

# Oxnard Union High School District

## Oxnard, California

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### MINUTES FOR THE REGULAR BOARD MEETING

#### November 14, 2012

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1. CALL TO ORDER      The regular meeting of the Board of Trustees of the Oxnard Union High School District was called to order by President Jáquez at 5:32 p.m., November 14, 2012, in the District Office Board Room, 220 South K Street, Oxnard, California.

**Trustees present:**

Dick Jáquez, President  
Wayne Edmonds, Vice President  
John Alamillo, Clerk  
Socorro López Hanson, Member  
Steve W. Stocks, Member

**Administration present:**

Gabe Soumakian, Ed.D., Superintendent  
William Dabbs, Jr., Assistant Supt.-Educational Services  
Rocky Valles, Jr., Ed.D., Assistant Supt.-Human Resources  
Randy Winton, Assistant Supt.-Business Services  
Stephen Dickinson, Assistant Supt.-Administrative Services  
Gregory O'Brien, Ph.D., Executive Director-21<sup>st</sup> Century Learning  
Nancy R. Serros, Executive Assistant

**Administration absent:**

Randy Winton, Assistant Supt.-Business Services

**Student Representative to the Board of Trustees present:**

Stephanie Pinedo

**Translator present:**

Elizabeth Camacho

**Guests present:** Wayne Lamas, Ray Gonzales, Eric Riegert, Steve McFarland, Karen Chadwick, Cori Escobar, Kathy Greaves, Puneet Sharma, Angel Calvo, Jim Rose, Walt Dunlop, Everett Long, Glenn Lipman, Kevin Dicey, Maricruz Hernandez, Oscar Hernandez, Judy Perkins, Kim Tresvant, Kirk Raymond, Dori Raymond, Patsy Thomas, Scott Gustafson, Sam Cvijanovich, Tod Deardorff, Mary Westlake, Bryan Smalley, Garrick Sherrod, Wendy Leung, Elliot Golan, Andy Martens, Richard Francis, Mary Westlake, Bryan Smalley, Garrick Sherrod, and other interested persons.

2. PLEDGE OF ALLEGIANCE      Trustee Socorro López Hanson led the Pledge of Allegiance.
3. ADOPTION OF AGENDA      Trustee Alamillo moved to approve the agenda, as submitted, seconded by Trustee López Hanson; motion carried unanimously. *Items were then considered in the order in which they appear in these minutes.*
4. PUBLIC COMMENT      There were no public comments on closed session items.
5. CLOSED SESSION      President Jáquez announced the Board was adjourning to closed session to discuss confidential material relating to the following:
- A.      Public Employee Discipline/Dismissal/Release/Appointment [Government Code Section 54957]  
B.      Conference with Labor Negotiator(s) [Government Code Section 54957.6]
- Agency Negotiator: Rocky Valles, Ed.D., Assistant Superintendent-Human Resources Employee  
Organization: Oxnard Federation of Teachers and School Employees  
> Certificated                      > Classified                      > Paraeducator

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#### 5. CLOSED SESSION - Continued

- C. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(c)  
Significant Exposure to Litigation: One case  
Facts: To confer with legal counsel regarding potential litigation.

PUBLIC COMMENT President Jáquez invited the public to address the Board before adjourning to closed session.

An attorney, speaking on behalf of the youth football teams of the Pacific Youth League, addressed the board to state the group is concerned about the possible future changes the District may take by not allowing the teams to practice on District athletic fields; the attorney reported he met with the superintendent and the meeting was informative and very positive. The attorney will speak with the cities of Oxnard and Camarillo and ask them to step forward to take some of the pressure off of the District's fields.

ADJOURN TO CLOSED SESSION The Board adjourned to closed session at 5:37 p.m.

6. REPORT OF CLOSED SESSION ACTION The Board reconvened at 6:30 p.m., President Jáquez announced that no action was taken during closed session.

#### 7. BOARD RECOGNITION

- A. Outgoing Trustees: In recognition for their years of service as Board of Trustees for the Oxnard Union High School District, Messrs. Dick Jáquez and Steve W. Stocks were recognized by:
- Louise Rishoff, from the office of Assemblywoman Julia Brownley presented a proclamation
  - Senator Fran Pavley, no representative, a certificate of recognition was presented
  - Mayor Doug Breeze, City of Port Hueneme presented a certificate of commendation
  - City of Oxnard, no representative, a plaque of commendation was presented
  - District 5, Board of Supervisors, John Zaragoza, no representative, a certificate of commendation was presented
  - Jack O'Connell, no representative, letter of congratulations
- Trustees Jáquez and Stocks stated it was an honor to serve as Board of Trustee for the Oxnard Union High School District and thanked the staff, students, and community for their support.

B. Employees of the Year: Dr. Valles, Assistant Superintendent-Human Resources Assistant announced it was his pleasure to introduce this year's Employees of the Year in the Certificated, Classified, and Paraeducator units. Trustees and Dr. Kimberly Tresvant, Director of Human Resources presented plaques to the employees.

#### **Paraeducator Employees of the Year:**

Christine Smith, Adolfo Camarillo High School  
Carlos Morales, Channel Islands High School  
Paulette Emard, Frontier High School  
Tamara Barber, Hueneme High School

#### ***Catherine Breshears, Oxnard High School, Paraeducator Employee of the Year***

Glenna Bachmeier, Pacifica High School  
Margaret Garcia, Rio Mesa High School

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#### 7. BOARD RECOGNITION - Continued

##### **Classified Employees of the Year:**

Rochelle Sullivan, Adolfo Camarillo High School  
Bradley Gibbs, Channel Islands High School  
Donna McNair, Frontier High School  
Dolores Raymond, Hueneme High School  
Nannette Vasquez, Oxnard High School  
Taryn Marant, Pacifica High School  
Sally Anderson, Rio Mesa High School  
Graciela Zizumbo, Oxnard Adult School  
*Douglas Campbell, District Office, Classified Employee of the Year*

##### **Certificated Employees of the Year:**

David Seidler, Adolfo Camarillo High School  
Brett Zielsdorf, Channel Islands High School  
Ruth Fenske, Frontier High School  
Suzanne Shannon, Hueneme High School  
Christine Chevalier, Oxnard High School  
Robert Edison, Pacifica High School  
*Richard Kennedy, Rio Mesa High School, Certificated Employee of the Year*  
Blanca Gil, Oxnard Adult School

#### 8. AUDIENCE COMMENTS

A coach from the football youth league stated there are approximately 1200 players and cheerleaders who utilize the high schools' facilities. He urged the board to continue renting out the fields to the group and hoped that a practical solution can be reached that works and benefits everyone.

A speaker requested a status report on the Adolfo Camarillo High School pool project and asked if there is a District web-site that provides updates on facilities projects.

A speaker requested that three reports be completed before the Board approves the extension of the Superintendent's contract: CAHSEE report, Drop-out report, and Analysis report of special needs students.

#### 9. SUPERINTENDENT'S REPORTS

General Report: Gabe Soumakian, Ed.D., Superintendent, thanked staff for the great job they are doing for the students. He said a number of reports have been presented to the Board, and the public, this year such as CAHSEE, API, and Drop-out. He reported the Board would conduct their annual reorganizational meeting on December 12; there is no Board meeting scheduled on November 28; the ACHS and HHS pool projects came out of DSA; ACHS is eligible to apply for Distinguished School status; the District office and school sites will be closed December 24 through January 4 for winter break; and the public may access information regarding the District's facilities projects on the website.

#### 10. REPORTS TO THE BOARD

No Board action required.

#### A. Regular Report

Stephanie Pinedo, Student Representative to the Board, reported on the following school site activities: at HHS yearbook presales have begun and a Migrant parent meeting in November. Several schools held blood drives, fundraisers, and holiday donations for needy families and Hurricane Sandy Relief. OHS held CAHSEE testing on Dec. 6 & 7, ACHS held a Kindness Week November 13-16, RMHS held a Student Recognition Rally on November 30, and PHS held a Mr. Pacifica contest on November 26-30.

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#### 10. REPORTS TO THE BOARD

##### B. Board

Update: Suspensions/  
Expulsions/Behavior  
Interventions/Saturday  
School

Ms. Kathy Greaves, Coordinator of Child Welfare and Attendance, via a PowerPoint presented an overview on student prevention and interventions. Key points discussed were the RTI2 Core principles, prevention and intervention strategies, suspension reduction strategies, expulsion options, alternative education options and recovery efforts. Since 2009, the suspensions have gone down from 2711 to 2291 and expulsions have decreased from 130 to 92. There are several alternative education options offered to students such as CONDOR High School, Frontier High School, Pre-GED program and Adult School.

##### C. Board

Update: Copier/Printer  
Project

Mr. Stephen Dickinson, Assistant Superintendent-Administrative Services and Mr. Puneet Sharma, Director of Information Technology presented an update of the copier and printer installation process, equipment, software, and service. Since August, Image Source, along with support from the District's Information Technology and Maintenance & Operations Departments, has been deploying the new copier and printer fleet consisting of over 40 copiers and 700 printers. Administration will provide an update on the equipment, software, service and implementation. The change-over has gone well with some minor glitches anticipated date of completion is end of January.

D. Board Update:  
Communications and  
Safety

Presented by: Mr. Stephen Dickinson, Assistant Superintendent-Administrative Services reported all school district must maintain a comprehensive district-wide safety plan. This plan involves every aspect of the organization and requires frequent monitoring and updating. A committee will meet to review the current status and timeline of the District's safety plan on the 28 and 29. In addition, Mr. Sharma stated the District will upgrade its two-way radio communication system at every school site so that everyone can communicate with each other in case of an emergency. Monthly checks will be conducted throughout the District.

#### 11. CONSENT CALENDAR

Consent item 11-A, C, and S were pulled for discussion. After amendment, a motion by Trustee Alamillo was adopted, "that item 11-A, Kiwitt contract language be revised to include two coats of slurry." Motion was seconded by Trustee López Hanson; motion carried 4:0. AYES: Trustees Alamillo, Lopez Hanson, Edmonds, Stocks. ABSTENTION: President Jáquez, on the basis of 11-Y.

A. Approval of Proposal  
from Kiwitt's General  
Building for Asphalt Work  
at Rio Mesa High School

It is the recommendation of District Administration that the Board of Trustees approve the Proposal from Kiwitt's General Building for Asphalt work at Rio Mesa High School, as amended.

B. Approval of Proposal  
from SunPower  
Corporation for a  
Deductive Change Order  
to Remove Roof D from  
Scope of Project at  
Channel Islands High  
School

It is the recommendation of District Administration that the Board of Trustees approve the Proposal from SunPower Corporation for a Deductive Change Order to remove Roof D from Scope of Project at Channel Islands High School, as presented.

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#### 11. CONSENT

##### CALENDAR – Continued

C. Approval of Tree Work & Block Walls Installed at the Sr. Patio at Adolfo Camarillo High School, by G.A. Services  
It is the recommendation of District Administration that the Board of Trustees approve the Tree Work & Block Walls Installed at the Sr. Patio at Adolfo Camarillo High School, by G.A. Services, as presented.

D. Approval of Renewed Memorandum of Understanding between Oxnard Union High School District/Oxnard Adult School and Ventura County Office of Education "1, 2, 3 Success"  
It is the recommendation of District Administration that the Board of Trustees approve the renewed Memorandum of Understanding with the Ventura County Office of Education "1, 2, 3 Success", as presented.

E. Approval of Proposal from Zeller Electric Corp. for Cost to Complete Semi-Annual Service of the Emergency Back-up Battery System at Pacifica High School  
It is the recommendation of District Administration that the Board of Trustees approve the Proposal from Zeller Electric Corp. for cost to Complete Semi-annual service of the emergency back-up battery system at PHS, as presented.

F. Approval of Cabling for Room 90 Multimedia Lab at Hueneme High School by Tidal Construction  
It is the recommendation of District Administration that the Board of Trustees approve cabling for Room 90 multimedia lab at Hueneme High School by Tidal Construction, as presented.

G. Approval of Data Wiring for Room 90 Multimedia Lab at Hueneme High School by PacifiCom  
It is the recommendation of District Administration that the Board of Trustees approve Data Wiring for Room 90 Multimedia Lab at Hueneme High School by PacifiCom, as presented.

H. Approval of Electrical Portion of Project for Room 90 Multimedia Lab at Hueneme High School by Tidal Construction  
It is the recommendation of District Administration that the Board of Trustees approve the Electrical Portion of Project for Room 90 Multimedia Lab at Hueneme High School by Tidal Construction, as presented.

I. Approval of Data Cabling Lab MO7 at Pacifica High School by Tidal Electric  
It is the recommendation of District Administration that the Board of Trustees approve the Data Cabling Lab MO7 at Pacifica High School by Tidal Electric, as presented.

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#### 11. CONSENT CALENDAR – Continued

J. Approval of Electrical Rewire of Computer Lab, Room MO7 at Pacifica High School, by Tidal Electric

It is the recommendation of District Administration that the Board of Trustees approve the Electrical Lab Rewire by Tidal Electric in Room MO7 at Pacifica High School, as presented.

K. Approval of Memorandum of Understanding between Oxnard Union High School District/Pacifica High School and Marty Hazirjian, Consultant, for Alcohol and Other Drug Counseling Services

It is the recommendation of District Administration that the Board of Trustees approve the memorandum of understanding between OUHSD/PHS and Marty Hazirjian, consultant, for alcohol and other drug counseling services, as presented.

L. Approval of Donations, October 25 - November 2, 2012

It is the recommendation of District Administration that the Board of Trustees accept the Donations Report for the reporting period October 19 through November 2, 2012, as presented.

M. Approval of Disposal of Surplus, October 5 - November 2, 2012

It is the recommendation of District Administration that the items listed above be declared surplus and that staff be authorized to dispose of all items through sale or other means, in the most expeditious manner, as presented.

N. Approval of Purchase Orders and Direct Pays, October 11 - October 31, 2012

That Purchase orders totaling \$806,118.56 and Direct Pays totaling \$558.05 be approved, as presented.

O. Student Expulsion by Recommendation of the Administrative Panel

That the student listed be expelled from the Oxnard Union High School District for the time period indicated, and that the student attend Gateway Community School for the period of expulsion. The student will be reviewed for readmission in accordance with district policy upon the conclusion of the term of the expulsion, and is to comply with the recommended Rehabilitation Plan and provide documentation that the plan has been completed.

1. Student #158700, November 2, 2010 through January 25, 2013
2. Student #158861, November 2, 2012 through June 14, 2013
3. Student #153599, November 2, 2012 through June 14, 2013

P. Voluntary Expulsions

That the student listed be expelled from the Oxnard Union High School District for the time period indicated, and that the student attend the recommended placement for the period of expulsion. The student will be reviewed for readmission in accordance with district policy upon the conclusion of the term of the expulsion, and is to comply with the recommended Rehabilitation Plan and provide documentation that the plan has been completed.

1. Student #143408, November 1, 2012 through June 25, 2013, HHT
2. Student #152362, October 26, 2012 through January 25, 2013, Gateway Community School
3. Student #153459, October 23, 2012 through June 14, 2013, Gateway Community School
4. Students #145292, October 25, 2012 through June 14, 2013, Gateway Community School

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#### 11. CONSENT CALENDAR – Continued

- P. Voluntary Expulsions
5. Student #152885, October 31, 2012 through June 14, 2013, Gateway Community School
  6. Student #138393, September 17, 2012 through June 14, 2013, Gateway Community School
  7. Student #158892, November 2, 2012 through June 14, 2013, Gateway Community School
  8. Student #153841, October 9, 2012 through January 26, 2013, Gateway Community School
  9. Student #149586, October 25, 2012 through January 25, 2013, Condor High School
  10. Student #158614, October 30, 2012 through June 14, 2013, Gateway Community School
  11. Student #153443, November 1, 2012 through June 14, 2013, Gateway Community School
  12. Student #139937, October 22, 2012 through June 8, 2013, Gateway Community School
  13. Student #158536, October 30, 2012 through June 14, 2013, Gateway Community School
  14. Student #156933, October 29, 2012 through January 25, 2013, Gateway Community School
  15. Student #152317, October 24, 2012 through June 14, 2013, Gateway Community School
  16. Student #144761, October 31, 2012 through June 14, 2013, Gateway Community School
  17. Student #158155, November 7, 2012 through June 14, 2013, Gateway Community School
  18. Student #143361, November 1, 2012 through June 14, 2013, Gateway Community School
  19. Student #158127, November 8, 2012 through June 14, 2013, Gateway Community School

That the student listed be expelled and the expulsion order be suspended for the period indicated, and that the student attend the recommended placement during the probationary status during the term of the expulsion. The student will be reviewed for readmission in accordance with district policy upon the conclusion of the term of the expulsion, and is to comply with the recommended Rehabilitation Plan and provide documentation that the plan has been completed.

1. Student #140006, October 30, 2012 through January 25, 2013, HHT
2. Student #146750, October 29, 2012 through January 25, 2013, Frontier High School
3. Student #158320, October 31, 2012 through January 25, 2013, HHT

- Q. Student Readmission from Expulsion
- That the following students be reinstated to the Oxnard Union High School District with placement recommendation, as presented.
1. Student #140436, Frontier High School
  2. Student #143671, Pre-GED

- R. Denial of Student Readmission
- That the following student be denied readmission to the Oxnard Union High School District and returned to Gateway:
1. Student #145435

- S. Approval of Quarterly Report on Williams Uniform Complaints, July – September
- It is the recommendation of the Administrative Staff that the Board accept the Quarterly Report as presented.

- T. Approval of Certificated and Classified Personnel
- It is the recommendation of District Administration that the Board of Trustees approve the personnel items, as presented.

*(Please see attached list of personnel items.)*

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#### 11. CONSENT

##### CALENDAR – Continued

- U. Approval of First Amendment to the NPS Agreement between Oxnard Union High School District and Casa Pacifica for Case Number 11, 12/13
- It is the recommendation of District Administration that the Board of Trustees approve the Agreement between the Oxnard Union High School District and Casa Pacifica for Case Number 11, as presented.
- It is the recommendation that the Board of Trustees approve the non-public school placement at Casa Pacifica NPS from September 4, 2012, for case number eleven, 12/13, student ID number 158923, according to the recommendation of the student's IEP team and the Director of Special Education.
- V. Approval of Non-Public School Placement
- It is the recommendation that the Board of Trustees approve the non-public school placement at TLC+ NPS from October 10, 2012, for case number sixteen, 12/13, student ID number 155237, according to the recommendation of the student's IEP team and the Director of Special Education
- It is the recommendation that the Board of Trustees approve the non-public school placement at Casa Pacifica NPS from October 18, 2012, for case number seventeen, 12/13, student ID number 130510, according to the recommendation of the student's IEP team and the Director of Special Education.
- It is the recommendation that the Board of Trustees approve the non-public school placement at Casa Pacifica NPS from October 22, 2012, for case number eighteen, 12/13, student ID number 130510, according to the recommendation of the student's IEP team and the Director of Special Education.
- W. Approval of Waiver of CAHSEE Requirement for OUHSD Students with Disabilities
- It is the recommendation of the District Administration that the Board of Trustees approve the request to submit to the State Board of Education a waiver of the California High School Exit Exam (CAHSEE) for students with disabilities who take the CAHSEE using modifications and receive the equivalent of a passing score.
- X. Approval of Memorandum of Understanding between Oxnard Union High School District/Rio Mesa High School and William Weinerth; Drug Alcohol Counseling
- It is the recommendation of the Administrative Staff that the Board approve the Memorandum of Understanding, as presented.
- Y. Approval of Agreement between Oxnard Union High School District and the California School Boards Association, Inc. for a Governance Leadership Workshop
- It is the recommendation of district Administration that the Board of Trustees approve the agreement between OUHSD and CSBA, Inc. for a governance leadership workshop, as presented.



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#### 12. ACTION ITEMS

- A. Approval of Amendment for Superintendent's Contract  
Trustee Alamillo stated the Superintendent's contract contains common language. Superintendent Soumakian clarified that the contract contained one paragraph that was amended. President Jáquez stated he received four emails in opposition of the Superintendent's contract, and he clarified there is no language in the contract indicating a raise, only an extension of the contract due to the satisfactory evaluation of the superintendent.
- Trustee Alamillo moved to approve the Amendment to the Superintendent's Contract, as presented, seconded by Trustee López Hanson; motion carried unanimously.
- B. Approval of Annual Organizational Meeting Date and Time  
Trustee Alamillo moved that Wednesday, December 12, 2012, at 6:30 p.m., be designated as the date and time for the Annual Organizational Meeting of the Board of Trustees, seconded by Trustee Edmonds; motion carried unanimously.
- C. Approval of Special Board Meeting to Conduct a Workshop on December 13, 2012, 1 p.m.  
Trustee Edmonds moved that December 13, 2012, 1 p.m. be designated as the date and time for the Special Board meeting, seconded by Trustee Alamillo; motion carried unanimously.
- D. Approval of California School Board Association Annual Membership, 2012-2013  
Trustee López Hanson moved to approve the California School Board Association Annual Membership for the 2012-2013 school year, seconded by Trustee Edmonds; motion carried 4:1. AYES: Trustees Alamillo, Edmonds, López Hanson, and Stocks: NO: President Jáquez.
- E. Approval of Call for Nomination for CSBA Delegate Assembly  
Trustees Alamillo moved to nominate Tina Urias to fill one vacancy in Subregion 11B of the Delegate Assembly, California School Boards Association, seconded by Trustee Stocks; motion carried unanimously.
- F. Approval of Oxnard Union High School District's 2011-2012 Annual Financial Report (Audit), as Prepared by Vavrinek, Trine, Day & Co., LLP  
Trustee Alamillo moved to approve the 2011-2012 Annual Financial Report (Audit) as prepared by Vavrinek, Trine, Day & Co., LLP, seconded by Trustee López Hanson; motion carried unanimously.
- G. Approval of Amendment of Resolution No. 12-02, Authorizing the Borrowing of Funds for the Issuance and Sale of One or More Series of 2012-2013 Tax and Revenue Anticipation Notes (TRANS) Therefor and Participation in the California School Cash Reserve Program and Requesting the Board of  
Trustee López Hanson moved to approve the amendment of Resolution No. 12-02 authorizing the borrowing of funds for Fiscal Year 2012-2013 and the issues and sale of one or more Series of 2012-2013 Tax and Revenue Anticipation Notes (TRANS) therefor and participation in the California School Cash Reserve Program and requesting the Board of Supervisors of the County to issue and sell said series of notes, seconded by Trustee Stocks; motion carried unanimously.



**Oxnard Union High School District**  
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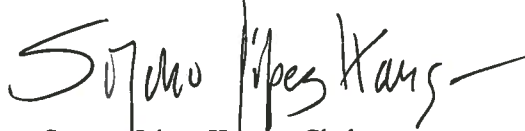
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15. FUTURE MEETINGS December 12 - Annual Organizational Meeting

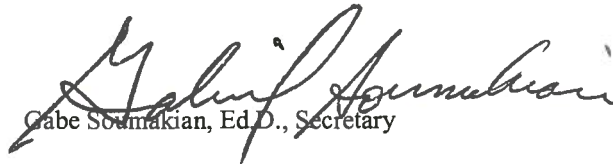
16. ADJOURNMENT There being no further items of business on the agenda, President Jáquez adjourned the meeting at 8:56 p.m.

**BOARD OF TRUSTEES**



Socorro López Hanson, Clerk

Approved as read  
(or approved as corrected)  
January 23, 2013



Gabe Soumakian, Ed.D., Secretary



**HUMAN RESOURCES**  
**CERTIFICATED AND CLASSIFIED PERSONNEL**  
**CONSENT ITEMS**  
**FOR THE BOARD MEETING OF NOVEMBER 14, 2012**

**CERTIFICATED HUMAN RESOURCES**

**Temporary Re-Employment [Education Code 44920]**

<b>Name</b>	<b>Title</b>	<b>Effective</b>	<b>Site</b>
Lissane Kurtz	English teacher [.80 FTE]	11/06/12-06/14/13	OHS

**Temporary Re-Employment [Education Code 44920] - Revision**

<b>Name</b>	<b>Title</b>	<b>Effective</b>	<b>Site</b>
Rebecca Dahl	from English teacher [.80 FTE] to English teacher [1.0 FTE]	11/05/12-06/14/13	OHS

**Consideration to Authorize Teaching Assignment by Board Authorization, 2012-2013**

That the following individual(s) having completed 9 units of upper division or 18 total semester units of appropriate coursework be approved to teach in the designated subject pursuant to Educational Code §44263.

<b>Name</b>	<b>Assignment</b>	<b>Semester Units</b>	<b>Site</b>
Carie Hill 1851	English	18	FHS

**CLASSIFIED HUMAN RESOURCES**

**Ratification of Employment**

*(Contingent upon satisfactory background clearance by the DOJ)*

<b>Name</b>	<b>Title</b>	<b>Effective</b>	<b>Site</b>
Lucy Cartegena	Campus Supervisor (39-month rehire list)	11/13/12	PHS
Robert Greaves	Technology Support Assistant	11/01/12	DO

**39-Month Reemployment List**

<b>Name</b>	<b>Title</b>	<b>Effective</b>	<b>Site</b>
Ken Robinson	Campus Supervisor	10/29/12	HHS

**Retirement**

<b>Name</b>	<b>Title</b>	<b>Effective</b>	<b>Site</b>
Virginia Meyerson	Site Administrative Secretary	12/29/12	ACHS