

PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR FEBRUARY 9, 2016

EILEEN M. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, FEBRUARY 9, 2016

TIME: 7:00 PM [or thereafter]

NOTICE OF NON-MEETING WITH COUNSEL: THE SCHOOL BOARD WILL HOLD A NON-MEETING WITH COUNSEL AT 6:15 P.M., IN ACCORDANCE WITH RSA 91-A: 2, IN THE SCHOOL BOARD CONFERENCE ROOM

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
 - a. JANUARY 26, REGULAR MEETING
 - b. FEBRUARY 2, BUDGET WORKSHOP
- VI. **PUBLIC COMMENT**
- VII. **PUBLIC HEARING ON FY17 BUDGET**
- VIII. **SPECIAL PRESENTATIONS**
 - a. ELEMENTARY SCHOOL PRINCIPALS REPORT
- IX. **SUPERINTENDENT'S REPORT**
 - a. ITEMS OF INFORMATION
 - i. FIELD TRIP- PINKERTON ACADEMY
 - b. CORRESPONDENCE
 - i.
 - c. ADMINISTRATOR REPORT
 - i. FINANCIAL, BUSINESS ADMINISTRATOR BARTLETT
- X. **OLD BUSINESS**
 - a. CONSIDERATION AND APPROVAL OF POLICIES (SECOND READING)
 - i. TRANSGENDER AND GENDER NON CONFORMING STUDENTS-JBAB
 - b. CONSIDERATION AND APPROVAL OF 2016-2017 SCHOOL CALENDAR
- XI. **NEW BUSINESS**
 - a. HEALTHTRUST AUTHORITY
 - b. CONSIDERATION AND APPROVAL OF LEAVES OF ABSENCES
- XII. **COMMITTEE UPDATES**
 - a. JBC

XIII. FUTURE AGENDA ITEMS

- a. ELECTRONIC TEXT BOOK POLICY
- b. STEM

XIV. ADJOURNMENT

V. a. **PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR JANUARY 26, 2016- DRAFT**

PORTSMOUTH HIGH SCHOOL LIBRARY

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 26, 2016

TIME: 7:00 PM [or thereafter]

NOTICE OF NON- MEETING WITH COUNSEL: THE SCHOOL BOARD WILL HOLD A NON- MEETING WITH COUNSEL AT 6:30 P.M., IN ACCORDANCE WITH RSA 91-A: 2 IN THE PRINCIPAL'S CONFERENCE ROOM.

- I. **CALL TO ORDER-** School Board Chair Leslie Stevens called the meeting to order at 7:06 p.m.
- II. **ROLL CALL-** Chair Leslie Stevens, Vice Chair Tom Martin, Jeff Landry, Lennie Mullaney, Gary Epler (by phone), Nancy Clayburgh, Patrick Ellis, Roseann Vozella Clark, SAU50 Representative Anne Pinciano, Superintendent Stephen Zadavec, Assistant Superintendent George Shea, Business Administrator Steve Bartlett, Teacher Representative Olin Johannsen
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE-** Chair Stevens led the Board in the Pledge of Allegiance.
- V. **ACCEPTANCE OF MINUTES**
 - a. JANUARY 12, REGULAR MEETING
MOTION: Motion to accept the public minutes of January 12, 2016 by Ms. Mullaney
SECOND: Mr. Ellis-
DISCUSSION:
VOTE: Unanimously accepted
 - b. JANUARY 19, WORKSHOP SESSION
MOTION: Motion to accept the workshop session minutes of January 19, 2016 by Mr. Ellis
SECOND: Ms. Mullaney
DISCUSSION:
VOTE: Unanimously accepted
- VI. **PUBLIC COMMENT-** Rye School Board Chair Scott Marion (71 Washington Road, Rye) Greenland School Board Chair Sandra Tague, John O'Leary (15 Nathaniel Drive, Portsmouth) all spoke in regards to the School Start Times.
- VII. **SPECIAL PRESENTATIONS**
 - a. **STUDENT TRIPS-** PHS French Teacher Jeanette MacDonald and PHS Spanish Teacher Tara Hebert reported on the student travel opportunities that were available to students' grades 9 through 12 through the International Language Department. Upcoming trips: France, Mexico (February vacation), Puerto Rico (April vacation).
Question/Discussions followed: The number of students participating in the upcoming travel is a little low: Paris- 5 students, Mexico- 9 students, Puerto Rico- 9 students. A homestay provides a more in depth, cultural experience and opportunity to practice the language.

VIII. SUPERINTENDENT'S REPORT

a. ITEMS OF INFORMATION

i. JANUARY CO UPDATE

ii. FIELD TRIP- QUEBEC

iii. EMAIL FROM MARY LYONS-

Discussion followed: The impact of social media during an emergency. There needs to be a pipeline for parents to get accurate information. Parent Advisory Meeting at PHS on February 9 will discuss the topic further.

IX. OLD BUSINESS

i. FUNDING FOR LISTER ACADEMY UPDATE- Principal Nancy Roy reported there are presently 23 (6 out of District) students and current staff: 4 full time teachers, 1 paraprofessional, 1 office manager and Ms. Roy serves a dual role as principal and guidance. She provided examples of how she continues to supplement resources through outreach and collaborations in the community including continuing their relationship with Great Bay.

Questions/ discussion followed: It has not been typically successful for students to transition in the Career Tech program. A part time guidance counselor would be able to support the needs and would be able to work on relationship building. Students begin the day at 8:20 and the later start has been beneficial for students. There is growth opportunity and further innovation to partner with Great Bay. The continued question on what the sustainable future of Lister Academy. Superintendent Zadavec proposed establishing a short term committee to study the location of the Lister Academy facilities.

ii. WORKSHOP: SCHOOL START TIMES- Superintendent Zadavec provided a memo summarizing where we are, what we know we can do and issues we still need to address. Rus Wilson shared how the athletic schedules are designed and how the later start time will impact the athletic schedules.

Questions/ discussion followed: PHS Scheduling Committee is still in the early conversations and board representation is welcomed. Consensus is a possible implementation August 2017. The Board would like administration to propose a detail structured plan/timeline. A public hearing will be on April 12, 2016 with an additional public hearing in the fall. Afterschool care options and bus transportation costs/funding were discussed.

iii. ELEMENTARY FACILITIES- Business Administrator Bartlett gave an overview of how the CIP money was utilized and an overview of the upcoming projects/improvements. LH will be finished this summer. Next will be upgrading Dondero (energy efficiencies, air handling units and other functionalities). The Elementary Facilities Committee needs to start meeting again as they to plan for next summer. Mr. Martin will fill the vacant position.

Questions/discussions followed: The status of the Sherburne School was discussed.

X. **NEW BUSINESS**

a. **CONSIDERATION AND APPROVAL OF LEAVES OF ABSENCE**

MOTION: Motion to approve the leave of absences by Mr. Martin

SECOND: Mr. Landry

DISCUSSION:

VOTE: Unanimously accepted

b. **OYSTER RIVER COOP FOOTBALL-** Athletic Director Rus Wilson gave an overview of the proposal.

MOTION: Motion to approve the coop football proposal by Mr. Landry

SECOND: Mr. Martin

DISCUSSION: There will be approximately 6-12 football players that Oyster River will send Portsmouth and 4-8 hockey players that Portsmouth will send Oyster River. The proposal is beneficial for both Portsmouth and Oyster River.

VOTE: Approved (1 member abstained)

c. **OYSTER RIVER GIRLS HOCKEY**

d. **NEWCASTLE AGREEMENT TO SEND STUDENTS TO PMS-** Superintendent Zdravec reported Portsmouth was approached to see if it would be a possibility to accept Newcastle grades 7&8 students to the middle school. Newcastle parents would be given a choice between attending Rye or Portsmouth. SAU Superintendent Petralia reported it would be under ten students, more realistically 3-5 students. Rye is experiencing declining enrollment and the trend is expected to continue over the next 3-5 years. Newcastle will be voting on February 1st.

Discussion: Even with it being such a small number of students, the tuition cost will cover the cost for educating the students. Transportation costs would be covered by Newcastle.

e. **RETIREMENT INCENTIVE-** Superintendent Zdravec shared the draft retirement incentive. It is verbatim to what has been previously offered. The Board did not offer the incentive last year. The incentive will provide a cost saving. The City Council will need to approve the incentive.

MOTION: Motion to approve retirement incentive by Ms. Clayburgh

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously accepted

f. **2016/2017 SCHOOL CALENDAR-** There were two copies provided. Superintendent Zdravec pointed out the major differences between the calendars (April vacation week, workshop days) and some other considerations. The calendar will be brought to the February meeting for final review.

Questions/discussion followed: It is important to be on the same calendar as SAU50. Discussion of possibly changing the April vacation every 2nd or third year.

XI. COMMITTEE UPDATES

- i. JBC- Next meeting is January 27, 2016.
- ii. BEC- Ms. Mullaney reported BEC met on January 6. A number of issues were discussed. Construction students are in need of construction projects. Marketing and Sales just created a website and is hosting job fair.

Mr. Johannsen- A special recognition was given to PHS senior Dominique Couchaine for leading the charge in collection donations for PHS Business Students to show thanks to PHS Staff. More information can be found in this week's newsletter.

XII. FUTURE AGENDA ITEMS

- a. ELECTRONIC TEXT BOOK POLICY
- b. STEM

XIII. ADJOURNMENT

MOTION: Motion to adjourn the meeting at 9:49 p.m. by Mr. Martin

SECOND: Mr. Landry

DISCUSSION:

VOTE: Unanimously accepted

V, b,
**PORTSMOUTH SCHOOL BOARD PUBLIC WORKSHOP SESSION #3 MINUTES FOR
FEBRUARY 2, 2016- DRAFT**

EILEEN M. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, FEBRUARY 2, 2016

TIME: 6:30 [or thereafter]

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- I. **CALL TO ORDER** - School Board Chair Leslie Stevens called the meeting to order at 6:35 p.m.
 - II. **ROLL CALL**- Chair Leslie Stevens, Vice Chair Tom Martin (late), Ann Mayer, Lennie Mullaney, Gary Epler, Roseann Vozella Clark, Nancy Clayburgh, Patrick Ellis, Superintendent Stephen Zdravec, Assistant Superintendent George Shea, Business Administrator Steve Bartlett
 - III. **INVOCATION**
 - IV. **PLEDGE OF ALLEGIANCE**- Chair Stevens led the Board in the Pledge.
 - V. **PUBLIC COMMENT**- None
 - VI. **WORKSHOP SESSION ON FY 2017 BUDGET**

i. **STUDENT SERVICES**- Director of Pupil Support & Instruction Jeanette Souther gave a detailed overview of her budget.

Contracted Services: increase for outside evaluations.

Peep Personnel: slight increase FTE for 2 Paraeducators at Headstart.

Elementary: shifting of personnel and salary changes according to experience.

Middle school: changes in middle school sped teacher line: due to movement of staff. The shift in personnel at middle and high school is a result of trying to maximize reimbursement to increase ability to collect both Cat Aid and Medicaid.

High school: changes in personnel.

Speech: no changes except salary changes.

OT: slight increase in overall FTE.

ESL: currently not reflecting increase but see this as the greatest area of need. Ms. Souther provided updated ESOL student numbers which reflect a steady increasing need. She would propose adding a teacher and a part time para. Currently, there are 2.6 teachers and the ESL Grant covers a 15 hour para position. Superintendent Zdravec explained there will be a separate memo going to City Council to justify adding a full time ESOL teacher.

Questions/Comments followed: One area of future concern could potentially be an increase in out of district tuition. Currently, we have 10-12 out of district students. Lister Academy is helping offset those costs by servicing some students that otherwise would have been out of district. The current Speech and OT services being provided meet the needs of the IEP. However an additional staff would allow for additional early intervention services.

ii..MAINTENANCE: CIP, ENERGY, UPGRADES- Director of Facilities Ken Linchey gave a detailed overview of his budget.

Athletics: significant increase includes- beginning 2 year process for dugout renovations, irrigation system, and maintenance equipment. Expected life span of the turf field of 12-14 years, on year 5 this fall.

Facilities: Uniforms: no changes. Equipment repairs: up significantly due to last year snow storms. Gas price: decrease.

Dondero: overall decrease of \$2k.

Little Harbour Phase II will begin this summer. There is an overall increase of \$13,500 due to cost associated with HVAC system, equipment repair, monitor old systems, sprinkler.

New Franklin: stays relatively the same, shifted some items around.

Sherburne: left the same. There were mechanical issues this and last year that had to juggle some funding to make repairs.

Middle school: increase \$5k (electrical and mechanical needs).

High school: increase \$11,300 (mechanical and electrical).

Building Supplies/ Maintenance: increase of \$2k.

Training: increase \$1k.

Energy: water & sewer flat lined, \$40k reduction in gas, \$90k reduction in electricity.

Mr. Linchey presented a PowerPoint containing information on:
Sustainability

Little Harbour and New Franklin KWH & Gas Usage trends

PHS & New Franklin Solar

Conceptual photo of the Varsity Baseball Dugout Renovation

CIP projects: district wide roof replacement, auditorium stage lighting upgrade, security system upgrade, digital data control-HVAC upgrades, elementary playground repairs

Currently seeking bids for the PHS athletic field project: field lighting, tennis court replacement

Overview of Summer Projects

Questions/Comments followed: The snow removal around the solar panels was explained. The athletic field lights will be an 8 week project and has a deadline of August 15. There is a good city wide team together that we are seeing result of the collaborative work. Composting has been successful and has reduced the amount of waste going to the land fill.

OTHER: Superintendent Zadavec- upcoming meetings:

Regular Business Meeting & First Public Hearing- Tuesday 2/9 at 7:00 p.m. - Council Chambers

Budget Workshop Session- Tuesday 2/16 at 6:30 p.m. - Portsmouth Middle School

Nancy Clayburgh- There was a letter to the editor written by a PHS junior talking about the Heroine Heartache. The student spoke of how important intense education is at the high school level. Ms. Clayburgh would like the Board to think about ways the school department could be proactive and possibly have a positive impact to address this issue. Discussion followed.

VII. ADJOURNMENT-

MOTION: Motion to adjourn meeting at 7:52 p.m. by Mr. Martin

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously accepted

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1/14/16

Portsmouth School Department Out of State/Overnight Student Trip Checklist

Pinkerton Academy
 Destination Jazz All-State
 Dates of travel Fel 4-6, 2016
 Sponsor Group Concert Choir
 Lead Advisor/Chaperone Johannesen
 Date submitted Jan
 Date of meeting with Superintendent of Schools 1/14/16
 List of other chaperones Eric Gagnon or Steve Cirillo
 List of students, home phone numbers, parents names attached? _____
 Number of Students 5
 Staff to Student Ratio 1:5
 Principal Approval Date 1/25/16

Supt. Approval Date 1/14/16
 Insurance _____
 On File? _____
 Do all Students Have Passports? N/A
 Fundraisers students have participated in N/A
 Method of travel to Destination Car
 Are Home stays involved in this trip? If yes, describe N/A
 Names of chaperones with first Aid/CPR Training Johannesen, Nurse on-site

Is there a Phone Tree established with parents? Yes No
 (If yes, a copy should be attached)

Cost for each student to participate \$165, Paid by Parents Music Club

Educational Goals for trip To participate in the NHMEA Jazz All-State choir, expand skills as a vocalist(s)

Date of parent meeting and location held prior to departure _____

Has this trip been taken before by this group? Yes No

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TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

I. PURPOSE

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender nonconforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students. This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender nonconforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming student while maximizing the student's social integration and minimizing stigmatization of the student.

II. DEFINITIONS

The definitions provided here are not intended to label students but rather are intended to assist in understanding this policy and the legal obligations of District staff. Students might or might not use these terms to describe themselves.

"Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Everyone has a gender identity.

"Transgender" describes people whose gender identity is different from their gender assigned at birth.

"Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

"Gender nonconforming" describes people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.

III. GUIDANCE

A. Privacy

The Board recognizes a student's right to keep private one's transgender status or gender nonconforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential information. School personnel should not disclose information that may reveal a student's transgender status or gender nonconforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

B. Official Records

The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

C. Names/Pronouns

A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

D. Gender-Segregated Activities

To the extent possible, schools should limit the practice of segregating students by gender, such as gender specific seating assignments. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

E. Restroom Accessibility

Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom.

F. Locker Room Accessibility

The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their

gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

G. Physical Education Classes & Intramural Sports

Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

H. Interscholastic Competitive Sports Teams

Transgender and gender nonconforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity. Interscholastic athletic activities should be addressed through the NHIAA participation policy, Article III, Section 5.

I. Dress Codes

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

J. Discrimination/Harassment

It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

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PSD 2016-2017 Working School Calendar Updated 01-21-16 Option to review

	M	T	W	TH	F		M	T	W	TH	F
August	22	23	24	25 Teacher WS Day	26 Teacher WS Day						
3	29 Students 1-9	30 Students 1-12	31 Students 1-12								
September				1 Students 1-12	2 Labor Day Break	February			1	2	3
20	5 Labor Day	6 Students K-12	7	8	9	18	6	7	8	9	10
	12	13	14	15	16		13	14	15	16	17
	19	20	21	22	23		20	21	22	23	24
	26	27	28	29	30		27 Winter Break	28 Winter Break			
October	3	4	5	6	7 Teacher WS Day	March			1 Winter Break	2 Winter Break	3 Winter Break
19	10 Education Day	11	12	13	14	19	6	7	8	9	10
	17	18	19	20	21		13	14	15	16	17 Winter Break
	24	25	26	27	29		20	21	22	23	24
	31						27	28	29	30	31
November		1	2	3	4	April	3	4	5	6	7
17 E and MS 18 HS	7	8 Education Day No School K-3	9	10	11 Veteran's Day	15	10	11	12	13	14
	14	15	16	17	18		17	18	19	20	21
	21	22	23 Thanksgiving Day	24 Thanksgiving Day	25 Thanksgiving Break		24 Spring Break	25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break
	28	29	30								
December				1	2	May	1	2	3	4	5
16	5	6	7	8	9	21	8	9	10	11	12
	12	13	14	15	16		15	16	17	18	19
	19	20	21	22 ERD	23 Holiday Break		22	23	24	25	26 WS Day
	26 Holiday Break	27 Holiday Break	28 Holiday Break	29 Holiday Break	30 Holiday Break		29 Memorial Day	30	31		
January	2 New Year's Break	3	4	5	6	June				1	2
20 E and MS 19 HS	9	10	11	12	13	12	5	6	7	8	9
	16 MLK Day	17	18	19	20		12	13	14	15	16 Last day Students
	23 90 th day no school 9-12	24	25	26	27		19 WS Day	20	21	22	23
	30	31									

* with no snow days/cancelled days

ERD - Early Release days

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X/a.

EXHIBIT A

CERTIFICATE OF AUTHORIZING RESOLUTION

I hereby certify to *HealthTrust, Inc.* ("HealthTrust"), that the following is a true copy of a resolution adopted by the Governing Body of School Administrative Unit #52 at a meeting duly held on _____ [Date].

RESOLVED: That School Administrative Unit #52 shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B.

RESOLVED: That _____ [Name/Title] is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of School Administrative Unit #52, the "Application and Membership Agreement" in substantially the form presented to this meeting.

I further certify that the foregoing resolution remains in full force and effect without modification.

APPLICANT: SCHOOL ADMINISTRATIVE UNIT #52

Date: _____

By: _____
Duly Authorized

Name: _____

Title: _____

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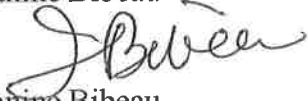
January 16, 2016

To: Portsmouth Public School Department,

I would like to request an extended maternity leave. My anticipated date of return was April 1, 2016. I would like to extent the leave until the Fall of 2016 and the beginning of the new school year.

Sincerely,

Janine Bibeau



Janine Bibeau

Dondero School

Kindergarten Teacher

Portsmouth, New Hampshire

From: Cheryl Harrington <charrington@portsmouth.k12.nh.us>
Date: January 27, 2016 at 6:51:45 PM EST
To: Stephen Zadavec <SZadavec@portsmouth.k12.nh.us>
Cc: Katherine Callahan <kcallahan@portsmouth.k12.nh.us>
Subject: maternity leave

January 27, 2016

Hi Steve,

I hope this email finds you well! I am writing to inform you that I will be taking the remainder of this current school year off after my maternity leave runs out. I will be returning once school begins in the Fall. If there is any other documentation that you need from me, let me know and I'll get it to you as soon as possible.

Best,

Cheryl Harrington