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3 **Hopkinton School Board**
4 **Hopkinton, New Hampshire**

5 **ADOPTED MINUTES**

6
7 **School Board Meeting**
8 **Maple Street School – Room 1**

9
10 **Tuesday, October 18, 2016-6:00pm**
11

12
13 **IN ATTENDANCE:**

14
15 ***School Board:*** Matt Cairns, Chair; Liz Durant, Vice Chair; William Chapin, Jr., William Jones, Dave
16 Luneau, Board Members

17
18 ***Student Representatives:*** Nicholas Mayo, Henry Yianakopolos

19
20 ***Administration:*** Steven Chamberlin, Superintendent of Schools; Michelle Clark, Business Administrator

21
22 **PUBLIC SESSION**

23
24 **1. Call to Order**

25 Chair Cairns called the meeting to order at 6:14pm.

26 Chair Cairns asked for a moment of silence for former School Board member and Rotarian Jack Porter.

27
28 **2. Additions/Deletions from Agenda by Superintendent**

29 Debrief Joint Board and Select Board Meeting #8.b

30 Resignation-Nomination Instructional Assistant #8.h.i

31
32 **3. Correspondence - None**

33
34 **4. Approval of Minutes**

35
36 Motion to approve the minutes of the regular school board meeting held on October 4, 2016 was moved by
37 Ms. Durant and seconded by Mr. Chapin, Jr., all in favor, minutes carried as presented.

38
39 **5. Public Comment (1)**

40
41 **6. Comments from the Hopkinton School Board**

42
43 **7. Presentations and Staff Reports - None**

44
45 **8. Items for Board Discussion**

46
47 *a.* Debrief – Joint Meeting with the Hopkinton Budget Committee

48 Superintendent Chamberlin discussed the process to develop a three-year plan for the Budget
49 Committee. Mr. Luneau suggested that Superintendent Chamberlin reach out to his
50 colleagues to see what procedures they have in place and share with the board. Mr. Jones stated it
51 is hard to project out certain programs for a three-year span. Mr. Cairns stated that the Board will
52 work towards finding a correct process to develop a 3-5 year plan.

53
54 *b.* Debrief – Joint Meeting with the Hopkinton Select Board: Town of Gilford- Initiative - State
55 Support of Retirement – Letter (Action Item)

56
57 Mr. Cairns reviewed the request from the Hopkinton Select Board to consider co-signing a letter
58 to the State in regards to fund the retirement system. Mr. Cairns is in support of this joint effort.
59

60 Other items dicussed at the joint meeting:

- 61 • Fotball Study – use of fields
- 62 • Posting School Board dates on the town calendar. Ms. Vincent will work with the town to
- 63 have these posted.
- 64 • The Ecoomic Development Committee discussed that a driver for the town is the great
- 65 schools. It was suggested to invite students to help with market analysis and other data
- 66 collection for the committee.
- 67

68 c. Long Term Project Update: Facility Project Steering Committee Meeting

- 69 • Revised facility charge from School Board
- 70 • Harriman Architect has provided significant information on the project
- 71 • Committee is very reflective of the needs of the comminuity
- 72 • Looking at what current bond amount would buy/bond options
 - 73 ○ Deferred maintenance
 - 74 ○ ADA compliance
 - 75 ○ School security
- 76 • Next facility meeting is November 9th – 5:30pm
- 77

78 d. Hopkinton School District 2017 – 2018 School Calendar

79 Superintendent Chamberlin reported that staff and parents were asked to complete a survey
80 regarding this years school calendar, after Labor Day start, two professional days close together,
81 and Columbus Day-open. We receieved 175 responses to the survey and this data will be shared
82 with the calendar committee for development of the 2017/2018 calendar. In most districts the
83 school calendar is directed by management, Hopkinton is a little more unique as it is guided by a
84 committee consisting of the HEA, management, and parents.
85

86 e. Planning for the Hopkinton School Board 2016 Retreat

87 The Board Retreat is scheduled for November 14th from 5:30-8:30pm. At this time a venue has
88 not been established. Superintendent Chamberlin asked for input for discussion at the Board
89 retreat. Topics suggested were:

- 90 • Board reflection and planning/growth going forward
- 91 • Recruiting new School Board Members
- 92 • School Board challenges over the next few years
- 93 • Curriculum, Instruction and Assessment
- 94 • Mission/Vision
- 95 • Present and future planning
- 96

97 f. Update: Hopkinton Public School Foundation

98 Superintendent Chamberlin reported that the final documents to be filed for the Hopkinton Public
99 Schools Foundation have been forwarded to the State by the committee. The committee is
100 looking for new members as a few will be resigning this year.
101

102 g. Policy: EEAA– Audio/Video Surveillance and Recording on School Property and in Classrooms
103 – 2nd Reading (*Action Item*)

104 Superintendent Chamberlin presented a 2nd revised draft of Policy EEAA. If the Board is in
105 agreement to the changes the Board can adopt the policy this evening.
106

107 h. Personnel (*Action Items*)
108

- 109 i. Resignation of Instructional Assistant/Nomination of Administrative Assistant to
110 Student Services Department - Ms. Denise Damour
111 ii. Schedule b Nominations
112 a. MS Cross Country Support – Ms. Carol Sabol
113 b. Special Olympics Coordinator – Ms. Christine Ball
114 c. FIRST Robotics Advisor – Mr. Matt Heyner
115 d. HHS Nordic Skiing Coach – Mr. Rob Rothe
116 h. Financials
117 i. Hopkinton School District Tax Rate – Posted on Website
118 Superintendent Chamberlin reported that the tax rate came in lower than what was
119 projected in March 2016 due to receiving more revenue than expected. The full
120 document is available on the website.
121 ii. Hopkinton School District 2016 – 2017 Tuition Rate (*Action Item*)
122 Business Administrator Michelle Clark presented tuition rate calculations and
123 recommended the Elementary rate for 2016/2017 be set at \$14,883.12 and the
124 Secondary rate be set at \$16,944.77.
125 iii. Budget Adjustment 2017 – 02 (*Action Item*)
126 iv. September 2016 Financial Report, Q1 Expenses, Q1 Revenue
127 v. PTA Donation (*Action Item*)
128 vi. First Robotics Donation (*Action Item*)
129

130 9. Public Comment (2)

131 10. Materials Provided

- 132 Draft Minutes
133 Policy EEAA – Second Draft
134 Schedule b Nomination Slate – Presented at the Meeting
135 Revenue Analysis Worksheet
136 Hopkinton School District Tuition Worksheet
137 September 2016 Financial Report, Q1 Expenses, Q1 Revenue
138
139

140 11. Important Dates

- 141 November 1 – School Board Meeting
142 November 7 – Middle School Parent Conferences
143 November 8 - No School/Parent Teacher Conferences
144 November 11 – No School/Veterans Day
145 November 14 – School Board Retreat
146 November 15 – School Board Meeting
147

148 ACTION ITEMS

- 149
150 12. The Hopkinton School Board join the Hopkinton Select Board in advocating for the reinstatement of the
151 state of NH's contribution to the New Hampshire Retirement System.
152

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

- 155
156 13. The Hopkinton School Board accept the Superintendent's recommendation to adopt policy EEAA–
157 Audio/Video Surveillance and Recording on School Property and in Classrooms as presented.
158

159 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**
160 **favor, motion carries.**
161
162

- 163 14. The Hopkinton School Board accept Instructional Assistant, Harold Martin School, Denise Damour's
164 2016-2017 resignation.
165
166 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**
167 **favor, motion carries.**
168
- 169 15. The Hopkinton School Board accept the Superintendent's nomination of Denise Damour, Administrative
170 Assistant to the Student Services Department.
171
172 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**
173 **favor, motion carries.**
174
- 175 16. The Hopkinton School Board accept the Superintendent's nomination of Carol Sabol as middle school
176 cross country support person, fall 2016.
177
178 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**
179 **favor, motion carries.**
180
- 181 17. The Hopkinton School Board approve the Superintendent's recommendation to approve the Hopkinton
182 School District schedule b nomination slate, as presented.
183
184 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**
185 **favor, motion carries.**
186
- 187 18. The Hopkinton School Board approve the Superintendent's recommendation to accept a \$500 donation
188 from the Hopkinton PTA to support the 8th grade trip to the Capital Center for the Arts.
189
190 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**
191 **favor, motion carries.**
192
- 193 19. The Hopkinton School Board approve the Superintendent's recommendation to accept a \$1,500 donation
194 from Osram Sylvania for the First Robotics Club.
195
196 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**
197 **favor, motion carries.**
198
- 199 20. The Hopkinton School Board accept the Superintendent's recommendation to set the elementary tuition
200 rate as \$14,883.12 and the secondary rate as \$16,944.77.
201
202 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**
203 **favor, motion carries.**
204
- 205 21. The Hopkinton School Board approve budget adjustment 2017 – 02 to support the additional kindergarten
206 section.
207
208 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**
209 **favor, motion carries.**
210
- 211 **22. Nonpublic Session**
212 Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)
213
214 Personnel
215 Negotiations
216
217 At 7:20pm, Mr. Luneau moved, seconded by Mr. Jones, that the Board enter into nonpublic session in
218 accordance with RSA91-A: 3, II (a), (b), and (c) for the discussion of a personnel and a student matter.

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

221
222 RETURN TO PUBLIC SESSION

223
224 **23. Adjournment**

225
226 At 7:40pm, Ms. Durant moved, seconded by Mr. Jones, to adjourn the meeting, motion passed, all in
227 favor, not opposed.

228
229 Respectfully submitted,

230
231 Brenda Vincent

232
233 **If you have any questions for members of the Hopkinton School Board or Administration please feel**
234 **encouraged to contact them at the phone numbers or emails below:**

235
236 **Hopkinton School Board**

237 Matt Cairns, mcairns@sau66.org

238 Liz Durant, ldurant@sau66.org

239 David Luneau, dluneau@sau66.org

240 Bill Chapin, wchapin@sau66.org

241 Bill Jones, wjones@sau66.org

242
243 **Administration**

244 Steve Chamberlin, Superintendent, 746-5186, schamberlin@hopkintonschools.org

245 Michelle Clark, Business Administrator, 746-5186 mclark@hopkintonschools.org

246 Meghan Bamford, Director of Student Services, 746-5186, mbamford@hopkintonschools.org

247 Matt Stone, Director of Technology, 746-5186, mstone@hopkintonschools.org

248 Bill Carozza, Principal, Harold Martin & Maple Street Schools, 746-3473, bcarozza@hopkintonschools.org

249 Amy Doyle, Asst. Principal, Harold Martin & Maple Street Schools, 746-3473/746-4195,

250 adoyle@hopkintonschools.org

251 Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167, ckelley@hopkintonschools.org

252 Rebecca Gagnon, Asst. Principal, Hopkinton Middle and High Schools, 746-4167,

253 rgagnon@hopkintonschools.org

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Maple Street School, Hopkinton, NH
Nonpublic Minutes
October 18, 2016

In Attendance: Chair Matt Cairns, Vice Chair Ms. Durant, Mr. Dave Luneau, Mr. William Jones, Mr. William Chapin, Jr., and Superintendent Steven Chamberlin.

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

Personnel
Negotiations

During the nonpublic session the Board discussed a personnel and negotaiations.

The Board came out of nonpublic session at 7:40pm.

Respectfully submitted,

Brenda Vincent