

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

**School Committee
Business Meeting**

Monday, October 18, 2021

6:30 PM

SC Packet Checklist: SC Business Meeting Agenda October 18, 2021
SC Meeting Agenda Notes October 18, 2021
SC Business Meeting minutes 10-4-2021
New School Committee Member Orientation Policy (BIA)
School Committee Meetings Annual Calendar (BCAA)
School Year/Calendar Policy (IC)
District Curriculum Accommodation Plan (DCAP)
Curriculum, Instruction, and Student Life (CISL)

**Newburyport Public Schools
Newburyport, MA
School Committee Business Meeting
Monday, October 18, 2021**

6:30 PM, Senior/Community Center, 331 High St., Newburyport, MA 01950

to join the webinar:

<https://us02web.zoom.us/j/87887501445?pwd=WnptRlF1WDgrVzhSM1BIWWR4VVh2QT09>

The Mission of the Newburyport Public Schools, the port where tradition and innovation converge, is to ensure each student achieves intellectual and personal excellence and is equipped for life experiences through a system distinguished by students, staff, and community who: - practice kindness and perseverance - celebrate each unique individual - value creativity; experiential, rigorous educational opportunities; scholarly pursuits; and life-long learning - provide the nurturing environments for emotional, social, and physical growth - understand and embrace their role as global citizens.

Business Meeting Agenda: The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

- 1. Call to Order & Pledge of Allegiance**
- 2. Public Comment**
- 3. *Consent Agenda - (warrants and minutes of 10-4-2021), possible Vote**
- 4. NHS Student Representative Introductions and Report**
- 5. Policy Subcommittee**
 - a. *New School Committee Member Orientation Policy (BIA) – revision *1st reading – possible Vote*
 - b. *School Committee Meetings Annual Calendar - draft (BCAA) – *1st reading, possible Vote*
 - c. *School Year / Calendar Policy (IC) – *revision - 1st reading, possible Vote*
- 6. Superintendent's Report:** *Budget Process Overview, DCAP Update, CISL, MCAS, and Strategic Planning Forum*
- 7. New Business**

***Executive Session – vote**

For the purpose of discussing possible litigation and legal matters, and not to reconvene in Open Session.

*Possible Vote

Adjournment

The School Committee reserves the right to call **executive session, as provided under Chapter 30A, Section 21(a)(2), of the General Laws to discuss strategy sessions in preparation for negotiations collective bargaining and/or potential litigation.

**Newburyport School Committee
Meeting Agenda Notes**

Monday, October 18, 2021

**6:30 PM
Senior Community Center, 331 High Street, Newburyport, MA**

to join the webinar:

<https://us02web.zoom.us/j/87887501445?pwd=WnptRlF1WDgrVzhSM1BIWWR4VVh2QT09>

AGENDA NOTES

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Agenda:

2. Public Comment

3. *Consent Agenda - (warrants and minutes of 10-4-2021), possible Vote

4. NHS Student Representative Introductions and Report

The high school representatives for 2021-2022 will be Olivia Hansen and Avery Hochheiser.

5. Policy Subcommittee

- a. *New School Committee Member Orientation Policy (BIA) – revision -1st reading – possible Vote
- b. *School Committee Meetings Annual Calendar - draft (BCAA) – 1st reading, possible Vote
- c. *School Year / Calendar Policy (IC) – revision - 1st reading, possible Vote

6. Superintendent's Report: Budget Process Overview, DCAP Update, CISL, MCAS, and Strategic Planning Forum

7. New Business

***Executive Session – vote**

For the purpose of discussing possible litigation and legal matters, and not to reconvene in Open Session.

FYI: Upcoming Dates:

- ✓ **Flu Clinic Bresnahan:** Wednesday, October 20 @ Bresnahan, 10AM-12PM
- ✓ **Flu Clinic:** Wednesday, October 20 @ Nock/Molin, 1-3PM
- ✓ **Finance Subcommittee Meeting:** Thursday, September 21, 8:00AM
- ✓ **Policy Subcommittee Meeting:** Tuesday, September 28, 6:00PM
- ✓ **School Committee Business Meeting:** Monday, November 1, 6:30PM
- ✓ **School Committee Business Meeting:** Monday, November 15, 6:30PM
- ✓ **City Council & School Committee Joint Meeting:** Tuesday, November 16, 6:30PM

*Possible Vote

**NEWBURYPORT SCHOOL COMMITTEE
SCHOOL COMMITTEE BUSINESS MEETING & COVID FORUM
Nock Middle School Auditorium, 70 Low Street, Newburyport, MA 01950
Monday, October 4, 2021**

COVID FORUM

COVID Public Forum Convened at 6:30 PM

Present: Sean Gallagher, Superintendent of Schools; Lauren McDonald, NPS Director of Health Services; Frank Giacalone, Nbpt. Dir. of Public Health; Pam Palombo, Nbpt. Public Health Nurse, Jessica Lasky-Su, DSc, MS; Lars Lundgren, MD, FAAP, Commander Mike Allard (remote)

School Committee Vice-Chairman Brian Callahan chaired the Forum. He identified and directed numerous questions which had been submitted by the general public to the Forum Committee. Each question was answered by a member or members of the Forum Committee.

The COVID Forum adjourned at 7:44 PM

NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING

Present: Mayor Donna Holaday, Brian Callahan, Bruce Menin, David Hochheiser, Sheila Spalding, Sean Reardon, Steve Cole

CALL TO ORDER / ROLL CALL:

Mayor Donna Holaday called the School Committee Business Meeting of the Newburyport School Committee to order at 7:45 PM. Roll call found all members present.

At this time Vice-Chairman Brian Callahan assumed chairmanship of the meeting.

CONSENT AGENDA:

Warrants:

Motion:

On a motion by Steve Cole and seconded by Mayor Holaday it was

VOTED: To approve, receive and forward to the City Auditor for payment the following warrants:

Warrant 8039 \$361,102.89

Warrant 8039A \$ 10,115.71

Total \$371,218.60

Motion Passed Unanimously

MINUTES:

Motion:

On a motion by **Bruce Menin** and seconded by **Sean Reardon** it was

VOTED: To approve, receive and file the following meeting minutes:
School Committee Business Minutes of Monday, September 20, 2021
Policy Sub-Committee Minutes of August 23, 2021
Policy Sub-Committee Minutes of September 28, 2021

Motion Passed Unanimously

SUB-COMMITTEE UPDATES:

Finance

Steve Cole reported at their last meeting they discussed the FY21 update.

David Hochheiser asked if they were going to have a fundraising conversation at a future meeting.

Sean Reardon asked if they could have a joint fundraising/Finance Committee Policy conversation.

Policy

Sheila Spalding said they met on September 28 and discussed the following:

- School year calendar
- School calendar of topics
- She thanked Lisa Furlong for her efforts concerning the website.

Joint Ed.

Sean Reardon said they will be meeting tomorrow at 12PM at the Senior Center.

Bruce Menin said they discussed the Literacy Program.

SUPERINTENDENT'S REPORT:

Superintendent Gallagher reported on the following:

- 28th Focus Group Strategic Planning
- Open Houses - all were well attended
NHS - September 22
Nock - September 23
Pre-K - September 27
Grades 1 - 3 - September 29
At the Molin, parents went right to the classrooms.
He thanked all those concerned for their hard work.

Bruce Menin inquired re: Strategic Planning - How are we rolling it out to the community?

Superintendent Gallagher said they worked with all involved - over 500 people who participated. He said he would like to have a night concerning this, an open session then have breakout sessions.

NEW BUSINESS:

Sheila Spalding said CPAC will meet on October 20.

David Hochheiser said Policy talked about surveying.

ADJOURNMENT:

On a motion by **Mayor Holaday** and seconded by **Steve Cole** it was

VOTED: To adjourn the Business Meeting of the Newburyport School Committee
at 8:00 PM.

Motion Passed Unanimously

DRAFT NEW SCHOOL COMMITTEE MEMBER ORIENTATION

Section B: School Committee Governance and Operations

File: BIA

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training with the Massachusetts Association of School Committees (MASC). This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee (via Subcommittee Chairs) and Superintendent shall assist each new member to understand the Committee's functions, policies, and procedures as soon after election as possible. Each new member shall receive:

- a) A copy of the School Committee policy manual
- b) A copy of the Open Meeting Law
- c) A copy of the Conflict of Interest Regulations
- d) A copy of the district's budget
- e) Collective bargaining agreements and contracts
- f) Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine to be necessary.

The Chair and/or Superintendent shall also clarify policy:

- arranging visits to schools or administrative offices
- requesting information regarding school district operations
- responding to community requests/complaints concerning staff or programs
- handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

Sources:

MASC

LEGAL REF: M.G.L.: 71:36A

Version Control

Action	Date
First Reading	7/22/2016

Second Reading	9/6/2016
Adopted	9/6/2016
First Reading Revision	10/18/2021

DRAFT School Committee Meetings Annual Calendar BCAA

The following list is a set of minimum expectations for topics to be covered in school committee meetings each year.

<p><u>August</u></p> <ul style="list-style-type: none"> - Update on changes to approved budget expenditures and / or staffing needs (ex. adding K teacher, cutting out K5 literacy person) - Preliminary discussion on district goals and SC goals - Update on leadership meetings - Update on any new faculty and still vacant positions - End of Year data review - Report on fundraising calendar 	<p><u>September</u></p> <ul style="list-style-type: none"> - District and superintendent goals, including educational direction (See Policy BBA #5) - School Committee goals - Professional Dev. calendar - School council planning: who is on them, process for acquiring new members, possible goals for the year. - Kindergarten status 	<p><u>October</u></p> <ul style="list-style-type: none"> - Public and SC give input for budget wish lists - Curriculum presentation (core contents and arts should present on what's new and status) - SEPAC Officers Report
<p><u>November</u></p> <ul style="list-style-type: none"> - Joint budget meeting with CC - Curriculum presentation (core contents and arts should present on what's new and status) - Initial Program of Studies presentation 	<p><u>December</u></p> <ul style="list-style-type: none"> - MCAS score presentation - Star 360 Data - 2 school progress presentations - Kindergarten tuition 	<p><u>January</u></p> <ul style="list-style-type: none"> - Winter retreat- New members, goals check-in, norms and ethics - VC Vote - 2 school progress presentations - Class size and school choice discussion - Check in on Superintendent progress

		<ul style="list-style-type: none"> - Report from finance on spring fundraising plans - Program of Studies approval, budget pending.
<p><u>February</u></p> <ul style="list-style-type: none"> - Public input for budget - Calendar presentation - Athletics presentation: programs, participation, successes, fees 	<p><u>March</u></p> <ul style="list-style-type: none"> - Initial budget presentation, including capital plan - Continued budget presentation 	<p><u>April</u></p> <ul style="list-style-type: none"> - Budget update - Final budget presentation and approval vote
<p><u>May</u></p> <ul style="list-style-type: none"> - Superintendent presents goal completions for the year - Report on seniors' plans post graduation 	<p><u>June</u></p> <ul style="list-style-type: none"> - Presentations on processes for superintendent and SC eval - Review / discussion on SC goals 	<p><u>July retreat</u></p> <ul style="list-style-type: none"> - Superintendent eval - SC eval - Reflections - Policies for consideration

DRAFT SCHOOL YEAR / CALENDAR

Section I; CURRICULUM AND INSTRUCTION

File: IC

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committee for approval annually. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of Elementary and Secondary Education:

1. Elementary school will operate for a minimum of 180 days. Schools shall ensure that every elementary school student is scheduled to receive a minimum of 900 hours per school year of structured learning time, as defined in regulation. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.
2. Secondary schools will operate for a minimum of 180 days. Schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in regulation. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

For the information of staff, students, and parents, the calendar will set forth the days schools will be in session; holidays and vacation periods; in service days; and parent conferences.

Newburyport School Calendars will always follow these guidelines with regards to setting a starting date for school:

- The Friday before Labor Day will always be a no-student day and a non-work day for educators.
- Before the full beginning of the year, time will be set up to allow students in transition years (1, 4, 6, and 9) time in their new buildings to become acclimated before all students arrive.
- New-teacher orientation and otherwise stipended days are not considered “regular faculty days” and can therefore take place outside of this policy.
- In years when Labor Day falls on September 1-4, school will start after Labor Day,
 - Regular faculty days will also start after Labor Day unless specifically requested for approval by the Superintendent and applicable labor unions.
 - All students grades 1-12 will have at least 1 complete school day during this first week of programming.
- In years when Labor Day falls on September 5-7, we will start school during the week before Labor Day.
 - Regular faculty days will not start before the Monday before Labor Day.
 - All students grades 1-12 will have at least 1 complete school day during this first week of programming.

References:

Source: MASC

LEGAL REFS.: M.G.L. 4:7; 69:1g; 71:1; 71:4A; 71:73;136:12
603 CMR 27.00

Version Control

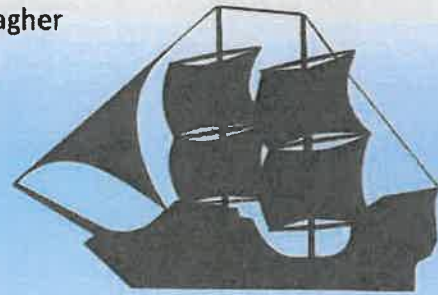
Action	Date
First Reading	6/5/2017
Second Reading	6/19/2017
First Reading Revision	10/18/2021

Newburyport Public Schools

DCAP

District Curriculum Accommodation Plan

Presented by: Sean Gallagher



NPS Beliefs

- Each person is worthy of respect;
- A strong community celebrates individual uniqueness;
- Each individual has inherent worth;
- Opportunity stems from adversity; growth from mistakes;
- Through reflection we gain understanding;
- Compassion and empathy build community;
- Everything can be done with kindness;
- Individuals are responsible for their own actions;
- Attitude has power;
- We each have an obligation to serve one another;
- Trusting relationships require clear and open communication;
- A community is responsible for its individuals;
- Education is fundamental to an empowered, evolving society.

Development of the DCAP

- Extended Leadership Retreat
- Reviewed previous DCAP models
- Collaborations as building-based teams with Central Office support
- Developed DCAP, created by entire Extended Leadership Team
- Continue to work on streamlining and updating practices
- Universal procedures for SST process

What is a DCAP?

- DCAP stands for “District Curriculum Accommodation Plan.” Districts are required by Massachusetts General Law to have a DCAP and a recent amendment includes the role of school councils in the DCAP. Language directly from the law is below.
 - Massachusetts General Laws, Chapter 71, Section 38Q1/2 “A school district shall adopt and implement a curriculum accommodation plan to assist principals in ensuring that all efforts have been made to meet the students’ needs in regular education. The plan shall be designed to assist the regular classroom teacher in analyzing and accommodating diverse learning styles of all children in the regular classroom and in providing appropriate services and support within the regular education programming, including, but not limited to, direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning, or who do not qualify for special education services under chapter 71B. The curriculum accommodation plan shall include provisions encouraging teacher mentoring and collaboration and parental involvement.”
- School Councils and District Accommodation Plan, Ch. 71 Section 59C -Amended Language “The school council, including the school principal, shall meet regularly and shall assist in the identification of the educational needs of all students attending the school, shall make recommendations to the principal for the development, implementation and assessment of the Curriculum Accommodation Plan required pursuant to Section 38Q1/2, shall assist in the review of the annual school budget and in the formulation of a School Improvement Plan.”

What is the purpose of the DCAP?

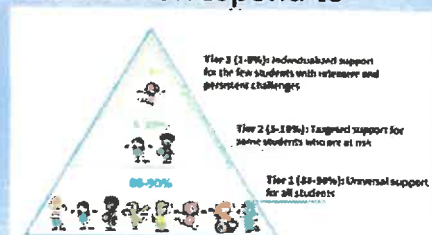
- To assist general education teachers in:
 - analyzing, assessing, and accommodating diverse learners within the classroom setting.
 - to identify services, support, and instructional delivery options available within general education settings
 - to document instructional interventions available for learners
 - to provide a list of accommodations as a resource to meet the needs of a variety of learners
 - to provide Tier 2 interventions through general education
- District Curriculum Accommodation Plan is written to summarize resources and procedures that are available to teachers and principals to meet students' needs in regular education.

Whose Responsibility is the DCAP?

- All staff may provide individual accommodations to students on an as-needed basis and specific to the content or situation.
- Building-based Multi-Tiered System of Support Teams, Student Support Teams, and Data Teams meet on a regular basis and provide general education teachers the opportunity to collaboratively work together to find accommodations and interventions to meet the needs of students.
- Parent/Guardian communication is an important part of the process as well. Establishing home/school connections is a strategy that is often implemented as a result of referral to the team.

MTSS Massachusetts Multi-Tiered System of Support

- MTSS stands for [multi-tiered systems of support](#).
- It is a framework to provide academic and behavioral supports for all students based on their individual needs. Because different students have different strengths and needs, tailored levels of support are more likely to help them succeed in school.
- “Multi-tiered” generally refers to three tiers that correspond to different intensities of the support:



Tier 1 or SchoolWide Supports

(80-90% students achieve success)

- foundation of the “pyramid of support” to all students
- involves teaching critical skills and behaviors that all students are expected to learn
- Examples:
 - core academic content through high quality evidence-based instruction in the classroom
 - clear rules and expectations for behaviors in and out of the classroom



Tier 2 or Targeted Support (5-10% of students)

- students may exhibit difficulties with learning specific academic content or following rules more often than their peers, causing delays in instruction and/or behavior problems
- Typically, these targeted programs are provided in small group settings, which may involve increased time dedicated to instruction or more intensive methods of instruction.
- Examples:
 - After screener, student receive differentiated instruction in a small, directed group to be successful
 - Use of CICO (Check in, Check out) for to support following schools rules.



Tier 3 or Intensive Support (1-5% of students)

- serious and chronic needs
- often, but not always, receive Special education services
- will receive individualized services from specialists, such as the school counselor, psychologist, behavioral specialist, and/or instructional specialist
- outside services, such as community practitioners, may be involved as part of the team



Best Practices

- DCAP accommodations incorporate elements of best practices and do not change the content of the NPS curriculum. Rather, they support multiple learning styles and assist students in accessing the environment, curriculum or materials.
- Areas of Strategies
 - Assistance to general education teachers to help them analyze and accommodate all students learning needs
 - Support services that are available through gen .ed to support SEL needs
 - Direct and Systematic instruction
 - Professional Development opportunities
 - Teacher Mentoring & Collaboration
 - Review of local curriculum & alignment to state learning standards, school polies and discipline codes

Student Support Teams

- Each individual building has a team
- Unified plan across buildings



CISL
Curriculum, Instruction, and Student Life

2021 - 2022

Purpose of CISL



This is an ad hoc (specific tasked) group made up of stakeholders throughout our community including School Committee representation.

Our primary goal is to focus on the aspects of Curriculum, Instruction and Student Life in the Newburyport Public Schools.

This group will learn about, collaborate on, and share best practices throughout the district. Providing vast points of view from the members in the room.



Curriculum/ Instruction/ Student Life



September: Strategic Planning, Update on the Start of School (Elementary & Secondary), Spotlight on School/Student Work

October: MCAS data, Spotlight on School/Student Work, Other programming

November: SIP presentations, Spotlight on School/Student Work, Professional Development Updates

January: Literacy, Spotlight on School/Student Work

