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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, January 3, 2017 - 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. (5:37pm), William Jones,  
17 Dave Luneau (5:20pm), Board Members

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19 ***Administration:*** Steven Chamberlin, Superintendent of Schools; Meghan Bamford, Director of Student Services;  
20 Matt Stone, Technology Director; William Carozza, Hopkinton Elementary Principal; Chris Kelly, HMHS  
21 Principal; Amy Doyle, Assistant Principal.  
22

23 **PUBLIC SESSION**  
24

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

26 Mr. Cairns opened the meeting at 5:30pm and led the Pledge of Allegiance.  
27

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

29 Superintendent Chamberlin stated the agenda is revised to include under personnel (8.c.iv.) early  
30 incentive retirement for nonunion staff and the amounts for action number 12 and 13.  
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32 **3. Correspondence – None**  
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34 **4. Approval of Minutes**

35 Motion to approve the minutes of the regular school board meeting held on December 20, 2016 was moved  
36 by Ms. Durant, and seconded by Mr. Jones, all in favor, minutes carried as presented.  
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38 **5. Public Comment (1)**

39 *Mrs. Dorothy Martin*

40 Mrs. Martin appeared before the Board as a taxpayer and landlord. She has requested that the bus stop at  
41 her rental property be reactivated on Stumpfield Road. She said that she met with Superintendent  
42 Chamberlin on December 9<sup>th</sup>. Superintendent Chamberlin stated he is working with First Student as  
43 there is a question regarding the safety of the stop. The current stop for this student is across the road  
44 (202/9).  
45

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

47 Mr. Luneau commented that he was sad to hear that Commissioner Barry has resigned. He stated that  
48 she has served the Department of Education for the past eight years. He would like the Board to write a  
49 letter expressing the Board's appreciation for her commitment to the students of Hopkinton.  
50

51 Ms. Durant wished everyone a Happy New Year.  
52

53 Mr. Cairns thanked everyone for attending and thanked the Budget Committee for accomodating a  
54 second School Board meeting for January 4th.  
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56 **7. Presentations and Staff Reports – None**

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**8. Items for Board Discussion**

- a. FY 18 Budget
  - i. Discussion: updated tiers, FY 18 funding level
  - ii. Wednesday, January 4, 2017 Meeting - Agenda
  - iii. Budget Committee Calendar
    - January 11: HSB FY 18 Presentation
    - January 18: Q and A
    - February 8: Public Hearing

The tier reductions can be found on the district webpage at: <http://www.hopkintonschools.org/2016-school-board-meetings> - January 3, 2017 meeting and the documents are also listed under the tab for budget info.

Superintendent Chamberlin stated that the Board asked him to provide reductions to get down to a \$1.00 tax impact and to show a flat budget reduction. The yellow highlighted items in Tier I would be moved to a Contingency Fund. If a Contingency Fund is passed and these funds are not needed the funds would be returned to the town.

Mr. Meserve expressed concern if the athletic transportation line is cut. Superintendent Chamberlin stated that the decision was up to the Board.

Mr. Cairns stated that the Board would finalize the budget tomorrow evening and to hopefully ratify the proposed tentatively agreed CBA. If the teachers vote to accept the contract there will be savings to the budget, if the members do not ratify the proposed CBA it will impact the FY18 budget.

- b. Reauthorization of International Trip – Nicaragua February 22 - March 3, 2017  
Superintendent Chamberlin reported that has checked travel advisories for Nicaragua and none have been issued. This requires final approval from the Board.
- c. Personnel (*Action Items*)
  - i. Intent to Retire
    - a. Susie Brown (HESS)
    - b. Sue Garlow (HESS)
    - c. Fred Case (TEAMSTERS)
  - ii. Resignation – Instructional Assistant, HMS, Karla Heck
  - iii. Long Term Substitute – Substitute Caller – Sarah Wicksman
  - iv. Early Retirement Incentive – Nonunion

Superintendent Chamberlin stated that a one-time early retirement incentive was offered to Hopkinton Education Support Staff and Teamsters. Two members from HESS have applied and one member from Teamsters. Superintendent Chamberlin asked that the Board also open this to all nonunion support staff. The funds for the early retirement incentive is not included in the proposed budget as the funds will come from savings in the FY17 budget.

**9. Public Comment (2)**

Mr. Richard Houston asked for clarification on which positions on the tier reduction lists are new and which are reductions.

Mr. Arnold Coda inquired about the Tier I & II, which Tier brings the tax impact to \$1.00.

Mr. Cairns replied that Tier I cuts bring the budget to a \$1.00 tax impact and Tier I and II combined bring it to a flat budget.

Mr. Don Houston inquired about #5 on Tier I. (Nonunion savings in health care)

113 Mr. Cairns stated this was the savings for a change in the offerings of the health care plan to all  
114 nonunion staff.

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116 **10. Materials Provided**

117 Draft Minutes (1)  
118 Revised Tiers

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120 **11. Important Dates**

121 January 4 – School Board Meeting – Adoption of FY 18 Budget and HEA-CBA Ratification  
122 January 11 – FY 18 Budget Committee Presentation  
123 January 17 – School Board Meeting  
124 January 18 – Budget Committee Meeting (follow-up)

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126 **ACTION ITEMS**

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128 **12.** The Hopkinton School Board approve the Superintendent’s recommendation to withdraw not more than  
129 \$46,638 from the Vehicle Capital Reserve Fund to purchase a 2016 GMC, Micro-bird, Fully Accessible,  
130 21 Passenger School Bus.

131  
132 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor,**  
133 **motion carries.**

134  
135 **13.** The Hopkinton School Board approve the Superintendent’s recommendation to award the fully accessible  
136 bus purchase bid to O’Connor Inc., in the amount not to exceed \$56,638. This amount includes the sale  
137 of the District’s current fully accessible bus for \$8,500 (note: this bus was purchased with federal ARRA  
138 funds).

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140 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor,**  
141 **motion carries.**

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143 **14.** The Hopkinton School Board accept the Superintendent’s recommendation to reauthorize the  
144 international overnight trip to Nicaragua.

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

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149 **15.** The Hopkinton School Board accept the Superintendent’s recommendation to approve Susie Brown’s  
150 request to participate in the early retirement incentive program.

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

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155 **16.** The Hopkinton School Board accept the Superintendent’s recommendation to approve Susan Garlow’s  
156 request to participate in the early retirement incentive program.

157  
158 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor,**  
159 **motion carries.**

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161 **17.** The Hopkinton School Board accept the Superintendent’s recommendation to approve Fred Case’s  
162 request to participate in the early retirement incentive program.

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164 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor,**  
165 **motion carries.**

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167 **18.** The Hopkinton School Board approve the Superintendent’s recommendation to accept Harold Martin  
168 School Instructional Assistant, Karla Heck’s resignation effective December 22, 2016.

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170 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor,**  
171 **motion carries.**  
172

173 19. The Hopkinton School Board approve the Superintendent's recommendation to award the long term  
174 substitute caller position to Sarah Wicksman, effective December 12, 2016.  
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176 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor,**  
177 **motion carries.**  
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179 20. The Hopkinton School Board approve the Superintendent's recommendation to establish and offer a one-  
180 time early retirement incentive program to non-union employees for the 2016/2017 school year and  
181 communicate this offer by two means of communication (not to include administrators).  
182

183 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor,**  
184 **motion carries.**  
185

## 186 21. Nonpublic Session

187 Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)  
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189 Personnel  
190 Negotiations  
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192 At 6:25pm, a motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr.,  
193 that the Board enter into nonpublic session in accordance with RSA 91-A: 3, II (a), (b), and (c) for the  
194 discussion of a personnel and negotiations. Motion passed on a roll call vote: Ms. Durant (yes), Mr.  
195 Luneau (yes), Mr. Chapin, Jr., (yes), Mr. Jones (yes), Mr. Cairns (yes), all in favor.  
196

197 RETURN TO PUBLIC SESSION  
198

## 199 22. Adjournment

200  
201 At 7:20pm, Ms. Durant moved, seconded by Mr. Luneau, to adjourn the meeting, motion passed, all in  
202 favor, not opposed.  
203

204 Respectfully submitted,  
205

206 Brenda Vincent  
207

### 208 Hopkinton School Board

209 Matt Cairns, [mcairns@sau66.org](mailto:mcairns@sau66.org)  
210 Liz Durant, [ldurant@sau66.org](mailto:ldurant@sau66.org)  
211 David Luneau, [dluneau@sau66.org](mailto:dluneau@sau66.org)  
212 Bill Chapin, [wchapin@sau66.org](mailto:wchapin@sau66.org)  
213 Bill Jones, [wjones@sau66.org](mailto:wjones@sau66.org)  
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### 215 Administration

216 Steve Chamberlin, Superintendent, 746-5186, [schamberlin@hopkintonschools.org](mailto:schamberlin@hopkintonschools.org)  
217 Michelle Clark, Business Administrator, 746-5186 [mclark@hopkintonschools.org](mailto:mclark@hopkintonschools.org)  
218 Meghan Bamford, Director of Student Services, 746-5186, [mbamford@hopkintonschools.org](mailto:mbamford@hopkintonschools.org)  
219 Matt Stone, Director of Technology, 746-5186, [mstone@hopkintonschools.org](mailto:mstone@hopkintonschools.org)  
220 Bill Carozza, Principal, Harold Martin & Maple Street Schools, 746-3473, [bcarozza@hopkintonschools.org](mailto:bcarozza@hopkintonschools.org)  
221 Amy Doyle, Asst. Principal, Harold Martin & Maple Street Schools, 746-3473/746-4195, [adoyle@hopkintonschools.org](mailto:adoyle@hopkintonschools.org)  
222 Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167, [ckelley@hopkintonschools.org](mailto:ckelley@hopkintonschools.org)  
223 Rebecca Gagnon, Asst. Principal, Hopkinton Middle and High Schools, 746-4167, [rgagnon@hopkintonschools.org](mailto:rgagnon@hopkintonschools.org)  
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**Maple Street School, Hopkinton, NH**  
**Nonpublic Minutes**  
**January 3, 2017**

**In Attendance:** Chair Matt Cairns, Vice Chair Ms. Durant, Mr. David 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 personnel and negotiations.

The Board came out of nonpublic session at 7:19pm.

Respectfully submitted,

Brenda Vincent