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**Hopkinton School Board
Hopkinton, New Hampshire**

Minutes

**School Board Meeting
Maple Street School – Room 22**

Tuesday, February 2, 2016 - 5:30pm

14 **IN ATTENDANCE:**

15
16 ***School Board:*** Dave Luneau, Chair; Liz Durant, Vice Chair; William Jones, William Chapin, Jr., Board
17 Members

18
19 ***Student Representatives:*** Felicia Gordon, Lily Scammon

20
21 ***Administration:*** Steven Chamberlin, Superintendent of Schools; Michelle Clark, Business Administrator;
22 Meghan Bamford, Director of Student Services; Matt Stone, Technology Director; Principal Chris Kelly
23 (HMHS); Principal Bill Carozza (HMS); Principal Michael Bessette (MSS)

24
25 **PUBLIC SESSION**

26
27 **1. Call to Order/Pledge of Allegiance**

28 Chair Luneau opened the meeting at 5:35pm led the Pledge of Allegiance.

29
30 **2. Additions/Deletions from Agenda by Superintendent - None**

31
32 **3. Correspondence**

33 Superintendent Chamberlin stated that he received a letter from Instructional Assistant, Glenn Kay of his
34 intent to retire at the end of the school year. Superintendent Chamberlin stated that it would be formerly
35 accepted at the next Board meeting.

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37 **4. Approval of Minutes**

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39 Motion to approve the minutes of the School Board meeting held on January 19, 2016, was moved by
40 Ms. Durant, and seconded by Mr. Chapin, Jr., all in favor, minutes carried as presented.

41
42 Motion to approve the minutes of the School Board meeting held on January 26, 2016, was moved by
43 Ms. Durant, and seconded by Mr. Chapin, Jr., all in favor, minutes carried as presented.

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45 **5. Public Comment (1)**

46
47 **6. Comments from the Hopkinton School Board**

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49 Ms. Durant congratulated the students and staff for an amazing performance, *Oklahoma* this past
50 weekend. She stated that it was a phenomenal performance and congratulated everyone (director,
51 choreography, set design, music). Mr. Jones and Mr. Chapin also stated that it was an outstanding show.

52
53 **7. Staff Reports and Presentations**

- 54
55 a. Administrator Reports – Harold Martin School, Maple Street School, Hopkinton Middle and
56 High Schools

- 57 b. Hopkinton Middle and High School Signs of Suicide (SOS) Training
58 Superintendent Chamberlin introduced Guidance Director for the Hopkinton Middle High
59 School, Mrs. Lajoie who shared information from the program Signs of Suicide. Due to the high
60 number of high school students across the state, Exeter High School created the program. Mrs.
61 Lajoie led a team to receive this specialized training. She shared a short video to show the signs
62 of suicide that a student may exhibit.
63
- 64 c. HMHS Program of Studies
65 The 2016-2017 Program of Studies was shared with the Board. Principal Kelley noted some of
66 the changes in classes offered or changes in titles.
67
- 68 d. HHS Independent Study
69 Two students, Zack Drotos and Jamison Bernier, appeared before the Board with a
70 presentation regarding their independent study of Engineering, Development, and
71 Design. They are seeking funding to create a small size sports car. Board Chair David Luneau
72 asked that they contact him as he can put them in touch with local non-profit groups and other
73 contacts that may be able to help them raise the funds for their project.
74

75 8. Items for Board Discussion

- 76
- 77 a. FY 17 Budget
- 78 i. Updated Fuel and Electricity Costs
79 Ms Clark, after working with our energy buying group, was able to lock-in rates for the 16/17
80 school year resulting in an additional savings to the FY17 budget of \$49,386.
- 81 ii. Staffing
82 Superintendent Chamberlin will reach out to staff that have requested early retirement to
83 see if any final decisions have been made. Early notification would help with the budget
84 process
- 85 iii. Revised Hopkinton School District School Board Budget
86 The Board discussed revising the proposed FY 17 budget to include the reduction in
87 utility expenses as presented by Ms. Clark. (The Board took action on a new revised
88 budget number for FY17 – see action item #12).
- 89 iv. MS 27 Form
90 Ms. Clark reported that the MS-27 will be prepared at the Budget Committee Public
91 Hearing once the final budget has been declared. The School Board and Budget
92 Committee Board will then sign it.
- 93 v. Budget Public Hearing – February 3, 6:30pm, HMHS Auditorium
94
- 95 b. Policy Review
- 96 i. GBEC – Drug-Free Workplace
97 ii. ILDA – Non-educational Surveys & Questionnaires
98
- 99 The Board reviewed a first reading of these policies. A second reading will be presented at the
100 next meeting.
101
- 102 c. Reauthorization of Overnight Trips (*Action Items*)
- 103 i. Quebec (May 19 - 21, 2016)
104 ii. Germany/Austria (June 6 - June 27, 2016)
105
- 106 d. Personnel (*Action Items*)
- 107 i. Long Term Substitute – Wood Technology Teacher, Hopkinton Middle High Schools
108 ii. Harold Martin School Teacher – Resignation – Sarah Surette
109
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111

112 **9. Public Comment (2)**

113 *Mr. Richard Houston*

114 *Mr. Houston asked a clarifying question regarding the proposed FY17 budget and the reduction made by the*
115 *School Board to reduce the budget by \$49,386. Mr. Houston inquired about complex learners as stated*
116 *earlier in the meeting (Mr. Carozza's Principal Report).*

117

118 **10. Materials Provided**

119 Draft Minutes (2)

120 Administrator Reports

121 Draft Public Hearing Cover for Packet

122 HHS Program of Studies – Packet and Cover Letter

123 Copy of MS 27 Form

124 Draft 1 Policy GBEC, ILDA

125 Exchange Trip Reauthorization (Germany Revised Dates)

126 Candidate Packet

127

128 **11. Important Dates**

129 February 9 – Primary Election day

130 March 2 – HSB/Leadership Team, Senior Lunch, 12:00pm, Slusser Senior Center

131 March 5 – HSD Annual Meeting, 9:00am, HMHS Gymnasium

132 March 8 – Town Election Day

133 March 13 – HMHS, NEAS&C visit kick off

134

135 **ACTION ITEMS**

136

137 **12.** The Hopkinton School Board approve a revised FY 17 Hopkinton School District Budget in the amount
138 of \$18587,109.00.

139

140 **A motion was proposed by Mr. Luneau, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all**
141 **in favor, motion carries.**

142

143 **13.** The Hopkinton School Board accept the Superintendent's recommendation to approve the Hopkinton
144 High School 2016-2017 Program of Studies.

145

146 **A motion was proposed by Mr. Luneau, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all**
147 **in favor, motion carries.**

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149 **14.** The Hopkinton School Board accept the Superintendent's recommendation to reauthorize the
150 international overnight trip to Quebec.

151

152 **A motion was proposed by Mr. Luneau, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all**
153 **in favor, motion carries.**

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155 **15.** The Hopkinton School Board accept the Superintendent's recommendation to reauthorize the (revised
156 dates) international overnight trip to Germany/France.

157

158 **A motion was proposed by Mr. Luneau, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all**
159 **in favor, motion carries.**

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161 **16.** The Hopkinton School Board approve the Superintendent's nomination of Leo Levasseur, Long Term
162 Substitute, Hopkinton Middle High School, effective date and final approval as determined by the
163 Superintendent.

164

165 **A motion was proposed by Mr. Luneau, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all**
166 **in favor, motion carries.**

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168 **17.** The Hopkinton School Board approve the Superintendent's recommendation to accept Harold Martin
169 School Teacher Sarah Surette's resignation, effective June 30, 2016.

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A motion was proposed by Mr. Luneau, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in favor, motion carries.

The Board extends there gratitude for Ms Surette’s service and wishes her all the best.

18. Nonpublic Session

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

Personnel

At 7:15pm, Ms. Durant moved, seconded by Mr. Chapin, Jr., that the Board enter into nonpublic session in accordance with RSA91-A: 3, II (a), (b), (c), (d) and (e) for the discussion of personnel. Motion passed on a roll call vote: Mr. Jones (yes), Mr. Chapin, Jr. (yes), Ms. Durant (yes), Mr. Luneau (yes), all in favor.

RETURN TO PUBLIC SESSION

19. Adjournment

At 7:45pm, Ms. Durant moved, seconded by Mr. Jones, to adjourn the meeting, motion passed, all in favor, not opposed.

Respectfully submitted,

Brenda Vincent

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Maple Street School, Hopkinton, NH
Nonpublic Minutes
February 2, 2016

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

Personnel

The Board came out of nonpublic session at 7:43pm.

During the nonpublic session the Board discussed personnel.

No action was taken.

Respectfully submitted,

Brenda Vincent