

DOVER SCHOOL COMMITTEE
MEETING MINUTES
November 17, 2009

Members Present: Bob Springett, Chairperson
Darin Correll
Jennifer DaSilva
Carolyn Ringel
James Stuart

Also Present: Valerie Spriggs, Superintendent
Dr. Deb Reinemann, Curriculum Coordinator
Kirk Downing, Principal
Christine Tague, School Business Manager
Cheryl Chase, Librarian
Betsy Ryan, PTO
Steve Bliss, Assistant Superintendent
Dr. Denise O’Connell, Special Education
Administrator

1. Call to order – Mr. Springett

Mr. Springett called the meeting to order at 7:10 pm in the Chickering School Library.

2. Approval of Minutes

a) Dover School Committee minutes:

- Mr. Springett requested a motion to accept the July 22nd interim minutes.
Ms. DaSilva moved, Mr. Correll seconded. **09-33- Vote: Unanimous**
- Mr. Springett requested a motion to accept the October 20th minutes.
Mr. Correll moved, Mr. Stuart seconded. **09-34- Vote: Unanimous**
- Mr. Springett requested a motion to accept the November 4th minutes.
Mr. Correll moved, Ms Ringel seconded. **09-35- Vote: Unanimous**
- Mr. Springett requested a motion to accept the October 6th minutes.
Ms. Ringel moved, Mr. Stuart seconded. **09-36 Vote: Unanimous**
- Mr. Springett requested a motion to accept the amended September 15th minutes.
Mr. Correll moved, Mr. Stuart seconded. **09-37 Vote: Unanimous**

3. Community Comments

- Judy Schulz and Madge Casper from the Dover Library House Tour came to speak to the committee about being denied access to the e-mail blast and backpack mailings to promote the upcoming House Tour. Ms. Schultz spoke of how they have always been able to send out their information in the past and that this is a community event that directly impacts Chickering. Ms. Casper spoke of how one of the programs the funding supports is Saturday children’s programs. Mr. Springett apologized for the confusing guidelines and miscommunications that have occurred, he has read the policy manual and found the guidelines to be unclear. Ms. Spriggs spoke of this being in no way reflective of a lack of support of the library, the Superintendent is highly supportive of the public library in every way shape and form. Ms. Ringel asked Ms. Schultz to speak of the amount of requests from Chickering to the town library, Ms. Schulz spoke of when research projects are underway that students obtain their books from the town library in a section set aside for Chickering. DSC to review the existing materials and determine if a specific policy needs to be put in place to address these types of fundraisers.

4. Reports

a) PTO Report – Ms. Ryan

- Innisbrook Fall Fund raiser completed. Approximately \$5,700 raised, as compared to \$10,000 last year.
- Book fair to be held December 1st-3rd, the book vendor we initially booked has filed bankruptcy, Ms. Ryan has secured Book Ends from Winchester as the new vendor and they will accommodate our originally scheduled dates. The book fair will be in honor of Mrs. Worthy, and we will be selling note cards in support of the Worthy Children’s Education Fund.
- The PTO continues to promote the Easy Money campaign which is available through many programs including Shaws, BJ’s and BoxTops for Education.
- The monthly luncheon was held for teachers on November 4th.

- Dads, Donuts and Dole being held November 20th.
- The PTO is also looking for definitive guidelines for the PTO blasts so they can include appropriate information in their communications.

b) Business Manager's Report – Ms. Tague

- FY '10 Budget update—The October monthly report was distributed. 9C cuts resulted in a 44% or \$131,314 reduction from Regional School Transportation and a 5% or \$13,010 reduction to Circuit Breaker funding. Ms. Tague continues to work on incorporating the FY10 salary increases for custodial, secretarial and administrative accounts, there is \$59,202 that needs to be allocated for these salaries to the correct individual accounts, she expects this to be completed for the next meeting. Ms. Tague reported that the overall bottom line numbers are accurate. Mr. Springett would like the report to reflect budget, spent, expect to spend and variance so that we can see a year end projection. Mr. Springett also spoke of including items such as teacher salaries in the Encumbrance. Ms. Spriggs spoke of this reporting being different than the DOR. Ms. Tague has to manually create the encumbrance because the payroll system does not interact with the financial system. Mr. Stuart asked what we could do to make it easier and more efficient to produce this information; Ms. Spriggs spoke of having conversations with the Town Administrator to discuss what is currently in place.
- Temperature Control analysis—Ms. Tague reported there are data issues when we have surges and power outages. Ms. Tague asked if this report needs to be continued, Mr. Springett spoke of the need for the report so that we have data collected in case there is a proposal made in the future to add air conditioning to the system. Mr. Stuart requested humidity readings as well. Mr. Downing spoke of the Enthalpy reading containing the combination of both temperature and humidity.
- SPED update—Ms. Tague reported that the positive variance increased slightly due to some students that are not participating in the extended day program. There is a potential \$40,000 expense that would reduce the variance. Mr. Springett asked for the Special Ed financial report, Ms. Tague referenced the line items on the current monthly financial report, she will provide the more detailed SPED financial report at the next meeting.
- Facilities and Grounds—The average cost per Kwh hour for the same period last year was .1320 this year is .0775, we could have a significant positive budget variance if this continues. Our Kwh hours are up 6,840 this year, though we have saved \$9,876 due to the decreased rate. Ms. Tague recommends entering into a fixed contract for the FY11 budget.
- FY '11 Budget—Ms. Tague will send to DSC by the end of the week of 11/30.
- Capital Budget—Revised capital request distributed at the meeting. Initial request \$117,500 for Technology and \$117,500 for facilities. Ms. Tague has reviewed what is necessary, her recommendation are:
 - § Technology:
 - Support technology replacement plan of 62 laptops or desktops of \$42,500.
 - Defer the clock system and phones system requests as there are some discrepancies and further research is being done to see if there are more cost effective solutions. Ms. Tague expects the phone system should only cost around \$20,000-\$22,000K, after further review it is believed the system will continue to work for us for the next year. The master clock system has 3 clocks that are not running properly, the replacement parts have been discontinued, while we defer we will look at other alternatives such as a wireless system but will use freestanding clocks for the interim.
 - Mr. Stuart spoke of the compressed budget cycle and the need to have the time to evaluate the current request.
 - § For the Facilities portion Ms. Tague recommends supporting the revised request of \$52,500 for the following:
 - Carpet Replacement in Main Office and Library, \$20,000
 - Boiler drain/flush/recharge, \$10,000
 - Frost Heave repairs \$10,000
 - HV2 heat wheel \$5,000—this has been completed in the A wing, now needs to be done in the K wing. This will cut down on maintenance costs and contaminants coming into the building.
 - Mature Tree Plating \$7,500-- Mr. Stuart asked if the town would be able to provide the installation to reduce the costs. Ms. Tague to check.
 - The Window replacement has been removed from the request at this time, the company and parts no longer exist, needs to be on the radar for replacement.
 - Mr. Stuart spoke of having a list of what's coming up to be fixed for the next 5 years for the facility side as we do on the technology side. Mr. Springett spoke of this request being made at the October and November interim meetings. Ms. Tague asked if the expertise exists in house to develop a 5 year capital plan, or do we need to hire/put in budget?

§ Mr. Springett requested a motion to approve the capital budget request for technology of \$42,500 and facilities of \$52,500 for the items enumerated in the capital budget request memo spreadsheets totaling \$94,200, Mr. Correll moved, Ms. Ringel seconded. If we approve tonight, when do we get estimates so we can get better numbers for the capital budget? Ms. Tague spoke of the formal bid process for items over \$10,000, she recommends we use the estimates we have until we get town meeting approval. Mr. Springett asked how we can see how much has been spent, in the past we have not seen any follow-up reporting. Mr. Springett requested a vote to approve FY11 Capital Budget estimate \$94,200. **Vote: 09-39 Unanimous**

- Activity Account—Mr. Downing reported that there is an account already established as a savings account, which will be closed. We need to have a new account set up to have it flow through the town and have the appropriate signatures. Status report to take place at next DSC or interim meeting.
- d) Principals Report – Mr. Downing**
- Thank you to the PTO for the staff luncheons they have provided. Thanks also for the other things they have provided such as the coffee mugs.
 - Thank you to Dr. Reinemann for her work on the Curriculum Coffees, we have seen an increase in attendance.
 - An interim Literacy Specialist has been hired for the remainder of the year.
 - On November 1st the student support teams met, they have identified students at risk and are developing the plan to provide differentiated instruction. Mr. Springett asked how we report on progress, Mr. Downing reported it will be available on a student by student basis. Mr. Springett is interested in seeing what the data looks like as a whole and what we need to do to get to this type of reporting. Ms. Spriggs spoke of developing reporting that will work for both the DSC and staff and will have further discussion with Mr. Downing.
 - SAC met on 11/5, the group discussed roles and responsibilities. The foreign language subgroup will be reporting its summary of findings in March.
 - Review of MCAS Science – Dr. Reinemann
 - § Finding that we're closer but not where we want to be with our scores.
 - § Science curriculum renewal taking place this year. Currently we use home grown units, we need to assess if there is anything else out there that we should look at. K, 1st, 2nd grade instruction happens in classroom, in 3rd/4th grade we have teachers teach the unit they are experts in. In 5th grade they have self contained units within blocks/timeframes.
 - § Mr. Springett asked about when looking at the Science curriculum what do we need to do and what resources we need. Dr. Reinemann responded that it would be like other curriculum renewal processes, she will be researching further with teacher and parent groups. Dr. Reinemann to provide an update at the next meeting.
 - § Dr. Reinemann spoke of using data points (other schools, MCAS, etc.) to assess our curriculum, she hopes to have a recommendation this year. Ms. Spriggs spoke about looking at the National Science Standards.
 - § Mr. Stuart spoke of the 34% of students in the needs improvement category and if this appropriate. Mr. Springett spoke of the open response scores. Ms. Spriggs stated that we have progressed considerably, but are not where we need to be.
 - § LA, reading, writing, foreign languages, science, student achievement—Ms. Spriggs is concerned with the school being on overload.
 - § Dr. Reinemann noted that Professional Development in Grades 2-5 starts tomorrow to begin common writing assessments. Mr. Downing will be working with Grades K and 1.
- e) Superintendent's Report – Ms. Spriggs**
- Strategic Planning Update—Meeting with Mr. McGowan tomorrow to continue vision work and fine tune a number of responsibilities. The next phase will be objectives.
 - Apple Inc. Report—Ms. Spriggs reported that the site visits were well chosen, both were very high performing high schools. All the questions and directions that DSC has asked about, they were able to see. Mr. Bliss spoke of the example of a student taking a physics course, he went to the circus down the street to work on his project, using MacBooks they were able to attach a device to their chests and feed data on the momentum and force, he spoke of it being a tool vs. it's how these kids work day to day. Mr. Bliss also spoke of how the top colleges and universities are podcasting their lectures and they are immediately loaded to iTunes U. Ms. Spriggs spoke of the interest by all of our principals in this technology and also the mobility of the products and the enhancements for special need students, whether

it is font size, volume, etc. Mr. Springett spoke about the teachers being able to use the products and articulate it to others.

- Bus Seatbelts—update included in handout. Mr. Stuart asked about the formation of a subcommittee. DSC will provide a representative to work with Ms. Spriggs and the subcommittee.
- Sped Update—update included in handout, this information was also sent to the town (Mr. Stapleton) for budget information. Mr. Stuart spoke of looking at age-out data in reporting. The committee reviewed the number of students by district and service.
- Growth Plan—presentation distributed to the committee, “Measuring Growth, District, School and Student Performance on MCAS”. Ms. Spriggs asked the committee to review and provide feedback at the next meeting.
- H1N1 Vaccination—committee spoke about the communication from the Board of Health.
- Technology Advisory Committee—Ms. Conkey had reported at the 10/24 meeting that no redundancy was currently in place, a contingency plan is of concern to Mr. Springett. They are looking at an online ticketing system so we can understand user support vs. technical issues.

5. Special Items

Mr. Springett spoke about a list of open items that he wanted to bring to the committee’s attention:

- Accelerated Learning and Foreign Language programs
- Assess Revenue Opportunities
- Look at Administrative processes to see if technology can make them more effective.
- Technology assessment of automated/network copiers vs. printers. Copyrighted materials are expected to be an issue.
- Develop a list of things Chickering has done to economize to take to the town.
- Web software procurement bids
- MCAS progress – answers to the nine questions submitted in October. Also looking for the 6th grade MCAS performance at the middle school .
- Bus unloading process in the mornings

These items will be tracked on the open action items list.

6. Future Business

- a) December Interim Meeting -- SPED Preschool Program

7. New Business – none

8. Routine Business

- a) Enrollments as of November 1, 2009—reports distributed.

9. Adjournment-- Mr. Springett requested a motion to adjourn. Meeting Adjourned at 10:02 p.m.

Respectfully Submitted,
Deb Savastano