

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

School Committee Business Meeting 6:30PM

Monday, November 4, 2024

SC Business Meeting Agenda November 4, 2024

SC Business Meeting Agenda Notes November 4, 2024

SC Warrant November 4, 2024

SC Business Meeting Minutes October 21, 2024

NHS International Trips 2025-2026

England/Scotland

Peru

German Exchange

Belgium/Netherlands

Strategic Plan Year in Review 2023-2024

Proposal for Instruction & Learning Subcommittee (draft)

Policies – 1st Read: KCD – Public Gifts to the Schools

BHE – Use of Electronic Messaging by SC Members

EHAA – District Security Relating to Technology

Policy – 2nd Read: JJF – Student Activity Accounts

Communications Policy BHE-R

Newburyport Public Schools

School Committee Business Meeting

Monday, November 4, 2024 at 6:30PM

Library @ High School – 241 High Street, Newburyport, MA 01950

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

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

School Committee Business Meeting Agenda

1. Call to Order
2. Public Comment
3. *Consent Agenda (Warrant and 10/21/24 Minutes) – *possible Vote*
4. Student Representative Report
5. *NHS International Trips 2025-2026 – *possible Vote*
6. MSBA Invite into the Accelerated Repair Program
7. Strategic Plan Year in Review 2023 - 2024
8. Proposal for Instruction and Learning Subcommittee – *draft*
9. Subcommittee Updates
 - a. Finance Subcommittee – Brian Callahan
 - b. Policy Subcommittee – Juliet Walker
 - Proposed changes to the following policies – *1st read*
 - KCD – Public Gifts to the Schools
 - BHE – Use of Electronic Messaging by School Committee Members
 - EHAA – District Security Relating to Technology
 - *Proposed changes to Policy JFJ – Student Activity Accounts – *2nd read (possible Vote)*
 - c. Communications Subcommittee – Andy Boger
10. Superintendent's Report
11. Follow-up:
 - a. SEPAC (Kathleen Shaw)
 - b. Cell Phones / Technology Use Update (Superintendent Sean Gallagher)
 - c. Member Ethics & Communications (Policy BHE-R) (Sarah Hall)
 - d. District Website Update (Assistant Superintendent Lisa Furlong)
 - e. Hybrid meeting format transition (allow simulcast/public input via Zoom (Mayor ReardOn)
12. New Business
13. 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, November 4, 2024 at 6:30PM

Library @ High School – 241 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/>.

School Committee Business Meeting Agenda

3. Consent Agenda (Warrant & minutes 10/21/2024) – *possible Vote*
4. Student Representative Report: *NHS student representative will provide the report.*
5. *NHS International Trips 2025-2026 – *possible Vote*
Andy Wulf is requesting permission for the high school to offer the following overnight international trips in 2025-2026: England/Scotland (February 2026), Peru (April 2026), German Exchange (June 2026) and Belgium/Netherlands (June 2026). (attached)
6. MSBA Invite into the Accelerated Repair Program
The Massachusetts School Building Authority Board of Directors recently voted to invite Newburyport into their Accelerated Repair Program (ARP) to partner with MSBA in conducting a Schematic Design Study at both the Nock and high school for potential roof replacement projects. Superintendent Sean Gallagher will share the next steps.
7. Strategic Plan Year in Review 2023-2024
Superintendent Sean Gallagher and members of the Superintendent's Advisory Council will present an overview of the district's Strategic Plan accomplishments for 2023-2024. (attached)
8. Proposal for Instruction and Learning Subcommittee - draft
Mayor Reardon and Juliet Walker will lead discussion to review a draft of the functions and goals for this proposed subcommittee. (attached)
9. Subcommittee Updates
 - a. Finance Subcommittee – Brian Callahan
 - b. Policy Subcommittee – Juliet Walker
 - Proposed changes to the following policies – *1st read (attached)*
KCD – Public Gifts to the Schools
BHE – Use of Electronic Messaging by School Committee Members
EHAA – District Security Relating to Technology
 - *Proposed changes to the following policies– *2nd read (possible Vote) (attached)*
Policy JJF – Student Activity Accounts
 - c. Communications Subcommittee – Andy Boger
10. Superintendent's Report: *GoFans Ticket Sales Update, Business Manager Update, and Negotiations*
11. Follow-up:
 - a. SEPAC (Kathleen Shaw)
 - b. Cell Phones / Technology Use Update (Superintendent Sean Gallagher)
 - c. Member Ethics & Communications (Policy BHE-R) (Sarah Hall)
 - d. District Website Update (Assistant Superintendent Lisa Furlong)
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12. New Business

13. Executive Session – *Vote*

for the purpose of discussing possible litigation and/or legal matters, and will not reconvene in Open Session.

FYI: Upcoming Dates:

- ✓ **Early Release Day:** Tuesday, November 5
- ✓ **Nock School Council:** Friday, November 8 @ 8:15am
- ✓ **NEF Auction:** Saturday, November 9
- ✓ **Veteran's Day:** Monday, November 11 – closed
- ✓ **NHS School Council:** Tuesday, November 12 @ 5:00pm
- ✓ **Policy Subcommittee meeting:** Tuesday, November 12 @ 7:00pm
- ✓ **Finance Subcommittee meeting:** Thursday, November 14 @ 9:30am
- ✓ **Joint City Council & School Committee Budget meeting:** Wednesday, November 13 @ 6:30pm
- ✓ **School Committee Business meeting:** Monday, November 18 @ 6:30pm @ NHS Library
- ✓ **Communications Subcommittee meeting:** Thursday, November 21 @ 6:30pm
- ✓ **Bresnahan School Council:** Tuesday, November 26 @ 8:10am

*Possible Vote

School
Committee
Warrant

FY25-WARRANT 8135

A-WARRANT

November 04, 2024

Warrant 8135	\$ 421,427.72
A-Warrant	\$ 14,664.18

TOTAL of Warrant	\$ 436,091.90
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NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING
High School Library, 241 High Street, Newburyport, MA 01950

Monday, October 21, 2024

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

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Sean Reardon called the School Committee Business meeting of the Newburyport School Committee to order at 7:02 PM. Roll call found all members present. All those present stood for the Pledge of Allegiance. At this point in the meeting, Sarah Hall took over.

Public Comments

Shawn Bleau, 13A Christie Drive (NHS coaching salaries)

CONSENT AGENDA

Warrants

Motion:

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

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

Warrant 8133	\$570,677.75
Warrant 8134	\$ 1,472.30
A-Warrant	\$ <u>6,648.00</u>
	\$578,798.05

Motion Passed

Minutes

Motion:

On a motion by Mayor Reardon and seconded by Juliet Walker it was

VOTED: to accept the minutes of the October 7, 2024 School Committee Business meeting as presented.

Motion Passed

Student Representatives and Student Report

Madeleine Jackman presented the student report that included Bresnahan Pollinator Gardens, Molin's dune restoration project with UNH, 8th grade Molin Buddies mentors, and NHS students performing at a UMass football game. (attached)

Newburyport's Whittier School Committee Reps – Check-in

Brett Murphy reported that 33 Newburyport students currently attend Whittier. He also provided enrollment data by grade for surrounding communities, and spoke of two new CTE shops, Newburyport's co-op partners, the Adult Evening Program, Senior Exploratory, listening sessions with UMass Donahue, and open house dates.

School Council / Principals Update

High School Principal Andy Wulf, Nock Principal Nick Markos, Molin Principal Tara Rossi and Bresnahan Principal Jamie Sokolowski presented their School Council membership information, plans for the upcoming year, and their School Improvement Plan goals. Each principal introduced their council members and thanked them for their work and participation. In addition, each principal provided a brief explanation of the process of working on the SIP and their school's goals.

Breanna Higgins and Juliet Walker stated they would like all goals to be specific and to have measurable data (i.e. ability to see achievement and/or to see what is/is not working).

Juliet Walker would encourage all School Improvement Plans to be consistent with clearly defined measurements, and be careful of the terminology.

Superintendent Gallagher thanked all the staff and School Council members for their hard work and efforts on the SIP goals and their attendance at tonight's meeting. A full, comprehensive presentation of the School Improvement Plans will be provided at a future meeting.

Review MASC Resolutions

Vice Chair Sarah Hall reviewed Resolutions 6 thru 10, and the votes are as follows:

MASC Resolution 6: Support of legislation to improve the fiscal health of rural school districts

Motion:

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

VOTED: to advise our representative to support Resolution #6.

Motion Passed

MASC Resolution 7: Fully adjusting Chapter 70 aid for inflation

Motion:

On a motion by Juliet Walker and seconded by Mayor Reardon it was

VOTED: to advise our representative to vote in favor of Resolution #7.

Motion Passed

MASC Resolution 8: Equitable funding for non-regional school districts with high transportation costs

Motion:

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

VOTED: to advise our representative to vote favorably of Resolution #8.

Motion Passed

MASC Resolution 9: MSBA grants evaluation for Chapter 74

Motion:

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

VOTED: to advise our representative to vote favorably of Resolution #9.

Motion Passed

MASC Resolution 10: Expansion in capacity in Chapter 74 vocational technical programs

Motion:

On a motion by Juliet Walker and seconded by Sarah Hall it was

VOTED: to advise our representative to vote favorably of Resolution #10.

Motion Passed

Brian Callahan opposed

Expiring Resolutions

Motion:

On a motion by Juliet Walker and seconded by Mayor Reardon it was

VOTED: to give our representative discretion to vote for the continuing of these resolutions.

Motion Passed

SUBCOMMITTEE UPDATES

Finance Subcommittee

Brian Callahan reported that FINCOM didn't meet.

Policy Subcommittee

A meeting was recently held. Juliet Walker stated the policy audit has been completed, and they are reviewing policies that MASC recently updated (i.e. Technology and digital access related).

Brian Callahan noted that language in the School Calendar Policy may change due to upcoming negotiations.

Communications Subcommittee

Andy Boger reported the committee will meet on October 24.

Superintendent's Report

Business Manager Update: Superintendent Sean Gallagher reported that Phil Littlehale is transitioning out of his position. They've reached out to three companies to cover for the interim, and bids will be due by October 30th.

Superintendent's Advisory Council: Superintendent Gallagher thanked the parents, staff and community members for their attendance, hard work and support over the past two years.

NEF Media Lab: Plans for the media lab are being finalized and will go out to bid by November 22. Facilities Director James McSweeney will review the project to possibly take on the demolition for this project during the Thanksgiving and/or Winter breaks. The Superintendent is hopeful the project will

be finished by January/February 2025 in time for classes the 2nd half of the year. He also thanked the Newburyport Education Foundation for funding this project.

New Business

AI: Andy Boger suggested creating a taskforce to discuss “AI” and the future of education.

MSBA Update: Superintendent Gallagher reported he has not heard back yet from MSBA regarding the roof projects. An announcement should be expected in the October/November timeframe.

SEPAC: Kathleen Shaw reported meetings have started, but there is confusion in the community regarding communications. SEPAC will be added as an item for the next SC meeting agenda.

Hybrid Meetings: Juliet Walker would like SC to continue efforts to set up hybrid meetings. Next steps are to figure out who will be responsible for setting up the Owl and running the equipment.

Trick or Treat Events: Mayor Reardon stated the Senior/Community Center will hold trick or treat on Thursday, October 24th from 4-6PM and at City Hall from 5-6PM. The Mayor is closing State Street on Friday, October 25, appx 4-5PM for a trick or treat night downtown.

Chief of Staff: Mayor Reardon is looking for a new Chief of Staff for the city. Andrew Levine’s last day will be November 8th. Currently, 20 applications have already been received.

ADJOURNMENT

Motion:

On a motion by Sarah Hall and seconded by Juliet Walker it was

VOTED: to adjourn the Business meeting of the Newburyport School Committee at 9:06PM and move to Executive Session for the purpose of discussing possible contract negotiations and/or legal matters, and will not reconvene in open session.

Motion Passed

Roll Call Vote

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

Submitted by: Madeleine Jackman

Location: NHS Library

Bresnahan News:

Play Buddies are beginning between our Pre-K/K and Third Grade students. Together, students are choosing from among activities like games, reading, art and creative play. Our older students are being responsible role models and caring friends to their younger peers, and our youngest students enjoy every minute!

Students are using the new Native Pollinator Gardens to learn about pollinators such as bees and butterflies. They are learning about the essential role pollinators play in the health of our ecosystems and food crops. By planting native plants and supporting these pollinators, students in grades P-3 are learning how plants and animals depend on their surroundings and other living things to meet their needs, a critical foundation for becoming responsible stewards of the planet. They will also learn about the life-cycle of insects and plants as the year progresses. Through observation and inquiry, they are connecting with the natural world around them in an engaging and playful way.

Students have begun earning tokens for the NEF Book Vending Machine. For the first term, students will work on completing a level in Lexia, one of our digital literacy resources. Every Friday we announce the students who have earned a token to come use the vending machine. This has been a lot of fun and we are so grateful for the NEF!

Molin News:

All Molin 4th graders participated in a dune restoration project with the University of New Hampshire.

Molin School is implementing "Discovery Fridays" once a month for Molin students. This has been a Molin goal for years now. Each month has a theme and this month's theme is "Building/Engineering". Students will rotate through a variety of stations building, experimenting, creating, discussing, and collaborating. Research shows that these hands-on experiences improve:

- Problem-Solving Skills
- Creativity
- Communication Skills

- Empathy and Emotional Regulation
- Memory and Retention

Nock News:

Nock- 8th grade students are leading the way with Their Molin Buddies serving as mentors.

8th grade students are also building awareness through their building based responsibilities. Each 8th grade advisory is assigned a building based responsibility such as recycling, cleaning up grounds, updating school signs and more school community responsibilities.

The Nock is getting ready for the community Jack-o-Light Night on October 29th. We hope to see you all there.

High School News:

The NHS band is travelling to Amherst on Saturday to perform at halftime of the UMass football game, along with dozens of other high school bands and the famous UMass band. This will be an amazing day of high level music making and fun, in an atmosphere of big time college football.

NHS students Cady Seaton, Milla Baptiste, Lucius Nelson, and Lila Coffey performed original poems at Newburyport's Indigenous People's Day celebration on the Waterfront.

- Students part of the Journalism/Broadcast class and club have combined their journalistic skills with their understanding of effective broadcasting to produce their first publication. You can check out [*The Report*](#) here. The thoughtfulness of their articles and presentation of short videos are highly professional

College + culture



EDUCATIONAL
TOURS

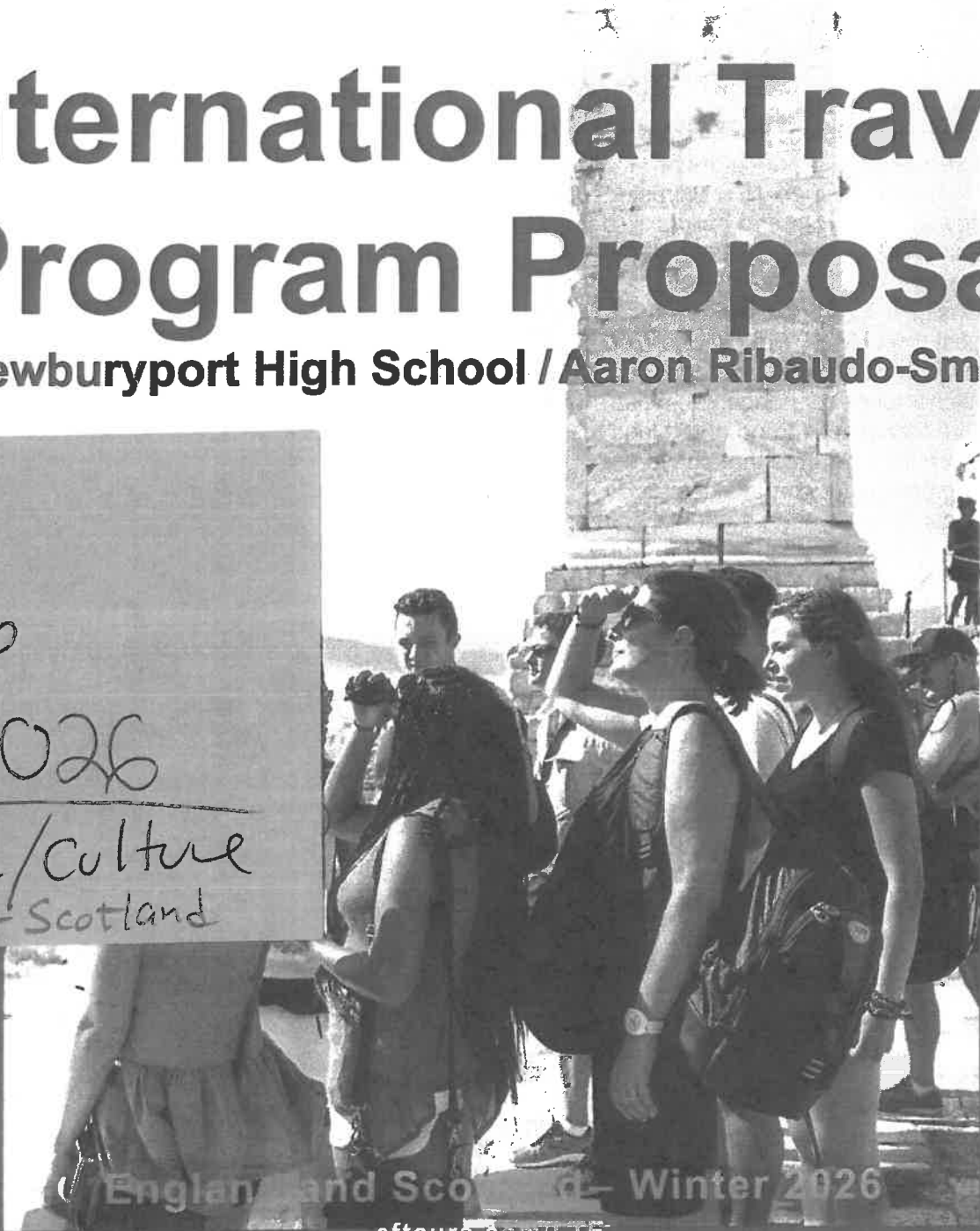
International Travel Program Proposal

Newburyport High School / Aaron Ribaud-Smith

Feb

2026

College/culture
England + Scotland



England and Scotland - Winter 2026

eftours.com/LTE

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

this document

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- Pg. 7 Educational value**
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This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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What's contained in

Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team – Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

EF Travel Team – This team is your point of contact at EF. This team is a dynamic duo, made up of a Tour Consultant and an

Experience Specialist. Your Tour Consultant is an itinerary whiz & is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to creating long-term travel programs for your school community. Your Experience Specialist is here to dive into all the little details that make your experience with EF special. They will work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (20 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Fundraising pages – Each student has access to their own unique and customizable fundraising page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Risk-free enrollment period - New travelers who enroll by their Enrollment Deadline can cancel for any reason up to 7 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- **Expand their knowledge of the world around them**
- **Grow more confident and independent**
- **Understand new people, places, and cultures**
- **Discover more about themselves**

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- **Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.**
- **Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$360.**
- **Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$360/\$720) through Southern New Hampshire University.**

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Full flexible travel window: February 13-23, 2026

Requested travel dates: February 14-22, 2026

Price Details

England and Scotland

Program Price ¹ \$3,819

Includes:

- Round-trip airfare and on tour transportation
- Hotels with private bathrooms
- Breakfast and dinner (see your itinerary for meal details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

Specters of Scotland \$60

Stonehenge and Salisbury \$150

Global Travel Protection \$190

EF's Peace of Mind Program ^{*} Free

Total for Students (under 20) \$4,219

16 monthly payments \$258/mo

Adult Supplement ² \$730

Total for Adults \$4,949

16 monthly payments \$304/mo

¹ Program price valid for today. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at eftours.com/baggage. All prices subject to verification by EF Tour Consultant. To view EF's Booking Conditions, visit eftours.com/bc. Some countries may require aircraft insecticide treatment for in-bound foreign flights. Such countries can be found at eftours.com/insecticide.

² Adult supplement required for travelers age 20 and older at the time of travel.

^{*} We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Itinerary shown is for 2026 travel. Itineraries are subject to change biannually, please call for more details

Quote created on 9/25/2024

Sample hotels

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly

to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Here are some examples of hotels students might stay in on tour:

Edinburgh, Scotland

Groups stay an hour or less from the center of Edinburgh in areas such as Stirling, Glasgow, Bo'ness, or Dunfermline. Accommodations meet the standard you'd expect from a typical European hotel, which means that rooms may be on the smaller side without AC. Some accommodations are university housing, so several travelers from the same group may share a common area and bathroom. Hotels may not have elevator access.

Holiday Inn Express Leith Waterfront

https://www.ihg.com/holidayinnexpress/hotels/gb/en/edinburgh/edblh/hoteldetail?cm_mmc=GoogleMaps--EX--GB--EDBLH

Highland Gate Hotel

<https://www.marstonsinns.co.uk/inns/highland-gate-hotel-stirling/>

London, England

Groups stay an hour or less from the center of London in areas such as Hounslow and Sutton. Accommodations meet the standard you'd expect from a typical European hotel, which means that rooms come with private bathrooms and feature multiple single or shared double beds. Rooms may also be on the smaller side without AC, and hotels may not have elevator access.

Moxy Hotel London Heathrow

<https://www.marriott.com/en-us/hotels/lonox-moxy-london-heathrow-airport/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0>

ibis London Sutton Point

<https://all.accor.com/hotel/B5J1/index.en.shtml>

Sample meals

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of local dishes travelers may try at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.

On tour, breakfast generally is simple and will be at the hotel; it could be plated or buffet-style. **Lunch** typically is your chance to make culinary discoveries of your own. **Dinners** will be a mix of familiar dishes and local specialties. All meals will be a mix of familiar dishes and local specialties all served from a pre-set group menu.



The United Kingdom: Sample Meals

Fish and chips, ice cream

Chicken and hummus, flan

Naan bread, chicken curry

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,
Sean Early
Tour Consultant
sean.early@ef.com

“I am now more confident than ever in the safety and experiences of my students after working with EF on this trip. As a leader, I am committed to ensuring a global mindset throughout my district and student/teacher travel.”

Angela M., Administrator, Brunswick, ME

“I advocate for travel because the world is vast and diverse. If we want to truly understand our neighbors in other states or countries, we must reach out and meet them where they live. Travel provides a glimpse into another world that our students may have Googled or watched on a device, but living it with the smells, food, smiles, and various challenges teaches flexibility, tolerance, understanding, and empathy.”

- Chuck C., Group Leader, Central, SC

From a single tour to a whole program

A single tour can open up endless possibilities for a small group of students. Our goal at EF is to bring that experience to as many students as possible, including the broadest collection of students at your school. By progressing from a single tour to a consistent travel program, you'll not only build a culture of exploration, but you'll provide the opportunity of travel to even more students. We can work directly with you and your staff to establish a framework for your travel program that's tailored specifically to your school's needs and goals.



Educational Tours

Watch videos, read reviews and enroll on your teacher's Tour Website

eftours.com/

This is also your tour number

ENGLAND & SCOTLAND

9 or 11 days | Scotland | England | Extension to France

How do two nations that share a border, an island, and a government maintain their own cultural identities? Though bonded politically by the United Kingdom and geographically by the island of Great Britain, England and Scotland each maintain their own distinct character. In Edinburgh, experience kilts, bagpipes, and haggis as you absorb proud Scottish history. At Windsor Castle and Oxford University, the English accent reveals its royal tradition.

YOUR EXPERIENCE INCLUDES:

-  **Full-time Tour Director**
-  **Sightseeing:** 3 sightseeing tours led by expert, licensed local guides (4 with extension); 3 sightseeing tours led by your Tour Director; 1 walking tour (2 with extension)
-  **Entrances:** Edinburgh Castle; York Minster; Gardens at Anne Hathaway's Cottage; Shakespeare's Birthplace; New College; Windsor Castle; theater performance; *With extension:* Louvre; Notre-Dame Cathedral
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round-trip flights on major carriers; Comfortable motorcoach; *Eurostar high-speed train with extension;* 7 overnight stays in hotels with private bathrooms (9 with extension); European breakfast and dinner daily (lunch instead of dinner on Day 6)
-  



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter or Instagram, or delving deeper into your destinations with our online learning platform, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

— MELISSA, TRAVELER



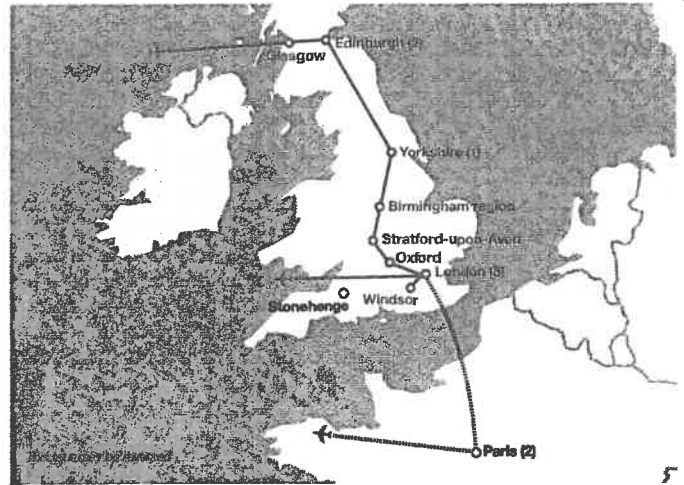
Via Twitter



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at eftours.com/

Your teacher's Tour Website



Buckingham Palace



Via Instagram


What you'll experience on your tour

Day 1: Fly overnight to Scotland

Day 2: Edinburgh

- Meet your Tour Director at the airport in Edinburgh, where Edinburgh Castle is the enduring symbol of Scotland's capital and site of many of the nation's storied events. Ownership of the fortress, perched atop an extinct volcano, changed hands many times over the centuries, from Scottish to English and back again. Mary, Queen of Scots, gave birth here to James VI of Scotland, who would later rule England as James I. In addition to the castle, you'll see the homes of Alexander Graham Bell and Robert Louis Stevenson. For a sense of what it was like to live in Edinburgh in centuries past, stroll down the Royal Mile through the Old Town, a romantic jumble of medieval buildings.
- Take a walking tour of Edinburgh.

Day 3: Edinburgh

- Take an expertly guided tour of Edinburgh.
- Visit Edinburgh Castle.
- Visit the National Museum of Scotland.
- See more of Edinburgh or  Specters of Scotland.

Day 4: Edinburgh | Yorkshire

- Travel to Yorkshire.
- Take a tour of York: Clifford's Tower.
- Visit York Minster.

Day 5: Yorkshire | Warwick | Stratford-upon-Avon | Birmingham region

- Travel to Warwick.
- Visit Warwick Castle.
- Continue to Stratford-upon-Avon.
- Take a tour of Stratford-upon-Avon and step back into the Elizabethan age. Here, you'll tour the half-timbered house where William Shakespeare was born. The playwright had an unmistakable influence on his hometown: today, Stratford is home to the Royal Shakespeare Theatre and a premier destination for theater lovers worldwide. You'll also visit Anne Hathaway's Cottage, a picturesque farmhouse where the Bard's wife spent her childhood.
- Visit the gardens at Anne Hathaway's Cottage.
- Visit Shakespeare's Birthplace.


Day 6: Birmingham region | Oxford | London

- Travel to Oxford.
- Take a tour of Oxford.
- Visit New College.
- Continue to London.

Day 7: London

- Welcome to London, a city of 8 million people that has become one of the world's great melting pots while maintaining a distinct character that's all its own. From the London Bridge to the Houses of Parliament, Great Britain's royal tradition and rich history greet you at every turn. Admire architectural marvels like the Baroque domes and spires of St. Paul's Cathedral, the 17th-century church designed by Sir Christopher Wren. Check out the lively five-way intersection at Piccadilly Circus as well as Hyde Park's urban greenery. You may even get a chance to witness the ceremonial Changing of the Guard. And don't forget to snap a picture of Big Ben from the banks of the River Thames.
- Take an expertly guided tour of Windsor Castle: St. George's Chapel; State Apartments.
- Take an expertly guided tour of London: Big Ben and Houses of Parliament; Piccadilly Circus; St. Paul's Cathedral; Changing of the Guard at Buckingham Palace (if scheduled).
- Attend an evening theater performance.

Day 8: London

- Full day to see more of London or  visit Stonehenge and Salisbury.
- Enjoy an authentic fish and chips dinner.

Day 9: Depart for home

2-DAY TOUR EXTENSION

Days 9-10: Paris

- Travel by Eurostar train to Paris.
- Take an expertly guided tour of Paris: Champs-Élysées; Eiffel Tower; Place de la Concorde; Arc de Triomphe; Les Invalides.
- Take a walking tour of Paris.
- Visit the Louvre.
- Visit Notre-Dame Cathedral.
- Enjoy a Seine River cruise.

Day 11: Depart for home

I traveled with EF Tours to England and Scotland. It was my first time out of the country, but it was also the best trip of my life. The experiences there created the best memories that I will never forget.

– LIBBY, TRAVELER



Scotland was by far the best part of the tour, filled with haggis, kilts, highland cows and castles. In the three days we spent in Edinburgh, we got the chance to visit the breathtaking Edinburgh Castle and Palace of Holyrood House as well as take part in a traditional Scottish dinner where we learned popular line dances and songs, and got to sample Scottish foods like haggis, neeps, and tatties.

– MOLLY, TRAVELER



TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. _____
2. _____
3. _____

— The easiest ways to —
ENROLL TODAY



Enroll on our website
eftours.com/enroll



Enroll by phone
800-665-5364



Mail your Enrollment Form to:
EF Educational Tours
Two Education Circle
Cambridge, MA 02141

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.

—CHARLOTTE, PARENT OF TRAVELER



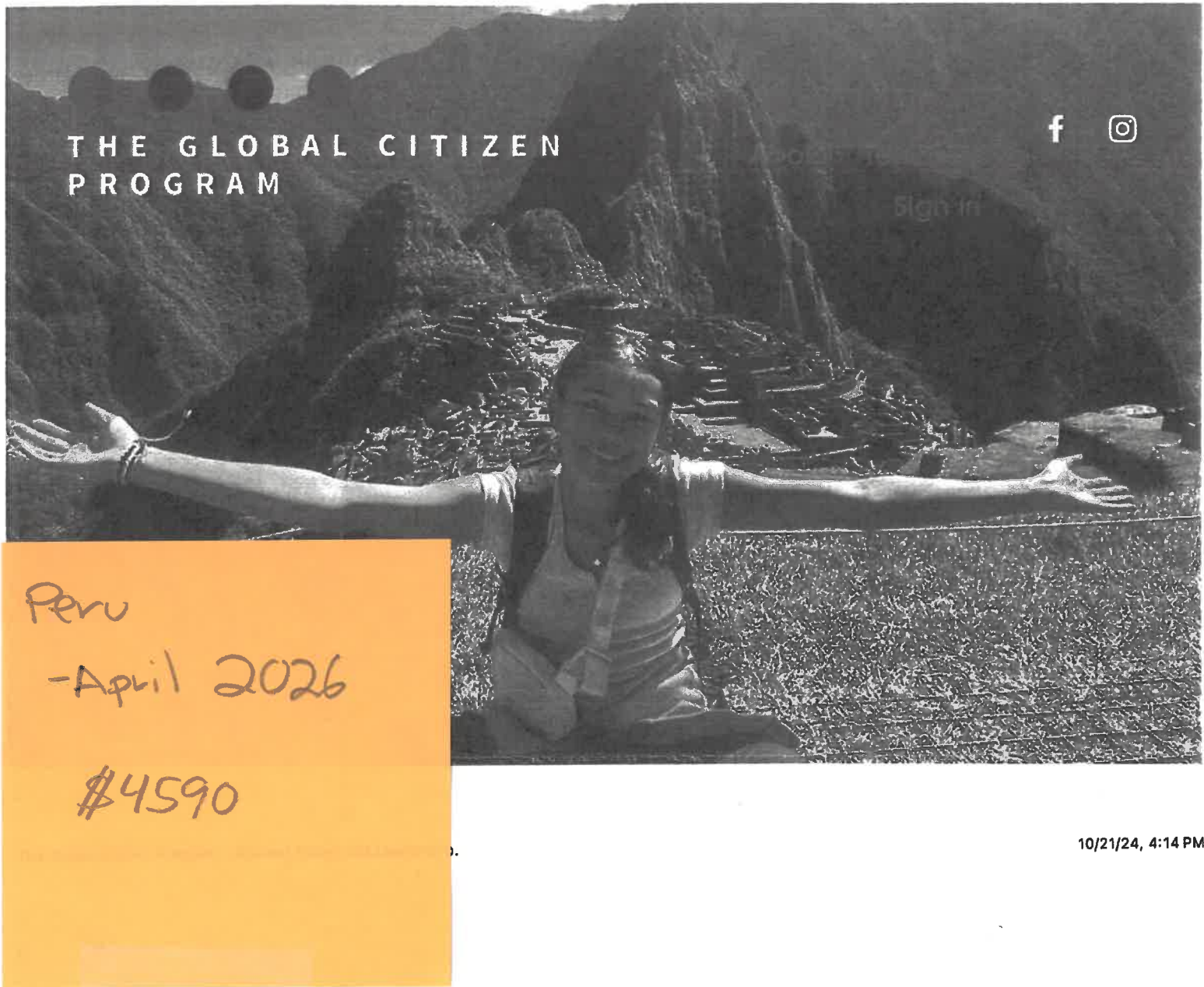
Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration and global competence.

- **We always offer the lowest prices guaranteed** so more students can travel.
- **We're fully accredited, just like your school,** so you can earn credit while on tour.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.** We have 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director** is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



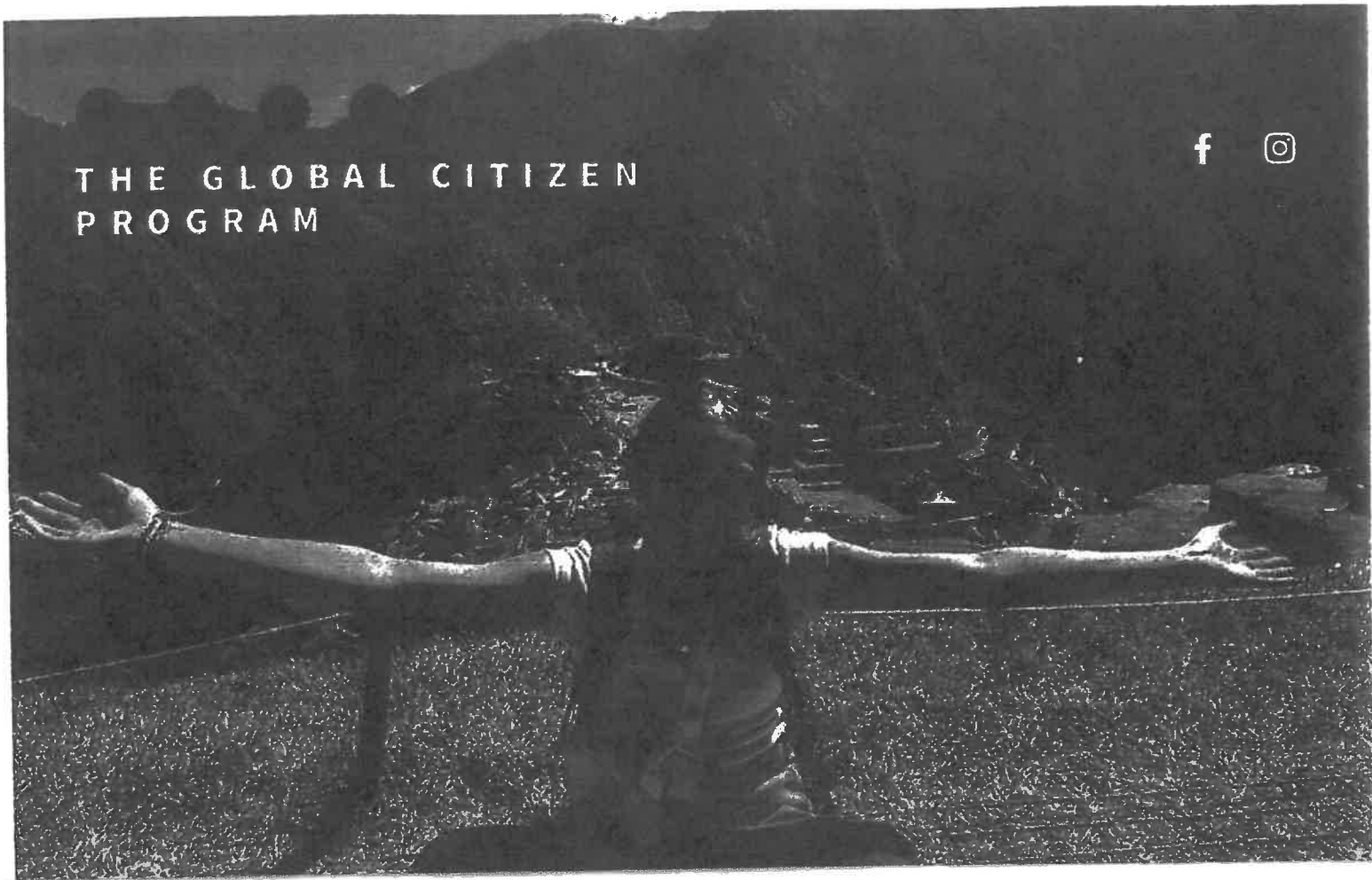


Peru with Newburyport High School

NHS Teacher-Leaders: Mrs. Erin Hobbs and

Program Dates: April Break 2026

[View Price & Book Now!](#)



Day by Day Itinerary

Day 1: Arrival in Lima

Our adventure begins with a flight from Boston to Lima, Peru, landing in the vibrant capital city in the evening. After settling in, we'll take a moment to soak in the energy of Lima, a city known for its colonial architecture and lively culture. Rest up – tomorrow, the journey really begins!

Day 2: Exploring Lima and Flight to Cusco

Our day begins with a morning sightseeing tour of Lima. We'll explore the city's

rich history by visiting landmarks such as the Plaza de Armas, the impressive Cathedral of Lima, and the Monastery of San Francisco with its famous catacombs. As we stroll through the colorful streets of Lima's historic center, we'll discover the blend of pre-Columbian, colonial, and modern influences that make this city so unique. In the afternoon, we'll catch a flight to Cusco, where we'll begin acclimating to the altitude and prepare for our journey into the Sacred Valley.

Day 3: Discovering Chinchero and Moray

Today, we'll explore the Sacred Valley, starting with a visit to Chinchero, a charming Andean village known for its weaving traditions. Next, we'll head to the ancient agricultural terraces of Moray, where we'll learn about the fascinating agricultural experiments conducted by the Incas. We'll also visit a local school, offering a chance to interact with students and see firsthand how education thrives in this mountainous region.

Day 4: Immersive Agricultural Day

Get ready for a hands-on day with the local community in Mullaka Misminay! We'll spend the entire day learning about traditional Andean agriculture, working alongside locals to plant, harvest, and experience their unique way of life. This immersive experience will give us a deeper understanding of how the people of the Sacred Valley have lived and thrived for centuries.

Day 5: Exploring Ollantaytambo and Train to Aguas Calientes

We'll begin our day in the ancient Incan town of Ollantaytambo, home to remarkable stone terraces and fortress ruins. After exploring this historical site, we'll board a scenic train ride through the mountains to Aguas Calientes, the town at the foot of Machu Picchu. The anticipation builds as we get closer to one of the world's most iconic sites!

Day 6: Machu Picchu Adventure

Today is a big highlight of the trip – our visit to Machu Picchu! We'll take a guided tour of the ancient Incan city, learning about its history, architecture, and spiritual significance. After a day of exploring this wonder of the world, we'll take the train back to Cusco, reflecting on the awe-inspiring beauty we've witnessed.

Day 7: Exploring Cusco and Sacsayhuaman

Our day begins with a guided tour of Cusco, the historic capital of the Inca Empire. We'll visit key sites like the impressive fortress of Sacsayhuaman, known for its massive stone walls, and learn about the city's unique blend of Inca and Spanish colonial history. Cusco's vibrant streets and colorful markets will provide endless opportunities for exploration and souvenir shopping.

Day 8: Kayaking and Picnic in Cusco

We'll switch gears today and head to the beautiful waters surrounding Cusco for a day of kayaking! This fun outdoor adventure will allow us to connect with nature while enjoying stunning views of the surrounding mountains. Afterward, we'll enjoy a relaxing picnic, as we take in the serene beauty of the landscape.

Day 9: Departure from Cusco

Today, we'll start our journey home, with a flight back to Lima and then head home, filled with unforgettable memories of the people, places, and experiences that have made this trip so special.

Day 10: Arrival Home

After an overnight flight, we'll arrive back home in the USA!

What's Included:

- Roundtrip Airfare
- Accommodations
- Teacher Leaders
- Full Time Local Program Director
- Transportation to Included Activities
- Breakfast, Lunch and Dinner Daily
- All Attractions and Activities
- Guided Sightseeing by Local Expert Guides
- All Tips and Gratuities
- 24-Hour Support
- All Taxes and Fees
- Global Citizen Certificate
- Pre-Travel Preparation Meetings and Seminars

Trip: GAPP/German Exchange

Teacher in Charge: Spencer Wolf

Date of Travel: June 2026 (3 weeks)

Cost: TBD (in 2024 the cost was \$2500.00) The cost for the exchange trip to Germany in June 2026 will depend on airline ticket prices, inflation, etc. It is expected to be between \$2500 and \$3000.

Description:

The next GAPP/German exchange will take place in the fall of 2025. Twenty students from our partner school in the Black Forest will come for three weeks accompanied by two of their teachers. German students stay with NHS students and their families.

NHS students do their exchange in 2026 at the end of the school year. Interested students from Newburyport go to visit their partners in Germany, also for three weeks.

This has been an ongoing exchange program.



EDUCATIONAL
TOURS

International Travel Program Proposal

Newburyport High School / Aileen Maconi

Belgium + Netherlands

- Agriculture

- Summer 2026

Agriculture in Belgium and the Netherlands – Summer
2026

eftours.com/AGL

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

this document

Pg. 2	Safety
Pg. 4	Liability protection
Pg. 6	Affordability
Pg. 7	Educational value
Pg. 8	Itinerary specifics
Pg. 8	Cost and payment options
Pg. 9	Sample hotels
Pg. 10	Sample meals
Pg. 11	Next steps

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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What's contained in

Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team – Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

EF Travel Team – This team is your point of contact at EF. This team is a dynamic duo, made up of a Tour Consultant and an

Experience Specialist. Your Tour Consultant is an itinerary whiz & is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to creating long-term travel programs for your school community. Your Experience Specialist is here to dive into all the little details that make your experience with EF special. They will work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (20 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Fundraising pages – Each student has access to their own unique and customizable fundraising page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Risk-free enrollment period - New travelers who enroll by their Enrollment Deadline can cancel for any reason up to 7 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- **Expand their knowledge of the world around them**
- **Grow more confident and independent**
- **Understand new people, places, and cultures**
- **Discover more about themselves**

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$360.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$360/\$720) through Southern New Hampshire University.

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Full flexible travel window: June 17-30, 2026

Requested travel dates: June 20-27, 2026

Price Details

Agriculture in Belgium & the Netherlands

Program Price ¹ \$4,039

Includes:

- Round-trip airfare and on tour transportation
- Hotels with private bathrooms
- Breakfast and dinner (see your itinerary for meal details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

Global Travel Protection \$190

EF's Peace of Mind Program ^{*} Free

Total for Students (under 20) \$4,229

20 monthly payments \$207/mo

Adult Supplement ² \$640

Total for Adults \$4,869

20 monthly payments \$239/mo

Quote created on 10/17/2024

¹ Program price valid for today. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [ef-tours.com/baggage](https://www.ef-tours.com/baggage). All prices subject to verification by EF Tour Consultant. To view EF's Booking Conditions, visit [ef-tours.com/bc](https://www.ef-tours.com/bc). Some countries may require aircraft insecticide treatment for in-bound foreign flights. Such countries can be found at [ef-tours.com/insecticide](https://www.ef-tours.com/insecticide).

² Adult supplement required for travelers age 20 and older at the time of travel.

^{*} We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Itinerary shown is for 2026 travel. Itineraries are subject to change biannually, please call for more details



EDUCATIONAL
TOURS



CAREER READINESS TOUR

Agriculture in Belgium & the Netherlands

8 DAYS

Dig into the art and science of farming in Northwestern Europe. This Career Readiness tour showcases the innovation of Belgian and Dutch agriculture and horticulture with visits to working farms, field labs, and greenhouses galore. Brussels offers a masterclass in sustainable farming practices, while Amsterdam serves up exposure to cutting-edge technology. This eight-day tour is the best way to acquire a taste for real careers in this cornerstone industry.

WHAT'S INCLUDED



Experiential learning that builds career readiness skills



6 overnight stays in hotels with private bathrooms



Full-time Tour Director who's with you every step of the way



3 expert-led sightseeing tours in iconic destinations



All transportation, including round-trip flights



7 tickets to attractions and hands-on experiences



Daily breakfast and dinner featuring regional cuisine



The option for students to receive academic credit



eftours.com/

YOUR TOUR NUMBER



*This tour may be reversed

Take in this tour's highlights

Brussels

Embark on a walking tour of Brussels to explore the grandeur of the European Union buildings, the historic splendor of Grand'Place, and the iconic modernity of the Atomium.

CAREER READINESS See just how green your thumb is on a rooftop aquaponic greenhouse tour, where you'll experience urban agriculture in action. Learn about the circular economy and then participate in an interactive microgreen activity.

Tour a sustainable Belgian dairy farm to learn about its unique challenges and the new techniques being developed to meet them. Reward all your hard work and learning with a delicious cheese tasting.

Luxembourg

Take a day trip to the small country of Luxembourg, known for its fairy-tale castles and vibrant economy.

With your expert local guide, marvel at Bock Promontory and the Grand Ducal Palace in Luxembourg City. Then admire the epic Gothic architecture of Notre-Dame Cathedral Place d'Armes in this city's lively center.

The Hague

CAREER READINESS Experience cutting-edge innovation in the horticulture industry when you visit The World Horti Center. Interactive exhibits and demonstrations on advanced greenhouse technology, sustainable farming practices, and the future of cultivation will open your eyes to a whole new realm of plant-based possibilities.

Head to Tomatoworld for an engaging exploration of agricultural research as it relates to specialized cultivation and data-driven growing practices.

Amsterdam

The Netherlands is world-famous when it comes to farming for a reason. Despite being the size of New Jersey, they're the second-largest exporter of agricultural products in the world.

CAREER READINESS Stroll through stunning tulip fields or specialized tulip greenhouses, then enjoy a delicious farm lunch. Visit a modern dairy farm as well as a specialty farm where you'll learn about the intricacies of their industry.

Investigate Dutch culture at cheese and clog factory, where you'll enjoy demonstrations and tastings—of the cheese, not the clogs!

Board a canal cruise with audio guides to soak in the city's unique layout and gabled buildings.



NEWBURYPORT Public Schools

2023-24 Strategic Plan Year in Review

NPS invested in programs, staff, and operations to provide a high quality, engaging education for every child.



In 2022 Superintendent Sean Gallagher presented a comprehensive 5-year strategic plan to the School Committee.

The plan is guided by a Portrait of a Graduate vision and focused on five strategic areas.

Strategic Focus Areas				
Teaching & Learning	Supports	Culture	Operations	Stakeholders
Providing high quality, innovative instruction	Ensuring every child has the supports they need to grow	Creating a culture of belonging	Ensuring highly qualified staff, up to date resources, and safe buildings	Creating a community of active stakeholders

What follows is a review of some of our key accomplishments, investments, and areas for continued growth. We are proud to share our work and pursue our mission to be “the port where innovation and tradition converge.”

Celebrating the Whole Child

Our vision is for every child to leave Newburyport Public Schools literate across the disciplines, physically, emotionally & socially well, innovative problem solvers, civically engaged and prepared for life after graduation.

From the day they enter school as 5 year-olds to the day they graduate, our students are growing and changing.

Across this K12 pathway, we want to make sure young people can celebrate success, persevere through failure, and create a healthy and hopeful path to their future.

For this reason, we invest in school climate and culture while also analyzing and reflecting on student academic data.

We remain focused on our goals while staying flexible so we can respond to changing needs and invest in safe and secure facilities.

The Portrait of a Graduate

With the help of our Student Ambassadors, our administrators and educators worked to bring the Portrait of a Graduate vision to life. Through stories and presentations, our Ambassadors helped us define the powerful learning experiences that prepared them for graduation. Follow the QRCode for more details.



PORTAIT OF A GRADUATE
ROURKE LEE
Class of '25



At NHS, I have pursued honors level and AP level classes in math, science, and Spanish. I have met many friends through the swim and tennis teams and am part of the student council and government where I have a voice for my class and school. Through an NHS opportunity, I am currently working on a climate change awareness project with a college professor.

BY THE NUMBERS

- 724** Miles I've walked to and from school since 6th grade
- 05155** The ZIP code of the first ski mountain I skied at
- 2019** The year I moved to Newburyport in 6th grade



PORTAIT OF A GRADUATE
ZOE KAKUBA
Class of '24



My interests in art pushed me to join the National Art Honor Society and eventually become vice president. This role shapes my leadership skills, offers me insight into working collaboratively, and allows me to do something creative within the school and the community. My passions for community service and social activism also influenced me to join Interact Club, Film Club, and Red Cross Club where I work to connect with the Newburyport community.

BY THE NUMBERS

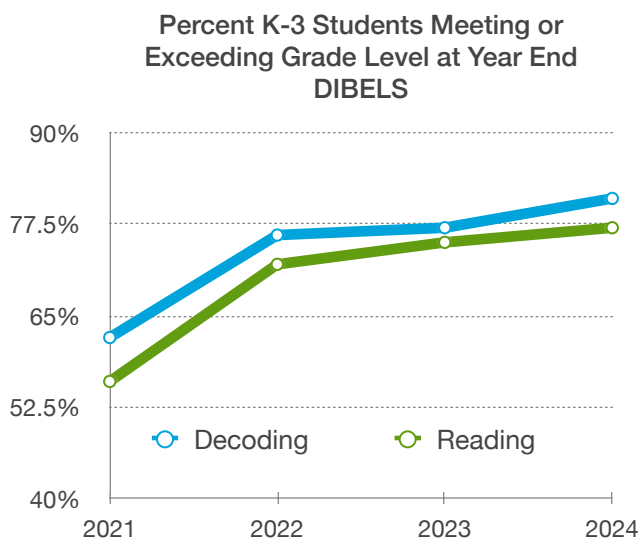
- 51** The amount of miles I moved to Newburyport in 6th grade.
- 175** Hours of community service I've performed during my time at NHS
- 5000+** Size of my family's antiquarian book collection



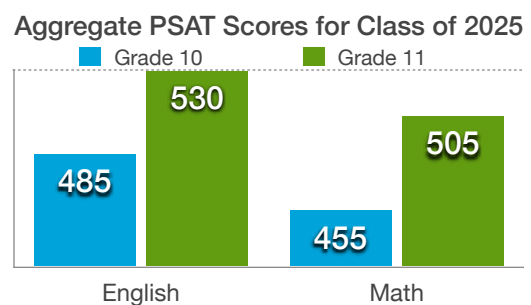
Academic Highlights

Investments in professional development and instructional resources allowed us to strengthen our math program, expand the roll out of a full phonics program, and provide opportunities for educators across the district to create powerful learning for every student.

- K-5 iReady Classroom Mathematics.** With the highest rating by EdReports, this program provides educators with quality instructional materials that are aligned with MA standards. Investments in materials and training allowed every K-5 and special education teacher to expand implementation.
- Ongoing Development of Special Education Programs.** Professional development with dyslexia experts from Landmark Outreach continues. 26 teachers becoming Orton-Gillingham reading program trained. 67 students participated in the language-based program and 8 students were able to exit the program. Reduced out-of-district placements from FY23 to FY24 by 39%.
- Foundations Program Shows Positive Results.** The Foundations program is a structured reading, spelling, and handwriting curriculum implemented in 2020. Year end DIBELS test scores for students in K-3 show positive trends in the areas of decoding and reading.



- Universal PSAT Testing at NHS.** Investments in the budget allow all grade 10 and 11 students to take the PSAT. The result is strong student growth in both test areas with the combined scores at the 68th percentile nationally.



- Grade 8 Students Explore Literacy by Podcasting.** 160 8th graders interviewed an adult community member then designed and recorded an audio interview. The program highlighted the power of using multimedia to teach reading, writing, speaking and listening.
- World Language Continues to Grow.** Expansion of the middle school world language program has allowed NHS to add courses. This fall over 20% of the senior class is taking either Spanish 5 or AP Spanish. Six NHS seniors graduated with a *Seal of Biliteracy* in four languages: German, Italian, Spanish and Portuguese.
- College Board Awards NHS AP Honor Roll Status.** The goal of providing access to advanced classes for all students was met this year with NHS earning a place on the AP School Honor Roll. *"The AP School Honor Roll recognizes schools that have done outstanding work to welcome more students into AP courses and support them on the path to college success."*

Student Voice and Leadership

When young people have the opportunity to express themselves in their educational experience, engagement increases. NPS continues to create more ways for students to voice their opinions, advocate for change, and take on leadership roles.

- 75 NHS students joined the new CLIPS Mentoring Program (Clipper Leaders in Practice & Service). Under the leadership of 20 executive members, 180+ freshman participated in student-run advisory programs.
- All 480+ Nock Middle School students and their parents participated in a student led conversation about data and goals. 78.2% of students reported the conversations were "helpful" or "very helpful".
- 25 Molin, 70+ NHS, and 60+ Nock students influenced administrative decision making through participation in student School Councils.



Community Partners Help us Grow

With the support of our community partners including the Newburyport Education Foundation and the Newburyport Elementary PTO, NPS continues to reimagine education.

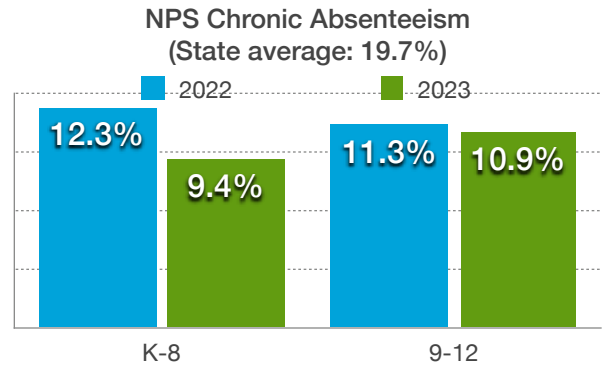
- **Students Learn to Create Augmented Reality.** Thanks to a generous NEF donation, 17 NHS students participated in an AR coding class facilitated by XR Foundations.
- **Every Student is a Reader.** The NEF and PTO programs make reading part of our culture. NEF book vending machines at the Molin & Bresnahan help young people build a home library. And our students read 240,000 minutes for the PTO-sponsored *Readathon!*
- **Middle School Students Build Farmbot.** An NEF donation allowed Nock technology teachers and special educators to create an inclusive engineering program where students from general and special education programs built a robotic garden.
- **NHS Internships Reach Record Numbers.** 82 NHS students participated in an internship. With 115 partners (22 Alliance of Climate & Environmental Stewards members), students had many opportunities for hands-on learning. We were excited to have 12 students participate in the Educational Internship, working in our PK-8 classes.
- **Assemblies Support Learning.** PTO funds extend the curriculum through field trips and a wide-range of speaker programs. From poetry using pictures of dogs to hands-on learning about adaptive technologies for people with disabilities, our young people are learning about the world.

Multi-Tiered System of Support

A Multi-Tiered System of Support (MTSS) ensures every student receives academic and behavioral supports. Interventions happen at three tiers: Tier 1 interventions happen with the classroom teacher, Tier 2 interventions happen in small groups, and Tier 3 interventions occur with a specialized teacher.

- All schools have an MTSS team that meets regularly to ensure every student is progressing.
- Investments in Intervention Teachers at the K-5 levels allow MTSS teams to provide targeted intervention in literacy and math for any student identified through the process.
- iReady Diagnostic is used by K-8 teachers to progress monitor and create personalized learning plans for students at every level.

- NPS met our DESE accountability target by significantly decreasing the number of students with chronic absenteeism.



Innovation in Teaching and Learning

In our ever-changing world, NPS educators understand the importance of innovative approaches to teaching and learning.

- **NHS Awarded \$75K Innovation Career Pathway Grant.** This year NHS students will have the opportunity to participate in a new Environmental Pathway where they will take courses toward a post-graduation pathway in environmental sciences.
- **Teacher-led Green Team Boosts Sustainability Practices.** A team of NPS teachers met throughout the year to create lessons about sustainable practices and support the greening of NPS operations.

- **Investments Increased Place-Based Learning.** The NPS budget supported a reduction in parent fees for place-based learning at the middle school resulting in more opportunities for field studies and lessons that create community stewards.
- **Portrait of a Graduate Ambassadors Define a Vision for the Future.** 15 NHS students collaborated with a team of teachers to tell their unique stories and expand our understanding of the path to graduation.



Learning Beyond the School Day

Learning does not stop when the school day ends. With so much growth and learning outside the classroom, significant investments have been made to ensure that NPS students have opportunities to learn, grow and explore even when school is out.

- 110 students at the Bresnahan school attended the Clipper Courses before & after school programs.
- NHS students attended school sponsored international trips to Iceland and Cuba. In addition, over 30 students enrolled in the NHS Global Citizens program and hosted their second annual culture fair.
- Over 75% of the NHS students participate in extracurricular athletics. We continue to expand our teams, building competitive volleyball and learn-to wrestle programs.
- Once again, the NHS Sailbot program competed against college engineering programs. Although their boat proved competitive, they did not take home a three-peat!
- Over 400 students participated in performing arts programs offered at NHS, the Nock and the Bresnahan. We were proud to have a fall play and spring musical at both the high school and middle school.
- Once again, the community celebrated the arts with a wonderful festival hosted by our music teachers. 500 students in grades PK-12 performed at the Newburyport Education Foundation sponsored Arts Festival.
- We continue to expand our instrument program! 228 students in grades 4-12 learned instruments in our band & orchestra programs.



Reimagine Organizations and Operations

Educational organizations face constant change. Reimagining aspects of our organization helps us accomplish our goals of meeting every students needs.

- Reorganized our Student Services Department. With the addition of two Program Supervisors, our new Director of Student Services can more effectively meet the needs of the learning community and continue to grow the in-district programs.
- Upgraded the security systems of all four schools. With new camera and visitor entry systems, our investments create safe and secure environments for every building.
- Over 50% of NHS students participate in the iPad Lease-to-Own program. 24 students participated in the scholarship program.
- Upgrades to district firewall and servers ensure our systems are functioning well and our data is secure.
- A full replacement of the NHS phone system ensured all our schools meet 911-compliance.

2024 Graduates—Onward, Forward!

The Class of 2024 truly embodies our Portrait of a Graduate Vision. Our graduates are kind, creative and active members of our community - we are proud to call these graduates Clippers! For a complete [matriculation list](#) see [the NHS website](#).

- 89% of students will be attending a 2 year (5%) or 4 year (84%) college.
- Of the 180 students attending college, 48% of students will be attending a public college and 41% will attend a private college.
- Of the 33 students that completed dual enrollment courses, all graduated with transferable credits.
- 76% of students took advanced coursework (AP, Dual Enrollment or Technical). 115 students completed at least one AP course.
- 20 Advanced Placement courses were offered, including US Gov't & Politics, Statistics, and Chemistry. The percentage of qualifying scores increased to 88%.



Educators Leading the Way

NPS educators are leaders in their field. Congratulations to NPS staff who were invited to present at national educational conferences this year.

- Principal Nick Markos and teachers Brenda Palmisano and Eric Schildge were invited to the National Conference on School Leadership in Nashville to present on amplifying student voice.
- Molin Principal Tara Rossi and Bresnahan Principal Jamie Sokolowski were invited to the annual ASCD conference in Washington D.C. to present on building trauma-sensitive schools.

Investing in Newburyport’s Future

The NPS budget supports the growth and development of Newburyport’s youth. Below are a few key investments and the outcomes we are seeing.

Investment	Outcome
High Quality Elementary Instructional Materials <ul style="list-style-type: none"> • iReady Math Program (K-3) • Foundations Early Literacy Program (K-3) • MyView Literacy (K-5) • Heggerty Phonemic Awareness Program (K-2) 	<ul style="list-style-type: none"> • Growing early literacy scores on the DIBELS diagnostic. • Increased continuity across classrooms in literacy content and instructional strategy. • Common Assessment alignment across every grade level.
Staffing to support educator coaching and student intervention <ul style="list-style-type: none"> • Math (3) and literacy (5) interventionists at K-5 • Math coach K-5 (1) • Literacy coach K-5 (1) 	<ul style="list-style-type: none"> • Students identified through diagnostic testing as below grade level have daily & weekly intervention. • Implementation of K-5 curriculum programs are fully supported with in-class coaching.
Vocational education options for NHS students	<ul style="list-style-type: none"> • 4 students attended the Peterson School electrical coursework and apprenticeship
Staffing and professional development to expand world language to grades 6-12 (over the past six years)	<ul style="list-style-type: none"> • All middle school students have world language as a core subject • More students graduating with the Seal of Biliteracy • New course offerings at NHS: Spanish 5 and AP Spanish; 20% of NHS seniors enrolling
Staffing to support growth of grade 6-12 music and performing arts programs	<ul style="list-style-type: none"> • Orchestra program expanded from grades 6-8 to grades 4 through 10 • Band program rebuilding in grades 4-5 • Fall play and spring musical at middle and high schools • Annual performing arts celebration
Diagnostic Tools to monitor student growth : <ul style="list-style-type: none"> • iReady Diagnostic & personal growth plan • DIBELS Early Literacy Diagnostic • Assessment development and analysis software for common assessment and data analysis • PSAT for all 	<ul style="list-style-type: none"> • Beginning, middle and end of year data collection process in place • Professional development is building our capacity to use data in grade level and vertical planning meetings

Proposal for Instruction and Learning Subcommittee

The Instruction & Learning Subcommittee serves as a conduit between the School Committee, District, and community and ensures that the instruction and learning of students is the schools' utmost priority. The subcommittee will:

- Review outcomes of the district's curriculum review cycles
- Review priority initiatives related to instruction and learning
- Review district assessment data
- Recommend to Superintendent spotlight presentations to share academic progress and successes

PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to accept on behalf of the School District grants and gifts (including and offers of equipment or money) from outside groups and organizations with longstanding affiliations with the District (e.g. NEF, PTO, Alumni Association) for the schools when the gift is of educational value. The Superintendent will inform the School Committee, via the Finance Subcommittee, of any gifts received that exceed \$2,500. Any grant or gift from a group or organization without a longstanding affiliation with the District and/or if the donor wishes to be anonymous shall be subject to School Committee approval.

Extensive advertising, promotion or naming opportunities involved with any donation may shall be subject to School Committee approval.

Gifts that would involve changes in school facilitiesplants (such as a new cafeteria) or sites (such as a modified playground) will be subject to School Committee approval. ~~The Superintendent will inform the School Committee, via the Finance Subcommittee, of gifts received that exceed \$2500.~~

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Superintendent or School Committee, as provided by law. The Superintendent and School Committee will honor the wishes of the donor as much as possible and notify the donor if the money is needed for a different purpose.

~~The Superintendent has authority to accept anonymous donations. In the event that the Superintendent is uncertain about the desirability of accepting an anonymous gift, they will consult with the Sschool Ccommittee. Anonymous donations will be recorded publicly as "Anonymous."~~

The School Committee directs the Superintendent to assure that an appropriate expression of thanks is given to all donors.

LEGAL REFS.: M.G.L. 44:53A, 71:37A

CROSS REFS.: DD, Grants, Proposals, and Special Projects
GBEBD, Online Fundraising and Solicitation--Crowdfunding

Adopted: 11/6/2017

BHE: USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance the district shall provide district e-mail addresses, which are archived.

~~Therefore, in order to ensure compliance, the School Committee Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.~~

LEGAL REFS.: M.G.L.4:7; 30A:18-25; 66:10

Adopted: September 6, 2016

Revised: May 15, 2023

DISTRICT SECURITY RELATING TO TECHNOLOGY

The protection of sensitive data and technology is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials.

The School Committee recognizes data and information as resources that must be protected from unauthorized access or use, and, as such, supports a balance of security and access. The Committee expects district staff, student, and family data to be protected by adequate controls commensurate with the sensitivity of the data.

The Committee directs the Superintendent to develop and maintain an effective district data protection system of procedures for the protection of sensitive district information. Such procedures should protect the confidentiality, availability, and integrity of district information.

SOURCE: MASC 2023

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.

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.
2. 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.
3. 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.
4. 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.
5. 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).”
6. 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).

7. 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.
8. 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