

NEWBURYPORT SCHOOL COMMITTEE

NEWBURYPORT, MASSACHUSETTS

School Committee Business Meeting AMENDED

Monday, May 20, 2024

6:30PM

SC Packet Checklist:

- SC Business Meeting Agenda May 20, 2024
- SC Business Meeting Agenda Notes May 20, 2024
- Bio for new Facilities Director
- SC Warrant May 20, 2024
- SC Business Meeting Minutes May 6, 2024
- NHS Principal Office Naming Inscription
- Student Handbook Changes 2024-2025
 - Student Handbook Background Information
 - Newburyport High School Changes
 - Nock Middle School Changes
 - (links to current student handbook below)*
- CHCA – Approval of Handbooks and Directives Policy
- Memo: Increase Adult Meal Price
- Proposed Policy Revisions – 1st Read
 - EFD Meal Charges Policy
 - FF Naming New Facilities
- Day on the Hill Agenda
- MASC Conference Booklet

Current Nock Handbook:

<https://www.newburyport.k12.ma.us/cms/lib/MA50010879/Centricity/Domain/10/2023-24%20Handbook.docx.pdf>

Current High School Handbook:

<https://www.newburyport.k12.ma.us/cms/lib/MA50010879/Centricity/Domain/94/2023.24ClipperCompass.pdf>

Newburyport Public Schools
School Committee Business Meeting - AMENDED
Monday, May 20, 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 Recognitions
4. Introduction of new Facilities Director
5. *Consent Agenda (Warrant and 5/6/2024 minutes) – *possible Vote*
6. Student Representative Report
7. *NHS Principal's Office Naming Inscription – *possible Vote*
8. *Student Handbooks – *possible Vote*
9. *2024 – 2025 School Choice Update – *possible Vote*
10. Subcommittee Updates
 - a. Finance Subcommittee – Brian Callahan
 - *Increase Adult Meal Price– *possible Vote*
 - b. Policy Subcommittee – Juliet Walker
 - Proposed changes to EFD Meal Charges Policy – *1st Read*
 - Proposed changes to FF Naming New Facilities – *1st Read*
 - c. CISL – Juliet Walker
 - d. Communications – Andrew Boger
11. Superintendent's Report
12. 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 Public Schools
School Committee Business Meeting**

Monday, May 20, 2024

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

AGENDA NOTES - AMENDED

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

Business Meeting Agenda

3. Staff Recognitions: *The district's Performing Arts / Theatre / Music teachers will be honored for their unwavering dedication and positive impact made to our students every day. Their tireless efforts and expertise brings the best out of our community, enriching the lives of all who experience their performances, Legally Blonde, Matilda, Seussical, as well as concerts and the Waterfront festival.*

High School: Lisa Zaleski, Stephanie Phillips, Steve Cohen, Shannon Booth; Nock/Molin: Brian Nickerson, Kathleen Sheperd Risa Annichiarico; Bresnahan: Gardner Rulon-Miller

4. Introduction of new Facilities Director: *James McSweeney (bio attached)*

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

5. *Consent Agenda (Warrant and 5/6/2024 minutes) – possible Vote

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

7. *NHS Principal's Office Naming Inscription – possible Vote

Newburyport Education Foundation (NEF) is requesting approval for the inscription on a plaque naming the high school principal's office to Mary E. Larnard (see attached)

8. *Student Handbooks – possible Vote

High School and Nock Middle School building principals will review revisions to their 2024-2025 student handbooks. (Policy CHCA – Approval of Handbooks and Directives)

9. *2024 – 2025 School Choice Update – possible Vote

Superintendent Gallagher will review application numbers and recommended seat numbers.

10. Subcommittee Updates

- a. Finance Subcommittee – Brian Callahan

- *Increase Adult Meal Price – possible Vote (see attached memo)

- b. Policy Subcommittee – Juliet Walker

- Proposed changes to EFD Meal Charges Policy – 1st Read
- Proposed changes to FF Naming New Facilities – 1st Read

- c. CISL – Juliet Walker

- d. Communications – Andrew Boger

11. Superintendent's Report: *MASC Day on the Hill and Hiring Update*

12. New Business

FYI: Upcoming Dates: ✓ **Scholarship Awards** – Wednesday, May 22 @ 6:30PM
✓ **Communications Subcommittee Meeting:** Thursday, May 23 @ 6:00PM
✓ **Memorial Day – closed:** Monday, May 27
✓ **Graduation:** Sunday, June 2 @ 11:00AM
✓ **School Committee Business Meeting:** Monday, June 3 @ 6:30PM
✓ **Finance Subcommittee Meeting:** Thursday, June 13 @ 9:30AM
✓ **School Committee Business Meeting:** Monday, June 17 @ 6:30PM

*Possible Vote

James McSweeney
Facilities Director
Newburyport Public Schools

Background

Mr. McSweeney is currently the Deputy Director of Facilities in Andover and has previous experience as the Facilities Manager for Woburn Public Schools. His expertise in the management and maintenance of school and municipal facilities will be a great asset for NPS.

In addition, his experience with capital improvement planning, budget management, and team facilitation will ensure that the NPS schools continue to be safe and healthy places for learning.

To provide a smooth transition, Mr. McSweeney will be working closely with our retiring Facilities Director Steve Bergholm. Please join me in welcoming James to the Clipper Community!

School
Committee
Warrant

WARRANT 8117

A-WARRANT

May 20, 2024

Warrant 8117	\$ 469,388.19
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A-Warrant	\$ 15,572.34
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TOTAL of Warrant	\$ 484,960.53
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NEWBURYPORT SCHOOL COMMITTEE BUSINESS MEETING
Senior/Community Center, 331 High Street, Newburyport, MA 01950

Monday, May 6, 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 6:30 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 Comment - none

Student Recognitions

Three grade 5 students from the Molin were recognized for their exceptional creativity and perseverance by completing a cube mosaic of the Statue of Liberty, utilizing 600 Rubik's cubes: Macey Maikels, Elliot Maikels, and Ethan Thalmann.

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 8115	\$808,704.65
A-Warrant	\$ <u>14,182.87</u>
	\$822,887.52

Motion Passed

Minutes

Motion:

On a motion by Mayor Sean Reardon and seconded by Andrew Boger it was

VOTED: to accept the minutes of the April 23, 2024 School Committee Business meeting as presented.

Motion Passed

Motion:

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

VOTED: to accept the minutes of the April 29, 2024 School Committee Special Business meeting as presented.

Motion Passed

Student Representative Report

Theo Roberts presented the student report which included the kindergarten field trip to the Dover Children's Museum, the Nock/Molin's visit with Pittsburgh Steeler team member Pat Freiermuth, and the high school's academic awards night. (attached)

Innovation Career Pathways Presentation

- High School Principal Andy Wulf, Dr. Erin Hobbs and Student Services Director Lauren Gee explained the purpose of career pathway programs, use of MyCAP, the recently awarded NHS Environmental Pathway, and other grant funded pathways available through the State.
- They hope to apply for additional Pathway grants next year in Manufacturing and/or Healthcare.

8th Grade Math Supports

- Nock Principal Nick Markos provided an overview of the process and criteria used for students to take the 8th grade Algebra course.
- iReady mid-year data for 2022-2023 and 2023-2024 was reviewed. Summer supports, as well as interventions currently in place and process changes were discussed.

NEF Naming Opportunities List Review

- Brian Callahan reviewed portions of the Naming New Facilities Policy (FF). In addition, he stated that building principals recently reviewed the Naming Lists with NEF Executive Director Carrie O'Donnell.
- Brian stated the policy is not clear as to when the School Committee should get involved with approving donations etc. Juliet Walker stated the policy will be reviewed at the next Policy Subcommittee meeting, and the process may need to be clarified as well.
- Kathleen Shaw would like to know the vetting process used by the NEF for naming locations.
- For the May 20th School Committee Meeting:
 - Brian will ask the NEF to fill in the "gray" areas of the Naming Opportunities Lists.
 - Approve the Naming Opportunities Lists.
 - Juliet Walker will provide clarification on the policy (FF).
 - Superintendent Sean Gallagher will provide a brief presentation / background of naming the Principal's Office at the high school.

2024-2025 School Committee Meeting Calendar

- The calendar was reviewed; no further changes were requested.

Motion:

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

VOTED: to approve the 2024-2025 School Committee Meeting Calendar as presented.

Motion Passed

SUBCOMMITTEE UPDATES

Finance Subcommittee

- The next meeting will be at 9:30AM on May 16, 2024.

Policy Subcommittee

- The next meeting will be held on May 13, 2024.

Fundraising Advisory Committee

- Findings will be presented at the June 3rd meeting.

CISL Subcommittee

- Superintendent Sean Gallagher will work with Juliet Walker to schedule a meeting.

Communications Subcommittee

- Andrew Boger stated that Lisa Furlong provided an update of technological updates to the website, and he has reached out to City Council President Cameron regarding communication opportunities with the City.

Superintendent's Report

- School Choice Update: The Superintendent reviewed current application numbers and the lottery process.
- XR Terra Summer Course: A pilot program will run with the NEF this summer for students in grades 9-12. The virtual reality course will be 25 hours for up to 25 students.
- Hiring Status: The Superintendent stated they have strong candidates for the two *Program Supervisor* positions. Applications for the *TFL* positions will be reviewed next week. Interview committees for the *Assistant Superintendent of Teaching & Learning* will be set up and initial interviews will be scheduled next week. Mr. James McSweeney has been offered the *Facilities Director* position and will be introduced at the May 20th meeting.

New Business

- Brian Callahan noted that the Nock and High School dress codes were different in student handbooks, as well as not the same as the Policy. Student Handbooks are scheduled to be discussed at the May 20th meeting.
- Mayor Reardon stated the budget will go to the City Council at the end of the week, and that 4.5% for schools was looking good.
- Juliet Walker would like the MASC annual meeting materials included in the next SC packet.

ADJOURNMENT

Motion:

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

VOTED: to adjourn the Business meeting of the Newburyport School Committee at 8:03 PM.

Motion Passed

City of Newburyport
School Committee Business Meeting

Newburyport High School, May 6, 2024

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Student Representative Report, Submitted by Theo Roberts

Bresnahan Elementary School:

The Bresnahan is celebrating Mindfulness Week this week - each day teachers will discuss a focus of the day, do a class activity during their morning meeting time.

The Kindergarten went on a field trip to the Dover Children's Museum in Dover, NH; and the PTO sponsored a story teller, Rona Leventhal, to perform for students last week.

The Institution for Savings presented to the 3rd grade about the importance of saving and investing money. They facilitated a wonderful interactive presentation and sent each student home with a fun goody bag to encourage them to start their own savings. We appreciate their time and dedication to the children of Newburyport!

Edward Molin Upper Elementary/Rupert Nock Middle Schools:

Molin School had a visit from Pittsburgh Steeler team member Pat Freiermuth on Friday. He discussed the importance of the Molin values (respect, responsibility, and kindness) and how they helped him be successful.

May is Mental Health Awareness Month. A Molin virtual classroom that links to several read-aloud books, videos, coloring pages, self-care/breathing strategies and resources for teachers was recently created by educators Siobhan Green and Maggie Flaherty.

Congratulations to all of the members of the cast and crew of Matilda, and Brian Nickerson for his continued leadership and expertise in directing the production. A big thank you goes out to the parents and our community for all their hard work and support.

Newburyport High School:

The Newburyport Public Schools K-12 Performing Arts Waterfront Festival will be Saturday, May 18 from 12-4 PM at Waterfront Park (behind Sea Level and The Firehouse). We will be celebrating our district's young artists with Music, Theatre and

Dance from approximately 800 students in grades K-12!

Congratulations to all of the students who received an Academic Key at last week's ceremony. I would like to additionally commend the following students for their outstanding speeches and achievements at the event: Newburyport Scholar Artist, Bristol Banovic; Bresnahan Scholar Athlete, Lauren Brennan; the Class of 2024 Salutatorian, Aimon Fadil; and the Class of 2024 Valedictorian, Audrey Loughran.

Mary Elisabeth Larnard (1943 – 2024)

- 1st Female Principal of Newburyport High School
- Graduated from Amesbury High School in 1961; earned a Bachelor's degree in math from Salem State College, a Master's degree in abstract math from the University of New Hampshire, and a Certificate in Graduate Studies from Lesley University.
- Mary spent her entire 36-year career at Newburyport High School (1965-2001)
 - * First, as a math teacher (becoming chair of the math department)
 - * Then as principal from 1988-2001. Mary was the first female principal of NHS.
- She was the first female trustee of the Institution for Savings
- Also the first female president of the Newburyport Rotary Club
- A tireless civic leader, she was presented with a Key to the City of Newburyport in 1993.

She excelled in leading teams in strategic planning, something she first undertook at Newburyport High School, then at the Institution for Savings, the John Greenleaf Whittier Home and Museum in Amesbury, the Friends of the Amesbury Public Library, the Friends of the Sabbathday Lake Shaker Village, and East Parish United Methodist Church in Salisbury.

Known for her commitment to her students—whom she always referred to as "my kids"—Mary affected the lives of generations of Newburyport teenagers, many of whom kept in touch over the years.

Mary was known for her quick wit and great sense of humor, love of animals, and pride in her Irish heritage. She was a wonderful cook and reveled in hosting large dinners and family gatherings. She had a unique way of inspiring those around her to be their best selves.

Mary died in Newburyport on April 4, 2024, after a long illness. She leaves behind a loving family, many great friends, and countless young people whose lives she touched in her remarkable, beautiful life.

NEF Naming of the High School Principal's Office (suggested inscription)
Mary Alice Arakelian Foundation / Institution For Savings

The Principal's Office is Named

In Memory of Mary E. Larnard

First Female Principal 1988-2001

Mathematics and Computer Science Chair 1977-1988

Mathematics Teacher 1965-1988

Known for her commitment to her students whom she always referred to as "my kids"

Student Handbook Background Information: Relevant State Laws and DESE Guidance

[General Law - Part I, Title XII, Chapter 71, Section 37H](#)

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 370. **The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time.** The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

[Advisory on School Governance - Education Laws and Regulations](#)

State Law: The school committee establishes educational goals and policies for the schools in the district, consistent with the requirements of law and the statewide goals and standards established by the Board of Education. (G.L. c. 71,[[section]] 37) The school committee's status as the "employer" for collective bargaining purposes remains unaltered by Education Reform. (G.L. c. 150E, [[section]] 1)

The superintendent employed by the school committee shall manage the system in a fashion consistent with state law and the policy determinations of the school committee. (G.L. c. 71, [[section]] 52)

Principals are the educational administrators and managers of their schools, and shall supervise the operation and management of their schools and school property, subject to the supervision and direction of the superintendent. (G.L. c. 71, [[section]] 59B) Each principal works with a school council to define educational goals for the school, identify the educational needs of the students, and formulate a school improvement plan,

consistent with state and local educational goals and policies. (G.L. c. 71, [[section]] 59C)

Department of Elementary and Secondary Education recommendations: We view the school committee as the publicly elected or appointed equivalent of a board of directors of a corporation, which in this case is a school system. The school committee has oversight of and responsibility for the school system, sets the direction in which the system must go, and establishes criteria to determine if its goals and policies are being met.

The superintendent serves as the school committee's chief executive officer and educational advisor. The superintendent is the educational leader for the school system, and provides administrative leadership for all school staff in operational matters and in proposing and implementing policy changes. Day-to-day operation of the school system is the responsibility of the superintendent, together with school principals and other administrative staff members.

The respective roles of the school committee and the superintendent are described in a position statement published jointly by the American Association of School Administrators and the National School Boards Association in the 1994 booklet, *Roles and Relationships: School Boards and Superintendents*:

The school board is a legal agent of the state and must, therefore, fulfill both state and federal mandates. At the same time, the board must be responsive to the community it serves. The board is a legislative body that develops, evaluates, and oversees education policies. The superintendent is the professional educator chosen by the board to implement policies and to provide professional leadership for a district's schools. With such vital responsibilities, a sense of teamwork is essential.

In an enterprise as complex as a school district, the line between policy and administration is rarely clear-cut. Nonetheless, harmonious and productive

relationships can flourish if two-way communication is established and maintained.

Just as a corporate board of directors seeks information and recommendations from the CEO and from others with expertise in a particular field before making policy decisions, an effective school committee solicits information and recommendations from the superintendent before establishing policy. After reviewing and discussing this information, it is the school committee's duty to make the best decision possible based on the information available. Similarly, an effective superintendent keeps the school committee informed about major administrative decisions and procedures, enabling the committee to assess whether those administrative actions conform to school committee policy.

The line between educational policy (the school committee's domain) and administrative operations (the superintendent's responsibility) is sometimes clear. Several statutes specify policy decisions to be made by the school committee. For example, G.L. c. 76, [[section]] 12B, the school choice law, requires the committee to vote (after holding a public hearing), if the district is not going to admit non resident students, and permits the committee to establish terms for accepting non-resident students if it is participating in choice.

Another example of a school committee policy decision concerns the length of the school day and school year. Under the Student Learning Time Regulations (603 CMR 27.00), the school committee establishes the school year schedules for the schools in the district, consistent with the state standards and guided by the student learning time plan recommended by the school council at each school.

Similarly, the school committee is responsible for adopting general disciplinary policies for students in the district, in consultation with the superintendent. However, it is appropriate for the committee to delegate to the superintendent, principals and school councils the authority to define detailed rules of student conduct applicable to specific schools. In fact, at the high school level, state law makes this school-based

responsibility explicit. By statute, in every school containing grades 9 through 12, the principal and school council annually prepare and publish the student handbook, within the framework of the general policies adopted by the school committee. (See G.L. c. 71, [[section]][[section]] 37H and 59C.)

Nock 2024-2025 Handbook Updates

Page 6- Updated School Cancellation Communication

Page 7- Updated Extra Help Communication

Page 8- Updated Arrival procedures

Page 14-Updated Absence Notification/Verification Procedure

Page 16- Deleted Student Absence Notification Program

Page 18-19- Deleted Office Detention Procedures

Page 21- Updated Cafeteria Procedures



Newburyport High School

Proposed Policy Changes

May 20, 2024

Newburyport High School
Clipper's Compass Policy Changes & Updates
Proposed May 2024

Class Attendance Policy:

Current: If a student exceeds nine (9) unexcused absences per course, per semester, they will not earn credit for that course.

New: If a student exceeds seven (7) unexcused absences per course, per semester, they will not earn credit for that course.

Attendance Policy for Participation in Co-Curricular Activities/Extracurriculars

Current: Students absent on the day of an activity, co-curricular event or athletic activity, or the day preceding a weekend activity, are not eligible to participate in that activity. Students must meet the following criteria to be considered eligible for participation: attend school for a minimum of 3 ¼ hours in order to be considered present, arrive at school before 9:15 a.m., and not be dismissed due to illness. Students dismissed due to illness may not participate in events that day. The principal or designee may excuse students from this rule if reasonable cause for the tardiness/dismissal is presented.

New: Students absent on the day of an activity, co-curricular event or athletic activity, or the day preceding a weekend activity, are not eligible to participate in that activity, unless authorization is received by the administration.

Students must meet the following criteria to be considered eligible for participation: arrive to school on time and attend school for a minimum of 3 classes (8:15 AM-11:50 AM) or a student may arrive by the end of the second block (10:37 AM-2:42 PM) and remain in school for the remainder of the day., and not be dismissed due to illness. Students dismissed due to illness may not participate in events that day without administrative approval.

The principal or designee may excuse students from this rule if reasonable cause for the tardiness/dismissal is presented.

Spectator Conduct/Behavior (see minor additions)

10.9 – Spectators (*Added what is in bold/italics*)

Any athlete knows that fan support is a great boost and frequently may spell the difference between victory and defeat. NHS fans are encouraged to be in attendance at all home and away contests during the year. Students are reminded that their actions reflect upon all of us at Newburyport High School. ***Remember, as a spectator, you represent our school as much as any team member.***

NHS students attending games, at home or away, are subject to all Newburyport High School rules and regulations just as they are during the regular school day. To prevent incidents that could lead to undesirable behavior, the following rules will be enforced at home games:

- No obscene cheers, gestures, or behaviors
- No noisemakers, horns, bells, etc. of any kind
- No signs or banners, except those put up by cheerleaders (cheerleaders are responsible for the removal of signs after the contest is completed)

- ***Be courteous and friendly to visiting team members and spectators before, during and after the game.***
- ***No taunting the opposing players. Do not shout names or numbers***
- ***Do not boo or jeer the officials/referees.***

Students involved in such behavior will be suspended from further involvement in athletic events for a period of time determined by the high school administration.

Offenders will be asked to leave the contest after one warning. A second offense by the Newburyport High School student will cause him/her to lose other opportunities to participate in extracurricular activities for a period determined by the administration.

MIAA Chemical Health Policy: (note section bold and italicized)

Existing Policy: Chemical Health Violations: Alcohol/Drugs for Athletics Newburyport High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA). Newburyport Public Schools abides by MIAA regulations and imposes some additional and more stringent regulations upon our student athletes. The MIAA Handbook states: "a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any type tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". "It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements." At Newburyport High School, the MIAA chemical health policy is in effect for all athletes from the first day of tryouts for fall sports through the last official day of the school year. ***It is the policy of the Newburyport Public Schools that any situation in which student athletes who are part of a group of minors, in or outside of school, in which alcohol or controlled substances are present, puts students in jeopardy and will cause the student athlete to be subject to school discipline, including but not limited to the loss of eligibility to participate in school athletics or the loss of leadership positions. As a result, students are strongly advised to immediately leave any situation in which alcohol or drugs (controlled substances) are present, even if they are not consuming them.*** If a violation occurs in the summer, the student will be ineligible to participate in the first game of his/her team in the fall season. If the student does not participate in a fall sport, he/she will be ineligible to participate in the first game of the next season of sport they participate in. Any student participating in athletics that receives a suspension resulting from a violation of the NHS Chemical Health Policy rules must complete the athletic season in which he/she is serving the suspension, otherwise the suspension shall not be considered served.

New Policy/Aligned to the MIAA:

Newburyport High School adheres to the MIAA "Rule 62" regarding Chemical health/alcohol/drugs/tobacco:

62.1 From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, vape pens & all similar devices); marijuana (including synthetic); steroids; drug paraphernalia; or any controlled substance. This policy includes products such as "NA or near beer," inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a violation for a student to be in possession of a defined drug specifically prescribed for the student's own use by his/her doctor. ***This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.*** If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again. Prior to any chemical health violation a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

New Policies:

Nurse Dismissals:

Dismissal Guidelines:

The following list of Health Concerns/Conditions are used to evaluate the need for Dismissal or Exclusion from School:

- Temperature over 100 degrees
- Cough with fever
- Suspected infection
- Severe Headache or abdominal pain
- Suspected communicable disease
- Suspected fracture or any disabling injury
- Questionable need for sutures
- Vomiting or diarrhea
- Head injury requiring a physician evaluation
- Mental health crisis
- Immunization delinquencies without exemption documentation

We ask parents/guardians to refer to this list when determining the appropriateness of sending an ill or injured child to school, and in turn, our school nurses utilize this list when assessing students in school, and determining the need for dismissal.

A School Nurse determined dismissal is considered an excused absence. If a student communicates directly with a parent, or a parent opts to dismiss their child without the school nurse assessment, then the absence is unexcused.

Any student dismissed for illness, or absent for illness, may not participate in sports or extracurricular activities on that same day. Any student arriving late to school due to illness, must participate in the last three consecutive blocks to participate in sports and extracurricular activities.

For those students with chronic medical conditions or acute conditions requiring time out of school and other accommodations, the school nurse will work closely with the student, family, and administration to coordinate excused absences as needed.

New Policy:**Breathalyzers**

School officials will administer a breathalyzer test to all students and students' guests who attend school dances/proms and social events such as senior week activities. This is a safety measure to deter students from using alcohol.

In addition, school administrators may utilize the breathalyzer during the school day or at any school sponsored activity or sporting event if there is reasonable suspicion that a student may be under the influence of alcohol or to test for the presence of alcohol in a beverage.

Students who fail a breathalyzer will be prohibited from entering the event. They will be supervised and parents/guardians will be contacted and requested to transport the student home. The student will be subject to disciplinary actions in accordance with the rules of this Clipper's Compass, up to a 5 day out of school suspension.

*If there appears to be an imminent safety concern, or if the school is unable to contact parents, school officials will call the EMTs or police, as appropriate.

Students who refuse the breathalyzer will not be allowed to enter the event or participate and will be supervised until a parent/guardian can transport them home. Refusal to take the breathalyzer may result in disciplinary action if there are other indicators that the student is under the influence of alcohol. The refusal to take the breathalyzer will constitute reasonable suspicion that the student had consumed alcohol.

DUAL ENROLLMENT

Proposed Parameters

- To ensure students meet the core requirements and skills of Newburyport Public Schools, a Dual Enrollment course cannot be taken in place of a graduation requirement course/core curriculum class with the exception of students enrolled in the associate's degree pathway.
- Students who are interested in pursuing their associate's degree while still in high school, or completing their associate's degree with Northern Essex Community College after graduating through our Seacoast Scholarship partnership, may be eligible for special consideration.

Northern Essex Community College Associate's Degree - Newburyport High School	Students who concurrently enroll in the majority of dual enrollment classes at Northern Essex Community College while fulfilling their high school graduation requirements may be eligible to earn an associate's degree after completing 60 NECC credits.
Northern Essex Community College Seacoast Scholarship - Newburyport High School <u>Seacoast Scholarship Flyer</u>	Students are taking the majority of their classes at NHS and four additional classes at NECC. They are meeting all of their graduation requirements at NHS and will also begin their associates degree with NECC by the time they graduate from high school, earning a total of 12 NECC credits.

- Dual enrollment classes will be weighed the same* to an Advanced Placement course. This is based on the recommendation of the [Massachusetts Department of Higher Education](#).
- Credit hours awarded for Dual Enrollment classes will be based on whether a course is semester-based or full year.

Semester DE Course	2.5 Credits
Full Year DE Course	5.0 Credits

- * The weight of certain concurrent Dual Enrollment courses through Southern New Hampshire University may vary. This is determined through collaboration with the university and the NHS faculty member. Check the course description for this information.

CHCA - Approval of Handbooks and Directives

Adoption Date: 11/21/2016

Revisions History: 05/15/2023

Related Policies & Documents: **BDG,**

The Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect at the beginning of the next school year.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school district or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use their judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

LEGAL REFS.: M.G.L. 71:37H

CROSS REF.: BGD, School Committee Review of Procedures

Policy References:

LEGAL REFS.: M.G.L. 71:37H,



Newburyport Public Schools

Office of the Superintendent

70 Low Street, Newburyport, Massachusetts 01950-4087

Memo

To: School Committee

From: Phil Littlehale, Business Manager

Subject: SY24-25 Revenue from Nonprogram Foods – Adult Meal Price

Date: May 16, 2024

It is my recommendation that the Adult Meal Price be increased from \$3.75 to \$5.25 effective June 1, 2024.

Revenue from Nonprogram Foods

The Food Services Administrative Review performed by DESE in February 2024 issued the following finding:

The School Food Authority did not obtain the full payment for meals (breakfast and or lunch) sold to adults. Adult meal price is \$3.75. Minimum adult meal price for FY24 is \$4.99. Regulation(s) 7 CFR 210.14(f) FNS Instruction 782-5 Rev. 1

Per FNS Instruction 782-5 Rev. 1

Breakfasts and lunches served to teachers, administrators, custodians and other adults must be priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as state or local fringe benefit or payroll funds, or funding from voluntary agencies) is sufficient to cover the overall cost of the lunch.

As indicted in the finding, the FY24 adult meal price should be \$4.99. Anticipating that this price will increase for FY25, it is recommended that the Adult meal price be increased now to \$5.25 to account for the expected increase.

Thank You.

Cc: Sean Gallagher, Superintendent
Tammie Titelbaum, Director Dining Services, Chartwells

§ 210.14 Resource management (f) revenue from Nonprogram Foods

(f) ***Revenue from nonprogram foods.*** Beginning July 1, 2011, school food authorities shall ensure that the revenue generated from the sale of nonprogram foods complies with the requirements in this paragraph.

(1) ***Definition of nonprogram foods.*** For the purposes of this paragraph, nonprogram foods are those foods and beverages:

- (i) Sold in a participating school other than reimbursable meals and meal supplements; and
- (ii) Purchased using funds from the nonprofit school food service account.

(2) ***Revenue from nonprogram foods.*** The proportion of total revenue from the sale of nonprogram foods to total revenue of the school food service account shall be equal to or greater than:

- (i) The proportion of total food costs associated with obtaining nonprogram foods to
- (ii) The total costs associated with obtaining program and nonprogram foods from the account.

(3) All revenue from the sale of nonprogram foods shall accrue to the nonprofit school food service account of a participating school food authority.

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.

DAY ON THE HILL

MAY 6, 2024

Program: UMass Club, Boston

9:00-11:30am

Lunch/Meetings with Legislators

Great Hall, The State House

Noon-2:00pm

DAY ON THE HILL 2024 

Monday, May 6

UMass Club, Boston
The State House

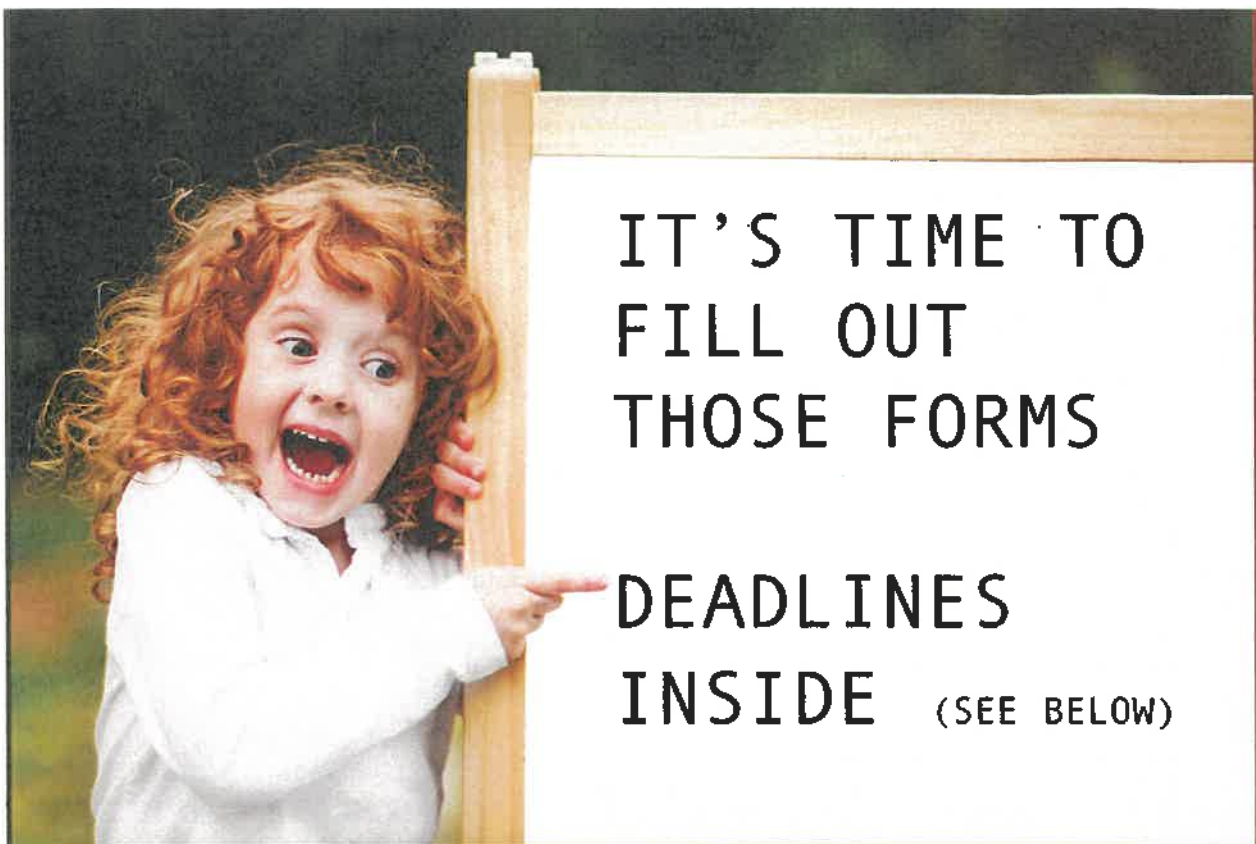
Massachusetts
Association of
School Committees

www.masc.org



AGENDA

- | | |
|---------|--|
| 9:00am | Registration/Continental breakfast |
| 9:30am | Welcome and Introductions
MASC President Mildred Lefebvre |
| 10:00am | Legislative Update
Representative Denise Garlick, House Chair, Committee on Education
Representative Steve Ultrino, House Vice Chair, Committee on Education |
| 10:45am | DESE Update
Interim Commissioner Russell Johnston |
| 11:15am | Update on MASC Legislative Priorities
MASC Vice President Jason Fraser, Chair, MASC Legislative Committee
MASC Division VII Chair Stephanie Clougherty, Vice Chair, MASC Legislative Committee |
| 11:30am | Questions and Wrap-up |
| Noon | LUNCH AND MEETINGS WITH LEGISLATORS
Great Hall, The State House |



MASC SCHOOL COMMITTEE MEMBERS

NOMINATION FORMS FOR:

Board of Directors

Life Membership

Lifetime Achievement

2024 All-State School Committee

**Friend of Public Education/Community Leader/
Outstanding School Partner**

COSCAP Administrative Assistant of the Year (NEW)

Past Presidents Scholarship

Resolution Form: NEW EARLIER DEADLINE!

Delegate Form

Committee Appointment Form and more...

EDUCATION NEWS, EVENTS, UPDATES ON MASC WEBSITE



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Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109
(617) 523-8454 (800) 392-6023 fax: (617) 702-4111 www.masc.org

Mildred Lefebvre, President
Glenn Koocher, Executive Director

March 22, 2024

Dear School Committee Members and Superintendents:

Every year at this time we send you a packet of very important material relating to election of officers of the Association, MASC award nominations, volunteers to serve on MASC Committees, and resolutions for our Delegate Assembly in November. This is your chance to offer a nomination, propose a resolution, volunteer to serve, or run for an MASC office. You may duplicate these forms if you wish to make multiple nominations in any category.

Enclosed are the following items:

- * • **Official Notice of the 2024 Delegate Assembly** which will be held on **Friday, November 8, 2024** in Hyannis and the Appointment Form for the Official Delegate and Alternate appointed by your School Committee to represent you.
- * • **A Nomination Form for Election** to a position as an officer of MASC. Also included are instructions with information and procedures for the nomination and election process.
- * • An official **Resolutions Form** on which your School Committee may propose resolutions and by-law changes for the 2024 Delegate Assembly. Also included is an information sheet with instructions.
- * • A set of instructions, criteria, and **Nomination Forms for Life Membership, Lifetime Achievement Recognition, the 2024 All-State School Committee, and the COSCAP Administrative Assistant of the Year**
- * • Nominations forms for **Friend of Public Education, Community Leader, Outstanding School Partner** and ~~Past Presidents Scholarship~~ awards.

Please note that there are firm deadlines for submission of each form by mail or fax:

- **Past Presidents Scholarship nominations** must be returned to MASC by May 6, 2024.
- Candidates for MASC office must have forms submitted by June 1st for consideration by the Nominating Committee.
- Subcommittee Preference Forms must be returned by **June 1, 2024.**
- Nominations for Friend of Public Education, Community Leader, and Outstanding School Partner must be submitted by June 1, 2024.
- Resolutions and by-law changes must be submitted by **June 1, 2024.**
THIS IS A MONTH EARLIER THAN PRIOR YEARS.
- Nominations for Life Membership, Lifetime Achievement, and All-State School Committee are due by July 1, 2024.
- Nomination for **COSCAP Administrative Assistant of the Year** is due by July 19, 2024.
- Joint Conference Delegates must be appointed and MASC notified by October 18, 2024.

If we can help you in any way, please contact us here at MASC. We welcome your participation and involvement and look forward to working with you during the year.

Yours truly,

Mildred Lefebvre



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109
(617) 523-8454 (800) 392-6023 fax: (617) 702-4111 www.masc.org

Mildred Lefebvre, President
Glenn Koocher, Executive Director

DATE: March 22, 2024
TO: All School Committee Members and MASC Life Members
FROM: Mildred Lefebvre
SUBJECT: Nominations for MASC Office, 2024

The Massachusetts Association of School Committees Nominating Committee is seeking candidates for MASC offices to be placed in nomination for election by the 2024 Delegate Assembly.

NOMINATING PROCEDURES FOR MASC OFFICE

1. Names for consideration as nominees may be submitted to the Nominating Committee by:
 - a. Any member of the Nominating Committee
 - b. Any Division Officer
 - c. Any member school committee
 - d. The candidate him/herself
2. The person to be considered for nomination shall complete the enclosed form and forward two copies to: The Nominating Committee, c/o MASC, One McKinley Square, 2nd Floor, Boston, MA 02109.
3. All applicants for MASC office shall be invited to be interviewed by the Nominating Committee. Reasonable expenses will be paid in accordance with the established travel reimbursement policy of MASC.

Candidates are being sought for the offices of President-Elect, Vice President and Secretary/Treasurer.

All nominations must be received by June 1, 2024 to be considered by the Nominating Committee.

MASC OFFICERS NOMINATION FORM

NAME: _____

ADDRESS: _____

NUMBER OF YEARS ON SCHOOL COMMITTEE: _____

TELEPHONE NUMBER: HOME _____ WORK _____

CELL PHONE: _____ EMAIL: _____

OFFICE FOR WHICH NOMINATION IS BEING MADE: _____

NOMINATION IS BEING MADE BY: Nominating Committee _____ School Committee _____

Division Officer _____ Nominee _____

PLEASE STATE YOUR REASONS FOR PLACING NAME IN NOMINATION:

SCHOOL COMMITTEE ACTIVITIES: please list all pertinent information including any office(s); sub-committees; leadership roles.

MASC ACTIVITIES: please include committee and year(s) served, as well as any other representation on behalf of MASC.

COMMUNITY ACTIVITIES:

ANY OTHER INFORMATION YOU FEEL WOULD BE HELPFUL TO THE NOMINATING COMMITTEE: (i.e., occupation, accomplishments, education, etc.)

Signature of Nominee: _____

Signature of person placing name in nomination
(school committee chairman, if by vote of a school committee) _____

Date: _____

Please forward two copies to:

MASC Office
c/o Nominating Committee
One McKinley Square #2
Boston, MA 02109

LIFE MEMBERSHIP NOMINATION

Guidelines for Life Membership:

Life membership is a designation established to honor individuals who, through their service to the Association, have made a significant contribution to the Association. Life membership shall be limited to present or former school committee members who have made significant contributions to the Association through:

- participation as MASC Board members or Division Officers
- through service on various MASC committees, and/or external statewide committees, commissions or task forces representing the interests of MASC.

Candidates for Life Membership may not nominate themselves.

Active and Associate Members may nominate not more than one candidate for Life Membership each year.

The award of Life Membership is made by vote of the MASC Delegate Assembly according to the by-laws of the Association.

In making its decision to recommend Life Membership to the Delegate Assembly, the Board of Directors shall consider:

- number of years of participation in the several activities, boards, and commissions noted.
- the quality of service to the Association.
- the value of service as represented by outcomes from the potential honors and contributions.
- reputation and character of the honorand.
- completion of fulfillment of terms of office including service as a member of the Board of Directors.

Name: _____

Address: _____

Name of school district: _____

Number of years on school committee: _____

Please state your reasons for placing name in nomination:

MASC activities: please include committee and year(s) served, as well as any other representation on behalf of MASC.

School committee activities: please list all pertinent information including any office(s); subcommittees; leadership roles.

Any other information you feel would be helpful to the nominating committee: (i.e., occupation, accomplishments, education, etc.)

Person placing name in nomination (school committee chairman, if by vote of a school committee)

Date: _____

Please forward one copy, no later than July 1st to:

MASC Office
c/o Life Membership
One McKinley Square #2
Boston, MA 02109

or fax (617) 702-4111

LIFETIME ACHIEVEMENT AWARD NOMINATION

Guidelines for Lifetime Achievement Award:

Lifetime achievement is a designation established to honor individuals who, through their service to their community and their local school committee, have exhibited the best characteristics of public service.

Lifetime achievement shall be limited to:

- Present or former school committee members who have 10 years of elective service in the community or in (non-elective) service to public education as a volunteer, member of the public school faculty, or benefactor of public schools including not less than two terms on the school committee.

This designation is not dependent on the nominees participation in MASC programs or activities. Upon nomination by their local school committee and approval by the MASC Board of Directors, an appropriate symbol of recognition will be forwarded to the nominating school committee for presentation to the honoree.

Candidates for Lifetime Achievement may not nominate themselves.

Active and Associate Members may nominate not more than one candidate for Lifetime Achievement each year except in extraordinary circumstances. Extraordinary circumstances may include, but are not limited to the following: extraordinary contribution to the welfare of the public schools that merits recognition.

Name: _____

Address: _____

Name of school district: _____

Number of years on school committee: _____

Please state your reasons for placing name in nomination: (Attach a separate page if more space is needed.)

Community Activities: please list all pertinent information including, but not limited to, any office(s); committees; leadership roles; MASC activities.

Any other information you feel would be helpful to the Board of Directors: (i.e., occupation, accomplishments, education, community involvement, etc.)

Return this form to: Glenn Koocher; c/o MASC; One McKinley Square; Boston, MA 02109. Or fax: (617) 702-4111.
Or fill out online www.masc.org

2024 MASC All-State School Committee

See reverse for
selection criteria.

All-State School Committee Guidelines

The All-State School Committee is established to annually recognize significant achievement on the part of local school committee members. This recognition is intended to honor school committee members who, during the previous year, have made a significant contribution to their community or their school committee either through specific action or as an inspiration and role model for their peers and constituents. The MASC Board of Directors will annually select ten individuals who have been nominated by their local school committees and recommended by a designated selection committee to be recognized as members of the All-State School Committee. A member will be selected from each of the ten Divisions of MASC. In the event no nomination is presented from a specific Division or, if the selection committee is unable to recommend an individual from any specific Division, at-large selections may be recommended to complete the ten-member All-State School Committee. Nominees deserving of recognition who are not selected for the All-State School Committee may be awarded honorable mention.

Candidates for the All-State School Committee may not nominate themselves.

Active and Associate Members may nominate not more than one candidate for the All-State School Committee each year.

Part I

Name of person being nominated: _____ School Committee: _____

School committee: _____ Years of school committee service: _____

Positions held on committee: _____

Educational background of nominee: _____

Occupational background of nominee: _____

Part II

Community involvement of nominee: _____

School committee professional development workshops/conferences attended (local, regional, state): _____

Other activities: _____

Part III

Please submit on a separate sheet of paper a typed statement of no more than one page explaining why you believe this individual should be selected as a member of the 2024 MASC All-State School Committee.

Your name: _____ Your address: _____

Your district: _____

2024 MASC All-State School Committee Selection Criteria

1. The nominee must be serving on a school committee which is a member of MASC.
2. The nominee must have completed at least one full term in office on his/her home school committee.
3. The nominee must be nominated by other members of his/her school committee and the nomination form returned to the MASC office no later than **July 1, 2024**.
4. All entries must be on the official nomination form. Additional official endorsements from other organizations or groups outside of the school district are not encouraged.
5. A school committee should consider its nominee in light of the following characteristics.
The nominee:
 - Keeps the education and welfare of children as his/her primary concern;
 - Represents the best interest of all constituents rather than special interest groups;
 - Understands the need for compromise and abides by decisions of the majority;
 - Has made the time commitment necessary to become an informed and effective school committee member;
 - Channels complaints and potential problems to the proper authority;
 - Reaches decisions on the merits of issues and on the basis of the best available information;
 - Participates in in-service programs at the local, state or national level;
 - Does not individually or unilaterally make commitments on behalf of the school committee;
 - Is open and honest with other committee members and administrators, shares information and avoids surprises whenever possible;
 - Is familiar with and abides by the MASC Code of Ethics.
6. If applicable, the school committee should include examples of any actions or series of actions taken by the nominee that significantly benefited the school district.
7. Only one school committee member may be nominated by a committee in any one year.
8. Members of the MASC Board of Directors or employees of the Association are not eligible.
9. Former MASC All-State School Committee members are not eligible.

Return this form to: Glenn Koocher; c/o MASC; One McKinley Square; Boston, MA 02109.
Or fax: (617) 702-4111. Or fill out online www.masc.org

COSCAP Executive Assistant of the Year Award Nomination

The Executive Assistant of the Year Award, sponsored by the Massachusetts Association of School Committees, is designed to bring recognition to the valuable work that secretaries and administrative assistants do in our schools. This award will recognize an outstanding individual who has succeeded in providing high-quality performance in a variety of school-office settings. Applicants will have demonstrated excellent leadership, commitment to staff and students, service to their communities, and contributions to the overall school experience.

Name of Nominee: _____

District: _____

District Address, City/Town/Zip: _____

Relationship with Nominee: _____

How long have you worked with Nominee: _____

Please tell us why you are submitting this nomination: _____

Use another sheet if necessary

CRITERIA

Quality of Work, Dependability, and Collaboration

- Consistently produces the highest quality of work in an efficient manner meeting all deadlines
- Communicates effectively orally and in writing
- Shows initiative and willingness to learn new techniques relating to job description
- Provides direction and/or focus to achieve the school's goals as a member of the school staff
- Models continuous professional growth
- Assists others in professional development that focus on workplace productivity
- Balances management tasks with an eye on teamwork
- Utilizes effective problem-solving and sound judgment techniques
- Performs a multitude of tasks with little or no supervisio

Personalization and Relationships

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Create a positive atmosphere in all interactions with others
- Adapts well to the needs of the public when confronted with new and unusual situations
- Models values, beliefs, and attitudes that inspire others to higher levels of performance
- Assists in developing and maintaining dialogue with representatives of diverse community groups

Name of Nominator: _____

Position of Nominator: _____

Signature of Nominator: _____

Email Address of Nominator: _____

Telephone Number of Nominator: _____

Date: _____

CRITERIA FOR ELIGIBILITY:

1. Must be MASC member district
2. 3+ years of experience as Executive Assistant/Recording Secretary
3. Nominated by Superintendent, School Committee Member, or School Administrator
4. Completed Nomination Form must be submitted by the deadline
5. Current Executive Board Members are not eligible

Nomination Deadline for submission is **JULY 19, 2024**

The 2024 recipient will be chosen by the MASC/COSCAP Award Committee and will be awarded at the MASS/MASC Annual Conference in November.

Send completed Nomination Form to:

Send Completed Nomination Form to:
Colleen Andrade COSCAP Chair
Maynard Public Schools
3-R Tiger Drive, Maynard, MA 01754
or
candrade@maynard.k12.ma.us

FRIEND OF PUBLIC EDUCATION AWARD NOMINATION

Guidelines for Friend of Public Education Award: The Friend of Public Education Award recognizes an individual or group of individuals not acting as an organization who through their individual or team contribution to the public schools of any community, region, or at large, have demonstrated commitment to and support of public education. The contribution may be in any form including financial, programmatic or in-kind, and may represent single or multi-year support provided that it is ongoing during the year the nomination is made. The MASC Board of Directors may designate one or more award recipients per year and may designate corporate and non-profit agency award winners. *(Recipients may not be employees of MASC or current members of the MASC Board of Directors).*

Name: _____

Address: _____

Please state your reasons for placing name in nomination: *(Attach a separate page if more space is needed.)*

Community Activities: *please list all pertinent information including, but not limited to, any office(s); committees; leadership roles; MASC activities.*

Any other information you feel would be helpful to the Board of Directors: *(i.e., occupation, accomplishments, education, community involvement, etc.)*

Person placing name in nomination (superintendent, school committee chairman, if by vote of a school committee)

_____ Date _____

Please forward one copy or fax (617) 702-4111, no later than **June 1, 2024** to:

MASC Office
c/o Friend of Public Education Award
One McKinley Square, 2nd Floor
Boston, MA 02109
forms available at www.masc.org

COMMUNITY LEADER FOR PUBLIC EDUCATION AWARD NOMINATION

Guidelines for Community Leader for Public Education Award: The Community Leader for Public Education Award recognizes an individual community leader who has demonstrated outstanding support for the public schools either a single district or regional district, or public schools at large. *Recipients may not be currently seated school committee members. (School committee members may be recognized as All-State School Committee members or for Lifetime Achievement or Life Membership). Recipients may not be members of the state legislature. (Legislators may be recognized separately as Legislator of the Year). Recipients may not be employees of MASC.*

Name: _____

Address: _____

Please state your reasons for placing name in nomination: *(Attach a separate page if more space is needed.)*

Community Activities: *please list all pertinent information including, but not limited to, any office(s); committees; readership roles; MASC activities.*

Any other information you feel would be helpful to the Board of Directors: *(i.e., occupation, accomplishments, education, community involvement, etc.)*

Person placing name in nomination (superintendent, school committee chairman, if by vote of a school committee)

_____ Date _____

Please forward one copy or fax (617) 702-4111, no later than **June 1, 2024** to:

MASC Office

c/o Community Leader for Public Education Award

One McKinley Square, 2nd Floor

Boston, MA 02109

Forms available at www.masc.org

OUTSTANDING SCHOOL PARTNER AWARD NOMINATION

Guidelines for Outstanding School Partner Award: The Outstanding School Partner Award recognize a corporate or nonprofit entity who, through their contribution to the public schools of an individual community, region or at large, have demonstrated support for public education. The contribution may be in any form including financial, programmatic or in-kind, and may represent single or multi-year support provided that it is ongoing during the year the nomination is made. The MASC Board of Directors may designate one or more award recipients per year and may designate corporate and non-profit agency award winners. *(Recipients may not be employees of MASC or current members of the MASC Board of Directors).*

Name: _____

Address: _____

Please state your reasons for placing name in nomination: *(Attach a separate page if more space is needed.)*

Community Activities: *please list all pertinent information including, but not limited to, any office(s); committees; leadership roles; MASC activities.*

Any other information you feel would be helpful to the Board of Directors: *(i.e., occupation, accomplishments, education, community involvement, etc.)*

Person placing name in nomination (superintendent, school committee chairman, if by vote of a school committee)

_____ Date _____

Please forward one copy or fax (617) 702-4111, no later than **June 1, 2024** to:

MASC Office
c/o Outstanding School Partner Award
One McKinley Square, 2nd Floor
Boston, MA 02109
forms available at www.masc.org

REQUEST FOR APPOINTMENT TO MASC COMMITTEES

The Board of Directors of the Massachusetts Association of School Committees, Inc. has aligned the terms of its committees with the academic year. Membership on committees will be for a term of one year beginning on January 1 of each year. The following is a list of current MASC committees. We are requesting active members of the Association and Life Members who are interested in serving on one or more Association committees to indicate your preference(s) on the enclosed form and return it to the MASC office no later than December 29, 2022. Committee appointments and reappointments will be based on member interest, preference and participation to date. The purpose/charge of each committee is as follows:

LEGISLATIVE – To review and recommend positions on proposed legislation relating to school committees. Meetings are scheduled monthly. (We anticipate that Legislative Committee members will also be appointed to the Resolutions Committee due to the overlapping mission of these two committees.)

RESOLUTIONS COMMITTEE – To review and decide which informal resolutions (those sponsored by fewer than 7 school committees) are to come before the annual Delegate Assembly and to make recommendations to the membership on all formal and informal resolutions. Meetings are scheduled as needed, usually in June and July. (We anticipate that Resolutions Committee members will also be appointed to the Legislative Committee due to the overlapping mission of these two committees.)

REGIONAL SCHOOLS COMMITTEE – To study the problems of regional schools and legislative issues and report its recommendations to the Board of Directors. Meetings are scheduled three to four times per year.

SPECIAL EDUCATION COMMITTEE – To study special education issues of concern to school committees. Meetings are scheduled as needed.

MASC COMMITTEE APPOINTMENT REQUEST FORM

Please indicate in the space below which MASC 2024-2025 committees you would be interested in serving on. Membership is for a term of one year, beginning on July 1, 2024. Please list the committees in order of preference and mail or fax this form to: Glenn Koocher, MASC, One McKinley Square, Boston, MA 02109; fax: (617)742-4125. This form can also be completed online at www.masc.org.

Please complete and return to the MASC office by June 1, 2024

Name _____

Street address _____

City/town _____ Zip _____

Phone _____ Email _____

School district _____

Number of years on school committee _____

Committee Preference

No. of Committees _____

1. _____

2. _____

3. _____

Are you currently serving on an MASC committee and, if so, which one(s):

Please indicate if you wish to continue serving on this committee

1. _____ Yes ☐ No ☐

2. _____ Yes ☐ No ☐

3. _____ Yes ☐ No ☐



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109
(617) 523-8454 (800) 392-6023 fax: (617) 702-4111 www.masc.org

Mildred Lefebvre, President
Glenn Koocher, Executive Director

March 22, 2024

TO: School Committee Members

SUBJECT: **MASC ANNUAL BUSINESS MEETING**

Will be held during the Joint Conference on **FRIDAY NOVEMBER 8, 2024** 3:15pm.

RESORT and CONFERENCE CENTER at HYANNIS

Voting Delegate
Resolutions

Enclosed is the Official Delegate Form for registering your voting delegate for the MASC annual business meeting. This year's meeting will be in Hyannis during the joint conference. The form must be received in the MASC office by Friday, October 18, 2024.

MASC adopts its formal positions from decisions made by our membership. The resolution process is the primary vehicle for measuring feedback and developing legislative positions and action. Enclosed is the form, and instructions for submitting a resolution for consideration at the annual meeting. The deadline for submission of resolutions for review by the Resolutions Committee is June 1, 2024.



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109

(617) 523-8454 (800) 392-6023 fax: (617) 702-4111 www.masc.org

Mildred Lefebvre, President

Date: March 2024
To: MASC member school committees, c/o superintendent of schools
Re: Voting delegate to annual business meeting
Date: **DURING JOINT CONFERENCE. FRIDAY, NOVEMBER 8**
Location: **RESORT AND CONFERENCE CENTER AT HYANNIS, HYANNIS**

FIRST NOTICE

In order for your school committee to have a vote at the annual business meeting of the Massachusetts Association of School Committees, it is necessary that an official delegate be designated in pursuance of Article IX, Sec. 6 of the By-Laws, as follows:

All members of the Association, and all members of school committees which are active members of the Association, may attend and speak at any meeting of the Association. Only active members shall be entitled to vote on the election of officers or on any other matter as to which members of the Association shall have the right to vote and each active member shall have one vote. No later than seven days prior to each meeting of the Association each active member shall, by written notice to the Executive Director, designate one of its members as its voting delegate and may by such notice designate one of its members as its alternate voting delegate. All ballots and other votes cast by an active member at any meeting of the Association shall be cast by and only by its voting delegate or if the delegate be absent, by its alternate voting delegate if one shall have been designated.

PLEASE NOTE:

- An official delegate is only that delegate whose school committee has complied with annual dues regulations as spelled out in Article IV of the MASC By-Laws.
- Deadline for receipt of delegate forms by the Executive Director for the 2024 annual meeting is October 18, 2024.

Official Delegate Form

For the school committee of _____

The official voting delegate is: _____

The alternate voting delegate is: _____

Signed _____

NOTE: In order to register for the annual business meeting, delegates must send in this form in addition to the conference registration form.

Resolutions 2024

We reprint section one of Article IX of the MASC by-laws here: this regulates the submission and passage of resolutions by MASC's membership.

By-laws, Article IX, Sec. 1

The Annual Meeting of the Association, to be known as the Delegate Assembly, shall be held at such hour on such business day, not earlier than September 20 nor later than November 30, in each year and at such place within Massachusetts as the Board of Directors shall determine. Resolutions and other purposes for which an annual meeting is to be held additional to those proscribed by law, by the agreement of the association, and by these by-laws may be specified by the Board of Directors and by written application made to

the Secretary-Treasurer not later than June 1 in any year by at least five active members located in at least two Divisions. Resolutions submitted by a single school committee may be presented to the Delegate Assembly upon approval by the Board of Directors on the recommendation of the Resolutions Committee. If an annual meeting is not held within the dates specified above, a special meeting may be held upon call by the Board of Directors with all the force and effect of an annual meeting.

How to submit a resolution

The 2024 Annual Meeting will be held on **FRIDAY, NOVEMBER 8** during the **Joint Conference**. At this meeting, the delegates will review and vote on resolutions relative to Association policies or requests that legislation be filed by the Association during the 2024 legislative session.

If your school committee wishes to submit a resolution for consideration at the annual meeting, we must receive it by the deadline specified in the MASC by-laws. The deadline for receipt of resolutions at the MASC office is **JUNE 1, 2024**.

Please remember that school committees, not individual school committee members, are members of the association. Therefore, a resolution must be submitted by vote of the member school committee.

Serious thought should be given to the intent of the resolution, with careful attention to its wording to guarantee that the resolution says what you intend to say.

If the resolution will ultimately result in the filing of legislation, please include the following language: *Now therefore be it resolved that the MASC file legislation which would have the effect of . . .*

To ensure an orderly meeting, the MASC by-laws provide for a proper presentation of resolutions. Article IX stipulates two types of resolutions:

FORMAL—submitted by at least five active member school committees located in at least two divisions. A formal resolution is automatically submitted to the delegate assembly.

INFORMAL—submitted by a single member school committee. A by-laws provision permits the Board of Directors to present an informal resolution at the delegate assembly on the recommendation of the resolutions committee.

Resolutions must adhere strictly to the prescribed procedure for consideration by the delegate assembly. If your resolution is not self-explanatory, please include a rationale. Resolutions and their rationales will be printed in the 2024 Delegate Manual which will be sent to all MASC members. Please submit the name of the proponent who will present the resolution at the annual meeting. A form for submission is provided on the reverse side of this page.

2024 Resolution form

SUBJECT _____

SUBMITTED BY _____

PROPONENT _____

WHEREAS _____

WHEREAS _____

WHEREAS _____

NOW, THEREFORE BE IT RESOLVED _____

RATIONALE. (IF ADDITIONAL PAGES ARE NEEDED, PLEASE ATTACH.) _____

Reminder: School committees submitting resolutions should be prepared to provide the necessary testimony and statistics at the legislative hearings. The official deadline is June 1, 2024.

This form is also available online at www.masc.org

Return to: Resolutions Committee; c/o MASC; One McKinley Square; Boston, MA 02109. Or fax: (617) 702-4111.

MASC ACADEMY FOR SCHOOL LEADERSHIP

Upcoming events

Friday, March 1

MASC LEARNING LUNCH

Library Issues/Book Banning

Time: Noon-1:00pm

Saturday, March 9

CHARTING THE COURSE

Chicopee High School, Chicopee

Time: 8:00am-4:00pm

Friday, April 12

MASC LEARNING LUNCH

Day on the Hill preview

Time: Noon-1:00pm

Friday, May 3

MASC LEARNING LUNCH

Establishing an LPAC/SEPAC

Time: Noon-1:00pm

Saturday, May 4

CHARTING THE COURSE

South Shore Voc. Tech., Hanover

Time: 8:00am-4:00pm

Monday, May 6

MASC DAY ON THE HILL

Morning program: UMA Club, Boston

Lunch: Great Hall, State House

Time: 9:00am-2:00pm

Saturday, May 18

CHARTING THE COURSE

Gardner High School, Gardner

Time: 8:00am-4:00pm

Friday, June 7

MASC LEARNING LUNCH

Process for Equity Audit

Time: Noon-1:00pm

Saturday, June 8

CHARTING THE COURSE

Cape Cod Tech., Harwich

Time: 8:00am-4:00pm

Saturday, June 22

CHARTING THE COURSE

Burlington High School, Burlington

Time: 8:00am-4:00pm

Friday, September 7

MASC LEARNING LUNCH

Role of the Arts

Time: Noon-1:00pm

Saturday, September 21

CHARTING THE COURSE

Plymouth North High School, Plymouth

Time: 8:00am-4:00pm

Friday, October 4

MASC LEARNING LUNCH

Delegate Assembly Resolutions Review

Time: Noon-1:00pm

Saturday, October 5

CHARTING THE COURSE

North Adams High School, North Adams

Time: 8:00am-4:00pm

Wednesday-Saturday, November 6-9

MASC/MASS JOINT CONFERENCE

Cape Cod Irish Village, Hyannis

Friday, December 6

MASC LEARNING LUNCH

Delegate Assembly Follow-up

Time: Noon-1:00pm