

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

School Committee Business Meeting

Monday, September 16, 2024

6:30PM

SC Packet Checklist:

- SC Business Meeting Agenda September 16, 2024
- SC Business Meeting Agenda Notes September 16, 2024
- SC Warrant September 16, 2024
- SC Business Meeting Minutes June 17, 2024
- SC Business Meeting Minutes September 3, 2024
- Philadelphia Grade 8 Overnight Field Trip Information
- NHS New York City Overnight Field Trip Information
- Policy JJH – Student Overnight or Late Night Travel
- Proposed Policy changes:
 - DBJ – Budget Transfer Authority
 - GBEBD – Crowdfunding
 - JJE – Student Fundraising
 - JJF – Student Activity Accounts
 - KF – Community Use of School Facilities
 - KF-R – Rules for Use of Newburyport Public Schools Facilities
 - KF-R – Community Use of School Facilities
- Policy BHE-R Communications
- Enrollments

Newburyport Public Schools
School Committee Business Meeting
Monday, September 16, 2024

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. Staff Recognitions
4. *Consent Agenda (Warrant and 6/17/2024 and 9/3/24 Minutes) – *possible Vote*
5. Student Representative Introduction & Report
6. *Overnight Field Trip Grade 8 – Philadelphia – *possible Vote*
7. *Overnight Field Trip NHS – New York City – *possible Vote*
8. Music Lab Update – Nock
9. Subcommittee Updates
 - a. Finance Subcommittee – Brian Callahan
 - b. Policy Subcommittee – Juliet Walker
 - Proposed changes to the following policies – *1st read*
 - DBJ – Budget Transfer Authority
 - GBEBD – Crowdfunding
 - JJE – Student Fundraising
 - JJF – Student Activity Accounts
 - KF – Community Use of School Facilities
 - KF-R – Rules for Use of Newburyport Public Schools Facilities
 - KF-R – Community Use of School Facilities
 - c. Communications Subcommittee – Andy Boger
 - *Delete the School Committee Facebook account – *possible Vote*
10. Superintendent's Report
11. New Business
12. Executive Session – *Vote*
for the purpose of discussing possible litigation and/or legal matters, and will not reconvene in Open Session.

Adjournment

*Possible Vote

The School Committee reserves the right to call **executive session, as provided under Chapter 30A, Section 21(a)(2), of the General Laws to discuss strategy sessions in preparation for negotiations, collective bargaining and/or potential litigation.

Newburyport Public Schools
School Committee Business Meeting

Monday, September 16, 2024

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

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. Staff Recognitions: Congratulations to the following staff who will celebrate 30 years working with Newburyport Public Schools: Renee Ames (Librarian/Bresnahan), AnnMarie Day (Gr 4 Teacher / Molin), Susan O'Neil (Nock Special Education Teacher), and Donna Theberge (Molin Cafeteria).
4. Consent Agenda (Warrant & minutes of 6/17/24 and 9/3/2024) – *possible Vote*
5. Student Representative Report: *NHS student Theo Roberts will provide the report.*
6. *Overnight Field Trip Grade 8 – Philadelphia - *possible Vote*
Nock Principal Nick Markos is seeking permission for an 8th Grade overnight field trip to Philadelphia in accordance with Policy JJH – Student Overnight or Late Night Travel (attached). He will review the tentative agenda for the trip scheduled for May 2025. (attached)
7. *Overnight Field Trip NHS - New York City - *possible Vote*
High School Principal Andy Wulf is seeking permission for an overnight field trip to New York City, in accordance with Policy JJH – Student Overnight or Late Night Travel (attached). He will review the tentative agenda for the trip scheduled February 2025. (attached)
8. Nock Music Lab Update
The NEF is funding the renovations to the Nock Middle School music lab. Superintendent Sean Gallagher will provide an update of this project. In addition, he will recognize Facilities Director Jim McSweeney and his staff for all their work over the past few months.
9. Subcommittee Updates
 - a. Finance Subcommittee – Brian Callahan
 - b. Policy Subcommittee – Juliet Walker
 - Proposed changes to the following policies – *1st read*
 - DBJ – Budget Transfer Authority
 - GBEBD – Crowdfunding
 - JJE – Student Fundraising
 - JJF – Student Activity Accounts
 - KF – Community Use of School Facilities
 - KF-R – Rules for Use of Newburyport Public Schools Facilities
 - KF-R – Community Use of School Facilities
 - c. Communications Subcommittee – Andy Boger
 - *Delete the School Committee Facebook account – *possible Vote*
The School Committee Facebook account is no longer used and they would like to delete it. (Policy BHE-R Communications – attached)

Continued – next page

10. Superintendent's Report: Data Overview, Enrollments, and Bus Transportation Update
11. New Business
12. *Executive Session: *for the purpose of discussing possible contract negotiations and/or legal matters, and will not reconvene in Open Session – Vote*

FYI: Upcoming Dates:

- ✓ **Nock School Council meeting:** Friday, September 13 @ 8:15am
- ✓ **NHS Back to School Night:** Thursday, September 19 @ 5:30pm
- ✓ **Superintendent's Advisory Council:** Tuesday, September 24 @ 6:30pm
- ✓ **School Committee Business meeting:** Monday, October 7 @ 6:30pm @ Senior/Community Center
- ✓ **NHS School Council meeting:** Tuesday, October 8 @ 5:00pm
- ✓ **Nock Open House:** Wednesday, October 9 @ 5:30pm

*Possible Vote

School
Committee
Warrant

FY25-WARRANT 8129

FY24-WARRANT 8130

A-WARRANT

September 16, 2024

| | |
|---------------------|----------------------|
| Warrant 8129 | \$ 426,655.37 |
| Warrant 8130 | \$ 1833.37 |
| A-Warrant | \$ 8623.88 |

TOTAL of Warrant **\$ 437,112.62**

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

Monday, June 17, 2024

Present: Mayor Sean Reardon, Sarah Hall, Juliet Walker, Andrew Boger, Brian Callahan, and Kathleen Shaw
Absent: 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, except Breanna Higgins. All those present stood for the Pledge of Allegiance. At this point in the meeting, Sarah Hall took over.

Public Comments

Crystal Eldridge, 12 Munroe Street

Special Recognition

On behalf of the district, Superintendent Sean Gallagher expressed his gratitude for Deb O'Connor's contributions to Newburyport Public Schools over the past five years.

CONSENT AGENDA

Warrants

Motion:

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

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

| | |
|--------------|---------------------|
| Warrant 8119 | \$295,249.95 |
| A-Warrant | \$ <u>27,592.71</u> |
| | \$322,842.66 |

Motion Passed

Breanna Higgins absent

Minutes

Motion:

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

VOTED: to accept the minutes of the May 20, 2024 School Committee Business meeting as presented.

Motion Passed

Breanna Higgins absent

Motion:

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

VOTED: to accept the minutes of the June 3, 2024 School Committee Business meeting with the following corrections: (1) fix Andy Boger’s name on all the votes and (2) add Sarah Hall’s last name to the statement on page 3 (communications).

Motion Passed

Breanna Higgins absent

Student Representative Report

Lizzy Homer provided the student report which included Survivor Day at the Molin and Stewardship Projects completed by the NHS AP Environmental students.

Integrated Arts Video Lab Update

Superintendent Sean Gallagher stated the district is excited to continue the partnership with the NEF on this project. Phase I focused on the redesign of the NHS video arts lab which will be on the first floor by the cafe. Bi-weekly meetings are being held with the architecture firm, Harriman, and will continue through the summer. Final plans are expected in August.

DESE Coordinated Review Presentation

Special Education Director Deb O’Connor presented the findings of the Tiered Focused Monitoring conducted by the Department of Elementary & Secondary Education (DESE). Deb explained the various steps in the process, including steps of the self-assessment phase, on-site verification, legal standings, and civil rights criteria. Ms. O’Connor explained the findings in the draft report and the corrective action plan.

Revise School Committee Meeting Schedule 2024-2025

Sarah Hall recommended revising the School Committee meeting calendar to move the Retreat from Monday, August 5 to Monday, August 19th, and keeping the August 5th date as a regular business meeting.

Motion:

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

VOTED: to accept the revision to the school committee calendar.

Motion Passed

Breanna Higgins absent

SUBCOMMITTEE UPDATES

Finance Subcommittee

Brian Callahan reported that FINCOM met on June 13. Minutes were approved and the bus contract, budget transfers, Class of 2024 Student Activity account and recent Budget-Finance City Council meeting were discussed. Brian Callahan and Juliet Walker will follow up with the Superintendent by next school year regarding any action items related to the Fundraising Report.

Policy Subcommittee

Juliet Walker stated they met on June 10th. They will have policy changes ready for a first reading by the first regular business meeting in August or by September. In addition, there may be discussions in the future regarding creating a policy for hosting off-school events. (i.e. athletic banquets)

Communications Subcommittee – no meeting

Superintendent's Report

Superintendent Sean Gallagher discussed the following:

English Language Learners Family Breakfast: The district EL team, Lisa Furlong and the Superintendent were able to gather with the EL families for breakfast at the high school. The Superintendent thanked the EL team for their efforts organizing this wonderful year end event.

NEF Ed Awards: Along with the announcement of the Ed Awards to business members, several NPS retirees were recognized by the NEF for their years of service to the school department.

End of Year Activities: The end of the school year was very busy with many activities such as Student Led Conferences at the Nock, the high school's Favorite Poem Project, display of AP History Group projects at the high school, 8th Grade Class Day, and the Molin awards.

Budget & Finance City Council Subcommittee meeting: The Superintendent thanked Facilities Director James McSweeney for his efforts preparing/presenting three items of the capital plan to the Budget & Finance Committee (911 system upgrade, AC upgrade in the Bresnahan server room, and maintenance truck replacement).

Greenlight Grant: Superintendent Gallagher thanked Dr. Anne Papagiotas, Jim Antonelli and Lisa Furlong for their efforts finalizing / submitting the grant application. He also thanked DA Paul Tucker for providing a letter of support. This grant is security upgrade related and applicants could receive up to \$500K. Results will not be known until September.

Harriman Architect: Meetings continue to be held bi-weekly. The Superintendent will share the 3D design visuals, costs and NEF contribution information once they become available.

New Business - none

ADJOURNMENT

Motion:

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

VOTED: to adjourn the Business meeting of the Newburyport School Committee at 7:37 PM.

Motion Passed

Breanna Higgins

Student Report for School Committee

June 17, 2024

Submitted by: Lizzy Homer
Location – Senior Center

Molin News:

Survivor Day was a success! Thank you to all the volunteers.
Mrs. Kusser's 5th grade class won the PBIS Kickball Championship.

NHS News:

AP Environmental students wrapped up their Stewardship Projects. Students built and installed 4 finch birdhouses on Campus, planted a sugar maple on High St, and worked with elementary students on recycling and endangered species.

Sugar Maple: Finn and Silas Brennan, Josh Lucey, Casey Garinger and Connor McGovern

Birdhouses: Finn McNeil, Jackson Padden, JT Kench and Will Martellucci

NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING

High School, 241 High Street, Newburyport, MA 01950

Tuesday, September 3, 2024

Present: Sarah Hall, Juliet Walker, Andrew Boger, Brian Callahan, Kathleen Shaw and Breanna Higgins

Absent: Mayor Sean Reardon

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Vice Chair Sarah Hall called the School Committee Business meeting of the Newburyport School Committee to order at 6:32 PM. Roll call found all members present, except Mayor Sean Reardon. All those present stood for the Pledge of Allegiance.

Public Comments

Katie Suchecki, 8 Toppans Lane

Overnight Field Trip Grade 7 – Camp Jewell

Principal Nick Markos reviewed the proposed purpose, itinerary and cost for the grade 7 overnight trip to Camp Jewell located in Colebrook, CT scheduled from June 3 – June 5, 2025. Committee members inquired about fundraising options and expectations, and also want to ensure there is equity for all families, as well as full accessibility and/or accommodations to all activities for all students.

Motion:

On a motion by Breanna Higgins and seconded by Brian Callahan it was

VOTED: to approve the overnight field trip to Camp Jewell in accordance with Policy JJH – Student Overnight or Late Night Travel.

Motion Passed

Mayor Sean Reardon absent

Review / Approval NEF Naming Opportunities List

- Brian Callahan briefly explained the naming lists for the four schools and the review process.
- Carrie O'Donnell, NEF Executive Director, described the request process.
- Juliet Walker stated it would be helpful for the NEF to share their procedures/guidelines.
- Juliet Walker reviewed portions of Policy FF and reminded the School Committee that it is important to give the NEF permission to promote the naming opportunities, however the actual "naming" of any area is not automatic; the school committee retains its role and has a legal responsibility for final approval.
- Superintendent Sean Gallagher will contact legal to learn if there are any liabilities to NPS (i.e. if a room no longer exists or if a naming plaque is moved).

Motion:

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

VOTED: to approve the NEF Naming Opportunities Lists consistent with Policy FF – Naming New Facilities.

Motion Passed

Mayor Sean Reardon absent

NHS Video Lab / Media Center Project Update

- A brief presentation of the high school's Video Lab / Media Center project was provided by Superintendent Sean Gallagher. The Newburyport Education Foundation (NEF) is funding a lot of advanced technology (i.e. sound / lighting) for this project, and he thanked the NEF for their support. NPS will focus on the renovations needed in the classrooms.
- This project should go out to bid in the next month or two. He hopes to have the new lab operational after the new year.
- The Superintendent will provide an overview of the Nock Music Lab project next meeting.

Opening Day Preparations

Superintendent Sean Gallagher reviewed the following activities:

Opening Day: Teachers returned on September 3rd. Mayor Reardon, Sarah Hall and Brian Callahan attended the program, as well as Carrie O'Donnell of the NEF. Four staff members were recognized for working in the district 30 years.

Summer Professional Development: Over 80 teachers worked on curriculum development during the summer. Four days of iPad training were provided to the staff, which included iPad as a Teaching Tool, Reaching all Learners, and iPad as a Whiteboard. In addition, 32 teachers attended an in-service workshop, *Integrating Technology for an Engaging Classroom*.

Extended Leadership Retreat: Administrators participated in a 3-day retreat covering a variety of areas such as Portrait of a Graduate work, School Safety/Security, Special Education, School Discipline/Investigation, and HR Training.

School Safety Upgrades: Many upgrades were completed this summer, including upgrades to cameras/security systems, upgrades to visitor systems, and school infrastructures/doors. Thank you to James McSweeney (Facilities) and the Technology department.

Telephone Upgrades: A new phone system was installed at the high school over the summer. Thank you Mike Morse and the Technology team.

Hiring: The district is almost fully staffed. Second round interviews are scheduled for the Nock Middle School Assistant Principal position, and there are a few openings for IA's and building subs.

New Teacher / Mentor Orientation: New teachers and their mentors worked together for three days (August 27-29) to prepare for the school year and learned about the Portrait of a Graduate vision, as well as various resources available to them via the NTA, HR and city organizations.

Bus Transportation: Registrations went very well with the new company, Coach. Bus routes are available on the website, and bus pass pick up dates have been scheduled.

Communications: The Superintendent spoke of the importance of the tone of adult communication, constructive dialogue and productive conversation for the purpose of working collaboratively to make decisions and solve problems.

SUBCOMMITTEE UPDATES

Finance Subcommittee

Brian Callahan reported that FINCOM met on August 29th. Minutes were approved, enrollments and fundraising were discussed and a meeting calendar for 2024-2025 was drafted.

Policy Subcommittee

Juliet Walker stated the next meeting will be held on September 9th. There will be several proposed policy changes ready to review for "1st read" at the next School Committee meeting.

Communications Subcommittee

Andy Boger stated meetings will be held on the fourth Thursday each month. The next meeting will be September 26th (time = tba).

New Business

Cell Phones: Brian Callahan stated the local parent group will be looking for a survey regarding use of cell phones, and anticipates conversations during the year about cell phones and possibly new cell phone policies. Juliet Walker reminded members there are no school committee policies on cell phones; building level guidelines on cell phone use are actually listed in each school's student handbook.

After School Programming: Two emails were received related to lack of after school programming for grades 4 and 5. Superintendent Gallagher will look into what is available via local programs.

ADJOURNMENT

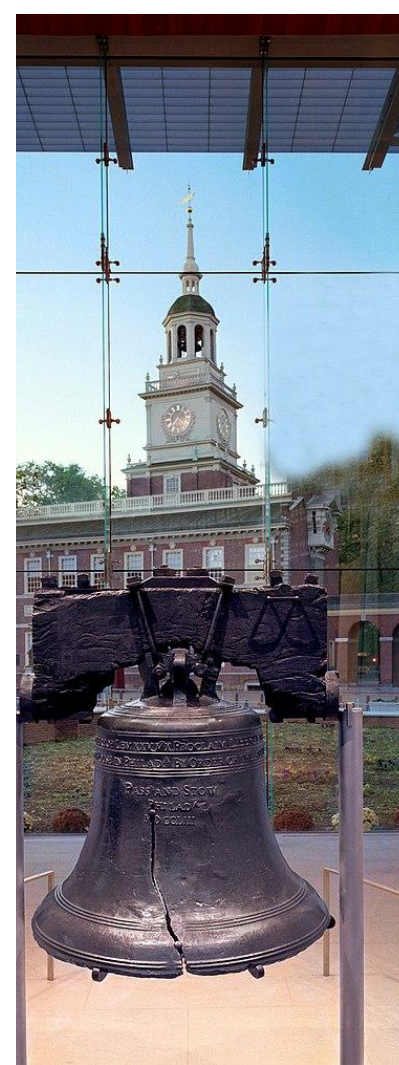
Motion:

On a motion by Breanna Higgins and seconded by Brian Callahan it was

VOTED: to adjourn the Business meeting of the Newburyport School Committee
at 8:05 PM.

Motion Passed

Mayor Sean Reardon absent



PHILADELPHIA CLASS TRIP

May 2025

Rupert A Nock Middle School

Departure Information

5:30 am Arrival at school

- Check in and load busses

6:00 am Depart School

- Travel to Philly with rest stop along the way
- Students will eat their lunch on the bus



Bring with you in the morning:

Clear Plastic Bag

- Lunch
 - Phone + charger
 - Wallet + money
-

Day 1 Philadelphia Itinerary

12:30 - Arrival

Wyndham Philadelphia Historic District

400 Arch St,
Philadelphia, PA 19106
(215) 923-8660

12:30 - 5 - Walking tour

Divided into 3 groups

- **Run the Rocky Steps**
- **Independence Hall**
- **Franklin Court**
- **The Bank of the United States**
- **Washington Square Park**
- **Christ Church**
- **Betsy Ross House**
- **Elfreth's Alley**

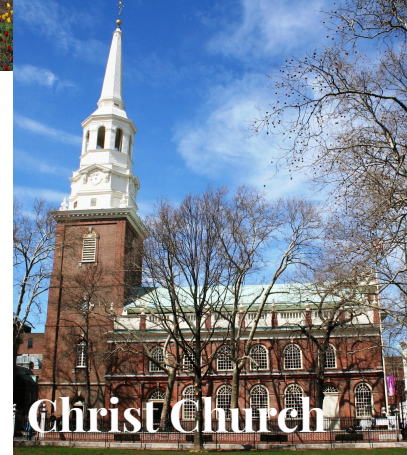
5:00 - Check in to Hotel and get ready for our dinner cruise and dance

6:30 - 9:30 - Dinner and Dance Party on Ben Franklin Yacht - we will WALK so think about your shoes!

Things to see on Day 1



Independence Hall





Day 1 Evening

Dinner Dance Party on Ben Franklin Yacht on the Delaware River

- Semiformal attire
- Dinner will be served on board.
- Potential Changes (TBA)

Day 2 Itinerary

7:00 AM: Breakfast @ Hotel

8:30 Sightseeing Historic Philadelphia
(Constitution Center & US Mint)

12:00 - Organ Recital

12:30 Lunch at Reading Terminal
(Recommend \$15-\$20)

2:30-4:30 Museum Visits

5:00 pm Return to hotel prep for
Phillies game

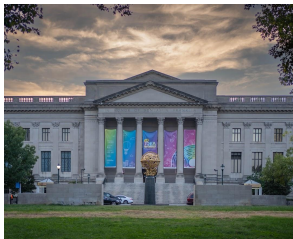
6:40 BASEBALL GAME - students
receive \$25 certificate for food (cash is
not taken here)

9:30/10 - Bus back to hotel



Franklin Institute

The Franklin Institute is a science museum and the center of science education and research in Philadelphia, Pennsylvania. It is named after the American scientist and statesman Benjamin Franklin.



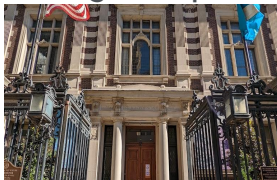
Eastern State Penitentiary

The Eastern State Penitentiary is a former American prison located at 2027 Fairmount Avenue between Corinthian Avenue and North 22nd Street in the Fairmount section of the city, and was operational from 1829 until 1971.



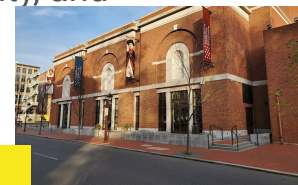
Mütter Museum

The Mütter Museum is a medical museum located in the Center City area of Philadelphia, Pennsylvania. It contains a collection of anatomical and pathological specimens, wax models, and antique medical equipment.



Museum of American Revolution

The Museum of the American Revolution uncovers and shares compelling stories about the diverse people and complex events that sparked America's ongoing experiment in liberty, equality, and self-government.



Museum Choice - students will complete a google form to choose

National Constitution Center

THE NCC is the only museum dedicated to the US Constitution. The museum boasts interactive exhibits and live theater focused on our key document and its ideals as they are realized in everyday life.



United States Mint

See the Sights!

Phillies Baseball Game

Watch the Phillies take on the Texas Rangers at Citizen Park Stadium



Visit Philadelphia City Hall and the iconic LOVE sculpture.



Day 3 Itinerary

7:00AM: Breakfast at hotel

8:00 Depart hotel for Liberty Island

10:30 Board Ferry to Liberty Island

1:30 Depart Liberty State Park for
Newburyport - students receive a
box lunch for bus ride

**7:30 PM Estimated Arrival at Nock
Middle School**





Group Leaders

**Trip Advisors
Mary Kate Allan**

Jen Groskin

**The Global Citizen
Jeff Rahilly**

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 February 7-9, 2025
- 2. Class Elements of Acting & Design / Elements of Musical Theatre
- 3. Teacher Stephanie Phillips
- 4. Number of Students ≈ 30
- 5. Destination NYC - Broadway shows, Workshops, Museum of Broadway (see attached)

- 6. Method of Transportation 12-15 passenger vans from Danvers Ford *or Peter Fuller Rentals*
- 7. Estimated Student Cost \$ 750-800
- 8. Time of Departure 8:00 AM
- 9. Time of Return 8:00 PM
- 10. Academic Objectives Workshops with Broadway professionals, build skill, place-based instruction
- 11. Number of Teachers 3 Names of Teachers Kourtney Adams
Angie Casella, ~~Stephanie~~ Bradley Groleau
(Nurse)

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

- 12. Date of Application 9/10/24
- 13. Inform Health Office of a list of students attending the trip; pick-up Alerts and first aid supplies.

[Signature]
Endorsed: Curriculum Advisor

[Signature]
Signature of Teacher Initiating Request

[Signature]
Approved: Principal

Not Approved: Principal

2024-2025 NHS THEATRE NYC TRIP

Destination of Trip: NYC

Dates: Friday, February 7 @ 8:00 AM (ER DAY) to Sunday, February 9 @ approx. 8:00 PM, 2025

General Itinerary:

Friday, 8:00 AM: Students report to NHS, students should have had breakfast, or bring breakfast and a snack for the ride (approx. 4.5 hours). *We will be traveling in (2) 15-passenger vans rented from PETER FULLER RENTALS and one SUV.*

Friday, 12:30PM: We will arrive at our hotel Marriott Marquis New York Times Square 1535 Broadway. ***We will unload the bags, but NOT check-in yet (So students should be dressed to move/dance for the workshops on the ride down).*** Students will be able to grab lunch in chaperone groups at this time.

Friday, 1:30PM: Walk to Pearl Studios 500 8th Avenue for our workshop. (approximately a 15-minute walk)

Friday, 2:00PM: Participate in a Musical Theatre Vocal Experience workshop with the Music Director/Assistant Conductor from a Broadway production through *Broadway Imagined!*

Friday, 3:30 PM: Participate in a Dance Experience (singing and dancing) workshop through *Broadway Imagined!*

Friday, 5:00 PM: Leave the workshop and walk back to the hotel to check-in and change for dinner.

Friday, 6:30 PM: Walk to dinner at The Hard Rock Cafe Times Square 1501 Broadway.

Friday, 8:30PM: Walk to the Theatre for Improv Show

Friday, 10:30 PM: Walk back to our hotel Marriott Marquis New York Times Square 1535 Broadway

Friday 11:00 PM: Room check, lights out

Saturday, 8:00AM: Breakfast. Students can access Starbucks on the bottom floor of the hotel, the next door deli for bagels and breakfast sandwiches, or they can purchase the hotel breakfast in the lobby restaurant.

Saturday, 9:30AM: Walk to Pearl Studios 500 8th Avenue for our workshop.

Saturday, 10:00-12:30 PM: Participate in a *Physical Comedy* Experience Workshop through *Broadway Imagined!*

Saturday, 12:30 PM: Lunch in chaperone groups at a location of choice near Pearl Studios (options will be provided).

Saturday, 1:30: Walk to the Theatre for the show.

Saturday, 5:00 PM : Walk to Marriott Marquis New York Times Square 1535 Broadway to change for dinner

Saturday, 6:00 PM: Walk to dinner at Ellen's Stardust Diner, 1650 Broadway for dinner (food selection due 1/7).

Saturday, 7:30 PM: Souvenir shopping in Times Square with chaperone groups.

Saturday, 9:30 PM: Walk to hotel Marriott Marquis New York Times Square 1535 Broadway, Room check, lights out

Sunday, 9:00 AM: Breakfast and check-out of Hotel

Sunday, 9:30AM: Walk to Museum of Broadway, 145 West 45th Street

Sunday, 11:30 AM: Return to hotel Marriott Marquis New York Times Square 1535 Broadway for lunch in chaperone groups at local eateries.

Sunday, 1:30 PM: Depart for Newburyport, expected arrival 6:00 PM—students will text parents when we are 30 mins. out

Educational value of the trip:

This placed-based educational trip will afford Theatre, Dance and Vocal Music students the opportunity to work directly with working Broadway professionals on the acquiring of new skills and honing of current skills in their art form. Students will have a Broadway Conductor/Music Director work with them on vocal selections previously prepared from the upcoming spring musical. They also will be taught original choreography by a current Dance Captain on Broadway. In a third workshop they will work a current Broadway actor for a workshop on Physical Comedy.

Students will attend two very different professional productions: Broadway Musical and a long-form sketch comedy Improv Show.

On our final day students will be immersed in American Musical Theatre history as we will visit the newly opened Museum of Broadway. Walk through Broadway's history, starting in 1732 with the first documented performance in NYC, and go backstage learning about your favorite Broadway stars as well as how a show is made. As you walk the timeline, you'll come upon exhibits dedicated to groundbreaking moments in Broadway's history - those that pushed creative boundaries, challenged social norms, and paved the way for those who would follow. The Museum of Broadway was designed by internationally renowned artists, designers, and theatre technicians.

Organizer of the Trip: Stephanie Phillips

Working with Broadway.com Group Sales Office, Broadway Imagined!, The Museum of Broadway, Ellen's Stardust Diner, Hard Rock Cafe, Marriott Marquis Manhattan Times Square and Peter Fuller Rentals.

Projected Total Cost of the Trip: \$750-800

The cost of the trip includes...

- **round trip transportation from NHS to NYC via vans**
- **2-night hotel at Marriott Marquis New York Times Square**
- **1 Broadway Show**
- **1 Improv Show**
- **3 workshops taught by current working Broadway professionals through Broadway Imagined!**
- **2 Dinner (Ellen's Stardust Diner & Hard Rock Cafe)**
- **1 Entry to the Museum of Broadway**

Each student is responsible for their own breakfasts, lunches, snacks and spending money. Parents often ask how much to bring. That is very dependent on each student and their needs and desires. I would talk

to your student about what they typically eat when out at fast-service restaurants (Starbucks, Panera, Deli, etc...) and then err on the side of prices in NYC being slightly higher than in NBPT for some goods.

Families/students needing financial support have been encouraged to reach out to the trip organizers so that all students who want to attend can have the opportunity to do so.

JJH - Student Overnight or Late Night Travel

Adoption Date: 06/19/2017

Related Policies: **IJOA**

STUDENT OVERNIGHT OR LATE NIGHT TRAVEL

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

LEGAL REFS.: M.G.L. 69:1B; 71:37N

CROSS REFS.: IJOA, Field Trips

Adopted: June 19, 2017

Revised: February 27, 2024

Policy References:

LEGAL REF.: M.G.L. 69:1B; 71:37N

POLICIES

1ST READ

1. DBJ – Budget Transfer Authority
2. GBEBD – Crowdfunding
3. JJE – Student Fundraising
4. JJF – Student Activity Accounts
5. KF – Community Use of School Facilities

KF-R Rules for Use of Newburyport Public Schools Facilities

KF-R Community Use of School Facilities

DBJ: BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget **and to facilitate the operation of the department, budget transfers between accounts within expense categories and across expense categories may be required. There are two budget expense categories: Personnel and Non-Personnel.**~~the School Committee will consider and approve requests for transfers of funds within the school budget upon the recommendation of the Superintendent.~~

Transfers between accounts within expense category

Transfers between accounts within major expense categories may be made without prior approval of the finance subcommittee. These transfers must be reported to the Finance Subcommittee on a monthly basis.

Transfers between accounts across expense categories

Requests for transfers across major expense categories of Personnel and Non-Personnel must be submitted to the Finance Subcommittee for approval prior to being made.

The Finance Subcommittee Chair will report out all transfer requests at the next regular school committee meeting subsequent to the Finance Subcommittee meeting.

~~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.

LEGAL REF.: MGL 71:16B1/2

Adopted: February 6, 2017

Revised:

DELETE ENTIRE POLICY AND REPLACE WITH NEW VERSION

File: GBEBD

CROWDFUNDING

~~If any district employee seeks to use a crowd funding campaign to benefit the School district, they must obtain the approval of their building principal. the Superintendent. It's important to note that any crowdfunding efforts must be for something that benefits entire classes or groups of students, not the teacher, if it's going to avoid becoming a conflict of interest. Crowdfunding includes the solicitation of goods, services, or money from a large number of people through any physical or electronic medium, including without limitation through any online service or other electronic network such as GoFundMe, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.~~

~~LEGAL REF.: ——— M.G.L. 71:37H~~

UPDATED POLICY

File: GBEBD

ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy. The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents/guardians of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it should not be directed to parents/guardians who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23;
Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
GBEBC, Gifts To and Solicitations by Staff;
KCD, Public Gifts to Schools

NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.

DELETE ENTIRE POLICY AND REPLACE WITH NEW VERSION

STUDENT ACTIVITY ACCOUNTS

The single most important protection for any Student Activities Account is to separate the duties and responsibilities of those collecting and depositing money from those who disburse or spend it.

The School Committee shall adopt procedures for the creation, operation, and control of Student Activity Funds:

- ~~1. An interest bearing account has been created by the City Treasurer to be used as a depository for all monies raised by student organizations. The account is "Newburyport Public Schools Student Activities".~~
- ~~2. A sub account has been created for each (checking account) for the purpose of paying daily student activity expenditures. A limit of \$75,000 will be maintained. When these funds need to be replenished, a warrant will be produced. A voucher with verification of expenditure attached (approved by Principal) will be provided showing amounts of the requested funds that have been paid by the Student Activity Accounts. Both the Warrant and vouchers must be approved by the Assistant Superintendent of Finance or his/her designee before being presented to the School Committee for authorization.~~
- ~~3. All bank deposits must be evidenced by a student activity deposit slip signed by the advisor with the student organization to be credited and forwarded to the Bookkeeper in charge of the Student Activity for deposit. Any monies not deposited shall be held over in the school safe and deposited the next day.~~
- ~~4. Miscellaneous student earnings (such as vending machines) will be distributed for student activity benefit. The earnings will be used for the direct benefit of student at the appropriate school.~~
- ~~5. Fundraising events must be held in accordance with School Committee Policy. Fundraising financial results must be reported to the Principal within one week of the conclusion of the event. Funds must be deposited in accordance with prior instructions.~~
- ~~6. A standard Request for Funds form will accompany all requests for payments. The Request for Funds form will state to whom the check is payable and the amount. The check will be prepared by the Student Activities Bookkeeper and signed by an authorized signer. A copy of the check and request/invoice will be kept on file with the Student Activity bookkeeper. All purchases are to be made under the town tax exempt number.
 - ~~a. No check will be made payable to cash.~~
 - ~~b. No check will be issued without bills or receipts.~~
 - ~~c. Vendor statements shall not be accepted~~
 - ~~d. All checks shall be sequentially numbered and accounted for including voids~~
 - ~~e. Both accounts will have 2 signers authorized; principal and central office finance. Both signatures will be required for any amount of \$5,000 or higher~~~~
- ~~7. Student Activity Accounts shall be maintained by the Principal and Student Activity Bookkeeper. The receipts and expenditures should match to the appropriate recognized~~

- ~~Student Activity Account. The student organization accounts should be balanced to the control accounts.~~
- ~~8. Bank and account reconciliations will be performed monthly by the Student Activity Bookkeeper. Copies of Student Accounts will be sent to Principals, Business Manager and to each account advisor as requested.~~
 - ~~9. School Committee policies shall specify the use and disposition of all interest earned, which shall be for the benefit of the students participating in activities:
 - ~~a. Interest earned on deposits may be expended for operating costs related to the operation of the Student Activity Account
 - ~~i. Bank charges, audits, forms, tickets and computer supplies~~~~
 - ~~b. Balance of unused interest will be distributed to the Student Organization account using a distribution formula based on the average monthly balance in each account.~~~~
 - ~~10. Any student organization account inactive for a period of three (3) years shall be closed by the following action:
 - ~~a. Written notification by the student activity bookkeeper to the student advisors & principal that the activity will cease to be a viable account. If an advisor or student office/treasurer is not available, such discontinuance will be authorized by the principal.~~
 - ~~b. Any disposition of assets of an inactive recognized Student Activity Organization shall be determined by the School Committee, but in no case shall disposition benefit specific individuals. (the primary goal in disposition should be to benefit the student body)~~
 - ~~c. Senior Class accounts shall remain open ninety (90) days after graduation to insure that all outstanding bills can be paid. Upon completion of the ninety (90) days, all funds in not withdrawn by the officers shall be forwarded to the elected treasurer of the graduation Senior Class. Once a class of student graduates, the school district is no longer responsible for these monies.~~~~
 - ~~11. Storage of checkbooks and deposits shall be in the central office, locked cabinet. Storage of documents and records shall be in a secure and confidential place.~~
 - ~~12. An internal audit will be conducted once a year by the Assistant Superintendent of Finance or his/her designee. An independent audit by an outside auditing firm shall be scheduled every three (3) years. The audits shall be paid for by interest earned by the Student Activity accounts. Ongoing internal reviews should be done by the Assistant Superintendent for Business and Finance or his/her designee.~~
 - ~~13. Faculty advisors or student offices shall not benefit from Student Activity Funds.~~
 - ~~14. Staff Accounts, Athletic Revolving Accounts and Scholarship Accounts may not be commingled and maintained under the student activity account.~~
 - ~~15. A bond is maintained which covers employees who handle Student Activity Funds.~~
 - ~~16. Financial advisors to other fundraising bodies not under the direct control of the Newburyport Public Schools such as all Booster, PTO and Post-Graduation Party organizers will be encouraged to purchase a bond covering funds held on deposit. The cost of the bond will be the responsibility of the individual organization.~~
 - ~~17. Student advisors, or others involved in purchasing, may not benefit personally from any purchasing either directly or indirectly.~~

~~18. Reimbursement of funds are allowed only when the option to purchase through the schools purchasing process is not available. All reimbursement purchases must be pre-approved by the principal and the reason must be stated on the appropriate form, no reimbursement will be approved without the proper documentation; reimbursement form signed by principal and a detailed receipt.~~

~~LEGAL REFS.: — M.G.L. 71:47
603-CMR-26.06~~

[UPDATED POLICY]
STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the District's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm annually.

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

Inactive Student Activities

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. Obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

Student Activity Deficits

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

LEGAL REFS: MGL 71:47
CROSS REFS: JJA, Student Organizations
DIE, Audits

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts.

COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the residents of the City of Newburyport. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

1. It is the policy of the School ~~District System~~ to encourage the use of school buildings and grounds by responsible Newburyport organizations and individuals for such educational, cultural, recreational, social, civic, philanthropic, and like purposes subject to any regulations which it may establish from time to time.
2. The use of a school facility will not be granted to any person or persons for individual gain, whether financial or other.
3. The School Committee prohibits the use of alcohol in any building or on any school campus.
4. The use of a school facility will not be permitted if such use interferes with a school function or activity.
5. In acting on requests for the use of school facilities, the School ~~District System~~ will not discriminate on the basis of race, sex, religion, national origin, or political viewpoint.
6. The Superintendent of Schools has the final authority in defining the classification of a particular group.
7. **School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.**

Eligibility

School facilities will be available for the following:

1. **Public school activities**
2. **Parent-teacher activities**
3. **Official town public hearings and political activities**
4. **Meetings and activities sponsored by the School Committee and school personnel**
5. **Parks and playgrounds activities**
6. **Local nonprofit and noncommercial organization activities**
7. **Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the City**
8. **The activities of other organizations when approved by the Superintendent or School Committee**

~~School Facilities/Fields rentals are at the discretion of the Superintendent of Schools. Rules and procedures for facilities use are included in Policy KF-R. attached and form part of this policy.~~

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

CROSS REFS: KF-R Rules for Use of Newburyport Public School Facilities

RULES FOR USE OF NEWBURYPORT PUBLIC SCHOOL FACILITIES

School Buildings and Grounds

1. Application forms to request the use of any school facility ~~including gymnasium~~ shall be obtained through the Office of the **Building** Principal, at least 14 days prior to **the** event or event series. The Principal shall have the sole discretion to grant permission for the use, or to recommend changes in the request for all non-profit groups or entities. Each building principal may establish additional guidelines related to the uniqueness of ~~his/her~~**their building and grounds**. ~~Renter~~**Applicant may have** ~~has~~ discretion to change use of facilities based on weather or other circumstances.
2. The person, persons, or organizations, granted the use of the Public School Facility shall assume full liability for any damage to the building, equipment, or grounds resulting from such use. No scenery, furniture or other fixture shall be attached to any part of the building without the express permission of the School Building Principal.
3. The applicant shall pay the established fee for the use of the Facility. Checks are payable to "Newburyport Public Schools" and sent, along with the signed agreement to, Bresnahan Elementary School, c/o Office of the Principal, 333 High St., Newburyport, MA 01950; or Nock Middle School, c/o Office of the Principal 70 Low St., Newburyport, MA 01950; or Newburyport High School, c/o Office of the Athletic Director, 241 High St., Newburyport, MA 01950.
4. ~~Building Facility~~ Use Forms must be submitted a minimum of 14 days in advance of an event or activity. Any requested changes to an existing reservation must be made a minimum of 72 hours in advance of the event or activity; or in the event of weekend ~~building~~ use, by close of business on the previous Wednesday.
5. The applicant shall pay for such police, firemen, and custodial service as may be required by the Superintendent of Schools **or School Building Principal**/~~designee~~. Payment for such services shall be made directly to the Newburyport Public Schools on the basis of a statement provided by the School Department to the applicant.
6. Custodians shall be provided by the school and shall be assigned in accordance with the provisions of the collective bargaining agreement. ~~We understand that~~ A custodian is required one hour before an event and a minimum of one hour after departure for clean-up. ~~It is also understood that~~ After 6:00 PM two custodians are contractually required to be in the building and if there are no other activities in the building, ~~we will be billed for the cost of both custodians~~. The Director of Facilities reserves the right to assign additional custodians to work larger events. Every effort will be made to notify the ~~renter~~ **applicant** in advance if this is necessary.
7. In no case shall any person other than a regular employee of the School Department, or a person approved by the School Department, be permitted to perform any service connected with the operation of the building or grounds, or any part of its equipment.
8. The applicant shall assume full responsibility for adhering to and enforcing State and Federal laws, as well as compliance with City ordinance regarding the prohibition, possession, and/or use of any alcoholic beverages, any tobacco products, or any firearms in the building, or on the grounds.

9. A permit may be canceled without notice if its provision or its intent are violated in any manner and the Superintendent of Schools/~~designee~~ shall be sole judge of such violations.
10. No permit shall be issued for any activity, which would include any display of fireworks or that violate State Fire Code Regulations.
11. No food or beverages are allowed in the auditorium. The use of latex balloons is prohibited in all buildings.

School Athletic Facilities

1. **Use of all School District athletic fields is coordinated by the High School Athletic Director and the principal at each site.**
2. Application forms to request the use of any school athletic **facilities** ~~field~~ shall be obtained through the office of the Athletic Director, ~~(High School, Noek/Molin, or Bresnahan School)~~; at least 14 days prior to the date of requested event or first date of series of requested events. Availability of such space on dates requested will be confirmed by the Athletic Director's Office. The use of such space will be subject to change based on weather or other circumstances.
3. The person, persons, or organizations, granted the use of the Public School Fields/~~Gymnasiums~~ shall assume full liability for any damage to the building, equipment, or grounds resulting from such use. No scenery, furniture or other fixture shall be attached to any part of the building without the express permission of the School Building Principal.
4. The applicant shall pay the established fee for the use of the Fields. Checks are payable to "Newburyport Public Schools" and sent, along with the signed agreement to, Newburyport High School, c/o NHS Athletic Director, 241 High St., Newburyport, MA 01950.
5. The applicant shall pay for such police, firemen, and custodial service as may be required by the Superintendent of Schools. Payment for such services shall be made directly to the Newburyport Public Schools on the basis of a statement provided by the School Department to the applicant.
6. **Building Facility** Use Forms must be submitted a minimum of 14 days in advance of an event or activity. Any requested changes to an existing reservation must be made a minimum of 72 hours in advance of the event or activity; or in the event of weekend ~~building~~-use, by close of business on the previous Wednesday.
7. Custodians shall be provided by the school and shall be assigned in accordance with the provisions of the collective bargaining agreement. ~~We understand that~~ A custodian is required one hour before an event and a minimum of one hour after departure for clean-up. ~~It is also understood that~~ After 6:00 PM two custodians are contractually required to be in the building and if there are no other activities in the building. ~~we will be billed for the cost of both custodians.~~ The Director of Facilities reserves the right to assign additional custodians to work larger events. Every effort will be made to notify the ~~renter~~ **applicant** in advance if this is necessary.

8. In no case shall any person other than a regular employee of the School Department, or a person approved by the School Department, be permitted to perform any service connected with the operation of the building or grounds, or any part of its equipment.
9. The applicant shall assume full responsibility for adhering to and enforcing State and Federal laws, as well as compliance with City ordinance regarding the prohibition, possession, and/or use of any alcoholic beverages, any tobacco products, or any firearms in the building, or on the grounds.
10. A permit may be canceled without notice if its provision or its intent are violated in any manner and the Superintendent of Schools/~~designee~~ shall be sole judge of such violations.
11. No permit shall be issued for any activity, which would include any display of fireworks or that violate State Fire Code Regulations.
12. No food or beverages are allowed in the gymnasiums. The use of latex balloons is prohibited in all buildings.
13. Any person using any of the school gymnasiums must wear sneakers or appropriate athletic shoes. No hard-soled shoes will be allowed on the playing area of these gyms.
- 14. No organized activity will begin on any athletic field prior to 9:00 a.m. on Saturday, Sundays, or holidays. These restrictions may be waived by action of the School Committee.**

USE OF PUBLIC SCHOOL FACILITIES

Group Definitions

Group 1

Newburyport Public Schools Clubs, Teams, and Organizations

Group 2

Newburyport school-related organizations (PTOs, Booster Clubs,) NYS

Group 3

Newburyport based youth approved teams (Babe Ruth, Little League, NBBA, NGBA, Youth Lacrosse, Youth Soccer, and Youth Football)

Group 4

Non-Profit with proof of status

Group 5

Individuals, Newburyport organizations and groups, and all for profit individuals and organizations. Local profit.

Group 6

Individuals, non-Newburyport organizations and groups, and all for profit individuals and organizations. Local non-profit.

~~Use of Athletic Fields~~

~~Use of all school system athletic fields is coordinated by the High School Athletic Director and the principal at each site.~~

~~No organized activity will begin on any athletic field prior to 9:00 a.m. on Saturday or holidays. These restrictions may be waived by action of the School Committee.~~

COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. Requests for the use of school facilities will be made at the office of the Superintendent at least 14 days prior to the date of use.
2. School facilities may not be used for individual, private, or commercial purposes.
3. Requests for school facilities must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
4. School-related groups will be permitted reasonable use of school facilities without charge.
5. All activities must be under competent adult supervision approved by the Superintendent and the Principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
7. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
8. Smoking within the building is not permitted. Permission for the possession and sale of alcoholic beverages may be granted to a nonprofit organization, which is properly licensed, only by the School Committee.
9. Proper liability insurance will be required of all groups given permission to use school facilities.
10. The Committee will approve and periodically review a fee schedule for the use of school facilities.
11. In situations where there is no cost factor to the school district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, rates may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
12. The School Committee reserves the right to cancel any permission granted.

SOURCE: MASC – Reviewed 2022

Deletions shown in ~~strikethrough~~, additions shown in **bold**

File: KF-R

NOTE: Although many regulations in this category include the fee schedule for use of various facilities, it is recommended that such schedules be included in the policy manual as an exhibit document coded KG-E because of their changing nature.

This is an area in which the School Committee needs to officially approve regulations. There may be additional procedural regulations that are purely administrative.

BHE-R - Communications

Adoption Date: 04/30/2024

Communications

The School Committee affirms that it has an obligation to receive and review communications from district staff and the greater community, via email, hard copy, phone, text and social media posts. The purpose of this policy is to create a set of consistent practices to respond to communications from the community. These policies also address public records concerns; and are consistent with our obligations under the open meeting laws.

1. Massachusetts' Public Records Law covers "all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics." To that end, text, SMS and other forms of electronic messages constitute a public record.

1. The School Committee recognizes that any communications received via their district email address are public documents. Communications pertaining to school committee business received on private email, via Facebook, or any other electronic means are also considered a public record and should be handled as such. Communications related to the school experience of School Committee members' children are not considered a public record.

1. Communications can become part of public comment if the sender labels it as such. These communications will be added to the meeting packet once it is posted to the

district

website.

1. The format for a School Committee member response to a constituent should contain the

following elements - an acknowledgement of receipt, a recommendation to the communicant to

follow the district chain of command practice, and a disclaimer as described below. It is not the

School Committee member's responsibility to solve all constituent problems, but it is important

that we help all voices be heard and acknowledged.

1. All School Committee members should have a disclaimer in their electronics signature, stating "The opinions expressed within this email are my own and do not reflect those of the

School Committee as a whole. The School Committee has no involvement in matters of personnel. Complaints of this nature should be directed through the district chain of command

(teacher, principal then Superintendent)."

1. Emails, texts, or any other communication by committee members about school committee business should be conducted via members' district email accounts or forwarded to

those accounts for public records' sake. Constituents should keep in mind that all emails sent to

School Committee members about School Committee business are public records regardless of

which email address they are sent (School Committee member private account versus official

account).

1. It is the expectation that the chair or vice chair is acknowledging communications sent to

the entire school committee. Communications that are focused on school operations and / or

personnel will be exclusively handled by the Superintendent and/or their designee.

1. Any information or allegation regarding the behavior of a district staff person will be forwarded to the Superintendent and the principal of the school for appropriate action.

No School

Committee member will respond directly to that email, beyond sending a pro forma email that

thanks the sender, and indicates that they have referred their concerns to the Principal and the

Superintendent.

Social Media

When engaging in social media use, School Committee members should always preface comments about school committee business with a disclaimer that they speak for themselves and

not for the whole school committee.

School committee members should be aware that “liking” a post of or with another school

committee member or commenting on posts with other members of the committee is considered

a legal quorum if four members are involved. Every effort should be made to avoid this situation.

Adopted: June 21, 2021

Revised: April 23, 2024

Newburyport Public Schools

Enrollment Information - Sept. 12, 2024

| District Enrollment | | | | | | | | | | | | | | | | |
|--------------------------------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------|--------------|
| School Name | PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | SP | Total |
| Francis T. Bresnahan | 64 | 106 | 151 | 125 | 138 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 584 |
| Edward G. Molin Upper | 0 | 0 | 0 | 0 | 0 | 145 | 166 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 311 |
| Rupert A. Nock Middle School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 157 | 150 | 165 | 0 | 0 | 0 | 0 | 0 | 472 |
| Newburyport High School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 170 | 182 | 193 | 198 | 2 | 745 |
| Outplaced | | | | | | | | | | | | | | | | 43 |
| | 64 | 106 | 151 | 125 | 138 | 145 | 166 | 157 | 150 | 165 | 170 | 182 | 193 | 198 | 2 | 2,155 |
| Foreign Exchange Progam 24-25 | | | | | | | | | | | | | | | | |
| 5 students / enrolled in grade 11 | | | | | | | | | | | | | | | | |
| School Choice Enrolled 24-25 | | | | | | | | | | | | | | | | |
| | PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | Total |
| Francis T. Bresnahan | | | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 6 |
| Edward G. Molin Upper | | | 0 | 0 | 0 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 6 |
| Rupert A. Nock Middle School | | | 0 | 0 | 0 | 0 | 0 | 16 | 7 | 2 | 0 | 0 | 0 | 0 | | 25 |
| Newburyport High School | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 5 | 0 | 0 | | 17 |
| | | | 3 | 3 | 0 | 3 | 3 | 16 | 7 | 2 | 12 | 5 | 0 | 0 | | 54 |