

**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR SEPTEMBER 27, 2016**

LITTLE HARBOUR SCHOOL, LIBRARY

PORTSMOUTH, NH

DATE: TUESDAY, SEPTEMBER 27, 2016

TIME: 7:00 PM [or thereafter]

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**NOTICE OF TOUR:** AT 6:30 PM, PRINCIPAL GROSSMAN WILL TAKE BOARD MEMBERS ON A TOUR OF LHS SCHOOL IMPROVEMENTS

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- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
  - a. SEPTEMBER 13, REGULAR MEETING
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATIONS**
  - a. ELEMENTARY FACILITIES
- VIII. **SUPERINTENDENT'S REPORT**
  - a. ITEMS OF INFORMATION
    - i. POLICY COMMITTEE MINUTES, SEPTEMBER 19, 2016
    - ii. OVERNIGHT FIELD TRIP- ALEXANDRIA, NH
    - iii. *BOARD & ADMINISTRATOR*, SEPTEMBER 2016
    - iv. CENTRAL OFFICE UPDATE, SEPTEMBER 2016
    - v. CURRENT ENROLLMENT NUMBERS
    - vi. PAST TWO YEARS ENROLLMENT NUMBERS
  - b. CORRESPONDENCE
    - i. LETTER OF RESIGNATION, MICHAEL PROULX
    - ii. THANK YOU LETTER, KATE BORELLI
  - c. ADMINISTRATOR REPORT
    - i. PROFESSIONAL DEVELOPMENT UPDATE
- IX. **OLD BUSINESS**
- X. **NEW BUSINESS**
  - a. CONSIDERATION AND APPROVAL OF VACANT BOARD SEAT CANDIDATE
  - b. CONSIDERATION AND APPROVAL OF LEAVE OF ABSENCE

**XI. COMMITTEE UPDATES**

a. POLICY

b. BEC

**XII. FUTURE AGENDA ITEMS**

**XIII. ADJOURNMENT**

V.a

**PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR SEPTEMBER 13, 2016- DRAFT**  
EILEEN M. FOLEY COUNCIL CHAMBERS, CITY HALL PORTSMOUTH, NH  
DATE: TUESDAY, SEPTEMBER 13, 2016 TIME: 7:00 PM [or thereafter]

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**NOTICE OF RECEPTION:** THE SCHOOL BOARD HELD A WELCOMING RECEPTION FOR NEW TEACHERS IN THE PORTSMOUTH ROOM AT 6:30 P.M.

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- I. **CALL TO ORDER-** School Board Chair Stevens called the meeting to order at 7:11 p.m.
- II. **ROLL CALL-** Chair Leslie Stevens, Gary Epler, Jeff Landry (phone), Tom Martin, Ann Walker, Patrick Ellis, Nancy Clayburgh, Roseanne Vozella Clark, SAU 50 Representative Ann Mayer, Teacher Representative Olin Johannesen, Superintendent Stephen Zdravec, Assistant Superintendent George Shea, Business Administrator Stephen Bartlett
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE-** Chair Stevens led the Board in the Pledge of Allegiance.
- V. **ACCEPTANCE OF MINUTES**
  - a. **AUGUST 9, REGULAR MEETING**

MOTION: Motion to accept the public minutes of August 9, 2016, by Ms. Walker

SECOND: Mr. Epler

DISCUSSION:

VOTE: Jeff Landry abstained. All other members unanimously accepted.
- VI. **PUBLIC COMMENT-** Abby Trainor- 747 Sagamore Road, Rye, David Witham- 238 Walker Bungalow Road, Portsmouth, Aiden Sweet- 72 Walker Bungalow Road, Portsmouth, Peter Coren 430 Lafayette Road, Portsmouth. All spoke in regards to the CTE Construction program offered at PHS.
- VII. **SPECIAL PRESENTATIONS**
  - a. **INTRODUCTION OF NEW TEACHING STAFF-** Assistant Superintendent Shea introduced the new teaching staff.
- VIII. **SUPERINTENDENT'S REPORT**
  - a. **ITEMS OF INFORMATION**
    - i. **POLICY COMMITTEE MINUTES, AUGUST 11, 2016**
    - ii. **BOARD & ADMINISTRATOR, AUGUST 2016**
    - iii. **SCHOOL BOARD WORK CALENDAR- DRAFT**
    - iv. **NH SCHOOL BOARD ASSOCIATION RESOLUTIONS**

COMMENTS/QUESTIONS:

    - ♦ The State is working through the newest authorization of Every Student Succeeds Act.
    - ♦ IDEA Funding is still included in the NHSBA Resolutions.

- ♦ The Portsmouth School Board Work Calendar was designed around the 2016-2017 School Board Goals.

b. CORRESPONDENCE

- i. THANK YOU LETTER, SUE SPIEGLE

c. ADMINISTRATOR REPORT

- i. FINANCIAL REPORT

Business Administrator Bartlett provided the refined version of June month end. The July report is just a comparison to the past year.

- ii. UPDATE ON LITTLE HARBOUR RENOVATION

Mr. Bartlett provided an update on the LH renovation and other Summer projects.

- ♦ LH- The Certificate of Occupancy was received and the students started school on time. Mr. Bartlett thanked Ken Linchey and his staff. As well as, thanked the City and the City Inspection staff.
  - ♦ RJLA- A drainage issue was addressed. As a result, the parking lot was regraded and repaved.
  - ♦ NF- The bus turnaround is complete.
  - ♦ PMS- The permanent shoring is complete. The replacement flag pole arrived and is ready to be installed.
  - ♦ PHS- The solar panels are in the process of being installed. The size of the system is 252kw.
- iii. SCHOOL OPENING – Superintendent Zdravec reported a good school opening. This week was the first full week of school and activities are in full swing. Mr. Johannesen also reported a “fantastic and smooth opening”. He added the Freshman Orientation program is doing a nice job. It was great to see upper classman providing tours to the freshman students.

IX. **OLD BUSINESS**

X. **NEW BUSINESS**

- a. BUS CONTRACT BID- Superintendent Zdravec included in the packet an example of what they intend to use in the bus contract bidding process. Two scenarios were created. The first scenario is similar to now. The second scenario suggests the middle school and high school start later. Mr. Bartlett is working on the bid specifics in greater detail and provided the timeline of the bid process.

COMMENTS/QUESTIONS:

- ♦ Discussion of utilizing bus monitors and the possibility of intermixing different grades.
- ♦ The PHS Scheduling Committee is discussing how the task block may be implemented and this will be a consideration in the discussion of school start times.

- ♦ Late Bus- Currently, there is not a bus offered that provides transportation after 2:30 p.m. to high school students. A high school late bus was offered in the past, but it was not well utilized.
  - ♦ Discussion of a third scenario to be presented in the bidding process.
  - ♦ Mr. Bartlett reported that previously he used a RFP format which provides more flexibility and allows for more creative solutions.
  - ♦ Question: Is there enough bus space if every student were to ride the bus?
  - ♦ Every year there are minor adjustments to the bus routes. Sometimes efficiencies lead to longer routes.
- b. JOINT BUDGET COMMITTEE APPOINTMENT- Superintendent Zadavec reported the Joint Building Committee is seeking two representatives from the Board to serve on their committee.
- c. UNITIL REQUEST FOR EASEMENT AT NEW FRANKLIN- Mr. Bartlett reported Unitil has requested an easement that would provide access to complete a service upgrade on Woodbury Avenue. If the Board approves the proposal, it would go before the City Council for final approval.

COMMENTS/QUESTIONS: There will be no impact on the new turnaround at NF or with the existing sound barrier. Mr. Bartlett will clarify Unitil is responsible for maintaining the easement. In addition, the Board would like to the planting of trees negotiated as part of the proposal.

MOTION: Motion to approve the administration to negotiate with Unitil on behalf of the Board by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Mr. Epler recused himself from the discussion and vote. All others unanimously approved.

- d. CONSIDERATION AND APPROVAL OF 2016-2017 SCHOOL BOARD GOALS

MOTION: Motion to approve the 2016-2017 School Board Goals by Mr. Martin

SECONDED: Mr. Ellis

DISCUSSION:

VOTE: Unanimously approved.

- e. CONSIDERATION AND APPROVAL OF EMPLOYMENT

i. GRADE 5 TEACHER, LH

ii. SPECIAL EDUCATION TEACHER, LH

MOTION: Motion to approve employment by Mr. Martin

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously approved.

f. **CONSIDERATION AND APPROVAL OF POLICIES (REVISE AND REAPPROVE):**

i. **EXTENDED LEARNING OPPORTUNITIES (IHBH)**

MOTION: Motion to approve policy IHBH by Mr. Martin.

SECOND: Ms. Walker

DISCUSSION: Clarification of the elimination of "limited" to encouraged.

VOTE: Unanimously accepted

ii. **DRUG AND ALCOHOL USE BY STUDENTS (JICH)**

MOTION: Motion to approve policy JICH by Mr. Martin.

SECOND: Ms. Walker

DISCUSSION: There is still an option of a disciplinary hearing. There is an extra "Superintendent" on the first page that will be removed.

VOTE: Unanimously accepted

iii. **GRANTS AND DONATIONS (KCD) - Chair Stevens tabled this policy.**

g. **SCHOOL BOARD APPOINTMENT- Chair Stevens explained the process in regards to the vacant Board seat. A decision will be made tonight in a non- public meeting.**

XI. **EMPLOYEE REPRESENTATIVE- Mr. Johannesen resigned his post as Employee Representative. He has served as Employee Representative for the past four years and thanked the Board for the opportunity and their support. He is actively soliciting his replacement. The Board thanked Olin for his valuable contribution and service. His presence will be missed.**

XII. **COMMITTEE UPDATES**

a. **POLICY**

XIII. **FUTURE AGENDA ITEMS**

XIV. **ADJOURNMENT**

MOTION: Motion to adjourn at 8:41 p.m. by Mr. Martin

SECOND: MS. Walker

DISCUSSION:

VOTE: Unanimously accepted

VIII  
a.i.

CITY OF PORTSMOUTH  
LEGAL DEPARTMENT  
MEMORANDUM

DATE: SEPTEMBER 19, 2016  
TO: PORTSMOUTH SCHOOL BOARD  
FROM: POLICY COMMITTEE  
RE: SEPTEMBER 19, 2016 MEETING MINUTES

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

**Others Present:** Paulette Rouse

**Non-Policy Item Considered:**

**Technology**

Steve mentioned that, at some point, George Shea will be doing a presentation regarding 1 to 1 learning opportunities via technology and the challenge this can present for some students. Many students do not have access to either devices and/or internet. He reported that many teachers are using Google Classroom. He and Paulette checked NHSBA model policies and did not find anything on point. They also looked at the Maine Learning Technology Initiative, which is extensive. It is also based upon a different funding model. Paulette shared that her previous district in New Hampshire leased a large quantities of Chrome books that were, in turn, lease out to students.

Kathleen shared that she is aware that some students at the High School do not have access to internet at home and actually do homework on their I-phones. Leslie said that Comcast/Xfinity offers low cost internet for people who qualify and that families already on free and reduce lunch and/or public housing probably would qualify.

The Committee recommended follow up with Xfinity and contacting Ed McDonough on how he handled this issue at his District in Maine. At some point, the impact of this issue will have to be reviewed in existing policies and consideration of whether or not a new policy would be needed.

## **Policies Considered:**

### **Gifts and Donations (KCD)**

This policy had been on the September 13 School Board agenda and had been tabled from revision and re-approval due to the number of revisions. Kathleen explained that the additional language added was taken from the NHSBA model policy and the name had been changed at the recommendation of the Committee. KCD will be put back on the School Board agenda for a two reading process for approval.

### **First Aid and Emergency Medical Care (EBBC)**

This policy was reviewed for inclusion of the availability of Narcan and Opioid Antagonists. There was also a general discussion regarding whether all staff should be required to understand the procedures associated with getting and administering emergency medical care. Leslie inquired whether staff receives periodic training regarding emergency medical care and Steve reported that there is.

There was additional discussion regarding the wording in the policy requiring the School Department to make available private, low cost accident insurance. The concern surrounding the issue that the companies writing the policies were for-profit entities, not associated with the School Department. Paulette indicated that the resource is posted on the School Department's website. It was recommended to eliminate this reference in the policy.

It was also recommended that the policy, with changes, be sent to Barbara Pamboukas for review by the nursing staff.

No Board action recommended at this time.

### **Revenues from Local Tax Resources (DEA)**

The Committee reviewed the NHSBA model policy. Steve indicated that having a policy that addresses this matter is helpful, and often necessary for some grant applications. The model policy code is in conflict with local policy on Tuition Fees. The Committee will re-code that policy.

### **Outside Funding (DO)**

In light of the recommendation to adopt the new policy DEA, it was recommended by the Committee that this policy be deleted as it is covered in policy DEA.



### **Tuition Fees (DEAA)**

This policy was very old, last reviewed in 2001. Kathleen explained that some of the language is inaccurate regarding the language in the policy vs. the formula required by the AREA agreement for calculating tuition for SAU 50 students. Additionally, in some instances, non-resident students do attend on a tuition basis and they are charged the cost per pupil as set by the School Board each fall. The policy will be revised to delete the inaccurate references.

### **Local Purchasing (DJF)**

There was a general discussion regarding the use of local vendors when making purchases and whether or not it should be mandated, when possible. The model policy was reviewed in conjunction with the existing School Department policy. The Committee was in agreement that the factors to be considered when making purchasing decisions in the existing policy are appropriate. The Committee recommended some minor wording changes and that it go to the Board for revision and re-approval.

### **Background Investigation and Criminal History Records Check (GBCD)**

Steve explained that there was a recent change in the state law regarding background checks. It now limits the reporting by the State Police regarding the results of criminal background checks to the Superintendent of School only. It also was expanded to report out whether or not a person has any misdemeanors on their record or other criminal convictions that are not automatic disqualifiers under the statute. The detail of these other convictions are not provided. The result is that there needs to be additional follow-up with the potential employee about the details. Steve explained that this has been a problem for most superintendents.

Kathleen explained that School Boards are permitted to expand the list of disqualifying conviction beyond those enumerated in the statute. However, she also explained that, in recent litigation, the School Department was to able argue successfully it had fully complied with the statute and was not responsible for not finding other convictions of an employee. She said that the City and School have several different employment applications and different language regarding disclosure of criminal convictions. She has discussed this with Dianna Fogarty and will be working to have uniformity. She also recommended that applications for employment include requiring disclosure of all criminal convictions and failure to do so a ground for dismissal for failure to disclose.

This policy will be revised and brought to the Board in November.

### **Transportation/Purposes (EEA)**

Kathleen shared that transportation of students is a constant challenge, from field trips to students studying offsite and to outside activities. There are insurance

considerations and liability issues. Steve recommended that Steve Bartlett be invited to the next meeting to discuss this issue.

**Recommended Board Actions:** (Two readings)

**Approval**

Gifts and Donations (KCD)  
Revenue from Local Tax Resources (DEA)

**Revise and Reapprove:** (Single reading)

Tuition Fees (DEAA)  
Local Purchasing (DJF)

**Delete:**

Outside Funding (DO)

**Policies for Review at Next Meeting:**

Transportation (EEA)  
First Aid and Emergency Medical Care (EBBC)  
Sale and Disposal of Books, Equipment and Supplies (DN)  
Background Investigation and Criminal History Records Check (GBCD)

**Next Policy Committee meeting: Tuesday, October 18, 2016 9:00 a.m. Central Office**

VIII  
a.  
11.

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

Destination Alexandria, NH

Dates of travel 10/13 + 10/14

Sponsor Group ASLA

Lead Advisor/Chaperone Brett Fletcher

Date submitted 9-14-16

Date of meeting with Superintendent of Schools \_\_\_\_\_

List of other chaperones E. Venduri  
C. Soilwell, D. Miles, M. Senty  
N. Roy

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

Number of Students 21

Staff to Student Ratio 1:3.5

Principal Approval Date 9-7-16

Supt. Approval Date \_\_\_\_\_

Insurance \_\_\_\_\_

On File? \_\_\_\_\_

Do all Students Have Passports? N/A

Fundraisers students have participated in  
Lister Leaf Baster

Method of travel to Destination  
Bus

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

Names of chaperones with first Aid/CPR Training  
N. Roy, B. Fletcher,  
C. Soilwell, D. Miles, E. Venduri

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

Cost for each student to participate 0

Educational Goals for trip Practice Effective Effort strategies;  
taking risks, accepting feedback, taking risks, perseverance,  
practice + applying strategies.

Date of parent meeting and location held prior to departure via mail/phone

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

**SUPPORTING DOCUMENTS:**

Itinerary

Phone Tree

Student Permission Slips

Student Medical Forms- (Knowledge of seizures, food allergies, asthma etc.)


Educational Goal (s)

Student Emergency Medical Cards

Approve



Superintendent's Signature:



Date:

**Prior to departure and upon arrival home** the lead advisor must contact their building principal.

You may be invited to appear before the School Board upon return to provide a brief presentation of your trip.

# Board & Administrator

## FOR SCHOOL BOARD MEMBERS

September 2016 Vol. 30, No. 5

Editor: Jeff Stratton

### Always remember why you serve a school board

Boards deal with hard issues. Sometimes it can seem that meetings are dominated by talk about lack of money, buildings and grounds that need constant attention, or challenging student populations. And these days, some districts even face scrutiny because of teacher-student sex scandals.

It's enough to make a dedicated board member wonder why he or she serves. So here's what your board might do: The board can spend time at each

meeting (or before or after) devoted to reminding members why they are in public service.

One easy way to do this is to print the district's mission statement on the meeting agenda, or to have the mission statement printed and placed near board member nameplates.

The board can also engage in pre- and post-meeting interaction with board colleagues, the superintendent, and school staff, and as part of this conversation reflect on what the district is doing right. ■

### The president should deal with unprofessional board 'manners'

As the board begins a new school year, resolve to ensure the district's image remains pristine.

When two board members bicker and fight publicly, for example, they reflect poorly on themselves. But they also have a negative impact on team cohesion and reflect poorly on the school board and the district.

When this occurs, it's the president's job to issue a crash course in "good manners." Do this by:

- Assuming that the higher purpose of school board service will always prevail. Elected board members almost always come to board service with the best of intentions -- they want to make a difference for children. Use this to probe and get to the bottom of what is frustrating a board member: Are his views being heard? Is he being

shut out of board discussions? Are his contributions appreciated? Does he have a special interest need that could be met by committee service?

- Setting rules for meetings and discussions. Everyone should have a say. Pick away at ideas, not the people who state them. Encourage the board to develop a set of norms for its meetings.
- Taking charge with confrontation. If two people fight, it is OK to show your frustration about it as the leader of the board. Do this in private, however, and be sure to clearly state the negative consequences of argumentative behavior.

Editor's note: The board's president must always set the example in the areas of board behavior and meeting decorum. The president is the head of the board, not a voting bloc. ■

## Boards make decisions collectively

As an individual school board member, you are a person without much power to accomplish anything. Even though voters have elected you to a seat on the board, you will not simply take the oath of office, find an office, roll up your sleeves, and start issuing orders.

As a member of your community's school board, you collectively set direction, make policy, establish goals for the superintendent, and act through voting to lead the district.

To understand the board's role in a way that allows an individual to be effective, the board member should be clear on one point: A board is a board only when it meets and votes.

Boards make their decisions — they speak — through voting.

When the board is not meeting, it acts through its written decisions — board policy, the direction and goals it sets for its superintendent, a written strategic plan, etc.

Another way to keep your role as an individual board member clear is to consider that the board acts through others by the directives it issues: the board gives the superintendent her marching orders, or the board gives an assignment to a board committee to study a curriculum issue. Again, this is the board acting collectively.

The effective school board lets the superintendent (or a board committee) perform her assignments. But they control what the superintendent and board committees do by issuing clear instructions (plans, goals, and objectives) about what the board as a whole is trying to accomplish.

Once the board delegates responsibility to the superintendent, it has an obligation to ensure adequate resources necessary to the accomplishment of goals. The board's role here is then to maintain its support for the superintendent. ■

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## Clarify roles through regular discussion

When there is a disconnect between how the board and superintendent understand their roles, the school district will be negatively affected.

That is why boards and superintendents should make time for thorough discussions of each other's role. It's a discussion that needs to take place regularly to ensure clarity.

The following chart can initiate a mutual give-and-take between the board and its administrator about who does what in the district. Clarifying the board's and superintendent's responsibilities eliminates confusion, and frees up each party to do its job effectively.

### Board

Understands duties board delegates to administrator.

Makes final decisions on policies related to personnel, finance, curriculum, services, planning.

Provides expertise in areas like strategy and leadership.

Sets mission and vision for the district.

Represents the district in the community.

Ensures organization has adequate finances, monitors district's financial figures, approves budget.

Evaluates results.

Evaluates work of board.

Evaluates superintendent.

### Superintendent

Makes day-to-day decisions required to manage organization.

Carries out work authorized by board.

Provides experience and professional skills required to manage school district.

Pays bills.

Consults with professionals as required.

Directs work of employees, defines their duties, evaluates their performance, hires employees, and fires employees.

Provides board with support necessary to evaluate its performance.

Provides board with annual superintendent self-appraisal so that the board has all the information it needs to perform its governance duty. ■

## Upcoming Professional Development Opportunities for Portsmouth Educators

### Professional Learning Communities

How can educators collaborate to ensure learning for all students? Professional Learning Communities are powerful structures that simultaneously improve student learning and instructional practice. This course will explore the how PLC's can identify essential learning, develop common formative assessments and use results to create customized and targeted instruction that responds to all learners. Each participant will develop an action research project designed to enhance their own team's PLC practice. (2 credits)

Portsmouth new teacher induction course, but open to all

### Dates (Tuesdays and Wednesdays):

9/27, 9/28

10/5

10/12

10/18

10/26

11/3 (revised date)

11/9

Time: 3:30 - 5:00 in Central Office Board Room

Cost: \$40.00 for text from staff development

Instructor: George Shea

Register for Professional Learning Communities

**Teacher to Teacher Coming Tuesday September 27<sup>th</sup>**

Breaking News! Teacher to Teacher is back and taking on a whole new form! This year our topics have been preselected in order to make your life easier! And we will be traveling around the District "Campus" inviting other educators to share some of the work they have been doing! Our Goals are still the same to stimulate conversation, share ideas and get excited about education! The schedule will be posted on the web page, twitter and in the Weekly District News Letter.

Never heard of Teacher to Teacher? Well, here's what it's all about!

At Teacher to Teacher we expand and reflect on innovations in education- get ideas and go for it. We read about, watch and discuss cutting edge educational ideas, assess problems and share experiences in order to expand our teaching repertoires. During our discussion based open forum on "Hot Topics" in education we delve deeper into student learning in order to increase classroom engagement, fun and success for each student.

**This year's Theme? The Future of Learning!**

First semester will reflect on the changing world outside of school and how that impacts our students. Second semester explores things happening right now in the District that exemplify the shifting face of education to embrace that changing world

For more information contact :

[kmcglinchey@portsmouth.k12.nh.us](mailto:kmcglinchey@portsmouth.k12.nh.us) or visit [tinyurl.com/PSDTeachertoTeacher](http://tinyurl.com/PSDTeachertoTeacher)

## Portsmouth School Department

September 2016



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

Central Office Update



## School Board Goals

The school board has adopted goals for 2016-2017 that help define a vision for what being a leader in NH should mean for Portsmouth Schools. You can find these goals at: <http://www.cityofportsmouth.com/school/2016-2017SchoolBoardGoals.pdf>

While the goals reflect continued improvement in longstanding district priorities such as college and career readiness, post-secondary pathways, STEAM, technology integration, etc., they also reflect a new filter for all student learning goals. That filter is the gap in many areas of opportunity and achievement between students of different socio economic groups. As we discussed on opening day, that gap is as large as or larger in Portsmouth than it is in the state as a whole.

The board has embraced this goal as something worthy of leading the state in. In many conversations since, we have heard ideas both small and big for how we can have an even more intentional impact on closing the gap. We will be further defining our baseline over the next few weeks and answering such questions as:

How many of our low socio economic status (SES) students take our most rigorous courses?

What is the percentage of low SES students getting Ds and Fs compared to other students?

Is there a gap between groups in attendance? Are there areas we don't see a gap? What are we doing there?

These questions and others can inform us on setting clearer direction for this goal. We

## Goals Continued

are in a great position to harness the high degree of care and personalization that already exists in our schools, with this strategic focus on closing opportunity and achievement gaps. Your ideas on strategies both small and big will be important in reaching this goal. The survey below is an opportunity to share anything you would like as a strategy or action. It simply asks one question: What is one specific step we can take to help close gaps of opportunity and achievement between SES groups?

<https://www.surveymonkey.com/r/DENCWQM>

## Goals Continued

Other goals play a role in helping close these gaps, including strengthening our systems for intervention and providing guaranteed time for all students to get the support they need. These internal systems of accountability will continue to drive the PLC work so we can collectively meet the needs of all students.

Also, part of the goal to expand technology into a 1:1 student environment is to ensure equitable access to technology devices and infrastructure. More and more classrooms are leveraging technology through Google Classroom and related apps.

One of the goals that will become the focus of board discussions again this fall is the decision on school start times. As you may be aware, Oyster River is also considering a later start time for middle and high school on the same timeline we are. Other districts are beginning to consider it. The board will hold another public forum in early November and make a decision shortly thereafter.

Thanks for all that you do!

## Upcoming Events and

### Due Dates

October 7th – In-service  
October 21st – PSD Goals and Reflection Form due to building administrator





449 Portsmouth District

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Student Enrollment Summary Report

Effective Date: 09/22/2016 Enrollment Types: P, S, N

Total Race/Ethnicities: 7 of 7 Total Schools: 8

Race/Ethnicity Source: Federal Male/Female/Total: 1331/1276/2607

Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)

Dondero School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/2/3	-	6/4/10	-	-	13/21/34	0/2/2	20/29/49
02	3/2/5	-	1/6/7	-	-	20/8/28	3/2/5	27/18/45
03	2/1/3	-	3/2/5	-	1/0/1	13/25/38	3/0/3	22/28/50
04	0/1/1	-	4/3/7	-	-	21/19/40	0/1/1	25/24/49
05	2/2/4	-	1/1/2	3/0/3	-	14/20/34	1/2/3	21/25/46
14	1/4/5	-	7/10/17	-	-	19/20/39	2/1/3	29/35/64
All Grades	9/12/21	-	22/26/48	3/0/3	1/0/1	100/113/213	9/8/17	144/159/303

Little Harbour School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	4/0/4	-	2/3/5	1/0/1	-	36/24/60	1/4/5	44/31/75
02	1/1/2	-	1/4/5	0/1/1	-	33/29/62	2/2/4	37/37/74
03	1/1/2	-	5/7/12	1/2/3	-	28/31/59	2/2/4	37/43/80
04	3/3/6	-	2/3/5	-	-	39/21/60	2/0/2	46/27/73
05	1/3/4	-	0/3/3	-	0/1/1	29/23/52	4/3/7	34/33/67
14	0/1/1	-	4/1/5	0/1/1	-	23/15/38	0/1/1	27/19/46
All Grades	10/9/19	-	14/21/35	2/4/6	0/1/1	188/143/331	11/12/23	225/190/415

New Franklin School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	5/1/6	-	-	-	-	13/16/29	2/1/3	20/18/38
02	1/2/3	-	1/0/1	-	-	23/13/36	3/1/4	28/16/44
03	2/0/2	-	0/1/1	-	-	13/20/33	1/3/4	16/24/40
04	3/2/5	-	1/0/1	-	-	15/16/31	4/3/7	23/21/44
05	1/0/1	-	1/1/2	-	-	13/17/30	1/3/4	16/21/37
14	2/1/3	-	3/0/3	-	-	18/19/37	4/5/9	27/25/52
All Grades	14/6/20	-	6/2/8	-	-	95/101/196	15/16/31	130/125/255

PEEP

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
13	1/0/1	-	1/0/1	-	-	13/4/17	1/0/1	16/4/20
All Grades	1/0/1	-	1/0/1	-	-	13/4/17	1/0/1	16/4/20

Portsmouth High School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
09	7/8/15	1/0/1	4/5/9	1/1/2	-	113/127/240	5/3/8	131/144/275
10	10/9/19	-	5/8/13	1/1/2	-	130/117/247	5/2/7	151/137/288
11	7/7/14	0/1/1	7/7/14	1/2/3	-	115/105/220	5/3/8	135/125/260
12	5/4/9	-	4/4/8	0/1/1	-	106/112/218	7/3/10	122/124/246
All Grades	29/28/57	1/1/2	20/24/44	3/5/8	-	464/461/925	22/11/33	539/530/1069

**Student Enrollment Summary Report continued**

449 Portsmouth District

Effective Date: 09/22/2016 Enrollment Types: P, S, N

09/22/2016 09:18:24 AM

Total Race/Ethnicities: 7 of 7 Total Schools: 8 Race/Ethnicity Source: Federal Male/Female/Total: 1331/1276/2607

**Portsmouth Middle School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
06	6/5/11	-	6/5/11	0/1/1	-	69/71/140	5/5/10	86/87/173
07	9/3/12	-	5/6/11	0/2/2	-	69/81/150	6/7/13	89/99/188
08	5/8/13	-	2/3/5	1/0/1	-	75/58/133	5/4/9	88/73/161
All Grades	20/16/36	-	13/14/27	1/3/4	-	213/210/423	16/16/32	263/259/522

**Professional Development**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
All Grades	-	-	-	-	-	-	-	0/0/0

**Robert J. Lister Academy**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
10	-	-	-	-	-	2/1/3	-	2/1/3
11	1/0/1	-	-	-	-	4/3/7	0/1/1	5/4/9
12	2/1/3	-	-	-	-	5/3/8	-	7/4/11
All Grades	3/1/4	-	-	-	-	11/7/18	0/1/1	14/9/23

**Student Population Excluding White not of Hispanic Origin**

School	Total	Percentage
Dondero School	90	29.70%
Little Harbour School	84	20.24%
New Franklin School	59	23.14%
PEEP	3	15.00%
Portsmouth High School	144	13.47%
Portsmouth Middle School	99	18.97%
Professional Development	0	0
Robert J. Lister Academy	5	21.74%
Total	484	18.57%

**449 Portsmouth District**

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**Student Enrollment Summary Report**

Effective Date: 09/22/2015 Enrollment Types: P, S, N

Total Race/Ethnicities: 7 of 7 Total Schools: 8

Race/Ethnicity Source: Federal Male/Female/Total: 1357/1327/2684

**Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)**

**Dondero School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	3/3/6	-	2/6/8	-	-	24/10/34	2/2/4	31/21/52
02	2/1/3	-	2/8/10	-	1/0/1	16/25/41	1/0/1	22/34/56
03	0/1/1	-	2/2/4	1/0/1	-	23/19/42	0/1/1	26/23/49
04	1/2/3	-	2/3/5	2/0/2	-	14/19/33	2/1/3	21/25/46
05	3/0/3	-	1/1/2	-	-	18/24/42	-	22/25/47
14	1/1/2	-	5/7/12	1/0/1	-	14/20/34	0/2/2	21/30/51
All Grades	10/8/18	-	14/27/41	4/0/4	1/0/1	109/117/226	5/6/11	143/158/301

**Little Harbour School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/1/2	-	0/3/3	0/1/1	-	33/33/66	2/2/4	36/40/76
02	1/1/2	-	4/3/7	1/2/3	-	30/32/62	2/2/4	38/40/78
03	2/3/5	-	2/3/5	-	-	42/23/65	2/0/2	48/29/77
04	2/3/5	-	2/4/6	-	-	27/25/52	4/3/7	35/35/70
05	0/5/5	-	2/5/7	0/1/1	-	43/29/72	4/2/6	49/42/91
14	4/0/4	-	2/2/4	1/0/1	-	37/22/59	1/3/4	45/27/72
All Grades	10/13/23	-	12/20/32	2/4/6	-	212/164/376	15/12/27	251/213/464

**New Franklin School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	2/2/4	-	2/0/2	-	-	22/12/34	3/1/4	29/15/44
02	3/0/3	-	0/1/1	1/0/1	-	11/21/32	2/3/5	17/25/42
03	5/3/8	-	1/0/1	-	-	15/13/28	6/4/10	27/20/47
04	1/0/1	-	1/1/2	-	-	13/17/30	1/3/4	16/21/37
05	2/0/2	-	2/0/2	-	-	14/22/36	1/2/3	19/24/43
14	5/1/6	-	-	0/1/1	-	11/16/27	4/1/5	20/19/39
All Grades	18/6/24	-	6/2/8	1/1/2	-	86/101/187	17/14/31	128/124/252

**PEEP**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
13	-	-	3/0/3	-	-	11/3/14	-	14/3/17
All Grades	-	-	3/0/3	-	-	11/3/14	-	14/3/17

**Portsmouth High School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
09	9/11/20	-	4/7/11	1/0/1	-	124/119/243	5/3/8	143/140/283
10	7/8/15	0/1/1	7/7/14	2/2/4	-	112/115/227	6/5/11	134/138/272
11	6/5/11	1/0/1	3/4/7	1/1/2	-	102/114/216	7/3/10	120/127/247
12	9/3/12	-	5/5/10	3/4/7	-	130/129/259	5/2/7	152/143/295
All Grades	31/27/58	1/1/2	19/23/42	7/7/14	-	468/477/945	23/13/36	549/548/1097

## Student Enrollment Summary Report continued

449 Portsmouth District

Effective Date: 09/22/2015 Enrollment Types: P, S, N

09/22/2016 09:25:16 AM

Total Race/Ethnicities: 7 of 7 Total Schools: 8 Race/Ethnicity Source: Federal Male/Female/Total: 1357/1327/2684

## Portsmouth Middle School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
06	9/3/12	-	7/5/12	0/2/2	-	69/81/150	5/6/11	90/97/187
07	4/7/11	-	2/3/5	-	-	73/57/130	5/4/9	84/71/155
08	7/8/15	1/0/1	4/6/10	1/1/2	1/0/1	67/84/151	4/4/8	85/103/188
All Grades	20/18/38	1/0/1	13/14/27	1/3/4	1/0/1	209/222/431	14/14/28	259/271/530

## Professional Development

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
All Grades	-	-	-	-	-	-	-	0/0/0

## Robert J. Lister Academy

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
10	-	-	-	-	-	4/1/5	-	4/1/5
11	1/0/1	-	-	1/0/1	-	2/5/7	-	4/5/9
12	1/1/2	-	-	-	-	4/3/7	-	5/4/9
All Grades	2/1/3	-	-	1/0/1	-	10/9/19	-	13/10/23

## Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Dondero School	75	24.92%
Little Harbour School	88	18.97%
New Franklin School	65	25.79%
PEEP	3	17.65%
Portsmouth High School	152	13.86%
Portsmouth Middle School	99	18.68%
Professional Development	0	0
Robert J. Lister Academy	4	17.39%
Total	486	18.11%

**449 Portsmouth District**

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**Student Enrollment Summary Report**

Effective Date: 09/22/2014 Enrollment Types: P, S, N

Total Race/Ethnicities: 7 of 7 Total Schools: 8

Race/Ethnicity Source: Federal Male/Female/Total: 1355/1324/2679

**Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)****Dondero School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/2/3	-	3/6/9	-	1/0/1	16/30/46	1/0/1	22/38/60
02	0/2/2	-	3/2/5	1/0/1	-	22/22/44	1/0/1	27/26/53
03	1/2/3	-	2/1/3	2/0/2	-	15/19/34	2/2/4	22/24/46
04	4/0/4	-	1/1/2	-	-	17/20/37	2/0/2	24/21/45
05	0/2/2	-	2/5/7	-	-	19/16/35	3/1/4	24/24/48
14	3/3/6	-	1/6/7	-	-	27/11/38	2/1/3	33/21/54
All Grades	9/11/20	-	12/21/33	3/0/3	1/0/1	116/118/234	11/4/15	152/154/306

**Little Harbour School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/1/2	-	4/3/7	1/1/2	-	33/29/62	2/4/6	41/38/79
02	2/2/4	-	1/2/3	-	-	39/20/59	3/0/3	45/24/69
03	3/3/6	-	2/4/6	-	-	30/25/55	5/1/6	40/33/73
04	0/4/4	-	2/5/7	0/1/1	-	43/29/72	2/3/5	47/42/89
05	1/1/2	-	5/0/5	0/1/1	-	34/48/82	1/4/5	41/54/95
14	2/1/3	-	0/2/2	0/1/1	-	27/32/59	3/1/4	32/37/69
All Grades	9/12/21	-	14/16/30	1/4/5	-	206/183/389	16/13/29	246/228/474

**New Franklin School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	3/1/4	-	0/1/1	-	-	12/19/31	3/2/5	18/23/41
02	3/4/7	-	1/0/1	-	-	15/14/29	6/3/9	25/21/46
03	1/0/1	-	1/1/2	-	-	13/21/34	1/3/4	16/25/41
04	2/0/2	-	1/0/1	-	-	14/23/37	2/2/4	19/25/44
05	8/2/10	-	-	0/1/1	-	21/15/36	1/0/1	30/18/48
14	2/2/4	-	1/0/1	-	-	23/11/34	2/1/3	28/14/42
All Grades	19/9/28	-	4/2/6	0/1/1	-	98/103/201	15/11/26	136/126/262

**PEEP**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
13	1/0/1	-	2/0/2	-	-	5/8/13	1/0/1	9/8/17
All Grades	1/0/1	-	2/0/2	-	-	5/8/13	1/0/1	9/8/17

**Portsmouth High School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
09	5/9/14	0/1/1	7/7/14	1/2/3	-	111/124/235	6/6/12	130/149/279
10	8/4/12	-	2/4/6	1/1/2	-	106/114/220	9/3/12	126/126/252
11	9/3/12	-	4/4/8	3/4/7	-	126/125/251	5/1/6	147/137/284
12	6/3/9	1/0/1	6/2/8	2/2/4	-	112/107/219	3/4/7	130/118/248
All Grades	28/19/47	1/1/2	19/17/36	7/9/16	-	455/470/925	23/14/37	533/530/1063

**Student Enrollment Summary Report continued**

449 Portsmouth District

Effective Date: 09/22/2014 Enrollment Types: P, S, N

09/22/2016 09:28:37 AM

Total Race/Ethnicities: 7 of 7 Total Schools: 8 Race/Ethnicity Source: Federal Male/Female/Total: 1355/1324/2679

**Portsmouth Middle School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
06	4/6/10	-	4/2/6	-	-	69/56/125	5/4/9	82/68/150
07	6/9/15	1/0/1	3/3/6	1/1/2	1/0/1	71/88/159	5/4/9	88/105/193
08	8/11/19	-	4/6/10	1/0/1	-	78/77/155	5/5/10	96/99/195
All Grades	18/26/44	1/0/1	11/11/22	2/1/3	1/0/1	218/221/439	15/13/28	266/272/538

**Professional Development**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
All Grades	-	-	-	-	-	-	-	0/0/0

**Robert J. Lister Academy**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
09	-	-	-	-	-	3/0/3	-	3/0/3
10	-	-	-	1/0/1	-	1/3/4	-	2/3/5
11	1/0/1	-	-	-	-	4/1/5	-	5/1/6
12	-	-	-	0/1/1	-	3/1/4	-	3/2/5
All Grades	1/0/1	-	-	1/1/2	-	11/5/16	-	13/6/19

**Student Population Excluding White not of Hispanic Origin**

School	Total	Percentage
Dondero School	72	23.53%
Little Harbour School	85	17.93%
New Franklin School	61	23.28%
PEEP	4	23.53%
Portsmouth High School	138	12.98%
Portsmouth Middle School	99	18.40%
Professional Development	0	0
Robert J. Lister Academy	3	15.79%
<b>Total</b>	<b>462</b>	<b>17.25%</b>

VIII  
b.

September 13, 2016

RECEIVED  
SEP 13 2016  
BY:

Superintendent Stephen Zdravec  
Portsmouth School Department  
1 Junkins Avenue  
Portsmouth, NH 03801

Dear Superintendent Zdravec,

With this letter I hereby resign my position as an English Teacher with the Portsmouth School Department. Thank you very much for this opportunity.

Sincerely,



Michael Proulx

VIII  
b.  
111

Dear Esteemed Board,

9/14/16

Thank you so very much  
for the warm reception and  
sincere welcome you so  
graciously hosted for new  
colleagues.

sincerely,  
Kate Borelli



X  
D

Marci Blanchette  
60 Boxwood Lane  
Dover, NH 03820  
9/14/16

Steven Zadravec  
Superintendent  
Portsmouth School Department  
1 Junkins Ave  
Portsmouth, NH 03801

I am writing as the Student Assistance Counselor at Portsmouth High School to request an emergency leave of absence to provide care for my child. I am requesting leave through the remainder of the 2016-2017 school year. It is my intention to return at the start of the 2017-2018 school year.

Thank you for your consideration



Marci Blanchette  
Student Assistance Counselor  
Portsmouth High School

cc: George Shea  
Assistant Superintendent  
cc: Mary Lyons  
Principal