

SCHOOL BOARD MINUTES

- (1) The Board of School Directors of the Lebanon School District met in regular session on Monday, January 15, 2018, at 7:00 p.m. in the board conference room of the senior high school as advertised in the Daily News on December 7, 2017.
- (2) President Peter N. Pyles, Jr. called the meeting to order at 7:00 PM. Everyone participated in the Pledge of Allegiance to the Flag.
- (3) On roll call, the following board members were present: Mrs. Debra Bowman, Mrs. Ashley Cessna, Mrs. Tracy Johnsen, Mrs. Rose Marie R. Kotay, Mr. Michael J. Kuhn, Mr. Cesar Liriano, Mr. Robert Okonak, Mr. Peter N. Pyles, Jr., and Mr. Thomas L. Schaffer. Also present were Dr. Arthur W. C. Abrom, superintendent of schools; Mrs. Mary A. Harrell, secretary; Mr. Curtis O. Richards, business manager and treasurer.
- (4) Also present were Dr. Chris Danz, assistant to the superintendent for HR and pupil services; Mr. Mike Murphy assistant to the superintendent for assessment and accountability; Mr. Shawn Canady, chief information officer; Mr. Brian Hartman, director of buildings and grounds; Mr. Joshua Coatsworth, director of special education; Mr. Todd Kaylor, assistant director of buildings and grounds; Mr. Adam Steckbeck, head custodian and Mr. Gidge Horn, community member.
- (5) RESOLUTION #15741 - The minutes of the re-organizational meeting held on December 4, 2017 were offered for consideration. It was moved by Mr. Schaffer and seconded by Mrs. Kotay that the minutes be approved. All members voiced consent and so ordered.
- (6) Mrs. Kotay announced that board members would find in their packet hearing reports for the following recently conducted disciplinary hearings:

Case 2017-2018 - #24
- (7) Mrs. Kotay, chairperson of the Board Committee on Suspension and Expulsion of Students, stated a recommendation is included from the committee on suspension and expulsion of students on the hearing report. A copy of the hearing report is included with these minutes. Mrs. Kotay thanked Rob Okonak for attending the hearing.
- (8) RESOLUTION #15742 - It was moved by Mrs. Kotay and seconded by Mr. Schaffer to accept the committee's recommendation as set forth in the hearing report. The motion passed with a unanimous vote.

- (9) Student reporters, Payton Arnold-Paine and Denise Colon presented district information to the Board.
- (10) Today is the birthday of Dr. Martin Luther King, Jr. Dr. Abrom began his superintendent report by acknowledging Martin Luther King, Jr. for his wonderful contributions. Dr. Abrom shared this quote by Dr. Martin Luther King: “*The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is a goal of true education.*”
- (11) Dr. Abrom shared a recent Class Size report. To-date we have enrolled 186 students from hurricane devastated areas; some students have left the district so we are up a total of 115 students. Most of these students are at the elementary level and the high school level ESL and Special Education classes. Dr. Abrom and Cabinet members continue to monitor the situation.
- (12) Dr. Abrom acknowledged the following businesses who donated to the Cedar Foundation and took advantage of the EITC Tax Credit Program:

Business	Contributions
Waste Management	\$5,000
Hershey Entertainment	\$5,000
Weis Markets	\$1,500
First Citizens Bank	\$3,000
Phillips Facilities	\$5,000
First National Bank of PA	\$2,500
	\$22,000

- (13) Dr. Abrom shared with the Board that approximately \$8,000 has been received and deposited into the Cedar Foundation Hurricane Relief Account. Dr. Abrom shared that he has been attending the Mayor’s Forum meetings. Beginning on January 24, we will have a Community Navigator from Compass Mark at the middle school campus one day a week. Mr. Josh Mountz, will meet with families to discuss what needs they may have. The Cedar Foundation Board gave permission for Mr. Matt Hershey to approve vouchers and be a liaison between the Cedar Foundation Board and the Community Navigator.
- (14) We are excited about this year’s high school musical: *West Side Story*. Performances are Thursday, Friday and Saturday, March 15 through 17, at 7:30 each evening; with a Sunday performance on March 18 at 3:00 PM.

- (15) Dr. Abrom announced the Rotary Students of the Month for December and January:
1. Margaret (Maggie) Hinkel – December
 2. Felix Dominguez – December
 3. Ande Maguire – January
 4. Keiano Stephens – January
- (16) RESOLUTION #15743 – The treasurer’s report for the month November 2017 and December 2017 was presented for consideration. Mr. Okonak made a motion, seconded by Mr. Liriano, that the board approves the treasurer’s reports and record them as a part of the minutes. All members answered aye and the motion carried.
- (17) RESOLUTION #15744 – Acting upon certification of the treasurer, a motion was made by Mr. Schaffer and seconded by Mrs. Kotay, that the board approve the payment of bills payable for November 2017 and December 2017, as listed, ratify the payment of invoices mentioned in the letter of certification, and take care of all other matters regarding the payment of invoices, including acceptance of the letter of certification, and record the financial statements as a part of the minutes of this meeting. All members answered aye and the motion carried.
- (18) RESOLUTION #15745 – A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to accept the Cedar Foundation report, student activity fund, scholarship fund, food service fund, and Phillips Copy Center report for November 2017 and December 2017 as presented. All members answered aye and the motion passed.
- (19) There were no communications, no solicitor’s report and no federal and state projects to report on.
- (20) RESOLUTION #15746 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant approval to accept the following Resolution approving the Preliminary Budget and authorizing Referendum Exception and Notice of Final Budget:

RESOLVED, by the Board of School Directors of Lebanon School District, as follows:

The Proposed Preliminary Budget of the Lebanon School District for the 2018-2019 fiscal year on form PDE 2028 as presented to the School Board is adopted as a Preliminary Budget Proposal for the Lebanon School District General Fund. The Administration and School Board will continue review of budget components, and the Preliminary Budget may be revised prior to adoption of a Final Budget for the 2018-2019 fiscal year. The Act 1 index applicable to the School District as calculated by the Pennsylvania Department of Education is

3.8%. The Preliminary Budget Proposal assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain approval for the referendum exceptions contemplated in the Preliminary Budget Proposal, including advertising once in a newspaper of general circulation and placing on the School District internet website **Act 1 Referendum Exception Notice** in substantially the form as presented to the School Board.

The School District shall continue to make the Preliminary Budget Proposal available for public inspection, and shall make the Proposed Final Budget in its then current form available for public inspection at least 20 days before the date scheduled for adoption of the Final Budget.

At least 10 days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise **Final Budget Notice** in substantially the form as presented to the School Board. The notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.

School District officials shall take all action necessary or appropriate to carry out the intent of this resolution.

The following vote was recorded:

Mrs. Debra Bowman – Yes	Mrs. Ashley Cessna – Yes
Mrs. Tracy Johnsen – Yes	Mrs. Rose Marie Kotay – Yes
Mr. Mike Kuhn – Yes	Mr. Cesar Liriano – Yes
Mr. Robert Okonak – Yes	Mr. Peter N. Pyles, Jr. – Yes
Mr. Tom Schaffer - Yes	

Yes 9 No 0 Absent 0 Abstain 0

The motion passed with a unanimous vote.

(21) RESOLUTION #15747 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant approval for the filing of E-rate for 471 for Fiber Connectivity from Lebanon Middle School to the New Northwest Elementary School. Approval is contingent upon receipt of funding commitment letter from USAC (Universal Service Administrative Company) E-rates Administrative Service. The District’s current Category 1 discount rate is 90%. The Cost of this project is currently budgeted as part of the Elementary Construction Project. If E-rate approval is not granted, this project will need to proceed with full funding from the General Fund. The motion passed with a unanimous vote.

(22) RESOLUTION # 15748 – Mr. Schaffer made a motion, seconded by Mrs. Kotay, to grant approval to participate in the IU13 Wide Area

Network Consortium for the next contracted term with cost of participation allocated from the current Technology Services Budget. Cost is estimated to remain consistent with previous contract at an estimated \$19,266.31 per year. The motion passed with a unanimous vote.

(23) RESOLUTION # 15749 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant approval of Change Order #17 for the Northwest Elementary School Project 3853 from E. R. Stuebner, Inc., in the amount of \$910.96, to modify wall section per RFI 56-57 at gym entrance; approval of Change Order #18 for the Northwest Elementary School Project 3853 from E. R. Stuebner, Inc., in the amount of \$4,006.10, to change canopy decking orientation; approval of Change Order #19 for the Northwest Elementary School Project 3853 from E. R. Stuebner, Inc., in the amount of \$1,361.72, to modify canopy per RFI 064 to fit store front glass at main entrance. The motion passed with a unanimous vote.

(24) RESOLUTION # 15750 – Mr. Schaffer made a motion, seconded by Mr. Okonak, to grant approval for the District to enter into an exclusive Listing Contract with High Associates, Ltd. Industrial/Commercial Realtors for a period not to exceed beyond September 30, 2018, for the purpose of privately selling the existing Northwest Elementary School parcel, structure and all fixtures located at 900 Maple Street, Lebanon, PA 17046, the terms and conditions of which are set forth within the Listing Contract. Such private sale will only be consummated once a mutually acceptable Agreement of Sale is executed, and compliance with the PA School Code (24 PS 7-707) has been achieved. The Board President is authorized to execute said Listing Agreement on behalf of the Board. The motion passed with a unanimous vote.

(25) RESOLUTION #15751 – A motion was made by Mr. Schaffer and seconded by Mrs. Kotay for the Board of School Directors to accept the following personnel items for discussion and action as listed on the agenda as follows:

1. RETIREMENT RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
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A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE

Peck, Wendy	HD Grade 2	Retirement 13.5 years	1/19/2018
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C. CLERICAL

- D. FOOD SERVICE
- E. MAINTENANCE
- F. PARAPROFESSIONAL
- G. SECURITY
- H. OTHER

2. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective Date</u>
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- A. ADMINISTRATIVE
- B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE

Ribera, Christa	NW Title I	Personal	3/9/2018
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- C. CLERICAL

- D. FOOD SERVICE

- E. MAINTENANCE

Boyer, William	LHS 2 nd Shift Custodian 8 hours/day	Personal	9/27/2017
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- F. PARAPROFESSIONAL

Gott, Jonathan	LHS ESOL Teaching Assistant 7 hours/day	Personal	1/19/2018
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Saurez, Jeffrey	HD Personal Care Assistant 6.5 hours/day	Personal	12/11/2017
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- G. SECURITY

H. OTHERS

Moyer, Angela	District Nurse Floater 6.5 hours/day	Personal	12/14/2017
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3. NON-ACCEPTANCE

4. APPOINTMENTS

Subject to assignment by the superintendent and pending required documents

<u>Name</u>	<u>Assignment</u>	Prev Emp <u>in LSD</u>	New/ <u>Replace</u>	Proposed <u>Rate</u>	Effective <u>Date</u>
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A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE

Donley, Timothy	LMS Mathematics, Grade 8	N	R	\$48,544/yr.	1/19/2018
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Eldred, Jacquelyn	LHS LTS Mathematics	N	R	\$48,544/yr. prorated for the number of days worked	11/28/2017
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Jefferson, Brittany	LMS Science, Grade 8	N	R	\$49,051/yr.	1/2/2018
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Scheuerman, Anthony	LTS Elementary Music	N	R	\$48,544/yr. prorated for the number of days worked	01/24/2018- 04/25/2018
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C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

Astawro, Christiane	LMS Personal Care Assistant 6.5 hours/day	N Y	\$10.25/hr.	1/8/2018
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G. SECURITY

H. OTHER

5. RE-APPOINTMENTS

A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE

C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

G. SECURITY

H. OTHER

6. CHANGE OF ASSIGNMENT

Subject to assignment by the superintendent and pending required documents

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
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A. ADMINISTRATIVE

B. PROFESSIONAL

Book, Lara	LHS/LMS ESOL/French	LHS/SE ESOL/French	No Change	12/5/2017
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C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

Rosales Colmenares, Grace	LHS Personal Care Assistant 6.5 hours/day	LHS Life Skills Paraprofessional 6.5 hours/day	\$13.75/hr.	1/10/2018
Rodriguez, Jennifer	LMS Personal Care Assistant 6.5 hours/day	NW Personal Care Assistant 6.5 hours/day	No Change	12/1/2017
Sepulveda, Carlos	SW Personal Care Assistant 6.5 hours/day	LMS Personal Care Assistant 6.5 hours/day	No Change	1/12/2018

G. SECURITY

H. OTHER

7. CHANGE OF STATUS

Subject to assignment by the superintendent and pending required documents

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Date</u>	Effective
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A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE

Greenawalt, Heather	Day-to-Day Substitute Teacher	LMS ESOL	\$57,258/yr.	1/15/2018
Kish, Lori	HD LTS Grade 1	HD Grade 1	\$48,544/yr.	1/20/2018

C. CLERICAL

Aponte Guilloty, Mariluz	Day-to-Day Substitute Secretary	District Interpreter/Translator 7.5 hours/day	\$15.50/hr.	1/9/2018
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D. FOOD SERVICE

E. MAINTENANCE

Massar, Lori	Day-to-Day Substitute Custodian	LHS LTS 2 nd Shift Custodian 8 hours/day	\$15.60/hr.	1/16/2018-5/13/2018
McDonalds, Michael	Day-to-Day Substitute Custodian	LMS LTS 2 nd Shift Custodian 8 hours/day	\$15.60/hr.	1/16/2018-5/13/2018

F. PARAPROFESSIONAL

G. SECURITY

H. OTHER

Caro, Reuben	LHS Life Skills Paraprofessional 6.5 hours/day	Day-to-Day Substitute Teacher	\$125/day	12/22/2017
Colon Salgado, Annette	District Interpreter/Translator 7.5 hours/day	SAIP Coordinator (K-12)	\$45,306/yr. prorated for the number of days worked	1/16/2018
Evans, Jody	LMS Personal Care Assistant 6.5 hours/day	Day-to-day Substitute	\$9.90/hr.	1/8/2018

8. EXTRA PAY FOR EXTRA DUTY

<u>Name</u>	<u>Assignment</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
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9. INCOME PROTECTION

10. LEAVE OF ABSENCE WITH APPROVAL

<u>Name</u>	<u>Assignment</u>	<u>Type</u>	<u>Date</u>
Autenrieth, Sara	LMS ESOL	Intermittent	12/08/2017-12/07/2018

Brensinger, Gary	District Maintenance	Consecutive	1/15/2018- 3/31/2018
Brunelli, Kathryn	SW Grade 3	Consecutive	12/19/2017- 01/09/2018
Danz, Gregory	STEAM Coordinator	Consecutive	12/13/2017- 01/05/2018
Daubert, Rebekah	LMS Social Studies	Consecutive	01/10/2018- 02/21/2018
Ferrari, Debra	SE K4	Consecutive	12/11/2017- 01/21/2018
Gross, Tarah	HH Grade 1	Consecutive	12/19/2017- 01/15/2018
Hurst, Andrew	LMS Math	Consecutive	01/09/2018- 01/16/2018
Hurst, Andrew	LMS Math	Consecutive	05/1/2018- 05/21/2018
Hurst, Joelle	HH Special Education	Consecutive	04/09/2018- 04/30/2018
Kennedy, Rachael	SW Grade 4	Consecutive	12/14/2017- 12/28/2017
Lash, Matthew	NW Grade 5	Consecutive	01/02/2018- 02/09/2018
Marker, Danielle	LHS Family Consumer Science	Consecutive	03/30/2018- 06/06/2018
Moyer, Kathie	HH Grade 1	Consecutive	12/19/2017- 01/15/2018
Palardy, Danielle	HD Emotional Support	Consecutive	04/04/2018- 05/16/2018
Rivera, Elizabeth	LHS Library Paraprofessional	Intermittent	01/01/2018- 01/01/2019
Robinson,	LMS	Consecutive	12/18/2017-

Rebecca	Communication Arts		12/22/2017
Shattls, Frederick	Director of ESOL	Consecutive	01/10/2018-04/10/2018
Sherk, Alison	LHS 245-Day Secretary	Consecutive	12/27/2017-01/11/2018

11. OTHER PERSONNEL RECOMMENDATIONS

Subject to assignment by the superintendent and pending required documents

- A. Approve the following persons to receive payment for the amount indicated for the 2017-2018 Musical Pit Honorarium

<u>Name</u>	<u>Stipend</u>
Rittle, Kristina	\$250
Van Veen, Brooke	\$350

- B. Approve Adrian Rodriguez as an interpreter/translator at the rate of \$25/hr. as needed, effective 8/23/2017 (outside of regular work hours)
- C. Approve to pay a stipend in the amount of \$3,500, pro-rated for the number of days worked, to Mariluz Aponte Guilloty for required skills necessary for translating and interpreting, pro-rated for the number of days worked for the 2017-2018 school year.
- D. Appoint the following persons as an interpreter/translator at the rate of \$25/hr. as needed, effective 1/16/2018 (outside of regular work hours)

<u>Name</u>
Ojeda Rodriguez, Nicolle
Vazquez, Alexandra

- E. Appoint the following persons as volunteers under the Lebanon School District Policy #916 Community Volunteers-See Exhibit A
- F. Appoint Zachary Norman as a 2017-2018 Co-Assistant Varsity Track & Field Coach at a stipend of \$2,086.50/yr.
- G. Appoint Jessica Cabrera as the 2017-2018 Mathematics (6-8) Division Level Coordinator from January 2018 through June 2018 at a stipend of \$500/yr.

- H. Appoint Roseanne Roberts and Amy Tycenski as 2017-2018 LMS Student Council Co-Advisors at a stipend of \$321/each
- I. Appoint the following person at the established rate of \$125 per day, as a day-to-day substitute teacher, subject to assignment by the superintendent:

<u>Name</u>	<u>Effective Date</u>
Cabrera, Lusilbania	12/05/2017
Hershey, Courtney	01/05/2018
Krall, Adrian	01/08/2018
Machotka-Hafey, Dara	01/05/2018
Modestin, Edny	01/04/2018
Olson, Emily	12/07/2017
Warner, William	12/12/2017

- J. Appoint the following substitute support staff, as indicated, subject to assignment and pending the required documentation:

<u>Name</u>	<u>Assignment</u>	<u>Rate</u>	<u>Effective Date</u>
Collado, Taina	Day-to-Day Substitute Personal Care Assistant	\$9.90/hour	01/03/2018

- K. Remove the following substitutes:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Butler, Danesha	Teacher	01/02/2018
Hoff Risser, Alison	Teacher	01/12/2018
Mitkus, Nicole	Teacher	12/08/2017
Tschudy, Tina	Paraprofessional	01/15/2018
Vazquez, Karla	Paraprofessional	01/15/2018

- L. Remove the following interpreters/translators effective 1/15/2018:

Name
 Bomberger, Rebecca
 DeJesus, Ruth
 De Mackiewicz, Kristie
 Figueroa, Ana
 Garcia, Carlos
 Gonzalez Gomez, Giselle
 Ingram, Caislin
 Luquis, Nilsa
 Melendez, Lisa
 Miller, Sara
 Nunez, Naomi
 Pierre, Edy

Rodriguez, Rafael
Rovnak, Phillip

12. AMEND THE FOLLOWING

- A. Amend Kelly Bucy's assignment to LHS Itinerant Learning Support effective 8/23/2017
- B. Amend Anthony Scheurman's stipend amount for the 2017-2018 Musical Pit Honorarium to \$350
- C. Amend the approved leave of absence dates for Kimberly Blair to 1/23/2018-02/23/2018
- D. Amend the approved leave of absence dates for Molly Lucas to 12/21/2017-03/23/2018
- E. Amend the approved leave of absence end date for Priscilla Sable to 1/16/2018
- F. Amend the stipend amount for Thomas Pearson as the 2017-2018 Assistant Varsity Track & Field Coach to \$4,173/yr.

The motion passed with a unanimous vote.

- (26) RESOLUTION #15752 - A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to grant approval of the Lebanon High School Course Selection Guide for the 2018-2019 school year pending the inclusion of two proposed additional courses. The motion passed with a unanimous vote.
- (27) RESOLUTION #15753 - A motion was made by Mr. Schaffer and seconded by Mr. Liriano to grant approval of a new Students Activity Account for the LHS Graphic Design Club. William Hower will be the volunteer advisor. The motion passed with a unanimous vote.
- (28) RESOLUTION #15754 - A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to grant approval of First Reading of New Board Policy:
 - 000 - Board Policy/Procedure/Administrative Regulations. The motion passed with a unanimous vote.
- (29) RESOLUTION #15755 - A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to grant approval of First Reading of the following Revised Board Policies:
 - 001 - Name and Classification
 - 002 - Authority and Powers
 - 003 - Functions
 - 007 - DistributionThe motion passed with a unanimous vote.

- (30) RESOLUTION #15756 – A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to grant approval of the following reviewed Policies:
- 004 – Membership
 - 006 – Meetings
 - 006.1 – Use of Electronic Communication Equipment
- The motion passed with a unanimous vote.
- (31) The president announced that an executive session would be held for information sharing.
- (32) With no further business to come before the board at this time, a motion was made by Mr. Schaffer and seconded by Mrs. Kotay that the meeting adjourn. All members voiced consent and President Pyles declared the meeting adjourned at 7:20 p.m.

Respectfully submitted,

Mary A. Harrell
Secretary of the Board

Exhibit A
2017-2018 Volunteers
January 15, 2018

Name

Bartal, Daniel T.
Brewer, Danielle M.
Bruchey, Sarah
Colon, Juan M.
Dewalt, Cierra
Elliot, Kendra A.
Falk, Janice L.
Gonzalez, Samuel E.
Hansson, Jaime
Kleinfelter, Kristen
LaSalle, Ashley
Mease, Heather M.
Messner, Tina M.
Musser, Julie
Orengo, Cyd M.
Reynolds, Laurel
Rosero, Murphy J.
Russo-Ehrgood, Constanza
Rutter, Megan
Travis, Yahottiea A.
Walkowiak, Susan A.