

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

**School Committee
Business Meeting**

Monday, November 1, 2021

6:30 PM

**SC Packet Checklist: SC Business Meeting Agenda November 1, 2021
SC Meeting Agenda Notes November 1, 2021
SC Business Meeting minutes 10-18-2021
SEPAC Presentation
Class of 2025 Student Activity Account Request
FINCOM Minutes September 27, 2021
New School Committee Member Orientation Policy (BIA)
School Year/Calendar Policy (IC)**

Newburyport Public Schools
Newburyport, MA
School Committee Business Meeting
Monday, November 1, 2021

6:30 PM, Library in NOCK Middle School, 70 Low Street, Newburyport, MA 01950

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 10-18-2021), possible Vote**
- 4. COVID Update – Lauren McDonald, NPS District Nurse Leader**
- 5. Student Awards Presentations – Superintendent Sean Gallagher**
- 6. NHS Student Representative Report**
- 7. SEPAC Presentation – Co-Chairs Lauren Hajjar & Peter Twichell**
- 8. Class of 2025 Student Activity Account Request – Vice Chair Brian Callahan**
- 9. Finance Subcommittee – Steve Cole**
- 10. Policy Subcommittee**
 - a. *New School Committee Member Orientation Policy (BIA) – revision 2nd reading – possible Vote
 - b. *School Year / Calendar Policy (IC) – revision - 2nd reading, possible Vote
- 11. Superintendent’s Report:** MSBA Walkthrough, DA Blodgett’s Breakfast, Parent’s Strategic Planning Forum, Costume Parades, and Important Upcoming Dates
- 12. 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, November 1, 2021

6:30 PM

Library in NOCK Middle School, 70 Low Street, Newburyport, MA

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 10-18-2021), possible Vote

4. COVID Update: *District Nurse Leader Lauren McDonald will provide an update on COVID vaccinations and the upcoming 5-11 year old eligibility, and protocols.*

5. Student Awards Presentations: *to be presented by Superintendent Sean Gallagher*

- a. The ***Certificate of Academic Excellence***. The Massachusetts Association of School Superintendent's (MASS) designed this award for academic excellence and is to be given each year to a high school senior who has distinguished themselves in the pursuit of excellence during their high school career. This year's recipient is: *Charles Grossman*.
- b. The ***Award for Academic Growth and Student Leadership in Learning*** is offered to NESDEC-affiliated school districts in New England by the National School Development Council (NSDC). This award is presented to high school seniors who have consistently pursued a high level of academic effort, and who have also served as positive role models for the student body. Recipients of the award exemplify admirable character and accomplishment. The following seniors are the 2021-2022 recipients of this award: *Olivia D'Ambrosio, Lila Gridley, Avi Patel, and Owen Roberts*.

6. NHS Student Representative Report *by student representatives Olivia Hansen & Avery Hochheiser.*

7. SEPAC Presentation: *Co-Chairs Lauren Hajjar & Peter Twichell will provide an overview of the Newburyport Special Education Parent Advisory Council (SEPAC).*

8. Class of 2025 Student Activity Account Request: *Review and discussion of the Class of 2025 application request for a student activity account. (enclosed)*

9. Finance Subcommittee Update

10. Policy Subcommittee

- a. *New School Committee Member Orientation Policy (BIA) – revision - 2nd reading – possible Vote
- b. *School Year / Calendar Policy (IC) – revision - 2nd reading, possible Vote

11. Superintendent's Report: MSBA Walkthrough, District Attorney Blodgett's meeting, Parent's Strategic Planning Forum, Costume Parades, and Important Upcoming Dates

12. 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:

- ✓ **Early Release Day:** Tuesday, November 2
- ✓ **Nock Parent Conferences:** Wednesday, November 3, 2:30-4:30PM
- ✓ **Molin Parent Conferences:** Thursday, November 4, 2:30-6:00PM
- ✓ **Annual NEF Auction:** November 6 thru November 13, virtual
- ✓ **Policy Subcommittee meeting:** Monday, November 8, 7:00PM
- ✓ **NHS Parent Conferences:** Wednesday, November 10, 8:00-11:00AM
- ✓ **Late Start – HIGH SCHOOL ONLY:** Wednesday, November 10, 11:15AM
- ✓ **Parent Forum – Strategic Planning:** Wednesday, November 10
- ✓ **Finance Subcommittee meeting:** Friday, November 12, 8:00AM
- ✓ **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
Senior Center, 331 High Street, Newburyport, MA 01950
Monday, October 18, 2021**

Meeting Convened at 6:33 PM

Mayor Donna Holaday / Brian Callahan Presided

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

Absent: Sean Reardon

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:

Mayor Donna Holaday called the School Committee Business meeting of the Newburyport School Committee to order at 6:33 PM. Roll call found all members present except **Sean Reardon**.

At this point **Brian Callahan** assumed chairmanship of the meeting.

PUBLIC COMMENT:

There was no Public Comment at this time.

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 two Warrants:
	Warrant 8039 \$388,012.05
	Warrant 8039A <u>\$ 14,556.08</u>
	Total \$402,568.13

Motion Passed

Sean Reardon absent for vote

Motion

On a motion by **Sheila Spalding** and seconded by **Bruce Menin** it was

VOTED: to approve, receive and file the School Committee Business meeting minutes of Monday, October 4, 2021 as amended (below).

Mayor Holaday suggested adding a link in the minutes to the Forum.

Shiela Spalding noted CPAC should be SEPAC (pg 2)

Bruce Menin noted his comments in "Joint Ed" should be under CISL Adhoc (pg 2)

Motion Passed

Sean Reardon absent for vote

NHS STUDENT REPRESENTATIVE INTRODUCTION AND REPORT:

New NHS student representatives Olivia Hansen and Avery Hochheiser were introduced to the Committee. They in turn gave the following report:

- The student members of the mental health awareness club, Bring Change 2 Mind, had a “purple out” on Friday, September 24 in school and at the football game to highlight Suicide Prevention Month. The club sold BC2M bracelets at the game and raised over \$400 for the Suicide Prevention Hotline.
- The College and Career Center, along with the Guidance Department, held a series of workshops for seniors to work on their college lists, applications, teacher letters of recommendation, and to make sure their Common Applications and Naviance accounts matched. Eighty-seven seniors attended the workshop series.
- The NHS College Fair on 9/29/21 was a great success. Forty-four colleges and universities and over 130 students attended the fair. It was a wonderful night with lots of energy and excitement around the college search process. Students and families engaged with the college admission representatives. A really big thank you to those families who donated food and water for the college reps, and also area businesses who donated food and water and pizza: Aroma Joe’s Coffee House, Spindrift Sparkling Water, Pomodori NBPT, Port Pizza & Subs, and Stone Crust Pizza.
- On Wednesday, October 13th, grades 10 and 11 took their PSAT’s, while Grade 9 engaged in three different orientation activities (Team Building, Planning for Success, and Small Groups with their Guidance Counselor). Many seniors registered to visit a college on that day and others scheduled time to work on college applications in the College and Career Center.
- Poetry Soup: The first PoetrySoup of this school year took place. Over 30 students listened to readings of their peers, beginning with Audrey Hoover and ending with the mellow music of trio Declan Callahan, Charlie Grossman, and Patrick Walker after an inspiring student open mike and a dynamite performance by guest poet Cole Rodriguez. The next PoetrySoup will be Wednesday, October 20, featuring Anthony Febo and Ricky Orng, also known as Adobo Fish Sauce. Everyone is welcome to come share writing and music at the open mike or just listen and enjoy.
- Student Council met for the first time on October 14th. They are looking to draft their own proposal on the current hat policy at the high school.
- Since late September, seniors have been working in their Civics classes on their Active Citizenship Projects. This year, their focus is on local issues, and in particular, the mayoral election. On Tuesday, NHS will host Mr. Tontar and Mr. Reardon in a debate in front of all students that are taking either Civics or AP Government this semester. Candidates will be asked questions derived from student interests and that relate directly to student research.
- News from the Middle School:
 - Cross Country crushing it
 - Socktober - support our schools by bringing in socks for the greater community.
 - Eighth grade team doing an amazing job bringing in local leaders and students who are engaged in student dialogue and positive student dialogue.

RECOGNITIONS:

- Brady O'Donnell was recognized as the Bay State Games National Athlete of the year, as well as being recognized as the National State Games Male Athlete of the Year. He is the first adult male from Massachusetts to earn this award.
- Luke O'Brien has run another successful Gear to Share Donation Program. Used sporting gear that was collected in the final weeks of summer will benefit many local youths in need of supplies. As a reminder, accrual of service hours can count towards high school credit. 75 hours of documented service equates to 2.5 credits (equivalent of a semester class). 150 hours of documented service equates to 5.0 credits (equivalent of a full year class).
- Nicolas Forestell, after having several of his photographs of birds published in Cornell's NorthEast Fieldguide as part of the Cornell Lab of Ornithology, had his work recommended to Classid Brands, LLC., manufacturer of bird feeders and accessories.
- We will have three students serve as representatives to the Northeast Student Advisory Council this school year. They are Olivia D'Ambrosio, Sophia Hartford, and Lilly Ragusa (State rep). All three have been instrumental in strengthening student voice at the high school and will now extend their work to our region, as well as the state.

Brian Callahan suggested having the Student Representatives participate in the Committee meetings.

Sheila Spalding inquired where the next Poetry Soup would be held. Answer - Jabberwocky.

POLICY SUBCOMMITTEE:

New School Committee Member Orientation Policy (BIA) - revision

Bruce Menin suggested having this done after the election.

Steve Cole asked the Superintendent how he felt about the Superintendent participating in this policy.

Superintendent Gallagher said he was open to that.

School Committee Meetings Annual Calendar - draft (BCAA)

David Hochheiser spoke about minimum expectations/baseline to start with.

Bruce Menin suggested moving some of the items:

- August - review how it is done - preliminary
- September - School Council Planning - he said he was uncomfortable with that. **David Hochheiser** and **Brian Callahan** explained.
- November - Cur. Presentation, Program of Studies
Steve Cole said they review all handbooks in the Spring
- May - Superintendent Goals - be more specific
Mayor Holaday said School Improvement Plans should be included in there.
- July - Retreat

Bruce Menin spoke about the next step.

School Year / Calendar Police (IC) - revision

Sheila Spalding explained.

SUPERINTENDENT'S REPORT:

Superintendent Gallagher reported on the following:

- Budget Process Overview:
Athletic Program Award - He offered congratulations and thanked all.
Budget Guidelines Timeline:
 - Principals meeting
 - All personnel will meet
 - Create a draft
 - District wide deliberations
 - Presentation

- DCAP Update:
 - NPS beliefs
 - Development of DCAP
 - What is a DCAP
 - What is the purpose of the DCAP
 - Whose Responsibility is the DCAP
 - Massachusetts Multi-Tiered System of Support
 - Tier 1 or School-wide Supports
 - Tier 2 or Targeted Support (5-10% of students)
 - Tier 3 or Intensive Support (1-5% of students)
 - Best Practices
 - Student Support Teams

Sheila Spalding inquired how this differed from a 504 Plan?

Superintendent Gallagher explained.

Steve Cole inquired about the difference between $\frac{2}{3}$.

Superintendent Gallagher explained.

Assistant Superintendent Ippolito spoke about:

- Purpose
- Curriculum

Next Meeting - Monday at the Molin School.

David Hochheiser questioned the minutes - **Ms. Ippolito** said they will be posted.

David Hochheiser inquired if the meetings would be publicly announced.

- MCAS report
 - Results mailed out with letter - (test scores)

- Strategic Planning
 - Invite all to attend the Forum at the Middle School.
 - November 10 - parent/guardian - Strategic Planning Forum 6-8 PM.

NEW BUSINESS:

Mayor Holaday spoke about a breakfast in September - Lisa Furlong to meet with them - break into groups.

Superintendent Gallagher spoke about a joint meeting - School Committee / City Council re: budget.

ADJOURNMENT TO EXECUTIVE SESSION

Motion:

On a motion by **Steve Cole** and seconded by **Bruce Menin** it was

VOTED: To adjourn to Executive Session at 7:58 PM for the purpose of discussing possible litigation and legal matters. The Committee will not reconvene to Open Session.

Motion Passed

Sean Reardon absent for vote



SEPAC **NEWBURYPORT**
PARENT ADVISORY COUNCIL

Lauren Hajjar & Peter Twichell, Co-Chairs

What is SEPAC

A **SEPAC** is a **S**pecial **E**ducation **P**arent **A**dvisory **C**ouncil. Every public school district in Massachusetts is required to establish a SEPAC. Massachusetts state law assigns both an advisory and participatory function to SEPACs. Membership is offered to all parents.

Newburyport SEPAC: Vision and Mission

PAC empowers the entire Newburyport community to help all children reach their fullest potential

We facilitate inclusive partnerships between students, parents, educators and the community to ensure the delivery of appropriate services to students with a wide range of physical, emotional and academic needs and disabilities

2020-2021 SEPAC Meetings

Meetings are held monthly on Wednesday evenings from 6:30-8:00pm via Zoom.
Agendas are sent out by Co-Chairs in advance of each meeting.

Meeting Date	Topic
October 20th	<i>Meet the School Leadership Team:</i> Learn about how our district is addressing socioemotional learning needs and what to expect in the coming year
November 17th	<i>NPS Strategic Plan Input:</i> Superintendent Gallagher and Central Office Team
December 15th	<i>How to prepare for your child's IEP Meeting: What to know and who to ask</i>
February 16th	<i>Giftedness and Competency-Based Education:</i> Presentation by Debra Shepherd
March 16th	<i>Newburyport Youth Services: Summer 2022 Programs for Students with Disabilities and their Siblings,</i> Andi Egmont and Team
April 13th	<i>The Continuum of Services: What are my Rights?</i> Presentation by Fran Rosenberg, M.Ed., Executive Director of Northshore Education Consortium
May 18th	Celebrate the year with SEPAC! Come join us for an informal gathering at a local restaurant. Cash bar. Appetizers are on us!

Contact Us

Email the Co-Chairs:

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[Newburyport School District Website](#)

Follow us on Facebook:

[@NBPTPAC](#)

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OCT 25 21 AM 10:41

STUDENT ACTIVITY ACCOUNT

Request For Recognition Of A Student Organization

DATE OF REQUEST: 10/14/2021

SCHOOL: Newburyport High School

The undersigned hereby request the recognition of the following student organizations, including approval to maintain monies in a student activity account.

Suggested Name of Organization: Newburyport High School Class of 2025

Reasons for Forming This Organization: An account to accrue monies for the Class of 2025.

Criteria for Membership in Organization: Member of the Class of 2025

Grade Span: Current grade level for the Class of 2025

How will Adult Supervision be Achieved?: Meghan Marlar and Megan Horst are the class advisors.
We will be helping the students in this class organize their fundraisers and teach them how to appropriately manage their money.

If approved, we understand that the organization will be held accountable for complying with all regulations / guidelines / procedures for fundraising, procurement of goods and services under the Uniform Procurement Act (as required), and the handling of monies.

Juliet Brzozowski
Student Signature

Megan Horst
Teacher / Advisors Signature

A. J. Wulf
Principal Signature

Juliet Brzozowski
Student (Printed Name)

Megan Horst
Teacher / Advisors (Printed Name)

Andrew Wulf
Principal (Printed Name)

Completed by Superintendent's Office

The above organization is approved as a recognized student organization.

Superintendent's Signature

Superintendent's (Printed Name)

Date

DRAFT NEW SCHOOL COMMITTEE MEMBER ORIENTATION

Section B: School C ommittee Governance and O perations	File: BIA
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In accordance with the requirements of law, each new School C ommittee member elected to the School C ommittee 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 C ommittees (MASC). This orientation shall include, but is not limited to, a review of School Finance, the O pen Meeting Law, Public Records Law, C onflict of Interest Law, Special Education Law, C ollective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School C ommittee Members.

The School C ommittee and Superintendent shall assist each new member to understand the C ommittee's functions, policies, and procedures before they take office in January. Each new member shall meet with the Policy, Finance and Superintendent Evaluation subcommittee chairs to be apprised of that committee's work. Each new member shall receive:

- a) A copy of the School C ommittee policy manual
- b) A copy of the O pen Meeting Law
- c) A copy of the C onflict of Interest Regulations
- d) A copy of the district's budget
- e) C ollective bargaining agreements and contracts
- f) Student and staff handbooks

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

The C hair 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

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

Sources:

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

Version Control

Action	Date
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First Reading	7/22/2016
Second Reading	9/6/2016
Adopted	9/6/2016
First Reading Revision	10/18/2021
Second Reading Revised	11/1/2021

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 between 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 between 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 one 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
Second Reading Revised	11/1/2021

NEWBURYPORT SCHOOL COMMITTEE

FINANCE SUB-COMMITTEE MEETING

Central Office Conference Room, 70 Low Street, Newburyport

Thursday, September 23, 2021

Meeting Convened at 8:08 AM

Present: Mayor Donna Holaday, Bruce Menin, Brian Callahan, Steve Cole, Sean Gallagher, and Phil Littlehale

Absent: None

CALL TO ORDER: Meeting to order at 8:08 AM.

MINUTES

Minutes of the August 28, 2021 meeting were approved.

SCHEDULE OF FY22 SUB-COMMITTEE MEETINGS

Calendar with the proposed dates of the committee meetings for the rest of year was reviewed. Meetings are scheduled for the Thursday preceding the 2nd school committee meeting of each month. When that dates falls on a holiday or during a school break, meeting dates have been adjusted.

FY21 UPDATE

FY21 is closed. A FY21 Recap Schedule was provided that showed the revenue and expenses by source. Schedule reflects FY21 activity only. Any source showing a FY21 deficit utilized FY20 carryover funds to cover the FY21 deficit. No source was in a deficit position as of 6/30/21.

FUNDRAISING

There was much discussion around fundraising. Reports were provided that listed the approved fundraising activities for FY21 and FY22 to date. More work is to be done to provide further information.

ADJOURNMENT: Meeting was adjourned at 9:00 AM.