

**Hopkinton School Board
Hopkinton, New Hampshire**

APPROVED MINUTES

**School Board Meeting
Hopkinton Town Hall**

Tuesday, July 31, 2018, at 5:30 p.m.

IN ATTENDANCE:

School Board: Ms. Liz Durant, Chair, 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 5:30 p.m.
Mr. Luneau led the Pledge of Allegiance.

2. Additions/Deletions from Agenda by Superintendent

Hopkinton School District and Hillsboro-Deering will co-sponsor a School Funding Educational Event. More information will follow.

3. Correspondence

Thank you note from Work Camp for hosting them this summer.

4. Approval of Minutes

Recommend the Hopkinton School Board approve the minutes of the Public Hearing held on July 17, 2018, was moved by Mr. Luneau and seconded by Mr. O'Brien, all in favor, minutes carried as presented.

Recommend the Hopkinton School Board approve the minutes of the regular board meeting held on July 17, 2018, was moved by Mr. Luneau and seconded by Mr. O'Brien, all in favor, minutes carried as presented.

5. Public Comment (1)

None

6. Comments from the Hopkinton School Board

Mr. O'Brien thanked Superintendent Chamberlin and Town Administrator, Neal Cass for cooking for the Senior Luncheon at the Senior Citizen Center.

Ms. Durant echoed the same sentiment and due to the hot weather, it was a good choice to change the location from Elm Brook State Park to the Senior Citizen Center. There was a large turnout.

7. Presentations and Staff Reports

None

8. Items for Board Discussion

a. Facilities

i. HSB Revised Charge to the Facility Committee (*Action Item*)

Superintendent Chamberlin gave a little background on the this charge. Originally this charge was a school consolidation project. We were looking at closing one school due to enrollment. Since then, our enrollment has been steadily going up and we have begun the process of prioritizing projects.

Mr. Luneau mentioned that after coming through the budget season last year we learned some things from the community after sending out a survey of what they thought they could afford. After working with Superintendent Chamberlin and Jay Burgess, Steering Committee Chair, we developed a draft charge to be given to the Board in hopes of recommending it to the Steering Committee.

The four priorities were deferred maintenance, improve School Safety and Security, provide effective educational space and improve accessibility. The recommendation must align with the community feedback by being presented in the following tiers:

Tier I: Facility work costing not more that \$14M.

Tier II: Facility work costing more than \$14M but less than \$17M.

Tier III: Facility work costing more than \$17M.

Proposed timeline:

August: Facility Steering Committee work to come up with a product.

September: Facility Steering Committee to present to the School Board.

October: School Board to adopt a plan.

November: Bring it to the community

There was much discussion on the four priorities – accessibility being a priority, with deferred maintenance to protect our structures. The third item – providing effective educational space also means having enough classrooms to safely and adequately educate our student population. We are at a critical point in our schools with the increase in enrollment over the past three years. We are out of space at Harold Martin School for the 2018 – 2019 school year. The options that were considered by the Facility Committee, which were presented in the Harrimann report were 1) build more space at the elementary space (HMS) or 2) move sixth grade up to HMHS, making the sixth, seventh and eighth grade a modern configuration by building on to the Middle High School. This is where the majority of the work is being done and it has been recommended by Harrimann as it presents a very low risk for site work. There are strong educational gains by having the sixth grade up at the Middle School, such as access to World Languages, access to unified Arts and a more comprehensive high school curriculum. We have seen some 6th graders over the last ten years going into seventh grade who are ready for high school Algebra. This would allow students to align with the high school schedule more efficiently.

Discussion followed with the alignment of NEASC and community feedback. It was determined to consider all areas a priority.

ii. Update: HMHS Oil Tank

The District has entered into an Administrative Order by Consent with the Department of Environmental Services for the replacement of the HMHS Oil Tank. Siemens has agreed to support this work. A timeline and sample markup of possible above ground placement has been provided to the Board.

iii. Update: Security Grant

A draft of an RFP has been submitted (112 pages). Ms. Clark, Mr. Stone and Superintendent Chamberlin have reviewed the RFP before distribution and are working with Will Bennett, Bennett Engineering.

b. Update: Hopkinton Public Schools Foundation

The energy behind this group is exciting. The Hopkinton Public Foundation continues to gain momentum. The Foundation is developing an application process for short term and long-term projects.

c. Hopkinton Budget Committee

i. Report Out - July 18 Meeting

Ms. Durant attended the July 18 Budget Meeting and brought with her the draft template Ms. Clark created of the FY 20 budget form. The feedback was to incorporate information on class size, break down core areas in the Middle and High School, average class size – this would give a quick snap shot of the budget line items in those areas. There was a request for historical information and also account numbers and areas to create a glossary in this report.

ii. Update: FY 20 Budget Form

A second draft of the FY 20 Budget Development Form was presented.

d. Personnel

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

- a. MSS Instructional Assistant (*Michelle Clarner*)
- b. Revised Schedule b – Fall Coaching Nomination Slate
- c. HMHS Math Teacher (*Joanne Lowe*)

ii. Resignations (*Action Items*)

- a. HMHS Full Time Substitute Teacher Resignation (*Kasey Schoch*)
- b. MSS Instructional Assistant Resignation (*Maureen McAuliffe*)
- c. MSS, HMHS Music Teacher, (*Jaime Boccia*)
- d. HSD Speech Pathologist Resignation (*Melissa Walsh*)

e. Financials

- i. Update: FY 18 Audit – Audit was complete within two days of a \$19M budget and attests to Ms. Clark's preparation and former work as an auditor, as well as her team, Karen Morse and Laurie Nadeau. The audit can't be finalized until the

New Hampshire Retirement System provides the unanticipated retirement obligations, which could possibly be in February.

- ii. Update: Kindergarten Aid – the NH Department of Education has provided an estimate on Kindergarten aid. The value is \$76,395. \$69,300 was utilized in the budget process.
- iii. Approval of the General Assurances, Terms, and Requirements for Participation in Federal Programs (*Action Item*) – Superintendent Chamberlin attests to the best of his ability that we understand and have followed these assurances. Ms. Durant, School Board Chair will sign document.
- iv. HSB hosting a School Funding Educational Event – A group has volunteered to come from Hillsboro-Deering in a joint effort with Hopkinton School District.

9. Public Comment (2)

None

10. Materials Provided

Draft Minutes of School Board
Draft Minutes of Public Hearing
Draft School Board Charge to the Hopkinton Facility Steering Committee
Administrative Order by Consent – DES
HMHS Oil Tank Mock Up
Hiring Packets
Revised Schedule b Slate
General Assurances, Terms, and Requirements for Participation in Federal Programs

11. Important Dates

August 16 – Staff Appreciation/Town Employees BBQ – Town Library
August 24 - New Staff Orientation
August 27 – Welcome Back Program - First Day for Staff
August 28 - First Day for Students

ACTION ITEMS

12. The Hopkinton School Board approve the Superintendent’s recommendation to adopt the revised charge (III) to the Hopkinton Facility Steering Committee.

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 approve the Superintendent’s nomination of Maple Street School Instructional Assistant, Michelle Clarner, for the 2018 – 2019 school year, pending final approval of 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.

14. The Hopkinton School Board approve the Superintendent’s nomination of Hopkinton Middle High School Mathematics Teacher, Joanne Lowe, for the 2018 – 2019 school year, pending final

approval of 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.

15. The Hopkinton School Board approve the Superintendent's nomination of the revised 2018 – 2019 schedule b fall coaching slate, as presented.

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

16. The Hopkinton School Board support the Superintendent's recommendation to accept HMHS Full Time Substitute Teacher, Kasey Schoch's resignation, effective July 31, 2018.

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

17. The Hopkinton School Board support the Superintendent's recommendation to accept MSS Instructional Assistant Maureen McAuliffe's resignation, effective July 31, 2018.

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 support the Superintendent's recommendation to accept MSS/HMHS Music Teacher, Jaime Boccia's, resignation, pending final approval of 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.

19. The Hopkinton School Board support the Superintendent's recommendation to accept HSD Speech Language Pathologist, Melissa Walsh's resignation, effective July 31, 2018.

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

20. The Hopkinton School Board authorizes Chair Durant to sign the General Assurances, Terms, and Requirements for Participation in Federal Programs document on the Board's behalf.

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

21. Nonpublic Session

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

Personnel
Student Issue

At, 6:40 p.m. Ms. Durant called a Nonpublic Session for the Discussion of Matters Per RSA 91-A: 3, II (a) Personnel and Student Issues.

RETURN TO PUBLIC SESSION

22. Adjournment

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

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Aviva Nestler, Vice Chair, anestler@sau66.org

Jim O'Brien, jobrien@sau66.org

David Luneau, dluneau@sau66.org

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Administration

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

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Rebecca Forrestall, Director of Student Services, 746-5186, rforrestall@hopkintonschools.org

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

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, ckelley@hopkintonschools.org

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