

**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR MARCH 28, 2017**

NEW FRANKLIN ELEMENTARY LIBRARY

PORTSMOUTH, NH

DATE: TUESDAY, MARCH 28, 2017

TIME: 7:00 PM [or thereafter]

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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 (b) IN A CLASSROOM.

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- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
  - a. FEBRUARY 14, REGULAR MEETING
  - b. FEBRUARY 21, BUDGET MEETING
  - c. MARCH 7, BUDGET MEETING
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATIONS**
  - a. PHS PRINCIPAL REPORT
  - b. CTE REPORT
- VIII. **SUPERINTENDENT'S REPORT**
  - a. ITEMS OF INFORMATION
    - i. POLICY COMMITTEE MINUTES, MARCH 3, 2017
    - ii. OVERNIGHT FIELD TRIP, MONTREAL
    - iii. OVERNIGHT FIELD TRIP, BARTLETT, NH
    - iv. CLIPPER FOUNDATION
    - v. BOARD & ADMINISTRATOR, MARCH 2017
    - vi. DONDERO ELEMENTARY SCHOOL PLANS
    - vii. DONDERO CITY COUNCIL TOUR
    - viii. WEBSITE DESIGN
    - ix. STATE CHAMPIONSHIP TITLE
  - b. ADMINISTRATOR REPORT
    - i. FINANCIAL REPORT
- IX. **OLD BUSINESS**

**X. NEW BUSINESS**

- a. CONSIDERATION AND APPROVAL OF THE FY 18 BUDGET
- b. CONSIDERATION AND APPROVAL OF JUNE 9, 2017 GRADUATION DATE
- c. CONSIDERATION AND APPROVAL OF TEACHER SABBATICAL
- d. CONSIDERATION AND APPROVAL OF POLICIES (1ST READING):
  - i. FIRST AID AND EMERGENCY MEDICAL CARE (EBBC)
- e. CONSIDERATION AND APPROVAL OF TEACHER CONTRACTS
- f. CONSIDERATION AND APPROVAL OF ADMINISTRATOR CONTRACTS

**XI. COMMITTEE UPDATES**

- a. POLICY
- b. RECREATIONAL BOARD

**XII. FUTURE AGENDA ITEMS**

- a. MODEL NH METRICS DISCUSSION
- b. SCHOOL NUTRITION
- c. CHINESE PROGRAM
- d. 21<sup>ST</sup> CENTURY SKILLS AND COMPETENCIES

**XIII. UPCOMING EVENTS**

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

**XIV. ADJOURNMENT**

V.  
a.

**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]

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- 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)
- Domaine 3: Instruction (5 components)
- Domaine 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 4<sup>th</sup> Grade NH History, 3<sup>rd</sup> Grade Portsmouth History, 5<sup>th</sup> 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 9<sup>th</sup> 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 Zadavec 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

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V. b.  
**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING WORKSHOP SESSION #4  
MINUTES FOR FEBRUARY 21, 2017- DRAFT**

LIBRARY, PORTSMOUTH MIDDLE SCHOOL

PORTSMOUTH, NH

DATE: TUESDAY, FEBRUARY 21, 2017

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

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- I. **CALL TO ORDER** - School Board Chair Leslie Stevens called the meeting to order at 6:30 p.m.
- II. **ROLL CALL**- Chair Leslie Stevens, Jeff Landry, Kristin Jeffrey, Ann Walker, Nancy Clayburgh, Patrick Ellis, Roseann Vozella Clark, Gary Epler (not present at Roll Call), SAU 50 Representative Ann Mayer, Superintendent Stephen Zdravec, Assistant Superintendent George Shea, Business Administrator Steve Bartlett
- 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. **STUDENT SERVICES**- Director of Pupil Support & Instruction Jeanette Souther provided the Cost Centers changes in the Special Education Budget.

Ms. Souther provided a five-year history of the number of elementary students requiring Special Education services. With the increase demands at the elementary levels, Ms. Souther recommends additional case managers. New Franklin Elementary would be the priority, based on their increased number of identified students.

Ms. Souther explained the cycle and changes of the IDEA Grant. There is one paraprofessional, six full-time teachers, and an Out-of-District Coordinator paid through the IDEA Grant.

**COMMENTS/QUESTIONS:** The number of students receiving ESOL services remains consistent to last year's numbers.

The majority of Out-of-District students are court involved or court placed.

An additional Elementary Case Manager was discussed, as well as, discussion regarding typical caseloads for elementary, middle, and high

school case managers. Lower caseloads have the greatest impact at the elementary school level.

- ii. TECHNOLOGY- Assistant Superintendent George Shea and Network Administrator Tom Lotz provided an overview of the FY 18 Technology Budget. The presentation highlighted the following:
- Framework for 21<sup>st</sup> Century Learning and the 21<sup>st</sup> Century Classroom.
  - Today's Learning Environment Challenge
  - Technology Tools for Staff, Students, and the Community
    - Student Experience, Clipper Bridge, Website Redesign Planning, Professional Development Management System, Additional Avenues for Communication: Social Media, Google Apps for Education, Department Planning
  - Technical Support
    - Database Usage, Data Analysis and Reporting, and Staffing Changes, IT Technician
  - Capital Improvement Plan (CIP) for FY 17 and FY 18
    - FY 18- Add LAN Network Switches
  - Tech Plan Budget Highlights for FY 17 and FY 18
    - FY 18- PMS Classrooms and PMS Library
  - PSD Device Inventory

COMMENTS/QUESTIONS: A couple of the benefits to purchasing Chromebooks, are the cost and that there is little that can break. Many Chromebooks have outlasted their predicted lifespan.

The IT Department is exploring students' access to Broadband from home and Learning Management Systems.

Discussion ensued on training students on being "responsible digital citizens" and training staff on Cyber Security, as well as, basic keyboard skills for students and staffing, to provide technology programming at the elementary schools.

Website Redesign: The redesign of the website will provide opportunities for students and staff involvement, and the site will be more dynamic.

- iii. WORLD LANGUAGE- Superintendent Stephen Zadravec shared a PowerPoint presentation on Elementary World Language. The presentation highlighted the following:

- Current Staffing for Unified Arts
- Define Goals for the Program
- Many Models to Consider
  - One Language, one to two times per week; One Language, three to five times per week; Multiple Languages, one to two times per week; Immersion
- Languages to Consider
  - Spanish, French, Chinese, Latin, and German
  - Pathway through Middle and High School
- Moving Forward
  - Committee to Study and Model Program: Define Goals, Survey Parents and Students, Make After-School Activities Available, Pilot Potential Programs

COMMENTS/QUESTIONS: The languages offered and the level of content taught at SAU 50 were discussed.

It was suggested to form a committee to further explore offering Elementary World Language.

Utilizing the online components widely available, could be part of building a comprehensive program.

- VII. FY 18 BUDGET UPDATE- Superintendent Zadavec provided an update on the FY 18 Budget. Currently, the FY 18 Budget is at 4.2%. The cost of additional busing for the Late Start implementation is not included.

❖ *SAU 50 Representative Ann Mayer announced that she will not be running for School Board again. The Board thanked her for her many years of service and commitment to the Board.*

VIII. **ADJOURNMENT**

MOTION: Motion to adjourn meeting at 8:15 p.m., by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted

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V.C.

**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING WORKSHOP SESSION #5  
MINUTES FOR MARCH 7, 2017- DRAFT**

EILEEN D. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, MARCH 7, 2017

TIME: 7:00 P.M. [or thereafter]

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- I. **CALL TO ORDER-** School Board Chair Leslie Stevens called the meeting to order at 7:04 p.m.
- II. **ROLL CALL-** Chair Leslie Stevens, Jeff Landry, Kristin Jeffrey, Ann Walker, Gary Epler, Nancy Clayburgh, Patrick Ellis, Roseann Vozella Clark, SAU 50 Representative Ann Mayer, Superintendent Stephen Zdravec, Assistant Superintendent George Shea, Business Administrator Steve Bartlett
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE-** Chair Stevens led the Board in the Pledge of Allegiance.
- V. **PUBLIC HEARING ON PROPOSED FY18 BUDGET**
- VI. **BUDGET WORK SESSION-** Superintendent Zdravec provided an overview of the FY 18 Budget. The status quo Budget was at 4.86%. However, the current proposed Budget is \$46,471,405, which represents a 4% increase over FY 17. The proposed Budget meets the City Council 4% Budget guideline. This was attainable through reductions in projected out-of-district expenses, health insurance rates, and adjustments in grant allocations.

**COMMENTS/QUESTIONS:** How will potential reimbursement for offering full-day Kindergarten, Special Education reimbursements, and School Choice affect the District? These topics are being discussed at the State level, the New Hampshire School Board does advocate on behalf of local Boards.

Discussion ensued regarding Professional Development, Late Start bus transportation costs, out-of-district tuition costs, and providing a clear explanation of the FTEs to the City Council.

Forming committees to study the feasibility of an expanded preschool program and expansion in the World Language program is beneficial towards looking at the budget long-term.

Superintendent Zdravec reported that he is working with Ms. Souther in regard to her request for an additional Special Education Case Manager.

VII.

**ADJOURNMENT**

MOTION: Motion to adjourn meeting at 7:40 p.m. by Mr. Ellis

SECOND: Ms. Jeffrey

DISCUSSION:

VOTE: Unanimously accepted

### A Word from the Principal

There is much happening at PHS. This written report is a summary of some of the highlights, but what I am most excited to relate to the Board is the staff, student, and parent commitment to being a school of excellence. We are not satisfied with being a good school or even a very good school. Everyone wants to be a great school. You can see it in our student accomplishments and continued recognitions. It would be easy to be satisfied with being labeled a good school and simply bask in the glory of those accomplishments and recognitions. But what I love about PHS is its commitment to strive for more. Being a great school is not easy. You cannot play it safe or rest on your laurels. Being great requires change, constant self-analysis, and the courage to try new things. It means all students excelling, regardless of socioeconomic status or achievement level. We have made some systematic changes that will help in our efforts to close socioeconomic and achievement gaps. My oral report to the board will focus on some of those changes, including the implementation of the TASC block, freshman honors and the honors selection process, as well as changes to some of our PLC work.

### Portsmouth High School News

#### **Presidential Scholarship Candidate**

We have one senior who is a Presidential Scholarship Candidate. He completed an extensive application in February and notifications should be released in early May.

#### **Continuing Education Update**

We have a new future planning wall! As part of the remodeling, the Clipper Ship wall got a much needed update. The beautiful Portsmouth Harbor now houses the senior ships with their post high school plans.

- 84% of seniors have applied to college, completing a total of 1450 applications. Currently seniors are updating their decisions and applying for local scholarships. Final college decisions and scholarship amounts will be available the week of graduation.
- Planning has begun for next year's senior class. The Junior College Information Night took place on February 16<sup>th</sup> with over 200 in attendance. College lunch meetings are taking place the month of March. Programming for next year is in progress and a full calendar will be available in late June. The Portsmouth High School College Admission Handbook is available through the PHS Guidance website.

#### **Kudos to the Portsmouth High Math Team**

The Portsmouth High School Math Team has been consistent the last three years qualifying through performance in the Tri-State Math League for the New England Association of Math Leagues competition held in Canton Massachusetts annually on the 4<sup>th</sup> Friday in April. With one meet remaining in our current year (of 6 competitions), the PHS team holds a commanding lead in the standings over Dover, Exeter, Londonderry, Pinkerton, Timberlane, and Masconomet (a Massachusetts school) in the large school division. We hope to bring home our first league championship ever after being runner up the last two years in the small school division to perennial small school champion Amesbury Massachusetts High School. Our team consists of 16 students, grades 9-12.

PHS students also had an opportunity to participate in a new competition this year called the New England Math League. This in-school competition of 6 contests consists of 6 challenging math problems with a thirty minute time limit. This competition occurs during lunch on set dates from October thru March. Scoring is submitted electronically by the school math advisor. Thus far, 44 students participated in the program this year with no more than 26 for any given competition. Our school is currently in 9<sup>th</sup> place out of 11 participating NH schools. Our goal for this program is to have more consistent student participation.

**Step Up Day**

The PHS Guidance Department welcomed incoming 8<sup>th</sup> graders from Portsmouth Middle School, Rye Junior High School, Greenland Central School and all other area private schools, on three separate days, for its second annual Step-up Day. Approximately 100 8<sup>th</sup> graders attended each day, shadowing a classroom and participating in a building tour and a Q & A with PHS students. The 8<sup>th</sup> graders were also treated to a performance by the PHS Choir, given an overview of career and technical education course offerings by the CTE Director, and ate lunch with the high school students in the cafeteria. This program continues to be a successful way for 8<sup>th</sup> graders to begin the transition process to the high school.

**April 5 School-Wide Testing Day**

Ninth, 10<sup>th</sup>, and 11<sup>th</sup> graders will participate in testing on April 5. Freshmen will take the PSAT 8/9, sophomores will take the PSAT 10, and juniors will be taking the SAT with Essay. All three tests are aligned with the Common Core and provide students and the district with consistent, nationally recognized test scores. This testing series allows us to continually monitor student progress over a student's high school career while simultaneously preparing them to be college and career ready. During this day, seniors will be off campus participating in a variety of community activities.

**News from the International Language Department**

- The French Club, comprised of mostly upper level French students, wrote and performed the play “the Wizard of Oz”, with Josh Goldberg as the student play director. All students put together the costumes, the set, AND attendees had the option of a dinner/theatre, with a delicious dinner prepared by the French students. Chef Long allowed us to use the culinary dining room and the kitchen! Julia Madera directed the entire presentation AND acted in the play. She was an animating force! This was a fundraiser and students raised \$1,000 for a pre-AP exam trip to an immersion experience in Montreal. BRAVO!!!
- We are very excited to be offering a semester-long immersion class in Italian, with an optional trip to Italy, in the spring of 2018. The following year we will offer an immersion semester of German, with an optional trip. These classes are target-language based, and meant to offer a delicious taste of another culture and language and to encourage participation. There are 2 requirements: (a) an open heart and (b) English is left at the door!
- Over February break, 12 students and 3 teachers went to the Osa Peninsula of Costa Rica to immerse themselves in the language and culture. During their 10-day adventure, students spent 5 nights with homestay families (where no English was spoken). They also rode horses to rural schools where they taught English lessons and shared with teenagers learning English at the High School. They learned about the biodiversity of the region through rainforest hikes, a boat trip across the gulf, and a visit to a working chocolate farm. Students made new friends as this group bonded quickly. They were also very motivated to speak Spanish and get to know as many Costa Ricans as they could. They learned to dance salsa and merengue, how to make sugar cane juice, and what to say to your host family if you really can't eat any more rice and beans! Students also learned to “live in the moment” as they had no phones or technology, and they were not given an itinerary or knew what they were doing the next day until the night before. At first the “unknown” was frustrating for some, but soon they learned to appreciate each day and take in each moment. In the end, they loved that aspect of the trip!



**High School Students from Tokyo Visit PHS**

A group of high school students from Tokyo Metropolitan Nishi High School will visit PHS as part of an educational exploration on March 21. Their visit to the U.S. primarily focuses on post-secondary institutions, however, they also want to experience a day in an American high school. Students from Tokyo will do a presentation on what life is like for a Japanese high school student living in Tokyo. Visiting students will be partnered with PHS students for the day and will observe classes, experience an American hot lunch meal, and tour the school to see the other opportunities that are available outside of a regular classroom. Visiting Japanese students must go through an application process in order to participate in this program.

**Return Visit to Sister City Nichinan, Japan**

Eleven students from Portsmouth High School will visit Portsmouth's sister city, Nichinan, Japan, in April. Students and Chaperone's George Shea, Laura LaVallee, Brian Betournay, Dee Barrett, Kate Fitzpatrick, and Judy Butler will embark on this trip on April 20<sup>th</sup>. All students will stay with host families in order to experience Japanese culture and spend time in our sister school.

**Athletic Department News**

Highlights from the winter athletic season include:

- Boys Ice hockey team won its first playoff game in 33 years after a very successful regular season
- Girls ice hockey cooperative team with Oyster River finished the regular season in 4<sup>th</sup> place in its first season and lost a close game in the playoffs
- Girls track finished as the Division 2 state runner up
- Boys downhill skiing finished as the Division 1 state runner up
- Girls basketball finished the regular season 17-1 and lost in the state semifinal
- Boys basketball finished the season undefeated 18-0 and are the top seed in the Division 1 tournament
- Portsmouth High swim team had an excellent season and finished with many personal and school records in the N.H. state swim meet

Tryouts for the spring sports season are scheduled to begin on Monday, March 20<sup>th</sup>.

**Performing Arts Department**

On February 15<sup>th</sup>, the Music Department held its annual Chamber Music/Chocolate Festival, which featured numerous outstanding student performances.

Upcoming events include:

- The PHS Drama Department will travel to the NHETG Regional Festival on Saturday, March 11th at Bow High School, presenting *Standing on Ceremony: The Gay Marriage Plays*". We hope to be one of three schools at our regional festival to advance to the State Festival in April. Also, the department is gearing up for auditions for the spring Blackbox musical "*Once on this Island*". This story, set in the Caribbean, has elements of "*Romeo and Juliet*" as well as Hans Christian Andersen's "*The Little Mermaid*".

- The PHS Percussion Ensemble and Winter Guard will be heading to several NESBA competitions throughout March and performing at The New England Championships on April 1<sup>st</sup> at the DCU Center in Worcester, Ma.
- The PHS Madrigal Singers will join forces with several area adult community choirs and the Portsmouth Symphony Orchestra to perform Beethoven's Ninth Symphony right on March 18, 7:30 PM and March 19, 3:00PM right here at PHS. The students have been hard at work preparing the nearly 30 minute long final movement, with all German text, and extremely demanding vocal parts.
- On March 29, the PHS Touring Choir will depart for a three day tour across Massachusetts. The group, consisting of 25 un-auditioned students between grades 9 and 12, will engage in three choral exchanges with other choirs, both high school and college level, and will see several performances including the Boston Children's Chorus and the Boston Symphony Orchestra, as well as performing at the MICCA Choral Festival on Saturday, April 1<sup>st</sup>.
- Mira Potter-Schwartz will be representing PHS at The NH Music Educators Allstate festival from March 30<sup>th</sup> to April 1<sup>st</sup> in Concord, NH. Mira will be performing on Violin with the Orchestra along with other selected students from throughout the state.
- PHS will hold a Music in Our School's Month Concert on Wednesday, March 22<sup>nd</sup> at 7:00 PM in the high school Auditorium, which will feature the PHS Concert Choir and PHS Concert Band.
- Spring Theater Production "Once on this Island", May 4, 5, 6, 7
- All City Concert #1 – May 10, PHS Auditorium, 7:00 PM
- All City Concern #2 – May 17, PHS Auditorium, 7:00 PM

### End of the Year Activities

- PHS Student Volunteer Day – Thursday, May 4
- Junior Prom – Saturday, May 20
- Senior Prom – Friday, June 2

#### Pending Board Approval of Graduation Date:

- Proposed Baccalaureate Ceremony is Wednesday, June 7
- Proposed Awards Assembly will be held Thursday, June 8
- Proposed Date for Graduation is Friday, June 9, at 5:30 PM

Baccalaureate is a beautiful ceremony and we encourage board members to attend. All are invited to the Awards Assembly and Graduation as well. Parents have planned a great celebration graduation and we look forward to a full night of festivities.

**IT'S COMPETITION SEASON!**

**Automotive Technology**

• **NH Skills USA**

Ryan Hand and Kyle Griffin will be competing in the NH Automotive Skills USA Competition at Lakes Region Community College on Monday March 13<sup>th</sup>. Portsmouth students have placed in the top 5 four years in a row and we hope to continue that success.

Both Ryan and Kyle are seniors and have committed to Universal Technical Institute next year. Three of our six seniors have already been accepted and committed to post-secondary automotive programs.

**Culinary Arts**

• **Pro Start Team Members:**

- Gretchen Heindel-Senior-Team Manager
- Katelynn Leathers-Senior
- Gavin Piesik-Senior
- Annah Shaheen- Sophomore

The culinary competition highlights each team's creative abilities through the preparation of a three-course meal in 60 minutes, using only two butane burners, and without access to running water or electricity. Students are evaluated on taste, skill, teamwork, safety and sanitation.

The NH State Pro Start Competition is on Saturday March 11<sup>th</sup> at UNH (Stilling's Hall). There are nine New Hampshire high school teams that will be competing for the opportunity to represent the State of NH at the national competition in Charlotte, North Carolina in June.

• **NH Skills USA**

Gretchen Heindel is competing in the Skills USA Hot Food Culinary Competition on Thursday March 16<sup>th</sup> at UNH Thompson School. Gretchen has competed the past two years in the Commercial Baking Competition. She is a senior and is planning on attending Johnson and Wales University to study culinary arts.

Katelynn Leathers is competing in the Skills USA Commercial Baking Competition on Wednesday March 15<sup>th</sup> at Nashua North High School. She is a senior and is still exploring her options but does plan on attending a post-secondary culinary program.

**Education & Teacher Training**

• **Family, Career and Community Leaders of America (FCCLA)**

Fourteen FCCLA members will be attending spring conference in Bartlett, NH at the end of March. Two of our students hold state office. Olivia Pearl is President and Johanna Hartnett is 1<sup>st</sup> Vice-President. As such, they are involved with the preparation and organization of the statewide conference. Thirteen members will compete in various STAR events such as: Job Interview, Early Childhood Development, Focus on Children and Chapter Service Projects.

- **Educators Rising**

Nine students will be competing in the Educators Rising competition on March 25<sup>th</sup>. These students will participate in the following competition areas: Children's Literature Pre-K through K (they must write and illustrate their own children's book), Job Interview and Ethical Dilemma.

All Education and Teacher Training students will be attending the Educators Rising spring conference on May 5<sup>th</sup> where there will be various hands-on workshops for student to attend. Some of the conference topics include crisis prevention in schools, culture and diversity, social/emotional well-being, and mindfulness in the classroom.

### Entrepreneurship

- **BizGen**

Our program has been allocated four spots again in the BizGen competition to compete against the other schools in New Hampshire. Students will compete in an in-house mock presentation of individual business plans and then will decide on which four business ideas they think are the best. From there, the students with the business ideas that are selected will be designated as project leaders and those who did not have their business ideas selected will become part of the team. The teams will prepare for and compete in the competition which will be held on May 25<sup>th</sup> at UNH.

### COLLEGE CREDIT THROUGH CTE!

There are a number of opportunities for students to earn college credit while enrolled in CTE programs. A total of **ninety-nine** students enrolled in CTE programs will earn college credit this year while attending high school.

**Education & Teacher Training** - Sixteen students will earn between 7 and 9 credits each from Southern New Hampshire University.

**Culinary Arts** – Six students will earn 3 credits each from Southern New Hampshire University.

**Entrepreneurship** – Fifty Intro to Business students and Twenty-seven Accounting students will receive three credits each from Great Bay Community College.

### NATIONAL TECHNICAL HONOR SOCIETY

This year, we will be inducting our largest class into the National Technical Honor Society. **Twenty-six students** have met the requirements for admission which include: 3.5 GPA in their CTE program, 3.0 GPA overall, enrolled in the second year of the program, and have been recommended as befitting the honor by their CTE teacher. At graduation, NTHS members may be identified by the purple and white cords they wear around their necks.

Induction will take place at the CTE Awards Ceremony on May 18<sup>th</sup>.

March 14, 2017

PORTSMOUTH SCHOOL DEPARTMENT

CAREER TECHNICAL EDUCATION

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**SAVE THE DATE!**

**The 9<sup>TH</sup> Annual CTE Awards Ceremony will take place on Thursday May 18<sup>th</sup>, 2017 in the PHS Auditorium. Please mark your calendars and join us for refreshments at 5:30 PM in the Culinary Arts dining room followed by the ceremony at 6:00 PM in the auditorium. It is the most special night of the year in the Career Technical Center as we honor our students and their many achievements!**

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CITY OF PORTSMOUTH  
LEGAL DEPARTMENT  
MEMORANDUM

DATE: MARCH 6, 2017  
TO: PORTSMOUTH SCHOOL BOARD  
FROM: POLICY COMMITTEE  
RE: MARCH 3, 2017 MEETING MINUTES

---

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

**Others Present:** Paulette Rouse

**Policies Considered:**

**Graduation Requirements (IKF)**

After the February 14 School Board meeting, Ann Mayer had requested clarification as to whether passing a United States citizenship test was required for graduation. Kathleen explained that she checked Senate Bill 157-FN, the enabling act that ultimately was reflected in RSA 189:11 that the legislature "encourages all New Hampshire high school students to take a United States Citizenship and Immigration Services test." What is required by RSA 189:11 is regular courses of instruction in the history, government and constitutions of the United States and New Hampshire, and passage of a competency assessment (unspecified). These elements of instruction are present in the Portsmouth High School required curriculum, including assessment, by way of assessment of the competencies. A copy of the SB 157-FN is attached to these minutes. No further action is recommended regarding this policy.

**First Aid & Emergency Medical Care (EBBC)**

Kathleen shared with the Committee the comments from the School Nurses. Some of the comments are addressed in different School Board policies. For example, there is a separate policy on the administration of medication during the school day. Policy EBBC deals with the administration of first aid and emergency medical care only. These situations would most likely occur as a result of an accident or someone experiencing a medical emergency while on school property.

Leslie questioned what training personnel receive regarding the correct procedures to follow in the case of a medical emergency. Also, she questioned if Policy EBBC is included in the employee handbooks. Steve indicated that staff is trained on these procedures and will double check to make sure that the policy is included in the handbook.

Kathleen also explained that the nurses' comments included deleting the reference to the administration of oxygen (this is authorized by State law), as no school building currently stocks oxygen.

The nurses' comments also added language regarding health examinations. The Committee felt that this was not the appropriate policy for this requirement and will check existing policies for its inclusion.

Since there were substantial revisions to this policy, it will be redrafted in its entirety and have two readings by the Board.

#### **Non-Policy Items Discussed:**

##### **MOU with Portsmouth Police Department**

Steve indicated that he had met with the Police Department again regarding the MOU. He indicated that the Police want a clear definition of the police responsibility in schools regarding student behavior. In particular, the police intervention should be in those circumstances involving criminal conduct, i.e. acts of criminal mischief, thefts, violence, and threats of violence.

The draft currently refers to a police officer assigned to the "Officer Friendly" role and that is no longer the case. It was recommended to include language that the Police Department and the School Department will coordinate annual activities targeted to elementary students.

It was also discussed that students 18 years and older will be treated as adults for the purpose of criminal liability.

There was also a general discussion regarding clarity with communication between the Police and the School Department. In particular, there is a need for clarity regarding information that can be shared during an active police investigation.

Kathleen will make the edits and forward the MOU to the Committee for final review before the next Policy Committee meeting.



**Recommended Board Actions:**

**Revise:** (two readings):

First Aid and Emergency Medical Care (EBBC)

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

None

**Next Meeting: Tuesday, March 21, 2017 9:00 a.m. at Portsmouth High School**

SB 157-FN - AS AMENDED BY THE SENATE

03/12/2015 0677s

03/12/2015 0840s

2015 SESSION

15-0796

04/09

SENATE BILL *157-FN*

AN ACT relative to encouraging high school students to take and pass a United States citizenship test.

SPONSORS: Sen. Birdsell, Dist 19; Sen. Avard, Dist 12; Sen. Reagan, Dist 17; Sen. Bradley, Dist 3; Sen. Fuller Clark, Dist 21; Sen. Stiles, Dist 24; Rep. Weyler, Rock 13; Rep. Cordelli, Carr 4; Rep. Notter, Hills 21; Rep. Murotake, Hills 32

COMMITTEE: Education

AMENDED ANALYSIS

This bill encourages students in high school or equivalent to take and pass a United States citizenship test as a component of instruction in the history, government, and constitutions of the United States and New Hampshire.

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Explanation: Matter added to current law appears in *bold italics*.

Matter removed from current law appears [~~in brackets and struckthrough~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

03/12/2015 0677s

03/12/2015 0840s

15-0796

04/09

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Fifteen*

AN ACT relative to encouraging high school students to take and pass a United States citizenship test.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 Legislative Purpose. In order to ensure that all New Hampshire high school graduates have a basic understanding of United States civics and history, and to promote and encourage active and engaged citizenship, the general court encourages all New Hampshire high school students to take a United States Citizenship and Immigration Services (USCIS) test based on that administered to all applicants for U.S. citizenship.

2 School Boards; Instruction in National and State History and Government. Amend RSA 189:11 to read as follows:

189:11 Instruction in National and State History and Government.

*I.* In all public and private schools in the state there shall be given regular courses of instruction in the history, government and constitutions of the United States and New Hampshire, including the organization and operation of New Hampshire municipal, county and state government and of the federal government. Such instruction shall begin not later than the opening of the eighth grade and shall continue in high school as an identifiable component of a year's course in the history and government of the United States and New Hampshire.

*II.(a) As a component of instruction under paragraph I, students shall be encouraged to take a United States Citizenship and Immigration Services (USCIS) test.*

*(b) The test shall be based on the 100-question test used by the USCIS and administered to all applicants for United States citizenship. Students taking the test will be tested on all 100 questions, and a score of 60 percent shall represent a passing grade. Students may take the test more than once and those students who attain a passing grade shall be eligible for a certificate issued by their school.*

3 Applicability. The provisions of this act shall only apply to students eligible to receive a high school diploma or high school equivalency certificate on or after January 1, 2016.

4 Effective Date. This act shall take effect upon its passage.

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

Destination MONTREAL, QC Supt. Approval Date \_\_\_\_\_  
Dates of travel 4/21-28/2017 Insurance \_\_\_\_\_  
Sponsor Group \_\_\_\_\_ On File? \_\_\_\_\_  
Lead Advisor/Chaperone MARQUETTE Do all Students Have Passports? \_\_\_\_\_  
Date submitted 1/1/2017 Fundraisers students have participated in \_\_\_\_\_  
Date of meeting with Superintendent of Schools \_\_\_\_\_  
List of other chaperones \_\_\_\_\_  
JENNIE SIEGEL Method of travel to Destination \_\_\_\_\_  
BUS  
List of students, home phone numbers, parents names attached? \_\_\_\_\_  
Are Home stays involved in this trip? If yes, describe \_\_\_\_\_  
HOST FAMILIES PROVIDED BY HOST SCHOOL, BLI  
Number of Students 4 Names of chaperones with first Aid/CPR Training \_\_\_\_\_  
Staff to Student Ratio 1:2 MARQUETTE  
Principal Approval Date \_\_\_\_\_

---

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

Cost for each student to participate \_\_\_\_\_

Educational Goals for trip FRENCH IMMERSION IN PREP OF AP EXAM

Date of parent meeting and location held prior to departure \_\_\_\_\_

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

**SUPPORTING DOCUMENTS:**

Itinerary

Phone Tree

Student Permission Slips

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

Educational Goal (s)

Student Emergency Medical Cards

Approve



Superintendent's Signature:

2/7/17

Date:

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

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

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

Bentlett NH  
Destination FCCLA conference

Dates of travel 3/29/17 -> 3/31/17

Sponsor Group FCCLA

Lead Advisor/Chaperone Carla Frank

Date submitted 3/10/17

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

List of other chaperones \_\_\_\_\_  
Alexe Williams

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

Number of Students 12

Staff to Student Ratio 1:6

Principal Approval Date \_\_\_\_\_

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

Insurance \_\_\_\_\_

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

Do all Students Have Passports? \_\_\_\_\_

Fundraisers students have participated in \_\_\_\_\_  
\_\_\_\_\_

Method of travel to Destination \_\_\_\_\_  
BUS

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

Names of chaperones with first Aid/CPR Training Carla Frank  
Alexe Williams

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

Cost for each student to participate \$ 206.00

Educational Goals for trip leadership skills, team building  
public speaking problem solving skills

Date of parent meeting and location held prior to departure PHS 3/14 5:30

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

**SUPPORTING DOCUMENTS:**

Itinerary

Phone Tree

Student Permission Slips

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

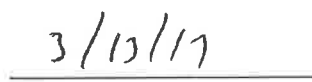
Educational Goal (s)

Student Emergency Medical Cards

Approve



Superintendent's Signature:



Date:

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

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



# Board & Administrator

## FOR SCHOOL BOARD MEMBERS

March 2017 Vol. 30, No. 11

Editor: Jeff Stratton

### Board should emphasize 'team' in its work

I was reading an interview with a college football player after a poor performance on a big stage in a bowl game recently. The player indicated that one of his New Year's resolutions was to use less "I" in his communications and more "we."

Sounds to me like there was some coaching taking place inside that team's locker room, with a coach trying to make the point that a running back's success is dependent upon his offensive linemen. It takes team work to succeed in pretty much any life endeavor.

That's true with boards, too.

- Does your board think in terms of "we" or is

there too much "I" taking place in the board room?

- Do board members put their personal agendas on the back burner to concentrate on what is best for all students?
- Does the board actively work toward consensus, and do individual trustees support board decisions when they are in the minority?
- Do all board members communicate effectively with each other and with the superintendent?

Concentrate on what is most important in your work as a board member (a top-notch education for all students), and the board will deliver as a team. ■

#### Separate parent hat from board member hat

It is true that board members must often wear two hats when serving.

The trustee wears his board member hat when making policy, for example. But if you are also a parent of a child in the district, you will take off your board member hat and wear your parent hat at times.

How you do this is very important.

If you are a serving board member and your child receives a poor grade on a test, that is not a matter to take up as a board member, but as a parent.

It can be a difficult challenge to keep this in mind: The board role should be kept separate from the parent role, whether it comes to a child's playing time in volleyball, a grade, or which chair he sits in during musical performances by the orchestra.

Even disparaging comments made about a teacher or coach in a group of friends carry weight and can damage reputations when you are a board member.

Always keep in mind that you are a board member when you are out in public, when you attend games and performances, or when you drop by a school for lunch with your child. ■

## Encourage board service in your community

You have served the board for many years and now want to step down and let new members govern the district. Because of your commitment to the schools, you want to see that the board is left in good hands so that the schools continue to flourish.

Finding civic-minded individuals can be a challenge in these busy days, so how can the board encourage or even "recruit" new board members to run for office?

Here are some tips:

- ❑ Let prospective board members get a taste of school board service. Encourage them to attend a board meeting, meet with the superintendent, and spend time with current board members one-on-one.

- ❑ Use your business contacts and service club memberships to talk up board service. Be honest about the work and its time commitment. A local

business should understand that it benefits from its civic-minded attitudes when it encourages its employees to volunteer their time.

- ❑ Speak to a classroom about board service. Engage with students on the topic of what they expect from their school board.

- ❑ Analyze which citizens are most active and productive on board committees. Approach them about a run for office.

- ❑ Put potential board members on the board's CC: list. They should receive past meeting agendas, board policies and bylaws, and updates about district priorities.

- ❑ Distribute a Board Service Commitment form to all those who express interest in board service. This form should be honest about time commitment and the work involved, as well as what is expected from a committed school board member in terms of teamwork. ■

## Set parameters before talking compensation with the superintendent

In the Kentucky School Board Association's Board Room publication article "Negotiating Superintendent Contracts," KSBA suggests the board establish parameters on what it will offer the superintendent before negotiating matters such as pay and benefits.

"They should establish some parameters for themselves, and say, 'We believe in this district, here's a reasonable salary range. We

don't want to hire anyone for less than this, but we probably can't go any more than this,'" said Mike Oder, who works with KSBA's Superintendent Search Service and is a retired superintendent. "Or, 'We feel like we could offer the following benefits, probably not any additional.'"

For information, <http://www.ksba.org/BoardRoomNegotiatingasuperintendentcontract.aspx>. ■

## Create trust for the board in your community

From a big-picture view, what does the community want from its school board? Trust. The community should be able to trust that the board will work at providing students with the type of education they will need to succeed in today's world.

How can a board work to ensure that this trust is rewarded?

- Ensure that all board members work to create trust and confidence in the district. That takes teamwork.

- Be consistent in what messages the board sends out to its stakeholders. This is a good reason for the board president or the superintendent to be the primary board message-givers.

- Make good decisions. Use your superintendent to research issues, come to the board with a recommendation, deliberate the superintendent's recommendation, and then make a decision by voting. ■

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# City of Portsmouth - Website Redesign

## Schools Home

### Main Nav

Dropdown menus to expand options that are displayed here

The screenshot shows a website layout for the City of Portsmouth Schools Home. At the top, there's a navigation bar with "SCHOOL DEPARTMENT" and links for Schools, Board, Parents, Nutrition, Resources, and Employment. Below this is a date and weather indicator: "The March 7, 2017 60°/18° Sunny". The main content area includes an "Upcoming School Events" section with items like "Parent Advisory Council Meeting", "School Board Meeting", and "Middle School MiOSM Concert". A "2 ALERTS - MARCH 7" section indicates "School Closing - Due to weather Portsmouth High School is Closed". A "45 DAYS" counter is visible, along with icons for various services like "LINKS/SEARCH", "PORTSCHOOLS", "CONTACT", "CALENDAR", "FAQS", and "EMPLOYMENT". A "Schools" section lists six schools in a grid: PHS (Portsmouth High School), LHS (Little Harbour School), PMS (Portsmouth Middle School), NFS (New Franklin School), DS (Dondero School), and RJLA (Robert J. Lister Academy). Below this is a "Mission Statement" section, followed by "Upcoming Events" for March 14, 15, and 16. A "Video/Photo Gallery" section contains several play button icons. The "Twitter Feed" section shows four tweets from "Portsmouth Schools @Portsschools". At the bottom, there's a "Frequently Asked Questions" section.

### Slider

The image and associated content will change after a set interval (recommend no more than 4 slides)

### Featured News Item

Whichever this item is it will require an associated image

### City Nav

Persistent Nav that exists across all Department pages

### Weather/Status

Automatically updated with current weather, Link to weather service for more information

### Hero

Hidden when not needed - this concept breaks the design by covering part of the Hero to draw user's attention

### Notification/Alert

Hidden when not needed - links to a page that displays all of the current alerts and notifications. Color can be changed to better fit the urgency of the message

### Resources/Popular Items

Links to resources like the Calendar, Contacts, FAQs, Forms, etc; will be sensitive to Department

### News

Latest news updates, can be treated as a blog of sorts and link to full page articles, or kept simple to fit in these squares

### About/Content Block

A block of text that serves as a brief "About" section; can link to a full About page, or be used as regular block of content

### Events/Meetings

In this configuration, the next 4 Events/Meetings that are on the City Calendar will show up here, for Departments these will be relevant events

### Video/Photo Gallery

Either videos or photos could be displayed here, or perhaps a mix of both

### Twitter Feed

Tweets from the Municipal Twitter account, with an associated Twitter profile picture to differentiate the Departments

### Frequently Asked Questions



### Schools Home (scrolled)

The screenshot shows the 'SCHOOL DEPT' page with a 'Frequently Asked Questions' section. The questions listed are:

- What do I need to register my car?
- Who do I contact to discuss permits for expanding my home?
- How do I know what voting district I'm in?
- When does City Hall close on Fridays?
- When does City Hall close?

The answer for the Friday question is: "City Hall closes at 4pm on Fridays. You can find a full schedule for when City Hall is open [here](#)."

The footer of the page includes:

**SCHOOL DEPARTMENT**  
 Office: 1 Jackson Ave, Suite 405, Portsmouth, NH 03801  
 Hours: Monday 9AM - 4PM, Tuesday - Thursday 9AM - 4PM, Friday 9AM - 1PM  
 Phone: (603) 433-8000 Fax: (603) 433-8750  
 PART of the City of Portsmouth Department

#### Frequently Asked Questions

Curated FAQs that appear to be most popular (top 5) across all the Departments, include 'More' link to full page of FAQ archive

Clicking on the question reveals the attached answer

#### Footer Nav

Repeat of Utility/City Nav

#### Footer

Contains contact information, hours, and links to social media



# City of Portsmouth - Website Redesign

## School Navigation

### School Board

- Members
- Goals
- Meetings
- Agendas and Minutes
- School District Policies
- YouTube

### Nutrition

- General Information
- Wellness Policy
- Nutrition Education
- Associations
- USDA Statement

### Employment

- Employment Opportunities
- Employee Manual
- Supervision and Evaluation
- MyLearningPlan
- Professional Learning
- Elementary Science Central
- Teacher Quality Panel

City of Portsmouth NH | SEARCH | FORMS & PERMITS | CITY DIRECTORY | CALENDAR | PAY MY BILL

**SCHOOL DEPARTMENT**

Schools | Board | Parents | Nutrition | Resources | Employment

**Schools**

High School	Little Harbour School
Middle School	New Franklin School
Dondero School	Robert J. Lister Academy

City of Portsmouth NH | SEARCH | FORMS & PERMITS | CITY DIRECTORY | CALENDAR | PAY MY BILL

**SCHOOL DEPARTMENT**

Schools | Board | Parents | Nutrition | Resources | Employment

**School Board**

Members	Agendas and Minutes
Goals	School District Policies
Meetings	YouTube

City of Portsmouth NH | SEARCH | FORMS & PERMITS | CITY DIRECTORY | CALENDAR | PAY MY BILL

**SCHOOL DEPARTMENT**

Schools | Board | Parents | Nutrition | Resources | Employment

**Parents**

Parent Portal Access	School Hours	Futures Program
Student Safety	School Start Time	English Language Learner Plan
Enrollment	Bus Routes	

City of Portsmouth NH | SEARCH | FORMS & PERMITS | CITY DIRECTORY | CALENDAR | PAY MY BILL

**SCHOOL DEPARTMENT**

Schools | Board | Parents | Nutrition | Resources | Employment

**Nutrition**

General Information	Associations
Wellness Policy	USDA Statement
Nutrition Education	

City of Portsmouth NH | SEARCH | FORMS & PERMITS | CITY DIRECTORY | CALENDAR | PAY MY BILL

**SCHOOL DEPARTMENT**

Schools | Board | Parents | Nutrition | Resources | Employment

**Resources**

School Closings	Special Education	Rental of School Facilities
Newsletters	Non-Discrimination	Veteran Diploma Program
Press Releases	School District Policies	More...

City of Portsmouth NH | SEARCH | FORMS & PERMITS | CITY DIRECTORY | CALENDAR | PAY MY BILL

**SCHOOL DEPARTMENT**

Schools | Board | Parents | Nutrition | Resources | Employment

**Employment**

Employment Opportunities	MyLearningPlan	Teacher Quality Panel
Employee Manual	Professional Learning	
Supervision and Evaluation	Elementary Science Central	

### Schools

- High School
- Middle School
- Dondero School
- Little Harbour School
- New Franklin School
- Robert J. Lister Academy

### Catalog

- Parent Portal Access
- Student Safety
- Enrollment
- School Hours
- School Start Time
- Bus Routes
- Futures Program
- English Language Learner Plan

### Resources

- School Closings
- Newsletters
- Press Releases
- Special Education
- Non-Discrimination
- School District Policies
- Rental of School Facilities
- Veteran Diploma Program
- More...



## Subpage - High School

**Main Nav**  
Dropdown menus to expand options that are displayed here

**Breadcrumbs**  
Presents a user with a path back to the City Home, or any previous pages

**Featured/Popular Items**  
Whichever this item is it will require an associated image

The screenshot shows the Portsmouth High School website layout. At the top is a navigation bar with links for Home, Search, Programs/Forms, Directory, Calendar, and Pay My Bill. Below the navigation is a header with the school name and a date/weather widget. The main content area includes a 'Daily Announcements' section, a '2 ALERTS - MARCH 7' section with a 'School Closing' alert, a 'Featured/Popular Items' section with links to the Student Handbook, Honor Roll, and Year Book, an 'Upcoming Events' calendar, a 'Mission Statement' section, and a 'Photo Gallery' section. A footer contains contact information and social media links.

**City Nav**  
Persistent Nav that exists across all Department pages

**Hero**  
On subpages the hero can either shrink, or disappear completely

**Notification/Alert**  
Hidden when not needed - links to a page that displays all of the current alerts and notifications. Color can be changed to better fit the urgency of the message

**Resources/Popular Items**  
Links to resources like the Calendar, Contacts, FAQs, Forms, etc; will be sensitive to Department

**School Principal**  
Contact information for the School Principal/head administrator

**Frequently Asked Questions**  
Curated FAQs that appear to be most popular (top 3) across all the Departments; include "More" link to full page of FAQ archive  
Clicking on the question brings you to the FAQs page with the answer expanded

**Events/Meetings**  
In this configuration, the next 4 Events/Meetings that are on the City Calendar will show up here; for Departments these will be relevant events

**About/Content Block**  
A block of text that serves as a brief "About" section; can link to a full About page, or be used as regular block of content

**Video/Photo Gallery**  
Either videos or photos could be displayed here, or perhaps a mix of both

**Footer Nav**  
Repeat of Utility/City Nav

**Footer**  
Contains contact information, hours, and links to social media

PORTSMOUTH SCHOOL DEPARTMENT

FINANCIAL REPORT

MONTH END

FEBRUARY 2017

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GENERAL FUND	FY 2017 YTD ACTUAL FEBRUARY	FY 2017 YTD PLAN FEBRUARY	FY 2017 YTD VARIANCE FEBRUARY (over)/under plan	FY 2016 YTD ACTUAL FEBRUARY	FY 2017 BUDGET ANNUAL	FY 2016 ACTUAL ANNUAL
101 ADMINISTRATIVE	1,162,829	1,124,574	(38,255)	1,114,490	1,567,023	1,555,329
102 TEACHER	9,079,180	9,333,892	254,712	9,118,993	18,307,436	17,830,732
104 TUTOR	21,132	25,905	4,772	20,727	43,203	35,093
105 CLERICAL	614,671	641,726	27,054	614,971	989,841	976,272
106 PARAPROFESSIONAL	606,245	630,332	24,087	609,340	1,148,774	1,066,963
107 MONITOR	10,693	12,465	1,772	11,404	18,494	18,516
108 TECHNICIAN	358,150	335,517	(22,633)	333,184	482,268	483,056
109 SCHOOL BOARD	5,325	7,000	1,675	5,675	14,000	13,925
110 CUSTODIAL	773,828	776,650	2,822	764,593	1,112,752	1,095,713
111 SECURITY	35,161	32,916	(2,245)	33,483	47,161	48,339
112 MAINTENANCE	178,553	166,711	(11,841)	171,266	238,857	254,110
113 COACHING	146,941	153,699	6,758	150,251	235,373	215,420
114 EXTRA-CURRICULAR	94,282	92,333	(1,949)	92,630	180,727	167,525
119 UNCLASSIFIED/UNAFFILIATED	0	0	0	0	0	29,733
121 SUBSTITUTES	319,700	205,723	(113,977)	244,344	342,871	523,896
140 SABBATICAL	0	0	0	0	0	0
190 OTHER	(1,500)	0	1,500	0	0	125
	<b>13,405,189</b>	<b>13,539,443</b>	<b>134,253</b>	<b>13,285,351</b>	<b>24,728,780</b>	<b>24,316,747</b>

Total Salaries

211 HEALTH INSURANCE	6,443,603	6,443,603	0	6,154,349	6,443,603	6,154,349
212 DENTAL INSURANCE	268,497	273,149	4,651	256,274	364,247	372,581
213 LIFE INSURANCE	65,895	70,611	4,717	65,636	94,161	97,697
214 DISABILITY INSURANCE	69,530	68,224	(1,306)	68,823	90,978	91,824
220 FICA	998,898	1,054,794	55,896	989,972	1,935,402	1,814,706
231 RETIREMENT - STATE	1,839,242	1,959,706	120,465	1,854,220	3,595,791	3,404,341
239 RETIREMENT-SL@T	400,000	400,000	0	400,000	400,000	400,000
240 COURSE REIMBURSEMENT	172,190	135,949	(36,241)	187,582	253,080	242,590
250 UNEMPLOYMENT COMPENSATION	747	3,188	2,442	68	5,000	68
260 WORKERS COMPENSATION	150,963	150,963	0	95,586	150,963	95,586
270 OTHER HEALTH BENEFITS/EAP	5,795	781	(5,014)	1,125	1,500	4,031
280 CONFERENCE ALLOWANCE	4,928	5,730	802	6,182	10,418	9,745
290 ASSOCIATION DUES	5,972	6,832	860	8,535	8,540	8,553
	<b>10,426,259</b>	<b>10,573,531</b>	<b>147,273</b>	<b>10,088,352</b>	<b>13,353,683</b>	<b>12,696,171</b>

Total Benefits

	<b>23,831,448</b>	<b>24,112,974</b>	<b>281,526</b>	<b>23,373,703</b>	<b>38,082,463</b>	<b>37,012,918</b>
TOTAL SALARIES AND BENEFITS						

**PORTSMOUTH SCHOOL DEPARTMENT**  
**FINANCIAL REPORT**  
**MONTH END**  
**FEBRUARY 2017**

	FY 2017 YTD ACTUAL FEBRUARY	FY 2017 YTD PLAN FEBRUARY	FY 2017 YTD VARIANCE FEBRUARY (over)/under plan	FY 2016 YTD ACTUAL FEBRUARY	FY 2017 BUDGET ANNUAL	FY 2016 ACTUAL ANNUAL
102 DONDERO	27,521	25,374	(2,147)	24,844	43,095	40,920
104 LITTLE HARBOUR	32,102	39,521	7,418	38,673	60,080	55,191
105 NEW FRANKLIN	19,945	31,371	11,426	23,367	34,745	29,460
108 MIDDLE SCHOOL	62,961	69,916	6,955	71,660	93,621	96,782
109 SENIOR HIGH	141,135	131,075	(10,059)	121,292	171,430	152,934
<b>Total Schools</b>	<b>283,664</b>	<b>297,258</b>	<b>13,594</b>	<b>279,837</b>	<b>402,971</b>	<b>375,287</b>
110 ART	53,635	52,534	(1,101)	52,827	58,677	58,059
111 MUSIC	15,458	14,918	(540)	13,446	24,867	21,282
112 PHYSICAL EDUCATION	10,507	8,863	(1,644)	10,004	13,762	10,651
113 INSTRUMENTAL MUSIC	33,709	36,605	2,895	41,978	51,174	48,437
114 TECHNICAL CAREERS	42,919	31,639	(11,280)	46,290	46,433	51,858
115 ATHLETICS	205,984	230,931	24,947	170,624	352,620	334,916
116 DRAMA	16,074	17,309	1,236	15,222	19,990	17,352
117 K-12 COMPUTER	21,803	19,600	(2,203)	22,926	24,500	23,026
119 HEALTH INSTRUCTION	3,282	1,639	(1,644)	2,273	4,050	2,964
<b>Total Other Instruction</b>	<b>403,370</b>	<b>414,037</b>	<b>10,667</b>	<b>375,591</b>	<b>596,073</b>	<b>568,545</b>
130 ENRICHMENT	2,987	0	(2,987)	0	0	0
131 DISTRICT-WIDE ASSESSMENT	0	16,257	16,257	17,625	19,435	17,792
132 MATHEMATICS ELEMENTARY	52,436	46,129	(6,308)	51,554	61,505	65,319
134 HEALTH	3,830	5,401	1,571	4,486	8,300	6,120
135 LIBRARY ELEMENTARY	19,060	21,492	2,431	23,142	28,591	27,149
136 MEDIA SERVICES	12,545	14,294	1,749	13,258	18,651	14,481
137 SYSTEM - WIDE PSYCHOLOGIST	12,547	10,116	(2,431)	11,148	15,175	15,861
138 CURRICULUM BOOKS	13,099	7,904	(5,195)	6,996	19,909	18,498
139 READING	8,738	15,761	7,024	20,247	28,486	20,445
145 PUPIL ENTITLEMENT	2,970	3,434	464	3,102	3,525	3,102
<b>Total Instructional Support</b>	<b>128,212</b>	<b>140,787</b>	<b>12,575</b>	<b>151,558</b>	<b>203,577</b>	<b>188,767</b>



**PORTSMOUTH SCHOOL DEPARTMENT**

**FINANCIAL REPORT**

MONTH END

FEBRUARY 2017

	FY 2017 YTD ACTUAL FEBRUARY	FY 2017 YTD PLAN FEBRUARY	FY 2017 YTD VARIANCE FEBRUARY (over)/under plan	FY 2016 YTD ACTUAL FEBRUARY	FY 2017 BUDGET ANNUAL	FY 2016 ACTUAL ANNUAL
150 PEEP	12,120	4,221	(7,898)	2,596	7,614	18,881
151 SPED/ELEMENTARY	10,258	11,467	1,209	11,328	19,188	19,086
152 SPED/MIDDLE SCHOOL	4,311	4,404	93	3,200	9,208	10,716
153 SPED/HIGH SCHOOL	2,505	5,962	3,457	7,236	10,849	12,522
156 SPEECH	21,399	3,423	(17,976)	2,879	4,055	2,975
157 OCCUPATIONAL THERAPY	53,767	2,060	(51,707)	3,329	3,090	3,329
159 ESL	523	491	(32)	100	1,880	100
160 DISTRICT-WIDE ADAPTIVE SERVICE	980	630	(350)	958	2,000	1,799
165 OUT OF DISTRICT TUITION	704,075	754,700	50,625	580,796	1,705,923	1,696,954
<b>Total Special Instruction</b>	<b>809,938</b>	<b>787,358</b>	<b>(22,579)</b>	<b>612,424</b>	<b>1,763,807</b>	<b>1,766,362</b>

170 CENTRAL OFFICE	84,262	175,484	91,222	92,112	244,135	293,728
171 SCHOOL BOARD	7,412	11,173	3,761	6,823	11,725	9,788
173 RESEARCH & DEVELOPMENT	0	0	0	0	0	0
177 TECHNOLOGY PLAN	215,702	195,438	(20,264)	230,823	279,597	276,357
178 DATA PROCESSING	39,506	40,875	1,369	41,690	44,918	41,690
179 LARGE EQUIPMENT	45,376	43,950	(1,426)	45,376	65,921	68,054
180 TRAVEL IN DISTRICT	24,632	24,183	(446)	21,443	29,292	23,775
182 WELLNESS	0	553	553	40	2,000	40
183 INSURANCE	135,789	135,804	15	124,577	136,789	124,577
184 TELEPHONE	27,800	35,750	7,950	26,332	55,651	40,260
187 ATHLETIC FIELDS	66,614	52,899	(13,715)	46,280	73,460	73,193
188 MAINTENANCE	464,134	454,047	(10,086)	431,597	504,441	594,907
189 ENERGY	579,387	663,236	83,849	572,105	1,305,839	1,075,832
190 CIP	0	0	0	0	0	0
195 PUPIL TRANSPORTATION	484,020	518,983	34,963	479,261	881,425	846,241
197 SPACE RENTAL	0	0	0	0	0	0
198 NON-RECURRING EXPENSES	0	0	0	0	0	0
199 CONTINGENCY	799	0	(799)	0	0	1,690
<b>Total System Support</b>	<b>2,175,432</b>	<b>2,352,376</b>	<b>176,944</b>	<b>2,118,459</b>	<b>3,635,193</b>	<b>3,470,142</b>
<b>TOTAL OPERATING</b>	<b>3,800,617</b>	<b>3,991,815</b>	<b>191,200</b>	<b>3,537,867</b>	<b>6,601,621</b>	<b>6,369,103</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>27,632,064</b>	<b>28,104,789</b>	<b>472,726</b>	<b>26,911,569</b>	<b>44,684,084</b>	<b>43,382,021</b>

**PORTSMOUTH SCHOOL DEPARTMENT**

FINANCIAL REPORT

MONTH END

FEBRUARY 2017

	FY 2017 YTD ACTUAL FEBRUARY	FY 2017 YTD PLAN FEBRUARY	FY 2017 YTD VARIANCE FEBRUARY (over)/under plan	FY 2016 YTD ACTUAL FEBRUARY	FY 2017 BUDGET ANNUAL	FY 2016 ACTUAL ANNUAL
<b>SPECIAL EDUCATION - 207 EXPENSE</b>						
102 TEACHER	253,801	240,655	(13,146)	254,636	472,020	440,914
105 CLERICAL	33,305	31,188	(2,117)	30,722	48,107	44,954
106 PARAPROFESSIONAL	578,552	552,277	(26,275)	538,114	1,006,519	975,680
Total Salaries	865,658	824,121	(41,537)	823,472	1,526,646	1,461,548
220 FICA	62,569	63,045	476	57,098	116,788	100,977
231 RETIREMENT	65,192	69,950	4,758	65,896	128,348	115,492
Total Benefits	127,761	132,995	5,234	122,984	245,136	216,469
Total Operating	23,607	64,113	40,506	31,074	111,500	63,472
<b>TOTAL SPED 207 EXPENSE</b>	<b>1,017,026</b>	<b>1,021,228</b>	<b>4,202</b>	<b>977,530</b>	<b>1,883,282</b>	<b>1,741,489</b>
<b>SPECIAL EDUCATION - 207 REVENUE</b>						
1322 TUITION NH LEA	165,051	150,000	(15,051)	181,257	300,000	360,005
1332 TUITION OTHER LEA	0	0	0	0	0	32,869
1910 GENERAL FUND SUPPORT	0	0	0	0	400,000	552,000
3230 CAT AID	166,545	225,000	58,455	220,958	225,000	220,958
4680 MEDICAID REIMBURSEMENT	261,444	275,000	13,556	111,962	550,000	574,411
<b>TOTAL SPED 207 REVENUE</b>	<b>593,040</b>	<b>650,000</b>	<b>56,960</b>	<b>514,177</b>	<b>1,475,000</b>	<b>1,740,243</b>

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PORTSMOUTH SCHOOL DEPARTMENT  
GENERAL FUND DETAIL COMPARISON AND INDEX

Cost Center - Budget	3/28/2017				2016/17				2017/18			
	Total Budget	Salaries	Benefits	Operating	Positions FTE	Total Proposed Budget	Salaries	Benefits	Operating	Positions FTE		
<b>Benefits Budgets</b>	<b>7,912,490</b>		<b>7,912,490</b>	<b>0</b>	<b>0.00</b>	<b>8,291,251</b>		<b>8,291,251</b>	<b>0</b>	<b>0.00</b>		
<b>School Instruction &amp; Operations</b>												
102 DONDERO	2,039,848	1,652,028	344,725	43,095	28.26	1,981,557	1,522,777	415,885	42,855	21.89		
104 LITTLE HARBOUR	3,114,495	2,474,394	580,021	60,080	36.66	3,120,602	2,467,125	594,967	58,810	33.02		
105 NEW FRANKLIN	2,185,957	1,769,989	381,222	34,745	26.97	2,142,354	1,696,374	409,735	36,245	22.39		
108 MIDDLE SCHOOL	3,506,822	2,793,916	619,286	93,621	40.59	3,588,993	2,826,528	668,579	93,886	40.59		
109 SENIOR HIGH	7,553,080	6,042,844	1,338,806	171,430	82.25	7,841,920	6,188,305	1,477,325	176,290	82.67		
<b>Total Schools</b>	<b>18,400,202</b>	<b>14,733,171</b>	<b>3,264,060</b>	<b>402,971</b>	<b>214.72</b>	<b>18,675,426</b>	<b>14,701,109</b>	<b>3,566,191</b>	<b>408,126</b>	<b>200.56</b>		
<b>Other Instruction Budgets</b>												
110 ART	815,253	613,506	143,070	58,677	7.80	842,812	626,864	156,779	59,169	7.80		
111 MUSIC	608,843	473,545	110,431	24,867	6.40	680,757	526,270	131,620	22,867	7.30		
112 PHYSICAL EDUCATION	837,897	668,290	155,845	13,762	8.84	871,171	685,872	171,537	13,762	8.84		
113 INSTRUMENTAL MUSIC	238,736	152,094	35,468	51,174	1.60	180,563	101,903	25,486	53,174	0.70		
114 TECHNICAL CAREERS	1,435,050	1,127,578	281,039	46,433	14.81	1,431,201	1,105,951	274,005	51,245	14.63		
115 ATHLETICS	696,325	280,351	63,354	352,620	1.00	707,208	281,276	67,602	358,330	1.00		
116 DRAMA	65,017	36,512	8,515	19,990	0.50	82,395	48,320	12,085	21,990	0.70		
117 K-12 COMPUTER	284,121	211,543	48,078	24,500	4.00	265,458	192,751	48,207	24,500	3.00		
119 HEALTH INSTRUCTION	337,458	270,360	63,048	4,050	3.53	338,187	265,888	66,449	4,050	3.53		
<b>Total Other Instruction</b>	<b>5,318,699</b>	<b>3,833,779</b>	<b>888,847</b>	<b>596,073</b>	<b>48.48</b>	<b>5,397,751</b>	<b>3,834,895</b>	<b>953,769</b>	<b>609,087</b>	<b>47.50</b>		
<b>Instruction Support Budgets</b>												
130 ENRICHMENT	11,089	9,000	2,089	0	0.00	11,251	9,000	2,251	0	0.00		
131 DISTRICT-WIDE ASSESSMENT	19,435	0	0	19,435	0.00	19,435	0	0	19,435	0.00		
132 MATHEMATICS ELEMENTARY	61,505	0	0	61,505	0.00	61,505	0	0	61,505	0.00		
134 HEALTH	564,338	450,890	105,148	8,300	5.60	583,836	460,392	115,144	8,300	5.60		
135 LIBRARY ELEMENTARY	410,704	313,388	68,725	28,591	5.43	419,454	316,965	73,898	28,591	5.43		
136 MEDIA SERVICES	90,740	90,670	11,418	18,651	1.00	92,364	61,928	11,785	18,651	1.00		
137 SYSTEM - WIDE PSYCHOLOGIST	116,755	82,371	19,209	15,175	1.00	190,734	140,436	35,123	15,175	2.00		
138 INTERDISCIPLINARY CURRICULUM	19,909	0	0	19,909	0.00	19,909	0	0	19,909	0.00		
139 READING	801,529	630,124	142,919	28,486	8.82	860,467	670,493	161,488	28,486	10.56		
145 PUPIL ENTITLEMENT	3,525	0	0	3,525	0.00	3,525	0	0	3,525	0.00		
<b>Total Instructional Support</b>	<b>2,099,538</b>	<b>1,546,443</b>	<b>349,517</b>	<b>203,577</b>	<b>21.85</b>	<b>2,262,480</b>	<b>1,659,214</b>	<b>399,689</b>	<b>203,577</b>	<b>24.59</b>		
<b>Special Education Budgets</b>												
150 PEEP	355,091	289,220	58,197	7,614	5.23	376,025	301,671	64,740	9,614	5.23		
151 SPED/ ELEMENTARY	1,013,208	842,502	151,518	19,188	20.63	1,558,466	1,385,793	197,685	24,988	40.01		
152 SPED/ MIDDLE SCHOOL	888,750	707,960	151,582	9,208	12.12	884,517	711,801	160,908	11,808	12.05		

PORTSMOUTH SCHOOL DEPARTMENT  
GENERAL FUND DETAIL COMPARISON AND INDEX

Cost Center - Budget	3/28/2017						2016/17						2017/18					
	Total Budget	Salaries	Benefits	Operating	Positions FTE	Total Proposed Budget	Salaries	Benefits	Operating	Positions FTE	Total Proposed Budget	Salaries	Benefits	Operating	Positions FTE			
153 SPED/HIGH SCHOOL	645,248	519,377	115,023	10,849	7.77	632,334	503,527	117,178	11,629	7.77	632,334	503,527	117,178	11,629	7.77			
156 SPEECH	588,762	474,138	110,569	4,055	5.80	627,997	497,914	124,528	5,555	6.00	627,997	497,914	124,528	5,555	6.00			
157 OCCUPATIONAL THERAPY	159,899	127,156	29,653	3,090	2.05	222,583	175,580	43,913	3,090	2.50	222,583	175,580	43,913	3,090	2.50			
159 ESL	255,433	205,606	47,847	1,880	3.60	281,312	223,528	55,904	1,880	3.60	281,312	223,528	55,904	1,880	3.60			
160 ADAPTIVE SERVICES	9,723	6,500	1,223	2,000	0.00	9,737	6,500	1,237	2,000	0.00	9,737	6,500	1,237	2,000	0.00			
165 OUT OF DISTRICT TUITION	1,705,923	0	0	1,705,923	0.00	1,753,372	0	0	1,753,372	0.00	1,753,372	0	0	1,753,372	0.00			
<b>Total Special Instruction</b>	<b>5,601,978</b>	<b>3,172,458</b>	<b>665,712</b>	<b>1,763,807</b>	<b>57.20</b>	<b>6,346,342</b>	<b>3,756,314</b>	<b>766,092</b>	<b>1,823,936</b>	<b>77.15</b>	<b>6,346,342</b>	<b>3,756,314</b>	<b>766,092</b>	<b>1,823,936</b>	<b>77.15</b>			
<b>System Support Budgets</b>																		
170 CENTRAL OFFICE	1,154,490	765,473	144,881	244,136	8.82	1,124,830	728,580	145,360	250,890	8.82	1,124,830	728,580	145,360	250,890	8.82			
171 SCHOOL BOARD	30,361	17,000	1,636	11,725	0.00	30,367	17,000	1,642	11,725	0.00	30,367	17,000	1,642	11,725	0.00			
173 RESEARCH & DEVELOPMENT	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00			
177 TECHNOLOGY PLAN	696,093	350,527	65,969	279,597	5.00	778,608	397,816	81,172	299,620	6.00	778,608	397,816	81,172	299,620	6.00			
178 DATA PROCESSING	129,366	71,072	13,376	44,918	1.00	112,621	56,879	10,824	44,918	1.00	112,621	56,879	10,824	44,918	1.00			
179 LARGE EQUIPMENT	65,921	0	0	65,921	0.00	65,921	0	0	65,921	0.00	65,921	0	0	65,921	0.00			
180 TRAVEL IN DISTRICT	31,533	0	2,241	29,292	0.00	31,533	0	2,241	29,292	0.00	31,533	0	2,241	29,292	0.00			
182 WELLNESS	2,000	0	0	2,000	0.00	2,000	0	0	2,000	0.00	2,000	0	0	2,000	0.00			
183 INSURANCE	136,789	0	0	136,789	0.00	139,820	0	0	139,820	0.00	139,820	0	0	139,820	0.00			
184 TELEPHONE	55,651	0	0	55,651	0.00	55,651	0	0	55,651	0.00	55,651	0	0	55,651	0.00			
187 ATHLETIC FIELDS	73,460	0	0	73,460	0.00	73,460	0	0	73,460	0.00	73,460	0	0	73,460	0.00			
188 MAINTENANCE	788,250	238,857	44,953	504,441	4.00	838,207	246,800	46,966	544,441	4.00	838,207	246,800	46,966	544,441	4.00			
189 ENERGY	1,305,839	0	0	1,305,839	0.00	1,305,839	0	0	1,305,839	0.00	1,305,839	0	0	1,305,839	0.00			
195 PUPIL TRANSPORTATION	881,425	0	0	881,425	0.00	939,298	0	0	939,298	0.00	939,298	0	0	939,298	0.00			
<b>Total System Support</b>	<b>5,351,178</b>	<b>1,442,929</b>	<b>273,055</b>	<b>3,635,194</b>	<b>18.82</b>	<b>5,498,154</b>	<b>1,447,075</b>	<b>288,204</b>	<b>3,762,875</b>	<b>19.82</b>	<b>5,498,154</b>	<b>1,447,075</b>	<b>288,204</b>	<b>3,762,875</b>	<b>19.82</b>			
	<b>44,684,084</b>	<b>24,728,780</b>	<b>13,353,682</b>	<b>6,601,622</b>	<b>361.07</b>	<b>46,471,405</b>	<b>25,398,607</b>	<b>14,265,197</b>	<b>6,807,602</b>	<b>369.63</b>	<b>46,471,405</b>	<b>25,398,607</b>	<b>14,265,197</b>	<b>6,807,602</b>	<b>369.63</b>			
						<b>1,787,320</b>	<b>669,827</b>	<b>911,515</b>	<b>205,979</b>	<b>8.56</b>	<b>1,787,320</b>	<b>669,827</b>	<b>911,515</b>	<b>205,979</b>	<b>8.56</b>			
						<b>4.00%</b>	<b>2.7%</b>	<b>6.8%</b>	<b>3.1%</b>		<b>4.00%</b>	<b>2.7%</b>	<b>6.8%</b>	<b>3.1%</b>				



# PORTSMOUTH SCHOOL DEPARTMENT

## PORTSMOUTH HIGH SCHOOL

**MARY D. LYONS**  
PRINCIPAL

**SHAWN C. DONOVAN**  
ASSISTANT PRINCIPAL

**ANDREW K. KORMAN**  
ASSISTANT PRINCIPAL

**DIANE A. CANADA**  
DIRECTOR  
CAREER TECHNICAL  
EDUCATION

March 8, 2017

Mr. Stephen Zdravec  
Superintendent of Schools  
Portsmouth School District  
1 Junkins Avenue  
Portsmouth, New Hampshire 03801

Dear Superintendent Zdravec,

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

With spring fast approaching, the end of the 2016-2017 school year will be upon us in short order. With this in mind, it is necessary for us to consider setting a date for Portsmouth High School's Commencement Ceremony in June.

According to state statute Ed 306 306.18.a.(2) "The school district shall maintain in each middle and high school, a school year of at least 990 hours of instructional time." In addition, the statute mandates that "The school year for high school seniors may be reduced by no more than 5 days or 30 hours of instruction, whichever is less, from the number of days or hours of instruction for other high school students."

In accordance with the requirements set forth in the statute, I propose that we consider setting a graduation date of June 9, 2017. Based upon our calculations if graduation is held on June 9<sup>th</sup>, the senior class will have a total of 1012 hours of instruction this calendar year (exceeding the minimum standard set forth by 22 hours). The graduation date of June 9<sup>th</sup> will ensure that we are in compliance with requirements outlining the reduction of days/hours for high school seniors.

Please let me know if you need any additional information in support of this proposal.

Respectfully submitted,

Mary D. Lyons  
Principal

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X  
C.

## Sabbatical Request Summary for Christine Kwesell

### Semester II, 2017-2018 school year

#### Big Idea

To enhance Portsmouth Middle School's current mathematics intervention model with new strategies and structures that will realize positive results in students' mastery of concepts.

#### Activities

- learn more about the structure of a successful intervention model by
  - visiting Portsmouth elementary schools and a selection of middle schools throughout New Hampshire and Maine to learn about current mathematics instruction and intervention models
  - researching best-practices through online and text-based sources
- use the information to fine-tune our current intervention model
- implement the structure with groups of students
- collect data at various intervals and
  - use it to respond to students' learning needs
  - fine-tune the approach
  - analyze the effectiveness of the intervention approach(es)
- meet with colleagues at Portsmouth Middle School (and throughout the district, if there is interest) get feedback on how to improve the structure of the program as well as share results of my progress throughout the sabbatical

#### Expected Outcomes

- PMS will have a refined intervention model with evidence-based results to implement with all mathematics teachers
- Students' understanding of the topics covered will improve, allowing them more accessibility to the grade level content in their regular mathematics classes.

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*proposed*

EBBC

## First Aid and Emergency Medical Care

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School personnel have responsibilities in connection with accidents occurring in school and at school-sponsored events as follows:

1. Administering first aid
2. Calling for medical assistance, including calling 911 and getting the AED
3. Notification to the Administration
4. Notification to parents/guardians
5. Completion of written accident reports

School personnel are responsible for the knowledge of the procedures to be followed in the event of an emergency. Appropriate staff should be aware of special considerations regarding the physical condition of students for whom they are responsible in order to assist in an emergency.

The School Nurse and specially trained staff members shall be available to assist in the treatment in a medical emergency.

Following an accident during school hours, the School Nurse shall assess injuries involving students and document such in the student information system. The School Nurse shall provide written accident reports to the building Principal and the Business Administrator or designee in accordance with established procedures.

The School Nurse, or other designated personnel, may administer other medications to students in emergency situations, provided such personnel has all training required by law. Medication may also be administered in emergency situations to students with a medical action plan on file with their school, to the extent required by law. The School Department will maintain all necessary records relative to the emergency administration of medication and will file all required reports.

Additionally, the School Nurse, or specially trained staff members, may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends administration of epinephrine without prior notification to parents/guardians.

The School Department does not provide student accident insurance.

## First Aid and Emergency Medical Care

School personnel have responsibilities in connection with accidents occurring in school and at school sponsored events as follows:

1. Administering first aid
2. Summoning medical assistance
3. Notification to administration
4. Notification to parents
5. Completing of written accident reports

All personnel are responsible for the knowledge of the procedures to be followed in the event of an accident. Teachers should be aware of the physical condition of students for whom they are responsible in order to meet medical emergencies that may arise.

The school physician, school nurse and specially trained staff members shall be available to assist in the treatment of accident victims. The school nurse has the authority to administer oxygen in the case of a medical emergency without prior notification to the parent or guardian.

Accidents shall be reported by the personnel in charge to the building principal, or in his/her absence, the school nurse, in accordance with established procedures.

A group plan of student accident insurance shall be made available on a voluntary basis to every student enrolled in grades kindergarten through twelve. The School Department will not provide student accident insurance.

Health examinations shall be administered in accordance with applicable state laws and regulations.