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**Hopkinton School Board
Hopkinton, New Hampshire**

Adopted Minutes

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

Tuesday, May 17, 2016 - 5:00pm

13 **5:00pm Nonpublic Session - Conference Room**

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

- 15
 - Personnel

16
17 At 5:00pm Ms. Durant moved, seconded by Mr. Luneau, that the Board enter into nonpublic session in
18 accordance with RSA91-A: 3, II (a), (b), and (c) for the discussion of personnel. Motion passed on a roll
19 call vote: Ms. Durant (yes), Mr. Jones (yes), Mr. Luneau (yes), Mr. Chapin (yes), Mr. Cairns, (yes), all in
20 favor.

21
22 The School Board returned to public session at 5:25pm.

23
24 **PUBLIC SESSION**

25
26 **IN ATTENDANCE:**

27
28 ***School Board:*** Matt Cairns, Chair, Liz Durant, Vice Chair, William Jones, Bill Chapin, Jr., Board Members

29
30 ***Administration:*** Steven Chamberlin, Superintendent of Schools; Michelle Clark, Business Administrator

31
32 **PUBLIC SESSION**

33
34 **1. Call to Order/Pledge of Allegiance**

35 Chair Cairns called the meeting to order at 5:30pm led the Pledge of Allegiance.

36
37 **2. Additions/Deletions from Agenda by Superintendent**

38
39 **3. Correspondence**

40 Superintendent Chamberlin shared with the Board recent emails from parents concerned about the
41 reduction in staffing at the 6th grade level.

42
43 **4. Approval of Minutes**

44
45 Motion to approve the minutes of the regular school board meeting held on May 3, 2016 was moved by Ms.
46 Durant and seconded by Mr. Chapin, Jr., all in favor, minutes carried as presented.

47
48 **5. Public Comment (1)**

49
50 **6. Comments from the Hopkinton School Board**

51
52 Ms. Durant shared with the Board, that she attended a recent school baseball game and noticed that a
53 young man approached a Special Olympic student after the game, and offered to spend some time
54 throwing the ball around with this student. She said it was positive moment and stated that community
55 members notice these acts of kindness.

57 Mr. Cairns shared that at a recent class presentation at the high school students were passionate and
58 asked many thoughtful questions. He stated that it has been great to work with students this year.
59

60 7. Items for Board Discussion

61 a. School Board Calendar

62 Superintendent Chamberlin shared the School Board calendar and stated that some items had not
63 been able to be accomplished this year (policy work, MS Sports guidelines, update and revise the
64 School Board Mission Statement).
65

66 b. Personnel

67 i. Nomination, Harold Martin Instructional Assistant, effective May 18. (*Action Item*)

68 ii. Hopkinton Educational Support Staff Nominations (*Action Item*)

69 iii. Nonunion Support Staff Nomination Slate (*Action Item*)

70 iv. Custodian Nominations - **TABLED**

71 v. Schedule b Nominations 16/17 (*Action Item*)

72 vi. Notices of Non Return

73 - Maple Street School Music Teacher (*Action Item*)

74 - Maple Street School Wellness Teacher (*Action Item*)

75 - Harold Martin School Instructional Assistant (*Action Item*)

76 vii. Revised Faculty Nomination Slate

77 - Maple Street School, Sixth Grade Position

78 - Hopkinton Middle School, Physical Education (*Action Item*)

79 - Hopkinton High School World Language – Spanish (*Action Item*)

80 - Voluntary Transfers

81 viii. Administration Slate (*Action Item*)

82 ix. Staffing update
83

84 Superintendent Chamberlin stated that personnel will be the focus on every agenda through August.
85 Regarding the support staff nominations, Superintendent Chamberlin reported that many contracts will
86 be issued at level 3, to support the complex needs of some students, and changes in instructional
87 assistant's placement may be needed. Instructional assistants will be re-issued new contracts as needed
88 to be placed on the correct pay scale. These decisions will be based on many factors including the new
89 evaluation rubric and student support needs at each school. Contracts will be distributed to support
90 staff on June 1st.
91

92 The custodial nomination slate requires significant restructuring, including the reallocation of FTE's
93 and the addition of a part time maintenance position. Superintendent Chamberlin asked that the
94 nominations be tabled until the June meeting in order to completely review all the changes needed.
95

96 Schedule b 2016/17 nominations as presented.
97

98 Three staff members have submitted their notice of non-return:

- 99 ▪ Maple Street School Music Teacher, Mr. Michael Alberici
 - 100 ▪ Maple Street School Wellness Teacher, Ms. Charlotte French
 - 101 ▪ Harold Martin School Instructional Assistant, Renee Fowler
- 102

103 Superintendent Chamberlin stated as referenced in the last meeting, the sixth grade increased
104 enrollment warrants the addition of a staff member. The hope is that much of the cost of this off
105 budget position will be offset by new hires. Superintendent Chamberlin recommends the hiring of an
106 additional teacher for sixth grade. The Board approved the recommendation.
107

108 Superintendent Chamberlin stated that enrollment at the middle school has warranted an additional
109 0.2 FTE in physical education. Mr. Chase's position will be revised to include the additional 0.2 FTE.
110

111 He will no longer serve as the middle school athletic director. Mr. Meserve's teaching contract will be
112 revised down, to 0.4 FTE, his administrative contract will be the equivalent of 0.6 teaching position.
113 At the high school enrollment warrants an additional 0.2 FTE in Spanish. Ms. Hassett will teach an
114 additional class.

115
116 Superintendent Chamberlin shared that two voluntary transfers have been approved. Ms. Rebecca
117 McHugh will be moving to the high school special education position. Ms. Sarah Schlaak will
118 become the new preschool coordinator. No action item is necessary for these transfers. Other
119 positions are posted internally and if no one applies there will need to be an involuntary transfer.

120
121 The administrative slate is presented this evening with the creation of one athletic director position
122 and the recommendation to nominate the finalist for assistant principal for HMS/MSS.

123
124 *c. Hopkinton High School Student – Graduating Early (Action Item)*

125 Superintendent Chamberlin reported that a student has requested early graduation. He stated that the
126 established process has been followed. It is the recommendation of the principal and high school staff
127 that this request be approved. If the Board needs further information, questions can be asked in
128 nonpublic prior to the action item.

129
130 *d. The Evaluation of the Superintendent of Schools*

131 Superintendent Chamberlin stated that he would write a self-reflection for the Board and asked that
132 Chair Cairns and Vice Chair Durant meet to review the self-reflection.

133
134 *e. Financials*

135 *i. May 2016 Monthly Financial Report*

136 *ii. Unreserved Fund Balance*

137 Michelle Clark reported that currently there is \$27,000 available beyond the budgeted
138 unreserved balance obligation. Superintendent Chamberlin stated that two options will need
139 to be considered: expending funds for items not supported in the FY 17 budget or expending
140 funds supported in the FY 17 budget which would provide some space for an additional
141 position. More information will be presented at the June meeting.

142
143 Chair Cairns inquired about changing the format of the monthly financial report. Ms. Clark
144 will look into seeing if these changes can be made with the new financial software system.

145
146 **8. Public Comment (2)**

147
148 **9. Materials Provided**

149 Draft Minutes

150 School Board Meeting/Topic/Event/Staff Nomination Timeline

151 HESS Nomination Slate (Presented at the meeting)

152 Nonunion Nomination Slate (Presented at the meeting)

153 Food Service Nomination Slate (Presented at the meeting)

154 Custodial Staff Nomination Slate (Presented at the meeting)

155 Schedule b Nomination Slate 16/17 (Presented at meeting)

156 Monthly Financial Report (Presented at the meeting)

157 Nomination Packet (Presented at the meeting)

158
159 **10. Important Dates**

160 May 19-21 – Quebec Trip

161 May 26 – Academic Awards/Scholarship Night

162 May 31 – District Staff Awards, 3:15pm

163 June 1 – CRTC Award Ceremony for seniors, 6:00pm, Concord High School

164 June 9 – Senior Class Dinner, 5:00pm, rain date June 10 at noon

165 June 10 – HMHS Graduation, 6:00pm

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ACTION ITEMS

11. The Hopkinton School Board approve the Superintendent nomination of Jess Gregory, Instructional Assistant (0.84) FTE, Harold Martin School, effective Wednesday, May 18.
A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in favor, motion carries.
12. The Hopkinton School Board approve the Superintendent’s nomination of the Hopkinton Education Support Staff slate, 2016-2017, pending final approval of the Superintendent of Schools. **(Tabled until after nonpublic session)**
13. The Hopkinton School Board approve the Superintendent’s nomination of the Nonunion Support Staff slate, 2016-2017, pending final approval of the Superintendent of Schools. **(Tabled until after nonpublic session)**
14. The Hopkinton School Board approve the Superintendent’s nomination of the Hopkinton School District Custodial slate, 2016 – 2017, as presented. **(TABLED UNTIL NEXT MEETING)**
15. The Hopkinton School Board approve the Superintendent’s recommendation to accept Maple Street School Teacher Michael Alberici’s notice of non-return effective June 30, 2016.
A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor, motion carries. The Board expressed their regrets and thanked Mr. Alberici for his dedication and service to the district.
16. The Hopkinton School Board approve the Superintendent’s recommendation to accept Maple Street School Teacher Charlotte French’s notice of non-return effective June 30, 2016.
A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor, motion carries. The Board expressed their regrets and thanked Ms. French for her service to the district.
17. The Hopkinton School Board approve the Superintendent’s recommendation to accept Harold Martin School Instructional Assistant Renee Fowler notice of non-return effective June 30, 2016.
A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in favor, motion carries. The Board expressed their regrets and thanked Ms. Fowler for her service to the district.
18. The Hopkinton School Board accept the Superintendent’s recommendation to approve a revised contract for Hopkinton Middle School Physical Education Teacher, Dave Chase, an additional 0.2 FTE, for the 2016 – 2017 school year.
A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor, motion carries.
19. The Hopkinton School Board accept the Superintendent’s recommendation to approve a revised contract for Hopkinton High School Social Studies Teacher, Dan Meserve, a reduction of 0.2 FTE, for the 2016 – 2017 school year.
A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Chapin, Jr., all in favor, motion carries.
20. The Hopkinton School Board accept the Superintendent’s recommendation to approve an additional 0.2 FTE for Hopkinton High School Spanish Teacher, Leanne Hassett, for the 2016 – 2017 school year.
A motion was proposed by Mr. Cairns, moved by Mr. Chapin, Jr., seconded by Ms. Durant, all in

225 **favor, motion carries.**
226
227 **21.** The Hopkinton School Board approve the Superintendent’s nomination of the Hopkinton School District
228 Administration slate, 2016 – 2017, pending final approval of the Superintendent of Schools. (**Tabled**
229 **until after nonpublic session**)
230
231 **22.** The Hopkinton School Board accept the Superintendent’s recommendation to approve the request for
232 early graduation (June 2017) for a current Hopkinton High School sophomore.
233
234 **A motion was proposed by Mr. Cairns, moved by Ms. Durant, seconded by Mr. Jones, all in favor,**
235 **motion carries.**
236
237 **23. Nonpublic Session**
238 Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)
239
240 Personnel
241 Student Matter
242
243 At 6:23pm, Mr. Durant moved, seconded by Mr. Chapin, Jr., that the Board enter into nonpublic session
244 in accordance with RSA91-A: 3, II (a), (b), and (c) for the discussion of personnel and a student issue.
245 Motion passed on a roll call vote: Ms. Durant (yes), Mr. Jones (yes), Mr. Chapin, Jr., (yes), Mr. Cairns,
246 (yes), all in favor.
247
248 RETURN TO PUBLIC SESSION
249
250 **24. Adjournment**
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252 At 7:05pm, Ms. Durant moved, seconded by Mr. Jones, to adjourn the meeting, motion passed, all in
253 favor, not opposed.
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255 Respectfully submitted,
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257 Brenda Vincent
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Maple Street School, Hopkinton, NH
Nonpublic Minutes
May 17, 2016

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

Personnel
Student Matter

During the nonpublic session the Board discussed personnel and a student issue.

The Board came out of nonpublic session at 7:00pm.

Actions in Public Session

1. The Hopkinton School Board approve the Superintendent's nomination of the Hopkinton Education Support Staff slate, 2016-2017, pending final approval of the Superintendent of Schools.

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

2. The Hopkinton School Board approve the Superintendent's nomination of the Nonunion Support Staff slate, 2016-2017, pending final approval of the Superintendent of Schools.

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

3. The Hopkinton School Board approve the Superintendent's nomination of the Hopkinton School District Administration slate, 2016 - 2017, pending final approval of the Superintendent of Schools.

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

Respectfully submitted,

Brenda Vincent