

## AGENDA – REGULAR PUBLIC MEETING

JANUARY 23, 2012

1. Call to Order
2. Salute to the Flag
3. **Fire Emergency Announcement:** In accordance with N.J.A.C. 5:70-3.1, please note that the fire/emergency exit is located to the left as you leave the Board Conference room. If that exit is blocked, proceed through the Board Office to the rear fire exit.
4. Roll Call
5. Presiding Officer's Meeting Notice Statement
6. Acknowledge CDW's 7<sup>th</sup> and 8<sup>th</sup> Grade High Honors Students for the 1<sup>st</sup> Quarter 2011-2012 school year, Girl Scout Gold Award Recipient, 1<sup>st</sup> Place GFWC Paskack Junior Woman's Club Spelling Bee contest winner, CDW's Spelling Bee Contest 1<sup>st</sup> and 2<sup>nd</sup> place winners at 7:30pm
7. Public Hearing on Meeting Agenda
8. Board Discussion and Formal Action on Agenda Business
  - **Board Operations/Policy**
  - **Human Resources**
  - **Finance & Budget**
9. Superintendent's Report
10. Board Secretary's Report
11. President's Report/Correspondence
12. Committee Reports
13. Public Hearing on Other Than Meeting Agenda
14. Unfinished Business
15. New Business
16. Adjournment

Please Note: It may be necessary, from time to time, to remove or make changes in a motion(s) between the time this agenda is prepared and when the Board takes action. This will be accomplished by a removal or change in the motion and noted on the Errata and Change sheet, or will be announced by the Board President at the start of the meeting.

## AGENDA

**JANUARY 23, 2012**

1. Roll Call: Ms. LaFronz, Ms. Brosnan, Ms. Gray, Ms. Hliboki, Mr. McDermott
2. Presiding Officer's Meeting Notice Statement

In accordance with the provisions of the New Jersey Open Public Meetings Law, the Old Tappan Board of Education has caused notice of this meeting by posting the date, time and location of said meeting with the Clerk of the Borough of Old Tappan, on the bulletin boards in the T. Baldwin Demarest School and Charles DeWolf Middle School, and by mailing notification to the Board's official newspapers.

3. Motion to open the meeting to the public for items on the **JANUARY 23, 2012** Agenda.

Roll Call

4. Motion to close the meeting to the public.

Roll Call

**I. BOARD OPERATIONS/POLICY**  
**Ms. Nicole Gray**

**JANUARY 23, 2012**

Any Board member who takes exception to any of the following listed actions under the category of Board Operations/Policy may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the following Board Operations/Policy actions of the Board, as recommended by the Superintendent, number 67 through 75 excepting actions 62 through 66 be approved.

Roll Call:

62. that the Board approve and adopt the following schedule listed below: **(Approved at the 1/9/12 Work Session)**

The Board resolves to meet, in executive (Non-Public) session, on the dates and for the purposes listed on the schedule. The minutes of these sessions will be disclosed to the public when the need for confidentiality no longer exists. Formal action may be taken by the Board at any public meeting, including Work Sessions.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Type</b>	<b>Agenda</b>
1/9/12	7:30	Conference Rm.	E.S.	Personnel
	8:00	Conference Rm.	W.S.	Regular Business
1/23/12	7:00	Conference Rm.	E.S.	Personnel
	7:30	Lynch Gym	P.M.	Regular Business

63. that the Board approve the minutes and attachments of the December 12, 2011 Regular Public Meeting and Executive Session I. **(Approved at the 1/9/12 Work Session)**
64. that the Board approve the **1st** reading of the following Regulation: **(attached) (Approved at the 1/9/12 Work Session)**

3541.33R	Transportation Safety
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I. BOARD OPERATIONS/POLICY (Cont'd)

JANUARY 23, 2012

65. that the Board approve the following resolution regarding employee travel:  
**(Approved at the 1/9/12 Work Session)**

WHEREAS, The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and

WHEREAS, **Sandra Applebaum**, LDTC, will be attending the workshop *The Defendable IEP* at Region V Special Education, Paramus NJ, 2/10/12, and

WHEREAS, for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and

WHEREAS, the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and

WHEREAS, the anticipated travel and related expenses particular to attendance at this function are as follows:

Conference registration = \$50.00  
Actual miles driven at the prevailing State Mileage rate (currently \$.31 per mile) – 10 @ .31 miles = \$3.10  
Tolls = actual cost of tolls  
Parking = actual parking costs  
Meals & incidentals = \$ N/A (amount per the US General Services Administration website for conference location); now, therefore be it

RESOLVED, that the Board approves Ms. Applebaum's attendance at the aforementioned conference as well as the related travel expenses.

I. BOARD OPERATIONS/POLICY (Cont'd)

JANUARY 23, 2012

66. that the Board adopt the following resolution in support of School Board Recognition Month: **(Approved at the 1/9/12 Work Session)**

WHEREAS, The New Jersey School Boards Association and the National School Boards Association have declared January 2012 to be **School Board Recognition Month**, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, the Old Tappan Board of Education is one of 587 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, the Old Tappan Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

WHEREAS, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, that the Old Tappan Board of Education does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2012 as **School Board Recognition Month**; and be it further

RESOLVED, that the Old Tappan Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

**I. BOARD OPERATIONS/POLICY (Cont'd)**

**JANUARY 23, 2012**

67. that the Board approve and adopt the following schedule listed below:

The Board resolves to meet, in executive (Non-Public) session, on the dates and for the purposes listed on the schedule. The minutes of these sessions will be disclosed to the public when the need for confidentiality no longer exists. Formal action may be taken by the Board at any public meeting, including Work Sessions.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Type</b>	<b>Agenda</b>
1/23/12	6:00	Conference Rm.	E.S.	Personnel
	7:30	Lynch Gym	P.M.	Regular Business
2/6/12	7:00	Conference Rm.	E.S.	Personnel
	8:00	Conference Rm.	W.S.	Regular Business
2/27/12	7:00	Conference Rm.	E.S.	Personnel
	8:00	Conference Rm.	P.M.	Regular Business

68. that the Board approve the minutes and attachments of the January 9, 2012 Regular Public Meeting and Executive Session I.

69. that the Board approve the **2nd** reading of the following Regulation: **(attached)**

3541.33R	Transportation Safety
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70. that the Board affirm the Superintendent’s decision pertaining to H.I.B. investigation #3.

**I. BOARD OPERATIONS/POLICY (Cont'd)**

**JANUARY 23, 2012**

71. that the Board adopt the following resolution regarding the achievement of the Girl Scout Gold Award as follows:

WHEREAS, Shannon Marie McBride, a member of Girl Scout Troop 729 led by Mrs. Sharon Annichiarico, has distinguished herself by completing the requirements for the prestigious Girl Scout of America Gold Award, and

WHEREAS, The Gold Award is the highest award a Girl Scout can earn, and Shannon is the third Girl Scout from the town of Old Tappan to achieve this award, and

WHEREAS, Shannon has been a Girl Scout since Kindergarten. At school, she is a member of the environmental club, varsity bowling and volleyball teams and Volunteens, a club that volunteers for a variety of causes. Shannon plans to continue helping children by studying education at college next year, and

WHEREAS, To earn this award, her project included the 80 hour requirement with a community project collecting backpacks and school supplies through collection boxes at the local library, schools, borough hall and churches. Shannon donated the supplies to Covenant House, a shelter for homeless youths in Newark, and

WHEREAS, The Gold Award is given only to those young women who have attained outstanding achievements in scouting and who have earned the esteem of their community and fellow scouts, and

WHEREAS, Shannon has shown her leadership skills, organizational skills, and sense of community and commitment that comes from "Going for the Gold", now, therefore be it

RESOLVED, That the Old Tappan Board of Education wishes to recognize the significance of this meritorious achievement, and congratulate and honor Shannon McBride as a recipient of the Girl Scout Gold Award, and be it further

RESOLVED, That Shannon's name be inscribed on the plaque for the Girl Scout Gold Award to be hung in the Charles DeWolf Middle School vestibule, and a copy of this resolution be presented to her.

I. BOARD OPERATIONS/POLICY (Cont'd)

JANUARY 23, 2012

72. that the Board approve the following resolution regarding employee travel:

WHEREAS, The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and

WHEREAS, **William Ward**, Superintendent, will be attending a conference entitled "*Learning About the Four Teacher Evaluation Systems*", January 31, 2012, at the FEA Conference Center, Monroe Township, New Jersey, and

WHEREAS, for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and

WHEREAS, the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and

WHEREAS, the anticipated travel and related expenses particular to attendance at this function are as follows:

- Conference registration = \$75
- Mileage = actual miles driven at the prevailing IRS rate
- Tolls = actual cost of tolls
- Parking = actual parking costs
- Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it

RESOLVED, that the Board approves this employee's and/or board member's attendance at the aforementioned conference as well as the related travel expenses.

I. BOARD OPERATIONS/POLICY (Cont'd)

JANUARY 23, 2012

73. that the Board approve the following resolution regarding employee travel:

WHEREAS, The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and

WHEREAS, **Mary Alice Rossi, Special Education teacher**, will attend a conference entitled "*Word Study: Using a Five-Block Approach to Improving Literacy Skills*" at the Newark Airport Marriott, Newark, NJ on March 28, 2012, and

WHEREAS, for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and

WHEREAS, the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and

WHEREAS, the anticipated travel and related expenses particular to attendance at this function are as follows:

- Conference registration = \$195
- Mileage = actual miles driven at the prevailing IRS rate
- Tolls = actual cost of tolls
- Parking = actual parking costs
- Meals & incidentals = N/A (amount per the US General Services Administration website for conference location);

now, therefore be it

RESOLVED, that the Board approves this employee's and/or board member's attendance at the aforementioned conference as well as the related travel expenses.

74. that the Board approve the following resolution regarding employee travel:

WHEREAS, The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and

WHEREAS, **Amy B. Gamarello, Language Arts Specialist**, will attend a conference entitled "*Word Study: Using a Five-Block Approach to Improving Literacy Skills*" at the Newark Airport Marriott, Newark, NJ on March 28, 2012, and

WHEREAS, for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and

WHEREAS, the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and

WHEREAS, the anticipated travel and related expenses particular to attendance at this function are as follows:

- Conference registration = \$195
- Mileage = actual miles driven at the prevailing IRS rate
- Tolls = actual cost of tolls
- Parking = actual parking costs
- Meals & incidentals = N/A (amount per the US General Services Administration website for conference location);

now, therefore be it

RESOLVED, that the Board approves this employee's and/or board member's attendance at the aforementioned conference as well as the related travel expenses.

75. that the Board approve the following resolution regarding employee travel:

WHEREAS, The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and

WHEREAS, **Pamela Baxley, Assistant Business Administrator**, will attend the Public Purchasing Program Center for Government Services Program, *Public School Bidding*, on 4/11/12, at Rutgers State University, New Brunswick, NJ, and

WHEREAS, for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and

WHEREAS, the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's current responsibilities, and is directly related to this employee's professional development; and

WHEREAS, the anticipated travel and related expenses particular to attendance at this function are as follows:

- Registration = \$206.00
- Actual miles driven at the prevailing State Mileage rate (currently \$.31 per mile)
- Tolls = actual cost of tolls
- Parking = actual parking costs
- Meals & incidentals = (amount per the US General Services Administration website for conference location); now, therefore be it

RESOLVED, that the Board approves Ms. Baxley's attendance at the aforementioned seminar as well as the related travel expenses.

**II. HUMAN RESOURCES**  
**Ms. Lorraine Hliboki**

**JANUARY 23, 2012**

Any Board member who takes exception to any of the following listed actions under the category of Human Resources may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the following Human Resource actions of the Board, as recommended by the Superintendent, number 64 through 69 excepting actions 63 be approved.

Roll Call:

63. that the Board approve Katie Giovinazzo as a teacher aide (\$15 an hour, no health/dental benefits) for a student at TBD for the period 1/3/12 – 6/30/12. **(Approved at the 1/9/12 Work Session)**

64. that the Board approve the following course approvals:

<b>Teacher</b>	<b>Course/Credits</b>	<b>Dates/School</b>
Kristen Dockendorf	Research Methodology GSC 505 – 3 credits	1/12/12 – 5/12/12 The College of New Rochelle
Kristen Dockendorf	Supervised Internship GSC 710 – 3 credits	1/12/12 – 5/12/12 The College of New Rochelle

65. that the Board approve the following Regular Substitutes be employed on a per diem basis, as needed for the 2011-12 school year:

Sarah Morse                      Joseph Schrettner                      Annette Frohlich

66. that the Board approve application for county substitute certification for the following:

Joseph Micalizzi                      Maria Giannattasio                      Daniel Lucci (renewal)

**EXPLANATION:** All applications for substitute certification must be approved by the Board of Education prior to submission to the Bergen County Office of Certification for issuance.

67. that the Board approve a Family Leave for Andrea Kenduck in accordance with Board Policy 4151.10 as follows:

<b>Teacher/Assignment</b>	<b>Dates</b>	<b>Reason</b>
Andrea Kenduck	4/30/12 – 5/13/12	Presumptive Period of Disability (Pre-birth) with pay & health benefits
	5/14/12 – 6/10/12	Presumptive Period of Disability (Post-birth) with pay & health benefits
	6/11/12 – 9/2/12	Unpaid Leave/with health benefits (FMLA and Family Leave Act)

**II. HUMAN RESOURCES**

**(Cont'd)**

**JANUARY 23, 2012**

68. that the Board approve Kimberly Gottlieb, ABA Coordinator, for home services for student #436, for a total of 10 hours per week.
69. that the Board appoint Gail Roshong as a Special Education teacher to provide home services for student #436, for a total of 10 hours per week.

**III. STUDENT DEVELOPMENT**  
**Ms. Diane Brosnan**

**JANUARY 23, 2012**

Any Board member who takes exception to any of the following listed actions under the category of Student Development may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the following Student Development actions of the Board, as recommended by the Superintendent, number \_\_\_\_\_ through \_\_\_\_\_ excepting actions \_\_\_\_\_ 10 be approved.

Roll Call:

10. that the Board approve the adoption of Holt Social Studies: *United States History Full Survey (2012)*, as the 7<sup>th</sup> and 8<sup>th</sup> grade social studies textbook. **(Approved at the 1/9/12 Work Session)**

**V. FINANCE & BUDGET**  
**Mr. Tom McDermott**

**JANUARY 23, 2012**

Any Board member who takes exception to any of the following listed actions under the Category of Finance & Budget may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the following Finance & Budget actions of the Board, as recommended by the Superintendent, number 85 through 95 excepting actions 82 through 84 be approved.

Roll Call:

82. that the Board approve payment of the following vendor bill list (as detailed in the list attached to the agenda of this meeting), including adjustments to previously approved bill payments. The School Business Administrator/ Board Secretary is authorized to release the warrants for payments of **January, 2012** bills in the amount of **\$251,692.53** for the current expense. **(attached) (Approved at the 1/9/12 Work Session)**

83. that the Board approve the **November, 2011** Custodian of School Monies Report and Board Secretary's Report. **(Approved at the 1/9/12 Work Session)**

84. that the Board approve the following resolution: **(Approved at the 1/9/12 Work Session)**

Resolved, that the Old Tappan Board of Education pursuant to N.J.A.C. 6A:23-2.11 certified for the month of **November, 2011** (after review of the Board Secretary's and Treasurer's monthly financial reports) to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-2.11, and that we believe as of this date sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

85. that the Board approve the **December, 2011** Transfers.

86. that the Board approve the **December, 2011** Custodian of School Monies Report and Board Secretary's Report.

87. that the Board approve the following resolution:

Resolved, that the Old Tappan Board of Education pursuant to N.J.A.C. 6A:23-2.11 certified for the month of **December, 2011** (after review of the Board Secretary's and Treasurer's monthly financial reports) to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-2.11, and that we believe as of this date sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

88. that the Board approve the contract with **R-Pat Solutions** to provide negotiations services. **(attached)**

89. that the Board approve the contract with **Delta-T Group of North Jersey**.

90. that the Board approve the following resolution:

Pursuant to N.J.A.C. 6:20-2.13(d), the Board Secretary certifies for the month of **December, 2011** no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education in the 2011-12 school district budget pursuant to N.J.S.A. 18A:22-8 and 18A:22-8-1. **(see Account Totals Report)**

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Douglas Barrett  
Board Secretary

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Date

- 91. that the Board approve payment of the following vendor bill list (as detailed in the list attached to the agenda of this meeting), including adjustments to previously approved bill payments. The School Business Administrator/ Board Secretary is authorized to release the warrants for payments of **January, 2012 additional** bills in the amount of **\$408,244.11** for the current expense. **(attached)**
- 92. that the Board approve payment of the payroll (as detailed in the list attached to the agenda of this meeting). The School Business Administrator/Board Secretary is authorized to release the warrant for the payroll of **\$785,576.55** for the month of **January, 2012**.
- 93. that the Board approve payment of a **supplemental calendar year end payroll**. The School Business Administrator/Board Secretary is authorized to release the warrant for the payroll of **\$406.70** for the month of **December, 2011**.
- 94. that the Board approve the facilities usage for the **Family Math Program** for the 2011-2012 school year .
- 95. that the Board approve the following resolution regarding the **SEMI Program**:

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2012-13 school year, and

WHEREAS, the Old Tappan Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students for the 2012-13 school year, now, therefore be it

RESOLVED that the Old Tappan Board of Education hereby authorizes the Superintendent to submit to the Executive County Superintendent of Schools in the County of Bergen an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2012-13 school year.

## RESOLUTION

WHEREAS, Chapter 231 of the Public Laws of 1975 known as the "Open Public Meetings Act" and also known as the "Sunshine Law" permits the holding of a private meeting to which the public is not invited for the purpose of permitting the discussion of various exempted matters after the adoption of a Resolution setting forth the general nature of the subject matter to be discussed, and as precisely as possible, the time when the circumstances under which the discussion conducted in the closed session can be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED that the Old Tappan Board of Education convene at the time and place hereinafter set forth for a private executive session to which the public is not invited to discuss the following general subject matters:

1. Matters which are confidential by federal law, state statute or rule of court.
2. Matters in which the release of information would impair a right to receive United States Government funds.
3. Matters which would constitute an unwarranted invasion of individual privacy.
4. Matters involving any collective bargaining agreement, the terms and conditions proposed for inclusion and the negotiation of same.
5. Matters involving the purchase, lease or acquisition of property with public funds, the setting of banking rates or investment of public funds where the public's interest could be adversely affected.
6. Matters involving tactics and techniques used for protecting the safety and property of the public, as well as investigations of violations or possible violations of the law.
7. Any pending or anticipated litigation or contract negotiations, other than collective negotiations, in which the public body is or may become a party.
8. Matters falling within the attorney/client privilege.
9. Matters relating to personnel involving employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body.
10. Matters involving the quasi-judicial deliberations of a public body that may result in the imposition of a specific civil penalty or the suspension or loss of a license or permit as a result of an act or omission for which the party bears responsibility.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Old Tappan Board of Education will disclose to the public the minutes of this session when the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the private executive session aforementioned take place in the Conference Room at the Charles DeWolf Middle School forthwith.

Motion to move into Executive Session at \_\_\_\_\_ p.m.

Moved by \_\_\_\_\_ 2nd by \_\_\_\_\_

Meeting Adjourned \_\_\_\_\_