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

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5 **ADOPTED MINUTES**

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

9  
10 **Tuesday, March 21, 2017 - 5:30pm**  
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14 **IN ATTENDANCE:**

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16 ***School Board:*** Ms. Liz Durant, Mr. Matt Cairns, Mr. Dave Luneau, Mr. William Chapin, Jr., Mr. Matt  
17 Belanger, Board Members

18  
19 ***Administration:*** Mr. Steven Chamberlin, Superintendent of Schools; Ms. Michelle Clark, Business  
20 Administrator.

21  
22 **PUBLIC SESSION**

23  
24 **1. Call to Order/Pledge of Allegiance**

25 Superintendent Chamberlin called the meeting to order at 5:30pm and led the Pledge of Allegiance. A  
26 moment of silence was observed for long-term employee Gordon Hedderig. Superintendent Chamberlin  
27 stated that it was his pleasure to open the board meeting this evening. He asked for a nomination for  
28 Board Chair.

29  
30 **2. Election of Board Officers**

31  
32 ***School Board Chairman***

33 Mr. Luneau nominated Ms. Durant for School Board Chair, seconded by Mr. Chapin, Jr., all in favor,  
34 motion carries.

35  
36 ***School Board Vice-Chairman***

37 Ms. Durant nominated Mr. Luneau for School Board Vice Chair, seconded by Mr. Chapin, Jr., all in  
38 favor, motion carries.

39  
40 **3. Additions/Deletions from Agenda by Superintendent**

41 Superintendent Chamberlin stated there is a revised agenda this evening. Added to the agenda is a  
42 discussion regarding middle school girl's lacrosse, an action item for signers of the manifest, a correction  
43 to the FTE for a new instructional assistant, and a nomination for a custodian.

44  
45 **4. Correspondence**

46 Correspondence was shared with the Board from NHSBA – New Board Member Orientation, a program  
47 of sports awards for HMHS, and a thank you note from the Slusser Center for hosting the March 8 senior  
48 luncheon.

49  
50 **5. Approval of Minutes**

51 Motion to approve the minutes of the regular school board meeting held on March 7, 2017 was moved by Mr.  
52 Luneau, and seconded by Mr. Chapin, Jr., all in favor, minutes carried as presented.

53  
54 **6. Public Comment (1)**

55 Ms. Bryant and her daughter appeared before the Board regarding the possibility of adding middle  
56 school girl's lacrosse (spring 2019). She stated that she would like to see equal opportunity for girls,  
57 same as boys. A survey was taken and 28 students are interested in the possibility of a girl's lacrosse at  
58 the middle school level. Discussion followed that it may be possible to have some 7<sup>th</sup>/8<sup>th</sup> graders  
59 participate on the JV team.

60  
61 Superintendent Chamberlin stated that only one school offers middle school lacrosse at a division 3 or 4  
62 level. (The Derryfield School)

63  
64 Ms. Durant stated that more information will need to be researched and be presented for the next budget  
65 year (FY 19).

## 66 67 **7. Comments from the Hopkinton School Board**

68  
69 Mr. Cairns begged that middle school sports be presented as a topic for *In Focus*.

70  
71 Mr. Belanger stated he was excited to join the School Board.

72  
73 Mr. Chapin stated that he enjoyed serving lunch at the Slusser Senior Center and conversing with the  
74 community. He also shared that he is grateful for the time Mr. Girzone has spent teaching at Harold  
75 Martin School. Although he is happy that Mr. Girzone and his family have a great opportunity in Maine  
76 it will be a great loss for the school community.

77  
78 Mr. Luneau thanked Liz Durant for taking on the School Board Chair position. He also thanked all the  
79 Board members for the time and effort to prepare for the Annual School Board Meeting and the last-  
80 minute change in venue. All went well and he appreciated the effort of all staff members that helped  
81 with making sure everything was set up and ready. He also expressed his sympathy to the Hedderig  
82 family.

83  
84 Ms. Durant thanked everyone for the last-minute changes due to the repairs of the gymnasium floor. She  
85 also stated that Candidate's Night at the Hopkinton Town Library had a great turn-out. She said it was a  
86 great evening with the community and candidates running for positions on the Select Board, Budget  
87 Committee, and School Board.

## 88 89 **8. Presentations and Staff Reports**

90  
91 An update – Implementation of the FY 17 Budget

92  
93 Superintendent Chamberlin stated that there is significant pressure on the implementation of the FY 17  
94 budget. A recommendation to freeze expenditures, to only approve expenditures critical to program  
95 implementation, will be presented during the financial portion of the meeting.

96 Reasons for the pressure on the current year's budget:

- 97 • FY 17 was approved as an essentially flat budget.
- 98 • A number of personnel changes were adopted off budget due to increased enrollment.
- 99 • We had discussions about 6th grade, world language, and kindergarten.
- 100 • Unforeseen needs of complex students (students in district and new to the district at the time of  
101 budget development).
- 102 • A significant number of staff changes in health insurance (current staff changing from the buyout to  
103 participation and/or new staff participating in the plan).
- 104 • An increase in the number of staff needing long term leaves.
- 105 • Facility needs (paving, other significant repairs).

106  
107 Additional strategies to meet the obligated unreserved fund balance may include withdrawals from the  
108 Maintenance Trust Fund, the Educating the Educationally Disabled Children Trust Fund, and increasing

109 the amount withdrawn from the Tax Rate Stabilization Fund.

110  
111 **9. Items for Board Discussion**

112  
113 *a. School Board Business*

114 *i. Determination of Signers of the Manifest and Back-up (Action Item)*

115 *ii. Determination of Committee Assignments*

116 *iii. Update - School Board Meeting/Topic/Event/Staff Nomination Timeline*

117  
118 Superintendent Chamberlin asked for two members of the Board to be designated signers for the  
119 manifests, with all members serving as back-up. Liz Durant and Dave Luneau volunteered.

120  
121 Committee Assignments were tabled until the next Board meeting.

122  
123 The School Board timeline was shared with the Board. Superintendent Chamberlin will email the  
124 timeline to the Board. Superintendent Chamberlin stated that for the next five meetings he would like  
125 to have members from each facility subcommittee present their finding before the Board.

126  
127 *b. Annual School District Meeting – Debrief*

128  
129 Superintendent Chamberlin shared that although the auditorium worked for the Annual District  
130 Meeting, the gymnasium seems to be a better location (space, access). An alternate method for the  
131 development of the warrant is under consideration.

132  
133 Positive feedback was received from faculty and community members (support materials, the  
134 presentations, and answers to questions.) One community member suggested integrating graphics to  
135 “freshen up” the presentation.

136 *c. School Calendar*

137 *i. 2016 - 2017*

138 *ii. 2017- 2018*

139  
140 Superintendent Chamberlin shared with the Board the impact of the 5th snow day. There are options to  
141 meet the required hours of instruction.

- 142 • Extend the school day (15 minutes/day, 30 minutes/day): This option keeps faculty and staff  
143 whole.
- 144 • Ask support staff to attend the additional professional learning day currently in the calendar,  
145 ask teachers to participate in an additional independent professional development day over the  
146 summer.
- 147 • Eliminate the day (the district would still meet the state hour requirement).

148  
149 2017 – 2018 Calendar:

150 Since the proposed HEA Collective Bargaining Agreement was approved, the placement of the  
151 additional professional learning day will need to take place. The adopted calendar will need to be  
152 revised.

153  
154 *d. Update on Long Term Projects*

155 *i. HSD Facility Project*

156  
157 Superintendent Chamberlin shared a tentative plan for activities leading to the adoption of the  
158 scope of the facility project on June 20.

159  
160 April 4 – Education Specifications

161 April 18 – Access Special Services, Safety and Security

162 May 2 – Financing/Energy/ Efficiency

163 May 16 – A presentation of the final report of the Facility Steering Committee  
164 June 6 – Discussion  
165 June 20 – Discussion / Action Item  
166

167 e. Middle School Girls’ Lacrosse  
168 Discussion took place at the beginning of the meeting following public comment. Superintendent  
169 Chamberlin stated that this topic will follow with a public meeting *In Focus* later in the year.  
170

171 f. Personnel (*Action Items*)  
172 i. HMS Instructional Assistant Nomination – Jennifer Thé  
173 ii. MSS Instructional Assistant Nomination – Lori Joubert  
174 iii. Notice of Non-Return: HMS Physical Education Teacher, Reading Teacher  
175 (Ed Girzone and Sally Turcotte)  
176 iv. Resignation: HMHS Technology Support Specialist – Matt Heyner  
177 v. Spring Sport Coaches Nominations Continued  
178 vi. Part-time Custodian HMS - Karen Case  
179

180 g. Financials  
181 i. February 2017 Monthly Report  
182 ii. MS-22  
183 iii. The Awarding of the HSD Performance Contract Vendor (*Action Item*)  
184

185 Ms. Clark reviewed the February 2017 financial report with the Board and shared her concerns  
186 that the unreserved fund balance may not be met. It is the recommendation that a budget freeze  
187 be implemented for the remainder of the school year. Expenditures would need the Business  
188 Administrator and Superintendents approval.  
189

190 The MS-22 for FY 18 was shared with the Board (Annual Meeting approved budget). The final  
191 amount as stated at the meeting is for \$19,508,050 and is reflected on the MS-22.  
192

193 Superintendent Chamberlin stated that interviews with the two finalist for the Performance  
194 Contract bid have been completed. It is the recommendation to offer the contract to Seimens.  
195 This selection only obligates the district to the vendor for the completion of a substantive energy  
196 audit. Once the audit is complete a combination of administration, board members, and facility  
197 committee vendors will work together to develop a project recommendation to present to the full  
198 board.  
199

200 h. Overnight Trip Requests (*Action Items*)  
201 i. Robotics  
202 ii. NHIAA Leadership Conference  
203

## 204 **10. Public Comment (2)**

## 205 **11. Materials Provided**

206 Draft Minutes  
207 School Board Meeting/Topic/Event/Staff Nomination Timeline  
208 New Hire Packets (3)  
209 Schedule b Nomination Slate Updated  
210 Financial Report/Memorandum  
211 MS-22  
212 Overnight Trip Forms (2)  
213 Middle School Girls Lacrosse Memorandum  
214  
215

## 216 **12. Important Dates**

217 March 23 - HSD Wellness Advisory Committee, Beech Hill School, Hopkinton PTA Sponsored, *Screenagers*

- 218 April 4 - School Board Meeting
- 219 April 18 - School Board Meeting
- 220 May 2 - HMS Appreciation Breakfast
- 221 May 4 - MSS Appreciation Breakfast
- 222 May 5 - HMHS Appreciation Breakfast
- 223 May 30 - All District Staff Meeting
- 224 June 15 - School Board Sponsored Senior Class Picnic
- 225 June 16 - Graduation

226  
227 **ACTION ITEMS**

228  
229 13. The Hopkinton School Board appoints \_\_\_\_\_ to serve as the representative to the Hopkinton  
230 Budget Committee. **ACTION TABLED**

231  
232 14. The Hopkinton School Board appoints Ms. Liz Durant and Mr. Dave Luneau as signers of the manifest,  
233 with the remaining School Board members serving in reserve.

234  
235 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
236 **favor, motion carries.**

237  
238 15. The Hopkinton School Board approve the Superintendent's nomination of Lori Joubert, Instructional  
239 Assistant, Maple Street School (1.0 FTE), for a time period determined by the Superintendent of  
240 Schools/pending final approval of the Superintendent of Schools.

241  
242 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
243 **favor, motion carries.**

244  
245 16. The Hopkinton School approve the Superintendent's nomination of Jennifer Thé, Instructional Assistant,  
246 Harold Martin School (0.48FTE), pending final approval of the Superintendent of Schools.

247  
248 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
249 **favor, motion carries.**

250  
251 17. The Hopkinton School Board approve the Superintendent's recommendation to accept Harold Martin  
252 School Physical Education Teacher, Ed Girzone's notice of non-return, with sincere regrets.

253  
254 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
255 **favor, motion carries.**

256  
257 18. The Hopkinton School Board approve the Superintendent's recommendation to accept Harold Martin  
258 School, Reading Teacher, Sally Turcotte's notice of retirement, with regrets.

259  
260 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
261 **favor, motion carries.**

262  
263 19. The Hopkinton School Board approve the Superintendent's recommendation to accept Hopkinton School  
264 District Technology Support Specialist, Matt Heyner's resignation effective March 29, 2017.

265  
266 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
267 **favor, motion carries.**

268  
269 20. The Hopkinton School Board approve the Superintendent's nominations to the spring sport nomination  
270 slate (revised), as amended, as presented.

271

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

- 274  
275 21. The Hopkinton School Board approve the Superintendent's nomination of Karen Case, as the part-time  
276 custodian (0.50FTE), pending final approval of the Superintendent of Schools.

277  
278 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
279 **favor, motion carries.**

- 280  
281 22. The Hopkinton School Board accept the Superintendent's recommendation to award the Hopkinton  
282 School District Performance Contract to Siemens.

283  
284 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
285 **favor, motion carries, Mr. Luneau (yes), Mr. Chapin, Jr. (yes), Ms. Durant (yes), Mr. Belanger**  
286 **(yes), Mr. Cairns, (abstained).**

- 287  
288 23. The Hopkinton School Board accept the Superintendent's recommendation to confirm approval of the  
289 Hopkinton High School First Robotics team overnight trip to Bridgewater, MA in support of the  
290 Robotics competition, March 10 –12, 2017.

291  
292 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
293 **favor, motion carries.**

- 294  
295 24. The Hopkinton School Board accept the Superintendent's recommendation to confirm approval of the  
296 Hopkinton High School Student Athlete Leadership overnight trip to Concord, NH, March 16 –17, 2017.

297  
298 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr., all in**  
299 **favor, motion carries.**

- 300  
301 25. **Nonpublic Session**  
302 Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (a), (b), and (c)

303  
304 Personnel  
305 Student Matter  
306 Negotiations

307  
308 At 7:24pm, a motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Chapin, Jr.,  
309 that the Board enter into nonpublic session in accordance with RSA 91-A: 3, II (a), (b), and (c) for the  
310 discussion of personnel, a student matter, and negotiations. Motion passed on a roll call vote: Mr.  
311 Chapin, Jr., (yes), Mr. Belanger (yes), Mr. Cairns (yes), Mr. Luneau (yes), Ms. Durant (yes), all in favor.

312  
313 RETURN TO PUBLIC SESSION

- 314  
315 26. **Adjournment**

316  
317 At 8:05pm, Mr. Luneau moved, seconded by Mr. Cairns, to adjourn the meeting, motion passed, all in  
318 favor, not opposed.

319  
320 Respectfully submitted,

321  
322 Brenda Vincent

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**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)
- Matt Belanger, [mbelanger@sau66.org](mailto:mbelanger@sau66.org)

**Administration**

- Steve Chamberlin, Superintendent, 746-5186, [schamberlin@hopkintonschools.org](mailto:schamberlin@hopkintonschools.org)
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- Amy Doyle, Asst. Principal, Harold Martin & Maple Street Schools, 746-3473/746-4195, [adoyle@hopkintonschools.org](mailto:adoyle@hopkintonschools.org)
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- 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**  
**March 21, 2017**

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

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

- Personnel
- Student Matter
- Negotiations

During the nonpublic session the Board discussed personnel, a student matter, and negotiations.

The Board came out of nonpublic session at 8:04pm.

Respectfully submitted,

Brenda Vincent