

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

**School Committee
Business Meeting**

Monday, March 7, 2022

6:30 PM

SC Packet Checklist: SC Business Meeting Agenda March 7, 2022
SC Meeting Agenda Notes March 7, 2022
SC Retreat notes February 1, 2022
SC Business Meeting minutes February 7, 2022
SC Special Meeting minutes February 18, 2022
Portrait of a Graduate
Capital Improvement Program SY2023-2027
Transportation slides (3)
Policy Committee minutes January 24, 2022

Newburyport Public Schools
Newburyport, MA
School Committee Business Meeting
Monday, March 7, 2022

6:30 PM, Senior/Community Center, 331 High 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. The meeting will be televised locally live on Comcast Channel 9 or stream via <https://ncmhub.org/share/channel-9/>

- 1. Call to Order & Pledge of Allegiance**
- 2. Public Comment**
- 3. *Consent Agenda** - (warrants and minutes of 2-7-22, 2-18-22, and 2-1-22 Retreat), *possible Vote*
- 4. NHS Student Representative Report**
- 5. Strategic Planning – Portrait of a Graduate Update**
- 6. NHS College & Career Readiness Presentation**
- 7. *Capital Improvement Program FY2023-2027 – possible Vote**
- 8. *Bus Transportation FY23 Fee Increase Discussion – possible Vote**
- 9. Subcommittee Updates**
 - a. Finance Subcommittee – Brian Callahan
 - b. Policy Subcommittee – Sheila Spalding
 - c. Joint Education Subcommittee – Bruce Menin
- 10. Ass't Superintendent's Report:** February Math Academy
- 11. Superintendent's Report:** *School Nutrition Equipment Assistance Grant, Hiring Update, COVID-19 Update, Custom House Museum and Environmental Stewardship Symposium*
- 12. New Business**

*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, March 7, 2022
6:30PM @ Senior/Community Center, 331 High 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. The meeting will be televised locally live on Comcast Channel 9 or stream via <https://ncmhub.org/share/channel-9/>.

Agenda:

2. Public Comment

3. *Consent Agenda - (warrants and minutes of 2-1-22 Retreat, 2-7-22, and 2-18-22), *possible Vote*

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

5. Strategic Planning – Portrait of a Graduate Update

Superintendent Sean Gallagher will provide a final update on the Portrait of a Graduate.

6. NHS College & Career Readiness Presentation – Aaron Smith, College and Career Counselor

The NHS College & Career Center (CCC), headed up by College and Career Counselor Aaron Smith, has been busy in its first year. The CCC, along with Guidance Counselors in Student Support, have worked together in supporting seniors through the college search and application process. Smith has worked with local Community Partners to build up the Internship Program, along with offering a College and Career Readiness course that next year will be modified into a Middlesex Community College Early College course that all 9th graders will take, giving them one college credit. Aaron's presentation will give you a quick highlight into all the programming and events that have been and will be offered to NHS students this year. More information is available at the following links:

CCC Website - <https://nhs.newburyport.k12.ma.us/Guidance--Counseling/College-and-Career-Center/index.html>

CCC google classroom code: **5xxzdfs** - ALL are welcome to join (not just for students)

7. Capital Improvement Program FY2023-2027 – possible Vote

Facilities Director Steve Bergholm will present the district projects included in the Capital Improvement Program (CIP) for FY2023-2027.

8. *Bus Transportation FY23 Fee Increase Discussion – possible Vote

Brian Callahan will present a proposal to increase the bus transportation fees next year due to inflation, gas prices etc. The current annual fee is \$300.

9. Subcommittee Updates

- a. Finance Subcommittee – *Brian Callahan*
- b. Policy Subcommittee – *Sheila Spalding*
- c. Joint Education Subcommittee – *Bruce Menin*

10. Ass't Superintendent's Report: *LisaMarie Ippolito will provide an update about the Math Academy that was held during the February vacation week.*

** continued next page **

11. Superintendent's Report: *School Nutrition Equipment Assistance Grant, Hiring Update, COVID-19 Update, Custom House Museum and Environmental Stewardship Symposium*

12. New Business

FYI: Upcoming Dates:

- ✓ **NHS School Council meeting:** Tuesday, March 8 @ 5:00PM
- ✓ **Joint Ed Meeting:** Tuesday, March 8 @ 7:00PM
- ✓ **Policy Subcommittee meeting:** Monday, March 14 @ 7:00PM
- ✓ **Bresnahan School Council meeting:** Wednesday, March 16 @ 8:10AM
- ✓ **SEPAC meeting:** Wednesday, March 16 @ 6:30PM
- ✓ **NOCK Spring Recital:** Wednesday, March 16 @ 6:30PM
- ✓ **FINCOM meeting:** Thursday, March 17 @ 8:00AM
- ✓ **Nat'l Art Honor Society Induction:** March 17 @ 7:00PM
- ✓ **Early Release Day:** Friday, March 18
- ✓ **Nock School Council meeting:** Monday, March 21 @ 8:30AM
- ✓ **School Committee Business meeting:** Monday, March 21 @ 6:30PM
- ✓ **Molin School Council Meeting:** Friday, March 25 @ 10:30AM

*Possible Vote

Newburyport School Committee Retreat

NOTES

February 1, 2021

Welcome / Opening Comments / Introductions

Mayor Reardon welcomed everyone to the meeting. He introduced the school committee members and thanked Sarah Hall for coordinating the retreat. Mayor Reardon introduced Michelle McNulty, of Murphy, Lamere & Murphy and thanked her for providing this workshop.

Newburyport School Committee Workshop

Facilitator: Michelle McNulty, Esq.

A presentation was provided that covered (1) roles of the school committee, (2) conflict of interest issues, and (3) school committee communications. After an introduction of general law, the following areas were discussed:

Role of the School Committee

- Hiring / Contracting
 - SC selects and sets terms for a Superintendent, Business Manager & Special Ed Director
 - SC creates the Ass't Superintendent position, and approves compensation & hiring
 - Superintendent brings the candidates to the School Committee
 - Appoints/approves new hires
- Approving the budget
- Educational goals & policy
 - School Committee establishes; Superintendent implements
- Day to Day operations handled by the Superintendent and administrators (i.e. personnel matters, performance evaluations)
- Review of body vrs individual, access to information, visits to schools, and directives to faculty/staff, and inquiries of information

***Brian Callahan** asked how our hiring policy is written, and if there was a hiring manual. Sean Gallagher will look into this.

Conflict of Interest Issues

- Review of prohibited actions
- Areas of risks, along with examples
- Ethics Training
- Personal Liability

School Committee Communication

- Reminder that all communications are public
- Utilize official school email
- Confidentiality
- Ethics Violations
- Open Meeting Law considerations
- Social Media
- Review everything before sending / posting

***Steve Cole** asked what is the best way to clear information from Executive Sessions. **Michelle McNulty** advised that notes from executive sessions should be revisited on a regular basis. Once the reason for the executive session has expired, then the notes can be released. Confidentiality is important and must be retained therefore identifying information needs to be redacted before being released.

***Steve Cole** asked if release of Executive Notes must be voted on. Answer = Yes, approve the minutes and vote to release them.

***Juliet Walker** commented that a best practice for email, in general, is do not replay “all” to an email sent to the entire School Committee. It is better to “blind copy” all members. You are able to use the SC group email address in the BCC field.

***Michelle McNulty** advised that if a SC member receives an email from the public, send it to the Vice Chair.

Bruce Menin asked about Facebook posts. **Michelle McNulty** noted that Facebook is a public page and all SC members should be careful using “likes” or sharing opinions as you run the chance of deliberating if there are discussions/opinions. All School Committee related topics should be discussed in a meeting.

***Juliet Walker** would like a better understanding of the SC Facebook page, who handles and if there are any guidelines.

***Sheila Spalding** suggested that a disclaimer regarding comments be added to the SC Facebook.

Website Upgrade

- Hoping to have the upgrade done in July; in a few weeks they will start mapping it out;
- New website will have two social media components
- Upgrade will include translation ability and visually impaired accommodations.

***Mayor Reardon** noted that the SC would not need a Facebook page if the website upgrades covers it all.

***Juliet Walker** would like to see all sports teams have the same “app”.

Overview of Subcommittees

Finance Subcommittee

- Next meeting will be held on February 17, 2022.
- Brian Callahan would like to clarify fees and language about additional fees for each sport at the next FINCOM meeting.
- Brian Callahan asked if the district could negotiate pricing with vendors, or buy/resell equipment.
- Sean Gallagher is working on the presentation for the next budget meeting to be held on March 1, 2022.
- Brian Callahan would like to discuss increasing the bus transportation fee at the next FINCOM meeting. Phil Littlehale stated the bus fee has been \$300 for the past 7 years.

Policy Subcommittee

- A meeting was held on January 24th, and another will be held on February 14, 2022. Trying to hold the meetings on the second Monday of each month.
- Discussions are ongoing for cleaning up the website. One idea is to archive policies from 2017 and older, then just post new ones. Then perhaps update the book annually.
- Also discussing how to handle updating all the existing policies.
- Master copies will be kept at Central Office.

Joint Ed Subcommittee

- Meetings will be scheduled the day after School Committee is held (i.e. typically first Tuesday of each month). February 8th will be their first meeting.
- Looking to exchange information at these meetings.

Superintendent Evaluation Subcommittee

- Bruce Menin will look at the last template and make any necessary changes.
- Bruce distributes the evaluation forms, collects the forms, then combines all the notes and ratings together.

CISL Adhoc Committee

- Meetings generally are held the last Monday of the month. Next meeting is 2/15.
- Perhaps at next retreat discuss changing this to a Subcommittee.

Miscellaneous

- There was discussion as to how to increase the student rep involvement at School Committee meetings, and whether there were any rules/policy to have a student rep on the School Committee or state level Council. Some ideas were to provide the reps. with upcoming agenda topics they can choose to weigh in on (placing that topic at the

beginning of the agenda). Or, have various student reps that contribute in different ways. Or simply ask the reps what they would like to do.

- There was discussion related to storage and assignment of files as there isn't a formal policy and everybody generally uses their own computers. One idea was to set up a shared Google drive.

**NEWBURYPORT SCHOOL COMMITTEE
SCHOOL COMMITTEE BUSINESS MEETING
Senior/Community Center, 331 High Street, Newburyport, MA 01950
Monday, February 7, 2022**

NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING

Present: Mayor Sean Reardon, Sarah Hall, Juliet Walker, Brian Callahan, Sheila Spalding, Bruce Menin, and Steve Cole

CALL TO ORDER / ROLL CALL PLEDGE OF ALLEGIANCE:

Mayor Sean Reardon called the School Committee Business Meeting of the Newburyport School Committee to order at 6:34 PM. Roll call found all members present.

At this time Vice-Chairman Sarah Hall assumed the chairmanship of the meeting.

MOMENT OF SILENCE:

Mayor Reardon called for a moment of silence for Ray Gilfus who passed away recently. **Bruce Menin, Steve Cole and Superintendent Gallagher** spoke regarding Mr. Gilfus.

PUBLIC COMMENT:

There was no Public Comment at this time.

CONSENT AGENDA:

Warrants:

Motion:

On a motion by **Brian Callahan** and seconded by **Mayor Reardon** it was

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

Warrant 8040	\$565,205.93
A-Warrant	<u>9,136.64</u>
	\$574,342.57

Motion Passed Unanimously

MINUTES:

Motion:

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

VOTED: To approve, receive and file the following:
School Committee Business meeting minutes of Monday, January 18, 2022 as amended.

Motion Passed Unanimously

NHS STUDENT REPRESENTATIVES REPORT:

NHS Student representatives Olivia Hansen and Avery Hochheiser reported on the following:

- International Cultural Club Student Shout-Out:
Katie Quinn, Lila Gridley, Emma Gabriel and Declan Callahan participated in the International Youth Virtual Symposium on Urban Heritage and History which was held virtually by the Taipei City Walker Club of Taipei City, Taiwan.
- Thanks to the efforts of One World Strong, we became one of 25 high schools in the country to partner with the McCain Institute, Homeland Security, and EdVentures in the Invent2Prevent program. Dr. Tom Abrams through consultation with program leaders created this class in which 18 of our seniors are part. Last week Isabel Guido and Landyn Mount shared their experiences with the class and responded to questions on the Morning Show.
- Endicott College: Bus 110 - Business Computers 1
The second of our three Endicott College classes is underway. Twenty-four students representing all four grades participated in the first session last Thursday night. Thanks to the support of the NEF we are able to offer three Endicott classes a year on our campus exclusively for our students at \$25 plus the cost of books. When completed, students earn high school and college credit.
- Real World Design Challenge - Champs Again
Under the tutelage of Ms. Casey McNulty, students participating in the Real World Design Challenge, took first place in this year's state challenge. Participating were Tyler Cowles, Caroline Doyle, Nolan Ellrott, Oliva Hansen, Avery Hochheiser, Oliver Pons and Owen Roberts.
- Poetry Out Loud Competition
Audrey Hoover is going to represent NHS at this year's Poetry Out Loud competition, a national recitation contest that celebrates the power of the spoken word and a mastery of public speaking skills.
- Environmental Stewardship Symposium - February 17 during Clipper Block
Mayor Reardon will launch an Environmental Stewardship Symposium in collaboration with ACES on February 17 during our Clipper Block to make students aware of different projects happening locally that they can become involved in.
- From the Nock:
Shout out to the Nock Band & Chorus & Orchestra for their performance that was taped and will be broadcast through the hub local TV.

NEF UPDATE:

Carrie O'Donnell, Executive Director provided an overview of recent activities of the NEF including allocations and a new naming rights opportunity at NHS as follows:

- Steve Politis' family raised \$5,000 to name a room at NHS. The family will be touring NHS soon to select a room.
- Budget - They will be giving \$361,000 to the district this year.
- Integrated Art Program
- Phase 2 - Nock/Molin Podcast Club
- Instructional Technology

- Investment Club at NHS – over 50 kids
- Phase 2 literacy and achievement program
- NHS Tech Club
- Playspace education
- Continued invest in STEM
- Career Pathways
- Continue teacher partnership program

Superintendent Gallagher, Bruce Menin and Sheila Spalding offered their thanks.

INTERNATIONAL TRIPS 2023:

NHS Principal Andy Wulf presented and explained two international trips which are being planned for high school students in 2023. The first trip is an 8-day trip “Adventures in Belize” during 2023 April vacation. The second trip is a 12-day trip from July 12, 2023 to July 23, 2023 entitled Leadership Conference, Freiburg & Lucerne.

Bruce Menin commented that the price tags are large. Aileen Maconi gave an explanation.

Mayor Reardon asked how the trips got chosen. Ms. Maconi said she tries to make the trips diverse.

Motion:

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

VOTED: To approve the 8-day trip Adventures in Belize during the 2023 April vacation.

Motion Passed Unanimously

Motion:

On a motion by **Bruce Menin** and seconded by **Brian Callahan** it was

VOTED: To approve the 12-day trip from July 12 to July 23 entitled Leadership Conference, Freiburg & Lucerne.

Motion Passed Unanimously

Juliet Walker said that a scholarship program would be a great idea.

FY23 BUDGET UPDATE:

Superintendent Gallagher provided an overview of the preliminary FY23 Budget as follows:

- Goal
- Reimagine
- Building a Shared Vision - Portrait of a Graduate
- Participants recommended programming
- Budget Background - \$38.6 million dollar budget allocation
- NPS enrollment staying steady
- Annual Funding Sources
- Elementary and Secondary Education Emergency Relief (ESSER II)
- ESSER III

- Funding which we need to maintain our current level of programming and services.
Phase one: identifying level service needs.
- FY'22
- Contractual Obligations
- Special Education
- End of ESSER II
- Replacing Choice Funds
- Additional Changes
- Total Projected Level Funding
- Funding which we need for aspirational budget - Phase two: identifying aspirational needs.
- Overview
- March 1st Budget Meeting Topics
- NPS FY23 Budget Overview

Bruce Menin stated census numbers have changed - will that change numbers? Are Kindergarten numbers counted?

Superintendent Gallagher and Mr. Littlehale explained.

Juliet Walker asked about Circuit Breaker and ESSER III.

SUBCOMMITTEE UPDATES:

Finance - Brian Callahan said they have not met but will meet on the 17th and discuss transportation.

Policy - Sheila Spalding said they will meet next Monday.

Joint Education - Bruce Menin said they will meet tomorrow.

ASSISTANT SUPERINTENDENT'S REPORT:

Assistant Superintendent LisaMarie Ippolito provided a report on the following:

- Newcomers into the EL Program at NPS - 28 newcomers - translators provided - intensely working with them. Bus transportation - staff working hard - pro development.

Sheila Spalding said she appreciated all the hard work involved.

- CISL Meeting - next Tuesday - Student Leadership - impressed with.
- NHS College & Career Center
- SIP presentation

Juliet Walker inquired if they could get the agenda.

SUPERINTENDENT'S REPORT:

Superintendent Gallagher reported on the following:

- New Testing Program - 51% students - 68% staff
Positive - 12 students - 5 staff
Sheila Spalding asked about 51%.
- Hiring
Bresnahan and Nock Principals
15 to 20 applicants each
6 candidates each interviewed

3 names forwarded

Will narrow that down to 2

In district site visits

Steve Cole inquired about the 2 finalists

- Superintendent newsletter
- New class

NEW BUSINESS:

Brian Callahan said a group will be going to Apple Headquarters on Thursday.

Superintendent Gallagher spoke about technology in classrooms.

ADJOURNMENT:

Motion:

On a motion by **Steve Cole** and seconded by **Sheila Spalding** it was

VOTED: To adjourn the Business Meeting of the School Committee at 8:15 PM.

Motion Passed Unanimously

**NEWBURYPORT SCHOOL COMMITTEE
SPECIAL SCHOOL COMMITTEE BUSINESS MEETING
Virtual Meeting via ZOOM
Friday, February 18, 2022**

Present: Mayor Sean Reardon, Sarah Hall, Juliet Walker, Sheila Spalding,
Bruce Menin, and Steve Cole
Absent: Brian Callahan

CALL TO ORDER / ROLL CALL PLEDGE OF ALLEGIANCE:

Mayor Sean Reardon called the Special School Committee Business Meeting to order at 9:02 AM. Roll call found all members present except Brian Callahan. All those present stood for the Pledge of Allegiance.

REVIEW AND DISCUSSION:

Mayor Sean Reardon gave an overview of recent events relating to the face covering policy. The Board of Health met last night and voted to lift the face covering mandate. It will be optional as to wearing or not wearing masks. Recently masking was lifted for athletes by the Athletic Association.

Superintendent Sean Gallagher said he has touched base with parents. He credited the Medical Advisory Team and school nurses for all their work. With monitoring data during the last 4 weeks, the number of cases has been dropping with no new cases reported this week. He stated the percentages of vaccinated students school by school. Ninety-eight percent (98%) of staff is fully vaccinated. Wearing masks will be optional. There are still places where masks must be worn, such as the Health Offices. Newburyport District was one of the first districts to reopen and it is our mandate to keep schools open. We are in a good place right now.

Mayor Reardon stated that city wide we will continue to set up vaccination clinics.

Steve Cole asked what to do with children 5 or under. **Mayor Reardon** said this was discussed at the Board of Health meeting last night, and it will be mask optional. **Superintendent Gallagher** said masks are encouraged for the unvaccinated and he will update families as new data becomes available.

Juliet Walker inquired of the Superintendent what was the comfort level of staff. **Superintendent Gallagher** said he has been meeting on a weekly basis, and he is confident of the comfort level. He will keep discussions open.

Bruce Menin said he will support the lifting of the mandate but was uncomfortable with students returning after a school vacation with a possible upsurge. His position is that we should encourage masking.

Sheila Spalding inquired as to how many Pre-K or K teachers were vaccinated. **Superintendent Gallagher** said 98% of staff were fully vaccinated. He stated that Dr. Lundergan encouraged masking.

Sarah Hall read a statement from Committee member **Brian Callahan** who could not be present at today's meeting.

Sarah Hall said that she is supportive of lifting the mandate, but it was a decision she did not take lightly and felt we should create a culture of mask choice.

Motion:

On a motion by **Juliet Walker** and seconded by **Sheila Spalding** it was

VOTED: To rescind the Face Covering Policy.

Juliet Walker stated that the Policy Subcommittee met this week and discussed this.

ROLL CALL VOTE:

Mayor Reardon	Yes
Sarah Hall	Yes
Juliet Walker	Yes
Sheila Spalding	Yes
Bruce Menin	Yes
Steve Cole	Yes

Brian Callahan absent for vote

Motion Passed

ADJOURNMENT:

On a motion by **Bruce Menin** and seconded by **Sarah Hall** it was

VOTED: To adjourn the Special Meeting of the Newburyport School Committee
At 9:31 AM.

ROLL CALL VOTE:

Mayor Reardon	Yes
Sarah Hall	Yes
Juliet Walker	Yes
Sheila Spalding	Yes
Bruce Menin	Yes
Steve Cole	Yes

Brian Callahan absent for vote

Motion Passed

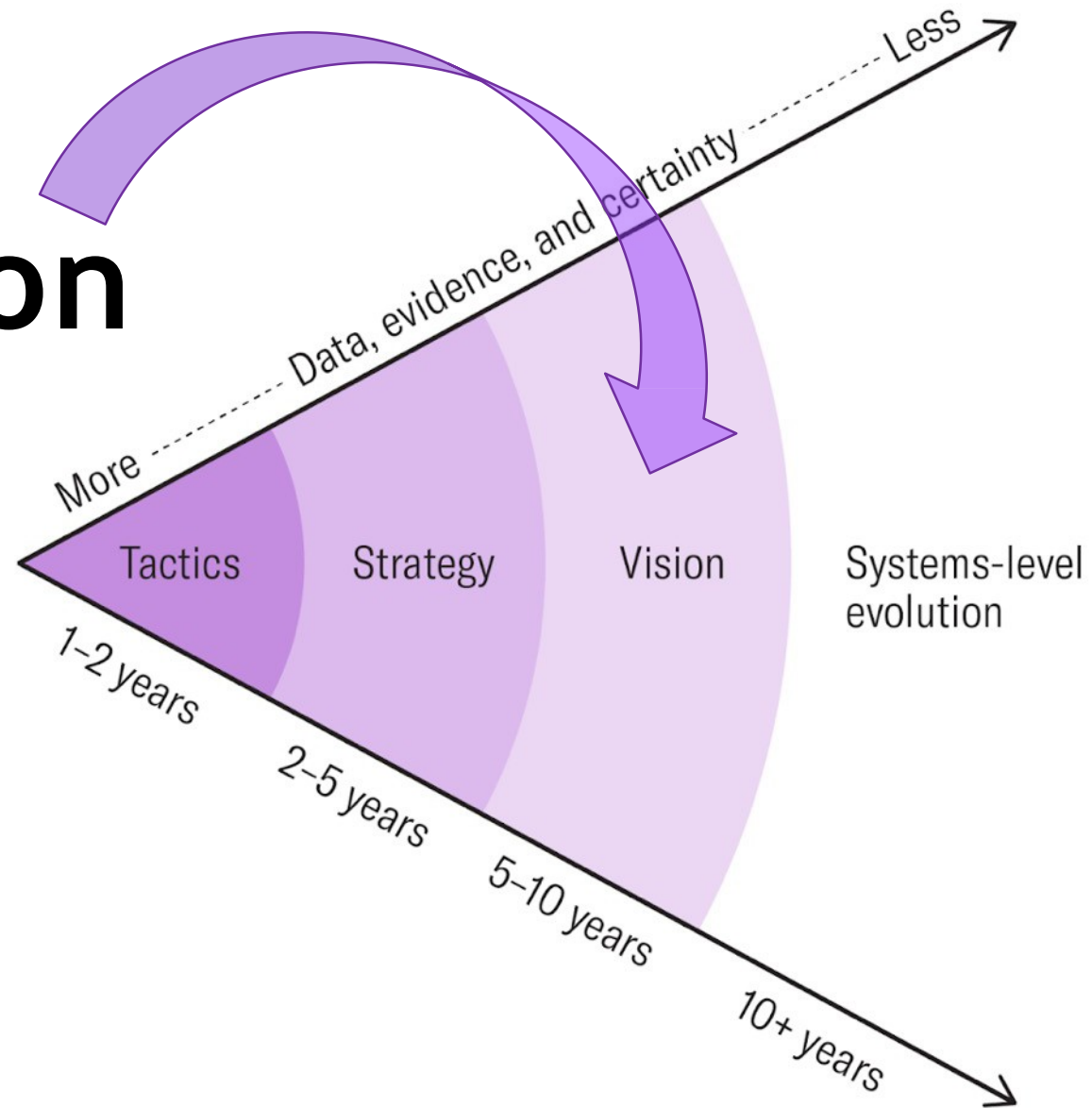
The image features a group of graduates in silhouette against a light blue background. They are celebrating, with many holding up their black graduation caps and white diplomas. The scene is captured from a low angle, looking up at the graduates. The text is centered over the image.

Portrait of a Graduate

Newburyport Public Schools

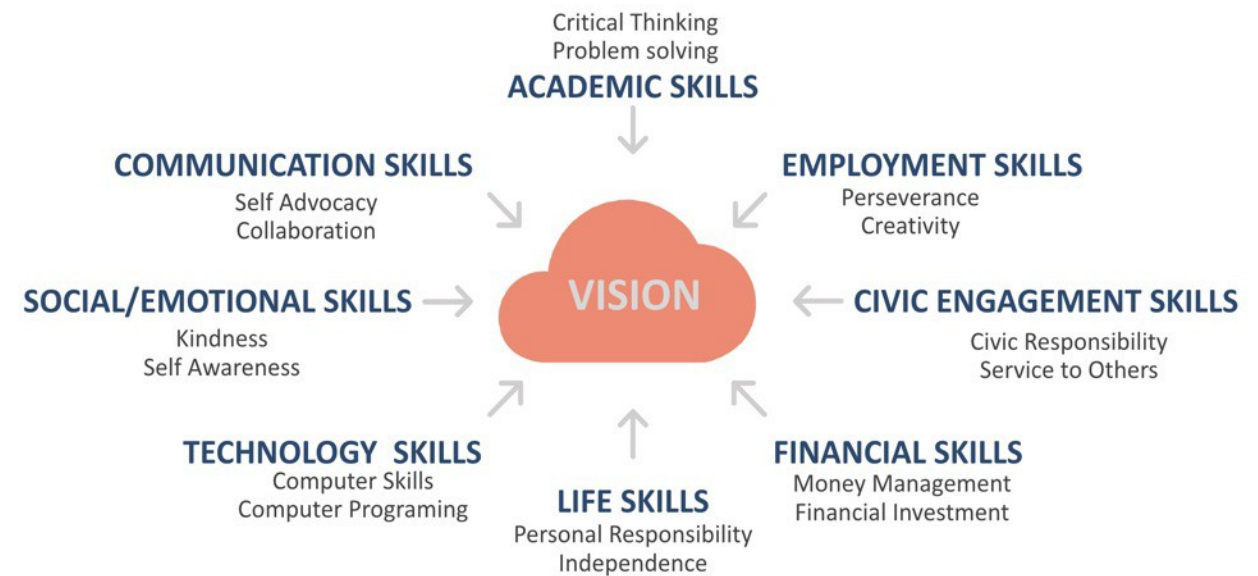
Building a Shared Vision

Portrait of a Graduate



In the 2018-19 school year, the NHS faculty embarked on a process to create a vision of a graduate.


VISION OF A NHS GRADUATE



Overview

In the fall of 2021, over 700 students, staff, parents, guardians, city officials, and interested community members joined this process to establish a District-wide Portrait of a Graduate.






Participants explored economic, technological, demographic, and environmental trends.


183.102

154.178

245.57



Focus groups were asked to identify the skills, mindsets, and knowledge they felt NPS graduates will need to be successful after graduation.





**The community shared
hundreds of comments
and ideas.**

**What follows is a summary of
our work.**

A hand holding a smartphone in front of a whiteboard with sticky notes and diagrams. The text is overlaid on the image.

The comments and ideas for each area (skills, knowledge, mindsets) were categorized and ranked using a qualitative analysis process.

Skills Categories

Creativity, collaboration and problem solving	91
Life skills	30
Financial literacy	24
Reading, writing, speaking, listening	22

Thinking critically	22
Communicating	12
Researching	12
Technology skills	10
Civic engagement skills	10

Mindset Categories

Empathetic and accepting	41
Growth mindset/positive	38
Resilience/perseverance	24
Self advocate	20
Open minded	19

Strong work ethic	18
Creative and innovative	15
Community oriented	14
Wellness	14
Passionate and happy	11



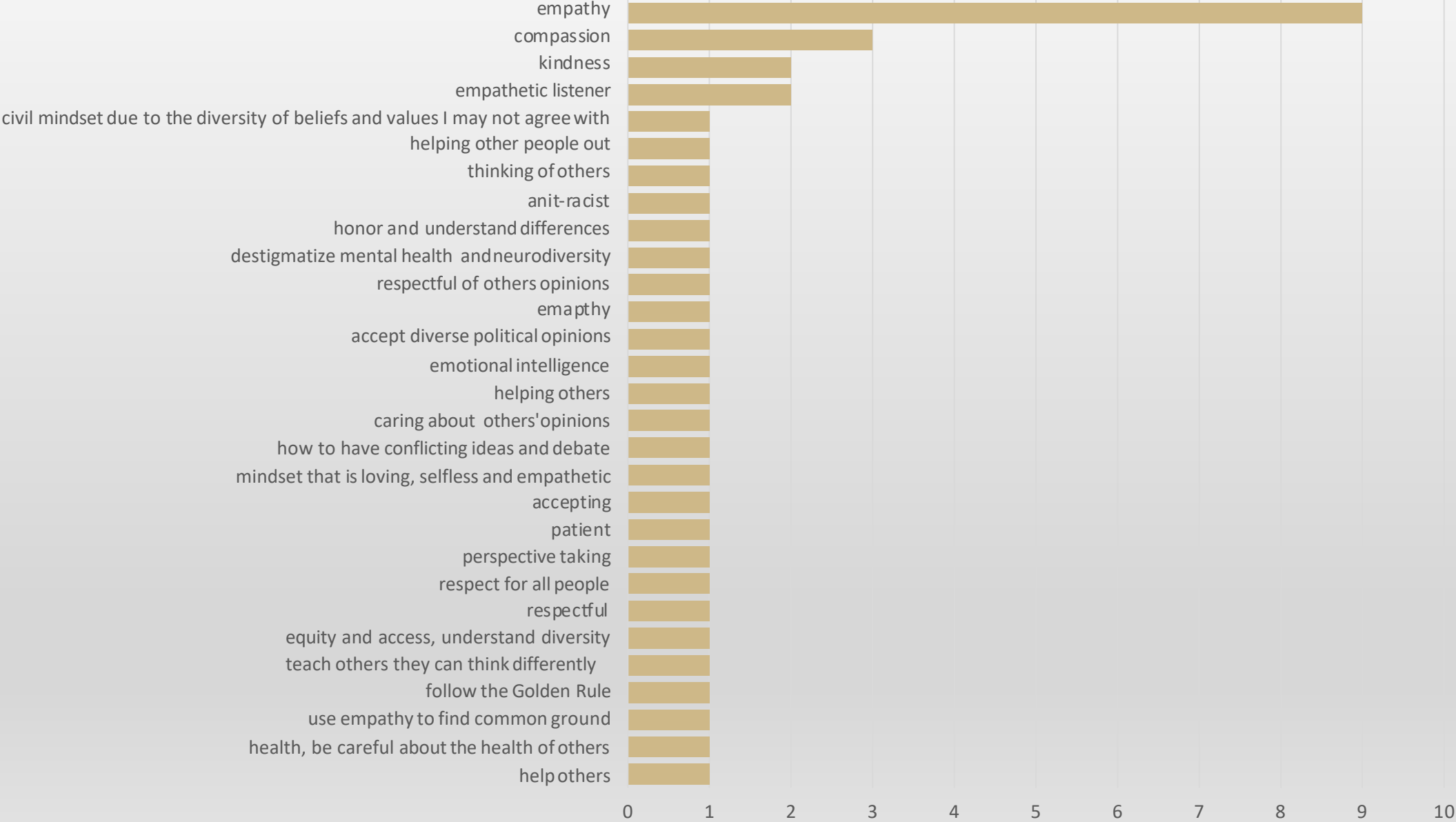
Knowledge Categories

Personal Finance	40	Work Force Ready	18
Social Sciences	37	Health and Wellness	11
Global Understanding	23	Environmental Science	12
STEM	20	Media Literacy	10
Info and Data Analysis	18	Executive Functioning	10



Within each category, comments were reviewed.

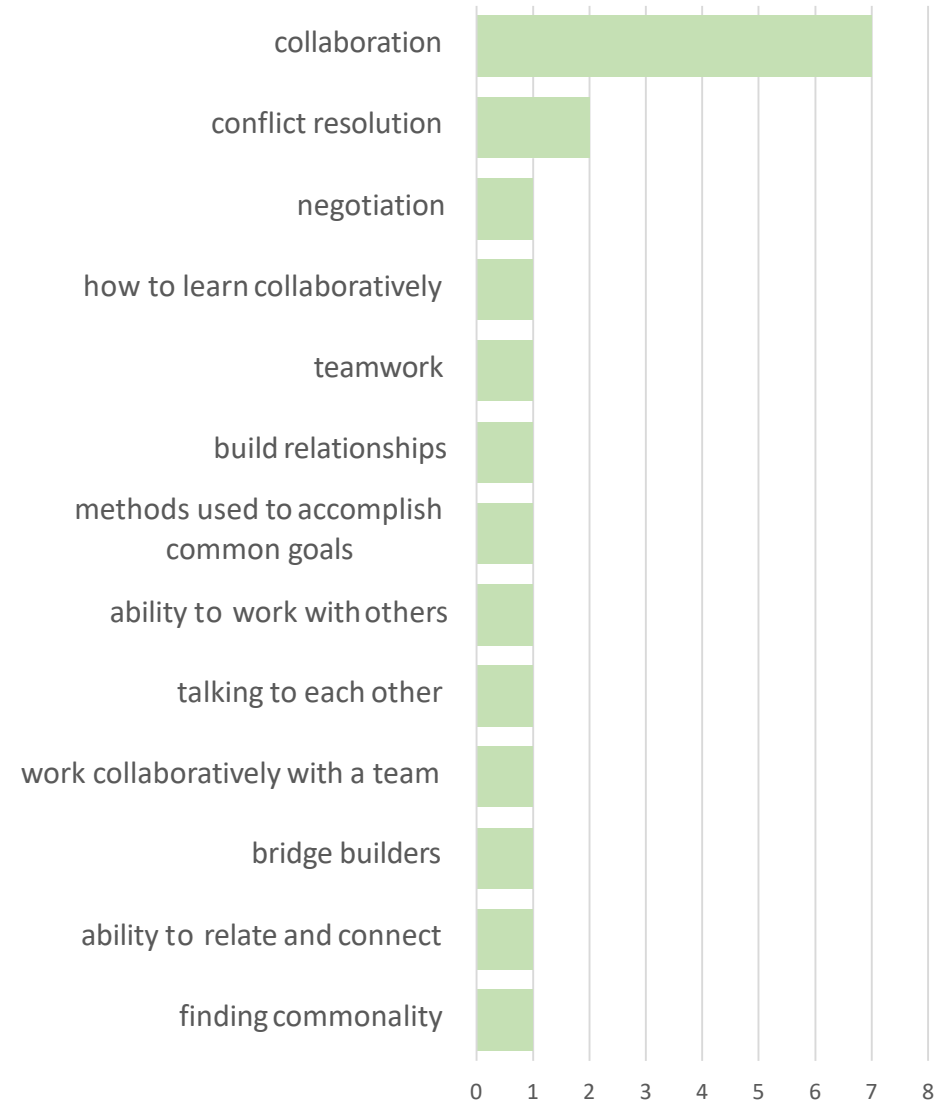
Empathy Comments



Resiliency Comments



Collaboration Comments (skills)





A Sampling of Comments

Global Learners... “graduates should be able to speak at least two languages”

Civic Engagement... “understanding data on gun violence and the political barriers to reducing given violence,” “having the power to create change or be an agent of change,” and “having the knowledge so that they can participate in decision making in a democracy”

Workforce Ready... “more options for alternative educational experiences” and “more certificate style programs offered to students as an alternative to 4-year college”

Science, Technology, Engineering, Math... “knowledge of scientific breakthroughs e.g., genetics” and “using coding and technology for career and activism”

Diversity, Equity and Inclusion

- “there are others that think, believe, look and act differently. These differences should be embraced”
- “we need the ability to question assumptions”

Health and Wellness

- “destigmatize addiction and mental illness,”
- “techniques to deal with stress and anxiety,”
- “know how to say no”

Lifelong Learners

- “teachers are not the ultimate source of knowledge”
- “choose your teacher wisely”

**Comments were also analyzed
for common ideas across the
skills, mindsets, and knowledge
categories.**

**Overwhelmingly,
participants
recommended
programming that
allows our
graduates to...**



Develop physical, social, and emotional wellness skills



Become literate across the disciplines



Practice creation, innovation, collaboration and problem-solving



Engage civically



Prepare for life after graduation

Graduate Aims: Themes Across All Comments

Physically, Socially and Emotionally Healthy (333)

Empathetic and accepting
Growth mindset and positive attitude
Resilience and perseverance skills
Self advocate
Self aware
Open minded
Passionate and happy
Adaptable and flexible
Strong social skills
Confident
Health and wellness

Engaged Citizens (166)

Community oriented
Civically engaged
Environmentally aware and engaged
Embracing diversity, equity and inclusion
Strong global understanding and language skills
Deep knowledge of social sciences

Literate Across Disciplines/ Able to Communicate Understanding (155)

Able to analyze information and data
Media literate
Passionate and competent in reading, writing, speaking, and listening
Strong communicators
Financially literate
Can communicate through integrated arts
STEM literate

College, Work and Life Ready (102)

Developing life skills
Graduation work force or college ready
Creating lifelong learners
Effective executive function skills
Strong and healthy work ethic

Creative, Innovative, Collaborative Problem Solvers (123)

Creative and innovative
Problem solver
Collaborator
Critical Thinker
Capable Researcher

Participants were also asked to share ideas for the Portrait of a Graduate slogan.

- The Port Promise: A Map to Navigate a Complex World
- Clippers Steer the Way
- Clippers Choose Courage
- True Clippers Strive to Sail
- Be Gold
- Clippers, Getting Better Every Day
- Newburyport Clippers, Sailing into the Future
- Clipper Pride
- Live Life the Clipper Way
- Sail Away the Clipper Way
- Students Riding the Wave to the Future
- Setting the Foundation for our Future
- Port to Learn and Sail to Grow
- Navigating the Waves of Life
- Embarking on the Journey
- Prepared to Launch
- NPS: Safe Harbors No Matter Where you Go
- Rigged and Ready for Open Seas
- Learning How to Think not What to Think
- NPS: The Future is Now...Collaboration. Curiosity. Critical Thinking.
- Ever to Excel
- Port Prepared

Next Steps



Faculty and staff
presentation and
feedback



Finalize Graduate
Aims and slogan



Create graphic
design



Unveil to all
stakeholders

Faculty Survey

- What's missing?
- What feedback do you have?
- Share your ideas for the slogan.

Short Faculty Survey—Complete Now

You will need to be
signed in to your NPS
Gmail account



https://docs.google.com/forms/d/e/1FAIpQLSci2BD--y_L_sasMW8rzX5xhRPSQcNfZU_shXJ01fec4Vf8vw/viewform?usp=sf_link

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC001)

NHS-Addition, Renovation & Roof Replacement



Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	1 - Urgent/Very High
FY2023-FY2027 Project Cost:	\$15,000,000
Estimated Useful Life:	25 Years

Description and Justification:

The current science labs were designed in the late 1990s and no longer align with modern STEM teaching methodologies. Additionally, space restrictions limit the class offerings that can be made available to students. In many ways the science/STEM classrooms at the lower grade levels are more advanced than what is currently available at the high school. This project would construct a two-story addition over the gymnasium, and renovate the existing science classrooms and lab spaces. A Statement of Interest has submitted to the Massachusetts School Building Authority (MSBA) requesting participation in their Core Program which would result in an approximate 50% reimbursement from the state for this project. Utility rebates will also be pursued.

Preliminary costs are calculated as follows: 16,000 sq. ft. of new space @ \$500/sq. ft. (\$8,000,000), 10,000 sq. ft. of renovated space @ \$500/ sq. ft. (\$5,000,000) = \$13,000,000. An allowance of \$2,000,000 for Building A roof, boiler and chiller replacement and other miscellaneous costs is included in the estimate below, for a total cost of \$15,000,000.

Estimated Costs by Fiscal Year	
FY2023	\$7,500,000
FY2024	\$7,500,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$15,000,000

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
X	Trust Fund/Local Grant
	Other*

Operating Budget Impact:	\$20,000
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*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC002)

NHS-Engineering Services

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	1 - Urgent/Very High
FY2023-FY2027 Project Cost:	\$40,000
Estimated Useful Life:	30 Years



Description and Justification:

Hire an engineering firm to perform an existing condition report and develop plans, schedules and cost estimates for a variety of issues at the high school including rooftop chiller (air conditioning system) replacement or upgrade (energy savings project), water infiltration, masonry issues, and perimeter stone wall study. In FY20 we spent approximately \$20,000 on service calls for the chillers on the high school roof, and while repair costs have been less the last couple of years, the chillers, as well as other HVAC equipment, are nearing the end of their service life. Replacement of the chillers could likely be included in the Science wing addition and renovation if desired. Numerous water infiltration issues, including in the main electrical room, require the services of a forensic engineering firm to solve, masonry deterioration continues in several areas, and stones continue to fall out of the perimeter stone wall necessitating the plan of a structural engineer to evaluate and prioritize repairs.

Estimated Costs by Fiscal Year	
FY2023	\$40,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$40,000

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

Operating Budget Impact:	-\$15,000
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*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC003)

Nock Molin-Tennis Court Renovation

Department:	Schools
Category:	Parks, Grounds & Open Space
Request Type (New/Prior Year):	Prior Year
Priority:	2 - High
FY2023-FY2027 Project Cost:	\$200,000
Estimated Useful Life:	25 Years



Description and Justification:

CPA funding has been approved for this project and it is currently in the plan development stage. Bidding is expected to occur this spring with construction happening over the summer of 2022. The project will rotate the courts 90 degrees to allow more space to meet USTA standards, and all of the fencing will be replaced.

Estimated Costs by Fiscal Year	
FY2023	\$200,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$200,000

Operating Budget Impact:	\$0
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Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
X	CPA Grant
	Trust Fund/Local Grant
X	Other*

*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC004)

Middle School Playground Repaving



Department:	Schools
Category:	Parks, Grounds & Open Space
Request Type (New/Prior Year):	New
Priority:	2 - High
FY2023-FY2027 Project Cost:	\$118,500
Estimated Useful Life:	25 Years

Description and Justification:

Repave playground at the west-end of the Nock Middle School. The age of the existing pavement is unknown but it is in very poor condition with severe cracking that allows grass and other weeds to grow throughout the playground. This creates a tripping hazard and is generally unsightly. This project would pave from the sidewalk at Toppan's Lane to the building. Total of area to pave equals approximately 26,150 square feet. The cost is based on a quote from a paving contractor plus 15% for escalation and contingency to pulverize and repave (1.5" binder & 1.5" topcoat) the playground.

Alternatively, a mill and overlay process would cost \$76,425 including 15% escalation and contingency. This would include milling to a depth of 1.5" and installing a 1.5" topcoat.

Estimated Costs by Fiscal Year	
FY2023	\$118,500
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$118,500

Operating Budget Impact:	\$0
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Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC005)

Pick-Up Truck with Utility Body & Plow

Department:	Schools
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	2 - High
FY2023-FY2027 Project Cost:	\$65,000
Estimated Useful Life:	13 Years



Description and Justification:

Ford F350 4x4 pickup truck with a utility body and plow. This truck would replace an aging 2010 Ford Econoline van and add to our fleet of plow trucks. The frame on the current van is rotted to the point that a ground wire had to be run from the battery back to the fuel pump to get it to operate, rather than getting the ground from the frame itself. This vehicle would be used by one of our maintenance technicians who provides maintenance services at all of our schools. Cost also includes ladder rack, towing package and emergency beacons for plowing.

Estimated Costs by Fiscal Year	
FY2023	\$65,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$65,000

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

Operating Budget Impact:	\$0
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*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC006)

Pick-Up Truck with Plow

Department:	Schools
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	2 - High
FY2023-FY2027 Project Cost:	\$55,000
Estimated Useful Life:	13 Years



Description and Justification:

One-ton pickup truck with plow primarily for athletic field maintenance. This truck would replace an aging 2010 Ford as one of our plow trucks, but we would keep the 2010 for general use as well to eliminate issues that arise when maintenance crew members need to work at different locations. It should be noted that in addition to the three school buildings, at times we also do game prep work at Fuller Field, Cashman Park and Pepe Field at the Pioneer complex. Committing a vehicle to bring staff and equipment to those remote locations at times strands other maintenance staff without a vehicle to move from one school to another when the need arises. Cost also includes landscaping tool rack, towing package and emergency beacons for plowing.

Estimated Costs by Fiscal Year	
FY2023	\$0
FY2024	\$55,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$55,000

Operating Budget Impact:	\$0
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Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

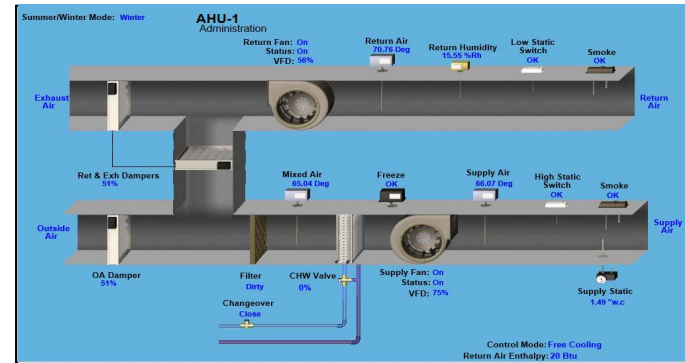
*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC007)

NHS/Nock Control System Upgrades

Department:	Schools
Category:	Miscellaneous
Request Type (New/Prior Year):	New
Priority:	2 - High
FY2023-FY2027 Project Cost:	\$160,000
Estimated Useful Life:	10 Years



Description and Justification:

This project would modernize the building automation systems that control the HVAC systems in the High School and Nock-Molin building. The upgrade would replace the antiquated PC at each school that is currently used to access the system, with a server that would allow us to access the system from any device anywhere. The upgrade will make the system current with today's internet technology, utilizing HTML-5 for higher internet security and eliminating the need for JAVA. Most importantly the upgrade will also coincide with the phase out of software support for the Web-Link software engine currently supporting each of the building automation systems. The new DDC front-end will eliminate the need for 3rd party software for future BacNet integration of new or replacement mechanical/HVAC equipment.

Estimated Costs by Fiscal Year	
FY2023	\$160,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$160,000

Operating Budget Impact:	\$0
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Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC008)

Nock Molin-Walkway/Sidewalk Repairs and Repaving



Department:	Schools
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	3 - Medium
FY2023-FY2027 Project Cost:	\$18,000
Estimated Useful Life:	15 Years

Description and Justification:

This project continues our efforts to systematically repave the walkways on the Nock-Molin property. The next walkway on the list would be the sidewalk coming from Johnson Street onto the school property.

Estimated Costs by Fiscal Year	
FY2023	\$0
FY2024	\$18,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$18,000

Operating Budget Impact:	\$0
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Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC009)

NHS-Carpet Replacement

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	4 - Low
FY2023-FY2027 Project Cost:	\$50,000
Estimated Useful Life:	20 Years



Description and Justification:

Carpets throughout the high school are all from the addition/renovation in 2002. Many areas are now showing signs of wear and tear. Targeting FY2024 to begin an annual replacement program is a prudent measure to take.

Estimated Costs by Fiscal Year	
FY2023	\$0
FY2024	\$25,000
FY2025	\$25,000
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$50,000

Operating Budget Impact:	\$0
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Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC010)

NHS School Auditorium Plaster Repairs

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	4 - Low
FY2023-FY2027 Project Cost:	\$100,000
Estimated Useful Life:	30 Years



Description and Justification:

Plaster throughout the auditorium has sustained damage from a number of sources including roof and window leaks. The window leaks have been repaired, but this project should be staged after the roof issues have been addressed. Damage to the plaster has occurred on the ceiling and walls in both the main section of the auditorium and the lobby area.

This project will be moved up the priority list after the roof over this section of the building is replaced.

Estimated Costs by Fiscal Year	
FY2023	\$0
FY2024	\$0
FY2025	\$100,000
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$100,000

Operating Budget Impact:	\$0
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Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
X	Trust Fund/Local Grant
	Other*

*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC011)

Nock Molin-Gym & Auditorium Roof Replacement

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	3 - Medium
FY2023-FY2027 Project Cost:	\$662,265
Estimated Useful Life:	25 Years



Description and Justification:

The gym and auditorium roofs are the only sections that have not been replaced during recent projects. They are currently in good condition, but are close to 25 years old, which is nearing the end of their life expectancy. This project is included in order to be forward thinking so that the city can be prepared for this expense when the time comes to replace these roofs. Cost estimate is based on \$16/sq. ft. It also provides allowances for General Conditions, Overhead & Profit, Bonding Fees, Design Fees, Escalation and a Contingency. It also provides an allowance to remove and reinstall the solar panels on the roof. This project would likely qualify for reimbursement under the MSBA's accelerated repair program.

Estimated Costs by Fiscal Year	
FY2023	\$0
FY2024	\$0
FY2025	\$662,265
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$662,265

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

Operating Budget Impact:	\$0
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*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC012)

NHS-Energy Reduction Projects

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	Prior Year
Priority:	2 - High
FY2023-FY2027 Project Cost:	\$62,182
Estimated Useful Life:	20 Years



Description and Justification:

This project includes:

- Phase 3 of a project to convert all remaining lighting in the school to LED
- Funded through Green Community grant and utility rebates
- Grant not approved in most recent round, new application to be submitted for next round

Estimated Costs by Fiscal Year	
FY2023	\$62,182
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$62,182

Operating Budget Impact:	-\$4,272
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Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
X	Other*

*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC013)

NHS Art/Music Area Feasibility Study

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	New
Priority:	3 - Medium
FY2022-FY2026 Project Cost:	\$20,000
Estimated Useful Life:	20 Years



Description and Justification:

The purpose of this project is to take a look at the current spaces being used for various art and music classes at the high school to determine the best way to create open and professional spaces that encourage cross-disiplinary use and instruction, provide for storage needs and support curricular needs (i.e. video recording space) These funds would be used to hire a design firm to conduct a feasibility study and produce cost estimates for renovations to meet these goals. The Newburyport Educational Foundation has approved a grant to conduct this feasibility study.

Estimated Costs by Fiscal Year	
FY2023	\$20,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$20,000

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
X	Trust Fund/Local Grant
	Other*

Operating Budget Impact:	\$0
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*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC014)

NHS College & Career Center Feasibility Study

Department:	Schools
Category:	Facilities Renovation/Repair
Request Type (New/Prior Year):	New
Priority:	3 - Medium
FY2022-FY2026 Project Cost:	\$10,000
Estimated Useful Life:	20 Years



Description and Justification:

The former Distance Learning Lab at the high school is now being used as the College and Career Center. The small lecture hall set-up of this space is not conducive to the long-term success of this program. This project aims to hire a design firm to conduct a feasibility study and produce concept plans and cost estimates to renovate and possibly expand the area currently used by this program into the adjacent space which is currently occupied by the Technology Department.

Estimated Costs by Fiscal Year	
FY2023	\$10,000
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$10,000

Operating Budget Impact:	\$0
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Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

*Specify other funding source(s) in project description.

CAPITAL IMPROVEMENT PROGRAM: FY2023-FY2027

PROJECT DETAIL SHEET (SC015)

Kitchen Equipment Replacement

Department:	Schools
Category:	Miscellaneous
Request Type (New/Prior Year):	New
Priority:	3 - Medium
FY2022-FY2026 Project Cost:	\$45,000
Estimated Useful Life:	20 Years



Description and Justification:

Some of the equipment in the Nock Middle School kitchen is original to the construction in the 1970s and is well past its useful life, including the serving line, refrigeration and some of the cooking equipment. Additionally, some of the kitchen equipment at the high school is reaching the end of its useful life and is beginning to cost more to maintain and repair than it is worth, particularly the ovens and reach-in refrigeration equipment. This project would begin a program to replace equipment based on the needs of the Kitchen Managers and recommendations of the maintenance department. When funding becomes available, a prioritized list of equipment will be sent to multiple vendors for price quotes. Based on those quotes and available funding, orders will be placed with the vendor or vendors offering the best value.
 *The Food Services Manager applies for a grant each year that has helped replace some equipment over the past two years.

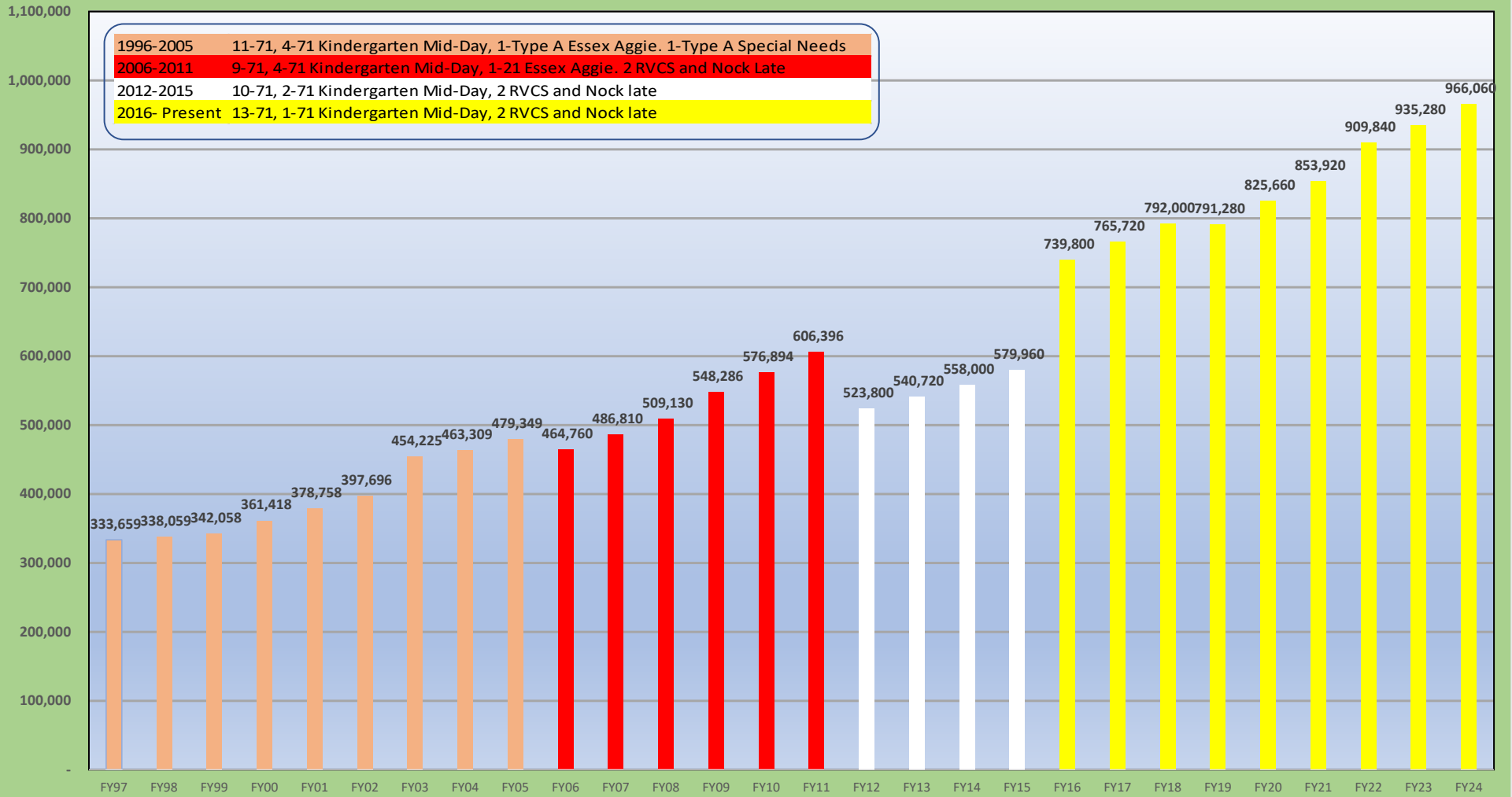
Estimated Costs by Fiscal Year	
FY2023	\$15,000
FY2024	\$15,000
FY2025	\$15,000
FY2026	\$0
FY2027	\$0
Total Five-Year Cost	\$45,000

Operating Budget Impact:	\$0
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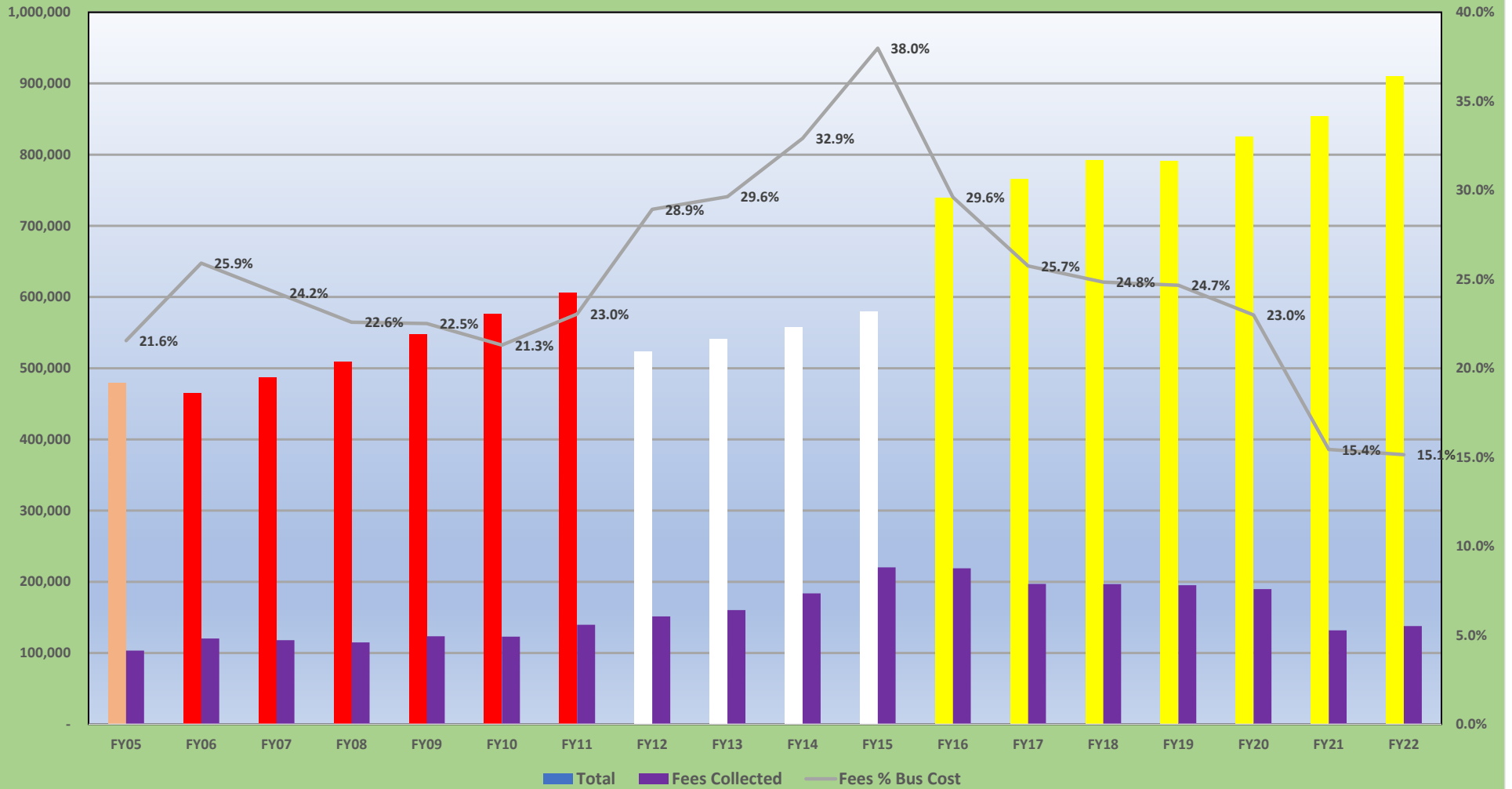
Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	Enterprise Fund (Debt)
	Enterprise Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
X	Other*

*Specify other funding source(s) in project description.

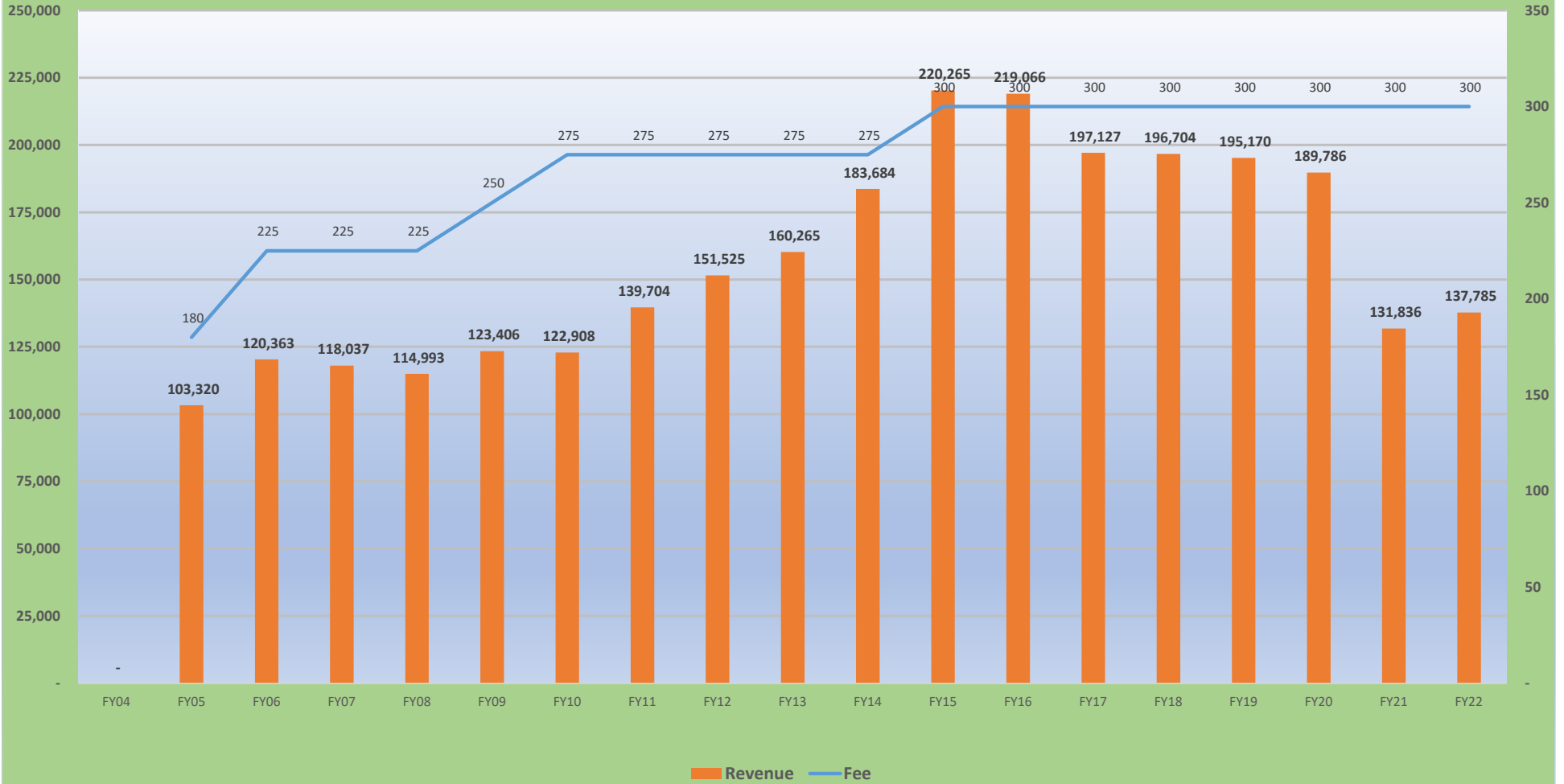
Transportation Costs



Transportation Costs



Transportation Fees



**Newburyport School Committee
Policy Subcommittee Minutes
January 24, 2022
Nock Middle School Library**

Attendees: Sheila Spalding (chair), Juliet Walker, Steve Cole, Superintendent Sean Gallagher, Lisa Furlong (guest)

Meeting called to order at 7:08 PM

POLICY PROCESS

Current policies on creating policy do not reflect the use of electronic records. A procedure should be put in place to streamline this process and safeguard the master copy of the policy manual. Policy subcommittee and the Superintendent's Office will formalize this process going forward. The master copy will remain in the Superintendent's Office with the Executive Administrator. It will be backed up quarterly. In lieu of the policy committee maintaining a separate copy, we will pull from the master copy. This will avoid the scenario of multiple versions existing. A shared space on the Google drive has been set up for the policy committee to use allowing equal access to the committee work in progress.

WEBSITE

The current site needs to be streamlined with user friendliness in mind. It should have an index and a linked document with a table of contents. Duplicates should be removed from website. The district is switching website vendors to Blackboard because it enables translations. As we move to this new platform it is the perfect time to re envision how the Policy section will look. Perhaps we should post an archived manual, "Policy Manual 2014-2017" and then offer links to new policies as they are passed. New policies could then be added to the manual on an annual basis.

BUDGET TRANSFER AUTHORITY POLICY

Language of the final version was reviewed and is ready for the full committee.

ANNUAL CALENDAR OF THE SCHOOL COMMITTEE

The draft calendar was reviewed and discussed. Many items listed fall under the Curriculum Instruction Student Leadership subcommittee (CISL). This valuable list will be passed to the superintendent and Vice Chair of the School Committee for reference purposes. It does not belong under policy. Policy BA, School Committee Operational Goals, lays the groundwork for school committee work.

Meeting adjourned 8:10 PM