

**DOVER SCHOOL COMMITTEE  
MEETING MINUTES  
January 16, 2007**

Members Present: Kathy Gill-Body, Susan Hackney, Maria Kadison, Robert Springett  
Member Absent: James Stuart

Also Present: Theresa Alessandro, Minutes Recorder, Dr. Perry Davis, Superintendent,  
Mrs. Patricia Hamblett,  
Curriculum Coordinator, Trisha Nugent, Technology Manager, Mr. Robert Ferrari,  
Principal, Dawn Fattore, PTO President,  
Dana White, PTO Vice President, Mr. Richard Mathieu, Business Manager.

1. Call to Order - Mrs. Gill-Body called the meeting to order @ 7:00 pm in the Chickering School Library.

2. Approval of Minutes

a) Dover School Committee Minutes of December 19, 2006 - Mrs. Gill-Body moved and Mr. Springett seconded to approve the above minutes with the following corrections: Page Three under Teacher Survey Implementation, 3rd question change "informal" to "inform".

07-01 Votes: Unanimous. The motion passed

b) The meeting minutes were noted of the Dover-Sherborn Regional School Committee of December 5 & 6, 2006

c) The meeting minutes were noted of the Sherborn School Committee of December 12, 2006.

3. Community Comments - None

4. Reports

a) PTO Report - Dawn Fattore, President PTO distributed the January, 2007 Dover PTO newsletter to the DSC. Highlights were: Key Dates, Principal Search, Fundraising, Grants, Curriculum Enrichment, Community Outreach, Books From the Heart, Family Fun Night and Interest in Helping Out.

b) Business Manager's Report

FY 07 Budget Update - Mr. Mathieu distributed the FY07 Summary Report by Function Code as of January 12, 2007. Mr. Mathieu reported on 3 function codes that show as overspent on the Budget Update: 1100 School Committee, 2110 Curriculum Directors, and 2310 Teachers & Specialists.

Mr. Mathieu distributed the updated FY 2007 budget Electric & Oil Analysis as of January 11, 2007 along with the Chickering - Electricity Data and the Kwh Usage Comparison FY 05/06/07. Mr. Mathieu will look into lock-in rates for electricity and report back to the DSC at the January Joint School Committee meeting.

c) Special Education Presentation - Ms. Winslow gave a Special Education Presentation that included: General Assumptions, Referral for Services, Eligibility for Services: Three Criteria, Disability Categories, Continuum of Services, Types of Evaluations, Current Program (As of 12/20/06), Student Disability Categories, Support Personnel, Eligible Chickering Students, Current Staffing, Contracted Personnel, Out of District Students, Transportation Services, Current Transportation Costs (As of 12/20/06), Current OOD Tuitions (As of 12/20/06), Transportation 2006-2007, Out of District Tuitions, Other Cost Drivers, Other Variables having Budgetary Impact, How do we evaluate the program's effectiveness? Also included was the Chickering School Special Education Department Staff Roster - 2006-2007, Table 3: Disability Definitions, Special Education Eligibility/Initial and Reevaluation Determination Form, and the Team Determination of Educational Placement Form. A discussion was held on how to educate and keep the community aware of SPED. Dr. Davis made a suggestion and will be looking into the possibility of having the 3 SPED Directors interviewed via the Dover Cable TV Station.

d) Principal Search - Dr. Davis gave the Search Committee Update informing that the committee has named three candidates as semifinalists. The Search Committee is completing site visits to the school of each semifinalist. The site visits will be completed on January 22, 2007. The next step is to have each candidate visit the Chickering School for a day to meet with faculty, staff, administrators, students and parents. The final step in the search process is for each candidate to attend a public interview with members of the Dover School Committee and citizens of Dover. Dr. Davis announced the list of semifinalists: Jeffrey L. Dees - Principal of the Quashnet School in Mashpee, Ma, Kirk Downing - Assistant Principal of the Sunrise Elementary the Cherry Creek School District, Aurora, Colorado, Stephen Fortin - Principal of the Old Post Road School in Walpole, Ma. The date of Thursday, February 1, 2007 was discussed as the public interview date.

e) Principal's Report - Mr. Ferrari reported that the second "Annual Fit and Lit Program" began January 5th with a school-wide assembly. The highlight of the community meeting was a photographic slide show set to music that captured individuals, small groups, and entire classes engaged in physical education activities as well as the joys of reading as depicted in various library visits and activities. It also included a brief introduction to some floor stretching exercises for everyone present. The entire school community - students, teacher, and staff - is participating in the program. Participants have been challenged to read a total of 600 minutes and exercise a total of 600 minutes respectively between January 5 and February 16, 2007. As an incentive, upon successful attainment of either or both goals, students/staff receive a special "sneaker charm" and/or "book charm" to display on a necklace that everyone received after the assembly presentation. Special thanks to our PTO for funding the purchase of necklaces to display charms earned.

- Draft MCAS Community Presentation - The MCAS Analysis: The Leadership Team has developed an outline of the presentation for the DSC consideration and feedback. The format of the evening will be to provide parents and families with a clear understanding of MCAS results as well as to inform them how this data is linked to other formative assessments underway and the development of a data culture at Chickering School that

guides and informs teachers' instructional efforts. The original date for the presentation was to be held on January 30, 2007. However, with the scheduling of a public interview for the new principal the same week, it was decided to reschedule this presentation to February 8, 2007. Dr. Hamblett reported that the faculty and staff were recently engaged in a professional development program activity aimed at developing a shared vision for their work. The Professional Development Committee designed a two hour program that was presented on January 10 using a combination of prepared materials for the PLC Toolkit, *Powerful Tools for Improving Your School*, authored and compiled by Richard Dufour, Robert Eaker, and Rebecca Dufour, the acknowledged leaders in the Professional Learning Communities movement. Also discussed and reacted to selected video excerpts presented in "Best Practices for Enhancing Student Achievement: Mission, Vision, Values, and Goals". The focus was on vision as preparation for conversations with Principal Finalist candidates. The program is only a first step in developing a vision statement and will be refined in future meetings.

f) English Language Art Curriculum Review - Dr. Hamblett reported that the The ELA Committee consisting of members: Dr. Hamblett, Michelle Worthy, and Andrea Hallion, met with Martha Heller-Winokur, Senior Project Manager, Center for Applied Child Development, Eliot-Pearson Department of Child Development, Tufts University on January 3rd. The conversation focused on the elements of the proposal for school consultation around implementation of a balanced literacy for the next school year. It also included discussion on how the role of the ELA Committee would shift into that of a Literacy Team. The LT would be composed of a representative group of classroom teachers, reading specialists, special education staff, and administrators. It would meet monthly for 1-2 hours and would focus on the following: Set goals and monitor CHANGES in teaching practices, Set goals and monitor CHANGES in student performance, Identify the most at-risk readers in the school and examine (and change if necessary) service delivery models, share successes, struggles, and teaching ideas that work. Using data from all the listed, the LT would make recommendations to administration regarding plans for professional development and the allocation of resources (time, space, materials, money, staffing, consultants, etc.) that will help the school improve. The group decided to invite Ms. Heller-Winokur back to speak with the entire faculty and staff on January 23, 2007 and discuss the elements of the proposal in more detail. It was decided that the Summer Institute on Balanced Literacy will be scheduled on the second day after the official close of school and will be presented over the next three days. In the event of snow, it will be immediately scheduled after any snow day(s) has/have been made up. The fourth day will be scheduled in August before the start of school.

g) Everyday Math - Dr. Hamblett gave the Everyday Mathematics Implementation Update from December 20-January 16. It included curriculum coordinator continuing to give demonstration lessons and observe/participate in math lessons as part of the coaching process, combining individual classroom unit 4 & 5 data into grade level format in order to analyze the data, holding grade level meetings to share the unit 4 and unit 5 data, identifying student and curriculum needs and to formulate appropriate actions. Unit 4 and Unit 5 Everyday Math Data for Grades 2,3,4,5 was also provided.

h) Data Management Project - Dr. Davis gave an update on the Data Management Project which included: COGNOS - Department of Education informing that the Data Management project continues with Mr. Corning working with Project Accept on the Cognos Project. Dr. Davis included some information on the Department of Education Data Warehouse Timeline and a summary of what a school district needs to do to put data into the Cognos data base. Dr. Davis informed that he attended a meeting at TEC to listen to a presentation by Maureen Chew, Chief Information Officer for the Department of Education; she stated that the next group of pilot school district, that is Dover, will be putting in data by the end of January. Dr. Davis informed that as of this date he had no notice of when Dover will have access to the Cognos database. Ms. Chew did state that Dover will not lose any of the grant funds for training that were awarded to Project Accept. Dr. Davis reported that the Chickering School Data Management Team attended a full day of training today. The focus of the workshop was to review school data and describe how the data is being used to influence classroom instruction.

Dr. Hamblett reported on the Building A Data Culture Presentation which included the Objectives, Agenda Rationale, Team Decision, Before You Do the Activity, Types of Student Achievement Results, In your table group...Next, Writing Data Statements, Describing vs. Interpreting Data, Model and Practice writing Data Statements, Guide for Describing Meaningful Differences in Overall Achievement Test Results, In pairs/triplets, Various Writing Summary Statements, In Teams, What comes Next, Focus Areas, Selecting Essential Standards, Local Accountability, Why do we need essential standards?, What is a Essential Standard, In Simple words , Essential Standards - Endurance, Leverage, Readiness, Examples, Categorizing Standards, Where are we now? And Making a Plan for Action.

Dr. Davis reported that he had a meeting on January 4, 2007 with Bob Springett and Ken Corning to discuss the need to hire a consultant to do two things for the Dover Project. There is a need to have a person develop and refine our current data tools developed by Ken Corning to store and analyze the Chickering School EDM data. The second need is for a person to provide project management to keep the project on tract. Ken Corning will interview a consultant who has both data base development and project management skills. This person would work directly with the Chickering Data Management Team to refine data tools and to refine the tools to make it easier for classroom teachers to access the data.

i) Superintendent's Report

- Gift Giving Policy - #9313 and #9313.1 - Dr. Davis attached a copy of School Committee 9313 Gifts to School Personnel and Policy 9313.1 Public Gifts to the Schools for the DSC to review and revise. At the December DSC meeting a brief discussion of the dollar value limit on a gift from a parent to a public employee was discussed. The current policy discourages parents from giving gifts to school personnel. The state law sets a limit of \$50.00 in a year for any gift or gift from an individual to a public employee. At the request of the DSC, Dr. Davis will add this to the Joint School Committee meeting agenda for further discussion.

Dr. Davis announced that Kindergarten Teacher, Sandy Backman, has requested another year of leave which Dr. Davis did grant. A replacement will be required for Mrs. Backman's position.

#### 5. Special Items

Mr. Mathieu distributed the Draft #1 - FY 08 budget as of 1/16/07 informing that it does not include Circuit Breaker. Budget discussions included personnel adjustments relating to upcoming retirements, keypad quote for alternative security system, more lane changes, maternity leaves that will occur in late spring, Data Management dollar amount.

Nancy Simms from the Warrant Committee informed the DSC that the budget needs to be summarized in the template provided by them for the upcoming meeting. At the request of the Warrant Committee, Dr. Davis and Mr. Mathieu will provide Level of Services Numbers, Guidelines for Oil and Electricity, Additional Services, 05 Actual/Percentages, Classroom Supplies Expenses, and Contracted Services. At the request of Mrs. Simms, Dr. Davis will have the Warrant Committee DSC meeting packet dropped off at Town Hall the Friday before the DSC meeting.

#### 6. Future Business

February Dover School Committee Agenda Items - Reports ELA, Everyday Math, SPED, Time on Learning, Integrating Technology for Classroom Teachers, Budget, Principal Update and Parent Survey.

7. New Business - Mrs. Gill-Body informed DSC members that 4 positions will be open next year on the DSC. They are as follows: 2 - 3 year positions, 1- 2 year position, 1 -1 year position. The Town Caucus meeting is scheduled to be held on March 19, 2007.

8. Routine Business - Enrollments as of January, 2007.

9. Adjournment - Mrs. Gill-Body moved and Mr. Springett seconded to adjourn the meeting at 9: 45 pm.

07-02 Votes: Unanimous. The motion passed

Respectfully Submitted,

Theresa Alessandro