

DOVER SCHOOL COMMITTEE
MEETING MINUTES
December 21, 2010

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

Also Present: Valerie Spriggs, Superintendent
Steven Bliss, Assistant Superintendent
Dr. Deb Reinemann, Curriculum Coordinator
Christine Tague, School Business Manager
Cheryl Chase, Librarian
James Stuart, Warrant Committee
Dave Stapleton, Warrant Committee

1. Call to order

Ms. DaSilva called the meeting to order at 7:03 pm in the Chickering School Library.

2. Approval of Minutes

a) Dover School Committee:

- Ms. DaSilva requested a motion to accept the November 16, 2010 minutes. Mr. Springett motioned, Ms. Fattore seconded. Corrections identified by Dr. Reinemann:
 - Page 3, Accelerated Learners, first bullet: ~~The second scenario could be the main lesson for 20 minutes, and the kids who finish faster are given more work~~
 - Page 3, Accelerated Learners, fourth bullet: change ½ hour to ½ day.

10-29 Vote: Unanimous

- Ms. DaSilva requested a motion to accept the December 13, 2010 minutes. Mr. Johnson motioned, Ms. Fattore seconded. **10-30 Vote: 4-0**, Mr. Springett abstained.

b) Dover School Committee with Capital and Warrant Committees:

- Ms. DaSilva requested a motion to accept the November 16, 2010 minutes. Mr. Springett motioned, Ms. Ringel seconded. **10-31 Vote: Unanimous**

c) Ms. DaSilva noted the November 2, 2010 Dover Sherborn Regional School Committee minutes.

d) Ms. DaSilva noted the October 14, 2010 and November 18, 2010 Sherborn School Committee minutes.

3. Community Comments--None

4. Reports

a) **PTO Report**—Melissa Gramer and Gina Doyle, PTO Co-Vice Presidents

Ms. Gramer and Ms. Doyle came to the Committee to discuss future fund raising efforts.

- Each year the PTO receives more requests for funding, this year \$13,660 of requests were made for teacher grants for classroom materials. The PTO currently funds \$5,000 in grants and is working with Dr. Nugent to find sources to fund the difference. The PTO also funds curriculum enrichment.
- For the 2010 PTO auction, \$110K was raised; the cost of holding the event at Elm Bank was \$30K. For 2012 the PTO is exploring options to enable us to retain more of the money raised, including having the event in a Dover Public Building. This will require a Warrant with Town Meeting to change the bylaw to allow alcohol to be served for one day. If the bylaw is changed it will apply to all non-profit groups for the purpose of fund raising. They plan to present to the Selectmen at the January meeting and will discuss with the Chief of Police as well. If they receive approval they will return to School Committee for their support.
- Ms. Spriggs stated that it is very important to recognize why alcohol is not allowed on school grounds; what happens if waivers are granted repeatedly with alcohol being served on a regular basis when this building is also used as a community facility. Ms. Spriggs stated that she publicly stands very firm that the school buildings are a place where alcohol should not be served. The waiver that was granted to Sherborn at that time had no stipulation about youth being present, she has the stipulation over that and will not allow children to be present

if alcohol is allowed. Ms. Gramer stated that MA Law states that it must be after hours. Ms. Spriggs stated that in the past children were present when alcohol was served.

- Mr. Springett stated that nothing can happen without a bylaw change. Events would have to be approved by the DSC on a case by case basis.
- Ms. Ringel asked if Sherborn uses Pine Hill, Ms. Gramer responded yes. Ms. Ringel stated that wine tasting fund raisers have been held at the Library.

b) Business Manager's Report – Ms. Tague

- FY' 11 Budget Update:
 - The Out of District (OOD) budget has a \$72,000 positive variance. There is one pending OOD tuition of \$42,000 which would reduce the variance to \$30,000. Ms. Tague reported that there are currently eight elementary and fourteen regional students OOD.
 - Mr. Springett asked about the current surplus. Ms. Tague responded that we have about \$132,000 for teacher salaries and \$25,000 for the fuel adjustment, but they seem to be behind on their billing. Mr. Springett asked if there is a way to take what is unencumbered and show it as a projected surplus. Ms. Tague stated that she can provide projections in January.
- FY ' 12 Budget:
 - As a result of the December 13th DSC meeting, there were two adjustments made to the first draft of the budget. The first adjustment was to remove the Curriculum Director position which represents a \$69K reduction after we net out \$30K for the proposed stipends for curriculum leaders. The second adjustment was an increase to classroom supplies of \$20K to ensure that parents aren't given a supply list.
 - Mr. Springett spoke of when School Committee previously thought we had supply money in the operating budget, but teachers were sending out requests for supplies. Ms. Fattore spoke of the supply list being more specialized, that it wasn't tissues, wipes, and crayons. Ms. DaSilva stated that Dr. Nugent will need to figure out how much of the PTO stipend is necessary. Dr. Nugent said that the unique items are what we should be seeing on the supply lists, not the standard items. Mr. Springett asked how the supply request process is handled. Ms. Spriggs responded that we will look at what the PTO will fund and what the school will fund. This year when we have a grant the four administrators will sit with central office to go over the proposals to make sure it's not a duplicate or that it costs additional money down the road, for example a past gift that was given required that the license had to be paid for in following years. Dr. Nugent stated that when we give out the class lists she sees all the communications that go home. Mr. Springett spoke of the year-end stipend summary that Ms. White presented in the past; it was educational for the Committee.
- Protocol for Chickering School Building Maintenance—An amendment was made to the protocol based on the need for clarification about using past practice. Ms. Ringel made a motion to adopt the Protocol for Chickering School Building Maintenance for how we allocate Operating and Capital. The Committee asked that the opening statement "It is recognized that" be removed. Mr. Springett asked about the spreadsheet that Ms. Lisbon was going to provide. Ms. Tague offered to contact her. Motion to accept the policy with the changes discussed. Ms. Fattore motioned, Mr. Springett seconded. **10-32 Vote: Unanimous**

c) Principal's Report—Dr. Nugent

- A retirement party was held for Ms. Keniry. Her last day is 12/24.
- Dr. Reinemann will be the interim Assistant Principal.
- Fourth grade students worked with poetry expert Ted Sheu. Thank you to the PTO for funding this curriculum enrichment program. Ms. Ringel spoke about the positive feedback from her daughter about the program.
- Dr. Reinemann has done a great job with Mrs. Harper in working with the Teaching Assistants (TA) on small group instruction. The lessons with the TA's are held every Friday. The Professional Development for the TA's has been increased this year.
- Dr. Nugent showed the Committee a YouTube presentation on Technology Integration by Mr. Harte with a first grade class using Bee Bots.
- Dr. Nugent asked about scheduling the ½ day for the School Committee to come in and observe classes in the building. The Committee selected 1/11/2011. Ms. Fattore, Ms. Ringel, Mr. Johnson and Ms. DaSilva will participate. Dr. Nugent asked that they arrive at 8:20am to greet the kids at the door.
- Tuesday, January 4th is the next Principal's podcast.
- Ms. Fattore spoke of our three teachers who are participating in the TEC American History Grant Program. She saw the Pine Hill press release and hopes we will do one as well.

d) Superintendent's Report – Ms. Spriggs

- Extra Compensatory Requests

- There are four requests for compensatory stipends this year.
- With the elimination of the Curriculum Director's position, it would allow us to look at Curriculum Leaders.
- There has been a request for the Choral program, Musicians program, and Accompaniment for the choral program.
- The Extra Compensatory Committee makes recommendations to the School Committee; the final approval/disapproval rests with the School Committee as part of the budget process.
- We have had similar situations in prior years. At another time Ms Spriggs would like to support this, but she is not looking for approval this evening. After we see where the budget is at she would like to ask the Committee to look at approving.
- Mr. Springett stated that it may make sense to have someone come explain how the ratios work, he would like to know how it comes together, what factors are used to get the ratios, how it aligns to Pine Hill, and to duties/responsibilities. Ms. Spriggs stated that the back of the teacher's contract has an addition that allows us to pay extra compensation to teachers and the ratios are located there as well.
- Ms. Fattore asked why the current Pine Hill curriculum leaders aren't on the list. Ms. Spriggs responded that once approved it is embedded in the budget.
- Ms. Spriggs stated that she will provide more information on ratios at the January meeting.
- Bullying Prevention and Intervention Plan—Changes have been made to the Plan based on parent and School Committee input. A policy will be written and will come back to the Committee in June for approval. Ms. DaSilva requested a motion to accept the Plan. Mr. Johnson motioned, Ms. Ringel seconded. **10-33 Vote: Unanimous**
- Teachers' Professional Day – November 29, 2010
 - Ms. Spriggs stated that the quality of work and feedback we have gotten on Mr. Bliss' work has been spectacular.
 - Ms. DaSilva asked why the day is scheduled for the Monday after Thanksgiving vs. the day before Thanksgiving. Ms. Spriggs stated that this has historically been the day.
 - Mr. Bliss thanked the School Committee for the huge commitment of time and resources. There were 45 sessions for 340 staff members. Staff members throughout the entire school system selected sessions based on their needs.
 - For the Balanced Literacy Initiative, the Middle School spent part of a day before 11/29 observing elementary classrooms, and then we had a debriefing on 11/29 to understand how students are exposed to literacy.
 - Mr. Springett asked what the follow-up is. Mr. Bliss responded that the topics were borne out of an informal needs assessment after last year's session; we also had an evaluation after this session. We want to have a more formal assessment tool since we now have Institutes. Mr. Harte wants to offer a graduate level course on Easy Teach for 2-3 graduate credits. Dr. Nugent stated that teachers have left these sessions and are taking things back and applying them in the classroom. Mr. Springett asked how you know it's effectively being used. Dr. Nugent spoke about how she has seen Easy Teach being used in the classroom. Mr. Springett spoke of the feedback being anecdotal vs. quantitative. Mr. Bliss spoke of the evaluation instrument and work product the teachers must complete to receive credit for Professional Development. Mr. Johnson asked about the preplanning for course selection and asked if there is work being done with Dr. Nugent to determine the right courses. Mr. Bliss responded that the catalog was developed with programs that are currently part of the curriculum, one part of the day can be for topics staff want to avail themselves of. Ms. Spriggs stated that some pieces were mandated as part of licensure. Mr. Johnson asked if it could be used as a personal development plan with supervisory input. Ms. Spriggs spoke of each teacher having an individual development plan and goal setting, if there is a teacher having difficulties they work with the Administration on what support and help is needed. Dr. Nugent stated that we also look at the needs of the students that are in front of the teacher that year. This year we have two goals; open response questions and a personal goal, which is a need in the classroom.
- Coordinated program review – Mr. Bliss spoke of the upcoming review that takes place every six years. The programs reviewed are Special Education, English Learner Education and Civil Rights. We have to provide evidence for each of the standards and the DESE considers us three entities. The press release will come out on 12/23. The DESE comes out and spends an entire week here reviewed materials and interviewing various people. One month later we will receive a report. Ms. DaSilva asked what the Civil Rights program is. Mr. Bliss responded that it is structured around learning time, accessibility, non-discrimination, and homelessness. For ELE we are a low incidence district, but we must be ready to deliver services and translation for any student that walks through the door.
- Assistant Principal Update – The position has been advertised, Dr. Nugent will be picking up the applications tomorrow. Thank you to Dr. Reinemann for filling in as Interim Assistant Principal.

- Negotiation Update—A tentative agreement has been reached, once the language has been finished it will be brought to the Joint meeting. Ms. Lisbon has been a significant contributor.
- Acceptance of Anonymous Gift—Ms. Spriggs reported that we have received a \$2,000 gift from a Fidelity Charitable Gift Fund, with a matching gift from employer for a total of \$4,000. Ms. DaSilva requested a motion to accept the gifts of \$4,000. Mr. Johnson motioned, Ms. Fattore seconded. **10-34 Vote: Unanimous**

5. Special Items -- None

6. Future Business

- a) January Dover School Committee Agenda Items
 - Extra Compensatory Process
 - Class Size Policy and the affect on the Budget
 - Policy on the Use of Media (currently in subcommittee)
 - Goals
- b) Future Agenda item -- Foreign Language
 - Mr. Johnson requested the discussion include activities on front and back end of the day and the impact on the curriculum.
 - The Foreign Language Committee has met with Community Education and they have agreed to run the program.
 - We need to discuss if/when we make it a part of the school day in the future. Ms. Spriggs stated that we all supported the past request for needing more instructional time; we wanted to get this program brought in now. Ms. Spriggs stated that she and Dr. Nugent need to bring a team together to talk about the use of time and the curriculum and bring it back to the Committee, but she is respectful of a school in transition and not bringing another thing in right now.
 - Mr. Springett spoke of the previous assessment that was done by Mr. Downing and Mr. Ferrari and not wanting to shoe horn in additional programs. Ms. Fattore spoke of looking at this program at the district level.

7. New Business -- None

8. Routine Business

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

9. Adjournment—Ms. DaSilva requested a motion to adjourn. Mr. Springett motioned, Ms. Fattore seconded. The meeting adjourned at 8:33p.m.

Respectfully Submitted,
Deb Savastano