

Sherborn School Committee

Tuesday, September 22, 2020

6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/86940249305?pwd=MIF5K2R1OGZEcTVHRTItWHN3bVRBdz09>

Meeting ID: 869 4024 9305

Passcode: 563046

Meeting Agenda

1. Call to Order
2. Community Comments
3. Reports:
 - Principal's Report – Dr. Brown
 - Assistant Superintendent Update– Ms. Beth McCoy
 - Superintendent's Update Update – Dr. Andrew Keough
 - Opening Day
 - Staffing Update
 - Transportation
 - HVAC
 - Warrant Report
4. FY 20 Budget Closeout
5. FY 21 Budget & Capital Update
6. Remote Learning Enrichment Center A.R.
7. Consent Agenda A.R.
 - Approval of Minutes June 24, 2020
8. Communications (For Members Information)
 - 2020-21 Meeting Calendar
 - Subcommittee Assignments
9. Items for October 13, 2020 Meeting
10. Adjournment

Note: The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be raised for discussion to the extent permitted by law.

The Public Schools of Dover and Sherborn do not discriminate on the basis of age, race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability or homelessness



Pine Hill School

Sherborn, MA 01770

Phone: 508-655-0630 Fax: 508-655-2763

www.doversherborn.org

Dr. Barbara Brown, Principal

Ms. Allison Gullingsrud, Assistant Principal

TO: Andrew Keough, Superintendent
FROM: Barbara Brown, Principal
RE: Principal's Monthly Report
DATE: September 22, 2020

Principal's Reflection:

The Pine Hill faculty and staff outdid themselves with their preparedness and enthusiasm for the opening of a new school year! We welcomed 57 new students in kindergarten and 30 new students across grades 1-5. In addition, there are 18 new or new to role faculty/staff members.

Welcome to our impressive line up of newly hired faculty and staff:

- Michelle Fasolino, School Counselor
- Jenee Aguilar, First Grade Teacher
- Nikki Carter, Fourth Grade Teacher
- Allie Morey, Fourth Grade Teacher
- Jonathan Schenker, Remote School House Teacher for PH (grades 4-5)
- Amy Beigel, PE Teacher
- Nicole Parsons, Special Education Teacher
- Casey Chabot, Educational Assistant
- Gwenyth Swain, Educational Assistant
- Christine Deeley, Educational Assistant
- Ashley Dubois, Educational Assistant

In addition to newly hired faculty/staff, we have some colleagues who were assigned to new roles this year:

- Lee Jeffries, Kindergarten Teacher
- Sara Fabri, First Grade Teacher
- Laurie Ryan, Fourth Grade Teacher (covering for Ms. Weiner's maternity leave)
- Megan Scobie, Remote School House Teacher for PH and Chickering (grades 2-3)
- Kristen Diebus, Administrative Assistant to the Principals
- Sharma Horsch, Administrative Assistant, Front Office Reception
- Cecily Graham, Director of Extended Day Program

The opening of school was relatively smooth. As soon as our busses get their routes down pat, we will be able to perfect the morning drop off system. We have quadruple the amount

of car drops this year. Teachers were very well prepared having had 10-days for training, curriculum planning, and classroom set up in order to implement the structures for hybrid and remote learning models. COVID guidelines have been implemented in full thanks to the work of the DS Task Force that took place over the summer. Thank you to Head Custodian Peter Gimblett, and the PH custodial crew Ed Ryan, Osmar Marques, and Dave Paddock for their tireless attention to detail and hard work to prepare the school building for reopening!

It needs to be said that our students made the most impressive transitions of all. Despite not being in the school building for 6-months, and not having had the transition visit opportunities that we typically extend to kindergartners, every one of our 353 students in the hybrid-model made a remarkable school entry last week. Students are wearing their masks with ease, following routines and expectations, and are as friendly and joyous as ever. There is a calm, composed energy in the school building. We are so very thankful for the preparedness that our Sherborn parents have instilled in the children and the patience that they are extending to us adults. Yet another tribute to this remarkable community!

Technology distribution is still underway as teachers and students are being issued devices to support at-home and in-school learning. We have issued approximately 160 Chromebooks to students in grades 3-5. Shipments of teacher laptops and iPads (students in K-2) have been delayed. We expect to distribute them throughout this week.

A silver lining to the stress and disruption of the pandemic is the rich professional development that DS offered to educators this summer. Thanks to impressive coordination by Assistant Superintendent Beth McCoy, our Pine Hill educators took courses in Responsive Classroom, project-based learning, and robust teaching strategies for distance learning. In addition, 11 PH teachers took a week-long course at Teachers College at Columbia University to be trained to implement the Lucy Calkins Readers Workshop Model. We now have a large majority of our educators teaching the Calkins readers and writers workshop model with impressive fidelity. All teachers are supported in our efforts to enrich and align the ELA curriculum (reading, writing, and word study) instruction through the coaching structures provided by our incredibly talented Literacy Coach, Jen Ryan. In addition to supporting all teachers, Jen targets the teachers who are new and/or new to a grade level who are receiving excellent mentoring and coaching via weekly meetings and class visits!

Pine Hill Happenings:

- Teacher Training and Collaboration Days: 8/31 – 9/14 (10-days)
- Educational Assistant Training and Collaboration Days: 9/8-9/14 (5-days)
- CSA Welcome Back Teacher Luncheon: 9/8
- Meet the Teacher Visits: 9/9 and 9/10
- CSA Meeting: 9/10
- School Begins all grades: 9/15
- Fire Drills: 9/18 and 9/21

The Public Schools of Dover and Sherborn

157 Farm Street

Dover, MA 02030

Phone: 508-785-0036 Fax 508-785-2239

Dr. Andrew W. Keough, Superintendent

Ms. Dawn Fattore, Business Administrator

Ms. Elizabeth M. McCoy, Asst. Superintendent

www.doversherborn.org

Ms. Kate McCarthy, Director of Student Services

***Commitment to Community
Equity and Excellence
Respect and Dignity
Climate of Care***

To: Dr. Andrew Keough, Superintendent
From: Elizabeth McCoy, Assistant Superintendent
Re: September Sherborn School Committee Meeting
Date: September 22, 2020

I will provide a verbal update on the following items at the September 22 Sherborn School Committee meeting:

- District launch of teaching & learning goals
- Ten days of educator preparation
- Faculty and student devices

I am happy to address any questions you or the Committee may have at that time.

The Public Schools of Dover and Sherborn

*Memo from
Superintendent Dr. Andrew Keough*

To: Sherborn School Committee

From: Andrew Keough, Superintendent

Date: September 18, 2020

RE: Superintendent Update

I will be providing a verbal update at the meeting on the following items:

- Opening Day
- Transportation
- HVAC
- Staffing Update

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*Commitment to Community
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TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
DATE: September 21, 2020
RE: Approved Warrants

The following FY20 and FY21 Accounts Payable Warrants were approved by one of the Committee's designated signers:

1116	6/10/2020	\$7,137.00	Preschool
1117	6/10/2020	\$1,900.00	Payroll
1118	6/10/2020	\$566.75	Title IIA
1119	6/10/2020	\$48,870.00	General - OOD
1120	6/10/2020	\$871.00	Cafe
1121	6/10/2020	\$23,983.79	General - School
1124	6/24/2020	\$7,837.50	Payroll
1125	6/24/2020	\$140,041.36	General - OOD
1126	6/24/2020	\$83,002.52	CB OOD
1127	6/24/2020	\$18,950.08	General - School
1128	6/30/2020	\$3,941.05	General - School
1129	6/30/2020	\$1,103.36	Sawin
1130	6/30/2020	\$6,583.29	General - School

1002	7/23/2020	\$5,807.35	General-School
1004	8/5/2020	\$33,424.66	General-School
1005	8/5/2020	\$17,568.75	General-OOD
1007	8/20/2020	\$14,686.83	General-School
1008	8/20/2020	\$692.68	FY21 Cares Re-Opening
1009	8/20/2020	\$1,403.75	Pre-School Revolving
1010	8/20/2020	\$136.79	Cafe
1012	9/2/2020	\$37,833.76	General-OOD
1013	9/2/2020	\$18,711.26	General-School
1015	9/17/2020	\$17,436.18	General-OOD
1016	9/17/2020	\$25,375.20	FY21 Cares Re-Opening
1017	9/17/2020	\$41,400.83	General-School

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TO: Sherborn School Committee
FROM: Dawn Fattore, Business Administrator
RE: FY20 Yearend Report
DATE: September 21, 2020

Attached please find:

- a. Status of Appropriations as of June 30, 2020
- b. Special Revenue/Revolving Statement as of June 30, 2020

Status of Appropriations

Salaries

The year ended with a negative salary variance of **\$19,315** primarily from additional required educational support. Total salaries for the year were within .36% of budget.

Operating Expenditures

As we reported in June, we had material positive operating variances in special education services due to the change in needs of the student cohort (\$20,000) and savings in transportation (\$34,600) and utilities (\$13,600) due to the school closure. Overall, we had a surplus of **\$73,792** from in-district operations.

Out-of-District Expenditures

OOD activity resulted in a positive variance of **\$19,721** as of June 30th comprised of **\$40,000** in tuition savings offset by **\$22,000** of unbudgeted transportation costs. A total of \$354,987 of circuit breaker funds were used to cover tuition costs, \$15,000 more than budgeted. Total circuit breaker funds received in FY20 totaled \$388,446 representing a reimbursement rate at the mandated level of 75%.

Summary of FY20 Operating Results

We completed FY20 with a positive operating variance of **\$74,198** which will be returned to the Town.

Special Revenue/Revolving Funds

The attached statement summarizes all activity for the special revenue and revolving funds for FY20. See the notes column for specific activity and budget related information. This report is presented quarterly to the Committee with the next reporting cycle of September 30th.

We will be happy to answer questions on any of the information provided.

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Sherborn Public Schools
Status of Appropriations as of June 30, 2020

	<u>FY20</u>	<u>EXPENDED</u>	<u>OPERATING</u> <u>VARIANCE/</u>	<u>% of</u>
<u>SALARIES</u>	<u>BUDGET</u>	<u>THRU 6/30</u>	<u>BUD.REMAINING</u>	<u>BUDGET</u>
SUPERINTENDENT	\$137,594	\$137,584	\$9	0.01%
BUSINESS AND FINANCE	109,011	109,035	(\$25)	- 0.02%
DISTRICT INFO MANAGEMENT	75,982	75,345	\$637	0.84%
SPED ADMINISTRATION	206,350	204,663	\$1,687	0.82%
SCHOOL LEADERSHIP-BUILDING	321,402	325,460	(\$4,057)	- 1.26%
ACADEMIC LEADERS/QPO	25,624	21,512	\$4,112	16.05%
TEACHERS, CLASSROOM	2,596,608	2,584,137	\$12,472	0.48%
TEACHERS, SPED	878,384	890,835	(\$12,451)	- 1.42%
SUBSTITUTES	30,000	34,689	(\$4,689)	-15.63%
EDUCATIONAL ASSISTANTS	355,142	372,277	(\$17,134)	- 4.82%
LIBRARIANS & MEDIA CENTER	113,007	113,007	\$0	0.00%
BUILDING BASED PD	20,250	21,390	(\$1,140)	- 5.63%
GUIDANCE COUNSELORS	113,007	113,007	\$0	0.00%
PSYCHOLOGICAL SERVICES	84,229	84,474	(\$245)	- 0.29%
MEDICAL/HEALTH SERVICES	100,747	100,851	(\$104)	- 0.10%
CUSTODIAL SERVICES	226,765	225,151	\$1,614	0.71%
TOTAL SALARIES	\$5,394,102	\$5,413,417	(\$19,315)	- 0.36%
<u>EXPENDITURES</u>				
SCHOOL COMMITTEE	\$6,800	\$6,177	\$623	9.16%
SUPERINTENDENT	17,500	13,555	\$3,945	22.54%
LEGAL SERVICES	8,000	10,964	(\$2,964)	-37.05%
DISTRICT INFO MANAGEMENT	83,890	84,275	(\$385)	- 0.46%
SCHOOL LEADERSHIP-BUILDING	17,700	15,439	\$2,261	12.77%
CLASSROOM CONT SERVICES	3,570	4,240	(\$670)	-18.77%
SPED SERVICES/SUPPLIES	79,800	59,402	\$20,398	25.56%
LIBRARIANS & MEDIA CENTER	3,850	3,712	\$138	3.59%
COURSE REIMBURSEMENT/PD	20,500	17,824	\$2,676	13.06%
TEXTBOOKS & RELATED SOFTWARE	33,500	33,140	\$360	1.07%
LIBRARY INSTRUCTIONAL MATERIALS	4,500	4,471	\$29	0.64%
INSTRUCTIONAL EQUIPMENT	10,900	13,630	(\$2,730)	-25.05%
GENERAL SUPPLIES	34,200	30,947	\$3,253	9.51%
CLASSROOM INSTRUCT TECHNOLOGY	12,200	11,126	\$1,074	8.80%
GUIDANCE	300	204	\$96	32.08%
MEDICAL/HEALTH SERVICES	3,150	2,694	\$456	14.47%
TRANSPORTATION SERVICES	190,944	156,280	\$34,664	18.15%
CUSTODIAL SERVICES	21,500	18,248	\$3,252	15.13%
MAINTENANCE OF BUILDINGS	120,550	126,886	(\$6,336)	- 5.26%
UTILITIES	117,000	103,347	\$13,653	11.67%
TOTAL EXPENDITURES	\$790,354	\$716,562	\$73,792	9.34%
TOTAL INDISTRICT OPERATING	\$6,184,456	\$6,129,978	\$54,478	0.88%
<u>OOD TUITION & TRANSPORTATION</u>				
TUITION TO NON-PUBLIC/OUT-OF-STATE	\$597,254	\$529,467	\$67,787	11.35%
TUITION TO COLLABORATIVES/MA PUBLIC	242,109	269,828	(\$27,719)	-11.45%
Total Tuition	839,363	799,295	40,068	4.77%
TRANSPORTATION SERVICES	225,000	245,347	(\$20,347)	- 9.04%
TOTAL OOD	\$1,064,363	\$1,044,642	\$19,721	1.85%
* Total Charged to CB	340,000	354,987	(14,987)	
TOTAL OPERATING	\$7,248,819	\$7,174,621	\$74,198	1.02%
* not reflected in totals				
CB at 75% (including in-district)received/utilized	388,446	411,587	(23,141)	

Sherborn Public School
Special Revenue/Revolving Funds as of June 30, 2020

SPECIAL REVENUE / REVOLVING FUNDS	FUND BALANCE @ 07/01/2019	REVENUE	EXPENDITURES/ ENCUMBRANCES	FUND BALANCE @ 06/30/2020	Notes:
BUILDING RENTAL	\$ 63,701	\$ 22,739	\$ 6,708	\$ 79,732	<i>Includes \$15,000 of SHEDA rental income \$20,000 allocated for classroom cabinetry/sink replacements</i>
CAFETERIA	62,589	87,319	95,223	54,684	<i>Net of deposits in advance - \$12,245, Reported ACTUAL ACTIVITY ONLY</i>
CIRCUIT BREAKER	144,890	388,446	411,587	121,749	<i>\$110,000 of this allocated for FY21 Budget</i>
GIFT FUND (see page 2 detail)	1,358	100		1,458	
NON-RESIDENT TUITION	64,823	65,406	45,576	84,653	<i>Funding source for additional teacher recommended in May for 4th grade</i>
PINE HILL PRESCHOOL	47,838	120,205	123,291	44,752	<i>Net of deposits in advance FY21 tuition - \$12,193</i>
SAWIN GIFT FUND	3,379	13,900	5,916	11,363	
FIDUCIARY FUND					
STUDENT ACTIVITY FUND	\$ 2,691			2,030	<i>Student Activity Fund balance reported per Town at June 30</i>

FY 20 Miscellaneous Donations							
Gift/Donor	Purpose	Bal Fwd @ 07/01/2019	Revenue	Expenditures	Encumbered	Balance @ 06/30/2020	Date/Yr
<u>GIFT FUND</u>							
Special Education Gifts	SPED Program	\$ 1,254.30				1,254.30	7/14 & 10/18
Follett Gift	Library Books		100.00			100.00	11/19/2019
Mudge Gift	Assistive Hearing Auditorium	91.81				91.81	7/1/2014
Poetry Center Gift(s)	Poetry Center honoring McAdams	12.15				12.15	9/11/2015
		\$ 1,358.26	100.00	0.00	0.00	\$ 1,458.26	

DRAFT

Sherborn School Committee Meeting of June 24, 2020

Members Present: Angie Johnson
Amanda Brown
Megan Page
Nancy Cordell
Mike Fitzgerald

Also Present: Dr. Andrew Keough, Superintendent
Beth McCoy, Assistant Superintendent
Dawn Fattore, Business Administrator

1) **Call to Order**

Dr. Keough called the virtual meeting to order at 5:32 pm and read the following into the record: Good evening. This Open Meeting of the Sherborn School Committee is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus." In order to mitigate the transmission of COVID-19, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.

For this meeting, the Sherborn School Committee is convening via Zoom App, as posted. Information on how to join our School Committee mtgs and mtg agendas were posted on the Dover Sherborn District Website and on the town calendars.

Please note that this meeting is being recorded, and that some attendees are participating by video conference. Accordingly, please be aware that others may be able to see you, so please take care not to "screen share" your computer. Anything you broadcast may be captured by the recording.

Community comments are an opportunity for members of the community to be heard. We respectfully request that you please make your comments brief (2-3 minutes) and that you move the discussion forward by adding new information. Please try to avoid repeating points that have already been made.

Community comments are an opportunity for us to listen to members of the community. It is not a forum for answering questions or engaging in a debate. Once the public comment section of the meeting has been concluded, we will move on to other business and unsolicited comments from the community will no longer be permitted. This is standard operating procedure in school committee meetings across our 3 school districts.

We invite everyone to stay and listen to the rest of the meeting, but understand that is not possible for everyone. Please feel free to leave the Zoom call as best suits your needs. We appreciate that you have taken the time to participate and encourage you to reach out to your school committee reps at any time.

Before we turn to the first item on the agenda, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes:

As chair, I will introduce each item on the agenda. After the person presenting said item is finished, the Chair will proceed to take questions from the school committee members.

Please indicate you would like to speak by virtually raising your hand. Please wait until your name is called.

Finally:

DRAFT

Please remember to mute your phone or computer when you are not speaking.

Please remember to speak clearly and in a way that helps generate accurate minutes.

Please wait for the Chair to recognize you and please remember to state your name before speaking.

All votes will be conducted by roll call vote. When voting begins, please unmute yourself as a group so we can move quickly. When the chair calls on you, please state your name and your vote. At the conclusion of voting please go back on mute.

2) Reorganization

Dr. Keough asked for nominations for Chair: Nancy Cordell nominated Angie Johnson as Chair of the Sherborn School Committee. Amanda Brown seconded.

20-11 VOTE: 5 - 0 via roll call Nancy Cordell, yes; Mike Fitzgerald, yes; Amanda Brown, yes; Angie Johnson, yes.

Mike Fitzgerald nominated Megan Page as Secretary for the Sherborn School Committee. Nancy Cordell seconded.

20-12 VOTE: 5 - 0 via roll call Nancy Cordell, yes; Mike Fitzgerald, yes; Amanda Brown, yes; Angie Johnson, yes.

3) Public Comment - none

4) Consent Agenda

- Approval of Minutes: June 11, 2020

Amanda Brown made a motion to approve the Consent Agenda. Nancy Cordell seconded.

20-13 VOTE: 5 - 0 via roll call Nancy Cordell, yes; Mike Fitzgerald, yes; Amanda Brown, yes; Angie Johnson, yes.

5) Communications

- Subcommittee Assignments
- Dover Sherborn Regional School Committee minutes of May 5, 2020
- Dover School Committee minutes of May 18, 2020

6) Adjournment at 5:54 pm.

Respectfully submitted,
Amy Davis

2020-21 SCHOOL COMMITTEES MEETING SCHEDULE

Dates are subject to change

REGIONAL SCHOOL COMMITTEE MEETINGS	SHERBORN SCHOOL COMMITTEE MEETINGS	DOVER SCHOOL COMMITTEE MEETINGS	JOINT SCHOOL COMMITTEE & UNION #50 MEETINGS
			July 14, 2020 - 5:00 pm start ZOOM MEETING
			July 28, 2020 - 5:00 pm start ZOOM MEETING
			August 11, 2020 - 5:00 pm start ZOOM MEETING
			August 25, 2020 - 5:00 pm start ZOOM MEETING
Tuesday, September 15, 2020	Tuesday, September 22, 2020	Tuesday, September 29, 2020	
Tuesday, October 6, 2020	Tuesday, October 13, 2020- 5:30 start***	Tuesday, October 20, 2020	Tuesday, October 13, 2020 -7:00 pm -DSMS Library
Monday, November 2, 2020	Tuesday, November 10, 2020*	Tuesday, November 17, 2020*	
Tuesday, December 8, 2020*- starts 5:30 pm			Tuesday, December 8, 2020 7:00 pm DSMS Library
Tuesday, January 5, 2021	Tuesday, January 12, 2021	Tuesday, January 19, 2021-- 5:30 pm start ***	Tuesday, January 19, 2020 -7:00 pm DSMS Library
Tuesday, February 2, 2021			
Tuesday, February 23, 2021			
February 24, 2021*** (tentative)			
Tuesday, March 2, 2021**	Tuesday, March 9, 2021**	Thursday, March 4, 2021**	
			Tuesday, April 6, 2021 - 6:30 pm DSMS Library
			Tuesday, April 27, 2021 - 6:30 pm DSMS Library
Tuesday, May 4, 2021	Tuesday, May 11, 2021	Monday, May 17, 2021	
Tuesday, June 8, 2021- 6:30 pm start	Thursday, June 15, 2021 - 5:30 pm start***	Tuesday, June 8, 2021-- 5:30 pm start	Thursday, June 15, 2021 - 6:30 pm start DSMS Library
<i>Regional School Committee meetings begin at 6:30 p.m. in the library at DS Middle School, unless otherwise noted.</i>	<i>Sherborn School Committee meetings begin at 6:30 p.m. in Room 204B at the Sherborn Town Hall, unless otherwise noted.</i>	<i>Dover School Committee meetings begin at 6:30 p.m. in the library at Chickering School, unless otherwise noted.</i>	
* Meeting to include first pass of the FY22 Budget	* Meeting to include first pass of the FY22 Budget	* Meeting to be held in the morning to discuss the first pass of the FY22 Budget	
** Meeting to include final action on FY22 Budget	** Meeting to include final action on FY22 Budget	**Meeting to include final action on FY22 Budget	
*** Budget Meeting with Dover Warrant and Sherborn Advisory Committees	***Meeting held at DSMS Library	*** Meeting held at DSMS Library	

2020-21 SCHOOL COMMITTEE ASSIGNMENTS-	Sherborn 2020-21		
Chairperson	Angie Johnson		
Vice Chairperson			
Secretary	Megan Pge		
Finance			
Warrants	Angie Johnson		
	Megan Page (ALT)		
	Amanda Brown (ALT)		
	Nancy Cordell (ALT)		
	Mike Fitzgerald (ALT)		
Payroll	Angie Johnson		
	Megan Page (ALT)		
	Amanda Brown (ALT)		
	Nancy Cordell (ALT)		
	Mike Fitzgerald (ALT)		
Budget			
Committees			
Superintendent's Evaluation	Angie Johnson		
Dover-Sherborn Union #50 Superintendency	Angie Johnson		
	Megan Page		
	Amanda Brown		
Personnel	Nancy Cordell		
Negotiations	Angie Johnson Megan Page		
Search Committees	Angie Johnson		
Policy	Angie Johnson Amanda Brown		
Technology	Megan Page		
Buildings & Facilities	Michael Fitzgerald		
	Angie Johnson		
Educator Evaluation Subcommittee	Amanda Brown		
Wellness	Megan Page		
Employee Health Benefits			
Communication	Nancy Cordell		
Academic Excellence			
Liaisons			
Pine Hill CSA, Dover/Chickering PTO, HS PTO, MS POSITIVE	Michael Fitzgerald		
	Nancy Cordell		

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