PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR JANUARY 24, 2017
PORTSMOUTH HIGH SCHOOL LIBRARY
PORTSMOUTH, NH
DATE: TUESDAY, JANUARY 24, 2017
TIME: 7:00 PM [or thereafter]

NOTICE OF NON-PUBLIC MEETING: THE SCHOOL BOARD WILL HOLD A NON-PUBLIC MEETING AT 6:30 P.M., IN ACCORDANCE WITH RSA 91-A: 3, II (a) and RSA 91-A:3,II (c) IN THE PRINCIPAL’S CONFERENCE ROOM.

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. ACCEPTANCE OF MINUTES
   a. JANUARY 10, REGULAR MEETING
   b. JANUARY 17, BUDGET WORKSHOP MEETING

VI. PUBLIC COMMENT

VII. SPECIAL PRESENTATIONS
   a. PHS HONORS COMMITTEE
   b. FUTURE OF THE ARTS

VIII. SUPERINTENDENT’S REPORT
   a. ITEMS OF INFORMATION
      i. CENTRAL OFFICE UPDATE, JANUARY 2017
      ii. OVERNIGHT FIELD TRIP, WASHINGTON, DC
      iii. OVERNIGHT FIELD TRIP, JACKSON, NH

IX. OLD BUSINESS
   a. BUDGET UPDATE
   b. ELEMENTARY FACILITIES UPDATE

X. NEW BUSINESS
   a. NEW DHHS GRANT PROPOSAL-RJLA

XI. COMMITTEE UPDATES
   a. POLICY

XII. FUTURE AGENDA ITEMS
   a. 2017/2018 SCHOOL CALENDAR
   b. TQP UPDATE
   c. ELEMENTARY PRINCIPAL REPORTS
XIII. **PORTSMOUTH SCHOOL DEPARTMENT CALENDAR** MAY BE FOUND ONLINE AT http://www.cityofportsmouth.com/school/index.htm

XIV. **ADJOURNMENT**
I. CALL TO ORDER- Board Chair Stevens called the meeting to order at 7:05 p.m.

II. ROLL CALL- Chair Leslie Stevens, Vice Chair Tom Martin (phone), Kristin Jeffreys, Gary Epler, Nancy Clayburgh, Patrick Ellis, Roseanne Vozella Clark, Teacher Representative Kimberly McGlinchey, Student Representative Andrew Rodgers, Superintendent Stephen Zadravec, Assistant Superintendent George Shea, Business Administrator Stephen Bartlett

III. INVOCATION

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

V. ACCEPTANCE OF MINUTES
a. DECEMBER 13, REGULAR MEETING
MOTION: Motion to accept the public minutes of December 13, 2016 by Mr. Epler
SECOND: Ms. Clayburgh
DISCUSSION:
VOTE: Roll Call; unanimously accepted

VI. PUBLIC COMMENT- Mike Joenis- 126 Elwyn Avenue, Portsmouth. The Joenis family recently moved to Portsmouth. Mr. Joenis thanked the Board, students, and staff from PMS and PHS for making the transition smoother for his children and being so welcoming to his family.

VII. SPECIAL PRESENTATIONS
a. RJLA REPORT (EXPANDED PATHWAYS)- Principal Nancy Roy provided RJLA highlights.
   ♦ Enrollment numbers (22 students)
   ♦ Ways to continue to build the bridge between RJLA and PHS.
   ♦ Eight students participating in classes at Great Bay Community College.
   ♦ The Competency model is working well for students that have strong academic skills. However, it does not work as well for students who require remediation.
   ♦ Trends: Students have increased levels of expectations for relevancy and want a personalized education. Therefore, students have input on the design of their day. Much effort is given to design the ever-changing environment, as RJLA continues to try to offer a program that evolves to meet the needs and interest of students.
   ♦ Financially, RJLA is within budget. There was an increase in tuition this year, and long-term sustainability will still need to be monitored.
   ♦ This year’s Smart Goal is focusing on IEP’s: the IEP components, what is the student disability and how it affects their individual learning, as well as, a student led IEP meeting as part of a summative performance assessment.
Importance of partnerships - continued partnerships are with Great Bay Community College, New Heights, Seacoast Mental Health Center. New partnerships have been formed with Appalachian Mountain Club, NH Food Bank, and Media Wing.

Lister Leaf Busters broke their own record and raised $8,000 in less than three weeks.

Challenges: Personalized education for such a diverse group of students and providing experiences given RJLA’s staffing, is challenging.

Future direction - RJLA is interested in expanded pathways to provide experiences where students will get content area credit. Principal Roy is invested in looking at Extended Learning Opportunities (ELO).

COMMENTS/QUESTIONS: The maximum number of students is 24, however it truly depends on the individual students enrolled and the support those students require.

Staff: 4 teachers, 1 paraprofessional, a part-time guidance counselor.

Student grade levels are classified by the number of credits required for graduation.

Last year, out of district placement enrollment numbers were between 5 and 8. The steady number of out of district enrollments provides stability to the funding.

b. FY18 BUDGET PRESENTATION - Superintendent Stephen Zadravec shared a PowerPoint providing an overview of the FY 18 Budget process, vision and mission of Portsmouth Schools, School Board Goals, student enrollment data, and the upcoming workshop sessions/public hearings.

The City Council voted to approve the Joint Budget Committee’s recommendation of a 4% Budget guideline. Superintendent Zadravec discussed the drivers that impact the Budget: increase in Special Education, ESOL costs, health insurance costs and retirement rates, and a decline of outside funding. The initial status quo budget is at 4.86%, and Administration will continue to work through the Budget to achieve the 4% guideline.

COMMENTS/QUESTIONS: Clarification was provided on the following topics: funding for Late Start, the status quo budget does not factor in known retirements, March 7 is scheduled as a public hearing, and the 4% is a guideline.

Forecast of larger needs include Foreign Language, adjusting staff to find ways to create additional support, services that fluctuate according to student population, mental health, and maintaining facilities.

VIII. SUPERINTENDENT’S REPORT

a. ITEMS OF INFORMATION

i. NHSBA DELEGATE ASSEMBLY - Chair Stevens is unable to attend the assembly. If another Board Member would like to attend, please contact Chair Stevens.

ii. 2017 NICHE BEST SCHOOLS

iii. POLICY COMMITTEE MINUTES, JANUARY 2017

iv. BOARD & ADMINISTRATOR, JANUARY 2017

b. CORRESPONDENCE

i. LETTER OF RESIGNATION, TRICIA LEE

ii. LETTER OF RESIGNATION, REBECCA BELLISTRI
c. ADMINISTRATOR REPORT
   i. FINANCIAL REPORT- Business Administrator Stephen Bartlett provided the financial month end report for December. Mr. Bartlett provided an explanation on the lines (101, 150, and 152) that showed an overage and shared his areas of concern. The budget is on par with last year’s fiscal year.

   COMMENTS/QUESTIONS: Clarification provided on the Medicaid shortfall. Reimbursement depends on the services provided. Also, there is a lag time between providing the service and receiving the Medicaid reimbursement.

IX. OLD BUSINESS
   a. UPDATE ON START TIMES- Superintendent Zadravec provided an update on Start Times. The plan is to finalize numbers and times with the bus company, continue to work with principals to address needs, and begin an information campaign to advise parents of the upcoming changes. There will be some changes in the bus routes in an effort for continued efficiency.

   Mr. Ellis reported Kittery is in the process of looking at their start times and Newburyport has reached out for more information.

X. NEW BUSINESS
   a. CONSIDERATION AND APPROVAL OF POLICY(TWO READINGS- 1ST READING):
      i. PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION (KEB)
         MOTION: Motion to approve Policy KEB by Mr. Ellis
         SECOND: Ms. Clayburgh
         DISCUSSION:
         VOTE: Unanimously accepted

   b. CONSIDERATION AND APPROVAL OF REVISION TO POLICY(TWO READINGS):
      i. ANALYSIS AND ASSESSMENT OF THE INSTRUCTIONAL PROGRAM (IL)
         MOTION: Motion to table Policy IL to a future unspecified date by Mr. Epler
         SECOND: Mr. Ellis
         DISCUSSION: Mr. Epler explained his reasoning behind the motion.
         VOTE: Unanimously accepted
      ii. GRADUATION REQUIREMENTS (IKF)
         MOTION: Motion to approve Policy IKF by Mr. Ellis
         SECOND: Ms. Vozella Clark
         DISCUSSION: In the future, consider a ½ credit CTE class requirement and a Foreign Language credit requirement. This will be added to the next Board retreat agenda.
         VOTE: Unanimously accepted
c. CONSIDERATION AND APPROVAL OF REVISION TO POLICY(SINGLE READING):
   i. WEAPONS ON SCHOOL PROPERTY (JICI)
      
      MOTION: Motion to approve Policy JICI by Ms. Clayburgh
      
      SECOND: Mr. Epler
      
      DISCUSSION: Approved with minor corrections made by Chair Stevens. Polling place locations other than using the schools will be discussed. If there is voting, School should not be in session if voting is taking place in the school.
      
      VOTE: Unanimously accepted

d. CONSIDERATION AND APPROVAL OF LEAVE OF ABSENCE
   i. DO ESOL TEACHER
      
      MOTION: Motion to approve leave of absence by Ms. Clayburgh
      
      SECOND: Mr. Ellis
      
      DISCUSSION: 
      
      VOTE: Unanimously accepted

e. BOARD OF ETHICS- Patrick Ellis was selected to serve on the Board of Ethics Committee.

XI. COMMITTEE UPDATES
a. POLICY

b. JOINT BUDGET COMMITTEE (JBC)- The Committee is done meeting.

c. JOINT BUILDING COMMITTEE- Next meeting is scheduled for January 25.

XII. FUTURE AGENDA ITEMS
a. PHS HONORS

b. FUTURE OF THE ARTS

c. SCHOOL YEAR CALENDAR- The first draft will be brought to the February meeting.

XIII. UPCOMING EVENTS
a. PORTSMOUTH SCHOOL DEPARTMENT CALENDAR MAY BE FOUND ONLINE AT http://www.cityofportsmouth.com/school/index.htm

XIV. ADJOURNMENT

      MOTION: Motion to adjourn at 8:25 p.m. by Mr. Martin
      
      SECOND: Mr. Ellis
      
      DISCUSSION: 
      
      VOTE: Unanimously accepted
PORTSMOUTH SCHOOL BOARD PUBLIC MEETING WORKSHOP SESSION #2
MINUTES FOR JANUARY 17, 2017- DRAFT

SCHOOL BOARD CONFERENCE ROOM, CITY HALL

DATE: TUESDAY, JANUARY 17, 2017

PORTSMOUTH, NH

TIME: 6:30 [or thereafter]

I. CALL TO ORDER- - School Board Chair Leslie Stevens called the meeting to order at 6:33 p.m.

II. ROLL CALL - Chair Leslie Stevens, Jeff Landry, Kristin Jeffrey, Ann Walker, Gary Epler, Patrick Ellis, Roseann Vozella Clark, Superintendent Stephen Zadravec, Assistant Superintendent George Shea, Business Administrator Steve Bartlett, SAU 50 Representative Ann Mayer

III. INVOCATION

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

V. PUBLIC COMMENT- None

VI. WORKSHOP SESSION ON FY 2018 BUDGET

i. OVERVIEW- Superintendent Stephen Zadravec provided an overview of the budget process, as well as, information concerning the items included and not included in the status quo budget. The status quo budget is 4.86%, with a reduction goal of $383,902 to meet the 4% guideline set by the City Council. Administration is optimistic and will continue to work towards reaching the 4% guideline.

Business Administrator Stephen Bartlett provided an explanation of how the budget book is physically laid out and how it compares to the month end reports the Board currently receives. The budget book is intended as a resource and guideline for the Board. Suggestions were made on how to navigate the book.

COMMENTS/QUESTIONS: Clarification was provided on specific lines. An explanation regarding the increase in FTE and how the positions are funded was provided. Potential retirements are not reflected in the budget. Superintendent Zadravec suggested the Board email if they have any specific questions.

The Budget Workshop Session schedule:
January 31- Maintenance: CIP, Energy, Upgrades
February 14- First Public Hearing
February 21- Student Services, World Language, Technology
March 7- Re-Open Public Hearing
ii. START TIME IMPLEMENTATION- Superintendent Zadravec provided an update on the start time implementation. Recently, Administration met with the bus company to fine tune some of the details, as there will be some adjustments made to the current bus routes. The scheduled district-wide school start time will be approximately 8:20 a.m.

COMMENTS/QUESTIONS: The high school end time is approximately 3:20 p.m. As soon as the start time implementation is finalized, the information will be broadcast to parents. The importance of providing this information early was reiterated.

VII. ADJOURNMENT
MOTION: Motion to adjourn meeting at 7:27 p.m. by Mr. Landry
SECOND: Mr. Ellis
DISCUSSION:
VOTE: Unanimously accepted
Goals of the Committee

- Continued high expectations and academic demand of honor/AP classes

- Consistent process across curriculum areas for placement that include some type of objective/measurable threshold for achievement that is used to project the likelihood for student success

- A process that does not limit student choice
Regional schools without 9th grade honors

Bow
Concord
Hanover (English/Social Studies)
Kearsage
Noble
Oyster River
Sanborn Regional
Souhegan
Timberlane
Winnacunnett
WHY CHANGE?

- Transition all students to Portsmouth High School positively
- 8th grade application process
WHY CHANGE?

- Stress and anxiety in 8\textsuperscript{th} and 9\textsuperscript{th} graders
  - Freshman surveys
  - Upperclassmen input

"I felt pressure to get into honors classes because people acted like you weren't smart if you took anything else" – 10\textsuperscript{th} grader
WHY CHANGE?

• Consistent placement process across curriculum
  • Portsmouth teachers need to make decisions
    • 9th grade year
    • Social Studies as model
CONTINUED HIGH EXPECTATIONS

- Quality of work and high expectations
- Always looking for ways to push students beyond what they think they can do
- Working towards common expectations and competencies in all courses
GRADE 9 HONORS OPTION

- Opportunities for extension and enrichment
  - Summer
  - TASC

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Total Credits: 5.00
COLLEGE IMPACT

- No negative impact on college admissions

- "Your Honors curriculum, which we see really starting in grade 10, is really strong"
RAISING THE BAR FOR ALL STUDENTS

Portsmouth High School’s core values of EXCELLENCE, COMMUNITY, COMMITMENT and LEADERSHIP provide the cornerstones we strive for as a community of learners. With these core values firmly in place, Portsmouth High School graduates are well-positioned to take on challenges and opportunities in our global society. At Portsmouth High School we believe:

- Students are important and must be challenged in rigorous and relevant ways in order to reach their highest potential.
- Students will strive for excellence in an environment that fosters a strong sense of belonging and creates partnerships between students and adults.
- Students learn best when they explore and contribute to their own educations.
- Students are able to achieve in a safe and caring environment where student success is celebrated.
- Students will become life-long learners when taught to think critically to effectively analyze information, and to be respectful of others.
- Students should have exposure to a rich and broad program of studies, have learning experiences outside of the classroom, and have an understanding of an individual’s place in the global environment.
Arts for Learning
• The arts can reach a diversity of learners. Not every child learns in the same way. The arts by their very nature embody multiple learning modalities—visual, auditory, and kinesthetic/tactile—helping all students learn.
• When arts content is connected to content in other subject areas (such as math, language arts, science and social studies) through mutually-reinforcing objectives, student learning deepens in both areas. Students learn to see the connections and big concepts across disciplines.
• The arts help make abstract concepts more concrete and understandable. For example, math concepts such as symmetry, reflection, rotation, are more easily understood when students can explore them through dance/movement. In social studies, the study of the arts and world cultures helps students understand the diverse world we live in.
• The arts (dance, drama/theatre, music and visual art) enhance the learning process for all young people. The systems they nourish, including integrated sensory, attentional, cognitive, emotional, and motor capacities are, in fact, the driving forces behind all other learning.

Life Skills
The arts develop lifelong skills of critical and creative thinking, problem solving, collaboration, reflection, and persistence.

21st Century Skills
• Arts experiences that develop skills of communication, critical thinking, problem-solving, and creativity are needed for students to succeed in the competitive global economy and workplace.

Multi-Cultural Understanding
• Arts experiences that build students’ appreciation of their own cultural heritage and the commonalities and diversity across cultures are essential to understanding our interconnected world.

The Arts and Cognitive Growth
• Schools have an obligation to involve children in the arts at the earliest possible time and to consider the arts as fundamental—not optional—curriculum areas, because arts experiences build cognitive, emotional, and psychomotor pathways [in the brain].

School and Classroom Culture
• The arts can transform the school and environment for learning—making schools places of collaboration and discovery.

Source: The Kennedy Center
4 Sousa, p. 220
Portsmouth School Department Out of State/Overnight Student Trip Checklist

Destination: Washington, DC

Dates of Travel: Friday, March 31st – Monday, April 3rd, 2017

Sponsor Group: Portsmouth High School History Club

Lead Advisor: Sara Carpenter – PHS Social Studies Department Chairperson

Date Submitted: January 17, 2017

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

List of Students Names: See Attached

Number of Students: 12

Staff to Student Ratio: 3/12

Principal Approval Date:

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

Passports: N/A

Form of Identification: Student’s Drivers Licenses, Birth Certificates and Student IDs, Passports if necessary

Fundraisers:
- Tagging
- Margarita’s Night
- PHS Got Talent Show
- Flatbread Pizza Night (held in the winter of 2015)

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

Accommodations: Homewood Suites Washington Downtown – Washington, DC

Chaperones with First Aid and CPR: Sara Carpenter, Kate Brunelle and Martin Carter
Portsmouth School Department Out of State/Overnight Student Trip Checklist

Phone Tree for Parents: Being developed – Email list has been compiled

Cost Per Student: Approximately $500.00 for flights and accommodations (additional costs for meals, etc. will be in addition to the base cost, but some will be offset as a result of fundraising)

Educational Goals: See Attached Itinerary

Date of Parent Meeting: Second Semester Open House Date

This same type of trip was taken in both 2014 and 2015 by the PHS History Club. The club was established five years ago by a group of APUSH and American Studies II students at PHS. This year’s group has been planning a similar trip that relates to their love of American history since the beginning of the 2015-16 school year. They decided on Washington, DC again as it is the perfect place for them to explore our country’s rich and amazing history. They are tremendously excited about the opportunity to represent Portsmouth High School and the communities of SAU 50 and 52 in the best manner possible.

[Signature]
Portsmouth School Department  
Out of State/Overnight Student Trip Checklist

Destination: Joe Dodge Lodge  
Dates of travel: 2/16-2/17, 2017  
Sponsor Group: RJLA/AMC  
Lead Advisor/Chaperone: Brett Fletcher  
Date submitted:  
Date of meeting with Superintendent of Schools:  
List of other chaperones: Nancy Roy, Danielle Miles, Marcus Santy, Christine Stilwell, E. Vendouri  

List of students, home phone numbers, parents names attached? yes  
Number of Students: 16  
Staff to Student Ratio: 1:4  
Principal Approval Date: 1/5/17  

Supt. Approval Date:  
Insurance:  
On File?:  
Do all Students Have Passports? N/A  
Fundraisers students have participated in: N/A  
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: Nancy Roy, Brett Fletcher  
Christine Stilwell, Emmanuel Ella Vendouri  

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

Cost for each student to participate: $0.0  

Educational Goals for trip:  
Students will participate in healthy recreational activities as part of health and PE program. Students will practice effective effort strategies.
SUPPORTING DOCUMENTS:

X 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: [Signature]

Date: 1/19/17

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.