

PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR MARCH 22, 2016

ROBERT J. LISTER ACADEMY

PORTSMOUTH, NH

DATE: TUESDAY, MARCH 22, 2016

TIME: 7:00 PM [or thereafter]

NOTICE OF NON- PUBLIC MEETING: THE SCHOOL BOARD WILL HOLD A NON- PUBLIC MEETING AT 6:45 P.M., IN ACCORDANCE WITH RSA 91-A: 3, II (b), IN A CLASSROOM

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
 - a. MARCH 8, REGULAR MEETING
- VI. **PUBLIC COMMENT**
- VII. **SPECIAL PRESENTATIONS**
 - a. EMPTY BOWLS
- VIII. **SUPERINTENDENT'S REPORT**
 - a. ITEMS OF INFORMATION
 - i. BOARD & ADMINISTRATOR
 - ii. COSTA RICA SUMMER PROFESSIONAL DEVELOPMENT
 - b. CORRESPONDENCE
 - c. ADMINISTRATOR REPORT
 - i. FINANCIAL, BUSINESS ADMINISTRATOR BARTLETT
- IX. **OLD BUSINESS**
 - a. CONSIDERATION AND APPROVAL OF 2016-2017 SCHOOL CALENDAR (REVISED)
 - b. APRIL 12 SCHOOL START FORUM PLANNING
- X. **NEW BUSINESS**
 - a. CONSIDERATION AND APPROVAL OF TEACHER CONTRACTS
 - b. CONSIDERATION AND APPROVAL OF ADMINISTRATOR CONTRACTS
 - c. CONSIDERATION AND APPROVAL OF TEACHER SABBATICALS

XI. COMMITTEE UPDATES

- a. JBC
- b. ELEMENTARY FACILITIES

XII. FUTURE AGENDA ITEMS

- a. ELECTRONIC TEXT BOOK POLICY
- b. STEM

XIII. ADJOURNMENT

V a'

PORTSMOUTH SCHOOL BOARD PUBLIC MINUTES FOR MARCH 8, 2016 - DRAFT
EILEEN M. FOLEY COUNCIL CHAMBERS, CITY HALL PORTSMOUTH, NH
DATE: TUESDAY, MARCH 8, 2016 TIME: 7:00 PM [or thereafter]

- I. **CALL TO ORDER** – School Board Chair Leslie Stevens called the meeting to order at 7:00 p.m.
- II. **ROLL CALL** Chair Leslie Stevens, Tom Martin, Lennie Mullaney, Gary Epler, Ann Walker, Nancy Clayburgh, Patrick Ellis, Roseann Vozella Clark, Jeff Landry, SAU50 Representative Ann Mayer, Superintendent Steve Zadavec, Assistant Superintendent George Shea
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE** - Chair Stevens led the Board in the Pledge of Allegiance
- V. **ACCEPTANCE OF MINUTES**
 - a. FEBRUARY 9, REGULAR MEETING
MOTION: Motion to accept the public minutes of February 9, 2016 by Mr. Martin
SECOND: Ms. Walker
DISCUSSION:
VOTE: Unanimously accepted
 - b. FEBRUARY 16, BUDGET WORKSHOP
MOTION: Motion to accept the public minutes of February 16, 2016 by Mr. Martin
SECOND: Ms. Walker
DISCUSSION:
VOTE: Unanimously accepted
 - c. MARCH 1, BUDGET WORKSHOP
MOTION: Motion to accept the public minutes of March 1, 2016 by Ms. Walker
SECOND: Mr. Martin
DISCUSSION:
VOTE: Unanimously accepted
- VI. **PUBLIC COMMENT**

There was no one wishing to speak.
- VII. **SPECIAL PRESENTATIONS**
 - a. PHS PRINCIPAL REPORT
Principal Mary Lyons reported on the many activities at Portsmouth High School.

There were 3 students who are finalists for the National Merit Scholarship.

Splash showcasing the artistic work of our students is now on display for the month of March beginning Sunday, March 13, 2016 at the Portsmouth Public Library.

Sports programs are seeing great results. Ms. Lyons participated in the Penguin Plunge with students and are Division II in raising the most money for Special Olympics.

82% of seniors have applied for either a 4 year or 2 year program.

Eighth Grade students participated in Step Up Day with great results. They were able to attend both core classes and electives and had a question and answer session with students. The feedback was positive.

The SAT implementation was March 2, 2016 with all students taking the SAT exam, not just those heading to college.

The high school students are working on the WHO WE ARE now program working with local artists and businesses.

The Youth Behavior Risk Survey is being reviewed now and current programs will be evaluated based on the results. John Halligan will be speaking at PHS about suicide and cyber bullying on April 19, 2016. The results of this should be brought to the board in March or April.

The scheduling committee is looking at a Task Block program that is currently being used at ConVal Regional High School. This program will allow students time each day to meet with staff on academic or health issues. The committee is also looking at areas such as exam day, skinny blocks, and athletic dismissals. They hope to have a school board member join the committee.

Open House will be March 17, 2016. Information on the Clipper Academy summer program will be available that evening.

The Drama Regional competition is March 11th and 12th.

b. CTE REPORT

CTE Director Diane Canada enlightened the board on the exciting things happening at PHS which will meet the needs of the community. These programs include a new 2 year business program, entrepreneurship, with the opportunity to experience different career interests such as teacher training programs, what a welder can do, and working with local colleges and technical schools, and opportunities to earn college credit for some high school courses. An important class added is Careers in Business which is to introduce 9th and 10th grade students to these programs.

Competition season is in full swing with both awards and achievements earned. Pro Start curriculum was implemented by Chef Long and a National Certificate of Achievement was awarded to one of our students.

The Construction Trades students are working with Star Island Corporation to help restore their rowboats. They are building sheds to order including one for the Farm to School Project.

New members of the National Technical Honor Society will be inducted at the CTE Awards Ceremony on May 19, 2016 beginning with a reception at 5:00 followed by the ceremony. An invitation will be sent out soon.

c. **GRADE 6-12 MATH COURSE ALIGNMENT**

Assistant Superintendent George Shea and Portsmouth Middle School Math Department Head Chrissy Kwesell spoke about the Math Program adjustments being made to realign some courses to meet the competencies. The 8th grade math curriculum comes close to covering the topics of Algebra 1. PMS is looking to expand 8th grade math to cover all of the Algebra 1 topics. Grade 8 students will take the PHS Algebra 1 final this year to see where they stand with Algebra 1 competencies.

VIII. SUPERINTENDENT'S REPORT

a. **ITEMS OF INFORMATION**

- i. **POLICY COMMITTEE MINUTES, FEBRUARY 11**
- ii. **FEBRUARY CO UPDATE**
- iii. **FUTURES NEWSLETTER**
- iv. **PMS POST**

b. **CORRESPONDENCE**

- i. **BUSINESS/COMMERCE PROGRAM APPROVAL**
This was the letter Diane Canada mentioned in her presentation.
- ii. **INVITATION FROM THE CLIPPER FOUNDATION**

An official invitation will be sent via email

DISCUSSION: The level of writing in the PMS POST is sophisticated in language, humor, with high level of writing.

IX. OLD BUSINESS

X. NEW BUSINESS

a. **CONSIDERATION AND APPROVAL OF THE FY 17 BUDGET**

MOTION: Motion made to approve by Mr. Martin

SECOND: Ms. Walker

DISCUSSION: Thank Mr. Bartlett for his updates

VOTE: Roll call unanimously approved

b. CONSIDERATION AND APPROVAL OF JUNE 10, 2016 GRADUATION DATE

MOTION: Motion to approve made by Mr. Ellis

SECOND: Ms. Walker

DISCUSSION: The instructional hours meet the state requirement

VOTE: Unanimously approved

c. CONSIDERATION AND APPROVAL OF POLICIES (REAFFIRMED)

This is being done as part of the approval requirements for the IDEA Grant. The DOE wanted us to review them to insure our policies are current with the updates in laws.

i. GRADUATION REQUIREMENTS- IKF

MOTION: Motion to approve by Ms. Walker

SECOND: Mr. Landry

DISCUSSION: This is not changing, just a reaffirmation.

VOTE: Unanimously approved

ii. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)- JRA

MOTION: Motion to approve by Ms. Walker

SECOND: Mr. Epler

DISCUSSION: This is not changing, just a reaffirmation

VOTE: Unanimously approved

d. CONSIDERATION AND APPROVAL OF POLICIES (REVISED)

i. INSTRUCTIONAL NEEDS OF STUDENTS WITH DIFFERENT TALENTS- IFA

MOTION: Motion to approve by Mr. Ellis

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously approved

ii. ADMISSION OF HOMELESS STUDENTS- JFABD

MOTION: Motion to approve by Ms. Walker

SECOND: Mr. Landry

DISCUSSION: "A dispute as to transportation shall delay....." will be checked with legal

VOTE: Unanimously approved with clarification

iii. CHILD FIND POLICY- IHBAC

MOTION: Motion to approve by Ms. Walker

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously approved

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

i. **PROGRAMS FOR PUPILS WITH DISABILITIES- IHBA**

MOTION: Motion to approve by Ms. Walker

SECOND: Ms. Clayburgh

DISCUSSION:

VOTE: Unanimously approved

XI. **COMMITTEE UPDATES**

a. JBC, waiting for City Council Vote

b.

Mr. Ellis said the Mayor's Blue Ribbon Sustainable Practices Committee will have two student member openings

Mr. Shea is working on board member emails

The first Middle School Performance will be March 9th.

The performance at Portsmouth High School is next week.

XII. **FUTURE AGENDA ITEMS**

a. ELECTRONIC TEXT BOOK POLICY

b. STEM

XIII. **ADJOURNMENT**

MOTION: Motion to adjourn at 8:30 p.m. by Mr. Martin

SECOND: Mr. Landry

DISCUSSION:

VOTE: Unanimously approved

VII
a.

PORTSMOUTH MIDDLE SCHOOL *proudly hosts*

The
1ST ANNUAL

EMPTY BOWLS



To benefit



SEACOAST FAMILY FOOD PANTRY



Details

THURSDAY 3.31.2016 → 5:30-8:00PM
@ THE PORTSMOUTH MIDDLE SCHOOL
155 PARROTT AVENUE

TICKETS \$15

KIDS (6 & UNDER) \$5

and

FAMILIES OF 4 \$50

Dinner & Silent Auction

LAST YEAR, THE SEACOAST FAMILY FOOD PANTRY SERVED OVER 300,000 MEALS TO OUR NEIGHBORS IN NEED. TOGETHER WE CAN END HUNGER IN THE SEACOAST. JOIN US FOR A SIMPLE MEAL OF BREAD & SOUP, AND TAKE HOME A BEAUTIFUL BOWL HANDCRAFTED BY OUR OWN PORTSMOUTH MIDDLE SCHOOL AND PORTSMOUTH KINDERCARE STUDENTS. ALL PROCEEDS WILL BENEFIT THE SEACOAST FAMILY FOOD PANTRY.

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Board & Administrator

FOR SCHOOL BOARD MEMBERS

March 2016 Vol. 29, No. 11

Editor: Jeff Stratton

Developing board-superintendent operating principles

Operating principles for the board and superintendent define the beliefs, values, and methods of working together. Once implemented, the manner in which the board and superintendent conduct their relationship and the district's business becomes a model throughout the district and serves for staff and the district's "customers" as an example of how problems are solved.

In order to develop a positive, proactive, unified team approach, both the school board and superintendent must know, understand and respect their respective roles. This role clarification can become clear through board work sessions, individual one-on-one sessions with each board member, and the development of board-superintendent operating principles. The time spent together developing such principles and the ensuing discussion create an open, honest dialogue that builds trust and confidence between the superintendent and the school board, and lays the foundation for working together.

The following role definition and example of a "communications" operating principle convey the philosophy of the type of cooperative behavior that has been developed and mutually agreed upon by the board and the superintendent in Freeman, Wash., School District.

As members of the leadership team, we are committed to upholding these principles.

Leadership Team Roles

Freeman School District Board	Freeman School District Superintendent
GOVERNS	LEADS
Reviews and Suggests	Decides How
Requests Information	Seeks and Provides information, recommendations
Considers Issues	Recommends and Carries Out Policy
Creates, Reviews, and Adopts Policy	Reports Progress
Monitors Progress	Evaluates Personnel
Contracts with Personnel	Formulates and Implements Budget
Approves Evaluation Criteria, procedures, budget	Acts in Public Interest
Represents Public Interest	

Principle: Communication, Cooperation and Support

Open communication requires trust, respect, and a fundamental belief in goodwill among board members and the superintendent. We will work to minimize misunderstandings and reduce conflict by: supporting each other constructively and courteously; maintaining confidentiality; focusing our discussions on issues, not personalities; constructively dealing with disagreement; upholding the integrity of every individual; pursuing knowledge thorough understanding; and avoiding promotion of individual agendas.

Michael Dunn, Ed.D., is the NorthEast Washington Educational Service District 101 Superintendent in Eastern Washington and has served as an educator for 37 years. Randy Russell, Ph.D., is the Superintendent of the Freeman School District in Rockford, Wash. Reprinted with permission. ■

Effective school board members have commitment

To accomplish great things as a school board, trustees must have a strong commitment to the mission. Most districts convey their mission through mission statements. If you distill it into its simplest form, a board member's mission is to ensure that all children receive a high-quality public education.

To accomplish this, board members must always:

1. Demonstrate engagement. Prepare for meetings, stay informed on the issues, and always attend board meetings.

Participate in meetings by stating your views and actively listening to those who sit at the meeting table.

2. Represent the community. You will work with school staff and spend more time with them as a board member than you will with the general public. Always remember, however, that you represent the community when you make decisions for the school.

3. Understand the collective nature of board work. As a board member, you not only represent yourself and your views, but work as a member of a

team. If the team fails to do its job, you bear responsibility as much as any other member of the team.

It is also important to remember that the board's power comes from its collective action — a vote — during the board meeting. As an individual board member, a trustee has no power to take action.

4. Remember the "two hats" principle. Let's say you have special skills in the area of accounting. Use these skills to help the board make better decisions (your board member hat).

On the other hand, you should never tell the business operations staff how to do their job. If you want to offer your skills in this area, you should state clearly that you are doing so as a volunteer, wearing your volunteer hat, and not as a board member. Also, remember that it is the superintendent's prerogative as to whether your offer of volunteer assistance is accepted.

5. Behave responsibly. Always consider how district patrons will view board behaviors that are dishonest or self-serving, and then act accordingly. ■

Strategy for contentious public meeting

If the board is facing an issue that generates high emotions in the community, the board needs to be prepared for a different kind of public meeting.

The board might expect to hear from several groups on both sides of the issue looking to make their case with the board. Here are some issues for the board to consider when emotions run high in the district leading up to a meeting:

1. Plan for a venue change to accommodate a larger-than-normal attendance. Consider whether a local or district auditorium may be a more appropriate location.

2. Limit groups' speaking time. Work this

out with your superintendent. Is five minutes enough? Do you need to stretch presentation time to 10 minutes on hot-button issues?

3. Understand that board members should not debate or make motions based on a group's presentation. Board members should ask questions for clarification, as needed. They do not need to respond to individual presenters.

4. Limit a group's number of presentations in a school year. A group will return regularly if the limitation is not stated in board policy. One presentation on a given topic per year is a good rule of thumb. ■

Communication is best when board members know their colleagues

Good communication occurs when teammates on the board work together effectively. One key to this is respect and understanding, as well as practicing skills such as:

- Listening to each other.
- Taking time to consider viewpoints with which you are not in agreement.
- Allowing the minority voice to have its say.

There is another ingredient that goes into the recipe for effective intra-board communication, however, and that's solid understanding of who the people are that are sitting on the board with you. Having board members share information such as their educational backgrounds, hobbies, and "pet peeves" can help board members familiarize themselves with one another.

VIII
a. 11.

Want to travel to Costa Rica this summer?

I am pleased to offer (for the fourth year) a Summer Professional Development Workshop in Costa Rica exclusively for teachers and administrators.

If you are interested, please email Helaine Wemple at hwemple@portsmouth.k12.nh.us.
Informational meeting at 3:30 on March 31st in PHS Room 257

Workshop: Bring Culture and Language into Your Classroom through Writing

Theme: Since we can't bring all our students to experience the world, how do we bring the world to them?

Dates: August 9-18, 2016 (could be +/- a few days depending on interest)

Lead by: Live the Osa (Helaine Wemple's Costa Rica Program) and Plymouth Writing Institute (Jen Schongalla)

Credits: The trip is considered a workshop and you will be awarded a certificate of completion, however credits are also available for extra cost with extra work completed upon return.

Reimbursement: The total workshop cost (about \$2200) will come from your 2016-2017 school year PD funds. (We will discuss details at meeting)

Location: Puerto Jimenez, Osa Peninsula, Costa Rica

Application Deadline: May 1, 2016 (apply online via link below)

Over the past 3 trips a total of 30 teachers, mostly from SAU 50 and 52 participated in this workshop. Please talk to them about their experiences and visit <http://www.livetheosa.com/tprogram.html> for more information, sample itinerary and the online application.

This trip is an opportunity for teachers and administrators to live in Costa Rica, experience cultural differences, teach or observe in local schools, learn Spanish, see the natural beauty of the Osa Peninsula, share ideas with colleagues and reflect on your experiences through writing. Upon return, teachers will use the experience to integrate culture and language through writing into their classrooms and schools.

Muchas Gracias!

Helaine Wemple
PHS Spanish and Geography teacher
(603) 828-8251
hwemple@portsmouth.k12.nh.us
www.livetheosa.com

Portsmouth School Department 2016-2017 School Calendar



	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 ERD	9	10
	12	13	14 ERD	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 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 ERD	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	7	8 No School Election Day	9	10	11 Veteran's Day	15	10	11	12 ERD	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	22	8	9	10 ERD	11	12
	12	13	14 ERD	15	16		15	16	17	18	19
	19	20	21	22 ERD	23 Holiday Break		22	23	24	25	26
	26 Holiday Break	27 Holiday Break	28 Holiday Break	29 Holiday Break	30 Holiday Break		29 Memorial Day	30	31		
January	2 New Year Break	3	4	5	6	June				1	2
19	9	10	11 ERD	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	24	25	26	27		19 WS Day	20	21	22	23
	30	31									

* day will move if snow days/cancelled days

ERD - Early Release Days

X.C.

2016-2017 Sabbatical Proposals

A sabbatical committee was formed this year to review three applications for sabbatical during the 2016-2016 school year. After carefully evaluating each proposal on its benefits to the teacher, students, district and taxpayers, the committee would like to put the following two sabbatical proposals before the board. Below are summaries of each proposal.

Linda Beal (proposed for 2016-2017 school year, remaining working at 50%)

I am requesting a sabbatical in order to allow for dedicated time to take on the challenge of writing books for beginning readers, specifically for students in grades K & 1. My vision for these short 12-16 page stories includes a fiction/nonfiction pair around a common theme, and sentences linked together by carefully chosen sight words and supportive pictures. The addition of a more robust paragraph that can be read by parents or peer partners will bring important background information to our young readers. The common core requires a heavy balance of nonfiction stories in our curriculum, and linking them to fiction stories will help readers learn more about a subject. At least one nonfiction story will have a Portsmouth theme. This will provide a natural way for students to make personal connections.

I would like to begin this project in the summer of 2016 and continue the work for the next full year. Working a 50% schedule from September to June will allow time to write as well as time to share each stage of the work with colleagues in our three elementary schools. Students will play an integral part in the project as the tables turn and they provide feedback and suggestions for the work. Taking part in the editing process should enhance what students know about the value of editing and bring new energy to the revisions they make in their own writing.

Copies of the final product will be shared with staff at NFS, LHS, Dondero and PEEP.

How I Would Use My Time:

- Write a series of children's books for beginning readers with at least one nonfiction story celebrating Portsmouth's history
- Investigate all avenues of publishing, including self-publication and local publishers
- Provide opportunities for staff and students to meet weekly and engage in the process from concept to finished product.
- Develop parent workshops that highlight the work and share how specific text characteristics can support young students as they learn to read
- Provide copies of the final product to each elementary school and the PEEP program

Ian Fleischer (proposed for Spring semester 2017)

I hope to study best mathematical practices with New Franklin math coach, Angi Manning-Welch, and a middle school math department head, Chrissy Kwesell, and a national math coach, Jessica McKittrick from the Teacher Development Group. I will work each week alongside upper-grade teachers at Dondero and Little Harbour to teach math lessons and investigate student engagement and productive discourse. I will write up revised daily Every Day Math “Math Messages” for teachers in grades 3-5 to promote student collaboration and differentiated instruction. I will design a math performance task for each grade, kindergarten through 5th, which focuses on a major year-long math concept and gives students a hands-on math experience.

My purpose for requesting this sabbatical is to strengthen my abilities as a math teacher and to collaborate with other colleagues across the district who wish to do the same.

How I Would Use My Time:

- 1) Working in Portsmouth schools from 8am to 11:30am four days a week (and maybe another school nearby once or twice a month... there’s an inquiry-based school in Rochester, New Hampshire that I’d like to take a closer look at). My role in classes would be one of collaborator, researcher and, if the teacher is open to it, coach. I know that New Franklin is the only school in our district with a full-time math support teacher, so I would be happy to concentrate my time at Little Harbour and Dondero. This class time would also serve as “lab site time.” As my research generates ideas, I’d have classrooms and teachers and students to share those ideas with and see them in action. See above for guiding research questions.
- 2) Writing up a collection of quick and easy revisions to EDM daily Math Messages for 3rd through 5th grade teachers to use. The purpose of these revisions would be to boost engagement and to communicate a collaborative and inquisitive way of working together that can set a tone for other math work. The delivery of this collection of lessons would be through Google Docs and in paper form if a teacher prefers.
- 3) Writing up the steps for a math performance task for each grade. These projects will be built to support and strengthen major year-long math concepts with hands-on, engaging activities that promote student teamwork.
- 4) Working in collaboration with Ms. Manning-Welch, the math coach at New Franklin, and with Chrissy Kwesell, the math department head at the middle school, to start a “Math Leaders” study group. The aim of the group would be to have at least one person from each building (administrators, too?) who would join a conversation about best math practices and search for new ideas in math instruction. Other plans for this group are detailed in the District Benefits section below.
- 5) Shadowing Jessica McKittrick, a Teacher Development Group math staff developer who works in nearby schools in New Hampshire and Vermont, on several of her school site visits. Independence, engagement and effective discourse in mathematics are some examples of what she focuses on with teachers of all grades.
- 6) Reading and studying the following texts: *Principles to Actions* (NCTE); *Understanding by Design* (rereading); *Children’s Mathematics: Cognitively Guided Instruction* (Heinemann); *Well Played, 3-5: Building Mathematical Thinking Through Number Games and Puzzles, 3-5* (Stenhouse); *Powerful Problem Solving* (Heinemann); *Modeling with Mathematics* (Heinemann).