

**Hopkinton School Board
Hopkinton, New Hampshire**

Approved Minutes

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

Tuesday, May 15, 2018 - 5:30pm

IN ATTENDANCE:

School Board: Ms. Liz Durant, Chair, Ms. Aviva Nestler, Vice Chair, Mr. David Luneau, Mr. Matt Belanger, Mr. Jim O'Brien, Board Members.

Administration: Mr. Steven Chamberlin, Superintendent of Schools; Ms. Michelle Clark, Business Administrator; Mr. William Carozza, HMS/MSS Principal

Student Representative: Cooper Kimball-Rhines, JJ Locke

PUBLIC SESSION

1. Call to Order/Pledge of Allegiance

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

2. Additions/Deletions from Agenda by Superintendent – Revised Agenda

3. Correspondence – Staff Contracts to be signed

4. Approval of Minutes

Motion to approve the minutes of the regular School Board Meeting held on May 1, 2018, was moved by Ms. Durant and seconded by Ms. Nestler, all in favor, minutes carried as presented.

5. Public Comment – None at this time.

6. Comments from the Hopkinton School Board

Mr. O'Brien thanked everyone on the Leadership Committee for taking the time in answering his questions. It was a privilege to visit with each of them and the time spent was not only educational, but valuable.

Mr. Belanger thanked the staff and community for their flexibility the past few weeks as we extended time into the daily schedule. He felt it added value to those extra minutes.

Mr. Luneau reported that State Legislature vetoed Bill 183 and will continue to arise as a perennial policy issue. The bill take money from public schools.

Ms. Nestler wanted to give a big shout-out to the PTA and remind everyone that the Fun Fair is being held on Saturday, May 19th. Volunteers were needed. As many of you know, this is the biggest fundraiser of the year.

Ms. Durant wanted to thank Dave Luneau, MaryJane and everyone for their hard work and advocacy on Bill 193 for public education. Communities as a whole has a much better

understanding of the work that was put into this bill. Understanding that this was not an easy process with a lot of discussions on so many different levels.

7. Presentations and Staff Reports

1. Status Report: Development of a Visible Curriculum

Superintendent Chamberlin introduced Trish Walton and Matt Krogman, Co-Curriculum Council Chairs and Tara Shortt, Curriculum Assistant and thanked them for all their hard work and passion that has gone into this work. Ms. Shortt has been developing a visible curriculum, which is referred to as the “back of the house”. Ms. Walton, showed us what she uses as a teacher, “the front of the house” and Mr. Krogman, explained the change process and how it impacts us in moving toward a standard based curriculum / systems approach to curriculum learning. Superintendent Chamberlin stated that we are a mission driven school district. Students and families need to know magnificence is the goal and our teachers deserve best practices in all preparation of their classwork.

2. HHS Graduation Requirements

A memo was shared with the community and board of a cross walk comparing Hopkinton School District’s graduation requirements vs the State of New Hampshire graduation requirements. The State requires a total of 20 credits, as Hopkinton School District requires 24 credits. Superintendent Chamberlin shared his thoughts and words of author, Nel Noddings, CARE. Through the lens of care, it is our hope that our students become the best version of themselves.

8. Items for Board Discussion

- a. Update: The streaming of school board meetings and the public posting of the video – with much discussion it was decided that with permission from the Town Hall, school board meetings will be held at the Town Hall until equipment can be purchased or a transcription company can be hired to be in compliance with ADA/OCR requirements.*
- b. Update: Facility Projects*
 - i. Safety and Security Grant – Michelle Clark received confirmation from Homeland Security that the replacement of doors and RFP support will be covered by the Safety and Security Grant. We are talking with a consultant through Bennett Engineering and hope to have a proposal in any day.*
 - ii. Facility Steering Committee Meeting – Committee met last Wednesday to gauge everyone’s interest in continuing on the Steering Committee with the exception of James Doneski and Tim Stokes, who may not continue. The Committee felt that they had enough experience between them that they could operate in ed-spec to continue in their absence. The Committee did ask if the school board would send out a revised charge to discuss priority elements, total costs, priorities, deferred maintenance, safety and security elements. Schedule meeting between Superintendent Chamberlin, Mr. Belanger and Mr. Luneau to discuss elements and priorities. Jay Burgess has agreed to help prioritize these elements. Ms. Clark has to submit a pre-application to the State by July 1st, even if it’s a rough estimate to see if any monies are available.*

- iii. Performance Contract – provided a brief update on progress
 - iv. HMHS Oil Tank – A letter with our timeline has been sent to the State. Early indication is if we communicate regularly and that we are trying to make progress, they will be supportive.
- c. Update: Budget Committee Report Out – Mr. Belanger updated the board on the budget process and what goes in to that process. When it comes to a programmatic budget, the committee did request formally for us to develop a budget that is broken down by area. Superintendent Chamberlin shared a sample of ConVal’s budget for discussion. Basically, looking at costs by subject area. Ms. Clark stated that the school district follows the DOE25 format, as to not encroach on HIPAA Laws, but could break down the budget by building (MSS, HMS, Middle/High). Mr. Belanger invited Ms. Clark and Superintendent Chamberlin to an upcoming Budget Committee Meeting. Ms. Nestler shared some concerns in providing the budget in a new format, noting that the Board and Superintendent have always been transparent when it comes to the budget. Decisions shouldn’t be made based on numbers, not knowing the conversations that have taken place. Mr. O’Brien stated that the community wants to get a better understanding of the budget, so that the people can support it. They are not questioning, but would like to know that rational in producing this document. Ms. Clark will reach out to the ConVal business administrator to find out what the reasoning was behind their format. Do we see value in this format? How much more in resources will be needed to support this format? Board Chair, Ms. Durant, Superintendent Chamberlin and Ms. Clark will meet further to discuss.
- d. Update: Hopkinton School Board Event/Schedule Timeline – as listed in Memorandum. Additional board meeting will be held on Tuesday, May 29 at 7:30 a.m. to discuss hiring. School Board is invited to attend All District Award Ceremony on Tuesday, May 29 at 3:15 pm at HMHS, Cafeteria.
- e. Policy (*Action Items*)
- v. Background Investigation and Criminal Records – GBCD (Third Reading and Final) - Approved
 - vi. Volunteers -- IJOC (Third Reading and Final) - Approved
 - vii. Drug and Alcohol Testing of Commercial Driver Licensed (CDL) Staff EEAEA (First and Final). - Approved
- f. Personnel (*Action Items*)
- i. Notice of Non-Return (*Action Items*):
 - Peggy Baron, Instructional Assistant at HMS
 - Crystal O’Brien, Library Media Specialist, MSS
 - ii. After School Support: MSS Garden Club (*Action Item*)
Support part-time position once a week for eight weeks.
 - iii. Signing of the Teamster #633 Contract: 2018- 2020
Business agent not available to join us this evening. Contract is ready to be signed.
 - iv. 2018-2019 Nominations (*Action Items*)
 - Non-Union Support Staff - SAU Support & Tech Staff within FY19 budget
 - Hopkinton Educational Support Staff (HESS) – HMS Support Staff 18.2 AFTEs (based on Student need), below budget, MSS, nominating 10 people – 1.5 positions below budget. Middle School, nominating 5 people

- *1 person below budget, High School, nominating 5 people, which is on budget. Reason for below budget is two people retiring and we don't have replacements yet.*
 - *Teamsters – change due to maintenance person leaving – reducing by half position.*
 - *2018 - 2019 Schedule b – Stipends (Student Council, Robotics, Music Director, Class Advisors)*
- v. Update: 2018-2019 Staffing
- *HMHS Special Education (Action Item) – Cora Muir*
 - *Kindergarten Enrollment – 56 students at this time (19/19/18)*
- g. Financials
- i. *April 2018 Financial Report – Moving in the right direction - will print financial report before the next board meeting.*
 - ii. *Winter Debrief: Town – School District Collaboration – Superintendent Chamberlin appreciates the working relationship he has with the town. After talking with everyone, we will not utilize the contract monies next year. Properties will be clear by 7:00 a.m. for the safety of all.*
 - iii. *PTA Donations (Action Items) – support materials for teachers and the 6th grade epic event. Appreciate PTA's stretching their position, as they don't normally support materials for teachers.*
- h. *International Trip Approval Hopkinton High School, Spain: June 15 – June 23, 2019 – Cultural visitation. Approval now allows fundraising events to start.*

9. Public Comment

Janet K. – Would like to see the Facility Committee streamline their meetings. Any volunteers who work with children should be subject to a background check.

Mary C. – Asked to verify that school board meetings can in fact be filmed and uploaded for viewing? Yes, in accordance as Per RSA 91-A. Very much opposed to any wireless or Bluetooth video monitoring due to hacking, such as the hacking done in Manchester in 2016. CCT version is much safer.

Jan – Will the School Board meetings held at the Town Hall be available for viewing by the public? Yes. Also, excellent materials provided tonight. Asked board to take a look at Alvirne School website in regards to breakdown of their budget.

10. Materials Provided

Draft Minutes

HSD Visible Learning Implementation Plan

HSD/NH Graduation Requirement Crosswalk

HSD Magnificent Seven

HSD 2017 – 2018 Goals

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

Teamster FAQ

Schedule b 2018-2019 (Co-Curricular- Presented at the Meeting)

HESS Nomination Slate (Presented at Meeting)

Teamsters/Custodian Nomination Slate (Presented at Meeting)

Non-Union Support Staff (Presented at Meeting)
Background Check Policy Draft
Volunteer Policy Draft
Drug and Alcohol testing of Commercial Driver Licensed (CDL) Staff Draft

11. Important Dates

May 24 – HMHS Awards Night
May 29 - All District Staff Awards/Meeting
June 7 - School Board Sponsored Senior Class BBQ
June 8 – Graduation
June 13 – Spring Sports Award Night

ACTION ITEMS

- 12.** The Hopkinton School Board accept the Superintendent’s recommendation to approve policy GBCD (Background Investigation and Criminal Records).

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

- 13.** The Hopkinton School Board accept the Superintendent’s recommendation to approve policy IJOC (Volunteers).

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

- 14.** The Hopkinton School Board accept the Superintendent’s recommendation to approve policy EEEAEA (Drug and Alcohol testing of Commercial Driver Licensed (CDL) Staff).

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

- 15.** The Hopkinton School Board approve the Superintendent’s recommendation to accept Harold Martin School, Instructional Assistant, Peggy Baron’s notice of non-return effective June 30, 2018.

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

- 16.** The Hopkinton School Board approve the Superintendent’s recommendation to accept Maple Street School Library Media Specialist, Crystal O’Brien’s notice of non-return effective June 30, 2018.

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

- 17.** The Hopkinton School Board approve the Superintendent’s nomination of Alexander Beckwith, Garden Club Support, duration as determined by the Superintendent of Schools.

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

18. The Hopkinton School Board approve the Superintendent's nomination of the Hopkinton Education Support Staff slate, 2018-2019, as presented.

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

19. The Hopkinton School Board approve the Superintendent's nomination of the Hopkinton School District Custodial slate, 2018-2019, as presented.

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

20. The Hopkinton School Board approve the Superintendent's nomination of the Nonunion Support Staff Slate, 2018-2019, as presented.

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

21. The Hopkinton School Board approve the Superintendent's nomination of Cora Muir, HMHS Special Educator, pending final approval by the Superintendent of Schools

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

22. The Hopkinton School Board approve the Superintendent's recommendation to accept a \$750.00 donation from the Hopkinton PTA to support the 6th Grade Epic Event.

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

23. The Hopkinton School Board approve the Superintendent's recommendation to accept a \$564.00 donation from the Hopkinton PTA to support Grades 2-6 Café Books at HMS and MSS.

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

24. The Hopkinton School Board accept the Superintendent's recommendation to approve the Hopkinton High School International Overnight Trip to Spain, June 15 – 23, 2019.

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

25. **Nonpublic Session - None**

26. **Adjournment**

At 8:25 pm Ms. Durant moved, seconded by Ms. Nestler, to adjourn the meeting, motion passed, all in favor, not opposed.

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

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David Luneau, dluneau@sau66.org

Matt Belanger, mbelanger@sau66.org

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Administration

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

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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

Respectfully submitted,

Donna M. Bowe