

**NEWBURYPORT SCHOOL COMMITTEE**

**NEWBURYPORT, MASSACHUSETTS**

**School Committee Business Meeting  
6:30PM**

**Monday, December 2, 2024**

SC Business Meeting Agenda December 2, 2024	Amended
SC Business Meeting Agenda Notes December 2, 2024	Amended
SC Warrant December 2, 2024	
SC Business Meeting Minutes November 18, 2024	
Capital Improvement Plan Review	
FY26 Budget Timeline – draft	
Policy KCD – Public Gifts to the Schools	
Proposal for Instruction & Learning Subcommittee	
Policies – 2 <sup>nd</sup> Read: EHB – Data and Records Retention	
IJNDB – Use of Technology in Instruction	
JICJ – Student Use of Technology in Schools	
Business Manager Update	
Hiring Process Proposals	
Policy GCF – Professional Staff Hiring	
Job Description	

**Newburyport Public Schools**  
**School Committee Business Meeting**

**Monday, December 2, 2024 at 6:30PM - AMENDED**

**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.*

**Please note:** 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 & streamed via <https://ncmhub.org/share/channel-9/>.

**School Committee Business Meeting Agenda**

1. Call to Order
2. Public Comment
3. \*Consent Agenda (Warrant and 11/18/2024 Minutes) – *possible Vote*
4. Student Representative Report
5. Introduction of TMS
6. Capital Improvement Plan Review
7. \*High School Water Heater Update – *possible Vote*
8. FY26 Budget Timeline (Draft)
9. \*Daycare Update / Donation – *possible Vote*
10. \*Proposal for Instruction and Learning Subcommittee – *possible Vote*
11. Subcommittee Updates
  - a. Finance Subcommittee – Brian Callahan
  - b. Policy Subcommittee – Juliet Walker
    - \*Proposed changes to the following policies – *2<sup>nd</sup> read (possible Vote)*
      - EHB – Data and Records Retention
      - IJNDB – Use of Technology in Instruction
      - JICJ – Student Use of Technology in Schools
  - c. Communications Subcommittee – Andy Boger
12. Superintendent's Report
13. Follow-up:
  - a. Hybrid meetings set-up (Mayor Sean Reardon)
  - b. Fundraising (Superintendent Sean Gallagher)
14. New Business
15. Executive Session – *Vote*  
*for the purpose of discussing possible litigation and/or legal matters, and will not reconvene in Open Session.*

**Adjournment**

\*Possible Vote

\*\* 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 Public Schools**  
**School Committee Business Meeting**  
**Monday, December 2, 2024 at 6:30PM**

**Senior/Community Center, 331 High Street, Newburyport, MA 01950**

**AGENDA NOTES - AMENDED**

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/>.

**School Committee Business Meeting Agenda**

3. Consent Agenda (Warrant & minutes 11/18/2024) – *possible Vote*
4. Student Representative Report: *NHS student representative will provide the report.*
5. Introduction of TMS  
*Superintendent Sean Gallagher will introduce Vice President Andy Brown and Michael Wood of TMS, a company the district is contracting with to provide financial management expertise for the interim until a new Business Manager is hired.*
6. Capital Improvement Plan Review  
*Facilities Director James McSweeney will review an updated list of capital improvement projects for the Bresnahan, Molin/Nock and the High School. (attached)*
7. \*High School Water Heater Update – *possible Vote*  
*Superintendent Sean Gallagher & Facilities Director James McSweeney will provide an update for replacement of the high school water heater, as well as use of school funds to finance the cost.*
8. FY26 Budget Timeline (Draft): *Superintendent Sean Gallagher will review a draft of the FY26 Budget timeline. (attached)*
9. \*Daycare Update / Donation – *possible Vote*  
*Superintendent Sean Gallagher and HR Director Pam Kealey will provide an update on the staff daycare initially proposed in March 2024. They are also seeking a vote to accept a donation from an organization with long standing ties to the district, in accordance with Policy KCD Public Gifts to the Schools. (attached)*
10. \*Proposal for Instruction and Learning Subcommittee – *possible vote*  
*Mayor Reardon will review the functions and goals for this proposed subcommittee. (attached)*
11. Subcommittee Updates
  - a. Finance Subcommittee – Brian Callahan
  - b. Policy Subcommittee – Juliet Walker
    - \*Proposed changes to the following policies (attached) – *2<sup>nd</sup> read (possible Vote)*
      - EHB – Data and Records Retention
      - IJNDB – Use of Technology in Instruction
      - JICJ – Student Use of Technology in Schools
  - c. Communications Subcommittee – Andy Boger
12. Superintendent's Report: *Business Manager Update, NSSRT Special Education Advisory / Legislative Legislative meeting*
13. Follow-up:
  - a. Hybrid meetings set-up (Mayor Sean Reardon)
  - b. Fundraising (Superintendent Sean Gallagher)

*Continued next page*

14. New Business

15. Executive Session – *Vote*

*for the purpose of discussing possible litigation and/or legal matters, and will not reconvene in Open Session.*

- FYI: Upcoming Dates:**
- ✓ **NHS Showcase Night:** Thursday, December 5 @ 6:00pm
  - ✓ **Policy Subcommittee meeting:** Monday, December 9 @ 7:00pm
  - ✓ **NHS Winter Concert:** Tuesday, December 10 @ 7:00pm
  - ✓ **Molin Winter Concert:** Wednesday, December 11 @ 7:00pm
  - ✓ **FINCOM meeting:** Thursday, December 12 @ 9:30AM
  - ✓ **Early Release Day:** Friday, December 13

\*Possible Vote

**School**  
**Committee**  
**Warrant**

**FY25-WARRANT 8137**

**A-WARRANT**

**December 2, 2024**

<b>Warrant 8137</b>	<b>\$ 173,834.48</b>
<b>A-Warrant</b>	<b>\$</b>

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<b>TOTAL of Warrant</b>	<b>\$ 173,834.48</b>
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**NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING**

**High School Library, 241 High Street, Newburyport, MA 01950**

**Monday, November 18, 2024**

**Present:** Mayor Sean Reardon, Sarah Hall, Juliet Walker, Brian Callahan, Kathleen Shaw, Andy Boger and Breanna Higgins

**CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

Vice Chair Sarah Hall called the School Committee Business meeting of the Newburyport School Committee to order at 6:31 PM. Roll call found all members present, except late arrivals Andy Boger (6:35 PM) and Breanna Higgins (6:38 PM) All those present stood for the Pledge of Allegiance.

**Public Comments:** none

**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 Warrant:

Warrant 8136	\$728,759.03
A-Warrant	\$ <u>12,023.92</u>
	\$740,782.95

**Motion Passed**

(note: Final vote was held to later in the meeting to allow all members time to review warrant details due to higher than usual total.)

**Minutes**

**Motion:**

On a motion by Juliet Walker and seconded by Mayor Reardon it was

**VOTED:** to accept the minutes of the November 4, 2024 School Committee Business meeting as presented.

**Motion Passed**

**Mayor Sean Reardon abstained**

**Breanna Higgins absent for vote**

**Student Representative Report**

Maddie Jackman presented the student report that included announcement of the Bresnahan Community Service Club, Discovery Friday’s at the Molin, high school auditions for Northeastern District and junior class workshops with Katie Greer. (report attached)

### **High School Water Heater Update**

Superintendent Sean Gallagher and Facilities Director James McSweeney explained the situation with the water heater. In summary, the 750 gallon, 20+ year old had failure to the internal combustion chamber, leaked everywhere and the water heater is not salvageable. James stated a replacement will cost appx. \$160K, which would include replacement, removing old heater, and labor/installation costs. As this falls under emergency protocols, a bid process is not required. Mayor Reardon suggested all department funds be exhausted prior to going to the City, and suggested using School Choice funds if they were available. Superintendent Sean Gallagher will check with legal to confirm if this project would be in compliance with use of School Choice funds.

### **MCAS Presentations**

Superintendent Gallagher, Assistant Superintendent Lisa Furlong, Literacy Coordinator Dr. Tom Abrams, and Vertical Data Team members reviewed the spring 2024 MCAS Report. Building principals led the MCAS review for each school, along with their Instructional Leadership Team members. They began with a school-level overview, followed by specific action steps and teacher goals, as well as a review of accomplishments, weaknesses and action steps for each subject matter in various grade levels.

### **Business Manager Hiring Process**

HR Director Pam Kealey discussed two types of hiring process options that the School Committee could follow, as well as ideas for the screening committee. She will include the proposed options and the business manager job description in the packet for the next meeting.

## **SUBCOMMITTEE UPDATES**

### **Finance Subcommittee**

Brian Callahan reported the committee discussed athletic fees and plans to review the fees for next year. The next meeting is scheduled for December 12<sup>th</sup>.

### **Policy Subcommittee**

#### **2<sup>nd</sup> Read**

Juliet Walker reviewed recommended revisions to existing policies KCD – Public Gifts to the Schools, and BHE – Use of Electronic Messaging by School Committee members and presented a new policy EHAA – District Security Relating to Technology.

#### **Motion:**

On a motion by Juliet Walker and seconded by Mayor Reardon it was

**VOTED:** to approve policy KCD – Public Gifts to the Schools as presented.

**Motion Passed**

#### **Motion:**

On a motion by Juliet Walker and seconded by Mayor Reardon it was

**VOTED:** to approve policy BHE – Use of Electronic Messaging by School Committee Members as presented.

**Motion Passed**

**Motion:**

On a motion by Juliet Walker and seconded by Andy Boger it was

**VOTED:** to adopt policy EHAA – District Security Relating to Technology as presented.

**Motion Passed**

**1st Read**

Juliet Walker reviewed three new policies: EHB – Data and Records Retention, IJNDB – Use of Technology in Instruction and JICJ – Student Use of Technology in Schools.

**Communications Subcommittee**

Andy Boger reported the next meeting will be held on November 19, 2024.

**Superintendent’s Report**

**Wall of Fame:** The Superintendent recently attended the Wall of Fame ceremony. Patrick McAniff and Harley Davis were this year’s inductees.

**Vertical Team Data Cycles:** Superintendent Gallagher thanked the teachers and administrators on the Vertical Data Team for all their work and the tremendous collaboration on tonight’s presentation.

**Community and School Events:** The Superintendent noted that the recent annual NEF auction was a great success. In addition, each of the schools did an amazing job honoring our local veterans at various assemblies.

**Follow-up**

**MASC Resolutions & Conference Overview:** Vice Chair Sarah Hall reported all ten resolutions passed. In addition, Andy Boger, Juliet Walker, and Sarah Hall shared highlights from various sessions they attended during the conference.

**SEPAC:** Kathleen Shaw reported there was nice attendance at SEPAC meeting held on November 14<sup>th</sup>. Elections for Co-chairs was held. The next meeting will be on December 10th.

**Hybrid Meeting Format:** Mayor Reardon stated January will be the target date to begin hybrid meetings, and that all city departments run their own meetings. Brian Callahan has tested the equipment and will bring the Owl and adapter to Central Office. The school district needs to pay for the additional Zoom licensure. The Mayor will find out where the city’s Zoom recordings reside.

**New Business:**

Juliet Walker thanked all the teachers for the great job they do teaching the students, as well as the staff and administrators for all their support.



## **ADJOURNMENT**

### **Motion:**

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

**VOTED:** to adjourn the Business meeting of the Newburyport School Committee at 9:31PM and move to Executive Session for the purpose of discussing possible contract negotiations and/or legal matters, and will not reconvene in open session.

### **Motion Passed**

**Mayor Sean Reardon absent**

### **Roll Call Vote**

<b>School Committee Member</b>	<b>Vote</b>
Mayor Sean Reardon	absent
Sarah Hall	Yes
Andrew Boger	Yes
Brian Callahan	Yes
Breanna Higgins	Yes
Kathleen Shaw	Yes
Juliet Walker	Yes

Submitted by:

Location: NHS Library

### **Bresnahan News:**

The Bresnahan Community Service Club is up and running with almost 40 3rd grade participants. Earlier this month, they met after-school with representatives from Our Neighbors Table to learn how they can help address food insecurity in our community. The Bresnahan Community Service Club is led by NHS Sophomore, Logan MacKnight (and supported by 3rd grade teacher, Marianne Gasbarro). We are wrapping up our first session of Clipper Courses. Sign ups for the next session will be communicated to families via Weekly Wednesday. We are proud to have apx 115 students benefit from our free, after school programming. 2nd graders are preparing for their Macy's Day Parade next Tuesday. After reading the book "Balloons over Broadway," and discussing traditions that families and communities have, students are working hard to create their own float representing traditions they cherish. 2nd Grade Families are invited to attend and watch the parade!

### **Molin News:**

Molin students had the second Discovery Friday on the 15th (and will have on the 22nd). This month's Discovery activities focused on robotics and coding. We had high school students from the robotics club join in to lead and work with our 4th and 5th graders. We've noticed these Fridays give students a chance to shine and show their strengths in different ways. Molin is having a Fall Food and Toiletry drive to benefit Pettengill House and Newbury Food Pantry. Second Step lessons begin the week of December 2. The first unit is "Empathy and Skills for Learning".

### **High School News:**

This past weekend the NHS music teachers brought 8 musicians to audition for the Northeastern district senior band, chorus, and orchestra festival. Five of our students were accepted, and will perform in a concert along with the best musicians from 70 area schools! Congratulations to Josh Burrell, Evan Lagueux, Sam Parr, Max Piotrowski, and Cedar

Schumacher. On behalf of Mr. Gallagher, Mr. Wulf, and the entire NHS staff, their music teachers Risa Anniccharico, Kathy Sheperd, and Steve Cohen congratulate these fantastic student musicians and their parents.

Last Thursday, Katie Greer spent the day with the juniors. Working with groups of about 40 students at a time, she helped them reflect on their social media habits while also learning of the dangers and legal implications that have resulted from inappropriate use of cellular devices. Her workshops supported instruction and dialogues teachers have facilitated with grade 11 students around the book, [Accountable](#), by Daska Slater.

If you didn't have a chance to see the Play That Goes Wrong this past weekend. There are 3 more showings at the high school. This Thursday and Friday at 7:00 PM and Saturday at 2:00 PM.

Congratulations to the following student athletes who signed their letters of intent last week to the schools they have accepted.

- Reese Bromby - UMass Amherst - Lacrosse
- Lucy Buchmayr - Washington and Lee University - Track
- Edward Caron - St. Lawrence - Football
- Ciera Geraghty - Bates College - Field Hockey
- Alexis Greenblot - Marist University - Soccer
- Brian Lucey - St. Anslem - Lacrosse
- Evan Luekens - Roger Williams - Baseball
- Devin Stroope - US Naval Academy - Track



**Newburyport  
Public Schools  
School Committee Meeting**

December 2, 2024



**Francis T. Bresnahan  
Elementary**



**Edward G. Molin Upper  
Elementary  
Rupert A. Nock Middle**



**Newburyport  
High School**

# Capital Improvements

Updates December 2, 2024



# Capital Improvement

## A Brief Overview

- ◆ The City's Capital Improvement Program (CIP) is updated annually
- ◆ The CIP projects out five years
- ◆ Capital projects involve the improvement or betterment of the physical plant and are non-recurring
- ◆ Every City department identifies projects for inclusion in the CIP The CIP is used as a planning tool for the City Council – FY 2025 New Process outlined at joint meeting on November 4<sup>th</sup>.
- ◆ Capital projects are approved annually by the City Council

In addition to city funding, the district uses operational funds and grants to support capital projects.

# FY 24 UPDATE Capital Improvement

FY24 CAPITAL PROJECTS IN PROCESS/COMPLETED		
Description	Cost	Funding Source
Maintenance Vehicle	\$67,390	City CIP
NHS Roof	\$220,710 (est)	TBD MSBA
Nock Roof	\$165,613 (est)	TBD MSBA
NHS Phone and PA System	\$125,000	City CIP
Security Upgrades		
NHS cameras	\$69,500	NPS Operations
NHS intercom	\$11,978	NPS Operations
Nock cameras	\$33,105	NPS Operations
Bresnahan Server Room AC	\$50,000	City CIP
Nock-Molin Tennis Courts Phase 2	\$38,750	Grant
TOTAL	\$782,046	
	\$242,390	City CIP
	\$114,583	NPS Operations
	\$425,073	Other

# FY24 District Priorities – Updated November 2024

Project	Estimated Cost	Funding
<del>NHS Elevator Controls</del>	<del>\$70,000</del>	<del>City CIP FY24</del>
NHS Roof	\$3,500,000	MSBA/City FY25
Nock-Molin Roof (auditorium/gym)	\$1,360,00	MSBA/City FY25
<del>Pick Up Truck</del>	<del>\$68,000</del>	<del>City FY25</del>
<del>Phase Two NHS Security Upgrades: Cameras &amp; Intercom</del>	<del>\$80,000</del>	<del>NPS Operations and Grants FY24</del>
<del>Nock-Molin and NHS Building Automation Systems</del>	<del>\$160,000</del>	<del>NPS Operations and Grants FY24</del>
NHS Engineering Planning	\$80,000	Unfunded
NHS Flooring	\$75,000	Unfunded
Nock-Molin Playground Repaving	\$75,000	CPC
Nock-Molin Kitchen Equipment	\$65,000	Grants
<del>NPS Energy Reduction Project (Phase 4)</del>	<del>\$657,000</del>	<del>Utilities Rebated</del>
NHS Integrated Arts Space Renovation	TBD	TBD
NHS College and Career Center Renovation	TBD	TBD

Strikethrough = complete or in process project

\*New project



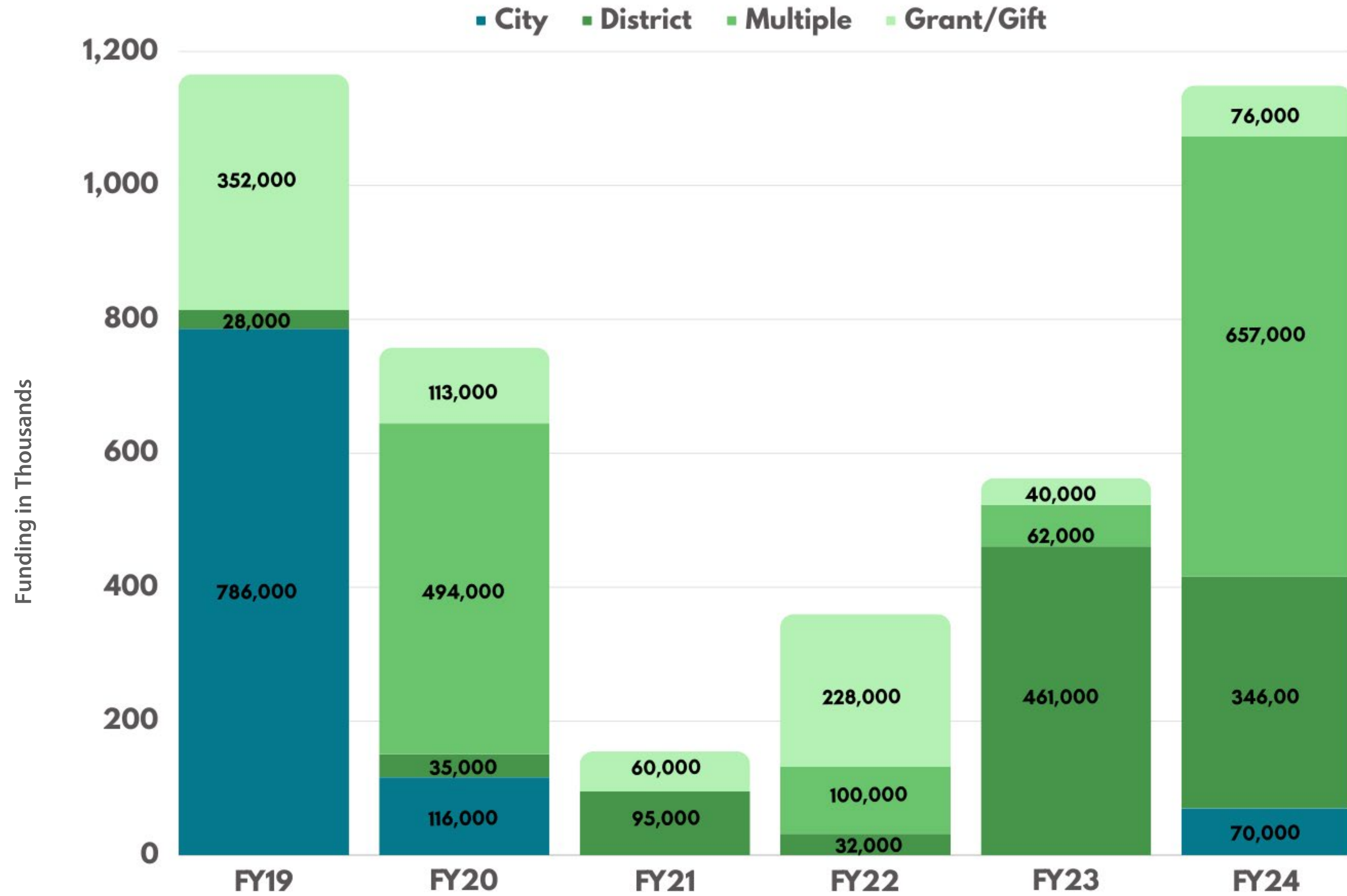
# FY25 District Priorities – Updated November 2024

Project	Estimated Cost	Funding
NHS Use and Feasibility Study	\$80,000	Unfunded
*Molin Playground	\$650,000	Unfunded
*Bresnahan Playground Repairs	\$245,000	Unfunded
NHS Exterior and Masonry Repairs	\$225,000	Unfunded
Nock-Molin Sidewalks	\$18,000	Unfunded
NHS Auditorium Plaster Repairs (after NHS roof)	100,000	Unfunded
*NHS Electrification Boiler/Chiller Replacement	3,600,000	MSBA Statement of Interest in 2025
<del>NHS Phone System</del>	<del>\$125,000</del>	<del>City FY25</del>

Strikethrough = complete or in process project

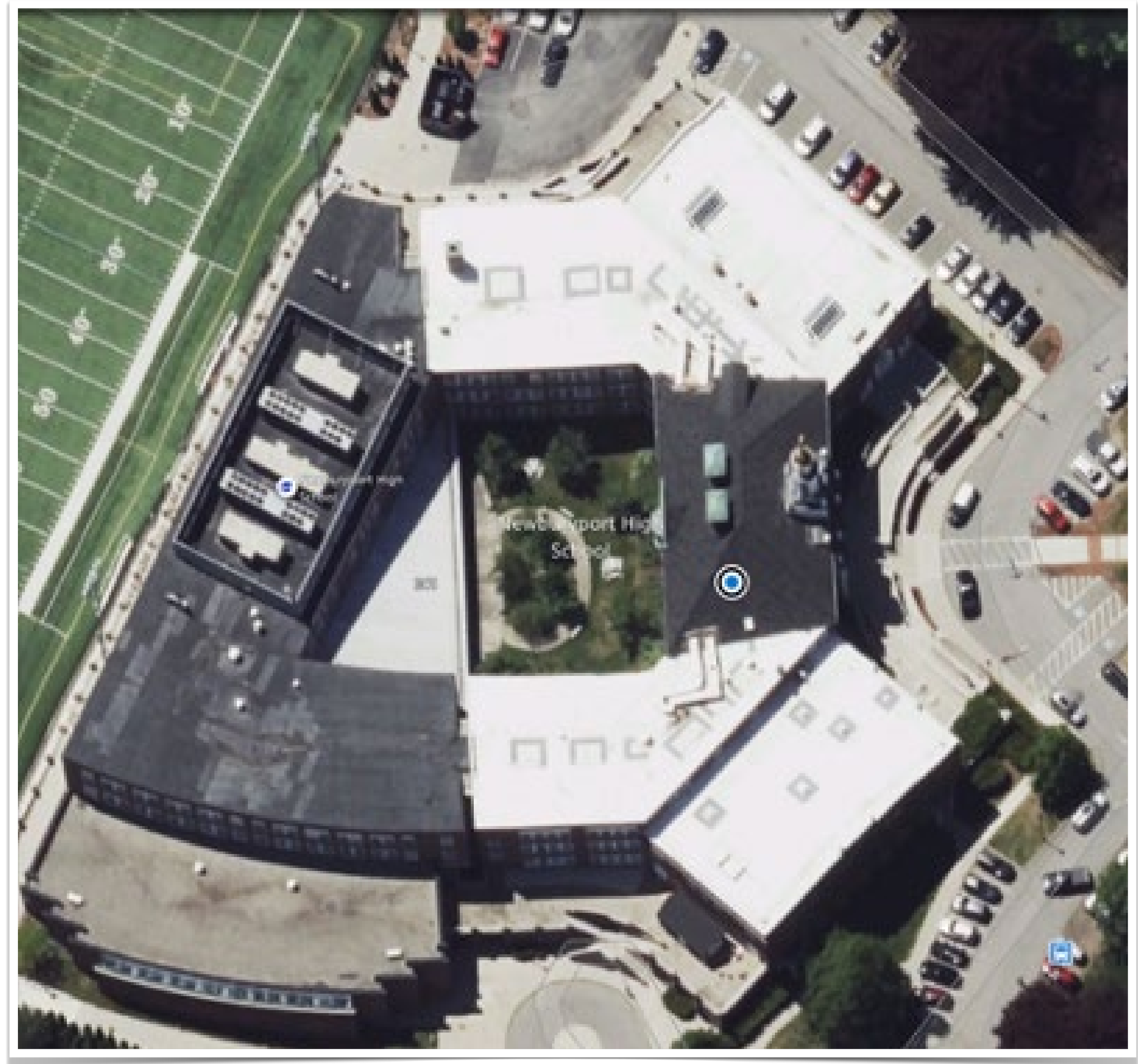
\*New project

# Funding Source Overview

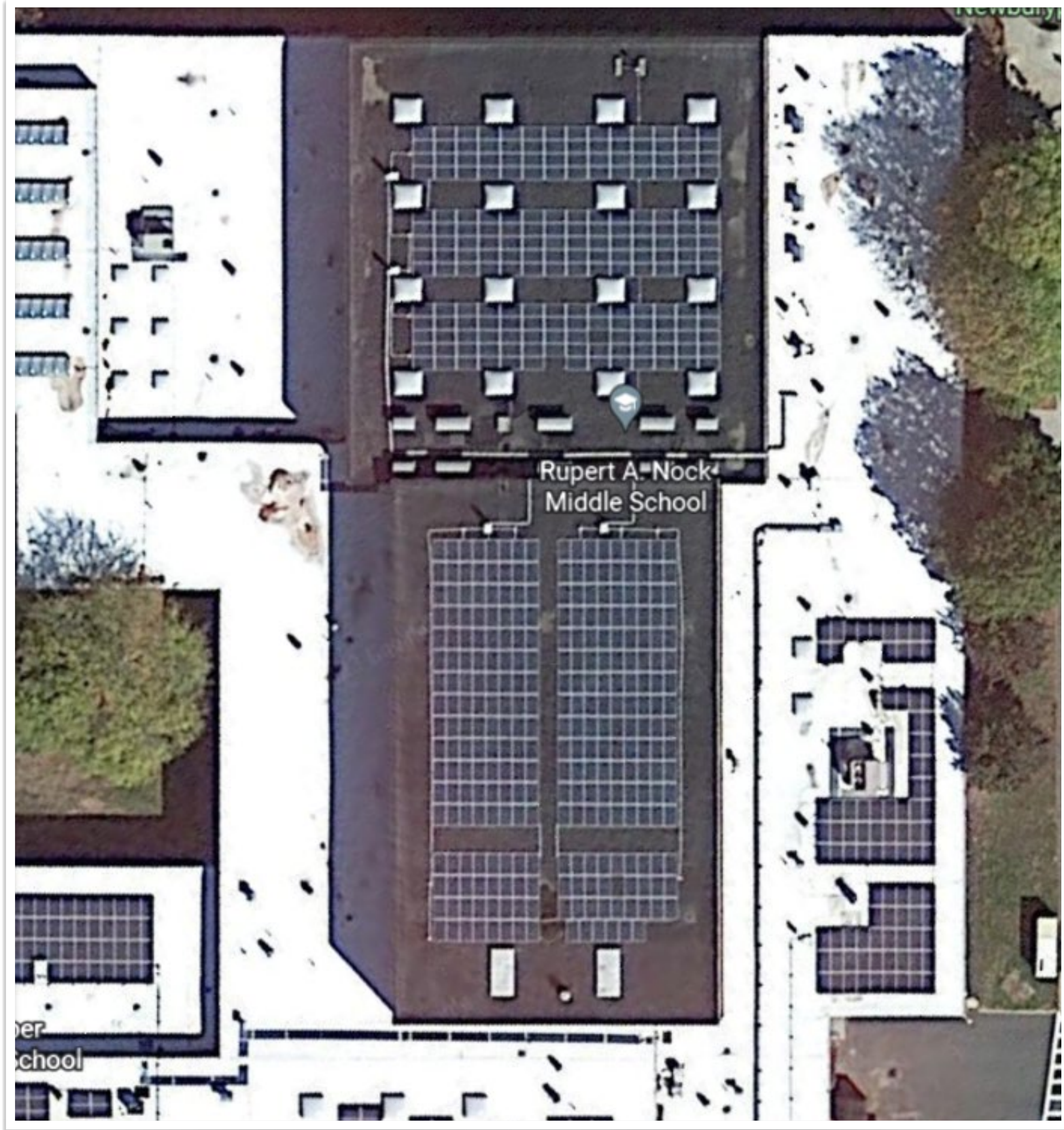


## Newburyport High School Roof

- ▶ MSBA has invited NPS to apply for the ARP grant for NHS and Nock/Molin
  - 31,530 square feet x \$50/sq. ft. = \$1,576,500
- ▶ White roof sections and asphalt shingle roof were last replaced in 1995
  - 30,449 square feet x \$50/sq. ft. = \$1,522,450
- ▶ Remaining roof sections were last replaced in 2001
  - 30,449 square feet x \$50/sq. ft. = \$1,522,450







## Nock-Molin Schools Gym and Auditorium Roof

- ▶ Last replaced in 1995
- ▶ 21,659 square feet
- ▶ Estimated cost to replace = \$1,360,393

## FY26 Budget Timeline - draft

<b>TIME</b>	<b>ACTION</b>
September – October 2024	<p>School Council meetings – review School Improvement Plans and discuss budget priorities</p> <p>School Committee Budget Forum / Listening Session</p>
November 2024	<p>Development of budget guidelines based on Strategic Plan, goals, and projected revenues</p> <p>City Council / School Committee Joint Budget Meeting</p>
December 2024 – January 2025	<p>Individual Department meetings with budget holders (Principals, Athletics, Health, Facilities, Administration)</p> <p>Leadership Team identifies District Priorities tied to Strategic Plan</p>
January 2025 – February 2025	<p>Budget Deliberations</p> <p>Capital Plan review</p> <p>Preliminary FY26 Budget update presentation to School Committee</p>
March 2025	<p>Budget Holders Presentation of Preliminary FY26 Budget to School Committee</p>
April 2025	<p>Public Hearing – FY26 Budget</p>
May 2025	<p>School Committee FY26 Budget to City Council</p>

## **PUBLIC GIFTS TO THE SCHOOLS**

The Superintendent will have authority to accept on behalf of the School District grants and gifts (including offers of equipment or money) from outside groups and organizations with longstanding affiliations with the District (e.g. NEF, PTO, Alumni Association) for the schools when the gift is of educational value. The Superintendent will inform the School Committee, via the Finance Subcommittee, of any gifts received that exceed \$2,500. Any grant or gift from a group or organization without a longstanding affiliation with the District and/or if the donor wishes to be anonymous shall be subject to School Committee approval.

Extensive advertising, promotion or naming opportunities involved with any donation shall be subject to School Committee approval.

Gifts that would involve changes in school facilities (such as a new cafeteria) or sites (such as a modified playground) will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Superintendent or School Committee, as provided by law. The Superintendent and School Committee will honor the wishes of the donor as much as possible and notify the donor if the money is needed for a different purpose.

The School Committee directs the Superintendent to assure that an appropriate expression of thanks is given to all donors.

LEGAL REFS.: M.G.L. 44:53A, 71:37A

CROSS REFS.: DD, Grants, Proposals, and Special Projects  
GBEBD, Online Fundraising and Solicitation--Crowdfunding

**Adopted: 11/6/2017**

**Revised: 11/18/24**

## **Proposal for Instruction and Learning Subcommittee**

The Instruction & Learning Subcommittee serves as a conduit between the School Committee, District, and community and ensures that the instruction and learning of students is the schools' utmost priority. The subcommittee will:

- Review outcomes of the district's curriculum review cycles
- Review priority initiatives related to instruction and learning
- Review district assessment data
- Recommend to Superintendent spotlight presentations to share academic progress and successes

## **DATA AND RECORDS RETENTION**

The School Committee recognizes that, as an entity of local government, every District record is presumed to be public unless it may be withheld under a specific exemption. The custodian of public records of the District is the designated Public Records Officer; contact information for this position will be placed in a prominent position on the District website.

The District is responsible for a myriad of records which vary in the length of time retention is required. The Superintendent is responsible for ensuring such retention requirements are followed.

Under the Public Records Law, electronic messages between public officials, including public employees, may be considered public records. As such, all District employees and the School Committee will be given District email addresses, with which they are to conduct all District business, so the District may comply with public records requirements.

LEGAL REFS.: M.G.L.4:7; 66:10

REF: A Guide to the Massachusetts Public Records Law (Secretary of the Commonwealth)

CROSS REFS.: BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS



## **USE OF TECHNOLOGY IN INSTRUCTION**

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the District provides ongoing student instruction that develops digital citizenship skill sets. Information and communication technology are integrated into the curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Students shall use digital resources in a responsible, efficient, ethical, and legal manner.

CROSS REF: JICJ - STUDENT USE OF TECHNOLOGY IN SCHOOLS

## **STUDENT USE OF TECHNOLOGY IN SCHOOLS**

The School Committee recognizes that the use of technology is an important part of students being prepared for adult life. As such, the student use of technology part of their education is to be encouraged, as teaching students appropriate use of technology is part of the responsibility of the district.

Students shall utilize digital resources in a responsible, efficient, ethical, and legal manner. Students are required to abide by the district Code of Conduct in their use, both on and offline, of district digital resources, which should be regarded as an extension of the classroom.

Students are reminded that there is no expectation of privacy in their use of district digital resources.

Failure to abide by district policies and procedures regarding the use of district digital resources will be met with consequences.

LEGAL REF: 47 USC § 254

CROSS REF: ACAB – SEXUAL HARRASSMENT  
JICFB – BULLYING PREVENTION  
JK – STUDENT CONDUCT  
INJD – ACCESS TO DIGITAL RESOURCES  
IJNDB – USE OF TECHNOLOGY IN SCHOOLS  
INJDC – ACCEPTABLE USE OF DIGITAL RESOURCES

# NEWBURYPORT PUBLIC SCHOOLS

## HIRING PROCESS PROPOSALS

### “School Business Manager Position”

In pursuant to Policy GCF – Professional Staff Hiring, the school committee has the following two options:

**Option 1:** School Committee, as a body, runs the search committee for a School Business Manager with assistance from the HR Director

**Option 2:** School Committee, as a body, delegates the search process for a School Business Manager to the Superintendent and his Administrative team, with assistance of the School Committee

## GCF: PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. It is the responsibility of the Superintendent, and of persons to whom they delegate this responsibility, to determine the personnel needs of the school district and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all licensure requirements and the requirements of the Committee for the type of position in which they will serve.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making their recommendation to the School Committee.

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45  
603 CMR 7:00, 26.00, and 44:00  
Acts of 2022, Chapter 117

**Adopted: June 18, 2018**  
**Revised: October 2, 2023**



**Newburyport Public Schools  
School Business Manager  
Job Description**

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**TITLE:** School Business Manager

**QUALIFICATIONS:**

- Master's Degree in School Administration, Public Administration, Finance, or Business Administration
- Massachusetts DESE certification highly desirable (Business Administrator); or eligibility to earn credentials
- Willingness to pursue and secure state mandated certificates and registrations
- Knowledge of federal, state, and local laws, rules and regulations governing school administration
- Five years of successful senior administrative experience in business operations with financial supervisory oversight in a complex organization
- Sound, independent judgment in planning, directing and coordinating the work of administrative and professional staff
- Experience with Munis Software Solutions
- Employment based on successful completion of CORI/SORI and fingerprinting background

**REPORTS TO:** Superintendent of Schools

**TERMS OF  
EMPLOYMENT:** Full time, full year

**JOB SUMMARY**

This is a senior staff position responsible for the administration of service driven operations within the Public Schools of Newburyport which includes finance, operations, and food services. The primary responsibility is to support the Superintendent, District and Building Leaders, and the School Committee by providing high quality data, in a timely fashion, to help inform decision making in areas of oversight. This high level position is a strategic partner with expertise in aligning resources (human, capital, and financial) to achieve the District's vision and goals. The successful candidate for this position must bring demonstrated experience in financial management at a senior level, preferably with public finance experience specifically, as well as financial forecasting experience.

**PERFORMANCE RESPONSIBILITIES (include but are not limited to):**

- Directs the development of the annual budget within guidelines established by the School Committee and the Superintendent of Schools. The budget will display proposed expenditures, staffing, and enrollment information along with narratives and graphics that will allow stakeholders to understand how resources are invested to achieve the strategic plan, school improvement plans, and other goals and initiatives.

- Presents and communicates the educational plan and how the various funding sources support the achievement of the overall goals
- Supports the Superintendent of Schools, School Committee and their respective subcommittees with understanding budgetary requests, construction projects, or other school related operational matters
- Prepares, maintains and submits, where appropriate, up-to-date state, federal, and city financial reports on all aspects of the School Department's operations
- Directs and controls the annual expenditures, including supervision of the business and payroll offices in the processing of invoices, warrants and payroll
- Oversees special funds including grants, revolving fund accounts, private funding accounts, Student Activity accounts, gift accounts and scholarships
- Safeguards the district's assets through implementation of internal controls and ensure adequate accounting records to document compliance with local, state, and federal laws and ordinances
- Authorizes funding for vacant positions prior to posting internally or externally
- Directs and controls the annual expenditures, including supervision of the business and payroll offices in the processing of invoices, warrants and payroll
- Formulates protocols and procedures to facilitate the operation of the above accounts and in other areas as needed (e.g. collecting and reporting revenue)
- Safeguards the district's assets through implementation of internal controls and ensure adequate accounting records to document compliance with local, state, and federal laws and ordinances
- Serves as the fiscal agent for all federal, state and private grants associated with the operation of the schools
- In collaboration with grant managers, approves all budgets within grant proposals prior to submission to outside funding sources and review by the School Committee
- Negotiates contracts with federal, state and private agencies once the projects have been approved in concept and develop, as needed, sub-contracts with other agencies that will in turn perform under the donations of the particular grant
- Responsible for maintaining financial records for all grants to comply with the various audit requirements of private and public agencies
- Serves as District Public Records Officer and Procurement officer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**