

DOVER SCHOOL COMMITTEE
MEETING MINUTES
April 12, 2011

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

Also Present: Valerie Spriggs, Superintendent
Steven Bliss, Assistant Superintendent
Christine Tague, School Business Manager
Dr. Theresa Nugent, Principal
Dr. Deb Reinemann, Assistant Principal
Cheryl Chase, Librarian

1. Call to order

Ms. DaSilva called the meeting to order at 7:01pm in the Chickering School Library.

2. Approval of Minutes

a) Dover School Committee:

- Ms. DaSilva requested a motion to accept the March 15, 2011 minutes. Mr. Springett motioned, Ms. Ringel seconded. *Vote 11-08: Unanimous*

b) Ms. DaSilva noted the Dover Sherborn Regional School Committee minutes of March 1, 8, 14, 20, 29, 2011.

3. Reports

a) **Business Manager's Report** – Ms. Tague

- FY' 11 Budget Update:
 - Ms. Tague reported that the projected surplus as of March 31st is now \$318,796 vs. the February report of \$295,666. The primary reason for the increase is that we are closing in on the end of heating season and the tanks are essentially full, Ms. Tague recommends topping off the tanks before the contract expires June 30th. TEC is going out to bid next month; we may withdraw depending on the rate. Heating oil usage also down vs. last year.
 - Based on the projected surplus, Mr. Kelley and Dr. Nugent have put together lists of proposed items to fund.
 - Ms. Tague reviewed the list provided by Mr. Kelley for \$12,025 in operating expenses and \$50,986 for capital. The Operational items are: Inspect all interior window shades & blinds, repair and replace as needed \$3,804; Replace worn and stained cloth acoustical wall panels in cafetorium \$2,200; VCT & vinyl inlay floor repairs in the main foyer and all common areas as needed \$4,220; Repair all damaged copper downspout tails at rear of school and add concrete splash pads \$1,800. The Capital items are: Main Office/Administrative Suite carpet replacement \$10,986—now obtaining estimate for carpet squares vs. rolled carpet. Prime and Paint all exterior metal doors and trim \$10,000; Major High Interior Painting \$20,000; Exterior Storm Water Drainage System Repairs and Additions \$10,000.
 - Ms. Spriggs stated that with School Committee approval they would meet with the Capital Committee for advice on proceeding.
 - Ms. Ringel asked if there are other materials that could be used to replace the wall panels and down spouts. Ms. Tague responded that she will check into it.
 - Ms. Tague reviewed the list provided by Dr. Nugent. \$34,500 is for curriculum materials and a spot light for the mural. Dr. Nugent stated that these are the curriculum materials that we use every year for the class room, we would be moving it forward in our spending. The spot light for the mural also is to help brighten the hallway. In addition, we do not have enough chairs in the teacher's lounge for a given lunch period, the plan is to move the chairs from the conference room to the teacher's lounge and place the new chairs in the conference room. We are also looking to begin to replace the teacher's classroom chairs. There has been a request from the 1st grade team to eliminate desks and replace them with tables to support small group instruction, this request is for three of the classes, and the old tables from those classes would go to the fourth classroom. The total request is \$41,117 and is listed in order of priority.
 - Ms. Tague stated that \$218K would still be returned to Town if all of these items are approved. The savings impact to the FY '12 budget may be partially offset by oil & utility costs. Ms. Tague reported that the purchase orders must be issued and items on hand to be charged to this year's budget. Mr. Springett stated

that he feels all of the money should go back to the Town since these items are already funded in next year's budget. Mr. Johnson spoke of the memo from Warrant that gave the direction, if we can legitimately prepay items that are on the five year schedule for capital or maintenance that is what they are looking for. Mr. Springett stated that we are constantly building excess money we are not using; we are depriving other Town departments of it. Either the budget needs to be tighter or we need to be more careful how we spend at the end of the year. Ms. Tague stated that \$207K is due to maternity leaves and retirements which we were not able to project when we built the budget. Last year \$250K was due to special education. Ms. Spriggs stated that the request to develop this list now was made by this Committee so that we would not have it presented at the last minute. She thanked Dr. Nugent and Mr. Kelley for developing the lists.

b) Principal's Report—Dr. Nugent

- World Language Update -- A meeting was held in March where they discussed barriers, lessons learned, stakeholders, and expectations. They plan to come to the DSC in about a year with a recommendation for the program. Ms. Fattore spoke of the information they have receive from other towns on their programs, availability of teachers including issues of native vs. non-native teachers. Dr. Nugent stated that Pine Hill will be joining the group as well as the Middle School so that we will have K-12 representation on the Committee. The Committee will look at successful programs in the area as well as budget and number of teachers. The goal is to have the program available for the 2012-2013 school year. Mr. Johnson asked if Mandarin will be the language, Dr. Nugent reported that the language will be the last decision that will be made.
- First Grade Census—Current Kindergarten enrollment is 70, we are expecting all of them to move to 1st grade. Looking at the census data we know there are eight additional students, of which three have registered for next year, leaving five additional students we don't know anything about. Given that potential number, we could have 73-78 projected students next year. Dr. Nugent has spoken with the 1st grade team and they have a plan ready to eliminate one class. That teacher will assume an open 5th grade position, which they have previously taught and are credentialed for. We are hearing from the preschools that our current 3 year olds are a large group, so there may be a bump back in the future.
- Dr. Nugent thanked the PTO for their work on the Wizards game; it was a wonderful community event.
- Ms. Chase and Ms. Green were honored by the PTO as a part of library appreciation week, thank you to Erin Gordon for organizing this.
- In this month's podcast, our student council created a Chickering Spirit song. The students wrote it, and the music teachers helped put it to song. It will be sung at every community event we have.
- Ms. DaSilva asked about today's Chickering Blast information on the PTO Drama program. Dr. Nugent reported there have been many programs that the kids are asking for. Ms. Spriggs suggested Math Moves You (Raytheon program). Dr. Nugent stated that these programs are designed to be low cost, once a week opportunities for the kids to get together. Ms. Ringel stated that the feedback she has received is that parents are willing to pay to have a professional lead the program. Dr. Nugent asked Mr. Johnson if there would be an issue with the Compensation Schedule.

c) Superintendent's Report – Ms. Spriggs

- Acceptance of Donation—Ms. Spriggs reported that a gift was presented to the Special Education Department from Mr. & Mrs. Morton. Ms. DaSilva requested a motion to accept the gift. Mr. Springett motioned, Ms. Fattore seconded. *Vote 11-09: Unanimous*

4. Special Items

- a) Assignment of Representatives to MOU's—Ms. DaSilva stated that there are four MOU Committees scheduled to start no later than 4/15, of which three will require DSC representation. Ms. Spriggs will meet with the Teachers Association on Friday to determine their representation. Mr. Johnson asked about Administration representation on the Committees. Ms. Spriggs responded that they will be meeting tomorrow to discuss. Ms. Fattore will be the representative to the School Calendar Committee; Mr. Johnson will be the representative to the Salary Matrix Committee. The Committee will revisit representation after the new DSC members are elected.
- b) Community Comments—Community member Bill Dean came to the Committee to discuss how we can save money. Every night the lights in every hallway are on, including the gym, till about 9:30. He is interested in saving money for the school, but also commented on the light pollution. He suggested lights could be turned off when the custodian is done in each area. Ms. Spriggs stated that she will talk to Mr. Kelley to address the issue and asked Mr. Dean to contact her if he doesn't see any change. Mr. Johnson also mentioned the lights that are on the path to the Chickering Fields. Ms. Spriggs reported that we have exceeded the lights needed for safety based of the Fire Department requirements.

c) Review of Open Action Items—The Committee reviewed the open action items. See attachment for updated information.

- Action Item #2: Item is moved to “Complete” list. Ms. Spriggs reported that a Five Year Plan has been developed with Capital Committee. The Committee agreed that an annual check-in will be needed. The Committee would like Carol Lisbon contacted to obtain a copy of the Charles River School Capital Planning format.
- Action Item #12: MCAS Progress/Assessment: Ms. Spriggs reported that work has been done to identify actions taken. Presentation to take place next month including the retooled report, next set of data, and revisiting the nine questions.
- Action Item #30: Review of Curriculum Instruction and Assessment: Presentations by grade level teachers to DSC using existing materials and tools, including: how the school is gathering data; what are the tools and how do they work; outcomes and corrective actions. Overview to be presented at June meeting, grade by grade review to begin with 2011-2012 school year.

d) Review of Subcommittee List—

- Ms. Fattore suggested having reports from the Subcommittees so we can bring information back to the Committee. Ms. Ringel suggested adding this as an agenda item in the reports section.
- Ms. Fattore reported that TEC did a study on merging ACCEPT and TEC. TEC is looking for more information from their members that they can collaboratively build on. The report highlighted that they may need to dig deeper to see what the needs are. The Special Education piece would hit at the Chickering level. Ms. Spriggs reported that Dr. O’Connell does look at what they offer, but that they haven’t had the programs we have needed.
- Ms. Spriggs stated that TEC has expanded their purchasing to include athletic supplies and office furniture. They have broadened their membership to include towns in CT.

7. Future Business

a) May Dover School Committee Agenda Items – Chickering Handbook, Proposed Parking Brochure, Monday PTO program, Survey Monkey results from DEDA, Communication on Security.

8. New Business – Ms. Spriggs thanked Mr. Springett and Ms. DaSilva for their service and guidance to Chickering and the School District and provided them with a token of appreciation.

9. Routine Business

a) Enrollments as of April 1, 2011—reports distributed.

10. Adjournment—Ms. DaSilva requested a motion to adjourn. Mr. Springett motioned, Ms. Fattore seconded. The meeting adjourned at 8:24p.m.

Respectfully Submitted,
Deb Savastano