

# Sherborn School Committee

October 15, 2019

6:30 PM

Sherborn Town Hall

## Meeting Agenda

*(Members of the public are welcome to attend. Sherborn School Committee members include:  
Ms. Angie Johnson, Chair, Ms. Megan Page, Secretary; Ms. Amanda Brown; Ms. Nancy Cordell;  
And Mr. Mike Fitzgerald*

1. Call to Order
2. Community Comments
3. CSA Co-Presidents – Ms. Molly Cullum and Ms. Hannah Ireland- Co -Presidents
4. Reports:
  - Principal's Report – Dr. Brown
  - Warrant Report
5. FY20 Monthly Financial Report
6. October 1<sup>st</sup> Annual Enrollment Report
7. FY21 Budget Development Guidance Discussion
8. Consent Agenda A.R.
  - Approval of Minutes September 17, 2019
9. Communications (For Members Information)
  - Regional School Committee Minutes June 11, and September 10, 2019
  - Dover School Committee Minutes June 10. 2019
10. Items for November 12, 2019 Meeting
11. Adjournment

Executive Session - for purposes of discussing Superintendent's contract and to discuss strategy with respect to collective bargaining - not to return to open session.

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

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*The Public Schools of Dover and Sherborn*

157 Farm Street, Dover, MA 02030

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

Dr. Andrew Keough, Superintendent

Ms. Beth McCoy, Assistant Superintendent

Ms. Dawn Fattore, Business Administrator

TO: Andrew Keough, Superintendent  
FROM: Barbara Brown, Principal  
RE: Principal's Monthly Report  
DATE: October 15, 2019

**Principal's Reflection:**

Grade level teams hosted "Meet the Teacher" information sessions over the past weeks. Parents/guardians learned about grade level curriculum themes, special events and volunteer opportunities during their visits.

As we value and promote increased play time, down time, and family time for our students, we continue our efforts to make sure that homework is proportionate and purposeful to our young learners. Below is our homework statement:

**HOMEWORK AT PINE HILL**

In conjunction with our school systems' partnership with Challenge Success (Stanford University) promoting student wellness, we feel strongly about promoting more time for *playtime*, *downtime*, and *family time* at home for our students.

As we work to develop lifelong readers among our Pine Hill students, please help by assuring that time is built into the evening routine for reading each night.

We will not be assigning additional nightly homework for students in Grades K-3. If a student would benefit from skill-based practice in order to meet grade-level expectations, we may provide families with this practice work for home.

As the content becomes more challenging for students in Grades 4-5, homework serves the purpose of providing students additional practice with skills and concepts while they are working to obtain mastery.

Different from homework is the opportunity for extended learning based on students' interests and desire for challenge. Families may decide what, if any, extended learning opportunities they want to engage in with their children.

Several resources are made available via Pine Hill's Library Libguides based on curriculum themes and/or areas for inquiry.

<http://pinehilllibguides.doversherborn.org/c.php?g=804112>

In addition, families can access resources via the Everyday Math Program (students in grades 1-5 have logins). Additional recommended math resources can be found at:

<http://bedtimemath.org/>

<https://www.youcubed.org/tasks/>

Online math games: <https://gregtangmath.com/>

<https://gfletchy.com/>

[NRich Maths](#) - general math/brain teaser challenge; live and archived problems available

<https://www.mathcounts.org/resources/problem-of-the-week>  
([Problem of the week archive](#))

### **Pine Hill Happenings:**

- Grade 4 Open House: 9/18
- Kindergarten Open House: 9/23
- Grade 3 Open House: 9/24
- Grade 2 Open House: 9/25
- Grade 1 Open House: 9/25
- PH Get Up and Move Day: 9/27
- Grade 4 Broadmoor Plant Adaptations Presentation: 10/1
- CSA Meeting: 10/3
- Grade 1 Broadmoor Trees Presentation: 10/3
- Spring MCAS Scores Mailed: 10/4
- Faculty Meeting: 10/7
- Eversource Presentation for Grade 4 & 5: 10/8
- Grade 2 Broadmoor Vernal Pool Presentation: 10/15

### **Professional Development:**

- Early Release – Professional Development: 9/18 Workshop on Literacy: Structures in a Writing Workshop Model (facilitated by Jen Ryan and Allison Gullinsrud)
- Lisa Blair attended Metrowest Conference on Stress and Resiliency: 9/18
- Jill Fedor attended Nurse Leadership Meeting: 9/18

- Early Release – Professional Development; 9/25 Workshop on Literacy: Developing a Conferencing Toolkit (facilitated by Jen Ryan and Allison Gullingsrud)
- Julie Ma attended MA PTA Health and Wellness Conference: 9/26
- Allison Gullingsrud, Jen Ryan and Meredith Connery attended K-12 District Wide Literacy Meeting: 9/26 & 9/27
- Robin Mansfield and Georgia Lanier attended MCAS Alt Training: 10/2
- Lee Jeffries and Julie Ma attended BABAT Annual Conference: 10/3 & 10/4

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Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

Ms. Kate McCarthy, Director of Student Services

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

TO: Sherborn School Committee  
FROM: Dawn Fattore, Business Administrator  
DATE: October 11, 2019  
RE: Approved Warrants

The following Accounts Payable Warrants were approved by one of the Committee's designated signers:

<b>1017</b>	<b>9/18/2019</b>	<b>\$5,493.53</b>	<b>Cafe</b>
<b>1018</b>	<b>9/18/2019</b>	<b>\$1,032.14</b>	<b>Sawin</b>
<b>1019</b>	<b>9/18/2019</b>	<b>\$66,171.05</b>	<b>General - OOD</b>
<b>1020</b>	<b>9/18/2019</b>	<b>\$70,925.50</b>	<b>CB OOD</b>
<b>1021</b>	<b>9/18/2019</b>	<b>\$33,653.55</b>	<b>General- School</b>
<b>1023</b>	<b>10/3/2019</b>	<b>\$4,714.22</b>	<b>Cafe</b>
<b>1024</b>	<b>10/3/2019</b>	<b>\$154.37</b>	<b>Sawin</b>
<b>1025</b>	<b>10/3/2019</b>	<b>\$112,406.10</b>	<b>General - OOD</b>
<b>1026</b>	<b>10/3/2019</b>	<b>\$41,297.44</b>	<b>General- School</b>

**2019 - 2020  
PINE HILL ENROLLMENT**

		Total		
PreK - Jeffries	13		Pre K Total	27
PreK- Milliner	14			
K Connery	21		Kindergarten Total	65
K Hilperts	22			
K Parker	22			
1 Edelglass	21		Grade 1 Total	63
1 Gird	21			
1 Sullivan	21			
2 Custodio	17		Grade 2 Total	54
2 Jarboe	19			
2 Mealey	18			
3 Lucey	18		Grade 3 Total	73
3 Ritchie	17			
3 Scobie	19			
3 Sidman	19			
4 Lundquist	21		Grade 4 Total	63
4 Weiner	20			
4 Young	22			
5 Darrah	23		Grade 5 Total	69
5 Mackay	23			
5 Santiano	23			

**K-5 Total 387**

**Including PreK 414**

**Families K-5 - 271**

**October 2019**

## DRAFT

### Sherborn School Committee Meeting of September 17, 2019

Members Present: Angie Johnson  
Amanda Brown  
Megan Page  
Mike Fitzgerald  
Nancy Cordell

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

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

Ms. Johnson called the meeting to order at 6:30 pm in the Pine Hill Library.

#### 2) **Public Comment** - none

#### 3) **Reports**

- Principal's Report - Dr. Brown highlighted recent and upcoming events at Pine Hill.
- Assistant Superintendent Report - Ms. McCoy provided her report and highlighted the following items:
  - Portrait of a Graduate Timeline - a timeline of the work done so far and the work remaining to be done was reviewed. Ms. McCoy also handed out a draft of the graphic representation of the Portrait of a Graduate. There was discussion about how to best to communicate the information to the community.
- Superintendent's Report - Dr. Keough provided a list of new hires in the district and September enrollment numbers. Dr. Keough also addressed EEE concerns and steps the district is taking to protect students.
- Warrant Report - Ms. Fattore provided a summary of expenses for the committee members since only one member signature is now required for warrant approval.

#### 4) **FY19 Monthly Budget Closeout**

- Salaries - There was a negative salary variance of \$51,299. Student needs required additional education assistant support which was partially offset with savings realized from post-budget staffing changes. Total salaries for the year were within 1% of budget.
- Operating Expenditures - After accounting for the salary variance, there is a small positive operating variance of approximately \$7,000.
- OOD Expenditures - OOD activity resulted in a positive variance of \$29,151 as if June 30th comprised of \$58,000 in tuition savings offset by \$29,000 of unbudgeted transportation costs. A total of \$320,000 of circuit breaker funds were used to cover tuition costs which was \$5,000 more than budgeted. Total circuit breaker funds received in FY19 totaled \$395,135 representing a final reimbursement rate of 74.4%.
- Summary - The fiscal year ended with a small positive operating variance of \$20,227 which will be returned to the Town. In addition, there are approximately \$20,000 of unallocated circuit breaker funds which will be available to offset any FY20 unbudgeted special education costs.
- Special Revenue/Revolving Funds - a report summarizing all activity for FY19 was provided. Activity in the Building Fund includes \$15,000 of rental income from SHEDA (extended day program) and the purchase/installation of an access control security

## **DRAFT**

system. Food Services continues to operating with positive results and provides a source of funds as capital projects and other needs arise in the kitchen.

**5) FY20 Budget and Capital Update** - this report will be provided at the October meeting once there has been a month of data with school open.

**6) Consent Agenda**

- Approval of Minutes: June 10, 2019
- Donation - CSA has donated a new swing set valued at \$12,000 and installed over the summer.

Ms. Page made a motion to approve the Consent Agenda. Ms. Brown seconded.

19-12 VOTE: 5 - 0

**7) Communications**

- 2019-20 Meeting Calendar
- Subcommittee Assignments
- Regional School Committee Minutes of May 7, 2019
- Dover School Committee minutes of May 20, 2019

**8) Items for October 15, 2019 Meeting**

**9) Adjournment at 7:30 pm.**

Respectfully submitted,  
Amy Davis



## APPROVED SEPTEMBER 10, 2019

### Dover-Sherborn Regional School Committee

Meeting of June 11, 2019

Members Present: Anne Hovey, Chair  
Maggie Charron  
Judi Miller  
Kate Potter  
Lynn Collins  
Michael Jaffe

Also Present: Dr. Andrew Keough, Superintendent  
Elizabeth McCoy, Assistant Superintendent  
Dawn Fattore, Business Manager  
John Smith, HS Headmaster  
Scott Kellett, MS Headmaster

#### 1) Call to Order

Dr. Keough called the meeting to order at 8:14 pm in the Middle School Library.

#### 2) Reorganization

- Welcome - Dr. Keough welcomed newly elected members Kate Potter, Michael Jaffe, and Lynn Collins
- Chair - Ms. Charron nominated Anne Hovey as Chair for the Regional School Committee. Ms. Miller seconded.  
19-19 VOTE: 6 - 0
- Vice Chair - Ms. Miller nominated Maggie Charron as Vice Chair for the Regional School Committee. Mr. Jaffe seconded.  
19-20 VOTE: 6 - 0
- Secretary - Ms. Charron nominated Judi Miller as Secretary for the Regional School Committee. Mr. Jaffe seconded.  
19-21 VOTE: 6 - 0

#### 3) Community Comments

#### 4) Reports

- DSHS Headmaster Report - Mr. Smith highlighted recent and upcoming events at the high school.
- DSMS Headmaster Report - Mr. Kellett highlighted recent and upcoming events at the middle school.
- Assistant Superintendent's Report - Ms. McCoy spoke about:
  - Academic Innovation Committee - the final meeting of the year was held on May 10th. Ms. McCoy presented the work of the committee so far to develop the Portrait of a Graduate.
  - Global Stem Summit - Ms. McCoy attended the conference with several other administrators in the district which focused on the need to prepare students to collaborate globally and utilize innovative and scientific approaches to tackling world problems.

#### 5) Financial Reports

*FY19 Monthly Report as of June 4th.*

- Revenues - There are no new variances to report.
- Status of Appropriations - There are no new variances to report.

## APPROVED SEPTEMBER 10, 2019

- Regional Transportation Reimbursement Fund (RTR) - Ms. Fattore is anticipating positive results from FY19 operations that will exceed the amounts already approved for use for FY20 Operating and Capital budgets as well as the amount approved for security enhancements. It is recommended that the excess funds be moved to the RTR which will result in available funds for the Committee to apply to future capital needs, OPEB funding and/or student transportation needs, effectively reducing the overall financial requests to the Towns.

*Mr. Jaffe made a motion: The School Committee having authorized and established a Regional Transportation Reimbursement Fund (RTR) in 2015 in accordance with MGL Chapter 233 of the Acts of 2014, hereby votes to transfer from E&D an amount equal to the June 2019 Chapter 71 Regional transportation reimbursements to said fund to be utilized in the upcoming fiscal year in accordance with MA General Law. Ms. Miller seconded.*

*19-22 VOTE: 6 - 0*

- Capital Update - The EMS software upgrade and controller replacements project from FY18 is under review after receipt of detailed report for next steps provided by the engineering firm. There is one remaining project (exhaust/ventilation) from FY19 to complete. Two FY20 projects are either in process or completed with the remaining items to be done over the summer.

**6) Approval of 2019-20 Student Handbooks** - The proposed changes were presented at the May School Committee meeting. The Policy Committee may be making changes to the handbook during the school year.

*Ms. Miller made a motion to approve the 2019-20 Student Handbook for the middle school. Ms. Charron seconded.*

*19-23 VOTE: 6 - 0*

*Ms. Miller made a motion to approve the 2019-20 Student Handbook for the high school. Ms. Potter seconded.*

*19-24 VOTE: 6 - 0*

**7) Approval of School Improvement Plans** - The plans for each school were provided and the headmasters answered questions from the committee members.

*Ms. Miller made a motion to approve the School Improvement Plan for the middle school. Mr. Jaffe seconded.*

*19-25 VOTE: 6 - 0*

*Mr. Jaffe made a motion to approve the School Improvement Plan for the high school. Ms. Charron seconded.*

*19-26 VOTE: 6 - 0*

**8) Sub Committee Assignments** - Ms. Hovey will take requests for assignments via email.

**9) Appointment of DS Regional Treasurer - Jim Eggart**

*Ms. Charron made a motion to appoint Mr. Jim Edgar at Treasurer for the Dover Sherborn Regional Schools for FY20. Ms. Miller seconded.*

*19-27 VOTE: 6 - 0*

## **APPROVED SEPTEMBER 10, 2019**

### **10) Consent Agenda**

- DSEF Grants
- Approval of Minutes of May 5, 2019
- Donations - \$3,000 and \$1,500 for Softball assistant coaches; \$3,000 for Baseball assistant coach; \$2,000 for Sailing assistant coach; \$3,000 for Girls Lacrosse assistant coach; trombone from Ms. Barbara Alexander to the Music Department; and \$500 from SEPAC for the ISSF Scholarship Fund.

*Ms. Miller made a motion to approve the Consent Agenda. Ms. Charron seconded.  
19-28 VOTE: 6 - 0*

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

- Class of 2019 Matriculation Report
- Dover School Committee Minutes of March 7, 2019
- Sherborn School Committee Minutes of March 12, 2019

### **12) Adjournment at 9:27 pm.**

Respectfully submitted, Amy Davis

## APPROVED OCTOBER 7, 2019

### Dover-Sherborn Regional School Committee

Meeting of September 10, 2019

Members Present: Maggie Charron  
Judi Miller  
Kate Potter  
Lynn Collins  
Michael Jaffe

Also Present: Dr. Andrew Keough, Superintendent  
Elizabeth McCoy, Assistant Superintendent  
Dawn Fattore, Business Manager  
John Smith, HS Headmaster  
Stephen Wroblewski, MS Assistant Headmaster

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

Ms. Charron called the meeting to order at 6:33 pm in the Middle School Library.

**2) Community Comments** - Ms. Miller spoke about the Summer Drama Program's recent performance of "Murder Can Be Habit-Forming".

#### 3) **Reports**

- Assistant Superintendent's Report - Ms. McCoy spoke about:
  - Portrait of a Graduate Timeline - a timeline of the work done so far and the work remaining to be done was reviewed. Ms. McCoy also handed out a draft of the graphic representation of the Portrait of a Graduate. There was discussion about how to best to communicate the information to the community.
- Superintendent's Report - Dr. Keough provided a list of new hires in the district and September enrollment numbers. Dr. Keough also addressed EEE concerns and steps the district is taking to protect students.
- DSHS Headmaster Report - Mr. Smith highlighted recent and upcoming events at the high school.
- DSMS Headmaster Report - Mr. Wroblewski highlighted recent and upcoming events at the middle school.
- Athletic Director - Ms. Sullivan highlighted recent and upcoming events in the Athletic Office.

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

##### *FY19 Closeout*

- Revenues - revenues exceeded budget by \$141,486 (0.57% of budget) consisting primarily of additional state funds and interest income.
- Status of Appropriations - the operating budget ended the year with a surplus of \$808,259 made up primarily of: \$151,696 in salaries representing multiple unfilled/vacant positions throughout the year and post-budget staffing changes; \$229,000 in transportation costs charged to the Regional Transportation Reimbursement Fund; and \$300,000 in healthcare costs due to actual enrollment in new plan selections (high deductible and benchmark), vacant/unfilled positions, and the utilization of the opt-out election. The expenditure variance, excluding the transportation and healthcare variances, was \$279,259 (1.1% of budget).
- Summary of Results - Net result of operations was a surplus of \$949,745. The Committee approved several uses of Excess & Deficiency funds in FY19 totaling \$822,400 (including

## APPROVED OCTOBER 7, 2019

\$100,000 for the FY20 budget) leaving a proposed certified E&D fund balance of \$1,238,551 (4.8%) of the FY20 operating budget.

- Special Revenue/Revolving Funds - all activity for FY19 was provided.
- End of Year DESE Report - the FY19 EOYR report is being completed which is used by the DOE to determine the Region's compliance with net school spending as well as determining the current year's Chapter 71 Regional Transportation Reimbursement.
- Annual Audit - the FY19 EOYR report is being completed.

### *FY 20 Operations and Capital Update*

- Will be provided at the October meeting to allow time for more meaningful information.

## **5) Consent Agenda**

- Approval of Minutes of June 11, 2019
- Field Trips - DSMS 8th Grade Field Trip to Washington DC from June 10 to June 12, 2020 and DSHS trip to Chile during April vacation in 2020.

*Mr. Jaffe Miller made a motion to approve the Consent Agenda. Ms. Potter seconded.  
19-29 VOTE: 5 - 0*

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

- 2019-20 School Committee Meeting Schedule
- Subcommittee Assignments
- Dover School Committee Minutes of May 20, 2019
- Sherborn School Committee Minutes of May 14, 2019

## **7) Items for October 7, 2019 meeting - OPEB, Capital, and Policy subcommittees**

## **8) Adjournment to Executive Session at 8:20 pm not to return to Open Session for matters pertaining to contract negotiations.**

Respectfully submitted, Amy Davis

## APPROVED SEPTEMBER 24, 2019

### Dover School Committee Meeting of June 10, 2019

Members Present: Henry Spalding, Chair  
Brooke Matarese, Secretary  
Rachel Spellman  
Mark Healey  
Leslie Leon

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

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

Dr. Keough called the meeting to order at 6:00 pm in the Middle School Library.

2) **Welcome** - Dr. Keough welcomed newly elected members Mark Healey and Leslie Leon.

#### 3) **Reorganization**

Dr. Keough asked for nominations for Chair: Ms. Matarese nominated Henry Spalding as Chair of the Dover School Committee. Ms. Spellman seconded.

19-07 VOTE: 4 - 0 - 1 (Mr. Spalding abstained)

Ms. Matarese nominated Rachel Spellman as Secretary for the Dover School Committee. Mr. Spalding seconded.

19-08 VOTE: 4 - 0 - 1 (Ms. Spellman abstained)

4) **Community Comments** - There were several comments regarding the reduction in staff for the next school year, particularly those expressing support for the staff member that will not be returning.

5) **Dover PTO** - Ms. Puerini gave an update on the events the PTO held throughout the year. There was also a budget update provided.

#### 6) **Reports**

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

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

- Academic Innovation Committee - the final meeting of the year was held on May 10th. Ms. McCoy presented the work of the committee so far to develop the Portrait of a Graduate.
- Global Stem Summit - Ms. McCoy attended the conference with several other administrators in the district which focused on the need to prepare students to collaborate globally and utilize innovative and scientific approaches to tackling world problems.

c) Warrant Report - provided for review

#### 7) **FY19 Monthly Financial Report** -

There were no material changes to the financial information since the last meeting. An enrollment update as of June 1st was provided. All class sizes are currently within size guidelines. There will be one less section for next year. There could have been an additional section reduced so there is the opportunity for flexibility if there are additional students gained over the summer.

8) **Family Handbook Approval** - there were a couple small, non-material suggested changes (staff name updates, etc).

Ms. Spellman made a motion to accept the changes to the Family Handbook for the 2019-20 school year. Ms. Matarese seconded.

## **APPROVED SEPTEMBER 24, 2019**

19-09 VOTE: 5 - 0

- 9) School Improvement Plan Approval** - Ms. Dayal highlighted the focus of the plan for the 2019-20 school year including Ms. Matarese made a motion to accept the School Improvement Plan for 2019-20. Ms. Spellman seconded.

19-10 VOTE: 5 - 0

### **10) Consent Agenda**

- a) DSEF Grants 2019-20
- b) Meeting minutes of May 20, 2019

Ms. Spellman made a motion to accept the Consent Agenda. Ms. Leon seconded.

19-11 VOTE: 5 - 0

### **11) Communications**

- a) Sub Committee assignments
- b) Dover Open Space Survey
- c) Class of 2019 Matriculation Report

### **12) Adjournment at 7:01 pm.**

Respectfully submitted,  
Amy Davis