

PORTSMOUTH SCHOOL BOARD PUBLIC MEETING FOR JULY 11, 2017

EILEEN M. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, JULY 11, 2017

TIME: 7:00 PM [or thereafter]

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

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **ACCEPTANCE OF MINUTES**
 - a. JUNE 13, REGULAR MEETING
- VI. **PUBLIC COMMENT**
- VII. **SUPERINTENDENT'S REPORT**
 - a. ITEMS OF INFORMATION
 - b. CORRESPONDENCE
 - i. RESIGNATION LETTER, GIANFORTE
 - ii. THANK YOU NOTE, BATES
 - c. ADMINISTRATOR REPORT
 - i. FINANCIAL REPORT
- VIII. **OLD BUSINESS**
 - a. UPDATE- BOARD RETREAT
 - b. CONSIDERATION AND APPROVAL OF POLICIES (SECOND READING):
 - i. EVALUATION REQUIREMENTS FOR CHILDREN WITH LEARNING DISABILITIES (IHBAA)
 - ii. INDEPENDENT EVALUATIONS REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES (IHBAB)
 - iii. STUDENT ASSESSMENT (IKA)
 - iv. PATRIOTISM (IMDA)
- IX. **NEW BUSINESS**
 - a. ACCEPTANCE OF JBC TRANSFER OF PMS PROJECT
 - b. CONSIDERATION AND APPROVAL OF CUSTODIAL AGREEMENT
 - c. CONSIDERATION AND APPROVAL OF EMPLOYMENT

- i. SPECIAL EDUCATION, NF- (2 POSITIONS)
- ii. MATH- 1 YEAR, PMS
- iii. ELEMENTARY TEACHER, NF (REHIRE)
- iv. SPECIAL ED TEACHER, NF (REHIRE)
- v. MATH TEACHER, PHS
- vi. SCIENCE TEACHER, PHS- (2 POSITIONS)
- vii. ELEMENTARY TEACHER- 1 YEAR, NF

X. COMMITTEE UPDATES

- a. POLICY

XI. FUTURE AGENDA ITEMS

- a.

XII. UPCOMING EVENTS

- a. PORTSMOUTH SCHOOL DEPARTMENT CALENDAR MAY BE FOUND ONLINE AT
<http://www.cityofportsmouth.com/school/index.htm>

XIII. ADJOURNMENT

PORTSMOUTH SCHOOL BOARD MEETING MINUTES FOR JUNE 13, 2017- DRAFT

EILEEN D. FOLEY COUNCIL CHAMBERS, CITY HALL

PORTSMOUTH, NH

DATE: TUESDAY, JUNE 13, 2017

TIME: 7:00 PM [or thereafter]

NOTICE OF NON-PUBLIC- THE SCHOOL BOARD HELD A NON-PUBLIC MEETING AT 6:15 P.M., IN ACCORDANCE WITH RSA 91-A: 3, II (b) IN THE SCHOOL BOARD CONFERENCE ROOM.

NOTICE: A RECEPTION FOR RETIREES AND GUESTS WAS HELD AT 6:30 P.M. IN THE PORTSMOUTH ROOM, CITY HALL

- I. **CALL TO ORDER-** Board Chair Stevens called the meeting to order at 7:03 p.m.
- II. **ROLL CALL-** Chair Leslie Stevens, Tom Martin, Kristin Jeffrey, Gary Epler, Ann Walker, Nancy Clayburgh, Patrick Ellis, Roseann Vozella Clark, Teacher Representative Kimberly McGlinchey, Student Representative Andrew Rodgers, Superintendent Stephen Zdravec, Assistant Superintendent George Shea, Business Administrator Stephen Bartlett
- III. **INVOCATION**
- IV. **PLEDGE OF ALLEGIANCE-** Chair Stevens led the Board in the Pledge of Allegiance.
- V. **ACCEPTANCE OF MINUTES**
 - a. **MAY 23, REGULAR MEETING**

MOTION: Motion to approve the public minutes of May 23, 2017, by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously approved.
- VI. **PUBLIC COMMENT-** None
- VII. **SPECIAL PRESENTATIONS**
 - a. **NHSBA SCHOLARSHIP PRESENTATION-** New Hampshire School Board Representative Barrett Christina presented Portsmouth High School student Sam Ellis with the NHSBA Scholarship.
 - b. **RECOGNITION OF SCHOOL DEPARTMENT RETIREES-** Assistant Superintendent George Shea introduced each retiree and the Board thanked the 2016/2017 retirees for their many years of service and wished them well in their retirement.
- VIII. **SUPERINTENDENT'S REPORT**
 - a. **ITEMS OF INFORMATION**
 - i. **POLICY COMMITTEE MINUTES, MAY 2017**

- ii. POLICY COMMITTEE MINUTES, JUNE 2017
 - iii. NEW FRANKLIN GAZETTE
 - iv. OVERNIGHT FIELD TRIP, LOUISVILLE, KY
 - v. BOARD & ADMINISTRATOR, JUNE 2017
- b. ADMINISTRATOR REPORT
- i. FINANCIAL REPORT- Business Administrator Stephen Bartlett provided the month-end report for May. The report shows everything is tracking consistently. Special Education still remains an area of concern. Currently, his department is dealing with billing lag.
- c. CORRESPONDENCE
- i. LETTER OF RESIGNATION, BRIAN BETOURNAY
 - ii. LETTER OF RETIREMENT, CHRISTINA BATES COOK

IX. OLD BUSINESS

- a. BOARD RETREAT- The Board Retreat will be held on August 17, 4:00 p.m.- 7:00 p.m. Superintendent Zdravec is trying to secure space at Gosling Meadows and the agenda would possibly including a public forum.

DISCUSSION/COMMENTS: It was suggested that the Board consider going to other neighborhoods throughout the year and possibly have Board representation on the City Neighborhood Committee.

X. NEW BUSINESS

- a. CONSIDERATION AND APPROVAL OF POLICIES (1ST READING):
- i. EVALUATION REQUIREMENTS FOR CHILDREN WITH LEARNING DISABILITIES (IHBAA)
 - ii. INDEPENDENT EVALUATIONS REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES (IHBAB)
 - iii. STUDENT ASSESSMENT (IKA)
 - iv. PATRIOTISM (IMDA)

MOTION: Motion to approve Policies IHBAA, IHBAB, IKA, and IMDA, by Mr. Martin

SECOND: Mr. Ellis

DISCUSSION:

Policy IHBAA- Correction needed: change District to Portsmouth School Department.

Policy IHBAB-Correction needed: change District to Portsmouth School Department.

Policy IKA- Clarification provided regarding the last sentence in the policy.

Policy IMDA- Correction needed: to the date. Honoring the celebration of the September 5, 1905 Portsmouth Peace Treaty will be discussed at the next Policy Committee meeting.

VOTE: Policies unanimously approved.

b. CONSIDERATION AND APPROVAL OF POLICIES (SINGLE READING)

- i. NON-SMOKING/TOBACCO (JICG)
- ii. FIELD TRIPS (IJOA)

MOTION: Motion to approve policy IJOA, by Mr. Martin

SECOND: Mr. Ellis

DISCUSSION:

Policy JICG- Discussion about the wording of “products”. Clarification was provided regarding the parameters of expulsion.

Policy IJOA- Clarification was provided with regard to the insurance liability amounts and private transportation. Correction needed: Remove “subject to final approval by the School Board”. The goal is to have a standardized field trip permission form. The required field trip advance notification will be discussed at the next Policy Committee meeting.

VOTE: Policies unanimously approved.

- c. MEMORANDUM OF UNDERSTANDING- Attorney Kathleen Dwyer provided an overview of the Memorandum of Understanding (MOU). The MOU was provided to the Board for review and feedback.

DISCUSSION/QUESTION: Discussion of how the SRO position is funded and should it be included in the MOU.

Concern was expressed that the MOU doesn't address releasing information to the Press. The MOU contains some aspects of the Information Sharing Protocol. The Board requested a copy of the Information Sharing Protocol. Ms. Dwyer explained the document is old and needs to be updated. It will be beneficial to compare the MOU and the Information Sharing Protocol to ensure the documents address the Board's concerns.

Discussion ensued as to ensure that the MOU covers and supports the restorative justice model that the Board supports.

The approval process and timeline of obtaining the signed MOU was discussed. It was suggested to first update the Information Sharing Protocol to accurately compare the two documents ensuring that concerns are addressed.

- d. SCHOLARSHIPS- Ms. Dwyer provided an explanation of the Scholarship Memo included in the Board packet regarding scholarships which are managed by the Trustees. There were several scholarships that did not pay awards in the last fiscal year. As a result, Ms. Dwyer and the

Trustees are working on consolidating the smaller scholarships and develop guidelines for the establishment of new scholarships. Ms. Dwyer requested a Board representative to work with herself and the Trustees on this project. Ms. Vozella Clark, Ms. Clayburgh, and Mr. Martin volunteered to serve.

DISCUSSION/COMMENTS: Portsmouth is a generous community. Historically, a common scholarship amount is between \$1,000- \$5,000.

It was suggested there may be a number of individuals who may be interested in contributing to a scholarship fund, creating an opportunity to raise additional funds for scholarships.

- e. SUPERINTENDENT EVALUATION- Chair Stevens explained the evaluation process of the Superintendent. Ms. Stevens requested the evaluations be complete by Saturday, July 1. The Board will discuss the evaluation in Non-Public Session on July 11.
- f. CONSIDERATION AND APPROVAL AUTHORIZING THE SUPERINTENDENT TO HIRE PROFESSIONAL STAFF DURING THE SUMMER

MOTION: Motion to approve authorizing the Superintendent to hire professional staff during the summer, by Ms. Walker

SECOND: Mr. Ellis

DISCUSSION:

VOTE: Unanimously approved.

- g. CONSIDERATION AND APPROVAL OF EMPLOYMENT

- i. COMPUTER SCIENCE, PHS
- ii. CULINARY ARTS, PHS
- iii. ELEMENTARY TEACHER, DO
- iv. SCIENCE TEACHER, PMS
- v. ELEMENTARY TEACHER , DO

MOTION: Motion to approve employment, by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously approved.

XI. COMMITTEE UPDATES

- a. POLICY- Ms. Dwyer provided a Committee update earlier in tonight's Board meeting.
- b. JBC MIDDLE SCHOOL- Mr. Bartlett reported on the last Committee meeting.
- c. BEC- Ms. Vozella Clark reported on the May 31 Committee meeting.

- d. STUDENT SENATE- Student Andrew Rodgers reported the next Student Senate meeting is Thursday, June 15. It will be the first meeting with the newest elected members of the Student Senate.

XII. UPCOMING EVENTS

- a. PORTSMOUTH SCHOOL DEPARTMENT CALENDAR MAY BE FOUND ONLINE AT <http://www.cityofportsmouth.com/school/index.htm>

XIII. ADJOURNMENT

MOTION: Motion to adjourn meeting at 8:36 p.m., by Mr. Martin

SECOND: Ms. Walker

DISCUSSION:

VOTE: Unanimously accepted

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Portsmouth School Department
1 Jenkins Avenue
Portsmouth, NH 03857



June 20, 2017

Dear Mr. Zadavec and Mr. Shea:

Please accept my resignation from my position as a Special Education teacher at New Franklin School for the 2017-2018 school year. I will be relocating to Connecticut this summer.

My students have given me great pleasure over the years, and my colleagues have been very supportive during my time with the school district. I appreciate all that I've learned during my time here and wish you all the best.

Thank you for the opportunity to work for the Portsmouth School District. I am not sure if it is something you typically do, but I would appreciate an exit interview if you have time over the next few weeks.

If I can be of any assistance to you during the remainder of the year, please let me know.

Sincerely,

Rebecca Gianforte
617-594-9569

Dear Portsmouth School Board Members,

We enjoyed the reception
for the retiring teachers.

Thank you for the acknowledgment
at the beginning of the school
board meeting. I appreciate
the kind gift of the clock in
recognition of my fifteen years at
New Franklin School, the hidden gem.

Sincerely, Christina Cook Bates

Evaluation Requirements for Children with Learning Disabilities

See also IHBA

The Portsmouth School Department will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable State and Federal laws and regulations. All staff, students, parents, and other interested persons are directed to the New Hampshire Department of Education Special Education Policies and Procedures Manual.

Legal References:

*NH Code of Administrative Rules, Section Ed 1107.02(b), Evaluation Requirements for Children with Specific Learning Disabilities
Appendix IHBAA-R*

Independent Evaluation Requirements for Children with Learning Disabilities

The Portsmouth School Department will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable State and Federal laws and regulations. All staff, students, parents, and other interested persons are directed to the New Hampshire Department of Education Special Education Policies and Procedures Manual.

The provision for an independent evaluation cannot be invoked on a parent who has refused to consent to a Portsmouth School Department evaluation.

Legal References:

*NH Code of Administrative Rules, Section Ed 1107.02(b), Evaluation Requirements for Children with Specific Learning Disabilities
Appendix IHBAA-R*

Student Assessment

Students will be assessed through multiple, competency-based assessments including: homework assignments, quizzes and tests, written assignments, class participation, classroom presentations, and standardized testing in all classes on a regular basis. The purpose of student assessment is to review student progress. Student assessments will also be used to inform classroom instruction and its relation to the curriculum.

Student progress will be reported to parents and students through parent/teacher conferences and report cards. Parents may also access student progress through the parent portal of the Student Information System. Report cards shall be issued at the end of each term during the school year.

Parents and students shall be made aware before the end of the marking period when a student is in jeopardy of failing the term.

Patriotism

In accordance with Federal law, the School will offer educational instruction or opportunities each year on Constitution Day to commemorate the September 17, 1787, signing of the United States Constitution.

In accordance with State law, during the weeks of Memorial Day and Veterans Day, the School Department will devote time to exercises of patriotic nature, including a discussion of the words, meaning, and history of the Pledge of Allegiance and the Star Spangled Banner.

The flag of the United States of America shall be raised during all school sessions, weather permitting. If raised at night, the flag must be properly illuminated.

Either at the start of the school day or at morning announcements, each school shall recite the Pledge of Allegiance.

The Portsmouth Board of Education shall commence its meeting with the Pledge of Allegiance.

Legal References:

RSA 189:18, Patriotic Exercises
Section 111 of Division J of Public Law 108-447 (2004)

TO: KIMBERLI KIENIA, ADMINISTRATIVE ASSISTANT

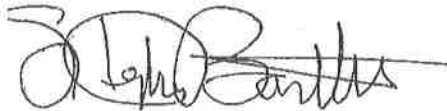
FROM: STEPHEN T. BARTLETT, BUSINESS ADMINISTRATOR

SUBJECT: ACTIONS TAKEN BY THE PORTSMOUTH MIDDLE SCHOOL JOINT BUILDING COMMITTEE MEETING HELD ON 6/12/17, AT THE PORTSMOUTH MIDDLE SCHOOL, MEDIA CENTER, 155 PARROTT AVENUE, PORTSMOUTH.

PRESENT: CO-CHAIRS: DWYER AND LEGG
CITY COUNCIL APPOINTEE:
SCHOOL BOARD MEMBERS: STEVENS AND WALKER
CITIZEN MEMBER: CARRIER AND MIDDLETON
NON-VOTING MEMBERS: CITY MANAGER BOHENKO, SUPERINTENDENT ZADRAVEC, CLERK OF THE WORKS HARTREY, BUSINESS ADMINISTRATOR BARTLETT. AND DEPUTY CITY ATTORNEY WOODLAND

DATE: JUNE 13, 2017

1. A motion was made and approved to accept the minutes of April 5, 2017
2. A motion was made and approved to award the chiller installation contract to Thermo Dymanics with alternates, in the amount of \$ 198,305.00.
3. A motion was made and approved to accept the Portsmouth Middle School Renovation and Addition Project as complete, to transfer full care and control to the Portsmouth School Board and School Department and to request a formal vote of the Portsmouth School Board acknowledging the transfer of responsibility.
4. A motion was made and approved to direct the JBC Co-Chairs and Business Administrator Steve Bartlett to prepare a draft report related to the construction and finances of the project for the JBC's final meeting.



Stephen T. Bartlett, Business Administrator

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Tentative Agreement

School Custodial

1. Three year contract to expire on June 30, 2020
2. Increase probationary period from 90 days to 180 days, may be extended to 270 calendar days.
3. Employees must complete their probationary period before being eligible for sick days.
4. Eliminate sick and vacation days and create an earned time system and disability bank.
5. Add falsifying time cards as a reason for termination.
6. Decrease the time employees are eligible to be recalled after a lay off to two years. Prior there was no limit.
7. Effective July 1, 2019, the employee's share of the health insurance premium will increase from 5% to 10%.
8. Increase wages by the 10 year rolling average every July 1st during the term of the contract.
9. Increase the longevity schedule by the 10 year rolling average every July 1st during the term of the contract.

Custodians

COLA 2.00% 2.00%
 Retirement 11.17% 11.38%

FY17 Base year FY18 FY19 FY20 Total for 3 year

<i>Current Agreement</i>					
Salaries	797,867.00	812,406.00	826,842.00	840,341.00	2,479,589.00
Longevity	12,500.00	13,300.00	13,500.00	14,300.00	41,100.00
<i>Sub Total</i>	<u>810,367.00</u>	<u>825,706.00</u>	<u>840,342.00</u>	<u>854,641.00</u>	<u>2,520,689.00</u>
<i>FICA</i>					
Medicare	50,242.75	51,193.77	52,101.20	52,987.74	156,282.72
Retirement	11,750.32	11,972.74	12,184.96	12,392.29	36,549.99
	90,517.99	93,965.34	95,630.92	97,258.15	286,854.41
<i>Sub Total</i>	<u>152,511.07</u>	<u>157,131.65</u>	<u>159,917.08</u>	<u>162,638.18</u>	<u>479,687.12</u>

Cost of Current Contract	962,878.07	982,837.85	1,000,259.08	1,017,279.18	3,000,376.12
	19,959.78	17,421.23	17,020.10	17,020.10	54,401.11
	2.07%	1.77%	1.70%	5.65%	1.88%
					From FY17-FY20 Avg % Change

Additional Cost Proposed from TA

COLA on base salaries	16,248.13	33,404.40	33,404.40	51,435.58	101,088.11
Longevity	566.00	540.00	540.00	875.00	1,981.00
<i>Total Cost</i>	<u>16,814.13</u>	<u>33,944.40</u>	<u>33,944.40</u>	<u>52,310.58</u>	<u>103,069.11</u>
Medicare	243.80	492.19	492.19	758.50	1,494.50
FICA	1,042.48	2,104.55	2,104.55	3,243.26	6,390.28
Retirement	1,913.45	3,862.87	3,862.87	5,952.94	11,729.26
<i>Total FICA, Medicare & Retirement</i>	<u>3,199.73</u>	<u>6,459.62</u>	<u>6,459.62</u>	<u>9,954.70</u>	<u>19,614.05</u>
<i>Total Cost Rollout of Tentative Agreement</i>	<u>20,013.86</u>	<u>40,404.02</u>	<u>40,404.02</u>	<u>62,265.28</u>	<u>122,683.16</u>

<i>Budget to Budget Change per Tentative Agreement Only</i>	20,013.86	20,390.16	21,861.26	62,265.28	
	2.04%	2.00%	4.04%	6.47%	12.74%
					From FY17-FY20 Avg % Change

<i>Proposed Current Annual Budget & Tentative Agreement Combined Annual Change</i>	1,002,851.71	1,040,663.10	1,079,544.47	3,123,059.28	
	39,973.64	37,811.39	38,881.36	116,666.40	
	4.15%	3.77%	3.74%	12.12%	
					From FY17-FY20 Avg % Change

New Hire:

Name: Joseph Bassett **Bachelors** – Elementary Education, Southern New Hampshire University, Manchester, New Hampshire 2013

Address: 80 Taft Road **Experience:**
Portsmouth, NH 03801 2013 – present Special Education Teacher, Kittery School Department, Kittery, Maine

Position: Special Education Teacher

Location: NF

Replacing: Rebecca Gianforte – Resigned

Effective: July 1, 2017

Interval: 5

Salary: \$49,287 Base \$49,287

Funding Source: General Fund

Certification: New Hampshire Certified Elementary and Special Education

New Hire:

Name: Alison Bedard **Masters** – Special Education, California State University, Fullerton, California 2012

Address: 2 Birch Drive **Bachelors** – Social Sciences, California State University, San Marcos, California 2005
South Berwick, ME 03908

Position: Special Education **Experience:**
2013 – present Special Education Teacher/Case Manager, Allenstown Elementary School, Allenstown, New Hampshire

Location: NF 2009 – 2013 Resource Specialist, Anaheim City School District, Anaheim, California

Replacing: New 2008 – 2009 Special Education Teacher, Fairfax County Public Schools, Fairfax, Virginia

Effective: July 1, 2017

Interval: 10

Salary: \$63,938 Base \$57,137 + degree \$6,801

Funding Source: General Fund

Certification: New Hampshire Certified Elementary Education (K-6), General Special Education

New Hire:

Name: Nicholas Bath **Bachelors** – Math Education, Plymouth State University. Plymouth, New Hampshire 2017

Address: PO Box 1424
27 Bath Lane
Kennebunkport, ME 04046

Position: Math – 1 Year

Location: PMS

Replacing: Ashley Hass – LOA

Effective: July 1, 2017

Interval: 1

Salary: **\$43,791** Base \$43,791

Funding Source: General Fund

Certification: New Hampshire Certified Math Education

***Re-Hire
Teachers:***

Name: Paige Beisiegel

Position: Elementary Teacher

Location: New Franklin Elementary

Rehire

Effective: July 1, 2017

Salary: \$57,567	Interval 6 + Track C	\$50,766 6,801
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Name: Tracie Gebhardt

Position: Special Ed Teacher

Location: New Franklin Elementary

Rehire

Effective: July 1, 2017

Salary: \$51,906	Interval 2 + Track C	\$45,105 6,801
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New Hire:

Name: Jeffrey Gardner **Bachelors** – Electrical Engineering, University of New Hampshire, Durham, New Hampshire 1986

Address: 6 Brackett Road
Rye, NH 03870 **Experience:**
1994 – present Physics Teacher, Marshwood High School, South Berwick, Maine

Position: Science Teacher

Location: PHS

Replacing: Brian Betournay - resigned

Effective: July 1, 2017

Interval: 16

Salary: \$72,539 Base \$68,225 + Degree 4,314

Funding Source: General Fund

Certification: New Hampshire Certified Physics Education

New Hire:

Name: Paul Marshall **Masters** – Secondary Education, Rivier College, Nashua, New Hampshire 2005

Address: 6 Louisburg Circle **Bachelors** – Biology/Safety Studies, Keene State College, Keene, New Hampshire 1991
Exeter, NH 03833

Position: Science teacher **Experience:**
2004 – present Adjunct Science Instructor, Northern Essex Community College, Haverhill, Massachusetts

Location: HS 2007 – present Adjunct Instructor, Middlesex Community College, Bedford, Massachusetts

Replacing: New 2006 – 2007 Science Teacher, Sanborn Regional High School, Kingston, New Hampshire

Effective: July 1, 2017 2002 – 2006 Science Teacher, Raymond High School, Raymond, New Hampshire

Interval: 16

Salary: **\$76,863** Base \$68,225 + degree 8,638

Funding Source: General Fund

Certification: New Hampshire Certified Middle Level Science (5-9) and Life Science (7-12)

New Hire:

Name: Benjamin Phinney **Masters** – Elementary Education, Southern New Hampshire University, Manchester, New Hampshire 2016

Address: 181 Main Street, Apt 1 **Bachelors** – French Literature, Russian, University of New Hampshire, Durham New Hampshire 2011
Newmarket, NH 03857

Position: Elementary Education Teacher
1 Year Position

Location: NF

Replacing: Kim McGuigan –LOA
Patricia Carr - Retired

Effective: July 1, 2017

Interval: 1

Salary: **\$50,592** Base \$43,791 + Masters \$6,801

Funding Source: General Fund

Certification: New Hampshire Certified Elementary