

Raymond School Board Meeting
September 20, 2017
Raymond High School Media Center
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Approved October 18, 2017

Call to Order: The meeting was called to order at 6:45 PM. Present: School Board Members John Harmon, Michelle Couture, Joseph Saulnier, and Janice Arsenault; Student Representative to the School Board Jeffrey Rivard; Superintendent of Schools Tina McCoy; Business Administrator Ron Brickett; Raymond High School Principal Steve Woodward; Technology Director Kevin Federico.

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: Joseph Saulnier moved, seconded by Janice Arsenault, to enter into non-public session under RSA 91-A:3 II (a) "The hiring of any person as a public employee" 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 Janice Arsenault, Joseph Saulnier, Michelle Couture, and John Harmon. The Board entered into non-public session at 6:46 PM and resumed public session at 7:00 PM. Other than the vote to exit non-public session (which was moved by Joseph Saulnier, seconded by Janice Arsenault, and upon the Board members being individually polled, was voted in the affirmative by Janice Arsenault, Joseph Saulnier, Michelle Couture, and John Harmon), no motions were voted during this non-public session.

Public Input: There was no public input forthcoming.

Our Students/Our Schools: Reach High Scholars Program Director Elizabeth Holcomb and students Nicolle Hartford, Savannah Cooney, Jenny Ferm, Carly Cole and Brigid Auclair spoke with the Board about their experiences with Reach High Scholars. Ms. Holcomb described the goal of Reach High Scholars to help make students aware of competitive colleges available to them and to provide opportunities for students to prepare for life after high school. They run the Raymond Roundtables Program, SAT and PSAT boot camps, and enrichment programs.

The students talked about the classes they took over the summer, such as *Writing for College Admissions*. They discussed the confidence they gained as a result of spending time away from home during the Phillips Exeter boarding experience and their experience taking classes and boarding at the St. Paul's program. They also discussed the ability to make connections with other students from around the world.

Ms. Holcomb talked a little bit about what Reach High Scholars does. They are a non-profit which provides Raymond Roundtables, SAT and PSAT preparation, college visitations, faculty and staff training in the Harkness method and other conferences.

Overnight Field Trip Request: RHS students Cameron Taber, Abigail Stoehrer, and Sophie Chaisson presented their request for an overnight Field Trip to the Student Council Leadership Conference at Waterville Valley. They discussed some of their past experiences and some ideas that have been exchanged at those conference, such as learning how to get more students involved and using social media to promote the Student Council activities. MOTION: Janice Arsenault moved, seconded by Michelle Couture, to approve the overnight trip for the Student Council to go to Waterville Valley November 9th and 10th, 2017. Voted unanimously in the affirmative.

Technology Update: Technology Director Kevin Federico provided an update as to the state of technology since he joined the district in April. He discussed the infrastructure at each building. The high school had connectivity issues and was not mapped; he stated that this school will need wire work in the near future. The middle school is in good shape. The elementary school needed immediate attention to networking issues that they were ultimately able to address. He reviewed the replacement of some computers throughout the District with Chromebooks. They will be bringing *Enriching Students Online* to the high school and the middle school, and *Clever* login online to the elementary school.

Critical issues needing attention are: moving Nutrikids to a more stable server, network issues at the high school needing a permanent fix, and website hosting upgrade necessary by December 31st.

During discussion:

- Mr. Saulnier expressed concern for the ease of use and understanding of Nutrikids versus MySchoolBucks.
- Mr. Federico stated that the price of a Chromebox is comparable to that of a Chromebook. Mr. Rivard stated that he prefers the Chromebox for everyday use as opposed to PC's.
- Mr. Federico stated that upcoming budget needs may include an escalating need for a server.
- ELO's through the technology department is something that Mr. Federico will be looking into.
- The computers that were sent to the recycler were not put on the website for sale, as in Mr. Federico's opinion, they were no longer re-sellable. There is a group of machines that are. It was no cost to the District to send it to the recycler. Mr. Harmon asked that in the future the items be put online for sale before giving to the recycler.
- Some PC's are being cleaned, re-imaged, and put back into use. There are some computers in the District that are not useable by students or staff, but they are being used. Mr. Harmon asked for an inventory of computers in total, what did we buy this year and how budgeted, new computers, others, and those that are being used but are not in condition to be used, and how many went to the recycler. Mr. Harmon asked why no PC's were purchased this year. Mr. Federico stated that Chromecarts were listed in the budget. Mr. Harmon asked to receive what was budgeted in the Friday Memo. Mr. Federico stated that every monitor that powered on, the District kept, and those that didn't, they recycled. Monitors didn't need to be purchased with Chromeboxes, but adapters for monitors are necessary.
- Mr. Harmon asked how was the decision made to go from PC's in the buildings to Chromeboxes. Mr. Federico stated that he went to the administrators and asked them what they envisioned, and then he developed a plan.
- Mr. Federico stated that he has been working more on planning rather than in the classrooms. One of the IT technicians has been trained to work with the teachers regarding Gradebook. He does want both of them to start integrating into the classroom, but right now it's a timing factor. Mr. Harmon stated that anything that they could do to expedite the Technology Director's involvement in the classroom would be beneficial.
- Mrs. Couture stated that she would like to see an ELO or internship opportunity for the next semester, if possible.
- Mr. Saulnier stated that he had discussed something earlier this week with the Superintendent that could have been sold, and that possibly the disposal policy could be reviewed. Mr. Federico stated that one needs to be careful who technology is sold to. A certified recycler grinds the drives up in person, so there is no retrieval of the data.

Technology Committee Structure and Charge: Dr. McCoy stated that she'd like to work toward a long-range vision for technology in the District. She reviewed her memo regarding restructuring the Technology Committee to be a more broad representation. The intent would be for these meetings to take place after school hours. Dr. McCoy stated that there is no state requirement any longer for a technology plan; any plan that the District takes on is simply for the good of the District.

It was generally agreed to publicize the invitation for a parent to join the committee, to be reviewed the first meeting in October.

Mr. Harmon stated that the Technology Plans in the past have included items that the District could not necessarily afford. Dr. McCoy stated that the goal is to be cognizant of cost restraints. Mrs. Couture suggested putting together what is truly desired regarding technology, as well as what a more reasonable expectation may be.

MOTION: Joseph Saulnier moved, seconded by Janice Arsenault, to accept the Raymond Technology Committee Charge. Voted unanimously in the affirmative.

Communication: Mr. Saulnier had asked to have this item on the agenda. He stated that the Shared Resources Committee was looking into how the school could communicate with the townspeople.

Dr. McCoy stated that the District is looking for more and better ways to communicate with the public. She also reviewed the role of Social Media Coordinators.

Regarding the newsletter:

- In School Board section, include information about upcoming School Board meetings. Duplicated information about dates is fine.
- It was suggested to send out a postcard to let the community know that the newsletter is coming out and how to obtain a hard copy if desired.
- Add an athletic section to the newsletter.

Nominations/Resignations: MOTION: Janice Arsenault moved, seconded by Joseph Saulnier, to accept the nomination of Jessica Jortberg as a 4th grade teacher. Voted unanimously in the affirmative with Michelle Couture recusing herself.

Primex Contribution Assurance Program (CAP): Mr. Brickett reviewed that two years ago, the District put insurance services out to bid. Primex was the only company that bid. He reviewed the terms of agreement proposed by Primex for three-years for a rate cap on workers compensation and property and liability insurance. There was some discussion about possibly going out to bid for insurance services. Mr. Brickett noted that it was unlikely that there are other companies out there at the moment that would meet with the District's needs within it's price range. It was then generally agreed to continue with Primex through these three-year agreements and consider going out to bid at the end of these terms.

MOTION: Joseph Saulnier moved, seconded by Janice Arsenault, to accept the Primex charge for Worker's Compensation; the resolution as follows: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.; to authorize the Board Chair to sign the resolution; and to authorize the Business Administrator as a signature authority. Voted unanimously in the affirmative.

MOTION: Joseph Saulnier moved, seconded by Michelle Couture, to have the Board Chair sign the resolution entering the Primex Property and Liability Program; the resolution as follows: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property and Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property and Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. Voted unanimously in the affirmative; and to authorize the Business Administrator as a signature authority. Voted unanimously in the affirmative.

Procurement Procedures for Child Nutrition Program: Mr. Brickett reviewed the Procurement Procedures for Child Nutrition Program, which is a document to provide assurance to the NH Department of Education that certain policies and procedures are followed as part of the District's participation in the program. MOTION: Michelle Couture moved, seconded by Joseph Saulnier, to authorize the Board Chair to sign the procurement procedures for the Child Nutrition Program for SAU 33. Voted unanimously in the affirmative.

Monthly Financial Update: Mr. Brickett reviewed the monthly financial update for months ending August 31, 2017. Areas of largest variance include salaries, health insurance, professional services for students, and transfer - food service. Mr. Brickett noted that this early in the year, much of the financial report is based on estimates only. Mr. Saulnier suggested looking at those districts that used to outsource their food service program and that no longer outsource, how they are managing their bottom line. It was noted that the Food Service Director will be providing an update to the Board in October.

Committee Reports: Mr. Saulnier stated that the Budget Committee met and set some dates that he will forward out when he receives them.

Mr. Harmon stated that he had asked to be involved in a focus group regarding media specialists.

Mr. Saulnier stated that the Raymond Coalition for Youth and the former Police Chief in Manchester reviewed the issues about drugs throughout NH.

Mrs. Couture stated that the energy efficiency group met and they're meeting again and getting more information. The Wellness Committee is meeting the next day.

Superintendent's Report: Dr. McCoy stated that construction for the water line will necessitate closure of Harriman Hill Road during the day next week. Buses will be allowed through, other traffic will be directed through Route 156.

American Institutes for Research is the new assessment testing vehicle. The science version is based on new standards.

Dr. McCoy has had some good feedback from Chief Salois who looked at the parent pickup procedure at LRES. There was some discussion about strategies to deter parents from parking where they shouldn't be parking during dismissal, such as a different sort of barrier than the cones that have been used in the past. Mr. Saulnier stated that one suggestion he's heard is for school employees to park in the back, leaving the spaces in the middle for parents. Mr. Harmon noted that the problem is that the chain is so long that cars can't get out if they're parked.

Dr. McCoy stated that there have been some challenges this year with the student enrollment software and an error in the question regarding race and ethnicity. The District will be sending a letter to make parents aware and provide the opportunity for parents to correct that data.

Correspondence/Other: Mr. Saulnier mentioned the letter received from Kevin Woods regarding the portable toilet at LRES. Mr. Harmon stated he received it and suggested taking it up at budget season.

Manifest Signing: A quorum of the Board signed the manifest. Accounts Payable total \$316,039.20. Payroll total \$418,677.46.

Adjournment: **MOTION:** Joseph Saulnier moved, seconded by Janice Arsenault, to adjourn the meeting. Voted unanimously in the affirmative. Meeting adjourned at 9:56 PM.

Respectfully submitted,

Jennifer Heywood,
Raymond School Board Clerk

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Raymond School Board Non-Public Session
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Not voted to be kept confidential.

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

Dr. McCoy reviewed tonight's nomination with the Board.

Respectfully submitted,

Jennifer Heywood,
Raymond School Board Clerk