

Call to Order: The meeting was called to order at 7:00 PM. Present: School Board Members John Harmon, Joseph Saulnier, Jaclyn Serrine, Michelle Couture, and Janice Arsenault; Superintendent of Schools Tina McCoy; Business Administrator Ron Brickett.

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: Joseph Saulnier moved, seconded by Jaclyn Serrine 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, or the investigation of any charge against him or her, unless the employee affected (1) has the right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted," (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," and (i) "Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life." Upon the Board members being individually polled, the motion was voted in the affirmative by John Harmon, Jaclyn Serrine, Michelle Couture, Janice Arsenault, and Joseph Saulnier. The Board entered into non-public session at 7:01 PM and resumed public session at 7:54 PM. Other than the vote to exit non-public session and seal item A (which was moved by Jaclyn Serrine, seconded by Joseph Saulnier, and upon the Board members being individually polled, was voted in the affirmative by John Harmon, Jaclyn Serrine, Michelle Couture, Janice Arsenault, and Joseph Saulnier), one motion was voted during this non-public session.

Public Input: Joseph Saulnier approached the Board as a member of the public and read a thank-you letter from Marty Devine for assistance and volunteers for the Ray-Fre Senior Center.

Special Education Budget Transfer Requests: Mr. Brickett presented the transfer request for LRES Speech Services that will be provided by contracted agencies rather than by district employees.

MOTION: Joseph Saulnier moved, seconded by Jaclyn Serrine, to accept the transfer of \$50,388 from the Specialist Salary line, \$16,684 from the Assistant Wages line, and \$58,949 from the LRES Speech Benefits lines, for a total of \$126,021 transferred to the Special Education Services line. Voted unanimously in the affirmative.

Mr. Brickett presented the transfer request from the elementary school to the middle school out-of-district tuition lines.

MOTION: Janice Arsenault moved, seconded by Joseph Saulnier, to transfer \$22,000 from the Elementary Special Education Public line to the Middle Special Education Public line. Voted unanimously in the affirmative.

Year-End Financial Review: Mr. Brickett reviewed his summary and financials for the fiscal year ending June 30, 2017. During discussion:

- Mr. Brickett will look into the selections provided in food vending machines.

- Areas of largest variance:
  - Salaries were under budget due to some job vacancies throughout the school year
  - Health insurance was under budget due to fewer health plans being elected
  - Student tuitions were under budget due to some special needs students moving out of district
  - Professional services for students were over budgeted due in large part to speech specialists and behavior services; contracting these services reduced some out-of-district tuition costs.

Surplus Funds Transfer to Maintenance Capital Reserve Fund: Mr. Brickett reviewed how surplus funds are calculated. 2016-17 surplus funds totaled \$935,633. The balance in the Maintenance Capital Reserve Fund is currently projected at \$397,846.72, including any approved projects pending.

MOTION: Joseph Saulnier moved, seconded by Michelle Couture, to retain \$50,000 from the unreserved fund and put it in the Maintenance Capital Reserve Fund [as per Warrant Article #7]. Voted unanimously in the affirmative.

Retention of Surplus Funds: Mr. Brickett reviewed RSA 198:4, which allows school districts to retain some year-end surplus for with specific limits and restrictions. He reviewed that currently, retained surplus from previous years totals \$125,000. MOTION: Joseph Saulnier moved, seconded by Jaclyn Serrine, to move \$50,000 from the unreserved fund balance to retained surplus funds, making the total of retained surplus funds \$175,000. Voted unanimously in the affirmative.

Signing of MS 25 and DOE 25: Mr. Brickett reviewed the DOE 25, which is a report of revenues and expenditure by school for 2016-17. He reviewed the amendments he'll be making to the DOE-25 as per the Board's action this evening regarding the retained surplus. MOTION: Jaclyn Serrine moved, seconded by Janice Arsenault, to approve the signing of the DOE-25 as amended. Voted unanimously in the affirmative.

Mr. Brickett reviewed the MS-25, which is similar to the DOE-25 except it goes to the Department of Revenue Administration to help set tax rates. MOTION: Michelle Couture moved, seconded by Joseph Saulnier, to approve the signature of the MS-25 as presented. Voted unanimously in the affirmative.

Nominations/Resignations: MOTION: Janice Arsenault moved, seconded by Joseph Saulnier, to accept the resignation of Ashley Peabody, Special Education Case Manager at Raymond High School, upon payment of liquidated damages. Voted unanimously in the affirmative with Michelle Couture recusing herself.

Budget Development Planning Work Session: Mr. Brickett reviewed some variances for the 2018-19 school year that he is aware of. These variances include, in part, a 10% increase in insurance costs, several contractually required expenses such as a 3% increase for the bus contract and a 35% district contribution toward the after-school program; bond principal and interest, and year two of the RESS contract. During discussion:

- There are currently two guidance counselors at the middle school.
- The student assistance program grant at the middle and high schools is a two-year grant, and so the District will be partially funding the program in 2019-2020 if the program is continued.
- Mrs. Couture asked if covering for food service overages should be considered. Mr. Brickett replied that it could certainly be considered, as he is estimating a \$45,000 loss this year.

- Mrs. Couture asked if construction in town would cause an increase in student population for 2018-19. It was agreed that it is always a possibility. The proposed development on Route 102 has not yet been approved and would be a few years before it would impact student enrollment.
- Mr. Harmon suggested a 1% increase, which is about a \$.26 increase from the operating budget approved in March. He stated that the REA contract and capital improvement projects impact his decision.
- Mr. Saulnier asked if there is some overstaffing. Dr. McCoy stated that right now, there is more demand for para-educators than originally estimated.
- Mr. Saulnier suggested more technology in the classroom.
- Mr. Saulnier suggested an initiative for the assistant principals this year similar to the one provided for the principals last year. Mr. Harmon clarified that the direction given to the previous Superintendent was to come back to the Board with recommendations for employees across the board.
- Mr. Saulnier suggested revamping the Raymond High School Media Center.
- Ms. Serrine and Mrs. Couture. stated that they are in agreement with the estimated increase presented by administration. They expressed that they wish they could do many more things, but recognize that they don't have the funding for it. Mrs. Arseneault and Mr. Saulnier also stated that the proposed increase of \$367,050, a 1.5% increase, is a fair starting point. Ms. Serrine stated she would like the target to be at 1%, but she believes a 1.5% increase overall is reasonable.

It was the consensus of the Board to set the budget goal at \$24,346,412.

Mr. Harmon asked if the Board wishes to hear initiatives from administration. The Board generally agreed that they would like to hear from the people running the schools.

The School Board set meeting dates for October 25th at 6:00 and October 26th at 7:00 for department budget presentations to the Board. They also scheduled meetings on November 2nd at 7:00 PM and November 8th at 6:00 PM.

Manifest Signing: A quorum of the Board signed the manifest. Accounts Payable total \$504,905.02. Payroll total \$3,300.88.

Adjournment: Jaclyn Serrine moved, seconded by Michelle Couture, to adjourn the meeting. Voted unanimously in the affirmative. Meeting adjourned at 9:07 PM.

Respectfully submitted,

Jennifer Heywood,  
Raymond School Board Clerk

Raymond School Board Meeting  
August 30, 2017  
Raymond High School Media Center  
Minutes Page 4  
Approved October 4, 2017

Raymond School Board Non-Public Session  
August 30, 2017

*Not voted to be kept confidential.*

B. Personnel

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

Dr. McCoy reviewed tonight's resignation with the School Board.

Respectfully submitted,

Jennifer Heywood,  
School Board Clerk