

**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR APRIL 11, 2017**

EILEEN D. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, APRIL 11, 2017

TIME: 7:00 PM [or thereafter]

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- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
  - a. MARCH 28, REGULAR MEETING
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATIONS**
  - a. FINANCIAL REPORT
  - b. PMS PRINCIPAL REPORT
  - c. CHINESE PROGRAM
  - d. MODEL NH METRICS UPDATE
- VIII. **SUPERINTENDENT'S REPORT**
  - a. ITEMS OF INFORMATION
    - i. POLICY COMMITTEE MINUTES, MARCH, 2017
    - ii. OVERNIGHT FIELD TRIP, CAMP CALUMET
    - iii. OVERNIGHT FIELD TRIP, GILFORD, NH
    - iv. SCHOOL BOARD PROPOSED MEETING DATES
    - v. FY 18 BUDGET AND PERFORMANCE MEASURES BOOK
    - vi. DONDERO UPDATE
    - vii. START TIME UPDATE
  - b. CORRESPONDENCE
    - i. LETTER OF RESIGNATION, DEXTER ROBBLEE
    - ii. LETTER OF RESIGNATION, PERRIN LONG
- IX. **OLD BUSINESS**
  - a. CONSIDERATION AND APPROVAL OF POLICIES (2ND READING):
    - i. FIRST AID AND EMERGENCY MEDICAL CARE (EBBC)

**X. NEW BUSINESS**

- a. CONSIDERATION AND APPROVAL OF EMPLOYMENT (RENEWAL)
  - i. SPECIAL EDUCATION TEACHER- LH
- b. CONSIDERATION AND APPROVAL OF POLICIES (FIRST READING)
  - i. INSTRUCTIONAL MATERIALS (IJ)

**XI. COMMITTEE UPDATES**

- a. MIDDLE SCHOOL JOINT BUILDING COMMITTEE
- b. PRESCHOOL COMMITTEE

**XII. FUTURE AGENDA ITEMS**

- a. TQP UPDATE
- b. 21<sup>ST</sup> CENTURY SKILLS AND COMPETENCIES
- c. SCHOOL NUTRITION
- d. RJLA PRINCIPAL REPORT
- e. SPECIAL EDUCATION REPORT

**XIII. UPCOMING EVENTS**

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

**XIV. ADJOURNMENT**

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a.  
**PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR MARCH 28, 2017- DRAFT**

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 HELD 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-** Board Chair Stevens called the meeting to order at 7:07 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 Ann Mayer, 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.
  - ❖ Chair Stevens thanked SAU 50 Representative Ann Mayer for her 20 years of service and dedication to the Portsmouth School Board.
- V. **ACCEPTANCE OF MINUTES**
  - a. FEBRUARY 14, REGULAR MEETING

MOTION: Motion to accept the public minutes of February 14, 2017, by Ms. Walker

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously accepted
  - b. FEBRUARY 21, BUDGET MEETING

MOTION: Motion to accept the public minutes of February 21, 2017, by Ms. Walker

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously accepted
  - c. MARCH 7, BUDGET MEETING

MOTION: Motion to accept the public minutes of March 7, 2017, by Mr. Epler

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously accepted
- VI. **PUBLIC COMMENT-** None

## VII. SPECIAL PRESENTATIONS

- a. GROWTH MINDSET- New Franklin Principal Joanne Simons introduced Library Media Specialist Sara Zoe Patterson, Grade 1 Teacher Erin Lane, Music Teacher Karen Marceau, and Reading Specialist Donna Turco. The group shared a PowerPoint presentation providing an overview of Growth Mindset, which included the following information:

- Definition of Growth Mindset
- Five Stances of Growth Mindset
- Why is Growth Mindset Important?
- Action Steps Taken to Explore Growth Mindset Learning
- How is Growth Mindset being implemented?

COMMENTS/QUESTIONS: “This sounds like a really great program.”

- b. MATH THINK TANK- New Franklin Teacher Ian Fleischer announced the First Annual Portsmouth School District Math Night will be April 19, 2017, at Stokel Commons, Portsmouth Middle School. Leading up to the Math Night are four weeks of “math puzzlers” for students to solve. The first puzzler was last week, in which a large number of students participated.

COMMENTS/QUESTIONS: Mr. Fleischer is currently on sabbatical leave and forming the Math Think Tank group was part of his sabbatical work.

- c. PHS PRINCIPAL REPORT- Principal Mary Lyons shared a written report providing highlights of what’s happening at Portsmouth High School, including the many successes of students and end-of-the-year activities. In addition, Principal Lyons shared some upcoming changes, including the implementation of TASC Block. The TASC Block Committee was formed to examine and explore scheduling possibilities to optimize the potential of the school day.

COMMENTS/QUESTIONS: Every teacher will be available during TASC Block, and the high school will use the “schedule and stay” model for scheduling.

A clarification was provided on how Freshman Honors classes will be weighted.

Student Council and the Parent Advisory Committee are both utilized as venues of communicating information. There is also now an online newspaper at the high school which may be used as an additional communication piece.

An explanation was provided on how the skinny blocks will be managed.

The Italian Immersion Program is a semester-long class taught entirely in Italian. The class is immersing students in the language, and culture, and students will travel to Italy in April.

- d. CTE REPORT- CTE Director Diane Canada shared a written report providing information about the various competitions CTE students are participating in, and provided an update on a few CTE programs.

Ms. Canada invited the Board to attend the 9<sup>th</sup> Annual CTE Awards Ceremony on Thursday, May 18.

COMMENTS/QUESTIONS: Chef Perrin Long is retiring. His absence will be a loss to the Culinary Arts Program.

## VIII. SUPERINTENDENT'S REPORT

### a. ITEMS OF INFORMATION

- i. CENTRAL OFFICE UPDATE
- ii. POLICY COMMITTEE MINUTES, MARCH 3, 2017
- iii. OVERNIGHT FIELD TRIP, MONTREAL
- iv. OVERNIGHT FIELD TRIP, BARTLETT, NH
- v. CLIPPER FOUNDATION- Assistant Superintendent Shea reported that last week Portsmouth Schools received 4 Clipper Fund grants.
- vi. BOARD & ADMINISTRATOR, MARCH 2017
- vii. DONDERO ELEMENTARY SCHOOL PLANS
- viii. DONDERO CITY COUNCIL TOUR- Thursday, March 30, at 6:00 p.m.
- ix. WEBSITE DESIGN- Assistant Superintendent Shea provided an update of the School Department website from Bowst Designs.
- x. STATE CHAMPIONSHIP TITLE

COMMENTS/QUESTIONS: Is the Little Harbour Steam Program going to visit all three schools?

### b. ADMINISTRATOR REPORT

- i. FINANCIAL REPORT- Business Administrator Stephen Bartlett provided the month-end February report. Expenses are following a similar year-to-date pattern compared to that of last year. Mr. Bartlett announced there will be an upcoming press release for the solar project.

COMMENTS/QUESTIONS: Ms. McGlinchey commented that students have been using the software to monitor solar usage and the software is very user friendly.

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

**a. CONSIDERATION AND APPROVAL OF THE FY 18 BUDGET**

MOTION: Motion to approve the FY 18 Budget, by Mr. Martin

SECOND: Ms. Clayburgh

DISCUSSION: City Manager John Bohenko offered to cover the increase in transportation costs due to the change in school start times through the Parking and Transportation portion of the City's budget. The School Department will gradually assume the transportation cost into the School Department's budget over the next three fiscal years.

Mr. Epler complimented Administration for a smooth budget process.

VOTE: Roll Call- Unanimously approved

**b. CONSIDERATION AND APPROVAL OF JUNE 9, 2017, GRADUATION DATE**

MOTION: Motion to approve June 9, 2017, Graduation date, by Ms. Walker

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously approved

**c. CONSIDERATION AND APPROVAL OF TEACHER SABBATICAL**

MOTION: Motion to approve teacher sabbatical, by Ms. Clayburgh

SECOND: Mr. Martin

DISCUSSION: Mr. Shea is brought forth one of the four sabbaticals requested. This sabbatical request for Middle School Teacher Christine Kwesell is for the purpose of enhancing the current mathematics intervention model and will be conducted during the second semester next year.

VOTE: Unanimously approved

**d. CONSIDERATION AND APPROVAL OF POLICIES (1ST READING):**

**i. FIRST AID AND EMERGENCY MEDICAL CARE (EBBC)**

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

SECOND: Ms. Walker

DISCUSSION: This is strictly a first aid policy; therefore, Narcan is not included in this policy.

VOTE: Unanimously approved

**e. CONSIDERATION AND APPROVAL OF TEACHER CONTRACTS**

MOTION: Motion to approve teacher contracts, by Mr. Landry

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously approved

f. **CONSIDERATION AND APPROVAL OF ADMINISTRATOR CONTRACTS**

MOTION: Motion to approve administrator contracts, by Mr. Landry

SECOND: Ms. Ellis

DISCUSSION:

VOTE: Unanimously approved

XI. **COMMITTEE UPDATES**

- a. **POLICY-** Chair Stevens reported that the Policy Committee met on Tuesday, March 21, and the minutes and two polices will be included on the April 11 School Board agenda.
- b. **RECREATIONAL BOARD-** Ms. Clayburgh reported that Rus Wilson has conveyed he is happy with the collaborative relationship between the School Department and the Recreation Department.
- c. **BUSINESS EDUCATION COLLABORATIVE-** Ms. Vozella Clark provided a summary of the recent BEC meeting, including a partnership with Steve Jones, the Maker Space renovation, and information regarding items that will be funded by a Perkins Grant.

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**

MOTION: Motion to adjourn at 9:01 p.m. by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted

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Portsmouth Middle School  
Spring Board Report  
4/11/2017

### **Team Shifts**

Looking ahead to the upcoming 2017-2018 school year, several shifts are being implemented that affect the makeup of Portsmouth Middle School's interdisciplinary teaching teams. An extensive look at the individual teacher's strengths that make up each team as well as examining the vertical alignment of subject matter as students move from 6<sup>th</sup> to 8<sup>th</sup> grade has prompted a shift to strengthen the student experience as they progress through the middle school. The rollout of these shifts and new team makeups coincided with the offering of teaching contracts in individual one on one meetings. The end result will be a stronger academic experience for all students regardless of the team they are placed on upon entering Portsmouth Middle School.

Similarly, as mentioned at the December 17<sup>th</sup> board meeting, all case managers will now loop with their students following them from 6<sup>th</sup> to 7<sup>th</sup> to 8<sup>th</sup> grade. This not only lends additional support to those students who currently have an individualized education plan, but also allows for a teacher on each 7<sup>th</sup> and 8<sup>th</sup> grade team who begins the year with knowledge of all students on the team who will help with first quarter transitions for both students and teachers.

These changes will necessitate that eight teachers change their classrooms over the summer months. These teachers will receive the support of the school and its resources in making their moves.

### **Geo bee**

7<sup>th</sup> grade student Francis Powell earned his way into the National Geographic Geo Bee which was held in Keene, NH on March 31. Due to the impending snow storm, Francis and family made the trek to Keene without our PMS Geo Bee advisors, Andrea Chicooree and Jocelyn Garganta. Francis fared well in his efforts improving upon his last year's effort getting 6 of 8 correct responses.

### **Technology**

Portsmouth Middle School has continued in its accelerated push to place chromebooks in the hands of students. Now with eight carts of computers, each team of teachers has a dedicated mobile cart, the Unified Arts team and library also have carts of chromebooks for student use. The result has been an increase upon the use of the Google Suite, giving students and teachers the tools needed to work in collaboration electronically. Most teams in the school are now utilizing Google Classroom in one form or another to both inform instruction and as a work platform for students. The infusion of technology has also made it possible for PMS to stand alone while embarking on the Smarter Balanced Assessments this year; not having to rely on loaner computers from other sites.

### **Habits of Work**

The long standing tradition of grading students on Conduct and Effort is being changed in the upcoming year in an effort to move in the direction of 21<sup>st</sup> Century Learning Skills. The rubrics below will “replace” Conduct and Effort, better informing students of desired outcomes and still offering a chance for students to earn a Merit Card for achieving high marks in these categories. These Habits of Work grades will appear on each quarter's report card.

### **School Climate**

The school climate at Portsmouth Middle School has shifted a bit in that there are very few student incidences of negative behavior. Student suspensions, detentions, and even instances of students being sent to the office have drastically declined. Similarly, the office has seen far fewer instances of cyber-bullying this school year than we have in the past several years. It has been reported by school counselors that there exists a kindness and acceptance between students is refreshing to see. While no middle schooler is without fault, the students of Portsmouth Middle School seem to be moving down the right track.

### **Intervention**

Portsmouth Middle School will run targeted intervention courses for both Reading and Mathematics in the upcoming school year. In the current school year, we implemented a tiered reading intervention whose success we hope to mirror in the creation of a mathematics intervention for 2017 – 2018. Mrs. Christine Kwesel, 7<sup>th</sup> grade math teacher and mathematics department chair, will be taking a half year sabbatical next year to assist in creating this targeted intervention block. PMS is anxiously awaiting study PHS's success with their TASC block so that a similar program can be offered at PMS in the future.

### **Memorial Day**

In an effort to bring support and attention to the Memorial Day celebrations and services in Portsmouth. Portsmouth Middle School is planning to support join Mayor Blalock, local veterans, and our school band in a ceremonial laying of the wreath at Prescott Park at 10:00 on May 26. The intention of the school's involvement will be to educate students about Portsmouth's local maritime history, to bring attention to the true meaning of Memorial Day, and to become more involved in the Portsmouth community.

### **Advisory Program**

Each Monday after second period, every teacher and counselor at Portsmouth Middle School connects with 12-13 students during their Advisory class. Each week the administration offers possible activities for advisory classes to participate in, or teachers can often take their group in their own direction. This time serves as a connection time for students and staff and has also allowed us to focus on a few initiatives throughout the year including: Autism Awareness, School Climate, Team building, Study Habits, , Mindful Learning , School Spirit, Wellness Initiatives, and Community Outreach.

SBAC testing

**Enterprise City**

The sixth grade teams will be going to Dover, New Hampshire on 5/20 and 5/21 for their annual Enterprise City field trip. Students started their preparations with elections for Mayor on 4/6 and will continue to prepare for their city simulation experience. The experiential learning that will take place both in preparation for the field trip and during the field trip itself is one that offers insight into varied professions, collaboration, teamwork, as well as financial literacy. Students love taking on a role and helping their city to efficiently operate.

**World of Work**

In their final days of eighth grade, students from Teams Foley and Piscataqua will embrace their World of Work unit that brings professionals from across the state to Portsmouth to share with students their profession, course of study, career path for their chosen profession. Students will have input into which careers they learn about on site. A second day will put students across the seacoast as they visit various places of employment to ask questions, and get a feel for how the 'world of work' operates. A culminating day will have students working with Service Credit Union at their Financial Fair as students work with a chosen career and it's coupled salary as they work to find housing, pay bills and experience the real-life financial decisions they will one day be faced with.

Phillip R. Davis

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CITY OF PORTSMOUTH  
LEGAL DEPARTMENT  
MEMORANDUM

DATE: MARCH 28, 2017  
TO: PORTSMOUTH SCHOOL BOARD  
FROM: POLICY COMMITTEE  
RE: MARCH 21, 2017 MEETING MINUTES

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

**Policies Considered:**

**Emergency Medical Care (EBBC)**

Due to the weather related cancellation of the last School Board meeting, Policy EBBC will have first reading at the next School Board meeting scheduled on March 28, 2017. Kathleen shared that she had recently met with the School Nurses on a variety of issues and will be providing the Committee a written summary for the next Policy Committee meeting.

**Employee Bonds (DH)**

The Committee reviewed an outdated draft of Policy DH. There was a general discussion regarding what municipal employees are bonded, and who writes the bond. In addition, there was discussion about the number of employees that handle money and what the dollar limitations are regarding who would be covered by the bond. Kathleen will follow up and report back at the next meeting. No action was recommended until after Kathleen reports back.

**Arts & Music Policy (IHAL)**

Policy IHAL was reviewed and compared with an older version that had once been in the policy book. The current version correctly covers the teaching and performing of religious materials and is the updated version. No changes are needed to this policy.

**Policy for Independent Evaluation of Students (IHBAA)**

An updated version of Policy IHBAA is currently in the policy book entitled Special Education Independent Evaluations (IHBAB). The former policy had included a fee

schedule for various types of evaluations. The Committee questioned whether or not a fee schedule is currently in use and whether or not it needs updating. The Committee also questioned whether or not SAU 50 pays for its own independent evaluations. Kathleen explained that evaluations conducted by the Portsmouth School Psychologist are part of the services provided by the AREA agreement, but that she would check on other evaluations. Kathleen will follow up with Jeanette Souther.

### **Instructional Materials (IJ)**

Policy IJ had apparently never been updated after the NHSBA review. The Committee reviewed the NHSBA model policy, made some changes and is recommending it for first reading at the April 11 School Board meeting. The new policy will be titled Instructional Resources. It also led to a discussion about the replacement of the wording "curriculum council". There are several School Board policies that still reference it and Steve will follow up with Paulette Rouse to pull those policies for correction.

### **School District Internet Access for Students (IJNDB)**

Though the School Department does have an Acceptable Use policy, Policy IJNDB differs in that it more broadly requires the school to have procedures in place such as Acceptable Use, among others. Kathleen explained that these procedures were under scrutiny in the recent litigation involving a former employee and this policy would have been helpful (the fact that we follow the requirements of the policy was helpful). The NHSBA model policy will be sent to Tom Lotz for his review and input.

### **Non Policy Items:**

Kathleen explained that her notes were not clear enough to make the requested changes to the MOU with the Portsmouth Police Department. Steve will send Kathleen his notes and the changes will be brought back to the next Policy Committee meeting.

### **Recommended Board Actions:**

#### **First Reading**

Instructional Materials (IJ)

#### **Follow-up Action Items:**

Status of Fee Schedule for Independent Evaluations (Kathleen)

Policies referencing Curriculum Council (Steve)

Who are bonded employees and bond details (Kathleen)

Send Tom Lotz Internet Access for Students for review and input (Kathleen)

Provide Kathleen with police comments on MOU (Steve)

**Next Meeting Agenda Items:**

Student Assessment (IKA)

Patriotism (KMDA)

School Nurses Meeting review

MOU with Police Department

Special Education Independent Evaluations (IHBAB)

**Next Meeting: Tuesday, April 18, 2017 9:00 a.m. at Portsmouth High School**

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

Destination Camp Calumet Supt. Approval Date \_\_\_\_\_  
 Dates of travel May 30 - June 2, 2017 Insurance yes  
 Sponsor Group LHS Environmental School On File? yes  
 Lead Advisor/Chaperone Molly Green Do all Students Have Passports?   
 Date submitted 3/27/17 Fundraisers students have participated in  
 Date of meeting with Superintendent of Spaghetti Dinner  
 Schools no meeting Method of travel to Destination \_\_\_\_\_  
 List of other chaperones \_\_\_\_\_ BUSES  
Drane Arabiau, Erin Joyce Are Home stays involved in this trip? If  
& Paige Bieseigel, Sean McGrimley Yes, describe No  
 List of students, home phone numbers, parents names attached? attached  
 Number of Students 75 Names of chaperones with first Aid/CPR  
 Staff to Student Ratio 12:1 Training Camp Calumet Staff  
 Principal Approval Date \_\_\_\_\_

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

Cost for each student to participate \$291.00

Educational Goals for trip To engage with the outdoors and study the ecosystems - forest, beach, mountain communities & animal life in those communities.

Date of parent meeting and location held prior to departure Feb. 22, 2017

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)

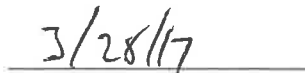
Student Emergency Medical Cards

Plan for Presentation to the School Board (attach outline)

Approve



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 will be invited to appear before the School Board upon return on a quarterly basis to provide a brief presentation of your trip.

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

Destination NH State Drama Festival  
Gilford HS

Supt. Approval Date 4/5/17

Dates of travel 4/7-4/8

Insurance \_\_\_\_\_

Sponsor Group PMC

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

Lead Advisor/Chaperone Caple/Cirillo

Do all Students Have Passports? N/A

Date submitted \_\_\_\_\_

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

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

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

List of other chaperones \_\_\_\_\_  
Stacey Mood

Are Home stays involved in this trip? If yes, describe \_\_\_\_\_

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

Names of chaperones with first Aid/CPR Training \_\_\_\_\_

Number of Students 18

Staff to Student Ratio 1/6

Principal Approval Date 4/4/17

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

Cost for each student to participate \$85

Educational Goals for trip To perform and observe one act plays at The State One Act Festival

Date of parent meeting and location held prior to departure 4/6/17

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:

4/5/17

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 Board  
Portsmouth, New Hampshire**

**Proposed Meeting Dates/Locations 2017/2018**

<b>DATE</b>	<b>LOCATION</b>
July 11	Council Chambers, City Hall
August 8	Council Chambers, City Hall
September 12	Council Chambers, City Hall
September 26	LITTLE HARBOUR
October 10	Council Chambers, City Hall
October 24	PORTSMOUTH MIDDLE
November 14	Council Chambers, City Hall
November 28	ROBERT J. LISTER ACADEMY
December 12	Council Chambers, City Hall
January 9	Council Chambers, City Hall
January 23	PORTSMOUTH HIGH
February 13	Council Chambers, City Hall
March 13	Council Chambers, City Hall
March 27	NEW FRANKLIN
April 10	Council Chambers, City Hall
May 8	Council Chambers, City Hall
May 22	DONDERO
June 12	Council Chambers, City Hall

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Dexter Robblee  
2 Rand Ct.  
Portsmouth, NH 03801  
(603) 852-0824

March 9, 2017

Dr. Stephen Zdravec  
Superintendent of Schools  
1 Junkins Ave.  
Portsmouth, NH 03801

Dear Dr. Zdravec,

Thank you very much for your support and assistance throughout this school year. Please accept this letter as my formal notice of resignation and please allow me to continue to be enrolled in my health care plan until April 30<sup>th</sup>. My last day of work will be March 24, 2017.

Respectfully submitted,



Dexter Robblee

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Perrin H. Long  
969 Banfield Road  
Portsmouth, NH 03801  
603-436-0308  
[perrinlong@comcast.net](mailto:perrinlong@comcast.net)

March 19, 2017

Mr. Steven Zdravec  
Superintendent of Schools  
Portsmouth School Department  
1 Junkins Ave, Suite 402  
Portsmouth, NH 03801

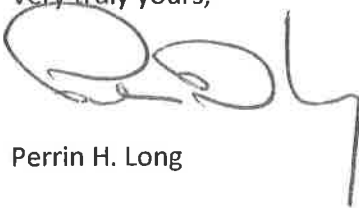
Dear Steve,

I am writing to inform you that I will be resigning from my teaching position as Culinary Arts Instructor in the Career and Technical Center at Portsmouth High School effective the end of this school year (2016-17 academic year). I am leaving due to the increasing difficulty I have performing basic tasks required to teach culinary arts because of physical limitations due to shoulder pain as a result of 4 rotator cuff surgeries and my desire to pursue other opportunities after twenty two years of teaching.

It has been a privilege and honor teaching at Portsmouth High School for the last ten years and I appreciate the support you have offered to both me and my students in the Culinary Arts program. I have notified Diane of my intentions to leave but I would prefer to keep my plans private as long as feasible to maintain academic continuity for my students. Please let me know what steps/actions I need to take in the following weeks to assure a smooth transition. Diane knows I am only a phone call or email away to offer any support or advice to her and the person that assumes the responsibilities as only the 3<sup>rd</sup> Culinary Arts Instructor in more 20 years at Portsmouth High School.

Again, thank you very much.

Very truly yours,



Perrin H. Long



## 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

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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. 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.



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## Instructional Resources Materials

### **Selection:**

The Superintendent shall authorize the use of instructional materials after the receipt of the recommendation of:

1. the building principal after selection by the appropriate certified personnel; and/or
2. the Curriculum Council after review that the recommended materials are consistent with instruction, curriculum, student assessment and professional development.

Textbooks and teaching materials are supplemental to the curriculum and are not intended to replace curriculum guides and/or instructional practices.

### **Use:**

The School Department recommends that all teaching personnel take advantage of materials that promote opportunities for a personalized education. Teachers should use all instructional resources available that allow for a child specific education, maximizing student achievement with instructional strategies that are appropriate, challenging and that build lifelong learning.

First reading approved: March 8, 2005

All instructional materials will be selected based upon the ability to provide quality learning experiences for students in that they:

- Enrich and support the curriculum
- Stimulate growth in knowledge, literary appreciation, aesthetic value and ethical standards
- Provide background information to enable students in making intelligent judgments
- Present opposing sides of controversial issues
- Match the appropriate skill levels of pupils
- Depict, in an accurate and unbiased way, the cultural diversity in the United States

The Administration and/or teachers may select instructional materials from a variety of media, including, but not limited to, books, online/internet materials, equipment, newspapers, other media and instructional technologies. Selection of such materials should be made only after a determination that such materials are age appropriate, provide quality learning experiences and fit within the School Department's educational goals and mission.

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