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

5 **ADOPTED MINUTES**

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7 **School Board Meeting**  
8 **Maple Street School – Cafeteria**

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10 **Tuesday, December 20, 2016 - 5:30pm**  
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14 **IN ATTENDANCE:**

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16 ***School Board:*** Matt Cairns, Chair; Liz Durant, Vice Chair; William Chapin, Jr., William Jones (5:47pm),  
17 Dave Luneau, Board Members

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19 ***Student Representative:*** Nicholas Mayo, Henry Yianakopolos

20  
21 ***Administration:*** Steven Chamberlin, Superintendent of Schools; Michelle Clark, Business Administrator;  
22 Meghan Bamford, Director of Student Services; Matt Stone, Technology Director; William Carozza, Hopkinton  
23 Elementary Principal; Chris Kelley, HMHS Principal

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25 **PUBLIC SESSION**

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

28 Mr. Cairns opened the meeting at 5:30pm and led the Pledge of Allegiance.

29  
30 **2. Additions/Deletions from Agenda by Superintendent**

31  
32 After the meeting is called to order, the School Board will take a vote to enter nonpublic session for the  
33 Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c): Negotiations

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35 **3. Nonpublic Session**

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

38  
39 Negotiations

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41 At 5:31pm, a motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr.,  
42 that the Board enter into nonpublic session in accordance with RSA 91-A: 3, II (a), (b), and (c) for the  
43 discussion of negotiations. Motion passed on a roll call vote: Ms. Durant (yes), Mr. Luneau (yes), Mr.  
44 Chapin, Jr., (yes), Mr. Cairns (yes), all in favor.

45  
46 The Board returned to public session at 5:38pm.

47  
48 **4. Correspondence**

49 Superintendent Chamberlin stated that he received an email in regards to the proposed 17/18 school  
50 calendar in favor of starting school after Labor Day, an email regarding the advocacy of a position for a  
51 Curriculum Director, and a phone call regarding the non-delay for Friday, December 16th.

52  
53 **5. Approval of Minutes**

54  
55 Motion to approve the minutes of the regular School Board meeting held on December 13, 2016 was moved  
56 by Ms. Durant and seconded by Mr. Chapin, Jr., all in favor, minutes carried as amended.  
57

58 **6. Public Comment (1)**

59  
60 **7. Comments from the Hopkinton School Board**

61 Mr. Luneau stated he appreciated the effort of the Superintendent and administrators on the FY 18  
62 budget development.

63  
64 Nicholas Mayo wished everyone a happy holiday.

65  
66 Henry Yianakopolos appreciated the visits from former students and the information they shared with  
67 seniors.

68  
69 Mr. Chapin also shared that he appreciated the effort on behalf of administration in the budget process  
70 and the information shared with the budget committee.

71  
72 Mr. Cairns stated that he appreciated the effort to have school open during the recent cold spell.  
73

74 **8. Presentations and Staff Reports**

75  
76 *i. Acceptance of the FY 16 Hopkinton School District Audit (Action Item)*

77  
78 Superintendent Chamberlin thanked Ms. Clark and the business department for all the work  
79 involved to complete the auditing process. Overall, the audit showed sound financial practice  
80 and procedures. Three items that were noted and have been addressed were:

- 81  
82 • Alignment of Practice and Policy DJB: Transfer of Appropriation. Hopkinton School District  
83 procedures were more rigorous than the policy of record. The policy has been revised to  
84 reflect current and best practice.
- 85  
86 • Student Activity Documentation: Referee payment. A log has been created for the  
documentation of referee payment.
- 87  
88 • Purchase Order Compliance: Ensuring that purchase orders are completed prior to purchase,  
continues to be a priority.

89 *ii. Report of the Hopkinton School District Treasurer: Reauthorization of the Hopkinton School*  
90 *District Investment Policy (Action Item)*

91  
92 School District Treasurer stated that he has reviewed the FY 16 Audit Report and recommends  
93 that the Board reauthorize Policy DFA – Investments as is required to be readopted annually.  
94

95 *iii. FY 18 Budget Development: Tiers of Reduction*

96 The Tiers of Reduction can be found on the SAU website under School Board and Budget Info.  
97 The link is as follows:  
98

99 <http://www.hopkintonschools.org/2016-school-board-meetings>

100  
101 Superintendent Chamberlin shared with the Board the rubric used to create Tier 0, I, and II.

- 102  
103 Tier 0 – \$83,300 (Reductions made by the Superintendent before budget was presented)
  - 104 Tier 1 – \$529,966 (to get to \$1.00 decrease in tax rate)
  - 105 Tier II - \$453,080 (Tier I & II to get to a flat budget)
  - 106 Contingency Fund Proposal - \$100,000
- 107  
108

109 **9. Items for Board Discussion**

- 110
- 111 a. FY 18 Budget
- 112 i. FY 18 Budget– Tiered Reductions
  - 113 ii. Revenue, Trust Contributions, Withdrawals
  - 114 iii. Total Budget
  - 115 iv. December 22 Agenda
- 116

117 Superintendent Chamberlin discussed the major budget drivers of the FY 18 budget.

118

119 *Tier I*

120 Reductions would require some of the following (full list is on website):

- 121 • Kindergarten enrollment – this year we saw a huge increase in enrollment. The
  - 122 enrollment projection from the NESDEC report is expected to come in lower but at this
  - 123 time we do not have an exact number.
  - 124 • Increase in healthcare cost - \$600,000, the district is looking at options to bring this cost
  - 125 down. All non-union employees will be offered a new plan with a savings to the district
  - 126 of approximately \$77,241.
  - 127 • Athletics – Review participation rate, assistant coach positions, transportation costs.
  - 128 • Summer planning – special education coordinators, extra days needed for planning, new
  - 129 students and program needs.
  - 130 • Science enrollment, safety in labs, class size.
  - 131 • Director of Curriculum – this would support teachers in the classroom, support
  - 132 development & implementation of curriculum for all subjects, provide professional
  - 133 development, and connect curriculum with other districts.
  - 134 • Social Worker – there is a strong need to support student and families in crisis on a daily
  - 135 basis.
  - 136 • School Psychologist – last year a position was decreased to half-time. Due to the
  - 137 increasing needs this cut has been a struggle.
- 138

139 *Tier II*

140 Reductions would involve some of the following (full list is available on website):

- 141 • Library Assistants – Elementary and Secondary – this would impact the amount of time
  - 142 that the school libraries are open.
  - 143 • English Language Arts – reduction in classes/sections – impact on writing feedback given
  - 144 to students. Funds could be put in the contingency fund if needed to keep class size
  - 145 down.
  - 146 • Student Assistnat Program – cuts to this program would impact recovery efforts for
  - 147 students and families in crisis.
  - 148 • Elementary & Secondary Reading Program – cuts to these programs will impact support
  - 149 to students.
  - 150 • Numeracy Assistant – decreasing the FTE for this position will impact math intervention
  - 151 and enrichment to students.
  - 152 • Special Education Case Management – a decrease in FTE will impact the ability to
  - 153 implement, evaluate federally funded programs.
- 154

155 Superintendent Chamberlin stated to get to an additional \$200,000 after Tier II would require

156 further staffing reductions, programs, capstones, and reduction in administration. This is the

157 second year of major cuts in the budget and it is difficult to continue to support programming

158 needs.

159

160 Mr. Cairns asked if a social worker could support the needs of the Student Assistance Program.

161 Superintendent Chamberlin replied that a social worker could fulfill this role.

162

163 It was also noted that facility equipment could possibly be purchased if there are year end funds  
164 available.

165  
166 *Contingency Fund Proposal*  
167

168 Superintendent Chamberlin suggested that if a Contingency Fund is developed it would alleviate  
169 the need to freeze the budget early in the school year. These funds would have to be raised and  
170 appropriated but if not needed the funds would be returned to the taxpayer.

171  
172 \$50,000 – if kindergarten enrollment is higher than expected or if other instructional areas also  
173 have an increase in enrollment.  
174 \$50,000 – to support elementary unified art programs (FTE's), meets administrator contractual  
175 obligations.

176  
177 *Revenues/Trusts*

178 Withdrawals for FY18  
179 \$200,000 – Withdrawal from Article VI to reduce tax impact  
180 \$75,000 – Healthcare Funds

181  
182 Deposits at the end of FY17  
183 \$50,000 – Maintenance Expendable Trust  
184 \$10,000 – Vehicle Replacement Trust

185  
186 At the next board meeting a final budget number will need to be proposed by the Board. It is the  
187 hope that a re-negotiated contract with the HEA will be ready for Board ratification, if not an  
188 additional meeting will be needed.

189  
190 *b. HSD 2017 - 2018 School District Calendar (Action Item)*  
191 Superintendent Chamberlin presented two versions of the proposed 2017/2018 School Calendar.  
192 Draft 1 includes a full day of school on December 22<sup>nd</sup>, and Draft 2 aligns the calendar to the  
193 Concord School District with December 22 as the start of the holiday break. The Board discussed  
194 the option of a half-day of school on December 22. The Board will take action on the calendar  
195 later in the meeting.

196  
197 *c. Personnel (Action Items)*  
198  
199 *i. Request for Reduced Contract (2) – Elisabeth Cairns, Dan Forrester*  
200 Superintendent Chamberlin stated that two instructional assistants at HMHS have  
201 requested a reduced contract in order to meet their graduate course requirements for  
202 student teaching.

203  
204 *ii. Long Term Substitute – Substitute Caller – Sarah Wicksman*  
205

206 *d. Financials*  
207  
208 *i. Monthly Financial Report – November 2016*  
209 *ii. Donation – PTA Donation (Action Item)*  
210

211 **10. Public Comment (2)**  
212 Mrs. Prewitt suggested to the Board that they look at community volunteers to help in the school  
213 libraries if reductions in staffing are needed.

214  
215 Mrs. Norris asked which position, Curriculum Director or Social Worker, if only one could be funded  
216 would impact students the most. Superintendent Chamberlin stated that Curriculum Director impacts  
217 all students; it is the core of what the school does, and is available to all students, staff, and parents.

219 Mr. Zipke stated the reduction of assistant coaches in the FY 18 budget would result in a major  
220 impact on game days and would be a safety issue.

221  
222 Mr. Cairns stated that the Board may “pick and choose” among the suggested tiers, a cafeteria of  
223 choices so to speak. Superintendent Chamberlin had been tasked by the Board to create these tiers of  
224 reductions.  
225

### 226 **11. Materials Provided**

227 Draft Minutes (1)  
228 Hopkinton School District FY 16 Audit Report and Management Letter  
229 Policy DFA – Investments (Reauthorization)  
230 Tiers of Reduction (Presented at the meeting)  
231 2017/18 Proposed School Calendar (Presented at the meeting)  
232 Monthly Financial Statement  
233

### 234 **12. Important Dates**

235 December 22 – School Board Meeting  
236 January 3 – School Board Meeting  
237 January 11 – FY 18 Budget Committee Presentation  
238 January 17 – School Board Meeting  
239 January 18 – Budget Committee Meeting (follow-up)  
240  
241

### 242 **ACTION ITEMS**

243  
244 **13.** The Hopkinton School Board approve the Superintendent’s recommendation to accept Elisabeth Cairns’s  
245 request for a reduced contract to accomodate a student teaching assignment, from January 17 – May 27,  
246 2017.  
247

248 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Msr. Chapin, Jr.,**  
249 **Motion passed on a roll call vote: Mr. Luneau (yes), Mr. Jones (yes), Mr. Chapin, Jr. (yes), Ms.**  
250 **Durant (yes), Mr. Cairns, (abstained), motion passed.**  
251

252 **14.** The Hopkinton School Board approve the Superintendent’s recommendation to Dan Forrester’s request  
253 for a reduced contract to accomodate a student teaching assignment, from January 17 – May 27, 2017.  
254

255 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**  
256 **favor, motion carries.**  
257

258 **15.** The Hopkinton School Board approve the Superintendent’s recommendation to accept the FY16  
259 Hopkinton School District Audit Report.  
260

261 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**  
262 **favor, motion carries.**  
263

264 **16.** The Hopkinton School Board accept the Superintendent’s recommendation to re-authorize Policy DFA-  
265 Investment, as presented by School District Treasurer.  
266

267 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in**  
268 **favor, motion carries.**  
269

270 **17.** The Hopkinton School Board accept the Superintendent’s recommendation to approve the Hopkinton  
271 School District 2016 - 2017 School Calendar, Draft 1 as presented.  
272

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

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18. The Hopkinton School Board approve the Superintendent’s recommendation to accept a \$1,032.00 donation from the Hopkinton PTA to support Hopkinton High School, Washington, D.C. trip.

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

**19. Nonpublic Session – None**

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

**20. Adjournment**

At 7:20pm, Ms. Durant moved, seconded by Mr. Luneau, to adjourn the meeting, motion passed, all in favor, not opposed.

Respectfully submitted,

Brenda Vincent

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

**Hopkinton School Board**

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

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

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

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

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

**Administration**

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

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

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

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

Bill Carozza, Principal, Harold Martin & Maple Street Schools, 746-3473, [bcarozza@hopkintonschools.org](mailto:bcarozza@hopkintonschools.org)

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

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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**  
**December 20, 2016**

**In Attendance:** Chair Matt Cairns, Vice Chair Ms. Durant, Mr. David Luneau, 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)

Negotiations

During the nonpublic session the Board discussed negotiations.

The Board came out of nonpublic session at 5:36pm.

Respectfully submitted,

Brenda Vincent