

**DOVER SCHOOL COMMITTEE  
MEETING MINUTES  
June 19, 2007**

TOWN OF DOVER  
RECEIVED

**Members Present:** Kathy Gill-Body, Darin Correll, Susan Hackney, James Stuart, Bob Springett

**Also Present:** Theresa Alessandro, Minutes Recorder, Mrs. Patricia Hamblett, Curriculum Coordinator, Trisha Nugent, Technology Manager, Mr. Robert Ferrari, Principal, Dawn Fattore, PTO President, Mrs. Dana White, PTO Vice President, Mrs. Chase, Librarian, Nancy Weinstein, Warrant Committee, Nancy Simms, Warrant Committee, Andrea Hallion, Interim Assistant Superintendent, Dr. Deb Reinemann, Science Consultant, Dr. Perry Davis, Superintendent

APPLIED TO DOUGLASS  
TOWN CLERK

**1. Call to Order - Reorganization** – @ 7:00 pm in the Chickering School Library Mrs. Gill-Body turned the meeting over to Dr. Davis for the reorganization.

Mrs. Gill-Body moved and Mr. Correll seconded to nominate Mr. Bob Springett as Chairman of the DSC.

07-24 Unanimous The motion passed.

Mr. Springett moved and Mr. Stuart seconded to nominate Mr. Darin Correll as Secretary of the DSC.

07-25 Unanimous The motion passed.

**2. Approval of Minutes**

a) **Dover School Committee May 15, 2007** - Mr. Springett moved and Mrs. Gill-Body seconded to approve the above minutes *with the following corrections: Page 1, Under Business Manager's Report under Electric and Oil Analysis change date to read: 5/12/07. Under Time on Learning last paragraph remove extra word( example) from sentence.*

07-26 The motion passed. Kathy Gill-Body - yes, Darin Correll - abstain, Susan Hackney - yes, James Stuart - yes, Bob Springett - yes

Mr. Springett moved and Mr. Stuart seconded to approve the Dover School Committee Meeting Minutes of **May 23, 2007.** 07-27 The motion passed Kathy Gill-Body - yes, Darin Correll - abstain, Susan Hackney - yes, James Stuart - yes, Bob Springett - yes

Mr. Springett moved and Mrs. Gill-Body seconded to approve the Dover School Committee Meeting Minutes of **June 13, 2007 with corrections to be made by Mrs. Gill-Body.** 07-28 The motion passed. Kathy Gill-Body - yes, Darin Correll - abstain, Susan Hackney - yes, James Stuart - yes, Bob Springett - yes

b) The meeting minutes were noted of the Dover-Sherborn Regional School Committee of **May 10, 2007.**

c) The meeting minutes were noted of the Sherborn School Committee of **May 1, 2007.**

**3. Community Comments** – Mrs. Gill-Body circulated a thank you note to the DSC from Dr. Hamblett. Mr. Springett extended his thanks to Mrs. Gill-Body for all of her hard work and efforts while serving as Chair on the DSC. Mr. Springett extended his thanks and presented Mr. Ferrari with small token of appreciation for his year as interim principal.

**4. Reports**

a) **PTO Report** – Dawn Fattore, President PTO distributed the June 2007 newsletter of the school year informing that this is the final newsletter. Mrs. Fattore thanked all the wonderful parents who served on the PTO Executive Board this year. PTO events included: Fundraising, Community Outreach, Volunteer Appreciation, Staff Appreciation Luncheon, Farewells, Congratulations to 5<sup>th</sup> Graders, PTO Online Survey, Looking Ahead to 2007-2008, Go Green!, Dover PTO Web Task Force, The PTO Needs You! Mrs. Fattore also distributed a Preview of the 2007-2008 Major Initiations Go Green! Which will include: Fundraising, Communications, Curriculum Enrichment, Community Outreach, and Special Projects.

**Outdoor Learning Center** - Dr. Reinemann reported that the timeline is on schedule and that the two trees that have been planted for Mrs. Bumpus and Mrs. Parent in recognition of their retirement will be a part of the outdoor learning center.

b) **Chickering Energy Task Force** – A presentation was given by Paul Wood from the Chickering Energy Committee with the following goals of the committee:

- Test the hypothesis that the building overheats in warmer weather (Subjectively observed by teachers and students, especially in West and South Facing Rooms – 2<sup>nd</sup>/4<sup>th</sup> grade rooms).
- Investigate building design
- Collect Objective data
- If an overheating problem is determined: Recommend cost-effective, efficient cooling solutions.

- Determine whether window films are a helpful solution (Teaches and Students dislike the aesthetics of current films).

Dr. Davis informed the DSC that he and Mr. Mathieu met with Mr. Kelley and, according to Mr. Kelley, the system is working to specifications. At the recommendation of Dr. Davis, Mrs. Hackney moved and Mr. Springett seconded to authorize the superintendent to seek a proposal from McQuade to spend up to 5K to address the heat issue problem at Chickering School.

07-29 Unanimous The motion passed.

**c) Assistant Superintendent's Report** – Ms. Hallion gave an overview of her 2006-2007 Professional Development and other Accomplishments that included: Federal Mandates, State Mandates, Local Guidelines and Policies along with her 2007-2008 plan which includes continuing the work begun this year and to implement the Goals of the PD Committee. She will also plan to mentor the new Chickering School Principal. The DSC requested that communication between Grade 5 and Grade 6 teachers with ideas and solutions generating from teachers become established.

**d) Business Manager's Report**

**FY 07 Budget Update** – Mr. Mathieu distributed the FY07 Summary Report by Function Code as of June 15, 2007. Mr. Mathieu reported on 7 function codes that show as overspent on the Budget Update: 1100 School Committee, 2110 Curriculum Directors, 2310 Teachers & Specialists, 2325 Substitutes and 9300 – Out of Town Tuitions, 2325 Substitutes, 2430 General Supplies.

Mrs. Hackney moved and Mrs. Gill-Body seconded to vote to transfer the following as recommended by Mr. Mathieu:

Transfer \$117,150 from 2210 (School Leadership) to 1110 (School Committee).

Transfer \$1,000 from 2210 (School Leadership) to 2110 (Curriculum Directors – Supervisory).

Transfer \$29,000 from 2305 (Teachers, Classroom) to 2325 Substitutes.

Transfer \$2,000 from 2210 (School Leadership-Building) to 2430 (General Supplies.)

Transfer \$500 from 2210 (School Leadership – Building) to 3200 (Medical Health Services).

07-30 Unanimous The motion passed.

Mr. Mathieu reported that the Town has \$478,284 in Circuit Breaker funds that will offset deficits currently projected for SPED accounts. The numbers presented are prior to any reclassification of expenses against Circuit Breaker.

An Electric and Oil Analysis as of 6/19/07 was included along with Chickering – Electricity Data, KWH Usage Comparison FY 05/06/07.

**End of Year Spending** – Dr. Davis recommended the purchase of general school supplies in the amount of \$5,000 to \$10,000 from the FY 07 School budget. This will help the FY 08 budget for general supplies associated with the new balanced literacy program.

**Opening of the FY 08 Accounts** – Mr. Springett moved and Mrs. Hackney seconded to authorize the opening of the FY 08 budget accounts. 07-31 Unanimous The motion passed.

**School Security** – Mr. Mathieu informed that he obtained one quote to date in the range of \$4,500 to \$7,000 for the school keypad security system. Another quote is due at the end of the month. Discussions occurred regarding the efficiency of the present system which consists of the office secretary buzzing in people from her desk. The key element to this present system is the fact that she makes eye contact with each and every person that needs to be buzzed in. After further discussions, the present system will be kept in place with an additional button to be added to the administrative office and phone headsets purchased for each secretary which allows them to free up their hands.

**Dover Warrant Schedule** – The Signing of Warrants Schedule and Revised Payroll Schedule for FY 2008 was distributed. The schedule passed out at the meeting will be revised to an every other week schedule and redistributed to the DSC. Also, DSC members agreed to be emailed when warrants were ready for signatures.

**d) Principal Report** – Mr. Ferrari reported on the following:

**Time on Learning** – The Leadership Team has submitted a three phase Action Plan aimed at improving learning for all students so that they are achieving at high levels of performance as measured by multiple forms of assessment including MCAS tests. This plan should be viewed as the vehicle which identifies the steps to be taken over the next few years to implement a Standards-Based Instruction Model in grades K-5. It has two major objectives: (1) to increase the amount of time students are actively engaged in learning and (2) to increase the capacity of faculty and

staff to implement best instructional practices. Each of these objectives are detailed as a series of action steps to be taken and include a description of the specific indicators that will be used to measure the success of each action step as well as a timeline governing the implementation of each indicator. Mr. Ferrari informed that these core curriculum time allocations will be implemented in September of this year. Phase I actually began this year with the initial focus and conversation on Time on Learning with Dr. Stephen Gould, the consultant from the Massachusetts Elementary School Principals Association (MESPA), Phase II will occur over the next academic year, and Phase III will occur over the next two school years and will be further refined by the new principal, Mr. Downing, and the other members of the Leadership Team. On behalf of the Leadership Team, Mr. Ferrari acknowledged and thanked the excellent work of Ms. Keniry as the lead person in the development of this Action Plan.

**Chickering School Improvement Plan** - The Chickering School Improvement Plan was developed and unanimously approved by the School Advisory Council at its meeting on May 21, 2007. It consists of the following goals: 1. Monitor and evaluate the implementation of the revised Fall Contact Procedure, 2. The newly elected SAC will address items and issues identified by Mr. Downing which result from implementation of his entry plan. 3. To improve communication with and dissemination of pertinent information to parents/families. 4. Develop and implement a grade level team website that will be accessible to all families and students by September, 2008, and 5. Establish a building-based Budget Committee to identify budget priorities and make recommendations to the Principal. Mr. Ferrari thanked the members of SAC for their participation and support for the last two years. The members included: Angela Lowenstein, Cynthia Shapiro, Kristen Dennison, Heidi Handler, Pamela Kelly, Susan Hackney, and James Stuart. Mr. Springett moved and Mrs. Gill-Body seconded to accept the School Improvement Plan 2007-2008. Mr. Ferrari will revise rationale as discussed in conversations. *07-32 Unanimous The motion passed.*

**Personnel Update** – Mr. Ferrari reported that he and Ms. Keniry have conducted hiring processes and have submitted recommendations to the Superintendent with regard to the following teaching vacancies which have occurred as a result of retirements, resignations, and leaves of absence: Kindergarten, Grade 1, Grade 3, Grade 5. He also informed that there are two additional teacher positions which have recently become available and for which hiring processes have been initiated: Grade 4 – Ms. Macht’s resignation, and Literacy Specialist, Mrs. Michelle Worthy, has requested and been granted a year extension of child rearing leave.

**Kindergarten Enrollment – Update** - Currently there are 85 students registered and confirmed for admittance into Kindergarten. An analysis of the composition of the class indicates that there are twelve children who will receive related special education services such as speech and language, OT or adaptive physical education. These children will be evenly assigned to each of the four kindergarten sessions. The current number of teachers and full time general classroom aides will be able to meet the needs of these children as well. Mr. Ferrari made a recommendation that the decision to add a fifth kindergarten class be extended to the end of July to determine if additional kindergartners move into Dover.

e) **ELA Update** - Mr. Ferrari gave an update on ELA informing that The Chickering School has been awarded a DSEF Grant in the amount of \$39,400 in support of the Balanced Literacy Initiative and the professional development relationship with Tufts University. The Summer Literacy Institute will be held on June 20, 21, and 22 from 8:30 am – 12:30 pm. It will be supplemented with a full day training on August. The Institute will be conducted by Martha Winokur and Marcia Uretsky from the Elliott-Pearson School of Child Development which is part of Tufts University.

- **DRA Data** - Mr. Ferrari and Ms. Keniry presented the Developmental Reading Assessment Data Report. June, 2007. The DRA is administered in the early fall of the school year and again at the conclusion of the school year. It provides data regarding individual student progress in reading at each grade level.

f) **Everyday Math Update** – Dr. Hamblett provided the Everyday Math Data as of June 19, 2007 for Grades 1-5 for the DSC’s review and information.

- **Draft Power Standards** – Dr. Hamblett explained to the DSC the Draft Power Standards that include MA Stan Code, Power Standards, Benchmark Standards, Other Standards, Notes for Grades K-5.

g) **Data Management** – The Data Management Team provided a written summary to the DSC updating the progress of the Chickering Data Management Team. It included: Review of Project, Recent Progress, Upcoming Tasks, 2007-2008 Tasks, Longer Term Recommendations. While the effort continues much progress has been made in this last year. The Data Management Team has a better sense of the challenges and the opportunities to enhance student performance. They also now have the tools and information to assist in that regard.

## **h) Superintendent's Report**

- **Curriculum Coordinator Search Process** - Dr. Davis informed that the candidate he interviewed for a second time did not have the necessary experience for the position. Dr. Davis informed that there is an internal staff person who is interested and he has asked that person to let him know her intentions by tomorrow.

- **Gov. Patrick's Education Proposal** Dr. Davis distributed information to the DSC on the Readiness Project: Education as Our Competitive Edge – Commencement Address by Governor Deval Patrick UMass Boston – June 1, 2007 along with The Readiness Project From Cradle to Career – Education as Our Competitive Edge from Governor Deval Patrick, June 1, 2007. It included: The Starting Point, The Challenge, Without Action, Meeting the Challenge, The Governor's Plan, The Vision, Key Components to Implement Vision, Universal Public Education pre-k through two years of community college or education in the professional trades – Free Community College, Extended Day and Year, Universal Pre-K, Full Day Kindergarten, Improved Teacher Certification, Licensure and Professional Development, Stronger, Systemic Accountability, Strengthen High School Curriculum, Investment in Higher Education and The Readiness Project.

## **5. Special Items**

### **a) Subcommittee Appointments – Chairperson – The following is DSC's Committee Assignments:**

Chairperson – R. Springett

Secretary - D. Correll

Personnel Subcommittee – R. Springett, James Stuart

Union Superintendancy Committee – K.Gill-Body, R. Springett, S. Hackney

Superintendent's Evaluation – K. Gill-Body, D. Correll

Warrants – R. Springett, J. Stuart, K.Gill-Body, S. Hackney (Alt)

Payroll- R. Springett, K. Gill-Body

Advisory/Warrant – All

Budgets – All

T.E.C. Board of Directors – J. Stuart, R. Springett (Alt)

Technology – D. Correll

School Council – J. Stuart

CSA PTO PAC Positive – S. Hackney

SPED – All

DSEF Access Committee – R. Springett, K. Gill-Body

Park and Req. – R. Springett

Policy Committee- J. Stuart

### **b) Vacation Plans – School Committee Members – DSC members will submit directly to Bente Sears.**

**c) Accept DSEF Grants** – Mrs. Hackney moved and Mr. Correll seconded to accept the following DSEF Grants: \$39,264 – Balanced Literacy, \$850 – Site Seeing in North America for a total of \$40,114.

**07-33 Unanimous The motion passed.**

**d) Approve Non Union Salaries** – At the recommendation of Dr. Davis, Mrs. Gill-Body moved and Mrs. Hackney seconded to a 2.5% salary increase for the 07-08 school year for Mr. Thomas Murphy, the Chickering School Network Administrator, who is not part of any collective bargaining unit. The FY-08 Dover School Budget has a 2.5% increase for this position. **07-34 Unanimous The motion passed.**

**e) 2007-2010 Dover School Committee Goals** – Mrs. Gill-Body moved and Mr. Springett seconded to accept the 6/13 draft with suggested corrections and to revisit the goals in the fall as necessary.

**07-35 Unanimous The motion passed.**

## **6. Future Business - None**

**a) September Dover School Committee Agenda Items** – Dover Public Schools Chickering School Goals–2007-2010.

## **7. New Business None**

**8. Routine Business** – Enrollments as of June 1, 2007.

**9. Executive Session** – @ 10:25 pm Mr. Springett requested that the DSC move into Executive Session for matters pertaining to contracts and then return to Open Session.

Respectfully Submitted,

Theresa Alessandro

6-19-07 DSC School Committee Meeting Minutes