

Raymond School Board Meeting
October 3, 2012
Raymond High School Media Center
Minutes Page 1
Approved October 17, 2012

Call to Order: The meeting was called to order at 7:00 PM. Present: School Board Members Kelly Lehman, John Harmon, Tina Thomas, John Stewart (7:01 PM) and Maurice Titcomb (7:01 PM); Acting Superintendent Ellen Small; Business Administrator Ron Brickett; Curriculum Coordinator Lisa Desruisseaux; Food Service Director Judy DiNatale; Raymond High School Principal Kirk Beitler; Iber Holmes Gove Middle School Assistant Principal Mike Chouinard.

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.

Public Input: Gary Brown approached the Board and thanked Mrs. Thomas for the decrease in the School District budget. Mr. Brown stated that he feels that the town doesn't need to be its own School Administrative Unit. He feels that the schools can be run by the principals with the Board being the overruling authority. He stated that he also questions why the high school principal and assistant principal haven't been dismissed as a result of the Office of Civil Rights lawsuit.

Our Students/Our Schools: District art teachers Katelynn Dow, Marianne Lessard, and Kathy Mutch, along with students Madilyn Robinson and Kathryn LaCasse spoke with the Board about showing the students' art at the Deerfield Fair. Iber Holmes Gove Middle School and Raymond High School received Best in Show ribbons. The showing of artwork at the Deerfield Fair exhibits school and town pride as well as allows students another avenue through which they can excel. Ideas are shared among different towns at the fair that teachers can take back to the classroom. The teachers also highlighted the satisfaction in seeing how students from the elementary level have progressed in their artwork as they have shown their work at the Deerfield Fair over the years and into high school.

Curriculum Update: Ms. Desruisseaux spoke with the Board about the progress teachers have made around common core transitions, standards-based grading, and the Bring-Your-Own-Device pilot program. She stated that 2013-14 will be the last NECAP tests. A new assessment will be required the following year and the district has begun preparing for that transition. District educators are concentrating on rigor and relevance in the Common Core and have begun discussing and creating essential questions to guide students to mastery of the subjects. High school teachers also worked on applying Common Core standards to a block schedule. Teachers will continue the process during the October 24 in-service time and upcoming in-service activities will be defined at that time to be sure all are ready to transition to Common Core.

Several teachers are piloting standards-based grading within the teacher Gradebook on PowerSchool alongside their regular, live Gradebook. The hope is for more teachers to volunteer to do so over the year. Standards-based grading will be rolled out at all schools next year, given that this year will allow for the pilot program to prepare. It is also the expectation that in 2013, all districts will be following Common Core standards. Piloting is taking place at all three schools. Mr. Harmon asked for a timeline regarding what is being done this year and the plans

for implementation next year with information about all aspects of the rollout. Ms. Lehman asked for a breakdown as to how many teacher at each school are piloting the standard-based grading Gradebook.

22 classrooms are participating in the Bring-Your-Own Device program at Iber Holmes Gove Middle School. Some activities they're using the electronic devices for are note-taking strategies, visual maps, advanced Moodle use, graphing calculators, dictionaries, recording data from science observations, journal entries, e-readers, taking class polls and surveys, and working on digital citizenship. 20 teachers at the high school have expressed interest in the pilot program and discussion will begin on implementing that program.

Regarding bringing students to a 1:1 ratio for electronic devices, some teachers have been working to obtain donations. Mr. Harmon stated that the Board will have to consider how to provide for those students who do not have devices, especially next year when Bring-Your-Own-Device is implemented school-wide. Mrs. Small stated that they'll survey teachers and talk with them about whether there has been any difficulty surrounding the pilot program. It was noted that there has not been many infractions for misuse of the devices, and that this was due to the constant and clear communication.

Lunch Fees: Mr. Brickett and Mrs. DiNatale reviewed with the Board the revised daily and weekly nutrition requirements mandated to all schools for the current school year. Once the Department of Education confirms that the District is meeting the requirements, an additional \$.06 will be reimbursed for free and reduced. The Department of Education is recommending an average increase in school lunch prices of \$.10. Mr. Brickett reviewed the lunch prices of surrounding districts.

Currently, the district provides free breakfast at the elementary school. Beginning next year, the Department of Education will be having more oversight into what the school offers for breakfast. At that time, for a breakfast to be reimbursable, a student must take a fruit, grain, and milk. It was noted that discussion of whether to change the free breakfast at the elementary school would be part of budget discussions, as a monetary change won't need to be made until 2013-14. Mr. Harmon asked that the Board know how much money the government subsidizes to the elementary school through these breakfasts, what the minimum charge for breakfast would be if charging were to become necessary, how other districts are addressing the changes, and how many students at each school take breakfast. An increase in lunch prices is not required this year, but the following year the district will need to show that the average price is increased. The topic will be an upcoming agenda item after this October's analysis.

Time Study: Mr. Stewart stated that, as teachers are required to have lesson plans and schedules, administrators are not required to have such a system. He stated that the purpose of a time study would be for an evaluation of the productivity of administrators. He feels this information would help to define which areas may require more attention, such as discipline or curriculum. Mr. Stewart suggested a log book to record how much time is spent on certain areas of work, as well

as where their time could be better spent and that this information could be used during administrative meetings to set upcoming priorities. Mrs. Thomas stated that though there is a need for accountability, this type of log seems like micromanaging. Mrs. Thomas suggested that administrators could discuss their activities at their own administrative meetings to discuss things that may be causing large disruption of planned objectives. Mr. Harmon confirmed with Mrs. Small that those types of discussions are already taking place at administrative meeting and expressed his agreement with Mrs. Thomas.

E. School Board Email: Mrs. Thomas stated that the use of private email addresses was brought to her attention by a citizen who would like to be able to email individual Board members rather than Board as a whole. It was the consensus of the Board to remove the Superintendent from the distribution list for schoolboard@sau33.com email. Mr. Harmon expressed his concern that Board members continue to be diligent about not forwarding emails sent to them so as to avoid sending the email to a quorum of the Board. It was the general consensus of the Board to post individual email addresses on the website and that it be added to the webpage the difference between emailing one Board member vs. a quorum of the Board.

F. NHSBA Call for Resolutions: There were no resolutions suggested.

G. November Meeting Schedule: It was the consensus of the Board to reschedule the November 21st meeting to November 14th.

H. Budget: Freeze Travel Expenses: Mrs. Thomas brought this up in light of budgetary constraints on how to potentially save money. She stated that her biggest concern was a trip being taken in October but she has since learned that the trip is being funded by Title I funds. Mrs. Small stated that she couldn't foresee much in the way of travel expenses to curb. Most travel that happens is usually grant funds. There was some discussion among the Board about travel for local workshops vs. conferences further away and requiring more travel expenses.

I. Exploration of Tuition Agreement with Candia: Mr. Stewart suggested that perhaps Raymond School District could increase revenue by allowing tuition students from Candia. Mr. Harmon stated that knowing how many students come in from Candia, and the tuition that is charged for these students, must be known before an invitation can be extended to Candia students. Ms. Lehman stated she would want to be sure that the students currently enrolled are receiving adequate services before inviting others. Mr. Harmon stated he feels it would be an issue of staffing and utilization of rooms. Mrs. Thomas feels that timing makes it not feasible and agrees with Ms. Lehman regarding the concern for current students first. It was the consensus of the Board that Mrs. Small talk with the SAU in Candia/Hooksett to inquire about the current contract between Candia and Manchester and if, in the future, Candia might want to consider a tuition agreement with Raymond.

Raymond School Board Meeting
October 3, 2012
Raymond High School Media Center
Minutes Page 4
Approved October 17, 2012

J. Reorganization – Board Secretary: **MOTION:** Maurice Titcomb moved, seconded by Kelly Lehman, that he withdraw as Secretary to the School Board and that Tina Thomas be named the Secretary. Voted unanimously in the affirmative.

Committee reports: Mr. Harmon stated that the Lamprey River Elementary School Building Committee met and that they are finalizing discussions with Bonnette, Page and Stone regarding the elementary school plan proposal before bringing it forward for further presentation in the community. He stated that the Board will still want to decide whether the building proposal will be part of the March 2013 ballot, a special bond vote in the fall, or the March 2014 ballot. Further clarification is needed from the State.

Mr. Stewart stated that the Seacoast School of Technology meeting was rescheduled to October 22 and asked that Mr. Titcomb attend as he will be unable to.

Mr. Stewart stated that the Curriculum, Instruction and Assessment Committee is looking for more participants. Maurice Titcomb volunteered to serve on the committee.

Superintendent’s Report: Mrs. Small reported that the FEAT Literacy Book Bash is scheduled for October 19 at Lamprey River Elementary School. The event is not just for elementary students, but for students of all ages in Raymond.

Mrs. Small reviewed an article regarding gains in learning due to Responsive Classroom. She noted that some teachers use these strategies with success at the middle school level even though it’s primarily an elementary strategy.

Mrs. Small reviewed some statistics about Reach High Scholars. It was noted that of all the area school districts, Raymond has the highest percentage of students in the southeastern area attending highly competitive colleges. The next step for Reach High Scholars is to write a strategic plan.

Correspondence/Other: None.

Approval of Minutes: **MOTION:** John Harmon moved, seconded by Tina Thomas, to approve the public minutes of September 19, 2012 with the following amendments: page 2, change “Representatives” from the Building Committee to Alec O’Meara and change “representatives” from Bonnette, Page, & Stone to Jim Kimball; page 4 add Mr. Ledoux as being present at the town CIP meeting. Voted unanimously in the affirmative.

Manifest Signing: A quorum of the Board signed the manifest. The payroll manifest totaled \$392,280.83. The accounts payable manifest totaled \$484,536.59.

Non-Public Session: **MOTION:** Tina Thomas moved, seconded by John Harmon, to enter into non-public session under RSA 91-A:3 II (a) – “The dismissal, promotion, or compensation of

Raymond School Board Meeting
October 3, 2012
Raymond High School Media Center
Minutes Page 5
Approved October 17, 2012

any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted” and (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 in the affirmative by John Stewart, John Harmon, Tina Thomas, Maurice Titcomb, and Kelly Lehman. The Board entered into non-public session at 9:07 PM and resumed public session at 10:40 PM. Other than the vote to terminate non-public session and seal the minutes (which was moved by Kelly Lehman, seconded by John Stewart, and upon the Board Members being individually polled, was voted in the affirmative by John Stewart, John Harmon, Tina Thomas, Maurice Titcomb, and Kelly Lehman), four motions were voted during this non-public session.

Adjournment: MOTION: John Harmon moved, seconded by Kelly Lehman, to adjourn the meeting. Voted unanimously in the affirmative. Meeting adjourned at 10:40 PM.

Respectfully submitted,

Jennifer Gillespie,
Raymond School Board Clerk

Raymond School Board Non-Public Session
October 3, 2012

Approved and voted to be unsealed February 20, 2013

2. Personnel

Present: School Board Members John Stewart, Kelly Lehman, Tina Thomas, John Harmon, and Maurice Titcomb; Acting Superintendent Ellen Small.

There was some discussion about the wording of a contract addendum for Ellen Small, Mike Chouinard, and Patricia Wentworth. It was the consensus of the Board that Mrs. Small speak with the attorney to obtain a recommendation on how to word the contract addendums so each retains rights and benefits with regards to their current position.

MOTION: John Harmon moved, seconded by Kelly Lehman, to approve Mike Chouinard as Acting Principal of Iber Holmes Gove Middle School for the period of September 7, 2012 until June 30, 2013, or until the School District terminates this addendum, whichever comes first, with a stipend of \$46.88 per day for his additional services as Acting Principal. Voted unanimously in the affirmative.

MOTION: John Harmon moved, seconded by Kelly Lehman, to approve Patricia Wentworth as Acting Assistant Principal of Iber Holmes Gove Middle School for the period of October 4, 2012 until June 30, 2013, or until the School District terminates this addendum, whichever comes first, with a stipend of \$29.65 per day for her additional services as Acting Assistant Principal. Voted unanimously in the affirmative.

The Board asked to be kept apprised of the status of how well these staffing changes are working out.

It was noted by the Board that, though Mr. Stewart had approached Business Administrator Ron Brickett regarding a possible stipend, he did not have the Board's authority to do so.

Respectfully submitted,

Jennifer Gillespie,
Raymond School Board Clerk

Raymond School Board Meeting
October 3, 2012
Raymond High School Media Center
Minutes Page 8
Approved October 17, 2012

Raymond School Board Non-Public Session
October 3, 2012

Approved and voted to be unsealed February 20, 2013

3. Other

Present: School Board Members John Stewart, Kelly Lehman, Tina Thomas, John Harmon, and Maurice Titcomb; Acting Superintendent Ellen Small.

The Board discussed the legality, retention, and distribution of public School Board emails. It was the consensus of the Board that legal opinion be sought as to the ability to provide, or not provide, emails addressed to the School Board to the Superintendent.

MOTION: Tina Thomas moved, seconded by John Harmon, to extend the meeting beyond 10:00 PM. Voted unanimously in the affirmative.

Respectfully submitted,

Jennifer Gillespie,
Raymond School Board Clerk

Raymond School Board Meeting
October 3, 2012
Raymond High School Media Center
Minutes Page 9
Approved October 17, 2012

Raymond School Board Non-Public Session
October 3, 2012

Approved and voted to be unsealed February 20, 2013

4. Legal Matter

Present: School Board Members John Stewart, Kelly Lehman, Tina Thomas, John Harmon, and Maurice Titcomb.

MOTION: Tina Thomas motioned, seconded by John Harmon, for the Vice Chairman to contact District's Attorney regarding a cover letter for non-public minutes to be sent to Sulloway and Hollis. Motion passed unanimously.

The Board had a telephone conference call with Ed Kaplan of Sulloway and Hollis regarding ongoing Superintendent matter.

Respectfully submitted,

Tina M. Thomas,
Raymond School Board Secretary