

MINUTES – WAYLAND SCHOOL COMMITTEE

Regular Session – March 24, 2014

A Regular Session of the Wayland School Committee was held on Monday, March 24, 2014, at 7:00 P.M. in the School Committee Room of the Wayland Town Building.

Present:

Barb Fletcher, Chair
Beth Butler, Vice Chair
Malcolm Astley
Ellen Grieco (arrived at 8:00 p.m.)
Donna Bouchard

Also:

Paul Stein
Superintendent of Schools

Brad Crozier
Assistant Superintendent

Marlene Dodyk
Director of Student Services

Geoff MacDonald
Business Administrator

Also:

Donna Fong, China Exchange Program Coordinator
Susan Calkins, Music Teacher and China Exchange Chaperone
Chinese Exchange Students: Sydney Hsu, McKenzi Thompson, Dasha Bobrova, and Mackenzie Matscherz.
Dianne Bladon, WaylandCares
Lynn Dowd, Director of Youth Services
Tony Boschetto, Board of Selectmen

Barb Fletcher convened the Regular Session at 7:07 p.m. and announced that the meeting is being taped by WAYCam.

1. **Special Matters:**

(a) Wayland Chinese Exchange Students and Presentation:

Paul noted that Wayland is in its second year of the Chinese Exchange with the Jingshan Yuanyang School in Beijing. Donna Fong thanked the School Committee and administrators for their support and commented that each student focused on one area of the culture in China.

Dasha Bobrova spoke about the shopping in China, which includes the silk market, food markets, night markets, tea shops, and street vendors.

Mackenzie Matscherz talked about the cultural sites of Tiananmen Square, the Garden Expo, the Great Wall of China, the Drum Tower, the Ballet and Beijing Opera, the Summer Palace, the Capital Museum, the Forbidden City, The Nest, and the Art District.

Mckenzi Thompson talked about transportation by walking, riding a bike, or taking a bus or the subway. She elaborated on how to buy and use tickets and offered safety tips, as well as describing the different cars on the roads.

Sydney Hsu described the school life in China, specifically for the sophomore class. On Monday morning, there is a flag raising ceremony at which the National Anthem and school song was sung. Tuesday through Friday mornings, cardio exercises are held. All grade levels are in one building and school ended

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about 4:00. Our students were only required to take the English class, but chose to take other classes.

Susan Calkins elaborated on her extraordinary experience on a variety of levels. She taught American music to students in grades 2 to 10.

Donna Fong commented that depending on the host family, the experience is different. She said that our students first meet the Chinese students when they visit here in the fall. Donna also noted that the students are in school very late each day.

Paul thanked Donna Fong and Susan Calkins. The School Committee posed questions to the group. The students described some of the difference between Chinese and American schools. The Chinese schools do not have school sports, no art classes after third and fourth grades, and scheduled hour long lunch periods. Our students took two Chinese language classes each day, and they did research for their presentations.

(b) Discussion regarding the WaylandCares Town Meeting Warrant Article:

Dianne Bladon made a brief presentation to the School Committee entitled “Youth Substance Programs and Funding Request” that she recently presented at a community forum. Dianne elaborated upon and explained what the community coalition does apart from what the warrant article is trying to put in place in terms of the prevention efforts taking place in Wayland. The funding that is proposed in the article is for the paid professionals who represent the coalition staff who are involved in prevention activities. However, the staff is also made up of volunteers. Dianne noted that the most effective way to attack substance abuse is to attack from all levels, and the staff’s mission is to focus on environmental strategies.

Dianne presented the statistics in terms of need from the 2012 Metrowest Adolescent Health Survey, which offers a benchmark for comparison purposes. Also provided was a list of environmental programs facilitated by WaylandCares, as well as other prevention activities in Wayland that were not performed, but supported by the coalition staff. Dianne noted that during the time that the coalition was established using paid professionals, alcohol and marijuana use over a thirty-day period dropped in Wayland in comparison to other surrounding towns.

Dianne explained the background and thought process leading up to the Petitioners’ Article. The Federal DFC grant expired last fall and this year’s funding was not approved at Town Meeting. The Board of Selectmen was instructed to come up with a plan, but the Review Committee was unable to do so. A second committee was appointed, but did not develop a plan due to the near expiration of the Committee’s charge. However, they concluded that the work of the coalition has value and should continue and that paid professionals were critical to its success. Thus, Wayland Youth and Family Services were recommended as the “home” for this purpose. A proposed organizational concept of how to implement the coalition was developed by a group of volunteers from both committees. It was approved by the Youth Advisory Committee before being brought to Town Meeting. Dianne elaborated on the structure, which included an expansion of the coalition staff and increased responsibilities for Youth and Family Services’ Director Lynn Dowd and Dr. Dossie Kahn, as well as adding a new position of a prevention specialist. Also approved by the Youth Advisory Committee was the proposed budget, which Dianne reviewed.

This new proposal was presented to John Senchyshyn and the Personnel Board; no action has been taken by the Board.

The School Committee asked Dianne questions regarding the Federal grant, the focus of the program, and why the change to work with Youth & Family Services. The grant cannot be used for the salaries of town employees and fringe, but could cover stipends for the youth advisors, as well as additional expenses. Dianne noted that within the first year, the coalition will concentrate on three action items – to transition from a project base to an ongoing organization, get someone in place, and accomplish the changes needed to be made within the department.

Ellen arrived at 8:00 p.m.

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Dianne further commented that many coalitions network with other coalitions, which allows them to stay current with other programs in other communities. Also, having paid professionals will ultimately bring better programs to Wayland.

Paul added that the heart of this program is preventive, because, as a community, clear messages are conveyed to students, including what is and isn't socially acceptable regarding substance abuse.

Dianne commented that, in the past, the schools sponsored the grant and became the fiscal agent of the grant. Fourteen Massachusetts communities who had coalitions were researched in terms of their structure and organization, and it was found that some were under the auspices of the Public Health Department. Based on the approved by-laws, the Executive Committee's members are Paul Stein, Lynn Dowd, Julia Junghanns (BOH), and Police Chief Irving. The Chair of the Board can appoint up to six members-at-large. According to Mark Lanza, this Board is a non-governmental agency and does not have to comply with the open meeting laws.

A discussion about in-kind services from the schools and the level to which they exist ensued. Even if the article doesn't pass, some services and functions will continue, but without the benefit of the coalition staff.

2. **Comments & Written Statements from the Public:**

There were no comments or written statements from the public.

3. **Educational Matters:**

(a) Hear Superintendent's Report, including Elementary School Reconfiguration Transition Update:

Paul confirmed that the Loker principalship is a full-time position and has been budgeted since the budget cycle began. He also reminded the viewing audience of the elementary PIE meetings beginning on March 27 at Loker School and noted that an updated district map has been posted online.

Paul also commented that a graduation day poll was administered for next year, and Sunday afternoon remains the most popular, with Saturday afternoons coming in second.

Paul distributed The Education Cooperative's proposal to the state to start an online academy. He described the programs that will be offered and some of the ways in which money will be saved by the public schools, particularly in Special Education if students are assigned to these programs.

Brad Crozier updated the School Committee regarding the fingerprinting of school staff. For employees hired after July 1, 2013, they must be fingerprinted this year, and employees hired before June 30, 2013 will have up to three years to get fingerprinted, still allowing time to have the results checked. The cost will be \$55 for certified staff and \$35 for non-certified. Depending on the adopted policy, fingerprinting could extend to volunteers in the schools. In terms of the eight locations currently in place, the closest are Dorchester and Worcester. However, other locations will be opening up going forward, and the district could decide to provide a rolling van for each of the buildings. Brad also noted that he was hosting 63 human resources individuals from other districts this week, as they will be working on a rollout plan.

Geoff MacDonald reported on the bus bid opening on March 20, which was advertised in accordance with the law. He elaborated on the three-year contract and its terms that were offered. Geoff noted that four companies picked up the bid, but First Student, Wayland's current vendor, was the only bidder. Their base bid was up 15.7% from current actual pricing in FY14, which is about a \$90,000 increase with parking or \$337,000 without parking. Current bus parking at the Wastewater Treatment Facility would not be affected until possibly FY16. Geoff also noted that the pricing is valid for 45 days, which will allow time for the School Committee to vote on the contract.

Also discussed was the Special Education transportation in terms of savings. Marlene commented that she and Geoff are researching another transportation/van company. Geoff noted that the pricing/spending in Wayland is below average. The Committee will discuss further on April 28.

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- (b) Hear Student's Report:
No report was given.
- (c) Discussion regarding the Minuteman Town Meeting Warrant Articles:
Selectman Tony Boschetto explained the two Town Meeting warrant articles related to Minuteman Vocational Technical High School – adopt Minuteman's regional agreement (proposed by Minuteman) or withdraw Wayland's current membership.

Tony explained the conditions of the new regional agreement, which involves 16 communities. Under the new agreement, the participating community can withdraw and has 30 days to do so. If no action is taken, the withdrawal will be approved. The DESE must also approve the withdrawal. Minuteman houses 800 students and Wayland currently sends 8.5 full-time students and 1 post-grad student. Each participating community has a seat on the Board, and under the new agreement, the votes will be weighted at a minimum of 3%, which depends on the city/town's enrollment. However, under this method, the smaller communities will have less of an impact on some of the important decisions. Another change has to do with how the assessments are made. For instance, based on higher economic means/standards in some towns, Wayland will pay a higher tuition for students. In his opinion, these changes are not in Wayland's best interest.

Another change has to do with how Minuteman would authorize new debt. The debt would be brought to Town Meeting, and if any town voted against the new debt, the Committee would have the opportunity to conduct a regional election, which would be based on the aggregate vote to determine the outcome.

Tony noted that Minuteman is considering building a new school; thus, member towns would bear the capital costs. As a result, Wayland's per pupil cost would double.

The School Committee asked questions about the agreement, including its past participation in terms of enrollment, annual payments to Minuteman for enrolled students in regards to the operating budget, and out-of-district tuition and acceptance of students if Wayland chooses to withdraw.

Paul addressed the topic of transportation, which is based on 5 students in a school van at the same time, no matter their destinations. More discussion is needed moving forward.

In Tony's opinion, the new regional agreement allows Minuteman to move forward with a large capital project that will accommodate double the student enrollment, thereby doubling the current assessment. Also discussed was the MSBA's role thus far, if any, and the current movement among good vocational technical schools to prepare kids academically and vocationally for the job market.

Sarah left the meeting at 9:08 p.m.

Tony addressed the second warrant article, which brings these issues to the forefront and would allow Wayland to withdraw its participation, but still pursue other options and programs that would be in the students' best interests. A discussion ensued regarding the town's options if the agreement didn't pass and if there were no changes made to the agreement. Barb noted that she would like to have more discussions on this topic and to understand the administrators' perspective in terms of other good programs in other schools. Malcolm agreed that a much larger discussion is warranted.

Tony commented that there is a small group of towns who are standing in the way of getting the new regional agreement passed. However, Wayland is the only community to draft an article for withdrawal. He stated that the challenge in all of this is that two larger communities are driving the new agreement, and the smaller communities are not being well represented.

Paul will look into how the Minuteman program being is conveyed to 8th grade students as another option for their high school education.

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(d) WaylandCares Vote:

Barb informed Beth that three out of the four School Committee members present during the discussion would like to vote on the WaylandCares warrant articles. Beth stated that she is prepared to vote tonight.

Upon a motion duly made by Malcolm Astley, seconded by Beth Butler, the School Committee voted (4-0-1) (Donna abstained) to support the WaylandCares article at Town Meeting.

(e) Vote Elements for the Upcoming Superintendent's Evaluation:

The School Committee reviewed the elements related to Paul's evaluation. There are two parts at the end of the cycle – progress on the goals and performance for standards. The Superintendent Evaluation Subcommittee recommended six elements that are best tied into the goals and standards.

A goal setting discussion for next year will be on April 28.

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted (4-0-1) (Donna abstained) to approve the six elements recommended by the Superintendent's Evaluation Subcommittee.

4. **Financial Matters:**

(a) Continued Discussion and Possible Vote of Support re: Petitioners' Warrant Article to Enable Consolidation of Town and School Functions:

Ellen provided an update and corrected a statement she made at a prior meeting in terms of Gini Tate's recommendation. Gini recommended that the warrant be phrased according to M.G.L. Chapter 71 §37M. Ellen read the appropriate language according to the statute. If the town accepts the statute and votes yes to the warrant article, it will be non-binding for the School Committee. However, in those areas of facilities, technology, finances and personnel, the School Committee can authorize consolidation without having to go back to Town Meeting for another vote.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted (3-2) (Beth and Malcolm voted no) to support the warrant article with the understanding that the Committee is not voting to support any town consolidations, reserving the right under the statute to consider consolidations as they come up one by one.

Ellen noted that the vote pertains only to the four lines at the top of Page 106 of the article.

(b) Prepare for Town Meeting and Review FY15 Budget Message:

The School Committee reviewed the budget message and made recommendations to change, add, or delete portions of the message. The first part of the budget message, written by Barb, is related to the operating budget and the second part, written by Ellen, is related to the elementary reconfiguration.

In the first portion of the message, some suggestions made were related to the budget drivers and Special Education state mandated increases.

A discussion ensued in terms of how to make the budget message and booklet available online to the public prior to Town Meeting.

The Committee also discussed and made suggestions to edit portions of the second part of the budget message.

Donna left the meeting at 9:54 p.m.; returned at 9:56 p.m.

Ellen addressed the Town Crier article written by Donna regarding the savings and programs not considered in the FY15 budget in terms of being possibly misleading and a misrepresentation of the budget process.

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Malcolm also noted his concerns about the Crier article in terms of being a misrepresentation and the impact it could have on the function of the School Committee at Town Meeting.

(c) Vote FY15 Price Increase for Food Service Program:

The School Committee discussed a price increase for Food Service when reviewing the revolving accounts for the WSCP programs, as well as in the context of the OPEB Committee discussions and the budget process. A recommendation was made to increase the lunch prices by 50 cents for FY15.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve a food lunch increase of 50 cents per meal for FY15 at all grade levels.

(d) Review FY14 Expenses Associated with Student Parking at High School:

Paul distributed a cost allocation prepared by John Moynihan for costs associated with the high school parking lot. Paul noted that the contract for actual snow removal costs was \$40,000 this year, and the schools are responsible for no more than 68% or up to \$27,500. Finance Director Brian Keveny is aware of this and will charge the expense for the snow removal to the revolving account. There is also money left in the account for landscaping and the parking lot supervisor. Paul will ask John Moynihan if this snow removal contract stems from the bidding process. Paul will also ask Brian Keveny if the expenditure requires a Town Meeting vote.

Donna noted that, according to the law, the government entity that incurs the fee, charges the fee. Also, she suggested that the Board of Public Works needs to implement the fee, not the School Department and does not act as an agent of Public Works. A discussion ensued about leaving a balance in the account in terms of moving forward. Setting policy regarding account balances will be discussed further at another meeting. Donna will pursue obtaining the bills from the plowing contractor.

Barb confirmed that the parking fees were increased in 2006 from \$50 to \$180, at which they remained for many years before being increased to \$220.

(e) Continued Discussion re: Proposal to Combine Town and School Warrants:

Barb noted that Mark Lanza recommended that the School Committee could authorize the Superintendent to sign the weekly warrants. However, if the School Committee had questions or concerns about the warrant, it could be brought up at the next meeting.

A timeline was discussed. Geoff commented that there is a 4:00 p.m. deadline on Tuesday prior to the following Monday to bring concerns to the town's Treasurer's Office, if checks have to be pulled.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to authorize Paul Stein to sign the Accounts Payables warrants during the weeks when the School Committee does not meet.

However, the warrant will be uploaded to Google Docs for the Committee's perusal on Wednesday prior to a scheduled meeting.

The School Committee will revisit this discussion at the end of the fiscal year.

(f) Discussion and Possible Vote to Establish a Foundation and Revolving Gift Account for the China Exchange Program:

Paul researched the possibility of setting up a foundation. Given the complexities to do so, a revolving gift account will be set up, which will be called the Kanter China Exchange Gift Account. Paul informed the Committee that the Kanters started a program in Newton about 30 years ago and they are devoted to the cause. When they heard about Wayland's program, they wanted to support it by sending a gift in the amount of \$5,000.

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Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to approve the Kanter China Exchange Revolving Gift Account.

As a point of information, Barb informed the Committee that Geoff compiled and distributed information in an effort to assist the School Committee in understanding the Accounts Payable process.

5. **Administrative/Procedural Matters:**

(a) Review of Future Agenda Topics:

A list of future agenda topics was developed based on discussions with Paul Stein. The Committee reviewed the list and recommendations were given to add other topics, such as Common Core, PARCC, adoption of Weston's Financial Manual, the Superintendent's new goals, after-school programs at the Middle School level, a review of the accounting and financial progress made by Geoff, a Health and Wellness Report, a concussion discussion, high stakes testing discussion, and time put aside for student reflection and mindfulness.

Beth left the meeting at 10:37 p.m.; returned at 10:39 p.m.

6. **Consent Agenda:**

(a) Approval of Accounts Payables and Payroll Warrants:

- Accounts Payables warrant, dated March 24, 2014, in the amount of \$267,947.38
- Accounts Payables warrant (Student Activities), dated March 24, 2014, in the amount of \$29,611.41
- Accounts Payables Payroll warrant, dated March 20, 2014, in the amount of \$1,190,713.37

(b) Approval of Minutes:

- Regular Session of January 16, 2014
- Regular Session of January 27, 2014

(c) Acceptance of Gifts: A gift was received in the amount of \$5,000 from Richard and Claire Kanter of Florida, to establish a Foundation for the China Exchange Program.

(d) Approval of WHS Lacrosse Trip: The lacrosse team will be attending a scrimmage in Rhode Island on Saturday, March 29th.

Donna asked questions about the warrant and if the draft report of the Melanson & Heath audit was available, since an expense for the audit was incurred on the warrant. Barb commented that Paul Brennan of the Audit Committee is in contact with Melanson & Heath regarding the report. Barb also discussed what she believes is the process in receiving the final reports. Donna commented that, as a private citizen, she requested the draft report some time ago. Paul noted the disadvantages of releasing a draft report before the final report is received, as it would be preferable to allow the entire auditing process to be completed before presenting the report to the entire Committee.

Donna made a public records request to be provided the draft report. Concerns were raised about the process of a public records request.

Geoff also cited that the contract for snow plowing services is exempt under Chapter 30E §1(b)(17) related to business practices under local municipal rules.

Paul wanted to confirm that once the draft report is issued to Donna, it will not have been reviewed by the administrators.

Upon a motion duly made by Ellen Grieco, seconded by Donna Bouchard, the School Committee voted unanimously (5-0) to approve the Consent Agenda, including the regular session minutes of January 16, 2014 and January 27, 2014, as amended.

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7. **Comments from the Public:**

No public comment.

8. **Executive Session:**

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to enter Executive Session at 11:00 p.m. for the purposes of discussing strategy with respect to Collective Bargaining with the Custodians, as permitted by M.G.L. Chapter 30A §21(a)(3) and to conduct strategy in preparation for negotiations with non-union personnel, specifically the Superintendent and the Business Administrator’s contract, as permitted by M.G.L. Chapter 30A §21(a)(2), as such discussion for both purposes for union and non-union in open meeting may have a detrimental effect on the bargaining position of the School Committee and an Executive Session is necessary to protect the bargaining position of the School Committee, and to enter Executive Session for the purposes of a discussion of Investigation of Charges of Criminal Misconduct, as permitted by M.G.L. Chapter 30A §21(a)(5) and to discuss the Open Meeting Law Complaint filed by George Harris on March 6, 2014 related to Corresponding Documents from the January 21, 2014 meeting, as permitted by M.G.L. Chapter 30A §21(a)(1). In addition, the School Committee will approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A §22 for January 16, 2014 (1 & 2) and January 27, 2014.

The School Committee will be joined by Paul Stein, Superintendent of Schools, and Brad Crozier, Assistant Superintendent of Schools. The School Committee will reconvene in open session to conduct other matters as noted on the agenda. A roll call vote was taken as follows:

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Barb Fletcher, Chair	X	
Beth Butler, Vice Chair	X	
Malcolm Astley	X	
Ellen Grieco	X	
Donna Bouchard	X	

The School Committee reconvened in open session at 12:03 a.m.

9. **Administrative/Procedural Matters (continued):**

(a) Continued Discussion of Open Meeting Law Complaint filed by George Harris on March 6, 2014 related to Corresponding Documents for January 21, 2014 Meeting:

Upon a motion duly made by Ellen Grieco, seconded by Malcolm Astley, the School Committee voted unanimously (5-0) to amend the January 21, 2014 regular session minutes to list as one of the corresponding documents in an email from Tom Greenaway to Ellen Grieco on January 19, as redacted.

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to authorize Barb Fletcher to sign the letter drafted to the Attorney General related to the Open Meeting Law complaint filed by George Harris on March 6, 2014 related to corresponding documents for the January 21, 2014 meeting.

(b) Possible Vote of Approval of Business Administrator’s Contract:

Upon a motion duly made by Beth Butler, seconded by Malcolm Astley, the School Committee voted (2-1-2) (*Barb abstained and Donna and Ellen opposed*) to offer a contract of employment to Business Administrator Geoff MacDonald, as written, for a two-year contract.

Donna commented that she does not support the motion. She noted that she brought to the attention of the Committee several items to consider, such as the language and other provisions. She commented that the contract was discussed once at a previous meeting in Executive Session and should not be rushed.

Malcolm also commented that it is important to support the Business Administrator, as he has performed remarkably under the circumstances.

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Ellen made a motion to approve the contract as drafted with the appropriate revisions for a one-year term. However, she raised questions regarding the language of the motion. There was no second.

Upon a motion duly made by Ellen Grieco, seconded by Beth Butler, the School Committee voted (3-2) (Donna and Malcolm opposed) to agree to execute a one-year contract, as drafted, with the dates changed and with language written into the contract that the School Committee will consider extending the contract on its terms by one year or more and will make a decision on that by the June 30, 2014.

Donna added that the Business Administrator's performance has not been reviewed by the public and there should be more public discussion regarding his job performance by the Committee.

10. **Adjournment:**

Upon a motion duly made by Beth Butler, seconded by Ellen Grieco, the School Committee voted unanimously (5-0) to adjourn the Regular Session at 12:15 a.m.

Respectfully submitted,

Paul Stein, Clerk
Wayland School Committee

Observers:

Maryann Borkowski, Wayland

Corresponding Documentation:

1. Agenda & Backup Information
2. Minuteman – Sudbury Analysis
3. Minuteman – Summary of Changes
4. Minuteman – Wayland Analysis
5. Key Elements for Superintendent's Evaluation
6. Mid-Year Update re: Superintendent's Evaluation
7. Document re: Accounts Payables Work Flow
8. Letter re: Establishing a China Exchange Foundation
9. School Committee Meetings and Topics
10. Accounts Payables and Payroll Warrants
11. Regular Session Minutes of January 16, 2014
12. Regular Session Minutes of January 27, 2014
13. Lacrosse Trip Request
14. Handout re: Goldin Foundation Excellence in Education Award
15. Draft Budget Messages (operating budget and elementary reconfiguration)
16. Cost Allocation for Parking at the High School
17. January 21, 2014 Minutes, as amended
18. Draft OML Complaint Response
19. Draft Business Administrator Contract