

**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR AUGUST 8, 2017**

EILEEN DONDERO FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, AUGUST 8, 2017

TIME: 7:00 PM [or thereafter]

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**NOTICE:** THE SCHOOL BOARD WILL HOLD A NON- PUBLIC MEETING AT 6:30 P.M., IN ACCORDANCE WITH RSA 91-A: 3, II (a) AND RSA 91-A: 3, II (b), IN THE SCHOOL BOARD CONFERENCE ROOM

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- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
  - a. JULY 11, REGULAR MEETING
- VI. **PUBLIC COMMENT**
- VII. **SUPERINTENDENT'S REPORT**
  - a. ITEMS OF INFORMATION
    - i. POLICY COMMITTEE MINUTES, JUNE 20, 2017
    - ii. POLICY COMMITTEE MINUTES, JULY 19, 2017
    - iii. BOARD AND ADMINISTRATOR, JULY 2017
  - b. CORRESPONDENCE
    - i. LETTER OF RESIGNATION, KAHAN (LUDWIG)
  - c. ADMINISTRATOR REPORT
    - i. FINANCIAL REPORT
- VIII. **OLD BUSINESS**
  - a. UPDATE- BOARD RETREAT
  - b. UPDATE- SCHOOL START TIMES
  - c. UPDATE- DONDERO ELEMENTARY SCHOOL
- IX. **NEW BUSINESS**
  - a. CONSIDERATION AND APPROVAL OF EMPLOYMENT
    - i. OCCUPATIONAL THERAPIST .5, ELEMENTARY
    - ii. SCHOOL PSYCHOLOGIST
    - iii. SOCIAL STUDIES, PHS (1 YEAR)
    - iv. ART TEACHER, NF

- b. CONSIDERATION AND APPROVAL OF POLICIES (SINGLE READING):
  - i. FIELD TRIPS (IJOA)
  - ii. MEAL CHARGING (EFA)
  - iii. NON-SMOKING/TOBACCO (GBED)

**X. COMMITTEE UPDATES**

- a. POLICY
- b. PRESCHOOL COMMITTEE

**XI. FUTURE AGENDA ITEMS**

**XII. UPCOMING EVENTS**

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

**XIII. ADJOURNMENT**

V.  
a.

**PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR JULY 11, 2017- DRAFT**

EILEEN M. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, JULY 11, 2017

TIME: 7:00 PM [or thereafter]

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**NOTICE:** THE SCHOOL BOARD HELD A NON- PUBLIC MEETING AT 6:30 P.M., IN ACCORDANCE WITH RSA 91-A: 3, II (b) IN THE SCHOOL BOARD CONFERENCE ROOM.

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- I. **CALL TO ORDER-** Acting Board Chair Patrick Ellis called the meeting to order at 7:13 p.m.
- II. **ROLL CALL-**Jeff Landry, Kristin Jeffrey, Gary Epler, Ann Walker, Nancy Clayburgh, Patrick Ellis, Roseanne Vozella Clark, Superintendent Stephen Zadavec, Assistant Superintendent George Shea, Business Administrator Stephen Bartlett
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE-** Mr. Ellis led the Board in the Pledge of Allegiance.
- V. **ACCEPTANCE OF MINUTES**
  - a. JUNE 13, REGULAR MEETING  
MOTION: Motion to accept the Public Minutes of June 13, 2017, by Mr. Epler  
SECOND: Ms. Walker  
DISCUSSION:  
VOTE: Unanimously accepted
- VI. **PUBLIC COMMENT-** None
- VII. **SUPERINTENDENT'S REPORT**
  - a. ITEMS OF INFORMATION
  - b. CORRESPONDENCE
    - i. RESIGNATION LETTER, GIANFORTE
    - ii. THANK YOU NOTE, BATES
  - c. ADMINISTRATOR REPORT
    - i. FINANCIAL REPORT- Business Administrator Stephen Bartlett provided a verbal financial report.  
COMMENTS/QUESTIONS: Mr. Bartlett provided an update on the Dondero project.  
There will be an additional 10 minutes added to school day at Dondero Elementary School.
- VIII. **OLD BUSINESS**

- a. UPDATE- BOARD RETREAT- The Board retreat will be held on Wednesday, August 16, 2017, 4:00 p.m.-7:00 p.m. at the Gosling Recreation Center. The Administrative team will be included and the structure of the meeting is being finalized.
- b. CONSIDERATION AND APPROVAL OF POLICIES (SECOND READING):
  - i. EVALUATION REQUIREMENTS FOR CHILDREN WITH LEARNING DISABILITIES (IHBAA)  
MOTION: Motion to approve Policy IHBAA, by Mr. Landry  
SECOND: Ms. Walker  
DISCUSSION:  
VOTE: Unanimously approved
  - ii. INDEPENDENT EVALUATIONS REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES (IHBAB)  
MOTION: Motion to approve Policy IHBAB, by Ms. Clayburgh  
SECOND: Ms. Walker  
DISCUSSION:  
VOTE: Unanimously approved
  - iii. STUDENT ASSESSMENT (IKA)  
MOTION: Motion to approve Policy IKA, by Mr. Landry  
SECOND: Ms. Clayburgh  
DISCUSSION:  
VOTE: Unanimously approved
  - iv. PATRIOTISM (IMDA)  
MOTION: Motion to approve Policy IMDA, by Mr. Landry  
SECOND: Ms. Clayburgh  
DISCUSSION:  
VOTE: Unanimously approved

**IX. NEW BUSINESS**

- a. ACCEPTANCE OF JBC TRANSFER OF PMS PROJECT- Business Administrator Bartlett provided an explanation of the transfer of responsibility for the PMS Project. The PMS Joint Building Committee June 12, 2017 meeting's action sheet was provided in the Board packet.  
MOTION: Motion to approve JBC Transfer of PMS Project, by Ms. Walker  
SECOND: Mr. Landry  
DISCUSSION: A formal report will be written about the project and will be available to the Board. A presentation was requested and will be made at a future Board meeting.

VOTE: Unanimously accepted

b. CONSIDERATION AND APPROVAL OF CUSTODIAL AGREEMENT

MOTION: Motion to approve Custodial Agreement, by Ms. Clayburgh

SECOND: Ms. Walker

DISCUSSION:

VOTE: Roll Call- unanimously approved

c. CONSIDERATION AND APPROVAL OF EMPLOYMENT

i. SPECIAL EDUCATION, NF- 2 POSITIONS

ii. MATH- 1 YEAR, PMS

iii. ELEMENTARY TEACHER, NF (REHIRE)

iv. SPECIAL ED TEACHER, NF (REHIRE)

v. MATH TEACHER, PHS

vi. SCIENCE TEACHER, PHS- 2 POSITIONS

vii. ELEMENTARY TEACHER- 1 YEAR, NF

viii. ELEMENTARY TEACHER, NF (*HAND CARRY*)

ix. SPECIAL EDUCATION, PHS (*HAND CARRY*)

MOTION: Motion to approve employment, by Ms. Vozella Clark

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously approved

X. **COMMITTEE UPDATES**

a. POLICY- The next Policy Committee meeting is scheduled for July 19, 2017.

b. BLUE RIBBON MAYOR ON SUSTAINABLE PRACTICES COMMITTEE- Mr. Ellis provided an update from the meeting.

❖ **RJLA's Garden Party-** Ms. Vozella Clark reported that this was a great event and read an email from Ms. Roy which explained the partnership with Block Six and the many facets of implementing the garden party.

❖ **NF 5<sup>th</sup> Grade Breakfast-** Ms. Vozella Clark and Ms. Walker attended the breakfast event.

❖ A mid-summer newsletter will be sent out with the bus routes and available afterschool care options.

XI. **FUTURE AGENDA ITEMS**

**XII. UPCOMING EVENTS**

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

**XIII. ADJOURNMENT**

MOTION: Motion to adjourn at 7:45p.m. by Mr. Landry

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted

VII  
a.  
1.

CITY OF PORTSMOUTH  
LEGAL DEPARTMENT  
MEMORANDUM

DATE: JUNE 20, 2017  
TO: PORTSMOUTH SCHOOL BOARD  
FROM: POLICY COMMITTEE  
RE: JUNE 20, 2017 MEETING MINUTES

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

**Policies Considered:**

**Evaluation of the Instructional Program (IL)**

This policy was brought forward for consideration after several issues arose during the 2016-2017 school year. It was recommended that the policy title be changed to "Analysis and Assessment of the Instructional Program". The revisions to this policy also reflects the current practice regarding School Board involvement in approval of curriculum and individual courses. The policy, as revised, requires administration to continuously evaluate the educational program as a whole, and to report to the School Board at least once a year regarding the program.

Recommended changes will be brought to the School Board's August Board Meeting for first reading.

**Field Trips (IJOA)**

Even though the School Board recently amended this policy to include information regarding the availability of scholarships, it was anticipated that there would be additional revisions recommended. The Committee reviewed the requirements for out-of-state and overnight trips and made revisions to this section. These revisions will be brought to the School Board's August Board Meeting for a single reading.

**Non-Policy Items Discussed:**

**September 5, 1905 Portsmouth Peace Treaty**

The Committee discussed this following a concern raised by Board member Nancy Clayburgh that this important part of Portsmouth's history be acknowledged or formalized by the School Department. The Committee recommended that a brief written summary be included on the School Department website for this important historical event rather than including it in a policy.

### **Information Sharing Protocol**

During the recent drafting a MOU with the Portsmouth Police Department regarding the School Resource Officers, the information sharing protocol was referenced. This prompted several School Board members to have this protocol reviewed. The protocol was signed in May 2006 and was signed by the police departments of the SAU 50 towns, along with the Portsmouth Police and Fire departments. Kathleen explained that it was her recollection that the City Attorney had drafted this protocol at the time. She will follow up with him regarding possibly updating the protocol and will ask him how he would like to proceed.

### **Scholarships**

Kathleen updated the Board on the Scholarship Consolidation Project that she has been working on with the Trustees of the Trust Fund. There are many scholarships that are unable to pay out awards due to the small amount of the trust corpus. She has consulted the Charitable Trust Division of the New Hampshire Attorney General and they have indicated that they would support one of two options for scholarships that are unable to pay out an award of at least \$500. The first option is to pay out these funds and close out the scholarship; and the second option is to consolidate the trust corpus with other funds.

Kathleen has met with the Trustees who are in support of three categories for newly created scholarships:

1. A single purpose scholarship that would pay out all of the corpus over a defined period of time.
2. A named scholarship created with at least \$25,000.
3. Establishment of four to five general scholarship funds designated by type, i.e. for students studying in the medical fields, four year colleges, trades, etc.

There are a number of policy considerations in undertaking this project. Kathleen suggested that School Board representatives meet with the Trustees to make recommendations regarding the policy issues associated with this project. Leslie requested that Kathleen present this information at the School Board's June 13 meeting. Leslie said she would appoint several members to work on this project.

**Recommended Action:**

**Revise and Reapprove (Single Reading)**

Field Trips (IJOA) – August meeting

**Approve (Two readings)**

Analysis and Assessment of the Instructional Program (IL) – August meeting

**Next Meeting: Wednesday, July 19, 2017 at 9:00 a.m.**

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VII  
a.  
ii

CITY OF PORTSMOUTH  
LEGAL DEPARTMENT  
MEMORANDUM

DATE: JULY 19, 2017  
TO: PORTSMOUTH SCHOOL BOARD  
FROM: POLICY COMMITTEE  
RE: JULY 19, 2017 MEETING MINUTES

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

**Others Present:** Paulette Rouse

**Non-Policy Items Discussed:**

**Information Sharing Protocol of 2006**

The Committee was asked to review this dated protocol between the various Police and Fire Departments of SAU 50 and SAU 52 after the School Board had reviewed the MOU for the School Resource Officer at a recent meeting. Kathleen explained that she had checked with City Attorney Sullivan, who worked on the protocol in 2006. He recollected that a group of stakeholders worked on the protocol and that it is probably in need of revision. The Committee then discussed the best way to proceed with updating the protocol. The Committee decided to work on a new draft and circulate it to the Police and Fire Departments of SAU50 and SAU52 for review and comment, rather than start all over with a committee. Kathleen and Steve have a meeting scheduled on July 20 with the Portsmouth Police Department and will ask them to review it and provide comment.

**School Resource Officer Memorandum of Understanding**

The Committee again reviewed the MOU and, after the School Board's review, made one change to the title of Section 1.0, deleting the words "Information Sharing Protocol" from the title, leaving the title of Section 1.0 "Goals". Paulette will make this change and Steve and Kathleen will discuss it with the Police at their meeting.

## **Policies Considered:**

### **Non-Smoking/Tobacco (GEBD)**

This is the same policy that was considered by the Committee under the Student section of the Policy Book where changes were made in connection with electronic cigarettes, including vape pens and smokeless cigarettes. Leslie questioned whether the policy exceeded the requirements in State law with respect to possession on school grounds (i.e. in a parked car during the school day). Kathleen checked the statute that limits the use, not the possession.

### **Meal Charging (EFA)**

After working with Deb Riso, Steve brought this policy forward again to have it comply with State regulations. Additional language was changed and it is recommended for revision.

### **Admission and Attendance of Non-Resident Students (JFAB)**

#### **Admission of Non-Resident Students (JFAB)**

Kathleen asked the Committee to take a look at this policy in light of a recent collection matter of unpaid tuition for a student who moved out of State in May. The parent had agreed to pay tuition, however after making one payment the parent defaulted. The policy does permit students who are otherwise legal residents of New Hampshire to stay enrolled for the remainder of the school year if after April 1, they become a non-resident through no fault of their own. Kathleen explained that contracts should be signed for students attending on a tuition basis requiring monthly payment in advance in order to secure continued attendance.

This led to a discussion regarding children of employees attending on a tuition basis. Steve shared several surrounding towns' approach to the issue and indicated that it is a potential stream of income. Kathleen reiterated that this is a matter for collective bargaining and needs to be tightly drafted. Steve said that perhaps the next step is some type of survey of interest by the union.

**Recommended Action:**

**Revise and Reapprove (Single Reading)**

Non-Smoking/Tobacco (GBED)

Field Trips (IJOA)

Meal Charging (EFA)

**Approve (Two Readings)**

Analysis and Assessment of the Instructional Program (IL)

**Next Meeting: Tuesday, August 22, 2017 at 9:00 a.m. at PHS Principal's  
Conference Room**

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# Board & Administrator

## FOR SCHOOL BOARD MEMBERS

July 2017 Vol. 31, No. 3

Editor: Jeff Stratton

## Board planning prevents leadership problems

A board can have a great relationship with its superintendent and the district can function well, but there can still be something missing if the board doesn't use a comprehensive planning process.

Planning gives the board and staff a vision to move the district forward. Planning has added benefits too: It lets the board know what to expect, gives the superintendent direction, lets building administrators know what is required of them, and conveys a sense of purpose to the community.

Here are some things to keep in mind about strategic planning:

- **Planning increases trust.** Boards are far less likely to micromanage the superintendent if the board and administrator team are on the same page regarding the district's future plans. That will increase trust at the board and superintendent level and prevent a leadership void in the school community.

- **To plan successfully, give power to get power.** Shared planning, accountability, and transparency promote positive board-staff relations and trust. When there is trust, a board can concentrate its

efforts on productive roles like being engaged and focusing on initiatives related to student achievement, policy development, and community relations.

- **Planning requires regular communication.** Planning doesn't work as it should if the board approves goals and then is kept in the dark for a year. The board should hear planning progress updates at least quarterly from several sources, including the superintendent and middle managers in the district. Use a planned schedule of presentations to keep the board updated on planning progress.

- **Celebrate and recognize success.** Each school year should conclude with some type of recognition event where board and staff celebrate achievement of the board's goals for the district.

The board that takes a goals-oriented approach to leadership will reinforce the idea in the community that the district is accountable to the public. That is something your community will appreciate.

The full board will be in a better position as well, and will feel comfortable and confident that there is a plan and vision in place for the district's future. ■

### Keep planning effort relevant

A board's planning effort should be useful to the district for an extended time period. Here are some questions to ensure your planning efforts work for the long-term:

- Is the plan likely to be relevant for at least five years?
- Does the plan focus on matters of strategic importance?

- Is the plan sufficiently separated from day-to-day operations?
- Is the plan realistic?
- Is there a built-in process to regularly review progress on the plan? ■

## Respect the board and administrator Golden Rule

Support of the superintendent is the responsibility of the board. Communication is the responsibility of the superintendent of schools.

Good relationships between the board and superintendent can break down when you neglect this rule. It helps board members to remember:

- Board members support their administrator by letting him know what they want — they provide direction.

- Board members also support the superintendent by ensuring that money is available for the school district to carry out its mission of educating children.

- Administrators, of course, carry out the board's policies and strategies — they are the board's manager.

For the board to know how things are going, the superintendent must provide feedback and recommend new actions. ■

### Base superintendent's evaluation on principles

The board and superintendent team have a better chance for a positive administrator evaluation process if both parties have agreed to some ground rules. The following principles can give your board a sound base upon which to evaluate the superintendent:

- The evaluation criteria should be in writing, clearly stated, and mutually agreed upon by the board and the superintendent. The criteria should focus on the superintendent's job description and the school district's goals. The evaluation tool should be acceptable to both the superintendent and board.

- The formal evaluation process should be conducted annually at a mutually agreed-upon time.

- Each board member should evaluate the superintendent, and these individual evaluations should then be compiled into an overall evaluation by the entire board. The board president can organize this.

- The superintendent should conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole should discuss the superintendent's self-evaluation and its own evaluation of the administrator with the superintendent.

- The board can discuss its evaluation of the superintendent in closed session if requested by the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation. Board members should be encouraged to communicate their criticisms and concerns to the superintendent in closed session.

- The board president needs to develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations. ■

### Are you responsible for finances?

There are plenty of board members who, after their first meeting, fret that they don't have the time or expertise to understand every detail of their district's financial situation. Here's a board-service tip: No board member needs to know where every cent went. That's a lesson some board members learn the hard way. If the board scrutinizes every bill from \$2 to \$20,000, meetings will last until 2 a.m.

A board that spends all its time on bills neglects the big issues and challenges the district faces. Rather than being bookkeepers, spend board time on be-

ing policymakers and tackling the district's strategic business. You will be more productive that way.

Yes, the board is responsible for finance. But you can meet this responsibility most effectively by using a finance committee and delegating the management of finance to the superintendent.

Then, monitor results. Do this by paying special attention to changes: What's different this month compared to last month? Or last year? Ask questions of the superintendent if you don't understand something. ■

VII  
D  
1

Dear Portsmouth School Board,

June 28, 2017

This is my formal letter of resignation as the School Psychologist for the New Franklin School and the Portsmouth Middle School. I have absolutely loved my work in your school district and will truly cherish my experience and memories. I have been fortunate to collaborate with great minds and talent and will miss my colleagues greatly. Thank you so much for the opportunity you gave me in Portsmouth.

Take care,

Cathy Kahan (Ludwig)

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JUL 10 2017  
BY: \_\_\_\_\_

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VIII  
a.

**PORTSMOUTH SCHOOL BOARD RETREAT AGENDA FOR AUGUST 16, 2017- Draft**

GOSLING MEADOWS RECREATION CENTER

PORTSMOUTH, NH

DATE: WEDNESDAY, AUGUST 16, 2017

TIME: 4:00 PM

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**I. COMMUNITY ENGAGEMENT- 4:00 P.M. - 5:30 P.M. (LIGHT REFRESHMENTS)**

Board members, administrators, and community members will participate in small group table conversations. A spokesperson will be chosen by the group to take notes and report to the larger group based on the discussion guidelines below:

**Introduction**

We would like to know about your experiences accessing various programs in the Portsmouth Schools. These programs could be enrichment programs, after school programs, or school trips at all grade levels. This may also include programs occurring during the school day, such as special education, middle school advanced classes, high school honors and advanced placement classes etc. Please take some time to discuss the following questions at your table:

1. Have you come across any roadblocks in accessing programs in Portsmouth Schools? Where and what?
2. When have you felt your access to programs has been limited? Why did you feel this way?
3. Have there been times where you felt your access to programs wasn't limited and doors were opened for you?
4. What are some specific ways access to programs can be improved?
5. Did available opportunities change as you traveled through the Portsmouth School system? Where? How?
6. The School Board has formed a committee to study expanding preschool opportunities for children in Portsmouth. Did you have access to preschool and did your children go to preschool? If not, why? Would you be in favor of a district-provided preschool? What would be important to you to be able to access it?

**II. GOALS UPDATE- 5:30 P.M. - 6:00 P.M. (PIZZA AVAILABLE FOR ALL)**

Board members will be provided an update on 2016-2017 Board goals, with discussion focused on current data related to opportunity and achievement gaps

**III. ACTION PLANNING- 6:00 P.M. - 7:00 P.M.**

Specific action steps will be discussed and detailed to achieve short-term and long-term gains in closing gaps of opportunity and achievement. This discussion will include an analysis of current strengths of strategies in place in the Portsmouth Schools and ways to expand them. There will also be a discussion of emerging opportunities and new action steps for 2017-2018, with a plan to monitor progress.

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IX  
a.

***New Hire  
Teachers:***

**Name:** Lynn Dielsi

**Position:** Occupational Therapist 50%

**Location:** Elementary

**Effective:** July 1, 2017

<b>Salary:</b>	<b>\$41,595</b>	Interval 16	\$68,225
		+ Track C	10,421
		Longevity	4,544

ix  
a.ii  
**New Hire:**

**Name:** Douglas Schnackel      **Masters** – School Psychologist, University of Southern Maine, Portland, Maine 2001

**Address:** 8 Sky Oaks Drive      **Bachelors** – Psychologist, University of Southern Biddeford, ME 04005      Maine, Portland, Maine 1996

**Position:** School Psychologist      **Experience:** 2016 – present School Psychologist, Specialist, Regional School, Freeport, Maine

**Location:** System      2011 – 2016 School Psychologist, Portland Public Schools, Portland, Maine

**Replacing:** Cathy Kahan and Maria      2001 – 2011 Private Contracted Services in New Gubellini resigned      Hampshire and Maine

**Effective:** July 1, 2017

**Interval:** 15

**Salary:** \$74,876      Base \$66,238 + degree 8,638

**Funding Source:** General Fund

**Certification:** NH Certified School Psychologist

IX  
a  
iii

*New Hire:*

**Name:** Joanne Mainella **Bachelors** – Political Science, University of New Hampshire, Durham, New Hampshire 1983

**Address:** 399 Back Road **Experience:**  
Dover, NH 03820 **2016-2017** Long Term Sub, Science, Portsmouth High School, Portsmouth, New Hampshire

**Position:** Social Studies – 1 Year

**Location:** PHS

**Replacing:** Shannon Parsons – LOA

**Effective:** July 1, 2017

**Interval:** 2

**Salary:** \$45,105 Base \$45,105

**Funding Source:** General Fund

**Certification:** New Hampshire Certified Social Studies

IX a. i. v.

**School Board**

**August 8, 2017**

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***New Hire:***

**Name:** Jillian Johnson **Masters** – Visual Arts, University of New Hampshire, Durham, New Hampshire 2011

**Address:** 10 Applevale Drive **Bachelors** – Studio Arts/Minor in Business Administration, University of New Hampshire, Durham, New Hampshire 2005  
Dover, NH 03820

**Position:** Visual Arts Teacher 80%

**Location:** NF

**Replacing:** Joe Peterson - Resigned

**Effective:** July 1, 2017

**Interval:** 1

**Salary:** \$40,473.60 Base \$43,791 + degree 6,801 80%

**Funding Source:** General Fund

**Certification:** New Hampshire Certified Visual Arts

## Field Trips

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### General:

The Portsmouth School Board supports field trips that:

- Meet educational objectives and related to the curriculum;
- Fulfill obligations in inter-scholastic activities; and
- Allow participants and non-participants to carry on their schoolwork with a minimum of lost school time.

The building principal may authorize field trips, with notification to the Superintendent of Schools and upon compliance with field trip request procedures.

### Permission for Field Trips:

The teacher, in requesting permission to take a class off school grounds on a field trip, should submit the details of the trip to the Principal pursuant to the field trip request procedures. Upon authorization of a field trip, a signed permission form by the parent or guardian is required for each student participating in the trip. No student may leave the school grounds on a field trip unless a parent or guardian has properly signed the form.

Permission forms of those participating in the field trip shall be maintained on file at the direction of the Principal.

Financial arrangements for field trips must be made prior to the trip at the direction of the Principal. If fees are involved, all necessary funds must be submitted to the Principal prior to the trip. Notice of the availability of scholarships shall be included on field trip permission forms.

Transportation for field trips shall be on a certified school bus with a certified bus driver wherever possible. If transportation is by private vehicle, proof of insurance is required in the amount of \$100,000/\$300,000 in bodily injury and \$100,000 in property damage liability.

~~A report shall be made to the Office of the Superintendent of Schools on the day students will be offsite on field trips.~~

### Out of State Trips and Overnight Trips, including On-Site Overnight Events:

~~Requests for permission for out-of-state, overnight trips and on-site overnight events shall be made to the Superintendent of Schools.~~

~~Requests for permission must~~ should be made by the Principal or teacher at least one month prior to proposed trip or event, when possible, and include the following:

- ~~• Be made at least one month prior to the proposed trip or event~~
- ~~• Be made by the Principal, advisor and student (where applicable);~~
- Include signed permission slips with notification of scholarship opportunities
- Include a Transportation Arrangements for transportation
- Include the staff-to-student ratio, including non-school chaperones
- Include a list, by name, of non-school all chaperones
- Include The cost of trip and any fundraising activities associated with financing the trip

- Check of the U.S. State Department Travel Advisory for any international trip
- Local embassy address and telephone number for any international trip
- State the educational objective and how it is related to the curriculum

Upon satisfactory completion of the foregoing, the Superintendent is authorized to grant permission for the trip. The Superintendent may consider other factors in the decision to grant permission including security for the students and staff on the trip.

Motor vehicle transportation for trips shall be on a certified school bus with a certified bus driver wherever possible. If transportation is by private vehicle, proof of insurance is required in the amount of \$100,000/\$300,000 in bodily injury and \$100,000 in property damage liability.

## Meal Charging

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The Portsmouth School Department recognizes the importance of good nutrition and wants to take all reasonable steps to make sure students have access to school meals.

These steps include providing access to applications for Free and Reduced Lunch for those families who qualify. Application forms will be sent home at the beginning of each school year, posted on the School Department website and available from the building Principal's office.

All students who do not qualify for Free and Reduced Lunch are expected to pay for school meals at the time of purchase. The School Department recognizes that there may be times when a student has forgotten their lunch money, or inadvertently failed to keep a positive balance in their account. Parents or guardians will be contacted by the school by note, e-mail, telephone call or letter when their student's account goes into the negative.

### MEAL CHARGING

When a student's account becomes negative, or a student has forgotten their lunch money, meal charging ~~may be permitted as follows:~~ will be allowed contingent upon a payment plan.

#### **Elementary School**

~~The bookkeeper/cashier in each building will send a reminder notice home if a student is provided lunch without payment. Students will be permitted to charge up to three lunches. If full payment is not made, or alternative payment arrangements made, students will not be permitted to charge additional lunches until the outstanding balance is paid. If a student has exceeded six days of unpaid meals, the student will be assisted in contacting a parent or guardian from school prior to lunchtime for a bag lunch from home or payment of the unpaid balance.~~

#### **Middle School**

~~Students will be permitted to charge one meal. If full payment is not made or alternative payments arrangements made, students will not be permitted to charge additional lunches until the outstanding balance is paid. If a student has exceeds four days of unpaid meals, the student will be assisted in contacting a parent, guardian or other adult from school prior to lunchtime for a bag lunch from home or payment of the unpaid balance.~~

~~If the student's account has a negative balance the parent or guardian will be contacted by telephone, e-mail or letter regarding the outstanding balance.~~

Students at the Middle School are not permitted to charge a la carte items.

#### **High School**

Students at the High School are not permitted to charge meals nor is charging permitted for a la carte items.

### ACCOUNT BALANCES

The parent or guardian of all accounts with a negative account will receive an e-mail on Wednesdays informing them of the amount due on the account. Arrangements can be made at

the individual schools to bring the account current. If a family is having financial difficulty in bringing the account balance they will be assisted in applying for Free and Reduced Lunch or in making acceptable payment arrangements. In addition, the Portsmouth School Department Business Office is open from 7:00 a.m. to 3:30 p.m., Monday through Thursday and from 7:00 a.m. to 12:30 p.m. on Fridays. Payments can be made by mail payable to Portsmouth Food Services, 1 Junkins Ave, 4<sup>th</sup> Floor, Portsmouth, NH 03801.

**FREE AND REDUCED SCHOOL MEALS**

Applications for Free and Reduced School Lunch can be submitted to the cafeteria **at any time** during the school year. School personnel are available to assist anyone in filling out the application for Free and Reduced School Lunch. Any balance owed prior to being determined eligible will remain the responsibility of the parent or guardian.

**CHECK PAYMENTS AND ONLINE PAYMENT OPTION**

The Portsmouth School Department offers parents an online payment option. The website is [myschoolbucks.com](http://myschoolbucks.com) and the information can be found on the School Department website. Payments may also be made by checks made out to the Portsmouth Nutrition Department.

**PARENT OR GUARDIAN ACKNOWLEDGEMENT**

At the beginning of each school year, parents and guardians will be provided a copy of this policy along with the following acknowledgement of receipt of the policy:

Student's Name: \_\_\_\_\_ School of Attendance \_\_\_\_\_

By signing below, \_\_\_\_\_, acknowledge receipt and understanding of the meal charging policy of the Portsmouth School Department.

Dated: \_\_\_\_\_  
Parent or Guardian

## Non-Smoking/Tobacco

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In accordance with State RSA 126-K: 7:

The use of tobacco products in Portsmouth School Department buildings, facilities, or on School Department grounds is prohibited at all times. Tobacco products shall mean any tobacco/nicotine-containing product, or other illegal substances including but not limited to:

- Cigarettes
- Smoking tobacco
- Cigars
- Chewing tobacco
- Snuff pipe tobacco
- Smokers' tobacco
- Electronic cigarettes including smokeless cigarettes and vape pens

Employees who violate this policy shall be subject to penalties including but not limited to:

- Written reprimand
- Suspension without pay
- Dismissal for cause

Nothing in this policy shall be deemed to waive the School Department's right to seek enforcement of penalties pursuant to RSA 155:76 or RSA 126-K: 7.