

PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR APRIL 12, 2016

EILEEN DONDERO FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, APRIL 12, 2016

TIME: 7:00 PM [or thereafter]

NOTICE OF PUBLIC FORUM: THE SCHOOL BOARD WILL A PUBLIC FORUM ON THE PROPOSED SCHOOL START TIMES AT 6:00 P.M. IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS, CITY HALL.

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. ACCEPTANCE OF MINUTES

- a. MARCH 22, REGULAR MEETING

VI. PUBLIC COMMENT

VII. SPECIAL PRESENTATIONS

- a. PMS PRINCIPAL REPORT

VIII. SUPERINTENDENT'S REPORT

- a. ITEMS OF INFORMATION

- i. SCHOOL BOARD PROPOSED MEETING DATES
- ii. POLICY COMMITTEE MINUTES, MARCH 23
- iii. APRIL CO UPDATE
- iv. FIELD TRIP- FRANCE
- v. FIELD TRIP- PLYMOUTH STATE UNIVERSITY
- vi. FIELD TRIP- ROBOTICS- LEWISTON, MAINE
- vii. FY17 BUDGET VIEW BOOK
- viii. LETTER TO CHAMPIONSHIP TEAMS- DRAFT

- b. CORRESPONDENCE

- i. NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES LETTER
- ii. LETTERS OF RESIGNATION, COLLEEN BLANCHARD
- iii. LETTERS OF RESIGNATION, SUZANNE DRYSDALE
- iv. I AM COLLEGE BOUND/I APPLIED CAMPAIGN LETTER

- c. ADMINISTRATOR REPORT

- i. FINANCIAL, BUSINESS ADMINISTRATOR BARTLETT

IX. OLD BUSINESS

- a. CONSIDERATION AND APPROVAL OF POLICIES (SECOND READING)

- i. PROGRAMS FOR PUPILS WITH DISABILITIES- IHBA

X. NEW BUSINESS

a. **CONSIDERATION AND APPROVAL OF POLICIES (FIRST READING)**

i. **WELLNESS- JCLF**

b. **CONSIDERATION AND APPROVAL OF EMPLOYMENT**

i. **DRAMA TEACHER- PMS/PHS**

XI. COMMITTEE UPDATES

a. **FARM TO SCHOOL**

b. **ELEMENTARY FACILITIES**

XII. FUTURE AGENDA ITEMS

a. **ELECTRONIC TEXT BOOK POLICY**

b. **STEM**

XIII. ADJOURNMENT

V.a.

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR MARCH 22, 2016-DRAFT

ROBERT J. LISTER ACADEMY

PORTSMOUTH, NH

DATE: TUESDAY, MARCH 22, 2016

TIME: 7:00 PM [or thereafter]

NOTICE OF NON- PUBLIC MEETING: THE SCHOOL BOARD WILL HOLD A NON- PUBLIC MEETING AT 6:45 P.M., IN ACCORDANCE WITH RSA 91-A: 3, II (b), IN A CLASSROOM

I. **CALL TO ORDER** - School Board Chair Leslie Stevens called the meeting to order at 7:14 p.m.

II. **ROLL CALL**- Chair Leslie Stevens, Tom Martin, Jeff Landry, Lennie Mullaney, Gary Epler, Ann Walker, Nancy Clayburgh, Patrick Ellis, Roseann Vozella Clark, Superintendent Steve Zadavec, Assistant Superintendent George Shea, Business Administrator Steve Bartlett, Teacher Representative Olin Johannesen

III. **INVOCATION**

IV. **PLEDGE OF ALLEGIANCE**- Chair Stevens led the Board in the Pledge of Allegiance

V. **ACCEPTANCE OF MINUTES**

a. MARCH 8, REGULAR MEETING

MOTION: Motion to accept the public minutes of March 8, 2016 by Mr. Epler

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted

VI. **PUBLIC COMMENT**- None

VII. **SPECIAL PRESENTATIONS**

a. **EMPTY BOWLS**- Middle School Music Teacher Katelyn Beach gave an overview of the after school program she runs called Community Builders. The program empowers students to become active citizens in their community through various outreach opportunity. *Empty Bowls* is a grassroots initiative focused on raising hunger awareness in the community. Community Builders has been working all year towards this first annual event. Over thirty local businesses donated food, auction items and advertisement services. As well as over forty students participated and created 250 bowls for the fundraising event scheduled on Thursday, March 31 from 5:30- 8:00. Tickets are available at the door. All the proceeds will be donated to the Seacoast Family Food Pantry for their Meals 4 Kids Program.

Katelyn shared some statistics with the Board.

73% of the Seacoast Family Food Pantry (SFFP) clients live in Portsmouth.

35% are children. Roughly 20% of children qualify for free & reduced breakfast/lunch.

Comments/ Discussion:

“What an amazing project!” “Very impressed with the initiative!” The Board thanked Kateyln for her time and effort organizing this event. Clarification was provided on some statistical numbers provided. Katelyn is looking at further opportunities to partner with elementary and high school students as well as the high school culinary program. It was suggested that SFFP hand out flyers during the event with information about their pending location change.

VIII. SUPERINTENDENT’S REPORT

a. ITEMS OF INFORMATION

- i. BOARD & ADMINISTRATOR
- ii. COSTA RICA SUMMER PROFESSIONAL DEVELOPMENT
- iii. WIZARDS BASKETBALL INVITE- Not included in the packet. The event is April 1, 2016.
- iv. CLIPPER FOUNDATION INVITE- Not included in the packet. Celebration of 2016 Grant Award Recipients on March 23, 2016 at the Service Credit Union Headquarters.

b. CORRESPONDENCE- None

c. ADMINISTRATOR REPORT

- i. FINANCIAL, BUSINESS ADMINISTRATOR BARTLETT- Mr. Bartlett provided a detailed overview of the February month end statement.

IX. OLD BUSINESS

- a. CONSIDERATION AND APPROVAL OF 2016-2017 SCHOOL CALENDAR (REVISED) – Superintendent Zadravec went over the changes in the revised calendar. In addition, due to the Phase II construction at Little Harbour, LH students will have a delayed school opening until after Labor Day.

MOTION: Motion to approve the revised 2016-2017 school calendar by Mr. Ellis

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously accepted

- b. APRIL 12 SCHOOL START FORUM PLANNING- Superintendent Zadravec and Mr. Ellis spoke in regards to the forum scheduled on April 12 at 6:00 in Council Chambers, City Hall. Dr. Erin Sharpe from UNH will be present to give the research and rationale behind the earlier start times. The forum will provide a high level overview on the two options. It provides an opportunity for public opinion. The forum will be advertised. There will be a more formal public hearing closer to making a decision. It will be relatively early to allow for plenty of time for the Board to deliberate and still meet SAU 50’s budget timeline.

X. NEW BUSINESS

- a. CONSIDERATION AND APPROVAL OF TEACHER CONTRACTS

MOTION: Motion to approve teacher contracts by Ms. Walker

SECOND: Mr. Epler

DISCUSSION: None

VOTE: Unanimously accepted

b. CONSIDERATION AND APPROVAL OF ADMINISTRATOR CONTRACTS

MOTION: Motion to approve administrator contracts by Ms. Clayburgh

SECOND: Mr. Ellis

DISCUSSION: None

VOTE: Unanimously accepted

c. CONSIDERATION AND APPROVAL OF TEACHER SABBATICALS

MOTION: Motion to approve teacher sabbaticals by Ms. Walker

SECOND: Ms. Clayburgh

DISCUSSION: Mr. Shea gave a detailed overview of the two teacher sabbaticals being requested. The committee was presented three proposals but only felt these two proposals met the criteria and attributes to move forward. Mr. Shea explained the process behind sabbatical requests.

Comments: "Very impressed with the proposals!" It was suggested that it be part of the discussion, that the school department would own the finished product (i.e. book).

VOTE: Unanimously accepted

XI. COMMITTEE UPDATES

- a. JBC- The committee has not met. However, Mr. Bartlett did give an update that City Council approved the request for funding to complete the permanent shoring on the middle school.
- b. ELEMENTARY FACILITIES- Mr. Bartlett reported the committee met today and the discussion topics were Phase II at Little Harbour and the committee is looking towards the future for Dondero. In both cases, there are plans and drawing they have been working on. The committee is in the process of scope review now as there is a lot to be done.

XII. FUTURE AGENDA ITEMS

- a. ELECTRONIC TEXT BOOK POLICY
- b. STEM

OTHER:

- 1. Add Farm to School as a future agenda item.
- 2. There was a letter to the editor about the content of lead in the water. Mr. Bartlett reported there is a meeting scheduled tomorrow to discuss a plan to address additional testing requirements.
- 3. Once the school board email addresses are finalized through the city website, the link will be advertised to the public.

4. Update: Hockey Agreement- Hockey agreement was approved/ Football Agreement was delayed.
5. Olin Johannesen reported on the success of the collaborated special event between the PHS Choir and the Worcester Youth Orchestra.
6. Portsmouth Public Library K-12 SPLASH Exhibition- a must see, great event!
7. The Boys Basketball won the State Championships. Congratulations!
8. Congratulations to the Varsity Track Team for winning their 2nd straight Division II State Championship!

XIII. ADJOURNMENT

MOTION: Motion to adjourn the meeting at 8:25 p.m. by Mr. Martin

SECOND: Mr. Landry

DISCUSSION:

VOTE: Unanimously accepted

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PORTSMOUTH MIDDLE SCHOOL

To: Stephen Zdravec, Superintendent of Schools
From: Phillip R. Davis
Date: April 12, 2016
RE: SCHOOL BOARD REPORT

Middle School Enrollment

2015-16

Grade 6: 182

Grade 7: 155

Grade 8: 185

Total: 522

Since the beginning of the school year we have had 12 new enrollments. During that same time we had 19 withdrawals.

Fourth Term Honor Roll and Merit Card

393 students (75%) made Honor Roll

288 students (55%) earned Merit Cards for excellent conduct and effort

Professional Learning Communities

Teachers working in their Professional Learning Communities have continued to work on their SMART goals, measuring student growth with formative assessments, collecting data to inform instructional decision making, and recently reflecting upon their year thus far in their Reflective Review forms. The work and dedication of the faculty of PMS is impressive as they collectively work to raise the bar for students, take on new learning challenges for themselves, and meet the individual needs of students along the way.

SBAC

The middle school will be starting our Smarter Balanced Assessment the week of May 9 and will wrap up on May 26. Students will test by grade level in groups monitored by teams of teachers. The majority of students will be taking the tests on Chromebooks in one of their regular classrooms. Students have had the opportunity to use the Interim Assessments this school year to gauge learning and reacquaint themselves with the SBAC platform.

NECAP

Our 8th grade students will be taking the Science⁹NECAP assessments during the week of May 9. This will be the final year of the NECAP assessments.

Spring Showcase

Portsmouth Middle School will once again open its doors to the public on the night of May 26 to showcase the interdisciplinary projects, art, music, and project based learning that has been taking place. This night serves as our final “open house” of the year and is a celebration of sorts for students and their hard work.

Chromebooks and Technology

Portsmouth Middle School teachers continue to infuse their instruction with the use of technology utilizing our mobile resources on a daily basis. Our mobile carts of computers and iPads are in high demand and are currently in use every day by students and staff. Increasingly, teachers are utilizing the online tools offered in Google Classroom. Teachers, students, and parents are finding this platform to be easy to use to meet the needs of their students in online discussion forums, shared homework files, reminders, and student/teacher response dialogues.

Spring Sports

Spring sports are underway and PMS has fielded full teams in Boys and Girls Lacrosse, Track and Field, JV and Varsity Baseball, and Softball. Our student initiated and parent run Tennis Club will begin next week while our intramural tennis offering will occur in May and June. The number of students on each team is noted below.

Girls Lacrosse- 26

Boys Lacrosse- 20

Girls Softball- 20

Boys Varsity Baseball- 14

Boys JV Baseball- 14

Track and Field (coed)- 75

Total – 169 student athletes

French Luncheon

Our 7th grade French students will be joining Chef Perrin Long and the PHS culinary students for a French dinner experience. This 7th grade field trip to have a French dinner at the high school will take place on April 13 and 14 at 6 PM.

Gardening Project

A generous private donation to PMS will allow us to work with the Rotary Club, students, and parents on Saturday, May 7 to develop the area around our new greenhouse in the field adjacent to the Connie Bean Center. With raised beds, and a picket fence to be built by the PHS Intro to Woodworking Class, the plants that will be started in the greenhouse will soon have a place to grow. The hope is to start a gardening club at the middle school to relieve the efforts of our current Student Council, a dedicated group that has been working to get the greenhouse operation up and running.

Parent's Corner

Our Wellness Coordinator and Guidance Department have been working together to create and maintain a "Parents Corner" link to articles and information that offer parents guidance and insight into raising adolescents in today's world. These useful bits of information are sometimes referred to in our weekly newsletter, and are often offered as a resource for parents looking to keep up with their ever-changing adolescent children.

Parent Information Night Talk

Our first Parent Information Night Talk was titled "What I would want to know if I were a middle school parent, a principal's perspective." Guidance Counselors Deane Beman and Laura Bonner, and School Resource Officer Detective Tim Cashman were on hand to present with Tim Hodgdon and Phil Davis to an impressive group of 78 parents. The outreach was well received and generated great discussion between school and parents. PMS continues to look for meaningful ways to get parents and the community involved in the school.

Variety Show

Drama teacher Alden Caple will be working with selected acts to develop them to showcase the many talents of our students. The variety show will contain the first drama acts of our newly formed Drama Club. We anticipate that this showcase of talent will evolve into a full scale drama production in the years to come.

Performing Arts

The Stoke! Student Commons was host to our first performing arts concert on Wednesday, March 9 with performances by our chorus and 8th grade band. The concerns of parking and traffic were quickly dismissed as the sense of belonging overwhelmed the night. Utilizing our own space rather than the auditorium of PHS was a smashing success as students once again impressed us with their talents. Our Spring concert scheduled for May 31 has now been moved to Portsmouth Middle School. Having our own space to perform strengthens our efforts to bring parents into the fold at the middle school, while simultaneously creating a better sense of school community for our students.

Empty Bowls

Our first Empty Bowls event benefiting the Seacoast Family Food Pantry was an incredible success. Mrs. Katelyn Beach dedicated a tremendous amount of time and effort into coordinating the donation of soup, bread, drinks, and silent auction items for the March 31 event as well as working with her student group, Community Builders, who worked to create ceramic bowls for the event. The efforts of Community Builders and Mrs. Beach raised over \$10,500 that will be used to support the summer meals program of the food pantry.

8th Grade Promotion

Our 8th graders are nearly ready to move on to Portsmouth High School. We will be utilizing the PHS gymnasium once again for our 8th grade promotion event on Thursday, June 16. We welcome board members to join us in celebrating the accomplishments of these hard-working students as they look to move on from Portsmouth Middle School to their high school years.

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**Portsmouth School Board
Portsmouth, New Hampshire**

Proposed Meeting Dates/Locations 2016/2017

| DATE | LOCATION |
|--------------|-----------------------------|
| July 12 | Council Chambers, City Hall |
| August 9 | Council Chambers, City Hall |
| September 13 | Council Chambers, City Hall |
| September 27 | LITTLE HARBOUR |
| October 11 | Council Chambers, City Hall |
| October 25 | PORTSMOUTH MIDDLE |
| November 8 | Council Chambers, City Hall |
| November 22 | ROBERT J. LISTER ACADEMY |
| December 13 | Council Chambers, City Hall |
| January 10 | Council Chambers, City Hall |
| January 24 | PORTSMOUTH HIGH |
| February 14 | Council Chambers, City Hall |
| March 14 | Council Chambers, City Hall |
| March 28 | NEW FRANKLIN |
| April 11 | Council Chambers, City Hall |
| May 9 | Council Chambers, City Hall |
| May 23 | DONDERO |
| June 13 | Council Chambers, City Hall |

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CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM

DATE: MARCH 23, 2016
TO: PORTSMOUTH SCHOOL BOARD
FROM: POLICY COMMITTEE
RE: MARCH 23, 2016 MEETING MINUTES

Members Present: Leslie Stevens, Ann Walker, Steve Zadavec and Kathleen Dwyer

Policies Considered:

Wellness (JLCF)

The Committee brought back their comments on this policy from the last meeting. There was a general discussion regarding food currently offered in vending machines and machines accessible to students during the school day. There was also discussion regarding after school sales of food items. Leslie reported that she does not think that the High School offers food by booster clubs as was done in the past. Food Service has begun offering meals for sports teams in their place.

There was a discussion regarding the progress reporting required by the draft policy and other compliance requirements. The Committee questioned who would be responsible for the compliance requirements of the policy and for convening required meetings. Steve reported that compliance for these matters would fall to the Office of the Superintendent or by the Assistant Superintendent.

The draft of the Wellness Policy also includes a section on Physical Activity. The Committee questioned whether or not this was duplicative of the Physical Activity policy or whether a separate policy is required by State law. Kathleen checked and the Daily Physical Activity policy is required by DOE regulations.

There some minor wording changes recommended that will be made and the policy will be recommended for first reading by the School Board.

Admission of Homeless Students (JFABD)

Leslie reported that this policy was revised by the Board at the last meeting, but that a question had arisen regarding the apportionment of liability for transportation. The policy read that, in the case of a dispute between two districts, admission would be delayed. Kathleen checked and this appears to be a typographical error and that it should read that "admission should not be delayed." In the event that two districts cannot come to agreement regarding apportionment of liability for transportation, it is divided equally between the districts. This typographical will be corrected consistent with the Board's vote. Paulette will be requested to make this correction and repost it to the website.

Extra and Co-Curricular Activities (IGD)

There was a general discussion regarding underage drinking parties and the impact a student's presence and/or participation in drinking on participation in extra-curricular activities. There was also a discussion regarding the types of consequences the Disciplinary Committee imposes.



Kathleen reminded the Committee of the history of this policy. At one time, the policy included language regarding students knowingly being present at events with underage drinking. This was removed a number of years ago as it was difficult to prove the "knowing" element. There was also discussion regarding some parties that are actually condoned by parents who merely take the keys away from participating students. The Committee felt strongly that, since underage drinking is illegal under any circumstance, the decision of a student to attend a party where there is underage drinking, there should be a consequence for that decision. Kathleen will bring back draft language regarding presence of students where underage drinking is happening.

The Disciplinary Committee currently imposes game suspensions in the case of students who have consumed alcohol. Students can reduce the length of the suspension by participating in community service and for admitting to drinking. There was a sense by the Committee that automatic reduction in suspensions has been used by students merely as a device to reduce the suspensions, and not the general purpose of being truthful. The Committee will invite the Disciplinary Committee to a meeting to discuss the existing practices and procedures to evaluate if there are any changes to be recommended.

Next Meeting: Friday, May 4, 2016

How to Move Gmail to Outlook/ Exchange or another Gmail address

Tired of toggling back and forth between email accounts? Below are twelve simple steps for forwarding your Gmail to another account.

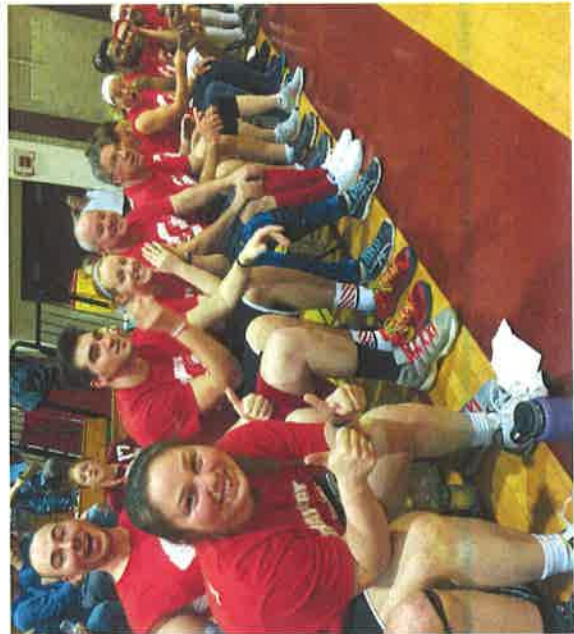
1. Open the Gmail account that you want to forward *from*.
2. At the top right, click the gear .
3. Select **Settings**.
4. Select the **Forwarding and POP/IMAP** tab.
5. Click **Add a forwarding address** in the "Forwarding" section.
6. Enter the email address you want to forward to.
7. A verification email will be sent to that address. Open your other email account and find the confirmation message from the Gmail team. If you're having trouble finding it, check your Spam folder.
8. Click the verification link in that email.
9. Back in your Gmail account, reload the page in your web browser - look for the reload icon .
10. On the same **Forwarding and POP/IMAP** page in Settings, check that **Forward a copy of incoming mail** is selected and your email address is in the drop-down menu.
11. In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded, such as **keep Gmail's copy in the Inbox** (recommended) or **archive Gmail's copy**.
12. Click **Save Changes** at the bottom of the page.

Teacher Learning Sessions

Are you plugged in when you're running, walking, driving or sitting idly by? Check out the Teacher Learning Sessions series of podcasts at :

<http://teacherlearningsessions.com>

You can also download from the iTunes store. From the *Book Love Foundation* (promoting and funding K-12 classroom libraries), *Teaching Conversations with Educators* or *Teachers Ask Jen Servallo*, each podcast features real public school educators wrestling with important issues and accomplishing great things.



Portsmouth School Department

April 2016



*Educating all students by
challenging them to
become thinking,
responsible, contributing
citizens who continue to
learn throughout their
lives.*

Central Office Update

Spotlight on Danielson

In each CO Update for the remainder of the year we will highlight one component from one Domain in Danielson's Framework for Teaching. This month we are highlighting component 1e, which speaks to designing coherent instruction.

Designing Coherent Instruction

Designing coherent instruction is the heart of planning, reflecting the teacher's knowledge of content and of the students in the class, the intended outcomes of instruction, and the available resources. Such planning requires that educators have a clear understanding of the state, district, and school expectations for student learning and the skill to translate these into a coherent plan. It also requires that teachers understand the characteristics of the students they teach and the active nature of student learning. Educators must determine how best to sequence instruction in a way that will advance student learning through the required content. Furthermore, such planning requires the thoughtful construction of lessons that contain cognitively engaging learning activities, the incorporation of appropriate resources and materials, and the intentional grouping of students. Proficient practice in this component recognizes that a well-designed instruction plan addresses the learning needs of various groups of students; one size does not fit all. At the distinguished level, the teacher plans instruction that takes into account the specific learning needs of each student and solicits ideas from students on how best to structure the learning.



Danielson Continued

The elements of component 1e are:

Learning activities

Instruction is designed to engage students and advance them through the content.

Instructional materials and resources

Aids to instruction are appropriate to the learning needs of the students.

Instructional groups

Teachers intentionally organize instructional groups to support student learning.

Lesson and unit structure

Teachers produce clear and sequenced lesson and unit structures to advance student learning.

Critical attributes:

Unsatisfactory Level 1:

- Learning activities are boring and/or not well aligned to the instructional goals.
- Materials are not engaging or do not meet instructional outcomes.
- Instructional groups do not support learning.
- Lesson plans are not structured or sequenced

Danielson Continued

and are unrealistic in their expectations.

Basic Level 2:

- Learning activities are moderately challenging.
- Learning resources are suitable, but there is limited variety.
- Instructional groups are random, or they only partially support objectives.
- Lesson structure is uneven or may be unrealistic about time expectations.

Proficient Level 3:

- Learning activities are matched to instructional outcomes.
- Activities provide opportunity for higher-level thinking.
- The teacher provides a variety of appropriately challenging materials and resources.

- Instructional student groups are organized thoughtfully to maximize learning and build on students' strengths.

- The plan for the lesson or unit is well structured, with reasonable time allocations.

Distinguished Level 4:

- Activities permit student choice.
- Learning experiences connect to other disciplines.
- The teacher provides a variety of appropriately challenging resources that are differentiated for students in the class.
- Lesson plans differentiate for individual student needs.

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Portsmouth School Department — Out of State/Overnight Student Trip Checklist

RECEIVED
MAR 28 2016
BY: _____

Destination France

Dates of travel 4/21 - 5/2

Sponsor Group _____

Lead Advisor/Chaperone McDonald

317

Date submitted Niemenweg

Date of meeting with Superintendent of Schools _____

List of other chaperones _____

List of students, home phone numbers, parents names attached? _____

Number of Students 8

Staff to Student Ratio 2/8

Principal Approval Date 3/24/16 MDZ

Supt. Approval Date _____

Insurance _____

On File? yes

Do all Students Have Passports? yes

Fundraisers students have participated in _____

Method of travel to Destination plane

Are Home stays involved in this trip? If yes, describe yes - ongoing families @ Mont Geron

Names of chaperones with first Aid/CPR Training 2

Is there a Phone Tree established with parents? Yes No

(If yes, a copy should be attached)

Cost for each student to participate \$ 2,500.00

Educational Goals for trip immersion - cultural connection

Date of parent meeting and location held prior to departure 3/23-2017

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

on-going exchange

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Portsmouth School Department Out of State/Overnight Student Trip Checklist

RECEIVED
APR - 6 2016
BY: _____

Destination Plymouth State U.

Supt. Approval Date _____

Dates of travel April 9-10

Insurance _____

Sponsor Group Model UN

On File? _____

Lead Advisor/Chaperone Cynthia Young

Do all Students Have Passports? N/A

Date submitted 4/4

Fundraisers students have participated in

Date of meeting with Superintendent of Schools _____

Method of travel to Destination _____

List of other chaperones _____
Denise Wheeler
(parent) for
overnight

parents driving

Are Home stays involved in this trip? If yes, describe N/A

List of students, home phone numbers, parents names attached? _____

Number of Students 11

Names of chaperones with first Aid/CPR Training Cynthia Young

Staff to Student Ratio 1/11

Basic CPR Review only

Principal Approval Date 2/2/2016

Is there a Phone Tree established with parents? Yes No

Yes

No

(If yes, a copy should be attached)

Cost for each student to participate \$45

Educational Goals for trip Student learn about the United Nations and about current events around the world. They develop their research + debating skills

Date of parent meeting and location held prior to departure N/A

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

Yes

No

Last year we went, but did not stay overnight.

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Portsmouth School Department Out of State/Overnight Student Trip Checklist

RECEIVED
APR - 6 2016
BY: _____

Destination FRC Robotics Lewiston Maine

Supt. Approval Date _____

Dates of travel ^{Evening} April 7th - 9th

Insurance See attached

Sponsor Group Robotics team

On File?

Lead Advisor/Chaperone Steve Barry Wayne ^{New Heights}

Do all Students Have Passports? NA

Date submitted 3-28-16 ^{Morgan}

Fundraisers students have participated in N/A

Date of meeting with Superintendent of Schools _____

Method of travel to Destination New Heights Van

List of other chaperones
Wayne Moulton - New Heights
Nat Morgan - New Heights

Are Home stays involved in this trip? If yes, describe NO

List of students, home phone numbers, parents names attached? _____

Number of Students 14

Names of chaperones with first Aid/CPR Training Wayne Moulton, Nat Morgan

Staff to Student Ratio ~~1:5~~ Approx 1:5

Principal Approval Date 4/5/16
Morgan

Is there a Phone Tree established with parents? Yes _____ No X

(If yes, a copy should be attached) Use of Remind text messages

Cost for each student to participate \$ for Food on their own

Educational Goals for trip FIRST Robotics Competition in Lewiston, ME
Students have been working since Jan on a Robotics compete.

Date of parent meeting and location held prior to departure Parent meetings were individual

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



PORTSMOUTH SCHOOL DEPARTMENT

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

STEPHEN ZADRAVEC
SUPERINTENDENT OF SCHOOLS

April 8, 2016

GEORGE SHEA
ASSISTANT SUPERINTENDENT

X

STEPHEN T. BARTLETT
BUSINESS ADMINISTRATOR

X

X

Dear _____,

The Portsmouth School Board would like to congratulate you and your Championship Boys Basketball team for your very successful season and state title. As a school board, we are proud of the accomplishments and the many successes our students experience. We know that achieving a goal to be the best is only possible with hours upon hours of hard work, dedication, and love for what you do.

We also recognize the coaches that have guided you along the way and who have also put in countless hours to achieve this success. Your team is a model for others in reaching the same goal for excellence. Please accept this letter as a recognition from the School Board for your success and a reflection of the community's pride in your accomplishment.

Portsmouth School Board

“THE PURPOSE OF THE PORTSMOUTH SCHOOLS IS TO EDUCATE ALL STUDENTS BY CHALLENGING THEM TO BECOME THINKING, RESPONSIBLE, CONTRIBUTING CITIZENS WHO CONTINUE TO LEARN THROUGHOUT THEIR LIVES.”

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL EDUCATIONAL OPPORTUNITIES

1 JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE 03801-5297 • (603)431-5080 • FAX (603)431-6753



Founded In 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS
COMMITTEE ON PUBLIC SECONDARY SCHOOLS

Acting Director

GEORGE H. EDWARDS
direct line (781) 425-7735
gedwards@neasc.org

Executive Assistant to the Director

DONNA M. SPENCER-WILSON
direct line (781) 425-7719
dspencerwilson@neasc.org

Associate Director

EDWARD J. GALLAGHER, III
direct line (781) 425-7722
egallagher@neasc.org

Associate Director

ALYSON M. GEARY
direct line (781) 425-7736
ageary@neasc.org

March 16, 2016

Mary Lyons
Principal
Portsmouth High School
50 Andrew Jarvis Drive
Portsmouth, NH 03801

Dear Ms. Lyons:

The Committee on Public Secondary Schools, at its January 24-25, 2016 meeting, reviewed the Two-Year Progress Report of Portsmouth High School and continued the school's accreditation.

While the report featured many positive aspects of the school, the Committee was particularly pleased to learn of the following:

- the departments' focused curriculum alignment work on course competencies, their alignment with the Common Core State Standards, and the annual review of each curriculum area
- the collaborative work of the professional staff on identifying measurable standards targeting high-levels of achievement for which to evaluate levels of proficiency of the 21st century learning expectations
- the 2014-2015 district calendar that features eight early release days, providing blocks of time each month for PLC work and the weekly PLC team meetings focused on creating common assessments, progress monitoring, and planning interventions
- the budget that reflects a planned replacement cycle for all technology in the district including the school's computer labs, and teacher computers, and the innovative teacher training that included Google Classroom
- the initiation of a formal Student-to-Student Mentorship program through which each incoming 9th grader or 10th-12th grade student who is new to the school is assigned a student mentor
- the recently completed school-wide analytic rubrics forged from input from all departments and the ongoing work to incorporate the rubrics into instruction and assessment

- the annual review of core values, beliefs, and learning expectations each spring by the leadership team
- the school-wide analytic rubrics that clearly identify targeted high levels of achievement in relation to academic, civic, and social competencies
- the inclusion of scheduled early release and/or delayed opening days used to further departmental work in curriculum, instruction, and assessment
- the district's formal, systematic professional development that included differentiated instruction and the Skillful Teacher focused on ensuring all students achieve high standards
- the inclusion of open ended question or constructed response on summative assessments by every department
- the new requirement for teachers to update grades every two weeks
- the new district professional development committee that facilitates professional development offerings and gathers staff input on the same
- the commitment to improving student outcomes and raising the bar for all students through instructional decision-making consistent with the core values and beliefs
- the formalized flowchart that illustrates the school's student referral process
- the new system through which students are discussed at Student Services Team (SST) meetings weekly, thereby ensuring a formalized relationship between the school and the Robert Lister Academy to create cohesion to support all students' achievement of the learning expectations.
- the guidance department's quarterly newsletters, the school department's weekly newsletters, the guidance website, and the provision of Naviance to communicate pertinent student information to parents
- the guidance department's curriculum that is aligned to the 21st century learning expectations and the American School Counseling Association model.
- the procedure for budgetary communication that includes principals, department heads, and other professional staff responsible for producing a budget and the overall budget implementation process that includes communication to all invested participants
- the indoor air quality checks performed by an independent contractor in collaboration with the local health department to ensure mold was not present due to the various roof leaks
- the culture of the school and Clipper Pride that continues to be a strength
- the welcoming community with extraordinary opportunities for all students to shine regardless of ability, interest, or economic background
- the continued effort as a community to meet the needs of each and every learner so each can meet his/her potential

The Committee requested that school officials submit a Special Progress Report by October 1, 2016, providing detailed information on action taken to address the following highlighted recommendations:

- describe the process developed to assess student achievement of the 21st century learning expectations
- embed 21st century learning expectations into curriculum documents and ensure that the curriculum enables all students to practice and achieve those expectations

Mary Lyons
March 16, 2016
Page Three

- ensure that all students have access to challenging academic work in all classes that will prepare them for the rigors of college and careers
- describe how the student-to-student mentoring programs connects students to an adult in the school
- report on the school's progress on listing and communicating the 21st century expectations and related unit-specific learning goals in each unit of study, on each rubric, and on each assessment so that students know precisely how the unit ties into the learning continuum

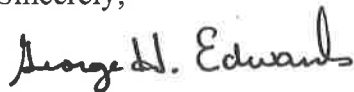
All accredited schools are required to submit a Five-Year Progress Report, which in the case of Portsmouth High School is due March 1, 2017. The highlighted recommendations for this report will be identified by the Committee once the Special Progress Report is reviewed.

Directions for preparing the Five-Year Progress Report are available at <http://cpss.neasc.org> under the "Ongoing Accreditation" tab. One of the required components of the Five-Year Progress Report is the submission of the school's current core values, beliefs, and learning expectations to reflect the 2011 Standard. Information related to the development/revision of the school's document is available at <http://cpss.neasc.org> under the "Getting Started" tab, *Developing Core Values/Beliefs*.

School officials are reminded that all valid recommendations in the evaluation report should have been completed or be in the final stages of implementation when the school submits its Five-Year Progress Report. Inadequate progress to complete valid recommendations could result in a request for additional Progress Reports or a downgrading of the school's accredited status. The Committee requests that it be kept apprised of any substantive changes in the school no later than sixty (60) days following their occurrence. For your convenience, we have enclosed a copy of the Substantive Change Policy. As well, please notify the Committee office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting electronically to cpss-air@neasc.org.

The Committee will review the school's accreditation status when it considers the Special Progress Report. Consistent with the Committee's follow-up procedures, the Special Progress Report should include an electronic signature of the principal and chair of the school's Follow-Up Committee and be sent electronically to the Committee office at the following address: cpssreports@neasc.org.

Sincerely,



George H. Edwards

GHE/mv
Enclosure

cc: Steve Zdravec, , Portsmouth School Department
Leslie Stevens, Chair, SAU 52
Marjorie L. Schoonmaker, Facility Management School Building Aid,
New Hampshire Department of Education
Francis T. Kennedy, Jr., Chair, Committee on Public Secondary Schools

Jeanette Souther

From: Colleen Blanchard
Sent: Friday, March 25, 2016 12:49 PM
To: Jeanette Souther
Subject: Fwd: Resignation

Jeanette,

I forgot to include you in on the original e-mail. Here is a copy for your records as well.

Sincerely,
Colleen

Begin forwarded message:

From: Colleen Blanchard <cblanchard@portsmouth.k12.nh.us>
Subject: Resignation
Date: March 25, 2016 at 12:45:10 PM EDT
To: Charles Grossman <cgrossman@portsmouth.k12.nh.us>
Cc: Erin Lawson <elawson@portsmouth.k12.nh.us>, Linda Briolat <lbriolat@portsmouth.k12.nh.us>

Dear Charlie,

Please accept this notification that I will not be returning to my position as Case Manager for the 2016-2017 school year. I sincerely appreciate the opportunity of working here at Little Harbour School and for the Portsmouth School District.

Sincerely,
Colleen Blanchard

VIII 0:11

Stephen Zadravec

From: Suzanne Drysdale
Sent: Wednesday, March 23, 2016 2:47 PM
To: Stephen Zadravec
Cc: Joanne Simons; George Shea
Subject: letter of resignation

Hi Steve,

I'm writing to inform you that, as of the last day of my contract for this 2015-2016 school year, I will be resigning from my position as a Reading Specialist here at New Franklin School.

I have been very happy teaching reading here for the last fifteen years, and it will be with great sadness that I say goodbye to all the children and staff. I am, however, looking forward to the next chapter where I'll be able to bring my experience into a new setting near my new home in California.

Thank you.

Suzanne

Suzanne Drysdale
Reading Specialist
New Franklin School
Franklin Drive
Portsmouth, NH 03801
603-436-0910
sdrysdale@portsmouth.k12.nh.us

VIII
12.6.11

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul K. Leather
Deputy Commissioner
Tel: 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

March 31, 2016

Mary Lyons
Portsmouth High School
50 Andrew Jarvis Drive
Portsmouth, NH 03801

Dear Mary Lyons:

I am pleased to learn Portsmouth High School is participating in New Hampshire's *I Am College Bound// Applied* campaign during the week of November 14th. As we know only too well, if New Hampshire is to develop the educated workforce needed for progressive economic development, it must significantly increase the number of first generation and low-income students pursuing and completing a certificate program, associate's degree, or a bachelor's degree.

I Am College Bound// Applied is part of a national initiative called the American College Application Campaign. This initiative is designed to increase the number of students pursuing a postsecondary education by inviting students to submit at least one college admission application during a designated *I Am College Bound* day at your school. While special focus is placed on assisting high school seniors who would be the first in their families to attend college and students who may not have otherwise seriously considered applying to college, all students are encouraged to participate.

I am especially grateful to your high school's guidance office for their coordination of the day at your school. During your school's event, college access and admissions staff from across the State will be on hand to support your school's work with students as they take this important step towards their future.

Since the inception of this program in 2014, 798 New Hampshire high school students have submitted 1531 college applications. This year, 23 public high schools will participate in this initiative and we expect over 1000 high school seniors to benefit from this initiative.

I believe this program will complement the work your school community is already doing to increase awareness of and access to postsecondary education and encourage you to attend and support your school's event. Should you have questions about the program, please contact New Hampshire's State Coordinator, Tori Berube of The NHHEAF Network Organizations. She can be reached via email at tberube@nhheaf.org or directly at (603) 227-5310.

Sincerely,

A handwritten signature in cursive script that reads "Virginia M. Barry".

Virginia M. Barry, Ph.D.
Commissioner of Education

cc: Stephen J. Zadravec

VIII
C.

PORTSMOUTH SCHOOL DEPARTMENT
FINANCIAL REPORT
MONTH END
MARCH 2016

| | FY 2016 YTD ACTUAL MARCH | FY 2016 YTD PLAN MARCH | FY 2016 YTD VARIANCE MARCH (over)/under plan | FY 2015 YTD ACTUAL MARCH | FY 2016 BUDGET ANNUAL | FY 2015 ACTUAL ANNUAL |
|-------------------------------|-----------------------------------|---------------------------------|--|-----------------------------------|-----------------------------|-----------------------------|
| GENERAL FUND | | | | | | |
| 101 ADMINISTRATIVE | 1,222,026 | 1,223,451 | 1,426 | 1,122,268 | 1,545,933 | 1,420,455 |
| 102 TEACHER | 10,529,918 | 10,680,016 | 150,097 | 10,342,986 | 17,841,657 | 17,469,215 |
| 104 TUTOR | 23,893 | 29,257 | 5,364 | 24,380 | 42,494 | 35,246 |
| 105 CLERICAL | 684,896 | 685,087 | 190 | 661,448 | 963,689 | 928,463 |
| 106 PARAPROFESSIONAL | 698,244 | 698,703 | 459 | 668,032 | 1,098,589 | 1,022,239 |
| 107 MONITOR | 12,865 | 14,090 | 1,225 | 14,139 | 18,118 | 20,693 |
| 108 TECHNICIAN | 370,743 | 356,100 | (14,644) | 357,718 | 459,187 | 465,917 |
| 109 SCHOOL BOARD | 5,675 | 10,500 | 4,825 | 7,625 | 14,000 | 12,275 |
| 110 CUSTODIAL | 847,938 | 854,185 | 6,247 | 828,114 | 1,107,892 | 1,063,991 |
| 111 SECURITY | 37,012 | 35,774 | (1,238) | 36,205 | 46,309 | 47,548 |
| 112 MAINTENANCE | 188,287 | 178,693 | (9,594) | 190,650 | 231,618 | 234,708 |
| 113 COACHING | 150,306 | 150,670 | 364 | 147,293 | 230,735 | 216,077 |
| 114 EXTRA-CURRICULAR | 92,630 | 86,874 | (5,756) | 75,579 | 170,042 | 144,613 |
| 119 UNCLASSIFIED/UNAFFILIATED | 0 | 0 | 0 | 31,967 | 0 | 48,763 |
| 121 SUBSTITUTES | 293,594 | 240,010 | (53,584) | 261,713 | 342,871 | 437,393 |
| 140 SABBATICAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 190 OTHER | (334) | 0 | 334 | (181) | 0 | 207 |
| Total Salaries | 15,157,693 | 15,243,409 | 85,716 | 14,769,935 | 24,113,134 | 23,567,804 |

| | | | | | | |
|------------------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------------|
| 211 HEALTH INSURANCE | 6,154,349 | 6,154,349 | 0 | 5,841,258 | 6,154,349 | 5,841,258 |
| 212 DENTAL INSURANCE | 287,208 | 263,432 | (23,776) | 280,527 | 351,247 | 365,042 |
| 213 LIFE INSURANCE | 73,781 | 70,620 | (3,161) | 67,855 | 94,161 | 91,527 |
| 214 DISABILITY INSURANCE | 76,478 | 68,233 | (8,245) | 74,285 | 90,978 | 89,304 |
| 220 FICA | 1,128,829 | 1,161,267 | 32,438 | 1,081,692 | 1,859,277 | 1,742,726 |
| 231 RETIREMENT - STATE | 2,113,421 | 2,152,310 | 38,889 | 1,864,404 | 3,446,013 | 3,006,268 |
| 239 RETIREMENT-SL@T | 400,000 | 400,000 | 0 | 400,000 | 400,000 | 400,000 |
| 240 COURSE REIMBURSEMENT | 209,238 | 151,194 | (58,044) | 189,794 | 250,080 | 237,087 |
| 250 UNEMPLOYMENT COMPENSATION | 68 | 3,636 | 3,567 | 2,641 | 5,000 | 2,831 |
| 260 WORKERS COMPENSATION | 95,586 | 95,586 | 0 | 86,495 | 95,586 | 86,495 |
| 270 OTHER HEALTH BENEFITS/EAP | 1,605 | 781 | (824) | 2,114 | 1,500 | 2,166 |
| 280 CONFERENCE ALLOWANCE | 7,554 | 6,286 | (1,268) | 8,087 | 10,418 | 10,418 |
| 290 ASSOCIATION DUES | 8,653 | 7,686 | (967) | 2,663 | 8,540 | 2,716 |
| Total Benefits | 10,556,770 | 10,535,378 | (21,392) | 9,901,814 | 12,767,149 | 11,877,838 |
| TOTAL SALARIES AND BENEFITS | 25,714,462 | 25,778,787 | 64,324 | 24,671,749 | 36,880,283 | 35,445,642 |

PORTSMOUTH SCHOOL DEPARTMENT

FINANCIAL REPORT

MONTH END
MARCH 2016

| | FY 2016 YTD ACTUAL MARCH | FY 2016 YTD PLAN MARCH | FY 2016 YTD VARIANCE MARCH (over)/under plan | FY 2015 YTD ACTUAL MARCH | FY 2016 BUDGET ANNUAL | FY 2015 ACTUAL ANNUAL |
|------------------------------------|-----------------------------------|---------------------------------|--|-----------------------------------|-----------------------------|-----------------------------|
| 102 DONDERO | 34,130 | 28,389 | (5,742) | 29,892 | 42,195 | 35,897 |
| 104 LITTLE HARBOUR | 42,581 | 40,034 | (2,548) | 36,702 | 59,868 | 48,472 |
| 105 NEW FRANKLIN | 25,880 | 34,304 | 8,424 | 30,715 | 37,230 | 36,736 |
| 108 MIDDLE SCHOOL | 89,579 | 80,279 | (9,300) | 88,725 | 102,961 | 95,750 |
| 109 SENIOR HIGH | 128,427 | 135,201 | 6,774 | 115,955 | 173,535 | 132,804 |
| Total Schools | 320,598 | 318,206 | (2,392) | 301,988 | 415,789 | 349,659 |
| 110 ART | 56,899 | 53,687 | (3,212) | 49,893 | 58,438 | 59,763 |
| 111 MUSIC | 19,309 | 15,206 | (4,103) | 15,837 | 21,867 | 18,707 |
| 112 PHYSICAL EDUCATION | 10,505 | 9,863 | (642) | 10,602 | 13,651 | 10,724 |
| 113 INSTRUMENTAL MUSIC | 47,878 | 39,741 | (8,137) | 33,013 | 52,174 | 39,358 |
| 114 TECHNICAL CAREERS | 46,086 | 41,423 | (4,663) | 45,680 | 57,668 | 52,802 |
| 115 ATHLETICS | 205,542 | 261,148 | 55,605 | 249,893 | 336,574 | 320,239 |
| 116 DRAMA | 15,222 | 15,715 | 493 | 8,378 | 17,890 | 9,797 |
| 117 K-12 COMPUTER | 22,886 | 19,132 | (3,754) | 20,035 | 24,500 | 23,545 |
| 118 HEALTH INSTRUCTION | 2,853 | 2,026 | (827) | 3,145 | 4,052 | 3,240 |
| Total Other Instruction | 427,180 | 457,940 | 30,760 | 436,474 | 586,814 | 532,195 |
| 130 ENRICHMENT | 0 | 0 | 0 | 0 | 0 | 0 |
| 131 DISTRICT-WIDE ASSESSMENT | 17,745 | 14,856 | (2,889) | 18,588 | 19,435 | 21,237 |
| 132 MATHEMATICS ELEMENTARY | 55,597 | 24,104 | (31,493) | 34,883 | 61,505 | 60,269 |
| 134 HEALTH | 6,120 | 6,067 | (53) | 4,607 | 8,299 | 4,963 |
| 135 LIBRARY ELEMENTARY | 23,984 | 22,730 | (1,254) | 26,094 | 28,591 | 26,898 |
| 136 MEDIA SERVICES | 13,258 | 15,436 | 2,177 | 17,728 | 18,651 | 18,250 |
| 137 SYSTEM - WIDE PSYCHOLOGIST | 11,148 | 2,827 | (8,322) | 4,031 | 10,175 | 3,551 |
| 138 CURRICULUM BOOKS | 15,129 | 8,210 | (6,918) | 9,694 | 19,909 | 13,274 |
| 139 READING | 20,247 | 22,950 | 2,703 | 22,858 | 39,879 | 25,828 |
| 145 PUPIL ENTITLEMENT | 3,102 | 2,594 | (508) | 3,183 | 3,525 | 3,183 |
| Total Instructional Support | 166,330 | 119,775 | (46,555) | 141,664 | 209,969 | 177,433 |

PORTSMOUTH SCHOOL DEPARTMENT

FINANCIAL REPORT

MONTH END

MARCH 2016

| | FY 2016 YTD ACTUAL MARCH | FY 2016 YTD PLAN MARCH | FY 2016 YTD VARIANCE MARCH (over)/under plan | FY 2015 YTD ACTUAL MARCH | FY 2016 BUDGET ANNUAL | FY 2015 ACTUAL ANNUAL |
|------------------------------------|-----------------------------------|---------------------------------|--|-----------------------------------|-----------------------------|-----------------------------|
| 150 PEEP | 5,341 | 4,638 | (704) | 6,040 | 7,594 | 6,310 |
| 151 SPED/ ELEMENTARY | 13,083 | 12,724 | (360) | 9,748 | 19,188 | 9,471 |
| 152 SPED/ MIDDLE SCHOOL | 5,015 | 5,957 | 941 | 2,208 | 9,208 | 2,289 |
| 153 SPED/ HIGH SCHOOL | 8,069 | 6,179 | (1,890) | 7,357 | 10,849 | 7,949 |
| 156 SPEECH | 2,975 | 3,748 | 773 | 1,334 | 4,055 | 2,613 |
| 157 OCCUPATIONAL THERAPY | 3,329 | 1,276 | (2,053) | 1,910 | 3,090 | 2,937 |
| 159 ESL | 100 | 514 | 414 | 0 | 1,880 | 0 |
| 160 DISTRICT-WIDE ADAPTIVE SERVICE | 958 | 1,051 | 94 | 865 | 2,500 | 1,364 |
| 165 OUT OF DISTRICT TUITION | 648,280 | 848,021 | 199,740 | 736,890 | 1,680,580 | 1,756,624 |
| Total Special Instruction | 687,151 | 884,106 | 196,956 | 766,352 | 1,738,944 | 1,789,558 |

| | | | | | | |
|----------------------------------|-------------------|-------------------|----------------|-------------------|-------------------|-------------------|
| 170 CENTRAL OFFICE | 101,239 | 143,388 | 42,148 | 161,052 | 174,735 | 282,470 |
| 171 SCHOOL BOARD | 6,823 | 11,715 | 4,892 | 6,330 | 11,625 | 6,830 |
| 173 RESEARCH & DEVELOPMENT | 0 | 0 | 0 | 3,016 | 0 | 3,823 |
| 177 TECHNOLOGY PLAN | 239,098 | 204,086 | (35,012) | 231,626 | 267,724 | 278,737 |
| 178 DATA PROCESSING | 41,690 | 34,919 | (6,772) | 33,249 | 43,318 | 33,249 |
| 179 LARGE EQUIPMENT | 51,048 | 42,932 | (8,116) | 51,048 | 63,387 | 68,064 |
| 180 TRAVEL IN DISTRICT | 22,059 | 24,658 | 2,599 | 22,444 | 29,292 | 24,764 |
| 182 WELLNESS | 40 | 607 | 567 | 0 | 2,000 | 0 |
| 183 INSURANCE | 124,577 | 124,673 | 96 | 114,289 | 125,577 | 114,289 |
| 184 TELEPHONE | 29,007 | 39,266 | 10,259 | 38,003 | 54,703 | 52,445 |
| 187 ATHLETIC FIELDS | 46,835 | 40,614 | (6,221) | 54,053 | 55,880 | 77,213 |
| 188 MAINTENANCE | 481,314 | 467,599 | (13,715) | 575,403 | 454,441 | 658,733 |
| 189 ENERGY | 691,422 | 916,235 | 224,813 | 706,488 | 1,397,339 | 1,059,966 |
| 190 CIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 195 PUPIL TRANSPORTATION | 566,838 | 590,228 | 23,389 | 600,220 | 860,390 | 851,610 |
| 197 SPACE RENTAL | 0 | 0 | 0 | 0 | 0 | 0 |
| 198 NON-RECURRING EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 |
| 199 CONTINGENCY | 0 | 0 | 0 | 0 | 0 | 0 |
| Total System Support | 2,401,990 | 2,640,918 | 238,928 | 2,597,221 | 3,550,411 | 3,512,193 |
| TOTAL OPERATING | 4,003,249 | 4,420,945 | 417,697 | 4,243,700 | 6,501,927 | 6,361,038 |
| TOTAL GENERAL FUND BUDGET | 29,717,710 | 30,199,732 | 482,021 | 28,915,448 | 43,382,210 | 41,806,676 |

PORTSMOUTH SCHOOL DEPARTMENT

FINANCIAL REPORT

MONTH END
MARCH 2016

| | FY 2016 YTD ACTUAL MARCH | FY 2016 YTD PLAN MARCH | FY 2016 YTD VARIANCE MARCH (over)/under plan | FY 2015 YTD ACTUAL MARCH | FY 2016 BUDGET ANNUAL | FY 2015 ACTUAL ANNUAL |
|--|-----------------------------------|---------------------------------|--|-----------------------------------|-----------------------------|-----------------------------|
| SPECIAL EDUCATION - 207 EXPENSE | | | | | | |
| 102 TEACHER | 292,239 | 253,908 | (38,331) | 290,170 | 424,170 | 495,391 |
| 105 CLERICAL | 34,280 | 32,882 | (1,398) | 35,845 | 46,254 | 46,308 |
| 106 PARAPROFESSIONAL | 618,204 | 619,060 | 856 | 671,797 | 973,364 | 1,042,720 |
| Total Salaries | 944,723 | 905,850 | (38,873) | 997,812 | 1,443,788 | 1,584,419 |
| 220 FICA | 65,491 | 68,985 | 3,494 | 69,678 | 110,450 | 110,623 |
| 231 RETIREMENT | 75,439 | 76,768 | 1,329 | 76,886 | 122,912 | 124,949 |
| Total Benefits | 140,930 | 145,753 | 4,823 | 146,564 | 233,362 | 235,572 |
| Total Operating | 45,608 | 59,582 | 13,974 | 77,594 | 96,100 | 131,280 |
| TOTAL SPED 207 EXPENSE | 1,131,261 | 1,111,185 | (20,076) | 1,221,970 | 1,773,250 | 1,951,271 |
| SPECIAL EDUCATION - 207 REVENUE | | | | | | |
| 1322 TUITION NH LEA | 181,257 | 150,000 | (31,257) | 164,127 | 300,000 | 326,971 |
| 1332 TUITION OTHER LEA | 0 | 26,500 | 26,500 | 0 | 53,000 | 24,755 |
| 1910 GENERAL FUND SUPPORT | 0 | 0 | 0 | 0 | 400,000 | 563,000 |
| 3230 CAT AID | 220,958 | 250,000 | 29,042 | 229,456 | 250,000 | 229,456 |
| 4580 MEDICAID REIMBURSEMENT | 267,243 | 270,000 | 2,757 | 404,825 | 450,000 | 663,842 |
| TOTAL SPED 207 REVENUE | 669,458 | 696,500 | 27,042 | 798,408 | 1,453,000 | 1,808,024 |
| | | | | | | <u>143,247</u> |
| | | | | | | 1,951,271 |

Programs for Pupils with Disabilities

See also JICD

The School Department shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the School Department, required under the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and New Hampshire Law.

It is the intent of the School Department to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the School Department shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in federal and state statutes, which govern special education. For those students who are not eligible for services under IDEA, but, because of a qualifying disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the School Department shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, educational safeguards and educational placement. This system shall include notice, and opportunity for the student's parent(s)/guardian(s) to examine relevant records, and impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, the right to be represented by legal counsel and review procedure.

The School Department recognizes its obligation to provide an education for all students determined to be educationally disabled and in need of special education and related services. This obligation shall begin when a student reaches three years of age and shall continue until the student's 21st birthday or until such time as he/she receives a high school diploma, whichever occurs first, or until the child's Individualized Education Program (IEP) Team determines that the child no longer requires special education in accordance with federal and state law.

Legal References:

20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Act

34 C.F.R. § 300 et seq., Assistance to the States for the Education of Children with Disabilities RSA 186-C, Special Education

N.H. Code of Administrative Rules, Section Ed. 1100, Standards for the Education of Students With Disabilities

X a.i.

PORTSMOUTH SCHOOL DISTRICT WELLNESS POLICY

Preamble

Portsmouth School District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. . Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students will gain knowledge, skills and behavior concerning wellness and physical fitness.
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Motivation for students to be physically active through daily offerings, including recess periods, physical activity education classes, walking programs, integration of physical activity into the academic curriculum and after-school programs, including intramurals, interscholastic athletics and physical activity clubs.
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

District Wellness Committee

Committee Role and Membership

Portsmouth School Board Approved:
Portsmouth School Board Revised:

May 8, 2012

The District will convene a Wellness Advisory Committee (hereto referred to as the WAC or work within an existing school health committee) that meets at least four times per year to establish goals and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”).

The Committee shall include the following representatives, as the Board deems appropriate:

Parents
Students
School Nutrition
School Board
School Administration
Public
School nurse/health

Leadership

The Superintendent or designee(s) will convene the WAC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

Implementation Plan

The Wellness Program of the school will include opportunities for students to:

Gain knowledge, skills, and behavior concerning wellness and physical fitness.

Motivation for students to be physically active through daily offerings, including recess periods, physical education classes, walking programs, integration of physical activity into the academic curriculum, and after-school programs, including intramurals, interscholastic athletics and physical activity clubs.

Foods made available on school grounds and at school-sponsored activities shall be consistent with the School Board's nutrition policy and in conformance with the regulations issued by the United States Secretary of Agriculture as applicable to schools.

The Superintendent of Schools shall be responsible for the implementation of this policy and recommendations adopted by the School Board.

Progress Reports

The District will inform the community on the progress of the schools within the district in meeting wellness goals. This communication will include, but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of each school's progress in meeting the wellness policy goals;
- A summary of each school's events or activities related to wellness policy implementation;
- Information on how individuals and the public can get involved with the WAC.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The Superintendent or designee is responsible for managing the triennial assessment. The WAC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

Revisions and Updating the Policy

The WAC will update or modify the wellness policy based on the results of the progress reports and triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

Nutrition

School Meals

Our school district is committed to serving healthy meals to children in accordance with the Portsmouth School Board School Nutrition policy (EFE).

The District will implement at least four of the following five Farm to School activities:

- Local and/or regional products are incorporated into the school meal program;
- Messages about agriculture and nutrition are reinforced throughout the learning environment;
- School hosts a school garden;
- School hosts field trips to local farms; and
- School utilizes promotions or special events, such as tastings, that highlight the local/ regional products.

Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available during the school day.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day conform to the Portsmouth School Board School Nutrition policy (EFE).

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas [*examples from the Alliance for a Healthier Generation and the USDA*].

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

Nutrition Education

The District aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teach media literacy with an emphasis on food and beverage marketing; and

Physical Activity

The Board recognizes that developmentally appropriate daily physical activity, exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board recommends that students and staff participate in developmentally appropriate physical activity and exercise at for at least 30 to 60 minutes each day as a way to minimize these health risks. The Board recommends the following practices:

- (1) Encourage parents/guardians to support their children's participation in enjoyable physical activities, and recognize that parents/guardians act as role models for active lifestyles;
- (2) Support special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activity;
- (3) Integrate health and physical activity across the school curriculum;
- (4) Encourage student-initiated activities that promote inclusive physical activity on a school-wide basis;
- (5) Commit adequate resources that include program funding, personnel, safe equipment, and facilities;
- (6) Provide professional development opportunities for all school staff that will assist them to effectively promote enjoyable and lifelong physical activity among youth, and that will help school staff recognize their influence as role models for active lifestyles;
- (7) Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs;

(8) Encourage physical activity recess periods; and

(9) Periodically evaluate programs so that all students are engaging in developmentally appropriate daily physical activity.

Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the WAC.

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

Community Partnerships

The District will promote relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

Staff Wellness and Health Promotion

The WAC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff

member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, the District will offer professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

X.D.I.

School Board

April 12, 2016

Teacher:

Name: Alden Caple

Position: Drama Teacher 50%

Location: Portsmouth High/Middle School

Rehire:

Effective: July 1, 2016

| | | | |
|----------------|-----------------|------------|----------|
| Salary: | \$22,662 | Interval 3 | \$45,325 |
| | | + Track A | 0.00 |
| | | | 50% |