

**DOVER SCHOOL COMMITTEE  
MEETING MINUTES  
April 11, 2007**

Members Present: Kathy Gill-Body, Susan Hackney, Maria Kadison, 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, Dana White, PTO Vice President, Mrs. Chase, Librarian, Nancy Simms, Warrant Committee, Nancy Weinstein, Warrant Committee, Kristen Dennison, SAC Committee, Darrin Correll, Videographer.

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

Mrs. Gill-Body welcomed everyone to the meeting.

2. Approval of Minutes

a) Dover School Committee Minutes of March 16, 2007 - Mrs. Gill-Body moved and Mrs. Kadison seconded to approve the above minutes. 07-18 Votes: Unanimous. The motion passed.

b) Dover School Committee Minutes of April 11, 2007 - Mrs. Gill-Body moved and Mrs. Hackney seconded to approve the above minutes. 07-19 Votes: Unanimous. The motion passed.

c) The meeting minutes were noted of the Dover-Sherborn Regional School Committee of March 6, 2007.

d) The meeting minutes were noted of the Sherborn School Committee of March 13, 2007.

3. Community Comments - None

4. Reports

a) PTO Report - Dawn Fattore, President PTO, distributed the April 2007 newsletter and reported on the PTO events which included: A successful Ladies Nights Out Auction - the evening's profits exceeded \$30,000. Many thanks to everyone who helped and contributed to this success. Mrs. Fattore reported that the PTO continues their series on Chickering Leadership groups. An Overview on the School Advisory Council and the PTO are highlighted in this month's newsletter. Mrs. Fattore informed that in the next several weeks a flyer describing PTO positions for next year will be available. In addition, a PTO survey will be sent out requesting input on how to run this \$60,000+ organization.

b) Business Manager's Report

FY 07 Budget Update - Mr. Mathieu distributed the FY07 Summary Report by Function

Code as of April 6, 2007. Mr. Mathieu reported on 4 function codes that show as overspent on the Budget Update: 1100 School Committee, 2110 Curriculum Directors, 2310 Teachers & Specialists and 9300 - Out of Town Tuitions. Mr. Mathieu reported that the Town has \$478,284 in Circuit Breaker funds that will offset deficits currently projected for SPED accounts. The overall budget continues to project towards a positive close at the end of the year. In the May report Mr. Mathieu will have an end of the year projection. Mr. Mathieu distributed the Dover Public Schools FY 2007 Budget Electric & Oil Analysis as of 4/5/07.

Mrs. Hackney informed that she received a call from Dover resident, Mr. Bill Dean, who lives near the school and he reported that lights were on in the Chickering School on Sunday night, April 8 around 10:30 pm. Mr. Ferrari will check the sign in logs and report back since there is a possibility that teachers or custodians may have been in the building at that time.

FY08 Chapter 70 - Mr. Mathieu informed that today the House released its version of the FY 08 budget. Detailed Cherry Sheets are not yet available. However the published information shows that the Town of Dover is slated to receive \$77,491 more in Chapter 70 funds than included in the Governor's budget released 2/28/07. There was no increase to the Town's lottery assistance. FY 08 Chapter 70, Governor - 478,399, House - 555,890. Mr. Mathieu will update the DSC as additional information becomes available.

FY '08 Budget - Town Strategy Meeting - A discussion was held regarding a strategy FOR town meeting and whether the DSC should give a brief presentation on the Chickering School Budget in order to educate the community. Mrs. Gill-Body asked the Warrant Committee what the other Regional School Committee and other departments were doing. The Warrant Committee informed that the other Committees were not planning on any presentations at Town Meeting. Upon further discussion, the DSC decided not to present but to be prepared with materials in case information is requested. Discussions also included having the DSC and the Region coordinate and present at next year's town meeting.

#### c) Principal's Report

Time on Learning - Mr. Ferrari reported on the Time on Learning Rollout Plan - The Leadership Team, met with Dr. Stephen Gould, the committee consultant, on March 29. At that time, they continued the discussion of how best to maximize the current schedule and to plan for future changes to the schedule that may be beneficial. They developed a draft of a Standards Based Instructional System that incorporates best practices and includes structures for teachers and administrators to continue substantive work in:

- Defining power standards for all areas of the curriculum
- Developing and utilizing assessments
- Aligning curriculum vertically and horizontally
- Differentiating instruction
- Providing safety nets on students who need interventions
- Providing enrichment for students who perform above expectations

- Coordinating professional development with the standards-based system
- Providing opportunities for collaboration during after-school meeting time and common planning time.
- Effectively communicating the standards and exceptions to parents.

This standards-based system will provide a coherent structure for focusing their work with building a data culture, implementing the Balanced Literacy Initiative, continuing their implementation of the Everyday Math Program, beginning work on the updating of the Social Studies and Science curriculum, the development of a Professional Learning Community, the ongoing use of formative assessments, and refining the reporting system. This discussion, design and implementation of this system will begin in 2007-2008 under the direction of the Principal and the Leadership Team. Two Faculty meetings are planned for April 24 and May 1 to review and discuss the connections to the curriculum work this year and the curriculum and instruction work that needs to be done over the next few years. The first meeting is designed to include a vertical team cooperative learning activity in which the five vertical teams will read and discuss several carefully selected professional journal entries that describe and provide an overview of a standards-based learning environment and some of the important considerations - such as differentiation of instruction - that need to be addressed in every classroom at all grade levels. The second meeting will focus on a model that includes the various components of a Standards-Based Instructional System and a directed discussion regarding the difference between content and standards and performance standards.

- METCO Overview - Mr. Ferrari gave a METCO Overview to the DSC informing that METCO, Incorporated is a private nonprofit organization founded in 1966. Currently the program places 3,100 minority students (African-American, Asian, and Hispanic) from Boston Communities in suburban school systems. METCO is the nation's second oldest voluntary-interdistrict school desegregation program funded by the Commonwealth of Massachusetts under the Racial Imbalance Act. Mrs. Sandy Copeland is our METCO Coordinator/Director. Currently, there are fifteen students enrolled in the program in Grades 1-5 as follows: 2 students in grade 1, 5 students in grade 2, 2 students in grade 3, 1 student in grade 4, and 5 students in grade 5. METCO, Incorporated Data Center is available to take applications for prospective students. The names are then placed on a waiting list by date of application. Currently, it may take from five to six years for a new application to start the Placement Process. The process for entering students begins in the spring when the Principal determines the number of available openings in grades 1, 2 and 3 and communicates that information to Mrs. Copeland. Initial enrollment in the program occurs at these grade levels to insure that there is sufficient time to continue and maximize incoming students' academic and social-emotional growth. Mrs. Copeland confers with METCO, Incorporated personnel to identify potential student enrollees for each grade level opening. She conducts in-depth interviews with families and students. She presents the Principal with information packets for each incoming student including academic placement information from their respective "sending schools." The Principal, in conjunction with input from Mrs. Copeland, makes the final application selections. Families and students are then invited to a welcoming meeting with school personnel - Principal, Assistant Principal, Counselor, Nurse and assigned teachers.

Mrs. Kadison asked if host family activities still occurred for METCO Students. Mrs. Keniry informed that there are unofficial and informal activities that occur but that they could be rejuvenated. Mr. Ferrari will check into this.

ELA Update - Mr. Ferrari gave an ELA Update and reported that on April 10, Ms. Martha Winokur, the Balanced Literacy Consultant from Tufts met with grade level representatives who comprise the ELA Literacy Committee and the Leadership Team. The purpose of the meeting was to discuss the content of the Summer Literacy Institute including the specific training needs identified by the Faculty. Other discussions included the kinds and types of classroom library texts and unrelated instructional material needed to support the Independent Reading component of the Balanced Literacy Program. Ms. Winokur and Marica Uretsky, a colleague with expertise in primary grades literacy, will be visiting Chickering School on April 24 to conduct a day-long informational needs assessment. They will be observing classrooms and meeting with grade level teams. This information will be used to customize the consulting visits with individual teacher and grade level teams during the next school year.

- Kindergarten Enrollment - Update - Mr. Ferrari reported that 82 children have enrolled for kindergarten in the next school year and that there will be 4 sessions.

Curriculum Coordinator Search - In Dr. Davis's absence, Mr. Ferrari reported that the position has been posted internally and will run in the Sunday Globe on April 15, 2006. The Recruitment Process - Search Committee with 2 school committee members - James Stuart and Bob Springett will serve, 2 teachers, 1 administrator, Dr. Davis. Time Line - Ad in Boston Sunday Globe April 15, 2007, Notice to Area Colleges, Application Screening - May 4, 2007, Initial Interviews - May 18, 2007, School Committee interview and appointment June 19, 2007. Mr. Ferrari informed of the working Draft position description for the Chickering School Curriculum Coordinator. The person in this position will have a generic set of tasks and the following major task: Curriculum, Instruction, Assessment, Data Management, Professional Development. A Working Draft Position Description was provided also.

-SAC Project - Mrs. Kristen Dennison, the community representative to the School Advisory Committee presented a recommendation to the Dover School Committee to make the updating of the Chickering Faculty websites a priority. The recommendation included: Expectations for Faculty Websites, Whatever platform is used needs to be easy for teachers, administrators, nurses, counselors, etc., Background Information, Sharepoint Portal Server Information, Demo Sites, Timeline, Challenges, School Culture Changes and Executive Summary/Next Steps. The DSC thanked the SAC Committee for their efforts and will take the recommendation under advisement. Mrs. Gill-Body will have a discussion with Dr. Davis and feels it necessary and important to include the new incoming principal, Mr. Downing, in future discussions, decisions and possibility of incorporating the recommendation with all the new school year's upcoming priorities.

## 5. Special Items

a) NCLB Report Card - In Dr. Davis's absence Mrs. Gill-Body reported on the Dover No

Child Left Behind Card. The report card is required to be sent to all parents in the school district. Dr. Davis issued an email to all parents telling them that the NCLB Report Card is on the website. In addition, copies are available at the Chickering School and the Superintendent's office. The information in the report card data is collected by the Massachusetts Department of Education on students and staff. The major part of the report is MCAS data. All of the MCAS data has been previously reported to the Dover School Committee.

b) Mrs. Gill-Body informed that this is Mrs. Maria Kadison's last meeting with the DSC and thanked her for all of her efforts and presented her with a gift of appreciation.

6. Future Business

a) May Dover School Committee Agenda Items - Ms. Gill-Body - The following are agenda items for May: SPED Report, Everyday Math, Data Management, Time on Learning, ELA, Report Card Update, Budget - End of Year Report.

7. New Business None

9. Routine Business - Enrollments as of April 1, 2007

10. Adjournment - Mrs. Gill-Body moved and Mrs. Hackney seconded to adjourn the meeting at 8:13 pm.

07-20 Votes: Unanimous. The motion passed

Respectfully Submitted,  
Theresa Alessandro