

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

School Committee Business Meeting

Tuesday, September 6, 2022

6:30PM

SC Packet Checklist: SC Business Meeting Agenda September 6, 2022
SC Business Meeting Agenda Notes September 6, 2022 (amended)
Overnight Field Trip to New York City
Lions Club Memorial Plaque Request
Proposed Superintendent Self-Evaluation Tool – draft

NOTE: Meeting to be held at the High School Library.

Newburyport Public Schools
Newburyport, MA
School Committee Business Meeting
Tuesday, September 6, 2022

6:30 PM, 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/>.

Business Meeting Agenda:

1. Call to Order
2. Public Comment
3. *Consent Agenda (warrants) – *possible Vote*
4. Student Recognition
5. Opening Week Updates – Principals & Assistant Principals
6. *Overnight Field Trip to New York City – Principal Andy Wulf – *possible Vote*
7. *Lions Club Memorial Plaque Proposal – *possible Vote*
8. Subcommittee Updates
 - a. Finance Subcommittee – Brian Callahan
 - b. Policy Subcommittee – Sheila Spalding
 - c. Joint Education Subcommittee – Bruce Menin
 - d. Transportation Advisory Committee – Juliet Walker
9. Superintendent's Report: *International students and School Choice*
10. Superintendent Self-Evaluation Process – Bruce Menin
11. *Executive Session - *Vote*
For the purpose of discussing contract negotiations, possible litigation and legal matters.

RETURN TO OPEN SESSION

12. *Superintendent Salary – *possible Vote*
13. 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**

**Tuesday, September 6, 2022
6:30PM @ Newburyport High School, 241 High Street, Newburyport, MA**

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/>.

Business Meeting Agenda:

3. *Consent Agenda (warrants) – *possible Vote*
4. **Student Recognition:** Superintendent Sean Gallagher would like to thank all the athletes from various sports teams, as well as Band teacher Steve Cohen and his musicians for providing music, greeting and cheering district staff as they entered the building & auditorium on Opening Day. A special recognition will be given to *Sarah Ann Hajjar, 7th Grade student @ Nock Middle School, for her outstanding solo performance playing the fiddle on stage for the entire district staff in the Nock Auditorium on opening day (Monday, August 29th).*
5. **Opening Week Updates:** *Building principals will introduce new assistant principals, Katy Parsons/Nock Middle and Leigh Curtis-Pare/Molin. Principals and assistant principals will announce their new staff members, as well as provide a brief review of opening days in their building. Principal Jamie Sokolowski & Ass't Principal Michael Munroe – Bresnahan, Principal Tara Rossi & Ass't Principal Leigh Curtis-Pare – Molin, Principal Nick Markos & Ass't Principal Katy Parsons – Nock, and Principal Andy Wulf & Ass't Principal Mike Testa – High School.*
6. ***Overnight Field Trip to New York City – possible Vote:** *Principal Andy Wulf will provide information pertaining to this overnight Field Trip to NYC for the high school's Theatre department in November 2022. (see attached).*
7. ***Lions Club Memorial Plaque Proposal - possible Vote**
Newburyport Lions Club is requesting permission to mount a 14" x 16" wall plaque in the gym area of the high school in memory of Mr. Paul Kolman, a teacher for over 37 years, as well as a substitute teacher and football coach for Newburyport Public Schools. In addition, Paul sold tickets at the boys' basketball home games for over 35 years, and was a very active member of the Lions Club. (See attached letter from Lions Club President Bob LaFrance)
8. **Subcommittee Updates**
 - a. Finance Subcommittee – Brian Callahan
 - b. Policy Subcommittee – Sheila Spalding
 - c. Joint Education Subcommittee – Bruce Menin
 - d. Transportation Advisory Committee – Juliet Walker
9. **Superintendent's Report:** Sean Gallagher will provide an update regarding international students and School Choice.
10. **Superintendent Self-Evaluation Process:** Subcommittee Chair Bruce Menin has developed a draft of the superintendent's self-evaluation process tool to be used for the off-year between the bi-annual summative evaluation.
11. ***Executive Session - Vote**
For the purpose of discussing contract negotiations, possible litigation and legal matters.

RETURN TO OPEN SESSION

12. ***Superintendent Salary – possible Vote**
13. **New Business**

FYI: Upcoming Dates:

- ✓ **Policy Subcommittee Meeting:** Monday, September 12 at 7:00PM
- ✓ **School Committee Business Meeting:** Monday, September 19 at 6:30pm

*Possible Vote

APPLICATION FOR A FIELD TRIP

Field trip requests must be turned in at least 10 school days before the trip. The names of students attending the trip must be made known to the faculty at least five school days before the scheduled trip.

1. Date of Trip _____ November 5-8, 2022 _____
2. Class _____ Elements of Acting & Design/Theatre 1 _____
3. Teacher _____ Lisa Zaleski & Stephanie Phillips _____
4. Number of Students _____ approx 20-25 _____
5. Destination _____ New York City _____
6. Method of Transportation _____ bus _____
7. Estimated Student Cost _____ \$500-600 _____
8. Time of Departure _____ Saturday afternoon, November 5 _____
9. Time of Return _____ Tuesday evening, November 8 _____
10. Academic Objectives _____ workshops with specialists on theatre skills such as physical comedy and period acting, see a Broadway show, obtain costumes for fall play. Standards addressed include all four of the artistic practices: **Creating, Performing, Responding, Connecting.** _____
11. Number of Teachers _____ 2* _____ Names of Teachers _____ Zaleski/Phillips _____

**Depending on the number of students who sign up to participate, we may need another chaperone.*


NOTE: If substitutes are required, the Front Office must be informed after request is approved.

12. Date of Application 7/25/22

Endorsed: Department Chairman



Signature of Teacher Initiating Request



Approved: Principal

Not Approved: Principal

NYC Trip – Fall 2022



We are planning a trip to New York City, **November 5-8**. All students involved in theatre classes are welcome to participate, but students acting in *Tartuffe* are encouraged to attend.

We intend to leave Saturday November 5, sometime in the afternoon. If we wanted to add another show to the mix, we could leave that morning, but we are trying to keep the cost down. **Students will miss 1.5 days of school** and will be responsible for any makeup work. (Tues is Election Day, and half day for students.)

Saturday November 5 – depart NHS approx. 1pm, arrive in New York for dinner. Check in to hotel.

Sunday November 6 – we ‘ll see a Broadway matinee, visit Drama Book Shop

Monday November 7 – we’ll participate in workshops in topics such as physical comedy, improvisation, handling period text

Tuesday November 8 – we’ll visit TDF Costume warehouse to find clothing for *Tartuffe*, and then drive back to Newburyport. Approximate time of return, 6pm

We estimate the cost to be in the \$500-750 range, but to quote a firm price, we need a commitment from students. We need a good estimate of numbers before we can book workshops, transportation, hotels, and buy theatre tickets.

If you wish to attend, please return the following permission slip and \$100 deposit by **September 23** so we have a headcount. A finalized itinerary will be available by **October 7**. If the trip is cancelled, you will receive all funds back. If you make a deposit and then decide not to travel, your money will be used to support other students.

Please pay with cash or a check made out to **NHS THEATRE**.

.....
STUDENT NAME (print): _____

PARENT/GUARDIAN NAME (print): _____

PARENT/GUARDIAN SIGNATURE: _____

Yes, I give permission for my child to travel to New York City with Mrs. Phillips and Ms. Zaleski on a theatre-focused trip. I understand this \$100 deposit is non-refundable unless the trip is cancelled by NHS.



NEWBURYPORT LIONS CLUB

Newburyport Lions Club
PO Box 454
Newburyport, MA 01950
August 31, 2022

Members of the Newburyport School Committee:

On behalf of the Newburyport Lions Club, I am requesting permission to purchase and mount a memorial wall plaque for recently deceased past teacher, coach and substitute teacher Paul Kolman. He has a long history with Newburyport High School system. Paul was a teacher for over 37 years, a substitute teacher for over 18 years, a track coach for 6 years and a football coach for over 23 years of which 5 years he served as head coach for the football team. During basketball season you could count on seeing Paul selling tickets to all the boy's home games. He did this for over 35 years. Paul Kolman also found time to give back to the Newburyport community. He was an active member of the Newburyport Lions club for over 25 years, serving as club secretary for 13 years. Please consider our request to honor Paul by allowing us to place a 14" X 16" wall plaque at Newburyport High School in proximity of the gymnasium. Specific location will be determined in cooperation with the high school administration and janitorial staff.

Respectfully,

A handwritten signature in black ink that reads "Bob LaFrance".

Bob LaFrance, President
Newburyport Lions Club

P. O. BOX 545 – NEWBURYPORT, MA 01950

PROPOSED SUPERINTENDENT SELF-EVALUATION TOOL
DRAFT 8/22

Proposal:

- That it become the policy of the Newburyport School District over a two year cycle to engage in an annual evaluation of the Superintendent using two different evaluation tools (Year 1 and Year 2); in service of two complementary goals- achieving an objective, evidence-based evaluation of the Superintendent, and also providing the Superintendent with an opportunity for sharing with the SC a more subjective and flexible ‘snapshot’ of what they are doing, and how they are doing it.
- Evaluation Year 1 is a self-evaluation using a tool developed by the SC in conjunction with Supt; **it is intended to give the Supt a mechanism for providing the SC with their subjective consideration of their performance across a wide and evolving range of areas** including but not limited to: relationship-building/maintaining with the SC and community; overall fiscal and general management of the district; the superintendent’s role as a supervisor; their role as an educational leader; their goal setting process, and progress on the strategic plan. Such an evaluation tool, because it is bi-annually malleable, should be able to reflect evolving and unique district challenges and progress in a much timelier fashion than the standardized bi-annual tool that DOE uses.
- Evaluation Year 2 in accordance with MA DOE regulations, utilizing the DOE tool

Tool:

- The first drafted tool will address the following key areas for Superintendent feedback
 - District efforts to promote effective pedagogy and strong curriculum
 - Evaluating and strengthening the relationship between the SC and the Supt
 - Providing the SC with an overview of the Supt role as a supervisor- how they ensure good communication with staff, how they address areas of growth with staff, goal setting with staff
 - Efforts to achieve progress with the Strategic Plan
 - Sharing with the SC what they believe are their areas of strength as the Superintendent of schools, areas of growth they anticipate, and their goals/goal setting process
 - The prototype draft tool for the first self-evaluation does not have a scoring guide, in service to a goal of listening to the Superintendent as they reflect on their work in the district, and to encourage candid and honest feedback. Scoring criteria may be added to subsequent evaluation tools if the SC believes they are useful. We are looking for honest answers and reflection, and not ‘right’ answers.

Strategy:

- The draft of the first Self-Evaluation tool draws ideas from a broad range of sources, including but not limited to MA DOE Superintendent self-evaluation guidelines, the MA Superintendent Evaluation tool, and a variety of evaluation/self-evaluation tools from Districts within and outside of MA
- We anticipate that the Superintendent will be able to complete this evaluation online with the SC having access to it

DRAFT 2022 YEAR 1 TOOL

Our intention is to provide the Superintendent with this tool, through which they can share their own reflections on their performance as Superintendent of Newburyport Schools during the previous school year. This Tool will be used alternately with the DOE required bi-annual evaluation that is stipulated by DOE regulations.

Because the purpose of this alternating 'evaluation' system is to ensure that the Superintendent can regularly share their own thoughts about the districts and their own performance with honesty and candor, there is no scoring or graded evaluation standard attached or implied.

The questions are open-ended by design. They are organized into broad areas of interest; with the understanding that this tool will be modified year to year to reflect evolving challenges the superintendent and the district face more closely.

The Superintendent/School Committee Relationship

1. How would you characterize the current relationship between you and the School Committee? How do you communicate with the SC? What is working, what needs improvement, and how would enact those improvements?
2. Are there ways in which the School Committee can improve how it communicates with you?

Performance

3. Please share your thoughts about your own performance this past year. Include areas of strength, areas of challenge, and areas where you would like to improve; what resources will you need from the SC or the District to support that work. Please include in your response strengths and challenges in your fiscal management of the district and budget.
4. Please share your goals and priorities for the upcoming year, and the strategies you will use to achieve them.
5. Please share with us your strategies for hiring, supervision and evaluation of district staff; and the mechanisms in place to ensure that communications between the district and staff work in both directions.
6. Please share with us the work you and your staff are doing to achieve our strategic plan. How are we monitoring that work, how are we using data to inform that work?
7. How have you been working to improve district pedagogy?

Curriculum

8. Please share your thoughts on 'educational leadership'; your strengths, challenges, and areas you would like to focus on in the coming year.

9. Please give some examples of your work and the work of the district to ensure that curriculum is organized and accessible.

10. How do you ensure that curriculum choices not only comply with federal and state standards, but support the goal of preparing students to become strong and engaged citizens?

Community

11. How are you ensuring that we use a range of strategies for communicating the work of the district to the greater community; please share strategies we are currently and anticipate using to support this work of access and transparency.

Final Thoughts

12. Please share some final thoughts with us. Topics you might touch on can include a general review of your performance over the last year, your professional development goals (and any support you might need to achieve them), anticipated challenges we may face in the future, ways you might continue your outreach to the greater community to build collaborative partnerships, and ways we might improve this self-evaluation tool.