

PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR JANUARY 24, 2017

PORTSMOUTH HIGH SCHOOL LIBRARY

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 24, 2017

TIME: 7:00 PM [or thereafter]

NOTICE OF NON- PUBLIC MEETING: THE SCHOOL BOARD WILL HOLD A NON- PUBLIC MEETING AT 6:30 P.M., IN ACCORDANCE WITH RSA 91-A: 3, II (a) and RSA 91-A:3,II (c) IN THE PRINCIPAL'S CONFERENCE ROOM.

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
 - a. JANUARY 10, REGULAR MEETING
 - b. JANUARY 17, BUDGET WORKSHOP MEETING
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATIONS**
 - a. PHS HONORS COMMITTEE
 - b. FUTURE OF THE ARTS
- VIII. **SUPERINTENDENT'S REPORT**
 - a. ITEMS OF INFORMATION
 - i. CENTRAL OFFICE UPDATE, JANUARY 2017
 - ii. OVERNIGHT FIELD TRIP, WASHINGTON, DC
 - iii. OVERNIGHT FIELD TRIP, JACKSON, NH
- IX. **OLD BUSINESS**
 - a. BUDGET UPDATE
 - b. ELEMENTARY FACILITIES UPDATE
- X. **NEW BUSINESS**
 - a. NEW DHHS GRANT PROPOSAL-RJLA
- XI. **COMMITTEE UPDATES**
 - a. POLICY
- XII. **FUTURE AGENDA ITEMS**
 - a. 2017/2018 SCHOOL CALENDAR
 - b. TQP UPDATE
 - c. ELEMENTARY PRINCIPAL REPORTS

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

XIV. **ADJOURNMENT**

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR JANUARY 10, 2017- DRAFT

EILEEN D. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 10, 2017

TIME: 7:00 PM [or thereafter]

- I. **CALL TO ORDER-** Board Chair Stevens called the meeting to order at 7:05 p.m.
- II. **ROLL CALL-** Chair Leslie Stevens, Vice Chair Tom Martin (phone), Kristin Jeffrey, Gary Epler, Nancy Clayburgh, Patrick Ellis, Roseanne Vozella Clark, Teacher Representative Kimberly McGlinchey, Student Representative Andrew Rodgers, Superintendent Stephen Zadavec, Assistant Superintendent George Shea, Business Administrator Stephen Bartlett
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE-** Board Chair Stevens led the Board in the Pledge of Allegiance.
- V. **ACCEPTANCE OF MINUTES**
 - a. **DECEMBER 13, REGULAR MEETING**

MOTION: Motion to accept the public minutes of December 13, 2016 by Mr. Epler

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Roll Call; unanimously accepted
- VI. **PUBLIC COMMENT-** Mike Joanis- 126 Elwyn Avenue, Portsmouth. The Joanis family recently moved to Portsmouth. Mr. Joanis thanked the Board, students, and staff from PMS and PHS for making the transition smoother for his children and being so welcoming to his family.
- VII. **SPECIAL PRESENTATIONS**
 - a. **RJLA REPORT (EXPANDED PATHWAYS)-** Principal Nancy Roy provided RJLA highlights.
 - ♦ Enrollment numbers (22 students)
 - ♦ Ways to continue to build the bridge between RJLA and PHS.
 - ♦ Eight students participating in classes at Great Bay Community College.
 - ♦ The Competency model is working well for students that have strong academic skills. However, it does not work as well for students who require remediation.
 - ♦ Trends: Students have increased levels of expectations for relevancy and want a personalized education. Therefore, students have input on the design of their day. Much effort is given to design the ever-changing environment, as RJLA continues to try to offer a program that evolves to meet the needs and interest of students.
 - ♦ Financially, RJLA is within budget. There was an increase in tuition this year, and long-term sustainability will still need to be monitored.
 - ♦ This year's Smart Goal is focusing on IEP's: the IEP components, what is the student disability and how it affects their individual learning, as well as, a student led IEP meeting as part of a summative performance assessment.

- ♦ Importance of partnerships- continued partnerships are with Great Bay Community College, New Heights, Seacoast Mental Health Center. New partnerships have been formed with Appalachian Mountain Club, NH Food Bank, and Media Wing.
- ♦ Lister Leaf Busters broke their own record and raised \$8,000 in less than three weeks.
- ♦ Challenges: Personalized education for such a diverse group of students and providing experiences given RJLA's staffing, is challenging.
- ♦ Future direction- RJLA is interested in expanded pathways to provide experiences where students will get content area credit. Principal Roy is invested in looking at Extended Learning Opportunities (ELO).

COMMENTS/QUESTIONS: The maximum number of students is 24, however it truly depends on the individual students enrolled and the support those students require.

Staff: 4 teachers, 1 paraprofessional, a part-time guidance counselor.

Student grade levels are classified by the number of credits required for graduation.

Last year, out of district placement enrollment numbers were between 5 and 8. The steady number of out of district enrollments provides stability to the funding.

- b. FY18 BUDGET PRESENTATION- Superintendent Stephen Zdravec shared a PowerPoint providing an overview of the FY 18 Budget process, vision and mission of Portsmouth Schools, School Board Goals, student enrollment data, and the upcoming workshop sessions/public hearings.

The City Council voted to approve the Joint Budget Committee's recommendation of a 4% Budget guideline. Superintendent Zdravec discussed the drivers that impact the Budget: increase in Special Education, ESOL costs, health insurance costs and retirement rates, and a decline of outside funding. The initial status quo budget is at 4.86%, and Administration will continue to work through the Budget to achieve the 4% guideline.

COMMENTS/QUESTIONS: Clarification was provided on the following topics: funding for Late Start, the status quo budget does not factor in known retirements, March 7 is scheduled as a public hearing, and the 4% is a guideline.

Forecast of larger needs include Foreign Language, adjusting staff to find ways to create additional support, services that fluctuate according to student population, mental health, and maintaining facilities.

VIII. SUPERINTENDENT'S REPORT

a. ITEMS OF INFORMATION

- i. NHSBA DELEGATE ASSEMBLY- Chair Stevens is unable to attend the assembly. If another Board Member would like to attend, please contact Chair Stevens.
- ii. 2017 NICHE BEST SCHOOLS
- iii. POLICY COMMITTEE MINUTES, JANUARY 2017
- iv. BOARD & ADMINISTRATOR, JANUARY 2017

b. CORRESPONDENCE

- i. LETTER OF RESIGNATION, TRICIA LEE
- ii. LETTER OF RESIGNATION, REBECCA BELLISTRI

c. **ADMINISTRATOR REPORT**

- i. **FINANCIAL REPORT-** Business Administrator Stephen Bartlett provided the financial month end report for December. Mr. Bartlett provided an explanation on the lines (101, 150, and 152) that showed an overage and shared his areas of concern. The budget is on par with last year's fiscal year.

COMMENTS/QUESTIONS: Clarification provided on the Medicaid shortfall. Reimbursement depends on the services provided. Also, there is a lag time between providing the service and receiving the Medicaid reimbursement.

IX. OLD BUSINESS

- a. **UPDATE ON START TIMES-** Superintendent Zadavec provided an update on Start Times. The plan is to finalize numbers and times with the bus company, continue to work with principals to address needs, and begin an information campaign to advise parents of the upcoming changes. There will be some changes in the bus routes in an effort for continued efficiency.

Mr. Ellis reported Kittery is in the process of looking at their start times and Newburyport has reached out for more information.

X. NEW BUSINESS

- a. **CONSIDERATION AND APPROVAL OF POLICY(TWO READINGS- 1ST READING):**

- i. **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION (KEB)**

MOTION: Motion to approve Policy KEB by Mr. Ellis

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously accepted

- b. **CONSIDERATION AND APPROVAL OF REVISION TO POLICY(TWO READINGS):**

- i. **ANALYSIS AND ASSESSMENT OF THE INSTRUCTIONAL PROGRAM (IL)**

MOTION: Motion to table Policy IL to a future unspecified date by Mr. Epler

SECOND: Mr. Ellis

DISCUSSION: Mr. Epler explained his reasoning behind the motion.

VOTE: Unanimously accepted

- ii. **GRADUATION REQUIREMENTS (IKF)**

MOTION: Motion to approve Policy IKF by Mr. Ellis

SECOND: Ms. Vozella Clark

DISCUSSION: In the future, consider a ½ credit CTE class requirement and a Foreign Language credit requirement. This will be added to the next Board retreat agenda.

VOTE: Unanimously accepted

c. CONSIDERATION AND APPROVAL OF REVISION TO POLICY(SINGLE READING):

i. WEAPONS ON SCHOOL PROPERTY (JICI)

MOTION: Motion to approve Policy JICI by Ms. Clayburgh

SECOND: Mr. Epler

DISCUSSION: Approved with minor corrections made by Chair Stevens. Polling place locations other than using the schools will be discussed. If there is voting, School should not be in session if voting is taking place in the school.

VOTE: Unanimously accepted

d. CONSIDERATION AND APPROVAL OF LEAVE OF ABSENCE

i. DO ESOL TEACHER

MOTION: Motion to approve leave of absence by Ms. Clayburgh

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously accepted

e. BOARD OF ETHICS- Patrick Ellis was selected to serve on the Board of Ethics Committee.

XI. **COMMITTEE UPDATES**

a. POLICY

b. JOINT BUDGET COMMITTEE (JBC)- The Committee is done meeting.

c. JOINT BUILDING COMMITTEE- Next meeting is scheduled for January 25.

XII. **FUTURE AGENDA ITEMS**

a. PHS HONORS

b. FUTURE OF THE ARTS

c. SCHOOL YEAR CALENDAR- The first draft will be brought to the February meeting.

XIII. **UPCOMING EVENTS**

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

XIV. **ADJOURNMENT**

MOTION: Motion to adjourn at 8:25 p.m. by Mr. Martin

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously accepted

**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING WORKSHOP SESSION #2
MINUTES FOR JANUARY 17, 2017- DRAFT**

SCHOOL BOARD CONFERENCE ROOM, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 17, 2017

TIME: 6:30 [or thereafter]

- I. **CALL TO ORDER-** - School Board Chair Leslie Stevens called the meeting to order at 6:33 p.m.

- II. **ROLL CALL** - Chair Leslie Stevens, Jeff Landry, Kristin Jeffrey, Ann Walker, Gary Epler, Patrick Ellis, Roseann Vozella Clark, Superintendent Stephen Zdravec, Assistant Superintendent George Shea, Business Administrator Steve Bartlett, SAU 50 Representative Ann Mayer

- III. **INVOCATION**

- IV. **PLEDGE OF ALLEGIANCE-** Board Chair Stevens led the Board in the Pledge of Allegiance.

- V. **PUBLIC COMMENT-** None

- VI. **WORKSHOP SESSION ON FY 2018 BUDGET**
 - i. **OVERVIEW-** Superintendent Stephen Zdravec provided an overview of the budget process, as well as, information concerning the items included and not included in the status quo budget. The status quo budget is 4.86%, with a reduction goal of \$383,902 to meet the 4% guideline set by the City Council. Administration is optimistic and will continue to work towards reaching the 4% guideline.

Business Administrator Stephen Bartlett provided an explanation of how the budget book is physically laid out and how it compares to the month end reports the Board currently receives. The budget book is intended as a resource and guideline for the Board. Suggestions were made on how to navigate the book.

COMMENTS/QUESTIONS: Clarification was provided on specific lines. An explanation regarding the increase in FTE and how the positions are funded was provided. Potential retirements are not reflected in the budget. Superintendent Zdravec suggested the Board email if they have any specific questions.

The Budget Workshop Session schedule:
January 31- Maintenance: CIP, Energy, Upgrades
February 14- First Public Hearing
February 21- Student Services, World Language, Technology
March 7- Re-Open Public Hearing

- ii. **START TIME IMPLEMENTATION-** Superintendent Zadavec provided an update on the start time implementation. Recently, Administration met with the bus company to fine tune some of the details, as there will be some adjustments made to the current bus routes. The scheduled district-wide school start time will be approximately 8:20 a.m.

COMMENTS/QUESTIONS: The high school end time is approximately 3:20 p.m. As soon as the start time implementation is finalized, the information will be broadcast to parents. The importance of providing this information early was reiterated.


VII. ADJOURNMENT

MOTION: Motion to adjourn meeting at 7:27 p.m. by Mr. Landry

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously accepted



Honors Process Committee

Portsmouth High School





Goals of the Committee

- Continued high expectations and academic demand of honor/AP classes
- Consistent process across curriculum areas for placement that include some type of objective/measurable threshold for achievement that is used to project the likelihood for student success
- A process that does not limit student choice



Regional schools without 9th grade honors

Bow

Concord

Hanover (English/Social Studies)

Kearsage

Noble

Oyster River

Sanborn Regional

Souhegan

Timberlane

Winnacunnett



WHY CHANGE?

- Transition all students to Portsmouth High School positively
 - 8th grade application process



WHY CHANGE?

- Stress and anxiety in 8th and 9th graders
 - Freshman surveys
 - Upperclassmen input

“I felt pressure to get into honors classes because people acted like y weren’t smart if you took anything else” – 10th grader



WHY CHANGE?

- Consistent placement process across curriculum
- Portsmouth teachers need to make decisions
 - 9th grade year
 - Social Studies as model



CONTINUED HIGH EXPECTATIONS

- Quality of work and high expectations
- Always looking for ways to push students beyond what they think they can do
- Working towards common expectations and competencies in all courses

GRADE 9 HONORS OPTION

- Opportunities for extension and enrichment
 - Summer
 - TASC

Courses Taken 2013-2014 Grade 09 from Portsmouth High School

Course	Level	Grade	Credit
114 ENGLISH 9	L4	A+	0.50
114 ENGLISH 9	L4	A	0.50
214 GEOGRAPHY	L4	A	0.50
336 ALGEBRA 1X-S1	L3	B+	0.50
338 ALGEBRA 1X-S1	L3	B	0.50
353 FORM GEOM-FR-S2	L3	B	0.50
353 FORM GEOM-FR-S2	L3	B+	0.50
414 PHYSICAL SCIENCE L-4	L4	B+	0.50
414 PHYSICAL SCIENCE L-4	L4	B+	0.50
418 EARTH SCIENCE L-4	L4	B+	0.50
612 SPANISH II	L3	B	0.50
512 SPANISH II	L3	C+	0.50
701 FUND ART	L3	A	0.50
781 PHYS ED 1-INSIDE	L3	A	0.50
782 PHYS ED 1-OUTSIDE	L3	A	0.50
837A CULINARY 101	L3	A-	0.50
9999 GRADE 9 HONORS OPTION		NC	0.00
Total Credits:			8.00



COLLEGE IMPACT

- No negative impact on college admissions
- “Your Honors curriculum, which we see really starting in grade 10, is really strong”



RAISING THE BAR FOR ALL STUDENTS

Portsmouth High School's core values of EXCELLENCE, COMMUNITY, COMMITMENT and LEADERSHIP provide the cornerstones we strive for as a community of learners. With these core values firmly in place, Portsmouth High School graduates are well-positioned to take on challenges and opportunities in our global society. At Portsmouth High School we believe:

- Students are important and must be challenged in rigorous and relevant ways in order to reach their highest potential.
- Students will strive for excellence in an environment that fosters a strong sense of belonging and creates partnerships between students and adults.
- Students learn best when they explore and contribute to their own educations.
- Students are able to achieve in a safe and caring environment where student success is celebrated.
- Students will become life-long learners when taught to think critically to effectively analyze information, and to be respectful of others.
- Students should have exposure to a rich and broad program of studies, have learning experiences outside of the classroom, and have an understanding of an individual's place in the global environment.

Arts for Learning

- The arts can reach a diversity of learners. Not every child learns in the same way. The arts by their very nature embody multiple learning modalities— visual, auditory, and kinesthetic/tactile— helping all students learn.
- When arts content is connected to content in other subject areas (such as math, language arts, science and social studies) through mutually-reinforcing objectives, student learning deepens in both areas. Students learn to see the connections and big concepts across disciplines.
- The arts help make abstract concepts more concrete and understandable. For example, math concepts such as symmetry, reflection, rotation, are more easily understood when students can explore them through dance/movement. In social studies, the study of the arts and world cultures helps students understand the diverse world we live in.
- The arts (dance, drama/theatre, music and visual art) enhance the learning process for all young people. The systems they nourish, including integrated sensory, attentional, cognitive, emotional, and motor capacities are, in fact, the driving forces behind all other learning.²

Life Skills

The arts develop lifelong skills of critical and creative thinking, problem solving, collaboration, reflection, and persistence.

21st Century Skills

- Arts experiences that develop skills of communication, critical thinking, problem-solving, and creativity are needed for students to succeed in the competitive global economy and work place.

Multi-Cultural Understanding

- Arts experiences that build students' appreciation of their own cultural heritage and the commonalities and diversity across cultures are essential to understanding our interconnected world.

The Arts and Cognitive Growth

- Schools have an obligation to involve children in the arts at the earliest possible time and to consider the arts as fundamental—not optional—curriculum areas, because arts experiences build cognitive, emotional, and psychomotor pathways [in the brain].³

School and Classroom Culture

- The arts can transform the school and environment for learning—making schools places of collaboration and discovery.⁴

Source: The Kennedy Center

<http://education.kennedy-center.org/pdf/education/partners/ArtsEducationAdvocacyToolkit.pdf>

2 Jensen, Eric *Arts with the Brain in Mind*. Alexandria, VA: ASCD, (2001): p. 2.

3 Sousa, David A. *How the Brain Learns*. Thousand Oaks: CA. Corwin Press, 2006: 214-215 4

Sousa, p. 220

Portsmouth School Department Out of State/Overnight Student Trip Checklist

Destination: Washington, DC

Dates of Travel: Friday, March 31st – Monday, April 3rd, 2017

Sponsor Group: Portsmouth High School History Club

Lead Advisor: Sara Carpenter – PHS Social Studies Department Chairperson

Date Submitted: January 17, 2017

List of Other Chaperone/s: Kate Brunelle – PHS Librarian and Media Specialist and Martin Carter – PHS Physical Education Department

List of Students Names: See Attached

Number of Students: 12

Staff to Student Ratio: 3/12

Principal Approval Date:

Insurance: Parental Coverage for Students – Students will provide copies of Health Insurance Card for the chaperones

Passports: N/A

Form of Identification: Student's Drivers Licenses, Birth Certificates and Student IDs, Passports if necessary

Fundraisers:

- Tagging
- Margarita's Night
- PHS Got Talent Show
- Flatbread Pizza Night (held in the winter of 2015)

Method of Travel: Parent Carpool to Logan Airport and American Airlines (information is included in the trip itinerary)

Accommodations: Homewood Suites Washington Downtown – Washington, DC

Chaperones with First Aid and CPR: Sara Carpenter, Kate Brunelle and Martin Carter

Portsmouth School Department Out of State/Overnight Student Trip Checklist

Phone Tree for Parents: Being developed – Email list has been compiled

Cost Per Student: Approximately \$500.00 for flights and accommodations (additional costs for meals, etc. will be in addition to the base cost, but some will be offset as a result of fundraising)

Educational Goals: See Attached Itinerary

Date of Parent Meeting: Second Semester Open House Date

This same type of trip was taken in both 2014 and 2015 by the PHS History Club. The club was established five years ago by a group of APUSH and American Studies II students at PHS. This year's group has been planning a similar trip that relates to their love of American history since the beginning of the 2015-16 school year. They decided on Washington, DC again as it is the perfect place for them to explore our country's rich and amazing history. They are tremendously excited about the opportunity to represent Portsmouth High School and the communities of SAU 50 and 52 in the best manner possible.

A handwritten signature in black ink, appearing to be the initials 'S.A.' followed by a long horizontal flourish.

Portsmouth School Department Out of State/Overnight Student Trip Checklist

Destination: Joe Dodge Lodge
Dates of travel: 2/16-2/17, 2017
Sponsor Group: RJLA/AMC
Lead Advisor/Chaperone Brett Fletcher
Date submitted _____
Date of meeting with Superintendent of
Schools _____
List of other chaperones Nancy Roy,
Danielle Miles, Marcus Santy, Christine
Stilwell, E. Vendouri

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

Number of Students 16

Staff to Student Ratio 1:4

Principal Approval Date 1/5/17

Supt. Approval Date _____

Insurance _____

On File? _____

Do all Students Have Passports? N/A

Fundraisers students have participated in

N/A

Method of travel to Destination _____

Bus

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

Names of chaperones with first Aid/CPR
Training Nancy Roy, Brett Fletcher

Christine Stilwell, Emmanueolla Vendouri

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

(If yes, a copy should be attached)

Cost for each student to participate \$0.0

Educational Goals for trip:

Students will participate in healthy recreational activities as part of health and PE

program. Students will practice effective effort strategies.

SUPPORTING DOCUMENTS:

Itinerary

Phone Tree

Student Permission Slips

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

Educational Goal (s)

Student Emergency Medical Cards

Approve



Superintendent's Signature:



Date:

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

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