

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

School Committee Business Meeting

Monday, June 3, 2024

6:30PM

SC Packet Checklist: SC Business Meeting Agenda June 3, 2024
SC Business Meeting Agenda Notes June 3, 2024
SC Warrant June 3, 2024
Understanding Assistive Technology Presentation
Sustainability in Newburyport Schools Presentation
Policy BBA – School Committee Powers & Duties
Proposed Policy Revisions – 2nd Read
 EFD Meal Charges Policy
 FF Naming New Facilities
Fundraising Advisory Committee Report Back

Newburyport Public Schools
School Committee Business Meeting
Monday, June 3, 2024

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

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

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

Business Meeting Agenda

1. Call to Order
2. Public Comment
3. Staff Retirement Recognitions
4. New Hire Introductions
*** short recess (2-3 minutes) ***
5. *Consent Agenda (Warrant) – *possible Vote*
6. Student Representative Report
7. Gopen Fellowship Project Presentation
8. Sustainability in Newburyport Schools Presentations
9. *Recommendation to Hire Assistant Superintendent of Teaching & Learning – *possible Vote*
10. Subcommittee Updates
 - a. Finance Subcommittee – Brian Callahan
 - b. Policy Subcommittee – Juliet Walker
 - *Proposed changes to EFD Meal Charges Policy – 2nd Read – *possible Vote*
 - *Proposed changes to FF Naming New Facilities – 2nd Read – *possible Vote*
 - c. CISL – next meeting – Juliet Walker
 - d. Communications – Andrew Boger
 - e. Fundraising – Juliet Walker & Brian Callahan
 - Fundraising Advisory Committee Report Back
11. Superintendent's Report
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.

*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 Public Schools
School Committee Business Meeting

Monday, June 3, 2024

6:30 PM @ Sr./Community Center, 331 High Street, Newburyport, MA 01950

AGENDA NOTES

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

Business Meeting Agenda

3. Staff Retirement Recognitions:

Congratulations to the following staff members that will be retiring after many years of dedicated service to Newburyport Public Schools: Mary Ahern (Bresnahan Gr 1 teacher – 37 years), Lisa Alexander (Nock Science Teacher – 19 years), Eriko Antos (Nock Gr 8 ELA teacher – 20 years), Steve Bergholm (Facilities Director – 22 years), Beth Blynn (NHS Special Ed teacher – 30 years), Peter Hill (NHS Social Studies teacher – 24 years), Cynthia Klein (Bresnahan Café Staff – 25 years), Mary Lucci (Molin Gr 4 teacher – 17 years), Maureen Lyons-Taylor (Molin Special Ed teacher – 19 years), Aileen Maconi (NHS Art Teacher – 21 years), Susan Seabrook (Bresnahan IA – 11 years), and Pam Standley-Jamison (Bresnahan Art Teacher – 27 years)

4. New Hire Introductions:

Superintendent Sean Gallagher will introduce the following 4 new hires that will fill positions as part of the restricting plan: (1) Special Education Program Supervisor – Social Emotional Learning = Jeanna Guardino; (2) Special Education Program Supervisor – Academic = Elise Comeau; (3) NHS Team Facilitator = Amanda Drugan; and (4) Molin/Nock Team Facilitator = Jessica Burke

*** short recess (2-3 minutes) ***

5. *Consent Agenda (Warrant) – possible Vote

6. Student Representative Report: NHS student representative will provide the report.

7. Gopen Fellowship Project Presentation

Sophie Korpics will present her project completed as part of a Gopen Fellowship, “Understanding Assstive Technology: Barriers to Access And How To Improve”. Her presentation is about the lack of access to quality computer-based assistive technology and support within public schools. Sophie hopes to educate the School Committee about this issue, present possible solutions in regards to this issue, and provide guidance about how to best ensure that all students with disabilities in Massachusetts have access to the quality computer-based assistive technology and support they need to succeed in school. (attached)

8. Sustainability in Newburyport Schools Presentations

Two 8th grade students, Sadie Aiello and Cameron Grelle, will present their I Am We project about composting in our schools, along with 8th Grade Social Studies teachers Jen Groskin and Katara Harding. Together they will present “A Call to Action: Sustainability in Newburyport Schools”. (see attached)

9. *Recommendation to Hire Assistant Superintendent of Teaching & Learning – possible Vote

Superintendent Sean Gallagher will make a recommendation to the School Committee to approve the appointment of the candidate selected for the Assistant Superintendent of Teaching & Learning position and negotiate a contract effective July 1, 2024 in accordance to policy BBA – School Committee Powers and Duties. (attached)

10. Subcommittee Updates

- a. Finance Subcommittee – Brian Callahan

- b. Policy Subcommittee – Juliet Walker
 - *Proposed changes to EFD Meal Charges Policy – 2nd Read – *possible Vote*
 - *Proposed changes to FF Naming New Facilities – 2nd Read – *possible Vote*
 - c. CISL - next meeting– Juliet Walker
 - The next meeting will be combined with the Superintendent’s Advisory committee meeting at 6:30PM on June 18th in the high school library.
 - d. Communications – Andrew Boger
 - e. Fundraising – Juliet Walker & Brian Callahan
 - Fundraising Advisory Committee Report Back (*attached*)
11. Superintendent’s Report: *Senior Walkthrough, Senior Car Parade, Pride Parade, and Graduation*
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

FYI: Upcoming Dates:

- ✓ **Graduation:** Sunday, June 2 @ 11:00AM
- ✓ **Early Release Day:** June 7
- ✓ **Policy Subcommittee Meeting:** Monday, June 10 @ 7PM
- ✓ **Finance Subcommittee Meeting:** Thursday, June 13 @ 9:30AM
- ✓ **Last day for Pk & K:** June 13
- ✓ **School Committee Business Meeting:** Monday, June 17 @ 6:30PM
- ✓ **Last Day Students Grades 1 thru 12:** June 18
- ✓ **Superintendent’s Advisory Council / CISL:** June 18 @ 6:30PM

School
Committee
Warrant

WARRANT 8118

A-WARRANT

June 3, 2024

Warrant 8118	\$ 398,870.25
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A-Warrant	\$ 22,143.32
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TOTAL of Warrant	\$ 421,013.57
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UNDERSTANDING ASSISTIVE TECHNOLOGY: BARRIERS TO ACCESS AND HOW TO IMPROVE

GOPEN FELLOWSHIP PRESENTATION FOR THE
NEWBURYPORT SCHOOL COMMITTEE

Sophie Korpics

June 3, 2024

AGENDA

- Why I Chose This Project
- Methods
- Findings
- Recommendations

WHY I CHOSE THIS PROJECT

From 6 to 12th grade- 4-6 hrs. of homework a night

Lacked quality computer-based assistive technology (AT) and support needed

Attended UMASS Amherst, struck by improved quality of disability services (AT)

Why is this the case?

METHODS

- Surveyed students with disabilities, teachers and school personnel who work with students with disabilities and parents across MA.
- Asked participants about:
 - use of AT in public schools
 - awareness
 - knowledge of how to use
- Asked students about impact



66 total responses:

- 31 teacher and school personnel responses
- 18 parent responses
- 17 student responses

STUDENT FINDINGS

- Students are using AT primarily for speech to text and English to Spanish translation
- AT offered students a lot of positive results- Most important-increased independence.

"Computer assistive technology has changed my happiness because I am glad that I can be as independent as my classmates who have perfect vision. I am also happy other people are using this technology and that it is helping them with their independence as well."

TEACHER & SCHOOL PERSONNEL FINDINGS

- Teachers & School Personnel- limited exposure to range of AT options available
- Some training-not enough
- Schools place priority on getting AT for students. Falling short on instructing how to use

"I do feel like I know a lot of options in regards to assistive technology for my students but at the same time I feel like there is SO much I do not know about as well."

PARENT FINDINGS

- Consistent to teacher & school personnel findings, parents- limited exposure to range of options available
- Some training- not enough
- Schools place priority on getting AT for students. Falling short on teaching parents how to use
- Of all the groups surveyed-parents- least informed

"I don't get much from the schools about technology, so what I know I found out myself."

RECOMMENDATIONS FOR SCHOOLS

- Offer more AT options beyond just the basics
- Make teacher training on AT required/mandatory
- Hold regular parent and student workshops so that they can support students at home
- Bring in AT experts and make good use of them



RECOMMENDATIONS FOR COMMITTEE

- Always try to be educated about and aware of this issue
- Educate others
- Support the IDEA Full Funding Act
 - <https://disabilitypolicyseminar.org/wp-content/uploads/2024/03/Education-Employment-Fact-Sheet.pdf>
- Reach out to: contact@sethmoulton.com
- Help & support others by guiding to resources





Student success
cannot just be gauged
by grades, happiness is
just as important!

LET'S STAY IN TOUCH

Sophie Korpics, MPP
korpicsophie@gmail.com
M: 978-908-9658

The Gopen Fellowship is sponsored by the Massachusetts Developmental Disabilities Network and funded by the Administration on Community Living.





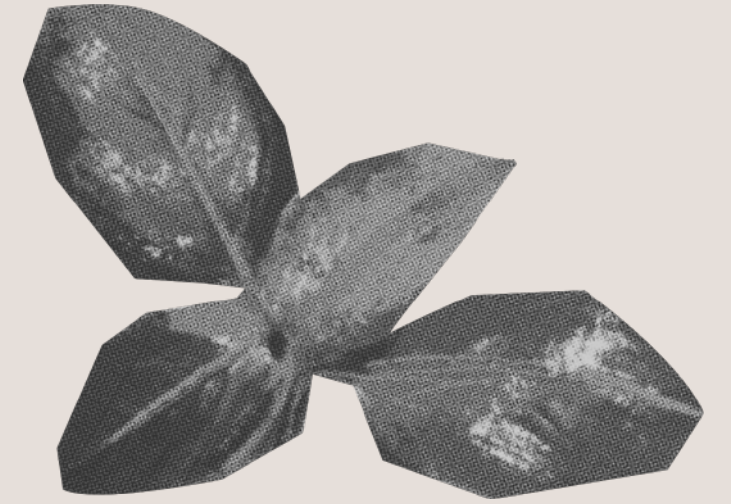
A Call to Action:

SUSTAINABILITY IN NEWBURYPORT SCHOOLS



Presented by: Katara Harding & Jen Groskin
& Sadie Alello & Cameron Grelle

AGENDA

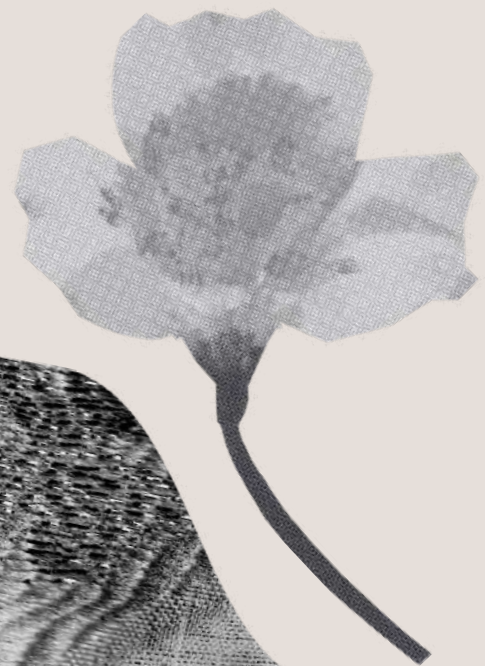


1 Engagement at Elementary School

District Staff Collaborative PLC **2**

3 Implementing Universal Practices & Waste Reduction

Looking Forward **4**



ELEMENTARY ENGAGEMENT

2022-2023

This includes initiatives from both student and staff.



STUDENT LED GREEN TEAM

3rd grade students join the Green Team Clipper Course to collect recycling, monitor for contamination, and share oops slips/green stars to educate staff and student about any contamination issues



COMMUNITY CONNECTIONS

Sustainability coordinator- Harding working to engage Bresnahan staff and students.
Educational component: Staff meetings
Green team projects



COMPOST INITIATIVES

Cafeteria composting
Use compost soil to grow more food each year in the school community gardens built by Black Earth



OUTCOMES AND CHALLENGES YEAR 1: 2022-23



Outcomes

- School composting at lunch
- Dramatically improved recycling rates/reduction of contamination
- Partnership with Black Earth
- Community Gardens built
- Increased staff awareness and involvement

Challenges:

- Staff and custodial buy-in and involvement/participation.
- Barriers within Food Service (budget) and cafeteria equipment (dishwasher)
- Managing Contamination-

NBPT SCHOOL WASTE SNAPSHOT



Waste in the Cafe:

Classroom Waste ..



Comparison with NBPT
Community Waste:

COLLECTIVE ACTION: STAFF ENGAGEMENT SUMMER 2023



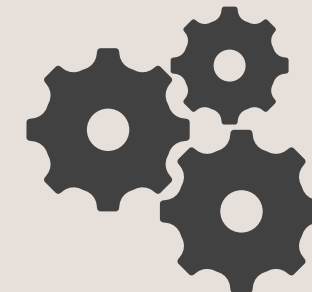
STRENGTH IN NUMBERS

Increase staff education around sustainability practices. Bonus for staff to also gain in-service credits for their efforts.



ADVOCACY AND AWARENESS

Develop universal plans for all buildings regarding recycling and composting.



TRANSFORMATION

Staff advocacy at all levels. Increased conversations in all buildings about waste reduction. Community connections including sustainability related field trips at Bres/Molin and Nock.

GREEN COALITION PLC 2023-24



District wide initiatives:

- Composting at lunch grades 1-3
- Composting grade 4 – Began in late winter 2024
- Composting bins NHS
- Decreasing waste baskets Nock/Molin
- Green Team Nock/Molin : Battery Drive, Marker Drive



- Sustainability Field Trips
- PD Day Jan 17th
- Raised garden beds at the Bresnahan
- Earth Day Presentation Green Team Nock/Bres
- Green Team Recycling Bins Collection
- Paper recycling bin separation Nock/Molin
- Classrooms/offices composting at the Bres (pilot)
- Staff Clothing Swap & Yard Sale EOY– Bres

- Sustainability reflected in curriculum
- Mindful around end of year cleanouts
- ACTIVE Use of NBPT recycling center, donation bins or other reuse options
- Community connections (Senior volunteers monitoring compost stations)



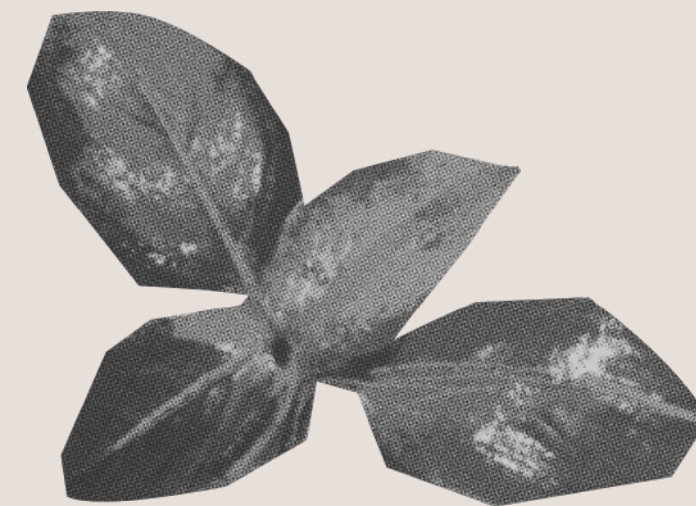
FUTURE SUSTAINABLE PRACTICES



- Continued cafeteria waste reduction
- Classroom waste reduction
- Increased PD for teachers
- Increased instruction for students
- Increased student leadership

COMPOSTING AT NOCK/MOLIN: A CIVIC INVESTIGATION

SADIE AIELLO & CAMERON GRELLE



1

Molin Composting Program Introduction

Waste Reduction Data

2

3

Educational Impacts

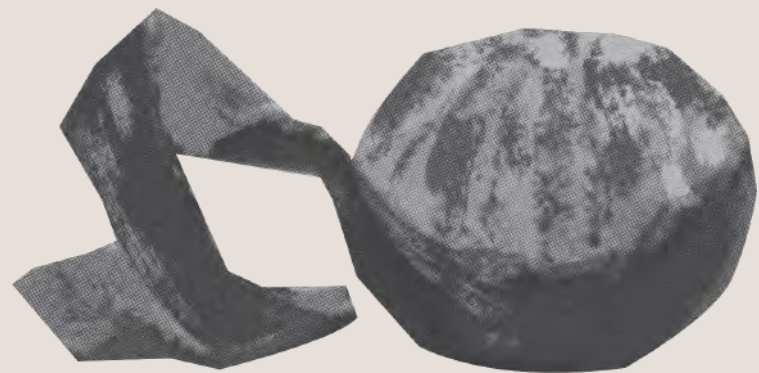
Furthering this Program

4



QUESTIONS AND DISCUSSION

We invite your questions, thoughts, and ideas.



UPDATED POLICY

BBA: SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school district to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

Personnel Matters

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

LEGAL REF.: M.G.L. 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

CROSS REF.: BB, School Committee Legal Status
BDG, School Attorney

Adopted: September 16, 2016

Revised: May 15, 2023

MEAL CHARGE

PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges.

SCOPE OF RESPONSIBILITY:

- The Food Service Department: Responsible for maintaining charge records and notifying the student's parent/guardian with written documentation, negative balance memo.
- The School District: Responsible for assisting the Food Service Department in collecting debts after numerous attempts have failed.
- The Parent/Guardian: Immediate payment

PROCEDURE:

1. Student groups:
 - Elementary students: Grades Pre-K-3, will be allowed to charge meals
 - These meals will include only menu items part of the reimbursable meal and milk, if purchased separately.
 - No student/employee interactions to collect negative balances.
 - Middle School and Upper Elementary School students: Grades 4-8
 - Will be allowed to charge a maximum dollar amount of \$9.00, three meals.
 - No ala carte items may be charged.
 - High School students: will not be allowed to charge any school meal or ala carte items.

RECORD KEEPING:

- For departmental record-keeping the food service department will track notification dates for all negative balance memos sent home and phone calls made.
- If payments have not been collected after these numerous attempts, the food service department will notify the school principals

- After Memorial Day, all charging will be cut off with the exception of grades Pre-K-3:
 - Parents/Guardians will be sent a written request for “Payment in Full”.
 - If negative balances remain prior to the end of the school year, students may not be allowed to participate in grade level privileges (example: field day, attending graduation, proms, etc.)
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - If a financial hardship is suspected, the families may be encouraged to apply for free/reduced meals anytime during the school year.

LEGAL REF.: M.G.L. 71:55C
 603 CMR 36:00

UPDATED POLICY

File: EFD

MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents/guardians of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a snack or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see student handbooks for more details) or by speaking with the school's

food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/guardians will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for family assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

File: FF

NAMING NEW FACILITIES

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community, including parents/guardians and students, should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on sSchool District property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

The School Committee may elect to authorize the designation of naming rights for specific portions of District facilities to the Newburyport Education Foundation through advanced approval of a list of naming opportunities to be reviewed annually; provided such designation benefits the District and the Committee retains final approval over any name associated with School District structures or facilities.

~~Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee Chair. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council and PTO in the nomination of the name before submission to the School Committee.~~

~~The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.~~

Commented [1]: Moved from end of paragraph 2 above.

~~Following the submission of a naming request, the School Committee Chair will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.~~

Commented [2]: Recommend moving stricken text to School District procedure, which can be reviewed annually with the approval of the list.

Newburyport School Committee

Fundraising Advisory Committee

Report Back

for June 3, 2024 School Committee Meeting

Members

Brian Callahan, Chair
Juliet Walker

Staff Participation

Sean Gallagher, Superintendent of Schools
Andy Wulf, NHS Principal
Philip Littlehale, Business Manager
Pamela Kealey, Director of Human Resources
Joanne Yelle, Executive Assistant to the Superintendent
Kyle Hodsdon, Director of Athletics

Purpose

Develop guidelines for School Committee decisions related to fundraising for athletics, clubs, student body activities, and external organizations such as PTO and NEF, particularly when the purpose of the fundraiser is to supplement the operational budget.

Scope

- Meet with representatives of groups involved in fundraising activities on behalf of the School District.
- Review current fundraising-related policies/procedures.
- Recommend any modifications to policies/procedures/practices.

Meeting Summaries

Meeting Agendas

The Committee followed the following agenda for each meeting with the individual fundraising groups.

1. Review of Advisory Committee's role/purpose
2. Review of primary fundraising activities / events for each organization.
 - Who is involved with their fundraising efforts?
3. Discuss how they establish fundraising priorities / how they allocate their funding.
 - What is their source of funding requests?
4. Discuss role/relationship with school department.
 - Who is their primary point of contact? Are the schools engaged in deciding how funds are allocated or otherwise managing any funding? Do they report out to the schools on a regular basis?

Newburyport All-Sports Boosters (November 27, 2023)

- Volunteer-run non-profit dedicated to supporting all athletics at Newburyport High School
- Is not currently a 501(c)3, does not have a formal structure
- Fundraising activities include:
 - Wreath sale
 - Pickle Ball tournament
 - Snack Shack Concessions (football and basketball games, ALS soccer cup)
 - Opportunity Nights
- Allocations include:
 - Sweatshirts for Junior athletes
 - Scholarships for graduation seniors (2 at \$1000)
 - Direct requests from coaches (occasionally)

Newburyport PTO (December 18, 2023)

- See handout (attached)
- The Newburyport PTO is a 501(c)(3) organization organized for charitable purposes. The By-laws contain a description of the mission of the PTO, explanations of its policies and procedures, board positions and meeting requirements, and other information pertaining to the organization and operation of the PTO.
- Each year, the annual budget is reviewed and approved by the PTO board.
- Fundraising Activities Include:
 - School Spiritwear Sales
 - Clipper Readathon
 - Newburyport Kitchen Tour
 - Holiday Raffle Calendar
 - Valentine Candygrams

- Bake Sales, Hot Cocoa Stands, Opportunity Nights
- Ecosmith Bins (quarterly payment to PTO for collection of donated clothes)
- Coins for a Cause Month (Newburyport Bank donates to the PTO the fee charged for use of the coin machines)
- The PTO also accepts direct donations.
- PTO annual allocations to support the schools include:
 - Funding for Educators
 - Funding to educators for resources and enrichment opportunities that are not typically covered by the school.
 - To apply for this program, teachers or other members of the staff must complete the electronic PTO Funding Proposal form and receive the approval by their respective school administrator.
 - The Funding Proposal is reviewed and approved by the majority of the PTO Board as well as the majority of the PTO members present at the upcoming General Meeting.
 - Field Trip Transportation
 - The PTO works with school administrators to coordinate bus transportation scheduling and offset the cost for each field trip.
 - Teacher Appreciation Events
 - School Enrichment Events
 - PTO works closely with teachers and administrators to identify and bring enrichment programs to the schools. Programs vary year to year. Examples of past programs have included visits from Theatre Espresso, Nathan Gray's EcoBricks, Curious Creatures, Tanglewood Marionettes, and storyteller Rona Leventhal.
 - Parenting Years Speaker Series
 - The Speaker Series is a collaboration of Newburyport Youth Services, River Valley Charter School Parents' Alliance, and the Newburyport PTO.
 - School-Specific Events at Bresnahan, Molin, Nock
 - Donations and Scholarships
 - Each year, the Newburyport PTO allocates a portion of the budget for scholarships and meaningful contributions.
 - At the start of the year, every new teacher receives a check for classroom supplies, and each principal receives a donation for their student activities account.
 - Financial scholarships for graduating seniors.
 - School Staff/Teacher Supply "Wishlists"
 - The PTO organizes a direct solicitation for classroom supplies that is emailed out to families with a list of requests from individual schools staff and educators. Nock is example [here](#).
 - The PTO operates as a go-between, but does not use PTO funds for these requests.
 - Supply requests include dry erase markers, tissues, pencils, as well as Amazon Gift Cards, and some specialty items.

Newburyport Education Foundation (January 22, 2024)

- Mission is to generate financial resources and community involvement to enhance education in the Newburyport Public Schools.
- Board and Executive Committee oversee annual budget as well as fundraising and acceptance of donations.
- NEF is currently supporting fundraising campaigns targeted to support investments in STEM, Technology, Wellness, Literacy.
- Other supported initiatives / activities include Teachers Tributes, Partnership Grants, and Business Coalition Programs.
- Fundraising activities include direct donations, Annual Auction, Golf Open, Naming Opportunities.

NHS Athletic Program (February 12, 2024)

- See handout (attached).
- Different sports teams hold a variety of fundraising activities.
- Fundraisers are supposed to go through an approval process with the Athletic Director (AD) and NHS Principal.
- For any of the approved fundraisers, money is deposited into a Student Activities Account where it is tracked by Business office.
- Payments are made out of the Business office with approval of the AD.
- AD recognizes there is a desire to limit the number of financial requests made to families and athletes. The Athletic Department has taken a number of steps over the past few years with this goal in mind.
- Coaches are provided guidance on fundraising each season.

Recommendations

Policies

- GBEBD Online Fundraising and Solicitations - Crowdfunding – replace with MASC approved policy
- JJE Student Fundraising – update to reflect MASC language
- JJF Student Activity Accounts – update to incorporate recommended MASC language and reflect current school practices
- KBE – Relations with Parent Teacher Organizations (SC updated on 4/23/24) – provide updated version to PTO and All-Sports Boosters
- KCE – Newburyport Education Foundation – no changes recommended
- KHA Fundraising in Newburyport Schools (SC updated on 4/23/24) – provide updated version to PTO, All-Sports Boosters, and Athletic Department.

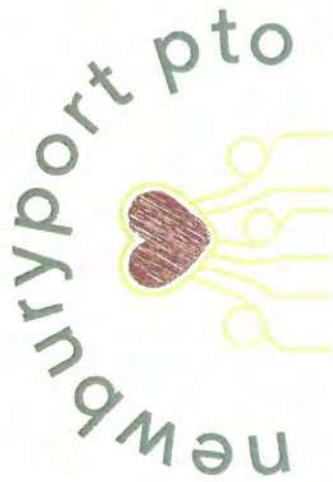
Procedures / Guidelines

- NEF Naming Opportunities

- Updated list of naming opportunities in Schools should be reviewed and approved annually by School Committee.
- PTO Fundraisers
 - Any fundraisers involving direct solicitation to parents/guardians should follow same approval process as other fundraising activities.
 - As any funds/donations to schools need to be approved and accepted by the Superintendent/School Committee, it would be a good idea to review the Board's annual budget with the Superintendent prior to voting to approve.
- PTO Wishlist and Overall Guidance on Direct Solicitations to Families from School Staff
 - Need clarity from School Administration on why school staff is soliciting donations for classroom and school supplies rather than including these items in the annual operating budget.
 - If PTO continues to serve as a keeper of the wishlist, then they should be given more guidance on what can/cannot be listed.
 - At a minimum lists should be pre-approved by School Administration prior to publication.
- Athletics
 - Athlete-Parent Handbook should include current procedures related to fundraising as well as explanation of athletic fees and intended uses.
 - Complete regular audits of Student Activity Accounts (consistent with recommended revisions to Policy JJF).
 - Athletic Department should work with Superintendent to develop guidance restricting use of fundraising to cover equipment and uniforms.
- Newburyport All-Sports Boosters
 - Encourage formation of 501(c)3 to be consistent with Policy KBE

Communications

- Athletics (and other school activities that include fees and fundraisers)
 - Overview of how athletic user fees and fundraising dollars are intended to be used should be provided directly to parents/guardians and participants each season (direct email to every parent/guardian upon enrollment would be preferred).
 - This should also be clearly posted on the web site.



BRES | MOLIN | NOCK

What do we do?

WE ORGANIZE EVENTS TO BUILD COMMUNITY.

- Bresnahan Fall Festival, 100th Day Celebration, Spring Fling, 3rd Grade Yearbooks, 3rd Grade Celebration
- Molin Pep Rally, Game Night, 5th Grade Celebration
- 6th, 7th and 8th Grade Socials, Dinner and a Show, 8th Grade Celebration

WE CONTRIBUTE OVER \$80,000 TO A RANGE OF PROGRAMS.

- We cover bus costs for student field trips (\$22,000)
- We fund and help identify enrichment programs (\$17,000)
- We provide Teacher Proposals grants, Scholarships, and Student Activity Funds (\$20,700)

WE SUPPORT OUR SCHOOL STAFF.

- Back to School Coffee
- Cookie Swap
- Supplies and New Teacher Donations
- Valentine Candygrams
- Teacher Appreciation Week

WE THOUGHTFULLY FUNDRAISE.

- School Spiritwear
- Clipper Readathon
- Kitchen Tour
- Holiday Raffle Calendar
- Valentine Candygrams
- Bake Sales, Hot Cocoa Stands, Opportunity Nights

WE COMMUNICATE AND COLLABORATE WITH TEACHERS AND ADMINISTRATORS TO ADVOCATE FOR OUR CHILDREN.

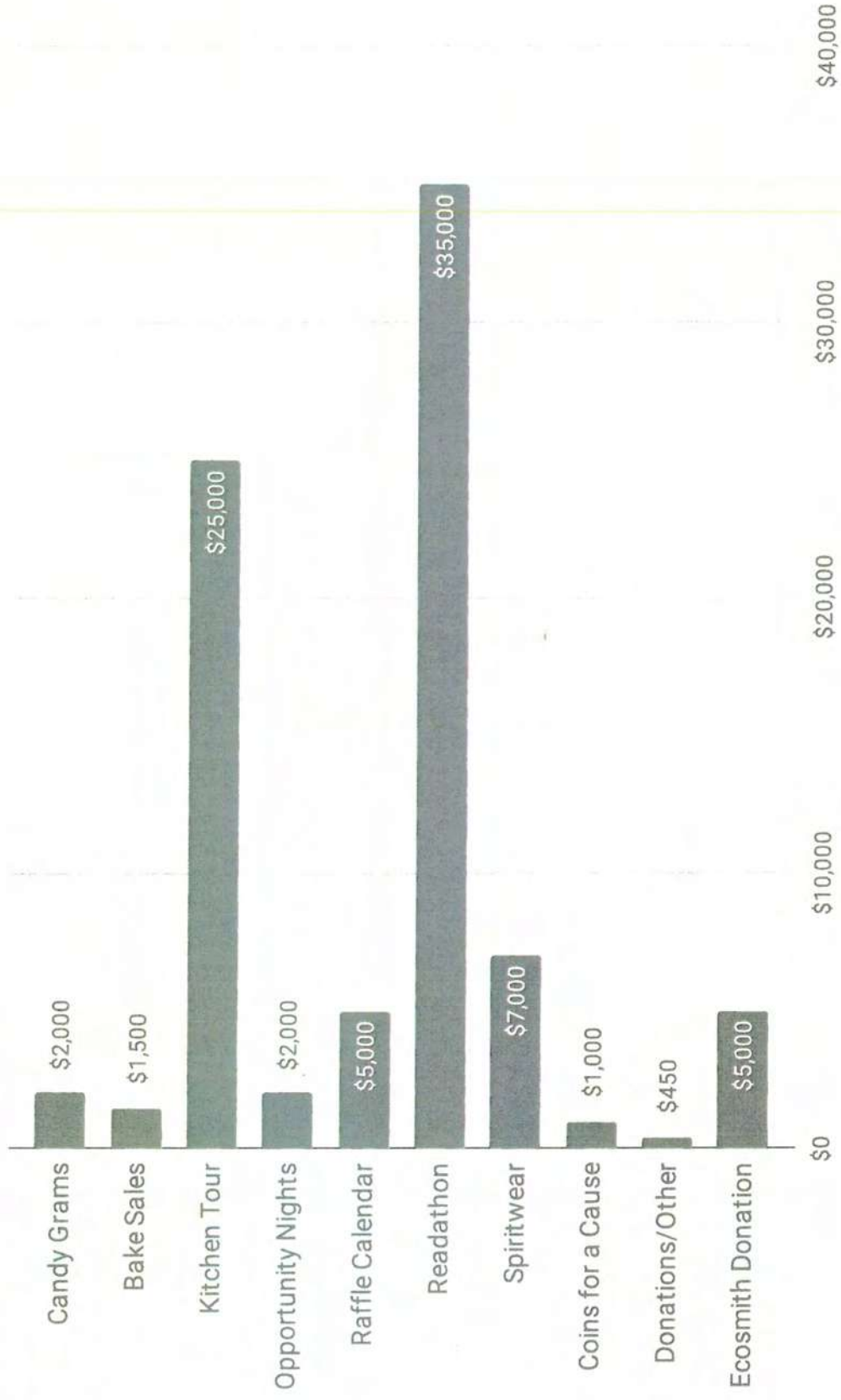
- We act as a liaison between school leadership and parents.
- We meet regularly as a board and membership, and are in frequent contact with principals.

WE HELP BRING ABOUT POSITIVE CHANGE IN OUR SCHOOL COMMUNITY.

- We have explicit policies to promote sustainability and inclusivity.
- We strive to make everyone in our school community feel welcome, respected, and celebrated.
- We organize volunteers to support school initiatives.

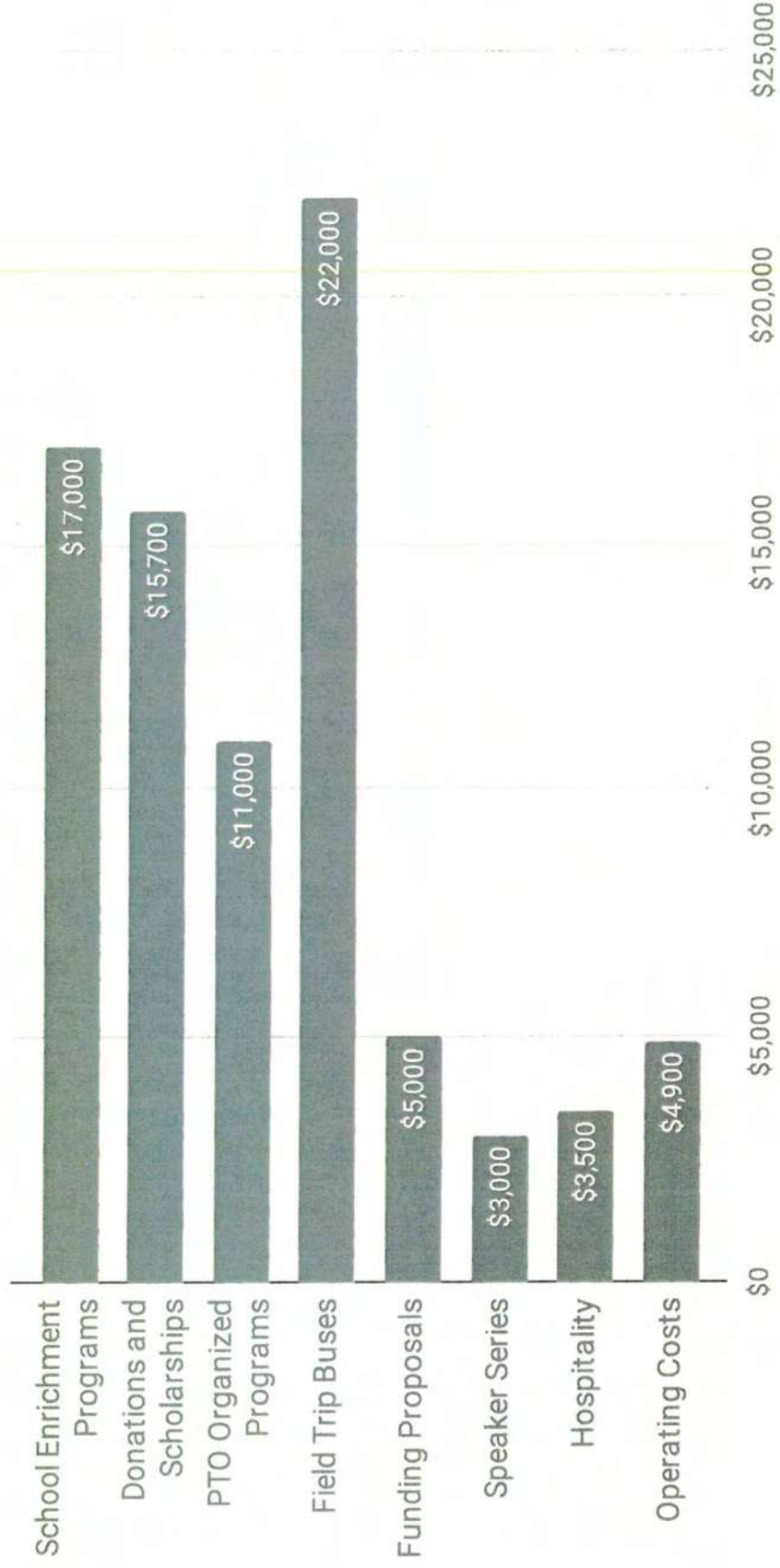
Newburyport PTO 2023-2024 Fundraisers: Expected Revenue

TOTAL \$83,950



Newburyport PTO Budget Allocations 2023-2024

TOTAL \$82,100





NHS Athletics

Fundraising Overview

Account Structure

NHS has two accounts which support athletic programming.

1) Student Activity Account

- a) Student activities/clubs are established by the School Committee
- b) Once established, each activity (e.g., baseball, soccer, art club, etc.) has a leader (e.g., head coach, advisor) and, when appropriate, a student activity account is created
- c) The accounts are managed in compliance with MA DESE regulations
- d) The **head coach manages the funds and the school principal oversees** the accounts
- e) Any **fundraising by a team, or donations specifically earmarked for a team**, go into the team's Student Activity account and are used to directly benefit the students/team.
- f) Any **funds unspent in a given year stay in the student activity account for the next year's group**
- g) The Student Activity accounts are managed internally by a bookkeeper using Quicken. The bookkeeper manages the procedure for deposits and withdrawals (see NPS School Committee Policy JJF)



Account Structure

2) Athletic Revolving Account

- a) **User fees, gate receipts, field use fees, turf replacement fees, and general athletic donations** are deposited in the Athletic Revolving Account
- b) The Athletic Revolving account is used to **supplement the NHS Athletics operating expenses** (e.g., field repair, scoreboards)
- c) The **Principal in collaboration with the Athletic Director manages** the use of funds in the Athletic Revolving Account
- d) The Director of Business & Finance oversees the accounts using the Munis system



NHS Athletics Fundraising Process

The Athletic Director provides all head coaches with training and a packet that outlines the following process:

- 1) **Complete Pre-Approval Form** (Coach to Athletic Director to Principal to Superintendent)
- 2) **Email parents/guardians** of team. (Coaches have a template that includes what the fundraiser is and the purpose.)
- 3) **Complete fundraiser**
- 4) **Submit final report** on fundraiser to Athletic Director and Principal (amount raised, use of funds)



FAQs

- **What happens if a team raises more money than they need?**

The funds remain in their team student activity account. Those funds can only be spent on something that benefits the students of this team.

- **What happens if a team does not raise enough money for their goal?**

The funds remain in their team student activity account. Those funds can only be spent on something that benefits the students of this team. They may choose to do another fundraiser to meet their goal.



FAQs

- **Where would a donation for general athletics go?**

Funds donated to athletics in general (e.g., for a scoreboard or signs) are deposited into the Athletic Revolving account.

- **What happens when a donation comes in for a specific team (e.g., for State Champion jackets)?**

The funds are deposited into the team's student activity account. In some cases (e.g., jackets) the donor purchases the item directly. In that case, no funds would be donated.



Changes Implemented

- Reviewed concerns and implemented changes regarding fundraising:
 - 50/50 split is now closer to 80/20 with most fundraisers.
 - Reduced activities that required student-athletes to solicit door-to-door.
- Pre-approval permission form completed prior to each fundraiser.
- Sample fundraising email to parents from the coach.
- All end-of-season banquets will be held at NHS or at the facility used by the team (e.g., track prefers the track facility and baseball prefers their field)





**NEWBURYPORT PUBLIC SCHOOLS
ATHLETIC USER FEES
2023-2024**

NEWBURYPORT HIGH SCHOOL

SPORT	TIER	FEE	APPROXIMATE ADDITIONAL PERSONAL COSTS
Football	1	\$450	Girdle with Thigh/Hip/Tail pads \$50-\$100, Protective cup \$10, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.), Cleats \$50-\$200, Mouthguard \$2
Boys Hockey	1	\$450	Skates \$200-\$1000, Shin Guards \$150, Pants \$100, Shoulder Pads \$130, Elbow Pads \$70, Gloves \$150, Helmet \$200-\$300, Sticks \$150-\$300 Misc. \$150 (socks, base layers, tape, laces, skate sharpening, etc)
Girls Hockey	1	\$450	Skates \$200-\$1000, Shin Guards \$150, Pants \$100, Shoulder Pads \$130, Elbow Pads \$70, Gloves \$150, Helmet \$200-\$300, Sticks \$150-\$300 Misc. \$150 (socks, base layers, tape, laces, skate sharpening, etc)
Girls Soccer	2	\$300	Cleats - \$70-\$200, Shin Guards - \$15-\$40, Goalkeeper Specific - Gloves - \$80-\$175, Mouthguard \$2, Training Apparel (socks, Shorts, Sweatshirt, Sweatpants)
Boys Soccer	2	\$300	Cleats - \$70-\$200, Shin Guards - \$15-\$40, Goalkeeper Specific - Gloves - \$80-\$175, Mouthguard \$2, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants)
Field Hockey	2	\$300	Stick \$100-\$300, Shin guards \$30-\$50, Goggles \$35-\$50, Turf Shoes \$80-\$150, Mouthguard \$2, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants)
Girls Basketball	2	\$300	Sneakers \$50-\$200, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Boys Basketball	2	\$300	Sneakers \$50-\$200, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Girls Lacrosse	2	\$300	Stick-\$200, Goggles- \$75, Cleats \$100, Turf Shoes- \$100, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Boys Lacrosse	2	\$300	Shoulder pads \$125, Elbow Pads \$75, Gloves \$150, Cleats \$100 Helmet \$350, Stick \$125-175, Protective Cup \$10. Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Baseball	2	\$300	Glove \$100-\$350, Cleats \$50-\$125, Bat \$150-\$350, Batting Gloves \$25 Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Softball	2	\$300	Glove \$100-\$350, Cleats \$50-\$125, Bat \$100-\$350 Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Volleyball	2	\$300	Volleyball Sneakers \$50-\$125, Knee Pads \$20-\$30, Spandex/Socks \$40-\$60 Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Golf	2	\$300	Clubs \$500-\$1500, Golf Shoes \$50-\$125
Girls Cross Country	3	\$250	Proper training shoes \$75-\$150, Running Apparel \$35-45, Socks, gloves- \$15 Track pant/tights- \$50-75, Long sleeve mid layer- \$50, Jacket- \$75-90
Boys Cross Country	3	\$250	Proper training shoes \$75-\$150, Running Apparel \$35-45, Socks, gloves- \$15 Track pant/tights- \$50-75, Long sleeve mid layer- \$50, Jacket- \$75-90 Training shoes \$120-\$150, Racing spikes \$65-\$120, Running apparel \$300.00
Girls Indoor Track	3	\$250	Proper training shoes \$75-\$150, Running Apparel \$35-45, Socks, gloves- \$15 Track pant/tights- \$50-75, Long sleeve mid layer- \$50, Jacket- \$75-90
Boys Indoor Track	3	\$250	Proper training shoes \$75-\$150, Running Apparel \$35-45, Socks, gloves- \$15 Track pant/tights- \$50-75, Long sleeve mid layer- \$50, Jacket- \$75-90
Girls Outdoor Track	3	\$250	Proper training shoes \$75-150, Spikes/event specific shoes- \$50-150, Socks, gloves- \$15, Track pant/tights- \$50-75, Long sleeve mid layer- \$50, Jacket- \$75-90
Boys Outdoor Track	3	\$250	Proper training shoes \$75-150, Spikes/event specific shoes- \$50-150, Socks, gloves- \$15, Track pant/tights- \$50-75, Long sleeve mid layer- \$50, Jacket- \$75-90
Girls Tennis	3	\$250	Racquet \$75-\$250, Sneakers \$50-\$150, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Boys Tennis	3	\$250	Racquet \$75-\$250, Sneakers \$50-\$150, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Boys Alpine Ski	3	\$250	Season Lift Ticket \$250, Ski Equipment package \$500+, Ski Pants & Jacket
Girls Alpine Ski	3	\$250	Season Lift Ticket \$250, Ski Equipment package \$500+, Ski Pants & Jacket
Cheer	3	\$250	TBD

RUPERT NOCK MIDDLE SCHOOL

SPORT	TIER	FEE	APPROXIMATE ADDITIONAL PERSONAL COSTS
Field Hockey	-	\$100	Stick \$40+, Cleats \$40+, Goggles \$20, Team Socks \$8, Mouthguard \$2, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Cross Country	-	\$100	Sneakers \$50+, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)
Spring Track	-	\$100	Sneakers \$50+, Training Apparel (Socks, Shorts, Sweatshirt, Sweatpants, etc.)

Revised 8.5.23