DOVER SCHOOL COMMITTEE
MEETING MINUTES
May 19, 2009

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

Also Present:
              Valerie Spriggs, Superintendent
              Kirk Downing, Principal
              Dr. Deb Reinemann, Curriculum Coordinator
              Betsy Ryan, PTO
              Ginny Keniry, Assistant Principal
              Richard Mathieu, School Business Manager
              Trisha Nugent, Technology
              Carol Chase, Librarian
              Dave Stapleton, Warrant

1. Call to order – Reorganization – Ms. Spriggs
   • Ms. Spriggs called the meeting to order at 7:07 pm in the Chickering School Library and welcomed Carolyn
     Ringel to the committee.
   • Nominations for Chair -- Ms. DaSilva nominated Mr. Springett, Mr. Stuart seconded.  
     \textbf{09-15 Vote: Unanimous} 
   • Nominations for Secretary -- Mr. Stuart nominated Mr. Correll, Ms. DaSilva seconded.  
     \textbf{09-16 Vote: Unanimous} 
   • Subcommittee changes:

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2. Approval of Minutes
   a) Dover School Committee minutes of April 14, 2009.

      Mr. Springett requested a motion to accept the April 14th minutes with the following correction:
      Page 4, Superintendent’s report, Policy Sub-Committee Update:  
      \textit{Should be complete before the close of school.} 
      Ms. DaSilva moved, Mr. Correll seconded.  
      \textbf{09-17 Vote: Unanimous} 

   b) The minutes were noted of the Dover-Sherborn Regional School Committee for April 7, 2009.

   c) The minutes were noted of the Sherborn School Committee for April 15, 2009.

3. Community Comments -- None

4. Reports
   a) PTO Report – Ms. Darragh
      • May PTO newsletter distributed
b) Principals Report – Mr. Downing

- SAC: working on the school improvement plan, a draft will be provided to DSC by 6/3. Presentation/review and approval by DSC to take place at the June 16th meeting.
- Rti: We need the systems and processes to identify students needing interventions, especially in grades K and 1 (but for all students). We are implementing a Student Support Team referral process for K-5 which includes a menu of targeted interventions and a plan for the student.
- Student Support Team Process -- Ms. Keniry spoke about the meetings she and Dr. Reinemann have held with the RfI Committee that include: Melissa Baker, Jane Gentilli, Linda Young, Michelle Wood, Ken Wadness, Angela Lowenstein, Cheryl Chase, Laura Driscoll and Lauren Herbert. Next year will be a pilot year to help the faculty begin using the process. Trying to formalize the process with good documentation. These documents will be kept in a binder for each grade level facilitator and in student folders. Ms. Ringel asked about the time it takes for each step. Ms. Keniry spoke about the teacher providing the classroom intervention for 4-6 weeks, during the process the teacher documents the interventions and frequency. The next step would be to go to the student support team to discuss and build an intervention plan to include ongoing progress monitoring for 6-8 weeks. During the process the student is evaluated, progress is monitored and adaptations are made. Ms. Spriggs congratulated the team for their work on developing this process. Mr. Springett raised the concern about each month passing in this process representing 10% of the year and the issue of pacing and time; he would like to look at more frequent interventions. Need to have a data driven way to understand how quickly the process should take place. Ms. Spriggs spoke of the effort/intervention needing to be on an individual basis.
- Mr. Downing spoke about the “Reading Academy” to be piloted next year for K-1. It will be a ½ hour of time 2 days a week for K, 3 days a week for 1st grade for reading interventions with specialists and staff working as a team to give targeted instruction at the specific learning level. This will be separate from Rti. Time for this program comes from the change of having fewer half days. Mr. Downing thanked Ms. Keniry and Dr. Reinemann for their work on this program.
- Staff Updates: staffing changes for the 2009-2010 school year are listed in Mr. Downing’s report.
- Curriculum Information Sessions – Dr. Reinemann spoke of the Curriculum Coffee that was held on May 15th, it was not as well attended as we would have liked. Attendees were surveyed to gather information about timing and content for future sessions. Michelle Worthy did a great job demonstrating the Readers’ Workshop, Writers’ Workshop and Word Study.
- Dr. Reinemann stated that they are running through final DIBELS assessments. Also, the DRA will be given in May and June. We are using the same end of year assessments as Pine Hills.
- Everyday Math results can’t be compared to previous years because data has to be archived each year.
- Blue Ribbon Schools of Excellence--Dr. Reinemann and Mr. Downing visited the Town of Reading to attend a Blue Ribbon School of National Excellence Conference. Dr. Reinemann recommends we take time at an interim meeting to discuss pursuing this program.
- Time on Learning -- Mr. Springett spoke of the time added to enable kids and teachers have enough time to cover the curriculum. The second piece is to look at programs such as Foreign Language and Accelerated learners. If we need to add more time, we need to evaluate if we need to change the work day prior to teacher negotiations. Ms. Spriggs supports researching foreign language and to see if we have the time for it. Ms. Spriggs will pull together a report to bring to DSC the possibilities and what would be involved in implementing a program. Ms. Spriggs spoke about the Accelerated Learner programs for which she plans to bring a proposal to the joint meeting. She spoke of some teachers who are already offering Accelerated Learners additional materials in the classroom.
• Mr. Downing noted that over 80% of 3rd grade band students have signed up for 4th grade, there will be over 150 students participating in instrumental music next year.

c) Business Manager's Report – Mr. Mathieu

• FY’09 Budget Update— End of year projections for regular and special education are expected to close with positive balances. We’ve received a final fuel fill up. Working on pre-purchasing items that were agreed to because of next years budget reductions.

• SPED report— in packets. Circuit Breaker expected to stay at 72% level. Next year we expect Circuit Breaker funding to be at 50-60%.

• Utility Report—Looking to have a school wide effort to get kwh usage down. Mr. Springett suggested NSTAR conduct an energy audit. We locked in our fuel for FY10 at $1.9489/gallon for up to 24,000 gallons.

• Temperature Reports – distributed. Only 2 days spiked up in April.

• FY10 Budget—Because of the reduction of Chapter 70 funds, we will be given federal grant funding which we will have to submit our 4th quarter local aid, expenses vs. incurred. FY10 budget was approved at Town Meeting.

d) Superintendent’s Report – Ms. Spriggs

• Thank you to Susan Hackney for her contributions to Dover School Committee.

• Strategic Planning Update: Strategic planning meetings to be held 9/24, 9/25 and 9/26. Ms. Spriggs will e-mail the dates to the committee. Mr. Stuart spoke of the meeting held today, they are making progress setting the list of invitees, meeting again next month to finalize the list.

• Policy Update: Mr. Correll noted that Section A has been reviewed; Section B has been partially reviewed. There are 14 sections to review. Updates and redline copy of Sections A & B will be available before the joint meeting.

• Mr. Springett asked Dr. Reinemann about the science curriculum presented at the state of the school—is it on the curriculum renewal list for next year? Yes.

• TEC Agreement: Ms. Spriggs provided copies of the TEC Agreement for DSC review. The agreement requires the signatures of each school committee member. Ms. Spriggs will be bringing this to the Joint Committee.

• Technology Advisory Committee: The committee has not met yet. Ms. Spriggs’ main concern is what resources we have available to us and where our students are so we can put together a direction for the district. Mr. Springett noted that a goal of the committee was to have a technology advisory board and the need for more information about what other schools are doing. Need to discuss how technology gets researched, put out to bid, tested and implemented. Mr. Stuart spoke about the need to have a multi-year plan since we haven’t looked at a plan since 1997.

5. Special Items

• None

6. Future Business

a) June School Committee Agenda Items

• Regular reporting

• Reports on interactive white boards and Galileo assessment

• Gift acceptance

• School improvement plan

7. New Business -- None

8. Routine Business

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

9. Adjournment-- Mr. Springett polled the committee to adjourn to Executive Session, not to return to open session. Meeting Adjourned at 9:14 p.m.

Respectfully Submitted,
Deb Savastano