

PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR MARCH 24, 2015

PORTSMOUTH HIGH SCHOOL, LIBRARY

PORTSMOUTH, NH

DATE: TUESDAY, MARCH 24, 2015

TIME: 7:00 PM [or thereafter].

NOTICE: AT 6:30 PM, IN THE PRINCIPAL CONFERENCE ROOM, THE SCHOOL BOARD WILL HOLD A NON-PUBLIC MEETING IN ACCORDANCE WITH RSA 91-A:3, II (b).

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
 - a. MARCH 10, 2015
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATION: K-5 GUIDANCE PRESENTATION**
- VIII. **SUPERINTENDENT'S REPORT**
 - a. ITEMS OF INFORMATION
 - i. OUT OF STATE FIELD TRIP – WASHINGTON DC
 - ii. POLICY COMMITTEE MINUTES
 - iii. *BOARD & ADMINISTRATOR* MARCH, 2015
 - iv. 2015-2016 SCHOOL BOARD MEETING SCHEDULE
 - b. CORRESPONDENCE
 - i. LETTER OF RESIGNATION – LITTLE HARBOUR ELEMENTARY
- IX. **OLD BUSINESS**
 - a. DISCUSSION OF LITTLE HARBOUR IMPROVEMENTS AND POSSIBLE SCHEDULE IMPACT
- X. **NEW BUSINESS**
 - a. CONSIDERATION AND APPROVAL OF TEACHER CONTRACTS
 - b. CONSIDERATION AND APPROVAL OF PHS PRINCIPAL
 - c. CONSIDERATION AND APPROVAL OF DEDICATING A SPACE TO PRINCIPAL STOKEL
 - d. CONSIDERATION AND APPROVAL OF EXTENDED LEAVE OF ABSENCE
- XI. **COMMITTEE UPDATES**
 - a. JBC
 - b. POLICY
 - c. SAGAMORE CREEK
- XII. **FUTURE AGENDA ITEMS**
- XIII. **ADJOURNMENT**

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR MARCH 10, 2015

CITY HALL, COUNCIL CHAMBERS

PORTSMOUTH, NH

DATE: TUESDAY, MARCH 10, 2015

TIME: 7:00 PM [or thereafter]

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- I. **CALL TO ORDER** – Chair Stevens called the meeting to order at 7:05 p.m.
- II. **ROLL CALL** – LESLIE STEVENS (CHAIR), DEXTER LEGG (VICE CHAIR), ANN WALKER, TOM MARTIN, PATRICK ELLIS, JEFF LANDRY, LENNIE MULLANEY, GARY EPLER, NANCY NOVELLINE-CLAYBURGH, ED MCDONOUGH (SUPERINTENDENT), STEVE ZADRAVEC (ASSISTANT SUPERINTENDENT), STEVE BARTLETT (BUSINESS ADMINISTRATOR) AND OLIN JOHANNESSEN (EMPLOYEE REPRESENTATIVE)
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE** - Chair Stevens led the Board in the Pledge of Allegiance.
- V. **ACCEPTANCE OF MINUTES**
- a. **FEBRUARY 10, 2015 REGULAR BUSINESS MEETING**
MOTION: Motion to accept the minutes of February 10, 2015 by Ms. Novelline-Clayburgh
SECOND: Ms. Mullaney
DISCUSSION:
VOTE: Unanimously Approved
- b. **FEBRUARY 17, 2015 BUDGET WORK SESSION**
MOTION: Motion to accept the minutes of February 17, 2015 by Ms. Novelline-Clayburgh
SECOND: Ms. Walker
DISCUSSION:
VOTE: Unanimously Approved
- c. **MARCH 3, 2015 PUBLIC HEARING**
MOTION: Motion to accept the minutes of March 3, 2015 by Mr. Ellis
SECOND: Ms. Walker
DISCUSSION: It was noted that no one attended or spoke at the public hearing for the FY16 school budget.
VOTE: Unanimously Approved
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATION: PHS ATHLETICS** - Mr. Wilson highlighted three priorities of the athletic department: Academics, Conduct and Excellent Sports Teams.
- Academics: Students are to be considered athletes...not the other way around. 80-90% of Portsmouth High School athletes are scholar athletes (on the honor roll).
- Conduct: Eight years ago, the Board adopted an extra-curricular policy that spells out serious consequences for athletic misconduct of any kind year round.
- Excellence: Over the past eight years, 51 championships have been played and 21 state titles won. All coaches are coach certified, as well as first aid/CPR certified. Many are teachers.
- Mr. Wilson assured the Board that athletics should not be a barrier as they review school start times. Athletic team schedules would conform to a new start time, if approved.

Mr. Wilson also followed up on concussions, stating that every athlete must have a complete physical every two years and all athletes receive a brain “baseline” scan for comparison in the event of a concussion or at their two year physical.

Chair Stevens requested that Mr. Wilson set up an opportunity for the Board to honor the state champion alpine girls slalom team, as well as the track team.

Ms. Mullaney thanked Mr. Wilson for attending the Sagamore Creek meeting and for his invaluable input.

VIII. SUPERINTENDENT’S REPORT

a. ITEMS OF INFORMATION

i. BOARD AND ADMINISTRATOR, FEBRUARY 2015

ii. SPLASH INVITATION

iii. OUT OF STATE FIELD TRIP – NEW YORK CITY

iv. ASSISTANT SUPERINTENDENT OF SCHOOLS JOB DESCRIPTION/SEARCH
TIMELINE/PRIORITIES

b. CORRESPONDENCE

c. ADMINISTATOR REPORTS

i. CTE – DIRECTOR DIANE CANADA - Director Canada reported that the Culinary team took first place in the state and will now travel to the nationals to compete.

Program updates included Architectural and Engineering Design, Automotive Technology, Business/Entrepreneurship, Business Hospitality, Construction Trades and the Career Center.

The Center is beginning its ten-year review by the New Hampshire Department of Education whose first site visit is March 25.

Board members commended Ms. Canada on the CTE Center’s ability to adapt to both student and industry needs.

ii. FOOD SERVICES – DIRECTOR DEB RISO – Ms. Riso thanked Superintendent McDonough for his support, for her personally and the nutrition department as a whole.

National Breakfast Week was a huge success, tripling the numbers sold at the middle school level.

Ms. Riso introduced each food service manager who shared a short bio of themselves and their schools. She ended her report by surprising each manager with plaques and banners, announcing their schools received the bronze medal by the USDA.

Board members recapped how in 2011 the district discussed outsourcing food services. Parents were asking for healthier, higher quality food. Board members and administration visited a number of school districts who had been successful creating a program in house where healthy nutrition programs integrated into the classroom curriculum and collaborated with local farmers. The Board recognized that Ms. Riso was the person who could transform the district. Board members thanked her for introducing her staff and for her efforts improving student nutrition.

Ms. Kate Mitchell, Director of Farm to School, reported that activities associated with the USDA Farm to School Planning grant year ended November of 2014. The district’s

implementation plan is complete with 10 modules guiding through all considerations for comprehensive farm to school programming. Goals for the next three years have been identified and a mission statement has been crafted: *To cultivate a strong farm to school program in the Portsmouth school District by focusing on personal community and environmental wellness through education, as well as growing and procuring healthy, fresh, and local foods for our classrooms, cafeterias, and consciousness.*

- iii. FINANCIAL REPORT, BUSINESS ADMINISTRATOR BARTLETT - The salary section is tracking as expected. Negative balances in the substitute and unclassified lines should be netted against the teacher line due to a number of leaves of absence. Other budget sections, taken as a whole, are in a similar position as last year, with the exception of the maintenance budget. Maintenance is over total allocation due to unanticipated equipment failures as well as snow removal. Snow removal costs have been submitted to FEMA for possible reimbursement.

IX. OLD BUSINESS

a. CONSIDERATION AND APPROVAL OF FY16 SCHOOL BUDGET

MOTION: Motion to approve the Portsmouth School Department's FY16 budget in the amount of \$43,236,310.00 by Mr. Martin

SECOND: Vice Chair Legg

DISCUSSION: Board members commended administration on the entire budget process, finding it to meet the needs of all students and remaining mindful and responsible of tax dollars. Board members agreed that guidance from the newly created Joint Budget Committee was helpful and hoped it will become a permanent part of the budget process.

ROLL CALL VOTE: 9-YES 0-NO

b. CONSIDERATION AND APPROVAL OF POLICIES (2ND READING)

i. (JICD) SUSPENSION OF PUPILS

MOTION: Motion to approve policy JICD, Suspension of Pupils by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously Approved

- ii. (ECFE) SUSTAINABILITY – Mr. Ellis requested that a vote be deferred until the committee had the opportunity to review information in the city's sustainability proclamation.

X. NEW BUSINESS

a. CONSIDERATION AND APPROVAL OF POLICIES (1ST READING)

i. (GBEBD) EMPLOYEE USE OF SOCIAL NETWORKING WEBSITES

MOTION: Motion to approve policy GBEBD, Employee Use of Social Networking Websites (first reading) by Mr. Martin

SECOND: Ms. Mullaney

DISCUSSION:

VOTE: Unanimously Approved

b. CONSIDERATION AND APPROVAL OF ONE YEAR LEAVE OF ABSENCE

MOTION: Motion to approve a one-year leave of absence for Ms. Jena Bulger-Judd by Ms. Walker

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously Approved

c. **CONSIDERATION AND APPROVAL OF GRADUATION DATE**

MOTION: Motion to approve June 12, 2015 as the Portsmouth High School graduation date by Mr. Ellis

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously Approved

- d. **REVIEW OF DRAFT SCHOOL BOARD GOALS FOR 2015-16** – Board members discussed the difference between Board goals and setting timelines on projects. Goals should be more encompassing whereas tactics and strategies should be timeline driven. The Board requested that Assistant Superintendent review the proposed goals and provide feedback prior to their consideration and approval tentatively scheduled for April 24th.

- e. **CONSIDERATION AND APPROVAL OF SUPERINTENDENT OF SCHOOLS COMMENCING SEPTEMBER 1, 2015-** Chair Stevens stated that the Board has been in preparation for Mr. McDonough's succession for quite some time. It quickly became clear to the Board that Assistant Superintendent Zdravec was the clear choice. Assistant Superintendent Zdravec has worn many hats during his time with the Portsmouth School Department and wears each one with skill, compassion, dedication and excellence.

MOTION: Motion to approve Stephen Zdravec as Superintendent of Schools, beginning September 1st, 2015 by Ms. Walker

SECOND: Ms. Novelline-Clayburgh

DISCUSSION:

ROLL CALL VOTE: YES-9 NO-0

XI. **COMMITTEE UPDATES**

- a. JBC- A community Open House is scheduled for Saturday, May 16, 2-4 pm.
- b. POLICY- The Policy Committee is currently reviewing the wellness policy and new policies required by law.
- c. SAGAMORE CREEK – Ms. Mullaney invited the public to attend a meeting on March 18th in the School Board Conference Room beginning at 6:30 pm.

XII. **FUTURE AGENDA ITEMS**

- a. NEXT MEETING, MARCH 24, 2015 AT PORTSMOUTH HIGH SCHOOL
- b. K-8 GUIDANCE PRESENTATION, MARCH 24, 2015

- XIII. **ADJOURNMENT**-Motion to adjourn at 9:07 pm by Mr. Martin and seconded by Mr. Landry

Portsmouth School Department Out of State/Overnight Student Trip Checklist

Destination: Washington, DC

Dates of Travel: Friday, April 17th – Monday, April 20th, 2015

Sponsor Group: Portsmouth High School History Club

Lead Advisor: Sara Carpenter – PHS Social Studies Department Chairperson

Date Submitted: February 13, 2015

List of Other Chaperone/s: Kate Brunelle – PHS Librarian and Media Specialist and Martin Carter – PHS Physical Education Department

List of Students Names: See Attached

Number of Students: 18

Staff to Student Ratio: 3/18

Principal Approval Date: Monday, February 16th

Insurance: Parental Coverage for Students – Students will provide copies of Health Insurance Card for the chaperones

Passports: N/A

Form of Identification: Student's Drivers Licenses, Birth Certificates and Student IDs

Fundraisers:

- Tagging
- Flatbread Pizza Night
- DodgeBall Tournament
- Clash of the Clippers – PHS Olympics

Method of Travel: Parent Carpool to Logan Airport and JetBlue (information is included in the trip itinerary)

Accommodations: Homewood Suites Washington Downtown – Washington, DC

Chaperones with First Aid and CPR: Sara Carpenter, Kate Brunelle and Martin Carter

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: February 25, 2015
TO: PORTSMOUTH SCHOOL BOARD
FROM: POLICY COMMITTEE
RE: FEBRUARY 25, 2015 MEETING MINUTES

Members Present: Leslie Stevens, Ann Walker, Ed McDonough and Kathleen Dwyer

Policies Considered:

News Releases (KDA) and School Media Information (KBC)

Kathleen brought in the NHSBA model policy KDA that is titled Public Information Program. The three policies were read and compared and the model policy included all of the elements of the two local policies. It was decided to recommend adoption of the Public Information Program by replacing the text of the current KDA with the text from the model policy. After the changes are adopted to KDA, KBC is recommended for elimination.

Suspension of Pupils (JICD)

Leslie shared School Board member Epler's concern that the policy wasn't clear enough that a student is entitled to a hearing prior to extended suspensions (the additional ten days permitted by state law). The Committee decided to clarify that issue by adding language to the policy.

Sustainability (EFCE)

Leslie shared that Patrick Ellis wanted the Committee to investigate the City's position on sustainability and whether or not they had some mission language. Leslie checked and there was a resolution that was passed in 2007. The issue of sustainability has evolved and developed significantly since 2007 and the Committee decided that the current draft included the basic elements of the 2007 resolution and more. The Committee also shared the need for additional changes to the policy to meet various grant requirements. The changes will be prepared for the Board's consideration.

Employee-Student Relations (BFEBB)

The Committee reviewed this policy and want to consider changes. It was decided that the Committee will circulate a draft for consideration at the next meeting.

Employee Use of Social Networking Websites (GBEBD)

The Committee reviewed a model policy and discussed the issues that arise with the use of social media. There is a difference between person social media outlets and school sponsored. The Committee recommended first reading of the policy.

Recommended Board Action:

First reading:

Employee Use of Social Networking Websites (GBEBD)

Amend and reapprove:

Public Information Policy (KDA)

Suspension of Pupils (JICD)

Amend and pass second reading:

Sustainability (EFCA)

Second reading:

Due Process (JIA)

Eliminate at next meeting:

School Media Information (KBC)

Next Meeting: Wednesday, March 18, 2015 9:00 a.m.

**Portsmouth School Board
Portsmouth, New Hampshire**

Proposed Meeting Dates/Locations 2015/2016

DATE	LOCATION
July 14	Council Chambers, City Hall
August 11	Council Chambers, City Hall
September 8	School Board Conference Room
September 22	PORTSMOUTH MIDDLE
October 13	Council Chambers, City Hall
October 27	NEW FRANKLIN
November 10	Council Chambers, City Hall
November 24	DONDERO
December 8	Council Chambers, City Hall
January 12	Council Chambers, City Hall
January 26	PORTSMOUTH HIGH
February 09	Council Chambers, City Hall
March 08	Council Chambers, City Hall
March 22	LISTER ACADEMY
April 12	Council Chambers, City Hall
May 10	Council Chambers, City Hall
May 24	LITTLE HARBOUR
June 14	Council Chambers, City Hall

Alyssa Bailey
48 Meadow Lane
Greenland, NH
781-962-9633

March 3, 2015

Mr. Edward McDonough
Superintendent of Schools
Portsmouth School Department
1 Junkins Ave, Suite 402
Portsmouth, NH 03801

Dear Mr. McDonough,

After struggling mightily with the decision, I regret to inform you that I intend to resign from my first grade position at Little Harbour School effective September 1, 2015. During the remainder of my leave of absence, I would like to be considered for any part time reading positions that open up in the district for the 2015-2016 school year. My experience working in the Portsmouth school district was truly special, yet at this time I feel it is best to stay at home with my son.

It was an honor to hold a position at one of the most highly respected elementary school programs in the state, a privilege I found both rewarding and memorable. I greatly appreciate the opportunity for professional development and growth as a teacher. My students, their families, my colleagues and the administration have been supportive and a pleasure to work with. Every child brings something unique to the classroom and I will greatly miss all of its smiling faces. I have sincerely enjoyed being a part of this wonderful community.

I wish you and Portsmouth schools continued growth and success in the future. Hopefully, I will find my way back to Little Harbour. Again, I want to thank you for all of your kindness and support.

Sincerely,



Alyssa Bailey First Grade Teacher
Little Harbour School

Cc: Mr. Charlie Grossman, Little Harbour Principal

Edward McDonough

From: Edward McDonough
Sent: Monday, March 09, 2015 4:37 PM
To: LHS-All
Cc: Steve Bartlett; Stephen Zdravec; Kenneth Linchey; Charles Grossman
Subject: Update on LHS Building Upgrades

Greetings to all,

Thank you for meeting with Ken Linchey and I last week as we plan for the renovations at LHS over the next few summers. Since our meeting, there have been a number of meetings with the construction manager, Mike Davey, of Energy Efficiency Investments (EEI,) and we would like to share with you some important dates and some initial planning.

EEI will be hiring the moving company and we expect this will happen in the next three weeks. **By the week of April 6th**, we expect boxes will be available for teachers to begin to pack items. Boxes will have color coded labels that along with your name and will be moved to storage containers; we expect to have four storage containers located in the lower lot by the kindergarten wing on or about April 6th. As you pack any items, we will move your boxes to these containers. We will also have recycling and trash dumpsters available beginning that week where you will be able throw away materials.

On the Monday following the late April / early May vacation, the architect and contractor will attend **your May 4th faculty meeting** and provide you more detail on the plans and overall design.

We plan to set aside two days dedicated to providing you time to pack. **Friday, May 22nd and Friday, June 19th** (the latter date will need SB approval on 3/24) will be dedicated to packing. Each year, Liberty Mutual dedicates a day of caring to the school department and we are hopeful we will secure their help on **June 19th**.

In conversations with Mr. Grossman, we expect the library and computer lab will close on **June 15th**.

The moving company is anxious to begin the process on Saturday, June 20th. We expect that you will have some additional time (two more days) the following week, but we recognize you will also need time for reports cards, etc. We do know that when you leave on **Wednesday, June 24th**, the academic levels (lower and upper levels) will be closed for the summer, which is to say, it will be a construction zone for the next eight weeks.

At this time, the project anticipates a Monday through Saturday schedule with us regaining possession of the building to move and unpack beginning **August 24th**.

We thank you in advance for your patience and understanding as we move forward. Please do not hesitate to contact me directly with any particular questions or concerns,

Thanks,

Ed

Edward McDonough
Superintendent of Schools

Calendar Adjustment for LMS Renovation

Portsmouth School Department 2015-2016 School Calendar Board Approved 02-10-15

	M	T	W	TH	F		M	T	W	TH	F
August				27/ Teacher ws day	28/ Teacher ws day						
(1)	31/ Students 1-9	4 Teacher Workshop Days 8/31-9/3									
September		1/ Students 1-12	2/ Students 1-12	3/ Students 1-12	4/ Labor Day Break	February	1	2	3	4	5
(20)	7/ Labor Day	8/ Students K-12	9	10	11	(16)	8	9	10/ ERD	11	12
	14	15	16/ ERD	17	18		15	16	17	18	19
	21	22	23	24	25		22/ Winter Break 29	23/ Winter Break	24/ Winter Break	25/ Winter Break	26/ Winter Break
	28	29	30								
October				1	2	March		1	2	3	4
(20)	5	6	7	8	9/ Teacher ws day	(22)	7	8	9	10	11
	12/ Columbus Day	13	14	15	16		14	15	16	17	18/ Teacher ws day
	19	20	21/ ERD	22	23		21	22	23	24	25
	26	27	28	29	30		28	29	30	31	
November	2	3/ Election Day K-5 No school. Teacher Conferences	4	5	6	April					1
(17)/(16 E)						(16)					
	9	10	11/ Veteran's Day	12	13		4	5	6/ ERD	7	8
	16	17	18	19	20		11	12	13	14	15
	23	24	25/ Thanksgiving Break	26/ Thanksgiving Day	27/ Thanksgiving Break		18	19	20	21	22
	30						25/ Spring Break	26/ Spring Break	27/ Spring Break	28/ Spring Break	29/ Spring Break
December		1	2	3	4	May	2	3	4	5	6
(17)						(20)					
	7	8	9/ ERD	10	11		9	10	11	12	13
	14	15	16	17	18		16	17	18	19	20
	21	22	23/ ERD	24/ Holiday Break	25/ Christmas Day		23	24	25	26	27/ Teacher ws day
	28/ Holiday Break	29/ Holiday Break	30/ Holiday Break	31/ Holiday Break			30/ Memorial Day	31			
January					1/ Holiday Break	June			1	2	3
(18)/(19 E)						(13)					
	4	5	6	7	8		6	7	8	9	10
	11	12	13/ ERD	14	15		13	14	15	16	17/ *Last day Students
	18/ MLK Day	19	20	21	22		20	21	22	23	24
	25	26/ *After 90th day 6-12 no school	27	28	29		*Teacher ws/last day				

* with no snow days/cancelled days ERD - Early Release Days

Student Day

Student Day

Moves to 20th

Memorandum

To: Superintendent of Portsmouth Schools McDonough
From: Ann Walker
Date: March 19, 2015
Re: Dedicating a Space to Principal Stokel

Please accept this memo as nominating John Stokel to have a space at Portsmouth Middle School named after him in accordance with the School Board's Policy "*Naming / Dedicating School Buildings, Spaces, and Other Areas (FF)*." After forty one (41) years of service to the district, and thirty-four (34) as the principal of the middle school, I think it would be appropriate to dedicate the new commons area after John so that it would be known as the John Stokel Commons.

To be sure, John has made a lasting contribution to the district; his love for children, his efforts to implement a middle school philosophy and his dedication to the district over the years is well documented. John will retire at the conclusion of this school year, but I think it would be nice to recognize him in a formal ceremony at the close of school this year. As such, I would ask that the School Board waive one of the guidelines in the policy that "*honorees may not be an employee of the school district at the time of the School Board approval of the dedication or naming.*"

Would you kindly place this on the agenda of the board meeting for discussion and consideration. I have attached the Board's policy.

Thank you,

Ann

Naming/Dedicating School Buildings, Spaces or Other Areas

Purpose:

The purpose of this policy is to provide the framework and criteria for the special dedication of buildings, space(s) within a school building, or other facilities on school property.

General Statement of Policy:

From time to time the Portsmouth School Board may choose to recognize outstanding service to the learning community by dedicating or naming an appropriate area (i.e., playground, library, gymnasium, auditorium, athletic field, etc.) in honor of an individual.

Naming of spaces within a school building, or other areas on school property is a means of honoring persons who have made significant, lasting contributions to the students, staff, and community of the Portsmouth School Department.

The Portsmouth School Board reserves unto itself the right and authority to approve the spaces within a school building, or other areas on School property. If the Board votes to name a school building, it will follow the procedures of City Council Rule 44 prior to establishing a name of a school facility. The Superintendent of Schools will develop and administer administrative procedures in support of this policy.

Guidelines and Criteria:

- a. This policy applies to the naming of school buildings, spaces within a school building, or other areas on school property.
- b. Names which possess a potential for controversy or division should be avoided.
- c. Honorees may not be an employee of the school district at the time of School Board approval of the dedication or naming.
- d. Honorees may not be recognized under this policy more than once.
- e. School buildings, spaces within school buildings, or other facilities on school property generally should not be re-named or re-dedicated once they have been dedicated to an honoree.
- f. Recognized contributions and service for one who has:
 - i. Made significant, lasting contributions that are consistent with the educational mission of the Portsmouth School Department, to the students, faculty, staff, or school district community.
 - ii. Made a contribution commensurately related to the building, space, or facility proposed for naming.
 - iii. Made contributions or service through employment, volunteer service, board service, or through significant gifts or money or property to Portsmouth School Department.

Procedures:

- a. Proposals or petitions to name a space within a building or other school facility may be made by faculty, staff, students, parents, or community members. Nominations will be submitted in writing to the Superintendent at least three (3) months in advance of the naming of the space or facility.
- b. The Superintendent shall place the request on the School Board agenda of a regular school board meeting for discussion and consideration. The School Board will allow for dedicated time for public comment on the recommendation. A majority vote by the School Board is required to approve the naming or dedication.
- c. If the School Board approves a dedication, recognition or naming, a formal dedication ceremony may follow as soon as practicable coordinated by the Superintendent and may include placement of a plaque.

Rebecca Bellistri
7 Rowell Road
East Kingston, New Hampshire
0 3 8 2 7
603.686.6327

March 10, 2015

Mr. McDonough,

I am writing to request an extended maternity leave from my current position in the KIDS Program for the 2015-2016 school year. If you have any questions or require any additional information please do not hesitate to contact me.

Thank you,



Rebecca Bellistri, MEd
KIDS Program Director