PORTSMOUTH SCHOOL BOARD MINUTES FOR JANUARY 12, 2010

COUNCIL CHAMBERS, CITY HALL                                      PORTSMOUTH, NH
DATE:  TUESDAY, JANUARY 12, 2010                      TIME: 7:00PM [or thereafter]

It is anticipated that the School Board will hold a public meeting in Conference Room B,
prior to the regularly scheduled meeting, beginning at 6:15 p.m., in accordance with RSA
91-A: 3, II (a) (2).

I. CALL TO ORDER – Chair Shuldman called the meeting to order at 7:15 p.m.

II. ROLL CALL

Present: MITCH SHULDMAN (CHAIR), ANN WALKER (VICE CHAIR), LISA
SWEET, LESLIE STEVENS, KENT LAPAGE, DEXTER LEGG,
REBECCA EMERSON, CAROL CHELLMAN, ED MCDONOUGH,
(SUPERINTENDENT), STEVE ZADRAVEC (ASSISTANT
SUPERINTENDENT), STEPHEN BARTLETT (BUSINESS
ADMINISTRATOR), LINDA BRIOLAT (EMPLOYEE
REPRESENTATIVE) ANN MAYER (SAU 50 REPRESENTATIVE), AND
PHILIP BOYNTON (STUDENT REPRESENTATIVE)

Absent: TOM MARTIN

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. ACCEPTANCE OF MINUTES

a. DECEMBER 1, 2009

   MOTION: Motion to accept the minutes of December 1, 2009 by Mr. Legg
   SECOND: Ms. Walker
   DISCUSSION:
   VOTE: Unanimously approved

b. DECEMBER 8, 2009

   MOTION: Motion to accept the minutes of December 8, 2009 by Ms. Walker
   SECOND: Ms. Sweet
   DISCUSSION: Last Page, Item # 4. Artificial field will be completed during the
   summer of 2010.
   VOTE: Pending above change, unanimously approved

VI. PUBLIC COMMENTARY SESSION

VII. SPECIAL PRESENTATIONS

a. SUPERINTENDENT’S ENTRY PLAN REPORT – To view the complete report, please click here.
After the Superintendent concluded his report, Mr. Legg stated that Mr. McDonough’s thoroughness only reaffirmed that the board made the correct decision in hiring him as Superintendent. The report clearly shows Mr. McDonough’s fact driven approach and his attention to detail. Mr. LaPage raised slight concern with the percentage of parents rating academics and extra curricular as unfavorable or highly unfavorable.

VIII. SUPERINTENDENT’S REPORT

a. ITEMS OF INFORMATION
   i. BOARD & ADMINISTRATOR
   ii. JANUARY ELEMENTARY LUNCH MENU
   iii. NHSBA POLICY MEMO
   iv. NHSBA DELEGATE ASSEMBLY/2010 RESOLUTIONS
   v. WORK SESSION WITH CITY COUNCIL AGENDA
   vi. MATERIALS FROM CITY FINANCE DIRECTOR RE: FY’ 11 BUDGET IMPACTS
   vii. CIP FY 11-16 PRESENTATION TO PLANNING BOARD

b. DISTRICT REPORTS
   i. PRINCIPAL CHARLES GROSSMAN – LITTLE HARBOUR – Mr. Grossman began by listing recent events and followed by highlighting the Grade Three PLC team. Parents who now have children in grade 4 and whose children have already been through the program raved about the process. Data collected by the third grade team in an effort towards planning instruction in the area of math fluency can be viewed by clicking here.

   ii. PRINCIPAL GEORGE SHEA – NEW FRANKLIN – Mr. Shea began by listing recent events. PLC’s this year at New Franklin have certainly gained momentum. Teams meet weekly to plan interventions for students perhaps not meeting standards. The teams include both cycle goals and year round goals. Chair Shuldman inquired if third grade goals could be different at different schools. Specific rounds of intervention may be different at each school, bases on what is being seen in the data. The outcomes of actual power standards and because pacing is different, common assessments may be developed and delivered at different times in the different schools. Also, power standards may not be delivered sequentially. Ms. Chellman asked whether the data could be used to show
that our students are learning at a high level. Principal Shea stated absolutely.

iii. PRINCIPAL JILL LEMAY – DONDERO - Ms. LeMay began by listing recent events and followed by highlighting the Grade Two PLC team. Most PLC teams meet on a weekly basis. PLC teams at Dondero have focused on raising reading scores. Dondero is implementing the Response To Intervention (RTI) framework and interventions are being provided at all grade levels. Individual student progress is monitored and PLC teams meet to discuss successes and plan for further intervention as needed. An assessment called DRA (Developmental Reading Assessment) is administered to all students at least twice a year. Other assessments are also administered to track student progress. Data from one second grade class's fall interventions can be found here.

iv. STEPHEN BARTLETT – DECEMBER FINANCIAL REPORT – The majority of the variance from plan is due to timing. At this point in the year he is usually able to identify areas where there will be shortages and areas where there will be savings. Based on history, these areas have a tendency to even out unless something is introduced into the system that is not the result of reconfiguration of existing budgetary components. This year is slightly different. The additional $100,000 retirement expense is just such an item.

The plan was discussed with Superintendent McDonough to institute a freeze where the superintendent will work with administrators to identify expenses that have the least impact on direct instruction, which we delay or skip this year in order to manage the gap. The maintenance area is one where needs usually exceed the ability to fund them. In the past this area has eaten up savings in other areas, usually energy savings. If weather-wise we are able to duplicate last year’s energy and snow plowing demand, we will make it to the end of the year without further restrictions. Ken Linchey discussed what needed to be accomplished to meet budget this year.

Another area that was reduced was substitutes. The district is currently looking to be sure that all grant expenses have been charged appropriately. The need to be very frugal with subs, as well as with overtime for the balance of the year, will be reinforced with administrators. The plan will be fine tuned with each passing month.

Board members encouraged the Superintendent and Business Administrator to manage and finish the school year within budget. Mr. Bartlett stated that the budget was extremely tight from last year’s mandates from City Council.

With the extra $100,000.00 now owed by rate increases that were not available when the budget was approved, it will be even more difficult to come in on budget.
Assistant Superintendent Steve Zadravec stated that the Governor will be applying for “Race to the Top” funding and will assign funds to districts. Mr. Zadravec is following the process closely to assure that Portsmouth receives all funds possible.

Mr. McDonough plans to meet with all administrators on January 19th and have a conversation to see what is necessary to get through the year.

IX. OLD BUSINESS
   a. CONSIDERATION AND APPROVAL OF POLICIES: (SECOND READING)
      JICDD, VIOLENT ACTS BY STUDENTS TO AND FROM SCHOOL
      KHB, ADVERTISING IN THE SCHOOLS
      JG, SCHOOL AND GRADE LEVEL ASSIGNMENTS
      JICA, STUDENT DRESS
      BBAA, COMMITTEE OF THE WHOLE
      JICDA, EMPLOYEE/STUDENT RELATIONS
      EBCC, BOMB THREATS
      
      MOTION: Motion to approve above policies as a block by Mr. LaPage
      SECOND: Ms. Emerson
      DISCUSSION:
      VOTE: Unanimously Approved by roll call vote

X. NEW BUSINESS
   a. FIRST READING OF POLICIES:
      IHBI, ALTERNATIVE-LEARNING PLANS
      IK, EARNING OF CREDIT
      IKAA, INTERDISCIPLINARY CREDIT
      IKB, HOMEWORK
      IHCD, ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES
      INAA, EXTENDED LEARNING OPPORTUNITIES
      IFA, INSTRUCTIONAL NEEDS OF STUDENTS WITH DIFFERENT TALENTS
      GCQC, RESIGNATION OF A STAFF MEMBER – FIRST SENTENCE SHOULD BE STRICKEN.
      BEA, SCHOOL BOARD MEETINGS
      BEDH, PUBLIC COMMENTARY PROCEDURE
      EH, ACCESS TO PUBLIC RECORDS
MOTION: Motion to accept the first reading of above listed policies as a block by Mr. Legg
SECOND: Ms. Sweet
DISCUSSION: Homework policy was briefly discussed regarding defining homework as purposeful and appropriate by grade.
VOTE: Unanimously Approved by roll call vote

XI. COMMITTEE UPDATES

a. JBC – Mr. Legg formally welcomed Ms. Stevens to the committee. The committee met December 16th, where a communications sub committee was formed. Ms. Sweet was voted chair of the committee. A meeting schedule was established where meetings will be held the second and fourth of every month on Wednesday. All specific project milestones will be televised and rules of the committee will be finalized and made available to the public by January 1, 2010. The search for a project manager has also begun.

b. The annual Booster Clubs meeting will be February 1, 2010, at 6:30 P.M.

c. Student Representative Phil Boynton offered board members the opportunity to purchase a brick for the new walkway that the senior class is gifting to Portsmouth High School.

XII. ADJOURNMENT

MOTION: Motion to adjourn by Ms. Sweet at 9:00 p.m.
SECOND: Ms. Walker
DISCUSSION:
VOTE: Unanimously Approved

Respectfully submitted by:

Mr. Edward McDonough
Superintendent of Schools
Rationale for Entry Plan

- Systematic process for self-immersion into the Portsmouth School District and community
- A vehicle for new superintendent to get to know the organization and for the organization and community to get to know the new Superintendent
- Provided opportunity to “listen” and record expectations
- Set the stage for reinforcing the district’s planning process
Entry Plan Process

Meet and collect data from the following groups:
- School Board Members
- Administrators / Central Office Staff
- Teachers and Support Staff
- Parents & Community Members
- Business and elected officials
Entry Plan Process

- Participants were asked:
  - What are the strengths (brags) and accomplishments of the district?
  - What are the challenges and priorities both short and long-term facing the district?
  - Expectations for the new superintendent
Organization of the Report

1. **General Feedback** regarding strengths and challenges identified by groups

2. **Organize feedback using 10 categories** such as Policy & Governance, Business Operations, to Student Academic Performance and Curriculum, Instruction and Assessment into Major Findings, and where appropriate, Recommendations

3. **Collection of data**, most notably, expectations for the new superintendent, cultural norms perceived as strong and neglected and parent survey data
# 1 Strength of the District

**Quality & Dedication of the School Staff**

- “committed”
- “progressive”
- “focused on whole child”
- “kids come first”
- “highly professional”
- “phenomenal”
- “open to new ideas”
# 2 Strength of the District

Wide range of programming available to students

- All-Day Kindergarten
- R.J. Lister Academy
- PEEP Program
- SPED, Options & KIDS programs

- K-12 music program
- Emphasis on the whole child
- K-12 Arts program
- Strong athletic offerings
- Career and Technical offerings
- Advanced Placement courses
- High levels of extra and co-curricular participation
- Futures program
# 2 Strength of the District

### Academic Programming

- Highly Unfavorable
- Unfavorable
- Favorable
- Highly Favorable
# 2 Strength of the District

**EXTRA CO-CURRICULAR ACTIVITIES**

- Highly Unfavorable
- Unfavorable
- Favorable
- Highly Favorable
# 3 Strength of the District

Strong support for and pride in the community for schools despite a changing demographic

- “good, strong support for education in Portsmouth”
- “valued”
- “a top priority”
- “focal point”
Priorities / Challenges

- Redistricting @ elementary
- Addressing facility needs
- Implementing Supervision & Evaluation System
- Upgrading technology
- Addressing athletic fields / gym needs
- Improving School Board and City Council relations
- Demonstrating increased student achievement
- Maintaining appropriate class size

- Attending to needs of underserved children
- Restoring lost programs (world languages)
- Improving communications
- Funding
- Sustaining SAU #50 relationship
- Focusing district initiatives
- Providing staff more time for better vertical / horizontal curriculum alignment
Major Findings / Recommendations

68 Findings & 26 Recommendations

Policy Governance
Business Operations, HR, Transportation, Facilities & Food Service
Budget, Finance and School Funding
Curriculum, Instruction and Assessment
Student Academic Performance
Special Education
Technology
Safety and Security
Leadership, Management and Supervision of Staff
Communication & Parent / Community Relations
Expectations of the New Superintendent

“Lead”
“Be supportive”
“Communicate”
“Keep smiling”
“Listen, then do not be afraid to move the district forward”
“Be open, honest and straightforward”

Top Five Action Words from school, groups, School Board / Community
“Listen”
“Support”
“Prioritize”
“Prepare”
“Build”
Thank you to participants

- Interviewed over 70 individuals
- All administrators, teachers, staff and students who participated
- 380+ families who responded to on-line survey

All have been welcoming, kind and supportive

Process has been rewarding and invaluable
Conclusion

Challenges Ahead
Middle School, K-5 Infrastructure, integrating 21\textsuperscript{st} Century Technology into Classrooms

Mission of District
Student Learning: High Levels of Achievement for All
**Math Fluency Growth**  
Grade 3 LHS  
2009-2010

**Goal:** 80% of third graders will score a 90% or above in fluency by the end of third grade.

### September 24, 2009  
Number of Kids Above 90%

<table>
<thead>
<tr>
<th>Class</th>
<th>+</th>
<th>-</th>
<th>X0</th>
<th>X2</th>
<th>X5</th>
<th>X10</th>
<th>X total</th>
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<tr>
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<td>6</td>
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<td>3F</td>
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<td>9</td>
<td>3</td>
<td>0</td>
<td>7</td>
<td>1</td>
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<td>3M</td>
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<td>7</td>
<td>14</td>
<td>8</td>
<td>5</td>
<td>11</td>
<td></td>
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<tr>
<td>3R</td>
<td>4</td>
<td>3</td>
<td>9</td>
<td>5</td>
<td>2</td>
<td>5</td>
<td></td>
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<tr>
<td>% of grade</td>
<td>21%</td>
<td>16%</td>
<td>48%</td>
<td>23%</td>
<td>10%</td>
<td>36%</td>
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### November 12, 2009  
Number of Kids Over 90%

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<th>X5</th>
<th>X10</th>
<th>X total</th>
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<td>6</td>
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<tr>
<td>% of grade</td>
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### December 16, 2009  
Number of Kids Above 90%

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<th>X0</th>
<th>X2</th>
<th>X5</th>
<th>X10</th>
<th>X total</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4</td>
<td>11</td>
<td>4</td>
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<td>3M</td>
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<tr>
<td>% of grade</td>
<td>52%</td>
<td>18%</td>
<td>53%</td>
<td>17%</td>
<td>%</td>
<td>%</td>
<td>3.6%</td>
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## Dondero School Grade 2 Data Reporting

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<tr>
<th>Student</th>
<th>Fall 2009 DRA</th>
<th>Tier 2 Intervention: 4 times a week for 6 weeks</th>
<th>Tier 3 Intervention</th>
<th>Dec. 2009 Rigby Benchmark</th>
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<td>Decoding - Proficient</td>
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<td>2</td>
<td>24</td>
<td>Enrichment - Proficient</td>
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<tr>
<td>3</td>
<td>D</td>
<td>Phonemic Awareness - slow progress</td>
<td>IEP support</td>
<td>11</td>
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<td>4</td>
<td>28</td>
<td>Enrichment - Proficient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>24</td>
<td>Decoding - Partially Proficient</td>
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<td></td>
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<tr>
<td>6</td>
<td>10</td>
<td>Decoding - Proficient</td>
<td></td>
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<tr>
<td>7</td>
<td>14</td>
<td>Fluency - Good progress</td>
<td></td>
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<tr>
<td>8</td>
<td>24</td>
<td>Enrichment - Proficient</td>
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<td>9</td>
<td>28</td>
<td>Enrichment - Proficient</td>
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<td>10</td>
<td>6</td>
<td>Decoding - Proficient</td>
<td>30 min/5X wk</td>
<td>17</td>
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<td>11</td>
<td>16</td>
<td>Fluency - Good progress</td>
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<td>15</td>
<td>18</td>
<td>Fluency - Good progress</td>
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<tr>
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<td>8</td>
<td>Decoding - Partially Proficient</td>
<td>30 min/5X wk</td>
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**Goal:** 18

1/26/2010