

2021 Raymond School & Town Deliberative Sessions using Google Meets & Zoom Conferencing (Rev. 4)

- These plans are predicated on having all town and school staff participate remotely.
- Conferencing will be utilized for in building participants only. Residents will be able to view and hear via RCTV and RCTV Live Stream.
- The High School Dining room will be used for:
 - The Moderator
 - Boards (5)
 - Budget Committee (5)
 - Administrators (2/3) (Tina, Marjorie/Joe Ilsley, Deb Intonti, Julie Jenks),
 - Town & School District Clerk (1)
 - Legal (1).

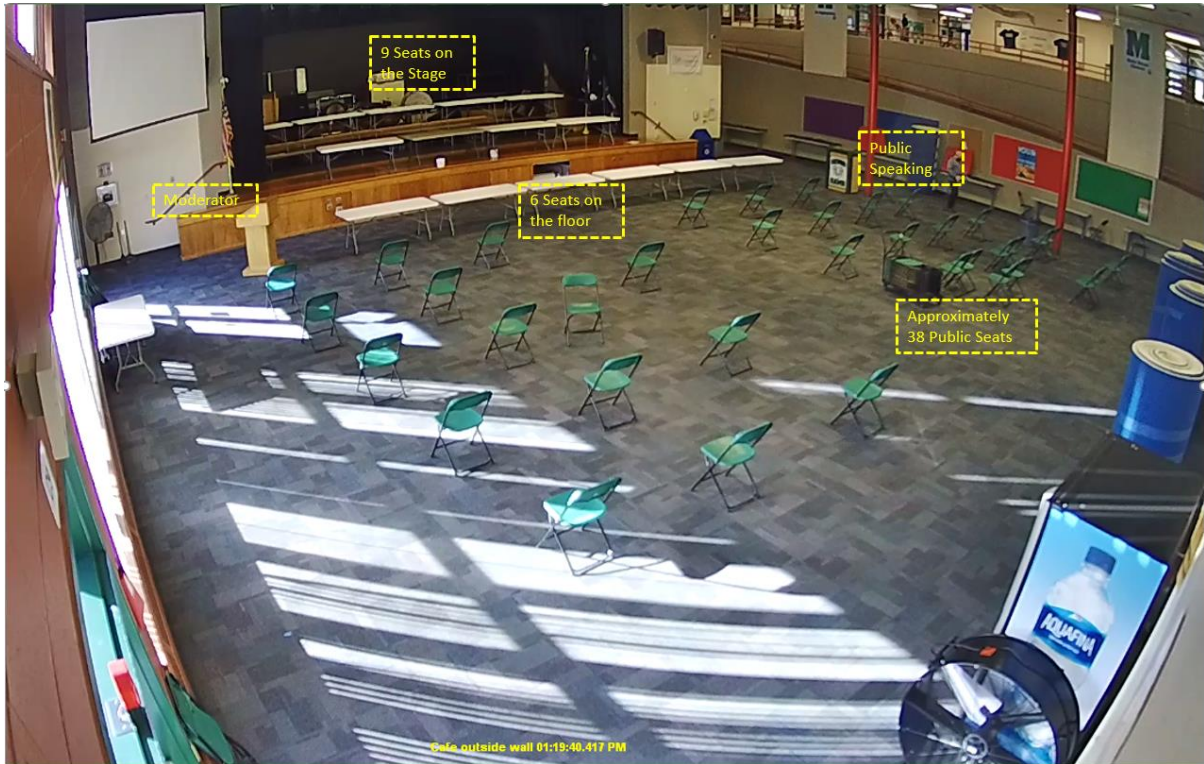
There will be approximately 38 public seats for residents in the dining room.

- The High School Gym (90 seats) will be used for resident overflow wearing a mask. Residents will enter the gym via the cafetorium hallway after check in.
- Residents wearing a mask will enter through door B6 from the student parking lot. There will be a hand sanitizing station setup and designated marks along the hallway leading to the cafetorium to assure 6 ft. distancing while in line for check in.
- The High School Media Center will be used for non-masked participants (20). Classroom 209 will be used for overflow of residents not wearing a mask. (18). Residents will enter via the upstairs main entrance door A1.
- School District owned video conferencing units will be used in all rooms.
 - Media Center (1) & Room 209 (1) for non-masked residents
 - Gym (1) for residents
 - Dining room (1) for Board members (residents will view on overhead screen)

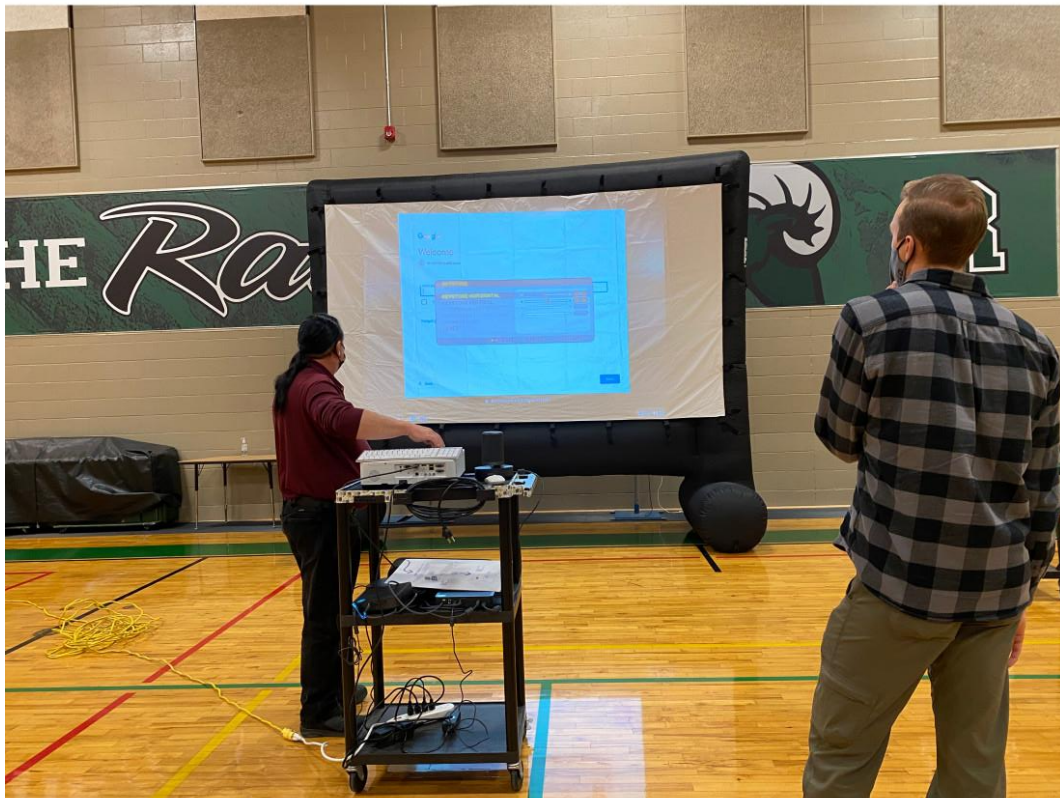
- Assistant Moderators will be required in the Media Center and the Gym to advise the Moderator when people in those rooms wish to speak and to count “hand count votes” and report them to the Moderator.
- Voting tables will be set up along the wall in the dining room and along the bleachers in the gym.
- Separate voting tables will be set up near the Media Center for non-masked voters.
- Each voting area will require 2 supervisors of the checklist for voter check in and check out.
- An assigned person will be stationed at the door separating the cafeteria and the gym to ensure no person attends both voting sites during a secret ballot. Additional people may be required to be stationed at stairways for the same reason.
- All presentations will be displayed as “Shared Screens”. As such, those responsible should be prepared with laptops to connect to the conference. **Hard copies should be provided in all rooms as fonts may be too small to read.**
- RCTV will use its robotic cameras in the Dining room and be connected to the conference. RCTV will take an audio feed from the PA.
- The PA system in the Dining room will be managed by a contracted provider. 15 lapel microphones required. Will School District pay for School Deliberative and Town for Town Deliberative?
- Will the Town be providing a Police officer for both sessions? Who will pay for these details? (Update: The School District has requested police coverage for School Deliberative, which will be paid for by the District.)
- RCTV will air the meetings and Live Stream on raymondtv.viebit.com.
- School District IT staff will assist with the technology at both meetings.
- Once plans are finalized, we will need to schedule time to test all the functions prior to the meeting dates.

***For Discussion: Could an additional Classroom be used for a high-risk mask required room. This room would require an assistant moderator, two supervisors of the checklist, and an additional videoconferencing unit ***

Cafetorium Layout



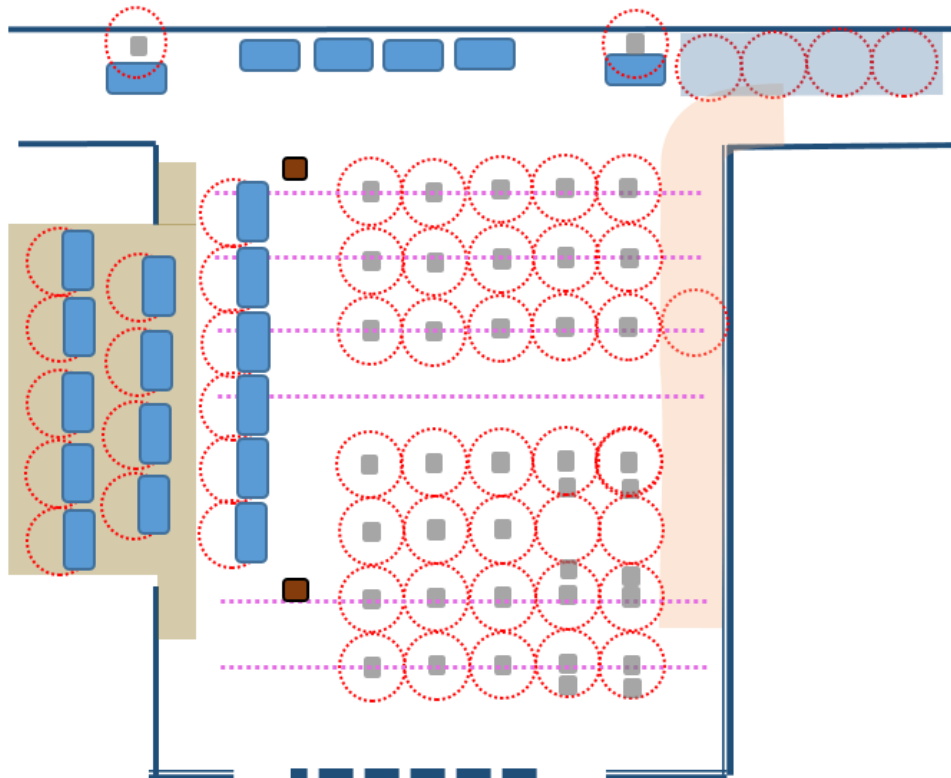
Gym Conferencing Unit



Media Center & Small room Conferencing Units



Cafetorium Diagram



Gym Diagram

