

PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR JANUARY 26, 2016

PORTSMOUTH HIGH SCHOOL LIBRARY

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 26, 2016

TIME: 7:00 PM [or thereafter]

NOTICE OF NON- MEETING WITH COUNSEL: THE SCHOOL BOARD WILL HOLD A NON-MEETING WITH COUNSEL AT 6:30 P.M., IN ACCORDANCE WITH RSA 91-A: 2 IN THE PRINCIPAL'S CONFERENCE ROOM.

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
 - a. JANUARY 12, REGULAR MEETING
 - b. JANUARY 19, WORKSHOP SESSION
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATIONS**
 - a. STUDENT TRIPS
- VIII. **SUPERINTENDENT'S REPORT**
 - a. ITEMS OF INFORMATION
 - i. JANUARY CO UPDATE
 - ii. FIELD TRIP- QUEBEC
 - iii. EMAIL FROM MARY LYONS
- IX. **OLD BUSINESS**
 - i. WORKSHOP: SCHOOL START TIMES
 - ii. FUNDING FOR LISTER ACADEMY UPDATE
 - iii. ELEMENTARY FACILITIES
- X. **NEW BUSINESS**
 - a. CONSIDERATION AND APPROVAL OF LEAVES OF ABSENCE
 - b. OYSTER RIVER COOP FOOTBALL
 - c. OYSTER RIVER GIRLS HOCKEY
 - d. NEWCASTLE AGREEMENT TO SEND STUDENTS TO PMS
 - e. RETIREMENT INCENTIVE
 - f. 2016/2017 SCHOOL CALENDAR

XI. COMMITTEE UPDATES

- i. JBC
- ii. BEC

XII. FUTURE AGENDA ITEMS

- a. ELECTRONIC TEXT BOOK POLICY
- b. STEM

XIII. ADJOURNMENT

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PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR JANUARY 12, 2016- DRAFT

EILEEN M. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 12, 2016

TIME: 7:00 PM [or thereafter]

NOTICE OF NON- PUBLIC MEETING: THE SCHOOL BOARD WILL HOLD A NON- PUBLIC MEETING AT 6:30 P.M., IN ACCORDANCE WITH RSA 91-A: 3, II (a) AND RSA 91-A: 3, II (c) IN THE SCHOOL BOARD CONFERENCE ROOM

- I. **CALL TO ORDER** - School Board Chair Leslie Stevens called the meeting to order at 7:04 p.m.
- II. **ROLL CALL** - Chair Leslie Stevens, Jeff Landry, Lennie Mullaney, Ann Walker, Nancy Clayburgh, Patrick Ellis, Tom Martin, Roseann Vozella Clark, Ann Mayer, Superintendent Stephen Zdravec, Assistant Superintendent George Shea, Business Administrator Steve Bartlett, Teacher Representative Olin Johannsen
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
 - a. **DECEMBER 8, REGULAR MEETING**

MOTION: Motion to accept the public minutes of December 8, 2015 by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted
 - b. **JANUARY 5, ORGANIZATIONAL MEETING**

MOTION: Motion to accept the public minutes of January 5, 2016 by Mr. Ellis

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously accepted
- VI. **PUBLIC COMMENT**- None
- VII. **SPECIAL PRESENTATIONS**
 - a. **FY17 BUDGET PRESENTATION**- Superintendent Stephen Zdravec gave a thorough PowerPoint overview on the development of the preliminary FY17 Budget and budget development process. Mr. Zdravec reviewed the Vision & Mission of the Portsmouth Schools, School Board Goals, Student Achievement, Teacher Effectiveness, and Stewardship of Resources. Enrollment projections were given and staffing/programs are based largely on student enrollments.

Budget booklets will be provided at next the Budget Workshop Session scheduled on January 19. The preliminary FY17 budget has a 3.32% increase. The Joint Budget Committee has looked at the fixed cost and drivers of all departments and recommended to City Council no more than a

3% increase. The City Manager would ideally like budget after the second public hearing. Some impacts that will play a role in the budget: decrease of outside revenue, forecast of the increasing ESOL population, maintenance, technology in particular a staffing discussion and database management.

The Budget Workshop Session Schedule is as follows:

January 19- topics will address staffing particularly around grant source

February 2- topics will address maintenance, energy and student services

February 9- Public Hearing Session

February 16- topics will address technology

March 1 - Public Hearing Session

Questions/Discussions followed: Workman's Compensation has increased this year. The figure is based on actual claims and the school department does have the greatest number of employees. The City is trying to establish a more accurate representation from each department. The retirement rate is 11% but the \$139,000. seems larger than that percentage. The 11% represents the employers share but the amount changes based on salaries and we see the largest increase. The increasing ESOL population and the Wellness Substance Abuse position are areas that must be addressed. The Board asked for figures for the next meeting.

VIII. SUPERINTENDENT'S REPORT

a. ITEMS OF INFORMATION

- i. POLICY COMMITTEE MINUTES, JANUARY 7
- ii. NHSBA PROPOSED RESOLUTIONS FOR 2016
- iii. NHSBA POLICIES, RESOLUTIONS & STATEMENTS OF BELIEF MANUAL
- iv. BOARD & ADMINISTRATOR
- v. DECEMBER CO UPDATE
- vi. NEW FRANKLIN GAZETTE
- vii. DECEMBER PMS POST
- viii. NH EXECUTIVE LETTER OF SUPPORT PUC GRANT

b. CORRESPONDENCE

- i. STARTING TIME LETTER

c. ADMINISTRATOR REPORT

- i. DISTRICT COMMITTEE UPDATE- PLC WORK- Assistant Superintendent George Shea gave an overview of the District Committee work. The new teacher contract called for the establishment of a District Committee which is comprised of administrators and teachers. The committee has two main charges: one is to serve as a quality review panel for the PLC process and the second is to determine the attainment of PLC achievement units. Each building team has administrative and teacher representatives. The District needed to have a guiding document on PLC's to cover all buildings. The document will be presented to Board first and then will be presented to staff.

IX. OLD BUSINESS

- a. BEN FRANKLIN PAINTING UPDATE- Superintendent Zadravec gave an update on the painting. A special thanks to Ms. Mullaney who reached out to the artist community. There might be an opportunity with the 300th Anniversary of the Warner House and further exploring a

conversation with the City Manager to see what other options might exist to bring the painting back in public view.

COMMENTS: There is no guarantee the painting can be restored but a very rough estimate for restoration cost is \$4,000-\$5,000.

- b. LATE START UPDATE- Superintendent Zadravec gave an update on the Late Start in hopes to establish a timeline as time is becoming of the essence. Since afterschool care was one of primary concerns in the survey, Mr. Shea and Mr. Zadravec met with folks from an afterschool program to explore different afterschool care options to present to parents. It will cost approximately \$100,000 in additional transportation costs to keep the elementary start times the same.

Questions/Discussions followed: It is possible to implement the change for the fall of 2016. Pressures will get greater the longer the Board takes to make the decision.

Public Information Sessions are an important piece of the process and will be held after the Board receives the information they need on January 26. There are a lot of pieces to still figure out to establish an implementation time frame.

There was discussion about the PHS Scheduling Committee and Start Time Committee. Both Committees have similar themes. Decisions that are made potentially could have an impact on one another. Mr. Zadravec will talk to Ms. Lyons about having a board member join the discussions of the PHS Scheduling Committee.

Ms. Mayer provided information on the SAU50 budget process. The proposed and default budget will be voted on the first week of February. Greenland added \$50,000 for additional transportation costs. SAU50 has a tighter timeframe than SAU52.

X. NEW BUSINESS

- a. CONSIDERATION AND APPROVAL OF LEAVES OF ABSENCE- Superintendent Zadravec reported there are two requests for leaves of absences.

MOTION: Motion to approve the leaves of absences by Ms. Clayburgh

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously accepted

- b. COMMITTEE ASSIGNMENTS- Elementary Facilities, Start Time, JBC and Board of Ethics will be added to the Committee Assignment list provided in the packet. Ms. Vozella Clark volunteered to take Mr. Landry's assignment as a library trustee while he is away.
- c. BOARD OF ETHICS ASSIGNMENT- Ms. Vozella Clark volunteered for the Board of Ethics assignment. The City Clerk's Office will be advised of the assignment tomorrow.

d. **CONSIDERATION AND APPROVAL OF FUTURES ADVISORY BOARD NOMINATIONS-**

There are two openings on the Futures Advisory Board. Nominees Jeff Kisiel and Jason Boucher. Ms. Kisiel is an active community member and is currently involved in 603 NH Committee. Mr. Boucher currently is working in the Social Media Department at UNH. Both nominees will bring a particular skillset to the Futures Advisory Board.

MOTION: Motion to approve Mr. Kisiel and Mr. Boucher nominations by Ms. Walker

SECOND: Mr. Martin

DISCUSSION:

VOTE: Unanimously accepted

e. **CONSIDERATION AND APPROVAL OF POLICIES (FIRST READING)**

i. **TRANSGENDER AND GENDER NON CONFORMING STUDENTS-JBAA**

MOTION: Motion to accept the JBAA First Reading by Mr. Martin

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously accepted

XI. **COMMITTEE UPDATES**

- a. **POLICY-** Chair Stevens explained the Wellness policy is still being worked on and will brought forward at a future meeting.

XII. **FUTURE AGENDA ITEMS-** Add STEM as a future agenda item list

- a. **ELECTRONIC TEXT BOOK POLICY**

XIII. **ADJOURNMENT**

MOTION: Motion to adjourn meeting at 8:42 p.m. by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted

V.B.
**PORTSMOUTH SCHOOL BOARD PUBLIC MEETING WORKSHOP SESSION #2
MINUTES FOR JANUARY 19, 2016- DRAFT**

SCHOOL BOARD CONFERENCE ROOM, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, JANUARY 19, 2016

TIME: 6:30 [or thereafter]

-
- I. **CALL TO ORDER-** School Board Chair Leslie Stevens called the meeting to order at 6:34 p.m.
 - II. **ROLL CALL-** Chair Leslie Stevens, Jeff Landry, Lennie Mullaney, Ann Walker, Patrick Ellis, Tom Martin, Roseann Vozella Clark, Superintendent Stephen Zadavec, Assistant Superintendent George Shea, Business Administrator Steve Bartlett, Teacher Representative Olin Johannsen
 - III. **INVOCATION**
 - IV. **PLEDGE OF ALLEGIANCE**
 - V. **PUBLIC COMMENT-** None
 - VI. **WORKSHOP SESSION ON FY 17 BUDGET**
 - i. **STAFFING-** Superintendent Steve Zadavec shared a PowerPoint highlighting the budget process, topics for the upcoming workshop sessions, critical areas of staffing concerns and other areas of considerations. The budget workshop session schedule:
February 2- Maintenance: CIP, Energy, Upgrades, Student Services
February 16- Technology Plan, Staffing, VDI Update
Critical areas of concern: an additional staff member for ESOL, Student Assistance Counselor (1.0 FTE) and Wellness Coordinator (.8 FTE). Currently, the Student Assistance Counselor and Wellness Coordinator are DHHS Grant funded positions. The budget presented to the Board does not include the positions discussed. Other areas of consideration: One Maintenance, LHS Custodian, Database Support, Technician, CO Office, Intervention Support at Dondero/PHS.
Board members discussed priority areas for staffing.
 - VII. **ADJOURNMENT**

MOTION: Motion to adjourn meeting at 7:26 p.m. by Mr. Martin

SECOND: Ms. Mullaney

DISCUSSION:

VOTE: Unanimously accepted

V. a. iii.

JAN 22 2016

Portsmouth School Department Out of State/Overnight Student Trip Checklist

Destination Quebec Supt. Approval Date _____
 Dates of travel 1/15/16 - 1/18/16 Insurance _____
 Sponsor Group _____ On File? _____
 Lead Advisor/Chaperone J. Siegel Do all Students Have Passports? NO
 Date submitted 1/14/16 Fundraisers students have participated in _____
 Date of meeting with Superintendent of Schools _____
 List of other chaperones K. Wahbi, A. Nuytal, D. Shea, M. Ellis, R. Houser Method of travel to Destination bus
 List of students, home phone numbers, parents names attached? _____ Are Home stays involved in this trip? If yes, describe NO
 Number of Students 44 Names of chaperones with first Aid/CPR Training J. Siegel
 Staff to Student Ratio 1:7
 Principal Approval Date _____

Is there a Phone Tree established with parents? Yes No
 (If yes, a copy should be attached)

Cost for each student to participate ~~749~~ ^{\$} 749

Educational Goals for trip Speak French, learn Quebec history

Date of parent meeting and location held prior to departure 1/7/16

Has this trip been taken before by this group? Yes No

Va. iii.

From: Mary Lyons
Sent: Friday, January 22, 2016 9:23 AM
To: Martha Rahn
Subject: parent/guardian email

Dear PHS Parents/Guardians,

Thank you all for your cooperation, support, and feedback regarding Tuesday's incident. Although there is always room for improvement, we received many kudos from police and other officials on how well our students, teachers and administration responded, and I am proud of them all.

Our next Parent Advisory Committee (PAC) meeting is scheduled for February 9 at 3:00 in the principal's conference room. I have asked that a review of our safety procedures be included on the agenda with the hopes of clarifying any misunderstandings regarding these procedures and their effectiveness. In the meantime, I thought it would be helpful to recap Tuesday's events.

The initial "robo-call" stated there were pipe bombs planted in the building, a car outside with explosives, and person with a gun waiting if anyone exited the building. The call indicated the explosives would go off in a half hour. Police were immediately called and the technique of Scan in Place was initiated. Scan in Place includes staff looking for anything that they are unable to identify, cell phones are not to be used, all are to remain quiet and wait for further instructions. Once we knew other schools received similar calls and the Scan in Place was complete, it was announced to go into Lockdown. Although the threat appeared to be low-risk, we remained in Lockdown until all areas outside and inside the building were cleared by police using a search dog.

Events like this can be very scary for both students, staff and parents. Our first priority is always the safety of your children. We will continue to work with you, our law enforcement agency, fire department, and other city officials to ensure a safe learning environment for all.

Sincerely,

Mary D. Lyons

Mary D. Lyons
Principal
Portsmouth High School
50 Andrew Jarvis Drive
Portsmouth, NH 03801
(603) 436-7100 extension 2913
mlyons@portsmouth.k12.nh.us



MEMORANDUM

To: School Board Members
From: Steve Zadravec
Date: January 21, 2016
Re: School Start Times Update

This memo is intended to provide an overview in advance of the discussion on January 26th of the steps administration has taken to explore the feasibility of changing school start times based on major themes brought up in the student, staff, and parent surveys. Those surveys presented the scenario of switching the start times of the elementary schools with the start times of the middle and high schools. The major themes from those surveys included the need to expand afternoon childcare at the elementary level and the impact of a later end time for high school students on athletics, jobs, and homework.

Elementary Start and End Time

In considering what an elementary day could look like with an earlier start, we have engaged the elementary principals in discussions about school schedules, expanded breakfast, and afterschool care. The Late Start Committee discussed some of the advantages of an earlier start time for students at the elementary level. Given that these students generally go to bed earlier than middle and high schoolers, it was thought that the impact on students getting up earlier would be less. The committee also discussed the value of expanded after school care with a strong focus on student enrichment. That said, many families expressed concern over the transition for their students and the impact of the time changes on their family schedules.

We have met with PEAK to discuss options for expanding flexible access to families. We have also discussed expanding other options for parents, modeled after the success of the after school program, Making Classroom and Community Connections (MC3) at New Franklin. We will be prepared to assure any family that needs care that there will be access to a high quality after school program. We will also be exploring cost options with a goal of expanded care with no associated cost increase to families.

Middle/High School Start and End Times

While a generally positive response was received to a later start time for middle and high school students, the later end time was brought up as a concern for impact to sports, homework, and after school jobs. Rus Wilson has assured that schedules could be adapted to start athletics later and athletes would miss no more of the school day than they currently do for some away games. That said, some voiced the opinion that we should take steps to try to reduce the current frequency of students leaving early.

With the high school exploring possible adjustments to the high school schedule, there is an opportunity to find additional ways to support student success in academics. We talked to Mary

Lyons and she said the high school scheduling committee exploring those changes has been on a timeline to implement any changes in the 2017-2018 school year. Discussions include creating an additional time in the day dedicated to academic support and enrichment. This may further address any concerns about less time after school having a negative impact on academics.

While a minority of high school students on the survey responded that the later end time would have an effect on the number of hours they can work (23%), it is a real consideration for those who work.

Elementary Status Quo

We have also explored the option of keeping the elementary start time the same and adding additional busses to accommodate a later start time for middle and high school. Our estimate from the bus company is about \$100,000 to provide that option.

Xa



PORTSMOUTH SCHOOL DEPARTMENT

LITTLE HARBOUR ELEMENTARY SCHOOL

CHARLES H. GROSSMAN
PRINCIPAL

January 4, 2016

**"THE PURPOSE OF
THE PORTSMOUTH
SCHOOLS IS TO
EDUCATE ALL
STUDENTS BY
CHALLENGING
THEM TO BECOME
THINKING,
RESPONSIBLE,
CONTRIBUTING
CITIZENS WHO
CONTINUE TO
LEARN
THROUGHOUT
THEIR LIVES."**

Dear Mr. Zdravec,

I am writing to ask for a leave of absence for maternity purposes. I am currently pregnant and am expecting a child in February. I would like the leave to begin on February 9, 2016 and continue until the last day of the 2015-2016 school year. I will return to work on the first day of the 2016-2017 school year. I do not carry the insurance policy for my family so that will not be affected by my maternity leave.

Thank you for your time and consideration.

Sincerely,

Britt SantaMaria
Second Grade Teacher
Little Harbour School

-----Original Message-----

From: Amanda Nault

Sent: Thursday, January 14, 2016 1:34 PM

To: Stephen Zdravec <SZdravec@portsmouth.k12.nh.us>; Katherine Callahan <kcallahan@portsmouth.k12.nh.us>

Subject: Request for Leave

Good Afternoon, Mr. Zdravec

Currently I am on maternity leave and was unsure of my return date to Dondero School. After being home with my second daughter these past couple months, I am requesting to stay out on extended maternity leave through the end of this school year. I will be returning for the 2016-2017 school year.

Thank you for your consideration,

Amanda Nault

5th Grade Teacher

Dondero School

Sent from my iPad

From: Amanda Waite
Sent: Monday, October 19, 2015 1:03 PM
To: Stephen Zadavec
Cc: Mary Lyons
Subject: Maternity Leave

Hi Steve,

I am writing to let you know that I am pregnant! I am due May 6, so I am looking to take maternity leave from May 2 until the end of the school year. I will be returning in August for next school year.

Can you please let me know how maternity leave works? Is it paid? Is health insurance still covered during this time? Any information you can give me would be most helpful. Also, how does it work with being department head? Will someone take over for me while I am gone? If it is easier, I can sit down and meet with you about all of this.

I am new to this so not really sure what the protocols are. Is there any formal paperwork or anything I need to do in order to get maternity leave?

Thank you,
Amanda Waite

XS

PSD 2016-2017 Working School Calendar Updated 01-21-16 per teacher recommendation

	M	T	W	TH	F		M	T	W	TH	F
August	22	23	24	25	26						
2	29 Teacher WS Day	30 Students 1-9	31 Students 1-12								
September				1 Students 1-12	2 Labor Day Break	February			1	2	3
20	5 Labor Day	6 Students K - 12	7	8	9	18	6	7	8	9	10
	12	13	14	15	16		13	14	15	16	17
	19	20	21	22	23		20	21	22	23	24
	26	27	28	29	30		27 Winter Break	28 Winter Break			
October	3	4	5	6	7 Teacher WS Day	March			1 Winter Break	2 Winter Break	3 Winter Break
19	10 Columbus Day	11	12	13	14	18	6	7	8	9	10
	17	18	19	20	21		13	14	15	16 WS Day	17 WS Day
	24	25	26	27	29		20	21	22	23	24
	31						27	28	29	30	31
November		1	2	3	4	April	3	4	5	6	7
17 E 18 S	7	8 Election Day, No School K-5	9	10	11 Veteran's Day	15	10	11	12	13	14
	14	15	16	17	18		17 Spring Break	18 Spring Break	19 Spring Break	20 Spring Break	21 Spring Break
	21	22	23 Thanksgiving Day	24 Thanksgiving Day	25 Thanksgiving Break		24	25	26	2	28
	28	29	30								
December				1	2	May	1	2	3	4	5
16	5	6	7	8	9	21	8	9	10	11	12
	12	13	14	15	16		15	16	17	18	19
	19	20	21	22 ERD	23 Holiday Break		22	23	24	25	26 WS Day
	26 Holiday Break	27 Holiday Break	28 Holiday Break	29 Holiday Break	30 Holiday Break		29 Memorial Day	30	31		
January	2 New Year's Break	3	4	5	6	June				1	2
20 E 19 S	9	10	11	12	13	14	5	6	7	8	9
	16 MLK Day	17	18	19	20		12	13	14	15	16
	23 90 th day no school 6 - 12	24	25	26	27		19	20 Last day Students	21 WS Day	22	23
	30	31									

* with no snow days/cancelled days

ERD - Early Release Days

PSD 2016-2017 Working School Calendar Updated 01-21-16 Option to review

	M	T	W	TH	F		M	T	W	TH	F
August	22	23	24	25 Teacher WS Day	26 Teacher WS Day						
3	29 Students 1-9	30 Students 1-12	31 Students 1-12								
September				1 Students 1-12	2 Labor Day Break	February			1	2	3
20	5 Labor Day	6 Students K-12	7	8	9	18	6	7	8	9	10
	12	13	14	15	16		13	14	15	16	17
	19	20	21	22	23		20	21	22	23	24
	26	27	28	29	30		27 Winter Break	28 Winter Break			
October	3	4	5	6	7 Teacher WS Day	March			1 Winter Break	2 Winter Break	3 Winter Break
19	10 Columbus Day	11	12	13	14	19	6	7	8	9	10
	17	18	19	20	21		13	14	15	16	17 WS Day
	24	25	26	27	29		20	21	22	23	24
	31						27	28	29	30	31
November		1	2	3	4	April	3	4	5	6	7
17 E and MS 18 HS	7	8 Election Day, No School K-8	9	10	11 Veteran's Day	15	10	11	12	13	14
	14	15	16	17	18		17	18	19	20	21
	21	22	23 Thanksgiving Day	24 Thanksgiving Day	25 Thanksgiving Break		24 Spring Break	25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break
	28	29	30								
December				1	2	May	1	2	3	4	5
16	5	6	7	8	9	21	8	9	10	11	12
	12	13	14	15	16		15	16	17	18	19
	19	20	21	22 ERD	23 Holiday Break		22	23	24	25	26 WS Day
	26 Holiday Break	27 Holiday Break	28 Holiday Break	29 Holiday Break	30 Holiday Break		29 Memorial Day	30	31		
January	2 New Year's Break	3	4	5	6	June				1	2
20 E and MS 19 HS	9	10	11	12	13	12	5	6	7	8	9
	16 MLK Day	17	18	19	20		12	13	14	15	16 Last day Students
	23 90 th day no school 9-12	24	25	26	27		19 WS Day	20	21	22	23
	30	31									

* with no snow days/cancelled days

ERD - Early Release Days