

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR APRIL 12, 2011

COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, APRIL 12, 2011

TIME: 7:00PM [or thereafter]

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- I. CALL TO ORDER** Chair Shuldman called the meeting to order at 7:04 p.m.
- II. ROLL CALL** – Mitchell Shuldman (Chair), Ann Walker (Vice-Chair), Carol Chellman, Rebecca Emerson, Kent LaPage, Tom Martin, Leslie Stevens, Clay Hayward, Ed McDonough (Superintendent), Steve Zadavec (Assistant Superintendent), Steve Bartlett (Business Administrator), Ann Mayer (SAU 50 Rep.) and Savannah Fodero (Student Rep.)
- III. INVOCATION** – Mr. LaPage requested a moment of silence on behalf of the nursing department who recently lost Ms. Barbara Porter.
- IV. PLEDGE OF ALLEGIANCE**- Chair Shuldman led in the pledge of allegiance.
- V. ACCEPTANCE OF MINUTES**
- a. MARCH 22, 2011 –
- MOTION: Motion to accept the minutes of March 22, 2011 by Mr. Hayward
- SECOND: Ms. Walker
- DISCUSSION:
- VOTE: Pending change in SAU # in letter, unanimously approved
- VI. PUBLIC COMMENTARY** – Mr. Peter Somssich of 34 Swett Avenue and Mr. Martin Cameron of 469 Ocean Road addressed the Board regarding the Use of Portsmouth School Facilities policy.
- VII. PUBLIC HEARING – USE OF PORTSMOUTH SCHOOL FACILITIES POLICY (KF)** –Chair Shuldman opened the hearing by highlighting the three goals of a School Board: setting policy, the voting of a budget, and the hiring of a Superintendent. School Board sub-committees are then formed to assure that these goals are met. One particular committee is the Policy Committee which consists of three School Board members, the Superintendent and the school attorney.
- Recommendations from the Policy Sub-Committee then come before the School Board for a first reading, a second reading and final approval. This process allows Board members time to study recommended policies, request changes to verbiage or to simply vote down a policy at final reading.
- Assistant City Attorney Kathleen Dwyer then presented a PowerPoint highlighting requirements legally necessary and the recommended changes for the revised Use of Portsmouth School Facilities policy. For a complete copy of Attorney Dwyer's PowerPoint, please click [Here](#).
- VIII. SPECIAL PRESENTATIONS**
- a. TEACHER EVALUATION PROCESS AND RESULTS – Mr. McDonough presented a report highlighting the newly implemented evaluation process and results; the successes,

remaining challenges and hopes for next school year. To view the report in full, please click [here](#). For teachers that received 1's or 2's, improvement plans will be implemented for next year.

IX. SUPERINTENDENT'S REPORT

a. ITEMS OF INFORMATION

- i. SCHOOL FACILITIES INFORMATION FROM SCHOOL ATTORNEY DWYER
- ii. SCHOOL BOARD RETREAT NOTES
- iii. FIELD TRIP REQUEST – PERCUSSION WORLD CHAMPIONSHIP
- iv. SUPERINTENDENT UPDATE - APRIL

b. CORRESPONDENCE

- i. LETTER OF SUPPORT FROM ELEMENTARY PARENT
- ii. DRAFT LETTER TO CITY CHARTER COMMITTEE FROM SCHOOL BOARD
- iii. LETTERS FROM FOOD SERVICE EMPLOYEES
- iv. THANK YOU CARD FROM MS. MELANSON – Ms. Melanson's card was circulated during the meeting for all to read.

c. DISTRICT REPORTS

- i. PRINCIPAL COLLINS, PHS – Principal Collins reported out different goals and accomplishments achieved throughout the last three quarters.
- ii. DIRECTOR CANADA, CTE – Ms. Canada reported out different goals and accomplishments of the Career Technology Education Center, highlighting on different trades and courses such as the new welding program. May 23rd will be the Career Technical Education awards ceremony, in which all Board members are invited. Board members requested a workshop be scheduled in order to discuss how courses are weighed between the high school and the Career Technology Center.
- iii. MR. BARTLETT, FINANCIAL REPORT – Mr. Bartlett briefly updated the Board on the monthly financials and commended administrators for working diligently to keep the substitute line down.

X. OLD BUSINESS

- a. NEXT STEPS RE: SCHOOL NUTRITION PROGRAM - Mr. McDonough provided Board members with a report assessing the different market places offering school nutrition programs throughout New Hampshire and Vermont. Administration evaluated both contracted services and in-house programs and recommends that the Portsmouth School Department keep the school nutrition program in-house and begin the search for a new Director of Nutrition. The Superintendent also provided a revised job description including 8 new job goals. Both Mr. LaPage and the Superintendent thanked nutrition specialists from Portsmouth Hospital, as well as local community members for their input

and assistance through this process. Board members commended administration on their thorough effort to evaluate which direction the district should head with nutrition.

MOTION: Motion to accept the Superintendent's recommendation to keep food services in-house and begin the search process for the next Director of School Nutrition by Ms. Walker

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously approved

- b. WORKSHOP: USE OF SCHOOL FACILITIES, KF – After a lengthy discussion on what a “public forum” actually means, the Board made the following motion.

MOTION: Motion to return KF, USE OF SCHOOL FACILITIES back to the Policy Committee for restructuring, taking into consideration tonight's discussion by Mr. LaPage

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously approved

- c. CONSIDERATION AND APPROVAL OF LETTER TO CITY CHARTER COMMISSION –

MOTION: Motion to approve the letter to the City Charter Committee by Mr. LaPage

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously approved

XI. NEW BUSINESS

- a. CONSIDERATION AND APPROVAL OF BOOSTER CLUBS –.

MOTION: Motion to approve the 2010-2011 Booster Club list by Mr. LaPage

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously approved

- b. CONSIDERATION AND APPROVAL OF REQUEST FROM WILLIAM HESS AND JANE DONOVAN REGARDING THE BOUNDARY LINE BETWEEN 155 PARROTT AVENUE AND 54 ROGERS STREET -

MOTION: Motion to accept request from William Hess and Jane Donovan regarding the boundary line between 155 Parrott Avenue and 54 Rogers Street and forward to City Council for final approval by Ms. Emerson

SECOND: Ms. Walker

DISCUSSION:

ROLL CALL VOTE: 7 YES, 1 ABSTAIN (CC)

XII. COMMITTEE REPORTS

- a. JBC –All federal permits have been received and are being posted. The Committee plans on breaking ground sometime in April.

XIII. ADJOURNMENT - Motion to adjourn at 10:00 p.m. by Mr. Martin and seconded by Ms. Walker.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Ed. McDonough".

Ed McDonough

TO RETURN TO BOARD
MINUTES PLEASE CLICK
[HERE](#)

FACILITIES USE

April 12, 2011



Purpose of Revised Policy

- Organize current use and policy regarding facilities use (policy hasn't been reviewed since the year 2000)
- Existing policy was primarily designed to set up a system for charging for building use
- Ensure that school facilities are reserved for instruction and school related activities prior to any other uses
- Specifically designate rooms that are made available for use by the public during non-instructional time

Major Provisions of Revised Policy

- School buildings and athletic fields are dedicated to providing education for children from kindergarten through the 12th grade
- Instructional and school use are given priority over all other uses
- Public school property is not an open public forum for expressive content except as permitted under the policy
- Facilities are made available local community organizations, youth related organizations, school sponsored groups and the public during non-instructional time

Use by Local Community Organizations

Where 75% of the membership are Portsmouth residents

- Portsmouth Listens
- Association of Portsmouth Taxpayers
- Chamber of Commerce
- Sherburne Civic Association
- Compass Care

Use by School Sponsored Groups

Activities offered only to students, families and staff members of the public schools

- Dondero Idol
- Booster Clubs
- Harlem Wizards Basketball game
- SAT, Kaplan and Top Tier testing
- New Hampshire Sports

Youth Related Organizations

Organizations that are not School Sponsored Groups and are created primarily for the benefit of youth under the age of 21

- Portsmouth City Soccer
- Boys and Girls Scouts

Special Considerations for Use by the Public

- First Amendment Considerations
- Expressive Content
- Limited Public Forum

First Amendment to the U.S. Constitution

- The First Amendment to the US Constitution prohibits abridging the freedom of speech
- There are public forum areas owned by government that are available for use by the public such as sidewalks, streets and parks
- Use of public buildings by the public are limited public forums such as meeting rooms

Expressive Content

- Courts have determined that speech includes expression of ideas and emotions without the use of words to be “symbolic” or “expressive” and are protected under the First Amendment
- When public facilities are made available to the public it must be done so without regard to the content of the use by the public

Limited Open (Public) Forum

- There is no right by the public to use public facilities unless the government creates a limited public forum
- A limited open or public forum exists when non-school related groups meet on school premises during non-instructional time
- The use of the term “limited” in the policy is actually creating a space for use, not limiting the use
- Limited open or public forum spaces will be made available without regard to content

Public Use under Revised Policy

- Refers to people who are not in kindergarten through grade 12 attending Portsmouth Public Schools (i.e. everyone else)
- A limited public forum is created for use of school facilities by the public during non-instructional time
- The limited public forum specifically creates use of the facilities for expressive content

Limited Public Forum (under 25)

- Room #115A at the Portsmouth High School is available to the up to 25 members of the public during non-instructional time for expressive content
- Subject to room and custodian availability

(Rooms other than #115A are available during non-instructional time to School Sponsored Groups, Youth Related Organizations and Local Community Organizations)

Limited Public Forum (over 25)

- The Portsmouth High School auditorium is available during non-instructional time for expressive content for members of the public of 25 people or more.
- Use permitted for one event per year
- Event may include set-up, rehearsal, or more than one performance over one, two or several days
- Use is subject to room and custodian availability

Considerations for further revisions to Facilities Use Policy

- Whether to create limited public forum spaces at each building
- Whether or not to charge for use
- Whether to limit number of times small groups can use a space per year
- Have a quarterly sign up
- Create an additional definition for charitable organizations
- Broaden definition of School Sponsored Groups

Professional Evaluations *Update*

School Board Goal

Implementing Year # 1 of an annual supervision and evaluation system and examining aggregate data collected on the process.

(GCO)Evaluation of Professional Staff

The Superintendent will cause all professional staff to be evaluated as a basis for contract recommendations. The principal or administrator designee will conduct the evaluations. Evaluations should occur at least once per year, but may occur more than once per year if the Superintendent or Principal determines additional evaluations are necessary.

In conjunction with professional evaluations, the Principal may implement an “improvement plan” if the Principal believes the professional staff member isn’t meeting the district’s performance standards.

Subject to collective bargaining provisions and individual teaching contracts.

Legal References:

RSA 189: 14-sa, Failure to be Re-nominated or Re-elected

NH Code of Administrative Rules, Section Ed. 302.02 (n), Substantive Duties of Superintendents

NH Code of Administrative Rules, Section Ed 304.01 (b), Substantive Duties of School Principals

Enhancing Professional Practice

Charlotte Danielson

Framework: 22 components clustered into 4 domains.

Domain 1: Planning and Preparation

Domain 2: The Classroom Environment

Domain 3: Instruction

Domain 4: Professional Responsibilities

Associated Rubrics

Unsatisfactory	1	Does Not Meet the Standard
Basic	2	Needs Improvement / Partially
Proficient	3	Proficient / Meets
Distinguished	4	Exceeds the Standard

Components of the Domains

Planning & Preparation

- o Content knowledge & pedagogy
- o Knowledge of students
- o Sets Instructional Outcomes
- o Knowledge of Resources
- o Designs Coherent Instruction
- o Designs Student Assessments

The Classroom Environment

- o Creates Environment of Respect and Rapport
- o Establishes Culture for Learning
- o Manages Classroom Procedures
- o Manages Student Behavior
- o Organize Physical Space

Instruction

- o Communicates with Students
- o Uses Questioning and Discussion Techniques
- o Engages Students in Learning
- o Uses Assessment in Instruction
- o Demonstrates Flexibility and Responsiveness

Professional Responsibilities

- o Reflects on Teaching
- o Maintains Accurate Records
- o Communicates with Families
- o Participates in a Professional Community
- o Grows and Develops Professionally
- o Shows Professionalism

The Process

“meaningful and doable”

Timeline: April 1 to March 31st

Three Key Elements

- o 3 minute walk-throughs
 - o Observe curricular and instructional decisions
 - o Gather data make supervision more collaborative
- o Annual Appraisals
 - o Teacher self-assess against the instrument
 - o Meet with administrator

o Professional Learning Communities Reflection

- o Discuss student data, SMART goal and team activities
- o Share how team monitored progress & celebrated success
- o Share growth as an educator over the past year
- o Outline next steps for professional growth to share with building administrator

Administrator Feedback

Staff Feedback

Warm Feedback

- o Opportunity for teachers to be reflective
- o Highlights teacher strengths – opportunity to set goals
- o Teachers perceive process as respectful of their work.
- o Time well spent

- o *Self – reflection*
- o *Time and opportunity to converse with my administrator*
- o *Valued the process*

Cool Feedback

- o New process – some anxiety
- o Caught up in the numbers
- o Tie 3 minute walk through domains
- o Time consuming
- o Different instrument for support personnel (guidance, nurses, speech and language, etc).

- o *The PLC reflection – redundant*
- o *Assigning a number – the ratings*
- o *Prefer narrative*
- o *Change form for specialist positions*

Data on Year # 1 Implementation

254 professional staff

Dondero	29	Little Harbour	35
New Franklin	30	PMS	52
PHS	96	RJL	5
Other	7		

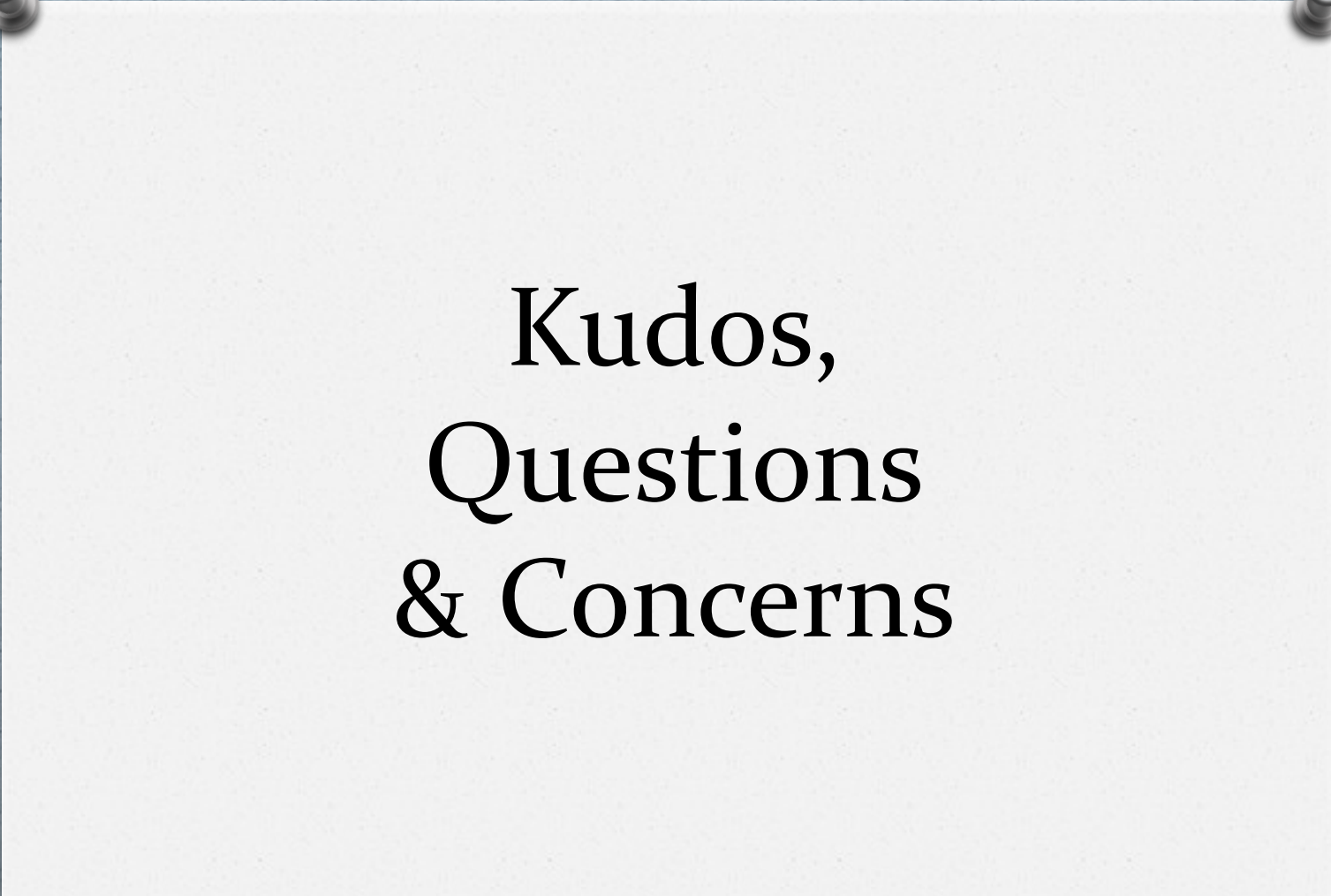
	Planning & Preparation	Classroom Management	Instruction	Professional Responsibilities
Totals	3.21	3.49	3.25	3.45

Purpose and Learning

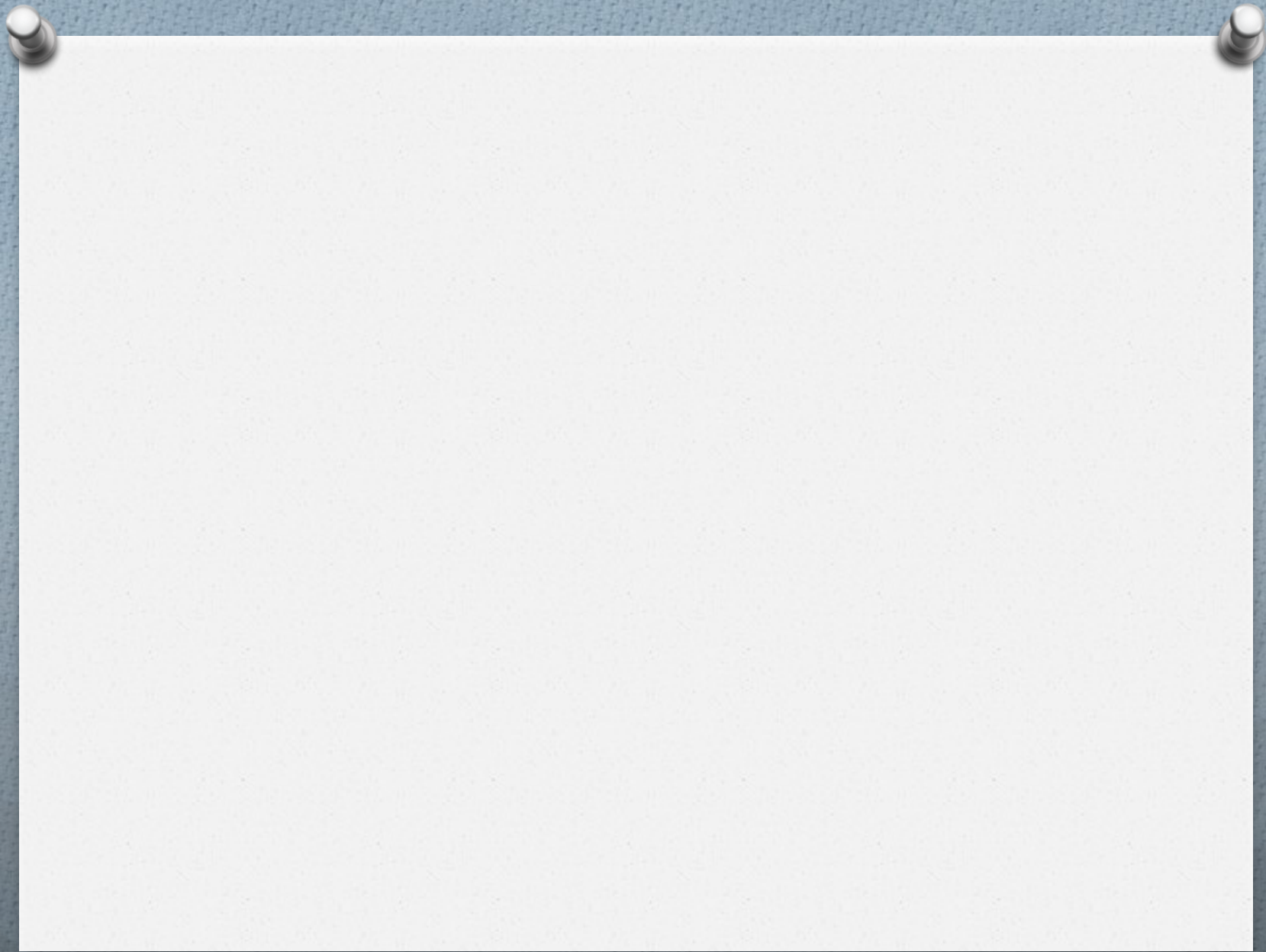
- Improve instructional practice
- Manageable and Doable
- Feedback is critical to improvement
- Tiered approach
Strategic/Diagnostic
35% earned 3.5 or higher (90)
<1% earned 1's or 2's (19)
- Kudos to administrators/
staff

Next Steps

- o Reconvene Working Group to propose adjustments
- o Connect walk-through observations to domains and implement with fidelity
- o Consider supervision options for top performing teachers.
- o Consider 2 or 3 year cycle of evaluations
- o Develop Job descriptions / appraisal for other categories (Domain 3 = Delivery of Services)



Kudos,
Questions
& Concerns



Data on Year # 1 Implementation

	Planning & Preparation	Classroom Environment	Instruction	Professional Responsibilities
Dondero	3.0	3.2	3.1	3.2
Little Harbour	3.6	3.7	3.5	3.7
New Franklin	3.2	3.6	3.3	3.4
PMS	3.5	3.5	3.3	3.4
PHS	3.7	3.7	3.6	3.4
RJL Academy	2.6	3.2	2.8	3.8