DOVER SCHOOL COMMITTEE
MEETING MINUTES
October 16, 2007

Members Present: Kathy Gill-Body, Darin Correll, Susan Hackney, James Stuart, Bob Springett
Also Present: Theresa Alessandro, Minutes Recorder, Ms. Trisha Nugent, Technology Manager,
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 Reinenmann, Curriculum Coordinator, Dr. Perry Davis,
Superintendent, Mrs. Louise Snyder, Literacy Specialist, Dr. Couture, Interim Superintendent, Mr. Paul Wood,
Energy Task Force.

1. Call to Order - Mr. Springett called the meeting to order at @ 7:05 pm in the Chickering School Library.
   Mr. Springett welcomed Mrs. Louise Snyder in her new position as Literacy Specialist. Mr. Springett welcomed Dr.
   Robert Couture who will be the Interim Superintendent beginning in January.

2. Approval of Minutes
   a) Dover School Committee September 18, 2007 - Mr. Springett moved and Mrs. Gill-Body seconded to approve
      the above minutes with the following corrections: Under Members Present - Correct spelling of Mr. Correll's first
      name. Page Two - Under Chickering School Energy 4th paragraph down 2nd sentence add to read: This is so they
      can begin to verify... Page Two - Under Chickering School Energy 6th paragraph down change word through to
      with. Page Three - Under Time on Learning remove comma after the word that and correction to word
      anecdotal. Page 4 - Under Instrumental Music replace DSC with Mr. Downing and members of PTO.
      07-42 Unanimous. The motion passed
   b) Dover School Committee Meeting Executive Session Minutes of September 18, 2007. 07-43 Unanimous. The motion passed
   c) Dover School Committee Meeting Minutes of October 3, 2007 with the following: add am to the time. 07-44 Unanimous. The motion passed
   d) The meeting minutes were noted of the Sherborn-Sherborn Regional School Committee of September 4, 2007.
   e) The meeting minutes were noted of the Sherborn School Committee of September 11, 2007.

3. Community Comments – None

4. Reports
   a) PTO Report – Mrs. White, PTO President, distributed the October 2007 Newsletter to the DSC.
      The newsletter included: The Go Green effort, Building the Chickering Community. Communication (Mission Part
      1), Volunteers (Mission Part 2), Funding Chickering Projects (Mission Part 3) Fundraising: Product Sales,
      Directories, Curriculum Enrichment, Teacher/Classroom Support, Chickering Community School Pictures, Boston
      Symphony Orchestra, DSEF. Mrs. White was pleased to report that the Dover PTO will be collaborating with the
      Pine Hill CSA President and Chickering's SAC for their best practices.

   b) Business Manager’s Report
      - Finance – Standard Monthly Report – FY 08 Budget Update. Mr. Mathieu reported on the monthly report by
        function code as of October, 2007 informing that there is nothing of concern at this point, 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. Mr. Mathieu informed the DSC that the FY 08 Circuit Breaker numbers were released in late September.
        The total reimbursement slated for Dover is $585,692. This is based on a 72% reimbursement percentage.

      - SPED Report – Mr. Mathieu distributed the Dover Special Education – Budget Analysis -FY 07 as of October,
        2007, Dover Public School – Regional FY 08 Out-of-District, Dover Public Schools – Local FY 08 Out of District
        Budget as of October, 2007 to the DSC informing that there have been changes that have resulted in net savings.
        He informed that this report does not include services covered in grants – only the general fund budget.

      - FY’ 09 Budget - Mr. Mathieu reported that the budget will be discussed in detail in the coming months, the initial
        review of the budget and larger items reveals few major increases. No budget increases for utilities have been
        included yet as last year the Committee accepted guidance for the Dover Warrant Committee regarding utility
        budgeting. Also no allocation for any additional professional staff has been made.

      - FY07 Close - At the request of the DSC, Mr. Mathieu distributed a review of the differences between the FY07
        projected close and the actual closing.

10-16-07 DSC School Committee Meeting Minutes
- Facilities and Maintenance Update – Mr. Mathieu distributed the proposal for the comprehensive study for the Chickering School and the ventilation system. This proposal is a result of meeting with Nat Balch from Oak Point Associates, Paul Wood, and himself. The proposal is meant to be a comprehensive study of the system design and performance and provide information to the DSC from professionals as to the magnitude of issues faced at Chickering and present potential corrective actions for those issues. It would duplicate some work already done but it is necessary for a firm to provide a true comprehensive proposal. If the School Committee is interested in pursuing this level of study a need to solicit additional proposals to follow proper procurement practices will need to take place.

Upon review of the proposal and further discussions regarding the ventilation and classroom overheating issues, the DSC agreed to pursue this level of study. Mr. Springett moved and Mr. Correll recommended spending up to $11,800 to engage an independent engineering firm to look at the HV System @ Chickering School.

07-45 Unanimous. The motion passed

Mr. Mathieu reported on the The Dover Public Schools FY 2008 Budget of Electric & Oil Analysis - Updated 10/15/07.

c) Professional Development Update – Ms. Hallion gave a Professional Development Update which included a report on the first Professional Development Committee meeting that took place on September 17. She reported that the PDC is comprised of at least two teachers and at least one administrator from each building in the three districts. She informed that the primary goal for the meeting was to plan for the November 26 Professional Development Day based on the staff’s response to a survey sent out last year to have increased opportunities to collaborate and coordinate programs among the three districts. Ms. Hallion stated that it is important for our teachers to view themselves as Professionals with a capital “P” and become involved with the shaping of their own professional development. She anticipates having staff members make presentations to their colleagues or leading group discussions. These types of activities will lead to becoming a professional learning community. Ms. Hallion informed the DSC that a discussion on pooling of resources from the three districts is in the plans.

Ms. Hallion reported that Barbara Susi, our English Language Learner Consulting Teacher, has become a certified teacher of English Language Learners Categories 1 and 4 by the Massachusetts Department of Education. This certification permits Barbara to train our teachers in strategies for working with our students whose first language is not English.

Ms. Hallion reported that other professional development opportunities that will be afforded to our teachers include Teachers as Scholars and Primary Source – Education for a Global Economy.

d) Principal Report – Mr. Kirk Downing

- MCAS Report - In Ms. Keniry’s absence, Mr. Downing presented the Basic MCAS Report to the DSC which included: Grade 3 Reading and Math, Grade 4 - English Language Arts and Math, Grade 5 English Language Arts, Math and Science. Each grade level report included a table and graph that showed.
  - The percent of students in the four categories over time for each subject area.
  - A comparison of this year’s percent in each category with the state for each subject area.
  - The percent in Advanced/Proficient over time for each subject area.
  - The percent in Advanced/Proficient this year as compared with the agreed upon Five TEC Schools.
  - The percent of students in the four categories this year in each subject area as compared with the agreed upon five TEC schools.

An analysis of this data will be presented at the November School Committee meeting.

- Time to Learn – Mr. Downing reported that to maximize time to learn at each grade level the administration team worked with grade level teams on designing daily schedules that met or exceeded the required time commitments in each of the core subject areas. The staff used the commitment outlined in the Chickering School Action Plan as a guide for developing their schedules. Mr. Downing referred the DSC to the action plan included in their packets to see the baseline requirements for each subject area. He informed that this process addressed the first objective “to increase the amount of time students are engaged in learning.” Mr. Downing also included schedules of the individual teachers across the school for their reference. Mr. Downing informed that the second objective “to increase the capacity of faculty and staff to implement best instructional practices” is being addressed through the professional development our teachers are experiencing through curriculum teams, student learning teams, and balanced literacy training. These forums of professional learning will increase the shared knowledge base of our teaching staff to best meet the needs of our students across the curriculum and across the entire learning continuum of the students.

10-16-07 DSC School Committee Meeting Minutes
- **Entry Plan** – Mr. Downing informed the DSC that at the November DSC meeting he will be presenting an assessment of the Chickering School through his entry plan. He informed that in the plan he will give a summary of his learning about Chickering through the various interviews, meetings, surveys that he has done with students, parents, and faculty since arriving in Dover in July 1. In his plan, he will incorporate the School Committee Goals, the move to a Professional Learning Community model, and the continued focus on time to learn and instructional best practices. Ultimately, his entry plan will outline his assessment of where the need is to begin to make significant strides in school performance in all academic areas. He noted that from there the process of learning by doing will dictate the path needed to take to help all kids achieve at high levels.

- **Action Plan – Draft – Dover School Committee Goals** - Mr. Downing reported that in July of this year, he was presented with the School Committee Goals for 2007-2010. He informed that the goals have been useful in helping define the direction that needs to be moved in to continue to improve the school. It is his belief that the Goal "Establish a collaborative leadership model by implementing Professional Learning communities is critical to the success of all the other goals, because a professional learning community engages in the activities and conversations necessary to make student learning happen. Therefore, together with the administrative team, the decision has been made to work with Chickering Faculty in analyzing this document for the purpose of bringing these goals to the people who have the most contact with the children. It was decided to wait to present this document to the staff until the student learning teams were in place. Grade Level representatives were given the task of taking the School Committee goals back to their teams to analyze the actions that are currently taking place to address the goals. In November, teachers will return to the Principal's learning Team with feedback from the faculty. Mr. Downing expressed that by using this process they are engaging in the principle of shared knowledge and shared decision making that is instrumental to the success of a Professional Learning Community. Concurrently, the administration team looked at the goals and outlined the actions that they are currently taking to address each item. Mr. Downing included a table that outlines each goal and the current action that is being taken to address those goals.

- **Instrumental Music** - Mr. Downing informed that at the September School Committee meeting he was asked to study the impact of the instrumental music program as it relates to time on learning in the classroom. Mr. Downing met with several colleagues and community members and has learned that they have a tremendous resource to offer our community in music instruction. However, he also learned that the program comes at the cost of students missing time in the classroom during direct instruction. He stated that they are presented with the dilemma of how to provide high quality music instruction, while maintaining our values around time to learn in core academics for all kids. While he does not have an answer to this question, he is working with the music teacher to brainstorm ideas about how instrumental music can be offered without compromising time away from the classroom. He will continue to work with the music teacher and community members in examining this issue further in an effort to maintain the spirit of Chickering core values.

e) **ELA Update** – Dr. Reinemann and Louise Snyder gave an ELA Update reporting that since the September meeting Tufts University consultants have visited with K-5 teachers. Teachers were asked to script out a lesson that the facilitators gave to students at each grade level. When finished with the focus lesson, teachers were asked to confer with the students and take notes. Teachers shared their notes with the teacher whose students received the lesson. The teachers discussed how this information is informing their instruction and there was time to discuss the next steps in the process. Teachers in K-2 are working on retelling strategies and Teachers in grades 2-5 are working on “reading is thinking” strategies. Teachers are implementing the Reader’s Workshop structure of a focus lesson, independent reading, while the teacher confers with students, and group share. On September 26 all teachers received training on administering the Development Reading Assessment. Balanced Literacy Training for the teacher assistants will take place in October. This will include an overview of Balanced Literacy and ways to work with students in small groups or with one on one one instruction. The Leadership team and Louise Snyder met with Martha Winoker, CACD program director to work on further development of the program. Mrs. Snyder informed that the feedback from teachers and students has been enthusiastic and positive.

f) **Data Management Project Update**

- **Boston College Project** - Dr. Reinemann gave an update on the Boston College Project informing that Dr. Davis, via Boston College, found a data analysis opportunity for the Chickering School. Dr. Camelia Rosca and Dr. George Ladd are providing data analysis consultation. Their work focuses on the reliability of test items. The offered an initial evaluation of our Every Day Math Assessments. Their consulting company, erotech, provides data analysis of test items and student performance. They use item analysis theory to rank tests items and students. In addition, they can provide kid maps predicting and assessing individual progress. She informed that they will continue to pursue the potential opportunity with this group. Dr. Davis informed that funding for this project will come from the DSEF.

10-16-07 DSC School Committee Meeting Minutes
- **Assessment Database** – Dr. Reinemann reported that the database, GuideEM, continues to undergo editing, and was launched for the EDM Unit 1 assessments. Until the internal server is in place, teachers will pass student work to Dr. Reinemann who will input data and provide reports. The database is linked to secure, developing and beginning goals in EDM and the Massachusetts Math Frameworks. Final work to be done includes linking the assessments to the sub strands of each math area. Dr. Reinemann informed that in its current form, the database allows teachers to identify questions that were difficult (or easy) for the whole class, as well as individual analysis. At a minimum level it can provide individual data, class and grade level data. Test items can be reviewed based on the frequency of success or error. At a more in-depth level the database can help teachers to identify changes over time, trends in data and identity specific areas requiring reinforcement or enrichment.

**g) Everyday Math Update – Dr. Reinemann**

- Report - First Grade Level Math Assessments – Dr. Reinemann gave an Everyday Mathematics (EDM) Update which included:

  **September 2007**
  - All classroom teachers, as part of their Student Learning Teams, build SMART goals related to math.
  - Teacher aides (K-5) received the first of two training session with Rosemary Smith, Math Coach. Teacher aides worked with Mrs. Smith to understand the underpinnings of EDM as well as how to construct a lesson from the materials.
  - Mrs. Smith co-taught classes on the days she was here. The goal for this activity was for the staff to observe an EDM lesson and for Mrs. Smith to be available to answer questions.
  - Dr. Reinemann is in search of an extra set of EDM, version 2, material for the library for Teach Aides to resource.
  - Ken Corning presented an overview of the Database (GuideEM) to teachers.

  **October 2007**
  - All first grade through fifth grade students have completed the first formative assessment of EDM. Data has been entered into the database and reports are being created. Teacher will have full access (input, reporting) once the internal server is in place. Student Learning Teams discussed results and SMART goals. Goals were set for the next unit assessment.

  **Unit 1 Everyday Math Data and Analysis** – Teachers will continue to use the EDM end of unit assessments to evaluate student understanding of secure, developing and developing/secure goals. Teachers may also create assessment of secure goals only using the Test Generator program from EDM. Until the database is fully up and running, the teachers will submit assessments to the Curriculum Coordinator who will input them and print reports.

  At this point in time, all grade levels have given initial formal formative assessments. Dr. Reinemann also provided the DSC with EDM Unit 1 assessments for Grades 1-5 that were given in September.

- **Superintendent’s Report**
  - **ACCEPT – Technology Strategic Plan** – Dr. Davis distributed the ACCEPT Metrowest Collaborative Technology Directors Strategic Plan 2007-2009 for the DSC’s review and information.

- **Exit Plan with Dr. Couture** – Dr. Davis reported that he met with Dr. Couture and Andrea Hallion to review his Exit Plan. They discussed all of the items on the plan and determined what materials were needed by Dr. Couture. A tentative list of dates for Dr. Couture to work with him and other school personnel to transition was discussed. Dr. Couture is going to attend all scheduled school committee meetings starting in October to observe the meetings and become familiar with the issues in each district. Dr. Davis stated that he understands the three school committees discussed Dr. Couture working with him for five days and requested that he review a transition plan with him. Dr. Davis made a recommendation to the DSC to support 10 full days of Dr. Couture working in the three districts prior to his retirement date of January 1, 2008.

Mr. Springett moved and Mrs. Gill-Body seconded to support 10 fully days of Dr. Couture working in the three districts prior to Dr. Davis’ retirement date of January 1, 2008 in order to facilitate the planning and transition.

**07-46 Unanimous, The motion passed**

Dr. Davis informed the DSC that he will be meeting with Chief Griffin to discuss and cost out a School Security Reverse 911 System. Dr. Davis will report back to DSC.

**5) Special Items**

**a) Chickering School Building Audit** – Dr. Davis informed the DSC of a letter issued to the Director of Audits in relation to the Project # C20033836 The Chickering Elementary School.
b) **FY 2009 – 2013 Capital Budget Requests** – Mr. Springett moved and Mrs. Hackney seconded to accept the Fiscal Year 2009-2013 Capital Budget Requests as set forth in Dr. Davis’s memo to the Dover Capital Budget Committee dated October 2, 2007.

**Unanimous. The motion passed**

c) **Special Education** – Mr. Stuart – No report at this time.

d) **Communication Plan** – Mr. Correll gave an update on the plan to communicate information to Dover Residents about Chickering’s progress on its educational goals as well as challenges faced, particularly as they relate to the budget. Multiple strategies to disseminate information throughout the year include newsletters, summary articles of monthly meetings, and programs on DSCTV channel 8.

e) **Update – Superintendent’s Search Process** - The school committee of the Dover-Sherborn have charged a Superintendent search Sub-Committee to work with Richard Warren of Future Management Systems in an effort to recruit serious candidates for consideration of the position Superintendent of the Dover-Sherborn Public Schools. The position of Superintendent will be available July 1, 2008. Dr. Davis’s will be retiring and finishing his final day as lead administrator on Friday, December 21, 2007. As interim superintendent, Dr. Robert Couture has been hired to fill the position from January 1, 2008 until June 30, 2008. The Superintendent Search Process will be active from now through February 2008. Future Management Systems, a professional and veteran search consulting firm, has created a tight but thorough timeline for our district.

6. **Future Business - None**

a) **November Dover School Committee Agenda Items** - ELA, Math, Balanced Literacy, Webpage Issue/Remedy, MCAS Next Level of Detail, FY ’09 Budget Development, Mr. Downing’s Entry Plan.

7. **New Business**

a) **FY ’09 Budget Development** - Due to Dr. Davis’s upcoming retirement, budget discussion and planning will begin earlier this year. Dr. Davis distributed the Dover School Committee Draft FY 09 Budget which included:

- FY 09 Budget Calendar Dover Budget Planning
- FY 09 Dover Draft Budget Assumptions – **Dr. Davis will add - Review Instrumental Music Program**
- FY 09 Dover School Budget Draft Goals – Discussion,
- FY 09 Dover School Budget Draft Major cost Drivers, FY 09 Dover Budget – November 20, 2007
- FY 09 Dover Budget – December 18, 2007
- FY 09 Dover Budget – January ___, 2008, (Need to schedule additional meeting)
- FY 09 Dover Budget – February ___, 2008,
- FY 09 Dover Budget – March, April, May


9. **Executive Session** – @ 9:40 pm Mr. Springett requested that the DSC move into Executive Session for matters pertaining to contracts and not to return to open session.

Respectfully Submitted,
Theresa Alessandro