

School Board Meeting

February 14, 2017

Eileen Dondero Foley Council Chambers



PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR FEBRUARY 14, 2017

EILEEN D. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, FEBRUARY 14, 2017

TIME: 7:00 PM [or thereafter]

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. ACCEPTANCE OF MINUTES

- a. JANUARY 24, REGULAR MEETING
- b. JANUARY 31, BUDGET MEETING

VI. PUBLIC COMMENT

VII. PUBLIC HEARING ON FY18 BUDGET

VIII. SPECIAL PRESENTATIONS

- a. TQP UPDATE
- b. ELEMENTARY SCHOOL PRINCIPALS

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

X. OLD BUSINESS

- a. HONORS PROGRAM UPDATE
- b. CONSIDERATION AND APPROVAL OF POLICIES (SECOND READING):
 - i. PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION (KEB)
 - ii. GRADUATION REQUIREMENTS (IKF)

XI. NEW BUSINESS

- a. CONSIDERATION AND APPROVAL OF POLICIES (SINGLE READING):
 - i. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (JRA)
 - ii. ATTENDANCE (JH)
- b. 2017/2018 SCHOOL CALENDAR
- c. FUTURES ADVISORY BOARD NOMINATIONS

XII. COMMITTEE UPDATES

- a. POLICY
- b. ELEMENTARY FACILITIES COMMITTEE
- c. JOINT BUILDING COMMITTEE

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

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR JANUARY 24, 2017-DRAFT

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-** Board Chair Stevens called the meeting to order at 7:08 p.m.
- II. **ROLL CALL-** Chair Leslie Stevens, Vice Chair Tom Martin, Jeff Landry, Kristin Jeffrey, Gary Epler, Ann Walker, Nancy Clayburgh, Patrick Ellis, Roseanne Vozella Clark, SAU50 Representative Scott Marion, Teacher Representative Kimberly McGlinchey, Student Representative Andrew Rodgers, Superintendent Stephen Zdravec, Assistant Superintendent George Shea
- III. **INVOCATION-** Chair Stevens requested a Moment of Silence in recognition of Ms. Pat Elkin.
- IV. **PLEDGE OF ALLEGIANCE-** Chair Stevens led the Board in the Pledge of Allegiance.
- V. **ACCEPTANCE OF MINUTES**
 - a. JANUARY 10, REGULAR MEETING

MOTION: Motion to accept the public minutes of January 10, 2017, by Mr. Epler

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted
 - b. JANUARY 17, BUDGET WORKSHOP MEETING

MOTION: Motion to accept the public minutes of January 17, 2017, by Mr. Epler

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted
- VI. **PUBLIC COMMENT-** Matt Allen- 81 Grove Road, Rye; Elisa Bolton- 304 Pioneer Road, Rye; Moira Bradley- 30 Oak Avenue, Rye; Sue Spaulding- 100 Walton Road, New Castle; Hugo Marin- 155 Fern Avenue, Rye; Andrea St. Jean - 54 Humphrey Court, Portsmouth; Jen Roelofs- Rye; Anna St. Jean- 54 Humphreys Court, Portsmouth; Abby Veilleux- 100 Holly Lane, Portsmouth; Mira Schwartz- 161 Wallis Road, Rye; Amy Borne- Wallace Road, Rye (submitted a statement signed by 60 people); Mike Schwartz- 161 Wallis Road, Rye (submitted several documents for Board review); David Witham- 238 Walker Bungalow, Portsmouth; Sharon Potter- 161 Wallace Road, Rye; Christine Groleau- 30 Oakwood Drive, Portsmouth; Rose Turcottos- 64 Liberty Commons, Rye, all spoke in regards to the PHS Freshman Honors Program. Lennie Mullaney – 248 Williard Avenue, Portsmouth and Russ Grazier- 220 Kearsarge Way, Portsmouth, both spoke in regards to the Arts.

VII. SPECIAL PRESENTATIONS

- a. PHS HONORS COMMITTEE- Principal Lyons introduced some of the PHS Honors Committee members present at tonight's meeting; College Counselor Sharyn Grenier, English teachers Kate Fitzpatrick and Lisa McAllistar, Social Studies teachers Sara Carpenter and Sam Tombarelli, Science teachers Dee Barrett and Rick Hugener.

Ms. Grenier shared a PowerPoint presentation providing an overview of the process, goals of the committee, an explanation behind the proposed changes, and college impact. In addition to the Committee work, they used student survey feedback indicating one third of students reported having experienced academic transition stress. This survey was not exclusive to students participating in Honors classes. Ms. Grenier reported unanimous support of the proposed change from teachers.

In addition to the PowerPoint presentation, several of the PHS Honors Committee members verbally contributed to the presentation.

Lisa McAllister and Dee Barrett shared information regarding the application process. One third of the incoming freshman apply for Honors classes, however only half of the students are accepted.

Sam Tomberrili shared some personal comments, as both a parent and a PHS educator. Mr. Tomberlli also spoke of the opportunities available through Clipper Academy.

Sara Carpenter shared a few stories from her students regarding the pressure felt by students to participate in an Honors class. Ms. Carpenter shared information regarding the application process and the number of students currently enrolled in the Honors History classes.

Rick Hugener shared that some students reported only taking an Honors class for the name, to prove they were up for the task, and wanted to learn the skills as they are and concerned for their future. The trend he reports seeing is that kids aren't ready for the rigor of the Honors classes.

Kate Fitzpatrick spoke in regard to continuing the quality of work, expectations, and the need to challenge students.

Assistant Superintendent Shea spoke in regards to the core values, beliefs, and raising the bar for all students.

QUESTIONS/COMMENTS: Many topics were discussed including the application process, differentiation between a College Prep class and an Honors class, and the structure of implementation of the program.

Concern was expressed for the need to improve communication and provide additional information to address parents' concerns. Superintendent Zadravec stated that tonight was more about providing information regarding the process behind the committee, the proposed changes, and how we create a structure that offers a greater level of rigor.

Chair Stevens requested Board members send their questions to her directly.

- b. FUTURE OF THE ARTS- Visual Art Teacher Anna Nuttal shared several examples of students' art work/ projects and the stories behind the students' art. Ms. Nuttal also provided an overview of the cornerstones of the Art curriculum, 21st Century skills and student outcomes, and the community partners, such as the Heart Project.

QUESTIONS/COMMENTS: Ms. Nuttal reported there are many STEAM models that she would be happy to share with the Board. Introducing Art into Literacy can be very engaging, as there are many ways to integrate Art.

Concern was raised about the limited access to Art classes for middle school students. There are many locations where students' Art is displayed, including Portsmouth City Hall, all of the Portsmouth Schools, the Splash Show at the Portsmouth Library, an annual show at the African Cultural Center, the entry of Bank of America, Valeries Gallery, and in March the 3S Artspace.

MOTION: Motion to suspend the rules to continue the Board meeting past 10:00 p.m. by Mr. Ellis

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted

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- Superintendent Zdravec provided a brief update on the FY18 Budget.

QUESTIONS/COMMENTS: Clarification was provided regarding on the process of additional requests, i.e. adding a part-time Art teacher.

- b. ELEMENTARY FACILITIES UPDATE-Superintendent Zdravec reported a more detailed update will be provided to the Board at the February 14 meeting. The Elementary facilities Committee is currently working on obtaining cost numbers for the Dondero Elementary renovation.

QUESTIONS/COMMENTS: Dondero's renovations are projected as a two-year project. Funding in the CIP will be available in the FY18 Budget.

X. NEW BUSINESS

- a. NEW DHHS GRANT PROPOSAL-RJLA- Superintendent Zdravec reported an application was submitted for a grant to the NH Department of Health and Human Services. This grant would provide funding for a new position at RJLA, serving multiple roles primarily focusing around substance prevention. If awarded, funding would be available this summer.

XI. COMMITTEE UPDATES

- a. POLICY- The next Policy Committee meeting is January 25, 2017.
- b. JOINT BUILDING COMMITTEE- The next Joint Building Committee meeting is January 25, 2017.

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**

MOTION: Motion to adjourn at 10:21 p.m. by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted

**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING WORKSHOP SESSION #3
MINUTES FOR JANUARY 31, 2017- DRAFT**

EILEEN D. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 31, 2017

TIME: 6:30 P.M. [or thereafter]

- I. **CALL TO ORDER-** Board Chair Leslie Stevens called the meeting to order at 6:39 p.m.
- II. **ROLL CALL-** Chair Leslie Stevens, Tom Martin, 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-** Chair Stevens led the Board in the Pledge of Allegiance.
- V. **PUBLIC COMMENT-** None
- VI. **WORKSHOP SESSION ON FY 2018 BUDGET**
 - i. **MAINTENANCE: CIP, ENERGY UPGRADES-** Facilities Director Ken Linchey shared a PowerPoint presentation providing an overview of the following:
 - ♦ **Facilities Department:** Objectives and Goals
 - ♦ **Facilities and Custodial Department:** Staff and Responsibilities
 - ♦ **Athletic Complex:** Projects Complete and the Continuous Work in Progress
 - ♦ **Sustainability:** Recycling Statistics, Composting and Gardens, Solar Panels and Custodial Products
 - ♦ **Energy:** Little Harbour and New Franklin KWH and Total Therm Usage, New Franklin and PHS Solar Trends
 - ♦ **Capital Projects**
 - Little Harbour renovation (final stage)
 - 2016 CIP Projects: District-wide roof replacement, auditorium stage lighting upgrade, PHS security system upgrade, and elementary playground repairs.
 - Summer 2016 Completed Projects: Phase 2 of Little Harbor renovation, PHS roofs, PHS Solar Project, and varsity baseball dugout, New Franklin bus circle, RJLA parking lot, HVAC upgrades, and carpet replacement at New Franklin and PHS.
 - Upcoming Capital Improvement Projects in 2019: energy conservation and the athletic complex.

Mr. Linchey provided a line-by-line overview of his department's budget. Clarifications were provided on items such as fertilizer, water, sewer, and electricity costs.

Questions/Comments: Discussion occurred regarding the PHS Solar Project agreement. As part of the PHS Solar Project, SunRay Solar is working on a kiosk for the high school that allows monitoring data from the installed solar panels.

Portsmouth is setting an example as a leading District in sustainability. It was suggested to add this topic to a future Board agenda to further discuss the efforts the District is making.

Maintenance at the Connie Bean is provided by the District.

The PHS Recycling Program is doing well, but composting is difficult due to the number of trash stations and the need to monitor the stations. Business Administrator Bartlett shared that he received an email from an organization that will provide recycling education. The organization will be contacting Mr. Linchey.

An update was provided on the PHS field lighting project. The project has gone out to bid 4 times, and each time the cost increases. It is likely the project will be split into two phases. Phase One will include the turf field, varsity baseball, and practice fields.

Future needs and projects were discussed such as the high school and Robert J. Lister Academy. Mr. Bartlett reported he is still working with the City regarding the interchange at the high school's entrance.

The sign at the entrance of the high school is part of a City project. Currently, there is no sign.

Chair Stevens would like to see a tree inventory completed.

Discussion ensued with regard to conducting a traffic study analyzing a better way to direct traffic at the back entrance of PHS.

The Board commented how impressive the amount of work that is accomplished by a relatively small maintenance/ custodial staff.

VII. **ADJOURNMENT**

MOTION: Motion to adjourn meeting at 7:55 p.m. by Mr. Martin

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously accepted

❖ The School Board Meeting schedule is as follows:

February 14, 2017- Regular Board Meeting – First Public Hearing

March 7, 2017- Workshop Session #5- Re-Open Public Hearing

March 14, 2017- Regular Business Meeting- Adoption of FY18 Budget

PORTSMOUTH SCHOOLS FY 18 PROPOSED BUDGET

BUDGET HEARING #1

FEBRUARY 14, 2017

VISION & MISSION: PORTSMOUTH SCHOOLS

Top District in NH

**Highest levels of academic
achievement**

**Benchmark performance
against a cohort of top
performing districts**

**Employ only talented and
highly effective teachers within
a culture of continuous
improvement**

**Good stewards of community
resources**

School experience
characterized by

**Personalized
Learning**

With rich exposure to
Arts and Athletics
and where every student
graduates

**Career and College
&**

Citizenship Ready

JOINT BUDGET COMMITTEE

- Representation from General Government, Police, Fire, and School Departments
- Met November 30th and December 14th
- Reviewed overall budget process and components, as well as major fixed drivers for the operating budget
- Health insurance stabilization rate is 6.3%
- Retirement rates up 10.78%, from 15.67% to 17.36%
- Guideline established by JBC and City Council at 4%

STUDENT ACHIEVEMENT

- Increase percentage of students achieving established benchmarks for career and college readiness, including, but not limited to SBAC, SAT, and a Math course beyond Algebra II, etc.
- Reduce gaps of opportunity or achievement between socioeconomic groups, including, but not limited to experiences with the arts, enrollment in rigorous coursework, and achievement on established benchmarks for career and college readiness.
- Establish viable college and career pathways for *all* students to achieve post-secondary success.
- Increase core and enrichment opportunities in STEAM-related activities accessible to all students.

TEACHER EFFECTIVENESS

- Monitor plan for Model Teacher implementation and determine indicators of success.
- Embed 21st Century skills and competencies into core PLC expectations.
- Strengthen systems for intervention, including dedicated time during the school day for intervention supports.
- Support and increase 1:1 student/teacher technology practices and infrastructure.

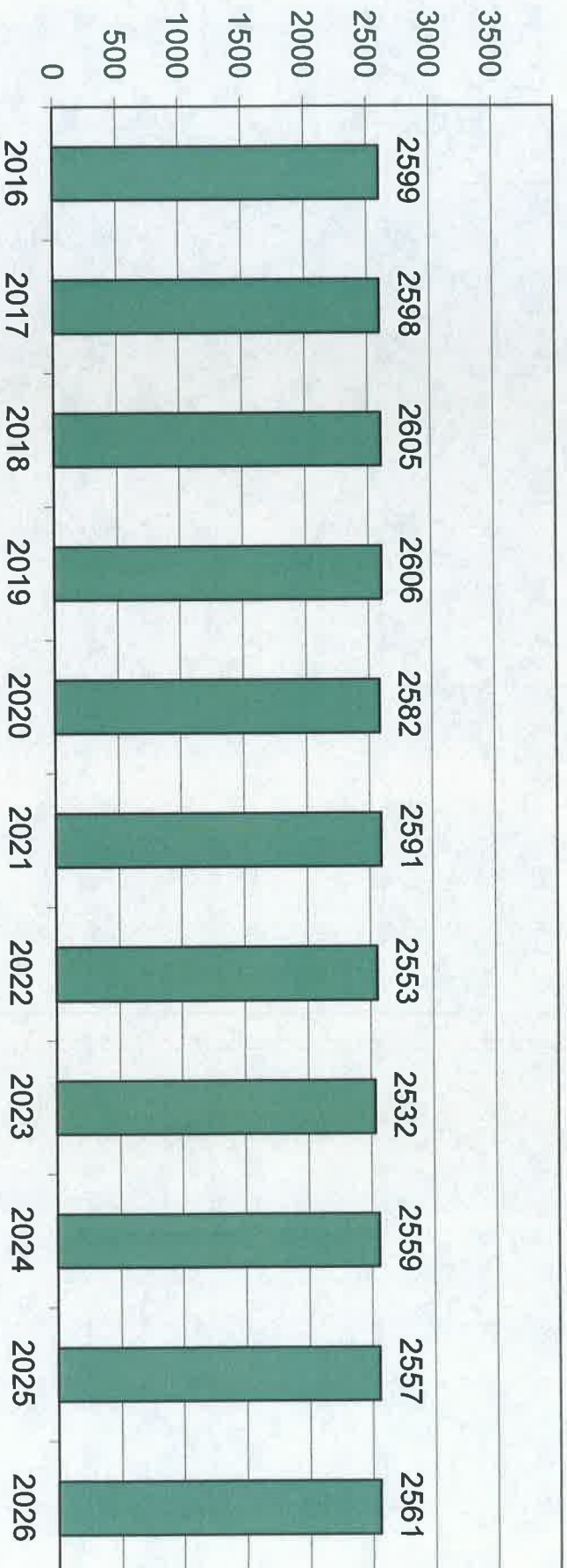
ACCOUNTABILITY

- Establish a baseline for “Model NH” metrics, including post-secondary success, college and career readiness, and opportunity / achievement gaps between socioeconomic groups.
- Review school- level systems of internal accountability for student growth on student achievement goals.

STEWARDSHIP OF RESOURCES

- Communicate a plan for the final phases of elementary facilities upgrades (Dondero, New Franklin).
- Continue to track energy efficiency measures towards greater efficiency and long term savings.
- Determine any change in school start times, and communicate a clear plan to the community.
- Fully integrate sustainable practices, school gardens, and Farm to School models in all schools.
- Explore the feasibility of World Language at the elementary level.

STABLE ENROLLMENT



STABLE ENROLLMENT

Projected Enrollment in Grade Combinations*				
Year	PK-5	K-5	6-8	9-12
2016-17	990	972	521	1088
2017-18	995	976	509	1094
2018-19	998	978	481	1126
2019-20	1029	1008	464	1113
2020-21	1044	1022	471	1067
2021-22	1063	1040	457	1071
2022-23	1082	1058	446	1025
2023-24	1102	1077	444	986
2024-25	1110	1084	460	989
2025-26	1091	1064	499	967
2026-27	1095	1067	514	952

SCHOOL DEPARTMENT STATUS QUO BUDGET

	FY 17	FY 18	% Change
Salaries	\$24,728,780	\$25,525,910	3.2%
Benefits	\$13,353,682	\$14,346,393	7.4%
Operating	\$6,601,622	\$6,982,761	5.8%
TOTAL BUDGET	\$44,684,084	\$46,855,063	4.86%

IMPACTS ON FY 17 BUDGET DEVELOPMENT

Decline of Outside Funding (Federal Grants & Tuition)

- *Title I, Title II and IDEA*
- *Perkins funds in CTE*

Special Education

- *Increase in requirements and complexity, staffing*

Technology

- *Infrastructure, 1:1, staffing*

World Language

- *PMS needs and Elementary*

Transportation

- *Start times, additional bus needs*

WORKSHOP SESSIONS

Date	Time	Location	Type
January 17, 2017	6:30 pm	SB Conference Room	Overview, Start time implementation
January 31, 2017	6:30 pm	Council Chambers	Maintenance: CIP, Energy upgrades
February 21, 2017	6:30 pm	PMS Library	Student Services, World Language, Technology

Public Hearings

Date	Time	Location
February 14, 2017	7:00 pm	Council Chambers
March 1, 2016	7:00 pm	Council Chambers

FY 18 BUDGET MEETINGS

Date	Type	Location	Time
January 10, 2017	Proposed FY 18 Budget	Council Chambers	7:00 pm
January 17, 2017	Workshop Session	SB Conference Room	6:30 pm
January 24, 2017	Regular Meeting	PHS Library	7:00 pm
January 31, 2017	Workshop Session	Council Chambers	6:30 pm
February 14, 2017	1 st Public Hearing Regular Meeting	Council Chambers	7:00 pm
February 21, 2017	Workshop Session	PMS Library	6:30 pm
March 7, 2017	2 nd Public Hearing Workshop Session	Council Chambers	7:00 pm
March 14, 2017	Regular Meeting Budget Adoption	Council Chambers	7:00 pm

QUESTIONS & DISCUSSION

Teacher Quality Panel

Winter 2017 Update

Model Teacher

54.5 Model Teacher. Beginning in 2017-18, any teacher with nine (9) or more years of successful teaching experience may provide evidence of highly effective teaching to the District's Teacher Quality Panel (TQP). The TQP will review evidence against Danielson's domains and make recommendations to Assistant Superintendent for any teacher judged "distinguished" in all of Danielson's domains will earn model teacher status. There is no limit to the number of teachers who may achieve model teacher status. Model teachers will receive a stipend equal to 7.5% of their interval salary.

TQP Model Teacher Process

1. Model Teacher criteria through the lens of Danielson Framework
2. How teachers provide evidence of “Proficient” and Distinguished in each domain
3. Application Process and Procedure

1. Model Teacher criteria through the lens of Danielson Framework

- Demonstrate “distinguished” practice in a majority of components within domains
- Weighted components
- Priority and Choice

Planning and Preparation Domain (6 components)

Teachers must be rated as Distinguished in the top 2 Priority Components as well as 1 other component in this domain. Teachers must be rated as at least Proficient in the other three components.

Priority Components in Domain 1:

- 1 Designing Coherent Instruction
 - 2 Setting and Assessing Instructional Outcomes
- Plus one Choice component



Domain 2: Classroom Environment (5 components)

Two Priority

- Establish a Culture for Learning
- Creating an Environment of Respect and Rapport

Plus one Choice component

Domain 3: Instruction (5 components)

Two Priority

- Engaging Students in Learning
- Communicating with Students

Plus one Choice component





Domain 4 Professional Responsibilities (6 components):

Three Priority

- Reflecting on Teaching
- Showing Professionalism
- Participating in a Professional Community

Teacher Quality Panel Website

Go to District Page:

<http://www.cityofportsmouth.com/school/index.htm>

then Employee Information:

<http://www.cityofportsmouth.com/school/employee.htm>

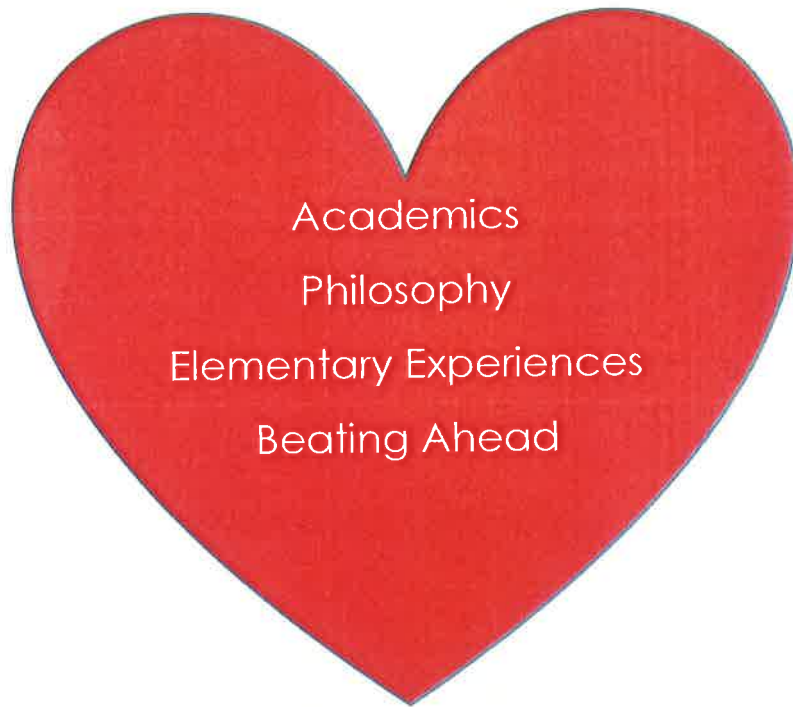
to the TQP site:

<http://teacherqualitypanel.weebly.com>

School Board Presentation February 14, 2017

Presented by: Kate Callahan (DON) Erin Lawson (LHS) Joanne Simons (NFS)

“The Heartbeat of an Elementary School Day”



**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: JANUARY 25, 2017

TO: PORTSMOUTH SCHOOL BOARD

FROM: POLICY COMMITTEE

RE: JANUARY 25, 2017 MEETING MINUTES

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

Others Present: Paulette Rouse and Phil Davis

Policies Considered:

Attendance (JH)

Phil Davis was invited to the meeting to review the Protocol used by the Middle School in connection with enforcing the Attendance policy of the School Board. He indicated that the High School uses a similar protocol. He explained that the protocols were developed after a change in the CHINS statute that requires DCYF and DHHS review and prior approval of a CHINS action for truancy. The School needs to document a series of progressive interventions prior to contacting DCYF. The existing Board Policy needed more clarity for DCYF which led to the development of the protocol.

The Committee asked how many students have truancy issues. Phil said that the Middle School has between 2 and 4 a year that actually make it to court while there are probably in excess of 20 students with truancy problems that do not rise to that level. He also indicated that it crosses all socio-economic lines.

Both Kathleen and Phil shared that, even with bringing students to Court, there is very little effective action taken by the Court as placement is no longer an option under the law. Phil did say that, for some families, court action does get their attention. He also said that DCYF makes a distinction between excused and unexcused absences. DCYF does not factor excused absences in their determination to recommend going forward with a CHINS petition.

The Committee then reviewed the Board policy and recommended changing the excused absence definition to delete the reference to a parent calling in a student for illness. This change would allow greater discretion for the administration in evaluating

absences. Phil shared that the administration is generally aware of circumstances causing absences. He also recommended changes to the references to the tardy section of the policy to delete the references to start times to referring to a tardy being recorded after the start of the instructional day.

The Committee also recommended some other minor formatting changes to the policy and that the Board revise and reapprove this policy.

Graduation Requirements (IKF)

The revisions to this policy had been considered by the School Board at its first meeting in January. Ann Mayer had sent a question about this policy to the Policy Committee concerning the economics requirement and RSA 189:11 (requires teaching and assessing New Hampshire and American history). The Committee checked the policy and it does include the economics requirement. Kathleen then passed out a copy of RSA 189:11 that does require the teaching and assessing of New Hampshire and United States history, but does not make it a graduation requirement. The statute does provide for the issue of a certificate by a school district. Steve indicated that current curriculum and testing on same satisfies the requirements of this statute. No further action was recommended on this policy.

Family Educational Rights and Privacy Act (FERPA) (JRA)

Kathleen explained that there is a required change to this policy changing the number of days that the School Department has to make records available after a request from 30 days to 14.

First Aid & Emergency Medical Care (EBBC)

Kathleen explained that the nurses made some recommended changes to this policy and she will incorporate their suggestions and bring it back to the next meeting.

Non Policy Items Discussed:

School Resource Officer Memorandum of Understanding

The Committee had briefly discussed this at a prior meeting and Steve followed up with a discussion with the Chief. The police are in support of going forward in working on an MOU now instead of waiting for a new chief. There are two prior drafts, neither of which were ever signed and Kathleen will review same and bring back suggestions. Steve said that after that process is finished he will arrange a meeting with the police and the High School and Middle School to hopefully come up with a document that can be signed.

Leslie indicated that she wants to be sure that any MOU clearly delineates lines of communication between the Police Department and the School Department in emergencies and certain types of arrests involving students. She also requested that the Committee be provided the document in advance of its consideration at a meeting so that there would be time to read it.

Concussion Protocol

Ann asked Phil what the Middle School is doing in this area. Phil reported that there is a lot more attention to this issue and accommodations for students experiencing concussions. He also said that last year all seventh graders had been screened for baselines as part of an Impact Program. He had reached out to have this done again this year, but did not get a response back.

School Handbooks

Paulette handed out copies of each school's current handbook.

Recommended Board Actions:

Revise and Reapprove: (single reading)

Attendance (JH)
Family Educational Rights and Privacy Act (JRA)

Revise and Reapprove: (second reading)

Graduation Requirements (IKF)

Next Meeting: Thursday, February 23, 2017 9:00 a.m.

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Board & Administrator

FOR SCHOOL BOARD MEMBERS

February 2017 Vol. 30, No. 10

Editor: Jeff Stratton

'Tour of Gratitude' boosts teamwork, commitment to mission

The Freeman School District Board in Rockford, Wash., took A Tour of Gratitude as the board superintendent, and leadership team surveyed their district during a day-long work session and give thanks for what they have in the community. Board President Annie Keebler said the Tour of Gratitude was "inspirational and empowering." The idea first came to Keebler two years ago during a board work session. One of the items the board discussed during the session was making time for board reflection and "focusing on the district and what has been achieved in the last five years," Keebler said.

"We thought we just needed a time to think about the district's history, its makeup, what are some of the places we've never seen in a district that spans such a large space," she said.

Superintendent Randy Russell organized the tour in which the board and key staff took a guided bus trip around the district. This gave the board and leadership team time for reflection on past accomplishments, as well as an opportunity to recharge batteries for the coming work. Five board members, all of the principals, Russell, and his leadership team of directors participated in the event.

Keebler said the day strengthened relationships on the board team and with the leadership team while informing the board's work. "I'm not from Rockford, and this helped me understand where our students come from," she said. "It gave me more of a feel for who we are as a board, staff, and students. Building a connection with our kids is something we always have in mind, and the tour did remind us who we are here for."

Group activities during A Tour of Gratitude included: "What are the greatest opportunities to keep improving the school district?," discussion of "Board-Superintendent Relationship & Operating Principles," expectations for the superintendent in 2016-17, and a social and dinner with spouses to conclude the day.

Each area of the tour had a theme or message associated with it.

For example, after the mile-long hike, the superintendent pointed out that all journeys are not over smooth flat ground and worked that into the idea that a leadership team and board are at times required to make difficult decisions on their journey. "Sometimes a team has to go where no one else wants to go," Russell said.

"For me, the idea was saying sometimes you have to keep on pushing," Keebler said.

Keebler, Russell, and the transportation director were the only individuals in the loop for the day. "Participants were told to wear comfortable clothes and tennis shoes," Keebler said. "Our previous work sessions were conducted sitting in chairs, so this one had some anticipation surrounding it," she said.

Other boards have contacted the district about A Tour of Gratitude.

"Superintendents love the idea and have been thinking about how to do something similar in their own community," Russell said. "All communities have some unique, special things -- a company in town, a community college, parks, fishing, or lakes.

"If your team gets into a routine, you can forget you have a special place and a tour such as this can remind you." ■

Tamp down on board conflict with these strategies

The board that finds itself mired in conflict often learns that it is hard to accomplish much as the governing body of a school district. That's why the board president (and really, all board members) have a stake in working through conflicts in a professional manner. Try some of these strategies when your board is having teamwork issues:

1. Understand that conflict on a team such as a board is natural and to be expected.
2. Do not avoid conflicts, because they will fester and linger. Allocate the necessary time to resolve them.
3. Achieve consensus by airing complaints and

disagreements and by giving all views a fair hearing.

4. Use more carrot, less stick. Each party in the conflict must find some "carrot" as a result of achieving consensus.

The president should recognize when conflict is occurring within the team and lead by asking the group to resolve its internal issues. When the board is working through its conflict, it is the president's responsibility to give all board members a chance to air their views. After this has occurred, the president should sum up the board's discussion, while offering his take on what has taken place within the group. ■

Does your superintendent know what the board wants?

If you asked each member of your board to prioritize the five most important duties of the superintendent, would everyone agree? I've served on enough boards to know that's not very likely.

I also know how much friction is caused when individual board members try to impose their own priorities on the superintendent. One may be a fiscal hawk, the other wants to push technology, while two more focus on math skills.

The superintendent spends so much time chasing individual board member priorities that the real work of the school doesn't get done.

It's a bit like being a postman. You don't get the mail delivered if you have to stop and tickle every barking dog.

Setting the district's priorities is an important team effort. The board and superintendent must work together to set common goals for the district so that the administrator has

no doubt in her mind what the board wants to accomplish.

Ask these questions of yourself to check the clarity of the direction the board gives the superintendent:

- Do we have a clear, written job description for the superintendent?
- Do we set specific goals for the superintendent to accomplish?
- Do we pause quarterly for an update on how the superintendent is proceeding in the accomplishment of our goals for the district?
- Are the priorities we set for the superintendent clear enough to evaluate in her annual performance appraisal?

Assess these items as a team and you will be clear on the direction you want the superintendent to lead the district and the progress she is making. ■

Duties of the Board President

The following may be considered as typical duties of a board president:

- Be the presiding officer of the school board meeting.
- Call special meetings of the board when it is necessary to do so.
- See that there is a recording of minutes at each meeting, the legal record of what transpired.
- Sign board minutes after they have been approved by the board.
- Sign documents as a representative of the school board.

- Be the official spokesperson for the board to the media (with superintendent's knowledge and board approval).

- Be the official spokesperson for the board to the community (with superintendent's knowledge and board approval).

- Appoint board members to various board committees.

- Arrange for education through appropriate workshops for all board members.

- Encourage board assessment of its accomplishments. ■

2017

Portsmouth School Department Out of State/Overnight Student Trip Checklist

Destination Pinkerton Academy NHMCA Jazz All State
 Dates of travel Feb. 2-4, 2017
 Sponsor Group Concert Choir
 Lead Advisor/Chaperone Johannessen
 Date submitted JAN
 Date of meeting with Superintendent of Schools _____
 List of other chaperones N/A

 List of students, home phone numbers, parents names attached? Y
 Number of Students 4
 Staff to Student Ratio 1:5
 Principal Approval Date 1/24/17

Supt. Approval Date 1/24/17
 Insurance _____
 On File? _____
 Do all Students Have Passports? N/A
 Fundraisers students have participated in N/A

 Method of travel to Destination CAR

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

 Names of chaperones with first Aid/CPR Training Johannessen, NURSE ON-SITE

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

Cost for each student to participate \$165, PAID BY PARENTS MUSIC CLUB

Educational Goals for trip TO PARTICIPATE IN NHMEA JAZZ All-State Choirs, expand skills of musicians

Date of parent meeting and location held prior to departure 1/30/17 PHS CHOIR RM 4:30PM

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

SUPPORTING DOCUMENTS:

2017

Itinerary

Phone Tree

Student Permission Slips

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

Educational Goal (s)

Student Emergency Medical Cards

Approve



1/24/17

Superintendent's Signature:

Date:

Prior to departure and upon arrival home the lead advisor must contact Steve Zadavec, Superintendent of Schools, at 603-617-0669

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

Portsmouth School Department Out of State/Overnight Student Trip Checklist

Destination France Supt. Approval Date _____
Dates of travel April 21 - April 30th Insurance _____
Sponsor Group French Club On File? _____
Lead Advisor/Chaperone Immaculée / Macdonald Do all Students Have Passports? Yes
Date submitted 11/28/16 Fundraisers students have participated in
Tagging, Carriage House
Date of meeting with Superintendent of Schools _____
List of other chaperones J. Macdonald, Lucie Willemain, Sean Fontyne Method of travel to Destination Air, train
List of students, home phone numbers, parents names attached? _____ Are Home stays involved in this trip? If yes, describe Yes homestay 4 days
Number of Students 12 Names of chaperones with first Aid/CPR Training J. Macdonald
Staff to Student Ratio _____
Principal Approval Date 1/26/17

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

Cost for each student to participate \$2500.00

Educational Goals for trip Immersion in language, culture, history, Geography

Date of parent meeting and location held prior to departure PHS

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

Board Update from the PHS Honors Committee

Goals of the Committee:

- Continue high expectations and academic demand of honor/AP classes
- Consistent process across curriculum areas for placement that includes 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

The proposal to change the way we offer honors level coursework to freshman has raised much concern. After every parent meeting, public comment section of the board, student response, even social media postings, the committee has met to reflect on the feedback and find ways to address concerns while remaining committed to its goals. It is evident by the response of the community, we need to slow the process down to better prepare our teachers and allow more student and parent involvement.

Next year, we will continue to offer 9th grade honors. Decisions will be based on teacher recommendations. If a student is recommended for the Advance College Prep level and his/her parent requests that the student be placed in honors, that request will be granted. For the purpose of Grade Point Average (GPA), the credit for College Prep and Honors classes in 9th grade will be weighted the same.

We are excited to introduce the TASC block next year, which will further personalize the learning experience for PHS students by providing supplemental enrichment, practice or remediation where necessary. We believe TASC will enhance the learning opportunities for all PHS students. The committee will engage students and parents as we build on what we learn next year to inform any future changes. The goals of the committee remain focused on "raising the bar" for all students and keeping students engaged in our most rigorous course of studies. An outline of the process is as follows:

Late February/Early March

Grade 9 Course Selection Sheet and Teacher Recommendation forms will be distributed to 8th grade teachers.

PHS guidance counselor will visit feeder schools to give an overview of programs, course selection, and explain class levels. Students will take home the Course Selection Sheet with selected recommended levels and student course choices.

March 16, 2017

Open house for incoming 9th graders

Teachers and guidance counselors are on hand to answer any questions regarding course selection.

End of March

Course Selection Sheets with parent signatures are due. The schedule for the following year is developed based on student requests for classes. In order to ensure student requests are met, it is important that the parent-approved course selection sheet reflects accurate course level selections.

June, 2017

Student's schedules are sent home.

Public Complaints about School Personnel, Employees, Students or Administration

Any complaint presented to the Board about school personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints authorized by law or by collective bargaining agreements, until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent may be made directly to the Board through the Chair, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint believes that a satisfactory reply has not been received from the Superintendent, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint, which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights.

The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.

5. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

Graduation Requirements

Students will receive a Portsmouth High School Diploma upon the completion of the following:

- Upon the recommendation of the Student's Evaluation/Placement Team, the Principal of the High School and the Student Services Director after review of the Individualized Education Plan, including transition, for the completion of the Individual Education Plan and upon the recommendation of the Student's Evaluation/Placement Team, the Principal of the High School and the Student Services Director for those students with an identified disability pursuant to the New Hampshire Rules for the Education of Children with Disabilities. The Individualized Education Plan may include less than 26 credits, but may not include less than 20 credits that are required by State law.

OR

- Twenty-six (26) credits have been completed in the areas indicated.

ENGLISH		4 CREDITS
SCIENCE Including:		3 CREDITS
1 CREDIT IN	PHYSICAL OR BIOLOGICAL SCIENCES	
SOCIAL STUDIES Including:		3 CREDITS
1 CREDIT IN	US HISTORY AND NH HISTORY	
½ CREDIT IN	US AND NH GOVERNMENT/CIVICS, WORLD HISTORY, GLOBAL STUDIES OR GEOGRAPHY	
MATHEMATICS Including an algebra credit that can be earned through a sequential, integrated or applied program.		3 CREDITS
ECONOMICS		½ CREDIT
PHYSICAL EDUCATION		1 CREDIT
COMPUTER COURSE		½ CREDIT
FINE ARTS EDUCATION (Drama, music, visual arts, architecture, media or dance)		½ CREDIT
HEALTH EDUCATION		½ CREDIT
ELECTIVES		10 CREDITS
MINIMUM CREDITS TO GRADUATE		26 CREDITS

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(14), How Credit Can Be Earned
N.H. Code of Administrative Rules, Section Ed 306.14(f), Awarding of Credit for Required

Subjects and Open Electives

N.H. Code of Administrative Rules, Section Ed 306.27(d), Mastery of Required Competencies

N.H. Code of Administrative Rules, Section Ed 306.27(m), Credits Required for Graduation

Family Educational Rights and Privacy Act (FERPA)

General Statement: It is the policy of the School Board that all School Department personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all Department personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

Education Record: For the purposes of this policy and in accordance with FERPA, the term “educational record” is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the School Department; or by such other agents as may be acting for the School Department. Such records include, but are not limited to, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

Directory Information: For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term “directory information” means:

- Students' name, address, telephone number, date and place of birth, dates of enrollment
- Parents'/guardians' name and address
- Students' grade level, enrollment status and dates of attendance
- Students' photograph
- Students' participation in recognized school activities and sports
- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

The School Department may release or disclose student directory information without prior consent of the student's parents/eligible students. Parents will be provided the opportunity to give notice to the School of their refusal to permit the disclosure of any or all directory information items. Written notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

Personally Identifiable Information: “Personally identifiable information” is defined as data or information which makes the subject of a record known, including a student's name the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or information requested by a person who the School Department reasonably believes knows the identity of the student to whom the education record relates.

Annual Notification/Rights of Parents and Eligible Students: At the beginning of each school year the School Department shall provide parents/guardians and eligible students notice of their rights under State and Federal law and this policy regarding the disclosure or student records. Student handbooks sent home will include a notice listing these rights and will include:

1. The rights of parents or eligible students to inspect and review the student's education records;
2. The intent of the School Department to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the School Department decides not to alter them according to the parent's or eligible student's request;
4. The right of any person to file a complaint with the United States Department of Education if the School Department violates FERPA; and
5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

Procedure To Inspect Education Records: Upon written request, parents or eligible students may inspect and review education records which they are entitled. The principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected no later than ~~1430~~ days after the principal's receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education records, the principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

Procedures To Seek To Correction of Education Records: The Superintendent shall develop procedures for parents of students or eligible students to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights, including an appeal process to the Superintendent of Schools and the School Board. Any change of the school record as a result of request for the change or as a result of the appeals process, the parent of a student or an eligible student and a representative of the School Department shall sign and date when the change.

Disclosure of Student Records and Student Information: In addition to directory information, the School Department may disclose student records and student information without consent to the following parties or under the following conditions.

1. School Officials with a Legitimate Educational Interest. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling.
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.

Portsmouth School Board Approved:
Portsmouth School Board Reaffirmed:

January 10, 2012
March 8, 2016

5. Organizations conducting certain studies for, or on behalf of the School Department. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas.
8. Health and safety emergencies.

Maintenance of Student Records and Data: The principal of each building is responsible for record maintenance, access and destruction of all student records. All School Department personnel having access to records shall place great emphasis upon privacy rights of students and parents.

The principal will ensure that all records are maintained in accordance with application retention schedules as may be established by law.

Disclosures Made From Education Records: The School Department will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The School Department will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the School Department who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

Legal References:

RSA 91-A: 5, III, Exemptions, Pupil Records

RSA 189:1-e, Directory Information

20 U.S.C. §1232g, Family Educational Rights and Privacy Act

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

Portsmouth School Board Approved:
Portsmouth School Board Reaffirmed:

January 10, 2012
March 8, 2016

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Attendance

A core value of the Portsmouth School Department is the importance of regular attendance at school. This value is consistent with the State of New Hampshire statutes and laws that are intended to insure a student's attendance. Lack of regular attendance and school truancy increases the risk of poor academic progress and performance, delinquent behavior, school avoidance and poor self-esteem. Tardiness to class and frequent absences from school causes a disruption to the teaching and learning process and is a distraction to both teachers and students. The Portsmouth School Department staff and administration are committed to working collaboratively with parents and students with issues associated with attendance.

Parents and legal guardians are expected to become familiar with the School Department policies and procedures for attendance and truancy that will be disseminated through the use of school newsletters, correspondence and agenda books.

It is expected that parents and legal guardians will not schedule vacations when school is in session. It is also expected that medical and dental appointments, whenever possible, will not be scheduled during the school day.

The building principals or his/her designee are responsible for truancy and attendance issues.

Procedures:

The administrative staff shall be responsible for the development and dissemination of attendance procedures stating that continued truancy of student in Portsmouth schools, is an issue that presents a formidable barrier to student learning and success. Attendance procedures shall include the following:

- Opportunities for educators, parents and students to collaborate to improve school attendance including guidance counselors serving as a resource, directing families to community resources, and providing written materials on the importance of regular school attendance.
- Interventions, which may include the following, telephone calls to the parent or legal guardian, home visits by the administration with the family, in school meetings with the administration, parents/legal guardian or student, referrals to the School Resource Officers, meetings with the Superintendent of Schools and court intervention through juvenile court truancy petitions.
- Consequences for unexcused absences, tardiness to school or classes, dismissals, and skipping classes. Consequences may include the loss of recess, in-school detentions, after school detentions, Saturday school, and the loss of credit for classes during the quarter and also as listed in the student conduct policy.
- Early dismissals provided that the parent or legal guardian has written an excuse.
- Frequent absences, dismissals, and tardiness to school due to illness will require a signed excuse from a doctor.

Definitions:

Anticipated absences from school are those that are pre-planned should have prior approval of the building principal. All requests should be made in writing to the principal in advance of the anticipated absence.

A Half-Day of Absence is when a student has missed three hours of the school day.

Half Day of Attendance is recorded when a student attends three hours of the regular length of the school day.

Early Dismissals are the release of a student for part of the school day and are permissible when requested in writing, by a parent or legal guardian, for a reason that would constitute an excused absence.

Excused Absences are permissible when the principal or his/her designee has authorized the student's non-attendance due to the following:

- ~~A parent or legal guardian has notified the school by telephone or in writing that the student is ill. If a medical visit has occurred, please provide a note from the medical practitioner needs to be provided.~~
- Death in family documented in writing by the parent/guardian.
- School sponsored activities.
- College visits with written documentation from the college.
- Court appearances with written documentation.
- Religious observances documented in writing by the parent/guardian.
- Significant extenuating circumstances

Tardiness is the late arrival of a student to school or class. By level, a student will be considered tardy if they arrive after the start of the instructional day at the:

- ~~Elementary level after the official start of school~~
- ~~Middle School after 7:40 a.m.~~
- ~~High School after 7:30 a.m. or after the bell has rung to begin each block~~
- ~~PASS after 7:30 a.m.~~

The District Truant Officer is an administrator assigned by the building principal to deal with the issues concerning excessive and unexcused absences from school.

Unexcused absence is one that is not excused by the principal or his/her designee.

Legal References:

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a) (1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

Portsmouth School District

Proposed 2017- 2018 School Calendar

August/September

M	T	W	T	F
			W	W
28	29	30	31	X
23 Days	X	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28

February

M	T	W	T	F
			1	2
5	6	7	8	9
17 Days	12	13	14	15
	19	20	21	22
	X	X	X	23

October

M	T	W	T	F
2	3	4	5	W
20 Days	X	10	11	12
	16	17	18	19
	23	24	25	26
	30	31		27

March

M	T	W	T	F
			X	X
19 Days	5	8	9	10
	12	13	14	15
	19	20	21	22
	26	27	28	29
				30

November

M	T	W	T	F
		1	2	3
17 Days	6	W	8	9
	13	14	15	16
	20	21	X	X
	27	28	29	30

April

M	T	W	T	F
2	3	4	5	6
16 Days	9	10	11	12
	16	17	18	19
	X	X	X	X
	30			

December

M	T	W	T	F
				1
16 Days	4	5	6	7
	11	12	13	14
	18	19	20	21
	X	X	X	22
				X

May

M	T	W	T	F
		1	2	3
22 Days	7	8	9	10
	14	15	16	17
	21	22	23	24
	X	29	30	31

January

M	T	W	T	F
X	2	3	4	5
20 Days	8	9	10	11
	X	16	17	18
	22	*W	24	25
	29	30	31	26

June

M	T	W	T	F
				1
10 Days	4	5	6	7
	11	12	13	14*
	18	19	20	21
	25	26	27	28
				29

Aug 28
Aug 29
Sept 1 & 4
Sept 5
Oct 6
Nov 7
Nov 10
Nov 22 – 24

1st day grades 1 - 9
1st day grade - 12
Labor Day break
1st day Kindergarten
Teacher workshop day
Teacher workshop day
Veteran's Day observed
Thanksgiving break

Dec 25 – Jan 1
Jan 15
Jan 23*
Feb 26 – March 2
March 16
April 23 – 27
May 28
June 14*

Holiday break
Martin Luther King Day observed
Semester switch/workshop day
Winter break
Teacher workshop day
Spring break
Memorial Day observed
Last day for students

W = Teacher Workshops/No School for Students

X = Days Out for Students and Staff

 = Early Release Day

* Day (January 23 and June 14) could be moved due to a cancelled day

Note: Additional school days needed due to cancelled days will be completed in June.

Futures Candidates Bios

Duncan Craig

Duncan Craig is a founding partner at Raka, a digital agency that helps increase customer engagement online, which helps grow the success of businesses in attainable, sustainable and measurable ways. At Raka he specializes in client relationships and new business development, designing strategies with clients that will set them off on the right path from the start.

Prior to starting Raka in 2004, Duncan was a 2001 graduate of the University of New Hampshire with a BA in Communication, and a 1997 graduate of Portsmouth High School.

Duncan serves on the board of ArtSpeak, the Cultural Commission for Portsmouth, NH, and 3S ArtSpace, a nonprofit arts organization dedicated to innovation in the creation and experience of art in all its forms. He is a resident of Portsmouth, NH, the city in which he was born, and an active member of the community with his family.

Lena Wyland

Lena is a Certified Financial Planner® and Partner at Charter Oak Capital Management, LLC, a Registered Investment Advisor firm. She graduated from Boston College with an accounting degree. A native of Northern Maine, Lena now resides in Portsmouth with her husband Dan, and children, Emma, Kate and Anna, and dog Tilly. She enjoys a variety of outdoor activities and loves spending time with her family.

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: FEBRUARY 7, 2015
TO: PORTSMOUTH SCHOOL BOARD
FROM: KATHLEEN M. DWYER, ASSISTANT CITY ATTORNEY
RE: UPDATED FUTURES ADVISORY BOARD BYLAWS

The Futures Advisory Board has a vacancy that was recently the subject of interest by several community members. As the Advisory Board has tried to elevate the Futures Program's profile among the community this was a welcome turn of events. The current composition of the Advisory Board is top heavy with School Department staff so there has been conversation about expanding the Board as it tries to continue to have an increased public presence, get greater alumni participation and greater use of technology and social media.

As a reminder, the Futures Advisory Board meets no less than eight times per year and its purpose is to advise the Superintendent on the operation of the program. The Superintendent is the ultimate decision maker and is responsible for the program as he is with the School Department generally. The creation of the advisory Board and approval of new members is authorized by the School Board.

To that end, attached is a revised draft of the Advisory Board by-laws. It increases the Board membership by one member and updates the terms to all being three year terms. The By-law previously approved by the School Board were staggered for the inception of the Advisory Board.

Amy Brnger has provided background information on the two new proposed Board members.

FUTURES ADVISORY BOARD BYLAWS

ARTICLE I

Mission: Futures' Mission is to provide mentoring, encouragement and financial assistance to selected students who show the ability, desire and motivation to attend college, but lack the necessary resources.

ARTICLE II

Membership: The Futures Advisory Board shall be comprised of twelve equal voting members as follows:

Superintendent of Schools, Ex Officio
Portsmouth High School Principal, Ex Officio
Portsmouth Middle School Principal, Ex Officio
Assistant City Attorney, Ex Officio
Portsmouth High School Guidance Counselor, Ex Officio
Portsmouth High School Graduate
Local business owner
Finance Advisor
Four (4) residents of Portsmouth or from the SAU 50 towns

William Mortimer shall be a member Emeritus in the event and does not serve in the capacity of resident of Portsmouth or from the SAU 50 towns and shall be a voting member.

ARTICLE III

Method of Selection and Term of Membership: Members shall be selected by a nominating committee comprised of the Superintendent of Schools and two members of the Futures Advisory Board. Board members shall be approved by the Portsmouth School Board.

Terms shall run for three (3) year terms from January 1 to December each year. Members may serve one consecutive renewable term. Additional terms may be served following a one (1) year absence from the Board.

ARTICLE IV

Meetings: Meetings shall be scheduled by the Coordinator of the Futures Program with a minimum of eight (8) meetings per year. Additional meetings may be scheduled at the call of the Chair.

ARTICLE V

Agenda: An agenda shall be established at the conclusion of each meeting for the next regularly scheduled meeting. Additional agenda items may be submitted to the Coordinator at least seven days in advance of a meeting. The Coordinator may add additional items for the agenda.

ARTICLE VI

Officers: At the first meeting in January of each year, the Board will elect a Chair and Vice-Chair. Each will serve a one-year term. Elections will be held by secret ballot. The member receiving the most votes will be designated Chair; the member receiving the second highest number of votes will be designated Vice-Chair. The Vice-Chair will assume the responsibilities of the Chair in the absence of the Chair.

A Recording Secretary shall be selected on a volunteer basis. If there is no such volunteer, the Board members will rotate the role of recorder by alphabetical order of last name. The Secretary shall prepare meeting postings and minutes of the meetings. A copy of the minutes shall be provided to the Office of the Superintendent of Schools and member of the Board within five business days of the meeting.

ARTICLE VII

Quorum: A quorum shall consist of the presence of six members. To the greatest extent possible, the Board will reach decisions by consensus. In the event, that the Board cannot reach decision by consensus, an action may be passed by a simple majority of the Board present. Any member may request a recorded vote.

ARTICLE VIII

Vacancies and Removal of Member: Any member who misses more than one-third of meetings annually shall be removed as a member and a replacement shall be appointed pursuant to Article III of these Bylaws. Vacancies occurring for any other reason shall also be filled pursuant to Article III.

ARTICLE VIII

Subcommittees: Subcommittees may be established by the Advisory Board. Subcommittees shall function as a working group and may seek parental and community input. Any subcommittee meeting shall be posted in accordance with RSA 91-A. Subcommittees shall be advisory only and any recommendations shall be reported back to the full Board for recommendation.

Futures Funds: All money raised in the name of the Futures Program shall be deposited at the direction of the Business Office of the Portsmouth School Department and all expenditures therefrom shall be in accordance with School Department policies and in accordance with the Futures Trust(s).

ARTICLE X

Duties of the Board: The Board shall be responsible for the following:

On an annual basis report on the status of the Program to the Portsmouth Board of Education

Promote the activities of the program

Assist the Coordinator with fundraising

Budget review

Recommend adopt of policies and program guidelines

Assisting with the selection of students

ARTICLE XI

Changes to Bylaws: Changes may be made to these Bylaws by action of the Portsmouth Board of Education.

Approved by the Portsmouth Board of Education on _____.