

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

School Committee Business Meeting

Monday, September 19, 2022

6:30PM

SC Packet Checklist: SC Business Meeting Agenda September 19, 2022
SC Business Meeting Agenda Notes September 19, 2022
SC Business Meeting Minutes August 22, 2022
SC Business Meeting Minutes September 6, 2022
Model UN Conference – overnight field trip
Proposal for Policy Manual Development

Newburyport Public Schools
Newburyport, MA
School Committee Business Meeting
Monday, September 19, 2022

6:30 PM, Senior/Community Center, 331 High Street, Newburyport, MA 01950

The Mission of the Newburyport Public Schools, the port where tradition and innovation converge, is to ensure each student achieves intellectual and personal excellence and is equipped for life experiences through a system distinguished by students, staff, and community who: - practice kindness and perseverance - celebrate each unique individual - value creativity; experiential, rigorous educational opportunities; scholarly pursuits; and life-long learning - provide the nurturing environments for emotional, social, and physical growth - understand and embrace their role as global citizens.

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. Student Recognition
4. *Consent Agenda (warrants and minutes of 8/22/2022 and 9/6/2022) – *possible Vote*
5. *Model UN Conference / overnight field trip – *possible Vote*
6. Integrated Arts Space Update – *Superintendent Sean Gallagher*
7. School Safety & Security Forum Update – *Mayor Sean Reardon*
8. Subcommittee Updates
 - a. Finance Subcommittee – Brian Callahan
 - b. Policy Subcommittee – Sheila Spalding
 - c. Joint Education Subcommittee – Bruce Menin
 - d. Superintendent Evaluation Subcommittee – Bruce Menin
 - e. Transportation Advisory Committee – Juliet Walker
9. Superintendent's Report: *Staffing Report, Student Voice Pilot Program and Entitlement Grant Report*
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, September 19, 2022
6:30PM @ Senior/Community Center, 331 High Street, Newburyport, MA**

AGENDA NOTES

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. The meeting will be televised locally live on Comcast Channel 9 or stream via <https://ncmhub.org/share/channel-9/>.

Business Meeting Agenda:

3. Student Recognition

Viive Godtfredsen will be recognized by the School Committee for her dedication and hard work facilitating a bat house project as a Gulf of Maine Institute intern. She facilitated the construction of bat houses at the Nock and continues to work on getting them installed with cameras on the High School's campus this coming year. This is a very interesting project that will allow for the study of bats in the region and provides a strong example of the power of having an internship while in high school.

4. *Consent Agenda (warrants & minutes of 8/22/2022 and 9/6/2022) – possible Vote

5. *Model UN Conference / overnight field trip - possible Vote

Matt LaChapelle, high school history teacher, is requesting permission for students of the World Affairs & Diplomacy class to travel to Montreal, Canada for the purpose of participating in the Model UN Conference from Tuesday, November 10 through Sunday, November 13, 2022. The conference will be held at McGill University (see attached)

6. Integrated Arts Space Update

Superintendent Sean Gallagher will provide an update regarding the feasibility study sponsored by the NEF to evaluate the Integrated Arts, Science labs, and College & Career Center spaces at the high school. The School Committee is invited to a tour of the three high school spaces on Tuesday, October 4th from 9:00-11:00AM.

7. School Safety & Security Forum Update – Mayor Sean Reardon

A public forum will be held at the Senior/Community Center on Monday, October 3 at 6:30PM, prior to the School Committee Business meeting.

8. Subcommittee Updates

- a. Finance Subcommittee – Brian Callahan
- b. Policy Subcommittee – Sheila Spalding
 - *Proposal for Policy Manual Development (see attached proposal)*
- c. Joint Education Subcommittee – Bruce Menin
- d. Superintendent Evaluation Subcommittee – Bruce Menin
- e. Transportation Advisory Committee – Juliet Walker

9. Superintendent's Report: Sean Gallagher will discuss the staff report, student voice pilot program and the entitlement grant report.

10. New Business

FYI: Upcoming Dates:

- ✓ **Nock School Council meeting:** Monday, September 19 at 8:15AM via Zoom
- ✓ **Nock Open House:** Thursday, September 22 at 6:00PM
- ✓ **NHS College Fair:** Monday, September 26 at 6:30PM
- ✓ **Bresnahan Open House:** Wednesday, September 28 at 6:00PM
- ✓ **Molin Open House:** Thursday, September 29 at 6:00PM
- ✓ **School Committee Business Meeting:** Monday, October 3 at 6:30PM

*Possible Vote

NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING
Senior / Community Center, 331 High Street, Newburyport, MA 01950
Monday, August 22, 2022

Present: Mayor Sean Reardon (arrived at 6:35 PM), Sarah Hall, Juliet Walker, Brian Callahan, and Steve Cole
Absent: Bruce Menin and Sheila Spalding

CALL TO ORDER / ROLL CALL PLEDGE OF ALLEGIANCE:

Vice-Chairman Sarah Hall called the School Committee Business meeting of the Newburyport School Committee to order at 6:34 PM. Roll call found all members present except **Bruce Menin and Sheila Spalding**. All those present stood for the Pledge of Allegiance.

At this point **Vice Chairman Sarah Hall** took over chairmanship of the meeting

PUBLIC COMMENT:

Kerri Glynn, 10 Salem Street - She commented on the curriculum - re: changes - learning for social justice - wants more transparency - staff led protocols.

CONSENT AGENDA:

MINUTES:

Motion:

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

VOTED: To omit the Newburyport School Committee Community Forum section from the minutes as they were not part of the Business Meeting.

Motion Passed

Bruce Menin absent for vote

Sheila Spalding absent for vote

Motion

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

VOTED: To approve, receive and file the School Committee Business meeting minutes of Monday, June 6, 2022.

Motion Passed as amended

Bruce Menin absent for vote

Sheila Spalding absent for vote

Motion:

On a motion by **Steve Cole** and seconded by **Mayor Reardon** it was

VOTED: To approve, receive and file the School Committee Business Zoom meeting minutes of Wednesday, June 29, 2022.

Motion Passed

Bruce Menin absent for vote

Sheila Spalding absent for vote

INTRODUCTION OF NEW ADMINISTRATION:

Superintendent Sean Gallagher introduced the following new administrators:

- Mr. Wesley Pierce, Director of Student Services
- Leigh Curtis-Pare, Molin Elementary Assistant Principal
- Katy Parson, Nock Middle School Assistant Principal
- Pam Kealey, Director of Human Resources
- Tammie Titelbaum, Director of Food Services

HEALTH & COVID UPDATE:

Superintendent Gallagher provided an update regarding health and COVID related topics for the opening of school:

- COVID-19 cases reported during summer school
 - 4 Staff
 - 4 Students
- DESE/DPH Fall COVID Guidelines
- CLIA waiver applied for and orders written to enable NPS nurses to continue to test symptomatic individuals
- No further state support for testing supplies
 - BinaxNow ordered for symptomatic testing
 - Home testing program ended in June
- Successful COVID vaccination clinic August 16th
 - Over 150 vaccinated
 - Mostly 5-11-year-old children

DISTRICT WEBSITE UPDATE:

Lisa Furlong, Director of Technology & Communications provided a summary of the various changes recently made to the NPS district website, as well as future changes and new features that will become available. This is a multi-faceted plan.

Sarah Hall commented on forums and going paperless.

Juliet Walker said she appreciated the School Committee page. She asked when the presentation would be available. She suggested getting regular updates.

COLLECTIVE BARGAINING AGREEMENT BETWEEN THE INSTRUCTIONAL ASSISTANT ASSOCIATION AND NEWBURYPORT SCHOOL COMMITTEE:

Superintendent Gallagher said the IA Association voted to ratify the Memorandum of Understanding on Tuesday, August 9, 2022. He thanked Ms. Hall for her efforts.

Sarah Hall said she was excited re: new hires - rate of pay

Steve Cole asked in terms of numbers what step do employees fall?

Motion:

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

VOTED: To approve the MOU between the Instructional Assistant Association and The Newburyport School Committee for the period September 1, 2022

- August 31, 2025.

Roll Call Vote:

Mayor Reardon	Yes
Sarah Hall	Yes
Juliet Walker	Yes
Brian Callahan	Yes
Steve Cole	Yes

Motion Passed

Bruce Menin absent for vote

Sheila Spalding absent for vote

SUBCOMMITTEE UPDATES:

Finance Subcommittee

Brian Callahan said the District seeks approval to create an account and accept donations for the Bresnahan Library in memory of Kim Dow, a longtime employee.

Motion:

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

VOTED: To create an account and accept donations for the Bresnahan Library in Memory of Kim Dow, a longtime employee.

Juliet Walker inquired if they have to accept every donation. Answer = No

Motion Passed

Bruce Menin absent for vote

Sheila Spalding absent for vote

Transportation Advisory Committee:

Juliet Walker said they will be releasing a transportation survey and it will get to the School Committee in October. She commented on the electric vehicle grant.

ASSISTANT SUPERINTENDENT'S REPORT:

Assistant Superintendent LisaMarie Ippolito provided an update for Curriculum Renewal, Advanced Academy Summer 2022, Professional Development Summer 2022 and Summer Curriculum proposals.

Curriculum renewal

This will be started in the Fall - effective instruction - a year long process.

Sarah Hall inquired re: timing.

Juliet Walker inquired re: the following:

- Time frame - Are they forecasting for the next 5 years?
- At the end of the first year will they be recommending forecasting?
- What is the role of the curriculum group?

Mayor Reardon said this is great and he hoped they have it posted somewhere. He asked for updates to the School Committee.

Brian Callahan inquired how they deal with increase in grades - series of tests?

Advanced Academy - Summer 2022

The purpose of the Advanced Academic Programming offers challenging learning experiences to meet the needs of advanced learners who have the ability to think, reason and problem solve at advanced levels and have the requisite high level academic skills to engage in advanced materials and projects.

Offerings for 22-23:

- TED Talk
- Wellness
- Making a Graphic Novel
- Electronic Texts
- Food Trends
- Farm to Table: Hands on Learning
- Code and Crafts

There were 4 to 10 students in each course.

Summer Curriculum Proposals

Fifty staff members participated.

Juliet Walker commented on the Advanced Learning Academy and the Summer Curriculum Proposals - she asked for further explanation on both.

SUPERINTENDENT'S REPORT:

Superintendent Gallagher provided updates on the following:

- School Safety - participation of
NEMLIC - assist us
District Attorney Office
Police Department
Safety Committee
Campus Security
Partnering with Colleges/Universities
New hires training
FOB System upgrading
Visitor Pass System
4 fire drills
2 Alice drills
1 stay in place drill
3 safety meetings
See something - say something

Juliet Walker said these things are reflective of our time - she was appreciative.

Sarah Hall asked if there was a timeline for some of these things?

Mayor Reardon suggested doing another public meeting.

- Back to School Preparations
Staff did a great job
There will be a letter sent out to parents on Thursday
We are in a great spot
- Lunch Program
Funded through the State - free
- 2 Day Leadership Retreat
Met with Principals August 11
Vertical team
August 18 - Strategic Plan - District goals/Leadership goals/safety
- Mentoring day today

He thanked local businesses.

Juliet Walker commented on the Strategic Plan - when will there be an update to the School Committee. She inquired re: vacancies.

NEW BUSINESS:

Mayor Reardon commented on CISL.

Sarah Hall said the next meeting will be Tuesday, September 6.

Superintendent Gallagher commented on a plaque for Bob LaFrance. He spoke re: NTA coaches' salaries - an MOU will be at the next meeting.

Mayor Reardon inquired re: the coaches' salaries.

Sarah Hall inquired as to what was the School Committee's role.

Juliet Walker commented on the understanding of fees.

Sarah Hall explained that there would be no Executive Session.

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 8:03 PM.

Motion Passed

Bruce Menin absent for vote

Juliet Walker absent for vote

NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING
Newburyport High School, 241 High Street, Newburyport, MA 01950
Tuesday, September 6, 2022

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

CALL TO ORDER / ROLL CALL PLEDGE OF ALLEGIANCE:

Mayor Sean Reardon called the School Committee Business meeting of the Newburyport School Committee to order at 6:31 PM. Roll call found all members present. All those present stood for the Pledge of Allegiance.

At this point **Vice-Chairman Sarah Hall** took over chairmanship of the meeting.

PUBLIC COMMENT:

There was no public comment at this time.

CONSENT AGENDA:

Warrants:

Motion:

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

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

Warrant 8050 \$ 278,027.35

Motion Passed Unanimously

STUDENT RECOGNITION:

Superintendent Sean Gallagher thanked all the athletes from various sports teams, as well as the Band teacher Steve Cohen and his musicians for providing music, greeting and cheering district staff as they entered the building and auditorium on Opening Day. He gave special recognition to Sarah Ann Hajjar, 7th grade student at the 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.

OPENING WEEK UPDATE:

Superintendent Gallagher thanked **Mayor Reardon** for his attendance during opening week. He thanked all those who made opening week so successful. He introduced the building Principals who announced their new staff members.

- Bresnahan Principal Jamie Sokolowski and Assistant Principal Michael Munroe
- Molin Principal Tara Rossi and Assistant Principal Leigh Curtis-Pare
- Nock Principal Nick Markos and Assistant Principal Katy Parsons
- NHS Principal Andy Wulf and Assistant Principal Mike Testa

Mayor Reardon suggested getting a demo ready.

Juliet Walker asked for a breakdown of all new hires.

Superintendent Gallagher said Principals and new Assistant Principals have already formed a great bond. He thanked everyone for being so flexible and said this was a great school community.

OVERNIGHT FIELD TRIP TO NEW YORK CITY:

Principal Andy Wulf provided information pertaining to the overnight Field Trip to NYC for the High School's Theater department in November 2022. He stated there were approximately 20 students interested in attending.

Sarah Hall inquired if there was a cap on students attending. Answer up to 30.

Juliet Walker asked what were the options of finance for students. Principal Wulf explained.

Brian Callahan commented on affordability.

Motion:

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

VOTED: To approve the overnight field trip to New York City from November 5 to November 8, 2022.

Motion Passed Unanimously

LIONS CLUB MEMORIAL PLAQUE PROPOSAL:

The Newburyport Lions Club requested 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.

Brian Callahan talked about policy and recommended this request go to the Policy Subcommittee first.

Motion:

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

VOTED: To approve the request of the Newburyport Lions Club to mount a wall plaque in the gym area of the High School in memory of Mr. Paul Kolman.

Bruce Menin commented on naming space.

Juliet Walker said she appreciated this request but felt it should go to the Policy Subcommittee first.

Sarah Hall said this should be done the right way.

Bruce Menin commented on this being done in the past.

Mayor Reardon spoke about policy - he said he was 100% in favor of this.

Steve Cole suggested moving this forward tonight by amending the motion to acknowledge the request to the Lions Club and forwarding the request to the Policy Subcommittee.

Amended Motion:

On a motion by **Steve Cole** and seconded by **Juliet Walker** to acknowledge the request by the Lions Club to mount a wall plaque in the gym area of the High School in memory of Mr. Paul Kolman and forward the request to the Policy Subcommittee for clarification.

Motion Passed Unanimously

SUBCOMMITTEE UPDATES:

Finance:

Brian Callahan said they will meet on September 14.

Policy:

Sheila Spalding said they will meet on September 12th in the Nock Library.

Joint Education:

Bruce Menin said they will meet on Tuesday the 4th.

Transportation Advisory Committee:

Juliet Walker said the Committee sent a survey home and received 540 responses. They will meet next Tuesday (9/13).

SUPERINTENDENT'S REPORT:

Superintendent Gallagher provided updates on the following:

- School Choice - 69 slots were opened
23 acceptances
Grade 1 - 3
Grade 2 - 2
Grade 6 - 5
Grade 7 - 2
Grade 8 - 1
Grade 9 - 5
Grade 10 - 3
Grade 11 - 2
- International Students -
10 students have been accepted from 8 different countries in grades 11 and 12.

Bruce Menin inquired re: the students in grade 11 would be staying until grade 12. Answer - no this is good for only 1 year.

Superintendent Gallagher said there could be a total of 12 students.

Juliet Walker inquired if it was typical under School Choice for people to not respond and what were typical reasons. **Superintendent Gallagher** explained.

Brian Callahan inquired what effect this had on the budget. **Superintendent Gallagher** explained.

Sarah Hall inquired if someone was following up on people who had not responded after applying. Answer - Yes.

SUPERINTENDENT'S SELF-EVALUATION PROCESS

Subcommittee Chair **Bruce Menin** explained that he had developed a draft of the Superintendent's self-evaluation process tool to be used for the off-year between the bi-annual summative evaluation. He said this has been set up in Vector.

Sarah Hall inquired if there was a timeline. **Bruce Menin** said he would like it done in a timely manner.

Superintendent Gallagher commented on the self-evaluation.

Juliet Walker said this process gives them the opportunity for feedback.

Sarah Hall inquired what were the next steps.

Steve Cole commented on the performance of the Superintendent and said moving forward it would be made better by using Vector.

Bruce Menin suggested submitting the proposal to Policy.

Steve Cole inquired what do they need to get this done.

EXECUTIVE SESSION:

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

VOTED: To adjourn at 7:48 PM to Executive Session for the purpose of discussing contract negotiations, possible litigation and legal matters. The Committee will be returning to regular session.

Roll Call Vote

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

Motion Passed Unanimously

The Committee returned to Regular Session at 8:10 PM.

SUPERINTENDENT'S SALARY:

Motion:

On a motion by **Mayor Reardon** and seconded by **Bruce Menin** it was

VOTED: To recommend a 3% salary increase to **Superintendent Gallagher** retroactive to July 1.

Superintendent Gallagher gave his appreciation and commented that he intended to stay in his position until his retirement.

Various members of the Committee commented on the Superintendent's good work and that his leadership has been phenomenal.

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

Motion Passed Unanimously

NEW BUSINESS:

Mayor Reardon commented on the October Public Safety Forum.
Curriculum Subcommittee 2nd meeting in October.

ADJOURNMENT:

On a motion by **Steve Cole** and seconded by **Mayor Reardon** it was

VOTED: To adjourn the Business meeting of the Newburyport School
Committee at 8:16 PM.

Motion Passed Unanimously

Addendum A

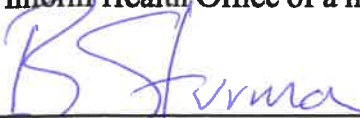
APPLICATION FOR A FIELD TRIP

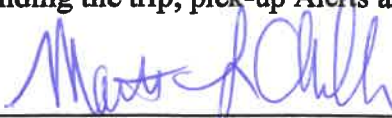
Field trip requests must be turned in at least 10 school days before the trip. The names of students attending the trip must be made known to the faculty at least five school days before the scheduled trip.

- 1. Date of Trip Nov. 10 - 13
- 2. Class World Affairs and Diplomacy - Model UN
- 3. Teacher LaChapelle / Crofts
- 4. Number of Students 19
- 5. Destination Montreal, Canada - overnight.
Lodging at Sheraton Centraville in downtown Montreal.
Hosted by McGill University.
- 6. Method of Transportation Bus Charter: Local Motion, Boston
- 7. Estimated Student Cost \$750.00
- 8. Time of Departure 8 AM Tuesday, Nov. 10
- 9. Time of Return 6 PM Sunday, Nov 13
- 10. Academic Objectives Fullfill public speaking, diplomacy requirement of the class
- 11. Number of Teachers 3 Names of Teachers LaChapelle, Crofts, Knecht

NOTE: If substitutes are required, the front office must be informed after request if approved.

- 12. Date of Application 9/15/22
- 13. Inform Health Office of a list of students attending the trip; pick-up Alerts and first aid supplies.


Endorsed: Curriculum Advisor
ILT


Signature of Teacher Initiating Request


Approved: Principal

Not Approved: Principal

**World Affairs and Diplomacy/ Model UN Field Trip
Info for School Committee**

World Affairs and Diplomacy is place-based, interdisciplinary, and international education at its best. In class, students learn about diplomacy and the history of the UN and its functions, and activities foster the habits of mind and academic and interpersonal skills required of actual diplomats. Students conduct hands-on research about contemporary, historic, and cultural events and issues; think critically; write and edit formal position papers; learn and practice parliamentary procedure and public speaking skills during practice diplomatic simulations; and engage in both hard and soft diplomacy. As part of the course, students will prepare, attend, and participate in a formal Model UN Conference; this year, the SSUNS conference at McGill University in Montreal, Quebec, Canada from Nov. 10-13. At the conference students will put their skills into action, representing a team of delegates for an assigned country. Team members will function as individual delegates to specific UN committees and organs. In committees, students will engage in spirited debate about multiple assigned topics, ultimately seeking to work with peers from all over the world to find diplomatic solutions to significant global issues.

Transportation: Charter bus from Local Motion of Boston

Lodging: Sheraton Centre Ville Hotel in Montreal.

Cost Per Student including lodging, transportation, and registration fees for the conference but *excluding* meals: \$750.

Special requirements for students: US Passport or US Passport Card and Covid 19 vaccination

A PROPOSAL FOR
POLICY MANUAL DEVELOPMENT

Prepared for:

THE NEWBURYPORT SCHOOL COMMITTEE

Submitted by:

Massachusetts Association of
School Committees, Inc.
One McKinley Square, 2nd Floor
Boston, Massachusetts 02109

Telephone: (617) 523-8454
Toll Free: 1-800-392-6023

THE MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES, INC., (MASC), proposes to carry out the policy manual project described below for the Newburport School Committee, Newburyport, MA (also referred to as Committee).

PROJECT GOALS:

1. To create a well-organized and up-to-date manual of school committee policies.
2. To provide for easy referral from policies to related sections of law.
3. To identify areas requiring statements but for which policies are not documented.
4. To provide sample policy statements to assist the Committee in developing needed policies in key areas.
5. To deliver one complete policy manual customized to meet the needs of the school district and disk (limited to MASC software capabilities).

PERFORMANCE TASKS:

MASC proposes to perform the following tasks in order to meet the project goals.

1. Document search and analysis: MASC will conduct a thorough search of Committee documents to identify existing policies. This material will be analyzed for appropriateness for inclusion in the new manual. See EXHIBIT A.
2. Codification, organization and technical editing: MASC will code and organize all statements to be filed in the new manual according to the NEPN/NSBA policy classification system. MASC will provide technical editing as needed to meet the requirements of acceptable English usage. However, the editing shall not alter the meaning or substance of the policy. Legal references to pertinent state and federal statutes will be added. Gaps in policy coverage, questions, and inconsistencies will be noted. See EXHIBIT B.
3. Work-in-progress check: MASC will within one hundred and twenty days of receipt of materials as outlined in Exhibit A and payment of the initial deposit schedule a series of meetings with the school committee or a sub-committee of the school committee to review completed sections of the new policy manual. The exact number of meetings will be determined by the amount of review required to adopt the policy manual but shall not exceed twelve meetings. This provides an opportunity for the committee to discuss the rationale behind policy suggestions and to insure that existing policy reflects current practices and procedures in-place within the district. The Committee will keep MASC fully

informed of any concerns and determinations during the term of the project. See EXHIBIT C.

DURATION OF THE PROJECT: The services shall be carried out according to the timetable developed by MASC and the Newburyport School Committee. All tasks as described above can be accomplished by MASC within eighteen to twenty-four months after receipt of the signed contract and after the conditions outlined in three (3) above have been met. See EXHIBIT A.

MASC is not responsible for delays caused by the Newburyport School Committee or its representatives in this process. MASC reserves the right to terminate the contract after thirty months of signing this agreement if the committee has failed to fulfill its responsibilities concluding with the review, approval, and adoption of the policies and regulations developed during the customized policy service project. This agreement may be modified by mutual agreement, in writing, of both parties.

APPROVED FOR MASC BY:

Dorothy Presser, Field Director
Massachusetts Association of School
Committees, Inc.

EXHIBIT A

Documents to be provided by the School Committee

MASC will require two copies of the documents listed below (three if the item has print on both sides) in order to carry out the policy manual updating project.

1. School Committee policy manual.
2. Master contracts with recognized bargaining units.
3. System-wide handbooks for principals, teachers and students.
4. Current documents or handbooks that cover the following: organization charts, school transportation, purchasing procedures, staff evaluation, emergency operating plan, school calendar, use of school facilities, field trips.
5. Other documents as needed by MASC consultant.

EXHIBIT B

The NEPN/NSBA Policy Development System

A--FOUNDATIONS AND BASIC COMMITMENTS
B--SCHOOL BOARD GOVERNANCE AND OPERATIONS
C--GENERAL SCHOOL ADMINISTRATION
D--FISCAL MANAGEMENT
E--SUPPORT SERVICES
F--FACILITIES DEVELOPMENT
G--PERSONNEL
H--NEGOTIATIONS
I--INSTRUCTIONAL PROGRAM
J--STUDENTS
K--SCHOOL-COMMUNITY RELATIONS
L--EDUCATION AGENCY RELATIONS

Each of these chapters includes its own family of terms called "descriptors" which provide suggested titles and code letters for policy statements. The coding or "tracking" of terms is by letter rather than by number. Letter encoding offers two major advantages over number encoding. First, a letter system offers more flexibility. The coder has available 26 separate letters to use compared to only 10 digits. Second, a letter system requires no decimal points. This tends to reduce the likelihood of error in reproduction and filing. Anyone who knows the ABC's will quickly grasp the logic of letter codes.

The classification system was originally developed in 1969 by a National School Boards Association Research Project supported by the U.S. Office of Education. The system, which is in wide use throughout the United States, conforms to sound principles of informational storage and retrieval, to sound principles of school governance, and also to the mandates of practicality.

EXHIBIT C

Project Liaison Officer

To help insure the accuracy of updated policies in the manual, the Newburyport School Committee should identify a knowledgeable member of the administrative staff to serve as the project liaison officer to whom MASC may refer from time to time to clarify questions of fact or actual policy or practice in the school system.

No undue time or work burden would be placed on this person.

EXHIBIT D

NEWBURYPORT SCHOOL COMMITTEE

PROFESSIONAL FEE \$10,500.00

For services rendered to complete and customize
policy service

Upon receipt of signed contract \$3,500.00

July 1, 2023 \$3,500.00

Upon completion – July 1, 2024 \$3,500.00

* If the payment schedule doesn't accommodate the
Committee's budget schedule, payment dates can
be adjusted accordingly.

EXHIBIT E

MASC Binder Specifications

MASC binders are designed for use as a school policy manual. This sturdy loose leaf binder is equipped with three heavy-duty metal "D" rings; open-close boosters; fibre-sheet lifters; and a convenient agenda pocket on the inside front cover.

EXHIBIT F

SCHOOL COMMITTEE

If this proposal is approved, please sign and date below. Please return signed copy and initial payment to:
Massachusetts Association of School Committees, Inc., One McKinley Square, 2nd Floor,
Boston, MA 02109. Please retain the second copy for your records.

Accepted: _____
(Chair) Newburyport School Committee

Date: _____