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**Hopkinton School Board  
Hopkinton, New Hampshire**

**ADOPTED MINUTES**

**School Board Meeting  
Maple Street School – Room 1**

**Tuesday, June 20, 2017 - 5:30pm**

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13 **IN ATTENDANCE:**

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15 ***School Board:*** Ms. Liz Durant, Chair; Mr. Matt Cairns, Mr. Matt Belanger, Ms. Aviva Nestler,  
16 Board Members

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

20  
21 **PUBLIC SESSION**

22  
23 **1. Call to Order/Pledge of Allegiance**

24 Ms. Durant called the meeting to order at 5:30pm and led the Pledge of Allegiance.

25  
26 **2. Additions/Deletions from Agenda by Superintendent** – Revised agenda presented, correction  
27 to FTE for Sarah Wicksman’s nomination.

28  
29 **3. Correspondence** – Sports Award Program distributed, letter from Senator Shaheen  
30 congratulating School Board for award, 1892 School Board Minutes to be given to Hopkinton  
31 Historical Society.

32  
33 **4. Approval of Minutes**

34 Motion to approve the minutes of the regular school board meeting held on June 6, 2017, was moved  
35 by Mr. Cairns and seconded by Ms. Nestler, all in favor, minutes carried as presented.

36  
37 **5. Public Comment (1)**

38  
39 **6. Comments from the Hopkinton School Board**

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41 Mr. Belanger congratulated the students of the Class of 2017 and stated the graduation  
42 ceremony was well done.

43  
44 Ms. Nestler also stated that it was nice to be at the graduation ceremony and said the quality of  
45 the education our students receive is great.

46  
47 Ms. Durant said that it was a special graduation. She was proud to say that she knew about 91%  
48 of the students by first name.

49  
50 **7. Presentations and Staff Reports**

51  
52 *a.* The Hopkinton High School 2016 – 2017 Yearbook

53 The Class of 2017 presentation of the yearbook was presented to the School Board.

55 b. Introduction of 2017 – 2018 Student Representatives to the School Board  
56 Elected Student Board representatives for 2017/18 will be JJ Locke and Cooper Kimball  
57 Rhimes – the students were introduced to the school board members.  
58

59 **8. Items for Board Discussion**  
60

- 61 a. School Board Business: Revised School Board Meeting/Topic/Event Schedule  
62 Superintendent Chamberlin asked for an additional board meeting on June 29 at 7:30am to  
63 finalize end-of-year items. Mr. Cairns cannot attend but is available by phone if needed.  
64
- 65 b. Facility Project: Update  
66 Superintendent Chamberlin has met with Mr. Burgess. The committee is working hard to  
67 finalize the report for the School Board. The report looks like the steering committee will  
68 state positives/concerns for each item. The committee will meet again on July 11.  
69
- 70 c. Hopkinton High School – Athletic Co – Curricular Agreement Revision  
71 Superintendent Chamberlin reported that Mr. Meserve and Mr. Kelley have initiated a  
72 discussion about including an “in the presence of” clause in the athletic co-curricular  
73 agreement. An “in the presence of” clause creates a consequence for students who are in  
74 the presence of alcohol and drugs (there is an exemption for family occasions). This matter  
75 comes to the Board now, as it seems like the lack of the clause is being used as a loophole  
76 for students to avoid consequences for using substances. Students are stating that they were  
77 at an event, but not using. The argument in favor of inserting the clause is that it provides a  
78 clear message, may provide motivation for the increase in planning substance-free events,  
79 and eliminates the loophole. The argument against inserting the clause is that students who  
80 choose not to use are good role models and at times have provided needed support for  
81 students who have abused alcohol and drugs. This topic was discussed at the recent Student  
82 Athlete Leadership Team meeting. Most felt the clause would improve the agreement,  
83 some questioned what difference it would make. Some students relayed personal stories of  
84 how their substance-free attendance helped students be safe. One said they provided safe  
85 transportation for an impaired student. No action is needed at this time, more information  
86 will be provided at a later date. Additional information regarding regional school  
87 approaches to the in the presence of clause and jurisdiction of the agreement will be sought.  
88
- 89 d. Personnel  
90 i. Summer 2017 Nominations: Hopkinton School District Extended School Year  
91 (ESY) Nomination Slate (*Action Item*)  
92 ii.  
93 Adventures in Learning Camp – extended school year for students in order to  
94 make progress on accomplishing the goals of the IEP and the program has been  
95 expanded to address social and emotional learning as well. The program will  
96 begin July 5 through early August. There are between 25-30 students that  
97 participate. More accurate participation numbers will be provided for the next  
98 meeting.  
99
- 100 iii. HMHS Restructuring Office Personnel (*Action Item*)  
101 Superintendent Chamberlin reported that during the budget process a proposal  
102 to increase the number of days for the guidance office manager was eliminated  
103 in the Superintendent’s budget. The opportunity to restructure within budget  
104 parameters has come to fruition due to Ms. Putnam’s retirement. The proposal  
105 increases the guidance office manager position to **227** days while reducing the

106 administrative assistant position to **193** days. The reduction of the days in the  
107 administrative assistant position changes the benefits that are connected to the  
108 position. In addition, extending the guidance office manager position will  
109 eliminate the need for the summer secretary. These changes are well within the  
110 17/18 budget.

111  
112 iv. Notice of Non-Return: Maple Street School Instructional Assistants (2) (*Action*  
113 *Items*) - Nick Ellis and Anne Pellisier

114  
115 v. Request for Leave of Absence (*Action Item*) – Kim Emerson

116  
117 vi. 2017 – 2018 Nominations

118  
119 i. HMHS Long Term Substitute – Art – Sue Batchelder

120 ii. HMS Special Educator – Laura Ohl

121 iii. MSS Special Educator – Sarah Wicksman

122  
123 vii. 2017 – 2018 Requests for Increase Staffing

124 Superintendent Chamberlin reported that twelve students are signed up for music  
125 theory. There may be an opportunity to offer this in the evening. The Board  
126 granted authorization to post .01 FTE Music Teacher.

127  
128 viii. Schedule b Revisions (*Action Item*)

129 An updated slate was reviewed.

130  
131 ix. Update: 2017-2018 Staffing

132  
133 Openings left to fill –

134 Elementary

135 Reading Teacher 0.6

136 First Grade Teacher

137 Support Staff

138  
139 Secondary

140 English re opened – close to filling

141 Library - close to filling

142 Admin Assistant

143 0.4 Spanish Teacher

144  
145 District Wide

146 Psychologist

147 Technology Specialist - close to filling

148  
149 x. ASBO SFO Certification

150 Superintendent Chamberlin reported Ms. Clark received her SFO certification.

151 There are only three in NH, 30 in New England. Ms. Clark reviewed the process  
152 to obtain the certification.

153  
154 xi. Superintendent Evaluation

155  
156 e. Financials

- 157 i. Hopkinton Pre School – Afternoon Program – Tuition Rate Setting (*Action Item*)  
158 The recommendation is to keep the afternoon preschool rate at \$160.00 same as  
159 last year. (*2 day/week program*)  
160 ii. May 2017 Financial Report was presented.  
161 iii. FY 17 Budget – Unreserved Fund Balance, Building Maintenance Trust  
162 Withdrawal, Special Education Trust Withdrawal, Tax Rate Stabilization Funds  
163

Ms. Clark reported that the unreserved fund balance is looking better and that we should be able to meet our obligations without taking funds from the trust accounts. If we meet the obligation and funds still remain it could be used to purchase technology as many items needed were part of the budget freeze.

- 169 iv. PTA Donation (*Action Item*)  
170

171 **9. Public Comment (2)**  
172

173 **10. Materials Provided**

- 174 Draft Minutes  
175 Updated School Board Meeting/Topic/Event/Staff Nomination Timeline  
176 Revised Schedule b Nomination Slate  
177 May Financial  
178 Hiring Packets (one sent under separate cover)  
179

180 **11. Important Dates**

- 181 June 22 Last Day for Elementary Students  
182 June 23 Last Day for Elementary Staff  
183 June 23 Last Day for Secondary Students  
184 June 26 Last Day for Secondary Staff  
185 August 25 - New Staff Orientation  
186 August 28 - First Day for Staff  
187 August 29 - First Day for Students  
188

189 **ACTION ITEMS**  
190

- 191 **12.** The Hopkinton School Board approve the Superintendent’s nomination of the HSD Extended  
192 School Year (ESY) nomination slate, as presented, 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. Cairns, seconded by Ms. Nestler, all**  
196 **in favor, motion carries.**  
197

- 198 **13.** The Hopkinton School Board to approve the Superintendent’s recommendation to adjust the  
199 contract of Michelle Fisher (227 days), Hopkinton Middle and High School Guidance Office  
200 Manager, effective July 1, 2017.  
201

202 **A motion was proposed by Ms. Durant, moved by Ms. Nestler, seconded by Mr. Cairns, all**  
203 **in favor, motion carries.**  
204

- 205 **14.** The Hopkinton School Board approve the Superintendent’s recommendation to accept Maple  
206 Street School Instructional Assistant, Anne Pellisier’s, notice of non-return, effective June 30,  
207 2017.  
208

209        **A motion was proposed by Ms. Durant, moved by Mr. Cairns, seconded by Ms. Nestler, all**  
210        **in favor, motion carries.**  
211  
212        **15.** The Hopkinton School Board approve the Superintendent’s recommendation to accept Maple  
213        Street School Instructional Assistant, Nick Ellis’, notice of non-return, effective June 30, 2017.  
214  
215        **A motion was proposed by Ms. Durant, moved by Mr. Cairns, seconded by Ms. Nestler, all**  
216        **in favor, motion carries.**  
217  
218        **16.** The Hopkinton School Board approve the Superintendent recommendation to approve  
219        Elementary Art Teacher, Kim Emerson’s leave request, effective on or about November 12, 2017  
220        to on or about February 12, 2018.  
221  
222        **A motion was proposed by Ms. Durant, moved by Mr. Cairns, seconded by Ms. Nestler, all**  
223        **in favor, motion carries.**  
224  
225        **17.** Hopkinton School Board approve the Superintendent’s nomination of Ms. Sue Batchelder, Long  
226        Term Substitute, HMHS Art (1.2 FTE), pending final approval from the Superintendent of  
227        Schools.  
228  
229        **A motion was proposed by Ms. Durant, moved by Ms. Nestler, seconded by Mr. Cairns, all**  
230        **in favor, motion carries.**  
231  
232        **18.** The Hopkinton School Board approve the Superintendent’s nomination of Harold Martin School  
233        Special Education Teacher, Laura Ohl (.70 FTE Sped, .30 FTE ODC), 2017- 2018, pending final  
234        approval of the Superintendent of Schools.  
235  
236        **A motion was proposed by Ms. Durant, moved by Ms. Nestler, seconded by Mr. Cairns, all**  
237        **in favor, motion carries.**  
238  
239        **19.** The Hopkinton School Board approve the Superintendent’s nomination of Maple Street School  
240        Special Education Teacher, Sarah Wicksman, 2017 - 2018, (0.8 FTE) pending final approval of  
241        the Superintendent of Schools.  
242        **A motion was proposed by Ms. Durant, moved by Ms. Nestler, seconded by Mr. Cairns, all**  
243        **in favor, motion carries.**  
244  
245        **20.** The Hopkinton School Board approve the Superintendent’s recommendation to approve the 2017  
246        – 2018 revised Schedule b slate.  
247  
248        **A motion was proposed by Ms. Durant, moved by Mr. Cairns, seconded by Ms. Nestler, all**  
249        **in favor, motion carries.**  
250  
251        **21.** The Hopkinton School Board approve the Superintendent’s recommendation to set Hopkinton  
252        School District Afternoon Pre-School Program rate at \$160/week.  
253  
254        **A motion was proposed by Ms. Durant, moved by Mr. Cairns, seconded by Ms. Nestler, all**  
255        **in favor, motion carries.**  
256  
257        **22.** The Hopkinton School Board approve the Superintendent’s recommendation to accept a \$750.00  
258        donation from the Hopkinton PTA to support the 6<sup>th</sup> grade Epic Event.  
259

260 **A motion was proposed by Ms. Durant, moved by Mr. Cairns, seconded by Ms. Nestler, all**  
261 **in favor, motion carries.**

262  
263 **23. Nonpublic Session**

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

265  
266 Personnel  
267 Student Issue

268  
269 At 7:06pm, a motion was proposed by Ms. Durant, moved by Mr. Cairns, seconded by Mr.  
270 Belanger, that the Board enter into nonpublic session in accordance with RSA 91-A: 3, II (a),  
271 (b), and (c) for the discussion of personnel. Motion passed on a roll call vote: Mr. Belanger  
272 (yes), Mr. Cairns (yes), Ms. Nestler (yes), Ms. Durant (yes), all in favor.

273  
274 RETURN TO PUBLIC SESSION

275  
276 **24. Adjournment**

277  
278 At 7:36pm, Mr. Luneau moved, seconded by Ms. Nestler, to adjourn the meeting, motion passed,  
279 all in favor, not opposed.

280  
281 Respectfully submitted,

282  
283 Brenda Vincent

284  
285  
286 **If you have any questions for members of the Hopkinton School Board or Administration please feel encouraged to**  
287 **contact them at the phone numbers or emails below:**

288  
289 **Hopkinton School Board**  
290 Liz Durant, Chair, [ldurant@sau66.org](mailto:ldurant@sau66.org)  
291 David Luneau, Vice Chair, [dluneau@sau66.org](mailto:dluneau@sau66.org)  
292 Matt Cairns, [mcairns@sau66.org](mailto:mcairns@sau66.org)  
293 Matt Belanger, [mbelanger@sau66.org](mailto:mbelanger@sau66.org)  
294 Aviva Nestler, [anestler@sau66.org](mailto:anestler@sau66.org)

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296 **Administration**  
297 Steve Chamberlin, Superintendent, 746-5186, [schamberlin@hopkintonschools.org](mailto:schamberlin@hopkintonschools.org)  
298 Michelle Clark, Business Administrator, 746-5186 [mclark@hopkintonschools.org](mailto:mclark@hopkintonschools.org)  
299 Meghan Bamford, Director of Student Services, 746-5186, [mbamford@hopkintonschools.org](mailto:mbamford@hopkintonschools.org)  
300 Matt Stone, Director of Technology, 746-5186, [mstone@hopkintonschools.org](mailto:mstone@hopkintonschools.org)  
301 Bill Carozza, Principal, Harold Martin & Maple Street Schools, 746-3473, [bcarozza@hopkintonschools.org](mailto:bcarozza@hopkintonschools.org)  
302 Amy Doyle, Asst. Principal, Harold Martin & Maple Street Schools, 746-3473/746-4195, [adoyle@hopkintonschools.org](mailto:adoyle@hopkintonschools.org)  
303 Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167, [ckelley@hopkintonschools.org](mailto:ckelley@hopkintonschools.org)  
304 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 20, 2017**

**In Attendance:** Ms. Liz Durant, 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  
Student Issue

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

The Board came out of nonpublic session at 7:35pm.

Respectfully submitted,

Brenda Vincent