

**BOARD OF EDUCATION  
MINUTES – October 28, 2013**

The regular meeting of the Board of Education of the Midland Public Schools, Midland, Michigan, was held at the Midland Public Schools Administration Center, 600 E. Carpenter Street, Midland, Michigan, on Monday, October 28, 2013, beginning at 7:00 p.m. in accordance with the requirements of the Revised School Code, MCL 380.1 et.seq. effective July 1, 1996, and the policies established in How Midland Schools Work.

**1. CALL TO ORDER: ROLL CALL**

Board members present:           President Wasserman,  
  Vice President Baker,  
  Secretary Kaminski,  
  Treasurer Brandstadt,  
  Member Gorton,  
  Member McFarland,  
  Member Singer

Central staff present:            Superintendent Sharrow,  
  Assistant Superintendent Verlinde,  
  Associate Superintendent Cline,  
  Associate Superintendent Cooper

Visitors present:                 21 staff, citizens and guests

**2. CONSENT AGENDA**

Brandstadt/Gorton moved that the following Consent Agenda items be approved.

- 2.1 Approval of the Regular Meeting Minutes from October 14, 2013
- 2.2 2013-2014 Advisory Board on Instruction in Sex Education and Birth Control

The following people have been appointed to the Advisory Board on Instruction in Sex Education and Birth Control for the 2013-2014 school year by the Midland Public Schools Board of Education. Asterisks indicate members who have served on the board in previous years. Ms. Lynn Baker is the Board's liaison to this committee. Jeff Lauer and Gerald Ferguson will serve as co-chairs of this committee.

Parents: Gerald Ferguson\*, also Clergy Representative from Trinity Lutheran Church;  
          Michelle Monticello\*, M.D., also Health Professional; Amy Jaster\*

Health Professionals: Craig Sonke\*, M.D.

Clergy: Wally Mayton\*, Memorial Presbyterian Church

Educator: Jeff Lauer\*, MPS

Students: Gina Tolfa\*, H. H. Dow High School; Nick Olen\*, H. H. Dow High School  
          Quienten Greiner\*, Midland High School

2.3 Administration requested approval to deliver a purchase order of \$18,725 to low bidder Alternative View of Sanford, MI for 25 Epson PowerLite 915w projectors to replace failing classroom projectors across the district. These projectors are out of warranty and are costly to repair and maintain. The new projectors come equipped with an HDMI input and support a higher native resolution as well as a 16:10 aspect ratio. While replacement bulbs for the existing NEC projectors cost \$299, bulbs for the Epsoms are priced at \$99. Each machine will be covered by a five-year extended warranty. These replacement units are part of the 2013-2014 budget.

2.4 The following staff member announced her resignation effective as of the date indicated:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Stacy Hable	Paraprofessional, Woodcrest Elementary	October 3, 2013

2.5 The following person was recommended for employment for the 2013-14 school year:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Dawn Edwards	2 <sup>nd</sup> Grade Teacher (1.0), Carpenter Elementary	October 2, 2013

2.6 Approval of the payment of the school system's bills for the month of September, 2013, as listed in the check register prepared by Ms. Laux, in the amount of \$5,772,596 was recommended. The distribution of obligations, by fund, is as follows:

	<u>Through</u> <u>9/15/2013</u>	<u>Through</u> <u>9/30/2013</u>	<u>Totals</u>
General Fund / Athletics	\$ 747,607	\$ 929,343	\$ 1,676,950
Capital Projects	29,355	-	29,355
Sinking Fund	29,760	-	29,760
Middle School Science Lab Renovation	-	-	-
Technology Grant	-	-	-
School Services:			
School Stores	11,536	12,725	24,261
Food Service	346	3,841	4,187
Student Activities	<u>1,200</u>	<u>33,686</u>	<u>34,886</u>
Sub-totals	819,804	979,595	1,799,399
Federal Withholding			357,644
State Withholding/Sales Tax			118,534
Social Security/Medicare			524,080
Payroll Transfers			90,628
ACH Transfers			2,158,671
ConnectCare Transfers			467,955
Consumers payments paid electronically			47,338
PESG payroll (contracted substitutes)			1,949
Purchase Card Transactions			<u>206,398</u>
Total September Distributions			<u><u>\$5,772,596</u></u>

Submitted were the following financial reports:

- 2.6.b Listing of purchase orders and purchase card transactions exceeding three thousand dollars (\$3,000) for the month of September 2013 prepared by Ms. Laux

Motion carried unanimously.

3. **REQUESTS TO ADDRESS THE BOARD**

- 3.1 No hearings were requested.

4. **BOARD OF EDUCATION MATTERS**

PRESENTATIONS TO THE BOARD

**For Information:**

- 4.1 Mr. Sharrow recognized the two October Shining Star employees. These staff members are being recognized for doing an outstanding job and going “above and beyond” to make Midland Public Schools a better place for students.

- Denise Carson, Adams Elementary Paraprofessional
- Bill Monroe, Music Teacher, Midland High and MPS Elementary Schools

Congratulations to these very deserving MPS staff members.

- 4.2 Mr. Jeff Lauer spoke about Midland Public Schools’ counselors as student advocates, in the school improvement process, as champions of student assessment success, and as providers of direction in the career/college development process. During the week of November 4, Dow High and Midland High are hosting college application week through the work of the MPS counseling departments.

- 4.3 Ms. Tracy Renfro, Chestnut Hill Principal and Margaret Doan and Amanda VanHoey, Chestnut Hill School Improvement Co-Chairs and Teachers, spoke with the Board regarding Chestnut Hill being recognized as a 2013 Reward School by the State of Michigan. They also discussed Chestnut Hill identified as a Focus school in 2012. The Chestnut Hill team discussed the students in the lowest 30% and what the staff is doing to help these students achieve success.

**For Action:**

- 4.4 Secretary Kaminski read the Resolution of the Enhancement Millage

*Midland Public Schools, Midland County, Michigan (the "District").*

*A regular meeting of the board of education of the District (the “Board”) was held in the Midland Public Schools Board Room, on the 28<sup>th</sup> day of October, 2013, at 7 o'clock in the evening.*

*The meeting was called to order by Gerald Wasserman, President.*

*Present: Members Wasserman, Baker, Kaminski, Brandstadt, Gorton, McFarland, Singer*

*Absent: Members*

*The following preamble and resolution were offered by Member McFarland and supported by Member Brandstadt:*

**WHEREAS:**

- 1. Section 705 of the School Code of 1976, as amended, authorizes a school district to request that the question of a regional enhancement property tax be submitted to the voters by the intermediate school district at a special election, if the request is made by the constituent districts in their resolutions; and*
- 2. This Board determines that it is in the best interest of the District to place a regional enhancement millage renewal question before the voters at the Tuesday, February 25, 2014 election in accordance with Section 705 of the School Code of 1976, as amended.*

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- 1. This District requests Midland Educational Service District, Michigan, to submit the question of a regional enhancement property tax for 1.5 mills for 5 years, 2014 to 2018, inclusive, to the voters at a special election to be held in each of the constituent districts located within the Midland Educational Service District on Tuesday, February 25, 2014.*
- 2. The Superintendent or Superintendent's designee is hereby authorized to immediately deliver a certified copy of this resolution and its attachments to the Secretary of the Board of Midland Educational Service District on or before October 31, 2013.*
- 3. A regional enhancement property tax question to be submitted to the voters is set forth on Exhibit "A" attached hereto and is approved and incorporated herein by reference.*
- 4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.*

*Ayes: Members Wasserman, Baker, Kaminski, Brandstadt, Gorton, McFarland, Singer*

*Nays: Members*

*Motion declared adopted.*

*/s/ John Kaminski /  
Secretary, Board of Education*

*The undersigned duly qualified and acting Secretary of the Board of Education of Midland Public Schools, Midland County, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on October 28, 2013, the original of which resolution is a part of the board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.*

*/s/ John Kaminski /  
Secretary, Board of Education*

**EXHIBIT "A"**

**REGIONAL ENHANCEMENT MILLAGE RENEWAL PROPOSAL**

*Pursuant to state law, the revenue raised by the proposed millage will be collected by the intermediate school district and distributed to local public school districts based on pupil membership count.*

*Shall the limitation on the amount of taxes which may be assessed against all property in Midland County Educational Service Agency, Michigan, be increased by 1.5 mills (\$1.50 on each \$1,000 of taxable valuation) for a period of 5 years, 2014 to 2018, inclusive, to provide operating funds to enhance other state and local funding for local school district operating purposes; the estimate of the revenue the intermediate school district will collect if the millage is approved and levied in 2014 is approximately \$5,203,495 (this is a renewal of millage which expired with the 2013 tax levy).*

Kaminski/Brandstadt moved that the following be approved:

- 4.5 Midland Public Schools has been working with NEOLA since 2011 to update and ensure legal compliance of all MPS Board policies. Administration recommended initial approval of the entire NEOLA Board Policy Manual. Upon culmination of the approval process, the NEOLA Board Policy Manual will be posted on the MPS website for utilization by all MPS stakeholders.

Motion carried unanimously.

**5. CURRICULUM and INSTRUCTION**

**Study Committee Chair – Ms. Baker  
Staff Resource Person – Mr. Cooper**

**For Information:**

- 5.1 The following booklets were presented for the 28-day period of examination. These booklets are available for review at the office of Curriculum and Instruction.

These books will be used for Health Wellness in grades 9-12:

Title: *RUI Creating My Best Life Student Booklet*  
Author: The Rock Center for Youth Development  
Publisher: The Rock Center for Youth Development  
Copyright: None

Title: *RUI Creating My Best Life Coaches' Manual*  
Author: The Rock Center for Youth Development  
Publisher: The Rock Center for Youth Development  
Copyright: None

**6. FINANCE**

**Study Committee Chair – Ms. Brandstadt  
Staff Resource Person – Ms. Cline**

**For Information:**

- 6.1 The following gifts, which total \$12,475.42, were received and processed:

	Donor	Purpose	Amount
1	Siebert PTO	Art Supplies	\$ 200.00
2	Anonymous	Beautification at Midland High	\$ 500.00
5	Anonymous	Supplies for Siebert Elementary Classroom	\$ 100.00
6	Jefferson Parent Advisory Committee	Student Participation in Study Island Online	\$ 666.00
7	Midland Kids First at the Midland Area Community Foundation	Eastlawn Parent's Room Computers for Community School Model	\$ 3,964.92
8	H. H. Dow High School Athletic Booster Club	Medical Supplies for Dow High Training Office	\$ 3,060.00
9	H. H. Dow High School Athletic Booster Club	Hockey Team Midland Arena Ice Time & Equipment Bags	\$ 3,984.50

The following musical instrument donations have occurred.

	Donor	Gift donated
(1)	Ken Bodner	One Conn trumpet (serial #P64650) One Besson trombone (no serial #)
(2)	Sue Bakke	One Glaesel violin 4/4 (serial #J7731)
(3)	Deborah Kaiser	One Selmer clarinet (serial #43302)

**For Action:**

Brandstadt/Baker moved that the following be approved.

6.2 Acceptance of the following gift totaling \$13,573 was recommended:

	Donor	Purpose	Amount
3	Plymouth PTO	Key Card Readers	\$ 6,873.00
4	Midland Area Community Foundation	Northeast and Jefferson Middle Schools Challenge Day	\$ 6,700.00

Motion carried unanimously.

An appropriate thanks to the donors was recommended.

Gorton/Kaminski moved that the following be approved.

6.3 At its August 28, 2000 meeting, the Board approved a switch to ConnectCare medical and prescription benefits effective November 1, 2000. The switch moved the district from an indemnity (monthly premium) plan to self-insurance, whereby Midland Public Schools provides all funds for payment of claims.

To protect itself against catastrophic claims on both a specific (individual) and aggregate basis, the district purchases stop loss insurance. As of October 15, 2013, stop-loss payments since 2000 total \$1,778,029.20.

Bids for the 2013-14 insurance year were solicited by the Key Benefits Administration, the district’s third party administrator; three companies submitted bids. Munich Re, one of the world’s leading reinsurers, was the low bidder. The following table shows the 2012-13 rates and the proposed rates for 2013-14.

	<u>Current Contract</u>	<u>Proposed Contract</u>
<u>Specific Insurance</u>		
Single Coverage (N = 91) (per employee/month)	\$13.28	\$13.89
Family Coverage (N = 466) (per employee/month)	\$31.70	\$32.72
<u>Aggregate Insurance</u>		
(120% of estimated claims) (per employee/month)	\$3.05	\$3.45
<u>Specific Deductible</u>	\$250,000.00	\$250,000.00
<u>Corridor</u>	\$50,000.00	\$50,000.00
<u>Total Estimated Costs</u>		
(for 12 month period)	\$212,154.36	\$221,197.92

Accordingly, the administration recommended the purchase of medical stop loss insurance from Munich Re, for the twelve-month period beginning November 1, 2013.

Motion carried unanimously.

Brandstadt/Gorton moved that the following be approved.

- 6.4 MPS recently solicited bids from energy service providers to assist with the purchase of natural gas. Six companies were contacted, and three provided responses. Bids for one and two-year fixed as well as spot market pricing were requested. Administration recommended approval of the following resolution awarding the bid to Lakeshore Energy Services, LLC of Troy, Michigan. Lakeshore Energy Services is a wholly owned subsidiary of Seminole Energy Services, LLC of Tulsa, OK and is the provider of natural gas to MidMichigan Health which was very helpful in the development of the request for proposal. Although actual savings will depend on commodity prices, by moving to this type of purchase arrangement, MPS expects to save many thousands of dollars annually on natural gas costs.

*Midland Public Schools, Midland County, Michigan (the “District”)*

*A regular meeting of the Board of Education (the “Board”) of the District was held in the the Midland Public Schools’ Board Room on the 28 day of October, 2013, at 7 o’clock p.m.*

*The meeting was called to order at 7 o'clock, p.m., by President Wasserman.*

*Present: Members Wasserman, Baker, Kaminski, Brandstadt, Gorton, McFarland, Singer*

*Absent: Members*

*The following preamble and resolution were offered by Member Brandstadt and supported by Member Gorton:*

**WHEREAS**, *the District issued a Request for Proposals for natural gas services on September 25, 2013; and*

**WHEREAS**, *bid proposals were received by the District on October 9, 2013; and*

**WHEREAS**, *after examination of the bid proposals the Board has determined that it is in the best interest of the District to award the contract to Lakeshore Energy Services, LLC ("Lakeshore Energy") on the condition that the District and Lakeshore Energy are able to reach an agreement as to the final terms and conditions of the documents attached hereto as Exhibit A which are acceptable to the District administration and the District's legal counsel; and*

**WHEREAS**, *the District administration, with the assistance of legal counsel is in the process of negotiating the terms and conditions of a contractual arrangement with Lakeshore Energy, which is substantially complete; and*

**WHEREAS**, *the District desires to enter into an agreement with Lakeshore Energy subject to final review by the District administration and legal counsel upon the terms and conditions substantially similar to those contained in the Lakeshore Energy Services, L.L.C. -General Terms and Conditions ("Agreement") and the Addendum to the Agreement prepared by legal counsel for the District which are attached and made a part of this Resolution as Exhibit A; and*

**WHEREAS**, *the Board desires to authorize and direct Michael Sharrow, Superintendent of Schools, or his designee, to execute the Agreement, Addendum or other necessary attachments, exhibits or related contract documents (collectively referred to as "Agreement Documents") substantially in the form as **Exhibit A** subject to any revisions deemed appropriate by the District's legal counsel and to make any revisions to the Agreement Documents not inconsistent with this resolution and to take any other action necessary as provided the Agreement Documents.*

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- 1. The Board has determined it is in the best interest of the District to enter into the Agreement Documents with Lakeshore Energy under terms and conditions substantially similar to those reflected in the attached Agreement and Addendum.*
- 2. The Board authorizes and directs Michael Sharrow, or his designee, to make any revisions to the Agreement or the Addendum or related contract documents not inconsistent with this resolution and as reviewed and approved by the District's legal counsel, to take any other action necessary as provided in the Agreement Documents and upon execute the Agreement Documents substantially in the form as Exhibit A.*
- 3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.*

Ayes: Members Wasserman, Baker, Kaminski, Brandstadt, Gorton, McFarland, Singer

Nays: Members

Resolution declared adopted.

/s/ John Kaminski /  
Secretary, Board of Education

*The undersigned, duly qualified and acting Secretary of the Board of Education of the Midland Public Schools, Midland County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on October 28, 2013, the original of which is part of the Board's minutes. The undersigned certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 176, as amended).*

/s/ John Kaminski /  
Secretary, Board of Education

Motion carried unanimously.

7. **HUMAN RESOURCES**

**Study Committee Chair – Ms. Baker**  
**Staff Resource Person – Mr. Verlinde**

**For Information:**

7.1 The “Human Resources Study Committee Report” was read aloud by Mrs. Lynn Baker (chair). The meeting was held on October 14, 2013. Members present were Lynn Baker (chair), Jerry Wasserman, Scott McFarland, Michael Sharrow, Cynthia Marchese.

1. *Legal Update: Ms. Marchese gave the committee a status update on a pending law suit.*
2. *Workers Compensation Case: Ms. Marchese informed the committee of a workers compensation case.*
3. *Manager Study Update: Ms. Marchese shared a brief overview of the results from a recent manager study. Additional information will be shared with the committee once District fully analyzes the study results.*
4. *Internal Staffing Report for 2013-2014: The 2013-14 Internal Full-Time Equivalent (FTE) Staffing Report was reviewed. This document reflects the staffing levels for the current school year and the previous four school years. Over the course of the five year period, the District has reduced staff from 832 FTE to 792.5 FTE and the administrator FTE has fallen from 40 FTE to 33.20 FTE.*

*Next Meeting Date: Thursday, December 12, 2014 @ 4:30 p.m.*

7.2 The following staff members announced their retirement effective as of the dates indicated:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Shelly D. Hart	School Psychologist, Special Services	January 24, 2014
Paul Sanderson	Office Support, Science Resources Center	December 31, 2013

## **8. CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION**

### **For Information:**

- 8.1 Letters from the Board of Education or the school system to:  
H. H. Dow High Music Boosters  
Woodcrest Elementary PTO  
Mrs. Tracy Renfro, Chestnut Hill Elementary School  
H. H. Dow High School Athletic Booster Club  
Mr. and Mrs. Alan Ott  
Rollin M. Gerstacker Foundation  
Midland High School Amateur Radio Club Advisory Board  
Mr. Jeffrey Gregory, Walmart

## **9. SCHEDULED ACTIVITIES**

### **For Information:**

The following is a listing of scheduled meetings or activities of the Board of Education for 2013:

November 11, 2013	7 p.m.	Regular Meeting of the Board of Education
November 25, 2013	7 p.m.	Regular Meeting of the Board of Education
December 9, 2013	7 p.m.	Regular Meeting of the Board of Education

Special Board of Education meetings are scheduled for December 2 and 4 at 6:00 p.m. for strategic plan development.

The following is a tentative listing of meetings or activities of the Board of Education for January-June 2014. Action will take place on these meeting dates at the organizational meeting on January 13, 2014.

January 13, 2014	4 p.m.	Organizational Mtg. of the Board of Education
January 27, 2014	7 p.m.	Regular Meeting of the Board of Education
February 10, 2014	7 p.m.	Regular Meeting of the Board of Education
February 24, 2014	7 p.m.	Regular Meeting of the Board of Education
March 10, 2014	7 p.m.	Regular Meeting of the Board of Education
March 24, 2014	7 p.m.	Regular Meeting of the Board of Education
April 14, 2014	7 p.m.	Regular Meeting of the Board of Education
April 28, 2014	3 p.m.	Budget Workshop of the Board of Education
May 12, 2014	7 p.m.	Regular Meeting of the Board of Education
May 27, 2014 (Tuesday)	7 p.m.	Regular Meeting of the Board of Education
June 9, 2014	7 p.m.	Regular Meeting of the Board of Education
June 23, 2014	7 p.m.	Regular Meeting of the Board of Education

## 10. STUDY-DISCUSSION SESSION

This portion of the agenda is utilized by the Board to introduce topics for future study, to discuss school district-related matters, to complete professional association business and to relate items of interest. No action is taken during this time. Occasionally closed sessions are scheduled to discuss confidential personnel, negotiations or property matters.

### 10.1 Hearing from Board Members

Board members expressed their ...

- congratulations to Denise Carson and Bill Monroe for their receipt of the October Shining Star Award.
- appreciation to Ms. Renfro, Ms. Doan and Ms. VanHoey for their presentation this evening and to the entire Chestnut Hill staff and parents for their hard work and dedication to ensure the success of the Chestnut Hill students
- appreciation to Mr. Sharrow for bringing the Shining Star program to MPS and having the schools and district experts share information and successes at these board meetings.
- enthusiasm for the enhancement millage and the flexibility it gives the district. Board members expressed their hopefulness for the support by the voters for the renewal of this vital enhancement millage.
- interest for the MASB (Michigan Area School Board) conference attended by Ms. Baker and Ms. Singer last week. It was invigorating and inspiring to hear the speakers and presenters sharing the great things happening in Michigan schools.
- welcome to Ms. Singer. We look forward to working with you.
- interest in the School Messenger service. Board members communicated that they have signed up and look forward to receiving the informative text messages.
- excitement about the fall sports that are wrapping up this week. Good luck to those going into playoffs and State competitions.
- pleasure to see the rocket project recently experienced at Northeast Middle School. It was wonderful to see education coming alive for our students having fun with hands-on opportunities.
- interest to see the government moving forward with Common Core; eager to see how it will be implemented at Midland Public Schools and across the State.

### 10.2 Announcements from Superintendent Sharrow

- Thus far we have presented MPS Distinguished Service Awards to the following employees: Craig Northrup, Northeast Middle School Building Manager; Lori Kennemer, Midland High School Lead Administrative Assistant; Lynn Haiducek, Woodcrest Elementary Paraprofessional. One final 2013 DSA will be presented on Friday, November 1<sup>st</sup>.
- MPS had a pending lawsuit, which has now been dismissed.
- The MPS technology department has developed a plan where the district will be able to notify parents and staff of school closing, delayed start and other district events via an email, text message or twitter feed using School Messenger. We will be informing our parents of their ability to opt in or opt out of participation in the next few weeks. We are very excited about the communication that can occur between MPS and our students' homes.

- Administration investigated and discussed the state of the district’s HVAC systems and their controls. As can be expected given the age of our facilities, our HVAC equipment and the controls are very old, inefficient and out of date. We will discuss this in more detail in our strategic planning sessions in December.
- State law now requires all parents to have received concussion awareness and the District to collect a signature page.
- The first edition of “*Our Schools*,” the District’s quarterly newsletter, will be released in November through an e-mail link, posted on our website, released on Twitter and Facebook and published as an insert in the *Midland Daily News*.
- MPS was invited to attend a meeting with the three ISD Superintendents (Midland County Educational Service Agency, Bay Arenac and Saginaw ISD’s) who have formed the Great Lakes Bay Curriculum Consortium. The meeting was an exploratory meeting to see if MPS could add value to the consortium and/or gain resources, revenue or reduce costs.
- Last spring the District formed a committee to study the test fees associated with the IB Diploma Programme. All costs for testing are presently covered through the initial foundation grants. Before the foundation funds are exhausted, it is vital the District develops a sustainability plan. The plan calls for a shifting of fees to the parents/students over time. The concern is not to pass such a burden on to our parents/students that it discourages enrollment. We are also in the initial stages of exploring a possible revenue source to assist with these fees.
- Mr. Sharrow asked Board members to set the evenings of Monday, December 2 and Wednesday, December 4 aside for strategic planning sessions.

11. **ADJOURNMENT**

The meeting was adjourned at 8:28 p.m.

President: \_\_\_\_\_  
Gerald Wasserman

Secretary: \_\_\_\_\_  
John Kaminski

Approved by the Board on:

\_\_\_\_\_  
C. Young      11-November-2013