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**Hopkinton School Board**  
**Hopkinton, New Hampshire**  
  
**School Board Meeting**  
**Maple Street School – Room 22**  
  
**ADOPTED MINUTES**  
  
**Tuesday, June 21, 2016 - 5:30pm**

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**IN ATTENDANCE:**

***School Board:*** Matt Cairns, Chair, Liz Durant, Vice Chair, William Jones, Dave Luneau, Bill Chapin, Jr., Board Members

***Administration:*** Steven Chamberlin, Superintendent of Schools; Michelle Clark, Business Administrator

**Mr. Dave McKenzie was sworn in as School District Treasurer for the 2016/2017 school year by Ms. Michelle Clark, Business Administrator/Notary.**

**PUBLIC SESSION**

**1. Call to Order/Pledge of Allegiance**

Chair Cairns called the meeting to order at 5:30pm led the Pledge of Allegiance.

**2. Additions/Deletions from Agenda by Superintendent**

Superintendent Chamberlin stated the agenda was revised to include nominations for elementary music, boys varsity basketball coach, ESY drat slate, and unreserved fund balance.

**3. Correspondence**

Superintendent Chamberlin stated that the new student board representatives for the 2016/17 school year will be Nick Mayo and Henry Yianakopolos.

**4. Approval of Minutes**

Motion to approve the minutes of the regular school board meeting held on June 14, 2016 was moved by Mr. Jones and seconded by Mr. Chapin, Jr., all in favor, minutes carried as presented.

**5. Public Comment (1)**

**6. Comments from the Hopkinton School Board**

**7. Presentations and Staff Reports**

- a.* Presentation of the 2015 – 2016 HHS Hoptonian  
Ms. Sintros, Felicia Gordon, and Duncan Calder presented the 2016 Hoptonian to the Board.

**8. Items for Board Discussion**

- a.* School Board Calendar –  
*i.* June 24 morning meeting  
*ii.* Senior Lunch at Elm Brook, July 13, noon
- b.* Personnel (*Action Items*)  
*i.* Summer 2016 Nominations  
• Hopkinton School District Extended School Year (ESY) Nomination Slate

59 Superintendent Chamberlin presented a draft slate of extended school staffing. The ESY program  
60 supports student learning throughout the summer, used to be to prevent regression now it focuses  
61 on continued progress in meeting the students goals. The program starts July 5<sup>th</sup> and just a few  
62 more staff members need to be finalized with hours and salaries. The final nominations will be  
63 presented at the next board meeting on Friday, June 24<sup>th</sup>.  
64

65 *ii. 2016 – 2017 Nominations*

- 66 • **Elementary General** Music Nomination
- 67 • Fall Sports (Middle School/High School) Nomination Slate
- 68 • **Winter Sports Nomination – Boys Varsity Basketball**

69 Superintendent Chamberlin is recommending Ben Levergood for elementary general music K-6 to  
70 include some chorus and instrumental for grade 4-6. Also presented for nomination is the fall boys  
71 basketball coach, Stephen Signor and the fall middle/high school nominations. Not all fall positions  
72 have been filled to date.  
73

74 *iii. 2016 – 2017 Staffing Considerations*

- 75 • Hopkinton High School World Language

76 Superintendent Chamberlin reported that he spoke with Mme Cotnoir and she very much  
77 appreciated the Boards support. The number of students has been revised since last week's  
78 meeting. There are 18 students in French IV and 9 students in French V making the combination  
79 class 27. Currently there are 12 in a combination Spanish IV/V class and 22 in a combination IV/V  
80 German class. The Board will closely monitor the enrollment for a decision at a later date.  
81  
82  
83

84 *c. Financials (Action Items)*

- 85 *i. Implementation of the Unreserved Fund Balance (list attached to last page of*  
86 **minutes)**
- 87 *ii. Preschool Tuition Rate*
- 88 *iii. Acceptance of a Donation – Redhawks Football – as presented*
- 89 *iv. Budget Transfers*
  - 90 • 2016 – 04, \$3,480.24, Artist in Residence Program

91 *Unreserved Fund Balance (Attached List)*

92 Superintendent Chamberlin reported that the Leadership Team met to provide a recommendation  
93 regarding the use of the \$110K unreserved fund balance. There are five possible uses of the funds  
94 beyond the amount allocated during the FY 17 budget process:  
95

- 96 1. Relieve pressure on FY 17 by prepaying items allocated in the FY 17 budget (transparency is  
97 required).
- 98 2. Continue to support implementation of the FY 16 budget. Maintenance work that was not  
99 completed by May 1 was put on hold until the FY 16 unreserved fund balance is determined.
- 100 3. Support the purchase of items eliminated in the FY 17 budget process (items from the tiered  
101 reduction list).
- 102 4. Support the purchase to meet unanticipated needs that were not included in the budget, that  
103 have come to fruition since FY 17 budget development.
- 104 5. Contribute to the Tax Rate Stabilization (Article X) fund.

105 *Preschool Tuition Rate*

106 Superintendent Chamberlin reported that the addition of afternoon preschool has caused a change in  
107 length of the preschool sessions. As such, a recommendation comes forward to reduce the fee. The  
108 recommended tuition rate for 2016 - 2017 is:  
109

- 110 • Two Day a Week Program: From \$160 to \$145
- 111 • Three Day a Week Program: From \$210 to \$190

112 The Board will further discuss the rate in nonpublic session.  
113

114 *Redhawk Football Donation*  
115 The Hopkinton School District has received a donation of \$7K for football. Accepting the donation  
116 is an action item on this agenda. Once accepted a check will be sent to the Hillsboro-Deering  
117 School District as they are the lead district for the football program.  
118

- 119 d. Overnight Trip Approval (*Action Item*)  
120 i. Hopkinton Boys Varsity Soccer Team, Jay, Vt., September 1-3. (*Action Item*)  
121

122 **9. Public Comment (2)**  
123

124 **10. Materials Provided**

- 125 Draft Minutes  
126 Extended School Year Nomination Slate (Draft -presented at meeting)  
127 Schedule b Nomination Slate, Fall 2016  
128 Unreserved Fund Balance Proposal (Presented at the meeting)  
129

130 **11. Important Dates**

- 131 July 13 - Hopkinton School Board, Hopkinton Select Board sponsored senior lunch/cookout at Elm Brook  
132 August 25 - Hopkinton School Board Sponsored Staff Summer Appreciation Lunch - Slusser Senior Center  
133 August 30 – New Staff Orientation  
134 August 31 - Welcome Back Celebration - Faculty and Staff  
135 September 6 - First Day for Students  
136

137 **ACTION ITEMS**  
138

- 139 **12.** The Hopkinton School Board approve the Superintendent’s HSD Extended School Year nomination slate,  
140 2016-2017, pending final approval of the Superintendent of Schools. **(TABLED)**  
141

- 142 **13.** The Hopkinton School Board approve the Superintendent’s nomination of Ben Levergood, as the  
143 Elementary General Music Teacher (an additional 0.5 FTE), for the 2016-2017 school year.  
144

145 **A motion was proposed by Mr. Cairns, moved by Mr. Jones, seconded by Ms. Durant, all in favor,**  
146 **motion carries.**  
147

- 148 **14.** The Hopkinton School Board accept the Superintendent’s recommendation to approve the Fall 2016  
149 Middle/High School Sports Nomination Slate, as presented.  
150

151 **A motion was proposed by Mr. Cairns, moved by Mr. Jones, seconded by Ms. Durant, all in favor,**  
152 **motion carries.**  
153

- 154 **15.** The Hopkinton School Board accept the Superintendent’s nomination of Stephen Signor, Boys Varsity  
155 Basketball Coach, Hopkinton High School, 2016 – 2017 school year, pending final approval of the  
156 Superintendent of Schools.  
157

158 **A motion was proposed by Mr. Cairns, moved by Mr. Jones, seconded by Ms. Durant, all in favor,**  
159 **motion carries.**  
160

- 161 **16.** The Hopkinton School Board accept the Superintendent’s recommendation to adopt the Preschool Tuition  
162 Rates as follows: Three Day Program - \$190/week, Two Day Program - \$145/week. **(TABLED)**  
163

- 164 **17.** The Hopkinton School Board approve the Superintendent’s recommendation to accept a \$7,000.00  
165 donation from the Redhawks Football Association to support the Hopkinton Hillsboro Joint Football  
166 Program.  
167

168 **A motion was proposed by Mr. Cairns, moved by Mr. Jones, seconded by Ms. Durant, all in favor,**  
169 **motion carries. The Board thanked the Redhawks Football Association for their generosity.**  
170

171 18. The Hopkinton School Board accept the Superintendent's recommendation to approve the Hopkinton  
172 High School Soccer Team overnight trip to Jay, VT, September 1-3, 2016.  
173

174 **A motion was proposed by Mr. Cairns, moved by Mr. Jones, seconded by Ms. Durant, all in favor,**  
175 **motion carries.**  
176

177 19. The Hopkinton School Board accept the Superintendent's recommendation to approve budget  
178 adjustment 2016 - 4, in the amount of \$3,480.24, to support the Artist in Residence Program.  
179

180 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor,**  
181 **motion carries.**  
182

## 183 20. Nonpublic Session

184 Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)  
185

186 Personnel, Student Issue  
187

188 At 6:20pm, Ms. Durant moved, seconded by Mr. Chapin, Jr., that the Board enter into nonpublic session  
189 in accordance with RSA91-A: 3, II (a), (b), and (c) for the discussion of personnel and a student issue.

190 Motion passed on a roll call vote: Ms. Durant (yes), Mr. Jones (yes), Mr. Chapin, Jr., (yes), Mr. Luneau  
191 (yes), Mr. Cairns, (yes), all in favor.  
192

193 RETURN TO PUBLIC SESSION  
194

## 195 21. Adjournment

196  
197 At 7:00pm, Ms. Durant moved, seconded by Mr. Jones, to adjourn the meeting, motion passed, all in  
198 favor, not opposed.  
199

200 Respectfully submitted,  
201

202 Brenda Vincent  
203  
204  
205  
206

207 **If you have any questions for members of the Hopkinton School Board or Administration please feel**  
208 **encouraged to contact them at the phone numbers or emails below:**  
209

### 210 Hopkinton School Board

211 Matt Cairns, [mcairns@sau66.org](mailto:mcairns@sau66.org)

212 Liz Durant, [ldurant@sau66.org](mailto:ldurant@sau66.org)

213 David Luneau, [dluneau@sau66.org](mailto:dluneau@sau66.org)

214 Bill Chapin, [wchapin@sau66.org](mailto:wchapin@sau66.org)

215 Bill Jones, [wjones@sau66.org](mailto:wjones@sau66.org)  
216

### 217 Administration

218 Steve Chamberlin, Superintendent, 746-5186, [schamberlin@hopkintonschools.org](mailto:schamberlin@hopkintonschools.org)

219 Michelle Clark, Business Administrator, 746-5186 [mclark@hopkintonschools.org](mailto:mclark@hopkintonschools.org)

220 Meghan Bamford, Director of Student Services, 746-5186, [mbamford@hopkintonschools.org](mailto:mbamford@hopkintonschools.org)

221 Matt Stone, Director of Technology, 746-5186, [mstone@hopkintonschools.org](mailto:mstone@hopkintonschools.org)

222 Bill Carozza, Principal, Harold Martin School, 746-3473, [bcarozza@hopkintonschools.org](mailto:bcarozza@hopkintonschools.org)

223 Michael Bessette, Principal, Maple Street School, 746-4195, [mbessette@hopkintonschool.org](mailto:mbessette@hopkintonschool.org)

224 Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167, [ckelley@hopkintonschools.org](mailto:ckelley@hopkintonschools.org)  
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**Maple Street School, Hopkinton, NH**  
**Nonpublic Minutes**  
**June 21, 2016**

Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)

Personnel  
Student Matter

During the nonpublic session the Board discussed personnel and a student issue.

The Board came out of nonpublic session at 6:59pm.

Respectfully submitted,

Brenda Vincent

Hopkinton School District Unreserved Fund Balance Proposal  
June 21, 2016

#	Category	Item	Value	Notes
I.	Relieve pressure on FY 17 by prepaying items allocated in the FY 17 budget (transparency is required).	1. Purchase computer equipment (Teacher Laptops, Chromebooks at HMS, MSS, and replacement of HMS computer lab)	1. <b>\$31,322.60</b>  \$31,322.60	The item will be a separate action item to promote transparency.
II.	Continue to support implementation of the FY 16 budget. (Maintenance work/purchases that were not completed by May 1 were put on hold until the FY 16 unreserved fund balance was determined.)	1. Complete software upgrade to automatic controls of HVAC system 2. Install new bathroom door at Maple Street School 3. Purchase additional Nexgen cleaning system at HMHS 4. Purchase replacement carpet machine 5. Purchase replacement heavy-duty cart 6. Purchase necessary tools 7. Purchase a vise	1. \$9,286.14 2. **\$1,500 3. \$797 4. \$1,864 5. \$299 6. **\$5,000 7. \$373.25 <b>\$19,119.39</b>	Important work in FY 16.
III.	Support the purchase of items eliminated in the FY 17 budget process (items from the tiered reduction list).	1. Purchase updated spelling program (through 5 <sup>th</sup> grade) 2. Purchase replacement computer lab, Rm. 222, HMHS 3. Purchase Chrome books	1. \$3,000 2. \$20,880 <del>3. \$6,400</del> <b>\$23,880.00</b>	The spelling program provides structure and support for teachers to help increase student learning. Equipment no longer meeting the needs of the students, this equipment gets down shifted to impact the elementary schools.
IV.	Support the purchase of items that meet unanticipated needs that have come to fruition since FY 17 budget development.	1. Clear MSS Title 2. Purchase FM Systems for HS Classrooms 3. Purchase of materials for additional kindergarten classrooms 4. Purchase furniture (kindergarten, student support center, conference room) 5. Repair basketball backboards, curtain at gym at HMHS 6. Repair emergency egress back steps at HMHS 7. Purchase replacement lift (Genie)	1. **\$7,500 2. \$9,000 3. \$3,750 4. \$5,843.45 5. **\$9,500 6. **\$2,892.88 7. \$2,900 <b>\$41,386.33</b>	1. Supports the facility work. 2. Necessary to meet student need at HMHS. 3. Support the additional kindergarten class. 4. Furniture to support program and staff. 5. Necessary repair this summer. 6. Inspector gave district until Sept 1 to remedy the situations. 7. A safety issue.
V.	Contribute to the Tax Rate Stabilization (Article X) Fund.	1. Funds remaining in FY 16 budget above obligated amount.	1. TBD	
		Total of funds utilized	<b>\$115,708.32</b>	**Not to exceed amount indicated.