

AGENDA

SPECIAL SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA

June 12, 2023

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. NEW K-8 SCHOOL BIDDING PROCESS FOR CONSTRUCTION MANAGER
5. AGREEMENTS/CONTRACTS

- a. Purchase of School Buses and Passenger Vans – **SEE PAGE #2**

Fund Source: ESSER (Elementary and Secondary Schools Emergency Relief) Funding  
Amount: \$1,750,254.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Purchase of Server and Services from RB Systems, Inc. to House and Access Historical Skyward Student Data – **SEE PAGE #3**

Fund Source: ESSER Funding  
Amount: \$16,050.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Purchase of Server and Services from Progress Software Corporation to House and Access Historical Skyward Student Data – **SEE PAGE #10**

Fund Source: ESSER Funding  
Amount: \$20,660.00

ACTION REQUESTED: The Superintendent recommends approval.

6. Educational Items by the Superintendent
7. School Board Requests and Concerns
8. Adjournment

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5a

DATE OF SCHOOL BOARD MEETING: June 12, 2023 (Special Board Meeting)

TITLE OF AGENDA ITEM: Purchase of School Buses and Passenger Vans

DIVISION: Transportation Department

\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The Transportation Department is seeking to replace 11 school buses and 2 twelve passenger vans that are 10 or more years old. It is becoming increasingly more expensive to find and replace aging parts. Also, the older buses to be replaced do not have proper air circulation, which inhibits the spread of infectious air borne diseases. The 2 twelve passenger vans will be used to cost effectively transport smaller groups of students to athletic and competition events. The anticipated cost is as outlined below:

- Two 84 Passenger Buses (Type D) @ \$164,088 for \$328,176.00
- Nine 77 Passenger Buses (Diesel) @ \$143,511 for \$1,291,599.00
- Two 12 Passenger Vans @ \$65,239.50 for \$130,479.00

This expenditure approval is contingent on FLDOE final approval of the District's ESSER II Amendment #1.

FUND SOURCE: ESSER (Elementary and Secondary Schools Emergency Relief) Funding

AMOUNT: \$1,750,254.00

PREPARED BY: Andy Gay


POSITION: Director of Transportation

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

REVIEWED BY:  \_\_\_\_\_

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5b

DATE OF SCHOOL BOARD MEETING: June 12, 2023 Special Board Meeting

TITLE OF AGENDA ITEM: Purchase of Server and Services to House and Access Historical Skyward Student Data

DIVISION: IT/MIS Department


This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The district's contractual agreement with Skyward ends June 30, 2023. At which time Skyward will release all Skyward data files to Gadsden County School District. The IT/MIS department is seeking to make a onetime purchase of services from RB Systems Inc. to install servers and software that allows appropriate IT/MIS end users to access historical Skyward data.

FUND SOURCE: ESSER Funding

AMOUNT: \$16,050.00

PREPARED BY: John Thomas 


POSITION: Network Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

  
5/31/23

**POTENTIAL CLIENT: GADSDEN COUNTY SCHOOLS**

**Statement of Work: Installation of ColdFusion 2021**

1. **Project Overview:** The purpose of this Statement of Work (SOW) is to outline the tasks, deliverables, and timelines for the installation of ColdFusion 2021. The installation process will be carried out by **RB Information Systems** for **Gadsden County School Board**.
2. **Project Objectives:** The primary objectives of this project are as follows:
  - Install ColdFusion 2021 on the designated server.
  - Ensure a successful installation and configuration of ColdFusion.
  - Verify the functionality and performance of the ColdFusion installation.
  - Provide documentation and knowledge transfer to the client's team.
3. **Project Scope:** The scope of work for this project includes the following:
  - Reviewing the system requirements and compatibility for ColdFusion 2021.
  - Preparing the server environment for the installation, including necessary software and configurations.
  - Installing ColdFusion 2021 on the designated server.
  - Configuring ColdFusion settings based on the client's requirements.
  - Verifying the functionality of the ColdFusion installation through testing and troubleshooting.
  - Providing documentation on the installation process, configuration settings, and troubleshooting steps.
  - Conducting knowledge transfer sessions with the client's team to ensure proper understanding and management of the installed ColdFusion environment.
4. **Deliverables:** The following deliverables will be provided upon completion of the project:
  - Successfully installed and configured ColdFusion 2021.
  - Documentation outlining the installation process, configuration settings, and troubleshooting steps.
  - Knowledge transfer sessions conducted with the client's team.
  - Test reports and verification documentation.
5. **Project Timeline and Pricing:** The estimated timeline for completing the installation of ColdFusion 2021 is as follows at a **200.00 hourly rate**:
  - Week 1: Review system requirements and prepare the server environment.
  - Week 2: Install ColdFusion 2021 and perform initial configuration.
  - Week 2: Conduct testing and troubleshooting to ensure proper functionality.
  - Week 2: Documentation preparation, knowledge transfer sessions, and finalization of project deliverables.



**POTENTIAL CLIENT: GADSDEN COUNTY SCHOOLS**

Pricing chart based on a two-week timeline with an hourly rate of \$175.00:

Task	Hours	Total Cost
<b>Project Planning and Coordination</b>	10	\$1,750
System Requirements Review	4	\$700
ColdFusion 2021 Installation	8	\$1,400
Configuration and Settings	10	\$1,750
Testing and Validation	6	\$1,050
Documentation and Knowledge Transfer	4	\$700
Additional Meetings and Communication	8	\$1,400
Subtotal	-	<b>\$8,350</b>

6. **Assumptions:** The successful installation of ColdFusion 2021 is dependent on the following assumptions:
  - o The designated server meets the system requirements specified by Adobe for ColdFusion 2021.
  - o The necessary access and permissions are provided to RB INFORMATION SYSTEMS, INC. for carrying out the installation and configuration.
  - o Any required third-party software or components, not explicitly mentioned in this SOW, will be provided by the client.
7. **Project Team and Responsibilities:** The project team from RB INFORMATION SYSTEMS, INC. will consist of the following members:
  - o Project Manager: Responsible for overall project coordination, communication, and deliverable management.
  - o System Administrator: Responsible for server environment setup, installation, configuration, and testing.
  - o Technical Documentation Specialist: Responsible for documenting the installation process, configuration settings, and troubleshooting steps.
  - o Knowledge Transfer Specialist: Responsible for conducting knowledge transfer sessions with the client's team.
8. **Project Dependencies:** The successful completion of this project is dependent on the following:
  - o Timely provision of server access and necessary permissions.
  - o Availability of the client's team for knowledge transfer sessions.



RB INFORMATION SYSTEMS  
CEO – RANDY BUSH  
850 S GADSDEN STREET SUITE 518  
TALLAHASSEE, FL 32301



**POTENTIAL CLIENT: GADSDEN COUNTY SCHOOLS**

- Cooperation and prompt feedback from the client during the installation and testing phases.
- 9. **Project Acceptance Criteria:** The project will be considered successfully completed when:
  - ColdFusion 2021 is installed and functioning correctly on the designated server.
  - The client's team is satisfied with the knowledge transfer sessions and documentation provided.
  - The project deliverables are accepted by the client.

This Statement of Work is agreed upon by both parties involved and serves as a guiding document



**POTENTIAL CLIENT: GADSDEN COUNTY SCHOOLS**

**Statement of Work: Install SQL Server and Restore Database from Backup**

1. **Objective:** The objective of this Statement of Work (SOW) is to outline the scope, tasks, and deliverables related to the installation of SQL Server and the restoration of a database from a backup for GADSDEN COUNTY SCHOOLS.
2. **Scope of Work:**
  - 2.1. SQL Server Installation:
    - Install the specified version and edition of SQL Server on the designated server or servers.
    - Configure the SQL Server instance according to the client's requirements, including authentication mode (Windows Authentication or Mixed Mode) and other relevant settings.
    - Validate the successful installation and functionality of SQL Server.

2.2. Backup Restoration:

- Identify the backup file provided by the client or retrieve it from the designated location.
- Restore the specified database from the backup file to the SQL Server instance.
- Ensure the database is restored with the appropriate settings, including file paths, recovery options, and other relevant configurations.
- Verify the successful restoration of the database and its availability for use.

3. Deliverables: 3.1. Installation Documentation:

- Provide detailed documentation outlining the SQL Server installation process, including the chosen configuration options and any customizations made.
- Include any specific instructions or considerations relevant to the client's environment.

3.2. Backup Restoration Documentation:

- Document the steps taken to restore the database from the backup, including any adjustments or modifications made during the process.
- Specify the backup file used, the database name, and any relevant settings configured during the restoration.

3.3. Validation Report:



**POTENTIAL CLIENT: GADSDEN COUNTY SCHOOLS**

- Prepare a validation report detailing the successful installation of SQL Server and the restoration of the database.
  - Include the results of validation tests performed to ensure the functionality and availability of the restored database.
4. Assumptions: 4.1. The client will provide the necessary SQL Server installation media or access to download it from the official Microsoft website. 4.2. The client will provide the backup file or ensure its availability in the designated location. 4.3. The client will provide the necessary server infrastructure and credentials to perform the installation and restoration tasks. 4.4. The client will communicate any specific requirements or configurations desired for the SQL Server installation and database restoration.
  5. Timeline: The estimated timeline for completing the installation of SQL Server and restoring the database is 2-week duration. The actual timeline may vary based on factors such as server readiness, availability of resources, and any unforeseen issues encountered during the process.

Price and timeline table based on a \$175.00 hourly bill rate.

Task	Hours	Total Cost	Timeline
<b>Project Planning and Coordination</b>	10	\$1,750	1 week
System Requirements Review	4	\$700	1 week
SQL Server Installation	6	\$1,050	1 week
Configuration and Settings	8	\$1,400	1 week
Database Restoration	8	\$1,400	1 week
Testing and Validation	4	\$700	1 week
Documentation and Knowledge Transfer	4	\$700	1 week
<b>Subtotal</b>	-	<b>\$7,700</b>	-

6. Responsibilities: 6.1. RB INFORMATION SYSTEMS, INC.:
  - Provide qualified personnel with expertise in SQL Server installation and database restoration.
  - Execute the installation and restoration tasks according to industry best practices.





RB INFORMATION SYSTEMS  
CEO – RANDY BUSH  
850 S GADSDEN STREET SUITE 518  
TALLAHASSEE, FL 32301



**POTENTIAL CLIENT: GADSDEN COUNTY SCHOOLS**

- Deliver the specified documentation and validation report within the agreed-upon timeframe.

RB INFORMATION SYSTEMS, INC.

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

GADSDEN COUNTY SCHOOLS:

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5c

DATE OF SCHOOL BOARD MEETING: June 12, 2023, Special Board Meeting

TITLE OF AGENDA ITEM: Purchase of Server and Services to House and Access Historical Skyward Student Data

DIVISION: IT/MIS Department


This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The district's contractual agreement with Skyward ends June 30, 2023. At which time Skyward will release all Skyward data files to Gadsden County School District. The IT/MIS department is seeking to make a onetime purchase of software & services from Progress Software Corporation to store historical data in a format that allows it to be accessible to appropriate IT/MIS end users.

FUND SOURCE: ESSER Funding

AMOUNT: \$20,660.00

PREPARED BY: John Thomas 

POSITION: Network Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

*STJ*  
*6/21/23*

5/18/23

**Gadsden County Schools**

**John Thomas**

35 Martin Luther King Blvd

Quincy, Florida 32351

Re: Progress Services Letter of Engagement

Dear **John**,

Thank you for your decision to engage **Progress Software Corporation** ("Service Provider", "we", "us", or "our") as the service provider for **Gadsden County Schools** ("Client", "you", or "your").

Listed below is a description of the Services we will provide, the Consultant(s) performing the Services, the service period, rates, and expense reimbursement information. This Letter of Engagement will be effective as of the date of full execution by the parties ("Effective Date") and will thereafter be referred to as the "Agreement".

1. Services to be Performed:

1.1. We will perform the following Services for you:

**Provide Pro2SQL Services to migrate data out of Client's OpenEdge DB over to SQL Server(LAN environment).**

- **Install conversion software**
- **Build out the MSSQL Schema**
- **Bulkload (copy) the data from Progress OpenEdge database to MSSQL environment – One-time (term limited) use of Progress license Pro2SQL**  
**Setup, configure and restore Client's source database environment to Client's server.**
- **We estimate forty (56) hours and Client can request additional hours if necessary.**

**Total Professional Services hours estimated is 56 hours**

**We will use one (1) Progress license of Pro2SQL (one time / term limited) in connection with the Services.**

**Assumptions:**

**Besides the one (1) Progress license of Pro2SQL to be used by us in connection with the Services, Client shall have any other licenses that are appropriate for us to access and move their data from their Progress environment.**

1.2. The Services listed in Section 1.1 above will be performed by our following employee(s) or independent contractor(s) ("Consultant(s)"):

**Sr. Principal Practice Consultant**

1.3. We will commence performing the Services for you on or about the start date of **24 May 2023**.

- 1.4. We estimate that the Services will be completed on or about the end date of **28 July 2023**.
- 1.5. This Agreement shall remain in effect for additional substantively related work requested by you from the Effective Date through **27 October 2023**.

2. Fees and Expenses:

- 2.1. Hourly Rates: **Sr. Principal Practice Consultant Standard: \$235.00 Overtime: \$352.50**
- 2.2. Fixed Fee: **Use of Progress license of Pro2SQL (one time / term limited) - \$7,500**

**We estimate the fees (2.1 + 2.2) to be \$20,660.00.**

2.3. For purposes of this Agreement, the "Standard Hourly Rate" shall be the rate specified above, which will be paid for all hours worked by any Consultant providing the Services on our behalf to you on any Monday through Friday from 8:00am - 5:00pm in the time zone where the Consultant is located. The Consultant(s) will be expected to work a normal forty (40) hour work week, unless otherwise specified in Section 1.1 above. Occasional time in excess of forty (40) hours may be required and scheduled. The "Overtime Hourly Rate" shall be the rate specified above that will be paid for all hours worked by any Consultant providing the Services on our behalf to you after 5:00pm and before 8:00am in the time zone where the Consultant is located, and on any Saturday, Sunday, or legal holiday.

2.4. We will invoice you on a weekly basis based on a timesheet approved by you. Unless you reject the timesheet within five (5) business days after receiving it, we and you agree that you have accepted the timesheet as correct. Payment of such invoice shall be due to us from you within thirty (30) days from the invoice date. Subject to your rights under this Agreement, any and all prepaid fees (if applicable) are non-refundable and the Services must be provided within six (6) months of payment or the prepaid fees are otherwise forfeited, and the performance of the Services thereafter will incur additional fees.

2.5. Unless otherwise expressly stated in this Agreement, you will reimburse us for actual reasonable travel and living expenses. You will pay, or reimburse us for all taxes, other than taxes based on our net income, that are due in connection with the Services, including sales and use taxes, GST, and/or VAT, if applicable.

3. Either party may terminate the Services hereunder by giving the other party thirty (30) days written notice, however, in the event you prepaid any fees hereunder, you agree that only in the event of our termination for convenience hereunder are you entitled to a refund of any unused portion of the prepaid fees as of the effective date of such termination.

4. You agree not to hire any of our Consultants for one (1) year after the Services have ended.

5. Each party agrees to keep the other party's Confidential Information confidential during the term, and for a period of three (3) years following the termination, of this Agreement. As used herein, "Confidential Information" shall mean any and all data and information of any type or form relating to the business of either party which is or has been disclosed or otherwise becomes or has become known to the other party hereto as a result of the contractual relationship of the parties and which is not generally known to the public. However, neither party will have an obligation to maintain the confidentiality of information that: (a) it received rightfully from a third party without an obligation to maintain such information in confidence; (b) was known to the receiving party prior to its disclosure by the disclosing party; (c) is or becomes a matter of public knowledge through no fault of the receiving party; or (d) is independently developed by the receiving party without use of the confidential information of the disclosing party.

6. We agree that the Services will be provided to you in a professional and workmanlike manner in accordance with professional industry standards and practices. In the event the Services are not consistent with this standard,



and we are unable to correct the error in a commercially reasonable time and manner, you may, as your sole remedy, terminate this Agreement, return any materials supplied by us to you as part of the Services, and receive a refund of any fees paid for the Services provided.

7. We shall not be liable for any indirect, incidental, special or consequential damages, including loss of profits, revenue, data or use, incurred by you or any third party, whether in an action in contract or tort, even if we have been advised of the possibility of such damages. Our liability for damages hereunder shall in no event exceed the fees paid by you to us under this Agreement.

8. This Agreement shall be governed by, and construed in accordance with, the laws of the country or state in which we are located, notwithstanding that country or state’s conflict of laws provisions, and the exclusive jurisdiction and venue shall be the courts of the aforementioned country or state.

9. To accept the terms and conditions set forth above, please email a signed copy of this Agreement to [cpotter@progress.com](mailto:cpotter@progress.com). **This Agreement must be executed within thirty (30) days from the date first set forth above.**

10. You acknowledge that the obligations set forth herein are solely governed by this Agreement, and that any issuance of a purchase order in connection herewith is for your administrative convenience only and any terms and conditions included in or attached to such purchase order will be null and void and will not be applied. This Agreement and its terms and conditions may not be modified or amended except in a written document by both parties.

By signing below, the parties indicate their agreement and acceptance of all terms and conditions as outlined in this Agreement as of the Effective Date.

**Service Provider:**  
**Progress Software Corporation**  
15 Wayside Road, Suite 400  
Burlington, MA 01803  
USA

**Client:**  
**Gadsden County Schools**  
35 Martin Luther King Blvd  
Quincy, Florida 32351

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Contact:  
Name: Cathy Potter  
Email: [cpotter@progress.com](mailto:cpotter@progress.com)

Principal Contact:  
Name: John Thomas  
Email: [thomasj@gcpsmail.com](mailto:thomasj@gcpsmail.com)



PO Required?    Yes: \_\_\_\_\_    No: \_\_\_\_\_

PO Number: \_\_\_\_\_

although, as stated above, any terms and conditions within such Purchase Order are hereby expressly excluded and are deemed null and void.

Quote	Quote Date	Expire Date	Purchase Order Number	Subtotal	Tax	Total Due
SQ136136-00	18-May-2023	17-Jun-2023	11.7 Win64	7,908.90	*****	7,908.90(USD)

Taxes not included in quote. Applicable taxes will be added at invoicing.

If you have any questions or comments regarding this quote, please contact Progress Customer Service or your Account Manager. Please contact the Progress Customer Service Department to place an order or you can fax your order to (781) 658-2464.

<b>Bill To - 91008110</b> Gadsden County Schools 35 Martin Luther King Blvd Quincy, FL - 32351 United States  Attn: AP Contact	<b>Sold To - 91008110</b> Gadsden County Schools 35 Martin Luther King Blvd Quincy, FL - 32351 United States  Attn: AP Contact	<b>Ship To - 91008110</b> Gadsden County Schools 35 Martin Luther King Blvd Quincy, FL - 32351 United States  Attn: John Thomas
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<b>Payment Terms</b>	Net 30 Days
<b>Sales Person</b>	Benjamin Stamper
<b>Customer Number</b>	91008110

<b>Quote To</b>	
<b>Ordered By</b>	John Thomas
<b>Tax/VAT ID</b>	

Line	Qty	Description	Amount	Net Price
		<b>EndUser: 91008110</b> Gadsden County Schools		
1	1	<b>New Perpetual License</b> OE Enterprise RDBMS 11.7 - 5 Named User Windows 64bit Ship VIA: ESD ESD Recipient: thomasj@gcpsmail.com Maintenance Type: Standard 18-May-2023 to 17-May-2024	Price	3,650.00
			Maintenance Price	839.50
2	1	<b>New Perpetual License</b> 4GL Development System 11.7 - 1 Named User Windows 64bit Ship VIA: ESD ESD Recipient: thomasj@gcpsmail.com Maintenance Type: Standard 18-May-2023 to 17-May-2024	Price	2,780.00
			Maintenance Price	639.40







Quote	Quote Date	Expire Date	Purchase Order Number
SQ136136-00	18-May-2023	17-Jun-2023	11.7 Win64

**ELECTRONIC SOFTWARE DISTRIBUTION (ESD)**

Request Your Download Today!

Email address of ESD Recipient: \_\_\_\_\_

**NOTES :**

If there is maintenance included in the product table above as a separately priced item, then: (i) the maintenance and support term will extend for a period of 1 year from the delivery date, unless other period is stated therein, and (ii) at Customer's option, subsequent year maintenance and support can be purchased at the annualized above listed prices plus any standard price increase, including CPI (or equivalent local index, if applicable) adjustments and lifecycle price changes.

If there is maintenance included in the product table above as part of a Subscription License, then maintenance and support is provided for the period of time indicated by the start and end dates provided. Maintenance and support dates (or, if applicable, the start and end date for a Subscription License) and amounts are estimated and may change based on execution or delivery date. The terms and conditions in the applicable license agreement and maintenance and support policies relating to the products in this quote shall apply. If this quote includes the purchase of Services Credits for a Progress product, then such purchase will be governed by the terms and conditions of the Progress Services Credits Agreement found here: <https://www.progress.com/legal/license-agreements/services-credits-agreement>. By accepting this quote, Customer acknowledges and agrees that any and all terms and conditions included in, or attached to, a purchase order and any other communication or advertising, whether written or oral, are superseded and replaced by the terms and conditions of said license agreement, maintenance and support policies and, if applicable, Progress Services Credits Agreement. If physical media is being shipped, shipping terms are FOB Origin.

Mark here [  ] if Customer does NOT require a PO. (if this is left blank a PO will be required from Customer before Progress can process the order)

**Please fax your order to (781)658-2464**

Customer: \_\_\_\_\_ Agreed by: Progress Software Corporation on behalf of itself and its affiliates and subsidiaries

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_