

**NEWBURYPORT SCHOOL COMMITTEE**

**NEWBURYPORT, MASSACHUSETTS**

**School Committee  
Business Meeting**

**Monday, December 20, 2021**

**6:30 PM**

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

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

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

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

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

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

**Authorized Signatures Policy (DGA)**

**Budget Transfers Policy (DBJ)**

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

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

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

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

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

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

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

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

\*Possible Vote

**Adjournment**

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

**Newburyport School Committee  
Meeting Agenda Notes**

**Monday, December 20, 2021  
6:30PM @ Senior/Community Center, 331 High Street, Newburyport, MA**

**AGENDA NOTES**

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

**Agenda:**

**2. Public Comment** *(In Person Attendees Only)*

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

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

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

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

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

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

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

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

**10. New Business**

**FYI: Upcoming Dates:**

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

\*Possible Vote

**NEWBURYPORT SCHOOL COMMITTEE  
SCHOOL COMMITTEE BUSINESS MEETING  
Senior/Community Center, 331 High Street, Newburyport, MA 01950  
Monday, December 6, 2021**

**NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING**

**Present:** Mayor Donna Holaday, Brian Callahan, Bruce Menin, David Hochheiser, Sheila Spalding, Sean Reardon (remote), and Steve Cole

**CALL TO ORDER / ROLL CALL PLEDGE OF ALLEGIANCE:**

**Mayor Donna Holaday** called the School Committee Business Meeting of the Newburyport School Committee to order at 6:35 PM. Roll call found all members present.

At this time Vice-Chairman Brian Callahan assumed the chairmanship of the meeting.

**PUBLIC COMMENT:**

There was no Public Comment at this time.

**CONSENT AGENDA:**

**Warrants:**

**Motion:**

On a motion by **Steve Cole** and seconded by **Sheila Spalding** it was

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

Warrant 8040	\$ 342,939.34
A-Warrant	<u>11,818.28</u>
	354,757.62

**Roll Call Vote:**

Mayor Holaday	Yes
Brian Callahan	Yes
Bruce Menin	Yes
David Hochheiser	Yes
Sheila Spalding	Yes
Sean Reardon	Yes
Steve Cole	Yes

**Motion Passed Unanimously**

**MINUTES:**

**Motion:**

On a motion by **Sheila Spalding** and seconded by **Brian Callahan** it was

**VOTED:** To approve, receive and file the following:  
School Committee Business meeting minutes of Monday, November 1, 2021.

**Roll Call Vote:**

Steve Cole	Yes
Sean Reardon	Yes
Sheila Spalding	Yes
David Hochheiser	Yes
Bruce Menin	Yes
Brian Callahan	Yes
Mayor Holaday	Yes

**Motion Passed Unanimously****NHS STUDENT REPRESENTATIVES REPORT:**

NHS Student Representatives Olivia Hansen and Avery Hochheiser reported on the following:

- The high school had its first live theatre production (CLUE) since the pandemic (November 18-20<sup>th</sup>) in the Institute for Savings Bank Auditorium.
- Over Thanksgiving and this past weekend, the high school's band has been extremely busy. They led the rally, provided pep at the Thanksgiving Day game, gave an outstanding performance at the holiday parade on Sunday and will be playing at the winter concert. The band and orchestra have been and will be playing for the Invitation Nights downtown.
- Congratulations to NHS Band student Cedar Schumacher (freshman-trumpet) for his acceptance into the 2021 MMEA Northeast Senior District Music Festival. Cedar was accepted into the jazz band as 1st chair. He competed a year earlier against 10h-12th grade students from across the northeast corner of Massachusetts to earn his spot. He will not move on to audition for a spot in the All-State jazz band in January
- The Interact Club, a service organization affiliated with the Newburyport Rotarians, was involved in the Santa Parade over the Thanksgiving weekend with over 40 students participating.
- Before Thanksgiving, World Affairs and Diplomacy class students participated in the Model UN conference and competition at Rutgers University. All the students are to be commended for representing NHS at the highest level, as well as acknowledge Maddie Marshall and Desmond Conway who were noted as having exceptionally strong performances.
- On December 2nd the High School held their first showcase night since the pandemic. It was a huge success with much positive feedback from the families of the incoming 9th grade students. There were over 60 student volunteers, greeting families, giving tours and performing demonstrations.
- On December 20th, at 7:30 AM, the High School, in collaboration with Mayor Holaday, will be hosting a breakfast at City Hall for local businesses/organizations interested in partnering with the College and Career Center.

**MOMENTS OF SILENCE:**

**Steve Cole** asked for a moment of silence for Bert Berube, former NHS Counselor who spent two decades at NHS.

**Superintendent Gallagher** asked for a moment of silence for Joseph Levitt, son of teacher Pat Levitt who was killed recently in a car accident.

#### **POLICY SUBCOMMITTEE:**

**Sheila Spalding** updated the Committee on the final draft of the School Year/Calendar Policy (IC).

#### **Motion:**

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

**VOTED:** To accept as presented the School Year/Calendar Policy (IC).

#### **Roll Call Vote:**

<b>Steve Cole</b>	<b>Yes</b>
<b>Sean Reardon</b>	<b>Yes</b>
<b>Sheila Spalding</b>	<b>Yes</b>
<b>David Hochheiser</b>	<b>Yes</b>
<b>Bruce Menin</b>	<b>Yes</b>
<b>Brian Callahan</b>	<b>Yes</b>
<b>Mayor Holaday</b>	<b>Yes</b>

**Motion Passed Unanimously**

#### **FINANCE SUBCOMMITTEE UPDATE:**

**Steve Cole** reported on the recent Finance Subcommittee meeting:

- Transfers included NHS Library supplies/equipment, test books
- Proposed changes to the transfer policy
- Budget
- Fees being collected
- Student Activity fees

**Sheila Spalding** inquired about change policy.

#### **SUPERINTENDENT'S REPORT:**

**Superintendent Gallagher** reported on the following:

- COVID Updates - 650 individuals were vaccinated at the recent clinic. Another clinic will be forthcoming.
- There will be a Medical Advisory meeting this Wednesday.
- Strategic Plan Update - he thanked all volunteering to participate in a focus groups in the next 2 weeks. He will present a report to the Committee in January.
- November news:       Next week - Bresnahan/Molin - Stem  
                                  Winter Concert - Molin/Nock  
                                  NHS Winter Concert - December 13
- He congratulated NHS for their recent stage performance.
- Friday - NHS held their first breakfast for local businesses
- 80 internships at NHS
- Teachers working on curriculum
- Donation by the Institution for Savings - 50 students working on investment portfolios
- Literacy projects

- Color Day - was a lot of fun
- Updated website

**Brian Callahan** inquired about the Molin remote.

### **SCHOOL IMPROVEMENT PLAN PRESENTATIONS:**

**Assistant Superintendent Lisa Marie Ippolito** introduced the School Principals who provided an overview of their School Improvement Plan (SIP) goals and how it ties to the budget preparation process. Each presenter introduced their School Councils.

#### **Bresnahan Elementary**

Principal Jamie Sokolowski presented the following:

##### **Bresnahan SIP Goals:**

- Curriculum Planning and Assessment Goal
- Family and Community Engagement
- Professional Culture
- Safe and Supportive Schools

#### **Molin Upper Elementary School**

In Principal Rossi's absence **Assistant Superintendent Ippolito** presented the following:

##### **Molin SIP Goals:**

- Curriculum Planning and Assessment Goal
- Safe and Supportive Goal
- Professional Culture
- Family and Community Engagement

**Sheila Spalding** inquired as to what IPC stands for and MY View - what does it do?

**Steve Cole** inquired as to how base lines are established.

**Superintendent Gallagher** explained Swiss data.

#### **Nock Middle School**

Principal Nick Markos presented the following:

##### **Nock SIP Goals:**

- Goal I - Instructional Leadership
- Goal II - Support Measurable Academic Improvement
- Goal III - Professional Learning Community
- Goal IV - Guaranteed and Viable Curriculum
- Goal V - Safe and Supportive School Community

#### **Newburyport High School**

Principal Andy Wulf presented the following:

##### **NHS SIP Goals**

- Improve student Growth performance with attention to our high needs population
- School Climate Focus

- All students demonstrate college and career readiness skills upon their graduation
- All students leave with a personalized and flexible post-secondary plan
- Increase access to advanced coursework for the High Needs Subgroup

**Mayor Holaday** inquired if we had data on college admissions? Answer - Yes

**ASSISTANT SUPERINTENDENT'S REPORT:**

**Assistant Superintendent Ippolito** reported on the following:

- October meeting for the CISL Adhoc Committee (Curriculum, Instruction and Student Life)
- Monday meeting - School Improvement Plan

**Sean Reardon** inquired if there's a plan for the end of March - get baseline - are we planning on doing this? He also inquired if we are doing curriculum maps on our own.

**SCHOOL COMMITTEE MEETING CALENDAR DISCUSSION:**

Discussion revolved around the Tuesday, January 4, 2022 Inauguration Organizational/Business Meeting date. It was resolved to leave the calendar as-is with no changes.

**NEW BUSINESS:**

Lauren MacDonald will go to meetings 4 times a year.

**EXECUTIVE SESSION:**

**Motion**

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

**VOTED:** To adjourn to Executive Session at 8:30 PM for the purpose of discussing possible litigation and legal matters. The Committee will not be returning to Open Session.

**Roll Call Vote:**

<b>Brian Callahan</b>	- Yes
<b>Bruce Menin</b>	- Yes
<b>Steve Cole</b>	- Yes
<b>Sheila Spalding</b>	- Yes
<b>David Hochheiser</b>	- Yes
<b>Sean Reardon</b>	- Yes
<b>Mayor Holaday</b>	- Yes



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

EDITOR'S PICK

## Freshman earns first chair in district jazz band

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

Dec 1, 2021



Cedar Schumacher



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Model United Nations**

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

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

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

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

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

**Meeting Convened at 8:05 AM**

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

**Absent:** Bruce Menin

**CALL TO ORDER:**

Meeting called to order at 8:05 AM.

**MINUTES**

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

**TRANSFERS**

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

**TRANSFER POLICY**

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

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

Changes were approved unanimously by the sub-committee.

**FY23 BUDGET MEETING**

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

**NON-FIELD TRIP FEES**

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

**STUDENT ACTIVITIES**

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

**ADJOURNMENT**

Meeting was adjourned at 8:55 AM.

Approved December 16, 2021

## PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

### Section B: School Committee Governance and Operations

File: BEDH

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

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

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

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

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

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

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

*Thank you.*

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

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

**Sources:**

MASC

**Version Control**

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



## AUTHORIZED SIGNATURES

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

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

### References:

SOURCE: City Financial Policy

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

### Version Control

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

## *Draft* BUDGET TRANSFER AUTHORITY

### Section D: Fiscal Management

File: DBJ

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

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

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

#### References:

Source: MASC

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

#### Version Control

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

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

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

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

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

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

Meeting called to order at 7:01 PM

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

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

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

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

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

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

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

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

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

Meeting adjourned 8:05 PM