

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

Thursday, January 3, 2019 - 5:30pm

IN ATTENDANCE:

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

Student Board Representatives: Sam Thompson and Addie Locke, Absent

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, Direction of Student Services

PUBLIC SESSION

1. Call to Order/Pledge of Allegiance

Ms. Durant called the meeting order at 5:33 p.m. and led the Pledge of Allegiance.

2. Additions/Deletions from Agenda by Superintendent

Programmatic Budget update as requested by Budget Committee
Deferred Maintenance, Basic Safety, Security and Accessibility update
Personnel – retirement
Senior Luncheon, Slusser Center at Noon – Shepherd's Pie

3. Correspondence

None

4. Approval of Minutes

Recommend the Hopkinton School Board approve the minutes of the regular board meeting held on December 20, 2018, a motion was moved by Ms. Nestler and seconded by Mr. Luneau, all in favor, minutes carried as present.

5. Public Comment (1)

None at this time.

6. Comments from the Hopkinton School Board

Mr. Belanger thanked the PTA and commented on how nice the hallway looked after being painted. Mr. Carozza stated that 7 gallons of paint had been donated by an anonymous donor and that the custodians did a great job painting.

Ms. Nestler commented on how helpful the administrative reports were and thanked everyone for the work.

Ms. Durant echoed the same sentiment and thanked the Board and the administration for attending all of the extra meetings and for being the consummate professionals that they are.

7. Presentations and Staff Reports

i. Administrator Reports

Mr. Carozza stated that years ago he and Ms. Doyle started submitting joint reports and feels now more than ever that both schools are unified in their approach on philosophies and strategies. He also stated that he is proud of his staff, considering the over-crowding at Harold Martin School.

Ms. Doyle concurred with Mr. Carozza. Maple Street School's theme this year is *You belong*. Work continues with Responsive Classroom and have recently introduced a reading philosophy called, *Cafe and Daily 5*, to grades 3 through 6. Overall things are going very well.

Mr. Kelley stated that HMHS has had another strong start to the school year. The faculty has been working on a lot of curriculum work as well as assessments. Athletics had a tremendous fall season and are looking forward to carrying that through our winter season. He also announced that *Once Upon A Mattress* will be performed next week.

Ms. Forrestall stated that this is the first year the Director of Student Services has submitted a report. Student Services covers a wide range of things in the district and she decided to focus on special education and what we offer in the district and how that's decided. She commented that it's been a good start to the school year. A lot of training and professional development has been given to Instructional Assistants on trauma sensitive practices, which is a good thing. The second half of the year everyone will be focusing on specially designed instruction and what that means.

Mr. Stone stated that the State is in the early stages of defining a new computer science requirement for K-12 districts. It does look like there will be some introductory material that they will be looking for in the K-8 level and then changing the high school requirements around engineering, ICT, computer technology and adding some coding requirements at that level. Exciting news! There is certainly talk about how we are going to get certified staff to work the students, which is a big problem throughout the State, but feels we are better prepared in Hopkinton than many other districts.

Secondly, Mr. Stone also stated that over the summer they had completed a fiber upgrade project switching to a new digital provider, increasing our speeds and that the project is going very well and has been very stable.

Ms. Clark stated that in the business world things are never boring. This year, on top of the usual items we deal with, having the performance contract and the security grant has taken a large portion of her time, as well as the Director of Facilities and the Superintendent. We are just about done with the performance contract work and are working with the elementary levels now with controlled access on the outside of the buildings and cameras.

Superintendent Chamberlin stated that when he is preparing the annual report, he looks at it as a historical document. He read Ed McHale's very first report the year Hopkinton became its very own district – someday someone may read our reports. One of the things he started doing is codifying some of the individual awards and putting them in Memoria. Bill Carozza received a well-deserved PTA Award by the State Association. Danielle Meserve was accepted as a Hoffman Hass Fellowship about building civic leaders. Bonnie Wilson Awards were given to Alex Beckwith, Elementary level and Rena Connor, Secondary level, and of course a tradition that started his first year as assistant principal, the Susan Graham Pisinski Teaching Excellence Award Winners, Sarah Duval, Elementary and Diane Morin, Secondary.

Superintendent Chamberlin continued to say that the district is making progress in its mission *Above All, Care*. Ensuring awareness of the mission, its tenets, and how it manifests in our everyday work and continues to be a priority. He is proud of the progress they have made and what everyone has done and continues to do.

8. Items for Board Discussion

1. FY 20 Budget
 - a. Contingency Fund (*Action Item*) – establish an article for the 2019-2020 School Year.
 - b. Total General Fund (*Action Item*)
 - c. Vehicle Replacement Fund (*Action Item*)
 - d. Special Educational Trust Fund (*Action Item*)
 - e. Building Repair and Maintenance Trust Fund (*Action Item*)
 - i. Changing the name/purpose
 - ii. Funding level
 - f. Budget Committee Calendar
 - i. January 9 – *Operating Budget, Contingency Fund, Warrant*
 - ii. January 16 – *Follow-up School Board Presentation, Facility Project, HESS Negotiations*
 - iii. January 23 – *if needed*
 - iv. February 6 – *Public Hearing*

Superintendent Chamberlin introduced the FY 20 Budget and the proposed warrant articles, including revised tiers with additional cuts to the Superintendent's budget as instructed by the Board. The Board discussed the contingency fund and voted to allocate \$200,000. It was recommended that the total general fund be set at \$20,780,647. Mr. Belanger questioned what portion if any, would be included in an operating budget as opposed to a facilities project or a combination of both? Ms. Durant stated that the Board needs to determine the portion, if any, that would be included in an operational budget or both. Superintendent Chamberlin also stated that a bond for the public entity is considered appropriate and responsible.

The vehicle replacement fund - \$15,000 has been added for future vehicle replacement. These funds would come out of end-of-year fund.

2. Budget Committee Request – Programmatic Budget was distributed and discussed.
3. Facility Project Update
 - a. Deferred Maintenance/Basic Safety, Security, and Accessibility Update
 - i. HMS
 - ii. MSS
 - iii. HMHS
 - b. Next Steps

Superintendent Chamberlin discussed the Harriman Report in reference to deferred maintenance and basic safety, security and accessibility and its portion of the project bond would be approximately \$4.2 million. If you do \$3.2 million – 4 classrooms at Harold Martin School and \$2 million in Science Labs at Hopkinton Middle High School, we would have under \$10 million project. This does not get us accessibility in the high school (\$8.2 million) or sprinklers at Harold Martin School.

Ms. Durant stated that she was in favor of getting a bond to catch up on deferred maintenance and getting us through 2020. Looking forward to the CIP in 2020 and what that should look like for a district of our size – using the CIP as a guiding document.

Mr. Luneau reviewed what was presented: Phase I: Bond of approximately \$9.4 million and it would cover \$4.2 million in deferred maintenance, \$3.2 for Harold Martin classrooms and

approximately \$2 million in Science Labs at the high school for FY 20. Phase II: FY 21 – Bond for accessibility at the Middle High School, and potentially sprinklers at Harold Martin School and then renovations in classroom space for a ROTC/Trade Center. Deferred maintenance would not be included in a bond.

Mr. O'Brien stated that he is not in favor of a Phase I and Phase II and is looking for a realistic CIP document, so that everyone is comfortable voting.

Mr. Belanger is not comfortable putting \$4.2 million into a bond and another \$100k into a operating budget. He believes that by lowering the bond amount for the items we have to do and putting more money in a Repair and Maintenance Trust Fund. Ms. Nestler stated that it would take years to put money away for things that have been identified now as needing to be done.

Ms. Durant expressed that the Board has had a couple of weeks to look at the tiers and what that may or may not look like with significant changes and asked the Board if they had any comments. Ms. Nestler stated that the articles on Tier I with the asterisk be moved to the contingency fund (Tier II). She expressed that she does not want cuts made to academic programs. The Board went through Tier I by line item cutting and moving items into the Contingency Fund (Tier II) in the amount of approximately \$105,115.

Ms. Durant moved to Tier II and noted that Superintendent Chamberlin has no recommendations to move items to the Contingency Fund and it is up to the Board to decide what they would like to do – cut it or move it to the Contingency Fund. The Board went on to discuss Tier III as well.

4. HSD 2019 – 2020 Calendar - *Approved*

5. Personnel: Acceptance of a notice of retirement (Action Item) – *Carl Olson*

9. Public Comment (2)

Diane LaChance thanked everyone for their hard work tonight. We may not always agree, but its hard work and she wanted to acknowledge that. She also stated that she appreciates Ms. Nestler's candidness on not spending money on deferred maintenance in the school district. Ms. LaChance feels that this budget has been discussed over a very short period of time; that decisions are being made quickly and finds that difficult. She will have a hard time voting in March if her questions are not answered. She appreciates Mr. Belanger's review of the budget and suggested the Board take a look at the past ten years at what we've done pertaining to facilities – determining what we can afford. She also questioned the mention of a technical school and Mr. Luneau's comment regarding accreditation for some schools.

Don Huston asked if the mobile classrooms at Harold Martin School are tabled? Ms. Durant commented that our options will be discussed at next week's meeting when we have all the information in front of us.

10. Materials Provided

Draft Minutes

Administrator Reports (Presented Under Separate Cover)

2019-2020 Hopkinton School District Calendar (Resent from Dec. 20)

Bond Memorandum (Resent from Dec. 21)

Draft of Tiers (Resent from Dec. 21)

Budget Summary – December 13 Draft

11. Important Dates

January 9 – Budget Presentation to Budget Committee, Town Hall, 5:30 pm

January 16 – Hopkinton Budget Committee, 5: 30 pm

January 17 – School Board Meeting, 5:30 pm, Maple Street School

January 23 – 2nd meeting with Budget Committee, Town Hall, 5:30 pm

January 30 – Senior Lunch, Slusser Center, Serving at Noon

ACTION ITEMS

2019 – 2020 Calendar

12. The Hopkinton School Board accept the Superintendent’s recommendation to approve the 2019-2020 calendar as presented.

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

FY 20 Budget

13. The Hopkinton School Board accept the Superintendent’s recommendation to establish an article for the 2019 School District meeting which creates a \$200,000 Contingency Fund.

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

14. The Hopkinton School Board adopt the FY19 Hopkinton School Board Budget at the \$20,780,647 funding level.

A motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, all in favor, motion carries. Both, Mr. Belanger and Mr. O’Brien, voted no on this action item.

15. The Hopkinton School Board accept the Superintendent’s recommendation to establish an article for the 2019 School District Meeting that authorizes the raising and appropriating of \$15,000 and the transferring of \$15,000 from the unreserved fund balance to the Vehicle Capital Reserve Trust Fund.

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

16. The Hopkinton School Board accept the Superintendent’s recommendation to establish an article for the 2019 School District Meeting that will authorize the vote to change the name of the existing School Building Repair and Maintenance Fund to the School District Building Repair and Maintenance Fund, and state the purpose as for the repair, renovation, and related services of the Hopkinton Middle and High Schools, Maple Street School, Harold Martin School, and the SAU building. **Action item tabled.**

17. The Hopkinton School Board accept the Superintendent’s recommendation to establish an article for the 2019 School District Meeting that authorizes the raising and appropriating of \$_____ and the transferring of \$_____ from the unreserved fund balance to the Hopkinton School Building Repair and Maintenance Fund. **Action item tabled.**

Personnel

18. The Hopkinton School District approve the Superintendent’s Recommendation to accept Hopkinton Middle and High School German Teacher, Carl Olson’s, notice of retirement, effective June 30, 2019.

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

19. Nonpublic Session

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

Personnel
Negotiations

At 9:25 p.m., a motion was proposed by Ms. Durant, moved by Mr. Luneau, seconded by Ms. Nestler, that the Board enter into nonpublic session in accordance with RSA 91-A: 3, II (a), and (b) for the discussion of personnel and negotiations. Motion passed on a roll call vote: Ms. Nestler (yes), Mr. Luneau (yes), Mr. Belanger (yes), Mr. O'Brien (yes), Ms. Durant (yes), all in favor.

RETURN TO PUBLIC SESSION

20. Adjournment

At 10:00 pm, Mr. Luneau 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:

Hopkinton School Board

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Administration

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