

REORGINIZATION AGENDA JANUARY 7, 2015 7:30 PM

A. Call to Order (Mr. Michael R. Petrizzo, President pro-tem)

The Board of Education, Township of Holmdel, met in a Reorganization Meeting on Wednesday, January 7, 2015 in the W.R. Satz School Library, 24 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:30 p.m., by Mr. Petrizzo, President pro-tem of the Board.

B. Results of Annual School Election - November 4, 2014 (Three, 3 Year Terms)

Denise Kline	3 year term (2422 Votes)
John Martinez	3 year term (2353 Votes)
Peter Reddy	3 year term (2476 Votes)

C. Oath of Office

Michael J. Gross, Board Attorney, gives the Oath of Office to the following newly elected Board members:

Denise Kline	3 year term
John Martinez	3 year term
Peter Reddy	3 year term

D. Roll Call Information/Flag Salute

The following Board members were present: Mesdames: Vander Woude, Kline, Liu and Wetmore and Messrs: Pavlik, Hammer, Martinez, Reddy and Sockol. Also present were Mrs. Barbara Duncan, Superintendent, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary, Dr. Robert McGarry, Assistant Superintendent for Curriculum & Instruction and Mr. Michael Gross, Board Attorney. Ms. Adhika Malhotra and Ms. Lauren Haverlin, student representatives to the Board were present.

Board Members Term Expires:

Joseph Hammer	2015
Chiung-Yin Cheng Liu	2015
Robin Wetmore	2015
Dennis Pavlik	2016
Mike Sockol	2016
Ana M. Vander Woude	2016
Denise Kline	2017
John Martinez	2017
Peter Reddy	2017

E. Opening Statement

Statement is hereby made that adequate notice of this meeting was given by:

- Posting written notice prominently on the bulletin board in the Office of the Board of Education, 65 McCampbell Road, Holmdel, New Jersey, the District's website and sent to the four district schools.

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- The mailing and/or hand delivery of said notice to the designated newspapers, Asbury Park Press, Independent, the PLG, PSG, PSA, PTSO, SAB presidents and student representatives to the Board.
- Filing with the Clerk of Holmdel Township, Police Headquarters and Public Library.

F. Open Public Meetings Act

Meetings of the Board are open to the public and all members of the community should feel free to participate:

- There are two opportunities for the public to speak; the first is at the beginning of the meeting for agenda items only and the second is at the end of the meeting for other items.
- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

G. Nomination and Election of President

(Mr. Petrizzo) As President, pro-tem, I state that nominations are now in order for the position of President of the Holmdel Township Board of Education.

Resolved: I nominate as President of the Holmdel Township Board of Education:

1. Mrs. Vander Woude

MOTION: Mr. Hammer SECOND: Mrs. Kline

2. Mr. Sockol

MOTION: Mrs. Wetmore SECOND: Mrs. Liu

Asking and hearing no other nominations, Mr. Petrizzo stated he would entertain a motion to close nominations.

Resolved: That all nominations be closed and roll call vote be taken on the election of the Board President (Title 18A:15.1)

MOTION: Show of Hands to Accept – All Approved

Upon recognition that the nominations had been closed, Mr. Petrizzo took the following roll call vote on the election of President:

1. Mrs. Vander Woude

MOTION: Mrs. Wetmore SECOND: Mr. Hammer VOTE: 6-3
AYES: Mr. Hammer, Mr. Pavlik, Mrs. Vander Woude, Mrs. Kline, Mr. Martinez,
Mr. Reddy
NAYS: Mrs. Liu, Mrs. Wetmore, Mr. Sockol

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Mrs. Ana Vander Woude has received a majority of the votes and is hereby declared to be duly elected as President of the Holmdel Township Board of Education.

(Mr. Petrizzo) As President, pro-tem, I turn over the conduct of the remainder of this meeting to the duly elected President.

H. Nomination and Election of Vice President

Mrs. Vander Woude stated the next order of business was the election of a Vice President of the Board of Education. She asked for nominations for this position.

Resolved: I nominate as Vice President of the Holmdel Township Board of Education:

1. Mr. Pavlik

MOTION: Mr. Martinez SECOND: Mrs. Vander Woude

2. Mrs. Wetmore

MOTION: Mr. Sockol SECOND: Mrs. Liu

Asking and hearing no other nominations, Mrs. Vander Woude stated she would entertain a motion to close nominations.

Resolved: That all nominations be closed and roll call vote be taken on the election of the Board Vice President (Title 18A:15.1)

MOTION: Show of Hands to Accept – All Approved

Upon recognition that the nominations had been closed, Mrs. Vander Woude took the following roll call vote on the election of Vice President:

1. Mr. Pavlik

MOTION: Mrs. Wetmore SECOND: Mr. Hammer VOTE: 6-3
AYES: Mrs. Vander Woude, Mr. Hammer, Mr. Pavlik, Mrs. Kline, Mr. Martinez,
Mr. Reddy
NAYS: Mrs. Liu, Mrs. Wetmore, Mr. Sockol

Mr. Pavlik has received a majority of the votes and is hereby declared to be duly elected as Vice President of the Holmdel Township Board of Education.

I. Presentation(s)/Public Hearing(s) - None

J. Report of the Student Representatives to the Board

The student representatives reported out on student matters.

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K. Report of the Superintendent

District:

Our staff members are hard at work planning for the initial implementation of the PARCC Exams. Our district testing coordinator, Eric Swensen is working across schools and departments to ensure that all runs smoothly for our students and staff. Meanwhile, teachers continue to deliver the district's Common Core - aligned curriculum while at the same time developing student familiarity with the kinds of questions and the web-based platform that students will encounter on the test. Parents are encouraged to visit the Parent Page of the comprehensive PARCC Readiness website created by district Technology Coach, Caren MacConnell. A link to this site can be found within the spotlights found on the district homepage.

While attending the New Jersey Educational Conference on Computing Caren MacConnell was conversing with the person seated next to her, who happened to say that he was excited about the next seminar on Hyperdocs (HyperDocs is a term used to describe a Google Doc that contains an innovative lesson for students) which Caren MacConnell was presenting. The gentleman next to her turned out to be Jonathan Rochelle the person who invented Google Docs and Google Drive.

On January 22nd, parents of Indian Hill students who are participating in the district's Math pilot are to be invited to a Parent Night where they will learn more about the Go Math! program and the on-line parent resources that are part of the resource. Parents will receive an invitation from our district Supervisor of Math and Science, Alicia Killean and are asked to RSVP for this event. Watch your "kidmail" for your invitation.

With Mr. Loughran's guidance, a fantastic team with representatives of various stakeholder groups continues to work on our district goal related to assessment of the allocation of instructional minutes. An intensive study of the "rotating schedule" is nearing completion and will be reported upon at the January 28th Board of Education meeting. Thanks to all those who have given of their time to this work. At the same time, our district Supervisor of Humanities, Marilyn Bellis is examining the various ways that the instructional time allocated to Literacy is further allocated in classrooms for the various components that make up a balanced literacy program.

Village School:

Village students and staff came back refreshed and ready to work hard for the second half of the school year. Parents should keep an eye out for upcoming information about the Preschool Information Session scheduled for Thursday, February 5th at 9:30 at Village School in the New Gym. Additionally, information will be going home regarding Kindergarten registration taking place on February 25th, 26th, and 27th from 9:15-10:30 in the Village School New Gym.

Indian Hill School:

On January 13th, Indian Hill School will host its annual Geography Bee. In December, all Indian Hill School students took a qualifying test to participate in the competition. This event will feature the students with the top ten scores in the school. The winner of this event will have the opportunity to participate in a state-wide competition.

On January 15th, Indian Hill students will perform in the annual Talent Show. This event showcases a wide range of student performers engaging in singing, dancing, and many other creative acts. This year's show also displays a variety of cultural arts to display the diverse talents and backgrounds at Indian Hill School. Over 60 students will be featured in this year's show as well as students assisting in the show. The show will be held at Holmdel High School at 7pm.

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On January 21st, Indian Hill will host the “Brain Show” assembly. This game-show style event features questions based on math, science, and the environment. They are very grateful to the PLG for all of their support in providing this wonderful program for their school.

Indian Hill appreciates the very generous gift given by the PLG for additional indoor recess games. With the cold weather, they will certainly be put to good use.

W. R. Satz School:

Congratulations to the William R Satz School students and advisor Marian Amitrani for winning awards in the 2014 American Mathematics Competition AMC 8. Several Satz students placed in the top 1% while others placed in the top 5%.

Dr. Steven Tetreault has been selected to speak at the next NJASA Techspo 2015 event in Atlantic City on January 30, 2015. He will be presenting on Google Classroom.

STUDENT VOICES is a monthly opinion-page contest for students in grades 7 through 12, judged by the editorial department of the Asbury Park Press. Monthly first-place essay winners and video winners receive \$25 gift certificates. Monthly winners will be eligible for the annual grand prize: a \$250 Visa gift card for the best essay in each grade-level category and for the best video.

A Seventh grade student from William R. Satz School, won first place with the following essay:

‘I Hope You Dance’

I’ve been poring over quarter notes and crescendos and Beethoven’s “Pathétique Sonata” for as long as I can remember. With so much classical music hammered into my brain, it’s no wonder I’ve been led to believe that modern “popular” music is shallow and tasteless. But my favorite forms of art are by far music and literature, and when the two combine, it’s hard not to listen to some songs and appreciate how accurately they portray my personality and outlook on life. Lee Ann Womack released the song “I Hope You Dance” in 2000, and perhaps what made it so appealing to me in the end was the fact that I hated it at first. I thought the melody bland, the lyrics simply another “inspirational” cliché, but I fell in love after learning the words. Repeated throughout are: “I hope you still feel small when you stand beside the ocean. . . . Whenever one door closes, I hope one more opens.” The second line is simple enough to understand — that there is always hope, no matter what. But the first line is just as crucial, if not more. It reminds us to remain humble even when pride threatens to spill over the brim. If the world learned to do just that, much of the chaos could be avoided. The greed, for instance, that breeds theft. The sanct

imonious pride that spawns both jealousy and inevitable war. Perhaps the most inspirational line of all is the second verse: “I hope you never fear those mountains in the distance: never settle for the path of least resistance.” Although I may balk at intimidating hurdles ahead, this song always inspires me to climb the mountain instead of skirting around the edge, the easier but less satisfying option. And once I’ve scaled that mountain, I can view the world from a different point of view — one that is better, clearer and a great deal more confident. Being neither unrefined nor naïve, “I Hope You Dance” defies all stereotypes of pop music I’ve heard throughout my musical experience. Words have power. Music has power. Together, they evoke a palpable stirring of recognition within me each time I listen to the song.

Holmdel High School:

On Friday, January 9th, Holmdel High School will host its annual “College Connection” assembly; more than twenty (20) recent HHS graduates will speak with current seniors and share their experiences in making the transition to college.

Athletics:

Congratulations to the **Girls Basketball** team for claiming the Bayshore Holiday Tournament Championship - 1 Holmdel player was named Most Outstanding Player of the Tournament.

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Congratulations to the **Boys Swimming (8th) and Girls Basketball (7th)** teams, who are each ranked among the Top 10 teams in the Shore Conference.

Congratulations to the **Boys (3rd) and Girls (10th) Winter Track** teams for their strong performance at last week's County Relay Championships.

Congratulations to the **Wrestling Team** for its 3rd place finish at the annual Holmdel Holiday Tournament, 4 students received 1st place in their weight classes.

The Superintendent reported on the following current student enrollment: 3,027

Village School.....829	W.R. Satz School.....530
Indian Hill School710	High School.....958

Resolved: That the Report of the Student Representatives and Superintendent are hereby accepted and filed by the Board Secretary.

MOTION: Show of Hands to Accept – All Approved

L. Harassment, Intimidation and Bullying (H.I.B.) Report

Dr. McGarry reported the following H.I.B. incidences from 11/19/2014 – 12/17/2014:

School	# of Incidents	Notes
Village School	0	
Indian Hill School	0	
W.R. Satz School	1	substantiated
Holmdel High School	0	

M. Committee Report(s) - None

N. Questions or Comments from the Public on Action Items only - None

O. Action Items

- Approval of Minutes - None
- Policy

1. Approval of District Mission Statement

Resolved: That the Board approve the following District Mission Statement:

Mission: A Commitment to Excellence

The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every student into achievement. In

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partnership with our community, the School District will support all our students' efforts to meet and exceed the New Jersey Core Curriculum Content Standards, and to become responsible and resourceful citizens and life-long learners.

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

2. Approval of Board of Education Standing Committees for 2015

Tabled

Resolved: That the Board approve the following Board of Education Standing Committees for 2015 as listed below:

- | | |
|-----------------------------|--------------------------|
| Budget & Finance | Curriculum & Instruction |
| Buildings, Grounds & Safety | Labor Negotiations |
| Community Relations | Special Services |

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: None

Discussion: There was detailed discussion among the Board regarding adding Personnel to the Labor Negotiations Committee and what the charge of the committee would be. At the conclusion, Mrs. Vander Woude called for a motion to table this resolution so the matter could be further discussed.

MOTION TO TABLE:

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

3. Approval of Board of Education Organization Chart

Resolved: That the Board approve the Organization Chart as per attached.

Discussion: Mrs. Vander Woude inquired if the organization chart would be updated to reflect the leadership of the Board. Mr. Petrizzo advised that the organization chart would be updated accordingly.

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

4. Approval of New Jersey Code of Ethics and Receipt and Review of New Jersey School Board Association Power Point Document

Resolved: That the New Jersey School Boards Association Code of Ethics (NJAC 18A:12-24.1) shall be considered the official Code of Ethics of the Holmdel Township Board of Education, and the Board of Education members acknowledge receipt and review of the New Jersey School Board association Code of ethics training power point document.

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CODE OF ETHICS

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policy-making, planning, and appraisal; and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

MOTION: Mr. Sockol SECOND: Pavlik VOTE: 9-0

• **Superintendent's Recommendations**

5. Approval of Out-of-District Travel, District Personnel

Resolved: That the Board approve the Out-of-District Travel as authorized by the Superintendent under Policy 6471 Staff Member Expenses and in accordance with Regulation 6471 Staff Member Expenses, as listed below: [B]

Date	Name	Location	Workshop/Meeting	City State	Cost
01/13/15	Barbara, C	Village	NJDOE PARCC Online Assessment 2015 Update	W. Long Branch, NJ	\$0.00

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Date	Name	Location	Workshop/Meeting	City State	Cost
01/08/15	Bruce, J	W. R. Satz	NJDOE PARCC Online Assessment 2015 Update	Hamilton, NJ	\$0.00
02/19/15 & 02/20/15	Donovan, D	Satz/Village	NJMEA (New Jersey Music Educators Association) Conference	E. Brunswick, NJ	*\$150.00
01/08/15	Finnegan, M	W. R. Satz	NJDOE PARCC Online Assessment 2015 Update	Hamilton, NJ	\$0.00
02/09/15	Schillaci, B	Village	Section 504 of the Rehabilitation Act of 1973	Monroe, NJ	*\$150.00
01/13/15	Swensen, E	High School	NJDOE PARCC Online Assessment 2015 Update	W. Long Branch, NJ	\$0.00
02/12/15	Swensen, E	High School	EIRC (Educational Information and Resource Center) Duties and Responsibilities of the District Anti-Bullying Coordinator and Specialist Workshop	Mullica Hill, NJ	\$149.00
01/23/15	Waddell, R	District	Rutgers 47th Annual Reading & Writing Conference	New Brunswick, NJ	*\$165.00

*Paid with NCLB or IDEA Funds

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

6. Approval of Student Trip(s)

Resolved: That the Board approve the Student Trip(s) and that the educational objectives, itinerary, rules and regulations regarding these trip(s) are on file in the Office of the Superintendent of Schools and the appropriate Principal's Office.

Date of Trip	School	Teacher/ Advisor	Class/Club/ Group	Destination City/State	Time	Total Students	Total Chaperones	Total Cost
01/15/15	High School	Blaha, J.	Science League	Colts Neck High School, Colts Neck, NJ	2:00 p.m.- 6:30 p.m.	24	1	\$327.25

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

7. Approval of Staff to Participate in and Conduct State-Mandated Dyslexia Screenings

Resolved: That the Board approve the following staff members to assist in conducting all required Dyslexia screenings during the period January 8, 2015 through June 30, 2015 at the applicable pupil contact or non-pupil contact rate:

Doreen Coticelli
 Elizabeth Kenny-Foggin
 Leslie McMahon
 Donna Salimando
 Elizabeth Smith
 Jean Thompson

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MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

8. Appointment of Lunchroom/Playground Aide, Indian Hill School

Resolved: That the Board approve the appointment of Angela DiCostanzo as a Lunchroom/Playground Aide, Indian Hill School, at a salary of \$16.31 per hour, step 1, effective retroactive from January 5, 2015 through June 30, 2015.
[S. Bernich – Resignation] [B]

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

9. Appointment of Temporary Leave Replacement Childcare Enterprise/Kindergarten Wrap-Around Program Aide

Resolved: That the Board approve the appointment of Karen Rizzo as a Temporary Leave Replacement Childcare Aide, at a rate of \$15.00 per hour, Monday through Friday, 1.5 hours per day, Childcare Enterprise/Kindergarten Wrap-Around Program, effective January 26, 2015 through May 4, 2015.
[M. Lupo – Change in Assignment] [B]

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

10. Appointment of Substitute Teacher

Resolved: That the Board approve the appointment of the following as a day-to-day Substitute Teacher, effective retroactive from January 5, 2015 through June 30, 2015: [B]

Elissa Rosenburgh

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

11. Acceptance of Harassment, Intimidation and Bullying (H.I.B.) Report

Resolved: That the Board move to accept the Report on Harassment, Intimidation and Bullying (H.I.B.).

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

• **Business Administrator's Recommendations**

12. Approval of Budget Transfers – 2014/2015

Resolved: That the Board approve the 2014/2015 Budget Transfers as listed on attachment T-15-08.

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

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P. Old Business

- Mrs. Vander Woude provided an update regarding SEPAG and advised that a hard copy letter was sent out and the deadline was extended.
- Mr. Hammer inquired if the Board could have individual microphones for the board meetings. Mr. Gattini advised that the current system is maxed out and there would need to be a new system to allow for individual microphones. Mrs. Vander Woude called for a show of hands from the Board if they support having individual microphones for Board meetings. All Approved.
- Mr. Hammer referenced Ms. MacConnell's successes and asked if the District is realizing any additional resources as a result. Mr. Gattini stated that there has not been any financial assistance, but the students realize the benefits with classroom instruction. Mr. Gattini also recognized Dr. Tetreault for his successes and accomplishments.
- Mr. Sockol asked if chrome books could be available for Board members during the Board meetings. Mr. Gattini stated he could make them available if that is what the Board wants. Mrs. Vander Woude called for a show of hands from the Board if they support having administration look into the possibility of implementing the use of computers during Board meetings. All Approved.
- Mrs. Wetmore asked for the status of the Board self evaluation. Mrs. Vander Woude advised that this will be discussed at the next Board meeting. Mrs. Wetmore requested the Board receive the compilation of the self evaluation in advance of the meeting and invite the three former Board members to participate in the discussion.

Q. New Business

- Mrs. Vander Woude stated they want to get the committee assignments' completed as soon as possible and requested the Board provide her with their committee requests by Friday, January 9, 2015, so she and Mr. Pavlik could provide feedback by Monday, January 12, 2015.
- Mrs. Vander Woude stated that January is Board appreciation month and she thanked all of the Board members for their community service.

R. Questions or Comments from the Public

- Mrs. Umbrino, parent, inquired about the date of the Go Math meeting and stated there was another community event on that date which may impact attendance at the meeting. Dr. McGarry advised that there are 3 different times parents can attend the Go Math meeting so there should not be an issue.

Mrs. Vander Woude stated there will be a special Board meeting on January 14, 2015 starting at 7:00 p.m. with the possibility of Board Action.

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S. Executive Session (if required)

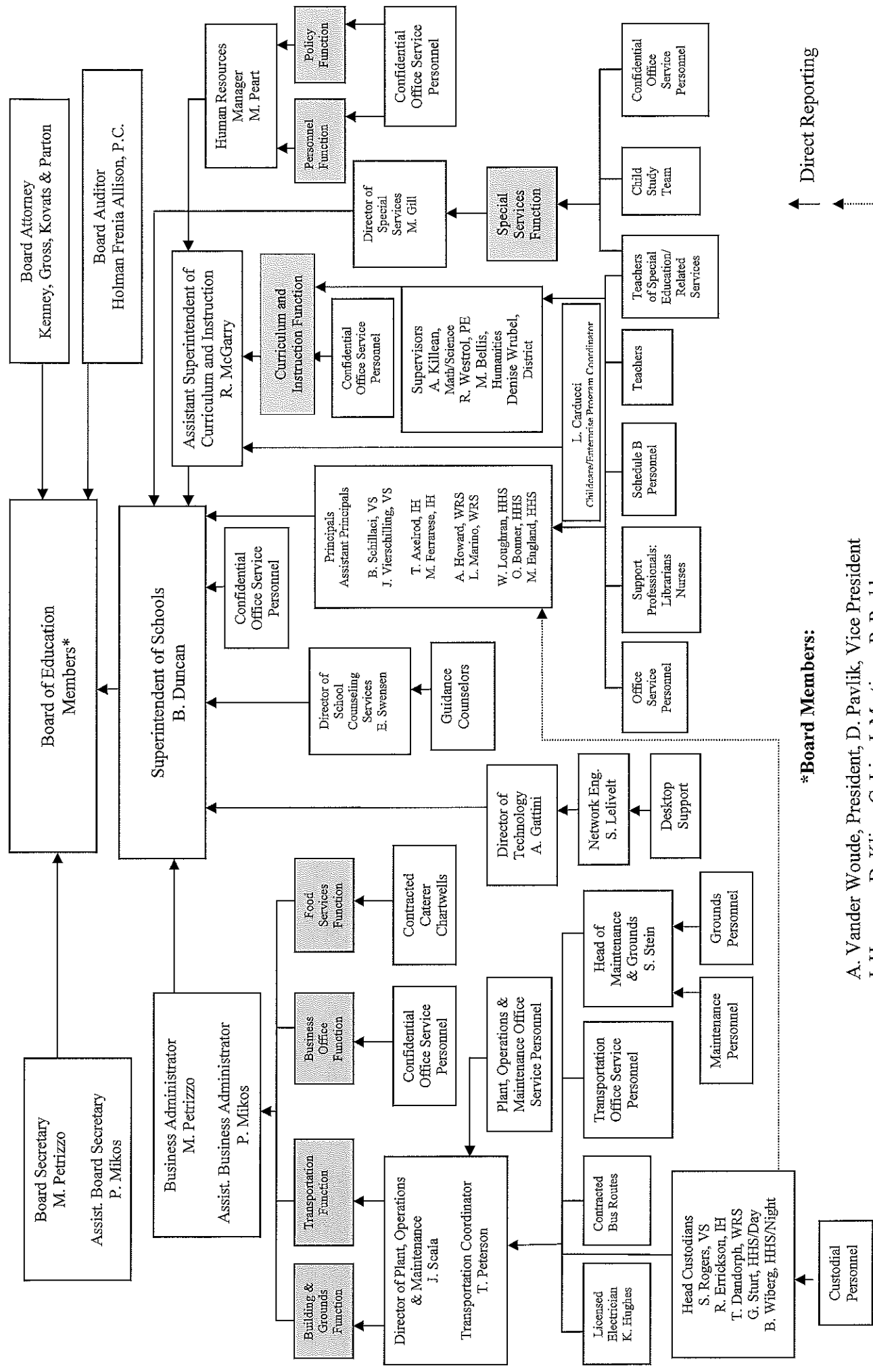
Board President Vander Woude called for an Executive Session at 9:10 p.m., to discuss personnel matters. Anticipating no further public action, she stated that the Board would adjourn from Executive Session.

T. Adjournment

By a unanimous voice vote the meeting adjourned at 9:11 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary



***Board Members:**
 A. Vander Woude, President, D. Pavlik, Vice President
 J. Hammer, D. Kline, C. Liu, J. Martinez, P. Reddy,
 M. Sockol, R. Wetmore

↑ Direct Reporting
 ↓ Secondary Reporting



HOLMDEL TOWNSHIP BOARD OF EDUCATION
Holmdel, NJ

TR: 7 15-08

TRANSFER REQUEST FORM

ORIGINATED BY: Tali Axelrod

DATE: 12/22/14

FROM		TO		AMOUNT	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	ACCOUNT DESCRIPTION	AMOUNT
11-190-100-640-00-02	Textbooks IH	\$1,000.00	11-190-100-610-01-02-EQ	Other Supplies Equip - IH	\$1,000.00		\$1,000.00
TOTAL		\$1,000.00	TOTAL		\$1,000.00		\$1,000.00

REASON FOR TRANSFER: To purchase new technology for teachers.

PRINCIPAL/Administrator: [Signature] DATE: 12/22/14

SCHOOL: Indian Hill School

APPROVED BY: _____ DATE: _____

Board
Interoffice

ORIGINATED BY: Diagnosals DATE: 12/19/14

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
11-000-240- 600-00-03 7339	Office Supplies	429.-	11-203-600- 00-03 7029	Supplies Health	429.-
TOTAL		429.-	TOTAL		429.-

Reason for Transfer: ADDITIONAL EXPENSES IN LINE ITEM FOR HEALTH SUPPLIES -WR SATZ

PRINCIPAL/ADMINISTRATOR: [Signature] DATE: 12/22/14

SCHOOL/DEPARTMENT: BUSINESS OFFICE DATE: 12/22/14

APPROVED BY: _____