

**Hopkinton School Board
Hopkinton, New Hampshire**

APPROVED MINUTES

**School Board Meeting
Hopkinton Town Hall**

Tuesday, August 21, 2018 - 5:30pm

IN ATTENDANCE:

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

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

PUBLIC SESSION

1. Call to Order/Pledge of Allegiance

Ms. Durant called the meeting of the regular Hopkinton School Board to order at 5:29 p.m. A moment of silence was held for Gene Connolly, long-time Principal at Concord High School, who passed away over the weekend. Although, he was not in our district, his wife, Patty Connolly, has been a member of the Hopkinton family for a long time coaching field hockey and teaching Wellness here in the District. Our thoughts and prayers go out to Patty and her family and the community of Concord.

2. Additions/Deletions from Agenda by Superintendent

Revised agenda:

- Tiffany Bauer was an action item and has since been added.
- Safety Efficiencies
- Patty Connolly, Leave of Absence
- Amanda Santoro, Maternity Leave
- MS 25 changes

3. Correspondence

Ms. Durant and Superintendent Chamberlin, along with Town Employees and Staff had a wonderful Summer Cookout on the Library lawn August 16.

Superintendent Chamberlin is working with Chuck Gangle, who will be hosting an Educational Voting Event on Saturday at the Hopkinton Middle High School.

Superintendent Chamberlin met with Chief Pecora regarding the vandalism to Mr. Belanger's property. This is still an ongoing investigation and the Police have looked at every camera of vehicles entering and exiting the area canvassed the neighborhood by going door-to-door.

4. Approval of Minutes

None at this time.

5. Public Comment (2)

Mr. Dennis Goddard introduced himself and gave a brief background of his experience. He expressed his concerns with the RFP specifications. Specifically, surveillance camera's in the schools which will be accessible via internet. Mr. Goddard finds this totally unacceptable. He brought several recent examples to the Board's attention of cases where TCPI video's were taken over and made part of the *Marai Bocnet*. He also noted in the RFP that there was no description of a data retention policy or an access control policy included in the description. Who will have access to this video of our children and how will the data be managed? How long will it be retained and what will be the policy for data destruction? These are all critical in any security related system and need to be included in the RFP. He also noted that there is a section related to the source code and would request that this source code be available, even if under escrow, so that it may be reviewed by those of us experienced to provide feedback before it is allowed to surveil our children in school. Mr. Goddard also stated that there are very few people in this State who are trained or have the technical ability to review security claims made by the vendor. He also noted in the RFP that it would be secured by virtue of certificate authority, a very poor choice and suggested we review *Comodo* – a recent hack and *Diginotar*, another recent security hack.

Mr. Goddard wished to make it clear to all involved that with any security camera systems is inherently not proactive and cannot provide security to the children. A camera system can only reactively give us an indication of who did perpetrate the crime and who were the victims, but cannot prevent any issue we wish to prevent, and so the concept of security is clearly unrelated to the concept of documenting in the past what has happened.

Lastly, he expressed that there needs to be much more public input before it's decided that our children will be subjected to surveillance while in the schools.

Mr. Chamberlin expressed that we started this process five years ago as phase I through the State and was awarded a grant and have had major discussions at School Board meetings and the public. We engaged an engineering firm who had experience in designing and supporting RFP's for camera's and controlled access.

Mr. O'Brien asked Mr. Goddard if it were the camera's themselves, because we have camera's now, or is it the fact that they're connected to the internet which possess additional security concern? Mr. Goddard has three primary concerns: 1) objections with the existing cameras by subjecting students to surveillance is disrespectful to the children, places them in harms-way and does not foster the kind of society we wish to be democratic members of society, 2) concerns of the lack of process that needs to be in place like date retention policy and access control policy, 3) lack of technical background to evaluate the claims made by the vendors.

Janet Krzyzaniak expressed her concern that the bid for this project was just going out and had hoped that when it was discussed this last Spring, that the security systems would have been up during the summer when there were no students around.

Ms. Durant noted that we did talk about this late in the Spring, and how we would engage with a consultant, as opposed to us managing the RFT, that it would slow the process down. We knew going in to the summer, that the project would be pushed out, but felt in the long run it was the best decision.

6. Comments from the Hopkinton School Board

Mr. O'Brien inquired if the public were invited to join the RFP? Yes – 11:00 beginning at the SAU Office.

Ms. Durant thanked the SAU for holding down the fort over the summer.

7. Presentations and Staff Reports

None

8. Items for Board Discussion

a. Hopkinton School Board Management

- i. Calendar – Week of September 4th. We may have a Board member who may have a conflict on Tuesday evenings. Options – meet on the opposite Wednesday that the Budget Committee does not meet to avoid conflicts, and the other would be to potentially meet on Thursday evenings. The Board will check their calendars.
- ii. Update - Streaming – Mr. Stone has been working with Bridget Gattie in looking at microphones and cameras. One of the challenges is finding a designated room. As you know, our buildings are full and we will have to look at a portable option which will cost approximately \$2500. We are making progress and hope to stream in September.

b. Policy

- i. EFAA – Meal Charging (*Action Item*) – Regulation now states that if a student does not have the funds for a meal a full meal will be provided to them.
- ii. EGEF – School District Internet Access for Staff (*Action Item*) – There is no expectation of privacy – responsible use. All must sign-off.

Superintendent Chamberlin thanked Mr. O’Brien and Mr. Luneau, who met frequently over the summer to work on policies. A full audit has been conducted on our required policies.

- c. The Acceptance of Tuition Students (*Action Item*) – Coming before you tonight are six students for admission and tuition. Two of the students are on the reduced Tuition for Children of Non Resident Teachers Program, which we have instituted for a number of years and four are not.

- d. 2018-2019 Enrollment Update – As of this date, 1,017 students are enrolled in the Student Information System, 62 have registered for Kindergarten. NESDEC projected 63 students and 1,013 overall. We will conduct an official enrollment on October 1st.

e. Personnel

- i. 2018 – 2019 Nominations (*Action Items*)

a. Harold Martin School

1. Instructional Assistant (*Tiffany Bauer*)
2. Instructional Assistant (*Megan Burns*)
3. Instructional Assistant (*Kristine Roberts*)
4. Instructional Assistant (*Emily Murphy*)
5. Behavioral Assistant (*Robert Parker*)

b. Maple Street School

1. Instructional Assistant (*Mindy Flowers*)
2. Instructional Assistant (*Tim Hogue*)
- c. HMHS:
 1. Revised Contract 0.1 Music, (*Ben Levergood*)
 2. HMHS Permanent Substitute (*Geoff Griffiths*)
 3. Request for indefinite leave (*Patty Connolly*)
 4. Request for maternity leave (*Amanda Santoro*)
- d. District: Speech Assistant (*Charlene Jerome*)
- e. Schedule b:
 1. Freshman Class Advisor (*Trish Walton & Carol Sabol*)
 2. Artist in Residence (*Kim Emerson*)
 3. Sub Coordinator (*Michelle Fisher*)
 4. Bus Monitor (*Ashley Brizard-Nicholson*)
 5. Playground Monitor (*Sara Barnard*)
- f. Safety and Security Nomination Slate – *Crossing Guard opening*
- ii. Staffing Update
 1. Resignation: Maintenance Worker - (*Melvin Furbush*)
 2. Open Positions – Instructional Assistants, Speech, Music
- f. Financial
 - i. June Financial Statement, Audited
 - ii. Quarterly Financial Report
 - iii. Approval of the DOE 25 – Financial Report for the Department of Education (*Action Item*) – *Reporting forms to be approved and signed.*
 - iv. Approval of the MS 25 – Financial Report for the Department of Revenue (*Action Item*) – *Reporting forms to be approved and signed.*

9. Public Comment (1)

Mr. Goddard commented that the Hopkinton School website has two contradictory pages concerning information of upcoming meetings.

10. Materials Provided

Policy EFAA - Draft

Policy EGEF - Draft

Tuition Student List (Presented at the meeting)

Hiring Packets (7)

June Financial Statement, Audited

Quarterly Financial Report

Approval of the DOE 25 – Financial Report for the Department of Education

Approval of the MS 25 – Financial Report for the Department of Revenue

11. Important Dates

August 24 - New Staff Orientation

August 27 - First Day for Staff

August 28 - First Day for Students

ACTION ITEMS

12. The Hopkinton School Board accept the Superintendent's recommendation to approve policy EFAA, Meal Charging, as presented.

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 EGEF, School District Internet Access, as presented.

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

14. The Hopkinton School Board approve the Superintendent's recommendation to accept the tuition students, as presented.

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 nomination of Tiffany Bauer, Harold Martin School Instructional Assistant, 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.

16. The Hopkinton School Board approve the Superintendent's nomination of Megan Burns, Harold Martin School, (0.19 FTE) Instructional Assistant, for the 2018- 2019 school year.

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 nomination of Kristine Roberts, Harold Martin School, Instructional Assistant, 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.

18. The Hopkinton School Board approve the Superintendent's nomination of Emily Murphy, Harold Martin School, Instructional Assistant, 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.

19. The Hopkinton School Board approve the Superintendent's nomination of Robert Parker, Harold Martin School, Student Support Center Facilitator, 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.

20. The Hopkinton School Board approve the Superintendent's nomination of Mindy Flowers, Maple Street School, Instructional Assistant, 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.

21. The Hopkinton School Board approve the Superintendent's nomination of Tim Hogue, Maple Street School, Instructional Assistant, 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.

22. The Hopkinton School Board accept the Superintendent's recommendation to approve a revised contract for Music Teacher, Ben Levergood, (0.1 FTE), HMHS.

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 approve the Superintendent's nomination of Geoff Griffiths, Permanent Substitute, HMHS, 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.

24. The Hopkinton School Board accept the Superintendent's recommendation to grant an indefinite leave (up to a semester) to Hopkinton Middle and High School Physical Education/Health Teacher, Patty Connolly.

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 accept the Superintendent's recommendation to approve HMHS School Counselor Amanda Santoro's request for maternity, effective date and duration to be determined by the Superintendent of Schools.

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

26. The Hopkinton School Board approve the Superintendent's nomination of Charlene Jerome, Speech Assistant, District, 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.

27. The Hopkinton School Board accept the Superintendent's recommendation to approve the revised schedule b, co-curricular, nominations (Trish Walton, Carol Sabol, Freshmen Class Advisors, Kim Emerson, Artist in Residence).

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 approve the Superintendent's nomination of the Efficiency and

Safety nomination slate, as presented.

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

29. The Hopkinton School Board approve the Superintendent's recommendation to accept, HSD Maintenance Worker, Melvin Furbush's resignation, effective August 10, 2018.

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

30. The Hopkinton School Board accept the Superintendent's recommendation to approve the financial report form, DOE 25, as prepared by Michelle Clark, Business Administrator.

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

31. The Hopkinton School Board accept the Superintendent's recommendation to approve the financial report form, MS 25, as prepared by Michelle Clark, Business Administrator.

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

32. **Nonpublic Session** - None

33. **Adjournment**

At 6:30 p.m. Ms. Durant moved, seconded by Ms. Nestler, 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:

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