

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR FEBRUARY 14, 2017-DRAFT

SCHOOL BOARD CONFERENCE ROOM, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, FEBRUARY 14, 2017

TIME: 7:00 PM [or thereafter]

- I. **CALL TO ORDER-** Board Chair Stevens called the meeting to order at 7:02 p.m.
- II. **ROLL CALL-** Chair Leslie Stevens, Jeff Landry, Kristin Jeffrey, Gary Epler, Ann Walker, Nancy Clayburgh, Patrick Ellis, Roseanne Vozella Clark, Teacher Representative Kimberly McGlinchey, Student Representative Andrew Rodgers, 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. JANUARY 24, REGULAR MEETING
- MOTION: Motion to approve the public minutes of January 24, 2017, by Ms. Walker
- SECOND: Mr. Landry
- DISCUSSION:
- VOTE: Unanimously approved
- b. JANUARY 31, BUDGET MEETING
- MOTION: Motion to approve the public minutes of January 31, 2017, by Mr. Ellis
- SECOND: Ms. Walker
- DISCUSSION:
- VOTE: Unanimously approved
- VI. **PUBLIC COMMENT-** None
- VII. **PUBLIC HEARING ON FY18 BUDGET-** Superintendent Zdravec shared a PowerPoint presentation providing an overview of the proposed FY 18 Budget. The status quo budget is 4.86%, with the goal of a reduction to meet the 4% guideline set by City Council.
- COMMENTS/QUESTIONS: The cost for the Late Start implementation is not reflected in the 4.86%. Discussion ensued concerning inflation numbers verse budget numbers. The items driving this budget (retirement, health care, etc.) affect the School Department's Budget more heavily than the economy, in general.
- PUBLIC HEARING COMMENT:** Mark Brighton- 285 Union Street, Portsmouth spoke in regards to the FY 18 Budget.
- VIII. **SPECIAL PRESENTATIONS**
- a. TQP UPDATE- Assistant Superintendent George Shea shared a PowerPoint presentation providing an overview on the Model Teacher Designation as determined by the Teacher Quality Panel (TQP). This is the fourth TQP presentation for the Board, and included information on the following:
- TQP Model Teacher Process
 - Model Teacher Criteria Through the Lens of Danielson Framework
 - Planning and Preparation Domain (6 components)

- Domain 2: Classroom Environment (5 components)
- Domain 3: Instruction (5 components)
- Domain 4: Professional Responsibilities (6 components)

Mr. Shea explained the Model Teacher Process, and there are two submission windows to apply for the designation (December 15, 2017, and March 23, 2018).

Mr. Shea demonstrated the information available on the TQP website.

COMMENTS/QUESTIONS: The origin of TQP was to provide opportunities to attain additional achievement units. The TQP was designed to incentivize great work, and has promoted teacher leadership. Next year's Budget contains funding for TQP.

Danielson Framework is explicitly about teacher practice and illustrates effective practices that teachers can provide in their classrooms.

The amount of work that has gone into the Model Teacher designation is impressive.

- b. ELEMENTARY SCHOOL PRINCIPALS- Superintendent Zdravec introduced New Franklin Principal Joanne Simons, Dondero Principal Kate Callahan, and Little Harbour Co-Principal Erin Lawson. Their presentation provided an overview of the scope of programming and the collaborative efforts of our Elementary Schools.

Principal Simons shared the outcomes of a New Franklin PTO Meeting. Board Members Jeffrey and Vozella Clark attended the February meeting.

The commonalities amongst the three Elementary Schools are:

- Academics: Literacy, Math, Open Circle, Intervention Block/Enrichment, Science, and Social Studies
- Philosophy: Holistic View of Students, Climate, and Culture
- Elementary Experiences
- Work Moving Ahead: Continued Development of Science Units for 16-17, 17-18 begin work in Social Studies, Elementary Math Committee, STEAM Committees, and Continued Work with Growth Mindset

Principal Lawson spoke in depth to Philosophy and the application of Growth Mindset and Mindfulness practices. Mindfulness practices have been a focus in teaching students to be present. The climate and culture speaks to the Philosophy of our Elementary Schools.

Principal Callahan highlighted several student experiences including 4th Grade NH History, 3rd Grade Portsmouth History, 5th Grade Environmental Science, School Gardens, Sports, and Artist in Residency, etc., as well as, as a collaboration between the Elementary Schools' PTO (Fairy Houses, Wizards Basketball, and Summer Fair). Experiences with faculty and school partners included PLC and PD focused work.

COMMENTS/QUESTIONS: Discussion ensued regarding the opportunities of Growth Mindset.

Sharing information with parents and the community was encouraged, as public outreach is worthwhile.

Ms. Jeffrey attended the New Franklin PTO February meeting and commented on how powerful it was. The parents were truly invested in practices and the curriculum. It was suggested that Board members consider attending a PTO meeting.

Kahn Academy is used in various ways at our different Elementary Schools.

IX. SUPERINTENDENT'S REPORT

a. ITEMS OF INFORMATION

- i. POLICY COMMITTEE MINUTES, JANUARY 25, 2017
- ii. BOARD & ADMINISTRATOR, FEBRUARY 2017
- iii. OVERNIGHT FIELD TRIP, PINKERTON ACADEMY
- iv. OVERNIGHT FIELD TRIP, FRANCE

b. ADMINISTRATOR REPORT

- i. POPULAR ANNUAL FINANCIAL REPORT FY 16
- ii. FINANCIAL REPORT – Business Administrator Stephen Bartlett provide the month-end January report. Total expenses for FY 17 are following a similar year-to-date percent spent pattern as FY 16. The most obvious differences are due to the fact that the real-time activity is not always following the rolling average used for the plan. The exception and area of concern is in Special Education, namely cost centers 150, 151, and 153. The increase costs are mainly due to outside Contracted Services.

COMMENTS/QUESTIONS: Special Education expenses can change on a weekly basis. Director of Pupil Support & Instruction Jeanette Souther will be at the Tuesday, February 21, Board Meeting to discuss the expenses in further detail. Medicaid reimbursement is currently matching expectations.

X. OLD BUSINESS

- a. HONORS PROGRAM UPDATE- Superintendent Zdravec provided an update from the PHS Honors Committee. PHS will continue to offer 9th Grade Honors next year and student selection decisions will be based on teacher recommendations. An outline of the process was provided.

COMMENTS/QUESTIONS: Discussion and suggestions were made in regards to the student selection process. The TASC Block will further personalize the learning experience for students, by providing supplemental enrichment, practice, and/or remediation.

As an outcome from the January Board meeting, the PHS Honors Committee is aware of the need for better communication.

b. CONSIDERATION AND APPROVAL OF POLICIES (SECOND READING):

- i. PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION (KEB)

MOTION: Motion to approve Policy KEB, by Mr. Landry

SECOND: Ms. Walker

DISCUSSION: Approved with minor corrections.

VOTE: Unanimously approved

- ii. GRADUATION REQUIREMENTS (IKF)

MOTION: Motion to approve Policy IKF, by Mr. Ellis

SECOND: Mr. Epler

DISCUSSION: Graduation Requirements should be added to agenda for the next Board Retreat. Clarification was provided for a student with an IEP.

VOTE: Unanimously approved

XI. NEW BUSINESS

a. **CONSIDERATION AND APPROVAL OF POLICIES (SINGLE READING):**

i. **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (JRA)**

MOTION: Motion to approve Policy JRA, by Ms. Clayburgh

SECOND: Mr. Landry

DISCUSSION:

VOTE: Unanimously approved

ii. **ATTENDANCE (JH)**

MOTION: Motion to approve Policy JH, by Ms. Clayburgh

SECOND: Ms. Walker

DISCUSSION: The revisions were made to address chronic attendance issues.

VOTE: Unanimously approved

b. **2017/2018 SCHOOL CALENDAR-** Superintendent Zdravec shared the draft of the 2017- 2018 School Year Calendar.

MOTION: Motion to approve the 2017/2018 School Calendar, by Mr. Landry

SECOND: Ms Clayburgh

DISCUSSION: Discussion ensued regarding schools being closed on the Election Day, the impact of school activities beginning a week earlier due to the August Teacher Workshop days, and April vacation being status quo this year.

VOTE: Unanimously approved

c. **FUTURES ADVISORY BOARD NOMINATIONS-** Superintendent Zdravec advised that there was a resignation on the Futures Advisory Board and there were a number of interested candidates for the open position. The Membership Committee interviewed three candidates, two of which they would like to approve to the Futures Advisory Board. Attorney Kathleen Dwyer adjusted the Bylaws to include the additional community member.

MOTION: Motion to accept the newly revised Futures Advisory Bylaws, by Mr. Ellis

SECONDED: Ms. Walker

DISCUSSION: Accepted with the correction of adding School Board Member to Article II: Membership

VOTE: Unanimously accepted

Superintendent Zdravec shared the bios of the two Futures Advisory Board candidates.

MOTION: Motion to approve the two Futures Advisory Board candidates Duncan Craig and Lena Wyland, by Ms. Vozella Clark

SECONDED: Mr. Ellis

DISCUSSION:

VOTE: Unanimously approved

XII. COMMITTEE UPDATES

- a. **POLICY-** Policy IL will be brought to a future Board Workshop Session, after the Budget is complete.
- b. **ELEMENTARY FACILITIES COMMITTEE-** Superintendent Zadravec provided an update from the Elementary Facilities Committee on the Dondero Elementary renovation. The approximate cost of the renovation is \$9.7 million and will be completed in two phases. There is a growing population at Dondero and the renovation does not include an addition of space. As part of addressing space needs, there is a possibility of moving PEEP. It was suggested to establish a committee to further discuss the Preschool Program.

COMMENTS/QUESTIONS: CIP is meeting tonight.

Is there a possibility of obtaining State Building Aid, particularly as renovations include life-safety items?

The Dondero renovation plan will be brought to the next month's Board Meeting.

- c. **JOINT BUILDING COMMITTEE-** Mr. Bartlett reported the next meeting is tentatively scheduled for Wednesday, February 22, and Mr. Bartlett explained the process involved with funding items from settlement money.
- d. **MAYOR'S BLUE RIBBON COMMITTEE FOR SUSTAINABLE PRACTICES-** Mr. Ellis reported the Eco Club is starting a program called Friendly Hand Project with Portsmouth restaurants. The project is part of The Polar Bear Grant, and PHS Teacher McGlinchey provided additional information about the project.

In addition, the Eco Club is in the process of building a "Green Wall" at PHS, with hopes of completion by the end of May.

XIII. FUTURE AGENDA ITEMS

- a. **ELEMENTARY WORLD LANGUAGE**
- b. **TECHNOLOGY UPDATE**

XIV. UPCOMING EVENTS

- a. **PORTSMOUTH SCHOOL DEPARTMENT CALENDAR MAY BE FOUND ONLINE AT** <http://www.cityofportsmouth.com/school/index.htm>

XV. ADJOURNMENT

MOTION: Motion to adjourn at 9:23 p.m., by Mr. Landry

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously accepted