

Call to Order: The meeting was called to order at 6:00 PM. Present: School Board Members Joseph Saulnier, John Harmon, Ada Vadeboncoeur, Dawn Leamer, and Tony Clements (remotely); Business Administrator Marjorie Whitmore; Director of Student Services Michael Hatfield; Iber Holmes Gove Middle School Principal Bob Bickford; Raymond High School Principal Steve Woodward (remotely); Technology Director Brittany L'Heureux (remotely); Nutrition Services Director Judy DiNatale.

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.

Nutrition Services: Mrs. Whitmore and Mrs. DiNatale presented the proposed 2022-23 Nutrition Services Budget. During discussion:

- For substitutes this year, Mrs. Whitmore averaged the last three years - 18-19, 19-20, and 20-21.
- For health insurance, she budgeted current enrollment (staff members currently enrolled in health insurance) plus 9%. SchoolCare's guaranteed rate is expected in November. Mrs. Whitmore thinks she may have already received HealthTrust's guaranteed maximum rate.
- Dental insurance is budgeted at who is currently taking dental insurance.
- Food service cost increases are the average of three year averages and the 21-22 budget. Mr. Harmon stated he was concerned that if inflation isn't included we might be in trouble. He requested that we consider the Consumer Price Index. Mrs. DiNatale stated she did look at that and because there were so many gaps it wasn't complete or reflective of a solid period of time, not helpful for this year. Mr. Harmon stated he was concerned that we're saying we're using a four-year average and not adding in inflationary increase. Ms. Leamer and Mr. Saulnier both expressed their agreement that they'd like inflation to be reconsidered.
- Mrs. Whitmore budgeted propane at 10 cents above current rate, which is \$1.49.

Student Services: Mrs. Whitmore and Mr. Hatfield presented the proposed 2022-23 Student Services Budget. During discussion:

- The two positions in the Director's salary line are the Director of Student Services and the Assistant Director of Student Services.
- The clerical salary is for a full time position.
- If the District employed one full time Board Certified Behavior Analyst (BCBA), the District would still need to supplement with contracted BCBAs from Constellations. Mr. Hatfield estimates that the salary for that position would be at least \$80,000.
- Ms. Vadeboncoeur and Mr. Harmon asked how the five-year plan regarding contracted services from Constellations is going; are we getting the benefits we expected? Mr. Hatfield stated that the students are receiving the benefit, but the staff is not getting the right training to take on those roles because of turnover. Mr. Harmon asked for numbers regarding the staff this impacts. The completion of this calendar year will be 2 years into the plan. Mr. Hatfield confirmed that at the end of this plan, the District would not need to contract with Constellations anymore, except for some side consultation. Mr. Hatfield estimates we are a minimum of one year behind in the plan due to the pandemic.
- The \$70,000 in psychology is for approximately three days a week of work for part time psychologists contracted through SERESC. This is in addition to our full time in-district psychologist.

- Special Education transportation was averaged. Mrs. Whitmore discussed the bidding process for the special education transportation bids. Transportation will be bid out this year.
- Mr. Hatfield and Mrs. Whitmore will confirm that the increase in cost for the special education transportation as per the current contract is included in the proposed numbers.
- Mr. Harmon asked if, in-district, if there is a limit to the number of students on the bus? He stated that he's trying to get a sense of how many buses are being used by the three schools, and if they're not fully utilized, is there a reason why not? How many students with IEPs are riding Durham buses to individual schools and how many buses are there for those students?
- Mr. Hatfield confirmed that when we have students out of district, if possible, they share transportation with other students/schools going to that school.
- Mr. Harmon asked why office communications are being included into the SAU communications cost and asked if it can be looked into as to what happened that we're no longer tracking special education communications separately.
- "Tuition in-state public" is for students who are placed in charter schools or foster situations.
- We have not yet received notification of expected increases for the out-of-district tuitions. That information could come in at any time.
- Mr. Hatfield stated that his priority is to strengthen programs within the district to welcome families back into the district. Constellations is helping us to do that.
- Mr. Hatfield stated that "testing supplies" includes all testing - academic, psychological, etc. Ms. Vadeboncoeur asked if the District had considered using iPad testing instead of paper. Mr. Hatfield stated that has not been looked at, but they could definitely look into it.
- Mr. Hatfield stated that the District uses Medicaid to Schools to oversee and support the District. That person gets a portion of the reimbursement to make sure we stay on track and in compliance.

Technology: Mrs. Whitmore and Mrs. L'Heureux presented the proposed 2022-23 Technology Budget. During discussion:

- The salary and benefits for the vacant technology position includes the salary of the person who occupied the position previously and the benefits are calculated based on the actual benefit costs for that person.
- The initiatives included in the budget proposals are the actuals, but Mrs. Whitmore will usually find the middle of the road benefits for a new position or something similar. Mr. Harmon suggested that it may be easier for any vacancy or open position to be calculated with a two-person benefits amount.
- The line for poles is for fiber optic. Mr. Harmon asked if it would make sense to use the Town's fiber optic. Mr. Saulnier stated that they are not doing businesses.
- Mrs. Whitmore reviewed the large increases in the district-wide software line. Mrs. L'Heureux confirmed that the software programs are currently being used. Mr. Clements asked about the process for approval of those programs. Mrs. Whitmore stated that it depends on who is ordering it, at the individual schools the principals approve it, then it goes to her for final approval. Mr. Harmon asked if anyone has done a cost benefits analysis if we're getting our money's worth for the money spent on this software. Mrs. L'Heureux stated that they did review the programs to be sure they're actually being used.
- Mr. Harmon asked for a breakdown of purchases and Chromebooks budgeted.
- Mrs. L'Heureux explained that Promethean Boards are the current replacements for Smartboards. Smartboards break down and the pens don't work. Promethean is the TV display where it functions as its own standalone unit so if the teacher needed to bring up a website or app the Promethean board

supports that while a Smartboard doesn't. She stated she would supply a breakdown of what each line entails.

- Mr. Harmon asked about the fact that the wage pool salary sheet doesn't list the title of Data Integration Specialist and asked that it be updated to reflect that.
- Mr. Clements asked about the average lifespan for a Chromebook. Mrs. L'Heureux replied that they are mostly 3-4 year cycles.

Iber Holmes Gove Middle School: Mrs. Whitmore and Mr. Bickford presented the proposed budget for IHGMS 22-23. During discussion:

- Mr. Bickford noted an error in the 5-year enrollment comparison slide
- The budget for laminator repairs is part of a repair contract.
- The budgeted supply line was not based on student enrollment at the middle school. Ms. Vadeboncoeur suggested using a consistent formula across all the schools.
- Mr. Bickford stated that many of the books still used at the middle school are significantly out of date. Mr. Saulnier stated that they had previously discussed a rotation for purchasing textbooks. Mr. Harmon stated that the Textbook CIP was eliminated a few years ago because purchases were taking place every year. Mr. Clements stated he was going to comment on the same, that it looks like books haven't been purchased in some time, and asked who is in charge of that and how does that process work? Mr. Bickford stated that traditionally the Curriculum Director would obtain samples of books for teachers to review. Mr. Saulnier asked if the administration could look into online subscriptions of textbooks, in place of hard copies. Mr. Clements asked for the topic of textbook purchase to be placed on a future agenda.
- Mr. Harmon asked how much use the periodicals have been getting at the media center. Mr. Bickford stated that prior to the pandemic it was common practice for full classes to use those resources. He can't comment yet on current practice.
- The cost for the World Languages initiative is \$74,870. Mr. Bickford stated it would be preferential to have one person for both French and Spanish, but it would be difficult to find that.
- Mr. Clements asked how old the physical education supplies are. Mr. Bickford stated that the physical education teacher is very good about keeping up that equipment and using them until the end of use for each item.

Curriculum: Mrs. Whitmore reviewed the 2022-23 proposed Curriculum Budget. She stated that it was put together as if planning for a Curriculum Director. She and Mr. Hatfield put together the proposed budget.

- Ms. Vadeboncoeur asked, for future conversation, do we limit what kind of classes people can take? Mrs. Whitmore stated that administrator courses are at Superintendent's approval.
- Mr. Clements asked what the \$22,000 would have been spent on for Curriculum Coordinator Books. Mrs. Whitmore stated that is the first year of training and supplies for Project Lead The Way. Mr. Harmon asked how successful we are with Project Lead The Way, what are we getting out of it, and is it just \$15,000? Mrs. Whitmore stated that's what she budgeted and it just started in 2021 so can't really comment on its success.
- Mr. Saulnier asked if the Curriculum Director could be something that's contracted out? Mr. Hatfield stated that would be too high of a cost for someone of high caliber.

District Expenditures: Mrs. Whitmore reviewed the 2022-23 proposed District-Wide Budget. She noted that much of what's included in this budget is contractual.

- Mrs. Whitmore stated that \$1.00 is in the architectural line, as advised by the attorney, so that if it's needed then that line can be spent. The Board asked for the communication surrounding that advice.

Other: Mr. Harmon asked if the bottom line number being presented by administration was \$27,245,457. Mrs. Whitmore said yes, \$27,245,456. Mr. Harmon stated that on August 11th the Board made a motion instructing administration to come back with a budget of \$26,621,742. Mrs. Whitmore stated she had previously spoken with the Superintendent about the short timeline and had asked to move the meeting back a week because the budget was coming in significantly over. There has not been enough time to complete the analysis. Mr. Harmon expressed his concern for the budget being presented as \$623,000 over the number in the Board motion. Mr. Saulnier and Ms. Leamer stated that they could understand that due to increases in health insurance costs and special education.

MOTION TO AMEND THE AGENDA: MOTION: John Harmon moved, seconded by Ada Vadeboncoeur, to amend the agenda to include a non-public session under RSA 91-A:3 II (a) and (c). Motion passed with Joseph Saulnier, John Harmon, Ada Vadeboncoeur, Tony Clements, and Dawn Leamer all voting in the affirmative by roll call vote.

Non-Public Session: MOTION: John Harmon moved, seconded by Dawn Leamer, to enter into non-public session under RSA 91-A:3 II (a) "The dismissal, promotion, or compensation of any public employee or the disciplining of such 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 Joseph Saulnier, John Harmon, Dawn Leamer, Ada Vadeboncoeur, and Tony Clements. The Board entered into non-public session at 9:12 PM and resumed public session at 9:31 PM. Other than the vote to exit this non-public session and seal the minutes (which was moved by John Harmon, seconded by Ada Vadeboncoeur, and upon the Board members being individually polled, was voted in the affirmative by Joseph Saulnier, John Harmon, Dawn Leamer, Ada Vadeboncoeur, and Tony Clements), no motions were voted during this non-public session.

Adjournment: MOTION: John Harmon moved, seconded by Ada Vadeboncoeur, to adjourn the meeting. Motion passed with Joseph Saulnier, John Harmon, Ada Vadeboncoeur, Tony Clements, and Dawn Leamer all voting in the affirmative by roll call vote. Meeting adjourned at 9:32 PM.

Respectfully submitted,

Jennifer Heywood,  
Raymond School Board Clerk

Raymond School Board Meeting  
October 13, 2021  
Raymond High School Media Center  
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Approved November 3, 2021

Raymond School Board Meeting Minutes  
Non-Public Session  
October 13, 2021  
Approved and voted to be unsealed on November 3, 2021

Present: School Board Members Joseph Saulnier, John Harmon, Ada Vadeboncoeur, Dawn Leamer, and Tony Clements (remotely).

The School Board discussed the coverage of the Superintendent's responsibilities, in light of the fact that the Superintendent was currently out on medical leave. It was determined that at this time, no Board action was required, and the Board would reassess at a later date if necessary.

Respectfully submitted,

Jennifer Heywood,  
Raymond School Board Clerk