

Nonpublic Session Minutes  
PORTSMOUTH BOARD OF EDUCATION

Date: June 9, 2015

Members Present:

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

Motion at 6:08 p.m. to enter Nonpublic Session made by ANN WALKER seconded by PATRICK ELLIS.

**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.*

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

**Entered nonpublic session** at 6:35 p.m.

Other persons present during nonpublic session:

<u>ED MCDONOUGH</u>	<u>STEVE BARTLETT</u>	<u>STEVE ZADRAVEC</u>
<u>TOM CLOSSON</u>	<u>ANN MAYER (6:33 PM)</u>	_____
_____	_____	_____
_____	_____	_____

Nonpublic Session Minutes  
PORTSMOUTH BOARD OF EDUCATION

Descriptions of matters discussed and final decision made:

Discussed Clerical Contract  
Reviewed PMS Assistant Principal Candidate  
Reviewed New Franklin Principal Candidate  
Reviewed PHS Principal Candidate

**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 Mr. Martin, seconded by Mr. Ellis, 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 ANN WALKER, seconded by NANCY-NOVELLINE CLAYBURGH.

**Motion:** **PASSED** **DID NOT PASS** (circle one)

**Public session reconvened** at 6:42 p.m.

**These minutes recorded by:** Edward McDonough, Superintendent.

## PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR JUNE 9, 2015

EILEEN M. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

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- I. **CALL TO ORDER** – Chair Stevens called the meeting to order at 7:04 p.m.
- II. **ROLL CALL** LESLIE STEVENS (CHAIR), DEXTER LEGG (VICE CHAIR), ANN WALKER, TOM MARTIN, PATRICK ELLIS, LENNIE MULLANEY, JEFF LANDRY, NANCY NOVELLINE-CLAYBURGH, GARY EPLER, ED MCDONOUGH (SUPERINTENDENT), STEVE ZADRAVEC (ASSISTANT SUPERINTENDENT), STEVE BARTLETT (BUSINESS ADMINISTRATOR), OLIN JOHANNESSEN (EMPLOYEE REPRESENTATIVE) AND JULIA ADLER (STUDENT REPRESENTATIVE)
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE** - Chair Stevens led the Board in the Pledge of Allegiance.
- V. **ACCEPTANCE OF MINUTES**
  - a. MAY 26, 2015  
MOTION: Motion to accept the public minutes of May 26, 2015 by Ms. Mullaney  
SECOND: Ms. Walker  
DISCUSSION:  
VOTE: Unanimously Approved
- VI. **PUBLIC COMMENT** - NONE
- VII. **SPECIAL PRESENTATIONS:**
  - a. RECOGNITION OF SCHOOL DEPARTMENT RETIREES & STUDENT REPRESENTATIVE
  - b. SUSTAINABILITY: MR. BERT COHEN, a teacher at Little Harbour, a professor at University of New Hampshire and now an advocate for the city of Portsmouth regarding sustainability measures, congratulated the Board on approving a sustainability policy for the district. Mr. Cohen recognized that the Board had several members with vast knowledge on sustainability measures and encouraged the Board to take the policy and begin to implement it into curriculum, the classroom and facility wide. Board members agreed that now that the policy is in place, administration should begin to evaluate current district procedures. Do they support sustainability efforts? While the district moves forward, involvement of community and parents will be a necessary piece in collecting ideas to weave together the broader story.
- VIII. **SUPERINTENDENT’S REPORT**
  - a. ITEMS OF INFORMATION
    - i. POLICY COMMITTEE MINUTES, JUNE 3, 2015
    - ii. NEW FUTURES DIRECTOR, AMY BRNGER
  - b. CORRESPONDENCE
    - i. LETTER OF RESIGNATION, BRIAN BALDIZAR
  - c. ADMINISTRATOR REPORT
    - i. FINANCIAL, BUSINESS ADMINISTRATOR BARTLETT- Salaries and benefits tracking well. The district received \$10,000 in FEMA reimbursement which will offset overrun in maintenance .

IX. **OLD BUSINESS - NONE**

X. **NEW BUSINESS**

- a. **CONSIDERATION AND APPROVAL OF CONTRACT BETWEEN SAU # 52 AND CLERICAL EMPLOYEES OF PORTSMOUTH SCHOOL DISTRICT**

MOTION: Motion to approve the contract between SAU #52 and Clerical Employees of Portsmouth School District by Mr. Ellis

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously Approved

- b. **CONSIDERATION AND APPROVAL OF NEW FRANKLIN PRINCIPAL**

MOTION: Motion to approve Ms. Joanne Simons as New Franklin Principal by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously Approved

- c. **CONSIDERATION AND APPROVAL OF PORTSMOUTH MIDDLE SCHOOL ASSISTANT PRINCIPAL**

MOTION: Motion to approve Mr. Tim Hodgdon as Portsmouth Middle School Assistant Principal by Mr. Martin

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously Approved

- d. **CONSIDERATION AND APPROVAL OF EMPLOYMENT**

- i. **DONDERO, KINDERGARTEN**

MOTION: Motion to approve a one-year contract for Ms. Faith Masterson as Dondero Kindergarten teacher by Ms. Walker

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously Approved

- ii. **PORTSMOUTH MIDDLE SCHOOL, 8<sup>TH</sup> GRADE MATH**

MOTION: Motion to approve Ms. Ashley Hass as Portsmouth Middle School Grade 8 Math teacher by Mr. Martin

SECOND: Ms. Novelline-Clayburgh

DISCUSSION:

VOTE: Unanimously Approved

- e. **DISCUSSION OF PORTSMOUTH HIGH SCHOOL PRINCIPAL VACANCY**

MOTION: Motion to approve Ms. Mary Lyons as Portsmouth High School Principal by Ms. Walker

SECOND: Ms. Mullaney

DISCUSSION: Superintendent McDonough was pleased to nominate Ms. Lyons and stated that he heard from many staff, parents and students requesting the Ms. Lyons remain the PHS Principal. Chair Stevens requested a roll call vote.

VOTE: 8 YES (DL Absent)

f. CONSIDERATION AND APPROVAL OF SUPERINTENDENT AUTHORIZATION TO HIRE DURING SUMMER MONTHS

MOTION: Motion to authorize the Superintendent to hire during the summer by Ms. Walker

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously Approved

g. CONSIDERATION AND APPROVAL OF POLICIES (FIRST READING):

i. HIGH SCHOOL GRADUATION COMPETENCIES (ILBAA)

ii. MOTION: Motion to approve first reading of High School Graduation Competencies (ILBAA) by Ms. Mullaney

SECOND: Mr. Martin

DISCUSSION: This is a new policy required by law.

VOTE: Unanimously Approved

iii. HIGH SCHOOL CREDIT FOR GRADE EIGHT COURSE WORK (IMBD)

MOTION: Motion to approve first reading of High School Credit for Grade Eight Course Work (IMBD) by Mr. Martin

SECOND: Mr. Landry

DISCUSSION: This is a new policy required by law. Board members discussed who would be responsible for the approval process and how to assure that parents understand that the grade will appear on a student's transcripts but will not affect a student's GPA.

VOTE: Unanimously Approved

h. CONSIDERATION AND APPROVAL OF REVISION TO POLICY (GBEBB) EMPLOYEE STUDENT RELATIONS (FORMERLY KNOWN AS PHYSICAL RELATIONSHIPS)

MOTION: Motion to revise policy GBEBB, Student Relations by Ms. Novelline-Clayburgh

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously Approved

i. CONSIDERATION AND APPROVAL OF LEAVE OF ABSENCE

MOTION: Motion to approve a one-year leave of absence for Ms. Trisha Lee by Ms. Walker

SECOND: Ms. Mullaney

DISCUSSION: This is a new policy required by law.

VOTE: Unanimously Approved

XI. **COMMITTEE UPDATES**

- a. POLICY- The committee will revisit the Sustainability policy at the next scheduled Policy meeting.

XII. **FUTURE AGENDA ITEMS**

- a. ELECTRONIC TEXT BOOK POLICY

- b. LATER START

- c. SCHOOL BOARD / LEADERSHIP RETREAT, AUGUST 18, 2015, 4 PM

XIII. **ADJOURNMENT** - Motion to adjourn at 8:10 p.m. by Mr. Martin and Seconded by Mr. Ellis. Unanimously approved.

**CITY OF PORTSMOUTH  
LEGAL DEPARTMENT  
MEMORANDUM**

**DATE:** JUNE 25, 2015  
**TO:** PORTSMOUTH SCHOOL BOARD  
**FROM:** POLICY COMMITTEE  
**RE:** JUNE 25, 2015 MEETING MINUTES

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

**Others Present:** Amy Noble

**Discussion Items:**

Kathleen reported that she had met with the nursing staff to review proposed Nursing Guidelines that they have been working on for a number of years. It is an all-inclusive document covering every aspect of health and safety. It also includes all of the various forms that are used. She had suggested that they create an indexed appendix of the forms so that they can be easily found and changed when necessary. She also reported that the final draft should come to the Policy Committee meeting for formal action and recommendation to the School Board. She also indicated that Barbara Pamboukas had offered to meet with the Policy Committee. The Committee decided to invite her to the next meeting.

The nurses also had discussed issues regarding students who do not have immunizations documented. Kathleen explained that enrollment cannot be denied for the inability of a homeless student to produce documentation or immigrants who cannot procure their records.

Students who cannot produce documentation are conditionally enrolled for thirty days during which time they must either receive the required immunizations or produce documentation. The nurses feel that they need a strong communication from the office of the Superintendent regarding the conditional enrollment.

The Committee discussed this at length and concluded that there needs to be uniformity of practice among the schools. The Committee felt that the Principals are in a better position to communicate directly with families on this issue and to promote compliance. In addition, there are a number of opportunities to educate parents of the importance of this issue.

The next issue that had been discussed with the nursing staff was physical examinations. Nurses had indicated that physicals are required prior to the students first enrollment in a school in New Hampshire. There was some confusion whether or not they are also required upon entering Middle School and again in High School. Ed checked the state law and the only required physical is on the first enrollment in school in New Hampshire. School districts are authorized to require additional physicals by policy.

### **Policies Considered:**

#### **Physical Examinations of Students (JLCA)**

The Committee reviewed a draft policy as a result of the earlier discussion regarding physical exams. In addition to the initial physical exam the draft policy would also require a physical prior to participation on a school athletic team for each school year of participation, excluding intermural athletics.

It was recommended that this be sent to the School Board for first reading in July.

#### **Immunizations (JLCB)**

As a result of the discussion regarding immunizations, the Committee reviewed a draft of a policy that requires compliance with State immunization laws. There are opt out provisions consistent with the law. The draft also references that a student may be excluded from school in the event they do not have the required immunizations. A copy of the required list is attached.

It was recommended that this be sent to the School Board for first reading in July.

#### **High School Graduation Competencies (ILBAA)**

The Committee reviewed a revised draft from the previous meeting and had further discussion as to why this was now required by the State. Steve and Ed explained that, with the new emphasis on competencies, it was the State's way of addressing assessment based upon competencies. In many cases the requirements of the policy are already addressed in other policies, but this one is explicit with respect to the awarding of credit. The Committee made a few further revision after the discussion to make the policy. The policy, with the revisions, will be reviewed by the Committee at its June meeting.

#### **Alternative Credit Options (IMBC)**

The Committee considered this policy, which is the last of a series of policies in connection with alternative learning. This policy is designed to address under what circumstances credit will be given for alternative methods outside of regular classroom-based instruction. Requests for approval must be based upon achieving competency

and academic standards. Students sometimes find themselves in unique circumstances with learning opportunities that do not fit squarely into the typical classroom and this policy is intended to afford opportunity to earn credit.

It was recommended that this be sent to the School Board for first reading in July.

**Recommended Board Action for July 14, 2015:**

**Second Reading:**

High School Credit for 7<sup>th</sup> and 8<sup>th</sup> Grade Coursework (IMBD)  
High School Graduation Competencies (ILBAA)

**First Reading:**

Physical Examinations of Students (JLCA)  
Immunization of Students (JLCB)  
Alternative Credit Options (IMBC)

**Next Meeting: Tuesday, July 21, 2015 9:00 a.m.**





**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES**



Nicholas A. Toumpas  
Commissioner

29 HAZEN DRIVE, CONCORD, NH 03301-6527  
603-271-4482 1-800-852-3345 Ext. 4482  
Fax: 603-271-3850 TDD Access: 1-800-735-2964

Marcella Jordan Bobinsky  
Acting Director

## New Hampshire School Immunization Requirements 2015/2016

- Children must have proof of all required immunizations, or valid exemptions, in order to attend the first day of school. Documentation of immunity by confirming laboratory test results is acceptable.
- A child may be conditionally enrolled when the parent or guardian provides: (1) Documentation of at least one dose for each required vaccine and (2) The appointment date for the next dose of required vaccine. (He-P 301.13)  
[http://www.gencourt.state.nh.us/rules/state\\_agencies/he-p300.html](http://www.gencourt.state.nh.us/rules/state_agencies/he-p300.html)
- All immunizations must meet minimum intervals and age requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines not administered on the same day should be administered at least 28 days apart.
- Medical and religious exemption information is available at:  
<http://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>

<b>DTaP DT/DTP Td/Tdap<sup>1</sup></b>	<b>6 years and under:</b> 4 or 5 doses, with the last dose given on or after the 4 <sup>th</sup> birthday. <b>7 years and older:</b> 3 or 4 doses, with the last dose given on or after the 4 <sup>th</sup> birthday. <b>11 years and older:</b> A one-time dose of <b>Tdap</b> . If a child turns 11 on or after the first day of school, they are required to have Tdap prior to first day of the <b>next</b> school year. A dose of Tdap at age 10 is acceptable.
<b>Polio</b>	<b>Grades K-3:</b> 3-4 doses with one dose on or after the 4 <sup>th</sup> birthday, with the last two doses separated by 6 months. <b>Grades 4-12:</b> 3 doses, with the last dose given on or after the 4 <sup>th</sup> birthday. <sup>2</sup> Or 4 doses regardless of age at administration. <sup>2</sup>
<b>Hepatitis B</b>	<b>Grades K-12:</b> 3 doses at acceptable intervals.
<b>MMR</b>	<b>Grades K-12:</b> 2 doses required; the first dose must be on or after the first birthday.
<b>Varicella</b>	<b>Grades K-6:</b> 2 doses <sup>3</sup> , <b>Grades 7-12:</b> 2 doses <sup>4</sup> ; the first dose must be on or after the first birthday.

<sup>1</sup> If the child has a medical contraindication to pertussis vaccine, the child shall receive Tetanus diphtheria toxoid (Td/DT) vaccine.

<sup>2</sup> If a combined IPV/OPV schedule was used, 4 doses are always required, even if the 3<sup>rd</sup> dose was administered after the 4<sup>th</sup> birthday.

<sup>3</sup> Varicella vaccination or laboratory diagnosis of chicken pox disease is required.

<sup>4</sup> Varicella vaccination or history of chicken pox disease.

Dear President Lelia and  
all School Board Members,

Thank you for a lovely, comfortable  
recognition last evening. Your low  
key approach, the delicious cupcakes,  
and the ever-to-be-cherished clock  
were/are all perfect!

I feel your gratitude to ward me and  
wish to reciprocate it to all all of  
you and past board members.

I have always felt supported and  
appreciated. Thank you for supporting  
me, my work with kids, the Middle  
School and all the kids. You have  
helped make my 33 years in the  
Portsmouth Schools lifetime memories.

Sincerely Thanks,

Brian Lukin

Jane Farrell  
Interim Director KIDS Program  
Portsmouth Middle School  
jfarrell@portsmouth.k12.nh.us

June 5, 2015

Mr. Ed McDonough  
Superintendent of School  
SAU 52  
1 Junkins Ave  
Portsmouth, NH 03801

Dear Superintendent McDonough:

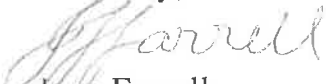
Please withdraw my application to be the Director of the KIDS Program for the 2015-16 school year. Regrettably I will not be returning to Portsmouth Middle School as a teacher or paraprofessional next school year.

For both health and family-related reasons, my husband and I have decided to move back to Australia, where I am originally from, and where my immediate family lives. This was an extremely difficult but necessary decision.

I have thoroughly enjoyed my three years at Portsmouth Middle School as both a paraprofessional and recently, as Interim Director of KIDS. I particularly enjoyed my role in KIDS; it is a unique and effective program for young people needing additional support. I have been given the opportunity to develop and grow as an educator. I have been fortunate to work with colleagues and administrators who were passionate, energetic, and supportive. I have also been quite fortunate to work with great students who have taught me just as much as, if not more than, I have taught them. Thank you for these opportunities.

I am grateful for the tremendous experience I have had in the Portsmouth School District. I will carry the knowledge and memories I have gained here with me forever and hope that someday our paths cross again!

Sincerely,

  
Jane Farrell

June 26, 2015

Superintendent Edward McDonough  
Portsmouth School Department  
Junkins Avenue  
Portsmouth NH 03801

Dear Superintendent McDonough:

Please be advised that I plan to retire as of August 17, 2015.

My last day of work will be July 28<sup>th</sup> and then I will use vacation days to August 17<sup>th</sup>.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia Lister".

Cynthia Lister

cc George Shea  
Steve Zadravec  
Joanne Simons  
Stephanie Long

## High School Graduation Competencies

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Course credit will be awarded through the demonstration of a student's evidencing of the competencies of the course. Grades and credit granted through demonstration of competence will be included in the student's grade point average. Students must be enrolled in the particular course in order to receive course credit.

"Competencies" means student learning targets that represent key content-specific concepts, skills, and knowledge applied within or across content domains. Specific and required types of competencies include district competencies and graduation competencies.

Students who are involved in an approved extended learning opportunity to satisfy course requirements in whole or in part shall demonstrate mastery through a method or methods as approved by the course instructor, as specified in Policy IHBH.

The Superintendent shall establish rules for implementing this policy in cooperation with the high school Principal and shall be responsible for ensuring that all high school courses include appropriate competency assessments. Competency Assessments will be selected, conducted, and reviewed in conjunction with the provisions of Policy ILBA.

Assessments shall be aligned with clearly defined educational standards that specify what students should know and be able to do. The assessment items and tasks shall be valid and appropriate representations of the standards students are expected to achieve.

### **Legal References:**

*Ed 306.02(d), Competencies*

*Ed 306.02(g), District competencies*

*Ed 306.02(j), Graduation competencies*

*Ed 306.02(l), Mastery*

*Ed 306.04(a)(16), Tracking Achievement of Graduation Competencies*

*Ed 306.04(a)(25), (26), Graduation competencies*

*Ed 306.141(a)(6), Achievement of District and Graduation Competencies*

## High School Credit for 7<sup>th</sup>/8<sup>th</sup> Grade Coursework

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Students in 7th or 8th grade may take advanced courses and apply the credit of those courses toward high school graduation, provided the course demonstrates content requirements consistent with related high school courses and the student achieves satisfactory standards of performance. School Board policies relative to assessment, mastery and competency shall apply.

Upon enrollment in the class, parents need to opt out of the course being taken for credit by their student. The high school principal shall approve such course work and credit prior to the student enrolling in the class in order for such credit to be applied toward high school graduation. Completion of the course, grades and credits earned shall be noted on the transcript, but shall not be calculated in the student's GPA.

Portsmouth High School shall maintain a list of approved courses available to 7<sup>th</sup> and 8<sup>th</sup> grade students to take for credit.

### **Legal References:**

*Ed 306.26(f), Granting High School Credit for 7th/8th Grade Coursework (until July 1, 2017)*

*Ed 306.261(e), Granting High School Credit for 7th/8th Grade Coursework (after July 1, 2017)*

**ESOL/TEACHER**

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**REPORTS TO:**

Director of Pupil Support and Instruction and Building Level Principals

**SUPERVISES:**

Special Education Programs and Staff, as well as related service providers ESL, Title IX, 504, Psychology Services, OT/PT/APE Services, ESL, Guidance, Mental Health, Speech Services,

**JOB GOAL:**

To insure that quality and appropriate services and instruction are provided to Limited English Proficient students grades K-12

**QUALIFICATIONS:**

ESOL Certification, New Hampshire Department of Education

**PERFORMANCE RESPONSIBILITIES:**

- To identify Limited English Proficient students using the district's Home Language Survey, parent interviews, and/or teacher referral in accordance with state regulations
- To assess identified incoming students to determine eligibility for ESOL services
- To maintain a current list of ESOL students receiving services and/or being monitored
- Maintain ESOL records in students' cum files
- To develop educational plans for all ESOL students
- To develop and maintain a schedule that provides services to all English Language Learners in both schools, K-12
- To provide direct instruction to ESOL students in English language, American culture and social norms
- To provide content area support to ESOL students
- To assess ESOL students' English language proficiency on a regular basis and make program recommendations based on results
- To coordinate and administer federally mandated annual English language proficiency assessment (ACCESS for ELLs) of all ELLs in district. Includes ordering, storing, and returning secure test materials and administering tests to all ELLs
- To collaborate and consult with classroom teachers, administrators, and other school staff to ensure equal access and appropriate programming
- To attend parent/teacher and team meetings as needed
- To attend Student Child Study meetings when necessary
- To communicate with parents about academic and social expectations for ELLs including coordinating translation and interpretation services when needed

- To monitor for a period of two years, the progress of ESOL students who have exited from the program
- To update ESOL student information in NHDOE ESS database twice yearly (October and February)
- To write annual year-end reports detailing student progress and program recommendations for the coming year
- To follow state mandated guidelines in providing quality and appropriate services and instruction

**EVALUATION:**

Performance of the Director will be evaluated annually in accordance with School Board policy.

**WORKING CONDITIONS:**

Mental demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting both simple and complex information and material.

Physical demands: sitting, standing, walking, writing, operating equipment, adjusting, connecting, lifting (to 60 lbs.), bending, keyboarding, pulling, pushing, and carrying.

Environmental conditions: inside, outside, working around moving objects, working alone, and working with students, faculty, parents, and staff members.

Willingness and ability to work with others and to share with others; willingness to support the concept of ‘teaming’ and a ‘team approach’ in meeting the needs of the District.

Approved by The Portsmouth School Board



*New Hire:*

**Name:** Laura Gardocki      **Masters** – Special Education, University of New Hampshire, Durham, NH May 2015  
**Bachelors** – Communication Sciences and Disorders, University of New Hampshire, Durham, NH May 2014

**Address:** 10 Sheridan Drive      **Experience:**  
Londonderry, NH 03053

**Position:** Special Education Teacher

**Location:** PHS

**Replacing:** Roseann Clark - Retired

**Effective:** July 1, 2015

**Step:** 1

**Salary:** \$48,272      Base \$41,783  
Degree Track C 6,489

**Funding Source:** General Fund

**Certification:** New Hampshire Certified #1900 General Special Ed

*New Hire:*

**Name:** Christina Young **Pursuing Masters** –Psychology, Plymouth State University, Plymouth, New Hampshire

**Address:** 4 Remington Ct **Bachelors** – Human Development, Empire State College, Saratoga Springs, New York 2012  
Pembroke, NH 03275

**Position:** School Psychologist  
50% 1 Year Position

**Location:** PHS

**Replacing:** Maria Gubellini - LOA

**Effective:** July 1, 2015

**Step:** I

**Salary:** **\$24,136** Base \$ 41,783 + degree Track C 6,489  
50%

**Funding Source:** General Fund

**Certification:** New Hampshire Certified

***New Hire:***

**Name:** Allison Wolfe (McGrimley)      **Masters** – Secondary Education, University of New Hampshire, Durham, NH 2012

**Address:** 213 Gates Street, Unit 1 Portsmouth, NH 03801      **Bachelors** – History, University of New Hampshire, Durham, NH 2011

**Position:** Social Studies      **Experience:**  
2012 – present Social Studies Teacher, Spaulding High School, Rochester, NH

**Location:** PHS

**Replacing:** Arthur Hilson to 33%

**Effective:** July 1, 2015

**Interval:** 4

**Salary:** **\$52,479**      Base \$45,990 + degree Track C 6,489

**Funding Source:** General Fund

**Certification:** New Hampshire Certified Social Studies #1500

## Alternative Credit Options

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Credit may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.

- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

The Board encourages increased educational options for hospitalized or homebound students, dropouts, suspended or expelled students, young athletes, or other atypical students for whom regular classrooms are not practical or effective. It is hoped that such offerings will serve as a motivator for students with different learning styles.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year - school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of student safety including physical and technological
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of this board

- The procedure will be made available to the public.

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country
- Extended learning opportunities under the provisions of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Dual Credit
- Early Graduation
- Middle school acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

#### Funding

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.

#### **Legal References:**

*Ed 306.04(a)(13), Alternative Means of Earning Credit*

*Ed 306.14(a)(14), Alternative Means Of Demonstrating Achievement Of Graduation Competencies*

*Ed 306.21, Alternative Programs*

Revised: May 2014

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## Physical Examination of Students

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Each child must have a complete physical examination within one year preceding first entry to school. The Board recommends that physical exams also be completed before entry into middle school and again before high school. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

Parents of students transferring to the District must present proof of meeting the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.

Prior to participation on a school athletic team, students must provide written documentation that they have passed a physical. Such exam must be completed at least once every school year. This requirement does not apply to students participating in intramural athletics. The school may schedule physical exams; any student who misses the scheduled physicals must present evidence of a physical exam from his/her own licensed health care provider.

No child shall be excused from regular physical education except on the written notice of a duly licensed health care provider or on the written request of the parents, subject to the Superintendent's approval, in which case an alternative program shall be provided. The physical education teacher, school nurse, or principal, upon the request of the parents, may grant temporary excuses on a day-to-day basis.

### **Legal References:**

*RSA 141-C:20-c, Exemptions*

*RSA 200:32, Physical Examination of Pupils*

*RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse*

*NH Code of Administrative Rules, Section Ed. 311.03, Physical Examination of Students*

*No Child Left Behind, Title II, Sec 1061*

*Protection of Pupil Rights Amendment, 20 U.S.C. §1232h; 34 C.F.R. Part 98*

## Immunization of Students

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Any child being admitted to the District must present proof of meeting immunization requirements. Failure to comply with this provision may result in exclusion from school for the child. The school nurse or principal is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a.

Principals will notify parents/guardians of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school.

A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c from his/her physician that immunization will be detrimental to his/her health. A child will be excused from immunization for religious reasons, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services, if such students are considered to be at risk for the disease that they have not been immunized against.

### **Legal References:**

*RSA 141-C:20-a, Immunization*

*RSA 141-C:20-c, Exemptions*

*RSA 141-C:20-d, Exclusion During Outbreak of Disease*

*RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse*

*NH Code of Administrative Rules, Section Ed. 311.01, Immunization Program*