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3 **Hopkinton School Board**
4 **Hopkinton, New Hampshire**
5 **ADOPTED MINUTES**
6 **School Board Meeting**
7 **Maple Street School – Cafeteria**

8 **Tuesday, December 12, 2017 - 5:15pm**
9

10 **School Board:** Ms. Liz Durant, Chair; Mr. Dave Luneau, Vice Chair; Ms. Aviva Nestler, Mr. Matt Belanger
11 (5:30pm), Mr. William Jones (Sworn in at 5:20pm) Board Members

12
13 **Administration:** Mr. Steven Chamberlin, Superintendent of Schools; Ms. Michelle Clark, Business
14 Administrator

15
16 **PUBLIC SESSION**

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

19 Ms. Liz Durant called the meeting to order at 5:18pm and led the Pledge of Allegiance.
20

21 **ACTION:**

22 The Hopkinton School Board appoint Mr. William Jones to the Hopkinton School Board to complete
23 the term previously held by Mr. R. Matthew Cairns, until the March 13, 2018 elections.
24

25 **A motion was proposed by Mr. Luneau, moved by Ms. Nestler, seconded by Ms. Durant, all in**
26 **favor, motion carries.**

27
28 Oath of Office – Ms. Clark performed the Oath of Office for Mr. William Jones who will fill the vacant
29 seat of Mr. Cairns through March 2018 election.
30

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

32 Superintendent Chamberlin reported that he will share information regarding the purchase of 195 Park
33 Avenue which may be a possible action item.
34

35 **3. Correspondence**

36 Superintendent Chamberlin shared with the Board articles from the Keene Sentinel and Concord
37 Monitor on Hopkinton happenings. The articles are available on the district website:
38 <http://www.hopkintonschools.org/news/hopkinton-news>
39

40 **4. Approval of Minutes**

41 Motion to approve the minutes of the regular school board meeting held on December 5, 2017, was moved
42 by Mr. Luneau and seconded by Ms. Nestler, all in favor, minutes carried as presented.
43

44 **5. Public Comment (1)**
45

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

47 Mr. Luneau thanked Mr. Jones for stepping in to fill the vacancy of Mr. Cairns Board seat. Ms.
48 Nestler commented on the Saturday facility tour – stated it was very informational. Ms. Durant
49 reported that she attended the Friday tour at HMHS and that it was good to see the school in action
50 with students and staff present.
51

52 **7. Presentations and Staff Reports**

- 53
54 *i.* Retrospective – A review of the FY 18 Budget Development Decisions
55 Superintendent Chamberlin reviewed the FY 18 budget decisions.

- 56 • Kindergarten enrollment was projected at 49 students, 63 students are enrolled
- 57 • The need for a Social Worker has increased
- 58 • Curriculum Coordinator – Work is moving forward but not as great as if we had a full-time
- 59 coordinator
- 60 • Sub Caller – The new automated system is working but there is still a need for calls early am
- 61
- 62 *ii.* FY 19 Budget Development Continued: Funding Flow, Revenues, Trusts, Contingency
- 63 Fund (Contributions, Withdrawals, Philosophy)

64 **Funding Flow**

- 65 • Saving for replacement of three boilers over 20 years old
- 66 • Paving at the high school to help with flooding/drainage issues in the parking lot
- 67 • Gym Bleachers – replace or repair
- 68 • Center Curtain in gym needs to be replaced
- 69 • Drainage work in the boiler room needs

70

71 **Educating Educationally Disabled Children Trust Fund**

72 Superintendent Chamberlin is recommending that the name of this trust fund be renamed to

73 Special Education Trust Fund. Superintendent Chamberlin also stated that the district is seeing a

74 rise in significant needs for students. There may be a need to freeze the current budget or

75 withdraw funds from the trust fund.

76

77 **Health Insurance Trust**

78 It is recommended that the School District dissolve the trust fund and transfer any remaining

79 funds to the municipality’s general fund.

80

81 **Article X**

82 The current balance in Article X is \$285,334.

83

84 **Adequacy Aid**

85 Superintendent Chamberlin asked for guidance for the percentage estimate of Adequacy Aid

86 Funds regarding kindergarten. The state guarantees 95% of the funding. The Board can stay

87 with 95%, 97.5%, or 100%.

88

89 Documents are available on the district website at: <http://www.hopkintonsschools.org/december-12-2017>

90 Slides from the Budget Presentation II

91 Revenue Sheet

92 Trust Fund Flow Sheet

93 Memo – Question from the December 5th meeting

94

95 **8. Items for Board Discussion**

96

97 *I.* FY 19 Budget Process

98 *i.* FY 19 Budget

99 *a.* General Fund Update – **Response to School Board December 5 Questions**

100 *b.* Discussion: Funding Flow, Revenues, Trusts, Contingency Fund

101 *c.* Discussion: Tier Threshold

102 Superintendent Chamberlin asked for guidance for Tier deductions.

103 It was suggested to use:

104 0 on Expense

105 0 on Tax Rate

106 Total Warrant Cost

107 Remove \$380,000 bond payment – just project budget only

108 Tax Impact on just the Operating Budget

109 *d.* The Annual Meeting Warrant – March 10th

- 110 A draft will be presented at the December 19th meeting for Board review and
111 decisions.
112 e. School Board Schedule
113 December 19 – School Board Meeting (Define the Warrant)
114 December 22 – School Board Meeting (Tentative)
115 January 2 – School Board Meeting
116 January 10 – Budget Presentation to Budget Committee
117

118 Superintendent Chamberlin shared a memo of questions from the Board from the December 5th
119 meeting. The memo and answers are available on the district website at:
120 <http://www.hopkintonschools.org/december-12-2017>
121

122 2. Facility Project Update

- 123 a. Feedback from the events
124 b. Schedule
125 December 19 – School Board Meeting (Define the Warrant)
126 December 22 – School Board Meeting (Tentative)
127 January 2 – School Board Meeting
128 January 10 – Budget Presentation to Budget Committee
129 c. Timeline
130 d. Integration of Performance Contract
131

132 3. HSD 2018 - 2019 School District Calendar Update

133 The 2018/19 school calendar will possibly be presented at the January 2 meeting.
134

135 4. Personnel (*Action Item*)

- 136 a. Early Retirement Requests
137 Superintendent Chamberlin stated that eight retirement requests were submitted. It is
138 the recommendation to grant four based on the procedures of the CBA.
139

140 5. Financials (*Action Items*)
141

- 142 a. Presentation of the Audit
143 b. Reauthorization of Financial Policies - DFA
144 c. The purchase of Point of Sale (POS) Equipment, HSD Food Service
145 It is recommended that the School Board approve the purchase/replacement of the Point
146 of Sale equipment for the Food Service Department. Funds are available in the current
147 budget for this purchase. The current equipment is nine years old and needs to be
148 updated. The cost of the new terminals (4) will be \$9,368.
149 d. The purchase of 195 Park Ave., Contoocook, NH
150 Superintendent Chamberlin reported that the cost of a new SAU building of 1.7million
151 as proposed on the Harriman Report is not supported by the leadership team. The Board
152 has agreed to the purchase of 195 Park Avenue, the Slusser Boys & Girls Club for
153 \$184,000 plus closing cost. This will appear on the 2018 Warrant. The building would
154 need to be renovated and an addition added to accommodate up to 10 offices and a
155 conference room. If the purchase is supported in an action item this evening a Request
156 For Quote(RFQ) for cost of the renovation /addition. The warrant article would
157 include the cost of building, closing costs, and renovation costs.
158 If the Board approves the action item this evening the P & S would be contingent on:
159 ➤ An acceptable appraisal
160 ➤ An acceptable inspection
161 ➤ The availability of a warrantee deed
162 ➤ The approval by the legislative body at the March 10, 2018 Hopkinton School
163 District Annual Meeting for a purchase price of \$184,000*
164 *Additional closing costs will be determined prior to the Annual Meeting

165
166 Mr. Matt Belanger stated that Superintendent Chamberlin confirm that the site is
167 buildable and the renovations needed are viable for the needs of the office what Steve
168 would like to do and my vote was contingent on that.
169

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

172 **10. Materials Provided**

- 173 Draft Minutes
- 174 Audit Report
- 175 Financial DFA
- 176 Funding Flow – **Presented at the meeting**
- 177 Reduction Retrospective (Presented at the meeting)
- 178 Revenue, Trusts, Contingency Fund Presentation (Presented at the meeting)
- 179 Early Retirement Memorandum
- 180 **Response to School Board December 5 Questions (Presented at the meeting)**
- 181 **Revenue Worksheet – Draft #1 (Presented at the meeting)**
182

183 **11. Important Dates**

- 184 December 12- School Board Meeting, MSS Cafeteria, 5:30pm
- 185 December 13 - Info Session #5 – Safety & Security/Forum HMHS Library, 7:00pm
- 186 December 19 – School Board Meeting, MSS Cafeteria, 5:30pm
- 187 December 22 - School Board Meeting, if needed
188

189 **ACTION ITEMS**
190

191 **12.** The Hopkinton School Board approve the Superintendent’s Recommendation to waive the HSD bid
192 policy for the purchase and replacement of Point of Sale Equipment for the Hopkinton School District
193 Food Service Program in the amount of \$9,368.
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 **13.** The Hopkinton School Board approve the Superintendent’s Recommendation to accept the Requests for
199 Early Retirement as presented.
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 **14.** The Hopkinton School Board approve the Superintendent’s recommendation to accept the FY17
205 Hopkinton School District Audit Report.
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 **15.** The Hopkinton School Board accept the Superintendent’s recommendation to re-authorize Policy DFA-
211 Investment, as presented by School District Treasurer.
212

213 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, all in**
214 **favor, motion carries.**
215

216 **16.** The Hopkinton School Board accept the Superintendent’s recommendation to purchase the land and
217 buildings located at 195 Park Ave. Contoocook, NH (The Slusser Boys and Girls Club) subject to:
218

- 219 ➤ An acceptable appraisal

- 220 ➤ An acceptable inspection
221 ➤ The availability of a warrantee deed
222 ➤ The approval by the legislative body at the March 10, 2018 Hopkinton School District Annual
223 Meeting for a purchase price of \$184,000*

224 *Additional closing costs will be determined prior to the Annual Meeting.

225
226 Mr. Matt Belanger stated that his vote would be contingent on confirmation that the site is buildable and
227 the renovations needed are viable for the SAU office needs.

228
229 **A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Jones, all in**
230 **favor, motion carries.**

231
232 **17. Nonpublic Session**

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

234
235 Personnel
236 Negotiations
237 Real Estate Transaction

238
239 At 7:10 pm, a motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler,
240 that the Board enter into nonpublic session in accordance with RSA 91-A: 3, II (a), (b), and (c) for the
241 discussion of personnel, negotiations, and a real estate transaction. Motion passed on a roll call vote:
242 Ms. Nestler (yes), Mr. Luneau (yes), Mr. Belanger (yes), Mr. Jones (yes), Ms. Durant (yes), all in
243 favor.

244
245 RETURN TO PUBLIC SESSION

246
247 **18. Adjournment**

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

251
252 **If you have any questions for members of the Hopkinton School Board or Administration please feel encouraged**
253 **to contact them at the phone numbers or emails below:**

254
255 **Hopkinton School Board**
256 Liz Durant, ldurant@sau66.org
257 David Luneau, dluneau@sau66.org
258 Matt Belanger, mbelanger@sau66.org
259 Aviva Nestler, anestler@sau66.org
260 Bill Jones, wjones@sau66.org

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262 **Administration**
263 Steve Chamberlin, Superintendent, 746-5186, schamberlin@hopkintonschools.org
264 Michelle Clark, Business Administrator, 746-5186 mclark@hopkintonschools.org
265 Meghan Bamford, Director of Student Services, 746-5186, mbamford@hopkintonschools.org
266 Matt Stone, Director of Technology, 746-5186, mstone@hopkintonschools.org
267 Bill Carozza, Principal, Harold Martin & Maple Street Schools, 746-3473, bcarozza@hopkintonschools.org
268 Amy Doyle, Asst. Principal, Harold Martin & Maple Street Schools, 746-3473/746-4195,
269 adoyle@hopkintonschools.org
270 Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167, ckelley@hopkintonschools.org
271 Rebecca Gagnon, Asst. Principal, Hopkinton Middle and High Schools, 746-4167, rgagnon@hopkintonschools.org

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Maple Street School, Hopkinton, NH
Nonpublic Minutes
December 12, 2017

In Attendance: Ms. Liz Durant, Chair; Mr. Dave Luneau, Vice Chair; Ms. Aviva Nestler, Mr. Matt Belanger, Mr. William Jones, and Superintendent Steve Chamberlin.

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

- Personnel
- Negotiations
- Real Estate Transaction

During the nonpublic session, the Board discussed a personnel, negotiations, and a real estate transaction.

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

Respectfully submitted,

Brenda Vincent

