

DOVER SCHOOL COMMITTEE
MEETING MINUTES
December 16, 2008

Members Present: Bob Springett, Chairperson
Darin Correll
Susan Hackney
Jennifer DaSilva
James Stuart

Also Present: Valerie Spriggs, Superintendent
Kirk Downing, Principal (arrived 7:32 p.m.)
Richard Mathieu, Business Manager
Dr. Deb Reinemann, Curriculum Coordinator
Dana White, PTO
Trisha Nugent, Technology Integrator

1. **Call to order** – Mr. Springett called the meeting to order at 7:03 p.m. in the Chickering School Computer Lab.

2. **Approval of Minutes**

a) Dover School Committee minutes of November 15, November 18 and December 3, 2008.

Mr. Springett requested a motion to accept the November 18th workshop minutes. Ms. DaSilva moved, Mr. Stuart seconded.

08-39 Vote: Unanimous

Mr. Springett requested a motion to accept the December 3rd minutes. Ms. DaSilva moved, Ms. Hackney seconded.

08-40 Vote: Unanimous

Mr. Springett requested a motion to accept the November 15th retreat minutes. Ms. DaSilva moved, Ms. Hackney seconded.

08-41 Vote: Unanimous

A second set of minutes from the November 15th retreat were noted.

b) The minutes were noted of the Dover-Sherborn Regional School Committee for November 4, 2008.

c) The minutes were noted of the Sherborn School Committee for November 13, 2008.

3. **Community Comments** -- None

4. **Reports**

a) **PTO Report** – Dana White

- Dads and Donuts was held November 14th.
- Staff appreciation luncheon was held November 19th.
- A holiday party was hosted by the PTO which included METCO students, their families and host families.
- Check writing campaign kicked off on December 4th, every dollar goes directly to Chickering.
- Harlem Wizards event generated \$9,400. Hats of to Nancy Simms and her team for putting together a great event.

b) **Interactive White Demonstration** – Ms. Nugent, Ms. Wood, Mr. Harte

- 6 Interactive Whiteboards currently in use at Chickering.

- Ms. Wood demonstrated how the interactive white boards are used in her third grade class to study the Pilgrims and the Wampanoag's. The demonstration included how to use the board to access information online, including video segments that support the lessons. Ms. Wood also demonstrated the Easiteach application which allows the user to write directly on the whiteboard using their finger. Scholastic and Discovery sites are used for video segments to access additional information to support the lesson such as the attempts to colonize Roanoke and Jamestown.
- Mr. Harte demonstrated Easiteach usage for a math lesson in his fifth grade class, the exercise demonstrated students taking a vote and how the results can be compiled in different views. Mr. Harte also demonstrated an ELA flash card exercise and a math exercise using pattern blocks to identify fractions.
- Ms. Wood stated that this technology has changed the way she teaches, she now thinks about how to present each lesson digitally. Mr. Harte spoke of the considerable amount of time it takes to develop existing lessons into a digital presentation. The digital presentation is increasing student attention since it's a visual presentation.
 - ⇒ Feedback to be presented in the spring to DSC and DSEF around the effectiveness of this technology and rollout for other classrooms/grades.
- Expected lifetime and maintenance of equipment? Interactive white boards have a 10 year warranty. Software is for entire school – no yearly maintenance, but will need to purchase updates. Projectors have a 3 year warranty. Mrs. Chase stated that the system in the library is now 9 years old and has held up well.

c) Galileo Demonstration – Ms. Nugent, Dr. Reinemann

- Training demo setup for tonight's meeting for school committee members to take a test on student computers. Demonstration showed how the test data immediately goes into the monitoring screen for the teachers to see results on a real time basis.
- Reports are used to identify levels of proficiency, how to individualize instruction and for conference feedback.
- Tests are purchased from Galileo with MA standards incorporated.
- Teachers are able to provide feedback to students immediately. Test results are not included as part of a students report card.
- Mr. Springett asked if what we have purchased is equal to or better than what we developed for Everyday Math? Dr. Reinemann noted that we can set our benchmarks, but this does top out at the MA standards. In addition, we can't add our own questions, but we wouldn't need to because they are so well written.
- Ms. Spriggs noted that this assessment gives us uniformity across the grade level.
- Dr. Reinemann stated that this is a pilot year; we'll need to review at the end of the year.
- All questions are multiple choice, there are no open response questions.
 - ⇒ Mr. Springett asked for an assessment of the tool at the end of the school year.

d) Business Manager's Report – Mr. Mathieu

- FY'09 Budget Update, SPED report, Utility report, Classroom temp reports were distributed.
 - 403B regulations from IRS
 - Regulations effective 1/1/2009 which require better monitoring of 403B's, including oversight of contribution limits and loans/withdrawals.
 - Dover needs to enter into agreement with a TPA. Mr. Mathieu has been assessing TPA's to contract with, some who charge fees, some who have no fees that provide their services to school districts as goodwill. Mr. Mathieu recommends contracting with Great American who will provide their services as no cost to the town. Selectmen to vote on it tomorrow night and they have asked for School Committee vote as well.
 - There can be tax consequences to school employees if the regs aren't implemented.
 - ⇒ Mr. Mathieu does not have plan documents available for review tonight but will provide them to DSC.
 - Mr. Stuart asked Mr. Mathieu if he has identified any risks. Mr. Mathieu responded that he sees this as a positive move, more oversight/safeguards will be in place.
 - Who is the towns 457 plan administered by ?
 - What other companies offer these services? Why are we choosing Great American?
 - Mr. Springett requested a motion to accept Mr. Mathieu's recommendation to accept Great American TPA for 403B plan. Ms. DaSilva moved, Ms. Hackney seconded.
- Vote 08-42: Vote: 3 yes – 1 no – 1 abstain.**
- Draft 2010 Budget

- Updated summary included in packet. Changes to the proposed budget are due to reductions in utility costs, decrease to heat \$1,465 and electricity \$1,547.
- Mr. Springett stated that there are two things outstanding that have previously been requested. First, we need to have actuals to ensure projections meet reality, not just year over year changes. Second, the pool contingency account also needs to be understood.
- At December 3rd meeting it was noted that we don't need Tufts hours to support ELA. Mr. Downing determined that instead using Tufts over 3 years, he would reduce year three services and take on more of the responsibilities in house, as a result only \$25,000 is requested instead of the \$50,000 originally planned, not a reduction to \$0. Tufts guidance would extend into a 4th year.
 - ⇒ Actuals to be prepared by Richard prior to the 1st of the year. We need to submit the budget to the Town by 12/18.
- Actuals as well as revenues will need to be incorporated and reviewed.
- Tab 27 memo from warrant committee 11/18 with FY10 guidelines. New programs are the increase in aide training time, everything else is level service. Details to be included in narrative.
- Mr. Springett requested a motion to approve budget draft 2 to submit provisionally to town. Ms. Hackney moved, Mr. Stuart seconded.

Vote 08-43: 4 yes, 1 no

e) **Principals Report** – Mr. Downing

- NCLB designation by state—need to have a plan to address the needs of students as identified by MCAS. Propose revised language to the School Improvement Plan which states *“Targeted students will have an Individual Student Support Plan that outlines the needs of the student, the intervention strategy for that student, and documentation of the student’s progress using assessment indicators like DIBELS, DRA, and Galileo.”*
- Heating/Ventilation—system working as best it can. Need to look down the road as repairs to buildings/windows take place and how those changes can impact the system. Will work to identify possible alternative cooling solutions. The buildings system would be different if built today—when originally designed the system was to heat and provide fresh air. If we put in an energy efficient/solar system we could obtain a 50% refund.
- ELA Update – Dr. Reinemann’s update included on Mr. Downing’s handout. Balanced Literacy training held the last couple days. Mr. Springett stated that we need to ensure continuity is built in case of staffing changes. Ms. Spriggs stated that currently we use the train-the-trainer approach.

f) **Superintendent’s Report** – Ms. Spriggs

- Technology Position Update
 - Ms. Spriggs recommends creation of an Operational Manager instead of a Technology.
 - Tech staff has met with Ms. Spriggs twice about positions, resources, and what we can do differently. Staff want to cross-train and increase professional development to ensure they maximize their skills and learn new skills.
 - Under the new structure, instructional technology would be guided by Principals and Assistant Superintendent with support from Operational Manager.
 - Mr. Springett stated that technology is a strategic initiative that we feel is underserved, projects have been taken off plate or deferred since we didn't have the resources to execute. He expressed concern that we're taking away skills vs. adding.
 - Are there people in the community that we could draw on to create a technology advisory council?
 - Ms. Spriggs distributed draft copies of the Technology Operations Manager and Administrator of Technical Operations job descriptions.
 - Mr. Springett asked why we wouldn't hire the director position.
 - Mr. Correll noted that if we move to a more operational based structure we won't further advance our technology agenda. Concerns that the proposed new structure may not meet needs or expectations that school committee have.
 - What do we need to advance Chickering? Pine Hill? Region? What do the technologists need? Need to identify what resources we need to have for successful implementations. Needs to be a strategic approach. Do we have the right number of people to correctly support technology? Where is the greatest need for resources?
 - Ms. Spriggs will use existing funds for temporary support to sure up things till we further assess.

- Assistant Superintendent Position
 - Ms. Spriggs would like support from DSC to post position after 1st of the year. At the January joint meeting we need to determine if we need to review what the needs are of the position or continue with existing expectations.
 - Mr. Stuart asked Ms. Spriggs how her perception has changed now vs. when she arrived, would you change anything on the existing job description? Ms. Spriggs noted that important pieces are the coordination across the districts, instructional leadership, deciphering data/patterns, professional development and human resources.
 - Mr. Springett stated that we need to ensure we have enough resources and the right skills to support the district.
 - Mr. Stuart asked if we need to assess the needs of the central office and how to run it more efficiently.
 - Posting process to include: posting of position, a team to screen resumes, selection of candidates for interviews, recommendations by team to superintendent of top candidates for superintendent to interview. Need to ensure screening committee understands the guidelines so that everyone has the same understanding. DSC supports the posting of the Assistant Superintendent position
- Proposal for Strategic Planning Process
 - Paul McGowan made a proposal to have a session with the community to talk about expectations. Process expected to last a year. Sherborn has approved contingent on other two school committees approving. Need to confirm conference management days.
 - Mr. Springett requested a motion to accept the Center for Leadership & Learning proposal to develop strategy for 3 districts, after conference days clarified. Ms. Hackney motioned, Mr. Correll seconded.

Vote 08-44: Unanimous
- Teachers Professional Day – December 1, 2008 – thanks to all the PTO's for providing breakfast and lunch. It was a successful day, survey evaluation was given to the DSC for review.

5. Special Items

- a) Foreign Language Implementation
 - Need to identify how do we move forward/next steps.
 - What do the programs/costs look like? Ms. Spriggs to pull together information for DSC review.
 - Need to assess if community would be supportive.
 - Impact on time to learn?
 - Explore programs outside the school day that could be fee based?
 - DSC will use January interim meeting to prioritize action plan and timeline to address what we want to explore.
- b) Full day Kindergarten
 - Should we assess?
 - Would community be supportive?
- c) Early Release Wednesdays
 - To be discussed at interim meeting, including what needs to be accomplished with the extra time.
 - On January agenda for SAC and staff meetings.

6. Future Business

- a) January School Committee Agenda Items – Mr. Springett
- b) Proposed School Calendar 2009-2010 – Teachers being asked to come back earlier than contract language states. Vote to take place in January.

7. New Business -- None

8. Routine Business

- a) Enrollments as of December 1, 2008—reports distributed.

Executive Session

9. Adjournment-- Mr. Springett requested a motion to adjourn the meeting. Meeting Adjourned at 10:05 p.m.

Respectfully Submitted,
Deb Savastano