

**Hopkinton School Board  
Hopkinton, New Hampshire**

**APPROVED MINUTES**

**School Board Meeting  
Hopkinton Town Hall**

**Thursday, September 20, 2018  
Immediately following a Public Hearing**

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**IN ATTENDANCE:**

**School Board:** Ms. Liz Durant, Chair; Ms. Aviva Nestler, Vice Chair; Jim O'Brien and Matt Belanger, Board Members

**Student Board Representatives:** Sam Thompson and Maddie Locke

**Administration:** Mr. Steven Chamberlin, Superintendent of Schools; Mr. William Carozza, Principal, Harold Martin School.

**PUBLIC SESSION**

**1. Call to Order/Pledge of Allegiance**

Ms. Durant called the meeting to order at 5:57pm, following the public hearing.

**2. Additions/Deletions from Agenda by Superintendent**

Shannon Scanlan, HMS Custodian has submitted her resignation due to personal reasons. The Performance Contract presented now includes the performance bond.

**3. Correspondence**

Superintendent Chamberlin shared historic NH Ballot box information with the Board, which were first used in 1892 and are still used today.

**4. Approval of Minutes**

Recommend the Hopkinton School Board approve the minutes of the Public Hearing held on September 20, 2018, was moved by Ms. Nestler and seconded by Mr. Belanger, all in favor, minutes carried as presented.

Recommend the Hopkinton School Board approve the minutes of the regular board meeting held on September 20, 2018, was moved by Ms. Nestler and seconded by Mr. Belanger, all in favor, minutes carried as presented.

**5. Public Comment**

None

**6. Comments from the Hopkinton School Board**

Mr. O'Brien: Two weeks ago we had a member of the community provide questions about the security cameras and wondered if we had responded. Superintendent Chamberlin apologized and stated that he has been busy with the oil tank and is planning to meet with Will Bennett, Bennett Engineering this week and is preparing a response. Mr. O'Brien thought that four to five weeks is a long time to respond to a constituent, but understands.

Mr. O'Brien also asked what our public comment policy is? Do we have written instructions that we can distribute? Ms. Durant responded in saying yes, and that she would bring them to the next meeting. Ms. Durant stated that how we conduct our business is to give a community member an opportunity to comment on the agenda of the evening. It is up to the Board Chair to determine whether or not what format that they would like for it to be in. Providing comment gives the Board an opportunity to hear different perspectives from members of the community. There are opportunities during the year, an example is focus evenings, where we open up the floor and to the community, questions on a particular topic of the evening. One of the compelling reasons we ask the public to provide comment is it allows the Board to respond in a thoughtful way and not have to respond on the fly. That is the right of the Board Chair to do that, and Ms. Durant feels very compelled to make sure that we give accurate and timely information and also have the opportunity to say, we don't have that and will get back to you. Ms. Durant will share those guidelines in the next meeting.

Mr. Belanger acknowledged what a special community this is. His daughter, who is in first grade this year received a letter in the mail from a retired teacher, Dot Blanchard, who is still taking the time to write to her students and it made her day.

Ms. Nestler had to dismiss herself due to illness at the last meeting and wanted to say that she is healthy and happy to be back.

Sam Thompson reported that the Guidance Department had a special day today and offered to help the seniors start the college process if they hadn't done so already. It was well thought out as far as how it encompassed options for seniors, such as the military, a gap year, and interesting speakers.

## **7. Presentations/Staff Reports**

Update: Security Improvement Plan (*tabled until Action 12 was addressed*)

Last Spring, Superintendent Chamberlin rolled out Avoid, Deny, Defend training with Chief Pecora and will now go before the building principals to plan appropriately professional development and then go before the community and speak with students. We also talked about two programs through Sandy Hook Promise, *Say Hello* and *Tell Someone*. The high School Peer Outreach has committed to starting a *Say Hello* Outreach in the Fall/Winter as part of an outreach program. Superintendent Chamberlin has asked Mr. Carroza and Ms. Doyle to incorporate Social and Emotional components into morning and afternoon meetings.

Mr. Belanger commented that when he stopped by the High School he noticed doors propped open in the back of the building and asked Sam Thompson and Maddie Locke if they were experiencing the same thing? Sam Thompson responded that he rarely uses the front door because he parks in the back, student parking lot, and said, yes, it's definitely an issue. Students don't want to call the office and create more work for the staff by coming downstairs and opening up the door. Students feel it's easier to prop the door open and run out to their car if they forgot something. Superintendent Chamberlin commented that those doors have always been an issue, and feels that once the seniors have a pass key the issue will be resolved. This is a priority. Sam Thompson agreed.

## **8. Items for Board Discussion**

- a. HMHS Oil Tank Removal and Replacement Project – covered in Public Hearing
  - i. Feedback from the public hearing
  - ii. Options
  - iii. Withdrawal of Funds from the School Building Repair and Maintenance Trust Fund (*Action Item*)
  - iv. Waving Bid Policy (*Action Item*)
  - v. Implementation Process

b. Hopkinton School Board Planning – A tentative School Board Meeting Topics Memo was distributed to the Board.

- i. Priorities
- ii. Calendar

c. Report Out – Hopkinton Budget Committee September 12, 2018 Meeting – The August report was included in this packet.

Mr. Belanger questioned what our maintenance strategy was? He was a little disappointed to see the shape of Harold Martin School for the startup of school and at the Ice Cream Social. What can we do, as a community to help out?

Ms. Durant stated that the Facility Steering Committee will take a good look at our building needs.

Mr. O'Brien feels it's unrealistic to only schedule two meetings in a calendar year to talk about the facility project. Ms. Durant stated that there will be a deliberate effort to address needs at every Board Meeting.

Ms. Durant asked the Board to take a vote on Mr. O'Brien to sit on the Budget Committee. A motion was proposed by Ms. Durant, moved by Ms. Nestler, all in favor, motion carries.

Mr. O'Brien: What the Budget Committee would like to see from the operating budget for both the Town and School is some sort of framework. How are taxpayers are going to absorb operating budget increases, both in this upcoming budget and in future budget years, while at the same time we may bring in a bond for a vote? What does a 12 million bond mean to the tax rate and what does a 3–4% budget increase mean to the tax rate, along with the Town tax increase? What does that do to the overall taxpayer as a town? There has been some concern around Town of the School Board's charge given in respect to the Facility Project. Should the Board look into smaller bonds, which would have as much smaller impact on the taxpayer? Mr. O'Brien stated that the Budget Committee felt comfortable with a 0 – 2% increase overall. This was not a vote, but a conversation that took place. The Budget Committee also discussed the CIP, and again, really digging in to a capital project and how that could help with the bond.

Second topic among the Budget Committee was around the programmatic budget. There has been a very strong desire in getting that done among the Budget Committee and to move toward clarity at the next meeting.

Mr. O'Brien presented the reports at the last Budget Committee Meeting and felt some confusion from the Committee and asked the members if they were being given what they needed. Mr. O'Brien would like to work with Ms. Clark between now and the next Budget meeting to simplify what they need and cutting down the amount of paperwork.

Ms. Durant thanked Mr. O'Brien for stepping in and putting all the pieces together.

d. Personnel (*Action Items*)

- i. HMS Music Teacher (0.5 FTE) (*Joseph Pierog*)
- ii. HSD Maintenance Worker (*Noah Thompson*)
- iii. MSS Instructional Assistant Resignation (*Tim Hogue*)
- iv. HMS Custodian Resignation (*Shannon Scanlon*)

e. Financials

- i. Monthly Financials (August 2018)
- ii. PTA Donations – 4 (*Action Items*)

## 9. Public Comment

### 10. Materials Provided

Public Hearing Notice  
Draft Minutes (1)  
Hopkinton School Board Schedule – Topic List  
Hiring Packets (2)  
Financials

### 11. Important Dates

September 22 – Homecoming, Hopkinton Middle High School  
September 27 – Open House, Maple Street School  
October 5 – No School – Professional Development Day  
October 8 – No School – Columbus Day

### ACTION ITEMS

12. The Hopkinton School Board approve the Superintendent’s recommendation to authorize the withdrawal of up to \$120,000 from the School Building Repair and Maintenance Trust Fund.

**A motion was proposed by Ms. Durant, moved by Ms. Nestler, seconded by Mr. Belanger for discussion.**

Mr. Belanger thanked Superintendent Chamberlin for all his work on this and continues to be impressed with the breadth and the depth of his knowledge. Also, acknowledging that Superintendent Chamberlin knows a lot of things that he probably shouldn’t – that’s a good thing. He also thanked the community for sharing their thoughts. At this time, he is not comfortable moving forward and would like to see a quote for an underground tank, as well as to explore Siemen’s responsibility.

Mr. O’Brien stated that he is not comfortable pulling most of the money out of the fund, with not knowing how we are going to replenish the fund. He understands the timing and why we are here, but the reality is, we are here and what do we do with the Maintenance Fund. This is not the right time, when we could be moving into a facility project.

Ms. Nestler commented that she is leaning more toward the replacement, but the one piece that she would like to know is the cost of the underground storage tank so that she could be 100% certain. In terms of responsibility for Siemen’s on the performance contract having overlooked this, she doesn’t think this should cause a delay in the Board’s decision in addressing this because it would take more time. Ms. Nestler also thanked Superintendent Chamberlin for his due-diligence and thinks the knowledge he has on the matter is quite in-depth, but having that one more piece is important. Having sat in on many of the facility project meetings, she can say that she is satisfied with Superintendent Chamberlin’s response in the plans that were presented, although extensive and expensive, she is not concerned.

Ms. Durant shared her feelings that there is risk in everything we do with decisions we make within the District. She thanked the community for their comments on this matter and is pleased with the attendance at this public meeting. It’s not always the case with public hearings and allowing the Board to consider those comments, even with it being within the body of our meeting. I think it’s a credit to this particular School Board and how hard they work, and the Superintendent and his staff for gathering all the information. Filtering through what is important

to this District and presenting it to the Board in a way which allows them to make a decision around it. The timing on this is really tough and is struggling with this a little bit. Ms. Durant wants to be clear that the Board gave the Superintendent direction, back in April or May, to bring forth a proposal to put in a new tank. At that time, the Board made that decision that they were not interested in putting 30k to 40k into an existing old tank. The Board also has a responsibility to be sure that when they give a direction, that we are really clear with the Superintendent and his staff around that decision. A lot of work goes in to this and a lot of other things get pushed to the side. A lot of consideration goes in to things like the timing, the vendors and the financing. Ms. Durant would like the Board to vote with what they are comfortable with. The community puts us in these seats to make the right decisions and she appreciates everyone for putting a lot of time in making their decision this evening.

**Ms. Durant proposed a motion to withdraw 120k from the School Building and Maintenance Trust Fund, Ms. Durant (Yes), Ms. Nestler (Nay), Mr. Belanger (Nay), Mr. O'Brien (Nay) – Motion failed.**

Mr. O'Brien asked if he could make a motion for a different dollar amount from the School Building and Maintenance Trust Fund to cover Option 2, which was to repair the day tank and it was decided that Superintendent Chamberlin would speak with the project manager. A second public hearing would be scheduled to review the proposal.

12. The Hopkinton School Board approve the Superintendent's recommendation to waive bid policy DJE and award the HMHS Tank Removal and Replacement Project to WILDSCO PES, in the amount not to exceed \$116,826.50. – **Motion failed.**

13. The Hopkinton School Board approve the Superintendent's nomination of Joseph Pierog, HMS Music Teacher (0.5 FTE), pending final approval of the Superintendent of Schools.

**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 approve the Superintendent's nomination of Noah Thompson, HSD Maintenance Worker, pending final approval of the Superintendent of Schools.

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

15. The Hopkinton School Board accept the Superintendent's recommendation to approve MSS instructional Assistant Tim Hogue's resignation, effective Thursday, September 13, 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 accept the Superintendent's recommendation to approve HMS Custodian Shannon Scanlon's resignation, effective, September 28, 2018.

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

17. The Hopkinton School Board approve the Superintendent's recommendation to accept a \$1,000 donation from the Hopkinton PTA to Harold Martin and Maple Street Schools, Artist in Residence.

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

- 18.** The Hopkinton School Board approve the Superintendent's recommendation to accept a \$1,200 donation from the Hopkinton PTA to support the purchase of Great Stone Face nominated books for students and staff at Maple Street School.

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

- 19.** The Hopkinton School Board approve the Superintendent's recommendation to accept a \$700 donation from the Hopkinton PTA to support 9<sup>th</sup> Grade High School Social Studies.

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

At 7:00 p.m., Ms. Durant moved, seconded by Mr. O'Brien, to adjourn the meeting, motion passed, all in favor, not opposed.

## **20. Nonpublic Session**

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

The purchase of a real estate property

At 7:05p.m., a motion was proposed by Ms. Durant, moved by Ms. Nestler, seconded by Mr. Belanger, that the Board enter into nonpublic session in accordance with RSA 91-A: 3, II (g), for the discussion of the purchase of a real estate property. Motion passed on a roll call vote: Ms. Nestler (yes), Mr. Belanger (yes), Mr. O'Brien (yes), Ms. Durant (yes), all in favor.

RETURN TO PUBLIC SESSION

## **21. Adjournment**

**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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