

DOVER SCHOOL COMMITTEE

MEETING MINUTES

January 22, 2008

Members Present: Robert Springett Chairperson
Susan Hackney
Kathleen Gill-Body
James Stuart (arrived at 7:16 pm)
Darin Correll (arrived at 7:19 p.m.)

Also Present: Dr. Robert E. Couture, Interim Superintendent of Schools
Kirk Downing, Principal
Richard Mathieu, School Business Manager
Dr. Deb Reinemann, Ms. Sally Winslow, Ms. Louise Snyder

1. **Call to order** - Mr. Springett called the meeting to order at 7:10 p.m.
2. **Approval of Minutes**
 - a) Dover School Committee Minutes of December 18, 2007 - Ms. Gill-Body moved and Ms. Hackney seconded to approve the minutes.
08-01 Vote: Unanimous
Dover School Committee Executive Minutes of December 18, 2007 - Ms. Hackney moved and Ms. Gill-Body seconded to approve the executive session minutes.
08-02 Vote: Unanimous
 - b) Dover-Sherborn Regional School Committee Minutes of December 4 and 17, 2007 were noted.
3. **Community Comments** - None
4. **Reports**
 - a) **PTO Report** - Ms. White shared the January Newsletter. She explained the construction of the parent "phone tree" and the importance of the "Tree" even with Reverse 911. Parent survey about the school photographers resulted in the maintenance of the current school photographer. PTO check writing campaign raised \$27,000 - an amazing result. Curriculum enrichment is going well. Book sale will occur just before February vacation. Go Green initiative in the National PTO journal. The website should be up and running next month.
 - b) **Special Education Program Evaluation** - Ms. Winslow presented the program evaluation completed by Linda Gross. Ms. Winslow has already done follow up with Ms. Gross on the report. She described the evaluation process and the inclusion of most of the Chickering School's community, including staff and parents. Focus groups were organized for staff. The commendations and recommendations were presented emphasizing the recommendations that included early intervention in the regular classroom. Training has been scheduled to implement "early intervention" strategies. The need to develop behavior plans and involve parents in new initiatives were emphasized. The School Committee engaged in follow-up discussion measuring how the changes impact our students and should be reported with solid data.
 - c) **Business Manager's Report** - TMP - Energy Report - Brad White presented a preliminary report to the School Committee "HVAC Assessment Based on Overheating Complaints" (See attached Executive Summary). Mr. White presented an overview of his report and recommendations. Two Problems - 1. Winter Overheating and 2. Shoulder Season - June and September - excessive classroom heat. It is hoped that problem one has been solved. The

shoulder season problem requires more attention and that a bona fide "Commissioning Agent" doing a full commissioning was recommended by Mr. White. Getting a second opinion regarding the TMP Report was also discussed. The School Committee instructed the Administration to explore the FY '08 operating budget for resources to pay for the commissioning.

Mr. Mathieu presented his report sharing update for SPED and utilities. He also shared budget updates. The Committee instructed Mr. Mathieu to look into fuel costs when the number reaches \$2.55. Mr. Springett commented on the upcoming availability of "actuals" for last year.

- d) **Principal's Report** - Dr. Reinemann presented a math update. She shared a hand-out outlining her report that included math curriculum team, pacing and data base. The pacing explanation included a discussion about assessment of student performance that indicated a need for the review of certain concepts in Grade 5.

Ms. Snyder reported on ELA activities at Chickering. She referenced MCAS practice activities and staff development. Chairman Springett expressed the need to receive progress report expressed in measurable data that reflects growth and progress and how we assess effectiveness.

Mr. Downing reported on the discussions held with the School Advisory Council. Jennifer DaSilva joined us for this discussion. Topics included Martin Luther King Day, African American Month and the need to imbed awareness into all of our curricula. Chief Griffin has met with Mr. Downing regarding security matters. Mr. Downing presented options for the instrumental music program - a way to maintain participation and quality. He is managing a deep analysis of instrumental music options, especially alternatives related to instrumental music being taught outside the school day. He has spoken with others who have used outside school day instruction. He will be speaking with music teachers in the Middle and High School. He has a March timeline for bringing alternative proposals to the School Committee. Mr. Downing concluded his remarks by reporting progress on one of his entry plan goals - the need to challenge our most advanced learners in a systematic way. In the coming months, he will form study teams with the goal of devising strategies for the 2008-09 school year.

- e) **Superintendent's Report** - Dr. Couture thanked Dr. Davis for his effort in making sure there would be a smooth transition.
- 6.a) **Proposed 2008-09 School Calendar** - The calendar will be approved at the Joint meeting on January 29, 2008.
- 7.a) **Budget Discussion** - Mr. Mathieu was directed to level service the instrumental music account. The nurse's aide's hours were discussed.
8. **Adjournment** - Ms. Gill-Body motioned to adjourn the meeting at 9:52 p.m., Ms. Hackney seconded.
- 08-03 Vote: Unanimous

Respectfully submitted,

Robert E. Couture, Ed. D.
Secretary pro tem