  
Judi Miller

Also Present: Dr. Andrew Keough, Superintendent  
Beth McCoy, Assistant Superintendent  
Dawn Fattore, Business Manager

**1) Call to Order**

The meeting was called to order at 6:30 pm in the Middle School Headmaster's Conference Room.

**2) Monthly Meetings**

There was discussion regarding leadership participation at monthly meetings and how to be respectful of their time and input.

**3) Program of Studies**

The committee asked that there be a preliminary discussion prior to voting on the content of the program of studies.

**4) Special Education Update –**

Dr. Keough informed the committee that Chris Smith's last day is August 24<sup>th</sup>. We have posted for an Interim Director of Special Education for 7 days, screening committee to recommend candidate(s) to the Superintendent who will bring final candidate(s) to school committee.

**5) Norms and Protocols-**

School Committee packet questions to the Chair prior to the meeting. There was consideration given to district email addresses for RSC members. Consensus needed for any new agenda items.

**6) New**

Review of strategic plan.

**7) Adjournment at 8:00 pm.**

Respectfully submitted, Clare Graham

# *The Public Schools of Dover and Sherborn*

*Memo from  
Superintendent Dr. Andrew Keough*

To: Dover Sherborn Regional School Committee  
From: Dr. Andrew W. Keough, Superintendent  
Date: September 7, 2018  
RE: Middle School Nurse Appointment – Ms. Margaret Parsons

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I respectfully request that the Dover Sherborn Regional School Committee vote favorably to appoint Ms. Margaret Parsons as the middle school nurse.

Mr. Scott Kellett, DSMS Headmaster, conducted a thorough search process.

Ms. Parson's resume is attached. She has been a substitute nurse for Dover Sherborn Public Schools.

Thank you for considering this appointment.

# Margaret M. Parsons, RN

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## PROFESSIONAL EXPERIENCE

### **Massachusetts General Hospital**

**February 2004 – Present**

#### ***Registered Nurse: Emergency Department Observation Unit***

***September 2012 to Present***

- Provides comprehensive and compassionate care as a staff nurse on two fast paced Emergency Department Observation Units treating a variety of patient populations and illnesses.
- Acts as a Resource Nurse, providing clinical support for other staff members, triaging patients, and managing staffing.
- Collaborates with other disciplines including Nurse Practitioners, Emergency Room Attendings, Physicians Assistants, Residents, and Case Managers to provide optimal patient care.
- Provides interdisciplinary care and education to both patients and family members.

#### ***Informatics Analyst: MGH Epic Readiness***

***January 2015 to Present***

- Provided clinician support through two Epic go lives at major teaching hospitals.
- Served as a liaison and builds collaborative relationships with operational users in clinical areas.
- Trained users through classroom, demonstration, and competency methods. Acts as a resource to operational users, super users, and user groups.
- Acted as a change agent in support of organizational goals

#### ***Clinical Lead: Acute Care Documentation Project***

***March 2011 to April 2012***

- Acted as a liaison between the clinical staff and the IS Project Team for the implementation of a vendor product to support Acute Care Documentation (ACD) processes.
- Coordinated the design, development, testing, and training efforts for the nursing component of electronic ACD.
- Worked collaboratively with all levels of nursing, pharmacy, medical staff and other health care professionals at both Brigham and Woman's Hospital and MGH towards the goal of operationalizing a quality ACD system and integrating it with other systems such as eMAR.
- Co-lead the downtime mini project which was tasked with creating a failsafe solution, a report for clinicians to use during a downtime, as well as clinical policies and procedures for an ACD downtime.

#### ***Registered Nurse: Ellison 11 – Cardiac Intervention Unit***

***February 2004 to March 2011***

- Facilitated care to patients on a 36-bed unit who present with the diagnosis of acute coronary syndromes, arrhythmias, congestive heart failure, and various vascular anomalies.
- Delivered comprehensive care to both pre- and post-cardiac/vascular intervention patients including PTCA, stents, ASD/PFO closures, and PPM/ICD placement.
- Worked closely with a team consisting of nurse practitioners, cardiac fellows, attending cardiologists, physical therapists, case managers, social workers, and physicians from other disciplines to provide optimum care to our patient population.
- Served as a preceptor to both new graduates as well as experienced nurses.
- Served as a Resource Nurse, supporting fellow co-workers, managing staffing and triage, and facilitating admissions and discharges with the Cardiac Access Nurse.

## **Harvard Medical School, Department of Psychiatry**

*Clinical Program Coordinator*

*July 1999 to August 2003*

- Coordinated the clinical rotations in psychiatry for Harvard Medical students.
- Held monthly orientations for medical students to outline expectations for their rotations through psychiatry.
- Secured placements for medical students in inpatient psychiatric facilities throughout Boston.
- Worked closely with Harvard Medical School faculty, physicians, and medical students to ensure a positive and productive learning experience.

## **EDUCATION**

### **Simmons College**

*Bachelor of Science in Nursing*

**Boston, MA**

*Graduated January 2004*

### **Providence College**

*Bachelor of Science in Health Care Management*

**Providence, RI**

*Graduated May 1999*

## **REFERENCES**

References are available upon request.



# DSHS Global Science Trip February 2019

Island School - Sea Turtle Research  
Cape Eleuthera, Bahamas

## February 2019 - Destination: The Island School at Cape Eleuthera Bahamas

Mrs. Lotti and Mr. Estabrook will be taking a select group of 9 students on a true scientific expedition in the Bahamas. We will be working with a group of scientists on Cape Eleuthera in the Bahamas to help learn more about endangered sea turtle species. We have done this trip in 2017 with great success and we look forward to returning to the island to continue working with the scientists. (Note: the pictures in this presentation were all taken of the DS students on the 2017 trip)

Through our work with the scientists on this program, we will help monitor the abundance of turtles in mangrove creeks and other habitats and track the physical features of those habitats to find out what draws turtles to a particular place. Our work will also contribute to a long range view of where turtles go, both as individuals and a populations.

***This is not your typical tropical vacation. On this trip you will be expected to work. The scientists that we are working with will be depending on our data collection to make informed decisions and conclusions about their research.***

**Catching sea turtles in the water.** From a boat, jump into the water and snorkel above a turtle until it comes up for air, then grab it under the two front flippers. After the boat picks you both up, the team will take a tissue sample and tag, measure, and weigh the turtle. If you're not up for swimming, don't worry: there is plenty to do on the boat.



**Catching sea turtles with nets.** The team sets up a seine net at the mouth of a tidal creek, and, as the tide goes out, catches anything in the water. When turtles are caught, you'll help researchers collect data. As a side benefit, you'll get to see lots of other marine wildlife.



**Snorkel through turtle habitats.** Explore places turtles feed to collect environmental data such as water depth and temperature. You'll also collect plant tissue samples and record GPS locations.

**Patrol for predators.** Each day, the team will set up BRUVs (baited remote underwater video cameras). In the evenings, you'll analyze the video footage, looking for signs of sea-turtle predators like lemon sharks and nurse sharks.



## Around the Island School

After a day of fieldwork in the sun and the sea, the team will head back to CEI to relax or explore and eat dinner. In the evenings, you'll help process the data, analyze BRUV videos, sit in on a research presentation by one of the scientists, or casually discuss your experiences in the field so far.

Students will also be asked to take part in the daily operations of the school. Students will be assigned kitchen duty and will be asked to clean their own bunk areas.



These are the specifics for our February 2019 trip.....

#### Itinerary

**DAY 1: Saturday, February 16<sup>th</sup>**  
Depart Boston Logan at 6:00 AM. Connect in Charlotte. Land at North Eleuthera Airport and travel by tour bus to research station. Arrive between 3:00 and 4:00 PM. Receive project orientation, settle into dorms, and have dinner.

**DAY 2: Sunday, February 17<sup>th</sup>**  
Tour the CEI and Island School campus, receive an introduction to research tasks and a swim test, receive training in species identification training.

**DAY 3-7: Monday to Friday**  
Students will be in the water or on boats each day to assist with field research including habitat surveys, capturing and tagging turtles, setting baited video surveys and entering data. During this time, students will truly get a feel for the life of a marine biologist and receive trainings on species identification and survey methodologies. Earthwatch researchers will hold talks on other aspects of marine biology, or other visiting scientists at CEI may talk about their research. One full day or a half-day will be reserved for recreational time to visit other parts of the island. There will be a team wrap-up and review of achievements on the last night (and sometimes a campfire!).

**DAY 9: Saturday, February 23<sup>rd</sup>**  
Breakfast at the research site before departing by charter bus to airport. Brief connection in Charlotte, before landing in Boston at 6:30 PM.

#### 2019 Trip Cost

- There is a \$300 deposits are nonrefundable because we are reserving airfare up front for the group. If we don't reserve the airfare by June 15<sup>th</sup> then the price might go up.
- There is the option of monthly payments this year so the burden on families is not so great.
- Earthwatch is writing the **\$4,200 price (including airfare)** into the contract, but it is contingent on a maximum and a minimum of 9 students and on the airfare contract being confirmed.
- The trip is actually more than \$4200 but Earthwatch has generously offered to pay about \$500 per student in order to keep the costs down for our DS students.
- The trip will provide students with over 50 hours of community service and the cost of the trip is tax deductible.

#### 2019 Sign Up Information

**The sign up link:**

<https://earthwatch.org/Expeditions/Booking?teamid=d65adb13-c469-e811-ad47-00155d040a07&cid=2>

You can email me, Anita Lotti ([lottia@doversherborn.org](mailto:lottia@doversherborn.org)) or Chris Estabrook ([estabrookc@doversherborn.org](mailto:estabrookc@doversherborn.org)) with any questions or concerns. We both went on the trip in 2017 and I even took my own 10th grade daughter. We are happy to share our experiences with you.

*Or you can call Keegan Doherty at Earthwatch to get all the details if you prefer to sign up over the phone or need more logistical questions answered.*

Keegan Dougherty  
Senior Expedition Advisor  
The Earthwatch Institute | 114 Western Ave. Boston, MA 02134

 EARTHWATCH  
INSTITUTE

US: (978) 450-1249 | UK: +44 (0) 1985 318 831 ext. 249  
Please Note: our office is open from 9 AM to 6 PM EDT in Boston, MA

# 16<sup>th</sup> Annual Winter Leadership Trip March 9th to March 12<sup>th</sup> 2019 To The 10,000 Acre Wilderness Greenville ME

## Trip Objectives and Curriculum

The Outdoor Leadership Trip allows us to introduce and allow students to experience what the outdoors has to offer all of us through an adventure group. The group's main goal is to help students learn about our environment as it relates to our impact on it and what we can do as humans to keep it as one of the world's greatest renewable resources. The following are the main goals for this year's planned trip...

- A three day winter wilderness activity
- An annual environmental issue to focus on while on the trip
- Organizing a group
- Camping Skills
- Navigation and Orienteering
- Mountain Craft- Identifying local botany, geology, and other local organisms
- Cardiovascular Fitness Activity with over 26 miles of snowshoeing and hiking.

It will create a group that will allow students to learn about the benefits of outdoor activities, while focusing on the biological and environmental aspects of our environment. All students will be asked to attend meetings regarding the trip its purpose from an adventure and educational perspective. The students will be introduced to several outdoor activities while constantly keeping a focus on the ecosystem we exist in as a whole. This will be accomplished by having an agenda for each trip. This agenda will focus on the biological aspect we are looking at. It will range from our impact on the environment to what types of species surround us. Each trip will have an environmental focus where research and physical data will be gathered to address issues such as, but not limited to, treading lightly and our impact as hikers, acid rain, species research, and other environmental issues.

After 15 years with the Appalachian Mountain Club we have decided to use The West Branch Pond Camps as our overnight venue. Jim and I will be utilizing the same trip curriculum, guiding activities, and safety protocols that we have used with the AMC. Staying at The West Pond Branch Pond Camps will allow us to stay all three evenings involved in curriculum activities rather than having to book hotel rooms for the first day of the trip. A group of twenty two students will be selected for each trip each year. Many students will have the opportunity to attend the trips during their four years at DS because they can re-apply each year. There is a \$375-\$450 fee for the cost of the trip; scholarships are able to be requested for anyone wishing to attend. All students are transported via school insured vehicles driven by school staff. There will be direct involvement from faculty and students with this trip. We will be offering an opportunity to any high school student to apply for a position in the Winter Leadership Trip. There will be set criteria and applications will be reviewed and students selected by the administration, Mr. Baroody, and myself each year.

Students will be staying at the West Pond Camps in Greenville Me. We will have the entire facility to ourselves while we are there. We will continue to follow the curricula we have used from previous trips with the AMC.

I look forward to having the trip for a 16th year and thank the Headmaster and School Committee for their support for such a great activity. Please feel free to reach me at [lucile@doversherborn.org](mailto:lucile@doversherborn.org) if you have any questions.

Sincerely,

Elliott Lucil

# Winter Leadership Curriculum

We will be following our previous organizations lesson and curricula. We will offer two main curricular strands, Ecology and Earth Science and Outdoor Education, Team-building, and Leadership. Lessons are integrated throughout our programs and predominately take place outdoors. As part of their experience, students conduct hands-on explorations of the natural world, strengthen problem-solving skills, build community, and have fun!

## Core Beliefs

- Developing environmental literacy is dependent on well-designed field activities that contribute to a well-balanced education.
- Education can be active, engaging and relevant and can stimulate the mind, body and soul.
- Experiences in nature support wellbeing.
- Stewardship of the environment grows from direct, positive experiences in the outdoors complemented by an understanding of our physical and emotional connections to the natural world.

## Core Pedagogical Practices

All programs share these teaching methodologies:

- Experiential activities set in the beauty of the New Hampshire's mountains.
- Multi-disciplinary lessons designed to meet diverse learning styles.
- Active exploration of inspiring natural areas.
- Challenge and success for all participants.

## Ecology and Earth Science

Basic ecology is the platform from which students investigate these options more fully.

### Forest and Wildlife Ecology

- Watershed and Water Conservation
- Geology
- Mountain Weather and Meteorology
- Climate and Climate Change
- Winter Ecology

## Outdoor Education, Teambuilding, and Leadership

- Hiking/Backpacking/Snowshoeing
- Map and Compass (mathematics applications)
- Teambuilding and Leadership
- Leave No Trace – Wilderness Ethics

## Evening Programs

- Night Hike
- White Mountain Madness
- Skins and Skulls
- Town Meeting
- Stars and Stories

# Ecology and Earth Science Curriculum

## Objectives

- Students explore nearby forest communities
- Students identify plants, animals, and other components that characterize different types of forest communities
- Students investigate factors necessary for the maintenance of forest communities
- Students discover how different disturbances affect forest community succession
- Students recognize the ecology of species living in the White Mountains
- Students consider the roles that animals play in the ecosystem
- Students investigate the importance of habitat for wildlife
- Students investigate the population dynamics of different species
- Students understand the importance of biodiversity within forests
- Students determine what forests provide wildlife and humans
- Students explore the history of forest use in the White Mountains
- Students reflect on their personal uses of forest and wildlife resources
- Students assess the future of forests, locally and globally, based on current human practices

## Key Concepts

- Species identification and species inventory
- Habitat/s
- Life cycles
- Communities and ecosystems
- Energy input and output and energy flow within a community
- Producers, consumers and decomposers
- Disturbance
- Biodiversity
- Interdependence
- Eco-indicators of natural and man-made impacts
- Food Chains, Food Webs and Energy transfer
- Forest resource use
- Recreational uses of forests
- Preservation, conservation and management of forests
- Impact of human activity on wildlife

## Activities may include

- Tree identification
- Plot sampling
- Animal tracking
- Species identification
- Comparing form to function using animal skulls and skins
- Participation in one of AMC's Citizen Science programs
- Journal writing
- Interactive Games
- Student driven discussions
- Investigative hikes and exploration

## **Watershed and Water Conservation**

### **Objectives**

- Students understand and describe the properties of water and the water cycle
- Students use the scientific method and water monitoring kits to analyze the physical, chemical, and biological properties of a stream and draw conclusions about the health of the stream
- Students analyze the way water and other substances (such as nutrients, waste, and pollution) flow through watersheds
- Students compare and contrast White Mountain watersheds to their local watershed
- Students learn about natural factors that impact watersheds
- Students determine the importance of healthy watersheds to communities and discuss human impacts on watersheds
- Students describe water usage and analyze water conservation practices

### **Key Concepts**

- pH, temperature, dissolved oxygen content, and aquatic plant and animal communities as indicators of water quality
- The Scientific Method of Inquiry and experiment design
- Watersheds as a complex system of interconnected parts
- The water cycle
- Water distribution
- Water and material flow through watersheds
- Natural and human impacts on watersheds, water quality, and aquatic communities
- Human impacts over time, including water use and future water availability and quality
- Water conservation

### **Activities may include**

- In-depth stream study and water quality evaluation
- Interpretation of watershed maps
- Building small-scale simulated watersheds
- Town planning activity to debate land use impacts on a watershed
- Journal writing
- Interactive games
- Student driven discussions
- Investigative hikes and exploration
- Water conservation activities

## **Geology**

### **Objectives**

- Students learn about different rock types
- Students identify landforms
- Students describe the formation of the White Mountains and specific surrounding landforms
- Students examine the effects of weathering on rocks and landforms
- Students understand the way glaciers moved through and changed the mountains
- Students understand and appreciate the passage of time on a geological scale
- Students identify natural resources and analyze human's use of rocks and minerals

### **Key Concepts**

- Characteristics and formation of sedimentary, igneous and metamorphic rock
- Mountain building
- Plate tectonics

- Types of landforms
- Weathering and erosion
- Glaciation
- Geological events and a sense of geological time
- Human use of natural resources

#### **Activities may include**

- Landform identification
- Small-scale simulation of mountain building events
- Predicting landscape changes
- Journal writing
- Interactive games and activities
- Student driven discussions
- Investigative hikes and exploration

#### **Mountain Weather and Meteorology**

Mountain weather and meteorology are offered as a curriculum focus for WINTER programs; however, some aspects of this program can be incorporated year-round.

#### **Objectives**

- Students describe the difference between weather and climate
- Students identify the forces that cause and affect weather and climate
- Students understand and describe the properties of high and low pressure systems
- Students understand and describe the properties of warm and cold fronts
- Students understand the relationship between pressure systems and fronts
- Students understand how clouds and precipitation form
- Students identify and describe different types of clouds and precipitation
- Students understand the factors that affect weather in the mountains
- Students describe the way weather changes as a result of mountain landforms and increased elevation
- Students learn about and use some of the tools used for weather observation and forecasting
- Students learn to read and create weather maps
- Students track recent weather patterns and create and present a weather forecast

#### **Key Concepts**

- Weather
- Climate
- Pressure systems
- Fronts
- Clouds and precipitation
- Mountain weather patterns
- Forecasting

#### **Activities may include**

- Weather observation
- Cloud identification
- Interactive activities and weather simulations (cloud formation, fronts, etc.)
- Use of weather forecasting tools
- Weather map interpretation
- Forecasting the weather
- Creating a weather map
- Student-driven discussions

#### **Climate and Climate Change**

## Objectives

- Students will develop an understanding of how climate influences and shapes biotic communities.
- Students will understand that change is an essential part of ecology and that at current, ecological change is happening at exponential rate.
- Students will demonstrate an understanding of the carbon cycle.
- Students will understand the effects climate change poses to local ecosystems.
- Students will understand that they have the power to make positive changes for themselves.
- Students will demonstrate understanding of both green house gases and the green house effect.

## Key Concepts

- Climate
- Climate change
- Carbon cycle/Carbon sinks
- Ecosystem/Community
- Green house gasses
- Natural vs. human caused change

## Activities may include

- Globe and differential heating
- Carbon Cycle Game
- Ecosystem or forest community mapping
- Climate in a Bottle
- Carbon Dioxide Tag Date collection and graphing Web of life

## Winter Ecology

### Objectives

- Students understand the challenges that winter presents to plant, animal, and human communities
- Students explore the ways plants, animals, and humans have adapted to survive harsh winter conditions
- Students explore the characteristics of snow and understand the effects of snow on winter ecosystems
- Students study animal tracks and signs and draw conclusions about animals' activities in the winter
- Students understand how energy flow changes in the winter ecosystem
- Students enjoy exploring the forest in the quiet of the winter, on snowshoes when conditions permit

### Key Concepts

- Plant and animal adaptations to winter
- Human adaptations to winter in the past and present
- Interrelationships
- Seasonal changes in energy flow in the White Mountain ecosystem
- Hibernation, dormancy
- Snow and the subnivean environment

### Activities may include

- Animal tracking
- Snowshoe hikes
- Snow shelter history and construction
- Snowflake/snowpack study
- Observation and journal writing
- Winter tree identification
- Student-driven discussions

## Hiking, Backpacking and Snowshoeing

Hiking is an integral component of our programs and many of our core curriculum activities are covered while on the trail. Hiking presents students with group challenges in beautiful natural settings and provides opportunities for increased group and self awareness. Hikes vary in length depending on students' age and program goals, but in all cases, students have the opportunity to explore a variety of beautiful terrain, from waterfalls to mountain overlooks. Students will learn how to prepare for a hike, backpack or snowshoe and learn about safety precautions while on the trail. In the winter, hikes generally take place on snowshoes. Students learn about the challenges of winter travel and how to stay warm on the trail while experiencing the quiet beauty of the snow-covered forest.

## Map and Compass

### Objectives

- Students identify the components of maps
- Students recognize different types of maps and their uses
- Students learn to interpret topographic maps and use them while hiking
- Students learn to use compasses to read and follow bearings
- Students practice using compasses for off-trail navigation
- Students learn how to combine map and compass skills for backcountry hiking

### Key Concepts

- Map features and terminology
- Contour lines
- Compass use
- Reading and following bearings
- Declination

### Activities may include

- Reading maps
- Creating maps
- Exercises and games to practice reading and following bearings
- Following an orienteering course in the woods
- Creating an orienteering course
- Identifying unknown features using a map and compass

## Teambuilding and Leadership

Our trip will include activities that are designed to help each student improve awareness of him or herself as a group member. Throughout the program, students will be presented with various fun-filled games and challenges that test their communication and problem solving skills and require group members to work as a team. Hikes are also presented as group challenges and present opportunities for students to practice and learn about effective group leadership.

## Leave No Trace - Wilderness Ethics

Students will learn the seven principles of the Leave No Trace philosophy during their Mountain Classroom experience. Groups wishing for more focus on wilderness ethics will also be exposed to various schools of thought about wilderness ethics. Students will be encouraged to consider their own view of "Wilderness," and be asked to think about their own set of personal ethics in relation to the wilderness.

**(Citation)** "A Mountain Classroom | AMC." *Appalachian Mountain Club*, [www.outdoors.org/youth-programs/mountain-classroom](http://www.outdoors.org/youth-programs/mountain-classroom).



The Public Schools of Dover and Sherborn  
157 Farm Street  
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Phone: 508-785-0036 Fax :508-785-2239  
URL: [www.doversherborn.org](http://www.doversherborn.org)  
Dr. Andrew Keough, Superintendent  
Mrs. Elizabeth McCoy, Assistant Superintendent  
Ms. Dawn Fattore, Business Administrator

Dover- Sherborn  
Middle School  
155 Farm Street  
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Fax: 508-785-0796

Mr. Scott Kellett  
Headmaster

Mr. Stephen  
Wroblewski  
Asst. Headmaster

Ms. Ellen Chagnon  
Guidance Director

Mr. Jeff Parcels  
Athletic Director

To: Dr. Keough  
From: Scott Kellett  
RE: D.C. Trip Request  
Date: September 7, 2018

The eighth grade Team Leaders and I are requesting permission from yourself and the Regional School Committee to proceed with the planning of our Washington, D.C. Trip. This trip is tentatively scheduled to take place from May 29, 2019 to May 31, 2019. We will be following a similar itinerary that we have used in previous years. Donna Bedigan has requested a cost breakdown that will be forwarded upon receipt.

Sincerely Yours,

Scott J. Kellett  
Headmaster

# *The Public Schools of Dover and Sherborn*

*Memo from  
Superintendent Dr. Andrew Keough*

To: Dover Sherborn Regional School Committee  
From: Dr. Andrew W. Keough, Superintendent  
Re: Donations

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The following donations were made to the Public Schools of Dover and Sherborn:

- The Alan Thayer Mudge Memorial Foundation      \$64,180 for lighting project
- Dover Sherborn Music Program      \$250.00
- Dover Sherborn High School PTO      2 Picnic Tables value \$2,868.65

I request that the Dover Sherborn Regional School Committee accept these donations.

7. Communication (For Members Information)
  - DSHS Student and Headmaster's Report –Mr. Smith
  - DSMS Student and Headmaster's Report- Mr. Kellett
  - School Committee 2018-19 Meeting Calendar-updated
  - Subcommittee Assignments
  - Sherborn School Committee May 8, 2018 minutes
  - Dover School Committee May 14, 2018 minutes

John Smith  
Headmaster

Ann Dever-Keegan  
Assistant Headmaster



Ellen Chagnon  
Director of Guidance

Jeff Parcels  
Athletic Director

TO: Dr. Andrew Keough, Superintendent  
FROM: John G. Smith, Headmaster, DSHS  
RE: Headmaster's Monthly Report  
DATE: September 11, 2018

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

We are off to a strong start this year. Our current high school enrollment is 676 with an incoming freshmen class of 178. This past week, our student Peer Helpers met with all freshmen to see how they were acclimating to the schedule and to answer any questions they may have about transitioning to the high school. In addition, we will be hosting our annual freshmen activities fair on Friday September 7<sup>th</sup> during the last block of the day. We will have over 60 clubs present an overview of their clubs/activities and explain how our current freshmen and new transfer students can become involved with the life of our school.

### **HS Events:**

Friday September 7<sup>th</sup>- Freshmen Club and Activities Fair- Mudge Auditorium 1:15 PM  
Monday September 10<sup>th</sup>- No School –Rosh Hashanah  
Wednesday September 12<sup>th</sup>- FOPA meeting 7 PM- HS Library  
Wednesday September 19<sup>th</sup>- No School –Yom Kippur  
Thursday September 20<sup>th</sup>- High School Open House 6:30-8:30 PM

### **Student Recognition:**

We are pleased to announce that the following students have been named National Merit Semi Finalists in the 2019 National Merit Scholarship Program: Alexander Baroody, Elizabeth Hovey, Johanna Schulz, Scott Sirri, and Hannah Szeto. Approximately 16,000 semi finalists have been named across the country from a pool of 1.6 million students who took the 2017 PSAT. Each of these students may submit a detailed scholarship application which may result in their receiving academic scholarships of 2500.00 each.

### **Curriculum:**

One week before school started, all Department Heads and the Headmaster participated in a full day of training entitled Curriculum Transformation and Culturally Responsive Teaching. Feedback from the training was very positive and we hope to use this training as well as our full

day in November to examine our current curriculum and make productive changes to create a more culturally relevant and sensitive curriculum.

## **Guidance:**

### **Guidance September News**

This year we welcomed 24 new high school students, 25 new middle school students and 178 freshmen. MS and HS guidance hosted orientation programs for new students at each school and for freshmen before school started.

Freshmen - We will be welcoming our freshmen students to the guidance office through “meet and greet” opportunities beginning September 17<sup>th</sup>. We have scheduled small groups of students to come down to guidance during their Directed Research periods to discuss their transition and meet the guidance and administrative staff. Freshmen will be scheduled for their guidance seminar series in second quarter during DR’s and for individual appointments in the spring.

Seniors - Senior Seminars are well underway. Counselors are meeting with small groups of seniors for 4-5 sessions to discuss and assist with the post-secondary planning process. Individual meetings with seniors will begin the week of September 10<sup>th</sup>. All seniors will have at least one scheduled individual appointment with their counselor. Seniors are encouraged to schedule as many appointments as they feel they may need, there is no limit.

College Visits will begin during the week of September 10<sup>th</sup>. Students must sign up in Naviance no later than 24 hours prior to the visit. Students and parents can visit Naviance to see the full listing of schools that are visiting DS this year. More schools are added each day. Juniors are also permitted to attend as long as there is room and the follow the outlined sign up process.

Senior Parent/Guardian/Student Night - September 6<sup>th</sup>, 2018 at 6:30pm in Lindquist Commons Auditorium. Parents and students are invited to arrive at 6:15pm for a meet and greet with the senior Guidance Advisory Council parent representatives. The presentation will consist of a review of the college admissions process followed by breakout groups by Q & A time answer questions and discuss topics in more depth.

Financial Aid Night – September 25<sup>th</sup>, 2017 at 6:30pm in Lindquist Commons Auditorium. A representative from MEFA (Massachusetts Educational Financing Authority) will be presenting information on financing college for high school families.

PSAT registration began on September 5<sup>th</sup> and will run through October 5<sup>th</sup>. Sophomores and juniors can register in to the guidance office. The College Board provides practice booklets to all students who sign up.

### **Athletics-**

The 2018 Fall Athletic Season is off to a great start! The tryout season was a bit hot but our student-athletes and coaches did a great job with the various accommodations put in place to combat the high temperatures. We have a total of 322 student-athletes currently on an active roster! This is a big increase to where we were at the end of the previous fall season (288).

Our Annual Athletic Meeting and Fall Season Meet the Coach Night was greatly attended! At these meetings all of the parents/guardians and student-athletes were reminded of the key MIAA and school-based rules and regulations pertaining to student-athletes. My big theme with the entire group was sportsmanship. I explained how we need to be the best in the league in regards to sportsmanship and to represent our community in a positive manner. The coaching staff then met with their teams individually and went over much more important sport-specific information. We feel that holding these meetings is a great kick-off to the season and being proactive is always a good way to get the ball rolling!

For the second season in a row, we have had our team captains take the NFHS (National Federation of High Schools) Captains Course. We are hoping that this leadership training will be a big boost to our overall athletic department.

Due to an increased participation level within the Boys Soccer Program a decision was made to have a third level team. We have added a 'JV2" team, which is a mixed grade level team and they will compete against similar teams. We did not have enough available ninth graders to have a freshmen only team so we went with a second level JV team. A schedule is being built, uniforms are on the way and a coach will be on board by Tuesday! This allowed us to not have to cut roughly 16 student-athletes.

Once again our cross country team participation levels are the highest of all teams. We have 62 females and 59 males participating!

Here is the breakdown of all of our teams:

Girls Cross Country: 62  
Boys Cross Country: 59  
Boys Soccer: 59

Girls Soccer: 38  
Field Hockey: 40  
Football: 39  
Coed Golf: 25

We are looking forward to a successful and rewarding Fall Season!

GO RAIDERS!

Respectfully submitted,

Jeff Parcels, Athletic Director



The Public Schools of Dover and Sherborn  
157 Farm Street  
Dover, MA 02030  
Phone: 508-785-0036 Fax: 508-785-2239  
URL: [www.doversherborn.org](http://www.doversherborn.org)  
Dr. Andrew Keough, Superintendent  
Mrs. Elizabeth McCoy, Assistant Superintendent  
TBD, Director of Special Education  
Ms. Dawn Fattore, Business Manager

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

Mr. Scott Kellett  
Headmaster

Mr. Stephen  
Wrobleski  
Assistant Headmaster

Ms. Jill Arkin  
Special Education  
Team Chair

Ms. Ellen Chagnon  
Guidance Director

Mr. Jeff Parcels  
Athletic Director

TO: Dr. Andrew Keough, Superintendent  
FROM: Mr. Scott Kellett, DSMS Headmaster  
RE: Headmaster's Monthly Report  
DATE: September 7, 2018

Mr. Wrobleski and I are very pleased with the opening of the 2018-2019 school year. Our students did an outstanding job at the D1A Assembly and over the course of the first several days of school. The two assemblies during the opening days of school were facilitated by students under the direction of Erin Newman, Angelo Macchiano, and Heather Bond.

Our Student Council Officers for this year are:

President: Rishab Sanjeev  
Vice President: Abby Wayne  
Secretary: Alice Quinn  
Treasurer: Michael Morrissey

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**

Our RTI Committee, under the direction of Stephen Wrobleski, met over the summer to update both the paperwork and process. In addition, the Committee updated our staff on the RTI process at our initial faculty meeting.

Our staff is aware that we have training with "Synergy" scheduled for our October 3rd early release time. In addition, there will be a joint faculty meeting with the HS on October 9th to process this training.

Several of our curriculum leaders participated in a district workshop on "identifying bias in our curriculum." Thus, these folks will be able to work with their departments during professional development time to adjust our curriculum where appropriate.

Seventeen students, whose schedule allow, have been placed into a DR to allow for dialogue and planning for MLK Day and the spring "Student Speak-Out." In addition, we have scheduled six half-day training sessions with "Root & Wings" to prepare for MLK Day.

We have opened school piloting a new bell schedule that provides students with an eleven minute break after their lunch. Weather permitting the break will be outside.

## **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:

We have tentatively scheduled several days for Ann Larsen to work with our LBLD program and the teams that instruct these students.

We have forwarded our staff a menu of course offerings that they might incorporate into their personal goals for this year.

At our faculty meeting on September 4th, Mr. Wroblewski will facilitate a book talk on “So You Want to Talk About Race” as we continue our work on cultural proficiency.

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

Over the summer, Mrs. Raymond completed a written overview of the Medway Middle Schools math curriculum, based on her participation in a site visit with an outside committee. This experience should be beneficial as we start our own curriculum review.

Department/Group Updates:

**Mathematics:** The DSMS math department started the year with discussions on what the members of the department would like to gain from the upcoming curriculum review. On Wednesday, September 12th, Dianne Kee and Karen Raymond will meet with Beth McCoy to begin to outline the timetable and schema for the curriculum review. Preliminary results of the Spring 2018 Math MCAS were shared with the department to support the teacher review of student performances and student growth on the 2018 Math MCAS .

**Science:** The DSMS science department kicked off the year with the decision to implement 2 common goals for the year. The science department will continue with year three of the STE formal curriculum review with collaborative working time during PD time to create new units for all three grades and to evaluate our instruction for the practices. Middle School science will also work together to prioritize differentiated instruction to meet the needs of our diverse learners by completing the 15-hour course on Special Education instruction offered through TEC. Lastly, each grade level will select a common assessment to provide data on student growth and learning.

**Fine and Performing Arts:** This year the Fine and Performing Arts Department will be reviewing and creating curriculums for the K-8 general music, K-12 art, and 3-12 performing ensembles with the goal of looking through an anti-bias lens as well as finding ways to foster a community of care in our classrooms, the district, and the future communities our students will belong to.

**Seventh Grade:** The 7th grade team of teachers created a summer video to introduce Team Lightning and Team Thunder staff members to our parents and students. It is located on the DSMS website. Veronica Moy and Karen Raymond (team leaders) will host a “ Strategies for Success” forum for 7th grade parents before the September 13th open house (5:45-6:15pm) to support parent and school communication.

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.

**2018-2019 SCHOOL COMMITTEES MEETING SCHEDULE**

*Dates are subject to change*

REGIONAL SCHOOL COMMITTEE MEETINGS	SHERBORN SCHOOL COMMITTEE MEETINGS	DOVER SCHOOL COMMITTEE MEETINGS	JOINT SCHOOL COMMITTEE & UNION #50 MEETINGS
Tuesday, September 11, 2018	Monday, September 17, 2018	Tuesday, September 25, 2018	
Tuesday, October 9, 2018--5:30 pm start	Tuesday, October 16, 2018	Tuesday, October 23, 2018	Tuesday, October 9, 2018 -DSMS Library
Tuesday November 6, 2018	Tuesday, November 13, 2018*	Tuesday, November 20, 2018*	
Tuesday, December 4, 2018*			
Tuesday, January 8, 2019	Tuesday, January 15, 2019 --5:30 pm start ***	Tuesday, January 22, 2019	Tuesday, January 15, 2019 - DSMS Library
<b>Thursday, February 7, 2019</b>	Tuesday, February 12, 2019 (if necessary)		
Tuesday, February 26, 2019			
<b>February 2019***</b>			
Tuesday, March 5, 2019**	Tuesday, March 12, 2019**	Monday, March 4, 2019**	
			Tuesday, April 9, 2019- DSMS Library
Tuesday, May 7, 2019	Tuesday, May 14, 2019	Monday, May 20, 2019	
Tuesday, June 11, 2019	Thursday, June 13, 2019*** - 5:30 start	Thursday, June 13, 2019*** --7:30 pm start	Thursday, June 13, 2019 -6:30 start DSMS Library
Regional School Committee meetings begin at 6:30 p.m. in the library at DS Middle School, unless otherwise noted.	Sherborn School Committee meetings begin at 6:30 p.m. in Room 204B at the Sherborn Town Hall, unless otherwise noted.	Dover School Committee meetings begin at 6:30 p.m. in the library at Chickering School, unless otherwise noted.	Joint School Committee meetings begin at 6:30 p.m. in the library at DS Middle School, unless otherwise noted.
* Meeting to include first pass of the FY20 Budget	* Meeting to include first pass of the FY20 Budget	* Meeting to be held in the morning to discuss the first pass of the FY20 Budget	
** Meeting to include final action on FY20 Budget	** Meeting to include final action on FY20 Budget	** Meeting to include final action on FY20 Budget	
*** Budget Meeting with Dover Warrant and Sherborn Advisory Committees	*** Meeting will be at DSMS	*** Meeting with be at DSMS	

2018-2019 SCHOOL COMMITTEE ASSIGNMENTS	Region 2018-2019		
<b>Chairperson</b>	Lori Krusell		
<b>Vice Chairperson</b>	Anne Hovey		
<b>Secretary</b>	Clare Graham		
<b>Finance</b>			
Warrants	Anne Hovey		
	Dana White		
	Judi Miller		
Payroll	Lori Krusell		
	Anne Hovey		
	Dana White		
Budget	All Members		
<b>Committees</b>			
Superintendent's Evaluation	Lori Krusell		
	Anne Hovey		
Dover-Sherborn Union #50 Superintendency	Lori Krusell ( non-voting member		
	Anne Hovey (non-voting member)		
	Clare Graham (non-voting member)		
Personnel	Maggie Charron		
Negotiations	none at this time		
Search Committees	none at this time		

Policy	Maggie Charron Clare Graham		
Technology	Lori Krusell		
Buildings & Facilities	Lori Krusell		
	Anne Hovey		
Educator Evaluation Subcommittee	Maggie Charron		
Wellness	Judi Miller		
Employee Health Benefits	Maggie Charron Clare Graham		
Communication	Dana White		
Academic Innovation	Anne Hovey		
<b>Liaisons</b>			
Pine Hill CSA, Dover/Chickering PTO, HS PTO, MS POSITIVE	Lori Krusell (MS)		
	Anne Hovey (HS PTO)		
	Maggie Charron (HS PTO)		
School Council	Maggie Charron (HS)		
	Anne Hovey (Sub)		
	Lori Krusell (MS)		
T.E.C. Representative	Maggie Charron		
Boosters ( <i>Region only</i> )	Dana White		
Challenge Success	Judi Miller		
Athletic Advisory ( <i>Region only</i> )	Dana White		
Perf. Arts/Music ( <i>Region only</i> )	Anne Hovey		
SEPAC	Lori Krusell		
Metco Liaison	Lori Krusell		

**APPROVED JUNE 14, 2018**

**Sherborn School Committee**  
Meeting of May 8, 2018

Members Present: Greg Garland  
Kate Potter  
Scott Embree  
Angie Johnson

Also Present: Dr. Andrew Keough, Superintendent  
Dawn Fattore, Business Administrator  
Christine Smith, Director of Special Education  
Barbara Brown, Principal

**1) Call to Order**

Mr. Garland called the meeting to order at 6:34 pm at the Pine Hill Library.

**2) Recognition** - Ms. Potter thanked Mr. Embree and Mr. Garland for their work on the school committee over their terms of office.

**3) Public Comment** - none

**4) CSA Report** - Ms. Cullum gave an update of recent and upcoming events sponsored by the CSA.

**5) Reports**

- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Special Education Report - Ms. Smith spoke of her department's focus group work addressing: B-grid, Continuum, and Eligibility. Her report also gave an update on the Language Based Program, the Lifeskills Program, the Strategic Learning Center, and the Integrated Preschools.
- Assistant Superintendent Report - Dr. Keough reviewed Ms. McCoy's report in her absence highlighting:
  - Safe and Supportive Learning Conference - Members of students support teams from each of the District's four schools are working to integrate components of social emotional learning discussed at the conference throughout the curriculum, implementing universal screeners across the schools, and developing a scope and sequence for social emotional skills such as mindfulness and self-care.
  - Student/Teacher Surveys - Annual feedback surveys are being administered. Data will be aggregated and analyzed in mid-May to allow educators and principals to reflect on current practices and begin to set new professional learning goals for next year.
  - Effective Teaching - Ms. McCoy's memo on defining effective teaching, developing effective teachers, and how to evaluate effective teaching practices was provided and discussed.
- Superintendent Report - Dr. Keough reviewed his report and highlighted the following items:
  - Annual Town Meeting - thank you to all who worked so hard on the budget and to the taxpayers that supported it.
  - Communication with State Representatives regarding regional transportation funding as well as Chapter 70, Circuit Breaker, and METCO funding.
  - Strategic Plan Distribution - The Plan has been distributed to the school staff and well as families of Dover and Sherborn. So far feedback has been very positive.

## **APPROVED JUNE 14, 2018**

- Quarterly Visits - Dr. Keough highlighted his visits to each of the schools in the District which he finds incredibly valuable as he gets to speak directly to staff and students.

### **6) FY18 Monthly Report**

The Status of Appropriations as of May 4th was provided.

- Salaries - The overall positive salary variance is still projected to be \$70,000.
- Operating Expenditures - There is a projected positive variance in SPED contracted services of approximately \$20,000 due to a change in needed IEP related outside services and approximately \$10,000 in utilities based on usage and pricing for a total projected surplus of \$30,000.
- OOD Expenditures - There have been several adjustments in tuition and one new placement since March resulting in a net increase in OOD tuition of approximately \$30,000. The resulting negative variance as of May 4th is \$52,369. The expected Circuit Breaker reimbursement rate is 72% versus the current rate of 65%.
- Special Revenue/Revolving Funds - the quarterly report on activity and balances were provided.
- Status of FY18 Capital Projects - The Administration anticipates the last section of windows to be installed prior to June 30th which will complete all approved projects.

### **7) Consent Agenda**

- Approval of Minutes: March 16, 2018  
Mr. Embree made a motion to accept the Consent Agenda. Ms. Johnson seconded.  
18-08 VOTE: 4 - 0

### **8) Communications**

- Regional School Committee minutes of February 27 & 28, and March 6, 2018
- Dover School Committee minutes of January 23, 2018

### **9) Adjournment at 7:48 pm**

Respectfully submitted,  
Amy Davis

**APPROVED JUNE 18, 2018**

**Dover School Committee**  
Meeting of May 14, 2018

Members Present: Adrian Hill  
Brooke Matarese  
Rachel Spellman  
Michael Jaffe

Also Present: Dr. Andrew Keough Superintendent  
Beth McCoy, Assistant Superintendent  
Dawn Fattore, Interim Business Manager  
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**

Oliver Fried presented his proposed plan for a 0.5 mile trail on Chickering property as his Eagle Scout project. He will be back at the June meeting to present his final plan for approval.

Several parents expressed their concerns with the diminishing number of regular education aides in classrooms. Dr. Keough spoke of his priority of using resources, including aides, effectively.

**3) Reports**

a) Principal's Report - Ms. Dayal highlighted items from her report and answered questions from Committee members.

b) Assistant Superintendent Report - Ms. McCoy spoke about:

- Safe and Supportive Learning Conference - Members of students support teams from each of the District's four schools are working to integrate components of social emotional learning discussed at the conference throughout the curriculum, implementing universal screeners across the schools, and developing a scope and sequence for social emotional skills such as mindfulness and self-care.
- Student/Teacher Surveys - Annual feedback surveys are being administered. Data will be aggregated and analyzed in mid-May to allow educators and principals to reflect on current practices and begin to set new professional learning goals for next year.
- Effective Teaching - Ms. McCoy's memo on defining effective teaching, developing effective teachers, and how to evaluate effective teaching practices was provided and discussed.

c) Superintendent Report - Dr. Keough reviewed his report and highlighted the following items:

- Annual Town Meeting - thank you to all who worked so hard on the budget and to the taxpayers that supported it.
- Communication with State Representatives regarding regional transportation funding as well as Chapter 70, Circuit Breaker, and METCO funding.
- Strategic Plan Distribution - The Plan has been distributed to the school staff and well as families of Dover and Sherborn. So far feedback has been very positive.
- Quarterly Visits - Dr. Keough highlighted his visits to each of the schools in the District which he finds incredibly valuable as he gets to speak directly to staff and students.

## **APPROVED JUNE 18, 2018**

d) Warrant Report - A list of signed warrants since the last meeting was provided.

### **4) FY18 Monthly Financial Report -**

The Status of Appropriations as of May 10th was provided.

- Salaries - The positive variance estimation has increased to \$50,000 due to additional savings from various positions vacant throughout the year, extended unpaid maternity leaves, and the appropriate charging of custodial overtime to the Building Fund.
- Operating Expenditures - There are no unexpected operating expenses to report.
- OOD Expenditures - The projected negative variance has been reduced to \$85,700 from \$92,700. This includes two additional placements but was offset by a finalized cost share arrangement with another town.

### **5) Update on FY18 Capital Projects -** All FY18 capital projects are complete and collectively under budget in the amount of \$15,000 which will be returned to the town. There are no capital projects scheduled for FY19.

### **6) Consent Agenda**

- a) Meeting minutes of March 5, 2018
- b) Donation - \$430.23 from the Friends of Chickering Music. The Friends of Chickering Music have ceased operations and are donating their remaining funds.
- c) Donation - \$1,000 from Westfield Capital Management Company as a match to a parent donation last fall.

Mr. Matarese made a motion to approve the Consent Agenda. Ms. Spellman seconded.  
18-05 VOTE: 3 - 0 - 1 (Mr. Jaffe)

### **8) Communications**

- a) Regional School Committee minutes: February 8, 27, & 28 2018 and March 6, 2018
- b) Sherborn School Committee minutes: February 13 and March 16, 2018

### **9) Adjournment at 8:07 pm.**

Respectfully submitted,  
Amy Davis