

Call to Order: The meeting was called to order at 6:45 PM. Present: School Board members Jaclyn Serrine, John Harmon, Diane Naoum, and Joe Saulnier; Superintendent of Schools Ellen Small; Business Administrator Ron Brickett; Raymond High School Principal Steve Woodward; Special Education Director Walter Anacki; Lamprey River Elementary School Principal Bryan Belanger; Iber Holmes Gove Middle School Principal Bob Bickford; Raymond High School Assistant Principal Peter Weaver.

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

Non-Public Session: MOTION: John Harmon moved, seconded by Joe Saulnier, to enter 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 on in the affirmative by Joe Saulnier, Diane Naoum, Jaclyn Serrine, and John Harmon. The Board entered into non-public session at 6:46 PM and resumed public session at 6:50 PM. Other than the vote to exit this non-public session (which was moved by John Harmon, seconded by Joseph Saulnier, and upon the Board members being individually polled, was voted in the affirmative by Joe Saulnier, Diane Naoum, Jaclyn Serrine, and John Harmon), one motion was voted during this non-public session.

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

Recognition: The Board read the names of and recognized the students who achieved the 2015-16 4th quarter Raymond High School Principal's List and Iber Holmes Gove Middle School High Honors List:

Raymond High School Principal's List – Fourth Quarter  
(Those students receiving all A's in the fourth quarter.)

Greenwood, Dylan Joseph	12
Pham, Ngoc Tram T	12
Taylor, Caitlin Mary	12
Webb, Victoria Claire	12
White, Alyssa May	12
Bolton, Sydney Ellen	11
Cooper, Angela Marie	11
McCooles, Megan Elizabeth	11
Morrison, Blake Derek	11

Auclair, Brigid Rose	10
Costa, Hannah Elizabeth	10
Dupuis, Andrew Ronald	10
Harmon, Anna James	10
Morasse, Kelsi Jean	10
Bart, Jessica Carol	9
Burgess, Sarah Kate	9
Cole, Carly Jeanne	9
Duffaut, Tovah Annelise	9
Fournier, Eugene Hunter	9
Gibby, Gregory M	9
Sherman, Kiana Rae	9

Iber Holmes Gove Middle School High Honors – Fourth Quarter  
(Those students receiving all A's in the fourth quarter.)

Grade 5

Jayden Costa	Mary Hodgkins	Jenna St. John
Lydia Cramer	Gabriella Hone	Delia Wright
Elizabeth Dellas	Spencer Lassard	Madilyn Yockel
Lillian Dutton	Olivia Moats	

Grade 6

Sara Amovic	Abigail Denise	Livia Palmer
Jaimie Bart	Amra Faraz	Jacob Savage
Nora Boylan	Devansh Khadka	John Savage
Kiahni Burton		

Grade 7

Kaitlyn Bergeron  
Lexis Boles  
Holly Carson  
Clare Cole  
Alexander Cooney  
Anya Cunningham

Mhrissa Emery  
Richard Gibby  
Brynna Hone  
Lauren Hsu  
Daniel Hutchinson  
Kathryn Lacasse

Emma Marini  
Scott Philibert  
Jeni Plender  
Madilyn Robinson  
Rebecca Roy

Grade 8

Aileen Auclair  
Jeremiah Audette  
Timothy Berard  
Alexia Doyle

Matthew Finneran  
Hunter Lassard  
Hannah Reardon

Mackenzie Serrine  
Noah Slater  
Elizabeth Wolcott

Public Input: There was no public input forthcoming.

2016-17 Parent/Student Handbooks: Mr. Harmon requested a cover page be presented in the future along with handbook revisions.

Mr. Woodward reviewed the proposed changes to the RHS Student Handbook. He noted that the athletic information has been removed into a separate handbook. During discussion:

- Mr. Harmon inquired as to whether the school profile was important information that should stay in the handbook. Mr. Weaver and Mr. Woodward suggested that the information be prominent on the school website.
- Mr. Harmon inquired as to where the \$15 parking fee was supposed to be going to. Mr. Brickett stated that about \$1,500 comes over to the District. Mr. Harmon stated he can't support this revision. Mr. Woodward asked that if the parking fee remain at \$15, that the money be put in the student activity fund. Mr. Harmon stated that he could not support that, either. Mr. Brickett estimated about \$1,000 impact to the district if the price is dropped from \$15 to \$10. Mr. Saulnier asked where the money goes in other districts. Mr. Woodward stated in his experience it almost universally goes back to students.

MOTION: John Harmon moved, seconded by Joe Saulnier, to keep the high school paved area parking permit at \$15. Mr. Harmon stated that he believes revenue coming into the general fund should stay there, and that how other districts manage their parking fees should not matter. Mr. Saulnier stated he doesn't feel the students should necessarily be paying back into the school building. Mr. Harmon stated that he feels that the maintenance and upkeep of the parking lot is what the students receive for their fee. Mrs. Naoum stated that she feels \$15 for a year of parking is a reasonable amount. Voted unanimously in the affirmative.

- Mr. Harmon stated that he was not in favor of moving the deciding date for Valedictorian to the end of the third quarter, and he is not in favor of moving it to the end of the second quarter. Mrs. Serrine stated that she is concerned that moving it to the end of the second quarter would be unfair, not allowing students to compete for their full year. Mrs. Naoum and Mr. Saulnier expressed their agreement. It was the consensus of the Board to move the decision date of the Valedictorian to the fourth quarter.
- Mr. Harmon stated his concern for removing the SAT and other testing dates from the handbook. He feels that students will more readily turn to the handbook and that it's important for students to see what is considered to be important information.
- Mr. Harmon asked if it is possible to see how many times either the handbook or program of studies are being accessed and whether they're from inside the SAU or outside. Mrs. Small stated that she can look into that.
- Mr. Harmon asked to withhold any action on the handbooks until the Athletic Handbook has also been reviewed.

Mr. Woodward reviewed the new proposed Athletic Handbook. During discussion:

- Mr. Woodward stated that the athletic information was separated out in order to make the information more readily available and easy to find.
- Mr. Harmon stated that he is concerned because years ago, the Board had voted to apply the athletic expectations to extracurricular activities, as well. He doesn't believe it's fair to hold athletes to a higher standard than those who participate in other clubs or activities. Mr. Woodward noted that the proposed athletic handbook is applicable to extracurricular activities as well. Mr. Harmon noted that as per the handbooks, extracurricular activities standards is passing 4 classes per quarter, and athletics is passing 5. Mrs. Naoum suggested that the title of the proposed handbook include the extracurricular activities. She also suggested that National Honor Society be included in that handbook, as well. Mr. Harmon felt that the fact that they follow national standards may exclude them from that need, and Mr. Woodward stated that parents sign off on those expectations for the National Honor Society and Student Council.
- Mrs. Serrine asked that some notation be made in the student handbook that the proposed new handbook does also include extra-curricular activities.
- Mr. Harmon asked how often it was happening that students who participate in extracurricular activities or athletics don't meet the attendance requirement to participate. Mr. Woodward stated that it happens often, and the administration will be meeting with the athletic teams and clubs to go over any changes in the expectations.
- Mr. Harmon asked if the separate handbook is approved, will the extracurricular requirements be revised to adhere to athletic expectations. Mrs. Small agreed that those who participate in extracurricular activities should be held to the same expectations and there will be consistency in the proposed athletic/extracurricular handbook.
- Mr. Woodward asked for clarification that the consequences listed for athletes will apply to non-athletes in other extracurricular activities, and discussed a situation that he believed would be difficult to apply. Mrs. Serrine and Mrs. Naoum agreed that all the students should be held accountable in the same manner. Mr. Saulnier stated that he believes a club activity, such as a play in the drama club, would be impacted negatively if a student could not participate. Mr. Harmon stated that he had thought that these same

expectations were being met by both groups of students all along. Mrs. Small suggested removing “athletics” from the title of the Honor Code of Conduct.

- Mrs. Serrine noted that reference to coaches should also include advisors or other club leaders.
- Mrs. Serrine also suggested hyperlinking the policies that are referenced throughout.

MOTION: John Harmon moved, seconded by Diane Naoum, to approve the 2016-17 RHS Student Handbook as presented with changes as discussed. Voted unanimously in the affirmative.

MOTION: John Harmon moved, seconded by Joe Saulnier, to approve the Athletic Extracurricular Eligibility Handbook for 2016-17 as presented with changes discussed. Voted unanimously in the affirmative.

Mr. Bickford reviewed the proposed changes to the IHGMS Student Handbook. During discussion:

- Mr. Harmon asked why detention is given during recess, and stated that he believes that time outside may help a misbehaving student to redirect some energy. Mr. Bickford stated that when students demonstrate that they can't behave appropriately when interacting with their peers, recess detention is an effective deterrent.
- It was noted a typo: “along” should be “alone” regarding advanced placement classes.
- Mr. Bickford stated that the date is being moved up for parents to submit parent input forms to allow time for teachers to work with the information provided to them.

MOTION: John Harmon moved, seconded by Diane Naoum, to approve the 2016-17 IHGMS Student Handbook as presented with changes discussed. Voted unanimously in the affirmative.

Mr. Belanger reviewed the proposed changes to the LRES Student Handbook. During discussion:

- Mr. Harmon stated that if parents are told they can drop off students until 8:45 AM, then students should not be considered tardy at 8:45. Mrs. Small and Mrs. Serrine suggested changing the wording that students will be considered tardy *after* 8:45.
- There was some discussion about keeping students from recess as discipline. Mr. Belanger stated that it is often just a couple of minutes of discussion before the student is released for recess.
- Regarding the wording for assignments being sent home, it was suggested to flip the wording so the method for advance assignments be stated first.
- Regarding truancy, Mr. Harmon asked if the other two schools are waiting until 10 days to refer to the Student Intervention Team. Mr. Bickford stated that their SIT gets involved if there is no response to a five day letter. Mr. Woodward stated the high school follows a similar procedure. Mr. Belanger stated that the update to this section included adding an intermediate step at the 5th day to meet with parents.
- Panhandling will be stricken from the handbook.

MOTION: John Harmon moved, seconded by Diane Naoum, to approve the 2016-17 LRES Student Handbook as amended. Voted unanimously in the affirmative.

2016-17 Staff Handbooks: Mr. Woodward presented the proposed changes to the RHS Staff Handbook.

MOTION: Joe Saulnier moved, seconded by Diane Naoum, to approve the 2016-17 RHS Staff Handbook. Voted unanimously in the affirmative.

Mr. Bickford presented the proposed changes to the IHGMS Staff Handbook.

MOTION: John Harmon moved, seconded by Diane Naoum, to approve the 2016-17 IHGMS Staff Handbook as presented. Voted unanimously in the affirmative.

Mr. Belanger reviewed the proposed changes to the 2016-17 LRES Staff Handbook. MOTION: John Harmon moved, seconded by Diane Naoum, to approve the 2016-17 LRES Staff Handbook as presented. Voted unanimously in the affirmative.

Budget Transfers: Mr. Brickett reviewed three transfer requests regarding special education funds. It was noted that the transfer for contracted services is due to the fact that the District was unable to hire for their speech/language needs, and so the services have to be contracted. The other transfers are due to student placement needs.

MOTION: John Harmon moved, seconded by Joe Saulnier, to approve the transfer of \$40,000 from out of district high school tuition to elementary school tuition. Voted unanimously in the affirmative.

MOTION: John Harmon moved, seconded by Joe Saulnier, to transfer \$32,000 from the out of district high school tuition line to tuition in-state. Voted unanimously in the affirmative.

MOTION: John Harmon moved, seconded by Joe Saulnier, to transfer \$81,214 from salary and benefits into contracted services. Voted unanimously in the affirmative.

Review of 2015-16 Financials and Retention of Surplus Funds: Mr. Brickett reviewed the 2015-16 financials with the School Board. During discussion:

Mr. Harmon asked if Mr. Brickett has been able to do an analysis to see if salary and benefits in food service will cause a negative balance. Mr. Brickett said the increase in meal prices will help, but students don't want to buy the vending items and so they are not selling as much as they used to. He suspects the loss will be more than what is currently budgeted.

Mr. Brickett reviewed the analysis of surplus. The Board will want to vote tonight on how much, if any, of the \$649,058 surplus to put to retained fund balance. He recommends doubling the current balance of \$75,000 to \$150,000 to have more to work with in the future. He mentioned that it's also nice to have a retained balance, as it's looked favorably upon, regarding interest rates, when going for a bond.

Mr. Harmon stated he is leaning toward recommending \$25,000 for the retained fund balance. Mr. Saulnier stated that he supports the recommendation by administration. MOTION: Joseph Saulnier moved, seconded by Diane Naoum, to take \$75,000 out of the 2015-16 surplus and put it into the retained fund balance for a total of \$150,000. Mr. Harmon and Mrs. Serrine both expressed concern with putting \$75,000 in. Mrs. Serrine suggested \$50,000. Mr. Saulnier amended his motion to \$50,000 from the surplus, making the retained fund balance surplus a total of \$125,000. Mrs. Naoum seconded the amendment. Voted unanimously in the affirmative.

DOE-25 and MS-25: Mr. Brickett reviewed the end-of-year reports. He noted that the only change he would need to make would be as a result of the last vote on the DOE-25.

MOTION: Mr. Harmon moved, seconded by Diane Naoum, to approve the 2015-16 DOE-25 with the noted amendment. Voted unanimously in the affirmative.

Mr. Brickett stated that he would need to make the same amendments on the MS-25.

MOTION: Mr. Harmon moved, seconded by Diane Naoum, to approve the 2015-16 MS-25 as amended. Voted unanimously in the affirmative.

Annual Report Card to the Community: During review of the 2015-16 Annual Report Card to the Community, the following revisions were suggested:

- Under "November," correct soccer team to *runner ups*;
- Page 6, correct to *won* the state championship

MOTION: John Harmon moved, seconded by Diane Naoum, to approve the 2015-16 Report Card to the Community as presented with noted amendments. Voted unanimously in the affirmative.

After some discussion, MOTION: John Harmon moved to approve the amended 2015-16 Report Card to the Community, to now include the following amendment: to remove reference to the 2015-16 budgeted amount on page 7. Voted unanimously in the affirmative.

New/Revised Policies - Second Reading: MOTION: John Harmon moved, seconded by Diane Naoum, to approve policy KD - School District Social Media Websites as presented for second reading this evening. Voted unanimously in the affirmative.

MOTION: John Harmon moved, seconded by Diane Naoum, to approve policy KD-R - School District Social Media Websites - Regulations as presented for second reading this evening. Voted unanimously in the affirmative.

Revised Policy First Reading: The Board read, in its entirety, proposed revised policy EBBC/JLCE First Aid (and Emergency Care) for the first of two readings.

Motion to Amend Agenda: MOTION: Mr. Harmon moved, seconded by Diane Naoum, to amend the agenda to take action on the Strategic Plan agenda item. Voted unanimously in the affirmative.

Strategic Plan Update: Mrs. Small reviewed the updated Strategic Plan, which was revised as a result of the Strategic Plan Annual Review in June. During discussion:

- Goal #3, correct Educator Effectiveness Plan item to "Presented and approved"
- Goal #5, add that high school students will go not only to LRES but also to IHGMS to teach basic introductory French or Spanish;

- Revise Strategic Goal page to move operational down under operation section and remove retired.

MOTION: John Harmon moved, seconded by Diane Naoum, to approve the Strategic Plan from August 2016. Voted unanimously in the affirmative.

Committee Reports: John Harmon reported that the LRES Building Committee has met twice this past month. They've been getting some direction to include paving of the front parking lot, and he also asked for clarification from the Board to be sure he's accurate: Did the Board want to hear both prices as part of a presentation of the options - the entire project as was presented with updated prices, and another updated without the gym? This would be with the understanding that the Building Committee would have a recommendation. It was generally agreed that is what the Board wanted.

Jaclyn Serrine stated that the CIP Committee met and she did put in the request for the school administrators to meet with the CIP Committee. She stated that they did have a meeting last year in October when Ellen Small and Todd Ledoux went in and spoke with them. The CIP Committee knows that they School Board is working on the CIP Plan and they're waiting for the Board to complete their work.

Motion to Extend Meeting Beyond 10:00 PM: MOTION: John Harmon moved, seconded by Diane Naoum, to extend the meeting beyond 10:00 PM. Voted unanimously in the affirmative.

Superintendent's Report: Mrs. Small reviewed the status of the buildings in preparation of the opening day of school. In addition to the waxing and washing being completed this week, the roof seams are in process and the middle school cameras are being finished up. They are still waiting for information concerning the access road at the high school.

The Transportation Committee has been working on revising the bus routes to shorten the ride times. They will be working around the issue of the culvert/bridge at the end of Onway Lake Road. Bus routes should be up by the end of the week.

Raymond High School held their *Jump Start* program for 33 incoming freshmen. The program included upperclassmen speaking to the students with some helpful advice.

The entrance to Raymond High School has been redone, which now allows for greater safety with no blind spots when letting people into the building.

Mr. Harmon stated that he's wondering if Eckman is going to design the high school emergency access road to not cross the proposed athletic field.

Correspondence/Other: None.

Manifest Signing: A quorum of the Board signed the manifest. Accounts Payable total \$207,686.03. Payroll total \$115,610.39.



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Adjournment: MOTION: John Harmon moved, seconded by Diane Naoum, to adjourn the meeting. Voted unanimously in the affirmative. Meeting adjourned at 10:03 PM.

Respectfully submitted,

Jennifer Heywood,  
Raymond School Board Clerk

Raymond School Board Non-Public Session  
August 17, 2016  
Minutes

Not voted to be kept confidential.

Present: Present: School Board members Jaclyn Serrine, John Harmon, Diane Naoum, and Joe Saulnier; Superintendent of Schools Ellen Small.

Mrs. Small reviewed a staff member's leave of absence request with the Board.

MOTION: John Harmon moved, seconded by Joe Saulnier, to approve the requested leave of absence from September 22, 2016 for the remainder of the school year. Voted unanimously in the affirmative.

Respectfully submitted,

Jennifer Heywood,  
School Board Clerk