

**NEWBURYPORT SCHOOL COMMITTEE**

**NEWBURYPORT, MASSACHUSETTS**

**School Committee  
Business Meeting**

**Monday, December 20, 2021**

**6:30 PM**

**SC Packet Checklist: SC Business Meeting Agenda December 20, 2021**

**SC Meeting Agenda Notes December 20, 2021**

**SC Business Meeting minutes 12-6-2021**

**Daily News article – Freshman earns 1<sup>st</sup> Chair/District Jazz Band**

**Model UN Conference / World Affairs & Diplomacy Class**

**Public Participation at School Committee Meetings Policy (BEDH)**

**Authorized Signatures Policy (DGA)**

**Budget Transfers Policy (DBJ)**

**General Law – Part I, Title VII, Chapter 41, Section 56**

**Finance Committee Meeting Minutes 11-12-21**

**Policy Meeting Minutes 12-3-2021**

**Newburyport Public Schools**  
**Newburyport, MA**  
**School Committee Business Meeting**  
**Monday, December 20, 2021**

**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** *(In Person Attendees Only)*
- 3. \*Consent Agenda - (warrants and minutes of 12-6-2021), possible Vote**
- 4. Student Award Presentation**
- 5. NHS Student Representative Report**
- 6. Model UN Conference 2021 Trip Highlights**
- 7. Finance Subcommittee Update – Steve Cole**
- 8. \*Policy Subcommittee – Sheila Spalding, possible Vote**
  - a. \*Public Participation at School Committee Mtgs. Policy (BEDH) revision - *1st reading – possible Vote*
  - b. \*Authorized Signatures Policy (DGA) revision – *1st reading – possible Vote*
  - c. \*Budget Transfers Policy (DBJ) revision – *1st reading – possible Vote*
- 9. Superintendent’s Report:** *December 15<sup>th</sup> Commissioner’s meeting, COVID update, Recent Strategic Planning Focus group*
- 10. 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, December 20, 2021  
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** (*In Person Attendees Only*)

**3. \*Consent Agenda - (warrants and minutes of 12-6-2021), possible Vote**

**4. Student Award Presentation:** *to be presented by Superintendent Sean Gallagher  
Freshman Cedar Schumacher is being recognized for recently earning first chair in the Northeastern Senior District Jazz Band through the Massachusetts Music Educators Association. Cedar is a trumpet player, and is believed to be the first Newburyport High School student in at least a decade to earn a spot in the Senior District Jazz Band. Cedar actually competed one year early, against 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders. He will now move on to audition for a spot in the All-State Jazz Band in January 2022.*

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

**6. Model UN Conference 2021 Trip Highlights** - *NHS teachers Matt LaChapelle and Wendy Crofts, along with several students, will provide an overview of their experience at this year's Model UN trip that they attended at Rutgers University in New Brunswick, New Jersey from November 18-21<sup>st</sup>.*

**7. Finance Subcommittee Update** - *Steve Cole*

**8. \*Policy Subcommittee** - *Sheila Spalding, possible Vote*

- a. *\*Public Participation at School Committee Mtgs. Policy (BEDH) revision - 1<sup>st</sup> reading - possible Vote*
- b. *\*Authorized Signatures Policy (DGA) revision - 1<sup>st</sup> reading - possible Vote*
- c. *\*Budget Transfers Policy (DBJ) revision - 1<sup>st</sup> reading - possible Vote*

**9. Superintendent's Report:** *December 15<sup>th</sup> Commissioner's meeting, COVID update, Recent Strategic Planning Focus Group*

**10. New Business**

**FYI: Upcoming Dates:**

- ✓ **Bresnahan Holiday Hat Day:** Tuesday, December 21
- ✓ **Bresnahan Pajama Day:** Wednesday, December 22
- ✓ **Early Release Day:** Wednesday, December 22
- ✓ **Holiday Vacation:** Thursday, December 23 through Friday, December 30
- ✓ **Inauguration Day:** City Hall, Monday, January 3, 10:30

\*Possible Vote

**NEWBURYPORT SCHOOL COMMITTEE  
FINANCE SUB-COMMITTEE MEETING  
Superintendent's Office, 70 Low Street, Newburyport and Zoom  
Thursday, October 21, 2021**

**Meeting Convened at 8:05 AM**

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

**Absent:** None

**CALL TO ORDER:**

Meeting called to order at 8:07 AM.

**MINUTES**

Minutes of the September 23, 2021, meeting were approved.

**TRANSFERS**

Three budget line transfers were reviewed: Two for the high school and one for the Noch. All transfers were non-personnel transfers. All requests were to move budgeted amounts to other expense lines to more properly reflect for what the funds are to be used. All of the transfers were approved.

Discussion continued on the transfer approval process. Phil will revise the proposed Budget Transfer Policy incorporating suggestions made by the committee.

**FY22 UPDATE**

Q1 results were reviewed. Spending YTD is in line with the budget. Phil showed reports utilizing Excel rather than the "canned" reports from MUNIS. Changes and updates are being made to the Chart of Accounts in Munis to facilitate reporting.

**OUTSIDE THE CLASSROOM ACTIVITIES**

There was discussion around activities (not field trips) that have been incorporated into learning for which fees paid by the student/parent/guardian and if these costs be incorporated into the budget. A list of these types of activities with associated costs will be generated and provided to the committee.

**ADJOURNMENT**

Meeting was adjourned at 8:50 AM.

[https://www.newburyportnews.com/news/freshman-earns-first-chair-in-district-jazz-band/article\\_a648706e-51de-11ec-8cbb-cb17d7f89b2a.html](https://www.newburyportnews.com/news/freshman-earns-first-chair-in-district-jazz-band/article_a648706e-51de-11ec-8cbb-cb17d7f89b2a.html)

EDITOR'S PICK

## Freshman earns first chair in district jazz band

By Heather Alterisio | [halterisio@newburyportnews.com](mailto:halterisio@newburyportnews.com)

Dec 1, 2021



Cedar Schumacher



NEWBURYPORT — A Newburyport High School freshman trumpet player recently earned first chair in the Northeastern Senior District Jazz Band through the Massachusetts Music Educators Association.

Cedar Schumacher was first chair in the Junior District Jazz Band — typically comprised of students in grades 7-9 — last year. To be first chair in the Senior District Jazz Band is quite the feat, as he competed a year early against 10th-, 11th- and 12th-graders to earn his spot.

It is believed Schumacher is the first Newburyport High School in at least a decade to earn a spot in the Senior District Jazz Band, which is typically made up of students in grades 10-12.

“It’s unusual for a freshman not only to make it, but to be the first chair trumpet player,” said Steve Cohen, Newburyport High School band and orchestra teacher, noting that he has not seen such an achievement in his 11 years.

The results of the audition process for the Northeast Senior District Music Festival came out last week. In addition to jazz band, the other ensembles are band, orchestra and choir.

Schumacher received an All-State recommendation, and will now move on to audition for a spot in the All-State Jazz Band in January.

The local student, who has been playing trumpet since fifth grade, said being selected for first chair was “really exciting.”

“As a freshman, it will definitely be a challenging and new experience, as it is my first time performing with a group of this caliber,” Schumacher wrote in an email.

“I am humbled to have this position, and I know I will continue to dedicate myself to whatever other opportunities this ensemble might bring,” he said. “I most enjoy the sense of camaraderie and community that comes with being a musician, even more so in a small city like Newburyport.”

In addition to trumpet, Schumacher also plays guitar and a bit of piano.

“The feeling of accomplishment that comes with pulling off a show can really bind an ensemble together,” he said. “In the case of Newburyport’s high school band, we have had several performances this year, and our shared love of music allows connections and friendships to be made with people you wouldn’t normally really talk to or associate yourself with.”

His father, David Schumacher, is the director of jazz and bands at Pentucket Regional School District and a member of the music boosters for the Newburyport music program.

At Pentucket, the music program is still recovering from restrictions, such as needing to rehearse outdoors and not being able to host live performances during the early stages of the COVID-19 pandemic.

Those restrictions “took away like 80% of why we are there,” David Schumacher said, explaining how his program took a hit in terms of participating numbers.

To help fill in some of the gaps, Schumacher’s son, Cedar, and Christian Gretz, a Newburyport High School senior and bass player, have been playing with Pentucket in addition to Newburyport, as needed.

“It will take years to rebuild numbers, but we’ll get there,” David Schumacher said, noting that the music programs across the country are experiencing this issue.

At Newburyport High School, Cohen said the COVID-19 pandemic isn’t necessarily the major factor in students leaving the music program as they grow older.

Instead, as students move up in school, they often begin taking AP and honors classes, which can overwhelm their schedule, he said.

Despite concerns about retention in other programs around the state, Cohen said Newburyport is managing and doing OK in terms of numbers.

The school’s band parent organization is mindful of the effects of the pandemic though, especially since live performances were mostly put on hold last year.

“This year we hope to invigorate the band, since the limited abilities of the kids sharing of music during COVID,” said Candice Skiba, president of the band parents organization.

The boosters organization also hopes to do some local fundraising and revisit offering a spring scholarship for a graduating senior.

There will be a concert at the high school Dec. 13 at 7 p.m. Band and orchestra students also will participate in the city’s Holiday Invitation Nights downtown for the next three Fridays.

Staff reporter Heather Alterisio can be reached via email at [halterisio@newburyportnews.com](mailto:halterisio@newburyportnews.com) or by phone at 978-961-3149. Follow her on Twitter @HeathAlt.

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# **Newburyport High School World Affairs and Diplomacy Class**

## **Model United Nations**

The World Affairs and Diplomacy class is a placed based/ experiential learning, co-taught, flex class. The class formally began in 2018 after many years of us working towards a more structured Model UN experience where participants could earn course credit for their hard work. The capstone experience of the class is participation in a substantial Model UN conference.

At a Model UN conference students are asked to play the role of an international delegate from an assigned country. They use research of an assigned nation's culture, economy, national history, political history, and foreign policy to accurately portray a political representative from an assigned nation. Students are also charged with the responsibility of researching a specialized area of expertise. Students engage in debate, public speaking, and negotiations for the purpose of solving a proposed crisis.

In past years, the NHS team has competed in Model UN conferences in Maine at the University of Southern Maine, in New York City at the National High School Model UN, at Rutgers United Nations Conference in New Brunswick New Jersey, and McGill University's Secondary Schools United Nations Symposium in Montreal.

Conferences are overnight trips, span 3-4 days, and range in cost depending on which conference is attended.



**NEWBURYPORT SCHOOL COMMITTEE  
FINANCE SUB-COMMITTEE MEETING  
Central Office Conference Room, 70 Low Street, Newburyport  
Friday, November 12, 2021**

**Meeting Convened at 8:05 AM**

**Present:** Mayor Donna Holaday, Brian Callahan, Steve Cole, Sean Gallagher, Phil Littlehale

**Absent:** Bruce Menin

**CALL TO ORDER:**

Meeting called to order at 8:05 AM.

**MINUTES**

Minutes of the October 21, 2021, meeting were approved with one correction: FY21 Update should be FY22 Update.

**TRANSFERS**

Two budget line transfers were reviewed: One for the high school (\$2,000 from Library Supplies and \$2,000 from Library Equipment to Library Textbooks for book order) and one for the Noch (\$647 from tech Equipment Purchase to Instructional Materials general Supplies). Both transfers were non-personnel transfers. The requests were to move budgeted amounts to other expense lines to more properly reflect for what the funds are to be used. All of the transfers were approved.

**TRANSFER POLICY**

Proposed changes to policy **DBj Budget Transfer Authority** were presented:

- 1) Transfers between accounts within a major expense category (Non-personnel to Non-personnel, personnel to personnel) may be made without prior approval of the finance subcommittee. These transfers must be reported to the finance sub-committee on a monthly basis.
- 2) Transfers Between Accounts Across Expense Categories. Requests for transfers across the major expense categories of Personnel and Non-Personnel must be submitted to the Finance Subcommittee for approval prior to being made.
- 3) The Finance Sub-Committee Chair will report out all transfer requests at the school committee meeting subsequent to the finance sub-committee meeting.

Changes were approved unanimously by the sub-committee.

**FY23 BUDGET MEETING**

Reminder for the combined budget meeting on Tuesday, November 16. Presentation will be similar to last year's report.

**NON-FIELD TRIP FEES**

Discussion on the fees being collected and what they are being used for. Given for what they fees are used (Placed Based Education, PBE), should these PBE activities be more appropriately funded in the operating budget. This will be part of the FY23 budget discussions.

**STUDENT ACTIVITIES**

Reports were provided showing Balances by Activity for both the High School and Middle School Student Activities Accounts.

**ADJOURNMENT**

Meeting was adjourned at 8:55 AM.

Approved December 16, 2021

## PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

Section B: School Committee Governance and Operations	File: BEDH
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All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee encourages public attendance at and participation in its meetings and will designate time in each agenda for public comment.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

- I. At each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chairperson shall determine the length of the public participation segment and read the following statement::

*The School Committee invites members of the public to offer Public Comment, a welcome and important part of our work. Speakers are allowed up to two minutes for comments. Comments longer than two minutes may be submitted to the district office in writing for inclusion into the minutes of the meeting.*

*We expect and encourage civility; any remarks that are defamatory or abusive are always considered out of order and the Chairperson may terminate an individual's privilege of address on that basis. We ask all speakers to respect the following guidelines:*

- *Speakers may offer objective criticism of and/or ideas for school operations and programs as concerns them.*
- *Please refrain from complaints about specific school personnel or members of the school community.*
- *Finally, we request that no student names or any identifying information be offered as that would violate the student's right to privacy.*

*Thank you.*

2. Speakers will be allowed two (2) minutes to present their material. The presiding Chairperson may permit extension of this time limit.
3. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.
4. All remarks will be addressed through the Chairperson of the meeting.
5. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public sessions the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

6. Written comments longer than two (2) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

**Sources:**

MASC

**Version Control**

Action	Date
First Reading	7/22/2016
Second Reading	9/6/2016
Adopted	9/6/2016
Revised	12/20/2021

## AUTHORIZED SIGNATURES

<b>Section D: Fiscal Management</b>	<b>File: DGA</b>
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The School Committee is responsible for approving warrants instructing the City treasurer to make payments on behalf of the school. Warrants require the signature of the Finance Subcommittee Chair or School Committee Chair appointed designee.

The City of Newburyport treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

### References:

SOURCE: City Financial Policy

LEGAL REF.: M.G.L. [41:41](#); [41:52](#)

### Version Control

Action	Date
First Reading	1/3/2017
Second Reading	2/6/2017
Adopted	2/6/2017
<b>Revised</b>	12-20-2021

## *Draft* BUDGET TRANSFER AUTHORITY

### Section D: Fiscal Management

File: DBJ

In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider and approve requests for transfers of funds **as they are recommended by the** Superintendent. From time to time, a transfer **may be required** prior to the option for School Committee action; **in such cases**, the Finance Sub-committee may approve the transfers, but report such action to the School Committee at their next regular meeting.

All funds in the general account (Local Education Agency budget) not expended by the close of the fiscal year will be returned to the City of Newburyport. Funds in revolving accounts will be available for use by the school district in the next fiscal year as allowed by law.

- 1) Transfers between accounts within a major expense category (Non-personnel to Non-personnel, personnel to personnel) may be made without prior approval of the finance subcommittee. These transfers must be reported to the finance sub-committee on a monthly basis.
- 2) Transfers Between Accounts Across Expense Categories. Requests for transfers across the major expense categories of Personnel and Non-Personnel must be submitted to the Finance Subcommittee for approval prior to being made.
- 3) The Finance Sub-Committee Chair will report out all transfer requests at the school committee meeting subsequent to the finance sub-committee meeting.

#### References:

Source: MASC

LEGAL REF.: MGL [71:16B1/2](#)

#### Version Control

Action	Date
First Reading	1/3/2017
Second Reading	2/6/2017
Adopted	2/6/2017

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 41** OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS**Section 56** WARRANTS FOR PAYMENT OF BILLS

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*[ Section impacted by 2020, 92, Secs. 12, 13, 16 and 17, as amended by 2020, 201, Secs. 39 to 42 effective November 10, 2020, relating to service contracts in order to address disruptions caused by the outbreak of COVID-19.]*

Section 56. The selectmen and all boards, committees, heads of departments and officers authorized to expend money shall approve and transmit to the town accountant as often as once each month all bills, drafts, orders and pay rolls chargeable to the respective appropriations of which they have the expenditure. For purposes of this section, the board of selectmen and any other board, committee or head of department consisting of more than 1 member authorized to expend money, may designate any 1 of its members to approve all bills, drafts, orders and payrolls; provided, however, that the member shall make available to the board, committee or other department head, at the first meeting following such action, a record of such actions. This provision shall not limit the responsibility of each member of the board in the event of a

noncompliance with this section. Such approval shall be given only after an examination to determine that the charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the town as the case may be; provided, however, that such approval may be given to any bill received from a state agency for the town's share of the costs of a federal urban planning assistance program, established under the provisions of section 701 of Public Law 83-560, as amended, before any goods, materials or services ordered or to be ordered under such a program have been delivered or actually rendered, as the case may be. The town accountant shall examine all such bills, drafts, orders and pay rolls, and, if found correct and approved as herein provided, shall draw a warrant upon the treasury for the payment of the same, and the treasurer shall pay no money from the treasury except upon such warrant approved by the selectmen. If there is a failure to elect or a vacancy occurs in the office of selectman, the remaining selectman or selectmen, together with the town clerk, may approve such warrant. The town accountant may disallow and refuse to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive, and in such case he shall file with the town treasurer a written statement of the reasons for such refusal. The treasurer shall not pay any claim or bill so disallowed by the town accountant. So far as apt this section shall apply to cities.



Newburyport School Committee  
Policy Subcommittee Meeting Minutes  
December 13, 2021  
7-8 PM  
Nock/Molin Library

Meeting called to order at 7:01 PM

Sheila Spalding, David Hochheiser, Sean Reardon were in attendance. Brian Callahan was in the audience.

Public Comment policy BEDH was discussed with proposed edits by Brian Callahan to reduce length of disclaimer read at each meeting and ask that commenters stick to items on the agenda. Topics not on the agenda can be sent via email to the School Committee. Policy is ready to come to the whole committee for a first reading.

The School Committee Meetings Agenda BCAA was briefly discussed and tabled for the organizational meeting in January.

The Authorized Signatures policy DGA was revised to move from 4 signatures to 1 signature. This will be brought to the whole committee for a first reading.

The Budget Transfers DBJ policy was revised to add the following suggested edits from Finance Committee:

1) Transfers between accounts within a major expense category (Non-personnel to Non-personnel, personnel to personnel) may be made without prior approval of the finance subcommittee. These transfers must be reported to the finance sub-committee on a monthly basis.

2) Transfers Between Accounts Across Expense Categories. Requests for transfers across the major expense categories of Personnel and Non-Personnel must be submitted to the Finance Subcommittee for approval prior to being made.

3) The Finance Sub-Committee Chair will report out all transfer requests at the school committee meeting subsequent to the finance sub-committee meeting.

This policy will come to the whole committee for a first read.

Meeting adjourned 8:05 PM