

SPAULDING HIGH SCHOOL DISTRICT  
REGULAR SCHOOL BOARD MEETING

SHS Library  
February 1, 2018  
6:00 p.m. - Regular Meeting

AGENDA

1. Call to Order
2. Additions or Deletions to the Agenda
3. Visitors and Communication
4. Consent Agenda
  - 4.1 January 4, 2018 Regular School Board Meeting Minutes
5. New Business
  - 5.1 Resign/Retire/New Hire
  - 5.2 Audit Presentation
  - 5.3 FY19 SHS Annual Meeting Warning Approval/Sign
  - 5.4 FY19 Budget Warning Sign
  - 5.5 SHS Foundations Report
  - 5.6 Continuous Improvement Plan (CIP)
  - 5.7 First Reading Scholarship Funds Policy (E31)
  - 5.8 First Reading Prevention of Conflict of Interest in Procurement (E24)
  - 5.9 First Reading Capitalization of Assests (E23)
  - 5.10 First Reading Search, Seizure, and Interrogation of Students by Law Enforcement (F11)
  - 5.11 First Reading Search, Seizure, and Interrogation of Students by School Personnel (F4)
6. Old Business
  - 6.1 Budget Development
  - 6.2 Board Communications
7. Other Business
8. Reports to the Board
  - 8.1 Student Representatives
  - 8.2 Superintendent
  - 8.3 Principal
  - 8.4 CVCC Director
  - 8.5 Committee Reports
    - 8.5.1 Finance  
**Next Meeting:** March 28, 2018, 4:00 p.m., SHS Library
    - 8.5.2 Facilities  
**Next Meeting:** TBD
    - 8.5.3 Verbal Report of BSU Committees
  - 8.6 Financials
9. Future Agenda Items
10. Executive Session
11. Adjourn

**Reminders:**

Next Spaulding High School Union District Meeting	March 1, 2018
Next Barre Town School District Meeting	February 7, 2018
Next Barre City School District Meeting	February 12, 2018
Next Barre Supervisory Union Meeting	February 15, 2018

### BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

# DRAFT

## SPAULDING HIGH SCHOOL REGULAR BOARD MEETING Spaulding High School – Library January 4, 2018 - 6:00 p.m.

### MINUTES

#### BOARD MEMBERS PRESENT:

Paul Malone - Chair  
David LaCroix – Vice Chair  
Joe Blakely - Clerk  
Tim Boltin  
Anthony Folland  
J. Guy Isabelle  
Ed Rousse

#### BOARD MEMBERS ABSENT:

#### ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent  
Brenda Waterhouse, Principal  
Penny Chamberlin, Director Central Vermont Career Center  
Lisa Perrault, Business Manager – departed at 6:57 p.m.

#### GUESTS PRESENT:

Video Vision Tech      Dave Delcore – Times Argus      Elisha Coleman      John Lewis      Benjamin Moore  
William Scott      Michael Whalen

#### **1. Call to Order**

The Chair, Mr. Malone, called the Thursday, January 4, 2018, Regular meeting to order at 6:11 p.m., which was held at the Spaulding High School Library.

#### **2. Additions and/or Deletions to the Agenda**

Add 6.6 Labor Relations Agreements  
Add 10.4 Personnel

Changes to meeting dates: BSU Finance Committee will meet March 28, 2018 at 4:00 p.m. in the SHS Library  
BSU meeting for January 10, 2018 is cancelled and will be rescheduled at a later date.

#### **3. Visitors and Communication**

Mr. Blakely advised that Amanda Garland, CVCC teacher, is collecting good used clothing as part of her curriculum. She is looking for slightly torn clothing. Also, the Nurses Office has clothing, including coats, available for children in need.

Joe Blakely read a prepared statement on behalf of the BSU Negotiations Committee. The BSU Board Negotiations Committee is very interested in reaching a reasonable negotiated settlement with teachers. The BSU Board Negotiations Committee has offered dates for teachers to come back to the table for additional negotiation settlement meetings and have not yet received a response. The Committee would like to clarify some possible misconceptions created by a statement previously issued by the Teachers' Association. At the meeting on November 30, 2017, both sides offered proposals and both sides said no. The Negotiations Committee offered a reasonable proposal and teachers said no. Teacher negotiators said no to a reasonable request that Pre-K to 8<sup>th</sup> grade teachers, work a 7.5 hour day. SHS and CVCC teachers have worked a 7.5 hour day for years. No other teachers in the area work a contracted day as short as 7 hours. Students in grades Pre-K to 8 would benefit greatly from a 7.5 hour school day. It is not unreasonable to ask for a 7.5 hour day. Community members and tax payers do not believe a 7 hour work day is reasonable. Teachers said no to a reasonable salary proposal and said no to a reasonable request to work a 7.5 hour day (Pre-K – 8). From the beginning, the BSU Board Negotiations Committee has said that the salary grid is unsustainable, but teachers have ignored this statement. Over the past 3 years, some teachers have received increases of over 18%. State employees have received 6.75% increases for the same 3 year period. The teacher's proposal of 4.5% new money would result in some teachers receiving a 7.5% increase in one year. The 2.5% recommended by the Fact Finder results in increases as high as 5.6%. The 2% increase in new money (proposed by the Negotiations Committee) results in a one year increase of 4.7%. Teachers said no to the reasonable health insurance proposal. The proposed health insurance settlement would result in savings of \$550, \$1,191, or \$1,279 per year in premiums, based on the type of policy. The health insurance proposal properly aligns with legislative targets of Act 185. The BSU Board Negotiations Committee respectfully asks that the Teacher Negotiations Team come back to the table prepared to reach a reasonable settlement.

# DRAFT

Elicia Coleman, SHS math teacher, representing her fellow teachers read a prepared statement, urging the Boards to work with teachers to reach a contract settlement. Teachers have worked for the past 6 months without a contract, despite more than a year of trying to reach a settlement. All teachers in the state were up for negotiations this year, and all but a handful have reached a settlement. Teachers ask the Boards to join the vast majority of school boards and reach a settlement contract that is fair to teachers, fair to the community, good for the schools, and gives the tools to do right by the students. With a shared commitment to students, the teachers ask that the Boards sit at the table until a settlement is reached. Teachers would like the Boards to use the 'roadmap' (the Fact Finder Report) to reach a settlement. Teachers will work with the Boards until a settlement is reached.

## 4. Approval of Minutes

### 4.1 Approval of Minutes – December 7, 2017 Regular Meeting

**On a motion by Mr. Isabelle, seconded by Mr. LaCroix, the Board unanimously voted to approve, as amended, the Minutes of the December 7, 2017 Regular Meeting.**

## 5. New Business

### 5.1 FY19 Tuition Rate

A revised document titled 'FY19 Announced Tuition' was distributed. Mr. Pandolfo led the discussion, advising that the document was revised to reflect a new Tuition Rate for CVCC. The proposed tuition rates are: \$14,424 for Spaulding High School and \$14,527 for CVCC.

**On a motion by Mr. Boltin, seconded by Mr. Folland, the Board unanimously voted to approve the annual tuition rates as proposed (\$14,424 for Spaulding High School and \$14,527 for CVCC).**

### 5.2 FY19 Budget and Warning Approval

A copy of the 'Spaulding Union High School District #41 Warning For March 6, 2018 Vote' was distributed.

Fourteen additional documents were also distributed; the CVCC and SHS Budget Considerations documents (dated 01/04/18), the FY19 Proposed Budget Draft #3 Cost Per Equalized Pupil (SHS) document, the Ballot Language document, a document titled '5 Contributing Factors Affecting Tax Rate', the Spaulding UHS and CVCC Revenue Reports (dated 01/04/18), the SHS and CVCC FY19 Budget Drafts #3 (dated 01/04/18), the FY19 BSU Assessment Information document (dated 12/21/17), the Projected Comparative Tax Rate Calculation report - for budget years 2018 – 2019 (dated 01/04/18), a document titled 'Three Prior Years Comparisons – Format as Provided by AOE', a document titled 'FY19 Central Vermont Career Center Projected Tuition', and a document titled 'Spaulding High School FY19 Budget – Vote March 6, 2018'

Mrs. Perreault provided a brief overview of the SHS Budget Considerations document, noting reductions that were made to the Special Education budget. Mrs. Perreault provided a brief overview of the cost per pupil document, highlighting the cost per pupil of \$13,491 (an increase of 1.04%). It was noted that an increase in the number of equalized pupils was beneficial to the budget numbers. It was noted that SHS expenses look lower because of the consolidation of Special Education at the BSU level, but the BSU assessment is larger. Mrs. Perreault provided a brief overview of the Ballot Language and of the Contributing Factors documents, noting that 'non-fixed' expense items are the only factors controlled by the Board. Mr. Pandolfo advised that the drop in the Yield for FY19 is due to the \$80,000,000 deficit in the State Education Fund. Mr. Malone noted that the CLA also dropped, and this drop will also have an adverse impact on the tax rate. Mr. Isabelle expressed concern that the budget is being built based on projections from the State. It was noted that the BSU Assessment is based on equalized pupils, and that the SPED Assessment is based on child count. There is an increase of 2.5% in Special Education expenses. Board Members were advised that the detailed budget draft contains notations for items with significant changes. The proposed budget for SHS is for expenditures of \$11,100,835, a cost per pupil increase of 1%. Mrs. Waterhouse advised that SHS continues to have the lowest high school cost per pupil in the State.

**On a motion by Mr. Rousse, seconded by Mr. LaCroix, the Board unanimously voted to approve the \$11,100,835 SHS Expenditure Budget.**

A brief overview of the CVCC budget was provided. It was noted that the budget decreased by 3%. An overview of line items with large savings was provided. \$50,000 from the FY17 surplus is being utilized to reduce the budget. It was noted that actual overall expenses have decreased. Tuition for CVCC in FY19 is \$14,527, one of the lowest technical center tuition rates in the state. The Board briefly reviewed the detailed budget draft and the Revenue Report.

**On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously voted to approve the \$2,283,683 CVCC Expenditure Budget.**

The Board reviewed the Warning. It was noted that the spelling of Mr. Boltin's name needs to be corrected. The Board agreed to complete Article I with the following amounts; Expenditures: \$11,100,835, Equalized Pupil Cost: \$13,491, increase percentage: 1%. The Board agreed to amend Article II to reflect CVCC Expenditures of \$2,836,683.

# DRAFT

**On a motion by Mr. Rousse, seconded by Mr. Isabelle, the Board unanimously voted to approve, as amended, the Spaulding Union High School District #41 Warning For March 6, 2018 Vote.**

Mr. Pandolfo advised that the Warning for the Annual Meeting also needs to be approved and signed. The required Annual Meeting will be held on March 5, 2018.

Administrators and Finance Committee Members were commended for a job well done.

## **5.3 Winooski Valley High School Choice**

A document titled 'Agreement to Join the Winooski Valley & Statewide Choice of Public High School Collaborative for the 2018 – 2019 School Year Under Act 129 (SEC. 34§ 822d 2A)' was distributed. Mr. Pandolfo provided a brief overview, advising that SHS students who are sent to other schools are still counted in our pupil count, and that the 'money doesn't follow students to other schools'.

**On a motion by Mr. Boltin, seconded by Mr. Blakely, the Board voted 6 to 0 to approve signing the Agreement to Join the Winooski Valley & Statewide Choice of Public High School Collaborative for the 2018 – 2019 School Year. Mr. Isabelle abstained.**

## **5.4 Science Graduation Requirement Language Revision**

Mrs. Waterhouse advised the Board, that due to recent changes to the Science curriculum at SHS, she is requesting that the Board authorize a change to the Graduation Requirements in the Program of Studies. Mrs. Waterhouse requested that the words 'must include 1 credit each of Life & Physical Science' be removed from the section defining Science requirements.

**On a motion by Mr. Folland, seconded by Mr. Boltin, the Board unanimously agreed to authorize removing the wording 'must include 1 credit each of Life & Physical Science' from the Science Graduation Requirements in the Program of Studies.**

## **6. Old Business**

### **6.1 Budget Development**

#### **6.1.1 VSBA Video**

The Board was advised regarding a 12 minute 'Vermont Education Funding System' video created by Spaulding High School Students Kat Norwood and Jeff Steinman. The video can be accessed via a link on the VSBA web site. A link to the VSBA web site should be on each school's home web page.

### **6.2 Board Communications**

Budget presentation to the Barre City Council is slated for 01/16/18. The budget must be presented no later than 45 days prior to the vote. The BTMES Board plans to present their budget to the Barre Town Select Board on 02/06/18, though the date needs to be confirmed.

### **6.3 Act 46**

Mr. Pandolfo advised that the BTMES Board appointed Rebecca Kerin-Hutchins (BTMES Board Member) and 5 community members, to the Act 46 706 Study Committee. The BCEMS Board has 5 individuals who have expressed interest in serving on the Committee (including at least one Board Member), and are in the process of recruiting one additional community member, so that the Study Committee can have the required equal representation.

### **6.4 Sprinkler Update**

Seven documents were distributed; a letter from Robert T. Sponable, Barre Regional Manager, Vermont Division of Fire Safety, to Facilities Director Jaime Evans, dated December 14, 2017, a letter from Mary S. Hooper, Commissioner Department of Labor and Industry, to (then Superintendent) Lyman Amsden (dated June 10, 1996), a memorandum from Robert K. Mackin, Regional Office Manager – Fire Prevention Division, to Mary S. Hooper, Commissioner, Department of Labor and Industry (dated May 27, 1996), a copy of a Variance numbered 49-96F for Site # S-2179 (received 04/24/96), a memorandum from Bruce Martin, Department of Labor and Industry, to 'File' (dated May 2, 1996), and two documents titled 'Attachment to Variance Request Form for Spaulding High School April 23, 1996' (Attachments A and B). The Attachment documents are from Wiemann-Lamphere Architects, Inc., 30 South Park Drive, Colchester, VT 05446.

As discussed at the SHS Facilities Committee Meeting, and outlined in the letter from Robert Sponable, Architect David Laurin has been asked to render his opinion regarding clearly defined code requirements (at the time the variance was issued), and identification of work that needs to be completed to bring the building into compliance with the requirements defined at that time. The Committee is waiting to receive Mr. Laurin's findings report. Once the report has been received, a meeting will be held with Mr. Sponable to discuss any necessary modifications, and determine a timeframe in which modifications will need to be completed.

# DRAFT

## 6.5 Open Board Seats

A document titled 'SUHSD Board Seats for March 2018' was distributed. There will be three open seats for the March 2018 election. Seats open for election include One 3 year Seat (Barre Town Representative) and two 3 year Seats (Barre City Representatives). Existing Board Members Tim Boltin, David LaCroix, and Ed Rouse have advised that they will be running for re-election. Mr. Folland cautioned candidates to make sure that petition signers are registered voters. Each petition requires the signature of at least 30 registered voters.

## 6.6 Labor Relations Agreements

Screen prints from a Power Point Presentation titled 'Barre School Boards Update of Teacher Contract Negotiations' dated January 2018, was distributed. Mr. Isabelle advised that the purpose of this presentation is to quell any discord that the Boards are not negotiating well. Mr. Isabelle advised that most raises in the state (hospital employees, State employees etc.) are approximately 2%. Mr. LaCroix emphasized the importance of assuring that community members understand the 'step increase' grid that has been used for salary increases.

Mr. Blakely began the presentation with an overview of the Boards' negotiation goals, which included settlement prior to the 2017 – 2018 year, high quality education for students, fiscal responsibility for tax payers, and fair wages and affordable health care for teachers. Mr. Blakely provided an overview of the negotiations timeline which documents 11 Bargaining Sessions. Regarding the goal to reach settlement before the 2017 - 2018 school year, Mr. Blakely advised that teachers rejected proposed stipulations regarding timeliness of negotiations and settlement. The lack of stipulations resulted in delays such that it took over 9 months to get through Fact Finding. Regarding the goal for high quality education, Mr. Blakely advised that teachers are rejecting the proposal to work a 7.5 hour day, though Spaulding High School and CVCC teachers work 7.5 hours per day and all other teachers in our region have workdays that exceed 7 hours. The presentation included documentation of workday length for teachers in other schools in the region. Mr. Blakely advised that community members (tax payers) do not believe a 7 hour work day is reasonable. Regarding the goals to show fiscal responsibility and provide a fair wage, Mr. Blakely advised that the Board proposal at Fact Finding (a 2% New Money wage increase) was rejected by teachers. It was noted that the current salary grid is not sustainable and the Board has continuously, throughout negotiations, stressed this issue, to no avail. Mr. Blakely presented slides which contained historical information of 'typical' employee increases (for three separate 'classes' of teachers) over a period of three academic years. The increases over a three year period total 18.5%, 16.2%, and 14.7%, which calculates to a yearly average increase of 6.2%, 5.4%, and 4.9% respectively, while the CPI average was 1%. Mr. Blakely continued the presentation comparing recent Barre teacher settlements ('New Money') vs. inflation, which showed 4 year 'New Money' totals averaging 3.5% (including additional days), and 3.1% (excluding additional days), vs. a Calendar Year CPI average of 1.1%. A historical comparison (4 years) of 'New Money' (excluding additional days) vs. Vermont State Employee wage increases, showed an average 3.1% 'New Money' vs. 2.25% for State Employees. The presentation continued with a slide titled 'Vermont Teachers are NOT Underpaid!' reporting that according to an NEA report ('NEA Rankings & Estimates – 2017'), Vermont teachers ranked 4<sup>th</sup> of 51 states in salary changes for 2016 – 2017. The next slide advised that the teacher proposal for 4.5% 'New Money' would result in increases as high as 7.25%, while the amount recommended by the Fact Finder (2.9%) would result in increases as high as 5.6%, and the Boards' proposal of 2.0% 'New Money', results in increases as high as 4.7%. The teachers have rejected the proposal. The remainder of the presentation related to health insurance. It was noted that there were minimal changes to health insurance coverage (under required new policies that went into effect 01/01/18), and that the only items being negotiated are Premium and Out of Pocket cost sharing. Mr. Blakely advised regarding the Vermont Legislative Targets from Act 85, where employees pay 20% of premiums, and Out of Pocket amounts range from \$400 to \$1,200. Teacher savings resulting from health insurance decreases range from \$500 for a Single Plan, to \$3,216+ for a Parent + 2 children policy. Total savings on health care is equivalent to more than 1.5% 'New Money' on wages. Teachers have advised that they have no interest in HSAs (Health Savings Accounts), and are only interested in HRAs (Health Reimbursement Arrangements). The Negotiations Committee hopes to meet with Teachers in January.

## 7. Other Business

None.

## 8. Reports to the Board

### 8.1 Student Representatives

Mrs. Waterhouse advised that due to road conditions, she requested that student representatives not attend the meeting.

### 8.2 Superintendent

A copy of the Superintendent's Report dated December 27, 2017 was distributed. The report included information pertaining to; Negotiations, Act 46, the Director of Technology Search, Administrator Evaluations, and the BSU Budget (approved on 12/21/17). A copy of the BSU Newsletter for December 2017 was distributed. Mr. Pandolfo advised that community members, who were in attendance at the BTMES Board Meeting, are questioning the hiring of a Communications Specialist, while cuts to staff are being proposed. Mr. Folland thanked the Superintendent and teaching staff for the support and encouragement provided to his daughter Lauren, who has now decided to become a teacher.

# DRAFT

## 8.3 Principal

A copy of the Principal's Report dated January 4, 2018 was distributed. The Report contained information pertaining to Academics, Athletics, and 'Community' events. Two other documents were also distributed; the 'Sugarbush Student Achievement Program Student Gold Pass – 2017 – 2018 Season' report and a document titled 'Accepted Students as of 12/21/17'. Mrs. Waterhouse advised that 71 students (the highest number ever) received the Sugarbush Achievement Award. Mrs. Waterhouse advised regarding the number of students who have already received acceptance into colleges of their choice. Mr. Folland advised regarding a recent announcement in the Times Argus, that Logan Kennedy and Jeff Steinman have been nominated to the Naval Academy. Board Members were invited to attend the Phoenix Graduation ceremony on January 18, 2018 at 9:00 a.m.

## 8.4 CVCC Director

A copy of the CVCC Director's Report to the Board, dated January 2018 was distributed. The Report contained information relating to the Natural Resources and Sustainability Program, the Medical Professions Program, Admissions Season - recruitment of students, the 'Try a New Program' Block, and the Exploratory Tech Program. A copy of the December News Flier was distributed. The Flier contained highlights from many of the CVCC Programs and Quarter 1 Awards.

## 8.5 Committee Reports

### 8.5.1 Finance

Minutes of the January 2, 2018 meeting were distributed. The January meeting included thorough and intense discussion of the FY19 proposed budget. Mr. Boltin and Mr. LaCroix were thanked for their Committee work. The next meeting is Wednesday, March 28, 2018 at 4:00 p.m. in the SHS Library.

### 8.5.2 Facilities

Minutes of the December 5, 2017 meeting were distributed. No additional discussion was held. The January 10, 2018 meeting has been cancelled. The next meeting date is to be determined.

### 8.5.3 Verbal Report of BSU Committees

Minutes from all BSU Committee meetings were previously sent to all Board Members.

#### BSU Curriculum Committee -

Mr. Rousse advised that Mrs. Tolman gave a presentation regarding new Accountability Standards and assessments. Mrs. Waterhouse advised that the January 29, 2018 meeting will pertain to topics that pertain solely to Spaulding High School, including; graduation requirements, a community service graduation requirement, Work Based Learning, Flexible Pathways, and NEASC accreditation and standards. Mrs. Waterhouse reported that the Work Based Learning Program is currently working with Rock of Ages, and that this new partner will have much to offer, as the granite industry is a multi-faceted business.

#### BSU Policy Committee -

Mr. Pandolfo advised that several policies are being put before the BSU Board for approval and that district boards should expect to see BSU approved policies, for their review and approval, in the near future.

#### BSU Finance Committee -

No discussion was held.

## 8.6 Financials

Eight reports were distributed; SHS and CVCC Revenue Summary Reports (dated 12/28/17), the SHS and CVCC FY18 Expenditure/Year-end Projection Reports (dated 01/04/18), the SHS and CVCC Expenditures Reports (dated 12/28/17 and 12/27/17 respectively), the BSU Budget FY18 Report (dated 12/28/18), and the Spaulding UHS / CVCC Expenditures Report. There were no questions from the Board.

## 9. Future Agenda Items and Upcoming Committee Meetings

- Audit Presentation
- SHS Library Presentation
- SHS Foundation Report

BSU Regular Board Meeting – Thursday, January 18, 2018 at 6:00 p.m. in the SHS Library

BSU Policy Committee – Monday, January 22, 2018 at 6:00 p.m. in the BSU 2nd Floor Conference Room (this meeting may be rescheduled)

BSU Finance Committee – ~~Thursday, January 25, 2018~~ at 6:00 p.m. in the SHS Library – Cancelled. Date TBD

BSU Curriculum Committee – Monday, January 29, 2018 at 5:30 p.m. in the SHS Library

SHS Regular Board Meeting – Thursday, February 1, 2018 at 6:00 p.m. in the SHS Library

SHS Finance Committee – Wednesday, March 28, 2018 at 4:00 p.m. in the SHS Library

# DRAFT

SHS Facilities Committee – ~~Wednesday, January 10, 2018~~ at 4:30 p.m. in the SHS Library – Cancelled. Date TBD.

## 10. Executive Session

### 10.1 Labor Relations Agreements

### 10.2 Principal and Director Evaluations

### 10.3 Superintendent Evaluation

### 10.4 Personnel

Items proposed for discussion in Executive Session include Labor Relations Negotiations, Principal and Director Evaluations, the Superintendent's Evaluation, and a Personnel Issue.

On a motion by Mr. Isabelle, seconded by Mr. Boltin, the Board unanimously agreed to find that premature general public knowledge of the items proposed for discussion would clearly place Spaulding High School at a substantial disadvantage should the discussion be public.

On a motion by Mr. Folland, seconded by Mr. Isabelle, the Board unanimously voted to enter into Executive Session, with Mr. Pandolfo in attendance, at 8:12 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.

The remaining information was provided by the Board Clerk.

On a motion by Mr. Boltin, seconded by Mr. Folland, the Board unanimously voted to exit Executive Session at 9:28 p.m.

## 11. Adjournment

On a motion by Mr. Boltin, seconded by Mr. Folland, the Board unanimously voted to adjourn at 9:30 p.m.

Respectfully submitted,  
*Andrea Poulin*