

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair
C. Harrison, Vice Chair

Approved Minutes for July 15, 2020

Location: Town Hall & Remote Locations

In Attendance:

B Bourque, Chair
C Harrison, Vice Chair
E MacDonald, Board Member
R Meyers, Board Member
T Hershberger, Board Member (Remote from Home)
Dr. Michael Jette, Superintendent (Litchfield Town Hall)
Cory Izbicki, Business Administrator (Remote from Home)
Michele E. Flynn, Administrative Assistant (Remote from Home)

In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. We are following Governor Sununu's [Emergency Order #12](#) related to public meetings. Therefore, the town hall will be closed to the public and only 3 people will be in the physical presence. The meeting will be broadcast live on Litchfield TV, and a phone number will be provided for the public to call and listen to the meeting. Public comments, including concerns about accessing the meeting, must be sent via email to Christina Harrison, School Board Vice-Chair, at charrison@litchfieldsd.org, and Michele E. Flynn, Administrative Assistant, at meflynn@litchfieldsd.org.

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

PUBLIC CALL IN NUMBER: 1-877-309-2073

ACCESS CODE: 958-652-973

I. NON-PUBLIC SESSION: RSA 91-A:3II (a-c) 4:00 p.m.

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

The School Board entered non-public session at 4:20 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

Non-Public session ended at 5:05 p.m.

II. PUBLIC SESSION

A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 5:10 p.m. Mr. Bourque took attendance by roll call: Mr. Bourque, present; Mrs. Harrison, present; Mrs. MacDonald, present; Mr. Meyers, present; Mrs. Hershberger, present.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from June 17, 2020:

Mr. Meyers made a motion to approve the public minutes of June 3, 2020. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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Mrs. MacDonald made a motion to accept the nomination of Kimberly Hatch as a Special Education teacher at CHS at a salary of \$72,481 for the 2020-2021 year. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mrs. MacDonald made a motion to accept the nomination of Sabrina Noury as a CHS English teacher at a salary of \$41,789 for the 2020-2021 year. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mr. Bourque made a motion not to accept the resignation of Magdala Johnson, CHS Math teacher, until a suitable replacement can be found. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, no; Mrs. Hershberger, yes.

Mr. Bourque made a motion not to accept the resignation of Justin Ballou, CHS Social Studies teacher, until a suitable replacement can be found. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, no; Mrs. Hershberger, yes.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent's Comments**

Dr. Jette updated the Board on various topics and provided responses to Board inquiries:

- **Teacher Attrition**

Dr. Jette provided an update on teacher resignations to the Board. He explained that there were concerns last year that many teachers were leaving the district. He indicated historical research shows on average 7 to 8 teachers leave per year. He noted some teachers made career moves to administration positions. Dr. Jette reported this year 10 teachers resigned, which is not out of the ordinary. He commented some teachers took positions closer to home. He indicated two teachers resigned mid-year, which are included in the total. He indicated the total does not include teacher retirements.

- **ELL Increase Request**

Dr. Jette reported ELL numbers increased last year and in response the Board increased the teacher position from .50 to .75. He indicated that ELL number have increased again this year and Mrs. Bandurski is requesting to increase the teacher position to a full time (1.0) position. He noted there will be an increase in salary and the teacher will become benefit eligible, which could result in a total increase of \$27,066.50. He deferred to Mr. Izbicki to explain how the District plans to pay for the increase.

Mr. Izbicki indicated while he did not have a discussion with Mrs. Bandurski, he believes attrition monies from other areas can be transferred to that salary line to pay for the increase.

Dr. Jette also pointed out that the teachers hired for the high school math and social studies positions resulted in a cost savings.

Mr. Bourque mentioned this is the second time this position has been increased and suggested the district budget the position for full time. He indicated the position can be decreased in the event the ELL numbers decrease in the future.

Mrs. Harrison made a motion to increase the ELL teaching position to full time at an additional cost of \$27,066.50 for salary and benefits. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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o Pre-School Contract

Dr. Jette reported to the Board that some families have run late on preschool tuition payments this past year. He spoke with Mr. Izbicki and Ann Inamorati, Accountant, regarding revising the tuition contract to address late payments and families that are in arrears. He indicated that the language would make clear when payments are due and if payments are not received by the 20th of the month, the district can suspend their child's participation from the program. Dr. Jette noted that there will be late fees for payments that are 10 days late, but if a family calls with a hardship, the district will work with them.

Mr. Meyers made a motion to approve the revised District Pre-Kindergarten Tuition Agreement. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

o School District One-Time Funding

Dr. Jette reported that he, Mr. Izbicki and Mrs. Flynn met with Attorney Gorrow on Monday to discuss the one-time funding from the State. He indicated there is a procedural piece the district has to follow. He deferred to Mr. Izbicki for further explanation.

Mr. Izbicki explained that the one-time disparity funding from the State in the amount of \$666,738 was not placed into the gross appropriation and the district cannot spend it. He indicated that the Board can hold a special meeting to revisit Warrant Article 5 from March 2020 to appropriate that money into the Capital Improvement Expendable Trust Fund. He reported the RSA (197:3) states that the district must notify the Budget Committee of the intent to hold a public hearing and special meeting to appropriate the funds, which can be done at the August 27 Budget Committee meeting. Mr. Izbicki explained further that, per the RSA, this consideration can be done in a single session, much like a traditional Town Meeting, and is not subject to the Use of Official Ballot provisions of RSA 40:13. According to Attorney Gorrow, the full process would take three weeks, with a public hearing held two weeks prior to the special meeting. He provided a tentative schedule of dates for the meeting process.

Mrs. Harrison asked if this would be held in the CHS Auditorium, as she is concerned about social distancing.

Dr. Jette commented that, according to legal counsel, this can be done outdoors with drive in voting. He indicated if there is inclement weather on that evening, we can move the meeting to the Gym with social distancing.

Mr. Bourque asked why the funds were not appropriated in March.

Mr. Izbicki indicated there was a miscommunication from the State and he did not follow up with it. He was under the impression the funds could be encumbered toward the projects that were planned, such as the ventilation system.

Dr. Jette asked if the Board should make a motion to approve the meeting dates. Mrs. Flynn suggested that since the Board has not yet consulted with the Budget Committee, the Board may want to make a motion to move forward with the preparations and discussion for a special meeting.

Mrs. Hershberger made a motion for the district to move forward in the special meeting process to appropriate one-time disparity funds from the State of NH and to consult with the Budget Committee regarding the process. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

o School Board Audit Questionnaire

Dr. Jette provided the Board Chair with an annual questionnaire from the district's auditor. He reviewed the questions with Board members and signed the questionnaire.

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o Food Services - Breakfast Proposal

Dr. Jette commented that a proposal to offer breakfast in all schools was presented at the previous meeting, but not yet approved by the Board. He asked the Board for direction going forward.

Mr. Bourque asked if breakfast would be offered for free or for a cost.

Mr. Izbicki indicated that it has not yet been determined if the waiver to charge for the meal has been extended to this year.

Mr. Bourque noted at the end of the school year we were giving away free meals to anyone who wanted them.

Mr. Izbicki pointed out the district was being reimbursed for free meals from the Federal level.

Dr. Jette added it is important to understand the free meals were reimbursed on the Federal level at an increased rate.

Mr. Izbicki commented in light of the situation we are in, it is important to be able to offer a morning meal to children, as parents have obligations to fulfill.

Mr. Bourque made a motion to approve the proposal for Food Services to offer breakfast in all schools. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mrs. MacDonald inquired if sports will be running in the upcoming year.

Dr. Jette commented that NHIAA took the position to allow sports to any district who wants to run them. He expressed he does not believe this is a reasonable goal. He indicated when it comes to safety, we are struggling with how to open buildings and maintain safety. He noted contact sports would be a challenge, at best.

Mr. Izbicki mentioned that Director Knight met with the NHIAA and informed the Operations Reopening Committee that Campbell teams have to travel to rural areas with schools in our division, which would be a challenge.

Mrs. MacDonald commented there are recreational sports teams that are playing now. She indicated that she is not sure what the right answer would be.

Mr. Bourque indicated to travel to games we would have to change the policy to allow athletes who drive to carpool.

Mr. Meyers indicated athletes have to take school transportation to the games.

● School Board Comments

Mrs. Hershberger indicated she is in favor of recording all task force committee meetings. She asked for minutes to be taken and distributed to all groups.

Mrs. Harrison was in support of publishing the minutes from the committee meetings.

Dr. Jette indicated that he would discuss it with the Administrative Team and put all the notes or minutes into a shared folder to have available on the website. He mentioned that Mrs. Flynn has been prompt about getting recordings posted on the website. He explained that once the meetings are recorded we have to wait for Google to process the recording and send it to us to publish.

Mrs. Hershberger commented the problem with the Wellness group is that notes are taken long hand and we never see them.

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Dr. Jette explained we discussed not having official minutes, but a summary of what transpires. He believes the documents exist, but need to be coordinated to get them published.

Mr. Bourque commented that reports from the subcommittees go to the oversight committee; the updates from those subcommittees are part of the oversight meetings and those meetings are recorded and published.

Mrs. Hershberger believes the public would appreciate having the subcommittee meetings recorded.

Mrs. Harrison mentioned there has been much discussion and questions on Facebook. She suggested putting a comment box on the district website and direct questions back to each group or committee.

Mr. Bourque commented that it is a large group of people and suggested people sign up to get the information.

Mr. Izbicki commented that is something that should have been implemented last month and not with two weeks left until the plan is presented to the Board.

Dr. Jette believes that there is merit in Mrs. Harrison's suggestion. He indicated once the plan is presented there will be many questions and much flexibility will be needed in the next year. He believes the district should take a stance on face masks as that is what the research recommends.

Dr. Jette indicated these are draft plans and we have to see what other districts are doing and determine what is right for Litchfield.

Mrs. MacDonald commented that "hybrid" models have so many variations and suggested different terminology is necessary.

Mrs. Hershberger mentioned she received an email from a community member suggesting to have public attendance at Board meetings.

Mr. Bourque indicated that the Board does not discuss personal emails sent to only one Board member. He recommended that the person email the School Board as a whole for a response.

Dr. Jette commented that there is public participation at every meeting. He indicated the July 29 meeting will be open to public comment.

Mrs. Hershberger suggested the meeting be live at the school and allow the public to attend in person.

Dr. Jette commented that this can be discussed and determined.

H. Community Forum

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There was no public input.

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III. GENERAL BUSINESS

A. Public Minutes:

- **June 17, 2020**

Mrs. MacDonald made a motion to approve the public minutes of June 17, 2020. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IV. REPORTS

A. Business Administrators Update

- **FY20 End of Year Financials**
- **FY20 Encumbrances**
- **Year to Year Expenditure Comparison**

Mr. Izbicki provided unaudited financial statements for the FY20 General Fund, Food Service Fund and Grants Fund, as well as trial balances for all three funds. He reported the auditors will be in at the end of July to complete their field work. He mentioned they came in at the beginning of July, following all the protocols for pandemic requirements for safety to do a preliminary audit.

Mr. Izbicki reported the unassigned fund balance is just under \$600,000, which is lower than what was anticipated to be returned to the taxpayers. He indicated \$597,399 will be returned to offset taxes and it is anticipated there will be a \$0.13 increase (or 0.85%) in the local education tax rate, which will result in an impact ranging from \$26.08 on a home valued at \$200,000 to \$58.68 on a home valued at \$450,000. He commented that if we were not returning any money it would have resulted in a significant impact on taxpayers.

Mr. Izbicki reported that an encumbrance list for FY20 is included in his report. He indicated that the following projects were completed: walkway down to the stadium field; walkway to SAU entrance; walkway to IT entrance (walkways were paved for safety so people can exit the building more safely). Mr. Izbicki reported that he, Dr. Jette and Dave Ross have met with Dave Ely, Windy Hill Associates, and Dick Henry, Energy Consulting, regarding bringing ventilation systems up to code in light of COVID-19 with respect to the disease being airborne. He indicated a mechanical engineer will be coming in to see what it will take to bring the systems up to code.

Mr. Bourque commented that the general fund balance was reported at approximately \$1.3M at the last Board meeting.

Mr. Izbicki explained that the lower fund balance was calculated after posting the final items and payroll, final purchases and unencumbered items.

V. OLD BUSINESS

A. High School Credits: VLACS / CTE

Dr. Jette reported that Mrs. MacDonald sent an email regarding adding credits from VLACS and CTE to student GPAs. He explained that a communication was sent to CHS families about the application of those credits to student GPAs that did not reflect the direction of the School Board. He noted that the transition from Infinite Campus to PowerSchool may also create an issue.

Mr. Pelletier, Director of IT, commented once all the data is scanned Ms. Stern can go back and coordinate the data.

Dr. Jette indicated that an update will be provided at the next Board meeting.

B. Coronavirus Review and Update

- **Fall School Reopening Plans Update**

Information regarding the District Reopening Taskforce and Taskforce Committees that met over the last two weeks was shared with the School Board. Updates on the status of the coronavirus were provided to the School Board.

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Dr. Jette reported that a Coronavirus cluster has broken out in Goffstown and we will monitor the information. He noted the taskforce meetings are being held and we are making information available for people. He indicated the Governor’s plans will be coming out and will provide guidance going forward at a fast pace.

Mr. Bourque commented that the School Board needs to dissect the information.

C. Policies:

● **2nd Reading:**

In an attempt to update the District Policy Manual, policies are being reviewed and vetted for presentation to the School Board at future meetings. A schedule has been developed to review and track the progress of each Section. Policies will be scheduled on a monthly basis for reapproval, revision and review/approval by the School Board..

- **AC/AC-R, Non-Discrimination**
- **ADB/GBEC, Drug Free Workplace & Drug Free Schools**
- **ADC, Prohibition of the Use & Possession of Tobacco Products In/On School Facilities & Grounds**

Mr. Bourque made a motion to approve policies AC/AC-R, Non-Discrimination; ADB/GBEC, Drug Free Workplace/Drug Free Schools; and ADC, Prohibition of the Use / Possession of Tobacco Products In/On School Facilities and Grounds. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VI. NEW BUSINESS

6:45 p.m.

● **Policies: Review:**

Dr. Jette indicated based on the results of the NH Department of Education Fiscal Federal Funds Review, the NH DOE is requiring the district to update its policies and procedures to include the requirements of Federal rules and laws for those transactions or activities that include Federal grant funds.

Board members were concerned about the depth of Policy DAF and the effect of the changes in the subsequent policies. Dr. Jette indicated the Board should have ample time to further review the policies before the second reading.

Mrs. Flynn noted that these policies have been vetted by legal counsel and there is a deadline of August 11, 2020 to approve the policies and suggested that the Board consider holding a meeting on August 5 to further discuss and approve the policies for submission to the State.

- **BCB, Board Member Conflict of Interest**
- **DAF, Administration of Federal Funds**
- **DI, Financial Management & Reporting**
- **DJ/DJB, Purchasing**
- **DJE, Bidding Requirements**
- **DKCA/R, Travel Reimbursements**
- **DN, School Equipment & Supplies Disposal**

Mr. Bourque made a motion to approve policies BCB, DAF, DI, DJ/DJB, DJE, DKCA/R, and DN for a 1st Reading. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, abstain; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, abstain.

● **Policies: Rewrite:**

Dr. Jette indicated due to a change in the Title IX law requirements, the District has rewritten the Sexual Harassment policy to include Title IX requirements.

- **GBAA, Sexual Harassment & Title IX (Employees)**
- **JBAA, Sexual Harassment & Title IX (Students)**

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○ **Title IX Legal Counsel Notice to District**

Ms. Falzone explained the US DOE changed the law regarding Title IX, which was originally for students, but was expanded to include employees. She reported she attended a conference for Title IX administrators during which it was explained that there is now a very narrow definition about sexual harassment in regard of staff to students, students to students, and staff to staff. Under the new law the definition has been narrowed, but there are now significant procedures for districts to follow.

Ms. Falzone indicated that districts are expected to designate a Title IX officer and an investigator, as well as a decision maker and an appeal process. She noted that it was recommended those assignments be designated to different individuals. She commented that there are many layers to the law and the procedures, which will require training of staff, checklists, notifications to both complainant and respondent and timelines. Ms. Falzone indicated that the policy was duly revised.

Mrs. Flynn noted that the policy, which was originally one policy for both students and staff, is now separated into two policies: one for staff and one for students. She indicated the policies are being vetted by legal counsel and any revisions will be forwarded to the district tomorrow.

Mr. Meyers made a motion to approve policies GBAA and JBAA for a 1st Reading. Mrs. Hershberger seconded.

Mrs. Hershberger commented that sexual harassment was well defined, but there is no explanation for discrimination. She noted the process is defined for reporting of sexual harassment, but not on the others.

Mrs. Harrison indicated she had the same reaction and added discrimination comes under harassment.

Mrs. Hershberger commented the policy states someone can report an incident, but it does not become a formal report until a form is completed and triggers an investigation. Dr. Jette explained that the district has to complete the form and then has the responsibility to follow up.

The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Dr. Jette asked Ms. Falzone to define training. Ms. Falzone indicated that we have Power Point and website training, but are hoping to get more formal training. Dr. Jette recommended having legal counsel provide the training.

VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

A. Community Forum

Mrs. Harrison commented that a community member was concerned about the mascot at LMS.

Mr. Bourque indicated the Board will discuss mascots at the next meeting.

Dr. Jette commented there may be a need for a meeting on August 5 to address time sensitive items.

The Board discussed moving the July 29 meeting to July 30 at 3:00 p.m. to present the District's Reopening Plan to the School Board and to invite the public to attend and provide input. The Board also discussed moving the tentative August 5 meeting to August 6 to address time sensitive items and reopening plans that may need to be revisited.

IX. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

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

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Upon a motion made by Mr. Bourque, the School Board entered into non-public session at 7:33 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. RETURN TO PUBLIC SESSION

Due to the emergency rules in place, The board will not conduct additional meeting items following the non-public session. Once the vote to come out of non-public session is approved, the board will immediately adjourn the meeting.

Upon a motion made by Mr. Bourque, the Board returned to public session at 8:10 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

XI. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 8:11 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board