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**Hopkinton School Board**  
**Hopkinton, New Hampshire**  
**ADOPTED MINUTES**  
**School Board Meeting**  
**Maple Street School – Room 1**  
**Tuesday, June 6, 2017 - 5:00pm**

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**IN ATTENDANCE:**

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

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

**PUBLIC SESSION**

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

Ms. Durant called the meeting to order at 5:00pm and led the Pledge of Allegiance.

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

Superintendent Chamberlin shared that the yearbook presentation has been tabled. Added to the agenda is the acceptance of a resignation from Ms. Schlaack.

**3. Correspondence - None**

**4. Approval of Minutes**

Motion to approve the minutes of the regular school board meeting held on May 16, 2017, was moved by Mr. Luneau and seconded by Ms. Nestler, all in favor, minutes carried as presented.

**5. Public Comment (1)**

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

Ms. Nestler shared that the staff award event was a wonderful ending for years of service and staff retiring.

Ms. Durant stated that you enjoyed the academic awards/scholarship event.

**7. Presentations and Staff Reports**

*a.* The Hopkinton High School 2016 – 2017 Yearbook – **Tabled**

*b.* Administrator Reports

- i.* Elementary Schools
- ii.* Secondary Schools
- iii.* Student Services
- iv.* Technology
- v.* Superintendent

56 Reports from Mr. Carozza, Ms. Bamford, Mr. Stone, and Superintendent Chamberlin were shared with  
57 the Board. The reports are available online.  
58

## 59 **8. Items for Board Discussion**

### 60 *a. School Board Business:*

- 61 *i. Revised School Board Meeting/Topic/Event Schedule*
- 62 *ii. Summer Schedule*
- 63 *iii. Establishment of the Bonnie Wilson Support Staff Recognition Award (Action Item)*

64 Superintendent Chamberlin asked if the summer meetings could take place early  
65 mornings as needed for board business. All were in agreement.  
66

67 Superintendent asked the Board to formerly establish the Bonnie Wilson Support  
68 Staff Recognition Award in recognition of Mrs. Wilson's care to the students and staff of  
69 Hopkinton.  
70  
71

### 72 *b. Update: Long Term Projects*

- 73 *i. Facility Project*
- 74 *ii. Enrollment*

75 Facility Project: Superintendent Chamberlin reported that Mr. Burgess will be presenting a draft of  
76 the report to the Facility Steering Committee on Wednesday. After additional edits, the report will  
77 be provided to the School Board. In addition, Superintendent Chamberlin, Ms. Clark, and Mr.  
78 Barnard met with Siemens to receive an update on the Facility Study. Rough savings have been  
79 determined. A list of deferred maintenance projects, including priorities for remediation are being  
80 finalized.  
81

82 Enrollment: At the time of this report 61 students have registered for kindergarten. Fifty-nine  
83 students are members of the senior class. District wide enrollment is expected to increase next year.  
84

### 85 *c. Preschool Program for 2017-2018 (Action Item)*

- 86 *i. Configuration*
- 87 *ii. Rate Setting*

88 Superintendent Chamberlin reported that preschool was shortened to accommodate the afternoon  
89 session this school year to 2 hours and 45 minutes. After a review of the effectiveness, the  
90 recommendation is to increase preschool by 45 minutes. This expansion would allow for additional  
91 instruction for all students, specifically, the highly variable students. A number students will need  
92 additional services beyond the school day. These services will be delivered by related service  
93 providers. A separate, self-funded, afternoon preschool program will be offered for students not  
94 identified. A minimum of ten students will be required to run the afternoon program. The personnel  
95 necessary to run this program are a 0.1 FTE teacher and a 3 hour/day instructional assistant.  
96

97 Rate Setting: Current rates are set at \$160/month for a two day a week program, \$210/month for a  
98 three day a week program. The recommendation is to set the expanded day rate at \$180/month for a  
99 two day/week program, \$240/month for a three day a week program.  
100

### 101 *d. 2017-2018 Revised School Calendar (Action Item)*

102 Superintendent Chamberlin stated that adding a professional learning day to the calendar was  
103 necessary to accommodate the new HEA CBA. While determining the placement of the additional  
104 day on the approved calendar (December 2016), a missing day was discovered. Two days need to  
105 be added.  
106  
107  
108  
109  
110

111 September 11 - Adding a day early in the school year provides the opportunity for Responsive  
112 Classroom training at the elementary schools. This timeline support grant funding for this training.  
113

114 December 22 - This day was under significant discussion during the approval process. This day  
115 would be allocated for curriculum discussion/revision/planning.  
116

117 The adoption of the revised calendar is an action item  
118

119 e. Stipend (Schedule b) Setting Process – Drama  
120

121 The stipend setting process is regulated by the HEA CBA - a schedule b committee  
122 analyzes/determines activities and the pay rate. Administrators and teachers make up the  
123 committee. The committee will meet next week to review the point system and discuss the drama  
124 stipend.  
125

126 The music/drama related Schedule b positions were reviewed and revised for the 2016 - 2017  
127 school year. The following positions were created: musical - music director, musical - acting  
128 director, instrumental director, theatre - play director, and musical choreographer.  
129

130 f. Update – Hopkinton Public Schools Foundation  
131

132 Mr. Madden and Ms. Burgess have worked with a lawyer from Sulloway and Hollis to move this  
133 forward. Mr. Chapin has been asked to join the foundation board. They are very close to having all  
134 the paperwork completed.  
135

136 g. Personnel

- 137 i. HMS Health/Wellness Teacher 2017-2018 Nomination (*Action Item*) – Stephen Sherman
- 138 ii. HMS Preschool Teacher/Coordinator 2017-2018 Nomination (*Action Item*) – Kenda  
139 Beckwith
- 140 iii. HMS Teacher – Notice of Non-Return – Sarah Schlaack
- 141 iv. Update: 2017-2018 Staffing
- 142 v. Superintendent Evaluation  
143

144 Superintendent Chamberlin stated that his self-evaluation was provided to the board. If  
145 more information is required please let him know.  
146

147 h. International Trip – Preliminary Approval – HHS Trip to France, March 14-31, 2018 (*Action Item*)  
148

149 **9. Public Comment (2)**  
150

151 **10. Materials Provided**

152 Draft Minutes  
153 Administrator Reports  
154 Updated School Board Meeting/Topic/Event/Staff Nomination Timeline  
155 Revised 2017 - 2018 School Calendar  
156 Schedule b evaluation tool  
157 International Trip Request  
158 New Hire Packet (2)  
159

160 **11. Important Dates**

161 June 15 - School Board Sponsored Senior Class Picnic  
162 June 16 - Graduation  
163

164 **ACTION ITEMS**  
165

166 12. The Hopkinton School Board accept the Superintendent's recommendation to establish the Bonnie  
167 Wilson Support Staff Recognition Award and provide a one-time honorarium in support of this award.  
168

169 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, all in**  
170 **favor, motion carries.**  
171

172 13. The Hopkinton School Board accept the Superintendent's recommendation to approve the 2017/2018  
173 Preschool Tuition rate at \$180/month (2 days/week) and \$240/month (3 days/week).  
174

175 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, all in**  
176 **favor, motion carries.**  
177

178 14. The Hopkinton School Board accept the Superintendent's recommendation to approve the Hopkinton  
179 School District Revised 2017 - 2018 School Calendar, as presented.  
180

181 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, all in**  
182 **favor, motion carries.**  
183

184 15. The Hopkinton School Board approve the Superintendent's nomination of Stephen Sherman, Harold  
185 Martin School Health/Wellness Teacher, for the 2017-2018 school year, pending final approval of the  
186 Superintendent of Schools.  
187

188 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, all in**  
189 **favor, motion carries.**  
190

191 16. The Hopkinton School Board approve the Superintendent's nomination of Kenda Beckwith, Harold  
192 Martin School Preschool Teacher/Preschool Coordinator, for the 2017-2018 school year, pending final  
193 approval of the Superintendent of Schools.  
194

195 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, all in**  
196 **favor, motion carries.**  
197

198 17. The Hopkinton School Board accept the Superintendent's recommendation to approve (preliminary)  
199 Hopkinton High School International Overnight Trip to France, March 14-March 31, 2018.  
200

201 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, all in**  
202 **favor, motion carries.**  
203

204 17a. The Hopkinton School Board approve the Superintendent's recommendation to accept Harold Martin  
205 School Teacher, Sarah Schlaack's, notice of non-return, effective June 30, 2017.  
206

207 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, all in**  
208 **favor, motion carries.**  
209

## 210 18. Nonpublic Session

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

212  
213 Personnel

214  
215 At 6:17pm, a motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, that  
216 the Board enter into nonpublic session in accordance with RSA 91-A: 3, II (a), (b), and (c) for the  
217 discussion of personnel. Motion passed on a roll call vote: Mr. Belanger (yes), Mr. Luneau (yes), Ms.  
218 Nestler (yes), Ms. Durant (yes), all in favor.  
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220 RETURN TO PUBLIC SESSION

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**19. Adjournment**

At 6:31 pm, Mr. Luneau moved, seconded by Ms. Nestler, to adjourn the meeting, motion passed, all in favor, not opposed.

Respectfully submitted,

Brenda Vincent

**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**

- Liz Durant, Chair, [ldurant@sau66.org](mailto:ldurant@sau66.org)
- David Luneau, Vice Chair, [dluneau@sau66.org](mailto:dluneau@sau66.org)
- Matt Cairns, [mcairms@sau66.org](mailto:mcairms@sau66.org)
- Matt Belanger, [mbelanger@sau66.org](mailto:mbelanger@sau66.org)
- Aviva Nestler, [anestler@sau66.org](mailto:anestler@sau66.org)

**Administration**

- Steve Chamberlin, Superintendent, 746-5186, [schamberlin@hopkintonschools.org](mailto:schamberlin@hopkintonschools.org)
- Michelle Clark, Business Administrator, 746-5186 [mclark@hopkintonschools.org](mailto:mclark@hopkintonschools.org)
- Meghan Bamford, Director of Student Services, 746-5186, [mbamford@hopkintonschools.org](mailto:mbamford@hopkintonschools.org)
- Matt Stone, Director of Technology, 746-5186, [mstone@hopkintonschools.org](mailto:mstone@hopkintonschools.org)
- Bill Carozza, Principal, Harold Martin & Maple Street Schools, 746-3473, [bcarozza@hopkintonschools.org](mailto:bcarozza@hopkintonschools.org)
- Amy Doyle, Asst. Principal, Harold Martin & Maple Street Schools, 746-3473/746-4195, [adoyle@hopkintonschools.org](mailto:adoyle@hopkintonschools.org)
- Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167, [ckelley@hopkintonschools.org](mailto:ckelley@hopkintonschools.org)
- 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**  
**June 6, 2017**

**In Attendance:** Ms. Liz Durant, Chair; Mr. Dave Luneau, Vice Chair, Mr. Matt Belanger, Mr. Matt Cairns, Ms. Aviva Nestler, and Ms. Michelle Clark, Business Administrator.

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

Personnel

During the nonpublic session the Board discussed personnel.

The Board came out of nonpublic session at 6:30pm.

Respectfully submitted,

Brenda Vincent