

Raymond School Board Meeting  
May 15, 2019  
Raymond High School Media Center  
Minutes Page 1  
Approved June 19, 2019

Call to Order: The meeting was called to order at 6:00 PM. Present: School Board Members Joseph Saulnier, Janice Arsenault, Michelle Couture and Beth Paris; Student Representative Jaeda Bastien (6:45 PM); Superintendent of Schools Tina McCoy; Business Administrator Marjorie Whitmore; Curriculum Coordinator Michael Whaland; Raymond High School Principal Steve Woodward; Lamprey River Elementary School Principal Laura Yacek; Lamprey River Elementary School Assistant Principal Dorothy Franchini.

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, Michelle Couture, 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, Beth Paris, Joe Saulnier, Michelle Couture and Janice Arsenault voted in the affirmative.

Public Input: There was no public input forthcoming.

Our Students/Our Schools: IHGMS Principal Bob Bickford came forward with two IHGMS 8th grade students, Lydia Cramer and Brady Mathieu, that attended the Washington, D.C. Field trip. Lydia Cramer shared that she enjoyed walking through the Capitol Building, and the excitement of knowing that Congress was in session. Brady Mathieu commented that the teachers did a great job of making students feel comfortable being so far from home. Lydia Cramer shared the trip itinerary with the Board, and Brady Mathieu shared photos of the trip from each day.

School Board Member Attendance:

Joe Saulnier read the following letter aloud regarding School Member Attendance:

“Over the past several weeks I have asked each individual board member their opinion on this issue, in doing so and after consulting our attorney I made it clear to all members that I was going to ask Moe Titcomb for his resignation so he may leave on his own terms before having a public meeting on this issue. I did so last week and Moe declined.

In doing so this public agenda item was needed to publicly discuss and give a final warning to Mr. Titcomb that further absences would result in this board taking action to forcibly remove Mr. Titcomb from office.

Over the year we have had several absences. Though I have personally expressed my displeasure in private to these individuals on how many and what board meetings have been missed. This displeasure was also expressed by a member of the public on March 6. Unfortunately one member "Moe Titcomb" has continued to be absent at an alarming rate even though he stated at that meeting that he would do a better job. Since being in office Mr. Titcomb has missed 36.9% of our meetings. Even after a member of our community publicly chastised his and another board members attendance, Mr Titcomb attendance has continued to decline as he missed 60% of our meetings since. These actions have shown a neglect of his Oath of office and a gross Dereliction of Duty, so ask once again I ask for either Mr. Titcomb's resignation or start attending in accordance with the duties our citizen have put upon him."

Joe Saulnier stated that when he spoke to Moe Titcomb today, Mr. Titcomb stated that he would like to resign in September. When asked to reconsider and step down now, Mr. Titcomb stated the he would not. Mr. Saulnier requested Board permission to write a letter stating that if Mr. Titcomb missed one more meeting, that missed meeting would be his resignation, which Mr. Titcomb agreed to sign.

MOTION: Michelle Couture moved to write a letter to Moe Titcomb regarding his attendance and request for his resignation if he misses one more meeting, seconded by Janice Arsenault, voted unanimously in the affirmative.

2019-2020 Student Handbooks: Tina McCoy presented the Board with changes to student handbooks.

**LRES Handbook Changes:**

Page 9: Changes to PreSchool Monday-Thursday only, hours now 8:30-11:15

Page 12, after 10 unexcused tardies, a meeting with the principal will be scheduled. Before school LEAP information added.

\*Laura Yacek will be looking into using the term LEAP for this program at the request of Janice Arsenault.

Page 13: wording changes to crisis protocol

Page 14: changes to field trip policy- requiring registration to be completed prior to any trips. Personal belongings clarified to allow 4th graders to bring their own device.

Page 15: changed restraining order to court order, added to SRO information

Michelle Couture asked for clarification: is the late bus at 5 pm available? The late bus is available so that will not be crossed off, but there is no fee for the late bus.

Page 16: Added policies

Page 27: Changed wording to reflect the change to trimesters

Page 30: Changes to wording: remove ME, M, etc.

Page 35: Added sentence to clarify police notification for parents before interrogation. Will be fixing one typo- Third word "will" to be removed.

Food Service prices have not been updated, as they do not know if there will be changes to that yet.

**MOTION:** Beth Paris moved to accept the LRES 2019-2020 Parent and Student handbook, Michelle Couture seconded. Janice Arsenault stated that they would look into LEAP wording, and if the food prices change they will make changes to that. As amended, Voted unanimously in the affirmative.

### **IHGMS Handbook Changes**

Page 8: Made note that students arrive before 7:30 a.m. have to wait in the lobby.

Bell schedule updates; WIN, SSR descriptions were added; Academic Intervention block replaced with RTI- descriptions added.

Janice Arsenault asked for clarification on how structured WIN block was. Bob Bickford stated that this is when teachers assign students to other teachers to work on reteaching, relearning, special education services for goal setting, etc. Students that don't need something might be working on homework, among other things no matter what teacher they are scheduled with during the week. Teachers came to administration with need for the WIN block to support students, so it was added back into the schedule. Joe Saulnier stated that he is worried about all the students that aren't in need of extra help aren't being pushed. Janice Arsenault stated that she feels that students have a lot of time that are not academic classes; 8th grade has 95 minutes a day that they are not in academic classes. She is concerned about having a WIN block as well as RTI block. Janice Arsenault would like to look into the middle school schedule at a future meeting.

Page 16: edited extracurricular activities to remove and add.

Field Trips: Online registration must be done prior to any trip.

ID badge procedure added.

Winter attire for the playground has been added.

Resource officer clarifications as LRES, rollerblades not allowed during school hours.

Page 22: Clarification on the dress code involving rips and tears on student clothing.

Page 34: Changed the name of 8th grade classes that can earn high school credit; Changed to "Accelerated" coursework as well as clarified the grading would match the high schools grading criteria.

Page 38: Formative/Summative grade changes.

Janice Arsenault questioned the 50 point range. She stated that if we are trying to stay consistent, the high school does not use it and since students have so many avenues to retake assessments, students should not be getting a 50% to begin with as it is not true competency.

Joe Saulnier stated that he agreed with Janice Arsenault- if students have the chance to retake assessments, they won't be stuck with those low grades anyways. Janice Arsenault stated that she would be worried that having a student start with a 50 would almost discourage them from retaking an assessment. Mr. Bickford stated that it levels the playing field- starting with a 0 or a 50 is still failing. Tina McCoy clarified that if a student did not do an assessment, they would get a 50; if a student tried but failed, they would also get a 50. Bob Bickford stated that if students get below a 70 they are required to retake the assessment, and that 0 is not a motivator. Jaeda Bastien stated that she felt a 0 was a motivator, as it would encourage her to get her grade up faster than a 50 would. Steve Woodward clarified that with the policy in place at the High School teachers are required to put in a 0 for work not received which is often a motivator.

MOTION: Janice Arsenault moved to remove the 50-100 range, seconded by Beth Paris.

Michelle Couture stated that she agrees with both sides of the issue for different reasons. Michelle Couture asked for Dr. McCoy's opinion. Tina McCoy stated that due to the model we are working towards, the 50 seems to be dying a natural death. It is not as necessary as it used to be under a strictly traditional model.

Steve Woodward stated that it does seem to be dying a slow natural death due to the ability to make up assignments.

Joe Saulnier also pointed out that there will be a rolling gradebook next year, so they will have the chance to make things up.

Mike Whaland stated that the replacement score was helpful in the traditional sense, but with the move towards competency based grading, he prefers the 0-100 scale due to it giving the most accurate information about students place with the contingency that the student has multiple chances to relearn and reassess.

VOTED unanimously in the affirmative to remove the 50 point scale.

Joe Saulnier asked for clarification on what an entrance and exit ticket are. Bob Bickford explained that entrance tickets are to assess students knowledge of the lesson from the day before, while an exit ticket is to assess students prior knowledge for the lesson of that day. Janice Arsenault asked to clarify what Joe Saulnier said about the 10% formatives not having a weight. Joe Saulnier stated that his understanding what that the formatives were not actually part of the students grade, they were only getting credit for completing the formatives or not completing the formatives. Beth Paris expressed concern for students that do not test while, relying only on summative grades. Jaeda Bastien stated that when teachers are only grading for completion, students often put down random answers. Joe Saulnier would like students' formatives to only be graded for completion- either they get the credit or do not. Janice Arsenault stated that there has to be a measure how the student is doing. Tina McCoy stated

that we need to still give the teachers the flexibility in their formative grading. Joe Saulnier reiterated that he believes formatives should be graded for putting in effort or not. Tina McCoy stated that 100% summative grading is more in the spirit of competency based education. Michelle Couture asked Bob Bickford what his staff would prefer. Bob Bickford stated that both seem ok, but 100% Summative is more in line with competency based education. Tina McCoy pointed out that the key is that a student cannot take a retake a summative assessment if they have not completed formative assessments.

MOTION: Michelle Couture moved to make grading 100 percent summatives at the Middle School. Janice Arsenault stated that it needs to be consistent with both schools. Joe Saulnier seconded the motion.

Discussion: Steve Woodward does not think that the high school is ready to go to 100 percent summative grading, He would prefer to stay 90% Summative and 10% formative. Joe Saulnier remarked that it is inconsistent in how the 10% is graded anyways. Tina McCoy stated that to her that is ok, in Band there may be practice logs as a formative, though in other classes it would be different. Janice Arsenault asked that since it is only 10 percent, and it is such a small increment, can we keep the Middle School 100% Summative, and High School at 90% Summative/10% formative?

Michelle Couture clarified that her motion was specifically intended to make grading 100% summatives at the Middle School only at this time. Voted unanimously in the affirmative.

Tina McCoy asked for permission to add reading logs and practice logs to list of formatives so they are not graded as summatives. The Board agreed.

Page 39: Edit to add about rolling gradebook: Students overall grade will be cumulative, it is not an average of the trimester grades.

Page 44: Language about SRO updated.

Page 53: School meals payment information. If students have a lunch bill, there may be consequences around graduation.

Policies added to back of Handbook as necessary.

MOTION: Janice Arsenault moved to accept the Iber Holmes Gove Middle School 2019-2020 Parent and Student Handbook as amended, Michelle Couture seconded. Voted unanimously in favor.

**Raymond High School Handbook:**

Michelle Couture found a word at the bottom of page 4 that seems to not belong "Dumoa". This word was unintentional and will be removed.

Page 15: this section will be reworked to match the discipline rubric.

Page 16: Students will not be able to buy a parking permit until online registration is done. There was discussion about where the parking pass money goes. Steve Woodward stated that this money goes to the general fund for maintenance and upkeep of parking lot. In other schools, this money usually goes to the student activities fund. Janice Arsenault would like to see these parking fees going towards things like "class fees" that Steve Woodward suggested could come in the future.

Page 23: Dress code has been redone by the site council which is made up of primarily students.

Janice Arsenault would like to strike hats from being allowed due to the School District Dress Code Policy. Steve Woodward stated that this was the work of students that he wanted to bring forward. Allowing hats will be striked. The School Board Policy regarding dress code will be reviewed.

Jaeda Bastien stated that she does not feel students should be allowed to pajamas to school. Michelle Couture disagrees as dress codes can be inherently discriminatory., Joe Saulnier does not see a problem with removing pajamas. Michelle Couture stated that this is a hole; what one person finds to be pjs is not what the other person finds pjs to be. Steve Woodward stated that he thinks of dress code as things that disrupt learning. Michelle Couture cautioned that getting too specific would cause more issues, as students reference all the things that are not on the list.

**MOTION:** Janice Arsenault moved to remove hats with the option to add a line that religious headwear is allowed, seconded by Joe Saulnier. Voted unanimously in the affirmative.

Page 24: Jaeda Bastien stated that props have been allowed in yearbook pictures this year, but the handbook clearly states that they are not. Steve Woodward will look into the photography options for yearbook photos and adjust the handbook accordingly to allow appropriate props, while within the dress code.

Page 40: Taking out the "up to" 90%, and "up to" 10% in the summative/formative grading section. It is going to be exactly 90% Summative and exactly 10% Formative. Janice Arsenault stated that she would like to leave this as 90-10 instead of moving to 100% summative, Michelle Couture agreed.

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Page 41: Open gradebook language changes.

Page 47: Police Interrogation Changes to match other schools

Page 49: Discipline Matrix addition, the roman numerals will be changed to numbers.

It is the intention to have Saturday detentions by modifying a paras hours.

Back up to Page 43: Joe Saulnier would like reassessment section to match what is done at the middle school. Steve Woodward referenced a conversation where the school had brought forth the reassessment contract and the Board had asked for the 80% to be listed there. In regards to having a student be required to reassess if they get below a 70%, Janice Arsenault stated that there has to be a point where we allow high school students to make their own decisions. Michelle Couture also pointed to the students that would take things over and over just to be the best. Since the 80% is proficient, this was the grade that was chosen to avoid that situation.

Page 59: added if there is an outstanding balance of \$30, students would not be able to attend the class trip.

Policy additions added to the end as needed.

Michelle Couture would like the policy committee to revisit the bus policy- including e-cigarettes, vaping, etc.

MOTION: Michelle Couture moved to approve RHS student handbook as revised, seconded by Beth Paris. Michelle Couture withdrew motion.

MOTION: Joe Saulnier moved to make the retake and reassessment practices to mirror the Middle School, Beth Paris second. Voted 2-2, Motion fails.

MOTION: Michelle Couture moved to accept RHS handbook with edits, Beth Paris seconded. Voted unanimously in the affirmative.

**RHS Athletics handbook:**

Revised to add that the last day of summer school is the last day to become eligible for fall sports season.

Michelle Couture moved to accept the Raymond High School athletic handbook as presented, seconded by Beth Paris. Voted unanimously in the affirmative 3-0.

Safety and Facilities Director Job Description:

Marjorie Whitmore and Tina McCoy presented an updated Safety and Facilities Director job description. In their research, they found 2 similar situations in similar districts, as some districts have their own safety director. They would like to change the job description to reflect what

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Todd Ledoux actually does in the current role. The new description highlights a bachelor's degree, excellent communication skills. It also added 3 new responsibilities to the end: communication, pest management, and the designated person for AHERA (Asbestos Hazard Emergency Response Act). Janice Arsenault expressed concern about using this job description if Todd Ledoux were to leave, as it should not be a job description written for one person. Marjorie Whitmore and Tina McCoy reassured that this could be used overall moving forward.

Joe Saulnier would like it to say bachelor's degree preferred instead of just bachelors degree.

**MOTION:** Joe Saulnier moved to accept the job description for Safety and Facilities Director as amended, Janice Arsenault seconded. Voted unanimously in the affirmative.

Establishment of School Facility Rental Fees: Policy *KF-R Public Use of School Facilities*, which states in part "Rental fees for private groups or individuals shall be established each year by the School Board." Marjorie Whitmore recommended that no changes are made, though we should clarify that it is being charged for "up to 8 hours".

Janice Arsenault would like the policy committee to take a look at this and address any possible liabilities. The Board would like to have clarification about using the home economics room, as they thought renters can not use the cafeteria. It should be clarified that renters can not use the cafeteria kitchen on their own.

Recommendations for changes in the policy can be directed to Tina McCoy.

**MOTION:** Janice Arsenault moved to leave the rental fees as they are. Seconded by Michelle Couture.

Joe Saulnier would like this to be revisited. Janice Arsenault withdrew her motion, Michelle withdrew second.

New/Revised Policies - Second Reading: The Board reviewed *JICD-R Memorandum of Understanding RSD and Raymond Police Dept.* and *Addendum to Memorandum of Understanding RSA and Raymond Police Dept.*

**MOTION:** Janice Arsenault moved to accept Policy JICD-R Memorandum of Understanding RSD and Raymond Police Dept, Beth Paris seconded. Voted unanimously in the affirmative.



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MOTION: Michelle Couture moved to accept Policy Addendum to Memorandum of Understanding RSA and Raymond Police Dept., seconded by Janice Arsenault, voted unanimously in the affirmative.

New/Revised Policies- First Reading:

The Board reviewed the Policy: DAF Administration of Federal Grant Funds.

The Board saw no problems with the policy at this time.

Nominations/Resignations/Retirements:

Tina McCoy presented the Board with a nomination for Jennifer Hayes, School Counselor for Lamprey River Elementary School. She is at Masters Step 1, \$36,256.00.

MOTION: Janice Arsenault moved to accept the nomination of Jennifer Hayes for the position of School Counselor at Lamprey River Elementary School. seconded by Beth Paris. Voted unanimously in the affirmative, Michelle Couture abstained 3-0-1.

Tina McCoy presented the nomination of Amy Rocci as Math Interventionist at Lamprey River Elementary School. She is at Masters Step 17 with salary \$64,633.00

MOTION: Janice Arsenault moved to accept nomination of Amy Rocci for the position of math interventionist seconded by Beth Paris. Voted unanimously in the affirmative. Michelle Couture abstained, 3-0-1.

Tina McCoy presented the resignation of Peter Weaver, RHS Assistant Principal, effective May 14th, 2019.

MOTION: Beth Paris moved to accept the resignation of Peter Weaver, effective May 14, 2019, seconded by Joe Saulnier. Voted unanimously in the affirmative.

Monthly Financial Updates: Marjorie Whitmore presented the financial update for months ending April 30, 2019. Impact fees were received in May, so those numbers did not appear on this report. Michelle Couture asked for clarification about additional special education money as seen in the news paper today, Tina McCoy confirmed that we would be receiving those funds for use next year in Special Education.

Donation Acceptance:

The Hannaford Helps Schools program has donated \$1,000 to LRES.

MOTION: Janice Arsenault moved to accept the donation of \$1,000 from Hannaford Helps Schools to Lamprey River Elementary Schools, Michelle Couture seconded. Voted unanimously in the affirmative.

Committee Reports:

Janice Arsenault stated that SST enrollment is currently low. SST is concerned that counselors are telling SST that once student schedules are set, they can't add SST back in.

Janice Arsenault also attended an RCFY meeting. The Youth Action Committee has come up with a video to show the legislature about safe and healthy kids. The town-wide cleanup finally happened today after many postponements.

Superintendent's Report: Last night there was a presentation by John Tobin on education funding 101, which is on RCTV. Graduation is now less than a month away, on June 14th. Last day for other students is June 17th. Tomorrow LRES has a guest author and illustrator, Marty Kelly. Memorial Day program is coming up on May 24th at 9:30 AM at LRES. At the middle school; 8th grade recognition dance is coming, Band and chorus concert is on June 6th. At RHS; the student council had their blood drive yesterday, we had about 60% of the student body out doing town cleanup day today. Prom is coming up, so there is a demonstration about safe driving choices for students this week. May 29th is celebration of excellence.

Correspondence/Other: None

Manifest Signing: A quorum of the Board signed the manifest. Payroll total \$534,157.75  
Accounts Payable total \$202,516.11.

Approval of Minutes:

MOTION: Michelle Couture moved to approve the meeting minutes from April 17, 2019, seconded by Janice Arsenault. Beth Paris abstained, 3-0-1.

Non-Public Session:

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

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

Adjournment:

MOTION: Janice Arsenault moved to adjourn the meeting, seconded by Michelle Couture. Voted unanimously in the affirmative. Meeting adjourned at 9:59PM.

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Respectfully submitted,

Brittany L'Heureux,  
Raymond School Board Clerk

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*Not Voted to be kept confidential*

**Non-Public Session Item 1A**

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

Tina McCoy presented the Board with one resignation letter.

**Non-Public Session Item A**

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

Tina McCoy presented the Board with two candidate's nominations.

**Non-Public Session RSA 91-A:3 II (a)**

Present: School Board Members Joe Saulnier, Michelle Couture, Janice Arsenault, Beth Paris  
(until 9:28 PM); Superintendent of Schools Tina McCoy, Business Administrator Marjorie  
Whitmore

Tina McCoy presented a salary adjustment to the Board.

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Tina McCoy presented non-bargaining unit member salary recommendations for the 2019-2020 school year.

MOTION: Michelle Couture moved to accept the Proposed Wagepool Employee Merit Increases with amendments, Seconded by Janice Arsenault. Voted Unanimously in the affirmative. A copy of the approved salaries is attached to these minutes.

Respectfully submitted,

Brittany L'Heureux,  
Raymond School Board Clerk

Approved 2019-2020 Wagepool Employee Salaries

Superintendent	Tina McCoy	120,350
Administrative Assistant	Jennifer Heywood	65,959
Business Administrator	Marjorie Whitmore	99,910
Human Resources Coordinator	Karen Stuart	52,889
Federal Funds Accountant	Ron Brickett	15,450
Director Special Education	Scott Riddell	84,975
Facilities Director	Todd Ledoux	88,505
Maintenance Tech PT	Pierre Dupuis	28,889
Food Service Director	Judith DiNatale	58,940
Technology Director	Kevin Federico	78,507
IT Tech/Systems Support	William Carr	42,745
IT Tech/Systems Support	Jeffrey LaBontee	38,760
IT Tech/Systems Support	Brittany L'Heureux	42,093
Curriculum Coordinator	Michael Whaland	82,688
Principal, LRES	Laura Yacek	95,790
Principal, IHGMS	Robert Bickford	96,493
Principal, RHS	Steven Woodward	96,872
Assistant Principal, LRES	Dorothy Franchini	79,310
Assistant Principal, IHGMS	Michael Chouinard	84,234
Student Services Coordinator, LRES	Stacey Wooster	67,860
Student Services Coordinator, IHGMS & RHS	Rebecca Hadik	81,356
Nurse, LRES	Susan Kizler	46,350
Nurse, IHGMS	Monique Gauthier	46,369
Grant Funded Positions		
After School Program Director	Patrick Arsenault	47,124

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Psychologist	Kathryn Grieve	74,157
SAP Counselor	Georgina Simone	42,669
Transition Coordinator	Kimberly Capen	53,560