

DOVER SCHOOL COMMITTEE
MEETING MINUTES
September 16, 2008

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

Also Present: Ms. Valerie Spriggs, Superintendent
Dr. Claire Jackson, Interim Assistant Superintendent
Kirk Downing, Principal
Richard Mathieu, Business Manager
Dr. Deb Reinemann, Curriculum Coordinator
Wendy Darragh, PTO President
Betsy Ryan, PTO Vice President
Jim Kinder, Warrant Committee

1. **Call to order** – Mr. Springett called the meeting to order at 7:05 p.m. in the Chickering School Library. Mr. Springett welcomed Ms. Spriggs as the new Superintendent.

2. **Approval of Minutes**

a) Dover School Committee minutes of June 17, 2008.

Mr. Springett requested a motion to accept the June 17th minutes. Ms. Hackney moved, Mr. Correll seconded.

08-28 Vote: Unanimous

Mr. Springett requested a motion to accept the minutes of the June 17th Executive Session. Ms. Hackney moved, Mr. Correll seconded.

08-29 Vote: Unanimous

Mr. Springett requested a motion to accept the September 4th minutes. Ms. Hackney moved, Mr. Stuart seconded.

08-30 Vote: Unanimous

b) The minutes were noted of the Dover-Sherborn Regional School Committee for June 10, 2008.

c) The minutes were noted of the Sherborn School Committee for June 12, 2008

3. **Community Comments** -- None

4. **Reports**

a) **PTO Report** – Wendy Darragh, President PTO

- Open House went extremely well, great feedback received from parents.
- Ms. Spriggs will attend the PTO quarterly meeting on Friday.
- Mr. Springett noted the success of the PTO and their Fund Raising efforts.
- Magnetic School Year calendars were distributed to all parents.
- Ms. Spriggs thanked the PTO for the warm welcome she received when she arrived this summer

b) **Business Manager's Report** – Mr. Mathieu

- FY'08 Budget Closing – Chickering returned a surplus of \$863,049 to the town which was made up of Circuit Breaker funding and unused SPED funding.
- Mr. Mathieu requested a vote to transfer \$8,500 from Classroom teachers to Librarian and Media Center, \$12,000 from Utilities to Professional Development and \$21,767 from Teachers, Specialists/SPED Contracted Services to SPED Transportation. Mr. Springett requested a motion to approve the aforementioned transfers. Ms. DaSilva moved, Ms. Hackney seconded.

08-31 Vote: Unanimous

- FY'09 Budget Update – Hiring of new teachers has tracked well to budget, currently no surplus as there was last year.
- Prior to the close of the FY'08 budget we received a final delivery of Oil. For the coming year, we can lock in at a rate of \$3.17 through the TEC bid if we commit by 9am, September 17th. The recommendation from town warrant for budget purposes was \$2.85. Expecting approximately \$28,000 annual oil cost. Committee discussed lock-in, Ms. Spriggs supports lock-in to ensure stability in budget for the coming year. Committee agrees to lock-in (no vote).
- Utility report included in packet.
- HVAC update—system working well based on the data. Monthly report will be prepared with data collected since April from two classrooms on 2nd floor. Mr. Downing reports that we are achieving a 5-10 degree cooling range when enthalpy readings call for bringing in outside air, but not achieving that cooling level when humid. Mr. Springett asked if the HV1 and HV2 performance has been resolved. Mr. Mathieu reported they are working the same, but HV1 will need cleaning prior to the heating season. An enthalpy system will be installed in the second HVAC system.
- Mr. Springett and Mr. Mathieu met during the summer to review formats for 3 year budget planning. The 3 year plan will help the town project future expense levels for the school and its impact to the operating budget for the town so that we will not have an override situation. Also looking at a budget to actual vs. a budget to budget format. A review of the contingency accounts was also conducted.
- Out of State Travel – Mr. Mathieu requested funding for a computer technician to attend training on the 1st class e-mail system. Requested \$500 for 3 day training to include \$70 night hotel + mileage. Mr. Springett requested a motion to approve \$500 for the training/travel expenses. Ms. DaSilva motioned, Ms. Hackney second.

08-32 Vote: Unanimous

- Mr. Springett noted the staff and faculty have done a wonderful job implementing new models in the school including RTI and PLC. This work positions us to think about where we want to go with the school to get us to be the best in the state and beyond.

c) Principals Report – Mr. Downing

- Opening of School -- very successful opening, kids are excited to be here. The new music teachers have already brought in new traditions. Open house was successful due to a team effort by all the organizations within the school.
- New Staff -- 3 new teachers have been hired this year; Kelly Greenwald – Art, Ida Pappas – Performing Arts, Janice Piper – Instrumental Music.
- ELA Update – Dr. Reinemann—Michelle Worthy has returned to Chickering and is doing a wonderful job. Balanced Literacy continues with CACD from Tufts University. New consultant Heidi Thomas working with K-2 today. Martha Winokur will continue working with grades 3-5. K-3 teachers are in process or have completed DIBELS training. Grades 4 & 5 will be working with Galileo in October. Four benchmark assessments have been loaded and will be given at different times throughout the year. Data sent to ATI and then they will be reporting results. Grades K-3 will be using the word study program Foundations. Grades 4 & 5 will be using the word study program Words Their Way.
- RTI -- plan distributed. No major changes made since last meeting. Detailed formative assessments have not been added in so that the tool will continue to work for in-house needs. Mr. Springett has done some work on recapturing initiatives into the goals, to be sent out to committee by the end of the week.
- Technology plan – handout provided -- approach to technology and skill building based on grade level instruction. Interactive whiteboards are being piloted in four classrooms and in a Computer Lab. For grades 3-5 application of skills is integrated into the classroom.
- Assessment Road Map – handout provided -- shows how we take measurements over 10-12 week timeframes. The process includes assessment, goals, design instruction and results.
- Time on Learning – this model has been used for a year, we have recouped significant time for the kids in school. The next step we are looking at is to see if we need to put structures in place to see if we're meeting the needs of all kids. Will look at current instructional hours and make a proposal to the school committee for the next school year. When we previously looked at K-2 hours, we were just above 900 hours—now we're at around 920. Do we need to raise baseline for whole school? Need to assess implications to budget as well as school calendars.
- Mr. Springett noted that discussions will be taking place around what external entities we should benchmark ourselves against. We have been focused on a lot of communities around the western suburbs, going forward who should we be looking toward? Where does the educational excellence we want to benchmark against exist?

- Mr. Springett noted the goals and the need to have discussions around curriculum renewal mapping to tie into other strategic questions. Dr Reinemann noted that Science will be reviewed this year, and Social Studies was reviewed last year and implemented this year. Dr. Reinemann also noted that technology standards just came out in April, so we'll need to look at those again. Ms. Spriggs noted that she just received some information from the Board of Education about the Science curriculum that she needs to review.
 - Mr. Springett requested an update on the High Achievers Grant.
- ⇒ Ms. Spriggs to share the grant information when she receives it.

d) Chickering Goals Language Revisions—Mr. Springett

- Handout distributed reflecting current and proposed changes to Academic Excellence and Community/Parent Satisfaction Goals. Committee reviewed the proposed language.
- ⇒ Mr. Springett will incorporate the changes into the goals document and submit to publish on the web.

d) Superintendent's Report – Ms. Spriggs

- Ms. Spriggs introduced Dr. Jackson, Interim Assistant Superintendent
- Ms. Spriggs is asking each school committee to see if they can start meetings earlier and have a ceiling on the length of the meeting of no more than 3 hours. Mr. Springett noted that DSC has been trying to keep its meetings to two hours, but with executive session it can be up to 3 hours.
- Thank you to Mr. Stewart for representing DSC at the Faculty meeting and presenting longevity awards.
- Ms. Spriggs has sent Mr. Springett information regarding a MASC meeting for all three school committees to review roles/responsibilities/policies. There appear to be scheduling conflicts, recommendation to hold meeting 10/1 8:15-10:15am. Will need to confirm space to hold meeting.
- Visiting classrooms—key things being looked at are time utilized for instruction. Next step is to look at maximizing time on transitions/preparation (teaching time vs. time to take out books). During freeform discussions Ms. Spriggs asked the students questions, including: What are you learning? What are you doing? Why is it important? Ms. Hackney noted that a study has been done at Chickering to review the time it takes for learning, book time, time to get to café, etc. and the impact on instructional time. Ms. Spriggs wants to build on that review to see what happens within each block of time.
- Tough Choices/Tough Times article distributed.
- Transition — thank you to Dr. Davis and Dr. Couture for their time during the transition and their exit reports. They care passionately about the school district and the children in it.
- Human resources practices and procedures to be established.
- With Mr. Corning's resignation updates to the website will be on hold. The Aspen system will be used for attendance (not grading). Mr. Springett noted that we need to make sure we're not creating bottlenecks when someone leaves, we need to look at ways to move things forward. The interview process includes interviews with employees from department, staff with expertise and front line staff working with the systems. The top three choices will be referred to Ms. Spriggs. Ms. Spriggs welcomes the input from the school committees. Need to assess where we were, where we are going and how this fits for all three school committees. Mr. Stuart to be on point and Mr. Springett alternate for DSC.

5. Special Items

- The committee reviewed the Committee Assignments document to revise and update committee assignments as follows: TEC Board of Directors: J. DaSilva to replace J. Stuart; Technology: add J. Stuart, Alternate; DSEF Access Committee: S. Hackney to replace K. Gill-Body; Policy Committee: add D. Correll, Alternate.

6. Future Business

a) October School Committee Agenda Items – Mr. Springett

- MCAS results/presentation/analysis—presently awaiting our scores. 9/22 is the date we expect scores back but we have experienced delays in the past.
- FY'10 Capital Budget Request – Ms. Spriggs
 - FY10-FY12 document distributed to DSC. Mr. Downing noted that 20% has been the replacement policy; we may need to look to see if that needs to be increased. Ms. Spriggs noted that a technology plan that is submitted to the state also exists. Mr. Downing noted that the Technology Committee ensures that we have a smooth process with funding/purchasing to implement the technology plan. Ms. Spriggs wants to ensure that we continue to keep the buildings looking new. Mr. Springett noted that we need to ensure we get the value for what we invest in technology.
- METCO program overview -- Mr. Downing

- Presentation to include how we welcome students in this program and the status of initiatives.

7. New Business -- None

8. Routine Business

a) Enrollments as of September 1, 2008

- Report included in packet—Ms. DaSilva noted that the METCO enrollments are reflected separately on the region report, would like it broken out on future Chickering reports as well. Mr. Downing believes # to be around 15-16. Ms. Spriggs noted the need to maximize the METCO grant for those children and their families; we have returned unused funds to the state the last two years. Mr. Downing to prepare a status report next month for METCO program and noted that we have hired a person 4 days a week who comes to school on the bus with the kids and then works in the school within those students classrooms.

9. Adjournment-- Mr. Springett requested a motion to conclude the meeting. Ms. Hackney motioned, Mr. Correll seconded. Meeting Adjourned at 8:51p.m.

Respectfully Submitted,
Deb Savastano