

DOVER SCHOOL COMMITTEE
MEETING MINUTES
June 14, 2011

Members Present: Carolyn Ringel, Chairperson
Dawn Fattore
Karl Johnson
Tim Caffrey (arrived 7:12pm)

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

2. Approval of Minutes

a) Dover School Committee:

- Ms. Ringel requested a motion to accept the May 17, 2011 minutes. Ms. Fattore motioned, Mr. Johnson seconded. **Vote 11-16: Unanimous**

b) Ms. Ringel noted the Dover Sherborn Regional School Committee minutes of May 3, 2011.

c) Ms. Ringel noted the Sherborn School Committee minutes of May 12, 2011.

3. Community Comments – None

4. Reports

a) PTO Report – Meg Field and Anne Nolen

- The PTO raised about \$50,000 from the check writing campaign, \$8,000 from the directory and \$7,000 from the Harlem Wizards event. This funded the new risers, instrument storage, the mural and teacher requests for materials.
- The PTO made a proposal to the Committee to hold the bi-annual auction on 3/31/2012. They requested permission to approach the Selectmen for a liquor permit for the evening. Ms. Ringel made a motion to approve the PTO's request, Mr. Johnson seconded. **Vote 11-17: Unanimous**

b) Language-Based Classroom – Dr. O'Connell

- The classroom was implemented in Fall 2010, at that time there were three students participating; currently there are four. One more student is expected in September 2011.
- The classroom has intensive direct instruction, and the services are driven by the needs identified in the IEP.
- Co-treatment is given with an OT or PT and a special education teacher.
- Students are assigned a homeroom for daily access to peers.
- The classroom is staffed with a teacher and teachers assistant.
- Student progress is documented over time (DRA, sight words), which also assists in identifying students that need support programs over the summer.
- Ms. Ringel asked if we have thought about taking kids from out of district back in. Dr. O'Connell responded that they have been discussing it. We are now ready for other students, but we have to be careful of ratios and the age-span maximum of 48 months.
- Ms. Ringel asked what they typical DRA and sight word improvement would be if they were not in this program. Dr. O'Connell reported that they have the data, and that some students were not able to get a score previously.
- Mr. Caffrey asked about the capacity of the classroom. Dr. O'Connell responded that we can have up to eight students with the current configuration.
- Ms. Fattore asked what costs we are saving by not placing these kids out of district. Dr. O'Connell stated that the cost would be about \$40,000 per student not including transportation. Dr. O'Connell stated that one of the most important things is that they be educated in their community with their peers.

- Mr. Johnson stated that this is one way to build a case study on the fiscal responsibility of managing SPED costs. Mr. Caffrey asked what the incremental costs are; Dr. O’Connell responded that the staff costs are about \$75,000.
- Ms. Spriggs stated that the other two districts will be having a SPED specific quarterly report and recommended that DSC participate as well so that they will have more information. Mr. Johnson suggested that Warrant and Advisory be included in the quarterly report.

c) Business Manager's Report – Ms. Tague

- FY’ 11 Budget Update:
 - Ms. Tague reported that the variance for FY’ 11, net of the Committee approved expenditures, is \$280,000.
 - We may not be able to complete the asphalt work by June 30th; all the other projects will be complete.
- Utilities:
 - Ms. Tague attended the bid opening with TEC. Because of the fluctuation in the market they asked for six month and fixed price contracts, which received no bids. Right now we are watching the market and will lock in on the NYMEX rate as we did last year.
 - The Warrant guideline was a 3.5% increase in Utilities; if we had to lock in we would still have enough room in the budget to cover the current high prices. Mr. Johnson asked what the current rate is, Ms. Tague reported that \$3.45 is the current NYMEX rate including the adder, we budgeted \$3.95. Mr. Johnson asked if we should lock in now with the 50 cent savings per gallon. Ms. Fattore stated that \$3.95 is a forced number in the budget.
 - Ms. Tague spoke of the information she obtained at TEC from another district that they are converting to gas, and that other districts are not locking in now.
 - Ms. Ringel suggested having a floor and ceiling to give Ms. Tague the discretion to lock in. The Committee further discussed floor and ceiling options. The recommendation is to lock in Option 2. Mr. Johnson recommended that we lock-in at tomorrow’s NYMEX price, if it exceeds \$3.70 Ms. Spriggs will e-mail the Committee. Mr. Johnson made a motion to lock at \$3.70 or less, Ms. Fattore seconded. **Vote 11-18: Unanimous**

d) Principal’s Report—Dr. Nugent

- Dr. Nugent reflected on her first full year and thanked the PTO, Administration and Staff for their support.
- Dr. Nugent spoke about the importance of the Arts program. Ms. Spriggs stated how impressed she was with the Art program and the first grade work she saw in the Principal’s office.
- Mr. Johnson spoke about the positive feedback he received on the Nature’s Classroom visit. He also asked that the program come back here for review if we continue with it next year. Dr. Reinemann offered to put together a summary report.
- Chickering Handbook
 - Changes that have been made are identified on the green sheet. Two additional changes were identified: separate bullying and harassment; and, separate repeat offenders and serious offense. The idea is to separate the minor from the serious issues. Dr. Nugent requested any additional changes by Friday; she will then send the handbook to the Superintendent.
 - Mr. Johnson asked if there would be a definition of harassment added. Mr. Bliss responded there would.
 - Ms. Spriggs suggested that the Committee vote contingent of the changes discussed and the harassment definition being added. It will be sent to the Committee after Ms. Spriggs reviews. Ms. Spriggs requested that each member get back to her that they are okay with the changes, and then she will have it posted to the web. Ms. Spriggs stated that the harassment language we have in the Policy is from Legal.
 - Ms. Ringel made a motion to approve the Chickering Handbook contingent on the changes discussed and sent to DSC members, Mr. Johnson seconded. **Vote 11-19: Unanimous**
- Instructional Leadership/Academic Development Model
 - There are three teams that support Student Achievement: Vertical Curriculum, Student Success and Common Planning Time.
 - Each team has an Administrative Team Member who participates.
- School Improvement plan
 - Goal 1: Academic Excellence (formerly called Accelerated Learners)—looking at more differentiation in Math with the new EveryDay Math packets.
 - Ms. Spriggs stated that Research for Better Teachers (RBT) has been contracted for Professional Development, it is an optional program this year that we wish to have for all in the future. The model involves a year-long commitment and classroom visits. Mr. Bliss stated that they are finalizing the details of

the program; there will be 5-7 slots per building this year. We will also be working with RBT on multi-cultural initiatives.

- Mr. Johnson asked about the linkage when there is a weakness in the instruction and getting the teachers the training they need. Dr. Nugent responded that there is a lot of training embedded in the SIP for the teachers and the instructional aides as well. Ms. Spriggs stated that we are not targeting underperforming teachers only; she will be doing a presentation in September on the process for underperforming teachers. Dr. Nugent stated that the teachers are very skillful, but they do need to be trained on the new materials, then we will give feedback. At the end of the year we will know if it worked when we see the consistency in the instruction and the outcomes.
- Curriculum instruction and assessment—
 - We are bringing the executive function training to all teachers next year (not just special education). Sarah Ward will be working with us.
 - Looking at a new standards based report card.
 - Implementation of World Language.
 - Math and ELA curriculums are currently under review.
- Mr. Johnson stated that he would like to see the tools, data and how the curriculum gets changed for the child. In looking ahead at budget cycles and ratios, we don't have a policy around primary teacher, aide and other support staff levels and how critical those interventions are to help us fully exploit differentiated learning. Ms. Spriggs stated that a separate workshop or designated meeting may be beneficial for the Committee.
- Goal 2: Safety--Changes will be made next year, including: locking the building during the day, which will help eliminate classroom interruptions; parking lot brochure; and, protocol for afternoon pick-up.
- We will be flooding e-blasts and newsletters with the changes and enforcement of rules in the handbook.
- Goal 3: Integration Technology—We continue to introduce technology in the classroom as a teaching tool. The Aspen Dashboard will have longitudinal data.
- Goal 4: Improved Communications—The PTO is also working with us on better ways to communicate with parents.
- It is an ambitious plan, but because we are a team, it is a full school effort. We hope it impacts the whole child and every child in the building.
- Ms. Spriggs spoke of the time to implement, assess, and make adjustments.
- Ms. Ringel made a motion to approve the SIP as submitted tonight with an amendment to the timeline that it is a two year process. Ms. Fattore seconded. **Vote 11-20: Unanimous**

e) Superintendent's Report – Ms. Spriggs

- Teacher Evaluations--Ms. Spriggs reported that Teacher Evaluations have been submitted. Once she has reviewed the evaluation she initials and files in the personnel files.
- Approval of DSEF Grants—Ms. Spriggs requested approval of the DSEF Grants for \$18,940. Ms. Fattore motioned, Ms. Ringel seconded. **Vote 11-21: Unanimous**
- Acceptance of Anonymous Gift –Ms. Spriggs requested approval of a \$5,000 gift to the Special Education Department to enhance student learning through the use of technology. Ms. Ringel motioned, Ms. Fattore seconded. **Vote 11-22: Unanimous**
- Approval of Bullying Policy—This is the second reading of the policy, it has been aligned with our bullying plan. Ms. Ringel made a motion to approve the policy, Mr. Caffrey seconded. **Vote 11-23: Unanimous**
- Summer Schedule—Ms. Spriggs requested information from the Committee on their summer schedule and contact information.
- School Committee Package – Electronically forwarded – Ms. Spriggs reported that there will be draft runs prior to the fall.

6. Future Business

- a) September Dover School Committee Agenda Items –Update on grammar instruction, Overview of process around teachers who are underperforming.

7. New Business –

- a) Dover School Committee Goals—
- Ms. Ringel asked if there is anything Chickering specific that is highlighted in terms of our goals vs. the strategic plan. She stated that we need to add completion of MOU's and Implementation of World Language to the goals.

- Ms. Ringel envisions that when you go online, click on Chickering, and then click on School Committee that a summary of the strategic planning goals, including the completion of MOU's and implementation of World Language should be located there.
- b) Dover School Committee Year-Long Agenda Planning
- Ms. Fattore stated that we know the timing of certain pieces. Ms. Ringel suggested that each member e-mail her what they would like to see and she will share it with Dr. Nugent.
 - Ms. Fattore suggested planning it out so we can see what is coming and not have to spend as much time at each meeting building the next agenda.
 - Ms. Spriggs stated that she will work with Dr. O'Connell and Dr. Nugent to review what data is available and what the Committee is looking for.
 - Mr. Johnson spoke about the intervals to you look at class vs. student performance on a day to day basis. Ms. Fattore asked if it makes more sense to have the presentation by curriculum team or by grade. Ms. Spriggs stated that the Administration and staff should determine what is best to bring forward.

8. Routine Business

- a) Enrollments as of June 1, 2011—reports distributed. Ms. Fattore asked if we could get the projected enrollments for the fall on the June report.

9. Adjournment—Ms. Ringel requested a motion to adjourn. Ms. Fattore motioned, Mr. Caffrey seconded. The meeting adjourned at 9:10pm.

Respectfully Submitted,
Deb Savastano