

HOOKSETT SCHOOL BOARD CHARGE COMMITTEE MEETING  
MINUTES  
Thursday, May 16, 2013  
LOCATION OF MEETING: Hooksett Memorial School Media Center

**CALL TO ORDER:**

David Pearl, Chair of the Charge Committee, called the meeting to order at 6:33 p.m.

**PROOF OF POSTING:**

Proof of posting was provided by David Pearl.

**ATTENDANCE:**

David Pearl, Vice Chairman Hooksett School Board  
John Lycars, Clerk of Hooksett School Board

**REVIEW OF INPUT FROM ADMINISTRATION:**

David Pearl provided previous documentation produced by the Charge Committee on a thumb drive along with the most recently submitted information to review provided by Superintendent Littlefield for all of the committees the Administration was responsible for. Mr. Lycars inserted the thumb drive into his computer and read aloud each of the pieces of information of each committee provided by Superintendent Littlefield. There was general discussion on the information provided, and Mr. Pearl and Mr. Lycars agreed that they believed they had sufficient information to proceed and the information provided by the Superintendent Littlefield appeared to be complete, and answer all of the questions they had.

**CHARGE COMMITTEE TEMPLATE:**

Mr. Pearl and Mr. Lycars had a general discussion about what would be the best way to proceed in order to provide the best product for the Hooksett School Board to review from the Charge Committee. After much discussion they agreed on the format of a template to be used for each of the Charge Committee charges they were to produce. At this time, they agreed to create a single charge template, focus on getting the details of this charge template as complete and clear as possible, and then provide that initial template for review by the other Board members. They discussed that it was important to get approval by the majority of the Board on the initial template, so as to not create a great deal of work that might not be the format the rest of the Board would approve of.

The rest of the meeting was consumed by focusing on the details of the format of the initial template which was finalized and prepared for the next Hooksett School Board meeting to review.

**ADJOURNMENT:**

D. Pearl: Motioned to adjourn the meeting at 8:27 p.m.  
J. Lycars: Seconded motion.  
Unanimous approval to adjourn.