

Call to Order: The meeting was called to order at 5:45 PM. Present: School Board Members Joseph Saulnier, Michelle Couture, Moe Titcomb, and Janice Arsenault; Superintendent of Schools Tina McCoy; Business Administrator Ron Brickett; Curriculum Coordinator Michael Whaland; Raymond High School Principal Steve Woodward; Iber Holmes Gove Middle School Principal Bob Bickford; Iber Holmes Gove Middle School Assistant Principal Mike Chouinard; Lamprey River Elementary School Principal Bryan Belanger (6:35 PM); Lamprey River Elementary School Assistant Principal Laura Yacek (6:35 PM); Technology Director Kevin Federico; Raymond High School Principal Peter Weaver.

Proof of Posting: It was noted that the meeting was properly posted.

Pledge of Allegiance: All those in attendance stood and recited the Pledge of Allegiance.

Non-Public Session: Janice Arsenault moved, seconded by Michelle Couture to enter into non-public session under RSA 91-A:3 II (b) "The hiring of any person as a public employee" and (c) "Matters which, if discussed in public, would likely affect adversely the reputation of any person other than a member of the public body itself, unless such person requests an open meeting." Upon the Board members being individually polled, the motion was voted in the affirmative by Janice Arsenault, Moe Titcomb, Michelle Couture, and Joseph Saulnier. The Board entered into non-public session at 5:46 PM and resumed public session at 7:00 PM. Other than the vote to exit non-public session and seal the minutes of non-public session item A (which was moved by Janice Arsenault, seconded by Moe Titcomb, and upon the Board members being individually polled, was voted in the affirmative by Janice Arsenault, Michelle Couture, Moe Titcomb, and Joseph Saulnier), no motions were voted during this non-public session.

Public Input: There was no public input forthcoming.

Technology Plan: Technology Director Kevin Federico and IHGMS Media Specialist Sarah Arsenault approached the Board to present the 2018-2024 Technology Plan. Mr. Federico noted that the NH Department of Education no longer requires a Technology Plan, so the rubric used 2012 and forward is no longer necessary.

During discussion:

- Mr. Federico stated the Technology Committee considers 1:1 to be one device per student given to the student to take home. Parents would sign a liability waiver for the device. The Technology Committee considered 1:1 where appropriate. In grades K-3, it's not necessarily appropriate. The focus on 1:1 would begin with grade 4 or grade 5. However, how the 1:1 concept is ultimately approached is a decision to be made between the School Board and the administration. The plan allows for funding to rollout devices one grade level per year, but that plan can be adjusted and policy and procedure surrounding 1:1 would be as per Board decision.
- Mrs. Arsenault asked what would happen if all IHGMS students signed onto their Chromebooks at the same time. Mr. Federico replied that the bandwidth has been increased.
- Mr. Federico noted an error in the plan: maintenance of mobile carts should be \$0 at IHGMS for each year of the plan.

- Dr. McCoy asked what was envisioned for summer workshops. Mr. Federico replied that there would be some sort of Google or Microsoft training with the topic open to whatever is pertinent that year during the implementation of the Technology Plan.
- Mrs. Couture asked if the committee considered technology tools other than Chromebooks. Mr. Federico replied that they have, but because the District has been a Google Apps for Education district, and because of the cost effectiveness of Chromebooks, there are certain applications where Chromebooks fit the need (and certain applications where they do not). They've left it open.
- Mrs. Couture asked about the lifespan of a Chromebook. Mr. Federico stated that it's dependent on use. He finds the average to be roughly four years.
- Dr. McCoy asked if the committee investigated middle schools doing 1:1; why does the plan begin with middle school for 1:1, not high school? Mr. Federico stated that the plan is adjustable. One school they looked at replaced the Chromebook from middle school to high school and also allowed the student to keep the Chromebook after high school, so there are lots of options as to how it will actually work.
- Mrs. Arsenault asked if the 1:1 program started in grade 7, would the device last through high school? Mr. Federico replied probably not.
- Mrs. Arsenault asked Mr. Woodward if the 1:1 program would be beneficial for RHS students. Mr. Woodward stated that yes, he would like to see all students with a device, and that an important component of this would be professional development for teachers to incorporate the use of the device into instruction.
- Mrs. Arsenault asked the same question for the IHGMS students. Mr. Bickford stated that there are Chromebook carts used throughout the day. 80%-85% of IHGMS teachers use Google Classroom on a regular basis. Professional development for teachers is a very important piece. They would also like to see Chromecast used in the classrooms.
- Mrs. Couture stated that, as part of the plan, she would like to see some self reflection among the staff as to how much technology they actually use and what would be a reasonable increase goal. She would also like to see a reduction in the amount of paper being used, using electronically submitted papers, etc.
- Dr. McCoy asked if the Committee considered what was already budgeted for 2018-19? Mr. Federico stated that financial aspect of the 1:1 implementation was written to begin in the 2019-2020.
- Mrs. Arsenault asked what "Continue to contract outside technical support as needed" means. Mr. Federico gave the examples of custom reports in PowerSchool or updates to Munis.
- Mrs. Arsenault suggested adding students to the Technology Fun Night plans.
- Mr. Saulnier stated that the budgeted Technology Integration Specialist in the plan would have the primary responsibility to work with teachers, co-teach, and integrate technology into instruction.
- Mrs. Couture asked if the Committee reviewed the technology policies. Mr. Federico stated that they have some suggestions that they'll bring to the Policy Committee, but those suggestions aren't reflected in the Technology Plan presented this evening.

MOTION: Michelle Couture moved, seconded by Janice Arsenault, to accept the 2018-2024 proposed Technology Plan with the following amendments: end date amended to year 2022; year 1 of the plan begins in the year 2019-20; page 5, correction to funding for maintaining multiple mobile carts to be \$12,000, \$0, and \$12,000 in each year; and the addition of students to Fun Night on page 8. Voted unanimously in the affirmative.

Current Technology Needs: Mr. Federico presented prioritized technology needs for use of surplus funds, if available. The areas identified as priorities are: teacher machines, student Chromebooks, and administrative needs (including SAU and school level office staff).

During discussion:

- Mr. Federico stated that in the last three weeks of school, they've swapped about 25 machines. They are also low on equipment to keep things running. 110 machines are currently beyond their life cycle and need to be replaced.
- Mr. Arsenault reviewed the computers already budgeted for in 2018-19. She stated that she considers computers to be budgeted items for the town to vote on, not to be purchased with surplus funds. She asked if there could be something noted in voting that if there is a surplus, some of those funds could be used for computers. Mr. Brickett replied yes. Mrs. Arsenault stated she's not denying the need for the computers, but she's not comfortable funding something not approved by the voters.
- Mrs. Couture stated that she feels that the Board needs to look at what's best for kids, that there is a certain amount of money available in the approved budget, and the Board has the authority to transfer funds to a different line.
- Mrs. Arsenault asked if administration has any statistics as to when the District has ever spent money from surplus. Mr. Brickett replied in his 12 years here, never until this year.
- Mr. Saulnier stated if the District had been using its surplus over the years, then the District would be level funded.
- Dr. McCoy stated that administration feels they should be conservative and not overspend.
- Mrs. Arsenault stated she'd like to see authorization by the Town if there is a surplus. Mr. Titcomb agreed.

MOTION: Michelle Couture moved, seconded by Joseph Saulnier, to expend \$50,000 from surplus to purchase teacher machines as described by the Technology Director. Mr. Saulnier stated that he hates seeing the tax rate go up and down. Mrs. Arsenault stated that putting a question on the ballot this year will address this in the future in a cleaner way. Motion failed with Michelle Couture and Joseph Saulnier voting in the affirmative and Janice Arsenault and Moe Titcomb voting in opposition.

LRES Unified Arts Schedule: Mr. Belanger and Mrs. Yacek approached the Board, along with LRES staff members Alison LaCasse, Lou Faulkner, Michelle Munson, and Doug Roy, to review the Unified Arts Schedule.

During discussion:

- Mrs. Couture stated she likes the addition of socio-emotional elements for younger students.
- Mrs. Couture stated she would like more information about how the logistics of student choice would work. She also stated her concerns for having a para-educator teach - is that the intent? Mr. Belanger stated the para-educator would simply provide support. Para-educators can also assist during enrichment time, not teaching a course. Regarding student choice, he stated that the hope is for the Unified Arts team to work out different options for students in the beginning of the year. Students would sign up for these options for a several week period, choosing their top three items. There's still work to be done creating those activities, so they'd begin the year with a fixed plan and then work in the options as they're developed based on student interest.

- Mr. Saulnier asked about the schedule and what happens if a day is missed. Mr. Belanger stated that there are communication tools in place to let parents know of any changes. Mrs. LaCasse stated that the schedule doesn't jump around - if a snow day happens on Day C, the next day would be Day C. The schedule only affects Unified Arts time and Professional Learning Communities time, not other schedules.
- Mrs. Arsenault stated she's glad administration worked with teachers to come up with a solution.

MOTION: Michelle Couture moved, seconded by Janice Arsenault, to accept the Unified Arts schedule as presented. Voted unanimously in the affirmative.

2018-19 Student Handbooks (RHS, IHGMS, LRES): Dr. McCoy stated that administration has been working on revising the student handbooks through the past school year so that they are more uniform throughout the District in both content and format. Administration reviewed with the Board the greater areas of content change, including a new Vision Statement for LRES and IHGMS, the Grading sections in each of the handbooks - updated for competency based grading, the RHS Exams Policy and Procedure, and the IHGMS Dress Code.

During discussion:

- Mrs. Arsenault asked what "I" is used for in grading at IHGMS. Mr. Bickford and Mr. Chouinard stated that's for students with extended absences. If a student refused to do work, then that is a behavior issue. An "I" wouldn't change a student's grade at all when entered into PowerSchool. It has no numerical impact on average. Mr. Chouinard stated that it normally becomes a placeholder for incomplete work until the earned grade replaces it.
- IHGMS grading - it was suggested that the grades be formatted to line up.
- Mrs. Arsenault stated that she feels that 70% as a ceiling for a reassessment at the high school is very low. Mrs. Couture stated that there should be consistency to professional discretion if/when allowing exceptions. It was the general consensus of the Board to adjust the ceiling to 80% as the highest grade possible on a reassessment and a student has to get below an 80 in order to be given the opportunity to reassess.
- Correction: Typo in RHS grading #2 next to star on reassessment contract.
- Mrs. Couture stated she hopes any loss of instructional time due to a dress code violation is handled very quickly to keep that loss to a minimum.
- Badges - will be updated to match the policy as approved, to be worn or carried, at IHGMS and RHS.
- Mrs. Arsenault stated that it's against Board policy for a student to wear a hat - add to HS dress code.
- RHS, page 14, #6, it was suggested that the wording be more specific about what would cause a student to lose parking privilege.

MOTION: Janice Arsenault moved, seconded by Michelle Couture, to accept the handbooks for LRES, IHGMS, and RHS as amended and to address any typo or formatting issues. Voted unanimously in the affirmative.

Review of District Investment Policies: It was noted that yearly review and adoption of the District's investment policies are required by NH RSA. MOTION: Janice Arsenault moved, seconded by Michelle Couture, to accept policy DFA and DFA-R as written. Voted unanimously in the affirmative.

New/Revised Policies - First Reading: The School Board reviewed proposed revised policy ECAB Staff/Student Identification Procedures with the following suggestions:

- Correction of School Resource Officer to take the piece out “to promptly schedule photo sessions.”
- Change last paragraph to: Students in grades 5-12 will be expected to wear their ID badges on school property during the school day. Mr. Bickford suggested that the reason for badges and the consequences be added to the handbooks. It was the consensus of the Board that administration have the discretion to handle it as they see fit and that the infractions don’t need to be listed in the handbook at this time.

The School Board read proposed new policy EFAA School Lunch Program Charges in its entirety. It was suggested that the first paragraph under “Unresolved Debt,” third sentence, be revised from “lunch program” to “meal program.”

The School Board reviewed proposed revised policy IC School Year.

NH Department of Education General Assurances: Dr. McCoy explained that in the past, the general assurances of policies and procedures followed by the District have been signed by the Superintendent. This year, the NH Department of Education requires Board Chair signature as well. MOTION: Janice Arsenault moved, seconded by Moe Titcomb, to authorize the Chair to sign the NH DOE General Assurances. Voted unanimously in the affirmative.

Auditor Letter of Engagement: Mr. Brickett reviewed the letter of engagement which spells out the responsibilities of the auditors and the estimated costs. MOTION: Michelle Couture moved, seconded by Janice Arsenault, to approve the Board Chair signing the Auditor Letter of Engagement for the fiscal year ending June 30, 2018. Voted unanimously in the affirmative.

Auditor Board Member Questionnaire Signature: Mr. Brickett reviewed the Auditor Board Member Questionnaire, which is completed as part of the auditing process. He noted one change from previous years: The Board is asked if they have approved a disaster recovery plan. It should be checked off as no. The District does have backups in place, but they are not written up as a plan. MOTION: Michelle Couture moved, seconded by Moe Titcomb, that the Board Chair sign the Auditor Board Member Questionnaire. Voted unanimously in the affirmative.

Monthly Financial Update: Mr. Brickett reviewed the financial update for months ending May 31, 2018. Areas of largest variance include salaries, health insurance, services for students, and student transportation.

Nominations/Resignations: MOTION: Janice Arsenault moved, seconded by Moe Titcomb, to accept the resignation of Jerry Sterritt, LRES Case Manager, effective June 30, 2018. Voted unanimously in the affirmative with Michelle Couture abstaining.

Committee Reports: Janice Arsenault stated that she’s been to two Strategic Planning Committee meetings. They do have a plan, and Dr. McCoy and Mark Dolan, who facilitated the meetings, will type it up and provide it for the Board. It will be on the next School Board agenda for approval. She stated that the best part of the series of meetings was the community night; it was very successful.

Mr. Saulnier stated that the CIP Committee will be meeting next Tuesday.

Superintendent's Report: Dr. McCoy thanked everyone for their support this year.

They received good news on two security projects at the middle school - both projects have been approved for grant funding at 80%. She thanked Todd Ledoux and Ron Brickett for putting those grants through and making that happen.

Class Day was held last Thursday. It was a nice ceremony and students were recognized in a variety of ways.

The last days of the school year were filled with a wide range of professional development activities for staff as well as the annual wellness fair.

Correspondence/Other: Mr. Saulnier thanked everyone in the District for their work. He also thanked Ron Brickett and acknowledged that this is his last School Board meeting, as he is retiring as Business Administrator on June 30th.

Motion to Extend the Meeting Beyond 10:00 PM: MOTION: Janice Arsenault moved, seconded by Michelle Couture, to go past 10:00 PM. Voted unanimously in the affirmative.

Manifest Signing: A quorum of the Board signed the manifest. Accounts Payable total \$157,793.90. Payroll total \$837,625.72.

Non-Public Session: Janice Arsenault moved, seconded by Michelle Couture to enter into non-public session under 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 the public body itself, unless such person requests an open meeting." Upon the Board members being individually polled, the motion was voted in the affirmative by Janice Arsenault, Moe Titcomb, Michelle Couture, and Joseph Saulnier. The Board entered into non-public session at 9:46 PM and resumed public session at 9:48 PM. Other than the vote to exit non-public session and seal the minutes of non-public session item C (which was moved by Janice Arsenault, seconded by Joseph Saulnier, and upon the Board members being individually polled, was voted in the affirmative by Janice Arsenault, Michelle Couture, Moe Titcomb, and Joseph Saulnier), one motion was voted during this non-public session.

Adjournment: MOTION: Janice Arsenault moved, seconded by Michelle Couture, to adjourn the meeting. Voted unanimously in the affirmative. Meeting adjourned at 9:49 PM.

Respectfully submitted,

Jennifer Heywood,
Raymond School Board Clerk

Raymond School Board Meeting
June 20, 2018
Raymond High School Media Center
Minutes Page 7
Approved July 11, 2018

Raymond School Board Non-Public Session
June 20, 2018

Item B

Present: School Board Members Joseph Saulnier, Janice Arsenault, and Moe Titcomb; Superintendent of Schools Tina McCoy.

Dr. McCoy reviewed this evening's resignation with the Board.

Respectfully submitted,

Jennifer Heywood,
Raymond School Board Clerk