

DOVER SCHOOL COMMITTEE
MEETING MINUTES
May 17, 2011

Members Present: Tim Caffrey
Lauren Doherty
Dawn Fattore
Karl Johnson

Also Present: Valerie Spriggs, Superintendent
Christine Tague, School Business Manager
Dr. Theresa Nugent, Principal

Dr. Deb Reinemann, Assistant Principal
Cheryl Chase, Librarian

1. Call to order

- Ms. Spriggs called the meeting to order at 7:01pm in the Chickering School Library.
- Ms. Spriggs opened the floor for nominations for Chair. Ms. Fattore nominated Ms. Ringel, Mr. Johnson seconded. **Vote 11-10: Unanimous.** Ms. Fattore stated that Ms. Ringel submitted a letter in advance of the meeting that she was interested in the position.
- Ms. Spriggs opened the floor for nominations for Secretary. Mr. Johnson nominated Ms. Fattore, Ms. Doherty seconded. **Vote 11-11: Unanimous**

2. Approval of Minutes

- a) Dover School Committee:
- Ms. Fattore requested a motion to accept the April 14, 2011 minutes. Mr. Johnson motioned, Ms. Doherty seconded. **Vote 11-12: Yes: Ms. Fattore, Mr. Johnson; Abstained: Mr. Caffrey, Ms. Doherty.**
- b) Ms. Fattore noted the Sherborn School Committee minutes of March 10 and April 25, 2011.
- c) Ms. Fattore noted the Dover Sherborn Regional School Committee minutes of April 12, 2011.

3. Community Comments – Mr. Adrian Hill asked about the communication of the Safety Policy. When he looked at the website he could not find any information on the policy for the school system, including: staff screening, emergencies, and evacuations. He asked how the parents would know where the children have gone to in an emergency. Ms. Fattore offered to have Dr. Nugent follow up to provide the information.

4. Reports

a) Business Manager's Report – Ms. Tague

- FY' 11 Budget Update:
 - The projected surplus is \$340,000, which is made up of \$230,00 from salaries due to the elimination of the Curriculum Director and Long Term Substitutes for leaves of absence; \$26,000 in Transportation for fuel adjustments; and, \$68,000 for Utilities as a result of a decrease in KWH and a lower oil bid than budgeted; and, \$16,000 for OOD Special Education.
 - Ms. Tague requested a decision on the maintenance and school supply requests that were reviewed last month. The request for operational items is mostly related to curriculum instruction. Dr. Nugent stated that we would be using some of the funds to purchase more current editions of existing texts which had been budgeted for FY12. Mr. Johnson made a motion to approve the recommendation to spend \$41,117. Mr. Caffrey seconded. **Vote 11-13: Unanimous**
 - Ms. Tague updated the Committee on the Maintenance and Repair request previously received from Mr. Kelley. The original estimate for carpeting was based on regular carpeting, as requested by DSC Mr. Kelley has obtained pricing for tiled carpeting and reported that the cost is the same. Mr. Kelly has also looked into alternative solutions for the acoustical panels, but they will need to be reviewed by the Fire Chief. Ms. Doherty asked if these items will be accelerated on the capital plan. Ms. Tague responded that they will be. Ms. Fattore requested a motion to approve \$12,025 in Operating funds for Maintenance and Repairs. Mr. Johnson motioned, Mr. Caffrey seconded. **Vote 11-14: Unanimous**
Ms. Fattore requested a motion to approve \$50,896 in Capital for Maintenance and Repairs. Mr. Johnson motioned, Mr. Caffrey seconded. **Vote: 11-15: Unanimous**
- Ms. Tague reviewed the report on the four completed FY11 capital projects and their expenditures.

- PTO report—Anne Nolen and Meg Field
 - Arts Night is on May 25th.
 - Working on the new membership and Board for next year
 - The fifth grade celebration and luncheon have been planned. They are embarking on a 3 night trip to Nature’s Classroom.
 - Teacher Appreciation week was held.
 - Epic Brass came on May 4th as part of the curriculum enrichment program.

b) Principal’s Report—Dr. Nugent

- Chickering Handbook –
 - Dr. Nugent distributed a summary of the feedback from the Committee that she has reviewed to date. Green represents changes that will be made. Orange requires further research that she will bring back to DSC. Yellow are items she would like clarification on. The following items were discussed and/or clarified:
 - ❖ Busing – After-school activities: If you are not taking the bus it requires a note.
 - ❖ Dismissal Changes—the Committee discussed that the proposed language is new, and will be aligned with other districts. Additional language will be added to state that all notes are cancelled on an early release day and that the bus driver will not leave a child when a parent is not present, they will be returned to school.
 - ❖ B. Complaint Procedures—Additional research to be done.
 - ❖ Repeated or serious misbehavior—Additional research to be done.
 - ❖ Repeated or serious misbehavior “Use or threatened use....
 - ❖ Gum—an example of special circumstances would be during testing as a stress reliever.
 - Mr. Johnson stated that if we haven’t covered everything in the Handbook related to the earlier community comments on Safety, this is where we should put it.
 - Mr. Johnson asked if we enforce the cell phone, MP3 and mobile game guidelines, Dr. Nugent responded that they will.
 - Ms. Spriggs spoke of the multicolored folder that is used for emergencies and recommended that the information that can be shared be included in the handbook. The multi colored folder has been approved by law enforcement in both communities.
 - Dr. Nugent reported that next month she will be presenting safety and updated protocols from SAC.
- Assessment Calendar – Dr. Reinemann distributed the school assessment roadmap. This captures the major assessments and benchmarks along the year. This is a new internal document which is evolving.
- Transition Folders -- Dr. Reinemann distributed student folders (with no student identification) to the Committee and spoke about how we get everything from one classroom to the next. On the inside front cover there is a transition sheet. The folder will include a letter from the student to the teacher. The last published piece is included for the teacher as well. In fifth grade , we send the 6th grade teachers the last DRA, end of year Math test and a writing sample
- Guideline for Safe Parking Brochure – Dr. Reinemann distributed a draft of the brochure. It can be put under a windshield wiper as a reminder if the guideline is not being followed. We are allowed to set whatever campus speed limit we determine. Ms. Doherty asked if this is beyond parking. Dr. Reinemann stated it includes the drop off and pick up procedures as well. Ms. Spriggs suggested that it be titled Vehicles on Campus. Ms. Fattore identified the discrepancy in the document about times. Dr. Nugent stated they will make the documents consistent. Dr. Nugent reported that we will be getting updated parking signs for the bus pads. Dr. Nugent reported that last October the police department issued tickets. Ms. Spriggs stated that there may be a need for the bus pads to be used for emergency vehicles. Mr. Johnson asked if we can make this part of the back to school blast. Dr. Nugent stated that they will look at this further and bring a recommendation back with the handbook discussion.
- Language-based Classroom -- Ms. Spriggs reported that an update will be provided by Dr. O’Connell at the June meeting.

c) Superintendent’s Report – Ms. Spriggs

- Budget—Ms. Spriggs recognized the work of Ms. Tague and Mr. Bliss on the budget and thanked the Committee for their support.
- Administrator’s Evaluations – All Administrators have met with the Superintendent for their third meeting in the evaluation process.
- Communication on Security – Ms. Spriggs reported that Dr. Nugent has met with the custodians; they will turn the lights off as they are able. Dr. Nugent reported that the outside lights are on timers for 11pm shutoff which

is when the custodial staff leaves, there are a few that remain on for security. The lights come back on at 4:30am.

5. Special Items

a) Subcommittee Appointments --

The Committee reviewed the subcommittee representation. Discussion and changes follow.

- Dr. Nugent requested adding the World Language Committee to the Liaison List, Ms. Fattore suggested adding a representative from each School Committee. Dr. Nugent reported they will be having a meeting May 25th; she will need the final number of members so she can order the materials. Ms. Spriggs suggested adding this group to the Curriculum section.
- Ms. Doherty asked why PTO continues to raise funds to pay for landscaping maintenance. Ms. Spriggs spoke of when the mulching and weeding had not been done and PTO stepped up to make sure it was done.
- Ms. Fattore provided an update on TEC. She stated that the Town of Dover is eligible to purchase through TEC. Currently TEC has three American history grants; one is for fourth grade which matches our curriculum. TEC is starting an evaluation process for the TEC Executive Director.
- Ms. Spriggs spoke of the “job alike” TEC offers for Superintendents, Assistant Superintendents and Business Managers and the programs that have been offered to teachers.
- Ms. Spriggs offered to contact the Technology Committee to determine if the time of their meeting can be changed.
- Ms. Fattore spoke of the three Memoranda of Agreement (MOU’s). The Evaluation Tool still needs a DSC representative. Mr. Johnson provided an overview of the MOU’s for the new Committee members. Ms. Doherty will be the representative for the Evaluation Tool.

Committee	Remove	Add
Chairperson	J. DaSilva	C. Ringel
Vice Chairperson/Secretary	C. Ringel	D. Fattore
Warrants	R. Springett/C. Ringel Alt	L. Doherty, C. Ringel K. Johnson/T. Caffrey Alt.
Payroll	J. DaSilva C. Ringel/R. Springett Alt	C. Ringel
Superintendent Evaluation	R. Springett	C. Ringel
Union Superintendent Committee	R. Springett, J. DaSilva	D. Fattore, K. Johnson
Personnel Subcommittee	R. Springett	T. Caffrey
PTO	C. Ringel	L. Doherty
DSEF Access Committee	D. Fattore	T. Caffrey
School Council	D. Fattore	L. Doherty
Curriculum/World Language Committee		D. Fattore
Parks and Recreation	R. Springett	K. Johnson

6. Future Business

- a) June Dover School Committee Agenda Items – DSC Goals, Year-long Agenda Planning

7. New Business – None

8. Routine Business

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

9. Adjournment—Ms. Fattore requested a motion to adjourn to Executive Session for the purpose of the Administrators contract, not to return to open session. Mr. Johnson motioned, Mr. Caffrey seconded. The meeting adjourned at 9:16p.m.

Respectfully Submitted,
 Deb Savastano