

**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR MARCH 10, 2015**

CITY HALL, COUNCIL CHAMBERS

PORTSMOUTH, NH

DATE: TUESDAY, MARCH 10, 2015

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. FEBRUARY 10, 2015 REGULAR BUSINESS MEETING
  - b. FEBRUARY 17, 2015 BUDGET WORK SESSION
  - c. MARCH 3, 2015 PUBLIC HEARING
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATION: PHS ATHLETICS**
- VIII. **SUPERINTENDENT'S REPORT**
  - a. ITEMS OF INFORMATION
    - i. BOARD AND ADMINISTRATOR, FEBRUARY 2015
    - ii. SPLASH INVITATION
    - iii. OUT OF STATE FIELD TRIP – NEW YORK CITY
    - iv. ASSISTANT SUPERINTENDENT OF SCHOOLS JOB DESCRIPTION/SEARCH  
TIMELINE/PRIORITIES
  - b. CORRESPONDENCE
  - c. ADMINISTATOR REPORTS
    - i. CTE – DIRECTOR DIANE CANADA
    - ii. FOOD SERVICES – DIRECTOR DEB RISO
    - iii. FINANCIAL REPORT, BUSINESS ADMINISTRATOR BARTLETT
- IX. **OLD BUSINESS**
  - a. CONSIDERATION AND APPROVAL OF FY16 SCHOOL BUDGET
  - b. CONSIDERATION AND APPROVAL OF POLICIES (2<sup>ND</sup> READING)
    - i. (JICD) SUSPENSION OF PUPILS
    - ii. (ECFE) SUSTAINABILITY
    - iii. (JIA) DUE PROCESS
- X. **NEW BUSINESS**
  - a. CONSIDERATION AND APPROVAL OF POLICIES (1<sup>ST</sup> READING)
    - i. (GBEBD) EMPLOYEE USE OF SOCIAL NETWORKING WEBSITES
  - b. CONSIDERATION AND APPROVAL OF ONE YEAR LEAVE OF ABSENCE
  - c. CONSIDERATION AND APPROVAL OF GRADUATION DATE
  - d. REVIEW OF DRAFT SCHOOL BOARD GOALS FOR 2015-16

- e. CONSIDERATION AND APPROVAL OF SUPERINTENDENT OF SCHOOLS COMMENCING SEPTEMBER 1, 2015

**XI. COMMITTEE UPDATES**

- a. JBC
- b. POLICY
- c. SAGAMORE CREEK

**XII. FUTURE AGENDA ITEMS**

- a. NEXT MEETING, MARCH 24, 2015 AT PORTSMOUTH HIGH SCHOOL
- b. K-8 GUIDANCE PRESENTATION, MARCH 24, 2015

**XIII. ADJOURNMENT**

**PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR FEBRUARY 10, 2015**

CITY HALL, SCHOOL BOARD CONFERENCE ROOM

PORTSMOUTH, NH

DATE: TUESDAY, FEBRUARY 10, 2015

TIME: 7:00 PM [or thereafter].

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- I. **CALL TO ORDER** - Chair Stevens called the meeting to order at 7:02 am.
  - II. **ROLL CALL** – LESLIE STEVENS (CHAIR), ANN WALKER, TOM MARTIN, PATRICK ELLIS, JEFF LANDRY, LENNIE MULLANEY, GARY EPLER, NANCY NOVELLINE-CLAYBURGH, ED MCDONOUGH (SUPERINTENDENT), STEVE ZADRAVEC (ASSISTANT SUPERINTENDENT), STEVE BARTLETT (BUSINESS ADMINISTRATOR), OLIN JOHANNESSEN (EMPLOYEE REPRESENTATIVE), JULIE ADLER (STUDENT REPRESENTATIVE) AND ANN MAYER (SAU 50 REPRESENTATIVE)
  - III. **INVOCATION**
  - IV. **PLEDGE OF ALLEGIANCE** - Chair Stevens led the Board in the pledge of allegiance.
  - V. **ACCEPTANCE OF MINUTES**
    - a. JANUARY 13, 2015 REGULAR BUSINESS MEETING  
MOTION: Motion to accept the regular meeting minutes of January 13, 2015 by Ms. Mullaney  
SECOND: Ms. Walker  
DISCUSSION: Ms. Walker noted that roll call is missing.  
VOTE: Pending above change, Unanimously Approved
    - b. JANUARY 20, 2015 BUDGET WORK SESSION  
MOTION: Motion to accept the budget work session minutes of January 20, 2015 by Ms. Novelline-Clayburgh  
SECOND: Ms. Mullaney  
DISCUSSION:  
VOTE: Unanimously Approved
    - c. FEBRUARY 3, 2015 BUDGET WORK SESSION  
MOTION: Motion to accept the budget work session minutes of February 3, 2015 by Ms. Walker  
SECOND: Mr. Ellis  
DISCUSSION:  
VOTE: Unanimously Approved
  - VI. **PUBLIC HEARING ON THE PROPOSED FY 16 BUDGET** - NONE
  - VII. **PUBLIC COMMENT** - NONE
  - VIII. **SPECIAL PRESENTATION:** SMARTER BALANCED ASSESSMENT 101- Assistant Superintendent Zdravec updated the Board on the district's preparations for the Smarter Balanced Assessment test. Now that a vendor has been chosen, administrators have been able to preview what the test will look like. Assistant Superintendent Zdravec provided each board member with a Google Chromebook and

encouraged them to try the sample test for Grade 3. Board members discussed what the differences are between the new and old testing systems, how the test will be implemented, how students with IEP's will be accommodated, the timeframe for rolling out the new test and how parents can learn more about SBAC.

After taking the sample test, school board members followed up with comments and questions:

- Does the computer or a human assess the writing portion of the exam?
- Are we expecting test scores to be equivalent to the NECAP scores?
- How is administration preparing students for the new test without taking away from instructional time?
- Is a student's individual identifying information kept confidential?
- How does administration internally apply accommodations uniformly across schools?
- Is there discussion that maybe the PSAT scores will be used instead of SBAC at the 11<sup>th</sup> grade level?
- Are we prepared to proctor the test with the amount of Chrome Books available?
- Does the district have sufficient bandwidth to proctor the test?
- Is our IT staff prepared and capable to assist teachers who may have issues?
- If the district is not satisfied with SBAC, is it possible to switch to a different test or provide feedback to improve the SBAC test?
- Is there anything in the works to test for Science?

## **IX. SUPERINTENDENT'S REPORT**

### **a. ITEMS OF INFORMATION**

- i. BOARD AND ADMINISTRATOR, JANUARY 2015
- ii. POLICY COMMITTEE MINUTES FOR JANUARY 29, 2015
- iii. SPECIAL EDUCATION PARENT CONNECTION MEETING INVITE
- iv. COPY OF PORTSMOUTH SCHOOLS K-5 FACILITIES REPORT
- v. SCHOOL BOARD COMMITTEE ASSIGNMENTS
- vi. SCHOOL BOARD RETREAT, MARCH 3, 2015, 4 PM

### **b. CORRESPONDENCE**

- i. LETTER OF RESIGNATION, ERIKA LAMBERT, RJLA – The Board wished Ms. Lambert well and commented that her resignation is a huge loss to RJLA.

c. ADMINISTATOR REPORTS

- i. FINANCIAL REPORT, BUSINESS ADMINISTRATOR BARTLETT-Mr. Bartlett highlighted that FY15 remains within a half percent of this time last year. Mr. Bartlett continues to monitor maintenance, transportation and the substitute lines.

X. OLD BUSINESS

a. CONSIDERATION AND APPROVAL OF POLICIES (2<sup>ND</sup> READING)

i. (JICD) SUSPENSION OF PUPILS

MOTION: Motion to accept JICD, Suspension of Pupils, by Mr. Martin

SECOND: Ms. Novelline-Clayburgh

DISCUSSION: Does the policy reflect clearly in writing a student's right to a hearing?

VOTE: TABLED – Policy Committee will review for next regularly scheduled meeting.

ii. (ACE, IHBC) PROCEDURAL SAFEGUARDS: NON-DISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

MOTION: Motion to accept ACE, IHBC: Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability, by Ms. Walker

SECOND: Ms. Novelline-Clayburgh

DISCUSSION:

VOTE: Unanimously Approved

iii. (JIA) DUE PROCESS

MOTION: Motion to accept JIA, Due Process, by Mr. Martin

SECOND: Ms. Ms. Walker

DISCUSSION:

VOTE: Unanimously Approved

b. CONSIDERATION AND APPROVAL OF 2015/2016 SCHOOL CALENDAR (2<sup>ND</sup> READING)

MOTION: Motion to approve the 2015/2016 school calendar by Ms. Walker

SECOND: Ms. Novelline-Clayburgh

DISCUSSION:

VOTE: Unanimously Approved

- c. UPDATE ON PRINCIPAL SEARCHES- The Principal Search Committee for PHS Principal received 20 applications from a diverse pool of candidates. Finalists will visit on March 9th and 10th. The Principal Search Committee for PMS Principal received 26 applications and will begin to review applications on March 4th. PHS Principal Finalists are expected to visit the district March 9th and 10th and PMS Principal finalists will visit March 16th and 17th.

## XI. NEW BUSINESS

### a. CONSIDERATION AND APPROVAL OF SCHOLARSHIPS

#### i. BARBARA PORTER MEMORIAL SCHOLARSHIP FUND

MOTION: Motion to accept the Barbara Porter Memorial Scholarship Fund by Ms. Novelline-Clayburgh

SECOND: Ms. Mullaney

DISCUSSION:

VOTE: Unanimously Approved

#### ii. TONY RAHN MEMORIAL SCHOLARSHIP FUND

MOTION: Motion to accept the Tony Rahn Memorial Scholarship Fund by Ms. Novelline-Clayburgh

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously Approved

### b. CONSIDERATION AND APPROVAL OF POLICY (ECFE) SUSTAINABILITY (1<sup>ST</sup> READING)

MOTION: Motion to accept ECFE, Sustainability, first reading by Ms. Clayburgh

SECOND: Mr. Ellis

DISCUSSION: Mr. Ellis will provide the Policy Committee with a copy of the Mayor's Blue Ribbon Committee's sustainability preamble for reference.

VOTE: Unanimously Approved

### c. CONSIDERATION AND APPROVAL OF LITTLE HARBOR THREE YEAR SPRINKLER AND ADDITIONAL UPGRADES PLAN-Mr. Bartlett provided Board members with a one sheet summary of recommended upgrades for Little Harbour Elementary. The list addresses all code issues, abates asbestos tiles and shows in detail how the work will be distributed throughout three summer breaks, fully abating the school of all hazardous materials.

MOTION: Motion to approve the sprinkler upgrade plan of Little Harbour Elementary over a three-year period, completing by 2017 by Mr. Ellis

SECOND: Ms. Walker

DISCUSSION: Regular maintenance funding will continue to upgrade roofs, security and elementary playgrounds.

VOTE: Unanimously Approved

### d. DISCUSSION OF ELEMENTARY SCHOOLS LONG RANGE PLANNING - Chair Stevens requested that the Board discuss how best to create a timeline for future elementary school projects. Board members agreed that a subcommittee should be formed and that community members be provided an opportunity to contribute to the process through public hearings. This subcommittee will review the Dore & Whittier report and report back to the full Board with what minimum renovations and maximum renovations would look like for each elementary school over the next ten years. The subcommittee will use Mr. Bartlett's Little Harbour model. Vice-Chair Legg encouraged the subcommittee to devise a plan that allows for code improvements to be made now

and further renovations to be made without code upgrades needing to be redone. If the Board is successful, the public will clearly recognize each improvement made, making school improvements widely supported by the community. Minimal disruption to a child's education must always come first. The subcommittee will report their plan back to the full Board for final consideration and approval.

**XII. COMMITTEE UPDATES**

- a. JBC- Settling continues to slow. All backordered materials have been received. The committee is now in the process of completing all documentation in order to receive the 3% CHPS state reimbursement. An open house will be scheduled for some time in May.
- b. POLICY - The committee continues to update old policies.
- c. SAGAMORE CREEK – Ms. Mullaney reported that the committee has been charged with developing 66 acres for public use. The committee is in the beginning stages and recommendations run from leaving the land as is to developing into several athletic fields. Committee members walked the property and welcome community input on how the land is developed.

**XIII. FUTURE AGENDA ITEMS - None**

**XIV. ADJOURNMENT - Motion to adjourn at 9:18 p.m. by Mr. Martin seconded by Mr. Ellis.**

**PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR FEBRUARY 17, 2015**

SCHOOL BOARD CONFERENCE ROOM, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, FEBRUARY 17, 2015

TIME: 6:30 [or thereafter]

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- I. **CALL TO ORDER** – Chair Stevens called the meeting to order at 6:49 p.m.
- II. **ROLL CALL** – LESLIE STEVENS (CHAIR), DEXTER LEGG (VICE-CHAIR), ANN WALKER, TOM MARTIN, PATRICK ELLIS, JEFF LANDRY, LENNIE MULLANEY, GARY EPLER, NANCY CLAYBURGH, EDWARD MCDONOUGH (SUPERINTENDENT), STEVE ZADRAVEC (ASSISTANT SUPERINTENDENT), STEPHEN BARTLETT (BUSINESS ADMINISTRATOR) AND OLIN JOHANNESSEN (EMPLOYEE REPRESENTATIVE)
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE** – Chair Stevens led the Board in the pledge of allegiance.
- V. **PUBLIC COMMENT-NONE**
- VI. **OLD BUSINESS**
  - i. **WORKSHOP SESSION ON FY 2016 BUDGET-** Technology Director Tom Lotz updated the Board on the following:
    - The district’s technology vision
    - Virtual Desktop Interface (VDI)
    - Google Apps for Education
    - Increases in student access to technology
    - Growing federal and state requirements in data reporting
    - Recent shifts of technical support staff to better support the district
    - CIP fund usage for FY15 and FY16To view the Technology Director’s PowerPoint presentation, please click [HERE](#).  
Board members followed up with the following questions:
    - What are contributing factors leading to the dramatic rise in device usage?
    - How does a virtual environment affect the way that tech support is delivered?
    - Is the district content with Infinite Campus? Are we looking at other capacities within IC?



- How is the district using Google Classroom?
- Could the district save by purchasing books electronically?
- If teachers make homework available on Google Docs, are there students who might be disadvantaged to this type of learning?
- How many classrooms are waiting for overhead projectors?

ii. CONSIDERATION AND APPROVAL OF ELEMENTARY FACILITIES COMMITTEE – Mr. Legg, who has been appointed to chair a temporary Elementary Facilities Sub Committee, shared a brief history of previous work completed studying the district’s elementary facility’s needs:

Phase I: Mr. Martin led initial efforts in assessing operating structures within each elementary school. Through these efforts, it was determined that the current K-5 structure was appropriate and that neighborhood schools were right for the district and the city.

Phase II: The architectural firm Dore & Whittier was hired to evaluate each school’s structural integrity. The final report, stating that all three buildings were fundamentally sound, presented the Board with three renovating options. The Board took its first step on February 10th, voting to approve D&W’s recommended code upgrades at Little Harbour over a three summer period.

Phase III: The subcommittee of the Board will now revisit the D&W work to assess the appropriate next steps. This process will affirm that future code upgrades can be completed at other schools without requiring work to be undone down the road when further renovations are approved.

Phase IV: –The committee will begin its work in the fall of 2015 focusing first on life safety and code compliance and then turning towards long term strategic planning. As a Board, it will be important to determine what is needed to deliver top notch education in the 21<sup>st</sup> century. The work of the Elementary Facilities Sub Committee will help the full Board build future requests into CIP funding.

MOTION: Motion to approve an Elementary Facilities Committee by Mr. Martin

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously Approved

iii. CONSIDERATION AND APPROVAL OF PROJECT GRADUATION REQUEST FOR SUPPORT

MOTION: Motion to approve Project Graduation request for support by Ms. Walker

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously Approved

VII. **ADJOURNMENT** – Motion to adjourn at 7:46 p.m. and seconded by Mr. Ellis.  
Unanimously Approved.

**PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR MARCH 3, 2015**

CITY HALL, COUNCIL CHAMBERS

PORTSMOUTH, NH

DATE: TUESDAY, MARCH 3, 2015

TIME: 7:00 PM [or thereafter]

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- I. **CALL TO ORDER** – Chair Stevens called the meeting to order at 7:03 p.m.
  - II. **ROLL CALL** LESLIE STEVENS (CHAIR), DEXTER LEGG (VICE CHAIR), ANN WALKER, TOM MARTIN, PATRICK ELLIS, JEFF LANDRY, LENNIE MULLANEY, GARY EPLER, NANCY NOVELLINE-CLAYBURGH, ED MCDONOUGH (SUPERINTENDENT), STEVE ZADRAVEC (ASSISTANT SUPERINTENDENT), STEVE BARTLETT (BUSINESS ADMINISTRATOR) AND OLIN JOHANNESSEN (EMPLOYEE REPRESENTATIVE)
  - III. **INVOCATION** - Chair Stevens asked for a moment of silence in recognition of the recent passing of Mr. Bob Hopley, a staunch supporter of the Portsmouth School Department and athletics.
  - IV. **PLEDGE OF ALLEGIANCE** - Chair Stevens led the Board in the pledge of allegiance.
  - V. **PUBLIC HEARING ON PROPOSED FY 16 BUDGET** –Board members commented on the lack of public input at both budget public hearings. Continual budgetary conversations and planning throughout the year have made the budget process a smooth and seamless process, allowing Board members to focus on how to do things better and make the most out of valuable time. The Board will approve a final budget on March 10<sup>th</sup> that reflects 3.42% increase.
  - VI. **ADJOURNMENT** - Motion to adjourn at 7:07 p.m. by Mr. Martin and seconded by Mr. Ellis.

**SCHOOL BOARD PRESENTATION- 3/10/15**

History-relationship between City Rec./School Athletics

Connie Bean/Middle School collaboration

Priorities for Athletic Department-

- **Academics**- created new extra-curricular policy 8 years ago  
Academic policy-no F's, only one D  
80-90% of all student athletes are scholar athletes (on the honor roll)
- **Conduct**-year round extra-curricular policy created 8 years ago  
Violate the behavior policy, 1<sup>st</sup> offense ½ season, 2<sup>nd</sup> offense-year
- **Excellent sports teams**-subvarsity to learn/develop skills, varsity to win, mature into good citizens  
8 years, 51 championship games (6-7 championship games per year, out of 21 varsity sports), 21 championship titles  
Coaches-all coaching certified, first aid/CPR certified, many are teachers.  
PHS/PMS participation statistics-supports from the school and community is amazing.

Facilities-PHS/PMS gymnasiums/ fields.

Thanks to the School Board and staff.

## PORTSMOUTH HIGH SCHOOL

FALL		WINTER		SPRING (2014)	
Football	74	Boys Basketball	36	Baseball	47
Girls Soccer	60	Girls Basketball	39	Softball	31
Boys Soccer	58	Track (Girls)	56	Track (Boys)	72
Field Hockey	45	Track (Boys)	77	Track (Girls)	40
Cross Country (Boys)	47	Swim	37	Boys Tennis	20
Cross Country (Girls)	54	Hockey	22	Girls Tennis	40
Golf	15	Ski (Boys)	10	Boys Lacrosse	49
Volleyball	30	Ski (Girls)	14	Girls Lacrosse	41

**TOTAL                      383                                      291                                      340**

## PORTSMOUTH MIDDLE SCHOOL

FALL		WINTER		SPRING (2014)	
Girls Soccer	20	Boys Basketball	25	Baseball	23
Boys Soccer	21	Girls Basketball	25	Softball	20
Field Hockey	15	Cheerleading	12	Track (Coed)	50
Cross Country (coed)	50			Boys Lacrosse	20
Volleyball	28			Girls Lacrosse	18

**TOTAL                      134                                      62                                      131**

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

Destination New York City, NY

Dates of travel 3/20-3/22, 2015

Sponsor Group PHS Choir

Lead Advisor/Chaperone JOHANNESTEN

Date submitted 2/20/15

Date of meeting with Superintendent of Schools 2/17/15

List of other chaperones Attached

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

Number of Students 64

Staff to Student Ratio 1:5

Principal Approval Date 2/18/15

Supt. Approval Date 2/17/15

Insurance \_\_\_\_\_

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

Do all Students Have Passports? No

Fundraisers students have participated in Advertisement book sales, popcorn sales, sing-a-thon

Method of travel to Destination COACH BUSES

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

Names of chaperones with first Aid/CPR Training MARIA COSTA, R.N.

Is there a Phone Tree established with parents? Yes \_\_\_\_\_ No X

(If yes, a copy should be attached)

SEE ATTACHED

Cost for each student to participate \$ 750 approx.

Educational Goals for trip SEE ATTACHED RATIONALE

Date of parent meeting and location held prior to departure 2/12/15, PHS Choir Room  
Mtg. videotaped and uploaded to YouTube and shared.

Has this trip been taken before by this group? Yes \_\_\_\_\_

\*No X

\* NOT IN MY TENURE

**ASSISTANT SUPERINTENDENT OF SCHOOLS, PORTSMOUTH SCHOOLS**

**REPORTS TO:**

The Superintendent of Schools will supervise the Assistant Superintendent of Schools.

**JOB GOAL:**

The Assistant Superintendent of Schools will work closely with the Superintendent of Schools and the Business Manager in planning and managing the day-to-day activities of the Portsmouth School District.

**QUALIFICATIONS:**

- An advanced degree in school administration or its equivalent
- A minimum of five years' experience as a teacher
- A minimum of three years of experience as an administrator
- Certified (or certifiable) as an Assistant Superintendent of Schools with the New Hampshire Department of Education
- Experience in central office administration preferable

**REQUIREMENTS OF WORK:**

- Extensive knowledge of curriculum, instruction, staff development, and student assessment
- Knowledge of New Hampshire School Finance and New Hampshire School Law
- Ability to lead effective and collaborative management team
- Extensive knowledge of public education and its related challenges
- Ability to supervise personnel in an effective manner that promotes professional growth and improvement
- Computer skills with specific applications to instructional and non-instructional practices
- Knowledge of effective elementary and secondary education research and practices
- Experience with negotiating collective bargaining agreements
- Successful experience with grant writing

**PERFORMANCE RESPONSIBILITIES:**

- Designs and provides overall management of educational programs and services
- Attends all School Board meetings and serves in the Superintendent's absence as Secretary to the School Board
- Represents the Portsmouth School Department in its dealings with other school districts, institutions and agencies, community organizations and the general public as assigned by the Superintendent of Schools

- Attends such conventions and conferences as are necessary to keep abreast of the latest educational trends
- Assists the Superintendent of Schools and the Business Manager with maintaining adequate records for the District including financial, business, personnel, and property systems
- Assists the Superintendent and Business manager with monitoring all purchases
- Assists the Superintendent in preparing and presenting the budget and long-range financial planning
- Assists the Superintendent of Schools in managing the general efficiency of the District, including the supervision of staff and students
- Prepares and submits to the School Board recommendations relative to all matters relating to curriculum, instruction, staff development, and student assessment.
- Serve as a liaison with higher education, business, and industry in matters pertaining to computer technology education and community collaboration.
- Identify professional staff development and training needs for K-12 teachers. Develop and coordinate professional staff development and training program for K-12 teachers. Emphasis should be placed on providing courses that provide teachers the tools to implement computer technology into their current and future classroom.
- Provide vision and direction for the integration of computer technology into the standard curriculum.
- Submit grants for additional funding for technology.
- Participates in the recruitment, screening, hiring, education, and supervision of staff including both instructional and non-instructional personnel
- Assists the administration with planning and supervising academic and non-academic programs
- Assists the Superintendent of Schools with supervising and evaluating administrators
- Participates in collective bargaining negotiations as assigned
- Assists the Superintendent of Schools with conducting and investigating personnel issues as required by New Hampshire statutes, regulations and School Board collective bargaining agreements
- Acts as the District's Chief Educational Officer when the Superintendent of Schools is unavailable.
- Assists with the development of grants
- Performs other duties, as assigned by the Superintendent of Schools

**EQUIPMENT USED:**

General office equipment which may include telephone, copy machine, computers, printers, keyboards, fax machine, etc



**TERMS OF EMPLOYMENT:**

Salary, length of work year, and fringe benefits to be established by the School Board.

**WORKING CONDITIONS:**

Mental demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting both simple and complex information and material.

Physical demands: sitting, standing, walking, writing, operating equipment, adjusting, connecting, lifting (to 25 lbs.), bending, keyboarding, pulling, pushing, and carrying,

Environmental conditions: inside, outside, working around moving objects, working alone, and working with students, faculty, parents, and staff members.

Willingness and ability to work with others and to share with others; willingness to support the concept of 'teaming' and a 'team approach' in meeting the needs of the District.

## Assistant Superintendent Search Timeline

March 11<sup>th</sup> : Advertise opening

March 17<sup>th</sup>: Screening Committee formed

March 25<sup>th</sup>: Closing date for applications

March 31<sup>st</sup>: April 1<sup>st</sup>: Interviews

April 6<sup>th</sup>: Possible site visits

April 8<sup>th</sup>: Interview with Superintendent and Assistant Superintendent

April 14<sup>th</sup>: Nomination to the School Board

## **Assistant Superintendent Priority Areas**

Over the next three years, a primary focus for the Assistant Superintendent will be the thoughtful and deliberate implementation of the Teacher Quality Panel (TQP) and related efforts to continue the development of a comprehensive approach to talent management. That is to say, the Assistant Superintendent will play a key role in guiding the development of a system that focuses on the continuous improvement of practice at all levels and the close monitoring of growth in student learning.

Foundational to this work is the deepening of teacher practice in all buildings in professional learning communities (PLCs). These PLC teams are responsible for creating focused and collective goals for student learning (SMART goals), monitoring student progress, and improving teacher practice to improve student learning. Setting clear expectations for PLC practice is reinforced in the new collective bargaining agreement, and the Assistant Superintendent will play the primary role in working with principals to ensure those expectations are met. This will include chairing the committee tasked with determining the criteria for successful attainment of Achievement Units (AUs) for clear SMART goals and reporting results in student learning in relation to those goals.

In addition, we will continue to expand our array of in-house professional development offerings and the Assistant Superintendent will also facilitate the committee's efforts to design a system that offers a robust set of offerings with key offerings being considered for additional AUs toward the interval scale. All of this work will require skillful facilitation of the collective efforts of teachers and administrators.

## **PROGRAM NEWS**

### **Architectural & Engineering Design**

The re-structuring of the Architecture & Engineering Design program to consolidate some courses and expand the options for Engineering Design (previous course offerings were heavily weighted to architecture courses) is ready to be implemented in the 2015-2016 school year. The new program consists of two distinct tracts: Architectural Focus and Engineering Focus. After the first two “focus” courses, architecture and engineering students will come together to practice the skills of their discipline in the Design-Build course where students work in design teams to design and engineer sustainable structures. Design Studio is the program capstone course where students will continue to develop and refine their knowledge and skills on individual architecture and engineering projects.

### **Automotive Technology**

- The Automotive Technology II students recently took the Student ASE (Automotive Service Excellence) certification exam in the areas of Maintenance and Light Repair. All of our students successfully passed this nationally recognized exam. It is the first year this third party assessment has been offered to students at the high school level.
- Students have qualified for both the Ford/AAA competition, which will be held in May at New England Dragway, and the Skills USA Competition, which will be held in March at Nashua Community College. These competitions allow students to test their skills and knowledge against those of their peers from across the state of New Hampshire.

### **Business/Entrepreneurship**

- Marketing and Sales: Students used both their sales skills and marketing skills to create a school-wide fundraiser. The students completed a market report and successfully pitched their fundraiser to the “shark” (aka Ms. D’Amour) who ending up investing over \$900.00 (fictitious money.) All were pleased as every group made a profit and the total class profit was over \$800.00.
- Entrepreneurship students will be creating business plans and competing for prize money for the best business plan. The team competition is the BizGen competition, hosted at UNH on May 30th., which gives students the opportunity to present in front of venture capitalists, angel investors, local business professionals, and professors – all with a chance to win over \$4,500. The Seacoast Rotary is sponsoring an in-house business plan competition where individual competitors will have a chance to win \$1500 in prize money.
- The business club is working with the Chamber of Commerce and the Phi Kappa Honors Business program of Great Bay Community College to handle all aspects of the Portsmouth Challenge Obstacle Road Race. This race is a family-style “Spartan-like” race hosted at PHS where racers 12 years and older can run in a 5k race with various obstacles located throughout the course. The race will be held May 23rd.

- Careers in Business is an exciting new class that will be offered as a 9-week exploratory course and will feed both business programs: Hospitality & Tourism Management and Entrepreneurship.

### **Business/Hospitality & Tourism Management**

- Students enrolled in the second year of the two-year program just completed a semester working at the Greater Portsmouth Chamber of Commerce.
- Students recently toured the various departments at the Wentworth-by-the-Sea. Students continue their experiential learning on Thursdays at the Sheraton Harborside Hotel.
- Students in both years of the program will begin preparing to take the national examination given by the American Hotel & Lodging Educational Institute.

### **Construction Trades**

- The program has taken advantage of this winter's snowfall to bring real world application of construction math and geometry to the classroom. Students have been learning about snow load calculations (using area and volume) to determine the weight of snow loading of flat roofs. This has also brought about discussion of building design based on the geography and climate of a given area. This has been a timely and important lesson.
- Students continue to work on a variety of projects, such as chicken coops and sheds, around the community and within the school district.

### **Career Center**

- CTE students going to program competitions have been updating and revising resumes
- All students who have earned college credit through our programs will leave high school with their college transcript in hand and the source noted on their resumes.
- The career counselor has been meeting with welding students regarding PNSY potential apprenticeship opportunities and has been reviewing the application procedure.
- Students completing two-year programs have been updating and finalizing their resumes.
- The Career Center is currently registering 9th and 10th grade girls to attend Girls Technology Day to be held at NHTI in Concord. This hands on program will expose young women to the many careers available to them in STEM areas.

### **Culinary Arts**

- The Pro Start Culinary Team students are busy practicing for the NH State Pro Start Culinary Team Competition to be held at the Mountain Club in Lincoln NH on Saturday March 7th.

- Two students will be representing PHS in the Skills USA Culinary Competition in both the Hot Food Competition on Friday March 13th at SST and the Commercial Baking Competition on Wednesday March 18th in Nashua.

### **Education & Teacher Training**

- ETT2 students having been interning at local elementary schools since the beginning of Quarter 2. The teachers have reported that the students are doing a fantastic job and are actually teaching lessons periodically to the class.
- ETT/ FCCLA members are working on STAR events for their spring conference in April. Students will be competing in the following events: Job Interview, Career Investigation, Early Childhood Education, Chapter in Review, and Chapter Service projects. We recently collected diapers and formula for Families First and sponsored a fund raising dinner for them as well. In March we will be working with the SPCA to collect donations and volunteer our time.

### **PPMtv Video Production and the Clipper News Report**

The Clipper News has been responsible for the delivery of the morning announcements since fall. Each morning, one of the students leads the pledge of allegiance and then either the announcements air on the in-school television channel in a rolling text format or they are read over the PA system. PPMtv Studio continues to provide our students with amazing opportunities in the field of television and film production.

### **Welding Technology**

- Welding I students are completing their SMAW and GMAW competencies and are doing some welding “out of position” as they might be expected to do in the real world.
- Welding II students are working on the last of their specific welding competencies and developing individual projects that will require drawings and weld symbols. They have also completed their OSHA 10 training and received the certification.

### **Curriculum Crosswalks**

The Career Technology Center is working on creating curriculum maps that crosswalk program competencies, state competencies, course objectives, and authentic assessments. This work is extensive and will be an ongoing area of professional development for the next year. What is exciting is that the final product will ensure not only the alignment of our own competencies with those of the state; but will also ensure that the instruction and assessment of those competencies go beyond the state standard are rigorous and include authentic application of skills and knowledge.

### **Monitoring Visit**

The Department of Education will be conducting a decennial onsite review of the Career Technology Center on March 25, 2015. We have worked through our self-evaluation, both as individual programs and as a regional career technology center. Our binders were

submitted to the NH DOE Bureau of Career Development on October 1st. The onsite evaluation visit will consist of verification of findings and classroom visits. A report will be written and reviewed with commendations and recommendations. This process is similar to the NEASC review the high school recently underwent.

### **NTHS – National Technical Honor Society**

Eleven students have been admitted into the National Technical Honor Society this year. The criteria for acceptance is that students must be upstanding citizens, enrolled in the second year of their career program of study, have a minimum of 3.5 GPA in their program area and 3.0 GPA overall. Induction will take place in May during the CTE Awards Ceremony.

### **CTE Awards Ceremony**

Please mark your calendars for Thursday, May 21st for the 7th annual Career Technology Education Awards Ceremony. The event begins at 5:30 PM with a reception in the Culinary Arts dining room followed by the program starting at 6:00 PM in the auditorium. The event celebrates the many achievements of our students including two-year program completion, high achievement, industry certifications and NTHS induction. We hope you will join us!

### **2014-2015 CTE SMART GOAL**

TO IMPROVE STUDENTS' SOFT SKILLS AS APPLICABLE TO INCREASE COMPETENCY LEVELS IN THEIR CAREER TECHNICAL EDUCATION AREA OF STUDY.

*We recognize the importance of teaching students about the need for Soft Skills as a fundamental component of employability and entrepreneurship as put forth in the NHDOE Competencies. By sharing best practices of how to help students perform in this area, we believe students will achieve increased proficiency in their CTE subject area as well as learn important lifelong employability and entrepreneurship skills.*

### **Strategies and Action Steps**

Each CTE teacher will develop individualized pre and post- assessments for soft-skills. Soft skills that are being targeted include timeliness, conversations, introductions, perseverance, etc. The awareness of and the expectations for soft skills will be provided through a Code of Conduct for each program. Students will also engage in mock job interviews, public speaking, and where applicable, skills competitions.

## **PROGRAM NEWS**

### **First Topic**

National School Breakfast week was a huge success. The 3 Elementary School had a special breakfast on the main line with fun owl bags for their second choice breakfast. All breakfast entrees contained a small prize. This was a very important week to promote breakfast and how beneficial breakfast is to brain power. Every school invited special guests to help serve breakfast.

### **LITTLE HARBOUR**

Charlie Grossman and his special guests, Superintendent, Ed McDonough and Mayor, Robert Lister participated in serving breakfast on Friday.

### **DONDERO**

Dondero's special guests were Mike Cook, Custodial Supervisor and various teachers.

### **NEW FRANKLIN**

New Franklin's special guests were the following:

Tuesday- Breakfast with Champions! PHS Girls Basketball and New Franklin alumni-Molly and Meghan Mickela and Sadie Shore.

Wednesday - NFS Custodian, Ed MacPherson

Thursday - Breakfast with Champions! PHS Boys Hockey and New Franklin alumni Jacob Morin and Oscar Kozilowksi

Friday - New Franklin Principal George Shea

We are hoping last week's events will raise awareness as to the importance of breakfast in helping students become more focused in the classroom and pull New Hampshire out of 50<sup>th</sup> place in the country's breakfast participation.

The manager (Kirstin Stallkamp), John Stokel and I worked on a 2<sup>nd</sup> chance breakfast at the Middle School. Second Chance breakfast will take place at a later time in designated areas where students would be able to pick up a breakfast and eat it in the classrooms. On average, only 20 students participate in the breakfast program at the Middle School on a daily basis.

The high school has been serving second chance breakfasts and it is very well received.

### **Portsmouth High School**

On March 18<sup>th</sup> the high school will be serving a local beef burger to coincide with World Awareness Day. Beef will be supplied by PT Farms in North Haverhill, NH.



**Portsmouth Middle School**

The middle school will have a fish try- it day in April. The Red Fish is supplied by Seaport Fish in Rye, NH. The salad station at the Middle School is now offering vegetables and legumes such as; Roasted cauliflower, garlic and carrots, garbanzo beans, eggs, tuna, chicken and many other varieties of protein and vegetables are in the salad station and are regularly rotated for variety. Students and staff pick up a container of romaine lettuce and choose their own salad toppings. We are now offering a regular and flavored coffee daily to the staff at the middle school.

I have some very special guests tonight. All of my managers are here to introduce themselves to the School Board. They will give you a short introduction about themselves and of their work in the Portsmouth School District. I feel that it is important to put a face to the people who have made possible, the many wonderful experiences that have been taking place at each of our schools. They are all dedicated and passionate about the students they serve and the meals they prepare.

PAULA SLATTERY, Dondero Food Service Manager

My name is Paula Slattery and I am in my second year as Cafeteria Manager at Dondero Elementary School. I knew when I acquired this position that I would enjoy the challenge, and skills-wise it was right up my alley. It turns out that this is the perfect job for me and I leave for work happy every morning. Not everyone can say that and I feel privileged. I really enjoy the kids and I always try to go the extra mile to make sure that they are completely happy with their food and their cafeteria experience. I like that they feel that they can tell me about their likes and dislikes because they know that I listen to them and will try to change things if I can. Eating is a pleasurable experience and the cafeteria should always be a happy place.

I was born and raised in Portsmouth and graduated from Portsmouth High School. I currently reside in Nottingham with my husband, Shawn. We have three sons and we are fairly new “empty nesters”. That has given us more time to do what we love, and that is to travel. Anywhere with a palm tree will do.

My summers are spent helping my husband with his construction business and we are in the planning stages of building another house for ourselves since we no longer need the large home that we once did. I have also taken up vegetable gardening in the past couple of years and am looking forward to spring and getting the beds started again.

I have worked in the restaurant business since the age of 14. I started out bussing tables at The Rosa in downtown Portsmouth. Then the natural progression to wait staff, then bartender, and by the time I was 21 years old I was managing the lounge at the Holiday Inn. Since then I have held management positions at various seacoast restaurants. Cooking has always been one of my passions, so it is fortunate for me that I can incorporate it into my career, finally. The children that I cook for enjoy the fact that they are treated as actual restaurant customers whose opinions matter. Food flavors, presentation and just plain remembering the things that I couldn't stand when it came to eating as a child are all major contributors to the popularity of my school's lunch program. I like the changes that are being made to

make meals more trendy and current. It's going to be fun to keep it fresh and help it evolve. Now, if we could only find a better title than the extremely dated, "Lunch Lady"!

JOANNE CURTIS, New Franklin School Manager

Good evening.

My name is Joanne Curtis and I have been the manager at New Franklin School since 2006.

I was born in Nova Scotia, Canada. At the age of sixteen my parents and I moved to Groton, Connecticut. Years later I married a military man that served on many Submarines. As a military wife we resided in many states and Scotland.

I have two sons, Alan, a Manager in the Enterprise Architect Division for the FAA in Washington DC and David who is employed by the PDA at Pease.

My granddaughter Katie, who I am very proud of, graduated from college last summer, moved to Maryland, and accepted a job teaching school. She and her high school sweet heart, Patrick, a fireman, were married last September.

Prior to becoming the manager at New Franklin, I worked at the Portsmouth High School cafeteria from 1990-1996. I went to flight attendant school at Albany NY. Upon my return I was, again, hired to work for the Portsmouth Food Service where I was in charge of the lunch program at St Patrick's school from 2003-2006.

During the summer I spend time traveling with my sister to visit family. My hobby is the art of Paper Tole, also known as three-dimensional decoupage, which is the art of handcrafting three-dimensional pictures from flat prints.

PAULA MCCARTHY, Little Harbour School Manager

My name is Paula McCarthy. I am the Manager at Little Harbour School where I've been employed for 16 years.

I was born in Cleveland Ohio. My family moved to NH where I attended Exeter High my junior and senior year. Upon graduation I travelled to Europe and lived in England where I worked at Lipton's Tea Co. for a year.

Upon my return to NH, I enrolled at UNH where I received my Associate's Degree in Food Service Management. While in college I would watch my mother's cooking show, The Yankee Gourmet, which was a big inspiration for me. After college, I worked at my mother's restaurant, The Starving Chef in Exeter NH and helped out at her cooking school, The Lilac Farm Dining School in Brentwood NH. Later I started working at a local restaurant where I met my husband and we had our two wonderful boys.

During the summer months I work as the Chef/Kitchen Manager at Sandy Island YMCA Camp on Lake Winnepesaukee. We prepare 900 meals a day. Literally everything we order has to come on boats...quite a challenge...especially the ice-cream!

Besides working for the school department I also wait tables at a local Italian restaurant during the winter months.

It does seem like all I do is work but I am grateful to have a job where I get wonderful support and a great boss! Once a year I get away to stay with my Mom in Palm Beach, Florida, and every few years I go to stay with her in England.

KIRSTIN STALLKAMP, Portsmouth Middle School Manager

My name is Kirstin Stallkamp and I am the Manager of the Middle School Kitchen. I started at the school a few weeks before the end of the last school year, training with Michelle.

I've been working in food service for the past 8 years or so. I graduated from the Le Cordon Bleu Culinary Institute in Portland, Oregon and from there my husband and I moved to Portsmouth. My first job here was at the Dunaway Restaurant where I was employed for almost 2 years. I went on to work for a short stint at Whole Foods in Andover MA before becoming employed by the Compass Group at their Liberty Mutual account in Dover, NH where I worked for the next 6 ½ years, starting on the salad bar and working my way to General Manager.

During this time I also had my 3 girls who are now 2, 4, and 6 years old. When I'm not at work I love to exercise, ski, hike, take my German Shorthair for walks on the beach, and take my girls to their after-school activities.

I also have my Real Estate License with Bean Group which keeps me busy through the summer. Working for the Portsmouth Schools allows me to look forward to having some extra time this summer to spend with my family.

MICHELLE PARKER, Portsmouth High School Manager

My name is Michelle Parker and I started with the Portsmouth School Department in 2002. I spent my first 12 school years as the manager at the Portsmouth Middle School. I am now the manager at the Portsmouth High School.

In 1995 I graduated with my associate's degree in Culinary Arts from the New England Culinary Institute. I spent the next 7 years working in restaurants, before starting with the school department.

On weekends throughout the year and during the summers and I am the food service director for Camp Wightman which is part of the American Baptist Churches of Connecticut. This is the start of my seventh year with them.

I spend some of my spare time making quilts for the Linus Project at the First United Methodist Church in Rochester N.H. Last year we provided close to 500 blankets for "children in crisis".

KATE MITCHELL

School Board USDA Farm to School Planning Grant Update  
March 10<sup>th</sup>, 2015

Our planning grant period has officially come to an end, but the momentum continues!

Our funded activities associated with our USDA Farm to School Planning Grant year came to a close on November 30<sup>th</sup>, 2014. However, as a result of our awarded planning grant, we were required by the USDA to complete an Implementation Plan and final report. These documents were due, and submitted, to the USDA just last week, by February 28<sup>th</sup>, 2015. Although many may complain about the number of snow days we have had this year, I for one thank the snow gods. They were all spent writing.

This Farm to School Implementation Plan for the Portsmouth School District is complete with 10 Modules guiding us through all considerations for a comprehensive farm to school program – Team – Vision, Goals, and Context – Local Food Procurement – Menu Planning – Food Safety – Promotion and Outreach – School Gardens – Education and Curriculum Integration – Evaluation – and Program Sustainability. It is 64 pages long. As can be expected our dedicated steering committee was integral in the process. Together we crafted our mission statement and identified our farm to school program goals for the next three years, ending in Spring 2018.

Our mission statement clearly exemplifies the comprehensive approach the Portsmouth School District is taking towards farm to school integration. In all of my conference and travel connections I have yet to learn of any other that is so actionable. We should all be proud.

The CLIPPERS Farm to School Program mission statement is...

*To cultivate a strong Farm to School program in the Portsmouth School District by focusing on **personal, community, and environmental** wellness through education, as well as growing and procuring healthy, fresh, and local foods for our **classrooms, cafeterias, and consciousness**.*

Per this mission statement we look to focus on personal wellness at the elementary schools, community wellness at the middle schools, and environmental wellness at the high schools.

This Implementation Plan content will be used in our Implementation Grant application to the USDA, due mid to late May. If awarded we should get news of our Implementation Grant in December 2015. This grant will fund our continued farm to school efforts for two years.

In the meantime, our steering committee will continue to meet, we will continue to offer Try-Its and utilize them as a menu planning tool, we will offer garden curriculum workshops, and our teacher and student champions will continue to present integration opportunities. Next month we will have farmers, food producers, and a chef presenting at the middle school World of Work day and the high school World Awareness day. When the snow melts we will dig in our gardens. In December we will get that Implementation Grant!

\*Interesting note\* The Farm to School Act of 2015 has been introduced to Congress. This act would increase the USDA farm to school grant program from \$5 million to \$15 million annually.

## Suspension of Pupils

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*See Also: JIA*

Annually, the Superintendent shall designate, in writing, authorization for administrators to suspend pupils from school for a period not to exceed ten (10) school days for gross misconduct, for neglect or for refusal to conform to the reasonable rules of the school.

The School Board authorizes the Superintendent of Schools to continue the suspension of a pupil for a period in excess of ten (10) school days. Pursuant to the Due Process Policy, the student, parent(s) and or guardian will be advised of their opportunity for a hearing. ~~provided that~~ The student shall have ~~has had~~ an opportunity for a hearing before the Superintendent prior to the imposition of the additional suspension.

### **Legal References:**

*NH RSA 193:13 Suspension and Expulsion of Pupils*

## Sustainability

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The Portsmouth School Department embraces and supports the principles of sustainability and believes that it is the responsibility of ~~the District~~ to encourage and implement environmentally sound practices. It is committed to making the most efficient use of its natural resources and to the practice of sound waste reduction methods including source reduction, reusing, recycling and composting and will strive to purchase environmentally sustainable materials that consider~~ing~~ short and long term consequences.

### **INCLUSION AND PARTICIPATION:**

The Portsmouth School Department encourages and supports the prudent management of its energy resources and utility services and believes that these should be managed with a focus on conservation as well as education. It further believes that, to this end, it is the responsibility of each district employee and student to participate in energy and resource conservation efforts whenever possible. The School Department has long participated in such efforts as from recycling, solar energy, farm to table initiatives and the use of green products, as well as participation in municipal and school wide committees.

### **BEST PRACTICES:**

#### FARM TO SCHOOL

The School Department recognizes the importance of health and well-being in the district's wellness policy, and as such acknowledges that proper nutrition helps to improve student, faculty, and staff health, concentration and learning. Where~~n~~ possible, ~~all~~-food and drink is produced locally and chosen with consideration for the agricultural practices used in its production. ~~Whenever possible these principles will be integrated in the curriculum,including, but not limited to such programs as the Try It Days in the cafeterias, school vegetable garden and Fresh Fruit and Vegetable Snack Program.~~

#### ENERGY AND WATER

The Portsmouth School Department is conscious of the need to conserve energy and water and it promotes methods to encourage efficiency in these areas. There is continuous monitoring of energy use and consideration for ways to reduce consumption, ~~energy costs and the exploration of alternative energy options.~~

#### TRAVEL AND TRAFFIC

The Portsmouth School Department promotes transportation to and from school that minimizes negative environmental impacts and reduces emission levels and congestion; consideration where appropriate, is given to sustainable fuel sources. It encourages limiting auto and bus idling

and encourages the use of car-pooling, walking and cycling. Bus routes will be evaluated annually for efficiency, including the use of alternative fuel buses.

## PURCHASING, CONSUMPTION AND WASTE

The Portsmouth School Department gives priority consideration to the environmental impact of all purchases and contracts with vendors. It strives to choose products that are both functional and environmentally sustainable, factoring in the long-term and far-reaching environmental impacts of its consumption. The School Department will establish guidelines for the correct and safe disposal of all waste, and the disposal of old equipment in an ecologically sound way. The School strives to reduce, reuse and recycle and print only when necessary. Equipment and lights are switched off when not in use. The School Department will also implement strategies to reduce waste. New equipment purchases will be meet Energy Star ratings.

## FACILITIES MANAGEMENT

The School Department addresses environmental concerns in all maintenance, construction, refurbishing, and landscaping decisions, including regular review of performance and conservation practices. Purchases of equipment and building supplies should be based upon long term sustainability and technology that utilize renewable resources and energy sources. The School Department will also provide training in resource conservation for facility and ground personnel. There shall be no storage of fossil fuels in school buildings

## EDUCATIONAL AWARENESS

Members of the Portsmouth School District should promote and reinforce a positive environmental attitude and assist students in developing appreciation and respect for the natural world through curriculum whenever possible. Areas of importance include global citizenship, ecological ethics, creation and design of sustainable solutions to a shrinking Earth, responsible consumerism and connections to nature via gardening and outdoor activities.

## MONITORING, TRANSPARENCY, AND ACCOUNTABILITY

Sustainability planning, implementation and review are ongoing processes that require education and participation of the community. The School will collaborate with organizational structures to enable this process. Administrative leadership directs and facilitates our commitment to sustainability. The effective communication of annual goals and objectives helps us to advance the efforts of the School.

## Due Process

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*See Also: JICD*

The school administration will provide due process for students in the enforcement of RSA 193:13 and 193-D as follows:

### Short-term suspensions (ten days or less):

1. Upon the issuance of a short-term suspension, there shall be a meeting with the student and the Superintendent or designee, with written or oral notice to the student, of the charges and an explanation of the evidence against the student.
2. An opportunity for the student to present his/her side of the story.
3. A written statement to the student and at least one of the student's parents or guardian, explaining the disciplinary action taken against the student.

### Long-term suspensions (in excess of ten days):

1. Upon the issuance of a long-term suspension, there shall be a written communication to the student and at least one of the student's parents or guardian, delivered in person or by mail, of the charges and an explanation of the evidence against the student.
2. The Superintendent's written or oral recommendation for the student action to correct the discipline problem.
3. A written decision including the legal and factual basis for the conclusion that the pupil should be suspended.
4. Notice that the decision of the School Board may be appealed to the State Board of Education.

### Expulsion:

1. The Portsmouth School Board may expel a student after there has been a formal hearing with the Superintendent of Schools prior to an expulsion.
2. The hearing may be held either before or after the short-term suspension has expired and, pending the disciplinary hearing, may result in expulsion by the Portsmouth School Board.
3. Written notice to the student pupil and at least one of the student's parents or a guardian will be delivered in person or by mail, of the date, time and place for a hearing before the Portsmouth School Board.
4. A written statement of the charge and nature of the evidence against the student, the Superintendent's written recommendation for School Board action, and a description of the process will be used by the Superintendent to reach the recommendation.
5. School Board proceedings shall be in accordance with the New Hampshire Code of Administrative Rules, Section Ed. 317 (04)g.

### Readmission to School:

Expelled students may petition for readmission to school in August, prior to the beginning of the school year. The petition may be made through the Office of the Superintendent of Schools who



is authorized to readmit the student unless the School Board has required a hearing before the Board in its expulsion decision. If the Superintendent does not grant the readmission petition, the student and his/her parents may appeal the decision to the School Board.

**References:**

RSA 193:13 Suspension and Expulsion of Students  
RSA 193-D Safe School Zones

## Employee Use of Social Networking Websites

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*See also GBEBB, JICDAA*

The School Board strongly discourages school district staff from socializing with students outside of school on social networking websites, including but not limited to Facebook, Instagram, Twitter and Flickr.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any non-school sponsored website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

**Legal References:**

*RSA 275:72, Use of Social Media and Electronic Mail*

SB  
3/10/15

February 28, 2015

16 Oak Street  
Exeter, NH 03833

Ed McDonough, Superintendent  
Portsmouth School Department  
1 Junkins Avenue, Suite 402  
Portsmouth, NH 03801

Dear Ed,

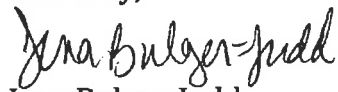
I would like to thank you and the School Board for approving my one-year leave of absence this year so I could be home to care for my newborn son, Wyatt.

It is hard to say how I will feel in six months time and if both Wyatt and I will be ready for my return to work in the fall. Due to my uncertainty, I cannot in good conscience commit to returning for the 2015-16 school year right now. I do not want to close any doors but understand that the district has to make arrangements for staffing for next year.

At this time I would like to request a second year of maternity leave from the School Board.

I read about your resignation and new position in Maine. I wish you lots of luck in your next endeavor. I enjoyed working for you and attending your district classes.

Sincerely,

  
Jena Bulger-Judd



# PORTSMOUTH SCHOOL DEPARTMENT

## PORTSMOUTH HIGH SCHOOL

**MARY D. LYONS**  
INTERIM PRINCIPAL

**SHAWN C. DONOVAN**  
ASSISTANT PRINCIPAL

**ANDREW K. KORMAN**  
ASSISTANT PRINCIPAL

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

March 5, 2015

Mr. Edward McDonough  
Superintendent of Schools  
Portsmouth School District  
1 Junkins Avenue  
Portsmouth, New Hampshire 03801

**"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."**

Dear Mr. McDonough,

With spring fast approaching, the end of the 2014-2015 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 12, 2015. Based upon our calculations if graduation is held on June 12<sup>th</sup>, the senior class will have a total of 1024.67 hours of instruction this calendar year (exceeding the minimum standard set forth by 34.67 hours). In addition, the graduation date of June 12<sup>th</sup> will ensure that we are in compliance with requirements outlining the reduction of days/hours for high school seniors. The senior class will graduate five days prior to the completion of school for all other students in the district.

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

Respectfully submitted,

Mary D. Lyons  
Interim Principal

## **PORTSMOUTH SCHOOL BOARD GOALS 2015-16**

### **Student Achievement**

- Continue to explore thematic “summer camps,” a strategy intended to expand the school year, K-5, and fight summer learning loss.
- Review “new baseline” established with Smarter Balanced Assessment (SBAC).
- Educate and engage community in examining later start time for students in grades 6-12.
- Long-term:
  - ◆ Deepen PLC implementation at all levels.
  - ◆ Strengthen 6-12 math alignment and increase number of courses taken
  - ◆ Broaden “soft skills” beyond CTE to all students.
  - ◆ Explore ways to offer foreign language at elementary levels

### **Teacher Effectiveness**

- Monitor implementation of Teacher Quality Panel (TQP), a group of teachers and administrators focused on developing a framework and in-district course work for highly effective teachers.

### **Accountability**

- Review results of Cohort II school visits and continue to track and report district’s performance against Cohort I & II groups.
- Determine metrics by which Portsmouth School Department wishes to be the best in NH.

### **Stewardship of resources**

- Launch Phase II of Elementary School Facilities Committee
- Begin improvements at Little Harbour School to meet the State Fire Marshall’s timeline.
- Examine funding for Lister Academy
- Implement Virtual Desktop Interface (VDI) at PHS