DOVER SCHOOL COMMITTEE
MEETING MINUTES
November 20, 2007

Members Present: Kathy Gill-Body, Darin Correll, James Stuart, Bob Springett Member Absent: Susan Hackney
Also Present: Theresa Alessandro, Minutes Recorder, Ms. Trisha Nugent, Integration Specialist, Mr. Kirk Downing, Principal, Mrs. Dana White, PTO President, Mrs. Cheryl Chase, Librarian, Mr. Richard Mathieu, Business Manager, Ms. Nancy Weinstein, Warrant Committee, Dr. Deb Reinemann, Curriculum Coordinator, Dr. Perry Davis, Superintendent, Mrs. Louise Snyder, Literacy Specialist, Dr. Couture, Interim Superintendent, Sally Winslow, Director, Special Education

1. Call to Order - Mr. Springett called the meeting to order at 7:00 pm in the Chickering School Library.

2. Approval of Minutes
a) Dover School Committee October 16, 2007 - Mr. Springett moved and Mrs. Gill-Body seconded to approve the above minutes with the following corrections: Under Members Present - Change Trisha Nugent's title to Integration Specialist. Page Four - Under 1 Everyday Math Data and Analysis, 2nd to-last sentence, change pint to point. 07-48 Unanimous. The motion passed

Mr. Springett moved and Mr. Correll seconded to approve the Dover School Committee Meeting Executive Session Minutes of October 16, 2007. 07-49 Unanimous. The motion passed

b) The meeting minutes were noted of the Dover-Sherborn Regional School Committee of October 2, 2007. c) The meeting minutes were noted of the Sherborn School Committee of October 11, 2007.

3. Community Comments - None

4. Reports - OUT OF ORDER
b) Business Manager’s Report
- Finance - Standard Monthly Report – FY 08 Budget Update – Mr. Mathieu included the FY 08 Summary Report By Function Code as of November, 2007. Mr. Mathieu informed that although the SPED transportation line item is over budget, it can be covered from other SPED line items that are projecting to be under budget. FY 08 Circuit Breaker numbers were released in late September and total reimbursement slated for Dover is $585,692. This is based on a 72% reimbursement percentage.

SPED Report – Mr. Mathieu included the Dover Special Education – Budget Analysis – FY 07 as of November, 2007 informing that there have been changes that have resulted in net savings. The report did not include services covered in grants – only the general fund budget.

- FY ’09 Budget – Budget books were sent out with packets prior to the meeting. Discussions will continue later on the agenda. Budget guidance from the Warrant Committee has been included in the budget books for review.

- Facilities and Maintenance Update
Chickering School Energy Review — At the October DSC meeting, the DSC voted to have Mr. Mathieu spend up to $11,800 to engage an independent engineering firm to look at the HV System @ Chickering School. Mr. Mathieu informed the DSC that he will present quotes and more information at the December 5, 2007 meeting.

- Utilities – Mr. Mathieu included the Electric and Oil Analysis Report as of 11/14/07. Discussions on how to gage oil situation, polling other Tec communities and monitor when time to buy were discussed. An oil price has not been locked in. Mr. Mathieu and Dr. Davis will give an update to the DSC regarding oil.

a) PTO Report – Mrs. White, PTO President, distributed the November 2007 Newsletter to the DSC. The newsletter included: Fundraising, Go Green, Check Writing Campaign, Spring Casual Couples Party. Mrs. White stated that by offering multiple fund raising opportunities throughout the year, the hope is to provide each family with an opportunity to contribute in a way that best suits them. Mrs. White informed that many national corporations have programs that make it possible for schools to take advantage of “free money”. Often these are easy ways to benefit the school simply by clicking on a website or clipping a box top. A flyer entitled “Free Money for Chickering” has been sent home via backpacks for detailed information. Mrs. White also reported on the Outdoor 11-20-07 DSC School Committee Meeting Minutes
c) Principal Report – Mr. Kirk Downing


Mr. Springett moved and Mr. Correll seconded to accept and adopt The Chickering Mission - “The Chickering School is a place where Children Learn, Laugh, Grow, Care, and Make a Difference” as provided by the administrative staff.

07-50 Unanimous, The motion passed

- ELA Update – Mrs. Snyder gave an ELA Monthly Update informing that this month teachers and students have been very busy working on Reading Workshop Units of Study and DRA Testing. The test that they are using is the newest version so there were many questions and checking to insure that teachers were getting accurate and valuable information that will help instruct the whole class, small groups, and individual students. In addition to the time spent with Tufts, the teachers came together on November 7, 2007 to discuss the results of the DRA, and discuss what needs to be done to make the process more time efficient and effective, how to translate the results of the assessment into focus lessons for whole class instruction, how to form small groups for needed instruction, and how to specialize individual instruction. Mrs. Snyder also reported that Ms. Martha Winokur came to Chickering on November 13, 2007 to speak to parents about the program and its implementation. The ELA committee has met and is finalizing the criteria for the formal Tufts Walkthrough on December 4, 2007.

- DRA Update – Mrs. Snyder distributed Grades 1-5 “What Does the DRA Tell Us?” information for the DSC’s review and information.

- MCAS Analysis – Dr. Reineman reported on the MCAS Item Analysis informing that in the Spring of 2007, Chickering students participated in the MCAS. In Grade 3, students were assessed in Reading and Mathematics, Fourth Grade students participated in English Language Arts and Mathematics, Fifth Grade Students not only participated in English Language Arts and Mathematics, but also took the Science assessment and the pilot Social Studies Assessment. Received were school/district scores for Social Studies but no individual scores. All teachers have their students’ individual MCAS results, Classroom teachers, Special Education teachers and grade level teams will use MCAS results to affect instruction in the current year, as appropriate per student need. As noted, the Chickering School did not meet its AYP standard. In addition to current strategies, classroom teachers and special educators will be working with students who did not meet the Proficient Level. Individual plans will be put in place to address needs as documented on the MCAS and on Chickering Documents.

- AYP – Dr. Reinemann presented the Adequately Yearly Progress Report prepared by Andrea Hallion, Interim Assistant Superintendent, which stated that AYP Reports show the progress schools and districts are making toward having all students reach proficiency by the year 2014 – the principal goal of the No Child Left Behind Act (NCLB). AYP determinations are issued each year separately for English Language Arts/Reading and for Mathematics. For each subtest there are multiple AYP determinations – for all students and for student subgroups. Students are counted in each student group to which they belong. Schools and districts that do not make AYP for two or more consecutive years in the same subject must follow a required course of action to improve school performance. The Chickering School made AYP in ELA and math in the aggregate but did not make AYP in either ELA or math in the subgroup of Special Education. A detailed data report for Chickering School generated by the Department of Education along with descriptive pages explaining the Four Factors that Determine AYP, Composite Performance Index and the State Performance Target Chart were included.

d) Superintendent’s Report

- School Safety – Dr. Davis gave an update on School Safety which included:
  - Executive Office Safe Schools Briefing
  - Mission and Goals of the Program
  - Table of Contents for Training
  - Power Point Overview of the 2 days of Training

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d) Superintendent’s Report (cont.)
- Regional School Safety Plan – Dover Police
  - The Dover Police Department has appointed Officer Ryan Menice to the position of School Resource Officer
  - Dr. Davis and Chief Griffin are drafting a Memorandum of Understanding in consultation with the Norfolk District Attorney’s Office.

- Emergency phone notification system
  - Swift911 information on the emergency notification system that has been adopted by the Town of Dover (Reverse 911).
  - Recommendation to purchase the services of the Reverse 911 system used by the Town of Dover.

- METCO Update – Dr. Davis reported that he attended a meeting of METCO school districts on Monday, November 5, 2007 at Westwood High School. The meeting was called to review the legal status of the METCO Program program under the US Supreme Court ruling of June 2007. The legal analysis of Rhoda Schneider, General Counsel at the Department of Education and Maura Healey, Officer of the Attorney General is that the June 2007 Supreme Court Case does not apply to the METCO Program. The METCO Advisory Committee is seeking the support of Governor Deval Patrick to support an increase in the FY09 state budget for the program. Dr. Davis attached information on the work of this committee.

- Web Page Issue/Remedy – Dr. Davis informed the DSC that the Website is up and running. Two weeks ago a position for a Network Administrator was posted. Dr. Davis will follow up with Ken Corning.

5) Special Items
a) Update – Superintendent’s Search Process – Mrs. Gill-Body gave an update on the status of the Superintendent Search Process informing that the timeline created by Future Management Systems, a professional and veteran search consulting firm is proceeding on schedule and is as follows: October and November – Focus Groups conducted by Future Management Systems, November 28, 2007- Deadline for receiving applications. December, 2007 Screening, initial interviews, and selection of semi-finalists by Superintendent Search Sub-Committee. She also informed that an Advisory Group has been formed to work with the Superintendent Search Sub-Committee. This group consists of two Chickering Representatives, two Pine Hill Representatives, one Community Representative from Dover – Carol Lisbon and one Community Representative from Sherborn.

b) Ratify Cafeteria Association’s Contract – Mr. Springett moved and Mr. Correll seconded the revised contract responses listed below:
  2. Accept additional fifty dollars added to each increment of five years of completed service.

  07-51 Unanimous. The motion passed

c) Communication - Mr. Correll reported that the October Dover School Committee Meeting Summary has been posted on the Chickering School Website. Communication will be via a link on the website.

6. Future Business - None

b) MASC/MASS Conference Report – Dr. Davis will provide a written report to the DSC at the December Meeting.

c) 2007 Town Report Copy – Mr. Springett will provide information to Dr. Davis by the end of December.

7. New Business
a) FY 09 Budget Development

Mr. Mathieu informed that budget books were sent out prior to the meeting and that budget guidance from the Warrant Committee has been included in the budget books for the DSC’s review.

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a) FY 09 Budget Development (cont.)
Dr. Davis presented and discussed FY 09 Budget Development which included:

- FY 09 Budget Development Discussion
- FY 09 Dover Budget Assumptions
- FY 09 Dover Budget Draft Goals – Discussion
- FY 09 Dover School Major Budget Drivers

- FY 09 Dover Draft Budget Assumptions – Maintain High Quality Educational Services to students in K-5, Level funded State Aid (Chapter 70), State sped funding plan – Circuit Breaker Funds, No increase in total school enrollment – Variation of enrollment at each grade level, Review need for five classroom sections at each grade level based on student enrollment.
- FY 09 Dover School Draft Goals – Class Size Policy, Special Education increasing costs, Technology – Capital Budget Requests, Staff Replacements – Potential Retirements, Balanced Literacy and Every Day Math Programs, Higher Student Achievement, Data Management of formative and summative student assessment results.
- FY 09 Dover Budget – November 20, 2007 – DRAFT FY 09 Budget, Budget Review, Budget Discussion - SPED Down 2% from Last Year, Budget Summary, Requests for Additional Information, Meeting with Dover Warrant Committee.
- FY 09 Dover Budget – December 18, 2007 – DRAFT FY 09 Budget, Dr. Davis, Mr. Mathieu, Mr. Downing, - Budget Discussion, - Budget Summary, - Requests for Additional Information, - Meetings with Dover Warrant Committee.
- FY 09 Dover Budget – December 5, 2007: Budget Discussion, Draft FY 09 Budget, Presentation to Warrant Committee.
- FY 09 Dover Budget – MARCH/APRIL/MAY

- Current Trends in School Finance – Dr. Davis issued an Education Research Brief regarding current trends in school finance to the DSC which explained why Massachusetts school districts are at a fiscal crossroads.


9. Executive Session – @ 9:25 pm Mr. Springett requested that the DSC move into Executive Session for matters pertaining to teacher’s and custodian’s contracts and not to return to open session.

Respectfully Submitted,
Theresa Alessandro