

DOVER SCHOOL COMMITTEE
MEETING MINUTES
October 19, 2010

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

Also Present:	Valerie Spriggs, Superintendent	Christine Tague, School Business Manager
	Steven Bliss, Assistant Superintendent	Cheryl Chase, Librarian
	Dr. Theresa Nugent, Principal	Meg Field, PTO co-president
	Dr. Deb Reinemann, Curriculum Coordinator	James Stuart, Warrant Committee
	Jean Conkey, Interim Technology Director	Dave Stapleton, Warrant Committee

1. Call to order

- Ms. DaSilva called the meeting to order at 7:00 pm in the Chickering School Library.

2. Approval of Minutes

a) Dover School Committee minutes:

- Ms. DaSilva requested a motion to accept the September 21, 2010 minutes. Mr. Johnson motioned, Ms. Ringel seconded. Correction: Page 2, Cedar siding is on a rotating maintenance replacement. Mr. Springett asked about the criteria for capital spending vs. routine maintenance.

10-25 Vote: Unanimous

b) Ms. DaSilva noted the September 16, 2010 Sherborn School Committee minutes.

c) Ms. DaSilva noted the September 7, 2010 Dover Sherborn Regional School Committee minutes.

- 3. Community Comments**—Deb Popeil and Caroline Birks Brown asked what the plan is this year for Differentiated Math Instruction. Ms. Spriggs responded that our new Principal is working on differentiating Math and Science. Last year there was a cluster of workshops and each grade level designed an accelerated math initiative in the curriculum. Ms. Brown stated it seems to depend on the teacher as to what is provided. Ms. Spriggs spoke of standardizing expectations across all levels, not just high achievers, so students can be challenged to be moved to higher achieving levels. Mr. Springett spoke of the ongoing concern and focus of the Administration and School Committee for a number of years; we have implemented RTI and added a teacher's assistant for every two teachers to give teachers the flexibility of having small groups. We have an inability to address the needs of accelerated learners in a systematic way; it's been ad hoc and has been a struggle. Mr. Springett stated that we have the resources and need to come back with a real plan in real time so we can be sure we address the needs of all learners; we spend a tremendous amount of time and money on the students who need help. Ms. Spriggs stated the reporting at tonight's meeting should begin to clear up some of these needs. Ms. Spriggs offered to contact the community members to provided further information.

4. Reports

a) **Five Year Capital Plan Update** -- Mr. Ralph Kelley Supervisor of Plant and Facilities, presented the updated Five Year Capital Expenditure Plan to the Committee:

- Priority Item #1: Boiler Exhaust Stack Repair--Still awaiting a firm estimate for the Boiler work. Ms. Ringel made a motion to spend up to and including \$6,000 for the Boiler Exhaust Stack water leak repair and additional support brackets installation, Mr. Springett seconded. Ms. Tague reported the contingency account has already been spent but other expected variances are available to fund the repairs. *10-26 Vote: Unanimous*
- Priority Item #2: Asphalt & Concrete repairs—The Dover Highway Department has been contacted for assistance. They estimate a cost of \$5,000 vs. the original \$7,500 estimate. Ms. Spriggs stated we need to get clarity on what part the Town is responsible for, and what part the School Committee is responsible for.
- Priority Item #3: Carpet Replacement in Administrative Suite—The original request was \$7,500, the revised estimate is \$10,986.49. Mr. Johnson asked that Mr. Kelley confirm the carpet will be up to regulatory code.
- Priority Item #4: Cedar Siding Maintenance—The firm quote is \$7,500. Ms. Spriggs stated a selectperson also requested this information to understand the maintenance.

- Priority Item #5: HVAC Major Component Replacement—The request of \$7,500 supports replacement of one major fan and compressor.
- Priority Item #6: Elevator 10 Year Life Cycle Preventative Maintenance—The elevator contractor recommends we don't need to do this now. Request to be moved to outward years.
- Priority Item #7: Fire Suppression/Sprinkler & Fire Pump System Major Inspection—It is recommended by the contractor to delay the major tank inspection if there is no obvious leak. It should not be drained and inspected unless necessary. The revised request of \$5,500 should stay in 2013.
- Painting needs to be done in rooms with high ceilings, the prices budgeted each year are not to exceed amounts.

b) PTO Report – Anne Nolen

- October 22nd—Community building event/fashion show to meet Dr. Nugent in an informal setting at the Dedham Country Polo Club.
- Curriculum Enrichment—CSI lab was held in the 5th grade in September.
- The mosaic mural is complete; it has been a wonderful project for the kids and the community. It is a memorial for past, present and future teachers. PTO is on the same page as DSC that it is a remembrance for all teachers here.

c) Technology Plan—Ms. Conkey distributed a draft of the four year Dover Capital request. The request is based on the district wide strategic and technology plans. The packet includes the required form for the Town Warrant Committee.

- Item #1: Annual replacement of Desktops and Laptops—Ms. Conkey stated that five years is too long for a replacement cycle, she recommends a three year cycle. Ms Conkey stated that it makes more sense to replace an entire laptop cart each year vs. mixing them from year to year. Mr. Johnson asked about the use of the laptops vs. tablets. Ms. Conkey responded that she would need to asses; the images for the laptops are grade specific, though the tablets could be an option.
- Item #2: Master Clock System—We have a wired system in the building that was installed in 2001. We now have 12 of 75 clocks that don't work in the classrooms. Over time Ms. Conkey feels the system will continue to fail. The interim solution has been to buy battery operated clocks, but that does not provide for synchronized time. The two quotes she has received are \$10,872 and \$13,715. They are both RF based wireless systems, though there are IP based systems available. Ms. DaSilva asked about the warranties, Ms. Conkey reported a three year warranty is included on the first proposal, we would need to purchase a four year extended warranty to have coverage on the second proposal.
- Item #3: iPads to support the Reporters Program—The request is for 20 iPads, Ms. Conkey has added in money for accessories and software. Ms. Ringel asked why laptops can't be used for this and what applications we specifically need to use on the iPads. Ms. Conkey stated that iLife and iMovie come on the iPad or can be purchased, there is not a good comparative for Windows based laptops. Ms. Ringel asked if we could use the iTouches that we have, Ms. Chase stated they are not able to run the needed applications. Should we look into Mac laptops as we do cart replacement? Ms. Conkey responded that they would need Mac authentication server hardware so the Macs can join our network. Within the iPad you can prevent certain programs from running and launching. Ms. Spriggs stated that research still needs to be pulled together to develop this plan, what we are finding in other school districts is that we may be further ahead or behind, but that does not resolve what the correct projection is for the next five years. Ms. Spriggs stated that we need to figure out what we can continue to do to move us forward while we continue the research. Ms. DaSilva asked if the Technology Advisory Council has helped with this proposal, Ms. Conkey responded that this was proposal was generated from her office. Ms. Conkey spoke of districts using both Windows and Macs and the problems that can happen.
- Item #4: Server Virtualization—Purchase of two VMWare Servers to consolidate systems. Mr. Springett stated we should look at alternatives to move this outside, which may work better in the long term vs. short term.
- Ms. DaSilva asked if 75 laptops are enough or if we need more. Ms. Conkey said the laptops supplement the classroom desktops, are they enough depends on the history of borrowing. At the middle and high schools it's curriculum based, she thinks the demand is extremely high; we get wrapped up in replacement cycles vs. what we need. The DOE has changed the ratio of the required number of technicians to equipment. Ms. Spriggs spoke of looking at the staff and demands, some of it is capital, some is instructional software and some is staff. The IT department touches every aspect. Ms. Spriggs stated that Ms. Conkey will be looking at a redistribution of staff to better provide services and ensure we are maximizing the skills we have in the school system.
- Phone System—The request has been pushed out to 2013 with a \$50,000 placeholder. The voicemail is at maximum capacity for this building, it is not a system the can be increased.

d) Business Manager's Report – Ms. Tague

- `FY' 11 Budget Update:

- September 30th financial reports were provided. The encumbrances and 1.75% increase for non-teaching staff still need to be recorded. As a result of staffing changes it looks like we will have a \$120,000 variance in salaries which will offset any potential paid LOA's.
- There will be no fuel adjustment for transportation in September since we came within the 5% trigger. Ms. Tague will start providing this information on a spreadsheet on a monthly basis.
- Out of District budget—Ms. Tague is working to generate the report from the financial system instead of the spreadsheets. There is currently a \$79,000 favorable variance, including transportation which is running slightly over budget.
- Ms. Tague addressed the question from the last meeting regarding circuit breaker reimbursement. In FY' 09 it was 72%, in FY '10 it is down to 42.43%. We have been told to budget at 40% for 2011. In 2010 we received \$275,505; in FY11 we are projected to receive \$263,702 for the school district.
- FY' 11 Capital Projects—Ms. Tague provided an update on capital spending:
 - Tree planting is scheduled for the spring.
 - We have the cost estimate and have issued the purchase order for the Boiler project.
 - The Pavement project came in \$1,735 under budget due to the Towns help.
 - The HVAC system came in \$220 under budget.
- Ms. DaSilva reported that she contacted Glen Koocher at MASC; he said that how Ms. Tague has been presenting the reports is correct. Mr. Koocher will be conducting a workshop for DSC on November 30th. The Sherborn and Regional Committees have been invited to attend.

e) **Principal's Report** – Dr. Nugent

- Dr. Nugent thanked Ginny Keniry for pitching in while she was gone for a week and also thanked the School Committee for the flowers and their kindness.
- Natures Classroom fieldtrip for the 5th grade:
 - The staff has recommended this activity in lieu of the talent show this year. Dr. Nugent provided a packet to the Committee which included permission forms, costs and curriculum. Ms. Spriggs stated she has reviewed all the material, and has approved the trip. Ms. Spriggs felt that with the children going out of state it should go to the School Committee for their support and approval since this is a new initiative. Both she and the 5th grade teachers strongly support this program. Mr. Springett moved, Ms. DaSilva seconded, **10-27 Vote: Unanimous.**
 - Mr. Springett asked Dr. Reinemann to speak about the program. Dr. Reinemann stated the activities are hands on group activities requiring a bachelors or masters degree level leader. It is engineering and math based problem solving to reach a goal. At night there are camp community events, there is no television or electronics. Mr. Springett asked why we would have it in 5th vs. 6th grade and about having it at the beginning of the school year. Dr. Nugent stated that the social and academic aspects most appropriately fit in fifth grade. Dr. Reinemann spoke of timing around weather, vacations and MCAS and the facilities that are available. Mr. Springett asked if this is something we should do with Sherborn to integrate the children. Community member Ms. Brown stated she was concerned it would create a different atmosphere by including another town.
- Waste Free Fridays will now take place every Friday.
- Foreign Language Subcommittee:
 - Dr. Nugent met with the subcommittee this morning; they discussed having a direct clear purpose. The gains given to academics from this type of stimulus to applied math and language arts areas are great. The next step is for the subcommittee to make some recommendations to this committee that work with the schedule at the school. Getting the experts to teach the courses and meet the purpose of academic gain will need to be looked at. The funding does not appear to be as much an issue.
 - Mr. Springett asked about the question of time, Dr. Nugent stated that has been resolved.
 - Ms. Fattore asked about the integration. Dr. Nugent stated that they would link the program to get the students ready for middle school language. They also are looking at what language(s) to offer. Ms. Spriggs stated her greatest concern is that she would like to see that we elevate, not feed into the middle school program. Ms. Spriggs wants a rigorous language acquisition program. Mr. Johnson spoke of needing to see an integrated plan at the elementary and regional level. Ms. Spriggs spoke of the amount of research and people the subcommittee has talked with has been very comprehensive, they also went to Sherborn as well and presented. Dr. Nugent spoke about finding the right person to fill this role.
- Ms. Ringel asked for a Special Education update on the Language Based Classroom and stated that there are only three students vs. the six or seven projected, was that because of the setting? Dr. Nugent responded it is and that the six to seven students is the maximum before we need another teacher. Ms. Spriggs spoke of a kid

in this program who was a non-reader is now going home looking to read. Dr. Nugent spoke of this delivery method being the best for these kids.

- Curriculum Coffees are coming up, evening sessions have been added.
- Interventions for Students—Dr. Nugent stated that every Administrator meets with a common grade level team and about the needs of accelerated learners and making it consistent. We're at the beginnings of this, it's not a top down piece, it starts small and we build. We have a concrete systematic based way to look at it and we have the resources in the building. It's not doing something different, it's doing it better and deeper, and it's focused, concentrated and direct.
- MCAS Report – Dr. Reinemann distributed a handout of the presentation to the Committee which included goals, intervention, strategies and measurements:
 - Math scores maintain solid performance; Reading comprehension and Language show some gains; Open Response has modest gains but has not increased significantly; Science shows strong growth.
 - Ms. Ringel asked Dr. Reinemann for her perspective on the open response scores in Dover and the State. Dr. Reinemann stated that ideally it would be conducted in a 1 on 1 discussion, but its open response that is used. Dr. Nugent spoke of the 3rd grade response and the way it was worded is really a testing error. Ms. Ringel asked if they are spending an inordinate amount of time, and if it's not teaching them valuable knowledge, what is the benefit.
 - Goals: Improve all students writing K-5; improve academic monitoring of all students though systematic procedure; make Curriculum/Instruction/Assessment adjustments as a result of academic monitoring.
 - Dr. Reinemann presented the Interventions, Strategies and Measurements. She discussed the Improved Individual Student Success Plans (ISSP) system having monitoring dates and a dashboard on the plan. Dr. Nugent stated this is the precursor to the SST and identifies all the interventions that have been done before special education plans are put in place, it can also be used for the accelerated learners to see that they are challenged. Reviews are conducted on a monthly basis. Mr. Springett stated that we have greater success when assessments are done every two weeks. Mr. Johnson asked if the plans are shared with parents. Dr. Reinemann responded that they are internal documents but may be shared at parent/teacher conferences or meetings.
 - Dr. Reinemann reviewed a sample writing goal which includes action steps, a timeline, resources and materials, implementation strategies, measures of success, and check-in date and process.
 - Dr Nugent stated that the teacher is the number one success factor students, strategies are teacher centered.
 - Ms. Spriggs stated that when there are tough challenges we need to find a solution, that's what will make Chickering unbeatable; it's the core of what education is all about. There is a level of accountability, it may not be easy right now but we're rolling up our sleeves and we're listening to each other. For all students, those that are struggling as well as accelerated learners, this is what will push us into the next level. Ms. Spriggs applauds the work of the Chickering staff.
 - Mr. Johnson spoke about what's being worked on in the classroom each day being available to the parents. Ms. Spriggs stated there is a parent portal that has been worked on for the last year at the middle school; Jean Conkey is leading this work. Mr. Johnson spoke about it being initially available for those on IEP's or accelerated learners so that parents are current on what's going on. Ms. Brown spoke of not knowing what's coming home—last year writing stayed in the classroom vs. the math workbook pages coming home. Dr. Nugent spoke of EveryDay Math appearing to be incomplete and not translating well at home; writing doesn't always translate well.

f) **Superintendent's Report** – Ms. Spriggs

- Technology Report – Ms. Spriggs referenced the list of accomplishments provided by from Jean Conkey.
- Email content policy—Ms. Spriggs has reviewed the policies in the manual. In the last two weeks we have had serious problems with e-mail, she is looking for legal feedback on common use and saturated use. Ms. Spriggs will send out the update via e-mail to the Committee once completed. Ms. Fattore spoke of the dead link and the old website within the e-mail blast link, and asked why we can't do it like the middle or high school. Ms. Chase stated we need an RSS feed. Mr. Bliss stated the RSS feed was discussed at Tech last month and Ms. Conkey needs to work with Get Fused.
- MASC/MASS Joint Conference—Hyannis November 3rd- 6th.
- Mr. Springett called the Committee's attention to Page 34 of the MCAS packet which shows the Five School Comparison Data. Mr. Springett stated that this is the first time that we've had two 1st, two 2nd, two 3rd and one 5th in the rankings, this is another proof of getting to good. Mr. Springett asked Mr. Bliss if we should now look to compare against the five that are best in state.

5. **Special Items** -- None

6. Future Business

- a) November Dover School Committee Agenda Items – Accelerated Learners, World Language, E-mail policy, Anti-bullying policy

7. New Business -- None

8. Routine Business

- a) Enrollments as of October 1, 2010—reports distributed. Ms. DaSilva asked if with enrollments going down in the lower grades, if could we participate in School Choice for certain grades. Ms. Spriggs will confirm the requirements but believes it has to be allowed for all grades.

- 9. Adjournment**—Ms. DaSilva requested a motion to adjourn. Mr. Springett motioned, Mr. Johnson seconded. The meeting adjourned at 9:15p.m.

Respectfully Submitted,
Deb Savastano