City of Biddeford
School Committee
March 22, 2023 7:00 PM Little Theater at BHS

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Adjustments to Agenda:

E. Consideration of Minutes:

E.1. Minutes 3/8/2023
Biddeford Minutes 3_8_2023.pdf

F. Consent Agenda

F.1. Nominations:
Michelle Carpenter ~ BPS Art Teacher ~ Replacing Concetta Domenico
Sophia Ward ~ BPS Teacher ~ Replacing Lauren Ginn
Appointments:
Kalina Labang ~ BIS Custodian ~ Replacing Garrett Parsons
Robin Gosselin ~ BHS Food Service Worker ~ Replacing Kathryn McCarthy
Allexius Theberge ~ BPS Ed Tech II ~ Replacing Deanna Vigliotta
Transfers:
Resignations:
Mariel Leonard ~ JFK Special Education Teacher
Taylor Alen ~ BMS 5th Grade Teacher ~ End of School Year
Carole Brown ~ JFK Special Education Teacher ~ Retiring End of School Year
Ariana Wardwell ~ JFK Ed Tech II
William Gray ~ JFK Ed Tech II
Allan Henri ~ BRCOT Carpentry Teacher

G. Superintendent's Report:

H. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee

I. Old Business:

I.1. Second Reading Overnight Field Trip 7th Grade STEM ~ Ecology School ~ Teacher in Charge Jake Long
Second Reading Overnight Field Trip APC, May 13th through May 14th ~ Teens to Trails Adventure Bound Camping Trip ~ Teacher in Charge Tabatha Frawkins and Andrew Burnell
Second Reading Overnight Field Trip APC, June 26th through June 27th ~ Extended Learning Opportunities Summer Course ~ Teacher in Charge Andrew Burnell
Second Reading FY24 School Calendar

APC Overnight Extendend Learniing.pdf
STEM Overnight Ecology.pdf
Overnight APC Teens to Trails.pdf
Biddeford Calendar 2023.pdf

J. New Business: Public participation opportunity after each item listed below (3 minutes per item)

J.1. Winter NWEA - MAP Summary
Solar Discussion
Budget Update

Roof Top Solar.pdf
Winter NWEA Memo March 2023.pdf

K. Public Participation: (3 minutes; any item)

L. Communications:

L.1. Waiver of the Instructional Day Requirements BMS

FY23 Waiver BMS.pdf

M. Executive Session:

M.1. Labor Contract Negotiations Non-Union pursuant to 1 M.R.S.A. § 405 (6)(D)
Labor Contract Negotiations Administrative Assistants pursuant to 1 M.R.S.A § 405 (6)(D)

N. Adjournment:

Biddeford School Department
Wednesday, March 8, 2023
5:00 pm **Minutes**
Little Theater Biddeford High School

Public Viewing:
Local Public Access Station
City of Biddeford **Website**

A. **Call to Order:** The meeting was called to order at 5:00 pm by Mayor Alan Casavant
B. **Roll Call:** Michele Landry, Amy Grohman, Mayor Alan Casavant, Rebecca Henry, Lauren Schuyler Giddings, Meagan Desjardins, Mandy Cyr, Chris Indorf, and Jeremy Ray were all present
C. **Pledge of Allegiance:** The pledge was led by Alan Casavant
D. **Adjustments to Agenda:** None
E. **Approval of Last Meeting's Minutes:** 2/8/2023 ~ Amy Grohman moved to approve the minutes from the last meeting, Rebecca Henry seconded, and all were in favor
F. **Consent Agenda:** ~ Amy Grohman moved to approve the consent agenda, Meagan Desjardins seconded, and all were in favor
   Nominations:
   Appointments:
      a. BHS Athletic Stipends
      b. Diane Bourque ~ BMS Ed Tech II ~ Replacing Kathy McGuire
      c. Dillan Varens ~ BHS Custodian ~ Replacing Mark Myers
      d. Robert Linscott ~ BHS Custodian ~ Returning to Position
      e. Karen Forbes ~ BRCOT Part-Time Custodian
      f. Carrie Crouse ~ BRCOT Part-Time Custodian
      g. Gregg Faucett ~ BMS Custodian ~ Replacing Brian Danis
   Transfers:
   Resignations:
      a. Brooke Day ~ BPS Ed Tech II
      b. Kayla Lambert Kallgren ~ BIS Ed Tech
      c. Concetta Domenico ~ BPS Retirement end of School Year
G. **Superintendent's Report:** ~ A couple of years ago, we discussed rooftop solar. Now that is finally coming into play. Biddeford High School's rooftop qualifies for these types of panels. We would have someone else do the work, and we would host. After six years, we could buy them if we wanted to. Over a 25 years period, 2.4 million dollars of electrical savings. We would only need 66%, allowing us to

ship the other 34% to city accounts. It would allow savings for them as well. Haven't had a chance to speak to the city yet about this, but it should be something we continue to explore. Right now just informational, and happy to answer any questions. Alan mentioned speaking to the folks at Pepperell Square to get feedback. Jeremy said he would be happy to do that. Ended our high school sports season. Starting spring seasons soon. Unified sports basketball is still playing, and he encouraged everyone to try to attend a game. The students enjoy everyone coming out to watch. The COT bid went out last week finally. Tomorrow morning we will have a meeting at 10:00 am. We have five and maybe six interested, which is great. Sign-ups are out, and students are applying for those. Probably saw in the news that multilingual families are moving into our area. We have had 35 new ML students since January. That is a 15% rise. We will want to remember that when we look at the budget. Money will need to be put aside for translations and other services. Would like to have Chris Indorf come up to speak about a recent job fair that he attended in Farmington. Chris Indorf ~ Shelley Kane and I attended the job fair at Farmington University. Students from all over the state attended. Delighted by how precise the questions were and how prepared the students were. One of the questions that kept coming up was regarding housing and what our districts have to offer. Met with 42 different candidates and had a lot of anxiety about whether it would be affordable to live in our area. That was a difficult answer to confront. We try to sell the community as a great place to work. We are going to continue to need to work on affordable housing for incoming educators graduating from college.

a. Roof Top Solar Option

H. Committee Reports:

I. Old Business:

a. **Second Reading Overnight Field Trip BRCOT** ~ Skills USA Maine ~ Teacher in Charge Holly Scribner ~ Michele Landry moved to approve, Rebecca Henry seconded, and all were in favor

b. **Second Reading Overnight ~ Puerto Rico School Trip** ~ Teacher in Charge Tom McGovern ~ Amy Grohman moved to approve, Rebecca Henry seconded, and all were in favor

J. New Business:

a. **Overnight Field Trip 7th Grade STEM** ~ Ecology School ~ Teacher in Charge Jake Long ~ Amy Grohman, moved to approve, Meagan Desjardins seconded, and all were in favor

b. **Overnight Field Trip APC, May 13th through May 14th** ~ Teens to Trails Adventure Bound Camping Trip ~ Teacher in Charge Tabatha Frawkins and Andrew Burnell ~ Meagan Desjardins moved to approve, Rebecca Henry seconded, and all were in favor

c. **Overnight Field Trip APC, June 26th through June 27th** ~ Extended Learning Opportunities Summer Course ~ Teacher in Charge Andrew Burnell ~ Meagan Desjardins moved to approve, Rebecca Henry seconded, and all were in favor

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School Committee Members:

Alan Casavant-Chair
Lisa Vadnais-Vice Chair
Michele Landry
Amy Grohman
Randy Forcier
Meagan Desjardins
Rebecca Henry
Lauren Schuyler Giddings

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Innov.

d. **First Reading of FY24 School Calendar** ~ Meagan Desjardins moved to approve, Lauren Schuyler Giddings seconded, and all were in favor.
e. **Draft Budget Presentation** ~ Jeremy Ray shared the draft budget presentation with everyone, which is linked here.

K. **Public Participation:** (3 minutes; any item)
L. **Communications:** ~ Rebecca Reynolds wanted to inform and encourage everyone to attend the district art show at 4:30 at BMS next Wednesday.
M. **Executive Session:**
N. **Adjournment:** Amy Grohman moved to adjourn the meeting at 6:09 pm Rebecca Henry seconded the motion, and all were in favor.

Signed: Date: 3/10/2023
Jeremy Ray ~ Superintendent of Schools

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Meagan Desjardins
Michele Landry	Rebecca Henry
Amy Grohman	Lauren Schuyler Giddings

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Innov.

Overnight Field Trip Form

On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

The respondent's email (**tfrawkins@biddefordschools.me**) was recorded on submission of this form.

Name of Event: *

Extended Learning Opportunities Hut Trip

Please give a brief description of your field trip: *

We will be hiking to Mitzpah Hut in the White Mountains for one night, summiting Pierce and Eisenhower Mountains and returning that day.

Date of Event: *

6/26-6/27

Teacher in Charge: *

Andrew Burnell

Class/Group Attending: *

Extended Learning Opportunities Summer Course

Address & phone number where group can be reached: *

87 Pine Island Road East Wakefield, NH 207-459-9134

Number of students attending trip: *

6

School *

- [ ] BHS
- [ ] BRCOT
- [ ] BIS
- [ ] BPS
- [ ] JFK
- [ ] DAYTON
- [x] APC
- [ ] ADULT ED
- [ ] Other:

Number of staff/teachers required: (1 staff/teacher per every 25 students) *

2

Number of chaperones required: (1 chaperone per every 8 students): *

0

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 female students, there will be 1 female chaperone, etc.) Number of Female Chaperones required:

1

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 male students, there will be 1 male chaperone, etc.) Number of Male Chaperones required:

1

Names of Chaperones:

Andrew Burnell, Tabatha Frawkins

Completed volunteer forms required for chaperones *

- [ ] Yes
- [x] No
- [x] Doesn't apply. No Chaperones needed

Signature of Building Administrator (please type in name):

Tracy Gibson

Date received by Superintendent:

MM DD YYYY

/ /

First Reading: Initial presentation to school committee. Must be no less than 90 days prior to event:

Second Reading: Final presentation, include official chaperone list, alternates and additional information. Must be no less than 30 days prior to event:

Approved by the Board:

- [ ] Yes
- [ ] No

This form was created inside of Biddeford School Department.

Google Forms

Overnight Field Trip Form

On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

The respondent's email (**jlong@biddefordschools.me**) was recorded on submission of this form.

Name of Event: *

Ecology School

Please give a brief description of your field trip: *

The STEM team would like to take our 7th grade students to Ecology School in Saco to learn about local ecosystems and engage in team building activities, as the other 7th grade teams in our building did.

Date of Event: *

4/3-4/5

Teacher in Charge: *

Jake Long

Class/Group Attending: *

7th Grade STEM

Address & phone number where group can be reached: *

Jake Long- BMS, Phone #. Ecology School- River Bend Farm, 184 Simpson Rd, Saco, ME 04072. Phone # (207) 283- 9951

Number of students attending trip: *

42

School *

- [ ] BHS
- [ ] BRCOT
- [ ] BIS
- [ ] BPS
- [ ] JFK
- [ ] DAYTON
- [ ] APC
- [ ] ADULT ED
- [x] Other: BMS

Number of staff/teachers required: (1 staff/teacher per every 25 students) *

4

Number of chaperones required: (1 chaperone per every 8 students): *

6

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 female students, there will be 1 female chaperone, etc.) Number of Female Chaperones required:

3

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 male students, there will be 1 male chaperone, etc.) Number of Male Chaperones required:

3

Names of Chaperones:

TBD

Completed volunteer forms required for chaperones *

- [x] Yes
- [ ] No
- [ ] Doesn't apply. No Chaperones needed

Signature of Building Administrator (please type in name):

Date received by Superintendent:

MM DD YYYY

/ /

First Reading: Initial presentation to school committee. Must be no less than 90 days prior to event:

Second Reading: Final presentation, include official chaperone list, alternates and additional information. Must be no less than 30 days prior to event:

Approved by the Board:

- [ ] Yes
- [ ] No

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Google Forms

Overnight Field Trip Form

On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

The respondent's email (**tfrawkins@biddefordschools.me**) was recorded on submission of this form.

Name of Event: *

Teens To Trails Adventure Bound Camping Trip

Please give a brief description of your field trip: *

Outdoor Clubs are invited to camp out at Adventure Bound in Caratunk for 1 or 2 nights and spend the weekend exploring the area around The Forks, where the Dead and Kennebec Rivers meet. On Saturday, clubs can choose from various activities designed by our Youth Advisory Council such as hiking, canoe expeditions, SUP excursions, or a swim in the crisp water at Moxie Falls. In the evening, cook delicious meals over your camp stoves, play fun games, swim in the pool, access the climbing wall or cozy up to the campfire and participate in our annual s'more competition. We finish up the weekend with a full-day whitewater rafting adventure on the Kennebec River, followed by a chicken barbecue.

Date of Event: *

May 13th-May14th

Teacher in Charge: *

Tabatha Frawkins and Andrew Burnell

Class/Group Attending: *

Leadership

Address & phone number where group can be reached: *

207.725.0800 179 Neptune Drive, Suite 300 Brunswick, ME 04011

Number of students attending trip: *

10

School *

- [x] BHS
- [ ] BRCOT
- [ ] BIS
- [ ] BPS
- [ ] JFK
- [ ] DAYTON
- [ ] APC
- [ ] ADULT ED
- [ ] Other:

Number of staff/teachers required: (1 staff/teacher per every 25 students) *

1

Number of chaperones required: (1 chaperone per every 8 students): *

2

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 female students, there will be 1 female chaperone, etc.) Number of Female Chaperones required:

1

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 male students, there will be 1 male chaperone, etc.) Number of Male Chaperones required:

1

Names of Chaperones:

Tabatha Frawkins and Andrew Burnell

Completed volunteer forms required for chaperones *

- [ ] Yes
- [ ] No
- [x] Doesn't apply. No Chaperones needed

Signature of Building Administrator (please type in name):

Tracy Gibson

Date received by Superintendent:

MM DD YYYY

/ /

First Reading: Initial presentation to school committee. Must be no less than 90 days prior to event:

Second Reading: Final presentation, include official chaperone list, alternates and additional information. Must be no less than 30 days prior to event:

Approved by the Board:

- [ ] Yes
- [ ] No

This form was created inside of Biddeford School Department.

Google Forms

Biddeford Schools

est. 1848

2023 ~ 2024

Aug-23				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	[22]	[23]	24	25
(28)	(29)	30	31	

T-4 S-2

Sep-23				
Mo	Tu	We	Th	Fr
				1
H	5	6	7	8
11	12	~~13~~	14	15
18	19	20	21	22
25	26	27	28	29

T-19 S-19

Oct-23				
Mo	Tu	We	Th	Fr
2	3	~~4~~	5	(6)
H	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

T-21 S-20

Nov-23				
Mo	Tu	We	Th	Fr
		~~1~~	2	3
6	7	8	9	H
13	14	15	16	17
20	~~21~~	~~22~~	H	H
27	28	29	30	

T-19 S-18

Dec-23				
Mo	Tu	We	Th	Fr
				1
4	5	~~6~~	7	8
11	12	13	14	15
18	19	20	21	H
H	26	27	28	29

T-15 S-15

Jan-24				
Mo	Tu	We	Th	Fr
H	2	3	4	5
8	9	~~10~~	11	12
H	16	17	18	19
22	23	24	25	26
29	30	31		

T-21 S-21

Feb-24				
Mo	Tu	We	Th	Fr
			1	2
5	6	~~7~~	8	9
12	13	14	15	16
H	20	21	22	23
26	27	28	29	

T-16 S-16

Mar-24				
Mo	Tu	We	Th	Fr
				1
4	5	~~6~~	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

T-21 S-21

Apr-24				
Mo	Tu	We	Th	Fr
1	2	~~3~~	4	5
8	9	10	~~11~~	12
H	16	17	18	19
22	23	24	25	26
29	30			

T-16 S-15

May-24				
Mo	Tu	We	Th	Fr
		~~1~~	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H	28	29	30	31

T-22 S-22

Jun-24				
Mo	Tu	We	Th	Fr
3	4	5	6	7
~~10~~	11	12	13	14
17	18	H	20	21
24	25	26	27	28

T-6 S-6

First Day of School:
8/30/23. Grades 1 through 9
8/31/23 Grades 10,11,12
9/5/23 Kindergarten
9/7/23 Pre-K

Open Houses:
8/28/23 BMS 4:30-6:30 pm
8/29/23 BPS 4:30-6:30 pm
8/29/23 BIS 4:30-6:30 pm
8/30/23 JFK 4:30-6:30 pm
9/21/23 BHS 4:30-6:30 pm
9/21/23 COT 4:30-6:30 pm

Parent Teacher Conferences:
11/1/23 4:30-7:00 pm
4/3/24 4:30-7:00 pm

Other Important Dates:
6/7/24 BHS Graduation
6/10/24 Last Day of School
***Pending Snow Days**

Teacher Comp Days:
11/22/23 and 4/11/24

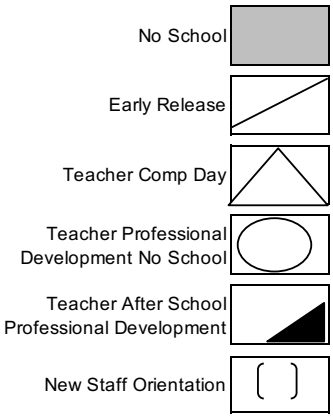
Trimesters and Quarters:

Trimester 1	11/21/23
Trimester 2	3/8/24
Trimester 3	6/10/24
Quarter 1	10/27/23
Quarter 2	11/19/23
Quarter 3	3/29/24
Quater 4	6/10/24

Teachers ~ 180 Students ~ 175

School Hours:

		Early Release Times:
Pre-K (am)	7:50 am ~ 10:20 am	No School
Pre-K (pm)	11:35 am ~ 2:05 pm	No School
JFK	7:50 am ~ 2:20 pm	11:50 am
BPS	7:40 am ~ 2:20 pm.	12:00 pm
BIS	7:40 am ~ 2:20 pm	12:00 pm
BMS	8:40 am ~ 3:10 pm	12:50 pm
BHS	8:30 am ~ 2:45 pm	12:25 pm
COT	8:30 am ~ 2:45 pm	12:25 pm
APC	8:30 am ~ 2:45 pm.	12:25 pm



Approved by the School Committee: 3/8/2023, _____

DRAFT

Biddeford Public Schools Solar

Preliminary PPA Proposal for High School and COT

Preliminary Proposal Date
October 5, 2022

Solar Design Summary

Project Size (DC)	1442 Panels	692.2 kW
Project Size (AC)	33 Inverters	570.9 kW
Year 1 Generation (kWh)		819,082

Engineer's Rendering

10 Maplewood Ave., Biddeford, ME 04005 (Satellite Data)

PPA Financial Summary

Upfront cost to Biddeford Public Schools	$0.00
Operations & Maintenance (O&M) cost	$0.00
Year 1 PPA rate (per kWh)	$0.1100
PPA rate escalator starting year 2	2.0%
PPA term (minimum 5 years)	5-25 years
Year 6 early buyout estimate (optional)	$1,173,673
Upfront cost financed by investor partner	$1,862,973
PPA rate offer good for 30 days from date above	

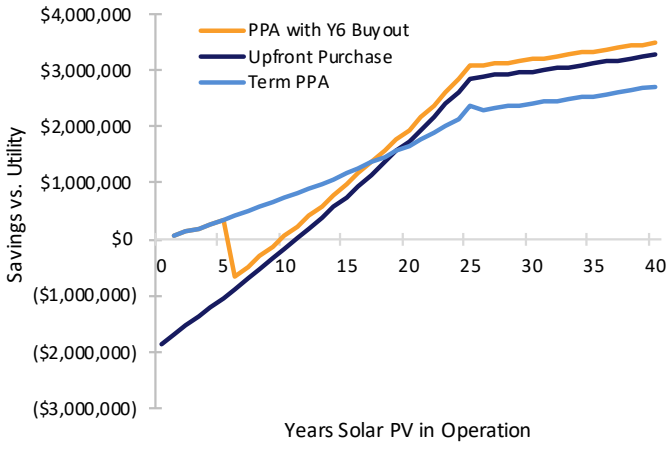
PPA Project Savings/Revenue

Estimated savings years 1-5 under PPA	$341,000
Year 6 early buyout (optional) less savings	$832,673
O&M cost after buyout (per year, optional)	$4,267
Term PPA savings, no buyout	$2,359,000
25-Year net savings with year 6 buyout	$3,074,000
40-Year net savings with year 6 buyout	$3,495,000

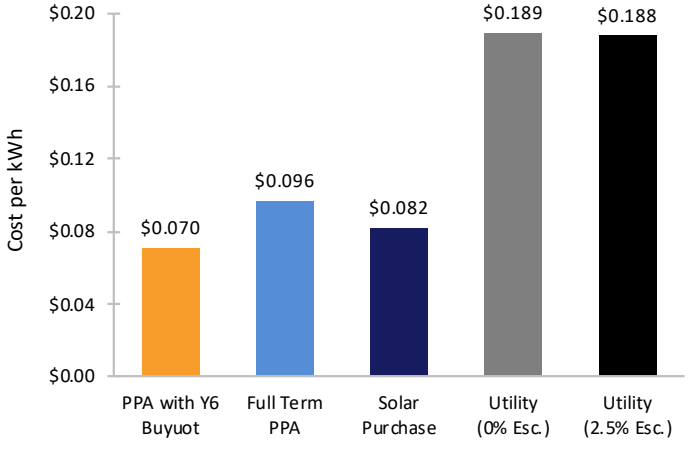
Environmental Benefits

Annual CO2e offset (lbs)	802,700
Equivalent to…	
Gallons of gasoline not burned	40,970
Passenger cars removed from the road	79
Pounds of coal not burned	401,167
Tons of waste recycled	124

Solar Savings vs. Utility



Levelized Cost of Energy



CLIENTPOINT DOWNLOAD RECEIPT

DOWNLOADED: 03-08-2023
CLIENTPOINT ID: 636109

Biddeford Schools
est. 1848

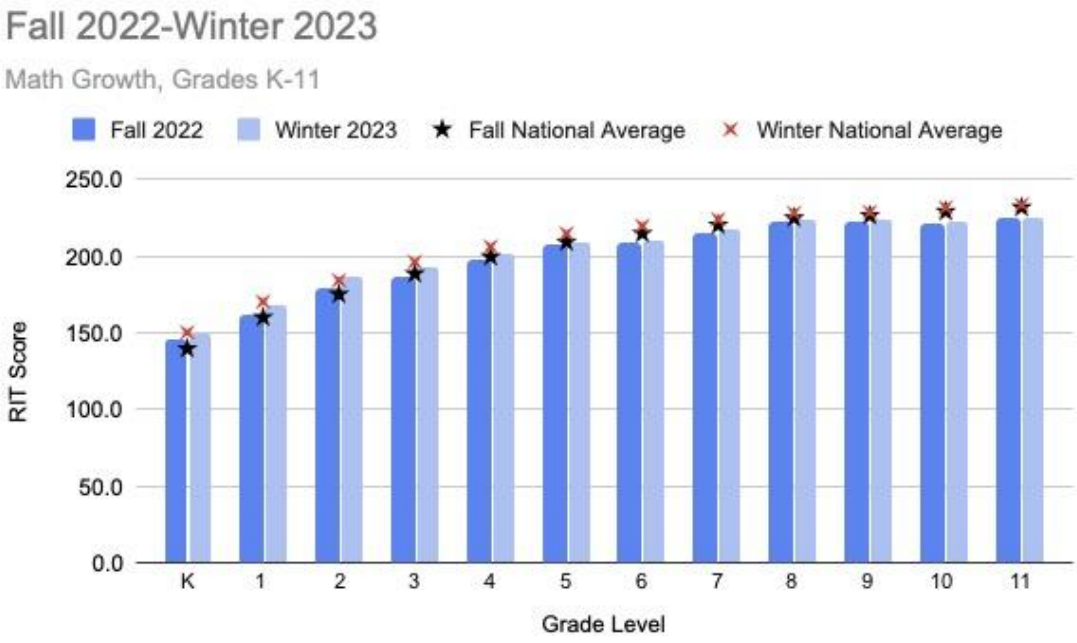
MEMO

TO: Jeremy Ray, Superintendent
FROM: Mandy Cyr, Director of Instruction
DATE: March 17, 2023
RE: **Winter NWEA- MAP Summary**

Northwest Evaluation Association's Measures of Academic Progress is an assessment Biddeford School Department administers 3 times each year for students in Math (grades K - 11) and Reading (grades K - 11). The NWEA is an adaptive computerized test with each administration taking approximately 30-60 minutes per The assessment is adaptive, which means that test questions change in response to student answers, becoming more or less challenging to meet a student's current level of performance. Biddeford School Department recognizes that while using these scores to understand student progress and performance, they are viewed within a broader context to best understand each student's strengths and weaknesses.

The graphs below show student performance on subject areas tests for each grade level.

Math: The math data shows growth in all grades, K-11. Grades K-2 experienced the greatest growth between the fall and winter testing sessions.



Reading: The reading data shows growth in nearly every grade. However, grades 1 and 9 did not show the expected growth. Grades 2-4 experienced the greatest growth between the fall and winter testing sessions.

What Now?

Each school utilized individual student data to make decisions about student programming to ensure that all students are meeting both growth targets as well as achievement toward grade-level skills.

John F. Kennedy School: Teachers review data to determine areas for student intervention. Teachers will also meet with the Data Team to review plans. The data collected is used to form either small group or one-on-one interventions that occur throughout the day. The type of intervention is dependent on each student's individual needs.

Biddeford Primary School: Teachers reviewed data to determine areas for student interventions. Data teams met with individual teachers to make plans.. This data was put into IXL to p Targeted skills focus on areas of struggle and/or areas of enrichment.

Biddeford Intermediate School: All teachers completed a "data dig/review" on their students. Teachers reviewed areas of growth and weakness for each student's most recent data and adjusted student plans accordingly. Classroom teachers meet with the Data Team and analyze each students' results. This data is utilized to place students into their WIN (What I Need) block to assist with areas of need or enrichment to assist with goal setting and growth. Small group pull-out interventions are also provided during WIN depending on their individual needs.

Biddeford Middle School: Data teams review student data along with classroom data to inform the creation of intervention groups. These intervention groups are a small targeted class that lasts approximately 8 weeks. The

classroom content of this small intervention group is based on the individual needs of that specific group in the areas of Math and Reading.

Biddeford High School: Teachers review NWEA during department meetings after each test administration with a primary focus of gleaning holistic opportunities and successes. When consistent skill gaps are present, staff adjusts the instruction accordingly to address areas of need. Teachers examine test results and growth individually, supporting each student's individual deficiencies within their assigned math or English class and ensuring correct placement of each student in our leveled courses. In an effort to improve student outcomes, all math classes are year-long every day as are 9th and 10th grade English classes.

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STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

PENDER MAKIN
COMMISSIONER

March 10, 2023

Alan Casavant, School Board Chair
Jeremy Ray, Superintendent
Biddeford School Department
18 Maplewood Avenue
Biddeford ME 04005
jray@biddefordschools.me

Dear Superintendent Ray and Chairperson Casavant:

I am in receipt of your letter of March 3, 2023 indicating that the Biddeford School Department school board is requesting a waiver of the instructional day requirements for students in Biddeford Middle School for the 2022-2023 school year due to an plumbing and heating issue in the school which caused the school's closure on February 6 of 2023.

Having reviewed the reason for the request, and the implications of attempting to make up the time, I have agreed to approve a waiver of one instructional day for Biddeford Middle School students.

Sincerely,

DocuSigned by:
7C42E98267714BF...
Daniel A. Chuhta
Deputy Commissioner
(sent via email)