

DOVER SCHOOL COMMITTEE
MEETING MINUTES
June 16, 2009

Members Present: Bob Springett, Chairperson
Darin Correll
Jennifer DaSilva
James Stuart
Carolyn Ringel

Also Present: Valerie Spriggs, Superintendent
Dr. Deb Reinemann, Curriculum Coordinator
Ginny Keniry, Assistant Principal
Richard Mathieu, School Business Manager
Trisha Nugent, Technology
Carol Chase, Librarian
Jean Conkey, IT
Dana White, PTO

1. Call to order – Mr. Springett

- Mr. Springett called the meeting to order at 7:05 pm in the Chickering School Library.
- Mr. Springett introduced Dr. Denise O’Connell, candidate for Special Education Director at Chickering. Dr. O’Connell spoke to the committee about her education and career. She has visited Chickering and was impressed by the climate, staff and parents. Dr. O’Connell spoke about how she turned around the Douglas school system special education program. Ms. DaSilva spoke about budget pressures and asked how Dr. O’Connell would work with a parent to keep a student in house instead of sending out of district. Dr. O’Connell responded that she has only sent one student for outplacement in her time in Douglas. She works to create the programs needed within the district. Mr. Springett asked how she could help maintain or improve the programs here at Chickering. Dr. O’Connell responded that she would like to work with the staff on the RTI model, tier 3 interventions and evidence based practices.

2. Approval of Minutes

a) Dover School Committee minutes of May 19, 2009.

Mr. Springett requested a motion to accept the May 19th minutes. Mr. Stuart moved, Mr. Correll seconded.
09-17 Vote: Unanimous

Mr. Springett requested a motion to accept the May 19th Executive Session minutes. Ms. DaSilva moved, Mr. Correll seconded.
09-18 Vote: Unanimous

Mr. Springett requested a motion to accept the June 3rd minutes. Ms. DaSilva moved, Mr. Correll seconded.
09-19 Vote: Unanimous

Mr. Springett requested a motion to accept the June 3rd Executive Session minutes. Mr. Stuart moved, Ms. DaSilva seconded.
09-20 Vote: Unanimous

b) The minutes were noted of the Sherborn School Committee for May 14, 2009.

3. Community Comments -- None

4. Reports

a) PTO Report – Ms. White

- The June PTO newsletter recapped the year’s accomplishments.
- The PTO Website was hacked on April 1st and has been down since then.
- \$38,000 in contributions were received from the Check Writing campaign, 46% of families contributed. The PTO was able to support events such as: 25 curriculum enrichment programs, support and programs for participants of the METCO program and the annual staff appreciation lunch. The PTO has about \$60,000 in total funding.

- Dads and Donuts will be held tomorrow followed by the annual meeting to elect new PTO officers.
- Mr. Springett expressed his thanks to all the PTO members for their time and effort.
- Ms. Keniry thanked Ms. White for all her years of service, the work of the PTO and the great events they held.

b) Business Manager's Report – Mr. Mathieu

- FY'09 Budget Update— approximately half of the budget surplus is from special education. The entire circuit breaker funding gets turned back in. Mr. Mathieu is working on pre-purchasing items that were agreed to because of next year's budget reductions.
- SPED report—distributed.
- Utility Report—We have done well in terms of budget vs. actual. Next year we are expecting surplus due to the lock-in price for oil.
- Temperature Reports – not included in packet, will be e-mailed to the committee tomorrow morning.
- FY10 Budget—FY10 budget was approved at Town Meeting. The state is still working on its budget, but the Town of Dover and School Budgets are in good shape. No budget transfers are expected to be needed. \$25K was encumbered in FY09 budget due to FY10 budget reductions.
- Mr. Springett requested a motion to open the FY10 budget accounts Mr. Correll motioned, Ms. DaSilva seconded. *09-21 Vote: Unanimous*
- Mr. Springett thanked Mr. Mathieu for all his time and effort in the past four years. He will be missed!

c) Principals Report – Ms. Keniry

- DSEF Grants: Very generous support has been received from the community. Ms. Keniry spoke about three grants. The first grant for \$12,000 is for Balanced Literacy, DSEF supported this program after DSC had to cut the money from the budget. Mr. Springett is concerned with moving operating costs to a grant/gift. Ms. DaSilva asked what the ongoing expense will be, Dr. Reinemann said it will be 50% again next year. The second grant from the DSEF is for \$6,700 to support multiple copies of leveled texts for small group instruction, we also received \$10,000 from the PTO to support this work. The third grant of \$25,000 is to continue the initiative to purchase interactive whiteboards for the remainder of the 5th grade classrooms and to put two into 4th grade classrooms. Ms. Keniry thanked the DSEF and PTO on behalf of the staff at Chickering. Mr. Springett requested a motion to accept DSEF grants totaling \$43,700. Mr. Correll motioned, Ms. DaSilva seconded. *09-22 Vote: Unanimous*
- Mr. Springett thanked the DSEF and PTO for the efforts they continue to make to fund programs.
- The first step up day is next Tuesday for Grades K-4. Each child will spend approximately 20-30 minutes in their new class with their new teacher and classmates. A process has been put in place to collect all the students and bring them to their new classroom. There is a team captain for every grade level. Additional staff will be in the hall monitoring the transition. Grade 5 will have extra recess during this time. Class lists will go home in backpacks. Kindergarten and students new to Chickering will receive their placements in the mail. Ms. Spriggs noted that the 5th grade step up will take place at the Middle School on 6/25.
- Curriculum Report--Dr. Reinemann
 - The second curriculum information session was held, attendance was still low. During the summer they will work on mapping out how the sessions will be held next year and the timing.
 - Working with Dr. Jackson on curriculum mapping with Pine Hill including programs, standards and benchmarks. Ms. Spriggs also noted that curriculum mapping is being reviewed at the middle school.
 - Galileo Assessment: Dr. Reinemann included in her report a response to the five questions provided by Mr. Springett in February. Galileo was successfully piloted last year, looking to roll-out next year. Galileo looks at dipsticks throughout the year vs. one big test. Results should relate to MCAS results. Ms. Spriggs asked if we have a set criteria (not Galileo's), is it MCAS? Mr. Springett said that criteria for the system would be reliability/uptime, vendor support of system and training needs are databases and information what we need, identifying skills & gaps, speed of return of information, ease of use of information, ease of use of system. Ms. Spriggs feels that the criteria should be defined by the teachers as there may be a translation from students and teachers as the users of the system.
 - Balanced Literacy: Walkthrough took place on June 2nd. Consultants mapped out goals for upcoming year with Leadership team. Completing the 2nd year of this program, readers' workshop was the first year, writers workshop was the second year. Ms. DaSilva asked for whom the small group instruction will be. Dr. Reinemann responded it will be for all learners.

- Technology Report: Ms. Keniry thanked the members of the technology committee for their work. They are working hard to make sure we are meeting the needs of teachers and students at Chickering.
 - Technology Roadmap: Ms. Nugent
 - Overview of 4 goals and 3 year roadmap distributed.
 - Needs assessment helped formulate goals of where we want to go and the action plans.
 - Professional Development embeds itself in every action plan. Mr. Springett asked how much time we give to teacher technology skills. Ms. Nugent responded that this year teachers had four Wednesday afternoons to rollout new software/systems.
 - Mr. Springett spoke about the need to understand the training requirements and the amount of time people need to become competent users of technology.
 - Interactive Whiteboard will now have two levels of users, those who used it last year and those who will be new this year.
 - Goal 2: How we use technology for efficiency and collaboration. Mr. Springett asked about the teacher's observations/notes and how they gather that information before they get moved into a permanent system. Dr. Reinemann responded that some teachers use handwritten notes, while others use electronic.
 - Goal 3: How technology supports timely assessment information: looking to expand Galileo and ASPEN usage.
 - Goal 4: How we increase communication/parent involvement. A new upgrade to the First Class e-mail system will allow lists to be created by class instead of school wide. Facelift for ASPEN will be looked at, including creating team pages that cover the same materials. Looking at developing a parent portal.
 - Mr. Springett asked for a view of where the technology is going. Currently we are network & laptop based, the world seems to be moving to web based and net book. Ms. Conkey spoke about the infrastructure plan for updating the wireless network and the controls needed to filter appropriate access and how it's impacted by other uses such as students using iphones. Work will take place during the summer and is already funded. Many of the school's current software applications would not be able to run on net books. Mr. Stuart spoke about the need to plan 3-5 years out.
 - Interactive White Board Report: Ms. Nugent
 - Ms. Nugent's report included a response to the five questions provided by Mr. Springett in February.
 - Ms. Nugent shared some of the comments received from the students.
 - The newness of the boards has worn off ,but the engagement of the students hasn't.
 - White paper from SMART Technologies included in the packet.
 - Ms. DaSilva asked when the new boards will be installed and will teachers receive training before school starts. Ms. Nugent responded that the boards will be installed June 29-30, the teachers will have materials to get them started and first adopters to help, formal training dates not planned yet.
 - Teachers agree these tools are making a difference. Teachers collaborate and share content.
 - Mr. Correll asked what would make the software more useful. Ms. Nugent responded that the teachers want more training on the software.
 - Student feedback had lots of similar comments when they were asked how the white boards helped them learn this year.
 - Mr. Springett wants to clarify how much time we have to invest for training and what are the right resources to make this successful.
 - Mr. Correll asked if there are web-based or CD programs available for training. Ms. Nugent responded that there are "how to" webinars as well as self help guides that come with the software.
 - Mr. Springett emphasized Ms. Conkey's point that all that is done here needs to be K-5 appropriate.
- d) **Superintendent's Report** – Ms. Spriggs
- Strategic Plan Update: Meetings continue to take place.
 - Dr. Jackson will continue to work on curriculum alignment. She will also be looking at foreign language programs for elementary and middle school levels. Foreign Language assessment to be completed by late fall. Dr. Jackson will also look at programs for advanced learners, assessment to be completed by January break. Mr. Springett spoke of the need to move to a program that has more consistent learning

opportunities across each grade level. Ms. Spriggs spoke about the RTI program being built to address it as well as the new aide structure and new time in the school day. There is a variance in individual teaching, Mr. Downing is taking actions to correct this problem. Mr. Springett asked how we will we fund Dr. Jackson's employment. Mr. Spriggs responded that the cost to Dover will be \$10K. This money is not in the budget. Ms. Spriggs pointed to the professional development funding as a possible source. Mr. Springett spoke of that money being earmarked for teachers. Ms. Spriggs expects there will be additional funds available due to the movement of teachers in and out of Chickering. Mr. Springett stated that Dr. Jackson should be hired as a consultant and should be working with the administrative team at the school. Ms. Spriggs asked the committee if this is work they want done, Ms. Spriggs feels it needs to be done by someone not pulled into something else. Mr. Stuart asked if there are defined goals. Ms. Spriggs stated there are goals that have been discussed with Dr. Jackson, but they will be solidified when Mr. Downing returns. The committee wants to know the number of days, rate, scope of work, action steps, deliverables and implementation plan. Mr. Correll asked Ms. Keniry if they need help with this work. Ms. Keniry responded that with everything coming down the pike next year, we could use the help to have someone drive and monitor the initiative and who can research how other school systems do this. We do have to own it as the administrative team, Dr. Jackson would be a resource to the team. Unless we get the resources in place to push this it will be hard to get up and running by January. Mr. Springett asked if it was a question of priorities. Ms. Keniry doesn't think so, there doesn't seem to be anything we can stop to do this work. Further discussion to take place on the July 15th. Ms. Spriggs to send out a copy of the proposal to DSC tomorrow.

- Professional Development Plan has been provided to the committee. To be discussed at July meeting.
- Policy Manual Update: See handout
- Mr. Springett requested a motion to accept a gift to the Special Education Program for \$1,000 from Mr. & Mrs. Williams. Mr. Stuart motioned, Ms. Ringel seconded. **09-23 Vote: Unanimous.**
- SPED Director: Ms. Spriggs requests approval from DSC to hire Dr. Denise O'Connell. Mr. Springett requested a motion to approve the hiring of Dr. Denise O'Connell to replace Sally Winslow as Director of Special Education. Ms. DaSilva motioned, Mr. Correll seconded. Mr. Stuart asked if the contract was negotiated, Ms. Spriggs said yes, it was about \$100,000, which is less than our current director was making. Dr. O'Connell's projected start date to be determined, likely August 1st. May need to bring someone in during the transition time between Ms. Winslow and Dr. O'Connell. Mr. Stuart raised the concern that DSC should have been involved in the interview process. **09-24 Vote: Unanimous.**
- At the TEC Conference Apple met with the Superintendents. Apple also came in for a discussion with Ms. Spriggs, the conversations reflected the vision of where we want to go, instruction, 1:1. Superintendents will continue to meet with Apple via TEC. Ms. Spriggs will share the notes from the meeting when she receives them.

5. Special Items

- a) Vacation Plans – School Committee Members—Ms. Spriggs circulated a sheet to the committee to ensure coverage for warrants.
- b) Goals for FY '10 – Mr. Springett

6. Future Business

- a) September School Committee Agenda Items— to be determined during July meetings.
- b) Three school committee meetings to be held in July to finalize 2010 initiatives

6. New Business – None

8. Routine Business

- a) Enrollments as of June 1, 2009—reports distributed.

9. Adjournment-- Mr. Springett polled the committee to adjourn to Executive Session, not to return to open session. Meeting Adjourned at 10:07 p.m.

Respectfully Submitted,
Deb Savastano