

PORTSMOUTH SCHOOL BOARD MINUTES FOR JANUARY 12, 2010

COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 12, 2010

TIME: 7:00PM [or thereafter]

It is anticipated that the School Board will hold a public meeting in Conference Room B, prior to the regularly scheduled meeting, beginning at 6:15 p.m., in accordance with RSA 91-A: 3, II (a) (2).

I. CALL TO ORDER – Chair Shuldman called the meeting to order at 7:15 p.m.

II. ROLL CALL

Present: MITCH SHULDMAN (CHAIR), ANN WALKER (VICE CHAIR), LISA SWEET, LESLIE STEVENS, KENT LAPAGE, DEXTER LEGG, REBECCA EMERSON, CAROL CHELLMAN, ED MCDONOUGH, (SUPERINTENDENT), STEVE ZADRAVEC (ASSISTANT SUIERINTENDENT), STEPHEN BARTLETT (BUSINESS ADMINISTRATOR), LINDA BRIOLAT (EMPLOYEE REPRESENTATIVE) ANN MAYER (SAU 50 REPRESENTATIVE), AND PHILIP BOYNTON (STUDENT REPRESENTATIVE)

Absent: TOM MARTIN

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. ACCEPTANCE OF MINUTES

a. DECEMBER 1, 2009

MOTION: Motion to accept the minutes of December 1, 2009 by Mr. Legg

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously approved

b. DECEMBER 8, 2009

MOTION: Motion to accept the minutes of December 8, 2009 by Ms. Walker

SECOND: Ms. Sweet

DISCUSSION: Last Page, Item # 4. Artificial field will be completed *during* the summer of 2010.

VOTE: Pending above change, unanimously approved

VI. PUBLIC COMMENTARY SESSION

VII. SPECIAL PRESENTATIONS

- a. SUPERINTENDENT'S ENTRY PLAN REPORT – To view the complete report, please click [here](#).

After the Superintendent concluded his report, Mr. Legg stated that Mr. McDonough's thoroughness only reaffirmed that the board made the correct decision in hiring him as Superintendent. The report clearly shows Mr. McDonough's fact driven approach and his attention to detail. Mr. LaPage raised slight concern with the percentage of parents rating academics and extra curricular as unfavorable or highly unfavorable.

VIII. SUPERINTENDENT'S REPORT

a. ITEMS OF INFORMATION

- i. *BOARD & ADMINISTRATOR*
- ii. JANUARY ELEMENTARY LUNCH MENU
- iii. NHSBA POLICY MEMO
- iv. NHSBA DELEGATE ASSEMBLY/2010 RESOLUTIONS
- v. WORK SESSION WITH CITY COUNCIL AGENDA
- vi. MATERIALS FROM CITY FINANCE DIRECTOR RE: FY' 11 BUDGET IMPACTS
- vii. CIP FY 11-16 PRESENTATION TO PLANNING BOARD
- viii. SCHOOL BOARD COMMITTEE ASSIGNMENTS – Chair Shuldman began by reporting that not everyone filled out the form properly. Chair Shuldman then welcomed Ms. Stevens as Ms. Garrity's replacement on the Joint Building Committee. Ms. Chellman inquired as to what the board's policy was, or if it had a policy, on the appointment to committees.

b. DISTRICT REPORTS

- i. PRINCIPAL CHARLES GROSSMAN – LITTLE HARBOUR – Mr. Grossman began by listing recent events and followed by highlighting the Grade Three PLC team. Parents who now have children in grade 4 and whose children have already been through the program raved about the process. Data collected by the third grade team in an effort towards planning instruction in the area of math fluency can be viewed by clicking [here](#).
- ii. PRINCIPAL GEORGE SHEA – NEW FRANKLIN – Mr. Shea began by listing recent events. PLC's this year at New Franklin have certainly gained momentum. Teams meet weekly to plan interventions for students perhaps not meeting standards. The teams include both cycle goals and year round goals. Chair Shuldman inquired if third grade goals could be different at different schools. Specific rounds of intervention may be different at each school, bases on what is being seen in the data. The outcomes of actual power standards and because pacing is different, common assessments may be developed and delivered at different times in the different schools. Also, power standards may not be delivered sequentially. Ms. Chellman asked whether the data could be used to show

that our students are learning at a high level. Principal Shea stated absolutely.

- iii. PRINCIPAL JILL LEMAY – DONDERO - Ms. LeMay began by listing recent events and followed by highlighting the Grade Two PLC team. Most PLC teams meet on a weekly basis. PLC teams at Dondero have focused on raising reading scores. Dondero is implementing the Response To Intervention (RTI) framework and interventions are being provided at all grade levels. Individual student progress is monitored and PLC teams meet to discuss successes and plan for further intervention as needed. An assessment called DRA (Developmental Reading Assessment) is administered to all students at least twice a year. Other assessments are also administered to track student progress. Data from one second grade class's fall interventions can be found [here](#).
- iv. STEPHEN BARTLETT – DECEMBER FINANCIAL REPORT – The majority of the variance from plan is due to timing. At this point in the year he is usually able to identify areas where there will be shortages and areas where there will be savings. Based on history, these areas have a tendency to even out unless something is introduced into the system that is not the result of reconfiguration of existing budgetary components. This year is slightly different. The additional \$ 100,000 retirement expense is just such an item.

The plan was discussed with Superintendent McDonough to institute a freeze where the superintendent will work with administrators to identify expenses that have the least impact on direct instruction, which we delay or skip this year in order to manage the gap. The maintenance area is one where needs usually exceed the ability to fund them. In the past this area has eaten up savings in other areas, usually energy savings. If weather - wise we are able to duplicate last year's energy and snow plowing demand, we will make it to the end of the year without further restrictions. Ken Linchey discussed what needed to be accomplished to meet budget this year.

Another area that was reduced was substitutes. The district is currently looking to be sure that all grant expenses have been charged appropriately. The need to be very frugal with subs, as well as with overtime for the balance of the year, will be reinforced with administrators. The plan will be fine tuned with each passing month.

Board members encouraged the Superintendent and Business Administrator to manage and finish the school year within budget. Mr. Bartlett stated that the budget was extremely tight from last year's mandates from City Council.

With the extra \$100,000.00 now owed by rate increases that were not available when the budget was approved, it will be even more difficult to come in on budget.

Assistant Superintendent Steve Zadavec stated that the Governor will be applying for “Race to the Top” funding and will assign funds to districts. Mr. Zadavec is following the process closely to assure that Portsmouth receives all funds possible.

Mr. McDonough plans to meet with all administrators on January 19th and have a conversation to see what is necessary to get through the year.

IX. OLD BUSINESS

a. **CONSIDERATION AND APPROVAL OF POLICIES: (SECOND READING)**

JICDD, VIOLENT ACTS BY STUDENTS TO AND FROM SCHOOL

KHB, ADVERTISING IN THE SCHOOLS

JG, SCHOOL AND GRADE LEVEL ASSIGNMENTS

JICA, STUDENT DRESS

BBAA, COMMITTEE OF THE WHOLE

JICDAA, EMPLOYEE/STUDENT RELATIONS

EBCC, BOMB THREATS

MOTION: Motion to approve above policies as a block by Mr. LaPage

SECOND: Ms. Emerson

DISCUSSION:

VOTE: Unanimously Approved by roll call vote

X. NEW BUSINESS

a. **FIRST READING OF POLICIES:**

IHBI, ALTERNATIVE-LEARNING PLANS

IK, EARNING OF CREDIT

IKAA, INTERDISCIPLINARY CREDIT

IKB, HOMEWORK

IHCD, ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES

INAA, EXTENDED LEARNING OPPORTUNITIES

IFA, INSTRUCTIONAL NEEDS OF STUDENTS WITH DIFFERENT TALENTS

GCQC, RESIGNATION OF A STAFF MEMBER – FIRST SENTENCE SHOULD BE STRICKEN.

BEA, SCHOOL BOARD MEETINGS

BEDH, PUBLIC COMMENTARY PROCEDURE

EH, ACCESS TO PUBLIC RECORDS

MOTION: Motion to accept the first reading of above listed policies as a block
by Mr. Legg

SECOND: Ms. Sweet

DISCUSSION: Homework policy was briefly discussed regarding defining homework as purposeful and appropriate by grade.

VOTE: Unanimously Approved by roll call vote

XI. COMMITTEE UPDATES

- a. JBC – Mr. Legg formally welcomed Ms. Stevens to the committee. The committee met December 16th, where a communications sub committee was formed. Ms. Sweet was voted chair of the committee. A meeting schedule was established where meetings will be held the second and fourth of every month on Wednesday. All specific project milestones will be televised and rules of the committee will be finalized and made available to the public by January 1, 2010. The search for a project manager has also begun.
- b. The annual Booster Clubs meeting will be February 1, 2010, at 6:30 P.M.
- c. Student Representative Phil Boynton offered board members the opportunity to purchase a brick for the new walkway that the senior class is gifting to Portsmouth High School.

XII. ADJOURNMENT

MOTION: Motion to adjourn by Ms. Sweet at 9:00 p.m.

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously Approved

Respectfully submitted by:



Mr. Edward McDonough
Superintendent of Schools



Entry Plan Report

Portsmouth School
Board

January 12, 2010



Rationale for Entry Plan

- ◆ Systematic process for self-immersion into the Portsmouth School District and community
- ◆ A vehicle for new superintendent to get to know the organization and for the organization and community to get to know the new Superintendent
- ◆ Provided opportunity to “listen” and record expectations
- ◆ Set the stage for reinforcing the district’s planning process



Entry Plan Process

- ◆ Meet and collect data from the following groups:
 - School Board Members
 - Administrators / Central Office Staff
 - Teachers and Support Staff
 - Parents & Community Members
 - Business and elected officials



Entry Plan Process

- ◆ Participants were asked:
 - What are the strengths (brags) and accomplishments of the district?
 - What are the challenges and priorities both short and long-term facing the district?
 - Expectations for the new superintendent



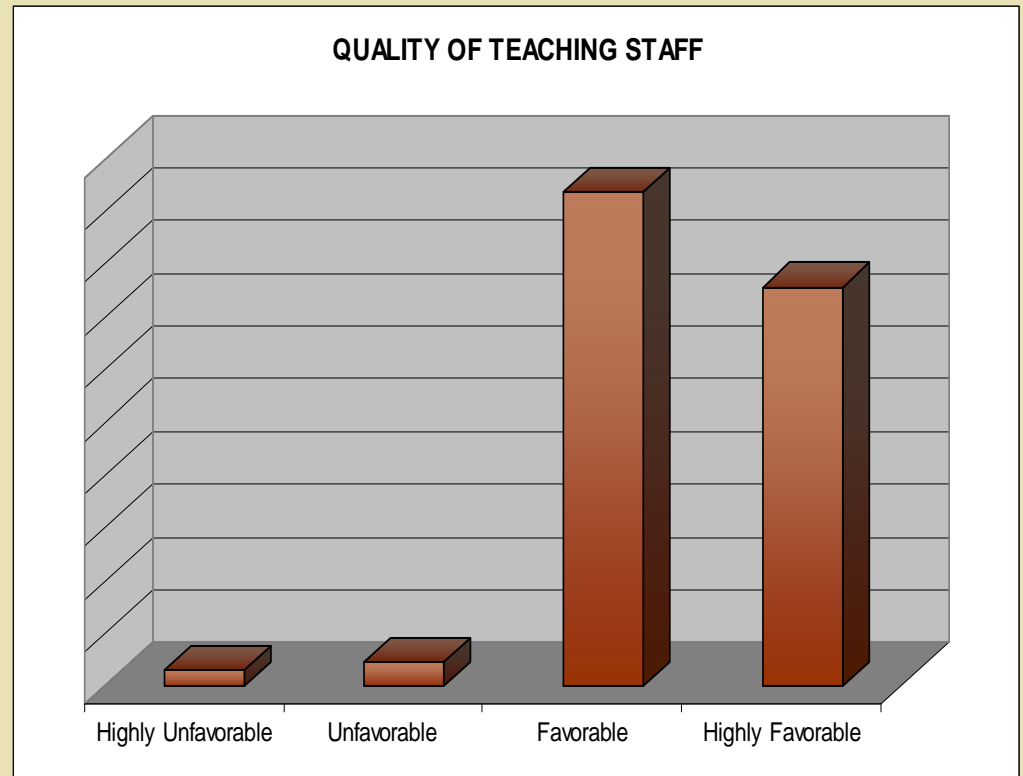
Organization of the Report

1. **General Feedback** regarding **strengths** and **challenges** identified by groups
2. **Organize feedback using 10 categories** such as Policy & Governance, Business Operations, to Student Academic Performance and Curriculum, Instruction and Assessment **into Major Findings**, and where appropriate, **Recommendations**
3. **Collection of data**, most notably, **expectations for the new superintendent, cultural norms** perceived as strong and neglected and **parent survey data**

1 Strength of the District

Quality & Dedication of the School Staff

- ◆ *“committed”*
- ◆ *“progressive”*
- ◆ *“focused on whole child”*
- ◆ *“kids come first”*
- ◆ *“highly professional”*
- ◆ *“phenomenal”*
- ◆ *“open to new ideas”*





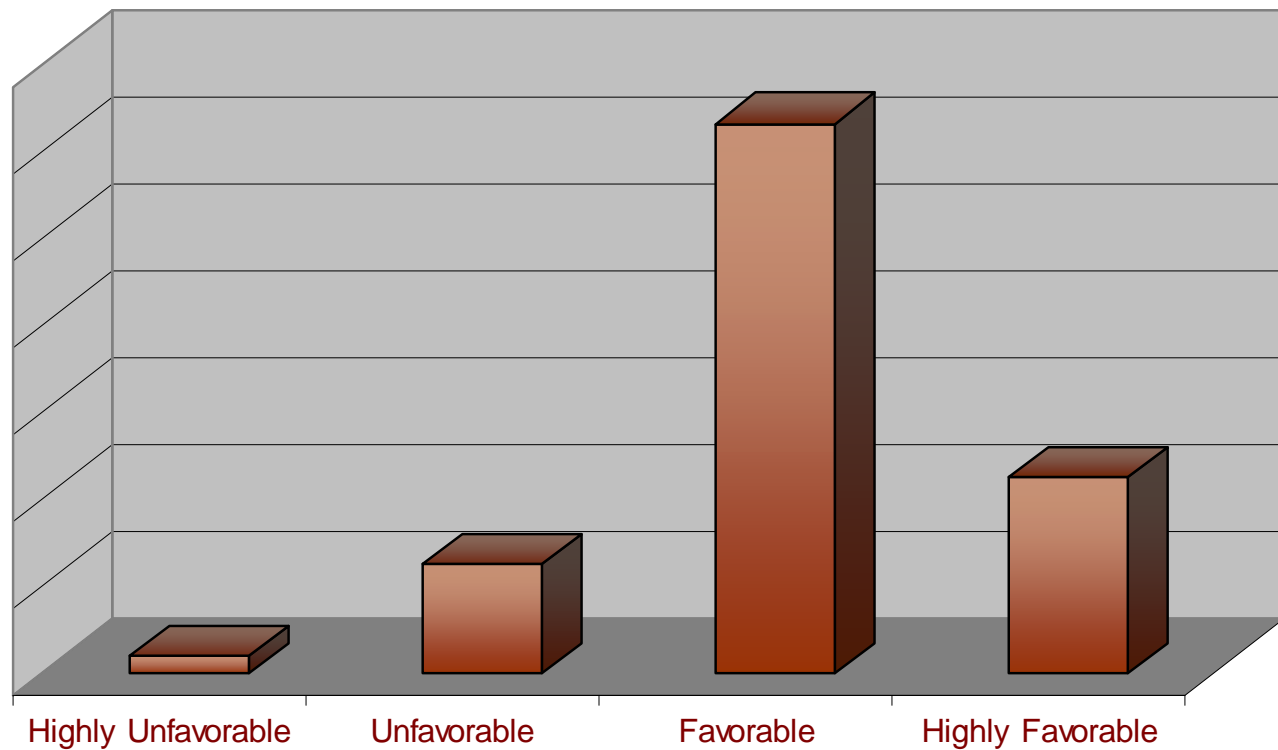
2 Strength of the District

Wide range of programming available to students

- ◆ *All-Day Kindergarten*
- ◆ *R.J. Lister Academy*
- ◆ *PEEP Program*
- ◆ *SPED, Options & KIDS programs*
- ◆ *K-12 music program*
- ◆ *Emphasis on the whole child*
- ◆ *K-12 Arts program*
- ◆ *Strong athletic offerings*
- ◆ *Career and Technical offerings*
- ◆ *Advanced Placement courses*
- ◆ *High levels of extra and co-curricular participation*
- ◆ *Futures program*

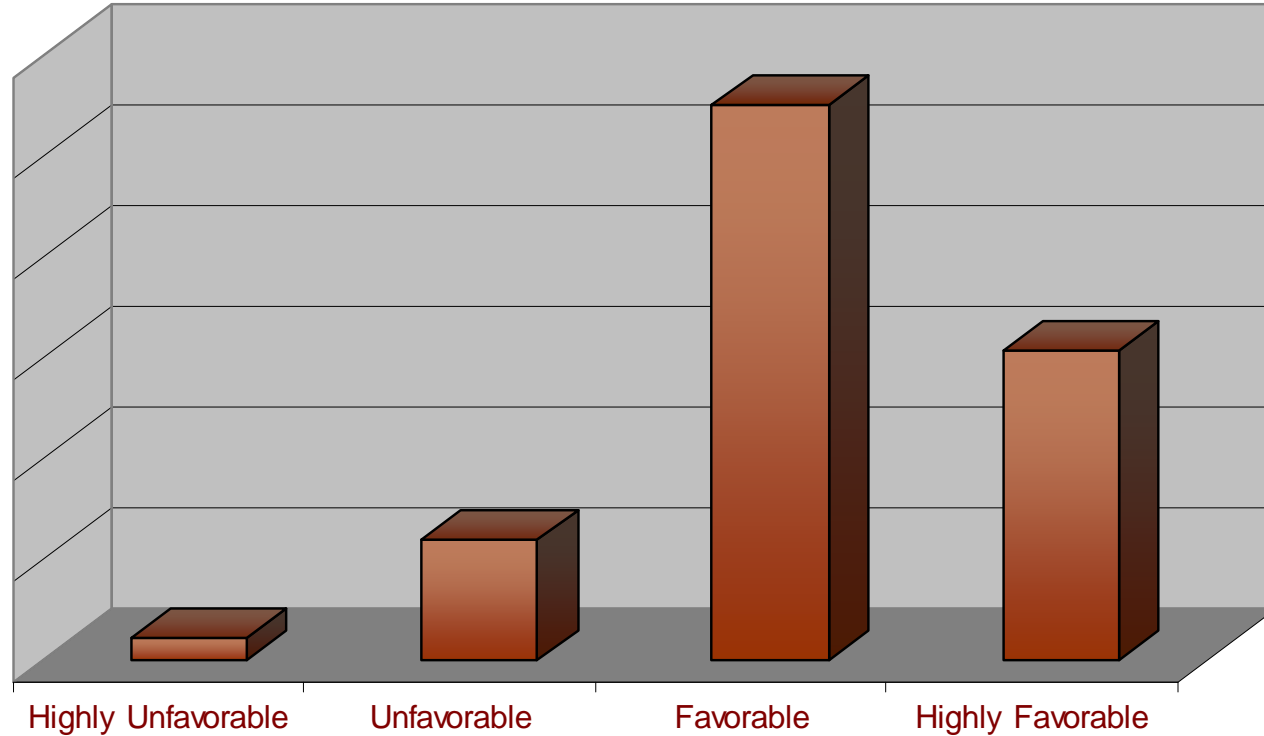
2 Strength of the District

ACADEMIC PROGRAMMING



2 Strength of the District

EXTRA CO-CURRICULAR ACTIVITIES





3 Strength of the District

*Strong support for
and pride in the
community for schools*

*despite a changing
demographic*

- ◆ *“good, strong support for education in Portsmouth”*
- ◆ *“valued”*
- ◆ *“a top priority”*
- ◆ *“focal point”*



Priorities / Challenges

- ◆ Redistricting @ elementary
- ◆ Addressing facility needs
- ◆ Implementing Supervision & Evaluation System
- ◆ Upgrading technology
- ◆ Addressing athletic fields / gym needs
- ◆ Improving School Board and City Council relations
- ◆ Demonstrating increased student achievement
- ◆ Maintaining appropriate class size
- ◆ Attending to needs of underserved children
- ◆ Restoring lost programs (world languages)
- ◆ Improving communications
- ◆ Funding
- ◆ Sustaining SAU #50 relationship
- ◆ Focusing district initiatives
- ◆ Providing staff more time for better vertical / horizontal curriculum alignment



Major Findings / Recommendations

68 Findings & 26 Recommendations

Policy Governance

Business Operations, HR, Transportation, Facilities & Food Service

Budget, Finance and School Funding

Curriculum, Instruction and Assessment

Student Academic Performance

Special Education

Technology

Safety and Security

Leadership, Management and Supervision of Staff

Communication & Parent / Community Relations



Expectations of the New Superintendent

“Lead”

“Be supportive”

“Communicate”

“Keep smiling”

*“Listen, then do not be
afraid to move the district
forward”*

*“Be open, honest and
straightforward”*

*Top Five Action Words
from school, groups,*

“Listen”

“Support”

School Board / Community

“Prioritize”

“Prepare”

“Build”



Thank you to participants

- ◆ *Interviewed over 70 individuals*
- ◆ *All administrators, teachers, staff and students who participated*
- ◆ *380+ families who responded to on-line survey*

*All have been welcoming, kind and supportive
Process has been rewarding and invaluable*



Conclusion

Challenges Ahead

Middle School, K-5 Infrastructure, integrating 21st
Century Technology into Classrooms

Mission of District

Student Learning: High Levels of Achievement for All

Math Fluency Growth To return to top, click [here](#)
Grade 3 LHS
2009-2010

**Goal: 80% of third graders will score a 90% or above
in fluency by the end of third grade.**

September 24, 2009
Number of Kids Above 90%

Class	+	-	X0 X1	X2	X5	X10	X total
3B	1	2	8	3	1	6	
3F	4	1	9	3	0	7	1
3M	8	7	14	8	5	11	
3R	4	3	9	5	2	5	
% of grade	21%	16%	48%	23%	10%	36%	

November 12, 2009
Number of Kids Over 90%

Class	+	-	X0 X1	X2	X5	X10	X total
3B	8	6					
3F	7	6					
3M	8	11					
3R	11	6					
% of grade	42.5%	36%					

December 16, 2009
Number of Kids Above 90%

Class	+	-	X0 X1	X2	X5	X10	X total
3B	10	4	11	4			2
3F	13	3	14	2			0
3M	6	1	13	4			0
3R	14	7	16	4			1
% of grade	52%	18%	53%	17%	%	%	3.6%

Dondero School Grade 2 Data Reporting

Student	Fall 2009 DRA	Tier 2 Intervention: 4 times a week for 6 weeks	Tier 3 Intervention	Dec. 2009 Rigby Benchmark
1	8	Decoding - Proficient		21
2	24	Enrichment - Proficient		
3	D	Phonemic Awareness - slow progress	IEP support	11
4	28	Enrichment - Proficient		
5	24	Decoding - Partially Proficient		
6	10	Decoding - Proficient		21
7	14	Fluency - Good progress		21
8	24	Enrichment - Proficient		
9	28	Enrichment - Proficient		
10	6	Decoding - Proficient	30 min/5X wk	17
11	16	Fluency - Good progress		21
12	28	Enrichment - Proficient		
13	14	Decoding - Proficient		21
14	2	Phonemic Awareness - slow progress	ESOL support	4
15	18	Fluency - Good progress		
16	8	Decoding - Partially Proficient	30 min/5X wk	21
Goal:	18			20