

**Dover Sherborn School Committee  
Dover School Committee  
Sherborn School Committee  
Dover Sherborn Union #50 Superintendency Committee  
Agenda  
October 13, 2020  
6:30 pm**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81610616958?pwd=YnZXV0hORFpOMFVEb0ZHL3dxSjVGZz09>

**Meeting ID: 816 1061 6958**

**Passcode: 549225**

1. Call to Order
2. Community Comments
3. Student Services Updates – Ms. Kate McCarthy, Director of Student Services
4. Reopening Phase II Update **A.R.**
5. HVAC update
6. Diversity Task Force Update
7. Superintendent Search
8. Consent Agenda **A.R.**
  - August 25<sup>th</sup> and September 8, 2020
9. Adjourn

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

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

# The Public Schools of Dover and Sherborn

Dr. Andrew W. Keough, Superintendent

157 Farm Street

Dover, MA 02030

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

Dawn Fattore, Business Administrator

Elizabeth M. McCoy, Asst. Superintendent

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

Kate McCarthy, Director of Student Services

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

To: Dr. Andrew Keough, Superintendent

From: Katherine McCarthy, Director of Student Services

Re: October Joint School Committee Meeting

Date: October 13th, 2020

I will provide a verbal update on the following items at the October 13th Joint School Committee meeting:

- Special Education Updates

- o District wide Special Education Updates

We have been communicating frequently with families around the ways that we will be supporting students in the hybrid and remote learning models. Fall Learning Plans are being sent home for every student on an IEP. These plans outline how services and accommodations will be delivered to all students. We are also collecting data for all students in order to respond to the impact of the building closure in March. Another focus has been the 'high needs' population that has been offered additional in-person school days. We will be holding multiple special education parent meetings in the next few weeks.

We have been working on

- o Elementary Special Education Updates (joined by Naomi O'Brien)

At the elementary level we have been working around scheduling and programming within the hybrid model. This has included programming specific to our 'high needs' population as well as coaching with special education staff around how to teach critical skills of elementary students across all environments. The staff in the GOALS program has been working to assess student progress since the closures in the Spring and incorporating skills training to allow for increased remote access to learning. We are continually working on hiring and training new staff, especially the role of educational assistants.

- o Region Special Education Update (joined by Stephen Goodwin)

The opening 10 days found staff creating and finalizing scheduling within the Hybrid Environment for both students and themselves. Particular attention was paid to "High Needs" Students and how to best support them across their week. Also, during that time a plethora of trainings (e.g., Dr. Katie Novak's "How to Teach within an 80 minute block?", Google classroom, Zoom navigation, et al.) were offered for Special Educators and Educational Assistants. Additionally, we focused on how to safely educate our students given the current health protocols but still "connect" with them as learners.. Since the year began, Special Educators created and issued their respective Fall Learning Plans, Team Meetings and Student Evaluations have begun in earnest and the hiring/training of new Educational Assistants has continued. We have been engaging in trainings related to various technology supports that allow us to diversity teaching strategies on remote days for students.

o Out of District Update (joined by Stephen Goodwin)

It has been a pleasure to get to know and begin working with the families of our students who receive Out of District services. The work on behalf of our Out of District students has been increased as each program has developed its own unique schedule due to Covid-19. Additionally, several Out of Districts placements were paused last spring and thus not settled heading into the summer. We are happy to report that those placements have been finalized and these students have begun their new placements this Fall. One major challenge this summer was the coordination of transportation for Out of District students due to the new state regulations put in place due to Covid-19. Herculean efforts by Keri Campbell, Special Education Administrative Assistant, led to a smooth opening on this front. Finally, Out of District Team meetings have begun and thus it has been wonderful to hear directly of our students' progress.

o Social-Emotional Learning Update

We have chosen a K-12 social emotional screening tool that will be implemented this school year. The program provides multiple surveys that are delivered to students, parents and staff. Once the information is gathered, instructional options will be provided to support the areas of need. This will be coordination through the district-wide leadership team and the clinical support group.

Dr. Christopher Bellonci, an outside consultant specializing in social-emotional topics, will be available to meet with all staff on a monthly basis. We had previously engaged in consultation with Dr. Bellonci through our clinical team and will be broadening his services to include all staff throughout the district.

I am happy to address any questions you or the Committee may have at that time.

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Kate McCarthy, Director of Student Services

**To: Dover School Committee, Sherborn School Committee, and  
Dover Sherborn Regional School Committee**

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

**Date: October 9, 2020**

**RE: Superintendent Report – Reopening Plan**

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## **Reopening Phase II –**

The reopening of school this year was clearly like no other in the history of Dover Sherborn. Decisions relating to whether we could be in person vs remote, vs hybrid, dominated our conversations and took an inordinate amount of time and energy to work through. It was an exhausting experience for all involved. In retrospect, we now know that Dover Sherborn benefitted greatly from having a team of medical professionals who worked directly with our two boards of health in guiding our decision making, interpretation of data, and protocol setting. Just imagine having to make the decisions we did without their assistance!

Attached to this document is the Reopening Plan being used to guide our reopening across the district. As you have seen, it includes key public metrics, logistical requirements, stages, and a timeline.

As we begin thinking about reopening and returning our school programs to normalcy, please keep in mind that we are still very dependent on the support and insights of the medical professionals of the Health and Hygiene subcommittee and our respective boards of health. Decisions related to mask wearing, holding of events, athletics, transportation, performing arts, facilities and so much more require input from those who know best how to respond to health crises. In thinking about the coming stages of reopening and the timeline we will follow, bear in mind that all decisions will continue to be processed by our health and hygiene committees and boards of health with my direct input. Ultimately, as the superintendent, I must make the final decisions regarding our operations but I do it in concert with these experts and in accordance with CDC, DESE, state guidelines. We must all remain aware that there are many strong feelings on what is best for our district moving forward and frankly, that no matter the decision(s), some will be unhappy. However, the process we have followed of working hand in hand with the health and hygiene representatives has served us well, put DS ahead of most districts in the state, and kept our staff and students safe. I ask for your support and especially *patience* in continuing with this model of decision making as we collectively struggle through this pandemic.

## DS Reopening – Stage II

### Guiding Principle

Education is essential to children’s intellectual, social and emotional development. This can be more completely addressed with in-person education, particularly among younger students who are not yet independent learners. These benefits must be weighed against the risk of COVID-19 transmission in the community and in the schools to determine when it is safe and appropriate to increase in-person learning time.

### Key Public Health Metrics

1. Community Prevalence: To support moving to the next stage of in-person learning, the combined Dover-Sherborn case rate averaged over two weeks should remain in “green”, defined as < 4 cases / 100,000, for the 4 weeks prior to advancing to the next stage.
2. Testing capacity: The test positivity rate in the community should be below 2% for at least two consecutive weeks, which is one indicator of adequate testing capacity. Furthermore, the school system should not be consistently exceeding the daily contracted testing capacity (currently 5/day, above what is available through primary care offices)
3. School based spread: There should be no clusters of cases with evidence of in-school transmission. This is defined as meeting criteria for activation of the state mobile testing unit. Currently these criteria are as follows:
  - Two or more students/staff within the classroom group develop COVID-19 within 14 days, and transmission/exposure occurred in the classroom
  - More than 3% of the cohort/grade (at least 3 individuals) develop COVID-19 within 14 day, and transmission/exposure occurred in the school
  - More than 3% of the school develops COVID-19 within 14 days (of note – for our typical school size this would already have triggered “Red” based on the population of our district)
  - Three or more staff within the same school develop COVID-19 within 14 days, and there is evidence of transmission among staff
  - Two or more students on the same bus develop COVID-19 within 14 days

### Logistical Requirements

The addition of more in-person schooling days raises multiple logistical issues including available spacing in classrooms, scheduling of lunch and snacks to ensure adequate distancing while unmasked, and coordination of bus schedules. While public health measures are an important milestone – any level of opening needs to insure that the available physical plant can accommodate appropriate distancing and cohort sizing.

### Stages

Note that remote learning currently remains an option for students at each stage. There will be at least 4 weeks between stages, with greater spacing used when needed to coincide with the school calendar. Evaluation will occur based on the weekly DPH case updates on Wednesday and the next stage to begin the following Monday, at the earliest. See below for projected timeline.

- **Stage 1**: Students are engaged in hybrid learning with two in-person days and three remote days each week. This stage started 9/15 for K through 5 and middle school and on 9/21 for high school
- **Stage 2**: Students in Grades K through 3 attend in-person school 4 days per week, with Wednesday remaining a remote learning day. All other grades remain in current “hybrid” model.
- **Stage 3**: Students in Grades 4-5 attend in-person school 4 days per week, with Wednesday remaining a remote learning day. Middle school and high school remain in current hybrid model.
- **Stage 4**: Students in Middle and High-School return to in-person school 4 days per week, with Wednesday remaining remote
- **Stage 5**: Full return to in person school, 5 days a week, for all students in the district

## Timeline

Specific transition dates below are chosen to coincide with events on the school calendar when possible (i.e. Thanksgiving break). If criteria are not met at a proposed evaluation date, all dates are pushed back and criteria are re-evaluated weekly.\*

Stage	Grades Impacted	Days in School	Proposed evaluation date	Earliest Start Date
1	K-12	2 total: M/T or Th/F	NA	Current stage
2	K-3	4 total: M, T, Th, F	Wednesday, October 14	Monday, October 19
3	4-5	4 total: M, T, Th, F	Wednesday, December 2	Monday, December 7
4	6-12	4 total: M, T, Th, F	Wednesday, January 13	Monday, January 18
5	K-12	All 5 days	Massachusetts Phase 4	Fall 2021

\*There remains the possibility that the pandemic could worsen at any time, in which case we might have to reduce or halt in-person learning as warranted.

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**To: Dover School Committee, Sherborn School Committee, and  
Dover Sherborn Regional School Committee**

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

**Date: October 9, 2020**

**RE: Diversity Task Force**

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As mentioned last June at our Joint School Committee meeting in the aftermath of the horrific killings of Ahmaud Arbery, Breonna Taylor, and George Floyd, embracing diversity as a school district must be made an even higher priority for this school system as we look to the future. As such, the Diversity Task Force (DTF) has been formed and will begin meeting bi-weekly, starting on October 21<sup>st</sup>.

The DTF will have approximately 40 members and will include, staff, students (including alum), family members, and administrators from across the three communities we serve. The first responsibility of the TF will be to develop a mission statement that is consistent with our district core values. We will then decide what our key areas of focus will be moving forward. Subcommittees that concentrate on these topics will then be formed and each will begin working independently. They will report back to the Steering Committee, made up of subcommittee leaders, on actions being taken/proposed. The following are some of the centers of attention that I believe would serve us well, but ultimately I will take guidance from the TF itself as we start meeting:

- Assessment - Assessing through a possible audit, surveys, and interviews the degree to which DS embraces and promotes diversity
- Review of the DS culture (the way we do business) for instances or actions that promote or overlook institutionalized racism
- Review of hiring and on boarding practices to identify how we are actively seeking to diversify our staff and train them in being further actively anti-racist once hired
- Review of the Metco program and other programs intended to support our students of color or other marginalized populations to ensure that we are providing all students/families with a minority voice "a seat at the table" and that they feel welcomed, included, and valued at all times.
- Review of Curriculum to ensure that we are educating on the importance of diversity and highlighting the many diverse voices in the world in all subject areas
- Focusing on community education to ensure that we are providing events, speaker series, roundtables, books in common, etc, that keep diversity alive in our communities and foster communication
- Review of district policies to ensure that we are not biased in the application of our rules, regulations, or decision making

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- Data monitoring of discipline, enrollment trends, student performance to ensure that our focus is on the success of *all* students and that we are being equitable in all that we do
- Ensuring that our professional development for our staff, administrators, and school committee members supports and broadens the principles embedded within our core values

I am excited to begin this work and would like to suggest that the Diversity Task Force report out at each Joint School Committee meeting moving forward of the progress being made.

# DRAFT

Dover-Sherborn Regional School Committee  
Dover School Committee  
Sherborn School Committee  
Union #50 Superintendency Committee  
Meeting Minutes August 25, 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 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."  
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** - there were several comments made asking for additional communication about how to evaluate student learning during the hybrid model and what the conditions are for moving to fully in-person schedule.
- 3. Superintendent Search Team Presentation/Recommendation** - Ms. Hovey reported that the Superintendent Search Team recommends using the New England School Development Council (NESDC) to conduct the search. NESDC has been used by DS for the last

## DRAFT

Superintendent search so the firm is familiar with DS. The proposed contract fee with NESDC is less than the previous contract.

There were motions to approve the contract for an amount not to exceed \$17,000 with the New England School Development Council to assist in the search for a Superintendent for the Dover Sherborn Schools.

DSRSC: motion by Michael Lee, second by Maggie Charron

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

SSC: motion by Amanda Brown, second by Megan Page

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

DSC: motion by Leslie Leon, second by Mark Healey

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

4. **Policy: Face Covering EBCFA** - Ms. Collins presented the first read of the policy and asked for school committee members to send her questions/comments before the meeting scheduled on Thursday August 27th for the second read and vote. She noted that there is also a separate document that details Face Covering protocols.
5. **Update on Fall 2020 Reopening Plan** - The District's re-opening plan was submitted to the State on August 14th. There was discussion about when cohort and bus route information would be communicated to families. At the high school, Dr. Keough is recommending a phased-in approach to extra curricular activities to allow for focus on education first. There are multiple committees that will be meeting in the next week to discuss the fall sports season at the high school.  
The Dover Board of Health is requiring an HVAC Audit be conducted at Dover facilities including the schools by a consultant. Ms. Fattore is coordinating this and Pine Hill School will be included as well.
6. **Adjournment at 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 September 8, 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 6:30 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.  
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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. Update on Fall 2020 Reopening Plan** - The Administration provided an update on all the work being done in advance of welcoming back students next week including professional development for faculty on technology and health protocols; bus routes and monitor hiring; and independent consultant evaluation of all buildings HVAC systems.

## DRAFT

4. **MOU Agreement** - the MOU was presented and has already been approved by the Educator's Association.

There were motions to approve the MOU as presented.

SSC: motion by Megan Page, second by Mike Fitzgerald

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

DSC: motion by Leslie Leon, second by Mark Healey

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

Judi Miller made a motion to approve the MOU contingent upon the appendix of the reopening plan include the language of the Region's vote.

DSRSC: second by Judi Miller

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

5. **Superintendent Search Update** - the search committee plans to have the search completed by January.

6. **Consent Agenda**

- **August 11, 2020 minutes**

- **Revised Fall 2020 Academic Calendar**

There were motions to approve the Consent Agenda.

DSRSC: motion by Kate Potter, second by Judi Miller

Vote in favor: Maggie Charron, Judi Miller, Kate Potter, Anne Hovey, and Michael Jaffe  
(Lynn Collins not present)

SSC: motion by Nancy Cordell, second by Mike Fitzgerald

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

DSC: motion by Leslie Leon, second by Mark Healey

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

7. **Adjournment at 7:24 pm.**

Respectfully submitted, Amy Davis