

**Dover Sherborn Regional School Committee  
Dover School Committee  
Sherborn School Committee  
Dover Sherborn Union #50 Superintendency Committee**

**August 11, 2020  
Meeting Agenda  
5:00 PM**

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

**Join Zoom Meeting**  
<https://us04web.zoom.us/j/71273161032?pwd=OGIWTGRqc2NjNS8xdTk1ZWVVS2hNQOT09>

**Meeting ID: 712 7316 1032  
Password: 9tdJG0**

1. Call to Order
2. Community Comments
3. Update on Superintendent Search
4. Fall 2020 Reopening Plan
  - Reopening Plan AR
  - 2020 Academic Calendar AR
  - Return to School Health Protocols
5. Consent Agenda AR
  - Minutes June 11, July 14, July 23 and July 28, 2020
6. Adjourn

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

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

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

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

*The Public Schools of Dover and Sherborn*

*Memo from  
Superintendent Dr. Andrew Keough*

To: Dover School Committee  
Dover Sherborn Regional School Committee  
Sherborn School Committee

From: Dr. Andrew Keough, Superintendent

Re: August 11, 2020 meeting packet information

Date: August 6, 2020

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By now you have received my slide presentation regarding the fall reopening plan. I will bring forth a recommendation to go with a Pre-K to 12 Hybrid model. I will explain my rationale for my decision when I do my presentation Tuesday evening.

Also included in the packet are the health protocols. These are not policy but rather protocol information that we will follow.

**DOVER-SHERBORN PUBLIC SCHOOLS ACADEMIC CALENDAR 2020-21 REVISED**

DOVER-SHERBORN PUBLIC SCHOOLS ACADEMIC CALENDAR 2020-21 REVISED															
August							February							START AND DISMISSAL TIMES	
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	CHICKERING AND PINE HILL SCHOOLS 7:50 AM START 2:15 DISMISSAL	
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	DS HIGH SCHOOL & MIDDLE SCHOOL 8:35 AM START 3:10 PM DISMISSAL	
						1									
2	3	4	5	6	7	8	7	8	9	10	11	12	13		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	August 31, 2020 -September 14, 2020	Teachers Report- Reopening Preparations
16	17	18	19	20	21	22	21	22	23	24	25	26	27	September 15, 2020	School Begins Grades PreK-12
23	24	25	26	27	28	29	28							September 7, 2020	Labor Day: No School
30	31													September 28, 2020	Yom Kippur: No School
							15 days							October 12, 2020	Columbus Day: No School
September							March							November 11, 2020	Veterans Day: No School
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	<b>November 25, 2020</b>	<b>Early Release Day Thanksgiving Break</b>
		1	2	3	4	5		1	2	3	4	5	6	November 26-27, 2020	Thanksgiving Break: No School
6	7	8	9	10	11	12	7	8	9	10	11	12	13	December 24-January 1, 2021	Year End Vacation: No School
13	14	15	16	17	18	19	14	15	16	17	18	19	20	January 4, 2021	School Reopens
20	21	22	23	24	25	26	21	22	23	24	25	26	27	January 18, 2021	Martin Luther King Day: No School
27	28	29	30				28	29	30	31				February 15-19, 2021	February Vacation Week
11 days							23 days							April 2, 2021	Good Friday
October							April							April 19-23, 2021	April Vacation Week
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	May 31, 2021	Memorial Day: No School
				1	2	3					1	2	3	<b>June 3, 2021</b>	<b>Graduation Day</b>
4	5	6	7	8	9	10	4	5	6	7	8	9	10	<b>June 16, 2021</b>	<b>Last Day of School - No Snow Days ( Last day is Early Release Day)</b>
11	12	13	14	15	16	17	11	12	13	14	15	16	17	<b>June 23, 2021</b>	<b>Last Day of School - Includes 5 Snow Days</b>
18	19	20	21	22	23	24	18	19	20	21	22	23	24		
25	26	27	28	29	30	31	25	26	27	28	29	30			
21 days							16 days							<b>Teachers' Professional Development Day: No School</b>	
November							May							November 30, 2020	Professional Day: No School for Students
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	<b>EARLY RELEASE DAY DISMISSAL TIMES</b>	
1	2	3	4	5	6	7							1	<b>CHICKERING AND PINE HILL SCHOOLS 11:15 DISMISSAL</b>	
8	9	10	11	12	13	14	2	3	4	5	6	7	8	<b>DS HIGH SCHOOL AND MIDDLE SCHOOL 12:15 PM</b>	
15	16	17	18	19	20	21	9	10	11	12	13	14	15	<b>Teachers' Professional Development Day: Early Release Days</b>	
22	23	24	25	26	27	28	16	17	18	19	20	21	22		
29	30						23	24	25	26	27	28	29		
							30	31							
17 days							20 days								
December							June								
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa		
		1	2	3	4	5			1	2	3	4	5		
6	7	8	9	10	11	12	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	20	21	22	23	24	25	26		
27	28	29	30	31			27	28	29	30					
17 days							12 days								
January															
Su	M	T	W	Th	F	Sa									
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10	11	12	13	14	15	16									
17	18	19	20	21	22	23									
24	25	26	27	28	29	30									
31															
19 days															
														Approved DSRSC, DSC, SSC	

# The Public Schools of Dover and Sherborn COVID-19 Return to School Health Office Protocols

The purpose of this plan is to outline the Dover-Sherborn School Districts' Health Office compliance with the COVID-19 pandemic guidelines. This protocol has been carefully considered to address and promote the health and safety of all students, employees and the community. These procedures comply with local, state, and national guidelines to ensure best practice. References are provided at the end of this document.

All persons on campus will be required to adhere to a number of measures to comply with the public health guidelines. These include, but are not limited to, wearing masks, maintaining social distance, following all the directives as outlined. In addition, all persons on campus will be required to submit to the COVID-19 testing, tracing and quarantine protocols that will be established by the District.

## **I. SCHOOL SUPPORT**

A safe return to in-person school environments will require a culture of health and safety every step of the way. It is not one mitigation strategy, but a combination of all of these strategies taken together that will substantially reduce the risk of transmission.

- A. Daily monitoring of symptoms by staff, students, and families (see Section IV)
- B. Students, faculty, and staff must stay home if they are sick. If an individual presents to school with signs and symptoms of COVID-19 (see Section III), they will be sent home until clearance criteria for school return are met.
- C. The Public Schools of Dover and Sherborn will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis. Long-term absences may be evaluated if criteria are appropriate for medical leave or other potential medical accommodations (IEP, IHP, 504 plans).

## **II. NONPHARMACOLOGICAL INTERVENTION (NPI) RECOMMENDATIONS FOR COMMUNICABLE DISEASE**

### A. Individual

- 1. Avoid close contact with people who are ill
- 2. Stay home when you are ill
- 3. Cover your cough or sneeze into your elbow or a tissue. Throw the tissue in the trash. Follow with hand hygiene (See Appendix A)
- 4. Wear a face covering when physical distancing (less than 6 feet for 15 minutes or more) cannot take place (See Appendix B)
- 5. Avoid touching your eyes, nose, and mouth. If you do, follow with hand hygiene
- 6. Promote non-contact methods of greeting

## B. Community

1. Promote up-to-date vaccinations, including the flu vaccine, in accordance with Massachusetts mandates
2. Place hand sanitizer stations at each building and Health Office entrance
3. Environmental cleaning of the Health Office and Medical Waiting Room throughout the school day
4. Environmental cleaning throughout the school building
5. Open windows if they can be safely opened
6. Follow all local and state regulations with regards to quarantine guidelines after travelling

## III. SIGNS AND SYMPTOMS OF ILLNESS

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves

- Fever (100.4 degrees Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Nausea, vomiting or diarrhea
- Fatigue *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes such as allergies) *when in combination with other symptoms*

**If staff or students have any of these symptoms, they must get a PCR test for active COVID-19 infection prior to returning to school.**

A list of testing sites will be made available to the individual or family by each building's school nurse or by the Dover or Sherborn Board of Health.

## IV. COMMUNICABLE DISEASE MONITORING

- A. Each building nurse will be responsible for recording and tracking symptoms when students and staff call in sick
- B. The nurse will monitor each building for disease trends.
- C. If 10% of the student population at a building call out sick for similar symptoms, the nurse will notify the Nurse Leader, building principal/headmaster

## V. REFERENCES and APPENDICES

### References:

American Academy of Pediatrics. COVID-19 Planning Considerations: Return to In-person Education in Schools. (May 27, 2020). Retrieved July 22, 2020 from <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Centers for Disease Control and Prevention. (May 19, 2020). Considerations for Schools. Retrieved June 22, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Centers for Disease Control and Prevention. (Last reviewed May 8, 2020) Coronavirus Disease 2019 (COVID-19) What to Do If You Are Sick. Retrieved last June 23, 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Centers for Disease Control and Prevention. (Last reviewed June 9, 2020). Coronavirus Disease 2019 (COVID-19) Using Personal Protective Equipment (PPE). Retrieved June 23, 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Centers for Disease Control and Prevention. (May 29, 2020) Discontinuation of Isolation of Persons with COVID-19 Not in Healthcare Setting- Interim Guidance. Retrieved June 22, 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Centers for Disease Control and Prevention. (March 16, 2020) Handwashing: Clean Hands Save Lives. Retrieved June 22, 2020, from <https://www.cdc.gov/handwashing/index.html>

Centers for Disease Control and Prevention. Pandemic Flu Checklist: K-12 School Administrators (April 2017) Retrieved June 23, 2020 from <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/pan-flu-checklist-k-12-school-administrators-item2.pdf>

Jenks Public Schools Health Services. Health Services COVID-19 Return to School Plan for Health Offices. (BB 5/20). Retrieved July 20, 2020, from <https://schoolnursenet.nasn.org/communities> *\*Permission to share and adapt as needed for one's own district was given by Beverley Burk, RN, BSN*

Massachusetts Department of Elementary and Secondary Education. Memorandum: Guidance on Required Safety Supplies for Re-Opening Schools. (June 5, 2020) Retrieved June 8, 2020 from <https://www.doe.mass.edu/covid19/on-desktop.html>

Massachusetts Department of Elementary and Secondary Education. Memorandum: Initial Summer School Re-Opening Guidance. (June 4, 2020) Retrieved June 8, 2020 from <https://www.doe.mass.edu/covid19/on-desktop.html>

Massachusetts Department of Elementary and Secondary Education. Memorandum: Protocols for Responding to COVID-19 Scenarios in School, On the Bus, or In the Community. (July 17, 2020). Retrieved July 20, 2020 from <http://www.doe.mass.edu/covid19/on-desktop.html>

NASN. Care of Ill Students/Staff in School Setting in Response to COVID-19. Last retrieved June 23, 2020, from [https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020\\_NASN\\_Considerations\\_for\\_School\\_Nurses\\_Regarding\\_Care\\_of\\_Students\\_and\\_Staff\\_that\\_Become\\_Ill\\_at\\_School\\_or\\_Arrive\\_Sick.pdf](https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020_NASN_Considerations_for_School_Nurses_Regarding_Care_of_Students_and_Staff_that_Become_Ill_at_School_or_Arrive_Sick.pdf)

Readiness and Emergency Management for Schools. Coronavirus Disease 2019, COVID-19. Retrieved June 23, 2020, from <https://rems.ed.gov/coronavirus>

World Health Organization. Considerations for school-related public health measures in the context of COVID-19. (May 10, 2020) Retrieved June 23, 2020 from <https://www.who.int/publications/i/item/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>

RegisteredRN.org. How to Reuse PPE. (May 5, 2020) Retrieved July 22, 2020 from <https://www.registerednursing.org/how-reuse-ppe/>

### **Appendices:**

Appendix A: Hand Hygiene Protocol

Appendix B: Face Coverings Guidelines

Appendix C: Quick Reference Sheet: Key actions for individual COVID-19 events

Appendix D: Protocol: Student or Staff Tests Positive for COVID-19

Appendix E: Protocol: Close Contact of Student or Staff Tests Positive for COVID-19

Appendix F: Protocol: Student is Symptomatic at Home

Appendix G: Protocol: Student is Symptomatic on the Bus

Appendix H: Protocol: Student is Symptomatic at School

Appendix I: Protocol: Staff is Symptomatic at Home

Appendix J: Protocol: Staff is Symptomatic at School

Appendix K: Protocol: Presence of Multiple Cases in the School or District

Appendix L: Protocol: Presence of Significant Number of New Cases in the Community

Appendix M: Protocol: Statewide Regression to a Previous Reopening Phase

## APPENDIX A

### Hand Hygiene Protocol - Dover Sherborn Public Schools

[Hand Washing Instructions](#)-follow these five steps for proper hand washing:

1. **Wet your hands** with clean, running water, then apply soap.
2. **Lather your hands** by rubbing them together with the soap, making sure to lather the fronts and backs of your hands, between your fingers and thumbs, and under your nails.
3. **Scrub your hands** for at least 20 seconds. (hum the “Happy Birthday” song twice)
4. **Rinse your hands** well under clean running water.
5. **Dry your hands** with a clean towel.

**Keeping hands clean is one of the most effective ways to stop the spread of germs and stay healthy.** Always wash your hands:

- Before preparing food
- Before eating
- Before and after touching your face
- Before and after treating a cut or wound
- Before and after being with someone who is sick
- After blowing your nose, coughing or sneezing
- After being in a public place
- After using the toilet
- After touching garbage
- After touching an animal, animal food, animal cages, or animal waste
- Any time your hands are visibly dirty

**If you are unable to wash your hands with soap and water, use an alcohol-based hand sanitizer** with at least 60% alcohol, and rub it onto the front and back of hands, and in between fingers and thumbs vigorously until your hands feel dry. This should take about 20 seconds.

References:

<https://www.cdc.gov/handwashing/index.html>

<https://www.mass.gov/service-details/handwashing-education-materials-for-the-general-public>

## APPENDIX B

### Face Covering Protocol: Dover and Sherborn Public Schools

Considerations for wearing a face covering:

- Face coverings should be worn in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
- Cloth face coverings help prevent people who have COVID-19 from spreading the virus to others. In addition, cloth face coverings may reduce the likelihood that a healthy person will contract COVID-19 if in the vicinity of someone who is already infected.
- Cloth face coverings reduce the spread of COVID-19 when they are widely used by people in public settings.
- Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How to wear a cloth [face covering](#):

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly on the sides of your face
- Make sure you can breathe easily

While wearing a face covering:

- Do not touch the front of the face covering. If you do, wash your hands.
- Avoid touching your face, as viruses can still be introduced by touching your eyes, or if you are not wearing the face covering correctly
- Face coverings should not be moved during use. This includes being pulled up or pulled down below your chin. If you need to remove your face covering (for example, to eat)-remove it safely as outlined below, and wash your hands.

How to take off your face covering:

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more on how to [wash cloth face coverings](#))
- Be careful to not touch your eyes, nose, or mouth when removing, and wash hands immediately after removing

Practice good [respiratory hygiene](#):

- Cover your mouth and nose with a tissue when coughing or sneezing
- Dispose of the tissue in the nearest trash receptacle after use
- If tissues are not available, use the inside of your elbow
- Perform hand hygiene after coughing/sneezing or coming into contact with contaminated objects/materials

References:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

Revised July 2020

**APPENDIX C**

**Quick reference sheet: Key actions for individual COVID-19 events**

Event	Location of Event	Testing Result	Quarantine
<p><b>Individual is symptomatic with one or more symptoms of COVID</b></p>	<p>If an individual is symptomatic at home, they should stay home and be tested by PCR.</p>	<p>Individual tests <b>negative</b></p>	<p>Return to school once cleared by PCP to return and asymptomatic for 24 hours.</p>
	<p>If an individual student is symptomatic on the bus or at school, they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and be tested by PCR.</p>	<p>Individual tests <b>positive</b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self- isolation for at least 10 days <b>and until</b> at least 24 hours have passed with no fever and with improvement in other symptoms.</p>
		<p>Individual <b>is not tested</b></p>	<p>Remain at home in isolation for presumed COVID for 14 days, with close contacts in quarantine as per Public Health Nurse guidance, unless there is another</p>

			explanation for the symptoms and cleared by PCP to return
<b>Individual is exposed to COVID-19 positive individual</b>	<p>If an individual is at home when they learn they were in close contact with an individual who tested positive for COVID-19, they should quarantine at home for 14 days and have PCR test per Public Health RN protocol. A negative PCR doesn't allow "testing out" of quarantine.</p> <p>If an individual is at school when they learn they were in close contact with an individual who tested positive for COVID-19, they should go home and should quarantine at home for 14 days and have PCR test per Public Health RN protocol. A negative PCR doesn't allow "testing out" of quarantine.</p>		
		<b>Individual tests positive</b>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self- isolation for at least 10 days <b>and until</b> at least 24 hr have passed with no fever and improvement in other symptoms.
		<b>Individual is not tested</b>	Remain home in self-quarantine for 14 days from exposure

## APPENDIX D:

### Protocol: Student or staff tests positive for COVID-19

1. The student or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local Board of Health or Massachusetts Community Tracing Collaborative. Whether symptoms are present or not, they must remain in self-isolation for at least 10 days **and** until at least 24 hr have passed with no fever and with improvement in other symptoms.
2. The student's parent/caregiver or the staff member informs the proper school official (e.g. a designated person that is the COVID-19 school lead) that the individual has tested positive for COVID-19. The designated COVID-19 school lead in turn notifies others as pre-determined by the school (e.g., school leadership, school nurse or school medical point of contact, building management, maintenance) as to the presence of a COVID-19 case. COVID-19 results represent protected health information and will be managed as such.
3. Determine whether the student or staff member was on the premises during the time frame that began two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
  - a. If so, promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
  - b. Promptly clean and disinfect the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, if that has not been done already.
  - c. Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done.
4. **ELEMENTARY SCHOOL (e.g., student has self-contained classroom throughout the day):**
  - a. Send a communication to the other families in the student's class (e.g., cohort) that there has been a positive test without naming or otherwise identifying the individual student or staff member who tested positive.
  - b. Communications sent to families/staff should:
    - I. Inform them there was a positive test (not the specific individual) in the self-contained classroom.
    - II. Explain that since they were within this cohort and may have been within 6 feet of the person with a positive test, they are considered a "close contact". In cases where the student may have been in close contact with others outside their cohort, having assigned seating and keeping up-to-date seating charts will help identify who should be instructed to be tested:

- specifically, those who were sitting next to the student, plus any others who also had close contact with the student.
- III. Instruct those designated as close contacts to quarantine at home for 14 days and have PCR test per Public Health RN protocol. A negative PCR doesn't allow "testing out" of quarantine.
  - IV. Remind families and/or staff of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).
  - V. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.
- c. If the school finds out about the COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:
- I. Make sure these students are wearing masks, including in kindergarten and first grade. Extra masks as may be needed should be provided by the school. Enforce strict physical distancing. Require students to wash their hands
  - II. The school should quickly identify the individuals who may be "close contacts" of the student and notify students and their families.
  - III. Caregivers of students in the class or other close contacts will be contacted for dismissal. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms should not ride the school bus to get home. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.
  - IV. Close contacts should not return to school until they have completed quarantine per the Public Health RN.

As feasible, to assist with contact tracing, make a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until the individual was isolated. Instruct those students and/or staff members to get tested according to the same protocol as the student's cohort above.

**5. MIDDLE AND HIGH SCHOOL (e.g., no single self-contained classroom):**

- a. The school should identify the student's or staff member's possible "close contacts" based on the assigned seating charts. The lookback period should begin two days before symptoms appeared (or two days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated. Consider students and staff members who were within 6 feet of the individual for greater than 10 minutes in class, on the school bus, or at extracurricular activities.
- b. Follow the communication and other relevant Elementary School protocols above.

- c. Close contacts should be tested for COVID-19 with a PCR test at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
  - d. Instruct the students or staff members to quarantine for 14 days per the Public Health RN protocol.
6. **IF OTHERS IN THE SCHOOL TEST POSITIVE:** Perform all steps under this protocol for that person. **ALSO FOLLOW:** "Protocol: Presence of multiple cases in the school."
  7. **IF NO OTHERS IN THE SCHOOL TEST POSITIVE:** Close contacts can return to school once they have completed a 14-day quarantine

**Any area** of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected. The area can be used 12 hours after cleaning/disinfecting has occurred.

## APPENDIX E:

### Protocol: Close contact of student or staff tests positive for COVID-19

1. Current Massachusetts DPH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.
2. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested with a PCR test at one of Massachusetts's test sites and should quarantine for 14 days per the Public Health RN protocol.
3. In order to return to school, close contacts need to have completed 14 days of quarantine, have and not have had any COVID-19 symptoms during the quarantine. If symptoms were present during quarantine, a negative PCR test is also required.
4. IF POSITIVE TEST: The student or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hr have passed with no fever and with improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student / staff tests positive for COVID-19."

## APPENDIX F

### Protocol: Student is symptomatic at home

1. Family should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).
  - a. IF NO SYMPTOMS:
    - I. Send student to school.
  - b. IF ANY SYMPTOM:
    - I. Do not send the student to school.
    - II. Call the school's COVID-19 point of contact and inform them the student is staying home due to symptoms.
    - III. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. The school system requires a PCR test (not antibody or antigen testing).<sup>12</sup> An individual who does not wish to be tested should instead isolate for 14 days<sup>13</sup> and until asymptomatic.
    - IV. The student should have a PCR test at one of Massachusetts's test sites.<sup>14</sup> Sites may require pre-screening, a referral, and/or an appointment.
    - V. Isolate at home until test results are returned.
    - VI. Proceed as follows according to test results:
      1. IF NEGATIVE: Student stays home until asymptomatic for 24 hours and until cleared to return by the PCP
      2. IF POSITIVE: Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hr have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student / staff tests positive for COVID-19."

## APPENDIX G:

### Protocol: Student is symptomatic on the bus

1. Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students. Note: This will require training for bus drivers (and bus monitors, if applicable).
2. If symptoms are noticed as the student is getting on the bus and if there is a caregiver present, do not allow the student to board the bus. Caregiver should then **FOLLOW:** "Protocol: Student is symptomatic at home."
3. If student is already on the bus, ensure student is masked and keeps mask on. Ensure other students keep their masks on. Ensure student keeps required physical distance from other students.
4. Bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (nurse or other medical personnel). The dispatch should contact the school to inform the school nurse of a possible symptomatic child.
5. School nurse should meet the bus as it arrives, wearing a mask. As practical, student with possible symptoms should exit the bus first.
6. Bus should be cleaned / disinfected.
7. Nurse should evaluate the student for symptoms (see list above: "Most common symptoms of COVID-19").
  - a. **IF ANY SYMPTOM of COVID-19:**
    - I. Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the medical waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room.
    - II. Contact caregiver for pick-up.
      1. **IF CAREGIVER CAN PICK UP DURING THE DAY:** Student waits to be picked up in the medical waiting room. Caregivers will be expected to pick up student within 45 minutes of contact from the school nurse. Caregivers must wear a mask/face covering when picking up their

student. Students should not ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes, as a precaution.

2. **IF CAREGIVER CANNOT PICK UP DURING THE DAY:** If the primary caregivers cannot be reached by phone or cannot pick up student within 45 minutes, backup caregivers listed on the emergency contact form will be called. The student should wait in the medical waiting room until picked up. The student should not go home on a school bus with other students. **\*It is important to note that if the student ultimately proves positive, the secondary caregiver would be considered a close contact if within 6 feet of the student for 10 or more minutes.**
  
- III. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic. The schools require a PCR test, and not an antigen or antibody test
- IV. Student should get tested with a PCR test at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or an appointment.
- V. Isolate at home until test results are returned.
- VI. Proceed as follows according to test results:
  1. **IF NEGATIVE:** If the student does not have COVID-19, the student may return to school based upon guidance from their PCP and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours and cleared by the PCP
  2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hr have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** "Protocol: Student/staff tests positive for COVID-19."
  
- b. **IF NO SYMPTOMS:**
  - I. If the evaluation shows the student does not have symptoms, send the student to class.

## APPENDIX H:

### Protocol: Student is symptomatic at school

1. Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse. (Note: This will require training for teachers.)
  2. Teacher ensures the student is wearing a mask that fully covers nose and mouth at all times.
  3. Teacher calls the nurse to inform him/her that they have a possible case. The school nurse will instruct the classroom teacher to send the student directly to the Medical Waiting Room, or the school nurse may come and get the student.
  4. The school nurse will evaluate the student for symptoms (see list above: “Most common symptoms of COVID-19”).
- a. **IF ANY SYMPTOM:**
- I. Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the COVID-19 waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room
  - II. Contact caregiver for pick-up.
    1. **IF CAREGIVER CAN PICK UP DURING THE DAY:** Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. Students should not ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes as a precaution.
    2. **IF CAREGIVER CANNOT PICK UP DURING THE DAY:** If the primary caregivers cannot be reached by phone or cannot pick up student within 45 minutes, backup caregivers listed on the emergency contact form will be called. The student should wait in the medical waiting room until picked up. The student should not go home on a school bus with other students. **\*It is important to note that if the student ultimately proves positive, the secondary caregiver would be considered a close contact if within 6 feet of the student for 10 or more minutes.**
  - III. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. The schools require a PCR test, not an antibody or antigen test. An individual

who does not wish to be tested should instead isolate for 14 days and until asymptomatic.

IV. Student should get tested at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or appointment.

V. Isolate at home until test results are returned.

VI. Proceed as follows according to test results:

1. **IF NEGATIVE:** If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours and cleared by the PCP.
2. **IF POSITIVE:** Student remains at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hr have passed with no fever and with improvement in other symptoms. FOLLOW STEPS UNDER: " Protocol: Student or staff tests positive for COVID-19."

b. **IF NO SYMPTOMS:**

- I. If the evaluation shows the student does not have symptoms, send the student back to class.

## APPENDIX I:

### Protocol: Staff is symptomatic at home

1. Staff should monitor themselves at home each morning for the most common symptoms of COVID-19 (see list above: “Most common symptoms of COVID-19”).
  - a. **IF NO SYMPTOMS:** Come to work.
  - b. **IF ANY SYMPTOM:**
    - I. Do not come to work.
    - II. Contact the COVID-19 point of contact and/or other absence reporting mechanism established by the school.
    - III. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. The schools require a PCR test, not an antibody or antigen test. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
    - IV. The staff member should get tested with a PCR test at one of Massachusetts’ test sites. Sites may require pre-screening, a referral, and/or an appointment.
    - V. Isolate at home until test results are returned.
    - VI. Proceed as follows according to test results:
      1. **IF NEGATIVE:** If the staff member does not have COVID-19, they may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff member stays home until asymptomatic for 24 hours and cleared by the PCP.
      2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hr have passed with no fever and with improvement in other symptoms. FOLLOW STEPS UNDER: “Protocol: Student/staff tests positive for COVID-19”.

## APPENDIX J

### Protocol: Staff is symptomatic at school

1. As noted above, staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.
  
2. If a staff member develops any symptoms during the day, they should follow the school's protocols for getting another adult to cover their class mid-day, if needed, and see the school nurse to be evaluated for symptoms.
  - a. **IF NO SYMPTOMS:** The staff member should follow the school's standard protocols for being excused due to illness.
  - b. **IF ANY SYMPTOM:**
    - I. Current Massachusetts DPH guidance is that all symptomatic individuals in Massachusetts, even those with mild symptoms, should be tested. The schools require a PCR test, and not an antibody or antigen test. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
    - II. The staff member should get tested with a PCR test at one of Massachusetts's test sites. Sites may require pre-screening, a referral, and/or appointment.
    - III. Isolate at home until test results are returned.
    - IV. Proceed as follows according to test results:
      1. **IF NEGATIVE:** Staff member stays home until asymptomatic for 24 hours and cleared by PCP
      2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or Massachusetts Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hr have passed with no fever and with improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student/staff tests positive for COVID-19".

## APPENDIX K:

### Protocol: Presence of multiple cases in the school or district

1. If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent should work with the local Board of Health to determine if it is likely that there is transmission happening in school.
2. For each individual case, FOLLOW STEPS UNDER: “Protocol: Student or staff tests positive for COVID-19.” Note that when there is one isolated case, the student’s close contacts will need to quarantine per the Public Health Nurse Protocol, not the whole school.
3. When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school and district leaders must consult with the local Board of Health as to proposed next steps. These steps could include, *for example*, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple schools, school and district leaders must consult with the local Boards of Health as to proposed next steps. These steps could include, *for example*, making a decision to a) shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) shut down the district for the longer duration of a 14-day quarantine period.
5. Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.
6. If the decision is made to close for some number of days, the school and/or district should send clear information and instructions to families and staff:
  - Informing them that it is possible COVID-19 is being transmitted in the school and/or district
  - Noting that there may be more potential cases that are not yet symptomatic
  - Recommending students quarantine and not have contact with others
  - Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
  - Reminding families of the list of COVID-19 symptoms for which to monitor
  - Ensuring that remote learning is immediately provided to all students

7. Before bringing students back to school:
  - a. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
  - b. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
  - c. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school

## **APPENDIX L:**

### **Protocol: Presence of significant number of new cases in a municipality**

1. In the case of significant municipal outbreak, as determined by the local Board of Health or DPH, the superintendent and school leaders must consult with the local Board of Health to determine whether it is appropriate to close a specific school, schools, or an entire district.
2. Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.

## APPENDIX M:

### Protocol: State-wide regression to a previous reopening phase

1. Massachusetts is tracking its overall statewide reopening in phases according to the [Reopening Massachusetts](#) plan. Currently, Massachusetts is in Phase 3 of reopening, where even more businesses can resume operations with specific guidance.
2. If Massachusetts moves back into a prior phase, DESE (in consultation with the Massachusetts COVID-19 Command Center) will communicate with school districts and schools to determine whether in-person school should continue.

***Parents: Please complete this short check each morning before your child leaves for school.***

**SECTION 1: Symptoms**

**If your child has any of the following symptoms, please keep you child home, contact the school nurse to report the absence and follow up on recommendations offered by the school nurse and your primary care provider.**

	<b>Temperature 100.4 degrees Fahrenheit or higher when taken by mouth</b>
	<b>Sore throat</b>
	<b>New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)</b>
	<b>Diarrhea, vomiting, or abdominal pain</b>
	<b>New onset of severe headache, especially with a fever.</b>
	<b>Fatigue <i>when in combination of other symptoms</i></b>
	<b>Nasal congestion or runny nose (not due to other known causes such as allergies) <i>when in combination with other symptoms</i></b>

**SECTION 2: Close Contact/Pending Test/Recent Travel:**

**If any of the following apply - contact the school nurse to report the absence and follow up on recommendations offered by the school nurse and your primary care provider. Do not send your child to school**

- **If your child was a close contact of a person with COVID (within 6 feet of an infected person for at least 10 minutes)**
- **Your child has a pending COVID PCR test for any reason**
- **Your child is required to quarantine as a requirement of the Massachusetts Travel Order due to travel to an area that is not “lower risk” state.**

References:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>

<https://www.mass.gov/info-details/covid-19-travel-order>

# DRAFT

Dover-Sherborn Regional School Committee  
Dover School Committee  
Sherborn School Committee  
Union #50 Superintendency Committee  
Meeting Minutes June 11, 2020  
**Virtual Meeting**

Present:

Dover School Committee

Henry Spalding, Chair\*

Brooke Matarese\*

Mark Healey

Leslie Leon

Sherborn School Committee

Angie Johnson, Chair\*

Amanda Brown\*

Nancy Cordell

Megan Page\*

Dover-Sherborn Regional School

Committee

Anne Hovey

Maggie Charron

Judi Miller

Kate Potter

Michael Jaffe

Lynn Collins

\* - Union #50 Member

\*\* - Union #50 non-voting member

- 1. Call to order** – The meeting was called to order at 6:00 pm. There was a quorum of the Dover Sherborn Regional School Committee (DSRSC), the Dover School Committee (DSC), the Sherborn School Committee (SSC), and the Union #50 Superintendency Committee.

Union #50 Chair Angie Johnson read the following into the record:

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

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

For this meeting, the Joint School Committee are convening via Zoom App, as posted.

Information on how to join our School Committee mtgs and mtg agendas were posted on the Dover Sherborn District Website and on the town calendars.

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

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

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

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

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

As chair, I will introduce each item on the agenda. After the person presenting said item is finished, the Chair will proceed to take questions from the school committee members.

Please indicate you would like to speak by virtually raising your hand. Please wait until your name is called.

Finally:

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

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

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

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

**2. Community Comments - none**

**3. Superintendent Report - Dr. Keough discussed key issues the Leadership Team is addressing:**

- Response to Current Affairs - Dr. Keough read the following: The recent events in our country triggered by the deaths of Ahmaud Arbery, Breonna Taylor, and George Floyd have put a magnifying glass on our school system, requiring that we examine more deeply how we actively educate about and fight racism. We have to ask ourselves, how often do we use the terms, “systemic racism” in our conversations? What can our students tell us about systemic racism upon graduating from our schools? How do we actively seek to uncover and address examples of institutionalized racism within our school system or communities? Have we made deliberate efforts to deeply examine our curriculum or practices to ensure that our content and messaging is clear and unbiased? Do we respond with outrage when we learn about racist behavior within our schools or do we prefer silence? How would our students and families of color say we are doing with regard to teaching our students about the true history of racism and exploitation of others by white people? When we teach the “age of exploration”, which was in fact the complete exploitation of the native peoples of the “new world” by white Europeans, how do we present this information to our students?

The protests seizing the world are the result of centuries of inequities and injustice against people of color, and particularly Black people and represent a calling out of the system to demonstrate equal justice for all. The pot has in fact boiled over and the truth is being told. The question is, how will we respond in Dover and Sherborn?

I am proud of the fact that Dover Sherborn has been focusing on race and cultural awareness in recent years. We have made progress enhancing our curriculum, correcting insensitive practices, and educating our staff and leaders on social injustice using the IDEAS program. I also am proud of the fact that we are bringing performances to our predominantly white communities that educate about race and living in America as a person of color. Our expansion of the Roots and Wings program is also laudable and is impacting a number of our students. However, we can and should do more. We must engage our families of color and adjust our practices to ensure that “Equity and Excellence”, a key core value of ours, remains a priority for our school system.

## DRAFT

As your superintendent, I am committing to keeping these topics alive and to more deliberately making issues of race a priority for this school system. In the coming years, it is my hope that Dover Sherborn will become a beacon of anti-racism and that others will look to us for guidance when seeking to establish a system that promotes equity and social justice in all realms.

There was discussion about possibly creating a task force, additional teacher training as well as teaching about race starting in Kindergarten and to double our efforts. Dr. Keough stated that he appreciates the outpouring of support from the school committee members, staff, parents and students and proud of the work that they are committed to doing and feel positive about this.

- Start Times Task Force Phase II - the bulk of the work was done prior to the presentation at the April 28th Joint meeting so there is not much new to report. The Administration will be assessing the impact of the start time change on students at all levels throughout the school year.
- Reopening Task Force - the Commissioner of Education will be providing guidance regarding fall reopening plans next week that are expected to be 85-95% prescriptive. Nonetheless, the District remains committed to using the Task Force to plan for all eventualities.
- End of Year Activities - all school year-end ceremonies have been ongoing and will culminate with drive through processions for the 5th, 8th, and 12th grade students. Dr. Keough thanked the building leaders for working closely with their teachers and parent partners to develop ceremonies that will honor the accomplishments of the students.

#### **4. Assistant Superintendent Report** - Ms. McCoy highlighted the following from her report:

- Supervision & Evaluation MOU Update - The first two meetings were held on May 19 and 26. Three subcommittees were formed, each with a specific focus and tenet to research and discuss: Refocusing the Purpose, Streamlining the Process, and Revitalizing the Collaborative Inquiry Model. The committee will meet again in November with the goal of having a new process in place for the fall of 2021.
- Cultural Responsiveness - the Administration is working to find ways to engage Dover and Sherborn students and families in conversation and provide ongoing professional development for staff.
- Blended and Remote Learning Best Practices - A third round of survey data from students, staff, and families is being collected. Additionally, with 23 individual interviews with K-12 faculty there are clear patterns and strategies for robust learning that the Administration intends to make more universal this fall, regardless of educational model. Professional development opportunities focused on the identified best practices will be offered over the summer.

#### **5. Superintendent Goals** - Dr. Keough provided his goals for 2020-21 including: 1) Prepare for transition to new Pre-K to 12 start times; 2) prepare for reopening and (potential) continued remote learning caused by the Covid 19 Pandemic; 3) ensure the Portrait of a DS Graduate is fully communicated to the DS School Community and that the standards are being fully integrated into the learning experiences of all students; 4) complete the work of the Communications Task Force; 5) continue to work with the Leadership Team and Assistant Superintendent, ensuring that all Dover and Sherborn students are exposed to a rigorous curriculum, teachers are receiving meaningful feedback about their instruction and the impact of their instruction, and that authentic learning experiences and assessments are being prioritized; and 6) continue to expand connections with experienced superintendents, continuing with coaching model, participating in job alike meetings, and attending relevant conferences on school leadership.

# DRAFT

## 6. Bargaining Unit Contracts

- Administrative Assistants - agreed upon changes include enhancements to bereavement leave, longevity, and the wage schedule.

There were motions to approve the contract with the Dover Sherborn Administrative Assistants Associations for July 1, 2020 to June 30, 2023.

DSRSC: motion by Lynn Collins, second by Maggie Charron

Vote in favor: Anne Hovey, Maggie Charron, Judi Miller, Kate Potter, Lynn Collins, and Michael Jaffe

SSC: motion by Megan Page, second by Amanda Brown

Vote in favor: Angie Johnson, Megan Page, and Amanda Brown

DSC: motion by Leslie Leon, second by Mark Healey

Vote in favor: Henry Spalding, Brooke Matarese, Mark Healey and Leslie Leon

- Food Service - the increase in the minimum wage over the next several years had an impact on the overall salary schedule of this bargaining unit. Other changes include an increase in annual sick leave days, a new longevity category, and additional clothing support.

There were motions to approve the contract with the Dover Sherborn Public Schools Food Service Association for July 1, 2020 to June 30, 2023.

DSRSC: motion by Lynn Collins, second by Maggie Charr-on

Vote in favor: Anne Hovey, Maggie Charron, Judi Miller, Kate Potter, Lynn Collins, and Michael Jaffe

SSC: motion by Megan Page, second by Amanda Brown

Vote in favor: Angie Johnson, Megan Page, and Amanda Brown

DSC: motion by Leslie Leon, second by Mark Healey

Vote in favor: Henry Spalding, Brooke Matarese, Mark Healey and Leslie Leon

## 7. Consent Agenda

- Approval of Minutes May 18, 2020
- Re-appoint Dr. Keough to ACCEPT and TEC Board of Directors

Motion to approve the Consent Agenda.

DSRSC: motion by Lynn Collins, second by Maggie Charr-on

Vote in favor: Anne Hovey, Maggie Charron, Judi Miller, Kate Potter, Lynn Collins, and Michael Jaffe

SSC: motion by Megan Page, second by Amanda Brown

Vote in favor: Angie Johnson, Megan Page, and Amanda Brown

DSC: motion by Leslie Leon, second by Mark Healey

Vote in favor: Henry Spalding, Brooke Matarese, Mark Healey and Leslie Leon

## 8. Adjournment 7:28 pm.

Respectfully submitted, Amy Davis

# DRAFT

Dover-Sherborn Regional School Committee  
Dover School Committee  
Sherborn School Committee  
Union #50 Superintendency Committee  
Meeting Minutes July 14, 2020  
**Virtual Meeting**

Present:

Dover School Committee

Brooke Matarese, Chair\*

Leslie Leon\*

Mark Healey

Colleen Burt

Sara Gutierrez-Dunn

Sherborn School Committee

Angie Johnson, Chair\*

Megan Page\*

Nancy Cordell

Amanda Brown

Dover-Sherborn Regional School  
Committee

Maggie Charron

Judi Miller

Lynn Collins

Kate Potter

Michael Jaffe

Anne Hovey

\* - Union #50 Member

\*\* - Union #50 non-voting member

- 1. Call to order** – The meeting was called to order at 5:00 pm. There was a quorum of the Dover Sherborn Regional School Committee (DSRSC), the Dover School Committee (DSC), the Sherborn School Committee (SSC), and the Union #50 Superintendency Committee. Union #50 Chair Brooke Matarese read the following into the record:  
Good evening. This Open Meeting of the JointSchool Committees is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus.”  
For this meeting, the Joint School Committees are convening via Zoom App, as posted. Information on how to join our School Committee mtgs and mtg agendas were posted on the Dover Sherborn District Website and on the town calendars.  
Please note that this meeting is being recorded. Anything you broadcast may be captured by the recording.  
Community comments are an opportunity for members of the community to be heard. We respectfully request that you please make your comments brief (2-3 minutes) and that you move the discussion forward by adding new information. Please try to avoid repeating points that have already been made.  
Community comments are an opportunity for us to listen to members of the community. It is not a forum for answering questions or engaging in a debate. Once the public comment section of the meeting has been concluded, we will move on to other business and unsolicited comments from the community will no longer be permitted. This is standard operating procedure in school committee meetings across our 3 school districts. We appreciate that you have taken the time to participate and encourage you to reach out to your school committee reps at any time.
- 2. Community Comments** - Several parents expressed their desire to assist with re-opening plans and/or once school has reopened (if additional supervision is needed to spread students out, etc).
- 3. Fall 2020 Reopening Task Force Update** - Dr. Keough reviewed the Fall 2020 Reopening Task Force Progress Report presentation. The full report can be found [here](#).

## DRAFT

*MA DESE Guidance* - initial guidance was released on June 25th and requires schools to submit plans for three different scenarios: In Person Learning with new safety requirements, Hybrid Learning (combining some live instruction with remote instructions, and Remote Learning. There are many more topics and additional guidance expected from DESE that will guide the process.

*Task Force* - there are multiple subcommittees working in the following areas:

- Facilities - sample classrooms were configured using the guidance of three to six foot distancing and it was determined all four school have adequate spaces to accommodate full return of students; plexiglass barriers have been installed in all main office spaces as well as guidance spaces at the Region. The HVAC contractor will be assisting in maximizing air circulation and filtering and plans are being discussed to stagger flows and limit unnecessary passing.
  - Health & Hygiene - required safety supplies have been ordered, guidelines and protocols have been updated for hand hygiene, face coverings and illness. There is much more work to be done with the Boards of Health from both towns once further guidance is provided by the State.
  - Teaching & Learning - this subcommittee is focused on each of the learning models and had been collecting feedback through surveys, focus groups, and interviews with all stakeholders.
  - Transportation - while waiting for further guidelines from the State discussions have been had with the bus company about sanitizing of buses and evaluation of various options for drop-off/pick-up locations at school to disburse flow of students.
  - Before/After School Programming - more guidance on this is needed from the State to determine what activities/programming will run or not
  - Communications - updates to staff and families are being provided as information becomes available.
4. **Superintendent Update** - Dr. Keough announced his intention to retire on June 30, 2020. and thanked the members of the school committees for their support during his time as superintendent. Members of the school committees thanked Dr. Keough for his dedication to the district.
  5. **Adjournment to Executive Session, not to return to Open Session, at 6:43 pm to conduct strategy session in preparation for negotiations with nonunion personnel - Superintendent.**

Respectfully submitted, Amy Davis

# DRAFT

Dover-Sherborn Regional School Committee  
Dover School Committee  
Sherborn School Committee  
Union #50 Superintendency Committee  
Meeting Minutes July 23, 2020  
**Virtual Meeting**

Present:

Dover School Committee

Brooke Matarese, Chair\*

Mark Healey\*

Leslie Leon\*

Sara Gutierrez- Dunn

Colleen Burt

Sherborn School Committee

Angie Johnson, Chair\*

Amanda Brown\*

Nancy Cordell

Megan Page\*

Mike Fitzgerald

Dover-Sherborn Regional School  
Committee

Maggie Charron, Chair \*\*

Judi Miller, Vice Chair

Lynn Collins, Secretary

Anne Hovey

Kate Potter

Michael Jaffe

\* - Union #50 Member

\*\* - Union #50 non-voting member

- 1. Call to order** – The meeting was called to order at 6:00 pm. There was a quorum of the Dover Sherborn Regional School Committee (DSRSC), the Dover School Committee (DSC), the Sherborn School Committee (SSC), and the Union #50 Superintendency Committee.

Union #50 Chair Brooke Matarese read the following into the record:

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

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

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

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

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

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

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

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

As chair, I will introduce each item on the agenda. After the person presenting said item is finished, the Chair will proceed to take questions from the school committee members.

Please indicate you would like to speak by virtually raising your hand. Please wait until your name is called.

Finally:

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

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

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

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

**2. Community Comments - none**

- 3. Vote to accept Superintendent Search Team** – Brooke Matarese made a motion to appoint one member of the Dover School Committee, one member of the Sherborn School Committee and two members of the DS Regional School Committee, one from each town, to create a Superintendent Search Team (SST) to serve as subcommittee of the joint school committees for purpose of facilitating a process for selecting a Superintendent for the Dover Sherborn Public Schools.

DSC: motion by Leslie Leon, second by Sara Gutierrez-Dunn

Vote in favor: Mark Healy, Leslie Leon, Sara Gutierrez-Dunn, Colleen Burt and Brooke Matarese,

SSC: motion by Nancy Cordell, second by Mike Fitzgerald

Vote in favor: Megan Page, Amanda Brown, Nancy Cordell, Mike Fitzgerald, and Angie Johnson

DSRSC: motion by Lynn Collins, second by Kate Potter,

Vote in favor: Anne Hovey, Judi Miller, Kate Potter, Lynn Collins, Michael Jaffe and Maggie Charron

- 4. Update on Superintendent Search-** Anne Hovey spoke about the search process and that they would be sending out request for proposals to three companies. Mark Healey gave a brief description of each company that they will be sending requests to. There was continued discussion about the timeline, district description in the RFP and price.
- 5. Adjournment at 6:22 pm – Roll call to go into Executive Session not to return to open session to conduct strategy session in preparation for negotiations with nonunion personnel (Superintendent).**

Vote in favor: DSRSC -Anne Hovey-yes; Maggie Charron- yes; Judi Miller-yes; Kate Potter-yes; Lynn Collins- yes; and Michael Jaffe-yes

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SSC – Angie Johnson-yes; Megan Page-yes; Amanda Brown-yes; Nancy Cordell-yes; and Mike Fitzgerald-yes

DSC – Brooke Matarese –yes; Leslie Leon-yes; Mark Healey-yes; Colleen Burt –yes; Sara Gutierrez – Dunn –yes.

# DRAFT

Dover-Sherborn Regional School Committee  
Dover School Committee  
Sherborn School Committee  
Union #50 Superintendency Committee  
Meeting Minutes July 28, 2020  
**Virtual Meeting**

Present:

Dover School Committee

Brooke Matarese, Chair\*

Leslie Leon\*

Mark Healey

Colleen Burt

Sara Gutierrez-Dunn

Sherborn School Committee

Angie Johnson, Chair\*

Megan Page\*

Nancy Cordell

Amanda Brown

Mike Fitzgerald

Dover-Sherborn Regional School  
Committee

Maggie Charron

Judi Miller

Lynn Collins

Kate Potter

Michael Jaffe

Anne Hovey

\* - Union #50 Member

\*\* - Union #50 non-voting member

- 1. Call to order** – The meeting was called to order at 5:00 pm. There was a quorum of the Dover Sherborn Regional School Committee (DSRSC), the Dover School Committee (DSC), the Sherborn School Committee (SSC), and the Union #50 Superintendency Committee.

Union #50 Chair Brooke Matarese read the following into the record:

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

For this meeting, the Joint School Committees are convening via Zoom App, as posted. Information on how to join our School Committee mtgs and mtg agendas were posted on the Dover Sherborn District Website and on the town calendars.

Please note that this meeting is being recorded. Anything you broadcast may be captured by the recording.

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Community comments are an opportunity for us to listen to members of the community. It is not a forum for answering questions or engaging in a debate. Once the public comment section of the meeting has been concluded, we will move on to other business and unsolicited comments from the community will no longer be permitted. This is standard operating procedure in school committee meetings across our 3 school districts. We appreciate that you have taken the time to participate and encourage you to reach out to your school committee reps at any time.

- 2. Community Comments** - none

- 3. Fall 2020 Reopening Task Force Update** - Dr. Keough reviewed the Fall 2020 Reopening Task Force Progress Report presentation. The full report can be found [here](#).

*MA DESE Guidance* - initial guidance was released on June 25th. Since then multiple additional releases have been made by the State which are being addressed by each of the Task Force subcommittees:

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- Facilities - HVAC systems have been verified to meet all guidelines for air circulation/exchange and tents have been secured for all schools to expand spaces for breaks and as potential outdoor classrooms. Enhancements to the HVAC system are being explored and other guidance checklist items are being addressed.
- Health & Hygiene - The town Boards of Health have approved a universal masking policy for all DS students, Custodian and Food Services departments are addressing required protocols, and the protocols for responding to COVID-19 scenarios in school, on the bus, or in the community are being reviewed & training being developed.
- Teaching & Learning - the preliminary plans required to be developed by the State are detailed further below
- Transportation - bus riding protocols have recently been released and are being reviewed.
- Before/After School Programming - there will be not be any before school programming and guidance for after school programming other than athletics has not been released yet. MIAA has approved a September 14th start date for fall sports.
- Communications - families and staff will continue to be surveyed and Zoom meetings with staff and parents are being scheduled.

### *Three Re-opening Models:*

- In Person Learning - modified schedules for in-person learning were provided with: staggered arrival and dismissal times; classrooms configured using 3-6 foot distancing; PPE requirements in place and necessary supplies ordered; spaces de-cluttered and arranged for physical distancing; upgrades to facilities (HVAC); block scheduling to reduce transitions; staggered passing times; and signage for traffic flow directions have been ordered.
- Hybrid Learning - there are two models for hybrid learning:
  - PreK-8th grade* - students and teachers/staff will attend school on an alternating basis: Cohort A will attend in person on Monday and Tuesday then study remotely on Wednesday, Thursday, and Friday. Cohort B will attend in person on Thursday and Friday after studying remotely on Monday, Tuesday, and Wednesday. Teachers will be with their full classes for all learning both in-person and remotely.
  - High School* - students will attend school on an alternating basis as in the PreK-8th grade model. Teachers/staff will be in school 4 days a week teaching 1/2 their class on Mon/Tues and the other half on Thurs/Fri. This schedule allows for teachers to stay in the subject areas they specialize in.
- Remote Learning - schedules for remote learning were provided.

Questions and comments from the public and school committee members were taken.

#### **4. Superintendent Update**

- Director of Facilities - Ralph Kelly will be retiring as of August 6th. The opening will be posted and a member of the Regional School Committee will needed to serve on the search committee.
- COVID-19 Grants - a spreadsheet detailing available grants for each district was provided to school committee members.

#### **5. Adjournment at 8:09 pm.**

Respectfully submitted, Amy Davis