

Memorandum

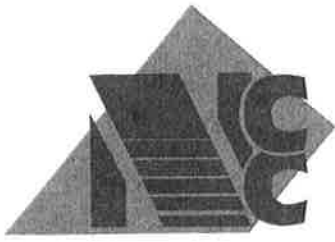
To: Central Lyon Board of Education
From: Dave Ackerman
Date: June 18, 2011
Re: Alternative High School

In the past Northwest Iowa Community College (NCC) hosted the alternative school in the Central Lyon Activities Center. Along with Central Lyon, neighboring districts took advantage of this opportunity for their students who benefit from a non-traditional school environment.

It is proposed to have NCC once again hosting an alternative school in the Central Lyon Activities Center. It is anticipated that students would develop a relationship with a continuing education entity which would encourage them to continue their education past high school. This also might present opportunities to connect with a community college for more dual credit and college coursework for all high school students.

The cost of the program would be the equivalent to the per student funding for six students. Central Lyon is responsible for entire cost unless neighboring districts send students. The entire cost of this program is eligible for At-Risk Allowable Growth funding.

It is recommended to approve the alternative school agreement with NCC.



MEMO

**Northwest Iowa
Community College**

TO: Superintendents, Principals, and Counselors

FROM: Gretchen Bartelson, Dean *GB*
Extended Learning Services

RE: **2011-12 Alternative High School Cooperative Agreement**

DATE: May 18, 2011

Included with this memo, you will find three copies of the 2011-12 Alternative High School Cooperative Agreement. I have included a copy for each of the offices listed above. Please contact my office with any questions or concerns.

Have a great summer!

GB/ab

Enclosures:
3 copies – Cooperative Agreement

**ALTERNATIVE HIGH SCHOOL
COOPERATIVE AGREEMENT
NORTHWEST IOWA COMMUNITY COLLEGE
AND
AREA COMMUNITY HIGH SCHOOLS**

ARTICLE I

CREATION

WHEREAS: High schools have indicated a need for instruction different from the traditional high school or the NCC Learning Center.

WHEREAS: Individual school districts may not have sufficient number of students to justify an alternative high school program.

WHEREAS: The establishment of the high school program on a college campus could provide a positive image to the program.

WHEREAS: Such a program provides an opportunity for linking local school programs and community college vocational programs and Learning Center.

WHEREAS: A central location should serve as a hub for the alternative high school options for multiple districts.

WHEREAS: The growth in the alternative high school program over the years and a concern for driving distance has justified a need for satellite sites.

WHEREAS: The experience of Northwest Iowa Community College in providing instruction within an alternative high school setting, as well as their experience in management of an alternative high school program, is recognized.

NOW, THEREFORE BE IT RESOLVED that a cooperative agreement exists between Northwest Iowa Community College and Area IV Community High Schools for the purpose of providing an alternative high school.

ARTICLE II

PURPOSE

The alternative high school is designed to help students who are potential dropouts or individuals who have dropped out of school and wish to return and graduate and find the traditional high school inappropriate.

ARTICLE III

ENTRANCE REQUIREMENT

Enrollment under this agreement will be limited to students referred by their local district.

Northwest Iowa Community College reserves the right to refuse enrollment of any given student into the alternative high school if it is believed that such enrollment is an inappropriate placement for said student, or may be detrimental to the program or other students.

ARTICLE IV

INDIVIDUAL PLAN OF STUDY

An individual plan of study will be established for each student at the time of his or her enrollment in the Northwest Iowa Alternative High School. This plan will address the following:

1. Course requirements remaining for graduation from their local high school diploma.
2. Expected attendance. The local high school administration will specify the expected attendance for each participating student.

ARTICLE V

ADVISORY COMMITTEE

An Advisory Committee will provide general input on the operation of this program. This committee will consist of alternative high school personnel and one representative from each school district participating in the program. An attempt will be made to have a school district membership that will consist of an equal representation of counselors, high school principals, and superintendents.

ARTICLE VI

RESPONSIBILITIES OF NORTHWEST IOWA COMMUNITY COLLEGE

The college shall hire staff necessary to carry out the educational program. All materials and supplies incidental to the program shall be provided by the College. The College will provide, or arrange for an adequate facility and necessary equipment.

ARTICLE VII

RESPONSIBILITIES OF AREA COMMUNITY SCHOOL DISTRICT

The Community School District shall assume responsibilities for the following:

- A. Identifying those students from their home district who would be best served by placement in the Northwest Iowa Alternative High School Program.
- B. Maintaining communication with the Northwest Iowa Alternative High School relative to the programming provided enrolled students.
- C. Maintaining immunization records for each student and the permanent record of all high school credits issued.
- D. Reimbursing Northwest Iowa Community College for students enrolled in the alternative high school as outlined in Article VIII.

ARTICLE VIII

FINANCIAL ARRANGEMENTS

Tuition calculations for high school students are outlined below:

Category A: *The high school who has students enrolled in the alternative program on/before October 1.* The alternative high school will receive the average state cost per student (\$6,239) for any student who enrolls in the alternative program on or before October 1. After November 1 additional students may transfer from the regular high school to the alternative program at no additional cost. The maximum number of transfers at no cost is equal to the number of students who are enrolled in the alternative program on or before October 1. Free slots are available until May 1 of that same school year. If students above and beyond this number are transferred, a fee will be determined based upon the percent of a year the student is in each program (Calculations are comparable to Category B).

Any school district enrolling six or more students as a Category "A" student by October 1 will not be charged for one student. This free student (student #6) will not generate a free slot.

Category B: *A LEA with no students in the alternative program on October 1, or who have used all free slots earned through Category A.* A local education agency which has no students in the alternative program October 1, but later wishes to transfer a student from the regular system to the alternative program will reimburse Northwest Iowa Alternative High School based upon the portion of time spent in each system. This percentage will be applied to the average state cost per student. If a student enrolled under Category B is not attending or making a good faith effort to progress in their program of study, the LEA may on a one time basis, withdraw the student from Northwest Iowa Alternative High School and replace him/her with a student at no additional cost. (This replacement is allowed between November 1 and May 1.)

Category C: *Non-enrolled students.* This category is designed for students not enrolled in a high school which is a member of the cooperative arrangement. This category is intended for students who move into a district from outside of Area IV after count day. This category may also be used for a private school student who works through their LEA, with the understanding that the LEA will allow them to continue in the Northwest Iowa Alternative High School in following years(s) if progress is being made.

Northwest Iowa Alternative High School will receive no funds for a student who enters the program but was not enrolled in either the alternative program or any Area IV LEA on count day.

Category D: *Alternative High School/Jointly Administered College Credit Students.* This category is intended for the student with a very limited number of required high school courses remaining for graduation and for whom the high school has determined that continued enrollment in the traditional high school setting is not of greatest benefit. This category may be limited to only those students enrolled full-time. The student must have identified postsecondary educational goals; must have shown the maturity and necessary background for probable success in postsecondary course work.

A Category "D" student will neither generate nor take a "free slot".

Students under this category will have both the alternative high school and the college credit hours counted in the determination of eligibility for benefits (ex: child care support/gas reimbursement). The financing will follow the general calculation of Category "A" with a separate supplemental agreement considered in existence for the proportion of the day identified as relating to the college credit.

Local districts will not be charged for students who enrolled but never actually attended.

Districts are responsible for the total cost identified above. There are no reductions in costs for students who drop or graduate early as this has been given consideration in identification of "free slots." The only exception to this is when a student returns to the sending district as a full time student. As that district is now providing for that student's education, the dollars will follow the student.

ARTICLE IX

SATELLITE LOCATIONS

Satellite locations may be established to accommodate student's who live some distance from the NCC campus. This agreement applies to any satellite site. School districts who send students to different sites will have all their enrollment combined for the calculation of "free slots" (Article VIII, Category A).

ARTICLE X

DURATION

This cooperative agreement covers the 2011-2012 school year.

Memorandum

To: Board of Education
From: David Ackerman
Date: July 18, 2011
Re: Early Retirement Policy

Last year the District adopted an early retirement policy which offered a Health Reimbursement Arrangement (HRA) as the best option as a tax relief incentive for retirees. A HRA allows the employer to make deposits on behalf of the retiree, tax-free, to be used for premiums and medical expenses by the participant, participant's spouse and eligible dependents. The deposits have individual interest bearing accounts for participants that grow tax-free also. This plan has benefits for the employee and the employer. The District maintains control over the amount that is deposited into the HRA and how many increments to be dispersed to satisfy the benefit commitment.

The 2010-2011 policy stated that the retiree received \$8000 payment each year for three years which would make the total incentive of \$24,000. A deadline of February 1 was proposed to allow the District to plan the budget and to allow us to staff accordingly.

It is recommended to reinstate an early retirement policy for certified staff for one year utilizing a HRA through National Insurance Services of Omaha, NE.

EARLY RETIREMENT INCENTIVE – CERTIFIED PERSONNEL

1. An early retirement incentive may be offered to certified staff from time to time on a year to year basis. The Board of Education will review the early retirement incentive annually. The current early retirement incentive is offered as a 1 year option for the 2010-2011 school year. There should be no implied guarantee that this policy will be continued after the 2010-2011 school year.
2. It is the intention of the Central Lyon Community School District to provide a supplemental benefit as a consequence of early retirement. This benefit can be elected by an employee when he/she has reached his/her 55th birthday. The applicant must turn age 55 prior to June 30 in the year they elect to receive the retirement benefit. The employee may apply for the benefit prior to turning 55.
3. Teaching staff who have ten (10) years of service in the district shall be eligible for early retirement compensation if an application with accompanying resignation, waiver and release, and covenant to not reapply, is tendered to the Business Manager/Board Secretary by **February 1, 2011**. Late applications may be considered at the discretion of the Board.
4. The benefit shall be \$24,000 paid as a Health Reimbursement Arrangement (HRA) account in \$8,000 increments paid by June 30 for three consecutive years.
5. Persons who are teaching on a part-time contract shall receive a percentage of the benefit prorated accordingly.
6. As individuals continue on the health and/or dental insurance program they are subject to any modifications or changes in the program adopted by the Board of Education.
7. Eligible teachers making application for early retirement shall be compensated \$10 a day for unused sick leave up to a total of 105 days (\$1,050). This amount shall be included in the benefit and shall be paid out as a lump sum by June 30.
8. In the event of the eligible employee's death after approval for early retirement benefits, but prior to the full disbursement of the funds, that amount shall be paid to the employee's HRA account on behalf of the beneficiary.
9. Early retirement benefits shall not be granted to any employee who is discharged.
10. The Board of Education retains the absolute right to limit the number of employees whose applications will be approved.
11. All applications shall be reviewed on a first received basis.
12. It is the expressed intent of this board of directors to not create any age discrimination in this policy.

Cross Reference: 407.3 Licensed Employee Retirement Policy

Approved 2/20/01

Reviewed 10/11/10

Revised 10/11/10

Memorandum

To: Central Lyon Board of Education
From: Joella Postma, Food Service Supervisor
Date: July 18, 2011
Re: 2011-2012 Bakery and Milk Bids

Bakery bid requests were sent to Casey's Bakery, Sunshine Foods, Prairie Queen Bakery and Valley Bakery, Inc. The milk bid requests were sent to Land O'Lakes/Dean Foods, Valley Dairy and Robert's Dairy. Enclosed are the bids submitted from the vendors who responded.

It is recommend that the following bids be accepted for the 2011-2012 school year:

Bakery Bid

Sunshine Foods

Milk Bid

Land O' Lakes/Dean Foods North Central, Inc.

July 18, 2011

**Central Lyon Community School Bakery Bids
2011-2012**

	Sunshine Foods Bid
1 lb. loaf of wheat sandwich bread	
1 1/2 lb. loaf of wheat sandwich bread	1.19
1 lb. loaf of 100% whole grain wheat sandwich bread	
1 1/2 lb. loaf of 100% whole grain wheat sandwich bread	
1 lb. loaf of white sandwich bread	1.15
1 1/2 lb. loaf of white sandwich bread	
1 lb. loaf of whole grain white sandwich bread	
1 1/2 lb. loaf of whole grain white sandwich bread	1.48

Prairie Queen Bakery (Sheldon, IA)
1.35
1.99
1.65
2.29
1.35
1.99
1.65
2.29

	Count in pkg.	Bid	Cost per item
4 inch white hamburger buns (sliced)	60	7.50	0.13
4 inch 100% whole wheat hamburger buns (sliced)	8	1.65	0.21
3 inch/small white hamburger buns (sliced) (state if size differs from 3 inch)	12	1.38	0.12
3 inch/small 100% whole wheat hamburger buns (sliced) (state if size differs from 3 in.)			
6 in. split top steak buns (sliced)	24	4.86	0.20
6 in. hot dog/coney buns (sliced)	16	2.30	0.14
12 in. hot dog buns (sliced)		0.00	0.00
tea rolls - white	12	2.19	0.18
tea rolls - whole wheat	12	2.19	0.18

Count in pkg.	Bid	Cost per item
12	2.59	0.22
12	2.59	0.22
12	2.39	0.20
12	2.39	0.20
12	4.30	0.36
12	2.49	0.21
12	2.79	0.23
12	1.89	0.16
12	1.89	0.16

Sunshine added the following bids:

53% whole grain white hamburger buns	30	4.80	0.16
53% whole grain white coney buns	16	2.65	0.17
53% whole grain white dinner rolls	12	2.59	0.22



Central Lyon Community School

Serving Rock Rapids, Doon and Surrounding Area

1105 S. Story Street, P.O. Box 471

Rock Rapids, IA 51246

Central Lyon Community School Bakery Bids - Due June 29, 2011

	Bid
1 lb. loaf of wheat sandwich bread	
1 1/2 lb. loaf of wheat sandwich bread	1.19
1 lb. loaf of 100% whole grain wheat sandwich bread	
1 1/2 lb. loaf of 100% whole grain wheat sandwich bread	1.19
1 lb. loaf of white sandwich bread	
1 1/2 lb. loaf of white sandwich bread	1.15
1 lb. loaf of whole grain white sandwich bread	1.15
1 1/2 lb. loaf of whole grain white sandwich bread	1.48

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JUN 24 2011

	Count in pkg.	Bid
4 inch white hamburger buns	60ct	7.50
4 inch wheat hamburger buns	8ct	1.65
3 inch/small white hamburger buns (state if size differs from 3 inch) 3 1/4"	12ct	1.38
3 inch/small wheat hamburger buns (state if size differs from 3 in.)		
6 in. split top steak buns	24ct	4.86
6 in. hot dog/coney buns	16ct	2.30
12 in. hot dog buns		
tea rolls - white	12ct	2.19
tea rolls - wheat	12ct	2.19

53% whole Grain White
Hamb Buns 480 - 30ct

53% whole Grain white Cone
265 - 16ct.

53% whole Grain White
Dinnerrolls 2.59 12

First day of the 2011-2012 Lunch Program - August 18, 2011

Bids are due June 29, 2011

Bid submitted by: Ren

Company name: Sunshine Foods

Address: 106 N Boone

City/State/Zip: Rock Rapids, Iowa 51246

Phone: 712-472-2573 Fax: 712-472-2574

Please fax or mail bakery bids by June 29, 2010 to: 712-472-3543

Marla Freese, Administrative Assistant
Central Lyon Community School
1105 S Story
PO Box 471
Rock Rapids IA 51246

The mission of the Central Lyon Community School District is to provide an education and the opportunity for all students to become productive, life-long learners.



**CASEY'S
BAKERY**
Sioux Center, IA

Casey's Bakery Inc.
251 N. Main #301
Sioux Center, IA 51250
Phone: 712-722-2551
Fax: 712-722-2552

Ron & Kathy DeGroot
Owners

Central Lyon Community School
Marla Freese, Administrative Assistant
Fax: 712-472-3543

Thank you for giving us the opportunity to bid your school for the 2011-2012 school year.

We have been in conversation with the Sunshine Rock Rapids store management and have agreed to let them do the bidding for your school account. We have given them pricing and feel it will be most efficient for you to work through them. They are a good store and great partner for us and I'm sure they will assist you in any way possible.

We are willing to make any special products that your school requires and if you have questions that Sunshine Rock Rapids cannot answer about our products we will gladly help you with that. Our White Whole Wheat breads and buns are used now by all of our schools. We've given the nutritional information on our White Whole Grain bread & buns to Marlene Jepsen, LD, Consultant to the Iowa Dept of Education, Bureau of Nutrition Programs, and she's pleased with the way these products meet the nutritional standards that they require.

We have in place a Food Safety Program including GMP's, HACCP program and a Food Defense policy. All of these policies and programs ensure that we are maintaining detailed and accurate records, orientating and training our employees and continuing with ongoing HACCP & food safety training and education. In addition these policies give us the structure needed to monitor the storage and production of products containing allergens. We know this is a very important consideration for our schools.

At Casey's Bakery we work hard to bring you high quality, healthy and safe food products. We are proud of our Food Safety efforts and by working with an experienced consultant we have created policies and programs that insure the safest of food products delivered to your schools.

Kathy DeGroot
Kathy@caseysbakery.com



Central Lyon Community School

Serving Rock Rapids, Doon and Surrounding Area

1105 S. Story Street, P.O. Box 471

Rock Rapids, IA 51246

Central Lyon Community School Bakery Bids - Due June 29, 2011

	Bid
1 lb. loaf of wheat sandwich bread	1.35
1 1/2 lb. loaf of wheat sandwich bread	1.99
1 lb. loaf of 100% whole grain wheat sandwich bread	1.65
1 1/2 lb. loaf of 100% whole grain wheat sandwich bread	2.29
1 lb. loaf of white sandwich bread	1.35
1 1/2 lb. loaf of white sandwich bread	1.99
1 lb. loaf of whole grain white sandwich bread	1.65
1 1/2 lb. loaf of whole grain white sandwich bread	2.29

RECEIVED

JUN 20 2011

	Count in pkg.	Bid
4 inch white hamburger buns	12ct	2.59
4 inch wheat hamburger buns	12ct	2.59
3 inch/small white hamburger buns (state if size differs from 3 inch)	3 1/2" 12ct	2.39
3 inch/small wheat hamburger buns (state if size differs from 3 in.)	3 1/2" 12ct	2.39
6 in. split top steak buns (need sample)	12ct	4.30
6 in. hot dog/coney buns	12ct	2.49
12 in. hot dog buns	12ct	2.79
tea rolls - white	12ct	1.89
tea rolls - wheat	12ct	1.89

First day of the 2011-2012 Lunch Program - August 18, 2011

Bids are due June 29, 2011

Bid submitted by: Amy Abrecht
 Company name: Prairie Queen Bakery & Restaurant
 Address: 301 10th St Suite A
 City/State/Zip: Sheldon IA 51201
 Phone: 712-324-5682 Fax: 712-324-5682

Please fax or mail bakery bids by June 29, 2010 to: 712-472-3543

Marla Freese, Administrative Assistant
 Central Lyon Community School
 1105 S Story
 PO Box 471
 Rock Rapids IA 51246

The mission of the Central Lyon Community School District is to provide an education and the opportunity for all students to become productive, life-long learners.



Dean Foods
 1200 W Russell Street
 Sioux Falls SD
 605-336-1958



2010-2011 Escalator School Dairy Bid

June 2011

Half Pints			
4% HPTs	10990	\$	0.292
2% HPTs	11044	\$	0.282
1% HPTs	11035	\$	0.268
FF HPTs	11043	\$	0.255
Choc FF Tru Moo HPT	45837	\$	0.291
Starw FF Tru Moo HPT		\$	0.291
5 Gallon Bags			
4% 5-gallon Bag	10955	\$	19.382
2% 5-gallon Bag	11001	\$	18.633
1% 5-gallon Bag	10998	\$	17.434
FF 5-gallon Bag	10999	\$	17.199
Choc 1% Tru Moo 5 Gal		\$	19.107
Choc FF Tru Moo 5 Gal		\$	17.317
Gallons			
4% gallon	10961	\$	4.417
2% gallon	11004	\$	4.074
1% gallon	11008	\$	3.876
FF gallon	11006	\$	3.646
Choc 1% Tru Moo Gallon	47420	\$	4.605
Choc FF Tru Moo Gallon	47425	\$	4.221
Half Gallons			
4% Half Gallon	10974	\$	2.165
2% Half Gallon	10975	\$	2.016
1% Half Gallon	10976	\$	1.939
FF gallon	10977	\$	1.867
Choc 1% Tru Moo Half Gallon	47427	\$	2.206
Buttermilk HGL	29349	\$	2.330
Buttermilk QT	11232	\$	1.237
LOL HGL Dairy Ease 2%	34316	\$	3.250
LOL HGL Dairy Ease FF	34315	\$	3.250
Grip N Go			
All Flavors		\$	0.900
Cultured			
5# CC 4%	11653	\$	8.274
5# cc 2%	11654	\$	8.274
5# Sour Cream	11573	\$	6.918
5# Lite Sour Cream	10886	\$	6.718
100ct Sour Cream Pouches	10731	\$	11.016
24 oz Yogurt	All	\$	1.450
6oz Yogurt	All	\$	0.443



Juice			
OJ 6oz	11189	\$	0.243
OJ 8oz	11188	\$	0.288
OJ 12oz	29134	\$	0.900
Apple Juice 12oz	29135	\$	0.900
Gallon OJ	11181	\$	3.580
Half Gallon OJ	11214	\$	1.915
Creams			
LOL Fresh Half n Half QT	18619	\$	2.597
Gourmet Half N Half QT	11061	\$	1.896
Gourmet Half N Half Pint	11072	\$	2.063
LOL Fresh Whipping Cream QT	46302	\$	2.968
Gourmet Whip Pint	11124	\$	1.767
Soft Serve Ice Cream			
Vanilla 5% Soft Serve	37968	\$	2.943
Chocolate 5% Soft Serve	37969	\$	2.943
24 - 12 Pack Novelty			
Country Fresh 6oz Cups 12pk	All	\$	9.600
44727/44728/44729/44730/43771		\$	-
DN/CF I/C Vanilla Cup 4oz-24pk	43807	\$	7.470
Sherbet Cup 4oz-24pk	All	\$	6.100
43804/43803			
DN/CF I/C Chocolate Cup 4oz-24pk	43823	\$	7.470
DN/CF I/C Strawberry Cup 4oz-24pk	43809	\$	7.470
NSA Vanilla Cup 4oz-24pk	43801	\$	7.470
IC Bars-24pk	45512	\$	6.720
Sandwiches-24pk	43764	\$	6.580
King Size 5 Oz Sandwich	25264	\$	8.270
Sundae Cone-24pk	44268	\$	8.060
DN/CF Twin Pops-24pk	45705	\$	4.120
Fudge Bar-24pk	43763	\$	4.800
Country Fresh Malt Cup 12pk	43811	\$	6.110
Nestle Novelties			
Nestle 3oz Fudge Bar 24 pk	41472	\$	15.600
Nestle CookiesNCrm Bar 24pk	41473	\$	13.200
Nestle 6oz IC Sand King 24 pk	34435	\$	18.480
Nestle Crunch Bar 24pk	45103	\$	18.480
24pk Srawberry Shortcake Bar	11366	\$	24.720
24pk Nestle Push Up	11471	\$	13.200
24 pk Nestle Drumstlck	11516	\$	24.720
12 pk Nestle Super Drumstlck	10891	\$	21.000
12pk Triple Chocolate Supreme Cone	17850	\$	21.000
12pk Nestle Tolhouse Cookie Sandwich	13240	\$	21.000
Nestle Lemonade Cup 12pk	34410	\$	13.560
24pk Snicker King Bar	26609	\$	19.410
12pk Triple Blast	24880	\$	9.240
Edy's Dibs Vanilla Crunch Snacks	24879	\$	21.000
Edy's Strawberry Fruit Bar	45680	\$	18.480
Kindk Choco Taco 24 pk	2479	\$	24.150



July 14, 2011

To: Superintendent Ackerman and the Central Lyon School Board

From: Ben Gerleman, Athletic Director

It is my recommendation that we approve Allison Holtgrewe as an assistant track coach. She has grown up around track and will bring an excellent work ethic as well as a great background knowledge in the area of hurdling where she starred at LeMars Gehlen.

Sincerely,

A handwritten signature in black ink that reads "Ben T. Gerleman". The signature is written in a cursive style with a long, sweeping underline.

Ben T. Gerleman

RECEIVED

JUN 28 2011

July 1, 2011

I resign my position of paraprofessional
in the CL E/MS library.

Marilyn Brunner

Mr. David Ackerman
Superintendent
Central Lyon Schools
1105 S Story Street
Rock Rapids, IA 51246

RECEIVED

JUL 14 2011

Dear Mr. Ackerman:

Please accept this letter as my formal notification to you that I am requesting to resign from my current teaching and coaching duties at Central Lyon effective immediately. I have chosen to accept a position at the Sibley Ocheyedan Middle School, which will provide me the opportunity to spend more time with my family.

Thank you for the opportunities you have provided me during my two years at Central Lyon schools. I am very grateful for the support from the staff, school board, and administration during my time there. I feel I have been able to grow as a person and a teacher through my experiences. I plan to stay connected with staff into the future as I know great things are and will continue to happen at Central Lyon Schools.

Respectfully yours,

Matt Vermeer