

NHSAU 29 School Board Meeting
NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29
John W. Day Educational Center
34 West Street
Keene, New Hampshire 03431
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COMMITTEE: Annual Meeting of the New Hampshire School Administrative Unit 29

DATE: May 27, 2008

LOCATION: Center for Instructional Resources, Technology and Training, 438 Washington Street

CALLED TO ORDER: 7:01 p.m.

TIME ADJOURNED: 9:55 p.m.

BOARD MEMBERS PRESENT:

| <u>TOWN:</u> | <u>PRESENT:</u> |
|----------------|---|
| • Chesterfield | Rebecca Auger Judy Idelkope Deborah Clemente |
| • Harrisville | Thomas E. Cassar Earl Horn |
| • Keene | Chairman, Neil W. Donegan Carol A. Brown Christopher Coates Elizabeth H. Coppola Erik R. Murphy Kathleen O'Donnell Donald N. Parker Shannon E. Sullivan Carter Chamberlin |
| • Marlborough | Robert W. Hill Michael Briggs Lisa Mitchell Christopher Fowler |
| • Marlow | Stephanie Tickner |
| • Nelson | Kelly M. French Elisabeth Street |
| • Westmoreland | Stuart R. Adams Michael J. Acerno, Vice Chair |

OTHERS PRESENT:

- Wayne E. Woolridge, Co-Superintendent
- William B. Gurney, Co-Superintendent
- Paul R. Cooper, Director of Human Resources
- John Harper, Business Administrator
- Catherine L. Reeves, Director of Special Education
- Media (1 -Keene Sentinel)

1. **Introductions:** Chair Donegan called the meeting to order at 7:01 p.m. and introductions were made of members from the seven boards present.

2. **Approval of Minutes:** Chair Donegan asked the board for approval of the minutes on the following NHSAU29 School Board Meetings:

- a. **Ms. Carol Brown moved to amend the minutes of December 17, 2007 to correct page 5, item 8 (vote was unanimous not weighted) and to approve as amended, Ms. Shannon Sullivan seconded. A unanimous voice vote in favor was taken. The minutes of December 17, 2007 were approved as amended.**

3. Reports from Individual Boards:

Chesterfield:

- Made Adequate Yearly Progress (AYP) this year
- Business as usual this summer including maintenance programs
- Board goal-setting retreat to be planned for July

Harrisville:

- End of year activities ongoing
- Working to fill Grade 5/6 and Spanish classroom vacancies
- Incoming kindergarteners have visited the school
- NWEA Testing
- NHDI performance held this past weekend
- The “pumpkin kids” are graduating- students who successfully lobbied for Legislation to establish the pumpkin as the NH state fruit- Governor John Lynch to attend graduation

Keene:

- Award banquets, graduations taking place
- Hiring staff
- Preparations to close schools for end of the year
- 5 negotiated contracts passed in March
- Budget passed as well
- KMS new building did not pass, moving forward with plans for next year
- Plan to allocated \$500,000 for life safety issues at the current middle school, as well as installing 2-3 portable classrooms/trailers

Marlborough:

- New board chair (Michael Acerno)
- 2 new board members (Lisa Mitchell, Christopher Fowler)
- In April, after 9 unsuccessful votes, voters passed building a new school
- Hired Frank Marinace as architect

- This summer- board will meet every two weeks regarding the new building
- Reducing expenses to repairs by \$1.1 M due to the passing of the bond
- Last day of school is a half day on Friday, June 6
- New building is planned to be 50,000 square feet, 250 student capacity

Marlow:

- 4 students to Concord to meet Governor Lynch for clean water week, invited to visit the governor's office
- Garden and observation tower dedicated to retired teachers, Mrs. Cunningham and Mrs. Wyman
- Hiring committee meeting to select grade 3 and grade 4 teachers

Nelson:

- Made adequate yearly progress (AYP)
- 2 vacancies: Grade 5/6 teacher and music teacher
- Building projects planned for summer

Westmoreland:

- Principal Meredith Cargill returns next year
- This year interim principal, Bill Savage
- Retreat planned for summer to bring full staff together
- Several new staff members will be joining school

4. Election of SAU Officers, 2008-2009:

Chair - Ms. Carol Brown placed in nomination Mr. Michael Acerno, Westmoreland School Board member as chair of the NHS AU 29 School Board for 2008-2009.

MOTION: There being no additional nominations, Ms. Carol Brown moved, Mr. Tom Cassar seconded that nominations cease and that Mr. Michael Acerno be declared elected as chair. A voice vote was unanimously in favor.

Vice Chair – Ms. Carol Brown placed in nomination Mr. Christopher Coates, Keene School Board member, as vice chair of the NHS AU 29 School Board for 2008-2009.

MOTION: There being no additional nominations, Ms. Carol Brown moved, Mr. Erik Murphy seconded, that nominations cease and that Mr. Christopher Coates be declared elected as vice chair. A voice vote was unanimously in favor.

5. NHS AU 29 Financial Report - Mr. John Harper

Mr. John Harper distributed the SAU 29 Financial Report for fiscal year 2007-2008 as of May 27, 2008 showing a net available balance of \$189,731. He shared that this is the largest final SAU surplus. The surplus from June 2007 was \$84, 277.

The surplus is attributable to the following factors: estimated savings in benefits (\$75,000), changes within the staff, and employee benefit selections. Another unusual item in this budget that creates a surplus is the \$73,900 originally intended for moving expenses related to the central office building at 34 West Street which had been projected to move to a new location. In December a 20-year lease between the SAU and the Keene School District was signed.

Mr. Harper shared that currently budgeted in 2008-2009 is:

- \$19,000 for a new phone system
- \$25,000 server hardware, SAU technology
- \$25,000 capital improvements to 34 West Street

He recommends that these items be purchased from the 2007-2008 surplus in order to level the surplus balances in the two years and limit the “roller coaster” effect that widely-varying surpluses would have on future SAU budgets and member district assessments.

MOTION: Mr. Erik Murphy moved, Mr. Christopher Coates seconded, that the NHS AU 29 School Board accept the financial report of the SAU, as of May 9, 2008, as presented by the administration. A voice vote was unanimously in favor.

5 a. 34 West Street Capital Improvements Recommendation - Mr. John Harper

Mr. Harper referred to the Memo on Capital Improvements included in meeting handouts. Mr. Harper and Mr. Tom Remillard, Director of Buildings and Grounds met to discuss the priorities for 34 West Street and the \$25,000 budgeted for capital improvements as follows:

- Complete Fire alarm installation – estimated cost \$8K
- Install Emergency Lighting – estimated cost \$6K
- Replace Loading Dock Roof – estimated cost \$6K
- Install New AC and Heat Controls – estimated cost \$5K*

*Mr. Tom Remillard estimates that it would cost approximately \$12,000

Mr. Donegan asked for clarification if the items listed as #1-4 were budgeted with 2008-2009 but that the recommendation from Mr. Harper was to fund with the current year’s surplus. Item #4 is estimated at \$12,000 as noted on the memo.

Ms. Idelkope questioned where replacing windows was in terms of priorities given the price of heating fuel and inefficiencies with the current windows. According to Mr. Harper, Mr. Remillard suggests we bring someone in to look at the energy totality of the building – the windows may be providing necessary ventilation.

Ms. Idelkope further questioned whether we should replace controls on the air conditioning if we are going to look at the efficiency of the windows at a later date. According to Mr. Harper, Mr. Remillard feels it makes sense to replace the air conditioning/heat controls at this time.

Mr. Coates asked if we found a state of the art building for the SAU would the software and phones follow. Mr. Harper replied in the affirmative.

Mr. Harper mentioned that the replacement of the heat/air conditioning controls would add value to the building.

MOTION: Ms. Elizabeth Coppola moved to use \$76,000 of the anticipated 2007-2008 expense surplus to fund the new telephone system, server hardware and capital improvements as outlined by Mr. Harper. Mr. Michael Acerno seconded. A voice vote was unanimously in favor.

5 b. Certify Apportionment of Salaries and Benefits for 2008-2009

Mr. Harper distributed a memo on Salaries and Benefits Apportionments.

Salaries and benefits were apportioned as part of the SAU budget in November and December 2007. The salary and benefits apportionment will not affect each member district's share included in the overall budget in December.

The superintendent salary and benefit has not been decided, funding for this position is included in the apportionment as some of the money may be used as a stipend for the current co-superintendents or for support staff.

Page 1 is the summary page reflecting the amount to allocate for 2008/2009: \$2,113,345.

Page 2 is the general distribution. Keene pays 70% of the SAU costs (this year 69.77%). The distribution is based on student population and relative property wealth of each town.

Page 3 is the special apportionments - reflects two categories:

50/50 apportionment (towns pay prorated share)

Special education coordinator and business administrator for towns- positions paid for totally by towns.

Page 4 reflects positions over the years determined to be used in a 50/50 fashion – includes salaries and benefits for two assistant superintendents, their senior administrative assistants, 1 payroll clerk and 1 SPED secretary.

Page 5 reflects the special education coordinator for towns.

Page 6 reflects the business manager for towns and a ½ time administrative assistant for the town business manager.

The Salaries and Benefits Apportionments is reflective of December budget process and meets R.S.A.s

Ms. Idelkope: In the current system we have two co-superintendents, 1 spends 100% of time with Keene, the other spends less than 100% on towns and spends a significant portion of their time on Keene. Ms. Idelkope isn't suggesting we change the apportionments this year, however if going forward we continue with two co-superintendents, we should look at the apportionment of the budgeted costs relative to the co-superintendents.

MOTION: Ms. Carol Brown moved, Mr. Erik Murphy seconded, that the NHSAU 29 School Board certify apportionment of Salaries and Benefits for 2008-2009. A voice vote was unanimously in favor.

6. Report of the Co-Superintendent of Schools: State of the Schools – Mr. Wayne Woolridge

Collectively we have accomplished much this past year. Our successes were significant and wide-ranging, and our setbacks were few. We passed all of our budgets with substantial margins; all seven contracts in SAU 29 passed, and we increased the number of schools that made adequate yearly progress at a time when it was much more difficult to do so.

One of the most public measures of success is the state assessment, the New England Common Assessment Program (NECAP) mandated by No Child Left Behind. Our whole school population in each SAU 29 school made Adequate Yearly Progress as determined by NECAP. Given that the target moved this year from 82% to 86% proficiency in reading and from 76% to 82% in math, we are encouraged that the work schools are doing to line up their curriculum with the NH Grade Level Expectations is on target.

Using the state assessment (NECAP) as a guide, Chesterfield, Fuller, Wheelock, Jonathan Daniels and Keene High School made significant gains. We had two more schools in SAU 29 achieve adequate yearly progress in the special education subgroup this year as compared to last year. Considering that only 37% of New Hampshire schools made AYP, I am proud to report that more than half of SAU 29 schools achieved this benchmark. We will use this NECAP data to help guide our school improvement plans. It is important to note however, that the NECAP is only one measure of academic progress, and a single annual assessment is not a sufficient way of measuring overall student success. Schools must be accountable for the growth of each child personally, physically, socially, and academically. In evaluating the success of students and schools, it is essential that we consider multiple forms of assessment, such as attendance, school safety, discipline records, graduation rates, and the number of children pursuing education after high school.

In SAU 29, our students also take a Measure of Academic Progress assessment on a computer at least once a year. We receive the results the next day and the test item bank is much larger than NECAP. As the students take the test, the degree of difficulty adjusts to maximize student attention and improve the reliability of the assessment. Even the most academically proficient student in SAU 29 is challenged by the Measure of Academic Progress.

We have three SAU-wide curriculum committees set to work this summer. We are entering the final year of a three-year curriculum alignment cycle in science. Initially committee members met to review the most recent New Hampshire science curriculum framework and to discuss the piloting of the Science NECAP test, a test which was just given for the first time to all SAU 29 students in grades 4, 8 and 11. Last year, the committee identified the essential components of a science curriculum guide. They created a detailed draft that aligned with the NH Framework and created suggested activities at each grade K-8. In July, Science committee members will finalize the curriculum by reviewing teacher feedback. A functional curriculum guide will be ready for SAU-wide implementation in August. This summer also marks the first year of revision to our guidance curriculum and world language curriculum.

Another area where we made significant strides is in professional development. Ongoing training sessions in the use of Microsoft Word for word processing, Excel for spreadsheets, and Filemaker Pro for data bases have been extremely well attended. We have held classes at CIRT and placed a trainer on site at every building for one to three days to ensure that all SAU staff have training

in converting older AppleWorks documents, and in using Word. AppleWorks will be removed from all SAU 29 computers this summer.

Another technology initiative has been the design and implementation of digital portfolios to meet the Information Communication Technology (ICT) standards. In January, all elementary teachers gathered for an overview of these standards. Lessons have been implemented by all K-8 classroom teachers and placed in digital portfolios. Keene High School has developed a plan to add one lesson for each course to a portfolio and will be implementing this plan in the fall of 2009.

Other large-scale professional development projects this year include Collins Writing, Responsive Classroom, mentor training and Research for Better Teachers.

The SAU 29 math partnership grant funded professional development for 48 teachers and 15 principals. This grant provided for ongoing workshops throughout the year, attended by key Teacher Trainers and principals. Information was then shared at the building level.

Each District in SAU 29 developed a 2008-09 budget within reasonable guidelines that passed by a strong margin.

In special education we mapped all the related services with a collaborative approach of assigning personnel with a focus on increasing student contact time and reducing travel time.

We recently moved toward a new, web based applicant tracking system which will result in better usability for the applicant, the hiring manager and the human resources staff. Also in the recruiting area, we have increased our ability to produce ads in house.

We have identified lower cost health insurance plans and have begun discussions with our bargaining groups to see which plans should be offered in addition to the ones we currently have. In September, after the defeat of the initial contract, the KEA contract was passed by the Keene voters.

This year we had successful negotiations with the Keene Tutors, Keene Custodial Group, Keene Principals, Keene Secretaries, the Keene Speech Psychologists Group, and the Marlow Teachers. All contracts were passed by the voters. Each of these negotiations was characterized by a collegial, cooperative tone which reflected shared interests. Also of note in the labor relations area is a continued decrease in grievances.

- SAU 29 signed a 20-year lease with Keene for 34 West Street.
- Each school in our SAU reported significant achievements this past year.
- Congratulations are in order for the Marlborough School Board and the Marlborough community who on their 9th attempt passed the Bond to build a new school.
- At Keene High School, a new advisory program was successfully implemented for all ninth grade students.
- Parents and students are now included on all the teacher hiring committees at KHS.
- The inclusion of a School Resource Officer at KHS has had a positive impact on the entire school community.
- We have formed a fabulous working relationship with Olive Garden to further promote academics and scholar athlete achievements. Olive Garden awards dinner for the entire Keene High School team that has the highest combined GPA for each sports season.
- The Girls' X-Country running team won the trifecta this fall... they were state champions, took first in sportsmanship for Class L, and boasted the highest GPA of any fall sports team.
- The Girls' Alpine ski team won the State Championship.

- The Boys & Girls Nordic Ski teams were also State Champions.
- The Virtual High School, a grant-funded program enabling students to take courses online that are not available at KHS, has 40 students enrolled for this school year.
- Eight Cheshire Career Center students earned college credit for course work done at the center.
- Keene Middle School 7th Grade math teacher Donna Fairbanks was a finalist for the 2008 New Hampshire Teacher of the Year.
- Franklin Elementary School celebrated its 100th year! The school celebration has been a year-long event with classes representing a different decade each month at school-wide assemblies.
- Two Franklin students were winners at the NH State Water Science Fair finishing 2nd and 4th.
- Two Symonds students placed in the recent NH Public Television Reading Rainbow competition.
- Fuller School recently put on an all school show. Every grade level participated in singing and dancing performances.
- Jonathan Daniels raised more money this year in their “Pennies for Patients” drive than they have in past years.
- Wheelock organized a clothing drive for the children of Afghanistan. Keene schools collected, sorted and shipped 109 boxes of winter clothing.
- A Wheelock fifth grader made it to the state semi-finals of the National Geographic Bee.
- All Keene elementary schools received “Approved with Distinction” designations from the New Hampshire Department of Education.
- The whole school Harrisville unit integrated history, present experience, and used technology in a way that brought the Harrisville story to life. The process involved the entire school population and the town.
- Four students from Marlow were recognized by Governor Lynch for their accomplishments in Art at the State House on May 16.
- Nelson had the highest math scores in Southwest New Hampshire on the NECAP assessment.
- Westmoreland School was number 1 in reading and number 2 in math on the NECAP Assessment.
- Chesterfield School was number 2 in reading, 4th in math and 2nd in writing in Southwest New Hampshire – a significant jump from previous years.

Despite these many accomplishments, we continue to stay focused on the areas where we can improve and acknowledge that we face many challenges. It is difficult to imagine what life will be like for our younger students as they enter the future job market. The U.S. Department of Labor estimates that today’s students will hold between 10 and 14 jobs before they reach the age of 38. Perhaps the most significant prediction comes from former Secretary of Education Richard Riley who contends that in 2010, the ten most in-demand jobs will be ones that did not exist in 2004. The amount of new technological information doubles every two years. More new information will be generated worldwide this year than in the previous 5,000 years. One week’s worth of New York Times, for example, contains more information than a person was likely to come across in a lifetime in the 18th century.

Our challenge in SAU 29 is daunting! We must educate our students, preparing them for jobs that don’t yet exist, using technologies that haven’t been invented, in order to solve problems we cannot anticipate. And we are to do this in a time when we are struggling for reasonable state revenue to support our effort. Funding an adequate public education is the obligation of state government. Currently, the majority of revenue comes from local property taxes. Given that certain districts in New Hampshire have approximately 20 times the value of local property per student than do some of our districts in SAU 29, it is not hard to understand why many communities have difficulty raising necessary revenue to run schools. This situation is particularly evident when the vote must be 60% or higher as in a bond vote.

The Middle School, in my opinion, is the single biggest outstanding issue facing SAU 29. The SAU administrators look forward to working with the Keene Board and district administration as we seek community acceptance for the new school proposal.

Together we have accomplished much for the young people of our SAU 29 towns. I speak for all at central office when I thank you for your hard work on behalf of the community you represent and thank you for your support of SAU 29.

7. Adoption of the Manual of the Board, 2008-2009

MOTION: Ms. Judy Idelkope moved, Mr. Erik Murphy seconded, that the NHSAU 29 School Board reaffirm the Manual of the Board for 2008-2009. A voice vote was unanimously in favor.

8. New Business

- a. Authorization for Superintendent of Schools/Business Administrator to Sign Any and All Contracts, Grants-in-Aid, etc.

MOTION: Mr. Tom Cassar moved, Ms. Carol Brown seconded, that the NHSAU 29 School Board authorize the Business Administrator and the Co-Superintendent of Schools, or their designee, to sign all necessary documents entered into by NHSAU 29 and that this authorization be for the ensuing fiscal year (2008-2009) or until the Board takes other action. A unanimous voice vote in favor was taken.

- b. Reaffirmation of Existing Policies

MOTION: Mr. Tom Cassar moved, Ms. Carol Brown seconded, that the NHSAU 29 School Board reaffirm its existing policies for the 2008-2009 school year. A unanimous voice vote in favor was taken.

- c. Appointment of Legal Counsel for SAU 29

MOTION: Mr. Tom Cassar moved, Ms. Carol Brown seconded, that the NHSAU 29 School Board appoint Mr. Gordon B. Graham as legal counsel for the SAU for the 2008-2009 school year. A unanimous voice vote was taken.

- d. Appointment of NHSAU 29 Treasurer

MOTION: Mr. Tom Cassar moved, Ms. Carol Brown seconded, that the NHSAU 29 School Board appoint Mr. Daniel Antosiewicz as treasurer for the SAU for the 2008-2009 fiscal year. A unanimous voice vote was taken.

- e. Policy GBA – Equal Opportunity Employment – Mr. Paul Cooper

- Policy is modeled after NHSBA policy
- Workstation accessibility included – SAU underwent an audit by the Office of Civil Rights (OCR) which resulted in handicapped accessibility changes to the 34 West Street building. Example: A 2nd floor employee would not lose their job if they had a physical limitation

preventing access to the 2nd floor – the SAU would make accommodations to relocate their workstation.

- Ms. Idelkope recommends using the former assigned number (#7402) along with GBA
- Ms. Cathy Dieter will send new policies along with memo indicating the previously numbered policy the lettered policy replaces
- At some point all SAU policies may become alphabetical in keeping with NHSBA policies

MOTION: Ms. Carol Brown moved, Mr. Erik Murphy seconded, that the NHSAU 29 School Board adopt policy GBA – Equal Opportunity Employment as presented. A unanimous voice vote was taken.

f. Policy GBAA – Sexual Harassment

- Modeled after NHSBA policy
- New policy clarifies and simplifies the sexual harassment policy for the SAU
- Policy aligns more closely with the law – applies to independent contractors
- Policy identifies the Human Resources Director as the human rights officer
- Replaces policy #7410

Ms. Idelkope: If all individual district policies do not conform to this policy, districts will need to align policies as GBAA is the policy that will dictate how all districts should follow. The administrative procedure needs to be added.

MOTION: Mr. Christopher Coates moved, Ms. Shannon Sullivan seconded, that the NHSAU 29 School Board adopt policy GBAA – Sexual Harassment as presented. A unanimous voice vote was taken.

g. Policy GBEC – Drug-Free Workplace

- Modeled after NHSBA policy
- Complies with law
- Changes to policy- if arrested or convicted for alcohol or drugs, employee needs to notify administration immediately
 - Also included in the policy statement regarding prohibition for coming to work under the influence (not included in previous policy)
 - Replaces policy #7408

MOTION: Ms. Elizabeth Coppola moved, Mr. Christopher Coates seconded, that the NHSAU 29 School Board adopt policy GBEC – Drug-Free Workplace Policy as presented. A unanimous voice vote was taken.

h. Policy GBGA – Staff Health

- Replaces #7414 (physical examinations)
- Brings in line with NH law, all school employees are required to have a physical prior to beginning work.
- Contract with Cheshire Medical Center/Occupational Health Clinic, SAU pays for physicals

MOTION: Mr. Christopher Coates moved, Mr. Michael Acerno seconded, that the NHSAU 29 School Board adopt policy GBGA – Staff Health as presented. A unanimous voice vote was taken.

i. Policy #7430 – Employee Benefits (Hourly Employees)

- Changes reflect budget changes, those previously voted upon
- SAU portion of healthcare- 90% of HMO
- Buyout for health insurance of \$1000
- Adds tuition reimbursement

MOTION: Mr. Michael Acerno moved, Mr. Christopher Coates seconded, that the NHSAU 29 School Board approve policy #7430 – Employee Benefits (Hourly Employees) as presented. A unanimous voice vote was taken.

j. Policy #7340 – Employee Benefits (Administrative/Managerial)

MOTION: Mr. Christopher Coates moved, Mr. Carter Chamberlin seconded, that the NHSAU 29 School Board approve policy #7430 – Employee Benefits (Administrative/Managerial) as presented. A unanimous voice vote was taken.

k. Central Office Administrative and Hourly Ranges 2008-2009

MOTION: Ms. Kelly French moved, Mr. Erik Murphy seconded, that the NHSU 29 School Board accept the Central Office Administrative and Hourly Ranges 2008-2009 as presented. A unanimous voice vote was taken.

9. Old Business - None

MOTION: At 8:10 p.m., following a short recess, Ms. Carol Brown moved, Mr. Erik Murphy seconded, that the NHSAU 29 School Board move into non-public session under R.S.A. 91-A:3 for the purpose of discussing staff personnel. A unanimous roll call vote was taken. Mr. Woolridge and Mr. Gurney were invited to be present.

The Board returned to open session at 9:50 p.m.

10. Nomination/Election of Staff

MOTION: Mr. Murphy moved, Ms. Shannon Sullivan seconded, that the NHSAU 29 School Board accept the Central Office Administrative and Hourly Staff as presented. A voice vote was unanimously in favor.

MOTION: Ms. Coppola moved, Ms. Brown seconded, that the NHSAU 29 School Board accept the recommendation for nomination of SAU administrative staff as presented. A voice vote was unanimously in favor.

MOTION: Ms. Coppola moved, Ms. Brown seconded, that the NHSAU 29 School Board nominate Wayne E. Woolridge and William B. Gurney as assistant superintendents with interim title of co-acting superintendents for 2008-2009 plus an additional year added to contract as follows:

Wayne Woolridge: \$104,502 plus 15% of salary (stipend) for a total of \$120,177.

William Gurney: \$101,390 plus 15% of salary (stipend) for a total of \$116, 590.50.

A voice vote was unanimously in favor.

There being no further business to come before the Board, the meeting was adjourned at 9:55 p.m.

Respectfully submitted,

Cathy Dieter

APPROVED: 11/24/08