

SCHOOL BOARD MEETING

INDEPENDENT SCHOOL
DISTRICT No. 15

REGULAR MEETING

March 12, 2012

SCHOOL BOARD
 INDEPENDENT SCHOOL DISTRICT No. 15
 St. Francis, Minnesota
 March 12, 2012
 Dialogue with School Board – 6:30 p.m.
 Regular Meeting – 7:00 p.m.
 Central Services Center – Community Room
 4115 Ambassador Blvd.
 A G E N D A

I. Call to Order – Pledge of Allegiance

- Instructions for Consideration of Visitors

II. **Board Calendar Dates**

<p>March 26, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room</p>	<p>April 9, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room</p>
<p>April 23, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room</p>	<p>May 14, 2012 Dialogue with School Board – 6:30 p.m. Regular Meeting – 7:00 p.m. Central Services Center – Community Room</p>

Site Report – Transition 15

III. Approval of Agenda

IV. Consent Agenda

A.	Approval of Minutes of February 27	5
Rev.	B. Approval of Personnel Items.....	9
	C. Approval of Disbursements (emailed to Board 3/9)	
	D. Approval of Cash and Investments	10
	E. Approval of Extended Travel – Skills –USA.....	11
	F. Approval of Gift Acknowledgements	12

Consideration of Visitors (To address the School Board complete the card at the table and submit to the Chair)

V. Reports

- A. Student Report
- B. Superintendent Communications and Report
- C. Dialogue Session
- D. School Board Member Reports
- E. Administrative Report
 - Revisions to School Board Policies

VI. New Business

A.	Approval of Revised Policy 106 – Meetings of the School Board	20
	B. Approval of Revised Policy 106.1 – School Board Meeting Agenda.....	21

VII. Other Matters

- A. Directors at the Table - Discussion
- B.

VIII. Other Business

IX. Adjournment

SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT No. 15
St. Francis, Minnesota
February 27, 2012
Regular Meeting – 7:00 p.m.
Central Services Center – Community Room
4115 Ambassador Blvd.
A G E N D A

The regular meeting was called to order by Vice Chair Glover at 7:00 p.m. with the following members present: Directors Anderson, Erkel, Grams, Kelly, Rustad and Superintendent Saxton. Absent: Chair Van Denburgh.

Others present were Director of Business Services Mae Hawkins, Director of Human Resources Dave Lindberg, Director of Special Services Jacque Stein, Director of Community Services Tom Larson, Curriculum and Assessment Coordinator Kurt Becker, student representative Mercedes Johnson, and community members.

Board Calendar Dates: Regular meetings held at 7:00 p.m. at the Central Services Center, March 12, March 26, April 9, and April 23. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

Agenda

Motion was made by Mr. Anderson and second by Ms. Erkel. Mr. Rustad would like to make a motion to amend the agenda, due to Ms. Van Denburgh's absence, to remove Other Matters VII. A. Directors at the Table Discussion, second by Ms. Erkel. Discussion included: Ms. Van Denburgh was in attendance when the draft agenda was reviewed, Ms. Van Denburgh's circumstances changed, and to wait until Ms. Van Denburgh can explain why directors are not at the table.

Motion carried 5 – 1, nay Mr. Anderson.

Motion was made by Ms. Erkel to remove Other Matters VII. B. Policy 106.1 Discussion and second by Mr. Rustad. Discussion included: a reference to decisions at the organizational meeting, wait until a full Board is in attendance when policies are changed/discussed, there are times a Board member cannot attend and the agenda had been set.

Motion failed 2 – 4, with nays being Mr. Anderson, Ms. Kelly, Mr. Grams and Ms. Glover.

Motion carried to approve the amended agenda.

Consent Agenda

Motion was made to approve the revised Consent Agenda by Mr. Grams and seconded by Mr. Rustad.

A. THAT the minutes of February 13, 2012 be approved as presented.

B. THAT Personnel Items be approved as presented.

BE IT RESOLVED by the School Board of Independent School District No.15 that the Personnel actions as listed below be approved:

EMPLOYMENT:

CLASSIFIED

MARSOLEK, JESSICA, Social Worker, CCCS, BA 1, 8.0 hrs./day, prorated effective 2.21.12.

TRAMM, SARA, Data Coach, CSC, BA1, 4.0 hrs./day, 55 days effective 2.13.12.

NON-CLASSIFIED

REMIGER, KEN, Snow Plowing Position, Transportation, hourly rate effective 1.3.12.

LEAVES OF ABSENCE:

CLASSIFIED

BEELER, MICHELLE, Occupational Therapist, DW, Parental LOA effective 2.8.12.

ROBINSON, HEIDI, Teacher, SFHS, Parental LOA effective 5.22.12.

SCHULTZ, TRINA, Teacher, SFMS, Medical LOA effective 3.19.12.

NON-CLASSIFIED

BERNDT, ROSE, Educational Assistant, SFMS, Return from Medical LOA 2.13.12

C. THAT Disbursements be approved as presented.

BE IT RESOLVED by the School Board of Independent School District No. 15 that these

disbursements as presented, and excluding net payroll, be allowed and charged to funds as follows:

Fund No.	Description	Amount
01	General	\$ 1,139,411.85
02	Food Service	\$ 43,183.88
04	Community Services	\$ 39,042.17
06	Construction	\$ -
07	Debt Redemption	\$ -
09	Trust and Agency	\$ 1,808.87
20	Internal Service	\$ 88,184.65
47	OPEB Debt Service	\$ -
	TOTAL DISTRICT	\$ 1,311,631.42

- D. THAT the HOSA Extended Trip be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No. 15 that the High School HOSA program extended trip for state conference to St. Cloud, MN April 2-April 4, 2012 be approved as requested.
- E. THAT the School Calendar Revision be approved as presented.
BE IT RESOLVED that the School Board of Independent School District No. 15 revise the School Calendar to a two hour delay for senior students April 17, and April 18. All students grades 9-11 will be testing 7:25 a.m.-9:25 a.m. on April 17, and grades 10 and 11 testing on April 18, 7:25 a.m.-9:25 a.m. with seniors excused on April 17 and 18 until 9:25 a.m. Grade 9 students will have a presentation April 18, 7:25 a.m.-9:25 a.m.
- F. THAT the SFHS Choir - Showchoir Out of State Travel Trip be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No. 15 that the SFHS Choir - Showchoir proposal for an out-of-state trip to Mitchell, SD March 17-March 18, 2012 be approved as requested
- G. THAT Gift Acknowledgements be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No. 15 that the following gifts be hereby accepted as set forth in the attached donor form(s):
\$599.00, St. Francis Blue Line Club, Coach Bus for Christmas Hockey Tournament
\$138.48, Wells Fargo & Jennifer Larson, to SFMS to purchase supplies
\$200.00, Judith Graham, to purchase new books for library at SFE
\$300.00, St. Francis Elementary APT, for a student scholarship
\$1,000.00, Family of Fred Dawson, scholarship for a student of Mary Dawson's at EBCS
\$1,010.57, CCCS PTO, \$786.00 for 2nd grade field trip, \$224.57 Box Top Award – Kellermans class
\$375.00 (in kind), Cindy Trevis, prizes to SFE for accelerated reading program

Motion carried.

Consideration of Visitors

Mr. Starr addressed the School Board regarding the article in the Anoka County Union on February 17. He acknowledged Mr. Lindberg for the survey in trying to get students back in the District. He views the requests for pay raises and iPads by new School Board members as "me, I, I, I" and not the kids. He is embarrassed for the School Board and the District and stressed the need for improvement and changes with the School Board now. Mr. Starr addressed the School Board regarding Case 14 from *The First Amendment in Schools*, Copyright 2003. He read a quote "Holding: By a 5-4 vote, the Court held that school officials cannot remove books from a school library simply because they find the ideas in the books objectionable." Mr. Starr suggested the School Board ask the school attorney about the removal of 1000 books from school shelves.

Reports

Student Report

Mercedez Johnson provided the student report which included: Random Act of Kindness Day, classes are wrapping up before spring break, and students will be staying after school on March 1 to assist custodians.

Superintendent Report and Communications

- The Anoka County attorney met with Mr. Neubauer and Mr. Saxton regarding truancy at the county level.
- 20-25 District administrators viewed the webinar on the No Child Left Behind waiver.
- Attended the regional gymnastics meet.
- Met with elementary principals regarding the kindergarten transition.
- A parallel committee for STEM has been set.
- Attended a Teacher Academy class to observe final projects.
- Communications committee of School Board will meet after the regular meeting.

Dialogue Session

Mr. Grams reported a community member inquired: 1) if meetings have been established with the Native American Youth group, Mr. Saxton responded that three meetings are tentative and Mr. Becker is waiting to hear back, 2) is there a battery back-up due to the sound stopping during streaming of the last meeting, and 3) whether there was additional costs for the new layout of the Courier.

School Board Member Reports

Mr. Anderson attended the Oak Land Board meeting, visited an elementary school that has a STEM program.

Ms. Kelly attended Oak Land Board meeting.

Mr. Grams expressed condolences for the Jones Family in the loss of Lillian Jones. He will be reading to Ms. Prowizor's class this week.

Ms. Erkel attended the Minnesota School Boards' Association (MSBA) Officer training in Mankato. She inquired if School Board's email addresses can be discussed on an agenda. Ms. Glover recommended this be a topic that MSBA can address in training.

Ms. Glover also attended MSBA officer training.

Administrative Reports

Data Privacy

Mr. Lindberg presented a form of communication, podcast, which was sent to the District Leadership Team regarding Data Privacy. The podcast provided a review of what is considered public and what is private. This podcast is on the website under Departments/Human Resources/Communications.

Uniform Financial Accounting and Reporting Standards (UFARS)

Ms. Hawkins provided information regarding UFARS, which are the building blocks of school district accounting. Talking points: what the 17-digit account codes mean: fund accounting, site level, programs, restricted, and object overview. UFARS is Minnesota's legally prescribed set of accounting standards for all school districts. It is the detailed tracking of revenue and expenditures to meet legislative requirements.

Old Business

Teacher Seniority List

Motion was made by Ms. Erkel and second by Mr. Grams.

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Teacher Seniority List, as posted, be adopted.

Motion carried 6 – 0.

Revised Policies 415, 422, 510

Motion was made by Mr. Anderson and second by Mr. Rustad.

BE IT FURTHER RESOLVED that the School Board of Independent School District No. 15 adopt revised Policies 415 – Protection And Privacy Of Pupil Records, 422 – Student Sex Nondiscrimination, and 510 – Public And Private Personnel Data.

Motion carried 6 – 0.

Other Matters

Policy 106.1 Discussion

Mr. Saxton reviewed questions that were discussed at the previous School Board meeting. Discussion included:

recommendation that the policy change be “the tentative agenda be mailed or emailed to the School Board (5) calendar days, and take out of policy “and supporting documents”, would also need to be done in similar policies, still do not want items at the last minute, do not want information held back because of a request by another School Board member, School Board can elect to review information without the 5 day notice, the School Board will always have the right to vote, and a possible committee that reviews changes to policy. Mr. Saxton will bring an administrative report to the School Board regarding how policy changes are done. Ms. Kelly would like the recommended revisions to 106, 106.1 and other policies referencing the same be brought forward at the next meeting.

The meeting was adjourned at 8:10 p.m.

Suzanne Erkel, School Board Clerk

Revised

IV. B. ROUTINE PERSONNEL ITEMS

BE IT RESOLVED by the School Board of Independent School District No.15 that the Personnel actions as listed below be approved:

EMPLOYMENT:

CLASSIFIED

ZDON, ERICKA, Preschool instructor, LLC, Step 1, 6.75 hrs./day, 30 days, effective 4.3.12.

NON-CLASSIFIED

ARENS, ALVIN, Bus Driver, Transportation, B, 6.0 hrs./day, 170 days prorated effective 2.21.12.

DAVIS, JENNIFER, Educational Assistant, SFE, B22, 6.5 hrs./day, 170 days prorated effective 3.12.12.

KRAUSE, LORI, Educational Assistant/Job Coach, T15 B23, 6.0 hrs./day, 170 days prorated effective 3.16.12.

LEAVES OF ABSENCE:

CLASSIFIED

NON-CLASSIFIED

RESIGNATIONS/TERMINATIONS/DISCONTINUANCE OF POSITION:

CLASSIFIED

NON-CLASSIFIED

RAKOWSKI, IAN, Custodian, SFHS, Termination effective 2.23.12.

MOTION:

SECOND:

03/12/12

SCHOOL BOARD MEETING DATE: 3/12/2012

BE IT RESOLVED by the School Board of Independent School District No. 15 that these disbursements as presented, and excluding net payroll, be allowed and charged to funds as follows:

Fund No.	Description	Amount
01	General	\$ 789,072.63
02	Food Service	\$ 23,697.44
04	Community Services	\$ 28,859.10
06	Construction	\$ -
07	Debt Redemption	\$ 805.00
09	Trust and Agency	\$ 1,316.77
20	Internal Service	\$ 302,386.32
47	OPEB Debt Service	\$ -
	TOTAL DISTRICT	\$ 1,146,137.26

All checks processed between 02/29/12 and 03/08/12, Payroll liabilities for 3/05/12, and all Accounts payable items processed between 02/28/12 and 03/12/12

MOTION:

SECOND:

March 12, 2012

Check Register	833,269.22
P-Card	-
VISA	2,790.51
Vendor Disbursement list	310,077.53
Total Disbursements	<u>1,146,137.26</u>

IV. D. APPROVAL OF CASH & INVESTMENT BALANCES REPORTS

BE IT RESOLVED by the School Board of Independent School District No. 15 that the cash and investment reports for January be approved as presented.

**St. Francis School District No. 15
Monthly Cash & Investment Balances
2011-12**

FUND	General Fund	Nutrition Services	Community Education	Building Construction	Debt Service	Trust Fund	Internal Service	OPEB Debt Service	TOTAL
DATE									
7/1/2011	12,679,469	507,255	216,153	593,844	3,376,762	138,078	0	125,867	17,637,427
7/31/2011	11,597,962	384,517	134,188	185,715	3,051,727	117,230	0	150,686	15,622,026
8/31/2011	15,045,493	299,649	72,740	185,733	3,145,268	144,187	0	157,332	19,050,402
9/30/2011	9,294,914	360,059	304,139	185,739	3,026,412	81,717	0	157,330	13,410,310
10/31/2011	9,815,192	344,353	266,487	185,745	3,043,618	85,114	0	157,330	13,897,838
11/30/2011	7,510,263	381,476	397,304	96,242	5,322,349	75,604	0	279,583	14,062,820
12/31/2011	6,530,546	372,388	352,006	96,247	5,606,097	77,657	0	293,990	13,328,929
1/31/2012	5,673,859	431,678	409,108	96,253	5,685,643	70,469	292,855	298,184	12,958,048

MOTION:

SECOND:

03/12/12

IV. E. EXTENDED TRIP REQUEST – SKILLS - USA

BE IT RESOLVED by the School Board of Independent School District No. 15 that the High School Skills – USA proposal for an extended trip to Bloomington, MN, March 23 – March 25, 2012 be approved as requested.

MOTION:

SECOND:

03/12/12

IV. F. GIFT ACKNOWLEDGMENT(S)

BE IT RESOLVED by the School Board of Independent School District No. 15 that the following gifts be hereby accepted as set forth in the attached donor form(s):

\$1,000.00, Fairview Northland Medical Staff, scholarship for a student going to college to become a physician, physician's assistant, nurse practitioner, CRNA, or certified nurse midwife

\$500.00, Len Roskoski, Dr. Noel Johnson memorial scholarship, note: remember the matching \$500.00 from Medtronic for the scholarship

\$149.50 (in kind), CCCS PTO, purchase of classroom supplies for Christy Meld (Box Top Winner) with PTO funds

\$24.08, CCCS PTO, to CCCS for carnival and classroom teacher supplies

\$36.90, Wells Fargo Community Support Campaign, to CCCS at principal's discretion

\$18.00, Wells Fargo Community Support Campaign, to CCCS at principal's discretion

\$27.72, Wells Fargo Community Support Campaign, to CCCS at principal's discretion

MOTION:

SECOND:

03/12/12



GIFT CONTRIBUTION FORM

Date February 3, 2012

To: Independent School District 15 School Board
4115 Ambassador Blvd.
St. Francis, MN 55070

The Fairview Northland Medical Staff

would like to contribute \$ 1,000.00 to Independent School District 15. We request that the contribution be used for the following purpose: Student going to college to

become a physician, physician's assistant, nurse practitioner, CRNA, or certified nurse midwife.

Scholarship Fund

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, A. Haase (Amanda Haase)

Check number 1138

Name: Fairview Northland Medical Center, Medical Staff Office

Street Address: 911 Northland Drive

City/State/Zip: Princeton, MN, 55371

Officer of contributing organization: Greg Schoen, MD, VPM A

Office Use Only

Requester: SFHS Scholarship Program

Revenue code: R 09 000 000 000 096 000

Expenditure code: E 09 005 960 000 898 000

Thank you letter sent by building. Date: 3-5-12

Building Principal signature: Pneubauer (MS)

School Board approval date: 3-12-12



GIFT CONTRIBUTION FORM

Date 28 FEB 2012

To: Independent School District 15 School Board
4115 Ambassador Blvd.
St. Francis, MN 55070

The LEN RUSKUSKI

would like to contribute \$ 500.00 to Independent School District 15. We request that the contribution be used for the following purpose: DR NOEL JOHNSON MEMORIAL SCHOLARSHIP

NOTE: REMEMBER THE MATCHING \$500 FROM MEDTRONIC FOR THE SCHOLARSHIP

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, [Signature]

Check number 10683

Name: LEN RUSKUSKI

Street Address: 1735 211TH LN NE

City/State/Zip: FIRST BETHEL MN 55011

Officer of contributing organization: _____

Office Use Only

Requester: St. Francis H.S. Scholarship Program

Revenue code: R 09 000 000 000 096 000

Expenditure code: E 09 005 960 000 898 000

Thank you letter sent by building. Date: 3-5-12

Building Principal signature: [Signature]

School Board approval date: 3-12-12



GIFT CONTRIBUTION FORM

Date 2/28/12

To: Independent School District 15 School Board
4115 Ambassador Boulevard
St. Francis, MN 55070

The CCCS PTO

would like to contribute \$ 149.50 in kind to Independent School District 15. We request that the contribution be used for the following purposes:

Patty Norberg, PTO President purchased \$149.50 worth of classroom supplies for Christy Meld (Box Top winner) with PTO funds.

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, _____

Check number:

Name: CCCS PTO

Street address: 21108 POIK ST

City/State/Zip: Cedar MN 55011

Officer of contributing organization: Patty Norberg

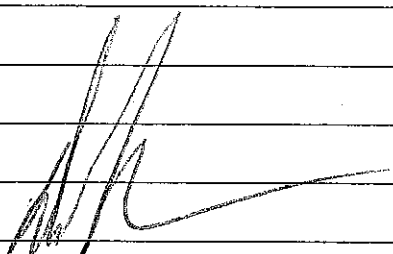
Office Use Only

Requester: Christy Meld

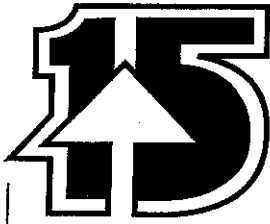
Revenue code: _____

Expenditure code: _____

Thank you letter sent by building. Date: 2/28/12

Building principal signature: _____ 

School Board approval date: 3-12-12



GIFT CONTRIBUTION FORM

Date 2-28-12

To: Independent School District 15 School Board
4115 Ambassador Boulevard
St. Francis, MN 55070

The CCCS PTD

would like to contribute \$ 24.08 to Independent School District 15. We request that the contribution be used for the following purposes:

Carnival + Classroom teacher
supplies

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, _____

Check number: 2019

Name: CCCS PTD

Street address: 21108 Polk St NE

City/State/Zip: Cedar MN 55011

Officer of contributing organization: _____

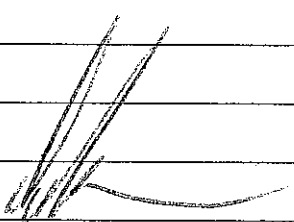
Office Use Only

Requester: _____

Revenue code: 01-404-000-000-096-000

Expenditure code: 01-404-203-000-401-000

Thank you letter sent by building. Date: 2-28-12

Building principal signature: _____ 

School Board approval date: 3-12-12



GIFT CONTRIBUTION FORM

Date 2-28-12

To: Independent School District 15 School Board
4115 Ambassador Boulevard
St. Francis, MN 55070

The Wells Fargo Community Support Campaign
would like to contribute \$ 36.90 to Independent School District 15. We request that the
contribution be used for the following purposes:

principals discretion

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, _____

Check number: 908904

Name: Tanya Benson

Street address: 19305 Isetta St NE

City/State/Zip: Wyoming MN

Officer of contributing organization: _____

Office Use Only

Requester: _____

Revenue code: 01-404-000-000-096-000

Expenditure code: 01-404-203-000-401-000

Thank you letter sent by building, Date: 2/28/12

Building principal signature: _____ 

School Board approval date: 3-12-12



GIFT CONTRIBUTION FORM

Date 2-28-12

To: Independent School District 15 School Board
4115 Ambassador Boulevard
St. Francis, MN 55070

The Wells Fargo Community Support Campaign
would like to contribute \$ 1800 to Independent School District 15. We request that the
contribution be used for the following purposes: _____

principals discretion

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, _____

Check number: 90890.4

Name: Lori Giddens

Street address: 21161 Rendova St NE

City/State/Zip: E. Bethel MN 55011

Officer of contributing organization: _____

Office Use Only

Requester: _____

Revenue code: 01-404-050-000-096-000

Expenditure code: 01-404-203-000-401-000

Thank you letter sent by building. Date: 2-28-12

Building principal signature: _____

School Board approval date: 3-12-12



GIFT CONTRIBUTION FORM

Date 2/28/12

To: Independent School District 15 School Board
4115 Ambassador Boulevard
St. Francis, MN 55070

The Wells Fargo Community Support Campaign

would like to contribute \$ 27.72 to Independent School District 15. We request that the contribution be used for the following purposes:

Principals discretion

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, _____

Check number: 908904

Name: Darnel Aschenbach

Street address: 2050 Deerwood Lane

City/State/Zip: Wyoming MN 55092

Officer of contributing organization: _____

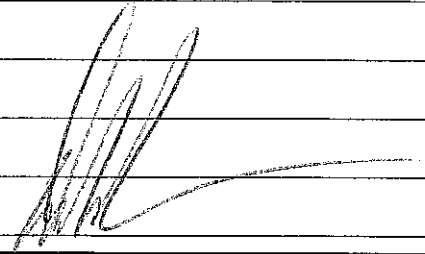
Office Use Only

Requester: _____

Revenue code: 01-404-000-000-096-000

Expenditure code: 01-404-203-000-401-000

Thank you letter sent by building. Date: 2/28/12

Building principal signature: 

School Board approval date: 3.12.12

VI. A. APPROVAL OF REVISED SCHOOL BOARD POLICY 106 – MEETINGS OF THE SCHOOL BOARD

BE IT FURTHER RESOLVED that the School Board of Independent School District No. 15 adopt revised Policy 106 – Meetings of The School Board.

Background:

As based on School Board discussion February 27, a selection should be made of the following for action on March 26,.

- 1) *tentative*, yes or no
- 2) *available*, yes or no
- 3) *five (5)* or *three (3)*

Policy 106: II. B. “The Board Packet containing the *tentative* agenda and *available* relevant information and reports pertaining to agenda items shall be mailed or emailed to the School Board members five (5) or *three (3)* calendar days in advance of a regular meeting.”

Revised policies 106 and 106.1 will be sent electronically to the School Board.

FIRST READING:

03/12/12

VI. B. APPROVAL OF REVISED SCHOOL BOARD POLICY 106.1 – SCHOOL BOARD MEETING AGENDA

BE IT FURTHER RESOLVED that the School Board of Independent School District No. 15 adopt revised Policy 106.1 – School Board Meeting Agenda.

Background:

As based on School Board discussion February 27, a selection should be made of the following for action on March 26.

- 1) strike (and supporting documents) yes or no
- 2) add (*available*) yes or no
- 3) *five (5)* or *three (3)*

Policy 106.1: III. C. “The tentative agenda (~~and supporting documents~~) or (and *available* supporting documents) shall be sent to the School Board members (five (5) or *three (3)*) calendar days prior to the scheduled School Board meeting.”

Revised policies 106 and 106.1 will be sent electronically to the School Board.

FIRST READING:

03/12/12