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**Hopkinton School Board  
Hopkinton, New Hampshire**

**ADOPTED MINUTES**

**School Board Meeting  
Maple Street School – Room 1  
Tuesday, March 7, 2017 - 5:30pm**

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13 **IN ATTENDANCE:**

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

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18 ***Administration:*** Mr. Steven Chamberlin, Superintendent of Schools; Ms. Michelle Clark, Business  
19 Administrator; Meghan Bamford, Director of Student Services; Matt Stone, Technology Director; William  
20 Carozza, Hopkinton Elementary Principal; Amy Doyle, Hopkinton Elementary Assistant Principal; Chris Kelley,  
21 HMHS Principal.  
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23 **PUBLIC SESSION**

24  
25 **1. Call to Order/Pledge of Allegiance**

26 Ms. Durant opened the meeting at 5:32pm and led the Pledge of Allegiance.  
27

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

29 Superintendent Chamberlin stated that a revised agenda is presented with the addition of Schedule b  
30 spring nominations. There will be an update of the RFQ for the Performance Contract bid but that no  
31 action will be taken this evening.  
32

33 **3. Correspondence**

34 A note card was shared with the Board from Mr. & Mrs. Dick Schoch commending Mr. Jamie Boccia on  
35 his teaching skills and the outstanding performance by the 4th grade band members.  
36

37 **4. Approval of Minutes**

38 Motion to approve the minutes of the regular school board meeting held on February 21, 2017 was moved by  
39 Mr. Jones, and seconded by Mr. Luneau, all in favor, minutes carried as presented.  
40

41 **5. Public Comment (1) – None present**  
42

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

44 Mr. Chapin remarked on the outstanding performance of the middle school chorus and band. It was well  
45 attended and received a lot of positive feedback from the community.  
46

47 Mr. Luneau stated that he appreciates the seven years that Mr. Jones has served on the School Board.  
48 This will be Mr. Jones last school board meeting.  
49

50 Ms. Durant stated that it was a privilege to work with all the board members it has been a true team  
51 effort. She also congratulated the Nordic Ski team – they have done an extraordinary job with tough  
52 competitions and showed great sportsmanship. They have a strong sense of who they are and how they  
53 fit into the greater purpose.  
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55 Mr. Jones thanked everyone for the kind wishes, he has learned a lot and it has been a great experience  
56 to be part of the School Board.

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**7. Presentations and Staff Reports**

- a. Administrator Reports
- b. Update - Hopkinton Middle and High Schools Gymnasium Floor

Superintendent Chamberlin stated that the administrator reports were tabled last month and brought back for this meeting. (All the reports are posted online under the February 7<sup>th</sup> meeting date)

Mr. Carozza reported that it has been a very busy year with personnel due to retirement, resignations, health issues, and the passing of longtime employee Bonnie Wilson. This has been a year of movement with instructional assistants to meet the needs of complex students. Mr. Carozza reported that the music program is growing and many students are involved in band and chorus under the direction of Mr. Levergood and Mr. Boccia.

Mr. Kelly presented his report and also reported that the music program is strong at HMHS. He was happy to see the inclusion of all students in the program, and that the recent production of *The Music Man* included special education students, and it was great to see how much they enjoyed being part of the musical. Mr. Kelly also reported that Mr. Jon Kesty, G2 Focused Information, presented to our high school students on the opioid crisis. Mr. Kesty lost his daughter to an overdose at 23 years old. Mr. Kesty is speaking around the state to bring awareness about the opioid epidemic that is impacting NH.

Mr. Stone presented his report. The Board discussed what it means to have a digital footprint, when do students learn what is appropriate online, younger student having cell phones in school, parents texting during the day, technology is advancing so quickly. Mr. Stone stated that implementing the new AESOP Substitute Calling System is in the works, an automated program that handles finding substitutes for absent staff.

Update on the Gym Floor - Superintendent Chamberlin thanked Primex for all their help during the recent water damage to the HMHS gymnasium floor. Mr. Chamberlin stated at first, he was not aware of all the work involved and the extent of the replacement. After the affected area was replaced the whole gym floor had to be re-sanded, lines re-painted, and the application of polyurethane. After the polyurethane is applied it needs 5 full days of drying time. The gym will not be ready for the Annual School District meeting. Mr. Chamberlin contacted the School District Moderator and Supervisor of the Checklist about the change in venue to the auditorium. Arrangements for overflow seating and viewing from the cafeteria will be available. Two rows of front row seating will be available to members of the community with mobility issues. Staff will be on hand to direct folks who need to use the elevators.

**8. Items for Board Discussion**

- a. Hopkinton School District Annual Meeting Preparation
  - i. Presentation
  - ii. Support Materials
  - iii. Article Assignments – Revised

The Board discussed the presentation of articles for the Annual Meeting. Mr. Chapin will not be able to attend. Ms. Durant will present the overall slide presentation. Mr. Jay Burgess will give an update on the Facility Committee.

- Article I – Henry Yianakopolos
- Article II – Bill Jones
- Article III – Bill Jones
- Article IV – Dave Luneau
- Article V – Dave Luneau
- Article VI – Liz Durant
- Article VII – Liz Durant
- Article VIII – Matt Cairns

113 Support materials to be available for the community will include the 2017 Newsletter, Rack Card with  
114 Articles listed, Family Support Team literature, and the *SCREENAGERS* flyer. Mr. Chamberlin reported that  
115 Mr. Semmens, Ms. McClellan, and Ms. Patterson have been contacted for leading the Pledge of Allegiance as  
116 is traditional for members of staff retiring.

117  
118 *b. Overnight Trips (Action Items)*

- 119 *i. HHS Baseball Overnight, Beacon Falls, CT – March 24-26, 2017*
- 120 *ii. Reauthorization of International Trip, Spain – April 22-29, 2017*

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122 *c. School Board New Member Orientation*

123 Superintendent Chamberlin inquired what the Board felt would be helpful to present to a new  
124 School Board member for orientation.

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126 *d. Personnel (Action Item)*

- 127 *i. Substitute Position – Katie Rajchel*
- 128 *ii. Schedule b – Spring Coaches Nomination Slate*

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130 *e. Facilities – Performance Contract RFQ **Update** (~~Action Item~~)*

131 Superintendent Chamberlin reported that the district received four Request For Qualifications  
132 (RFQs) from excellent companies. It was the hope to have a finalist for tonight's meeting. The  
133 search has been narrowed down to two companies and interviews will be scheduled within the  
134 next week. A proposal will be ready for the next board meeting.

135  
136 **9. Public Comment (2) - None**

137  
138 **10. Materials Provided**

139 Draft Minutes (1)  
140 Administrator Reports  
141 HSD Staff Newsletter – *The Hawk Eye*  
142 HSD Annual Newsletter (presented at the meeting)  
143 NHSBA Nomination  
144

145 **11. Important Dates**

146 March 11 – HSD Annual Meeting, 9:00am, HMHS Gymnasium  
147 March 14 – Town Election Day  
148 March 23– HSD Wellness Advisory Committee, Beech Hill School, Hopkinton PTA Sponsored, *Screenagers*  
149

150 **ACTION ITEMS**

- 151  
152 **12.** The Hopkinton School Board accept the Superintendent's recommendation to authorize the Hopkinton  
153 High School Varsity Baseball overnight trip to Beacon Falls, CT, March 24-26, 2017.

154  
155 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Jones, all in favor,**  
156 **motion carries.**  
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- 158 **13.** The Hopkinton School Board accept the Superintendent's recommendation to reauthorize the Hopkinton  
159 High School international trip to Spain, April 22-29, 2017.

160  
161 **A motion was proposed by Ms. Durant, moved by Mr. Jones, seconded by Mr. Luneau, all in favor,**  
162 **motion carries.**  
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- 164 **14.** The Hopkinton School Board approve the Superintendent's nomination of Kathryn Rajchel, Long Term  
165 Substitute, Harold Martin/Maple Street School, pending final approval of the Superintendent of Schools.

166  
167 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Jones, all in favor,**  
168 **motion carries.**  
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170 15. The Hopkinton School Board accept the Superintendent's recommendation to approve the spring 2017  
171 Coaches (Schedule B) nomination slate as presented.

172  
173 **A motion was proposed by Ms. Durant, moved by Mr. Jones, seconded by Mr. Luneau, all in favor,**  
174 **motion carries.**

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176 ~~16. The Hopkinton School Board accept the Superintendent of Schools recommendation to award the~~  
177 ~~Hopkinton School District performance contract to (vender presented at the meeting).~~

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179 **17. Nonpublic Session - None**  
180 Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)

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182 **18. Adjournment**

183  
184 At 6:37pm, Mr. Jones moved, seconded by Mr. Luneau, to adjourn the meeting, motion passed, all in  
185 favor, not opposed.

186  
187 Respectfully submitted,

188  
189 Brenda Vincent

190  
191  
192 **If you have any questions for members of the Hopkinton School Board or Administration please feel encouraged**  
193 **to contact them at the phone numbers or emails below:**

194  
195 **Hopkinton School Board**

- 196 Matt Cairns, [mcairns@sau66.org](mailto:mcairns@sau66.org)  
197 Liz Durant, [ldurant@sau66.org](mailto:ldurant@sau66.org)  
198 David Luneau, [dluneau@sau66.org](mailto:dluneau@sau66.org)  
199 Bill Chapin, [wchapin@sau66.org](mailto:wchapin@sau66.org)  
200 Bill Jones, [wjones@sau66.org](mailto:wjones@sau66.org)

201  
202 **Administration**

- 203 Steve Chamberlin, Superintendent, 746-5186, [schamberlin@hopkintonschools.org](mailto:schamberlin@hopkintonschools.org)  
204 Michelle Clark, Business Administrator, 746-5186 [mclark@hopkintonschools.org](mailto:mclark@hopkintonschools.org)  
205 Meghan Bamford, Director of Student Services, 746-5186, [mbamford@hopkintonschools.org](mailto:mbamford@hopkintonschools.org)  
206 Matt Stone, Director of Technology, 746-5186, [mstone@hopkintonschools.org](mailto:mstone@hopkintonschools.org)  
207 Bill Carozza, Principal, Harold Martin & Maple Street Schools, 746-3473, [bcarozza@hopkintonschools.org](mailto:bcarozza@hopkintonschools.org)  
208 Amy Doyle, Asst. Principal, Harold Martin & Maple Street Schools, 746-3473/746-4195, [adoyle@hopkintonschools.org](mailto:adoyle@hopkintonschools.org)  
209 Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167, [ckelley@hopkintonschools.org](mailto:ckelley@hopkintonschools.org)  
210 Rebecca Gagnon, Asst. Principal, Hopkinton Middle and High Schools, 746-4167, [rgagnon@hopkintonschools.org](mailto:rgagnon@hopkintonschools.org)