

**Hopkinton School Board
Hopkinton, New Hampshire**

Approved Minutes

School Board Meeting

Tuesday, April 17, 2018

7:30 am MSS Conference Room Non-Public (Personnel)

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

5:00 pm MSS Conference Room Non-Public (Personnel)

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

5:30 pm Regular Board Meeting, MSS, Rm 1

IN ATTENDANCE:

School Board: Ms. Liz Durant, Chair, Ms. Aviva Nestler, Vice Chair, (via phone), Mr. Matt Belanger, Mr. Dave Luneau, Mr. Jim O'Brien, Board Members

Administration: Mr. Steven Chamberlin, Superintendent of Schools, Ms. Michelle Clark, Business Administrator

Student Representatives: Cooper Kimball-Rhines and Jackson Locke

PUBLIC SESSION

1. Call to Order/Pledge of Allegiance

Ms. Durant called the meeting to order at 5:32 pm and led the Pledge of Allegiance.

2. Additions/Deletions from Agenda by Superintendent

Superintendent Chamberlin wanted to clarify that under, *Personnel, Roman numeral II – Revised HHS Track Configuration*, should say coaching and not simply track.

3. Correspondence - None

4. Approval of Minutes

Motion to approve the minutes of the regular School Board Meeting held on March 20, 2018, was moved by Ms. Durant and seconded by Mr. Luneau, all in favor, minutes carried as presented.

Motion to approve the minutes of the regular School Board Meeting held on April 3, 2018, was moved by Ms. Durant and seconded by Mr. Luneau, all in favor, minutes carried as presented.

5. Public Comment

Candy Youngman – Attended Select Board Meeting the previous evening and learned that the varsity football program is now a sanctioned varsity football program and inquired as to when

this was approved. Superintendent Chamberlin responded –years ago. First year funds were raised privately as a JV pilot program, FY17 was approved at the town meeting to support varsity program, buses, coaches, officials and that expenses would be shared 50/50 between Hillsboro Deering and Hopkinton. Ms. Youngman asked for a copy of the minutes.

6. Comments from the Hopkinton School Board

Mr. Belanger wanted to thank Mr. Levergood for Celebration of the Arts, as well as Mr. Carozza, for a wonderful program. Mr. O'Brien echoed the same sentiment – great event, kudos to the district.

Mr. O'Brien provided an update on the football program from the Select Board perspective. He stated the select board supports the football program. There are concerns around field use and maintenance of the fields. Better communication with scheduling, especially with the growth of teams, and so many teams using the field would be of value.

Ms. Durant noted that the School Board and Select Board have always strived for good communication in support of everyone in the community. Field use has been difficult with the recent weather. Superintendent Chamberlin expressed that we can do better.

7. Presentations and Staff Reports - None

8. Items for Board Discussion

a. Hopkinton School District Facilities

i. Update - Performance Contract

Ms. Clark and Mr. Caruso are currently overseeing a \$2.5 million facility project. Insulation has been blown in at HMHS for better sound between classrooms. Over April vacation, lighting will be installed in the schools; door replacement is underway and Ms. Clark is looking into boiler replacement.

ii. Update - Safety and Security Grant

– Implementation Plan

A little over \$400k being invested. Looking at a neutral third party, where they create the design and we send the bid out to other firms. Thereby, allowing us to choose what bid is best for the Hopkinton School District.

– Waive Bid Policy – Doors – Replacing ten doors. Controlled access doors consist of six doors. Superintendent Chamberlin asked the board to waive bid policy and grant Granite State Glass entire bid for consistency and cost benefits.

iii. Update - Facility Project

– Final debrief - will post meeting date.

– Received 444 responses to Facility Project Survey

iv. Hopkinton Middle and High School Oil Tank Concerns

Underground tank sited by DES – failed bucket test and issues with day tank at HMHS. Estimated costs \$40k – Superintendent Chamberlin will continually update the board as we look at options.

v. Hopkinton Middle and High School Boiler Room Drain Concern.

Drain configuration from the roof is going into a small pipe in the boiler room causing a “geyser” of water which needs to be addressed.

b. Policy

- i. IHCD/LEB Advance Course Work/Advance Placement Courses (Second and Final Reading) (*Action Item*) – CCNH students will be reimbursed. From this point forward, students will be reimbursed directly.
- ii. GBCD Volunteer Policy (Second Reading) – send copy to Mr. O’Brien and Mr. Luneau
- iii. IJOC Background Check (Second Reading) – send copy to Mr. O’Brien and Mr. Luneau.

c. Personnel (Action Items)

- i. Director of Student Services Nominee – Ms. Rebecca Forrestall
- ii. Revised HHS Track Configuration – Co-coach Track and Field vs. Head and Assistant Coach.
- iii. Administrator Nomination Slate – Return to the Two Elementary School principal model – Ms. Amy Doyle, Principal Maple Street School. Board extremely impressed.
- iv. Update – Kindergarten Enrollment – 50 at this time
- v. Staffing – Hopkinton Middle and High Schools – due to student course selection a minor increase will be needed. Superintendent Chamberlin would like to post for a .7 mathematics teacher. Additional needs are listed below:
 - i. Social Studies - .1
 - ii. English - .3
 - iii. Science - .2
 - iv. Mathematics - .7

d. Update: Hopkinton School Board Event Schedule – Would like to invite the board to Hopkinton Teacher Staff Appreciation Breakfast on May 1 at Harold Martin School, May 2 at Maple Street School and May 4 at Hopkinton Middle High School. Ms. Cotnoir to present at next board meeting.

e. Overnight Trip Final Approval HHS Exchange– Visit to our partner school in Lindau, Bavaria, June 9 – June 30, 2018 (*Action Items*)

f. Financials

- i. March 2018 Financial Report, Q3 Expenses, Q3 Revenue
- ii. 2018 – 2019 Bus Contract - Waive Bid Policy (*Action Item*)
- iii. Donation – Friendship Benches
- iv. PTA Donations

We are still in the budget freeze – Superintendent Chamberlin is still approving all expenditures. Revenues are not coming in as timely as Ms. Clark would like and is being cautious and are monitoring all accounts.

Transportation – First Student. Signed three year contract and are now on our third year. First Student gave us a 10% increase, which is still less. Next year we will need to implement the bid process.

Friendship Benches – Supply benches to schools whereby the students can sit on a Friendship Bench when they are looking to play with someone.

9. PTA Donations – Supported \$2411 for the following projects: The Turtle Lady, a BBQ, a trip to the Montshire Museum, and in support of the Artist in Residence Program.

10. Public Comment (2)

Ms. Youngman asked about Math Assessments – how do we test? State testing, grades 3 – 8 – Star testing, in the elementary school – SAT testing. Superintendent Chamberlin will provide Ms. Youngman the report provided to the school board.

11. Materials Provided

Draft Minutes (2)

Policy Drafts (3)

School Board Meeting/Topic/Event/Staff Nomination Timeline

New Hire Packet (2)

Administration Nomination Slate

Revised Schedule b Slate

Financial Report (March, Q3)

Overnight Trip Form (1)

12. Important Dates

April 23-27 – Spring Break

May 1 - HMS Appreciation Breakfast

May 3 - MSS Appreciation Breakfast

May 4 - HMHS Appreciation Breakfast

May 29 - All District Staff Meeting

June 7 - School Board Sponsored Senior Class BBQ

June 8 - Graduation

ACTION ITEMS

11. The Hopkinton School Board accept the Superintendent's recommendation to waive policy DJE and award the door replacement contract associated with the Safety and Security Grant to Granite Glass.

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

12. The Hopkinton School Board accept the Superintendent's recommendation to approve policy IHCB/LEB – Advanced Coursework/Advanced Placement Course.

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

13. The Hopkinton School Board accept the Superintendent's recommendation to waive policy DJE and approve a second addendum which extends the current contract with FIRST Student Inc. through the 2018 – 2019 school year.

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

14. The Hopkinton School Board approve the Superintendent's nomination of Ms. Amanda Doyle, Principal of Maple Street School, effective July 1, 2018.

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

15. The Hopkinton School Board approve the Superintendent's nomination of Ms. Rebecca Forestall, Director of Student Services, for the 2018 – 2019 school year, pending final approval of the Superintendent of Schools.

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

16. The Hopkinton School Board accept the Superintendent's recommendation to approve the revised schedule b spring coaching nomination slate, as presented.

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

17. The Hopkinton School Board approve the Superintendent's nomination of the 2018-2019 Hopkinton School District Administrative Slate, as presented.

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

18. The Hopkinton School Board accept the Superintendent's recommendation to approve Hopkinton High School exchange to Germany, June 9 – June 30, 2018.

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

19. The Hopkinton School Board approve the Superintendent's recommendation to accept the donation of two Friendship Benches (Harold Martin School and Maple Street School).

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

20. The Hopkinton School Board approve the Superintendent's recommendation to accept the donation from the Hopkinton PTA in the amount of \$2411 for the following projects: The Turtle Lady, a BBQ, a trip to the Montshire Museum, and in support of the Artist in Residence Program.

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

21. Nonpublic Session

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

Personnel

A legal issue

At 7:00 pm, a motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Mr. Belanger, that the Board enter into nonpublic session in accordance with RSA 91-A:3, II(a), (b), and (c) for the discussion of personnel and legal issue. Motion passed on a roll call vote: Mr. O'Brien (yes), Mr. Belanger (yes), Mr. Luneau (yes), Ms. Nestler (yes), Ms. Durant (yes), all in favor.

RETURN TO PUBLIC SESSION

22. Adjournment

At 7:30 pm Ms. Durant moved, seconded by Mr. Luneau, to adjourn the meeting, motion passed, all in favor, not opposed.

Respectfully submitted,

Donna M. Bowe

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

Aviva Nestler, Vice chair, anestler@sau66.org

David Luneau, dluneau@sau66.org

Matt Belanger, mbelanger@sau66.org

Jim O'Brien, jobrien@sau66.org

Administration

Steve Chamberlin, Superintendent, 746-5186, schamberlin@hopkintonschools.org

Michelle Clark, Business Administrator, 746-5186 mclark@hopkintonschools.org

Meghan Bamford, Director of Student Services, 746-5186, mbamford@hopkintonschools.org

Matt Stone, Director of Technology, 746-5186, mstone@hopkintonschools.org

Bill Carozza, Principal, Harold Martin & Maple Street Schools, 746-3473, bcarozza@hopkintonschools.org

Amy Doyle, Asst. Principal, Harold Martin & Maple Street Schools, 746-3473/746-4195, adoyle@hopkintonschools.org

Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167, ckelley@hopkintonschools.org

Rebecca Gagnon, Asst. Principal, Hopkinton Middle and High Schools, 746-4167, rgagnon@hopkintonschools.org