

DOVER SCHOOL COMMITTEE  
MEETING MINUTES  
May 18, 2010

Members Present: Jennifer DaSilva, Chairperson  
Bob Springett  
Karl Johnson  
Dawn Fattore

Member Absent: Carolyn Ringel

Also Present: Valerie Spriggs, Superintendent  
Kirk Downing, Principal  
Dr. Deb Reinemann, Curriculum Coordinator  
Christine Tague, School Business Manager  
Cheryl Chase, Librarian  
Betsy Ryan, PTO  
Steven Bliss, Assistant Superintendent

**1. Call to order** – Ms. Spriggs

Ms. Spriggs called the meeting to order at 7:02 pm in the Chickering School Library.

Ms. Spriggs welcomed the new School Committee members and thanked Peter Lert for the work he did as a part of the Committee.

**2. Reorganization**—Ms. Spriggs asked for nominations for Chairperson and spoke about the role of the Chairperson. Mr. Springett nominated Ms. DaSilva, Mr. Johnson seconded. Ms. Spriggs requested a vote to appoint Ms. DaSilva as Chairperson. **10-13 Vote: Unanimous**

**3. Approval of Minutes**

a) Dover School Committee minutes:

- Ms. DaSilva requested a motion to accept the April 7, 2010 minutes.  
Ms. Fattore moved, Mr. Springett seconded.

Corrections:

Page 2, last bullet, after 5<sup>th</sup> sentence add: Ms. Spriggs stated that it is the responsibility of the Central Office, not School Committee, to send out the agenda and minutes.

Page 3, 3<sup>rd</sup> bullet, 3<sup>rd</sup> sentence: this is a non-profit ~~business~~ mission driven organization.

**10-14 Vote: Yes =2, Abstained = 2**

- Ms. DaSilva requested a motion to accept the April 13, 2010 minutes.  
Ms. Fattore moved, Mr. Springett seconded.

**10-15 Vote: Yes =2, Abstained = 2**

b) Ms. DaSilva noted the April 8, 2010 Sherborn School Committee minutes.

c) Ms. DaSilva noted the April 6, 2010 Dover Sherborn Regional School Committee minutes.

**3. Community Comments**

- Michelle Mandel spoke to the Committee as the representative of those who have signed the petition regarding the last day of school. The petition asks for consideration to move the last day of school to June 18<sup>th</sup> from June 21<sup>st</sup>. Ms. Mandel stated that we have completed over 180 days of school by June 18<sup>th</sup>. This also was the first year we extended Wednesdays by adding 40 hours to time on learning. Monday the 21<sup>st</sup> will not necessarily be a day of learning. We received a previous exemption for a snow day, and when Pine Hills boiler broke for 2 days they were not required to make-up the days. Ms. Spriggs stated that she appreciates the request for reconsideration and that she has notified the Department of Education. As of yesterday afternoon she had not received formal notification, but it looks promising that we will receive a waiver. Ms. Spriggs was asked by the DOE to resubmit her proposal, and it was sent out last evening. As soon as Ms. Spriggs receives something in writing from the Commissioner, which she hopes to have by week's end, she will notify Mr. Downing. The teachers are on a contract so those regulations will need to be met.

#### 4. Reports

##### a) PTO Report – Ms. Ryan

- The May newsletter was distributed to the Committee.
- Rock-a-Palooza netted over \$80,000. There is work being done to prioritize funding capital items.
- Joshua Winer has been commissioned to create the mosaic mural. He will be an artist in residence during the month of September in the Art class. The finished product is expected the first week of the October. Members of the community are welcome to participate. We are trying to figure out the fundraising arm of this project. The mural is a celebration of values and ideas and is not specific to any one person. It will be located in the first floor lobby on the wall between the two music rooms.
- The last teacher luncheon will be held in June. Teacher appreciation week just finished up.

##### b) Business Manager's Report – Ms. Tague

- FY '10 Budget Update—nothing has changed since the last two reports. Year-end looks healthy due to variances in utilities, transportation and special education. We are looking at approximately a \$250,000 surplus.
- The oil rebid was opened on April 29<sup>th</sup>. We received one fixed price of \$2.80, vs. a budget of \$2.74. The variable rate bided was \$2.54. The group chose to go with the fixed rate, which was also done last year, in addition there will be a 13.5 cent per gallon delivery fee. Ms. DaSilva asked if the delivery fee was charged before, Ms. Tague reported that it is an additional charge. Mr. Springett asked if we need to go with the bid, or if we can go our own way. Ms. Tague reported we can make our own decision. Mr. Springett asked about the process for locking in a rate. Ms. Spriggs spoke of the Committee providing a range to the Business Manager for last year's lock-in rate.
- SPED variance analysis—report distributed
- Utility reports—As requested by Mr. Stuart, the color of the background on the temperature monitoring report has been changed so that it is easier to read the outside humidity data.

##### c) Principal's Report – Mr. Downing

- Mr. Downing recognized the retirement of Joann Weltman. Her service and courageous battle with cancer deserve a tremendous amount of accolades.
- Personnel Updates:
  - We are close to hiring a Literacy Specialist for next year, hoping to make an announcement very soon.
  - Preliminary interviews will be held for the 4<sup>th</sup> grade position. Finalists will be selected to meet with Dr. Nugent.
  - A long-term substitute will be hired while Ms. Lowenstein is on leave.
- SAC is working on the School Improvement Plan and how it links to the overall district plan. They have developed a format that uses a Goal statement, Rationale, Action, Timeline, Responsibility, Expected Outcome and link to DSC goals. There are things that are expected not to fit the linkage such as the anti-bullying goals. Mr. Springett suggested linking it to an administrative goal. Mr. Johnson spoke about the statutory requirements for anti-bullying and building it for each school. Ms. Spriggs stated that there are ambiguous requirements, and that each district must submit their own plan. Ms. Spriggs said that through the Collaborative, the Superintendent's are working on a protocol to pass along to each school/district.
- Mrs. Chase presented the Reader's Theater program to the Committee. The program is a play where the children have parts, they use no costumes or props and it's performed with their voice. It works on the children's reading fluency. They record each reading beginning with the first time and then analyze the way they are reading. Ms. Chase played the recording of Pease Porridge Pot for the Committee. Mr. Downing spoke of this being a great example of the multiple things going on in school coming together and that Ms. Chase has been phenomenal in collaborating with Mr. Harte as a media/technology team. It's a fabulous example of all the teachers working with the kids.
- Dr. Reinemann—Professional Development—
  - Math Curriculum meetings have been held with 5 of 6 grades (grade 3 scheduled for 6/1), they have reviewed the DESE standards, EDM, and revisited pre and post tests. Looking to digitize pretests for teacher access in one place.
  - Expecting to expand the student support team to include Math.
  - Looking at purchasing and piloting Number World.
  - Outdoor classroom—planting seeds outside, and inside to transfer outside later.
  - The DRA and TCA report has been created. We piloted the TCA assessment this year looking to get more information about what happens in 4<sup>th</sup> and 5<sup>th</sup> grade. Ms. DaSilva asked what happens when students reach the benchmark early, Dr. Reinemann responded that they continue to work with those

children at the appropriate level. Mr. Springett asked what the graph “at or beyond benchmark vs. not yet” represents. Dr. Reinemann explained this is where the kids are in March vs. benchmark. There is work to be done in grade 4 with the new literacy specialist. Mr. Springett asked if we have historical data, Dr. Reinemann responded that we have the data. Mr. Springett spoke about looking at the data by graduating class over time. Dr. Reinemann said it will be interesting to look at the current 4<sup>th</sup> grade vs. their 3<sup>rd</sup> grade performance and if the benchmarks have changed. Mr. Johnson spoke about the report he saw about 4<sup>th</sup> grade performance. Mr. Downing responded that it was the NAEP data, which showed Massachusetts lagging behind. Mr. Downing said that we did not participate in the NATE data, it’s a random selection.

- Foreign language impact—Ms. DaSilva asked for the status. Mr. Downing state there was no new information to share. A presentation will be made at the Joint School Committee next week.

**d) Superintendent’s Report – Ms. Spriggs**

- Ms. Spriggs thanked Bob Springett for serving three years as chair; she appreciates the leadership and interactions.
- Leadership Transition—Ms. Spriggs stated she is very pleased with the way Mr. Downing and Dr. Nugent have been making the transition smooth, with sensitivity to the children, and the work as far as hiring the new people.
- Literacy Specialist—The hiring process has worked well with Mr. Downing and Dr. Nugent. The candidate has a different approach that we are very excited about.
- Budget FY2011—The Town of Dover has approved funding of \$7,500 to plant mature trees.
- Massachusetts School Building Authority (MSBA)—A visit took place on May 17<sup>th</sup> to evaluate the building. The heat, air circulation and window issues were brought to their attention. We would like them to note these concerns and that we may want to seek assistance in the future. Mr. Johnson asked what they could do to help down the road. Ms. Spriggs responded that they could be a funding source.
- Strategic Planning Update—The chairs of each goal met with Ms. Spriggs and Mr. McGowan for a status report. Next meeting to be held May 26<sup>th</sup>.
- Policy Manual Update—The Committee is forging ahead, Mr. Robinson is going to try and get the group to continue work during the summer so that we can finish the work before school reopens. We will have an updated online manual that will be very helpful for the entire community.
- METCO Coordinator Update—Mr. Bliss announced the appointment of Dr. Catarina da Silva to the METCO Coordinator position. The Committee was made up of 16 members representing all stakeholders. The committee does not want to dismantle; they want to stay together as a transitional advisory board. Ms. Spriggs has asked Ms. DaSilva to work with her and Dr. da Silva to reinvent and reinvigorated the program.
- Superintendent’s Evaluation—A public meeting was held on May 5<sup>th</sup> in which all School Committee members provided input on the Superintendent’s Evaluation. A summary is being written up and Ms. Spriggs will receive the notes from the committee members, there will be a debriefing this Friday. Ms. Spriggs will have a response to the evaluation. The judgment that came down at the 11<sup>th</sup> hour turned the work of this process upside down. Mr. Springett spoke about the process and December ruling. There was a group of 5-6 people who were working on redoing the Superintendent Evaluation process prior to the ruling. The ruling came and it changed how the evaluation has to be done. Any discussion about Superintendent performance has to take place in open meeting. After the open meeting you can go back and create a summary document that reflects the meeting, the document is protected by the privacy act. We had the open meeting, are preparing the summary and then will debrief. The Superintendent Evaluation Committee prepares the summary. Ms. Spriggs spoke of the tremendous amount of work that has been put into this process, it’s meant to be a constructive and improvement tool.
- Administrator Evaluations—The evaluations have been completed. They are done by Ms. Spriggs, Mr. Bliss and the Principal’s of their direct reports. Both the administrative team and support staff will get a 1.75% increase with no changes to their contracts this year. Ms. Spriggs will be looking at the individual contracts this summer.
- Teacher Evaluations—These are completed by the Principal or Assistant Principals and are sent to the Superintendent. After review, she signs off and dates before they go in the file.
- The Education Collaborative—Ms. Spriggs requested signoff by the Committee on the annual TEC update. Unless there are major changes it will stay as is and no longer require annual update
- Time on Learning—Mr. Downing stated that a report has been prepared and he will send it to the Committee.

**5. Special Items**

a) **Subcommittee Appointments** – Ms. DaSilva

The Committee reviewed the representatives to the subcommittees. Ms. DaSilva opened the nomination for Vice Chairperson/Secretary. Mr. Johnson nominated Ms. Ringel, Mr. Springett seconded.

**10-16 Vote: Unanimous**

Updates to the list of subcommittees are listed below:

<b>Committee</b>	<b>Remove</b>	<b>Add</b>
Chairperson	R. Springett	J. DaSilva
Vice Chairperson/Secretary	J. DaSilva	C. Ringel
Warrants	J. Stuart	D. Fattore, K. Johnson, R. Springett alt., C. Ringel alt.
Payroll	J. Stuart alt. J. DaSilva alt.	J. DaSilva, C. Ringel alt., D. Fattore alt., R. Springett alt.
Superintendent Evaluation	J. Stuart	K. Johnson alt.
Union Superintendent Committee	J. Stuart	C. Ringel
Personnel Subcommittee	J. Stuart	K. Johnson
Contract Negotiation		R. Springett, K. Johnson
DSEF Access Committee	J. Stuart	D. Fattore
School Council	J. Stuart	D. Fattore
TEC Board of Directors	C. Ringel	D. Fattore
Technology	P. Lert	K. Johnson
Strategic Planning	J. DaSilva	D. Fattore
Building and Facilities	J. Stuart	

b) **MASC training**—Ms. DaSilva let the new members of the Committee know of the MASC training they will need to attend.

**6. Future Business**

a) June Dover School Committee Agenda Items – Ms. DaSilva

- MCAS results (if available)
- Initiatives
- SIP
- Foreign Language
- FY10 Budget closeouts/encumbrances

b) Agenda items for May 25th Joint Meeting – Ms. DaSilva

- Contract renewals for support staff
- Professional Development update for the summer
- Executive Session for Superintendent Contract
- Foreign Language

**7. New Business -- None**

**8. Routine Business**

a) Enrollments as of May 1, 2010—reports distributed.

**9. Adjournment**—Ms. DaSilva requested a motion to adjourn. The meeting adjourned at 8:39 p.m.

Respectfully Submitted,  
Deb Savastano