

Raymond School Board Meeting
August 14, 2019
Raymond High School Media Center
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Call to Order: The meeting was called to order at 6:00 PM. Present: School Board Members Joseph Saulnier, Beth Paris, and Janice Arsenault; Superintendent of Schools Tina McCoy; Business Administrator Marjorie Whitmore; Curriculum Coordinator Mike Whaland; Raymond High School Principal Steve Woodward.

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:

MOTION: Janice Arsenault moved to enter into non-public session under RSA 91-A:3 II (b)(c), seconded by Beth Paris. Upon being individually polled, Beth Paris, Janice Arsenault and Joe Saulnier all voted in the affirmative.

MOTION: Janice Arsenault moved to exit non-public session, seconded by Beth Paris. Upon being individually polled, Joe Saulnier, Beth Paris and Janice Arsenault voted in the affirmative.

Public Input: No public input forthcoming.

RHS NEASC Report:

Mr. Woodward presented the Board with a slideshow overview presentation of the NEASC Final Report for Raymond High School as found in the meeting agenda. The full report is available on the Raymond High School website under "Our School". Mr. Woodward reported that from now until reaccreditation on 2029 RHS will need to work to develop a Two Year Plan, a Five Year Plan and make gains regarding recommendations in the report.

Mr. Woodward stated that in the future the high school will be coming to the Board with a request to incorporate the Jump Start activities done with many Freshman in the summer into the beginning of the school year in order to reach more students. Janice Arsenault congratulated the High School on the accreditation.

Joe Saulnier pointed out that on page 33 it stated that we were lacking in technology. Tina McCoy pointed out the accommodation for having a technology plan. Steve Woodward stated that they will always take as much technology as they can be given, though the technology has come a long way. Janice Arsenault stated that she continues to mention to Kevin Federico (Technology Director) that there is PD offered to teachers to use the technology that is available to them.

Joe Saulnier pointed out that on page 47 it says that professional staff do not routinely connect to review multiple points of data. Steve Woodward reported that the STAR data was new to the school this year and they were working towards meeting and using that data more often. Tina McCoy stated that there has been improvement at looking at data at Raymond High School,

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though it is not routine at this point. Mike Whaland shared that building the early warning system is a work in progress across the district. Steve Woodward stated that the data spreadsheet with student information has been improved over the last year and has come a long way.

Joe Saulnier pointed out that the report stated that we do not teach the ethical use of technology. Steve Woodward stated that the freshman academy is looking to incorporate a class in RAM time for freshman that would incorporate the ethical use of technology.

Year-End Financial Review:

Marjorie Whitmore presented the Year-End Financials for School Year 18-19. General Fund Revenues ended the school year \$139,454 over budget mainly due to receiving additional money from Tuition Revenue as well as additional money received for Impact Fees. General Fund Expenditures ended the school year \$155,216 under budget mainly due to salaries and the benefits that go along with it, such as health insurance, dental insurance, social security and retirement. This is mainly due to not being able to hire for certain positions as well as hiring positions at a lesser pay scale than their predecessors. The General Fund Contribution to the Food Service totaled \$81,798 during the 2018-2019 school year. This is an increase of \$15,165 from the 2017-2018 school year. Consistent with recent past years, the Food Service Director's cost for health insurance was charged to the General Fund. Tina McCoy did report that all Medicaid reimbursement forms were submitted for the year.

Janice Arsenault asked what happened with vending and A La Carte sales in the Summary of Food Service Fund. Marjorie Whitmore stated that the line was based on balancing the budget, and if that were to come out, you would replace it with a line that says transfer from general fund. Janice Arsenault stated that she would rather see that line called 'Transfer from General Fund'.

Janice Arsenault asked what we can do in food service to lessen the amount of money transferred to food service. Joe Saulnier said that we either need to sell more food or raise the price 30%. Marjorie Whitmore stated that she was concerned that the price increase could be what causes there to be less sales overall. Beth Paris asked if we could look into outsourcing food service again. Joe Saulnier stated that the last time it had been a warrant article it had failed miserably. Joe Saulnier asked how many more special education students we had than what was projected. Tina McCoy will gather this information.

Beth Paris asked about the student tuitions line. Marjorie Whitmore clarified that this line does include tuition for vocational schools as well as special education settings.

Joe Saulnier asked about the line for professional services. Marjorie Whitmore stated that in her research this line has never been appropriately budgeted for.

Joe Saulnier asked for information about the cost of outside services for students. Tina McCoy reported that Scott Riddell is already working to gather this information so that it can be used for budgeting season.

Janice Arsenault asked if the cost of energy had gone up or if we had not budgeted correctly. Marjorie Whitmore stated that this was mostly due to the oil costs this year. She is already working to lock in the new rate for this year.

Retention of Surplus Funds:

Marjorie Whitmore stated that in March, the warrant article to transfer up to \$75,000 into the Maintenance CRF was approved. The numbers presented tonight are a worst case scenario; \$285,779 could be returned to the town after the retention of surplus funds. Marjorie Whitmore believes that there is a minor error in Munis and that number will actually be higher and reflect what the auditors reported.

MOTION: Janice Arsenault moved to transfer \$75,000 from the surplus funds to the Maintenance Capital Reserve Fund, seconded by Beth Paris. Voted unanimously in the affirmative.

Superintendent Evaluation Policy:

Tina McCoy shared information gathered from other districts regarding their policies for evaluation of the superintendent that they are satisfied with. Joe Saulnier stated that there is certain information that the School Board just cannot gather based on not being in the school, therefore a peer review would be helpful. Janice Arsenault stated that in their own current policy, a peer review is already stated there though it has not been used recently. Janice Arsenault stated that she did not like Oyster River or SAU 21s as much as Sanborn or NHSBA's better. Beth Paris agreed. Joe Saulnier stated that he did not believe two evaluations a year are necessary. The Board felt that this should be changed to annually. They will continue to investigate how to gather stakeholder feedback in a valuable manner.

New/Revised Policies- First Reading:

The Board reviewed Policy ADC Tobacco Products Ban. Joe Saulnier asked if this should be called the Tobacco Product Ban since some of these products do not include tobacco. The name will be changed to Tobacco/Nicotine Products Ban.

The Board reviewed Policy IO Class Size. Janice Arsenault feels that saying *the minimum class size will be 10% of the number of students at that grade level* is too vague. Ms. Arsenault wants there to be a number, while still being flexible to a specific grade levels that may have a smaller number of students. The new wording include there being a minimum class size of 12, while exceptions can be made by the superintendent in consultation with the School Board. Janice Arsenault also asked that "specialized instructional classes" be changed to remedial classes.

The Board reviewed JCA Change of School or Assignment. No concerns were raised.

The Board reviewed JEC Manifest Educational Hardship. No concerns were raised.

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New/Revised Policies- Second Reading:

MOTION: Janice Arsenault moved to accept policy BEDG Minutes as read, seconded by Beth Paris. Voted unanimously in the affirmative.

MOTION: Janice Arsenault moved to accept policy BEDH Public Participation at Board Meetings as revised, seconded Beth Paris. Voted unanimously in the affirmative.

MOTION: Janice Arsenault moved to repeal policy EBC Crisis Prevention and Response as read, seconded Beth Paris. Voted unanimously in the affirmative.

MOTION: Janice Arsenault moved to accept policy EBCA Emergency Plans, seconded Beth Paris. Voted unanimously in the affirmative.

Nominations/Resignations:

Tina McCoy presented the Board with the nomination of Marcie Nee for Lamprey River Elementary School special education teacher and case manager, with an annual salary of \$62,643.

MOTION: Beth Paris moved to accept the nomination of Marcie Nee as case manager at LRES with an annual salary of \$62,643, seconded by Janice Arsenault. Voted unanimously in the affirmative.

Tina McCoy presented the Board with the retirement of Deborah Potter, Music Teacher at IHGMS.

MOTION: Janice Arsenault moved to accept the retirement of Deborah Potter music teacher at the middle school effective 8/14/2019, seconded by Beth Paris. Voted unanimously in the affirmative.

Tina McCoy presented the Board with the resignation of Emily Pattison, LRES Teacher.

MOTION: Janice Arsenault moved to accept the resignation of Emily Pattison LRES teacher pending receipt of her liquidating damage fee per the CBA, effective 8/14/2019, seconded by Beth Paris. Voted unanimously in the affirmative.

Committee Reports:

Beth Paris reported that the policy committee recently met and revised multiple policies that would be coming before the Board soon.

The first meeting of LRES Building Committee meeting took place on 8/13/2019. Todd Ledoux gave an in depth tour of the facility for the members. The committee nominated officers including Carlos Moldanado as Chair, Ken Hajjar as co-chair and Beth Clark as secretary. The committee did discuss having Todd Ledoux, a Raymond resident, as a tie breaking vote.

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Joe Saulnier reported that there was a resignation on the budget committee so there is an open position on the budget committee. The School Board budget will be presented on December 10th with deliberations on the 17th.

Superintendent's Report:

Two weeks from today the students will be back. Staff returns on August 26th. There is a wellness fair scheduled for that day as well. For SST students that start SST on the 26th, there will be a bus from RHS to SST on those first two days. Student registrations are in full swing. There will be a help session on August 21st for parents that need help with student registrations. Nutrition information about student meals will soon be available. Secure printing is working to secure student information; this will also cut down waste with printing and copying. Having our own groundskeeper has been great so far, and things are looking great. The results of the Youth Risk Behavior Survey have just come in and the results will be discussed at an upcoming Board meeting.

There are still a number of open positions in the district. There are not as many para openings compared to other years around this time of year, which is great. The after school program is looking for a few employees. The SAP program counselor has also recently resigned, and cafeteria worker openings have just popped up.

Correspondence/Other:

Joe Saulnier asked to set dates for budget meetings. The Board decided the October meetings would be on October 21st and 23rd at 6 PM.

Manifest Signing:

A quorum of the Board signed the manifest. Payroll total \$128,146.65.

Approval of Minutes:

MOTION: Janice Arsenault moved to approve the minutes of July 24, 2019 and seal non public items C and D seconded by Beth Paris. Janice Arsenault amends to approve the minutes of July 24, 2019 unsealing non-public item C but seal non-public item D, Joe Saulnier seconds. Voted unanimously in the affirmative.

Adjournment:

MOTION: Janice Arsenault moved to adjourn the meeting at 8:25 PM, seconded by Joe Saulnier. Voted unanimously in the affirmative.

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Respectfully Submitted,

Brittany LHeureux
School Board Clerk

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Meeting Minutes

Non-Public Session RSA 91-A:3 II (b)(c)
Not Voted to be sealed

Non-Public Session

Present: School Board Members Joe Saulnier, Janice Arsenault, Beth Paris; Superintendent of Schools Tina McCoy

Dr. McCoy presented the Board with one nomination, one retirement and one resignation.

MOTION: Janice Arsenault moved to waive the \$1,000 liquidating damage fee and the dates required to be notified about retirement for Deborah Potter. Upon being individually polled, Janice Arsenault, Beth Paris and Joe Saulnier all voted in the affirmative.

Respectfully Submitted,

Brittany LHeureux
School Board Clerk