



June 2026 Board Meeting

June 25, 2026 6:00 p.m. | Commons

MINUTES

MINUTES

Cuyahoga Valley Career Center Board of Education

June 2026 Board Meeting

Thursday, June 25, 2026 | 6:00 p.m. | Conference Room A



In Attendance: Jacquelyn Arendt; Jennifer Burke; Thandeka Cox; Andrew Head; Linda O'Neill; Gary Suchocki, James Virost

Late: Rachel Malec entered at 6:07 p.m.

Absent: Rhonda Crawford

Cuyahoga Valley Career Center prepares youth and adults to enter, compete, advance, and lead in an ever changing world of work, college, and careers.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda item.

I. CALL TO ORDER

Mrs. Burke called the meeting to order at 6:03 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Mrs. Arendt _____ Mrs. Burke _____ Ms. Cox _____
Mrs. Crawford _____ Mr. Head _____ Mrs. Malec _____
Mrs. O'Neill _____ Mr. Suchocki _____ Mr. Virost _____

IV. APPROVAL OF AGENDA

Motion to approve the agenda as presented.

ROLL CALL:

Mrs. Burke _____ Ms. Cox _____ Mrs. Crawford _____
Mr. Head _____ Mrs. Malec _____ Mrs. O'Neill _____
Mr. Suchocki _____ Mr. Virost _____ Mrs. Arendt _____
Move: **Mrs. Arendt** Second: **Mrs. O'Neill** Status: **Passed: 7-0**

V. PRESIDENT'S REPORT

* Staff Member of the Year Award

VI. SUPERINTENDENT'S REPORT

- * Bullying/Harassment Report, 2nd Semester
- * News Flash

VII. BOARD COMMENTS

VIII. COMMITTEE REPORTS

- * Records Commission Meeting, June 25, 2026 at 5:30 p.m., Conference Room B

IX. APPROVAL OF MINUTES

- *Board of Education Regular Meeting Minutes, May 21, 2026*

ROLL CALL:

Ms. Cox _____ Mrs. Crawford _____ Mr. Head _____
Mrs. Malec _____ Mrs. O'Neill _____ Mr. Suchocki _____
Mr. Virost _____ Mrs. Arendt _____ Mrs. Burke _____
Move: Mrs. O'Neill Second: Mrs. Malec Status: Passed: 8-0

X. COMMENTS FROM THE PUBLIC

The Board values and encourages public comments on education issues. Anyone having an interest in actions of the Board may participate during the open forum portion of the meeting. If possible, please identify yourself, prior to the meeting, to the Board President or Superintendent. Should your comments include a question, it may not be possible to provide you with the information you request at the meeting.

The speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. Other channels provide for Board consideration of complaints involving individuals.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.

Each statement made by a participant shall be limited to five (5) minutes duration.

XI. FINANCES

Resolution # 2026-6 21 Routine Items recommended (may be handled as one motion).

Move to accept all of the following routine financial items, as recommended by the Treasurer.

1. Treasurer's Report:

Acceptance of the Financial Report for the month of May 2026.

- *Board Financial Report May 2026*

2026-6 21 (1)

2. Transfer of Funds:

Authorize the Treasurer to transfer the following:

* \$8,332.50 from General Fund (001) to Permanent Improvement-Facilities Fund (003-0000) for Slab Infill Project.

* \$84,783 from General Fund (001) to Permanent Improvement-Facilities Fund (003-0000) for Security System.

* \$480,326.20 from General Fund (001) to Permanent Improvement-Facilities Fund (003-0000) for Parking Lot Project.

2026-6 21 (2)

3. FY26 Final Amended Appropriations:

BE IT RESOLVED by the Board of Education of the CUYAHOGA VALLEY CAREER CENTER School District, CUYAHOGA County, Ohio that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year ending June 30, 2026, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

- *Appropriations FY26*

2026-6 21 (3)

4. FY27 Permanent Appropriations:

BE IT RESOLVED by the Board of Education of the CUYAHOGA VALLEY CAREER CENTER School District, CUYAHOGA County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2027, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

- *Appropriations FY27*

2026-6 21 (4)

ROLL CALL:

Mrs. Crawford _____ Mr. Head _____ Mrs. Malec _____

Mrs. O'Neill _____ Mr. Suchocki _____ Mr. Virost _____

Mrs. Arendt _____ Mrs. Burke _____ Ms. Cox _____

Move: **Mr. Virost** Second: **Mr. Suchocki** Status: **Passed: 8-0**

XII. NEW BUSINESS – Personnel

Resolution # **2026-6 22** Personnel Items Recommended (may be handled as one motion).

Move to accept all of the following administrative, certified and classified personnel recommendations, conditioned on statutes of the state as revised and consolidated into general provisions, title, chapters and sections including all bills passed and filed contained in the Ohio Revised Code, as recommended by the Superintendent.

A. ADMINISTRATIVE, SUPPORT, & CLASSIFIED EXEMPT

1. Employment:

Per **Resolution #2026-4 16 (8)**, employ Lesley Shull as Adult Education School of Nursing Instructor, effective July 13, 2026 through July 31, 2027, on a two-year limited contract for 185 days annual, at Teacher/Coordinator, Step 10 plus applicable holidays per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2026-6 22 (1)

2. Employment:

Per **Resolution #2026-4 16 (3)**, employ Amanda Certic as Accounting & HR Assistant, effective June 15, 2026 through June 30, 2026, on a one-year limited contract for 260 days annual, at Accounting & HR Assistant, Step 8 per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Plan.

2026-6 22 (2)

3. Classified Exempt 2026-27 Contract:

Reemploy Amanda Certic, per the Administrative, Support, and Classified Exempt Employees Compensation and Fringe Benefit Plan, for the 2026-27 contract year.

2026-6 22 (3)

4. Resignation/Retirement:

Accept the resignation of Diane Duryea, Business Liaison, effective June 30, 2026.

2026-6 22 (4)

5. Replacement:

Authorize to replace Business Liaison.

2026-6 22 (5)

B. CERTIFICATED

1. Adult Education 2025-26 Instructors' List:

Approve the addition of Tiesha Grimes to the 2025-26 part-time Adult Education Instructors' List.

2026-6 22 (6)

2. **Non-Renew Adult Education Instructors 2025-26 School Year:**
Non-renew Tiesha Grimes at the end of the 2025-26 school year.

2026-6 22 (7)

3. **Adult Education 2026-27 Instructors' List:**

Approve the addition of Tiesha Grimes and Phillip Wolter to the 2026-27 part-time Adult Education Instructors' List.

2026-6 22 (8)

4. **Employment:**

Per **Resolution #2026-4 16 (12)**, employ Monica Salopeck as Digital Design Instructor, effective August 17, 2026 for the 2026-27 school year, on a one-year limited contract, at Step 2E, payable in 26 biweekly installments per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

2026-6 22 (9)

5. **Additional Hours:**

Approve Monica Salopeck to work up to 60 hours from June 26 to August 16, 2026, at the current Summer Work Rate, for preparation for the 2026-27 school year.

2026-6 22 (10)

6. **Teacher 2026-27 Extended Service/Supplemental Contracts:**

Approve extended service/supplemental contracts for the 2026-27 school year, contingent upon certification and enrollment, in accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center Board of Education and the Cuyahoga Valley Federation of Teachers.

EXTENDED SERVICE

* Monica Salopeck

WORKLOAD

* Monica Salopeck

2026-6 22 (11)

7. **Professional Growth Days:**

In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve the listed staff person(s) for professional growth days. Professional growth days are granted outside of the normal working day.

- *Professional Growth – June 2026*

2026-6 22 (12)

C. CLASSIFIED

1. Employment:

Per **Resolution #2026-5 19 (22)**, employ Liam Schad as Part-time Computer Technician, effective August 17, 2026 through June 30, 2027, on a one-year, part-time limited contract for up to 1,000 hours annual (prorated to the unused 2026-27 contract year balance), at Computer Technician, Step 0 per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

2026-6 22 (13)

2. Resignation/Retirement:

Accept the resignation of Damon Hoody, Computer Technician, effective June 30, 2026.

2026-6 22 (14)

3. Replacement:

Authorize to replace Computer Technician.

2026-6 22 (15)

4. Salary Placement:

Approve the adjusted salary placement for the 2025-26 contract year for Maggie Howell, Custodian, from Step 3 to Step 5, due to additional employment verification, per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

2026-6 22 (16)

ROLL CALL:

Mr. Head _____ Mrs. Malec _____ Mrs. O'Neill _____

Mr. Suchocki _____ Mr. Virost _____ Mrs. Arendt _____

Mrs. Burke _____ Ms. Cox _____ Mrs. Crawford _____

Move: Ms. Cox Second: Mrs. Arendt Status: Passed: 8-0

XIII. NEW BUSINESS – Non-personnel

Resolution # 2026-6 23 Other Items Recommended (may be handled as one motion).

Move to accept all of the following items, as recommended by the Superintendent.

1. Disposal of Inventory Items:

Approve the disposal of inventory items as listed:

- *Disposals June 2026*

2026-6 23 (1)

2. Donations:

Accept donations as per **Resolution #1976-167**.

- *Donations June 2026*

2026-6 23 (2)

3. Superintendent Memberships:

Approve memberships for the Superintendent for FY27 as listed:

- *Superintendent Memberships – 2026-27*

2026-6 23 (3)

4. Off-Campus Training Locations:

Approve adding Honey from the Rock – the Foster Care Closet in Cleveland, Ohio to the Off-campus Training Site List for the 2026-27 school year.

2026-6 23 (4)

5. Approve Memorandum of Understanding:

Approve the Memorandum of Understanding between Cuyahoga Valley Career Center and Stark State College Emergency Services Program.

- *MOU-CVCC Stark State College*

2026-6 23 (5)

6. Professional Meeting Days:

Approve Terri Lynn Brosseau, Adult Education Director, to participate as Accreditation Team member for the Council on Occupational Education at the Graduate America in Houston, Texas, November 2-5, 2026. Expenses to be paid by the Council on Occupational Education (COE). Trip subject to cancellation by Superintendent dependent upon world events.

2026-6 23 (6)

7. Approve CVCC Adult Education Student Handbook:

Approve the CVCC Adult Education Student Handbook for the 2026-27 school year.

- *Adult Education Student Handbook 2026-27*

2026-6 23 (7)

8. Approve CVCC Adult Education School of Practical Nursing Handbook:

Approve the CVCC Adult Education School of Nursing Handbook for the 2026-27 school year.

- *Adult Education School of Practical Nursing Handbook 2026-27*

2026-6 23 (8)

9. Approve CVCC Adult Education Instructor Manual:

Approve the CVCC Adult Education Instructor Manual for the 2026-27 school year.

- *Adult Education Instructor Manual 2026-27*

2026-6 23 (9)

10. Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Cuyahoga Community College.

- *Cuyahoga Community College Agreement*

2026-6 23 (10)

11. Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and the Ohio Talent Development Network for continued access to WorkKeys and Multi-Vendor products and/or services.

- *OTDN Agreement*

2026-6 23 (11)

12. Approve Agreement:

Approve Work Ready Grant Agreement between Cuyahoga Valley Career Center and the Ohio Department of Education and Workforce.

- *ODEW Work Ready Grant Agreement 5-18-26*

2026-6 23 (12)

13. Approve Agreements:

Approve agreement between Cuyahoga Valley Career Center and the Institute for Career Development (ICD) for the following classes:

- *Home and Wilderness Survival 1, June 1, 2026*
- *Home and Wilderness Survival 2, June 29, 2026*
- *Cooking/Baking Class, September 9, 2026*
- *Cooking/Baking Class, September 23, 2026*
- *Cooking/Baking Class, October 6, 2026*
- *Cooking/Baking Class, October 21, 2026*
- *Cooking/Baking Class, November 4, 2026*
- *Cooking/Baking Class, November 18, 2026*

2026-6 23 (13)

14. Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Curtiss-Wright for CVCC to provide a two hundred (200) hour Machining Technology Apprenticeship – Year 2 training program for one (1) employee.

- *Curtiss-Wright: Two Hundred Hour Machining Technology Apprenticeship Agreement*

2026-6 23 (14)

15. Approve Agreement:

Approve agreement between Cuyahoga Valley Career Center and Rochling Group for CVCC to provide two (2) twelve-hour Custom Boiler Training programs.

- *Rochling Group Custom Boiler Training Agreement*

2026-6 23 (15)

16. Approve Bids for Security System:

Approve the bid presented by US Communications in the amount of \$84,783.00 for the Security System and reject all other bids.

- *2026-0024 CVCC Security Upgrade Bid Review*

2026-6 23 (16)

17. Accept Quote and Authorize Payment:

Accept the quote for the Parking Lot Rehab Project presented by All Ways Construction in the amount of \$480,326.20 and authorize to pay said amount.

WHEREAS, the District has requested quotes from three vendors to complete the Parking Lot Rehab project; and

WHEREAS, All Ways Construction provided the lowest quote for the project in its entirety in the amount of \$480,326.20.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Cuyahoga Valley Career Center, Counties of Cuyahoga and Summit, Ohio, that:

Section 1. The Treasurer of this Board is hereby authorized to sign, acknowledge and deliver, in the name of and on behalf of School District

Section 2. The Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions contemplated by this Resolution.

Section 3. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

- *Parking Lot Rehab Quote Pricing*

2026-6 23 (17)

18. Authorize Change Order:

Authorize change order in amount not to exceed \$8,332.50 for Summit Construction for the Slab Infill Project in the Auto Body Repair & Refinishing Lab.

WHEREAS, the District has previously contracted for construction manager at risk services with Summit Construction; and

WHEREAS, the Slab Infill Project was not in the original scope of Summit Construction's contract; and

WHEREAS, Summit Construction has solicited bids for Slab Infill Project and the work associated with the project; and

WHEREAS, Summit Construction has submitted a change order for \$8,332.50.00 for the work.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Cuyahoga Valley Career Center, Counties of Cuyahoga and Summit, Ohio, that:

Section 1. The Treasurer of this Board is hereby authorized to sign, acknowledge and deliver, in the name of and on behalf of the School District, a change order for the Slab Infill Project in an amount not to exceed \$8,332.50.00.

Section 2. The Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions contemplated by this Resolution.

Section 3. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

- *Change Order: Slab Infill Project*

2026-6 23 (18)

19. Authorize Change Order:

Authorize change order in amount not to exceed \$616.27 for Summit Construction for the Addition of a Light Switch and Occupancy Sensor.

WHEREAS, the District has previously contracted for construction manager at risk services with Summit Construction; and

WHEREAS, the additional switch and occupancy sensor was not in the original scope of Summit Construction's contract; and

WHEREAS, Summit Construction has solicited bids for the additional switch and occupancy sensor and the work associated with the project; and

WHEREAS, Summit Construction has submitted a change order for \$616.27 for the work.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Cuyahoga Valley Career Center, Counties of Cuyahoga and Summit, Ohio, that:

Section 1. The Treasurer of this Board is hereby authorized to sign, acknowledge and deliver, in the name of and on behalf of the School District, a change order for the Addition of a Light Switch and Occupancy Sensor Project in an amount not to exceed \$616.27.

Section 2. The Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions contemplated by this Resolution.

Section 3. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

- *Change Order: Addition of a Light Switch and Occupancy Sensor*

2026-6 23 (19)

20. Authorize Change Order:

Authorize change order in amount not to exceed \$5,199.28 for Summit Construction for the Addition of an Omitted Ceiling and Installation of Soffit.

WHEREAS, the District has previously contracted for construction manager at risk services with Summit Construction; and

WHEREAS, the addition of an omitted ceiling and the addition of a soffit were not in the original scope of Summit Construction's contract; and

WHEREAS, Summit Construction has solicited bids for the addition of an omitted ceiling and the addition of a soffit, and the work associated with the project; and

WHEREAS, Summit Construction has submitted a change order for \$5,199.28 for the work.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Cuyahoga Valley Career Center, Counties of Cuyahoga and Summit, Ohio, that:

Section 1. The Treasurer of this Board is hereby authorized to sign, acknowledge and deliver, in the name of and on behalf of the School District, a change order for the Addition of an Omitted Ceiling and the Addition of a Soffit in an amount not to exceed \$5,199.28.

Section 2. The Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions contemplated by this Resolution.

Section 3. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

- *Change Order: Addition of an Omitted Ceiling and Addition of a Soffit*

2026-6 23 (20)

21. Authorize to Purchase:

Authorize to purchase one (1) 2027 Ford Truck F-350 4x4 in the amount of \$54,500.00, one (1) salt spreader to be installed on the F-350 in the amount of \$9,247.15, and one (1) Full Size Ford F-250 XL Pickup Regular Cab 4WD in the amount of \$53,348.00 from Cronin Ford North in Harrison, Ohio.

2026-6 23 (21)

22. Auto, Liability, Property, Casualty, Cyber, and Professional Liability Insurance:

Approve renewing Auto, Liability, Property, Casualty, Cyber, and Professional Liability Insurance policies underwritten by Liberty Mutual Insurance Company, with the total annual premium being \$168,697.00.

2026-6 23 (22)

ROLL CALL:

Mrs. Malec _____ Mrs. O'Neill _____ Mr. Suchocki _____

Mr. Virost _____ Mrs. Arendt _____ Mrs. Burke _____

Ms. Cox _____ Mrs. Crawford _____ Mr. Head _____

Move: Mr. Suchocki Second: Mrs. O'Neill Status: Passed: 8-0

XIV. NEW BUSINESS – Non-personnel (continued)

Resolution # 2026-6 24. Move to accept the following item, as recommended by the Superintendent.

Approve Withdrawal/Termination from Participation in the Suburban Health Consortium:

WHEREAS, the Cuyahoga Valley Career Center (CVCC) Board of Education (BOE) is a member of the Suburban Health Consortium (Consortium) through which health and prescription insurance and other services are provided to qualifying employees and dependents as outlined in the Amended and Restated Consortium Agreement (Agreement) of which the Third Amendment including Section 10, was approved by the CVCC BOE on August 29, 2024, Resolution #2024-8 29 (16); and

WHEREAS, pursuant to Section 10, "Withdrawal/Termination from Participation in the Consortium," the CVCC BOE acknowledges the requirement to provide notice to the Fiscal Agent at least one hundred and eighty (180) days prior to the effective date of the withdrawal to the Consortium; and

NOW, THEREFORE, BE IT RESOLVED, that the CVCC BOE in an open meeting on June 25, 2026, approve issuing notice to withdrawal from the Consortium effective end of day December 31, 2026. The BOE authorizes the Superintendent and/or Treasurer to provide this notification in writing both through Certified United States Mail and through electronic mail; and

BE IT FURTHER RESOLVED, that the CVCC BOE authorizes the Treasurer to meet the financial requirement of the Agreement, Section 10, by continuing to provide monthly premium payments during the 180-day notice to withdraw period equating to six monthly payments from July 2026 through December 2026; and payment of run-out claims of health and prescription cost associated with CVCC as provided by the Consortium for the two (2) months of January 2027 and February 2027.

BE IT FURTHER RESOLVED, that the CVCC BOE authorizes the Superintendent and/or Treasurer to secure past individual claims data from the Consortium for the prior twenty-four (24) months (June 2024 to June of 2026).

ROLL CALL:

Mrs. O'Neill _____ Mr. Suchocki _____ Mr. Virost _____
Mrs. Arendt _____ Mrs. Burke _____ Ms. Cox _____
Mrs. Crawford _____ Mr. Head _____ Mrs. Malec _____
Move: Mrs. Malec Second: Mr. Head Status: Passed: 8-0

XV. MOTION TO GO TO EXECUTIVE SESSION (Board will reconvene after Executive Session: no action will be taken):

For the purpose of discussing the "employment of a public employee."

6:45 p.m.

ROLL CALL:

Mr. Suchocki _____ Mr. Virost _____ Mrs. Arendt _____
Mrs. Burke _____ Ms. Cox _____ Mrs. Crawford _____
Mr. Head _____ Mrs. Malec _____ Mrs. O'Neill _____
Move: Ms. Cox Second: Mr. Suchocki Status: Passed: 8-0

**XVI. CALL TO ORDER FOLLOWING EXECUTIVE SESSION:
7:36 p.m.**

XVII. ADJOURN

7:36 p.m.

ROLL CALL:

Mr. Virost _____ Mrs. Arendt _____ Mrs. Burke _____
Ms. Cox _____ Mrs. Crawford _____ Mr. Head _____
Mrs. Malec _____ Mrs. O'Neill _____ Mr. Suchocki _____
Move: Ms. Cox Second: Mr. Suchocki Status: Passed: 8-0

***Next meeting: Thursday, August 27, 2026 at 6:00 p.m. in Conference Room A.**

*APPROVED: 
*ATTESTED: 
*DATE: 8/27/26

PAGE INTENTIONALLY LEFT BLANK