

DOVER SCHOOL COMMITTEE  
MEETING MINUTES  
June 17, 2008

Members Present:        Bob Springett, Chairperson  
                                Darin Correll  
                                Jennifer DaSilva  
                                Susan Hackney (arrived at 7:28pm)

Member Absent:         James Stuart

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

1. **Call to order** – Mr. Springett called the meeting to order at 7:00 p.m. in the Chickering School Library. Mr. Springett expressed thanks on behalf of the committee to Dr. Couture for his contributions the past six months.

2. **Approval of Minutes**

a) Dover School Committee minutes of May 20 and June 4, 2008.  
Mr. Springett requested a motion to accept the May 20<sup>th</sup> minutes. Mr. Correll moved, Ms. DaSilva seconded.  
**08-22 Vote: Unanimous**

Mr. Springett requested a motion to accept the minutes of the May 20<sup>th</sup> Executive Session. Mr. Correll moved, Ms. DaSilva seconded.  
**08-23 Vote: Unanimous**

Mr. Springett requested a motion to accept the June 4th minutes. Mr. Correll moved, Ms. DaSilva seconded.  
**08-24 Vote: Unanimous**

b) The minutes were noted of the Dover-Sherborn Regional School Committee for May 6, 2008.  
c) The minutes were noted of the Sherborn School Committee for April 10, 22 and May 22, 2008

3. **Community Comments -- None**

4. **Reports**

- a) **PTO Report** – Dana White, President PTO distributed the Dover PTO 2008 Annual Report. Highlights included:
- Over \$97,000 in projects were funded by the PTO this past year.
  - Recap of the year including mission, initiatives and projects funded.
  - Next year’s initiatives to include Chickering Pride.
  - As a result of a cash flow review, the reserve fund will be reduced. \$60,000 has been pledged to Chickering for capital projects this coming year.
  - Mr. Springett noted the work the PTO has done has been extraordinary this year.
  - Mr. Springett suggested that as part of the “Go Green” initiative that the PTO encourage parents to have their children take the bus to reduce the number of cars being driven to school. Mr. Springett also asked that the PTO survey parents for feedback on using the buses.
- b) **Business Manager's Report** – Mr. Mathieu
- FY’08 Budget Update –No significant issues in SPED budget. Expect to close the year on the + side, and will return all monies to the Town after journal entries for Circuit Breaker are completed. The total circuit

breaker funds received is \$620,000. The Professional Development account is in a deficit, but will be covered by surplus in other areas. Mr. Mathieu expects that we've received the last oil bill  
 ⇒ **Action Item:** Mr. Mathieu to reconfirm that all oil bills have been received and will contact the oil company to schedule a final delivery.

- FY'08 Closing – Mr. Mathieu requested that closing entries be processed at the September DSC meeting rather than at today's meeting. This will have no impact to the town budget.
- Budget Transfers and opening FY'09 Accounts—The committee discussed opening FY'09 budget and accounts.

Mr. Springett requested a motion to open the 2009 school budget accounts as approved at Town Meeting. Mr. Correll motioned, Ms. DaSilva seconded.

**08-25 Vote: Unanimous**

- Mr. Springett has reviewed the DSC goals and noted the need to develop plans to support financial goals. Mr. Springett would like to develop a three year budget. Also need to review/refine school financial metrics—Mr. Springett, Mr. Downing and Mr. Mathieu to be working on this over the summer. Mr. Springett wants regular education and SPED broken out separately across all actual to budget projections so that all discussions and reports are consistent when comparisons need to be made.

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

- Curriculum Update – Dr. Reinemann
  - Dr. Reinemann thanked DSEF and DSC for funding the Tufts/CACD consultants again next year to implement a Writers Workshop
  - Galileo went live with a third grade class last week, students took the assessment and we were able to watch live on line how they were doing. Plan is to continue to use Galileo for ELA again next year.
  - Social Studies, History and Social Competency and Science committees have identified essential standards. Math committee has built their standards. ELA is awaiting the updated ELA standards from the DOE. For the summer students are encouraged to identify/read “just right” books.
- ELA update – Ms. Snyder
  - Letter from Tufts included in packet—Mr. Springett noted the collaboration and sharing that took place. Mr. Springett asked what we are doing for accelerated learners; Ms. Snyder responded that they will continue to work in targeted small groups. Mr. Springett would like to see accelerated learners explicitly identified as we do for students who are identified as struggling readers. There should be a separate program and goals for these accelerated learners.
  - ELA update report included in packet
- Chickering Heating/Cooling Report—Mr. Downing
  - Sensors were installed to measure enthalpy (defined as moisture/heat content) of outside air at optimal times. Three questions have been identified: 1) Is the air exchange system utilizing cool temperatures at night to cool the building; 2) Is the air entering the classrooms the same temperature or within three degrees of the outside temperature when it enters the room; 3) Are the changes or adjustments to the system making a difference in the temperatures of the classrooms?
  - The heat wheel (return wheel) is functioning fine. Data shows we can cool the building 5-8 degrees from previous day's high point which is what we expected of the system. Mr. Sauter noted that the system is designed correctly, but there are irregularities in HV1 that need to be fine tuned, while HV 2 does everything perfectly. Equipment and operational processes have been reviewed. System will continue to be monitored for Mechanical /Technical /operational issues. Mechanically the system is operating correctly, but we need to look further to see if the programming is accurate. Mr. Springett thanked the taskforce for taking on this issue and noted that we have gone way down the path from when we started this process.
- Principal's Report—Mr. Downing
  - School Improvement Plan –draft distributed last month. The plan focuses on professional learning community structures, RTI, music program, temperature concerns and safety procedures. Items 1-2 are typically included in the plan. Goals 3-5 reflect the work of the committee this year. Initiatives document should incorporate items from SAC. Ms. Hackney questioned if we can we incorporate into the Safety section how we identify the social/behavior issues, such as bullying. SAC will be monitoring the implementation of these five initiatives. Mr. Downing requested the acceptance of the School Improvement Plan. Mr. Springett requested a motion to approve the 2008-2009 School Improvement Plan. Ms. Hackey motioned Ms. DaSilva seconded.

**08-26 Vote: Unanimous**

- Personnel Update—a General Music Teacher and Instrumental Music Instructor have been hired. Four fulltime instructional aides to be hired over the summer, looking for certified teachers who are looking for entry level positions.
- Acceptance of DSEF Grants—Mr. Downing requested that the committee accept the DSEF grants totaling \$54,180 for visual learning, the Tufts initiative and DIBELS. Mr. Springett requested a motion to accept the DSEF Grants. Mr. Correll motioned, Ms. DaSilva seconded.

**08-27 Vote: Unanimous**

- 2008/2009 enrollment projections--3<sup>rd</sup> grade for next year is expected to have 110 students (up from 105) and Kindergarten is projected to have 85 students (up from 82). The guideline is 22 students per classroom. Committee discussed enrollment expectations, class size and composition and space constraints. If we cross the threshold, do we have classroom space available? Currently there could be space available for a Kindergarten class. There is no space available to support an additional third grade classroom. We have the people and mechanisms in place to manage the curriculum and use the strategy of increasing aide time to support an increase in class size. After discussion, DSC recommends adding a 5<sup>th</sup> Kindergarten class, and not adding a third grade class. Further review will take place on July 11<sup>th</sup>. If the projections turn out to be lower than discussed, then we are good with the current plan. If the enrollments are above 88 for Kindergarten and above 110 for third grade we will evaluate increased aide time.
- e) **Superintendent's Report** – Dr. Couture
- Interim Superintendent's Exit Plan and Transition—Dr. Couture is developing his transition plan. Spending time in July transitioning with Superintendent Spriggs. Exit report will be sent to School Committee in mid-July.

## 5. Special Items

- a) **Sub-Committee Appointments** - Mr. Springett
- Ms. Hackney to be added to the DSEF Access Committee, Mr. Stuart to be added to the Superintendent's Evaluation Committee. Ms. DaSilva will be added to Warrants once signature process completed.
- b) **Goals for FY'09** – Mr. Springett
- June 4<sup>th</sup> Meeting Minutes and DSC Goals packet reviewed as part of the discussion.
  - DSC Goals reviewed, the following changes were noted:
    - Page 2, Chickering School Goals—change 2007-2010 to 2008-2011.
    - Academic Excellence—No changes
    - Financial Responsibility—noted that multi year spreadsheet, SPED spreadsheet and financial metrics need to be developed (see previous discussion above in Business Managers Report)
    - School Administration and Management—Item E is completed, so it can be deleted from this list.
    - Innovation--No changes
    - Professional Development—No changes
    - Community/Parent Satisfaction—discussed need to develop a monthly/bi-monthly newsletter. Having the DSC meetings taped/broadcast is a good thing. Need to assess what we should do vs. what we can actually do. Need active vs. a passive communication. Also need to reach the entire community, not just the Chickering community.
  - 2009 Initiatives—at June 4<sup>th</sup> DSC meeting six initiatives identified. The committee discussed building a project/action plan for implementation with goals/resources identified. Mr. Springett reemphasized that with RTI we need to identify a program for advanced learners. The six initiatives identified are:
    - Balanced Literacy—adding a Writer's Workshop
    - Technology—understanding the plan and improving effectiveness and innovation to help learning.
    - Time to learn—Mr. Springett noted three items for consideration: 1) do all students have enough time to learn the curriculum? 2) does faculty have enough time for instruction and ancillary duties? 3) 900 hour state min requirement—do we have enough hours to meet what we need to do today and in the future? These questions need to be answered next year.
    - Curriculum Management/Delivery/Assessment—benchmarks and sharing results
    - Parent/Teacher Communications—Student Education Plan (SEP) for every student
  - The committee further discussed how we know that all the teachers covered the curriculum; this is a follow-up to a discussion at last month's meeting. Mr. Downing reviews each report card. Mr. Springett noted that math pacing charts could be used as another indicator.

- c) **Vacation Plans** – School Committee Members should send summer vacation plans and contact information to Bente Sears

**6. Future Business**

- a) September School Committee Agenda Items – Mr. Springett

**7. New Business** -- None

**8. Routine Business**

- a) Enrollments as of June 1, 2008
  - Report included in packet—reviewed as part of the discussion on class sizes.

**9. Adjournment--** Mr. Springett requested that the committee to move into executive session. The committee was polled and the result was a unanimous poll. The meeting will not return to open session. Meeting adjourned at 9:17.m.

Respectfully Submitted,  
Deb Savastano