

**Portsmouth School Board  
Portsmouth, New Hampshire**

**Minutes of the September 23, 2003 Meeting**

A meeting of the Portsmouth School Board was held on Tuesday, September 23, 2003 in the cafeteria at New Franklin School.

*Attendance*

**PRESENT:** Mr. Kent F. LaPage (Chair); Mr. John Lyons, Jr. (Vice-Chair); Mr. Raimond Bowles, Mrs. Nancy Novelline Clayburgh; Mrs. Nansi Craig; Mr. Carvel Tefft; Mr. Charles Vaughn

**PARTICIPATING:** Dr. Lyonel B. Tracy (Superintendent of Schools); Dr. Robert J. Lister (Assistant Superintendent); Mr. W. Peter Torrey (Business Administrator); Mr. Adam Irish (Student Representative); Diane O’Leary McGee (Employee Representative)

*Call to Order*

Chair LaPage called the meeting to order at 7:03 p.m. He asked Ms. Sara Newbury, reporter from the Portsmouth Herald, to lead the Pledge of Allegiance. Ms. Newbury will be leaving the newspaper to pursue studies that will lead her to a career in education.

**SECRETARY’S REPORT**

*Minutes Approved*

The Chair called for approval of the minutes of the September 9, 2003 meeting. Mr. Vaughn moved, seconded by Mrs. Craig, the minutes be approved as written. The motion was unanimously approved.

The Chair reviewed items in the Board’s packet, including the wellness newsletter and the October school lunch menu.

**PUBLIC COMMENTARY SESSION**

*Middle School  
Athletic Committee*

Mr. Carl Diemer, 337 Aldrich Road, Portsmouth, spoke on the success of the Middle School Athletic Committee; positive feedback was received from students, parents and school educators. Mr. Diemer said the expansion of the sixth, seventh, and eighth grade school teams greatly enhanced the students’ opportunity to be involved in organized sports as well as to help promote athletics within the school system. He requested, because of the success of the

(Approved by the Portsmouth School Board 10-14-03.)

***Middle School  
Athletic Committee  
(con't.)***

Middle School program, that a similar committee be formed as soon as possible at the High School. He suggested this committee would be of assistance to the Athletic Director in his efforts to provide the best athletic programs in the State. Mr. Diemer said he would be willing to participate on this Committee. In closing, he thanked Middle School Principal John Stokel, Matt Mitchell, and members of the Middle School Athletic Committee and all the participating coaches for making the Middle School sports program successful for the students. (Mr. Tefft arrived at the meeting at this time – 7:08 p.m.)

Vice-Chair Lyons asked Mr. Diemer what the Committee did to find coaches. Mr. Diemer said a lot of people stepped forward, so finding coaches was not a problem for them. Mr. Hayward asked if the coaches were certified. Mr. Diemer said he did not know that, and he would have to refer to the school administration. Mrs. Clayburgh, who is co-chair of the Middle School parent group, said Mr. Stokel asked the parent group to provide stipends for the coaches. The parents raised money to pay for these stipends, so they were also involved in the program through their fundraising activities.

There were no other speakers signed up to address the Board. The Chair declared the Public Commentary Session closed.

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**RECOGNITION OF STAFF/STUDENTS**

***New Franklin  
School***

Mrs. Constance Carmody, Principal of New Franklin Elementary School, welcomed everyone to the school. She said New Franklin had a very easy and calm opening of school that started with the family picnic, which was well attended. Mrs. Carmody said the new barriers installed along Interstate 95 have helped to keep down the noise level from the traffic. She said they could actually hear the music at the family picnic. She said everything went smoothly during the opening of school, and there were no bus problems. She said class sizes have remained very good; the smallest class has 15 students, and the highest number is 20. Mrs. Carmody said the fifth graders are at Odiorne Point this week attending Environmental School, and they are having a great time. Mrs. Carmody introduced the new teachers: Elizabeth Raymond, Rebecca Moison, and Linda Beal; and introduced Barbara Pamboukes who transferred from the Middle School.

***Letters of Thanks***

Chair LaPage requested that letters be sent from the School Board and from Central Office thanking Executive Councilor Ruth Griffin and Highway Department official Carol Murray for their assistance and efforts in ensuring the sound barrier fence was installed along the

interstate highway.

***Middle School  
Report***

Mr. John Stokel, Principal of Portsmouth Middle School, introduced the new Middle School faculty: Gina LaPage, Kathy Birse Siegel, and Maureen Callahan, and introduced former math teacher Anne Swainbank as the new Dean of Students. Mr. Stokel said there is a lot going on at the Middle School this year. He said Mr. Diemer has already talked about the sports program, in which about 140 students are involved in fall sports. This number is way up from years past. He said a parent has volunteered to offer a tennis clinic. So many students signed up that he is offering this clinic four days a week. He said they are running into a problem with transportation, and Matt Mitchell and Mike McKenney are working together to resolve this.

Mr. Stokel said approximately 40 students attend the after school program. Three teachers and four paraprofessionals work with these students and help them with their homework. He said the youngsters stay at school until 3:15 p.m., and they then take the late bus to New Heights, where they stay until 5:00 p.m. before going home on another bus. Mr. Stokel said the after-school program is funded by a grant, and has been a great success. The program will be evaluated twice a month and recommendations will be provided to the school. He said they may apply for the grant for four years after this year, so there is potential of a five-year grant. He said the amount of funding will drop over the years, so the school will be looking for outside funding to continue this program.

Mr. Stokel said there were concerns last year about construction around the school. He said the new traffic flow has worked very well. All buses have been moved off of Rogers Street and are now on Parrott Avenue. He said this allows for a nice flow of traffic around the building, where it is one way. He said the traffic flow has really enhanced the safety issues with the afternoon traffic. He also said the entrance to the athletic field is right in line with the gymnasium door.

In closing, Mr. Stokel said he is very pleased with the results of the sixth grade NHEIAP (New Hampshire Educational Improvement Assessment Program) tests. He will report further on these results in October. Mr. Stokel said the NHEIAP is really an evaluation of kindergarten through grade six, and not just what is taught in sixth grade. Mr. Bowles commended the Middle School on receiving the grant for the after-school program. He said it was a competitive grant process for funds from a private foundation. Mr. Stokel said 16 New Hampshire middle schools applied for the grant, and four schools were chosen for funding. Mr. Stokel said \$79,000 is available the first year, with \$9,000 dedicated for just technology and \$5,000 for the school. He said Portsmouth Middle School chose to transfer the \$5,000 right into the grant. Mr. Stokel said the school plans to re-

***Middle School  
Report (con't.)***

apply for funding for the next four years, depending on the success of the program. He has promised the people that Portsmouth Middle School will have a model program for them. Mrs. Clayburgh commended six Middle School parents who worked through the heat for two days to weed the gardens in front of the school. She said Mr. Diemer was one of the first parents to show up to help.

***Little Harbour  
Report***

Mrs. Robin Burdick, Principal of Little Harbour School, introduced the new faculty in her building: Martha Waterman, Michelle Fijalkowski, and Lauren Robitaille. She said Ms. Fijalkowski and Ms. Robitaille are both first-year teachers. She said it is a pleasure to have people start their teaching careers in Portsmouth, and these teachers are fortunate to be in Portsmouth. Mrs. Burdick stated that you read about how young people leave the teaching career after four years, and she suggested this be tracked in Portsmouth. She also said the Portsmouth community deserves credit for the manner in which it treats its new teachers and does not place upon them the additional duties performed by veteran staff. She also commended the veteran staff for assisting the new teachers.

Mrs. Burdick said a summer program was held at Little Harbour this year and the school also hosted a jazz program for students in grades six through 12. She said it is important to her that students be in the building throughout the year, and that a school without students is like a body without a heart. Mrs. Burdick said the maintenance and custodial crews worked hard throughout the summer and did a marvelous job in cleaning the building and preparing it for another school year.

Mrs. Burdick said the student mobility rate for Little Harbour School is high; last year it was 27% for the year, and so far this year it is at 26%. She said this means that she and her staff must be ready, willing and able to work with these students to move them forward, whether those students are with them for two days, two months, or six years. Mrs. Burdick said they had to split the open house as they are not able to open the wall between the gymnasium and the cafeteria, but she said she can deal with that until the wall can be repaired.

Mrs. Burdick said the school is in the third year of a school reform grant. She believes that Portsmouth is the only community in the State of New Hampshire that has a unified school reform grant in all of its elementary schools, and we should be proud of that. She said the City will receive \$465,000 for literacy over a three year period to teach beginning reading skills. This year they will focus on writing. Mrs. Burdick commended Dr. Diane Law, Title 1 Director, and Mrs. Karen Schuster, for their assistance with the grants. Mrs. Craig asked how much time was spent on reading over the last four years. She

***Little Harbour  
School Report  
(con't.)***

said a real weakness at the high school level is writing; it is a skill that you have to constantly work on. Mrs. Burdick said that writing is a component of the reading grants, and that all schools are focusing on writing as well.

***Dondero School  
Report***

Mrs. Jill LeMay, Principal of the Mary C. Dondero Elementary School, introduced the new staff in her building: Misa Brautigam, Julie Scamman, Amy Jones, Gail Nicosia, and Lori Williams. Mrs. LeMay said not only was it a short summer for these five teachers, but for all in Portsmouth. After just two short months of saying good-bye to the kids, they were welcoming them back in August. She said the school custodians and teachers worked very well together to make sure the building was open and ready for the first day of school. She said many parents came to school on the first day. Mrs. LeMay said Dondero has a new PTA President, Melinda Linnane, who has some great ideas and who brings a lot of energy to the parent group. She said her staff started the year with renewed energy after a short summer in which they took courses. She said class sizes range from 15 to 18 students, which allows teachers to provide child-specific education for every child. She applauded the School Board's commitment to providing the district with the ability to have small class sizes in elementary schools. She said it really does make a difference.

Mrs. LeMay said the fifth grade Safety Patrol is up and running, classes have begun practice in preparation for the December holiday concert, and field trips are planned. She said a change was made where the children go out to recess before eating lunch, and they begin the school day every morning at 9:00 a.m. by reciting the Pledge of Allegiance.

Mrs. LeMay said the NHEIAP test results were released early this year, and the information was sent to the parents today. She said the Dondero staff is looking forward to another great school year. Mrs. Clayburgh told the Board that Mrs. LeMay is teaching a class in DestiNation Imagination as part of the after-school enrichment classes.

***High School Report***

Mr. Forrest Ransdell, High School Principal, said the High School had an exciting opening. Student enrollment as of September 16 was 1,077. He said the teaching staff is enthusiastic as they work together to meet the individual needs of students. Mr. Ransdell said the NHEIAP results are in, and he is very proud of the work that is going on at the high school. He said student activities are off to a busy start. The annual homecoming game was held, and about 300 students attended the dance following the game. Students also participated in the spirit days activities, which concluded with a rally on Friday.

**High School Report (con't.)** Mr. Ransdell said a back-to-school night will be held on October 8, and a special assembly was held for sophomores and juniors where a former emergency room nurse spoke on the outcomes of drug and alcohol use that she witnessed on her job. He said it was a very powerful presentation, and a number of students spoke to her afterwards.

Mr. Ransdell said the athletic program is in full swing, and many times there is not a parking space to be had at the school because of the various after-school activities. Mr. Ransdell said he believes the construction is progressing on schedule, and he anticipates they will be moving into the new building in the middle of February 2004. He said the construction crew, the building custodians and the maintenance staff worked extremely hard to have some areas of the building ready for the start of school. He said the band room will be reclaimed in October, and the theatre will be turned back to the school in November. Mr. Ransdell introduced three of his new staff members: Matt Gladu, Kim Puglia, and Debra Miller.

**Portsmouth Alternative Secondary School (PASS) Report** Ms. Carol James, Principal of PASS (Portsmouth Alternative Secondary School), introduced Michael Deragon, who was a paraprofessional last year and is now a new teacher at PASS. Ms. James said PASS welcomed back approximately 35 students at the Brown Center on the first day, where they participated in team building activities. She said the theme they are working on this year will be improving skills working together, celebrating diversity, and developing an appreciation for traits of each other. New this year will be the participation by all students in a life-skills class. And, they will try to build in some lifetime leisure activities for the students so that they will know what to do with their free time. At the present time there are 18 Portsmouth students at PASS and 14 out-of-district students. She said they continue to interview students for the program to see if there would be a nice fit. The PASS open house is scheduled for October 8, and plans are underway for the Thanksgiving dinner, which is prepared and served by the students.

**Director of Student Services** Mrs. Paulette Hoeflich, Student Services Director, said, in her second year in this position, she feels more confident and connected to the school system in terms of serving all students in grades kindergarten through 12. She said she is working well with coordinators in the buildings and the Principals. She introduced Jean Parsons, Special Education Coordinator.

**Recess** Chair LaPage said he is very pleased to see a number of Portsmouth residents hired to teach in this district. He said the Board had the honor of recognizing the retirees last June, and they are now very proud to welcome the new staff and look forward to working with them. The Chair invited the new staff to come forward to meet the

Board. He declared a recess at 7:59 p.m. The meeting was reconvened at 8:15 p.m.

***Request for Trip to  
New York City***

***Request for Trip to  
New York City  
(con't.)***

Ms. James, PASS Principal, reviewed the school's request for a student trip to New York City. Ms. James said the school received permission last year to take this trip, but decided to hold off for a while. The request before the Board this evening was revised, although the goal of the trip is the same: enhancing the history, English, and art curriculum. The students will still be responsible for creating a photo journal or Power Point project documenting their experience. Ms. James said there were ten students who were able to sustain good behavior throughout the fund-raising activities and who are still interested in going on the trip. Ms. James said they would like to rent a van and drive to New York City, as opposed to the original plan to take a bus. They have also changed the length of the trip from staying over two nights, to staying over one night. She reviewed the itinerary with the Board, and stated the students have raised approximately \$1,700 for this trip. Mr. Tefft said he supports the trip, but questioned if one overnight is sufficient for the students to get the flavor of the City. He suggested, perhaps, the Board could assist with the cost of the trip. Mr. Torrey said the Board does not have a budget for that, and he is concerned it would be setting precedent for other trips. Dr. Tracy stated he appreciates Mr. Tefft's comments, but he reminded the Board that PASS is a highly structured alternative school programs and lends itself to some real strict structure in its implementation of the programs offered. Mr. Vaughn moved the School Board approve the request of Carol James, PASS Principal, for the trip to New York City by the ten students within the time allotted and as presented in the memo dated September 18, 2003. Mr. Lyons seconded the motion. Mr. Lyons asked if there are students who want to go on the trip but are unable to because of finances; Ms. James responded there are not. Mr. Bowles asked if the students will be able to visit "Ground Zero." Ms. James responded the tour companies are flexible and will allow the students to get off the tour bus at that location and be picked up by another bus to complete the tour. In a roll call vote, the motion to approve the trip was unanimously approved.

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**COMMITTEE REPORTS**

***Joint Building  
Committee***

Joint Building Committee – Mr. LaPage reported on the last meeting of the Joint Building Committee. He said that parts of the high school are being turned back to the school as the renovations are completed. He said that all of the seats for the auditorium have been received. He reminded the Board that the City Council will be touring the school tomorrow morning, and the SAU 50 Board will tour the building tomorrow evening. He asked that any Board

***Joint Building  
Committee (con't.)***

member who wants to tour the building to please contact Forrest Ransdell and allow for a couple of days' notice. Mr. LaPage reported that Mr. Dan Bragg has left Team Design. He will send a letter of thanks to Dan, on behalf of the Board. Mr. LaPage said he has requested a flag pole for the school. Mrs. Clayburgh reported on the auditorium chairs and a fund-raiser scheduled for November 30. Mr. Vaughn asked about the manifest. Mr. Torrey explained the payments are properly vouched before the manifest is presented to the Joint Building Committee for approval. Mr. Tefft said that a number of student graduates of Portsmouth High School have reminded him about the "Wall of Fame" and the fact that there are a number of plaques throughout the building that should be placed within the renovated building. Mr. Torrey said some decisions would be brought before the Board for final approval.

***Policy Committee***

Policy Committee – Mrs. Craig reported the Policy Committee met last week. Mr. Tefft joined as a committee member. The committee will meet again to review policies drafted by Assistant City Attorney Kathleen Dwyer prior to bringing the policies before the Board. Mrs. Craig said the committee is working on the student section. She asked Board members to contact her, Clay Hayward, or Carvel Tefft if they have suggestions or comments to make about the policies.

***Athletic Committee  
Charged to Discuss  
Recommendation***

Athletic Committee – The Chair charged the Athletic Committee to meet with Forrest Ransdell and Mike McKenney to discuss the recommendation from Mr. Diemer that an athletic committee be formed at the High School similar to the one at the Middle School. He asked that the Athletic Committee report to the Board at the October 14 meeting.

***Home Football  
Games Televised***

The Chair reported the home football games have been televised on Channel 22.

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**NEW BUSINESS**

***NHSBA Delegate  
Assembly***

The Chair stated the New Hampshire School Boards Association's Delegate Assembly will be held in November. He asked for volunteers to represent the Portsmouth School Board. Mr. Tefft stated that last year he attended as an alternate, and Mr. Bowles was the Delegate. He said they would be pleased to do that again this year. This was agreeable to the Board. The Chair requested the proposed resolutions be placed on the October 14 agenda. Mr. Bowles stated that shortly, Chair LaPage will be elected to serve as President of the New Hampshire School Boards Association.

***"No Child Left  
Behind" Forum***

The Chair stated that on October 16, the Portsmouth School Board will host a forum on "No Child Left Behind." The SAU 50 School

***“No Child Left Behind” Forum (con’t.)***

Boards and Superintendent will be invited to participate, as well as other school boards throughout the region. Michael Sentance, Northeast Region Director to Secretary of Education Rod Paige, will be in attendance.

***Meeting with Fund Raising Groups***

The Chair also stated that a meeting of all fund-raising groups and booster clubs will be held on Tuesday, October 7<sup>th</sup>, at 7:00 p.m. in Cafeteria A at Portsmouth High School. The new fund-raising policy and guidelines will be discussed at that meeting.

***Teaching and Learning Teams***

Mr. Tefft suggested the chairs of the Teaching and Learning Teams of the school district should give a presentation to the School Board to educate the Board on the different activities that are ongoing.

***Scholarships***

The Chair referred to information in the folders concerning scholarships that are available to graduates of Portsmouth High School and area schools. Mr. LaPage said the subject is not listed for discussion on tonight’s agenda, but it will be discussed at one of the meetings in October. He requested Board members review the material and let him know if there are scholarships they are aware of that are not listed. Dr. Tracy said they will share this information with someone at SAU 50 so that some kind of checks and balances may be put in place for the good of our students and to make sure we are not overlooking any scholarships. Mr. Vaughn stated the Trustees of the Trust Funds manage the funds for some of these scholarships, and he believes that fact should be acknowledged in the publications. Mr. Torrey explained the duties of the Trustees as they apply to funds specified for scholarships.

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**CONTINUING BUSINESS**

***Middle School Building***

Mr. Torrey stated the Board, a while back, did have as an objective to begin the space needs project going. In order to do that, the Board needs to have a handle on educational needs at the Middle School and an analysis of the building. He said that in the past, the Board has formed a committee. The intent of a motion this evening is to create a committee to get the process going with a definite timeframe in which to respond. The motion would also allow the committee to spend money to have some professional help with these analyses.

***Motion to Form a Building and Facilities Committee***

Mr. Bowles moved the Board authorize the formation of a Portsmouth Middle School building and facilities committee to make recommendations to the Board regarding new construction, improved construction, and/or renovation plans for the Portsmouth Middle School. Included in this motion:

***Motion to Form a  
Building and  
Facilities Committee  
(con't.)***

1. The committee composition shall include three (3) Portsmouth School Board members, one (1) Newington School Board member, one (1) Portsmouth City Councilor, and five (5) members at large from the Portsmouth Middle School community, to include the Portsmouth Middle School Principal, John Stokel, and four (4) others to be appointed by the Chair.
2. The committee will include in its work a complete middle school educational needs assessment and physical space needs assessment of the current middle school building on Parrott Avenue.
3. The committee is authorized to hire professional assistance such as architectural and engineering to gain a full understanding of the building and facilities requirements of a quality middle school educational program.
4. The committee may expend an amount not to exceed \$112,000 for professional assistance and for incidental operational expenses. This amount is to be taken from previously encumbered School Board funds set aside for school building purposes.
5. The committee shall provide the Board with regular informational updates and shall make its final report with all findings no later than May 31, 2004.

Mr. Vaughn seconded the motion. Mr. Bowles explained he has included a member of the Newington School Board on this committee as the Town of Newington sends its students to Portsmouth Middle School. He also explained he arrived at the figure of \$112,000 by adding the balances of funds that had been previously encumbered, but not expended for building projects.

Mr. Bowles said he learned through the redistricting process the importance of receiving and processing information through study circle groups. As the Redistricting Committee welcomed comments and recommendations from the various study circle groups, he envisions somewhat of the same process would apply with a middle school project. Mr. Bowles also mentioned the State formula for building aid has been changed, and the City of Portsmouth will not benefit from that change. Therefore, timeliness is very important in terms of getting this underway. If the Board is able to approve a plan by May 31<sup>st</sup> of next year, they will still be able to qualify under the present State formula. Mrs. Craig said it is important there be a diverse group of people on the committee. Mr. Tefft asked if the intent of the motion is to leave open whether or not the current Middle School will be renovated or if there will be a proposal for a new building; the answer was yes.

Dr. Tracy stressed that when the feasibility study begins, it must include the philosophy of a middle school, the mission statement, and

***Motion to Form a Building and Facilities Committee (con't.)***

what we believe about educating middle school kids, and do this with the understanding, in concept, that we have no building. Once that narrative description is in place, the next step is how does our present building measure up to what we believe and how we describe that program. He said that is a very important point; the present building may or may not measure up. Next, the committee talks about renovations or new construction.

***Motion Amended***

Mr. Lyons moved that number two of the motion be amended by deleting the words after the second "assessment." The sentence would read, "The committee will include in its work a complete middle school educational needs assessment and physical space needs assessment." Mr. Bowles and Mr. Vaughn agreed to the amendment. The amendment was unanimously approved.

Mrs. Clayburgh stated that for years the City of Portsmouth did not take advantage of school building aid funds, and that is why the high school fell in such disrepair. She said the Middle School was built in the 1930s and it is imperative that the Board do something with the building. She urged the Board to move on this motion to make it happen.

Mrs. Craig stated that she would like to be a member of this committee. Chair LaPage said he will ask the members of the Joint Building Committee to think twice about being on this committee as their hands will be tied for a while.

Mr. Tefft moved that number one be amended to include a Central Office administrator, specifically the business administrator, to serve on this committee. Mrs. Clayburgh seconded the motion. Mr. Bowles and Mr. Vaughn were agreeable to the amendment. Number one, as amended, was unanimously approved.

***Motion Approved***

The motion to form a middle school feasibility study committee was unanimously approved in a roll call vote.

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**FINANCIAL**

***Business Administrator Authorized to Enter Into Negotiations with Vendors***

Mr. Torrey requested permission from the Board to enter into negotiations with the bus companies (Laidlaw Transit, Inc. and The Provider, Inc.) to determine the cost of buses for a two-year contract extension, and/or the cost of buses for a new five-year replacement contract. Mr. Torrey stated the school district has received very good service from these bus companies. Mr. Vaughn moved the Board authorize the Business Administrator to enter into negotiations with the bus companies as outlined in his memo of September 19, 2003. Mrs. Clayburgh seconded the motion. There was discussion of the motion. In a roll call vote, the motion was unanimously approved.

***Negotiations with Vendors (con't.)***

Mr. Torrey stated that under deregulation, the actual supply of natural gas may be purchased in bulk. The District's current supplier, Northern Utilities, does not offer that kind of purchasing agreement. However, they would have no problem, while continuing as our distributor, of not being our supplier. He expects the price of natural gas will have significant price volatility this winter and into the foreseeable future. Mr. Torrey requested the Board allow him to proceed with alternate pricing inquiries and if a particular quote is advantageous, to enter into a fixed price agreement not to exceed one year in duration. Mr. Vaughn moved the Board approve the request of the Business Administrator to proceed with alternate pricing quotes and to enter into a fixed price agreement for a one-year period. Mr. Hayward seconded the motion. In a roll call vote, the motion was unanimously approved.

***Request to Fund Raise Approved***

Mr. Torrey reviewed a request for fund-raising to provide the School Department with Automatic External Defibrillator (AED) devices. Mrs. Craig moved the request be approved; Mrs. Clayburgh seconded the motion. Mr. Tefft asked if the EMTs are authorized to use this equipment, and stated he wants to be sure the Board does not approve something that could pose a liability issue. Mr. Tefft suggested that if the District has the AEDs, they will only be used by people authorized to use them. The Superintendent added these people will be properly trained. Dr. Tracy said the people who submitted this request were respectful of the protocol and process. They did their homework and notified the appropriate people along the way. He said that if all fund-raisers followed the same process, there would be no need for a meeting on October 7 to discuss the fund-raising policy and guidelines. The Chair suggested that, if the motion passes, the Business Administrator ask the people making this request if their model may be used for the October 7 meeting. In a roll call vote, the motion was unanimously approved.

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**NEXT AGENDA**

***Next Meeting***

The next meeting will be held in Council Chambers at City Hall on October 14, 2003. A report on the NHEIAP results from Principals Forrest Ransdell and John Stokel will appear on the agenda.

The Chair thanked Mrs. Carmody for hosting the meeting and for providing refreshments.

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**OTHER**

***Superintendent to Host NEASS***

Dr. Tracy told the Board that he will be driving to Connecticut tomorrow to host the fall meeting of the New England Association of

*(Approved by the Portsmouth School Board 10-14-03.)*

***Superintendent to  
Host NEASS  
(con't.)***

School Superintendents, and will be gone for three days. Dr. Tracy is President of this Association, and he will hand the Presidency to a superintendent from Rhode Island.

***Update on Sports***

Mrs. Clayburgh said she liked the way Principal Ransdell updated the School Board on each sport and the win/loss record. She suggested the Board talk about things like that more often.

***Adjournment***

There was no further business to come before the Board. On a motion by Mr. Vaughn, seconded by Mrs. Craig, the Board unanimously voted to adjourn its meeting. The meeting was adjourned at 10:12 p.m.

Respectfully submitted,

Lyonel B. Tracy, Ed.D.  
Executive Secretary