

**DOVER SCHOOL COMMITTEE
MEETING MINUTES
February 27, 2007**

Members Present: Kathy Gill-Body, Susan Hackney, Maria Kadison, Robert Springett, 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, Mrs. Cheryl Chase, Librarian, Nancy Simms, Warrant Committee, Kathy Weld, Warrant Committee.

Call to Order - Mrs. Gill-Body called the meeting to order @ 7:05 pm in the Chickering School Library.

Mrs. Gill-Body welcomed everyone to the meeting and informed that in an effort to bring information to the community, the Dover School Committee meetings will be taped and televised on Dover Cable TV.

a) Dover School Committee Minutes of January 16, 2006 - Mrs. Gill-Body moved and Mr. Springett seconded to approve the above minutes with the following corrections: Under Future Business: February: Dover School Committee Agenda Items: Remove SPED. 07-03 Votes: Unanimous. The motion passed

b) The meeting minutes were noted of the Dover-Sherborn Regional School Committee of January 2, 2007.

c) The meeting minutes were noted of the Sherborn School Committee of January 9, 2007.

3. Community Comments - None

4. Reports

a) PTO Report - Dawn Fattore, PTO President, reported on the upcoming PTO events to include: March 9, 2006 - Family Fun Night and March 30, 2007 - PTO Auction Fundraiser. She also informed that Ruby Bridges will be making a visit to the Chickering School.

b) Outdoor Learning Environment - Dr. Reinemann presented a diagram of what the Outdoor Learning Environment would look like. She also informed the DSC that the Massachusetts Horticultural Society has offered to help create the environment pro bono. Dr. Reinemann distributed the proposed timeline which included meeting with the Massachusetts Horticultural consultants to review the plan, receive and rework plans, and continue to develop an Action Plan for the Outdoor Learning Environment based on Mass Horticultural, teachers, and research. A presentation of preliminary Outdoor Learning Environment plan to the School Committee for endorsement is planned for

April, 2007. The DSC supports this project. Mr. Springett asked if Dr. Reinemann could consult with the Massachusetts Horticultural Society for ideas and suggestions for cooling down the south side of Chickering School.

c) Technology Integration - Ms. Nugent reported on Technology Integration informing that in our district, technology is another tool used to enable students to learn. The technology, therefore, takes on many forms. One form is specific to a skill area such as keyboarding. Another form is through the integration of curricular concepts using specified software. She informed that it can be a stand alone "game" that reinforces or enriches a skill taught in the classroom or the use of word processing tools to support more frequent opportunities to engage in the writing process. She also informed that technology can be seen as a mix of content and technology skill such as in PowerPoint presentations that take content and present them in digital format. Ms. Nugent also distributed this year's yearly technology lesson overviews as of the beginning of February. The charts indicate what is specifically being taught when students come to technology class including related technology strands and curricula connections. The chart is defined as follows: Month - Outlines within what month of the year the lesson was taught, Lesson - Outline specific lesson details, Software - Outlines what appropriate software was used to integrate the skills of the lesson and Technology Skills - Outlines the specific technology strands and/or curriculum connections that were addressed during the lesson.

Ms. Nugent informed that included with the purchase of the Every Day Math program is a Technology and Software Correlation Guide. In order to make the information in this guide useful to classroom teachers, she has created a database that links the software titles outlined in the guide with developing/secure or secure learning goals for each unit within each grade level. The database has resulted in: Individual Grade Specific Guides and Every Day Math Software Integration Guides for K-5. Ms. Nugent also distributed the State Technology Standards and Grade Level Implications to the DSC.

d) Business Manager's Report

FY 07 Budget Update - Mr. Mathieu distributed the FY07 Summary Report by Function Code as of February 23, 2007. Mr. Mathieu reported on 3 function codes that show as overspent on the Budget Update: 1100 School Committee, 2110 Curriculum Directors, 2310 Teachers & Specialists. He also reported on 9300 - Out of Town Tuitions which had a significant change informing that in reviewing the accounts not all anticipated services had been encumbered. Previous reports showed only those items encumbered via a PO in the accounting system. This updated number reflects both invoices paid, purchase orders created and anticipated expenses yet to be encumbered.

Mr. Mathieu gave an Electric and Oil Analysis as of 2/23/07. Mr. Mathieu provided quotes for a locked-in rate for electricity at the request of the DSC. Dr. Davis informed the DSC to take into account that daylight savings will occur earlier this year and that the days will be longer thus electricity usage will go down.

e) Principal's Report -

- MCAS Report to Parents - Dr. Hamblett and Ms. Keniry gave an MCAS Results presentation to the parents of Chickering Students on February 13, 2007 which explained Using the Data for Student Improvement, An overview of the 2006 MCAS results was provided, Review of a five school MCAS comparison to Chickering's results, and discussion of the components of a data culture. They explained Creating a Data Culture that included: Collecting the data, Analyzing the data, Plan and monitoring action steps, developing technology for organizing and reporting data, Extending data culture into all areas. Also included was English Language Arts Classroom Assessments which included MAZE- Grades 1 and 2, Developmental Reading Assessment: Grades 1-3 and Open Response Instruction and Assessment: Grades 3-5. The conclusion was: Primary Mission - High Student Achievement, On-Going development of an effective data culture, Annual reporting.

- Reporting System - Parent Survey - Dr. Hamblett gave a summary of the Chickering Reporting System Parent Survey informing that in the month of January a survey was posted on the Chickering Website. The purpose of the survey was to gain feedback from parents on the Chickering Reporting System. The primary components of the system included the grade level report card and the follow-up conference. There were 111 responses to the survey. She also informed that teachers were given a written survey to fill out that will be completed by February 28. Members of the report card committee will meet at the beginning of March to review both the parent feedback and teacher feedback. Once the committee has reviewed all feedback they will compose their recommendations and these will be presented to the DSC.

f) English Language Art Curriculum Review - Mr. Ferrari gave an update on the English Language Arts Curriculum. He reported that on January 23, 2007, Ms. Martha Heller-Winokur, Senior Project Manager, Center for Applied Child Development, Eliot Pearson Department of Child Development, Tufts University met with K-5 faculty, teacher assistants, special education staff, and inclusion facilitators. She presented an overview of the Model of Balanced Literacy Instruction that will characterize Chickering's work together both in the scheduled Summer Institute and during the August Professional Development Day as well as next year's year-long professional program.

- Open Response - Ms. Keniry provided the January 2007 Open Response Report which included: Grade 3 Open Response Comparison, Grade 4 Open Response Comparison, Grade 5 Open Response Comparison. She informed that the Grade 3 response required only listing of answers, making the response somewhat easier. Grade 4 reading was a passage from a booklet that many students had read and the question asked for specific, concrete information from the text. Grade 5 through instruction and use of organizational tools, students are becoming more skilled at connecting what they have read with written response that is required. Additionally, the passage was rich in detail related to the question.

g) Everyday Math - Dr. Hamblett gave the Everyday Mathematics Implementation Update from January 17- February 27 which included: 1) Curriculum Coordinator

continuing to give demonstration lessons and observe/participate in math lessons as part of the coaching process. 2) Curriculum Coordinator continuing to hold grade level meetings to share the unit data, identify student and curriculum needs and to formulate appropriate actions. 2) Rosemary Smith worked with teachers in grade 4 on January 30 and February 26. She worked with fifth grade teachers on February 1. Wednesday, January 24, 2007 - Mathematics Professional Development - teachers and special educators in grades k and 1 met to take a vertical look at Everyday math. Teachers and special educators in grades 2-5 worked in grade level teams to review the Everyday Math units that have been completed so far this school year. Teams examined each unit to determine areas of potential need or enhancement and made specific recommendations of actions to address those areas. Dr. Hamblett also included the Everyday Math Data for Grades 1-5 to the DSC.

h) Data Management Project - Dr. Davis issued the D3M Team Status Report for Dover Schools informing of the accomplishments which include the team next reviewing all the Math standards for Grade 4. This work was delayed because of the snow day. They are trying to get back on it for Monday, February 26. Mrs. Hamblett is still mapping all the EM learning goals to the frameworks. Dr. Davis signed the consulting contract. The plan was to meet on database 2/20/07 and review work to date. The next internal meeting was 2/26/07. Next after that is 2/28/07 where the hope is to do an onsite check in with the Accept Consultant. The Data Warehouse meeting went very well. The DOE has a PM, guides, surveys, web resources. Etc. Dr. Davis informed that additional feedback and concerns were that some momentum was lost because of the snow day and now two sessions after vacation will need to occur.

i) Superintendent's Report

- Retirement Dr. Hamblett - Dr. Davis announced that Dr. Hamblett submitted and he has accepted her intent to retire on June 30, 2007. Dr. Hamblett stated that while she looks forward to the many opportunities retirement will bring, she will always take pride in the numerous accomplishments that have been initiated to benefit the children of Dover during her tenure as Curriculum Coordinator.

- Time and Learning Research - Dr. Davis issued a report for the Time, Learning and After school Task Force called A New Day for Learning, January 2007 along with a Policy Brief on time and learning called Making Time Count from PC WestEd, May , 2001 both for the DSC's review and information.

- Appointment of Kirk Downing - Principal - Dr. Davis announced that Mr. Kirk Downing, presently the Assistant Principal of the Sunrise Elementary School in the Cherry Creek School District, Aurora, Colorado, was selected to be the new principal of the Chickering School effective July, 2007.

- Coke Truck Incident - Dr. Davis informed the DSC of an incident with a Coke Truck Delivery. On January 16, 2007. A Coca-Cola tractor/trailer truck which was delivering bottled water to the cafeteria. In an attempt to U turn the vehicle drove over the large road edge berm and onto grass surface above the two 20,000 gallon concrete underground

water storage tanks. The entire length of the truck was located directly above both tanks. After cutting numerous deep ruts in the grass, the tractor wheels dug deep into the loam and gravel covering the water tanks. Concerned about possible damage to the underground tanks, the driver was instructed by Mr. Kelley to turn off the vehicle and call his Supervisor. Mr. Kelley contacted the Dover Fire Department Inspector and arranged to meet him at the Chickering School. Two Coca-Cola Field Supervisors arrived on site to investigate the incident, take pictures and arrange to have the truck removed from the top of the tanks by towing. Coca-Cola assured that they would take care of any damages incurred by this incident. Mr. Tiberi and Mr. Kelley inspected the damaged areas and there were no visible signs of tank damage. R.P.Luttazi, Co, was instructed to repair the holes and ruts in the grass above the tanks.

- Instrumental Music Program - Instrumental Music Enrollment Statistics Comparison September - February 05-06 and September - February 06-07 were provided to the DSC. Discussions will continue in March regarding raising the probability of raising fees.

- Gifted Education - Research - Dr. Davis issued Weaving the Gifted into the Full Fabric, which reported on the the possibility of accommodating the learning needs of all students without a discrete program for those on the high end. Dr. Davis also informed of an article in the February 18, 2007 Sunday Globe informing of the Rising Cost on SPED on low incident populations for the DSC's information.

5. Special Items

FY '08 Budget - Mr. Mathieu issued the FY 08 Budget - Potential Reductions Memo that includes:

Pending personnel changes (34,000)

Consolidation of positions (30,581)

Facility and Maintenance - Remove Emergency Monies (15,000)

Data Management (5,000)

Textbook Account reductions (10,000)

Total (94,581)

Additionally, the ongoing review of anticipated SPED services for FY 08 allow for the following changes:

SPED Clerical - Paid 100% from Grant (17,764)

Out of District Placements (13,043)

SPED Contractual Services (15,000)

Inclusion Aide (30,039)

Total (75,846)

The total potential reduction to the current Draft #2 request (7,963,180) totals \$170,427. This reduction would lower the Budget request to \$7,792,753, which represents a 3.17% overall increase from FY07.

Mrs. Gill-Body moved and Mr. Springett seconded to reduce the FY 08 Budget by \$170,427 as outlined in Mr. Mathieu's FY 08 budget - Potential Reductions Memo, February 27, 2007 and provided that the DSC agrees on consolidating the Curriculum

Coordinator position with the Science Consultant position and confirmation of personnel changes. 07-04 Votes: Unanimous. The motion passed

Budget discussions also included potential savings for a number of items that will be reviewed as part of the continuing budget discussions. Estimated savings on each item were provided by Mr. Mathieu at the request of Mrs. Gill-Body. Each item has yet to be discussed at any meeting and are simply ideas: Change Kindergarten schedule to ½ day for ½ year from current schedule - Teachers 21, 944 , Aides 6,048 = \$27,992. Removal Instrumental Music Program, Remove 1 FTE teaching position: 31,000. Remove . 4 PE position - \$18,028, Library Aide - reduce hours to zero - \$18,168.

- Review of Meeting with Dover Warrant Committee - Mr. Springett gave an overview of the presentation given to the Warrant Committee on February 12, 2007. The presentation included: Strategic Goals - Academic Excellence, Financial Responsibility, School Administration and Management, Innovation, Professional Development, Community/Parent Satisfaction. Also included were: Major Initiatives, Chickering School Revenue Trends - Overall, Chickering School Revenue - Chapter 70, Chickering School Reimbursements Circuit Breaker, Chickering School Expenses Trends - Overall , Chickering Expense Trends by Service, Chickering School Spending Trends per Student and Chickering 08 Budget - Proposed by Service, Chickering 08 Budget - Detail, Chickering 08 Budget New Spending Detail, Chickering 08 Budget summary, Looking Ahead, Special Education, Balanced Literacy Implementation Estimate and Chickering 08 Budget - Proposed by Function. Mr. Springett informed that the Warrant Committee has requested that the DSC review the budget and reduce it by \$200,000.

b) Chickering School Curriculum Coordination - Dr. Hamblett submitted her letter of retirement effective June 30, 2007. She currently serves as the curriculum coordinator and math specialist at the Chickering School. Dr. Davis was asked to review the current curriculum model used at the Chickering School and to provide information on the curriculum model used at the Pine Hill School in Sherborn. The current curriculum coordination model used at Chickering involves several positions and personnel. They are the Principal, Assistant Principal, Curriculum Coordinator, Science Specialist, and Literacy Specialist. The model used at Pine Hill School is based on the following staff: Principal, Assistant Principal, Curriculum Leaders - these are stipend positions on the DSEA contract. There are five teacher curriculum leaders at the Pine Hill School. These positions are posted annually and are appointed by the superintendent based on the recommendation of the principal.

Discussions continued with the agreement by the DSC and school administration that with the two major curricula initiatives this year Everyday Math and English/Language arts that it would be beneficial for the Chickering School to continue with the model they are currently using with a motion by Mrs. Gill-Body and seconded by Mr. Springett that the positions of Science and Math Specialist would be consolidated from current of 1.3 to position of 1.0 with a reduction of \$30,000. 07-05 Votes: Unanimous. The motion passed

6. Future Business

a) March Dover School Committee Agenda Items - Ms. Gill-Body - The following are agenda items for March: SAC March/April, Time on Learning, Instrumental Music, and FY 08 Budget.

b) FY' 08 Budget Hearing - March 20, 2007 - Dr. Davis will present the final version of FY 08 Budget.

7. New Business - Nancy Simms reported that the Capital Budget Committee requested that the DSC review the 08 Capital Budget proposal and see if they can reduce it by 10%. The DSC deferred this conversation to the next meeting and will communicate with Nancy when it is has been addressed and report back to Capital Budget Committee.

8. Routine Business - Enrollments as of February 1, 2007

9. Adjournment - Mrs. Gill-Body moved and Mr. Springett seconded to adjourn the meeting at 10:15 pm.

07-06 Votes: Unanimous. The motion passed

Respectfully Submitted,
Theresa Alessandro