

**NEWBURYPORT SCHOOL COMMITTEE**

**NEWBURYPORT, MASSACHUSETTS**

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

**AMENDED**

**Wednesday, December 18, 2024**

SC Business Meeting Agenda December 18, 2024

\*\*

SC Business Meeting Agenda Notes December 18, 2024

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SC Special Business Meeting Minutes November 15, 2024

SC Business Meeting Minutes December 2, 2024

Education Commonwealth Project background

Policy KD – Public Gifts to the Schools

\*\*

Fundraising: Procedures

    Permission form

    Event Financial Report

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

**Wednesday, December 18, 2024 at 6:30PM**

**Library, Newburyport High School, 241 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 (Minutes 11-15-2024 and 12/2/2024) – *possible Vote*
  
4. Student Representative Report
  
5. Education Commonwealth Project presentation
  
6. Subcommittee Updates
  - a. Finance Subcommittee – Brian Callahan
  - b. Policy Subcommittee – Juliet Walker
  - c. Communications Subcommittee – Andy Boger
  
7. \*Integrated Arts Project Media Lab Approval – *possible Vote*
  
8. Superintendent's Report
  
9. Follow-up:
  - a. School Committee Retreat Planning Update
  
10. New Business

**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**  
**Wednesday, December 18, 2024**  
**6:30PM**

**Library @ Newburyport High School, 241 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 (Minutes 11-15-2024 and 12/2/2024) – *possible Vote*
4. Student Representative Report: *NHS student representative will provide the report.*
5. Education Commonwealth Project presentation  
*Peter Piazza, Ph.D., Director of School Quality Measures, and Julie Spencer-Robinson, Ph.D., Head of Strategy and Operations, from the Education Commonwealth Project (ECP) will present on the ways ECP supports schools in implementing valid, democratic and equitable school quality measures. The presentation will include an overview of ECP's School Quality Measures framework and the tools that have been piloted by the Massachusetts Consortium for Innovative Education Assessment (MCIEA), a partnership of eight public school districts and their local teacher unions.*  
<https://www.edcommonwealth.org/>
6. Subcommittee Updates
  - a. Finance Subcommittee – Brian Callahan
  - b. Policy Subcommittee – Juliet Walker
  - c. Communications Subcommittee – Andy Boger
7. \*Integrated Arts Project Media Lab Approval – *possible Vote*  
*Policy KCD – Public Gifts to the Schools states “gifts that would involve changes in school facilities or sites will be subject to School Committee approval.” The NEF is funding the Integrated Arts Project Media Lab, therefore this project falls under this policy for a formal vote.*
8. Superintendent’s Report: *NHS Water Heater Update, Fundraising Update, Integrated Arts Project Media Lab Update*
9. Follow-up: a. School Committee Retreat Planning Update
10. New Business

**FYI: Upcoming Dates:**

- ✓ **Bresnahan School Council meeting:** Tuesday, December 17, at 8:10am
- ✓ **Superintendent Advisory Council meeting:** Tuesday, December 17 @ 6:30pm
- ✓ **Winter Break:** December 23, 2024 through January 1, 2025
- ✓ **School Committee Business meeting:** Monday, January 6 @ 6:30pm
- ✓ **NHS School Council meeting:** Tuesday, January 7 @ 5:00pm
- ✓ **School Committee Retreat:** Saturday, January 11 @ 10:00am
- ✓ **Policy Subcommittee meeting:** Monday, January 13 @ 7:00pm
- ✓ **Finance Subcommittee meeting:** Thursday, January 16 @ 9:30am
- ✓ **Communications Subcommittee meeting:** Thursday, January 23 @ 6:30pm

\*Possible Vote

# NEWBURYPORT SPECIAL SCHOOL COMMITTEE BUSINESS MEETING

## Virtual meeting

Friday, November 15, 2024

**Present:** Mayor Sean Reardon, Sarah Hall, Andrew Boger, Brian Callahan, and Breanna Higgins (late)  
**Absent:** Juliet Walker, Kathleen Shaw

### **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 4:05PM. Roll call found all members present, except Juliet Walker and Kathleen Shaw; Breanna Higgins joined late (4:11pm). At this point in the meeting, Sarah Hall took over.

### **Roll Call**

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

### **Business Manager Vacancy Discussion**

Superintendent Sean Gallagher and HR Director Pam Kealey discussed available options to cover the business manager position.

- Superintendent Gallagher and Pam Kealey explained that this afternoon Mary DeLai withdrew her name as a candidate, due to conflict of interest as she is Newburyport's representative on the Whittier School Committee. Mary had an impressive background, and is an expert with Munis. However, Mary would only be able to commit to 2 days per week.
- Regarding TMS, Inc., Pam Kealey stated she liked that 1 person would be assigned to the district 2 days per week, but would also work full days remotely. The company would also have a network of experienced people available to answer questions should we need it. Pam received good feedback from other districts. The company could start a person right away through February, and could extend the time if needed. Contract would be \$13,000 per month.

### **Motion:**

On a motion by Sarah Hall and seconded by Brian Callahan it was

**VOTED:** to appoint TMS, Inc. to cover the business manager position through February with the option to extend.

### **Motion Passed**

**Roll Call Vote**

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

**ADJOURNMENT**

**Motion:**

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

**VOTED:** to adjourn the Business meeting of the Newburyport School Committee at 4:31PM.

**Motion Passed**

**Roll Call Vote**

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

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

**Monday, December 2, 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**

Mayor Sean Reardon called the School Committee Business meeting of the Newburyport School Committee to order at 6:30 PM. Roll call found all members present. All those present stood for the Pledge of Allegiance. At this point in the meeting, Sarah Hall took over.

**Public Comments:**

Kristen Vicente, 52 Longfellow Drive: cell phone policy

**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 8137	\$173,834.48
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**Motion Passed**

**Minutes**

**Motion:**

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

**VOTED:** to accept the minutes of the November 18, 2024 School Committee Business meeting with changes. (Page 4: remove absent notation, and delete reference to an executive session and delete the roll call vote.)

**Motion Passed**

**Student Representative Report:** none

**Introduction of TMS**

Superintendent Sean Gallagher introduced Andy Brown, Vice President, and Michael Wood, Sr. School Business Administrator of TMS, Inc., which the district contracted with to provide financial management expertise until a new business manager is hired. Michael will begin onboarding on December 3, along with Nicole Wood. They will be onsite Tuesdays and Thursdays, and working hybrid the remainder of the week.

### **Capital Improvement Plan Review (CIP)**

Facilities Director James McSweeney reviewed the list of the district's capital improvement projects. His presentation included a brief overview of the Capital Improvement Program, as well as a review of in-process/completed projects and FY24/FY25 priorities throughout the district.

*Kathleen Shaw* suggested that a free play type component be considered for the playground, such as a Gaga Ball pit.

*Breanna Higgins* suggested creating a unit project to design a playground.

*Juliet Walker* asked when the final version of the CIP will be available. (answer = February/March)

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

Facilities Director James McSweeney reported that a new 150-gallon water heater was installed at the high school on Tuesday (November 27). The new tank will operate at 97% efficiency. The cost of the new tank is \$160K. Superintendent Gallagher thanked James and his entire team for their efforts expediting this project.

School Committee members discussed various legal and non-legal opinions regarding options to pay for the new water heater (i.e. using School Choice funds or using City free cash funds). Discussions also included whether the water heater repair should be considered a capital or an operational type expense.

### **Motion:**

On a motion by Juliet Walker and seconded by Brian Callahan it was

**VOTED:** to authorize the Superintendent to work with the school attorney to release the correspondence shared with the School Committee related to School Choice funds.

### **Motion Passed**

Brian Callahan will review the School Choice funds at the next Finance Subcommittee meeting.

Superintendent Sean Gallagher will submit for emergency procurement to Ethan Manning to get on the city agenda.

### **FY26 Budget Timeline (draft)**

Superintendent Gallagher reviewed the FY26 budget timeline. He feels the district is on target to meet the dates, and noted that having TMS, Inc. on board will be helpful.

### **Daycare Update / Donation**

Superintendent Sean Gallagher read a letter announcing that the Swasey Foundation made a very generous \$50,000 distribution to Newburyport Public Schools to provide startup funds for an in-house daycare center. The district hopes to begin developing a plan to have an onsite daycare program for teachers, similar to the program offered at Ipswich Public Schools.

### **Motion:**

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

**VOTED:** to approve the acceptance of the Swasey \$50K donation in accordance with policy KCD - Public Gifts to the Schools to support the creation of a daycare for staff as presented by the Superintendent.

**Motion Passed**

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

- Mayor Reardon reviewed the description of the proposal for the new subcommittee.
- Juliet Walker explained the difference between an Advisory Committee and a Subcommittee of the School Committee
- Breanna Higgins suggested changing the name to Teaching and Learning.

### **Motion:**

On a motion by Breanna Higgins and seconded by Mayor Reardon it was

**VOTED:** to form a Teaching and Learning Subcommittee of the School Committee.

**Motion Passed**

## **SUBCOMMITTEE UPDATES**

### **Finance Subcommittee**

Brian Callahan reported the committee will meet at 9:30AM on December 12, 2024.

### **Policy Subcommittee**

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

### **Motion:**

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

**VOTED:** to adopt policy EHB – Data and Records Retention as presented.

**Motion Passed**

### **Motion:**

On a motion by Juliet Walker and seconded by Brian Callahan it was

**VOTED:** to adopt policy IJNDB – Use of Technology in Instruction as presented.

**Motion Passed**

### **Motion:**

On a motion by Juliet Walker and seconded by Kathleen Shaw it was

**VOTED:** to adopt policy JICJ – Student Use of Technology in Schools as presented.

**Motion Passed**

### **Communications Subcommittee**

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



## **Superintendent's Report**

**Business Manager Update:** The Superintendent stated the position has been sent to various organizations and posted, but no applications have been received. Further conversations regarding the formation of a screening committee will be on hold until there are applicants.

**NSSRT Special Education Advisory / Legislative Meeting:** Superintendent Gallagher explained the group is looking at special education services to see if they can cost-share and utilize each other's resources.

## **Follow-up**

**Hybrid Meeting Format:** The Superintendent is working on this, and the Mayor is eyeing a start up on the first meeting in January.

**Fundraising:** Distribution of updated fundraising policies are ongoing (i.e. Athletics, PTO etc). The Student Athlete handbook has been modified to include the policies, fundraising information, and athletic fee information and will be posted to the website by the end of the week. New fundraising procedures will be reviewed by the principals on December 3<sup>rd</sup>. Fundraising ownership will fall under the business manager. The website is being updated to include revised fundraising procedures and a fundraising calendar.

## **New Business**

- The December 16<sup>th</sup> School Committee meeting will be moved to Wednesday, December 18<sup>th</sup> in the high school library at 6:30PM.
- Breanna Higgins would like to have a future presentation by the Superintendent on graduation requirements.
- Kathleen Shaw reminded everyone about the upcoming parent speaker series with Jon Mattleman at the Nock Auditorium on December 5 at 7PM.

## **ADJOURNMENT**

### **Motion:**

On a motion by Sarah Hall and seconded by Brian Callahan it was

**VOTED:** to adjourn the Business meeting of the Newburyport School Committee at 8:17PM 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**

### **Roll Call Vote**

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



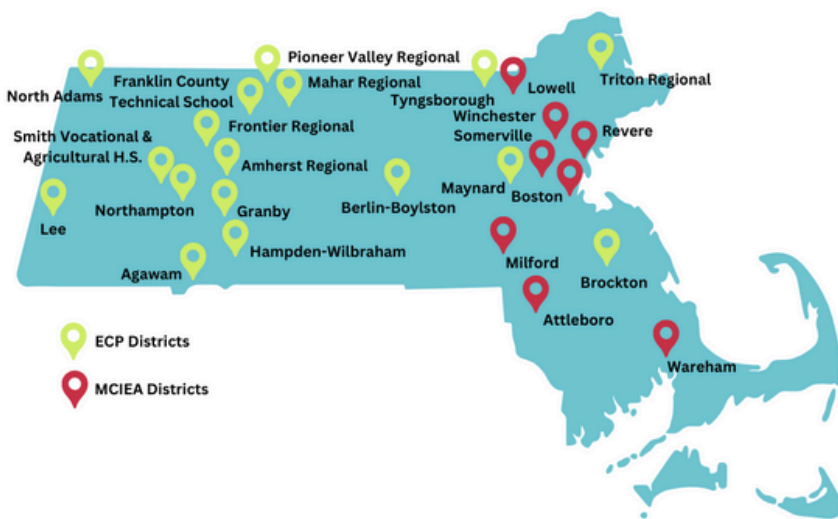
# BEYOND A SINGLE TEST

TOWARD BETTER WAYS OF ASSESSING  
STUDENT LEARNING & SCHOOL QUALITY



## MISSION

The Education Commonwealth Project (ECP) works to challenge and expand the way student learning and school quality are assessed, advancing an approach to accountability that is valid, democratic, and equitable. ECP supports schools and communities with free and open-source tools, and broadly seeks to foster state- and national-level change. The tools have been piloted by the Massachusetts Consortium for Innovative Education Assessment (MCIEA), a partnership of eight public school districts and their local teacher unions.



## SCHOOL QUALITY MEASURES

A holistic framework with multiple assessment components to create a fairer, more comprehensive picture of school performance. Districts annually administer surveys to students and teachers, and collect a wide range of school administrative data; they use the SQM dashboard to inform school improvement strategies and district resource allocation.

## PERFORMANCE ASSESSMENTS

Students demonstrate what they know and can do through real-world application, using teacher-generated, curriculum-embedded performance assessments for a richer means of determining student achievement. Performance-based tasks created by educators and aligned with state curriculum standards are available to the public in an online Task Bank.

# Newburyport Public Schools

## Fundraising Procedures

### CHECKLIST

- Complete the **Fundraising Permission Form** in its entirety. **(FORM A)**
  - Incomplete forms will be returned to the contact person.
- Secure approval for fundraiser no later than 2 weeks before the event.
  - School Sponsored Athletic Team  
*requires Athletic Director, Principal and Superintendent approval*
  - School Sponsored Club / Class / Group  
*requires Principal & Superintendent approval*
  - School Related Parent Organization  
*requires Principal & Superintendent approval*
  - School Sponsored Activity - involving students in fundraising projects via sales within the school  
*requires Principal & Superintendent approval*
- A copy of the approved permission form will be emailed back to the contact person.
- Bring ALL funds collected to the Business Office for deposit into your Student Activity Account.
- The organization's Contact Person must submit an **Event Financial Report (FORM B)** to the Business Office no later than 5 days after the fundraising activity has ended.

### **Important Notes:**

1. Organizations must identify how they will use funds collected from the fundraising activity.
2. Approved fundraising activities will be listed on a district-wide fundraising calendar. This calendar will be available on the district's website, and for each event, will include fundraiser description, start and end dates, organization sponsoring the event, contact person etc.
3. All approved fundraising activities must be done in accordance with the following School Committee policies, which can be found on the district's website:

GBEBD	Online Fundraising and Solicitations – Crowdfunding
JJE	Student Fundraising
KBE	Relations with Parent/Teacher Organizations
KHA	Fundraising in Newburyport Public Schools

<https://www.newburyport.k12.ma.us/domain/257>

If you have any questions, please contact your building principal or the Business Office.  
Our goal is to assist you in having a successful fundraising activity.

Fundraisers must comply with School Committee Policies and Central Office administrative procedures.  
**NOTE:** *Incomplete permission forms will be returned. All fundraisers will be listed on the district's fundraising calendar.*

Newburyport Public Schools  
Fundraising Permission Form

FORM  
A

Organization: \_\_\_\_\_ School: \_\_\_\_\_

\*Contact Person (Coach/Advisor/Staff/Adult): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\* This person will be responsible for submitting the Student Activity - Event Financial Report (Form B) to the Business Office in a timely manner after the fundraising event is complete.*

Description of fundraising activity: *(Please describe exactly how funds are being raised, including product being sold, vendor name, event location, ticket prices, website, fees, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Start Date(s): \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Funds generated will be used for the following purpose *(list specific use)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Anticipated Profit: \_\_\_\_\_ Include % split: NPS %: \_\_\_\_\_ Vendor %: \_\_\_\_\_

Describe procedure for handling Funds & Expenditures: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

- School Sponsored Athletic Team *(requires Athletic Director, Principal & Superintendent approval)*
- School Sponsored Club / Class / Group *(requires Principal & Superintendent approval)*
- School Related Parent Organization *(requires Principal & Superintendent approval)*
- School Sponsored Activity involving students in fundraising projects via sales within the school *(requires Principal & Superintendent approval)*

Organization Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fundraisers must comply with School Committee Policies and Central Office administrative procedures.  
**NOTE: Incomplete permission forms will be returned. All fundraisers will be listed on the district's fundraising calendar.**

# STUDENT ACTIVITY ACCOUNT EVENT FINANCIAL REPORT

## FORM B

To be completed upon completion of ALL fundraising activities.

ORGANIZATION: \_\_\_\_\_ TODAYS DATE: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 EVENT: \_\_\_\_\_ EVENT DATE(S): \_\_\_\_\_

**REVENUE: Report ALL monies collected / donated / received from the fundraising activity.**

DATE - FUNDS TO BUSINESS OFFICE	SPECIFY (cash, checks, etc)	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>TOTAL REVENUE</b>	
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**EXPENSES: Actual costs incurred to run the fundraising activity.**

EXPENDITURES: (listed below)

ITEMS / SERVICES	CHECK / INVOICE #	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>TOTAL EXPENSES</b>	
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<i>Profit or Loss</i> Revenue LESS Expenses =	
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SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Athletic Teams)

REVIEWED BY AD: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

*Completed forms are to be submitted to the Business Office.*

## 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**