

DOVER SCHOOL COMMITTEE
MEETING MINUTES
February 26, 2008

Members Present: Bob Springett, Chairperson
Darin Correll
Kathleen Gill-Body
James Stuart (arrived at 7:20)

Member Absent: Susan Hackney

Also Present: Richard Mathieu, Business Manager
Dr. Robert Couture, Interim Superintendent
Kirk Downing, Principal
Dr. Deb Reinemann, Curriculum Coordinator
Dana White, PTO President
Ken Corning

1. Call to Order – Mr. Springett called the meeting to order @ 7:05 pm in the Chickering School Library.

2. Approval of Minutes

- a) Dover School Committee Minutes of January 22 and February 6, 2008.
Mr. Springett made a motion and Ms. Gill-Body seconded to approve the January 22nd minutes.
08-04 Vote: Unanimous
In section members present, correct spelling of Darren Correll to Darin Correll.
Mr. Correll made a motion, Mr. Springett seconded to approve the February 6th minutes.
08-05 Vote (as amended): Unanimous (Ms. Gill Body abstained)
- b) The meeting minutes were noted of the Dover-Sherborn Regional School Committee of January 8, 2008.
- c) The meeting minutes were noted of the Sherborn School Committee of January 15, 2008.

3. Community Comments – None

4. Reports

- a) **PTO Report** – Dana White, President, PTO distributed the February 2008 newsletter and reported on the PTO events which included:
- The first State of the school will be held on April 10th, this event will show how the SDC, Chickering Administration, SAC and PTO work together with teachers to give students the best learning environment.
 - Books from the Heart--338 books purchased, thanks to Mrs. Chase for going out 3 times to purchase books and Rebecca Kovrlija for running this program.
 - Family Fun Night is March 6th.
 - A pediatrician from MGH will be speaking about “going green” on March 12th.
 - The Playground task force is working in collaboration with the Teaching Assistants to determine how to best utilize parent volunteers on playground.
 - A new rolling cart/supplies has been purchased for \$850 for the playground.
 - The check writing campaign was the best ever with over \$28K raised!
 - Discussing ideas about a contest between classrooms for easy money/box tops for education.
 - Ms. White also provided the DSC with a preview of the new PTO website, go live is March 4th and will be communicated with an e-mail blast.
- b) **Business Manager’s Report** – Richard Mathieu
- General supplies were over budget, account has been reviewed and a couple of items were incorrectly posted. Journal entries will be entered to correct and will result in the account being close to budget. No major purchases anticipated going forward since the bulk of purchases occur in July in preparation for the start of the school year.
 - Circuit breaker figures will be adjusted upward, we can expect the full 75% for additional \$15K above what was previously expected.

- Music budget expected to have a shortfall of \$4,635, on track to do better this year than last. Building rental revenue from outside groups will offset the school expenses for those events. School lunch account shows revenue through December and expenses through January.
- Facilities and Maintenance Update—last month's TMP recommendation reviewed, after meeting with them again, a different approach is being recommended to resolve the two current issues: 1. warmth in winter months seems to have been dealt with. Mr. Downing reported no issues in past month. 2. cooling in spring and fall. Running the system 24/7 is not enough to resolve issue, need to maximize the outside cool air with low heat content. Recommendation is to install sensors and run test over April vacation. Cost is expected to be \$6K for 2 units and installation which is above what's already been allocated. These units will be a permanent part of the system. If recommissioning is needed, this will give us more data to present to the town. Recommissioning may be eligible for rebate through NStar. DSC is comfortable with the installation of the sensors as the next step. TMP has exhausted the \$9,100 they were authorized to spend. Mr. Mathieu requests an additional \$3,000 to have Brad White/TMP continue their work to support this next step. Need to confirm existing contract to determine if TMP absorbs any expenses over the \$9K.

08-06 Vote: Ms. Gill-Body made a motion and Mr. Correll seconded to authorize an additional \$3,000 to have TMP install the sensors.

- Budget follow-up – Currently working from Draft 3. Presentation to Warrant Committee on Monday, then DSC to finalize at next month's meeting. SPED changes look to be going down (in right direction). Budget version 4 will be presented in April at the State of the School.

c) Assistant Superintendent's Report - Ms. Hallion

- Mentor Program—materials included in DSC packet but discussion deferred to future meeting

d) Technology Report – Mr. Corning

- SIS—all districts/buildings/staff—one unified information system. It will be the hub we use to feed our systems. System is web based, available 24/7, has capability to enter grades on line. For Chickering this is potentially a better vehicle for standards based report cards.
- SIS database—grades 4, 5 and 2 teachers have been trained, the rest ready to go this week. System is now in production! Teachers looking to add their own assessments, database can handle this. Training went smoothly, easy to use. Assumes that student answers all questions correctly, only have to touch data for incorrect responses. Reports are available immediately. Dr. Couture noted that we are way ahead of many school systems in this area. Mr. Corning noted that the two sample reports, first programmatic every day math view, second is a unique view of how everyday math program is tied to Mass state standards. Mr. Corning to send this report to DSEF. DSC wished to send a thank you from the school committee. Ms. Gill-Body recommended that we share this at the State of the School meeting as a way of bringing this back to the community. Further discussion to be held at interim meeting on how to share more broadly.
- Website Development – On track for mid March planning website (3/15). Teacher updates to existing sites have been completed. The new version is not a static website, but a robust web platform that has the top tier of tools like on line forms and registration that are secure. Mr. Corning explained the difference in a web platform vs. a website. When using a web platform, a user takes their files and stores them where directed, and it will pop up on the website. When the event is over, they system knows to archive the file when the date has passed. When using a website, a gatekeeper type function is used where the user must put the information up and take it down when the event is complete.
- Galileo—appointment being scheduled to look at the system's capabilities for an assessment tool. This would be an online tool that allows testing to be done directly on the system. Their system also has an ELA component which we don't currently have covered and they have plans to develop a science component. Tied to MA DoE standards as well.

e) Principal's Report – Kirk Downing

- EveryDay Math - Dr. Reinemann –database release to 4th/5th grade teachers last week, 2nd grade today. Teachers ready for data input/analysis. Using 21 questions from unit test, can look at by grade level or individual to see how we did to determine what additional work may be needed. Teachers are very excited about this database.
- ELA - Ms. Snyder reviewed the ELA report. Curriculum meeting was held today, students who “hated to read” in the past are now “reading like mad”. For Read Your Heart Out Day, 4th graders read with Kindergarten and 1st grade. 4th graders have learned so much about reading strategies such as prediction that they were writing post it notes to mark where they wanted to ask the younger students a prediction or

inference. Also had Kindergarten students pick out books a little ahead of what they could read so they could help them with it. DOE is providing state ELA standards by grade level.

- Mr. Downing presented the 08-'09 Kick-off Presentation given to staff—Celebrate What's Right with the World
 - “Begin with the End in Mind”
 - One aide for every 2 teachers/44 students
 - Get to students before they fail
- School Advisory Council—Mr. Downing reported that a School Improvement Plan will be developed. To get traction the plan needs to include the staff. To be presented in June to DSC.
- Instrumental Music Update—Mr. Downing reported that two parents and Mr. Duprey visited/analyzed music programs in 7 different schools. Our current model has small group/individual lesson by instrument twice a week (ex., 4 trombones together) with Wednesday morning for the full band/all instruments. Weston is more progressive, all students no matter what instrument, leave their classroom at the same time and they have a small group lesson in group of 10-12 students with a variety of instruments. This leaves the classroom teacher only having one time that the students are gone so that teacher can get more in depth time with students who are not attending. Minimal impact on instructional minutes. Weston's program is funded through the budget and instruments are rented by the students. Currently we have .7 appropriated in the budget for this slot. Two issues for us to address: 1. pulling students out of class with minimal disruption time; 2. how do we fund it/should we do it differently? Want to commit to approach for March DSC meeting, To be further discussed on March 6th at interim meeting.

f) Superintendent's Report – Dr. Couture

- Special Education Peer Review—first draft has been written for the district, planning to send to the committee first of next week. The law defines that we have an obligation to produce the services in the least restrictive environment. Work that Sally does here is extraordinary, we are delivering services and developing programs in house that 10 years ago would have been sent outside for services. Will be recommending strategies for identification and intervention here and in the rest of the district and how to get to the students before they get to an IEP. Includes an overview of how Special Education works, including timelines and processes.

5. Special Items--none

6. Future Business

- a) March Dover School Committee Agenda Items – Mr. Springett
PTO report, Business Manager's Report, FY'09 Budget, ELA, Math, Changes in Music Program.
- b) Agenda for School Committee Planning Meetings - Mr. Springett
Continue to alternate strategy meetings on Wednesdays and Thursdays
- c) Dover School's FY '09 Budget Hearing -March 18, 2008 - Mr. Springett

7. New Business

Mr. Springett and Ms. Gill-Body will complete their current terms on the Committee in May. Ms. Gill-Body announced to the Committee that she will not be running for re-election. Ms. Gill-Body will send a note to include in the Chickering News e-mail blast next Tuesday.

8. Routine Business – Enrollments as of February 1, 2008

- Report included in packet—not reviewed at meeting.

9. Adjournment – Mr. Springett made a motion to adjourn and Mrs. Gill-Body seconded. Meeting Adjourned at @ 9:07p.m.

Respectfully Submitted,
Deb Savastano