

**Hopkinton School Board
Hopkinton, New Hampshire**

Approved Minutes

**School Board Meeting
Hopkinton Town Hall**

Tuesday, July 17, 2018

IN ATTENDANCE:

School Board: Ms. Liz Durant, Chair, Ms. Aviva Nester, Vice Chair and Mr. David Luneau, Board Member

Administration: Mr. Steven Chamberlin, Superintendent of Schools, Ms. Michelle Clark, Business Administrator and Mr. William Carozza, Harold Martin School Principal

PUBLIC SESSION

1. Call to Order/Pledge of Allegiance

Ms. Durant called the meeting of the regular Hopkinton School Board to order at 5:36 p.m. and led the Pledge of Allegiance.

2. Additions/Deletions from Agenda by Superintendent - None

3. Correspondence - None

4. Approval of Minutes

Motion to approve the minutes of the regular School Board Meeting held on June 19, 2018, was moved by Ms. Nestler and seconded by Mr. Luneau, all in favor, minutes carried as presented.

Motion to approve the minutes of the nonpublic School Board Meeting held on June 19, 2018, was moved by Ms. Nestler 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 June 28, 2018, was moved by Ms. Nestler and seconded by Mr. Luneau, all in favor, minutes carried as presented.

Motion to approve the minutes of the nonpublic School Board Meeting held on June 28, 2018, was moved by Ms. Nestler and seconded by Mr. Luneau, all in favor, minutes carried as presented.

5. Public Comment (2)

6. Comments from the Hopkinton School Board

School Board members expressed their disbelief and concern for a fellow board member whose personal property had been damaged. This is a violation of private and personal property.

Extremely disappointing for this community and are asking for everyone's help. If you hear something, say something.

7. Presentations and Staff Reports - None

8. Items for Board Discussion

- a. Update: Security Grant
Bennett Engineering has created a draft of drawing for the controlled access and cameras. Superintendent Chamberlin, Chief Pecora and Chief Yale walked through all three schools and the plan is to approve the revised design early next week.
- b. Update: Performance Contract
Significant work has been completed on the new boiler at the high school. Lighting upgrade is complete. Pellet stove has been delivered. Work continues on the doors and insulation has been blown in.
- c. Update: 2018 – 2019 Enrollment
Fifty-eight kindergarteners have registered at Harold Martin School. Harold Martin is looking a large school wide enrolment, upwards of 310. Maple Street School is predicted to remain the same. HMHS has had six 7th graders register, along with a few 9th graders. Bringing us up to possible around to a 1,000 students.
- d. Update: School Board Procedures: Nonpublic Minutes
Superintendent Chamberlin credited new board member, Jim O'Brien for bringing new procedures to the Board. After consulting with our attorney and the NH School Board's attorney, we feel we are moving forward..
- e. FY20 Budget Preparation
A first draft of a form of budget preparation was distributed which has been discussed previously. Ms. Durant will bring this draft to the Budget Committee Meeting.
- f. Personnel
 - a. 2018 – 2019 Nominations
 1. HSD Maintenance Worker (*Melvin Furbush*)
 2. HMS Pre-School Teacher (*Marissa McGahan*)
 3. HMS Custodian (*Shannon Scanlon*)
 4. Update: Staffing
 - b. Revised 2018-2019 Contracts
 1. HMS Instructional Assistant (*Jess Gregory*)
 2. HMS Instructional Assistant (*Marissa McGahan*)
 - c. 2018- 2019 Resignations
 1. HMHS Math Teacher (*Joel Kress*)
 2. HMS Instructional Assistant (*Tracy Hughes*)
 3. MSS Instructional Assistant (*Lori Joubert*)
 - d. 2018 – 2019 Early Retirement Request
Mr. Rob Nadeau has submitted a request for early retirement. It is very unusual to approve a request this early in the year. It is possible due to

article 23.6 of the HEA CBA. First consideration is to be given to any teacher who applied for, but did not receive early retirement the previous year.

- e. Revised ESY Contracts (*Action Items*)
 - 1. MSS Teacher (*Ashley Brizard*) – *IA to Teaching position.*
 - 2. HMHS Teacher (*Trish Walton*) – *Supporting Social/emotional Program.*
 - 3. MSS Tutor (*Deidre Smith*) – *Adding tutoring responsibilities at Maple Street School.*

- f. Summer Programming: HHS Competency Recovery Monitor: Alexander Beckwith, HHS Competency Recovery Monitor – Support High School through VLACS.

- g. Overnight Trips (*Action Items*)
 - a. HMHS Interact Nicaragua, February 20 – February 28, 2019
Level 3: Avoid travel due to serious risks to safety and security – not recommended for approval.
 - b. HMHS Madrid and Barcelona, Spain, June 15 – June 23, 2019
Level 2: Exercise Increased Caution: Be aware of heightened risks to safety and security – recommended for approval
 - c. HMHS Soccer Team, Jay, VT – August 24 – August 26, 2018
recommended for approval.
 - d. HMHS 9th Grade Trip to Washington, DC, November 15 – November 18, 2018 – recommended for approval.

- h. Financial
 - i. Budget Adjustment 2018 – 03: Food Service – Program self-funded.
 - ii. Budget Adjustment 2018 – 04: Special Education, Legal Services, Vocational Education. – Budget adjustment covers the Special Education deficit, vocational deficit, and legal fee deficit related to the proposed purchase of the Boys and Girls Club a transfer of \$249,000.
 - iii. Undesignated Fund Balance FY18 – A review of FY20 commitment (\$546,126) and an update on the current status of the undesignated fund balance was
 - iv. Tax Rate Stabilization Fund FY18 - Board to vote on setting aside \$331,382 for FY18 – current, plus what remained from FY18.
 - v. Withdrawal of Funds from the Educating the Educationally Disabled/Special Education Expendable Trust – Superintendent Chamberlin recommends that nothing be drawn from the Fund.

9. Public Comment (2)

10. Materials Provided

Draft Minutes (2)
Draft Nonpublic Minutes (Under separate cover)
ESY Revised Slate
Hiring Packets (2)
Overnight Trip Forms (4)
FY20 Budget Development Form
Budget Transfers (2)

11. Important Dates

July 25 – Sr. Citizen Cook-out, Elm Brook Park

August 16 – Summer Staff/Town Employees Cook-out, Slusser Center

August 24 – New Staff Orientation & BBQ

August 27 – Opening Day BBQ

August 28 – First Day for Students

ACTION ITEMS

- 12.** The Hopkinton School Board approve the Superintendent's nomination of Melvin Furbush, District Maintenance Worker, for the 2018-2019 school year, pending final approval of the Superintendent of Schools.

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

- 13.** The Hopkinton School Board approve the Superintendent's nomination of Harold Martin School Pre-School Teacher, Marissa McGahan, 0.6 FTE, 2018-2019, pending final approval of the Superintendent of Schools.

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

- 14.** The Hopkinton School Board approve the Superintendent's nomination of Shannon Scanlan, HMS Custodian, for the 2018-2019 school year, pending final approval of the Superintendent of Schools.

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

- 15.** The Hopkinton School Board approve the Superintendent's recommendation to approve Harold Martin School Instructional Assistant, Jess Gregory's 2018-2019 revised contract (from 1.0 to 0.8 FTE).

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

- 16.** The Hopkinton School Board approve the Superintendent's recommendation to approve Harold Martin School Instructional Assistant, Marissa McGahan's 2018-2019 revised contract (from 1.0 to 0.4 FTE).

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

- 17.** The Hopkinton School Board approve the Superintendent's recommendation to accept Hopkinton Middle and High School Math Teacher Joel Kress's resignation, 2018-2019 resignation, effective July 17, 2018.

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

favor, motion carries.

18. The Hopkinton School Board approve the Superintendent's recommendation to accept Harold Martin School Assistant, Tracy Hughes' 2018 – 2019 resignation, effective July 19, 2018.

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 recommendation to accept Maple Street School Instructional Assistant, Lori Joubert's 2018 – 2019 resignation, effective July 17, 2018.

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 recommendation to approve Hopkinton Middle and High School Teacher, Rob Nadeau's request to participate in the Early Retirement Program.

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

21. The Hopkinton School Board approve the Superintendent's recommendation to approve the revised Extended School Year (ESY) slate as presented.

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

22. The Hopkinton School Board accept the Superintendent's recommendation to approve the Hopkinton High School International Trip to Spain, June 15 – June 23, 2019, due to level 2, increased caution travel advisory.

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

23. The Hopkinton School Board accept the Superintendent's recommendation to approve the Hopkinton High School Varsity Soccer Overnight Trip to Jay Vt., August 24 – 26, 2018.

A motion was proposed by Ms. Durant, moved by Ms. Nestler, 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 Overnight Trip to Washington D.C., November 15 – 18, 2018.

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

25. The Hopkinton School Board approve the Superintendent's recommendation of the withdrawal of _____ from the Educating the Educationally Disabled Expendable Trust Fund (Special Education Expendable Trust Fund) for unanticipated special education related expensed occurring in the 2017-2018 school year. - **TABLED**

26. The Hopkinton School Board accept the Superintendent's recommendation to approve budget adjustment 2018 – 03, in the amount of \$98,236.29 to cover the HSD Food Service Deficit.

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

27. The Hopkinton School Board accept the Superintendent's recommendation to approve budget adjustment 2018-04, in the amount of \$249,728.63.

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

28. The Hopkinton School Board accept the Superintendent's recommendation to commit \$331,382.84 to the Tax Rate Stabilization Fund (Article X).

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

29. **Nonpublic Session - None**

30. Adjournment

At 6:20 p.m. 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

Liz Durant, Chair, ldurant@sau66.org

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David Luneau, dluneau@sau66.org

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Administration

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

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Bill Carozza, Principal, Harold Martin School, 746-3473, bcarozza@hopkintonschools.org

Amy Doyle, Principal, Maple Street School, 746-3473/746-4195, adoyle@hopkintonschools.org

Chris Kelley, Principal, Hopkinton Middle and High Schools, 746-4167,

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Rebecca Gagnon, Asst. Principal, Hopkinton Middle and High Schools, 746-4167,

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Respectfully submitted,

Donna M. Bowe