

LITCHFIELD SCHOOL DISTRICT

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LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27  
Litchfield, New Hampshire 03052  
Draft Minutes for July 26, 2017

**In Attendance:** Brian Bourque, Chair  
Derek Barka, Vice Chair  
Christina Harrison, Board Member  
John York, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

*(Agenda items may not be in the order in which they were addressed.)*

**I. PUBLIC SESSION**

**5:30 p.m.**

**A. Call to Order**

Mr. Bourque called the meeting to order at 5:40 p.m.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

There were no revisions to the agenda.

**D. Summary of Non-Public Actions from June 14, 2017:**

*Mr. Barka made a motion to approve the non-public minutes of May 24, 2017. Mr. York seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Nancy Childress as Director of Curriculum and Instruction at a salary of \$85,000 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Sean Conley as CHS Math teacher at a salary of \$50,688 for the 2017-2018 year. Mr. Barka seconded. The motion carried 5-0-0.*

*Mr. York made a motion to accept the nomination of Nathan Lamy as LMS/CHS Music teacher at a salary of \$40,001 for the 2017-2018 year. Mr. Barka seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to approve the increase to the appropriate pay scale level for Janine Anctil. Mrs. Izbicki seconded. The motion carried 4-0-1.*

*Mr. Bourque made a motion to approve the movement from the hourly pay schedule to the salary range schedule for Brendan Collins. Mrs. Izbicki seconded. The motion carried 5-0-0.*

**E. School Board Candidate Interviews**

The Board interviewed prospective candidates for the vacant Board member position.

*(The Board waited until 5:45 p.m. before proceeding to allow extra time for candidates to arrive.)*

- E MacDonald

Mrs. MacDonald explained that she has lived in Litchfield for several years, has been active on the PTO at LMS and CHS, worked as a paraprofessional in the district for two years and as a substitute teacher for four years. She has her Masters degree in elementary education, a Certificate of Eligibility for Special Education, and a BS in Business

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56 Management. She is the parent of two children who have attended Litchfield schools. Mrs. MacDonald expressed  
57 her desire to be part of the process and to have tax dollars make the school district great. She believes it would be a  
58 fantastic opportunity to serve on the School Board even for a short period of time.

59  
60 Mr. Bourque asked what she sees as strengths and weaknesses in the district and the top two priorities.

61  
62 Mrs. MacDonald indicated the district has strong teachers and the community stands behind education. She believes  
63 the district is behind in technology and work is necessary in the special services department.

64  
65 Mr. Bourque asked what she would like the Board to accomplish.

66  
67 Mrs. MacDonald commented she would like to see 1:1 technology continue and see senior students more involved  
68 with the community.

69  
70 Mr. York asked if Mrs. MacDonald was working to complete her degree in special education.

71  
72 Mrs. MacDonald indicated that is correct.

73  
74 Mr. York asked if she would like to go back to teaching.

75  
76 Mrs. MacDonald indicated she taught elementary education before moving to Litchfield. She noted when she  
77 applied to the district she worked with high school students.

78  
79 • T Hershberger  
80 Mrs. Hershberger was not in attendance.

81  
82 • B Vaughn  
83 Mrs. Vaughn was not in attendance.

84  
85 ***Mr. Barka made a motion to nominate Elizabeth MacDonald as a School Board member. Mrs. Harrison***  
86 ***seconded. The motion carried 4-0-0.***

87  
88 F. Presentations and Recognitions

89 • H.L. Turner Group Building Assessment Report  
90 Doug Proctor and William Hicks, H.L. Turner, presented recommendations from the final building conditions  
91 assessment report and feasibility of use of the 1930s building.

92  
93 They provided an explanation of their study of the 1930's building structure and feasibility of use of the building.  
94 They indicated that there is no way the lower level can be used for offices or classrooms because of the moisture  
95 problem. Mr. Proctor indicated the first level can be used for offices, but they advised against it. He noted that  
96 there would need to be significant renovations in order to make the building habitable.

97  
98 Mr. Bourque asked for an estimated cost to demolish the building. Mr. Proctor indicated it could cost \$50,000 or  
99 more.

100  
101 The Board discussed issues on building a separate building on a different location on the GMS site.

102  
103 Mr. O'Neill cautioned that the water issues are significant on the area of the site the building is currently located.

104  
105 Mr. Hicks commented they would be able to find an area to build on the site.

106  
107 Mr. O'Neill asked about the storage on the lower level of the 1930s building. Mr. Hicks advised that storage on the  
108 lower level should only be short term.

109

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110 Mr. Bourque asked about the feasibility of using dehumidifiers to be able to use the lower level for long term  
111 storage.

112  
113 Mr. Hicks indicated with the moisture issues, it would be an uphill battle. Mr. Proctor indicated a vapor barrier is  
114 needed before that can be done.

115  
116 Mr. York commented the Board was looking for a storage solution for district records that are required to be  
117 retained by law.

118  
119 Mr. Hicks indicated there are significant moisture issues and it is a lightly framed building. He commented there are  
120 concerns of storage files that are heavy and other issues could occur.

121  
122 The Board had not further questions for the architects. Mr. Hicks indicated they will finalize their report and send it  
123 to the SAU office.

124  
125 • CHS Press Box Committee

126 Cara Gannon and Dave Decarolis discussed press box drawings submitted to the Board. Mrs. Gannon indicated  
127 that the drawings were prepared with the CAD program. Mr. Bourque noted the plans have not yet been approved  
128 by the Fire Department.

129  
130 Mrs. Gannon commented that Dave Kidwell has spoken with the building inspector and fire department in the past.  
131 She indicated the fire department has not yet seen the CAD drawings. Mr. Bourque indicated that written approval  
132 from the fire department and building inspector is required.

133  
134 Mr. Decarolis indicated that the building inspector provided verbal approval. Mr. York commented there are  
135 different rules from both of those departments, but the fire department supersedes the building department.

136  
137 The discussion included the planned location of the press box and the repositioning of the entrance gate for the  
138 football field. Mrs. Gannon indicated moving the gate is part of the Press Box Committee's budget.

139  
140 The Board discussed the status of fundraising with the committee. Mrs. Gannon indicated that fundraising efforts  
141 have been earnest, but results are not as expected, but fundraising will continue. She commented that they have  
142 reached out to the Concord Recreation Department regarding information on a grant and the football coach will be  
143 speaking to potential sponsors for the press box.

144  
145 Mr. York commented at some point this will become school district property and the committee will have to donate  
146 it. He suggested reaching out to the insurance company about the district's responsibility. He expressed concern  
147 with the siding.

148  
149 Mrs. Gannon commented that the committee focused much time to ensure the siding is maintenance free. She  
150 indicated that the plan was to get approval and start next week, but that is not going to happen. She had the  
151 following inquiries for the Board:

- 152
- 153 • Dave Kidwell wanted to know if the ditch can be dug for the underground electrical.
  - 154 • For a fundraising idea, the committee plans to ask families for sponsorship (placques) or offer
  - 155 Cougar sponsorship for engraved bricks for a walkway – permission is needed.
- 156

157 Conduit Question:

158 Mr. Decarolis indicated it will consist of a 3" conduit running from the building. There is a time constraint on the  
159 excavation and we need permission to go forward. He explained conduit will be run to support not only electrical,  
160 but phone and cable as well. He noted it can be done in a day or two.

161  
162 Mr. Izbicki mentioned football and soccer will begin soon.

163

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164 Mr. Decarolis commented if we are not moving forward with starting the structure prior to the sports seasons, the  
165 power can be run after the sports season is over in the fall.

166  
167 Mrs. Gannon asked how the committee will know when they get approval on the project.

168  
169 Mr. Bourque commented we are still waiting for approval of the plans from the fire department. He suggested  
170 coordinating with the CHS Athletic Director and once the athletics department is comfortable with the time frame,  
171 he will notify the Superintendent. He asked if a permit would be needed to run the conduit.

172  
173 Mr. Decarolis indicated they are just laying the conduit and the electrician will get the permit when he is ready to  
174 pull the wire. He noted there will be different conduit for the electrical, the cable and the phone.

175  
176 Mr. O'Neill agreed it is easier to run the conduit now.

177  
178 Brick Fundraiser:

179 Mr. O'Neill indicated he would like to research the history behind the engraved bricks that mark the CHS front  
180 walkway as he is unfamiliar with its purpose and would like to know where the funds were applied.

181  
182 Mrs. Gannon commented it is the lowest tier of fundraiser, but she was confident families would like to have a brick  
183 laid in their name.

184  
185 Mr. O'Neill recapped the Athletic Director will give the blanket authorization to move forward with running the  
186 conduit. He suggested checking with grounds and the facility manager with regard to the work on the field.

187  
188 G. Correspondence  
189 There was no correspondence.

190  
191 H. Superintendent's Comments

192 • Non-Teaching Positions Defined

193 Mr. O'Neill provided information regarding non-teaching positions defined by job description for the Board at a  
194 Board member's request. He reviewed the breakdown of positions and roles with the Board. He commented that  
195 the definitions of the individual paraprofessionals and the program paraprofessionals were interesting. He was  
196 concerned with the definition of the district-wide tutor position.

197  
198 • Enrollment Report

199 Mr. O'Neill provided the May and June 2017 enrollment reports to the Board. He mentioned that there was no  
200 significant movement in those months. He provided some information regarding the affordable housing  
201 development in process on Page Road. He indicated based on the information received, the impact on the district  
202 schools may be delayed and come in phases.

203  
204 Mr. York indicated the apartment and homes will not all be filled by the fall. He commented some will be filled and  
205 we need to monitor the students that enroll from those buildings.

206  
207 Mr. O'Neill mentioned the information passed along by the town regarding these rental units seem to indicate that  
208 the impact on enrollment will not be significant. He indicated that it is believed 18 two bedroom units will be  
209 completed by September. He agreed it is important to keep track of that growth. He noted the use of impact fees  
210 collected hinges on demonstrating an increased population from new homes.

211  
212 Mr. Barka asked about impact fees collected and who they are collected for. Mr. York explained elementary and  
213 middle school impact fees are combined and high school is separate.

214  
215 Mr. Bourque commented our first grade will become the largest second grade. Mr. O'Neill commented what we are  
216 going to look at down the road will be very different than what we have seen and expected.

217

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218 Mr. York commented there is not a drastic change in our community and whatever decline we are seeing will  
219 change. He indicated that Londonderry has started seeing significant enrollment increases, as has Bedford.  
220

221 Mr. O'Neill commented one of the things NESDEC stated in the enrollment projection analysis they provided for  
222 the district was that people tended to stay in their homes when the market dipped. He noted they are now making  
223 decisions to move out and larger families are moving into these communities.  
224

- Full Day Kindergarten Update

225 Mr. O'Neill provided a brief update regarding full day Kindergarten for the Board. A more detailed presentation  
226 will be provided at the August 23 meeting. He explained the State recently passed a law for districts to implement  
227 full day kindergarten. He indicated districts will receive \$1,100 in additional funds for each student enrolled in the  
228 full day program. He noted that between kindergarten and grade 1 there is a "bump up" because most parents  
229 choose to enroll their children in a full day program in the public schools. Mr. O'Neill commented districts still  
230 have to offer half day kindergarten as well. He indicated the district will have to hire four new teachers and two  
231 tutors for the full day program, as well as an additional special education paraprofessionals. He noted that we will  
232 have to look at textbooks, technology and infrastructure. He added space will need to be analyzed, which could  
233 result in the use of a 4-plex modular building.  
234  
235

236 Mr. York suggested a team be established with GMS and the administration. He indicated that they need to get back  
237 to the Board by the end of September.  
238

239 Mr. O'Neill indicated that Mrs. Flynn pulled together much historical data, Mr. Thompson pulled together  
240 kindergarten data, and Mr. Izbicki has compiled data on modular leasing. He noted that information can be provided  
241 for the Board at the August meeting to include a first look at options. He suggested to consider this from a systemic  
242 point of view, which can result in some staffing changes.  
243

244 Mr. York mentioned there seems to be more favorable views on impact fees in the town.  
245

246 Mr. O'Neill indicated that the district's legal counsel has provided opinion on the use of impact fees.  
247

248 Mr. York commented that in the past the town's attorney has been reluctant to approve the requests of the Board for  
249 the use of school impact fees, but the new counsel is less restrictive.  
250

251 Mr. O'Neill commented 75% of towns in NH offer full day kindergarten and Litchfield falls in to the 25% that do  
252 not. He indicated that full day kindergarten offers an educational advantage to children.  
253

254 Mr. Bourque commented we need to look at hard numbers and consider a warrant article. He recommended  
255 scheduling a public input session. He noted we are talking about a significant amount of money to be spent.  
256

#### I. Community Forum

- Superintendent Search Public Input

257  
258  
259 Community members were invited to provide input regarding the upcoming Superintendent search.  
260

261 Paula Izbicki, 3 Kokokehas Circle, spoke to the Kindergarten discussion. She suggested with all the discussion and  
262 work regarding Kindergarten, the Board needs to consider a new building and go in that direction. She indicated the  
263 administration needs to take a hard look at GMS and figure out a way to get the students in the building. She noted  
264 that Concord recently built a new school under budget and Portsmouth (Little Harbor School) renovated one of its  
265 schools. Mrs. Izbicki suggested the Board consider those projects and decide a direction to follow. She commented  
266 she would not like to see \$400,000 spent on GMS and have someone come forward in five years to propose a new  
267 building.  
268

269 Nate Cooper, CHS teacher, congratulated Mrs. MacDonald on her appointment to the Board.  
270

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271 Paula Izbicki, 3 Kokokehas Circle, spoke to the Superintendent Search. She suggested pushing out a survey to  
272 everyone in the community. She commented Mr. O’Neill brought this district very far. She indicated the only  
273 concern going forward is if a part time Superintendent is right for our district. She believes that most people do not  
274 understand that Mr. O’Neill is very seasoned and does not need a lot of extra work to understand or know what a  
275 Superintendent needs to know. Mrs. Izbicki commented she would like to see the Board negotiate a contract or set  
276 goals for the next Superintendent. She would like to see a candidate that envisions where Litchfield schools will be  
277 in ten years; someone who a futuristic thinker in education. She noted we have come far, but have a long way to go.  
278 She indicated the Board is working on positive relations with the Budget Committee, which has an impact on who  
279 wants to come into our community.

280  
281 Mr. Bourque commented the Board believes a full time Superintendent is needed. He indicated that we were  
282 fortunate to have Mr. O’Neill for the past few years. He noted Mr. O’Neill’s experience was extremely helpful. He  
283 believes that more can be accomplished with a full time Superintendent.

284  
285 Mr. O’Neill commented as a part time Superintendent he feels blessed by the community and staff, but he is  
286 concerned that he is not involved to the point he would like in the community and district because he is working part  
287 time. He urged the community to support a full time Superintendent to lead the district forward with a vision to  
288 become the best district.

289  
290 Betty Vaughn, Stark Lane, agreed a full time Superintendent is needed. She commented that person needs to know  
291 the culture of the community. She noted the issue with the music program may not have happened if the  
292 Superintendent had been out in the community and at events.

293  
294 J. School Board Comments

295 Mr. York mentioned that he will not be in attendance at the August 23 School Board meeting. He asked if the Board  
296 would consider moving the discussion regarding Kindergarten to a meeting date in September.

297  
298 Mr. Bourque indicated the Kindergarten discussion can be moved to the September 6 meeting.

299  
300 Mr. York mentioned some articles he read in the Union Leader recently.

301  
302 1) Automotive classes will no longer be available in Merrimack and will be available for high school students at  
303 Manchester Community College. The article noted that students will get class experience as well as real world  
304 experience as some automakers are participating in the program and offering paid internships.

305  
306 2) The State of NH passed an RSA that indicates graduating seniors are required to take and pass a Civics class.  
307 The article noted this would apply to Grade 8 students as well. Students will need to pass the “Become a Citizen”  
308 exam and if they do not pass the competency they will not graduate.

309  
310 Mr. Cooper indicated that is present practice at CHS.

311  
312 Mr. O’Neill commented he will talk to Dr. Childress about the status of compliance in the district with regard to the  
313 RSA. He indicated that the Board can have a discussion at the September 6 meeting. With regard to the automotive  
314 technician and auto body program, Mr. O’Neill commented he has been involved in a similar program and it is a  
315 great experience for students.

316  
317 **II. CONSENT AGENDA**

318 A. Public Minutes:  
319 • June 14, 2017

320 *Mr. Barka made a motion to approve the amended public minutes of June 14, 2017. Mrs. Harrison seconded.*  
321 *The motion carried 4-0-0.*

322  
323 B. Budget Transfers

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324 **Mr. Barka made a motion to approve the budget transfers for May and June 2017. Mr. Bourque seconded. The**  
325 **motion carried 4-0-0.**

326  
327 **III. REPORTS**

328 A. Business Administrators Report

329 • FY17 General Fund Unassigned Balance

330 Mr. Izbicki provided a report regarding the FY17 unassigned fund balance. He indicated that he prepared  
331 preliminary financial statements and based on what he found he can report there is an unassigned fund balance of  
332 \$474,220. He commented he will report any changes when the auditors arrive next week.

333  
334 Mr. York was concerned about the negative balance in the food service account.

335  
336 Mr. Izbicki indicated there is no deficit fund balance. He explained that food service is seeing a reduction in  
337 revenues and some money was spent on necessary purchases.

338  
339 Mr. York asked when the last lunch price increase occurred. He commented the district has to raise the prices by a  
340 certain amount each year until we reach the required level of compensated federal funds.

341  
342 Mr. Izbicki indicated there is a state calculation of the level your meal price should be set.

343  
344 Mr. Bourque commented that Mr. Markiewicz indicated that the district did not need to raise prices any further.

345  
346 Mr. York commented that he was under the impression if the district did not raise the prices the federal government  
347 may determine we are not serving healthy lunches and will not reimburse the district.

348  
349 Mr. O'Neill commented the district will look into it.

350  
351 Mr. Bourque welcomed Mr. Izbicki to the district and the Board meeting.

352  
353 • School Board Audit Questionnaire

354 School Board members completed the audit questionnaire for the upcoming district audit 8/1/17. Board members  
355 responded to the audit questionnaire and the Board Chair signed the document.

356  
357 B. 2017 Graduation Report

358 Mr. O'Neill provided a report on graduation statistics for 2017 CHS seniors. He indicated that he would like to look  
359 at trend line on the number of students going on to two and four year colleges. He reviewed the colleges students  
360 are attending with the Board. He commented he would like to focus on the percentage of students going on to  
361 college and those going to prestigious colleges.

362  
363 **IV. NEW BUSINESS**

364 A. Student Handbooks

365 School handbooks and changes were provided for 2017-2018 and require approval from the Board. Mr. O'Neill  
366 indicated that there were minor changes to the handbooks for GMS and LMS, and a summary of changes was  
367 included for the CHS handbook.

368  
369 Mr. York commended CHS for their work on the dress code in the building.

370  
371 Mrs. MacDonald indicated that it needs to be defined if the dress code is student driven or administration driven.

372  
373 Mr. O'Neill offered to look into it.

374  
375 **Mr. York made a motion to approve the 2017-2018 GMS Student/Parent Handbook as presented. Mrs. Harrison**  
376 **seconded. The motion carried 4-0-0.**

377

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378 Mr. York made a motion to approve the 2017-2018 LMS Student/Parent Handbook as presented. Mrs. Harrison  
379 seconded. The motion carried 4-0-0.  
380

381 Mr. York made a motion to approve the 2017-2018 CHS Student/Parent Handbook as presented. Mrs. Harrison  
382 seconded. The motion carried 4-0-0.  
383

384 • Special Announcement

385 Mr. O'Neill announced that Mr. Lonergan, CHS Principal, was chosen for the NHASP Executive Board.  
386

387 V. OLD OR UNFINISHED BUSINESS

388 A. Policies:

389 • ECAB Building & Grounds Access & Security

390 Mr. Barka asked why teachers cannot have access between schools.  
391

392 Mrs. MacDonald commented the doors are locked at CHS as soon as the students leave for the day.  
393

394 Mrs. Flynn indicated that the understanding was the doors were to be locked after the last afterschool activity ended  
395 or at 3:30 p.m.  
396

397 Mr. Izbicki indicated that the SAU can contact the security company with a list of staff that need access to the other  
398 schools.  
399

400 Mr. O'Neill commented he agrees that the high school doors should be open until 3:30 p.m. He indicated the SAU  
401 will look into access for teachers at other schools.  
402

403 Mr. Barka made a motion to approve policy ECAB. Mrs. Harrison seconded. The motion carried 4-0-0.  
404

405 • EFAA Food Services Meal Charging

406 Mr. Barka made a motion to approve policy EFAA. Mrs. Harrison seconded. The motion carried 4-0-0.  
407

408 • KG Use of School Facilities

409 Mr. Bourque made a motion to approve policy KG. Mrs. Harrison seconded. The motion carried 4-0-0.  
410

411 VI. MANIFEST

412 The manifest was circulated and signed by the Board.  
413

414 VII. PUBLIC INPUT

415 A. Community Forum  
416

417 VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a, c)

418 [Minutes of Non-Public Session are written under separate cover.]  
419

420 Upon a motion by Mrs. Harrison, the Board entered into non-public session at 7:50 p.m. under RSA 91-A:3II (a)  
421 The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the  
422 investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2)  
423 requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a  
424 public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any  
425 person, other than a member of the body or agency itself, unless such person requests an open meeting. . Mr.  
426 Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mr.  
427 York, yes.  
428

429 IX. RETURN TO PUBLIC SESSION

430 Upon a motion by Mr. Barka, the Board returned to public session at 8:20 p.m. Mrs. Harrison seconded. The  
431 motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mr. York, yes.  
432  
433



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434 **X. ADJOURN**

435 *Mr. Barka made a motion to adjourn the meeting at 8:20 p.m. Mr. York seconded. The motion carried 4-0-0.*

436  
437 Respectfully submitted,

438  
439 Michele E. Flynn

440 Administrative Assistant to the School Board

441  
442

DRAFT