

**Hopkinton School Board
Hopkinton, New Hampshire
Approved Minutes
School Board Meeting
Maple Street School – Cafeteria**

Thursday, December 20, 2018 at 5:30 p.m.

IN ATTENDANCE:

School Board: Ms. Liz Durant, Chair, Ms. Aviva Nestler, Vice Chair, Mr. Jim O'Brien (5:50pm) and Mr. Matt Belanger (5:36pm.), Board Members. Absent: Mr. Dave Luneau

Student Board Representatives: Sam Thompson and Addie Locke

Administration: Mr. Steven M. Chamberlin, Superintendent of Schools, Ms. Michelle Clark, Business Administrator, Mr. Bill Carozza, Principal Harold Martin School, Mr. Matthew Stone, Director of Technology, Ms. Amy Doyle, Principal Harold Martin School, Ms. Rebecca Gagnon, Assistant Principal, Hopkinton Middle High Schools, Rebecca Forrestall, Director of Student Services.

PUBLIC SESSION

1. Call to Order/Pledge of Allegiance

Ms. Durant called the meeting to order at 5:36 pm and led the Pledge of Allegiance.

2. Additions/Deletions from Agenda by Superintendent

Programmatic Budget Update

3. Correspondence

Political statement sent to the School Board from unknown person.

4. Approval of Minutes

Recommend the Hopkinton School Board approve the Non-Public Minutes of the December 6, 2018 Hopkinton School Board Meeting, a motion 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 December 13, 2018, a motion was moved by Ms. Nestler and seconded by Ms. Durant. Mr. Belanger, abstained, all in favor, minutes carried as present.

Recommend the Hopkinton School Board approve the Non- Public Minutes of the December 13, 2018 Hopkinton School Board Meeting, a motion was moved by Ms. Nestler and seconded by Ms. Durant. Mr. Belanger, abstained, all in favor, minutes carried as present.

5. Public Comment (1)

Rebecca Bettencourt asked if the preschool was seen as a separate entity and why is there an additional cost? Superintendent Chamberlin responded that the preschool is a regular part of the Hopkinton School program. It is inclusion based – 50% are voluntary and 50% are required. Ms. Forrestall explained that when children turn three and are identified as having a disability, HSD is required to offer services to those children who are eligible. Our program is a part of the public school program. We have an early childhood program certification and have to maintain a 50/50 ratio. Everytime a student becomes eligible, we tuition in a child who does not need services to maintain our ratio. All of the money received

goes to supporting that section of preschool and staff. Revenue received from the preschool goes back in to the general fund. To be clear, this revenue does not cover even half of the funds received from those students with disabilities.

Ms. Bettencourt also asked when the CIP was done and who did it? Superintendent Chamberlin responded that the CIP is done every year by him, Ms. Clark, Business Administrator and Bill Caruso, Facilities Director. She also asked if we've looked at a long term facilities plan?

Ms. Durant talked about the discussions that have taken place over the past eight or nine weeks that Ms. Bettencourt brought up and what that looks like. The Board has looked at the information gathered over the last three years to make informed decisions – enrollment is something that has evolved since the Board started this process four years ago. When NESDEC was hired to do projections, we wanted a third party to take that information and do something meaningful with it.

Candace Youngman wanted to follow-up on the pre-K program and asked if we were receiving State funds for the children that are getting services? Ms. Forrestall responded that we don't typically screen three year olds in New Hampshire and is not required by law. Students eligible are referred by a parent or through an area agency. The School District works with Community Bridges and they refer students who they have been seeing since age two and half. We then have to decide whether or not they meet NH eligibility for NH special education. School Districts do receive some federal funds for special education across the board – it is not specific to each case. Ms. Youngman also stated that the community has never supported a preK program and that it was never discussed. Superintendent Chamberlin responded that we have had an inhouse preschool for fifteen years. It was held at the Community Center, at Columbia Hall and then it moved full-board within our schools and has always been in the budget.

6. Comments from the Hopkinton School Board

None

7. Presentations and Staff Reports

Superintendent Chamberlin thanked everyone for coming and mentioned that this was our ninth meeting since October 4, 2018 and that this is our 3rd in the process of developing the FY20 School Board Budget.

FY 20 School Board Budget Development:

- a. Unpacking Areas of the FY 20 Budget – *Superintendent presented a brief presentation and talked about the increases in special education, technology and an overview of where the increases are. The maintenance side, the facilities side and a little bit of unpacking.*
- b. Tiers of Reduction – *Superintendent distributed the draft of FY20 tiers. How we do it, why we do it, as requested by the Board in \$300K/\$600k/\$900K reductions.*

8. Items for Board Discussion

1. FY 20 Budget Development

- a. Tiers – distributed
- b. Unreserved Fund Balance Goal for FY19 is \$526K, FY20 recommendation \$481K
- c. Trust/Fund Contributions
 1. Maintenance /CIP – current value \$283K / expected withdrawal \$54K / recommended contribution \$150K (Capital Improvement Program)
 2. Vehicle – current value \$29K / expected withdrawal 0 / recommended contribution \$15K
 3. Special Education – current value \$169K / expected withdrawal 0 / recommended contribution 0

4. Tax Rate Stabilization – current value \$331K / expected withdrawal \$150K / recommended contribution: anything above unreserved fund balance goal – capped at \$375K
2. Facility Project/Bond Update
 - a. Bond Payment Values

Portable classrooms were discussed, as well as the expense to prep the area, install and remove.

Superintendent Chamberlin has contacted two banks, including Merrimack Savings Bank for rates.

3. **Programmatic Budget Update** – *Budget was distributed to everyone. The Board thanked Ms. Clark for all her hard work and thought the format was incredible!*
4. HSD 2019 - 2020 School District Calendar (*Action Item*) – *as presented. Mr. Belanger asked that the Board table this action item until the January 3, 2019.*
5. Personnel: Fourth Request for Early Retirement (HEA) – *Board is not in favor of approving fourth request for early retirement.*
6. Financial: Monthly Financial: November 2018 – *Ms. Clark presented and noted that the State just approved one of our grants and the financials will be adjusted accordingly.*

Ms. Durant asked the Board to take the time to digest this information and the information given in previous weeks before meeting on January 3rd. If any of the board members have questions, she strongly suggests that you take it upon yourself to contact Superintendent Chamberlin or Ms. Clark.

9. Public Comment (2)

Rich Houston questioned budget: Tier cuts - tier 2: #10 second half of second grade – does that represent a 0.5 FTE and #11 District wide staffing – is that a conglomeration of points? Superintendent Chamberlin responded yes to both questions.

Janet Krzyzaniak read what the Budget Committee proposed and disagreed with Mr. O'Brien, and would like to see the Programmatic Budget at the Budget Committee on January 2nd, not the 9th.

Diane LaChance stated that there has been a lot of confusion with the Budget Committee and that Candy Youngman had disagreed with Mr. O'Brien regarding the 2 to 4% increase and that the Budget Committee was on track with that when in fact it was not – there has been no vote.

Janet Krzyzaniak is not looking for individual benefits – they are looking for a total benefit for all.

10. Materials Provided

Draft Minutes (3 sets)
Tiers of Reduction (Presented at the Meeting)
Draft Calendar
Monthly Financial (Presented at the meeting)

11. Important Dates

December 21: No School, Professional Development Day
December 21-31: Holiday Recess
January 1: No School, Holiday
January 3: School Board Meeting

ACTION ITEMS

12. The Hopkinton School Board Approve the 2019-2020 Hopkinton School District Calendar, as presented.
Motion to table.

13. Nonpublic Session

None

14. Adjournment

At 7:44 p.m. Ms. Durant moved, seconded by Mr. 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:

Hopkinton School Board

Liz Durant, ldurant@sau66.org

Aviva Nestler, anestler@sau66.org

David Luneau, dluneau@sau66.org

Matt Belanger, mbelanger@sau66.org

Jim O'Brien, jobrien@sau66.org

Administration

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

Michelle Clark, Business Administrator, 746-5186 mclark@hopkintonschools.org

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, 746-4195, 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