

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR JANUARY 13, 2015

CITY HALL, COUNCIL CHAMBERS

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 13, 2015

TIME: 7:00 PM [or thereafter]

NOTICE: AT 6:30 PM, IN THE SCHOOL BOARD CONFERENCE ROOM, THE SCHOOL BOARD WILL HOLD A NON-PUBLIC MEETING IN ACCORDANCE WITH RSA 91-A:3, II (b).

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
 - a. DECEMBER 9, 2014 REGULAR MEETING
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATION FY 2016 PROPOSED BUDGET**
- VIII. **SUPERINTENDENT'S REPORT**
 - a. ITEMS FOR INFORMATION
 - i. *BOARD & ADMINISTRATOR*, DECEMBER
 - ii. SUPERINTENDENT'S UPDATE, JANUARY 2015
 - iii. POLICY COMMITTEE MINUTES FOR JANUARY 6, 2015
 - iv. LATER START WORKSHOP QUESTIONS
 - v. START TIMES FOR COHORT I, II AND NEW ENGLAND SUCCESS STORIES
 - vi. SCHOOL BOARD RETREAT, JANUARY 27, 2015, 4 PM
 - vii. FY16 BUDGET GUIDELINES
 - b. CORRESPONDENCE
 - i. LETTER TO MAYOR LISTER RE: SAGAMORE CREEK BLUE RIBBON COMMITTEE REPRESENTATIVE
 - ii. LETTER OF RESIGNATION, JUDITH FINGERLOW, DONDERO
 - c. ADMINISTRATOR REPORTS
 - i. FINANCIAL REPORT, BUSINESS ADMINISTRATOR BARTLETT
- IX. **OLD BUSINESS**
 - a. CONSIDERATION AND APPROVAL OF POLICIES (2ND READING)
 - i. (CHB) BOARD REVIEW OF ADMINISTRATIVE REGULATIONS
- X. **NEW BUSINESS**
 - a. DISCUSSION OF APT 2015/2016 SCHOOL CALENDAR DRAFTS
 - b. CONSIDERATION AND APPROVAL OF POLICIES (1ST READING)

- i. (JICD) SUSPENSION OF PUPILS
 - ii. (ACE, IHBA) PROCEDURAL SAFEGUARDS: NON-DISCRIMINATION ON THE BASIS OF HANDICAP / DISABILITY
 - iii. (JIA) DUE PROCESS
 - c. CONSIDERATION AND APPROVAL OF POLICIES (REAFFIRMED)
 - i. (JICDE) RESPECT

XI. COMMITTEE UPDATES

- a. POLICY

XII. FUTURE AGENDA ITEMS

XIII. ADJOURNMENT

Nonpublic Session Minutes
PORTSMOUTH BOARD OF EDUCATION

Date:

Members Present:

<input type="checkbox"/> Leslie Stevens	<input type="checkbox"/> Tom Martin	<input type="checkbox"/> Nancy Clayburgh
<input type="checkbox"/> Dexter Legg	<input type="checkbox"/> Ann Walker	<input type="checkbox"/> Jeff Landry
<input type="checkbox"/> Patrick Ellis	<input type="checkbox"/> Gary Epler	<input type="checkbox"/> Lennie Mullaney

Motion to enter Nonpublic Session made by _____ seconded by _____

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

RSA 91-A:3, II (b) *The hiring of any person as a public employee.*

RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

RSA 91-A:3, II (d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

RSA 91-A:3, II (e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.*

RSA 91-A:3, II (i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

Roll Call Vote to enter nonpublic session:

<u>Y</u> <u>N</u> Leslie Stevens	<u>Y</u> <u>N</u> Tom Martin	<u>Y</u> <u>N</u> Nancy Clayburgh
<u>Y</u> <u>N</u> Dexter Legg	<u>Y</u> <u>N</u> Ann Walker	<u>Y</u> <u>N</u> Lennie Mullaney
<u>Y</u> <u>N</u> Patrick Ellis	<u>Y</u> <u>N</u> Gary Epler	<u>Y</u> <u>N</u> Jeff Landry

Entered nonpublic session at _____ a.m./p.m.

Other persons present during nonpublic session:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Nonpublic Session Minutes
 PORTSMOUTH BOARD OF EDUCATION

Descriptions of matters discussed and final decision made:

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

Motion made to seal these minutes? If so, motion made by _____, seconded by _____, because it is determined that divulgence of this information likely would:

- Affect adversely the reputation of any person other than a member of this board
- Render a proposed action ineffective
- Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:

<u>Y</u> <u>N</u>	Leslie Stevens	<u>Y</u> <u>N</u>	Tom Martin	<u>Y</u> <u>N</u>	Nancy Clayburgh
<u>Y</u> <u>N</u>	Dexter Legg	<u>Y</u> <u>N</u>	Ann Walker	<u>Y</u> <u>N</u>	Lennie Mullaney
<u>Y</u> <u>N</u>	Patrick Ellis	<u>Y</u> <u>N</u>	Gary Epler	<u>Y</u> <u>N</u>	Jeff Landry

Motion: PASSED DID NOT PASS (circle one)

Motion to leave nonpublic session and return to public session by _____, seconded by _____.

Motion: PASSED DID NOT PASS (circle one)

Public session reconvened at _____ a.m./p.m.

These minutes recorded by: _____.

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR DECEMBER 9, 2014

CITY HALL, COUNCIL CHAMBERS

PORTSMOUTH, NH

DATE: TUESDAY, DECEMBER 9, 2014

TIME: 7:00 PM [or thereafter]

- I. **CALL TO ORDER** – Chair Stevens called the meeting to order at 7:02 p.m.
- II. **ROLL CALL** – LESLIE STEVENS (CHAIR), ANN WALKER, TOM MARTIN(7:16 PM), PATRICK ELLIS, LENNIE MULLANEY, JEFF LANDRY, GARY EPLER, NANCY NOVELLINE-CLAYBURGH, ED MCDONOUGH (SUPERINTENDENT), STEPHEN ZADRAVEC (ASSISTANT SUPERINTENDENT), STEPHEN BARTLETT (BUSINESS ADMINISTRATOR), OLIN JOHANNESSEN (EMPLOYEE REPRESENTATIVE), JULIA 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. NOVEMBER 12, 2014
MOTION: Motion to accept the regular meeting minutes of November 12, 2014 by Ms. Mullaney
SECOND: Ms. Walker
DISCUSSION:
VOTE: Unanimously Approved
 - b. NOVEMBER 25, 2014
MOTION: Motion to accept the regular meeting minutes of November 25, 2014 by Ms. Novelline-Clayburgh
SECOND: Mr. Ellis
DISCUSSION:
VOTE: Unanimously Approved
- VI. **PUBLIC COMMENT** – Ms. Erin Bakkom – grade 8, PMS. Ms. Stephanie Lazenby, 303 Mckinley Road. Both spoke in favor of later start times for middle and high school students.
- VII. **SPECIAL PRESENTATION** – Futures Director Phyllis Eldridge and Board Chair, Peter Weeks, reported that the Futures program received a \$500,000 donation from Ms. Jean Sawtell, the widow of Futures founder, Joe Sawtell. This donation will provide an additional \$20,000/year to the program. The FUTURES endowment fund has a value in excess of 4.3 million, resulting in \$154,000 available per year for students. Director Eldridge reported that currently there are 34 students in the program and 26 students attending college. Since the Futures program began, 225 students have been accepted into the program, with 117 attending college and 73 receiving a degree. Board members followed up with comments and questions.

VIII. SUPERINTENDENT'S REPORT

a. ITEMS FOR INFORMATION

- i. NHSBA RESOLUTIONS – 2015
- ii. POLICY MINUTES – DECEMBER 3, 2014
- iii. SCHEDULING SCHOOL BOARD RETREAT, JANUARY 27, 2015, 4 PM

b. CORRESPONDENCE

- i. STUDENT LETTERS RECEIVED (2) RE: SCHOOL START TIME

c. ADMINISTRATOR REPORTS

- i. SCHOOL NUTRITION, DIRECTOR RISO – The “Try It” program is now being offered at all three elementary schools. This program allows students to try new foods grown locally.

The Nutrition Department is providing lunches to traveling athletic teams and is receiving positive feedback from parents and athletes.

A local seafood purchasing group is in the process of negotiating better prices and arranging delivery dates and times. This will allow Ms. Riso to offer products within budget.

Ms. Riso was contacted by the USDA who wished to know more about the program. After touring the schools and participating in the “Try It” program, visiting members commented on how all involved support the program. Ms. Riso followed up by visiting the USDA in Boston where she was presented with a certificate of appreciation.

Congratulations to LHS, NFS and Dondero for winning the Healthy US Challenge. This challenge is very competitive and involves intricate grain formulations along with strict recess time requirements and many other variables that need to be met for a school to be considered. Ms. Riso is proud to report that all three of Portsmouth's elementary schools received the award. Board members followed up with comments and questions.

- ii. PORTSMOUTH MIDDLE SCHOOL, PRINCIPAL STOKEL-Principal Stokel updated Board members on enrollment numbers, honor roll percentages, after school activity participation, and how students receive merit cards.

Sixth grade teams are participating in a new program, *Mindful Learning*, which studies the different parts of the brain. Training takes place during time set aside for advisory activities and does not take away from instructional time.

Mr. Stokel concluded by thanking the Board for the new middle school facilities. Board members followed up with comments and questions.

- iii. PUPIL SUPPORT & INSTRUCTION, DIRECTOR SIMONS-Ms. Simons highlighted the following:

ESOL numbers continue to grow from 82 last year to 86 currently.

The district is preparing for a Title III visit from the Department of Education where the top three spoken languages will need to be identified. Currently there are 46 languages spoken by ESOL students.

Title I funding continues to provide support to students requiring intervention in reading at New Franklin and at St. Patricks. However, the biggest challenge continues to be meeting federal mandates as grant funding continues to decline.

Students identified as homeless have slightly decreased but are expected to increase during the holiday season. Federal guidelines mandate that 1% of the Special Education budget be set aside for this population. Currently there are 28 students identified as homeless. When a student becomes homeless, a district must provide transportation for the homeless student located outside the district. Transportation costs are usually a shared expense between the home district and where the student resides.

There are currently 43 identified students with disabilities. Grant funding and current general budget funding will not adequately cover professional staff next year. Ms. Simons will be reviewing staffing and program sustainability with the Superintendent next week. Board members followed up with comments and questions.

- a. FINANCIAL REPORT, BUSINESS ADMINISTRATOR BARTLETT- Differences between actual expenditures and projected expenditures should better align over the next few months. Certain rolling averages cost centers continue to be difficult to predict. Special Education/Homeless transportation costs have increased dramatically. Energy costs are expected to increase as well. Mechanical structures, such as the HVAC at the high school, have performed well past their expectancy and need to be replaced.
- b. STUDENT REPORT – JULIA ADLER, STUDENT REPRESENTATIVE- Ms. Adler reported that students received progress reports, Peer Leadership hosted an open mike night, the junior class council is hosting an Early Release Feast, and the music department is preparing for winter concerts and caroling at Strawberry Banke.

II. OLD BUSINESS

III. NEW BUSINESS

- a. CONSIDERATION AND APPROVAL OF EXTENDED MATERNITY LEAVE THROUGH JUNE 2015

MOTION: Motion to approve extended maternity leave through June, 2015 for Jenna Bulger-Judd by Ms. Walker

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously Approved

b. CONSIDERATION AND APPROVAL OF POLICIES

i. REAFFIRM (BGD) AMENDMENT OF ADMINISTRATIVE REGULATIONS

MOTION: Motion to reaffirm policy BGD, Amendment by Mr. Ellis

SECOND: Ms. Novelline-Clayburgh

DISCUSSION:

VOTE: Unanimously Approved

ii. (CHB) BOARD REVIEW OF ADMINISTRATIVE REGULATIONS (FIRST READING)

MOTION: Motion to accept first reading of CHB, Board of Review of Administrative Regulations by Ms. Walker

SECOND: Ms. Novelline-Clayburgh

DISCUSSION:

VOTE: Unanimously Approved

c. WORKSHOP: DELAYED SCHOOL START TIMES- School Board members, along with administrators, listed questions/concerns that surround changing school start times. The following questions/concerns were raised:

- Bussing - If you move start time, do you decrease or increase the needs of transportation of a certain population?
- AREA Agreement concerns
- Athletics Schedules – Are after school athletic schedules the responsibility of the district or NHIAA’s responsibility?
- Is the benefit of changing the start time worth the academic gain?
- Are other schools (possibly co-horts) starting later? Do they have statistics to show academic improvements?
- Are after school jobs for students a consideration?
- Start times for after school athletic games –
- Could this help the district move the needle and produce higher achieving students better prepared after graduation? What is the gain with the minimal amount of disruption?
- What will be the impact of before and after school care for younger siblings?
- Should a committee be appointed?
- Was a comprehensive analysis already done with our scenario?
- Is this a topic that the Board would like to be implemented next year, if decided to change?
- Is more information available at the higher education level? Particularly around bus schedule difficulties?
- Is this a good time to look at the high school bell schedule as well?

- Would the change affect the teacher contract?
- With a new principal coming on board, would this be a good time?

Superintendent McDonough will gather as much information as possible and begin to map out a game plan for the Board to review and keep the topic as a regular agenda item.

II. COMMITTEE UPDATES

- JBC
- POLICY

III. FUTURE AGENDA ITEMS

- FY 16 BUDGET PRESENTATION: JANUARY 13, 2015

IV. ADJOURNMENT - Motion to adjourn at 10:02 pm Mr. Ellis and seconded by Mr. Martin. Unanimously approved.

PORTSMOUTH SCHOOL DEPARTMENT												
GENERAL FUND DETAIL COMPARISON AND INDEX												
			2014/15					2015/16				
1/8/2015												
Cost Center - Budget			Total Budget	Salaries	Benefits	Operating	Positions FTE	Total Proposed Budget	Salaries	Benefits	Operating	Positions FTE
Benefits Budgets			7,245,706		7,245,706	0	0.00	7,461,859		7,461,859	0	0.00
School Instruction & Operations												
102	DONDERO		2,086,422	1,705,794	339,433	41,195	30.25	1,858,941	1,504,766	311,980	42,195	26.26
104	LITTLE HARBOUR		2,851,285	2,287,850	503,566	59,868	36.60	3,171,036	2,521,122	590,046	59,868	39.17
105	NEW FRANKLIN		2,050,601	1,673,940	339,431	37,230	26.65	2,117,978	1,711,744	369,004	37,230	26.93
108	MIDDLE SCHOOL		3,465,583	2,785,726	581,301	98,556	40.64	3,533,017	2,807,473	622,583	102,961	40.64
109	SENIOR HIGH		7,296,534	5,902,315	1,225,805	168,414	82.79	7,511,248	6,010,670	1,327,043	173,535	83.04
Total Schools			17,750,424	14,355,625	2,989,536	405,263	216.93	18,192,220	14,555,775	3,220,656	415,789	216.04
Other Instruction Budgets												
110	ART		772,839	586,785	127,978	58,076	7.80	796,602	598,576	139,588	58,438	7.80
111	MUSIC		561,789	444,809	97,013	19,967	6.40	581,768	454,023	105,878	21,867	6.40
112	PHYSICAL EDUCATION		786,586	635,021	138,498	13,067	8.84	814,009	649,009	151,349	13,651	8.84
113	INSTRUMENTAL MUSIC		211,162	135,439	29,539	46,184	1.60	233,951	147,403	34,374	52,174	1.60
114	TECHNICAL CAREERS		1,163,879	906,730	196,431	60,718	12.34	1,175,559	907,926	209,965	57,668	12.74
115	ATHLETICS		656,888	272,311	57,982	326,595	1.00	670,553	272,341	61,638	336,574	1.00
116	DRAMA		56,996	36,209	7,897	12,890	0.50	59,194	33,493	7,811	17,890	0.50
117	K-12 COMPUTER		307,120	232,762	49,858	24,500	4.00	316,611	237,869	54,242	24,500	4.00
119	HEALTH INSTRUCTION		246,486	199,026	43,408	4,052	2.82	253,728	202,462	47,214	4,052	2.82
Total Other Instruction			4,763,744	3,449,092	748,603	566,049	45.30	4,901,975	3,503,102	812,059	586,814	45.70
Instruction Support Budgets												
130	ENRICHMENT		0	0	0	0	0.00	11,099	9,000	2,099	0	0.00
131	DISTRICT-WIDE ASSESSMENT		19,435	0	0	19,435	0.00	19,435	0	0	19,435	0.00
132	MATHMATICS ELEMENTARY		76,505	0	0	76,505	0.00	61,505	0	0	61,505	0.00
134	HEALTH		527,793	426,922	93,112	7,759	5.60	545,143	435,326	101,518	8,299	5.60
135	LIBRARY ELEMENTARY		391,455	295,913	62,438	33,104	5.36	402,040	305,221	68,228	28,591	5.43
136	MEDIA SERVICES		87,637	58,255	10,731	18,651	1.00	89,289	59,450	11,188	18,651	1.00
137	SYSTEM - WIDE PSYCHOLOGIST		60,092	40,979	8,938	10,175	0.50	109,340	80,413	18,752	10,175	1.00
138	INTERDISCIPLINARY CURRICULUM		19,909	0	0	19,909	0.00	19,909	0	0	19,909	0.00
139	READING		812,237	634,068	138,290	39,879	8.08	909,541	713,930	155,732	39,879	9.27
145	PUPIL ENTITLEMENT		3,525	0	0	3,525	0.00	3,525	0	0	3,525	0.00
Total Instructional Support			1,998,587	1,456,137	313,508	228,942	20.54	2,170,827	1,603,340	357,518	209,969	22.30
Special Education Budgets												
150	PEEP		329,293	269,908	51,791	7,594	5.16	344,870	280,692	56,584	7,594	5.09
151	SPED/ ELEMENTARY		896,580	744,996	131,696	19,888	19.91	1,017,472	841,237	157,047	19,188	20.84
152	SPED/ MIDDLE SCHOOL		788,342	647,379	131,755	9,208	11.29	760,577	620,291	131,078	9,208	10.79

PORTSMOUTH SCHOOL DEPARTMENT												
GENERAL FUND DETAIL COMPARISON AND INDEX												
			1/8/2015									
			2014/15					2015/16				
Cost Center - Budget			Total Budget	Salaries	Benefits	Operating	Positions FTE	Total Proposed Budget	Salaries	Benefits	Operating	Positions FTE
153	SPED/HIGH SCHOOL		664,130	540,199	113,082	10,849	8.25	684,814	551,060	122,905	10,849	8.43
156	SPEECH		520,213	423,740	92,418	4,055	5.00	471,134	378,754	88,325	4,055	5.60
157	OCCUPATIONAL THERAPY		187,166	151,117	32,959	3,090	1.90	192,970	153,973	35,907	3,090	1.90
159	ESL		174,994	142,118	30,996	1,880	2.60	183,031	146,895	34,256	1,880	2.60
160	ADAPTIVE SERVICES		10,197	6,500	1,197	2,500	0.00	10,223	6,500	1,223	2,500	0.00
165	OUT OF DISTRICT TUITION		1,623,450	0	0	1,623,450	0.00	1,680,580	0	0	1,680,580	0.00
Total Special Instruction			5,194,364	2,925,957	585,893	1,682,514	54.11	5,345,671	2,979,402	627,325	1,738,944	55.25
System Support Budgets												
170	CENTRAL OFFICE		1,032,201	725,075	133,710	173,416	8.82	1,023,597	714,111	134,755	174,731	8.82
171	SCHOOL BOARD		30,074	17,000	1,624	11,450	0.00	30,261	17,000	1,636	11,625	0.00
173	RESEARCH & DEVELOPMENT		3,823	0	0	3,823	0.00	0	0	0	0	0.00
177	TECHNOLOGY PLAN		690,674	331,776	61,113	297,785	5.00	664,983	334,337	62,922	267,724	5.00
178	DATA PROCESSING		120,729	65,370	12,041	43,318	1.00	121,026	65,400	12,308	43,318	1.00
179	LARGE EQUIPMENT		60,399	0	0	60,399	0.00	63,387	0	0	63,387	0.00
180	TRAVEL IN DISTRICT		30,564	0	2,172	28,392	0.00	31,533	0	2,241	29,292	0.00
182	WELLNESS		2,000	0	0	2,000	0.00	2,000	0	0	2,000	0.00
183	INSURANCE		116,289	0	0	116,289	0.00	125,577	0	0	125,577	0.00
184	TELEPHONE		45,549	0	0	45,549	0.00	52,123	0	0	52,123	0.00
187	ATHLETIC FIELDS		56,758	0	0	56,758	0.00	58,460	0	0	58,460	0.00
188	MAINTENANCE		711,854	226,090	41,646	444,118	4.00	733,081	226,090	42,550	464,441	4.00
189	ENERGY		1,106,162	0	0	1,106,162	0.00	1,397,339	0	0	1,397,339	0.00
195	PUPIL TRANSPORTATION		846,994	0	0	846,994	0.00	860,390	0	0	860,390	0.00
Total System Support			4,854,070	1,365,311	252,306	3,236,453	18.82	5,163,757	1,356,938	256,412	3,550,407	18.82
			41,806,896	23,552,122	12,135,551	6,119,221	355.70	43,236,310	23,998,557	12,735,830	6,501,924	358.10
								1,429,414	446,435	600,277	382,702	2.40
								3.419%	1.9%	4.9%	6.3%	

PRINCIPAL SEARCHES TO BEGIN

As you know, we will begin search processes for both the middle and high school principalships. If you are interested in serving on one of the committees, please e-mail to this office prior to January 27th in order to be considered for the screening/interview team. You can also help inform the search committee by completing the profile survey. Finally, finalists will visit their respective schools in March; please save the dates. For all the details, please visit the "Invitation/Survey" links listed below.

[PHS SEARCH LINK](#)

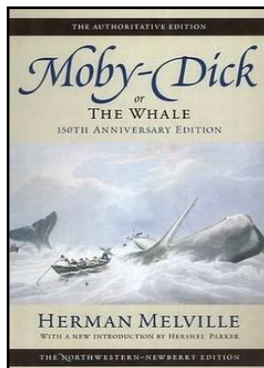
[PMS SEARCH LINK](#)

HALF WAY ROUND

As we approach the half way point on our journey this year, we wanted to remind you to find time, if you have not already, to conduct a few peer observations. In February, the administrative team will be soliciting your feedback via survey. The survey will help us monitor feedback on this goal, as well as your views on strengthening peer feedback.

You will recall, the administrative PLC set a goal that **"by February 2015, 80% of teachers will identify that they have received feedback that has helped them reflect on practice."**

So, revisiting the year's allegory: *"But, no more of this blubbing now, we are going a-whaling, and there is plenty yet to come."*



DISTRICT DOINGS

Kudos to all three of our **elementary schools** as they were identified in the top 50 NH Elementary Schools by Niche.com. In fact, all three were selected in the Top Ten: **NFS (#4), LHS (#7) and DO (#8)**.

CLICK [HERE](#) TO VIEW THE COMPLETE LIST

Also, PHS was ranked #9 in NH and PMS was ranked #12.

Congratulations to all of our schools, our staff and students; it is always nice to be recognized by an outside organization for the good work that you do, every day, for our children.

REMINDER: January 13th, 3:45 at PHS Little Theatre there will be a grant writing workshop for those submitting a **Clipper Fund Grant Proposal**.

HAPPY NEW YEAR!



"Well folks, in view of the budget cuts, I'm afraid our ad hoc committee is now an in hoc committee."



SUPERINTENDENT'S UPDATE



January 2015

Educating all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.

LATER START FOR ADOLESCENTS?

In December, the School Board held an initial workshop session to discuss the most recent recommendation from the American Association of Pediatrics which recommends the high school day should begin no sooner than 8:30 a.m.

The School Board has asked a series of questions as it works to understand the impact, for example: *How can we change the time and participate in sports? At what point is it the NHIAA's responsibility? Will a later start time move the needle? How strong a lever is this from a cost / benefit analysis? What parameters do we set around start time? What's the gain on a range from a minimal amount of disruption to a maximum amount of gain? Is 30 minutes negligible? Isn't there a finite list of elements involved? What schedule pieces are involved? Do we re-survey? What is the impact to teachers? Administrators? Students? Parents? Should we appoint a committee?*

The School Board has asked that this remain as a regular recurring agenda item over the next few months.

TEACHER CONTRACT & THE "TQP"

Happily, in December, the City Council approved new employment contracts for custodians, paraprofessionals and the teacher's bargaining unit. One of the most significant elements arises from the teacher contract, specifically, the establishment of a "teacher quality panel," hereafter referred to as the "TQP." The TQP will consist of three teachers and three administrators under the leadership of the assistant superintendent, who, under a shared governance model, will make key

recommendations to strengthen feedback on instructional practice and help implement a career ladder for teachers. Members of the TQP will receive an annual stipend and can expect to meet once a month. The union appoints teachers representing the grade spans (PK-5, 6-8, 9-12) and the School Board appoints the three administrators.

Initially, in 2015-16, the TQP is charged with determining the menu of professional development activities and in-district courses that will enable teachers to earn additional achievement units. Additionally, the TQP will establish the means and methods by which a teacher can evidence growth within Danielson's framework. The TQP may also establish staff training to strengthen peer feedback. Finally, in 2017-18, the TQP will review submissions from teachers seeking to earn model teacher status and make recommendations to the Assistant Superintendent. A model teacher will earn a stipend equal to 7.5% of his/her teacher interval salary. This spring, we expect to launch the Teacher Quality Panel and hope you will consider participating on the TQP as it will play a significant role in teacher development.



"Worried about this year's class size?"

TEST SCORES AND ECONOMIC PERFORMANCE

ASCD, in a recent policy brief, notes that *"making a direct connection between assessment results and economic strength is grossly misleading."* Too often we hear how poorly the US performs, internationally (PISA Assessment). But ASCD points out that while these tests assess cognitive skills, they fail to *"capture the knowledge and traits that are crucial to creativity and entrepreneurship. 'Confidence, resilience, grit, mind-set, personality traits, social skills, and motivation have been found to be at least as important as cognitive skills in the workplace'."* Critics of our public schools suggest US performance shows a country in decline. However, ASCD, in its policy brief, paints a different picture:

Did you know?

The US's lead in GDP over top-performing PISA countries (Canada, Finland, Japan) has increased.

Productivity data (workforce efficiency) shows the US has improved greatly over the past decade and the US is now a top-performer.

However, US performance on PISA ranks us 24th in reading and 36th in math.

Clearly, there is room to improve on these assessments, but folks who suggest the US is in decline ignore the cultural, political and societal factors that also influence economic performance. To read more, visit this link and review the August 2014 brief: <http://www.ascd.org/public-policy/policy-points-archive.aspx>.

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: January 6, 2015
TO: PORTSMOUTH SCHOOL BOARD
FROM: POLICY COMMITTEE
RE: JANUARY 6, 2015 MEETING MINUTES

Members Present: Leslie Stevens, Ann Walker, Ed McDonough and Kathleen Dwyer

Discussion Items:

Leslie shared that she had received a call from a citizen inquiring about the Board's policies regarding campaigning on school property. (The Committee had discussed this at a recent meeting and determined that no action was necessary.) She referred the caller to the policies available on line and the public forum availability at certain school locations. She referred the caller to the City Attorney regarding regulation of campaigning/political activities generally within the City. The Committee, once again determined that the activity at the High School during this past campaign season was a unique and isolated event that did not warrant legislative action by way of adoption of new policies.

Policies Considered:

Sustainability

The Committee reviewed the sample policy supplied by the environmental club at the High School and a sample Kathleen had brought in. There was a discussion regarding the many efforts the School Department has undertaken in this area, from long standing recycling, installation of solar panels for energy generation and heating of water, farm to table in the Food Service Program and use of green cleaning products. The Committee reworked the parts of both policies that were a good fit and Kathleen will draft a comprehensive new draft. Leslie indicated, and the Committee agreed that the students in the environmental club should be involved in the development/adoption of this policy. She will get in touch with their advisor to coordinate.

Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability (ACE and IHBA)

The procedural safeguards included in this policy are mandated by the Federal non-discrimination law known as the Rehabilitation Act of 1973. The Board last adopted this policy in 1994 and it was in need of updating. The Committee reviewed and has recommended the adoption of the sample policy from the New Hampshire School Boards Association. This policy contains the requirements of the law that provide for

accommodations for those students and employees that have certain handicapping conditions that impact major life activities (learning is considered a major life activity) and the process for ensuring that these rights are protected. Since it does apply to students and employees it will be cross referenced and included in both sections of the policy book.

Expelled Students' Readmission to School (JICD)

This policy was last reviewed in 1998. Kathleen explained that it was adopted during a time when there were many disciplinary hearings before the Board. By state law, students that are expelled have a right to petition to return to school in August prior to the beginning of the school year. This policy authorizes the Superintendent to readmit students without further Board action.

The Committee examined the Due Process policy (JIA) and recommended that the contents of JICD be included as a separate section of this policy as a logical place to include it. JICD could then be eliminated.

Respect (JIC)

Ed commented that this is a "home grown" policy that has been a very effective one. It is also a policy that will be included, and cross referenced, in both the student and personnel sections of the policy book.

Suspension of Pupils (JICD)

This policy was last reviewed in 1999 and authorizes the Superintendent to extend suspensions of students for an additional ten days following an initial ten day suspension. State law authorizes suspensions of students up to twenty days, so long as the same administrator is not imposing the initial ten days and the additional ten days and requires some form of due process hearing prior to the imposition of the additional ten days. The hearing required is not a formal one, but an opportunity for the student to be informed of violations of school rules and to respond to same. Typically, these hearings involve a meeting with the Superintendent, the student and the student's parents. Ed commented that the wording in the policy was a bit confusing regarding the hearing. Kathleen said that she would check the language with the language in the state law. After that check, the Committee recommended that the policy be reaffirmed.

Student Conduct

This policy was originally adopted to require students to comply with all Federal, State and municipal laws and regulations. This was part of the discussion regarding the Athletic Contract, limiting student's participation in extra-curricular activities for violations of these laws and rules in addition to school rules. The coding of this policy is incorrect and Ed will get the correct code.

Suspension of Pupils (JICD)

This policy is based upon RSA 193:13 that permits the School Board to authorize an administrator to extend of suspensions of students beyond 10 school days. Portsmouth policy has always authorized only the Superintendent to extend suspensions. Ed commented that he thought that the wording in the policy was a bit confusing regarding the hearing that was referenced. Kathleen explained that the hearing referred to in the statute and the policy did not refer to a School Board hearing, but a hearing before the administrator extending the suspension whereby the student would have an opportunity to be informed of the discipline and to address the issue. Kathleen said that she would check the policy wording with the state law.

The Committee decided to include this policy in the Due Process policy and eliminate it as a stand-alone policy.

Policies for Board Action:

First Reading	Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability (ACE and IHBA)
Revise and Approved	Suspension of Pupils (JICD) Due Process (JIA)
Reaffirm	Respect (JIC) Student Conduct (Needs new code)
Elimination	Expelled Students' Readmission to School (JICD)

Policies for Consideration at Next Meeting:

Next Meeting: Wednesday, January 28, 2015 9:00 a.m.

Questions from School Board Workshop Session (12/9/14)

How can we change the time and participate in sports?

At what point is it the NHIAA's responsibility?

Will a later start time move the needle? How strong a lever is this from a cost / benefit analysis?

What parameters do we set around start time? What is the gain on a range from a minimal amount of disruption to a maximum amount of gain?

Is 30 minutes negligible?

Could Rye and Greenland pick up kids and get them there for 8:00 a.m.?

Isn't there a finite list of elements involved? What schedule pieces are involved?

Do we re-survey? What is the impact to teachers? Administrators? Students? Parents?

Should we appoint a committee?

Should we have a rolling open and close at the high school?

Should we talk about the block schedule?

Who says it has to be every day?

Secondary School Start Times

Cohorts I & II Schools

School	Start Time	End Time
Portsmouth High School	7:30	2:30
Exeter High School	7:30	2:30
Oyster River High School	7:35	2:30
Con-Val High School	7:30	2:20
Merrimack Valley High School	7:45	2:33
Goffstown High School	7:56	2:41
Hanover High School	8:00	2:55

Success Stories from Start School Later (startschoollater.net)

School	Start Time	End Time
Westbrook, ME	7:50	2:30
Marblehead, MA	7:55	2:30
Hingham, MA	8:00	2:32
Medway, MA	8:04	2:31
Sharon, MA	8:05	2:39
Duxbury, MA	8:20	2:45

OFFICE OF THE CITY MANAGER



MEMORANDUM

Amey
Copies to Steve B.
+ Rita

TO: Department Heads
FROM: John P. Bohenko, City Manager
DATE: January 7, 2015

RE: FY16 Budget Guidelines

Last October, the City Council ratified the recommendation to bring back the Joint Budget Committee (JBC) which was charged with recommending to the City Manager and the City Council guidelines for the preparation of the proposed FY16 budget. The voting members of the JBC are: Chair-Mayor Robert Lister, Councilors-Eric Spear and Jack Thorsen, School Board Members-Jeff Landry and Nancy Novelline Clayburgh, Fire Commission-Jennifer Matthes, and Police Commission-John Golumb.

The JBC met three times; November 5, 2014, November 25, 2014, and December 17, 2014. At the December 17th meeting, a very preliminary FY16 proposed budget was presented for both the operating and the non-operating budget. The preliminary operating budget was prepared based on increases or changes in rates associated with COLA adjustments, Retirement, Health Insurance premium, Workers' Compensation, Electricity, Natural Gas, Gasoline, and other operating adjustments. The non-operating budget include adjustments primarily associated with Debt Service, County Tax, Property & Liability, Rolling Stock, and Capital Outlay.

The JBC focused on the Operating Budget and recommended that a guideline be set that would result in the continuation of existing services. Due to increases in rates such as COLA, Retirement, and Health Insurance, the preliminary operating budget was presented with an overall increase of approximately 4%. The JBC recommends that for each department there not be a set percentage increase but an *overall* operating budget increase of no more than \$3,000,000 or 3.95%. The City Council voted on January 5, 2015 in favor of the recommendation.

Factors effecting the operating budget are:

Salaries:

Collective Bargaining Agreements state the COLA adjustment percentage shall be determined by the rolling ten (10) year average of the November-November Boston-Brockton-Nashua CPI. The November – November index is 1.6% making the 10-year rolling average 1.93%.

CONSUMER PRICE INDEX - CPI-U (NOV. TO NOV. BOSTON-BROCKTON-NASHUA)	
FY 07	3.26%
FY 08	2.06%
FY 09	3.40%
FY 10	0.72%
FY 11	1.82%
FY 12	0.64%
FY 13	2.90%
FY 14	2.00%
FY 15	0.92%
FY 16	1.60%
10 Year Average	1.93%

Collective Bargaining Agreements state that the COLA adjustment shall not be less than 2% and no more than 5%.

Retirement

NH Retirement System certified rates for FY16 and FY17 as follows:

RETIREMENT RATES-EMPLOYER			
	FY15 Rates	FY16 & FY17 Rates	% Increase
GROUP I			
Employees	10.77%	11.17%	3.71%
Teachers	14.16%	15.67%	10.66%
GROUP II			
Police	25.30%	26.38%	4.27%
Fire	27.74%	29.16%	5.12%

Leave at Termination

General Government, Police, Fire and School Departments annually budget a fixed amount for each fiscal year which is transferred to the Leave at Termination Stabilization fund where sick leave liability due to employees upon termination is paid. Recommend to level fund this appropriation for FY16:

	FY16 Budget
General Government	300,000.00
Police Department	155,203.00
Fire Department	70,084.00
School	400,000.00
	<hr/>
Total	925,287.00

Health Insurance

Guaranteed Maximum Rate (GMR) health insurance premium increase provided by HealthTrust is 2.7%. Average increase for the last ten years is 5.36%

HEALTH INSURANCE RATE HISTORY	
	Actual Increase
FY07	9.20%
FY08	0.70%
FY09	2.40%
FY10	11.50%
FY11	5.20%
FY12	12.50%
FY13	6.40%
FY14	6.10%
FY15	-3.10%
FY16 GMR	2.70%
Average over 10 years	5.36%

Total Projected Premium for General Government, Police Fire and School Departments is \$13,790,524.

Employees' projected contribution is \$2,235,111.

City projected contribution is \$11,555,413.

HEALTH PREMIUM BUDGET @ 10 YEAR AVG	FY16 Budget		FY15 Budget		Estimated	Stabilization
	FY15 Budget	Increase @	FY15 Budget		City Cost	Fund
		5.36%				
General Government	1,686,043	90,372	1,776,415	\$1,936,572	160,157	
Police Department	1,414,956	75,842	1,490,798	\$1,596,536	105,738	
Fire Department	1,096,396	58,767	1,155,163	\$1,089,684	(65,478)	
School	5,841,258	313,091	6,154,349	\$6,932,620	778,271	
Total General Fund Budget	10,038,653	538,072	10,576,725	11,555,413	978,688	

Workers' Compensation

The following table represents a budgetary reduction for FY16 of \$38,786. This is a result of an additional discount in FY15 when the City bundled Property & Liability with Workers' Compensation insurance with Primex.

	FY15	FY16	\$Change	% Change
General Government	184,445	169,870	(14,575)	-7.9%
Police	124,201	119,147	(5,054)	-4.1%
Fire	213,898	199,769	(14,129)	-6.6%
School	100,614	95,586	(5,028)	-5.0%
Total General Fund	623,158	584,372	(38,786)	-6.2%

Energy

Energy cost increases will be substantial for FY16. Electricity rates are projected to rise by 20% to 25%. Natural Gas increases are estimated to be approximately 14% and Gasoline at approximately 7%.

Preliminary Operating Budget by Department as presented to JBC on December 17, 2014

GENERAL GOVERNMENT

FY15 Budget (Adjusted by Collective Bargaining)	\$	17,219,382	
Step increase (includes benefits and retirement)		124,900	
Retirement (due to increase in rates)		14,326	
Health Insurance		90,372	
Workers' Compensation		(14,575)	
Other Benefits (i.e. Longevity, FICA,)		3,014	
Electricity		145,900	
Natural Gas		24,990	
Gasoline		15,750	
Other Operating @3%		124,296	
		528,972	3.07%
2% Collective Bargaining		199,746	
<i>Includes benefits including Retirement</i>			
Total		728,718	4.23%

POLICE DEPARTMENT

Adopted FY15 Budget	\$	9,354,354	
Step increase (includes benefits and retirement)		105,507	
Retirement (due to increase in rates)		37,983	
Health Insurance		75,842	
Workers' Compensation		(5,054)	
Other Benefits (i.e. Longevity, FICA,)		2,701	
Gasoline		7,420	
Other Operating @3%		13,099	
		237,497	2.54%
2% Collective Bargaining		142,039	
<i>Includes benefits including Retirement</i>			
Total		379,536	4.06%

FIRE DEPARTMENT

Adopted FY15 Budget	\$	7,762,440	
Step increase (includes benefits and retirement)		116,945	
Retirement (due to increase in rates)		43,274	
Health Insurance		58,767	
Workers' Compensation		(14,129)	
Other Benefits (i.e. Longevity, FICA,)		3,322	
Electricity		8,200	
Natural Gas		4,200	
Gasoline		3,780	
Other Operating @3%		9,261	
		233,621	3.01%
2% Collective Bargaining		117,536	
<i>Includes benefits including Retirement</i>			
Total		351,157	4.52%

SCHOOL DEPARTMENT

FY15 Budget (Adjusted by Collective Bargaining)	\$ 41,805,970	
Step increase (includes benefits and retirement)	498,453	
Retirement (due to increase in rates)	312,392	
Health Insurance	313,091	
Workers' Compensation	(5,028)	
Other Benefits (i.e. Longevity, FICA,)	1,881	
Electricity	281,964	
Natural Gas	5,570	
Fuel Oil	64	
Gasoline	0	
Tuition	(95,146)	
Transportation	26,469	
Other Operating @3%	89,434	
	1,429,144	3.42%
2% Collective Bargaining		
<i>Includes benefits including Retirement</i>	129,056	
Total	1,558,200	3.73%

TOTAL OPERATING

FY15 Operating Budget Budget	\$ 76,292,146	
Step increase (Includes benefits and retirement)	845,805	
Retirement (due to increase in rates)	407,974	
Health Insurance	538,072	
Workers' Compensation	(38,786)	
Other Benefits (i.e. Longevity, FICA,)	10,918	
Electricity	436,064	
Natural Gas	34,760	
Fuel Oil	64	
Gasoline	26,950	
Tuition	(95,146)	
Transportation	26,469	
Other Operating @3%	236,090	
	2,429,234	3.18%
2% Collective Bargaining		
<i>Includes benefits including Retirement</i>	588,376	
Total	3,017,611	3.96%

FY 16 PRELIMINARY OPERATING BUDGET

FY2016 PRELIMINARY BUDGET FOR DISCUSSION ONLY	FY15 BUDGET	FY16 STEPS	OTHER INCREASE	FY16 BUDGET	% CHANGE	COLA 2%	TOTAL	\$ CHANGE	% CHANGE
OPERATING BUDGET									
GENERAL GOVERNMENT	17,219,382	124,900	404,073	17,748,354	3.07%	199,746	17,948,100	728,718	4.23%
POLICE DEPARTMENT	9,354,354	105,507	131,990	9,591,851	2.54%	142,039	9,733,890	379,536	4.06%
FIRE DEPARTMENT	7,762,440	116,945	116,675	7,996,061	3.01%	117,536	8,113,597	351,157	4.52%
SCHOOL DEPARTMENT	41,805,970	498,453	930,691	43,235,114	3.42%	129,056	43,364,170	1,558,200	3.73%
COLLECTIVE BARGAINING CONTINGENCY	-	-	-	-	-	-	-	-	-
TRANSFER TO INDOOR POOL	150,000	-	-	150,000	0.00%	-	150,000	-	0.00%
PRELIMINARY OPERATING BUDGET	76,292,146	845,805	1,583,430	78,721,380	3.18%	588,376	79,309,757	3,017,611	3.96%



CITY OF PORTSMOUTH

Municipal Complex
1 Junkins Avenue
Portsmouth, New Hampshire 03801
(603) 610-7200
Fax (603) 427-1526

Robert J. Lister
Mayor

SB 1/13/14

December 10, 2014

Leslie Stevens, Chair,
Portsmouth School Board
151 Park Street
Portsmouth, NH 03801

Dear Leslie,

At the City Council meeting on December 8, 2014, I plan to appoint a new Blue Ribbon Committee on the Sagamore Creek Land. This City-owned 66-acre parcel lies along the Sagamore Creek and Jones Avenue. I am writing to request that you appoint one representative from the School Board to serve on this Committee. This representative will join two representatives from the City Council, a representative each from the Conservation Commission and Recreation Board as well as one City resident and the City Manager or his designees.

The purpose of the Committee will be to develop a plan for public usage of the 66-acre city-owned Sagamore Creek parcel. I will request that a report back be made to the City Council on or prior to September 21, 2015.

I very much look forward to this Committee beginning its work and I am grateful for your assistance in identifying a representative. I would ask that you notify the City Manager of your appointment as soon as you are able.

Many thanks for your cooperation and assistance.

Sincerely,

Dr. Robert J. Lister
Mayor

c.: John P. Bohenko, City Manager

Amy Noble

From: Leslie Stevens [REDACTED]
Sent: Friday, December 19, 2014 9:18 PM
To: [REDACTED]
Cc: Edward McDonough; 'Lennie Mullaney'; Stephen Zadavec; Amy Noble
Subject: Mayor's Blue Ribbon Committee on the Sagamore Creek Land

Follow Up Flag: Flag for follow up
Flag Status: Completed

Dear Mayor Lister,

In response to your recent request I have appointed Lennie Mullaney to be the School Board representative for the new Blue Ribbon Committee on the Sagamore Creek Land. Lenny is excited and honored to be serving on this committee. I have included her in this email as well as the Superintendent and Assistant Superintendent. This is a great idea and no doubt this group will come up with some fantastic ideas for the Sagamore Creek land. Please let me know if there is anything else I can help with regarding this committee.

Thank you,

Leslie Stevens,
School Board Chair

Leslie Stevens

[REDACTED]
tel. 603.427.1346
cell. [REDACTED]

Thursday, December 4, 2014

SB 11/13/15

Ed McDonough
Superintendent
Portsmouth, N.H. School System

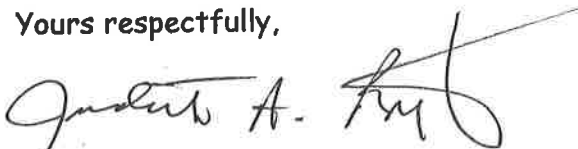
Dear Superintendent McDonough,

This letter is to notify you that I will be retiring from Dondero, and the Portsmouth School System, at the end of this school year 2014-15. My last day will be June 30, 2015.

I have enjoyed teaching with, working with, and learning from my colleagues for the past 39 years, and am ready to move on to the next phase of my life.

I wish you, Dondero Elementary School, and the entire Portsmouth School community continued growth and success.

Yours respectfully,



Judith A. Fingerlow

Board Review of Administrative Regulations

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board therefore they may be revised when it appears they are not consistent with Board policy. On controversial topics, the Superintendent may request prior Board approval.

Portsmouth School Department 2015-2016 School Calendar **PROPOSAL #1** To the Board 01-13-15

	M	T	W	TH	F		M	T	W	TH	F
August				27 Teacher ws day	28 Teacher ws day						
(1)	31 Students 1 - 9										
September		1 Students 1 - 12	2 Students 1 - 12	3 Students 1 - 12	4 Labor Day Break	February	1	2	3	4	5
(20)	7 Labor Day	8 Students K - 12	9	10	11	(16)	8	9	10 ERD	11	12
	14	15	16 ERD	17	18		15	16	17	18	19
	21	22	23	24	25		22 Winter Break	23 Winter Break	24 Winter Break	25 Winter Break	26 Winter Break
	28	29	30				29				
October				1	2	March		1	2	3	4
(20)	5	6	7	8	9 Teacher ws day	(22)	7	8	9	10	11
	12 Columbus Day	13	14	15	16		14	15	16	17	18 Teacher ws day
	19	20	21 ERD	22	23		21	22	23	24	25
	26	27	28	29	30		28	29	30	31	
November	2	3 Election Day K - 5 No school. Teacher Conferences	4	5	6	April					1
(17)/(16 E)						(16)					
	9	10	11 Veteran's Day	12	13		4	5	6 ERD	7	8
	16	17	18	19	20		11	12	13	14	15
	23	24	25 Thanksgiving Break	26 Thanksgiving Day	27 Thanksgiving Break		18	19	20	21	22
	30						25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break	29 Spring Break
December		1	2	3	4	May	2	3	4	5	6
(17)						(20)					
	7	8	9 ERD	10	11		9	10	11	12	13
	14	15	16	17	18		16	17	18	19	20
	21	22	23 ERD	24 Holiday Break	25 Christmas Day		23	24	25	26	27 Teacher ws day
	28 Holiday Break	29 Holiday Break	30 Holiday Break	31 Holiday Break			30 Memorial Day	31			
January					1 Holiday Break	June			1	2	3
(18)/(19 E)						(13)					
	4	5	6	7	8		6	7	8	9	10
	11	12	13 ERD	14	15		13	14	15	16	17 *Last day Students
	18 MLK Day	19	20	21	22		20	21	22	23	24
	25	26 *After 90 th day 6-12 no school	27	28	29		*Teacher ws/last day				
							* with no snow days/cancelled days			ERD - Early Release Days	

Portsmouth School Department 2015-2016 School Calendar **PROPOSAL #2** To the Board 01-13-15

	M	T	W	TH	F		M	T	W	TH	F
August	31 Teacher WS Day					February (16)	1	2	3	4	5
September		1 Students 1-9	2 Students 1-12	3 Students 1-12	4 Labor Day Break		8	9	10 ERD	11	12
(20)	7 Labor Day	8 Students K-12	9	10	11		15	16	17	18	19
	14	15	16 ERD	17	18		22 Winter Break	23 Winter Break	24 Winter Break	25 Winter Break	26 Winter Break
	21	22	23	24	25		29				
	28	29	30								
October				1	2	March		1	2	3	4
(20)	5	6	7	8	9 Teacher ws day	(22)	7	8	9	10	11
	12 Columbus Day	13	14	15	16		14	15	16	17	18 Teacher ws day
	19	20	21 ERD	22	23		21	22	23	24	25
	26	27	28	29	30		28	29	30	31	
November	2	3 Election Day K-5 No school. Teacher Conferences	4	5	6	April (16)					1
(17)/(16 E)											
	9	10	11 Veteran's Day	12	13		4	5	6 ERD	7	8
	16	17	18	19	20		11	12	13	14	15
	23	24	25 Thanksgiving Break	26 Thanksgiving Day	27 Thanksgiving Break		18	19	20	21	22
	30						25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break	29 Spring Break
December		1	2	3	4	May	2	3	4	5	6
(17)						(20)					
	7	8	9 ERD	10	11		9	10	11	12	13
	14	15	16	17	18		16	17	18	19	20
	21	22	23 ERD	24 Holiday Break	25 Christmas Day		23	24	25	26	27 Teacher ws day
	28 Holiday Break	29 Holiday Break	30 Holiday Break	31 Holiday Break			30 Memorial Day	31			
January					1 Holiday Break	June			1	2	3
(18)/(19 E)						(14)					
	4	5	6	7	8		6	7	8	9	10
	11	12	13 ERD	14	15		13	14	15	16	17
	18 MLK Day	19	20	21	22		20 *Last day Students	21 *Teacher ws day	22 *Teacher ws/last day	23	24
	25	26	27 *After 90 th day 6-12 no school	28	29		* with no snow days/cancelled days			ERD - Early Release Days	

Suspension of Pupils

~~The Superintendent of Schools is authorized by the School Board, after hearing, to continue the suspension of a pupil for a period in excess of 10 school days.~~

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, provided the student 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

Procedures Implementing Section 504 of Rehabilitation Act, 1973

Identification

~~The Portsmouth School Department defines a qualified handicapped individual under Section 504 as a student three to six years old who is educationally disabled under IDEA (Individuals with Disabilities Education Act), or a school aged child, aged 6 through 20, who has not graduated and who meets one of the following criteria:~~

- ~~• Has a physical or mental impairment, which substantially limits one or more major life activity. The term does not cover children disadvantaged by cultural, environmental, or economic factors.~~
- ~~• Has a record or history of such impairment~~
- ~~• Is regarded or treated by the School Department as having such impairment.~~

Placement and Accommodations

I. Placement

~~Placement is defined as a free, appropriate public education in the least restrictive environment.~~

Placement Policy

~~For students identified as educationally disabled using Special Education criteria, placement will be determined according to IDEA regulation. For students whose current physical, mental or psychological condition would qualify him/her as handicapped under 504 but not for Special Education, placement will be determined by the School Department designees who are knowledgeable about the child, the meaning of the evaluation data, and the placement options. Designees may include teachers, school nurses, guidance counselors or school administrators.~~

~~All information made available from a variety of sources will be considered and so documented in the decision making process. Placements must meet the following criteria:~~

- ~~• No cost to the parent;~~
- ~~• Accessible;~~
- ~~• Least restrictive environment.~~

H. Accommodations

~~504 accommodations are defined as considerations and/or modifications geared to assure access to a free and appropriate public education.~~

Accommodation Policies:

~~For students who qualify as handicapped under 504: reasonable accommodations will be determined by the School Department designees who are knowledgeable about the child and knowledgeable about the evaluation data related to that child.~~

~~All information made available from a variety of sources will be considered. In determining the needed accommodation(s), the following criteria should be used:~~

- ~~• Accommodations should be reasonable and not seriously diminish the quality of the program;~~
- ~~• Environmental factors which would create a barrier should be identified and modified if needed;~~
- ~~• Accommodations may include alterations of school/classroom policies and procedures to allow access to programs.~~

~~Accommodation Procedures:~~

~~A written referral form is completed by a teacher, parent, or student and forwarded to the Review Team. The Review Team shall be the SEPT or a similar team whose members are selected by the school principal.~~

~~The Team reviews all the available evaluation data.~~

~~The Team may make the following determinations:~~

- ~~• That additional information and/or further evaluation is needed (permission for testing); or~~
- ~~• That the student is not handicapped under Section 504; or~~
- ~~• That the student is handicapped Under Section 504. The Team develops an accommodation plan.~~
- ~~• That the student is an eligible student according to IDEA.~~

~~After the above decisions (a, b, c, d) are made, the parents are:~~

- ~~• Notified of the Team's determination~~
- ~~• Given Section 504 Student/Parent's Rights and IDEA Parental Rights.~~

~~Re-evaluation/Review:~~

~~The accommodation is reviewed periodically, or upon any significant change in the placement.~~

~~Grievance Procedure:~~

~~A complaint regarding a violation of law concerning discrimination on the basis of sex or handicap in our educational programs as required by Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973, shall provide for prompt and equitable resolution of disputes in the Portsmouth School Department as follows:~~

~~Level I~~

~~The complainant (student or employee) will first meet informally with the designated school administrator. The site administrator shall be the principal of the school or his/her designee. If the complainants' concerns are not clear, or cannot be resolved informally through discussion, the designated school administrator shall respond within ten (10) working days of the receipt of the written complaint. In the event that the complaint is unable to be resolved at this level, the complainant may/shall be referred to the School Department Compliance Coordinator.~~

~~504 Coordinator, — Student Services Director
Portsmouth School Department,
1 Junkins Avenue, Suite 402
Portsmouth, New Hampshire
Telephone: (603) 431-5080~~

Level II

~~Upon receipt, the School Department Compliance Coordinator will provide a copy of the School Department's grievance procedure to the complainant. The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally with the School Department Compliance Coordinator, who in turn shall investigate the complaint and respond within ten (10) days to the complainant in writing. If not satisfied with the response, the complainant may initiate formal procedures according to the following steps:~~

~~**Step 1.** A written statement of the grievance, signed by the complainant, shall be submitted to the School Department Compliance Coordinator within five (5) business days of receipt of answer to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.~~

~~**Step 2.** If the complainant wishes to appeal the decision of the School Department Compliance Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of receipt.~~

~~**Step 3.** If the complainant remains dissatisfied, he/she may appeal through a signed written statement to the local School Board within five (5) business days of complainant and his/her representative(s) within thirty (30) business days of the receipt of such an appeal. A copy of the Portsmouth School Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. In cases where the local School Board wishes to recuse itself, the Portsmouth School Department may appoint and compensate one or more persons to review the decision of the Superintendent, or an alternative hearing officer in Step 2. The time limits set forth in this procedure may be extended by mutual agreement.~~

~~**Step 4.** If at this point the grievance has not been satisfactorily resolved, further appeal may be made to:~~

~~Office for Civil Rights, Region I
U.S. Department of Education
33 Arch Street, Suite 900
Boston, Massachusetts 02109~~

The District provides the following Notice of Procedural Safeguards to parents/guardians and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22(4)(f), and 104.36 of the Regulations implementing Section 504 of The Rehabilitation Act of 1973.

The District does not discriminate on the basis of disability in admission or access to, or treatment of or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. The Director of Pupil Support and Instruction is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped

person may use the grievance procedure established by the Board.

Grievance Procedure

Parents/guardians of a student with a disability have the right to notify the above-designated employee with their complaint. Additionally, any disabled individual also has the right to notify the above-designated employee with their complaint.

The designated employee will provide an initial response within ten (10) days of receipt of the complaint. The parties will attempt to work out their differences informally in a prompt and equitable manner. A written record of the complaint resolution should be made within ten (10) working days of completion. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

If the issue is not resolved after the informal resolution process, the complainant may request that the Board places this matter on its agenda. This request may be made through the Superintendent.

If the Board schedules the matter for a hearing, the complainant may be represented by any person the complainant chooses, including legal counsel. The complainant may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

Procedural Safeguards

As required by 34 C.F.R. Section 104.36, parents/guardians of a student who needs or is believed to need special instruction and related services have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. An impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services; an opportunity for participation by the parent/guardian and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A process for reviewing complaints raised under these Procedural Safeguards. Such review process need not be formal.

Legal References:

34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap
Section 504 of The Rehabilitation Act of 1973

Procedures Implementing Section 504 of the Rehabilitation Act of 1973

Identification:

~~The Portsmouth School Department defines a qualified handicapped individual under Section 504 as a student three to six years old who is educationally disabled under IDEA (Individuals with Disabilities Education Act), or a school aged child, aged 6 through 20, who has not graduated and who meets one of the following criteria:~~

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Placement and Accommodations:

I.—Placement

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- ~~• No cost to the parent;~~
- ~~• Accessible;~~
- ~~• Least restrictive environment.~~

H.—Accommodations

~~504 accommodations are defined as considerations and/or modifications geared to assure access to a free and appropriate public education.~~

Accommodation Policies:

~~For students who qualify as handicapped under 504: reasonable accommodations will be determined by the School Department designees who are knowledgeable about the child and knowledgeable about the evaluation data related to that child.~~

~~All information made available from a variety of sources will be considered. In determining the needed accommodation(s), the following criteria should be used:~~

- ~~• Accommodations should be reasonable and not seriously diminish the quality of the program;~~

- ~~• Environmental factors which would create a barrier should be identified and modified if needed,~~
- ~~• Accommodations may include alterations of school/classroom policies and procedures to allow access to programs.~~

Accommodation Procedures:

~~A written referral form is completed by a teacher, parent, or student and forwarded to the Review Team. The Review Team shall be the SEPT or a similar team whose members are selected by the school principal.~~

~~The Team reviews all the available evaluation data.~~

~~The Team may make the following determinations:~~

- ~~• That additional information and/or further evaluation is needed (permission for testing);
or~~
- ~~• That the student is not handicapped under Section 504; or~~
- ~~• That the student is handicapped Under Section 504. The Team develops an accommodation plan.~~
- ~~• That the student is an eligible student according to IDEA.~~

~~After the above decisions (a, b, c, d) are made, the parents are:~~

- ~~• Notified of the Team's determination~~
- ~~• Given Section 504 Student/Parent's Rights and IDEA Parental Rights~~

Re-evaluation/Review:

~~The accommodation is reviewed periodically, or upon any significant change in the placement.~~

Grievance Procedure:

~~A complaint regarding a violation of law concerning discrimination on the basis of sex or handicap in our educational programs as required by Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973, shall provide for prompt and equitable resolution of disputes in the Portsmouth School Department as follows:~~

Level I:

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~~504 Coordinator, Student Services Director
Portsmouth School Department,
1 Junkins Avenue, Suite 402
Portsmouth, New Hampshire
Telephone: (603) 431-5080~~

Level II:

~~Upon receipt, the School Department Compliance Coordinator will provide a copy of the School Department's grievance procedure to the complainant. The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally with the School Department Compliance Coordinator, who in turn shall investigate the complaint and respond within ten (10) days to the complainant in writing. If not satisfied with the response, the complainant may initiate formal procedures according to the following steps:~~

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~~**Step 3.** If the complainant remains dissatisfied, he/she may appeal through a signed written statement to the local School Board within five (5) business days of complainant and his/her representative(s) within thirty (30) business days of the receipt of such an appeal. A copy of the Portsmouth School Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. In cases where the local School Board wishes to recuse itself, the Portsmouth School Department may appoint and compensate one or more persons to review the decision of the Superintendent, or an alternative hearing officer in Step 2. The time limits set forth in this procedure may be extended by mutual agreement.~~

~~**Step 4.** If at this point the grievance has not been satisfactorily resolved, further appeal may be made to:~~

~~Office for Civil Rights, Region 1
U.S. Department of Education
33 Arch Street, Suite 900
Boston, Massachusetts 02109~~

Legal References:

~~*20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Act*~~

~~*34 C.F.R. § 300 et seq., Assistance to the States for the Education of Children with Disabilities*~~

~~*RSA 186-C, Special Education*~~

~~*N.H. Code of Administrative Rules, Section Ed. 1100, Standards for the Education of Students With Disabilities*~~

~~*Appendix JICD-R, page 13*~~

~~The District provides the following Notice of Procedural Safeguards to parents/guardians and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22(4)(f), and 104.36 of the Regulations implementing Section 504 of The Rehabilitation Act of 1973.~~

~~The District does not discriminate on the basis of disability in admission or access to, or treatment of or employment in, its programs and activities.~~

~~The District provides a grievance procedure with appropriate due process rights. The Director of Pupil Support and Instruction is the designated employee, charged with coordinating efforts to~~

comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the Board.

Grievance Procedure

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If the issue is not resolved after the informal resolution process, the complainant may request that the Board places this matter on its agenda. This request may be made through the Superintendent.

If the Board schedules the matter for a hearing, the complainant may be represented by any person the complainant chooses, including legal counsel. The complainant may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

Procedural Safeguards

As required by 34 C.F.R. Section 104.36, parents/guardians of a student who needs or is believed to need special instruction and related services have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. An impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services; an opportunity for participation by the parent/guardian and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A process for reviewing complaints raised under these Procedural Safeguards. Such review process need not be formal.

Legal References:

34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap
Section 504 of The Rehabilitation Act of 1973

Due Process

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 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

Respect

The policy of the Portsmouth School Board is that all employees and students have the right to be treated with respect in their working and learning environments. Respectful behavior is defined as courteous regard or treatment. In order to ensure a climate characterized by mutual respect, employees, students, parents, community members, and elected officials will practice common courtesy and civil behavior toward one another in all situations. Demeaning comments and behavior will not be tolerated.

Procedures:

Employees are asked to immediately report any violation of this policy to a teacher, an administrator, the assistant superintendent, or the superintendent.

Students are asked to immediately report any violation to a counselor, administrator, the assistant superintendent, or the superintendent.

Retaliation:

There shall be no retaliation against any person reporting or confirming a violation of this policy.

Discipline:

- A substantiated charge against a staff member will result in disciplinary action up to and including dismissal.
- A substantiated charge against a student will result in disciplinary action up to and including expulsion.
- A substantiated charge against a parent will result in action up to and including exclusion from the school building.
- A substantiated charge against an elected official will result in a recommendation for a sanction against the official to his/her governing body.