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Hopkinton School Board
Hopkinton, New Hampshire
Adopted Minutes
School Board Meeting
Maple Street School – Room 1
Tuesday, May 2, 2017 - 5:30pm

IN ATTENDANCE:

School Board: Ms. Liz Durant, Chair; Mr. Dave Luneau, Vice Chair; Mr. Matt Belanger, Ms. Aviva Nestler, Mr. Matt Cairns, Board Members

Administration: Mr. Steven Chamberlin, Superintendent of Schools; Ms. Michelle Clark, Business Administrator; Mr. William Carozza, HMS/MSS Principal; Mrs. Amy Doyle, HMS/MSS Assistant Principal; Mrs. Meghan Bamford, Director of Student Services

PUBLIC SESSION

1. Call to Order/Pledge of Allegiance

Ms. Durant called the meeting to order at 5:31pm and Ms. Nestler led the Pledge of Allegiance.

2. Additions/Deletions from Agenda by Superintendent - None

3. Correspondence

Superintendent Chamberlin reported that Mary Cowan of Cowan & Zellers extended her congratulations to Hopkinton High School for receiving 2nd top high school in New Hampshire. He also shared that he has received a number of email and phone calls regarding the Dragonfly Gun Range (Warner) and the proximity to the high school from parents and community members.

4. Approval of Minutes

Motion to approve the minutes of the regular school board meeting held on April 18, 2017, was moved by Mr. Cairns and seconded by Ms. Nestler, all in favor, minutes carried as presented.

5. Public Comment (1) – None

6. Comments from the Hopkinton School Board

Mr. Cairns reported that the Concord Monitor had an article in today's paper regarding Mr. Chapin's resignation from the Board. Mr. Cairns thanked Mr. Chapin for his service and appreciated the time he spent on the Board.

Mr. Luneau congratulated the high school for receiving the 2nd place, of the top 10 high schools in New Hampshire as reported in the 2017 US News Best High Schools report. Although it is nice to receive this award it is more gratifying when new community members state that the schools are why they moved to Hopkinton. Mr. Luneau also stated that today UNH celebrates their 150th Anniversary with events on campus and in Concord. Mr. Luneau had a chance to judge student capstone projects, and it is high-quality work.

55
56 Ms. Durant also commented on the US News ranking and stated that not a day goes by that the
57 Board members feels that there work is not done. Ms. Durant reported that today was National
58 Decision Day – for college acceptance. She congratulated all students and parents, a decision
59 not taken lightly.
60

61 **7. Presentations and Staff Reports**

- 62
- 63 • Facility Project: A Discussion
- 64 ○ Student Services & Access Subcommittee Chair (Eric Schleppehorst)
- 65 ○ Finance, Energy & Efficiency Chair (Jeff Donohoe)
- 66

67 *Student Services & Access – Eric Schleppehorst*

68 Mr. Schleppehorst reported on the subcommittee’s findings for all three schools:
69

70 Harold Martin School

- 71 • Wheelchair lift – requires staff operation, limited space at landing, needs to be
- 72 upgraded
- 73 • Elevator – long trip from north end of building
- 74 • Restrooms – need to ensure that in all are ADA compliance
- 75 • Special Education restroom- inadequate space for a student that has a motorized
- 76 wheelchair
- 77 • Audio enhancement system – portable systems available now, install school wide
- 78 • Special education classroom and reading room- inadequate space for a motorized
- 79 classroom
- 80 • Nurse’s Office – Inadequate space and privacy

81 Maple Street School

- 82 • Wheelchair lift – needs to be upgraded
- 83 • Restrooms - need to ensure that all are in ADA compliance
- 84 • Audio enhancement system – portable systems available now, install school wide
- 85 • Nurse’s Office –privacy concerns

86 Hopkinton Middle High School

- 87 • Elevator – difficult to locate, opens into a classroom, need to redesign access and
- 88 locate in new administrative entrance
- 89 • Restrooms – need to ensure that in all are ADA compliance
- 90 • Audio enhancement system – portable systems available now, install school wide
- 91 • ADL room used for instruction as well as OT/PT services, inadequate space
- 92 • Classroom 1 & 2 special education services, inadequate space
- 93 • Remedial reading classroom located on 5th floor in middle school, high school
- 94 students are required to go to middle school for services
- 95 • Nurse’s Office –privacy concerns
- 96

97 *Finance, Energy & Efficiency Chair - Jeff Donohoe*

98 Mr. Donohoe reported that the subcommittee toured all three schools and met with representatives of
99 The Jordan Institute. The Jordan Institute provided input on energy efficiency issues, the building
100 envelope concerns are a top priority – energy improvements will not help if it all goes out the
101 windows. The committee toured Merrimack Valley School District, currently using a wood-fired
102 heating system and the Hooksett School District.
103

104 Mr. Donohoe discussed the evaluation of potential new debt supported by existing debt service. He
105 reported that it would be unrealistic to renovate the existing buildings for 4.5 million.

106
107 Superintendent Chamberlin stated that Siemens will be presenting an energy savings report in June
108 which may offer some alternatives to funding the projects through the bond.
109

- 110 • In Focus: Special Education

111
112 Superintendent Chamberlin stated that during the budget process the following
113 questions/concerns were shared with the Board. The Board asked that the topic - In
114 Focus segment on Special Education be scheduled this spring.
115

116 Mrs. Bamford shared a PowerPoint presentation with the Board and members of the
117 audience. The presentation is available on the SAU website home page as well as
118 under the May 2 Board Meeting section. In addition, she created a “PADLET” with
119 student services resources is available on the Student Services webpage on the
120 District site.
121

122 9. Items for Board Discussion

123 a. School Board Business:

124 i. School Board Committees/Work Group Assignments (*Action Item*)

125 Representative to Budget Committee – Matt Cairns and Matt Belanger

126 Representative to the Professional Learning Committee – Liz Durant

127 Policy Development Work Group – Matt Cairns, Aviva Nestler, Liz Durant

128 Negotiations Committee – Matt Cairns, Aviva Nestler

129 Facility Steering Committee – Dave Luneau

130 Representative to the HEA Sick Bank – Liz Durant
131
132

133 ii. Revised School Board Meeting/Topic/Event Schedule

134 May 16 – Mr. Ted Comstock, New Hampshire School Boards Association will be
135 presenting the School Board with the 2017 New Hampshire School Board of
136 Excellence Award. The formal award will be presented at the EDies award
137 ceremony on June 10th in Manchester.
138

139 b. Dragonfly Gun Ranges LLC – Warner NH: An update

140 Superintendent Chamberlin spoke with School District Attorney Barry regarding the
141 proposed gun range in Warner. Attorney Barry reported that the gun range is in another
142 town and the School Board is a separate entity with no jurisdiction. Individual school
143 board members can attend these meetings as Hopkinton community members.
144

145 Mr. Luneau reported that the Select Board will be writing a letter on behalf of the town.

146 Mr. Traum suggested that the School Board submit a letter to the Select Board of concerns
147 that have been received from parents.
148

149 c. Update on Long Term Projects

150 i. Evaluation Process

151 Superintendent Chamberlin reported that Mr. John Miner has led the teacher
152 evaluation process work ...our teacher evaluation process fell behind Best Practices.

153 Piloting of Guiding Principles:

154 - Focus on teaching - not on teacher, but on the skills

155 - An increase on unannounced walkthroughs - research shows you need ten
156 visits to get a good understanding of one’s pedagogical skills

157 - Increased reflection ...each year reflect on your teaching

- 158 - Collaboration with administrators - to determine what domain to focus on -
- 159 support will be targeted
- 160 - Five domains: Classroom environment, preparation and planning, instruction,
- 161 assessment, communication and professional responsibilities
- 162 - Revised walkthrough forms based on each domain
- 163 - Staffing is an issue - some districts with more administrative support than we
- 164 have taken this off the plate of principals.... time is an issue with writing
- 165 evaluations

166

167 *ii.* 2017 – 2018 Enrollment

168 Current HSD enrollment is 938 students (929 on October 1st)

169 57 students are registered for kindergarten this fall

170

171 *d.* Personnel (*Action Items*)

172 *i.* Request for Leave of Absence - HMHS Art Teacher (Ms. Ezen)

173 *ii.* Revised Contract 2016 – 2017 - Pre-School Teacher (Ms. Vibert)

174 *iii.* Update: Staffing 2017 – 2018

175 Superintendent Chamberlin stated that about 70% of the teaching contracts have been

176 signed and returned. As of today, there has only been one request for an extension.

177 Positions that are open have been posted.

178

179 **10. Public Comment (2)**

180 Mr. Richard Houston inquired about the rising cost of special education, are we attracting more

181 families that need services because Hopkinton has good schools. These questions come up

182 every year to the budget committee. Ms. Durant stated the Board will try to provide better

183 information during the budget season. Mr. Luneau stated that Mr. Houston and community

184 members should share their concerns and questions at the budget meetings. The Board tries

185 very hard to be clear and transparent as instructional assistants are added during the school year

186 for increasing student needs.

187

188 A community member inquired if concerns should be forwarded to the School Board in regards

189 to the gun range. Ms. Durant stated that the School Board is not taking a position on the gun

190 range proposal the Hopkinton Select Board will be addressing this. The School Board will share

191 with the Select Board concerns and factual information that they have received from parents.

192

193 **11. Materials Provided**

194 Draft Minutes

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

196 Committee/Workgroup Memorandum

197

198 **12. Important Dates**

199 May 2 - HMS Appreciation Breakfast

200 May 4 - MSS Appreciation Breakfast

201 May 5 - HMHS Appreciation Breakfast

202 May 30 - All District Staff Meeting

203 June 15 - School Board Sponsored Senior Class Picnic

204 June 16 - Graduation

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206 **ACTION ITEMS**

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208 **13.** The Hopkinton School Board approve Mr. Cairns as the School Board Representative to the

209 Hopkinton Budget Committee, with Mr. Belanger to assist for the 2017/18 school year.

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

14. The Hopkinton School Board approve the Superintendent’s recommendation to grant Hopkinton Middle High School Teacher Meaghan Ezen’s request for a leave absence, August 2017 – January 2018.

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

15. The Hopkinton School Board approve the Superintendent’s recommendation to approve a revised contract (an increase of 0.1 FTE) for Harold Martin Pre-School Teacher Heidi Vibert, for the 2016 – 2017 school year (retroactive to the beginning of the school year).

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

16. Nonpublic Session

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

- Personnel
- Student Issue
- Negotiations

At 7:25pm, a motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Cairns, that the Board enter into nonpublic session in accordance with RSA 91-A: 3, II (a), (b), and (c) for the discussion of personnel, a student matter, and negotiations. Motion passed on a roll call vote: Mr. Belanger (yes), Mr. Cairns (yes), Mr. Luneau (yes), Ms. Nestler (yes), Ms. Durant (yes), all in favor.

RETURN TO PUBLIC SESSION

17. Adjournment

At 7:50pm, Mr. Luneau moved, seconded by Mr. Cairns, to adjourn the meeting, motion passed, all in favor, not opposed.

Respectfully submitted,

Brenda Vincent

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Maple Street School, Hopkinton, NH
Nonpublic Minutes
May 2, 2017

In Attendance: Ms. Liz Durant, Chair; Mr. Dave Luneau, Vice Chair, Mr. Matt Belanger, Mr. Matt Cairns, Ms. Aviva Nestler, 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 7:49pm.

Respectfully submitted,

Brenda Vincent