



Farmingdale School District

Board of Education Meeting
November 6, 2019

EXECUTIVE SESSION, 6:00 P.M. – A. TERRY WEATHERS BOARD ROOM

It is anticipated that upon a majority vote of the total membership of the Board, a motion to meet in Executive Session to discuss specific litigation, collective bargaining, and personnel issues in accordance with Open Meetings Law will be considered. Following the Executive Session the Board will reconvene in the Howitt East Cafeteria at approximately 8 p.m.

PUBLIC MEETING, 8:00 P.M.

Howitt East Cafeteria

The Board of Education is interested in encouraging all members of the public to share their ideas, comments and questions. Public participation opportunities will be available at the beginning and end of this meeting and, as stated in board policy, no person shall speak for more than three minutes and each period of public participation shall be limited to 30 minutes. If you have any questions or concerns regarding matters on the Agenda, it may be important for you to utilize the first public participation opportunity as the Board will act on those items immediately. Charges, complaints or challenges should follow procedures listed under Policies 1400, 1410 and/or 1440, which are included on the materials table. Thank you for your anticipated courtesy and cooperation. The agenda follows:

IN THE EVENT OF FIRE AND/OR IF YOU HEAR THE FIRE BELL, YOU MUST LEAVE THE BUILDING. PLEASE USE THE NEAREST EXIT, WHICH IS TO YOUR RIGHT IN THE BACK OF THIS ROOM.

Call to Order

Pledge of Allegiance

Superintendent's Update

- Board of Education Appreciation
- Aquatic Center
- Monthly Report
- Presentation: Capital Projects Update

Public Participation

Board of Education Minutes

Motion made by _____, seconded by _____ to approve the minutes of

1. Minutes of Oct 2, 2019 Board of Education Meeting
2. Minutes of Oct 16, 2019 Special Meeting

Board Correspondence

Board Committee Reports

Consideration of Consent Agenda:

Motion made by _____, seconded by _____ that the Consent Agenda consisting of Items I (a-e), II (a-c), and III (a-d) be approved as a whole with action recorded separately.

I. Business Report

a. Acceptance for File of Financial Reports

1. Acceptance of Claims Auditor Report - September 2019
2. Acceptance of Extra Curricular Report - June & September 2019
3. Acceptance of Revenue and Expenditure Report - June & September 2019
4. Acceptance of the Treasurer's Report - June & September 2019

b. Approval of Contracts and Agreements

1. Approval of Special Education and General Education Contracts
 2. Approval of a Letter of Agreement with Verizon Corporate Services Group Inc. for 2019-20
 3. Approval of an Agreement with Cullen & Danowski for the Detailed Internal Audit for the 2019/20 School Year
 4. Approval of an Amendment to the Standard Form of Agreement with H2M Architects & Engineers for an Energy Performance Contract
 5. Approval of an Amendment to the Standard Form of Agreement with School Construction Consultants for an Energy Performance Contract
 6. Approval of Customer Service Order Form with CDW Government LLC for GoGuardian Licenses
 7. Approval of TalkingPoints Software Services and Support Agreement for the 2019/2020 school year
- c. Acceptance of Funds and Increase the 2019/20 Budget for the All County Music Festival
 - d. Acceptance of Funds and Increase the 2019/20 Budget for the AP Exam
 - e. Approval of Rejection of Bid - New Aquatic Center at Weldon E. Howitt Middle School

II. Items for Action

- a. Approval of Resolution to Dispose of Unused Ballots / May 21, 2019 Budget Vote and Election
- b. Approval of an Additional Impartial Hearing Officer
- c. Appointment of an Impartial Hearing Officer

III. Superintendent's Report


- a. Personnel Items -- Instructional
- b. Personnel Items -- Non-Instructional
- c. Approval of the Committee on Special Education Placements Report and Acceptance for File of Said Report
- d. Approval of the Committee on Preschool Special Education Placements Report and Acceptance for File of Said Report

IV. Items for Discussion

1. Draft Policy #1500-R, Public Use of School Facilities and Exhibits 1 and 2

Public Participation

Adjournment



Mary E. Rogers, District Clerk

Board of Education
50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 11/06/19 08:00 PM
Department: Assistant Supt for Human Resources and Admin

Category: Discussion
Prepared By: Marie Lovisa

SCHEDULED

Initiator: Glen A Zakian

Sponsors:

DISCUSSION ITEM (ID # 5930)

DOC ID: 5930

Draft Policy #1500-R, Public Use of School Facilities and Exhibits 1 and 2

PUBLIC USE OF SCHOOL FACILITIES REGULATION

When not required to serve the program needs of the Farmingdale Union Free School District, the use of school facilities therein and the grounds of the district may be made available for general public use in accordance with the limitations and requirements of [Section 414 of the Education Law](#), School Board Policy and these regulations. All like organizations will be treated equitably in the approval of uses and in fees charged or waived.

On-line Facilities Application/Permit

All applications for use of school facilities by community organizations will be via the district's on-line facilities system.

The Application/Permit should be submitted prior to the time of the activity and must receive initial approval by the Principal with final approval from the Superintendent or his/her designee.

1. All applications (community organizations) for facilities other than playing fields or gymnasias are required to submit an application ten (10) school days prior to requested use of buildings.
2. All applications (community organizations) for playing fields or gymnasias for use over a continuous period of time for seasonal sports are to submit applications as follows:

Fall Season: Not earlier than August 1 and not later than August 10.

Winter Season: For Gymnasias only - not earlier than October 1 and not later than October 10.

Spring Season: Not earlier than February 10 and not later than February 20.

July/August: For Athletic Fields only - not earlier than June 1 and not later than June 10.

District residents will be advised of these dates via the district's on-line facility system.

Use of Facilities

In-School Groups: Resident school district students supervised by school district employees and the PTA.

1. All requests for use of facilities by school personnel or organizations will be forwarded to the Building Principal for approval.
2. At the secondary level, a copy of all requests by school personnel or organizations for use of gymnasias or playing fields will be forwarded to the Athletic Director for initial clearance (availability) of the facility. Clearance will then be given by the Building Principal and final approval from the Superintendent or designee.

Community Groups: Any organized group consisting of at least 75% district residents.

Building Facilities (excluding use of pool, gymnasium and playing fields)

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1. Applications for use of building facilities will be submitted to the Building Principal. If rehearsals are required, the number of rehearsals must be approved by the Building Principal and should be included in the request.
2. The Building Principal will initial the application indicating availability and preliminary approval of that organization. The Building Principal will list stipulations/requirements thereupon to be fulfilled before final approval is given by the Superintendent or his/her designee. Such stipulations may include but are not limited to: security, custodial, kitchen help, parking, entrances to be used, police, etc.
3. The Building Principal will forward the initialed application form to the Superintendent or his/her designee for final approval.
4. If there are no stipulations or conditions to be satisfied, the Superintendent or his/her designee may sign the application signifying final approval and so notify the organization, the Building Principal, security, etc., of the same.
5. If there are conditions or stipulations to fulfill, the Superintendent or his/her designee shall so notify the community organization of the stipulations and conditions that must be fulfilled before final approval is given. Upon compliance with all the stipulations and conditions by the organization, the Superintendent or his/her designee will sign the application signifying that final approval has been given and will notify the Principal, the organization, security, etc., of the same.

Approved Uses

All applicants must conform to the approved uses. Approval will normally be provided for the following uses:

1. for the purpose of instruction in any branch of education, learning or the arts;
2. for holding social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public;
3. for meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose; but such uses shall not be permitted if such meetings, entertainments and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval or marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers;

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4. for polling places for holding primaries and elections and for the registration of voters and for holding political meetings. But no political meetings shall be permitted unless authorized by a vote of the district meeting, held as provided by law; and
5. for emergencies in the district such as floods, power outages, and other conditions which require temporary accommodations for residents in sections of the community. Such use shall be provided in cooperation with other agencies including but not limited to various levels of government, fire departments, Town of Babylon, Town of Oyster Bay, the Red Cross, the Salvation Army and similar agencies (see policy 1500). Such use shall be authorized through the Superintendent without charge.

Prohibited Uses

Approval will normally be denied for the uses listed below:

1. any use that will interfere in any way with the normal operations of schools, cleaning schedules or repair work;
2. advertising or other commercial purposes;
3. association, society or a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine services of the United States and organizations of volunteer firefighters or volunteer ambulance workers;
4. gambling or use of drugs or intoxicating beverages;
5. personal uses -- an individual not representing a participating organization or group will normally be denied use of facilities;
6. any organization whose membership, participation or attendance is restricted (ethnic, racial, etc.); and/or
7. when it is determined that use may result in division, dissent, dissatisfaction and criticism within the community.

Priorities for Uses of Facilities

The priority order for the use of the facilities in this district is as follows:

1. school and educational programs and related activities;
2. youth groups; and
3. adult groups.

A more detailed order of priority within the three groups follows:

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1. school purposes;
2. school-sponsored activities, including recreation;
3. continuing education;
4. PTA activities;
5. college extension programs and similar programs which serve district residents;
6. recreational programs other than sponsored by the district;
7. community youth groups such as Boy Scouts, Girl Scouts, 4-H Clubs, Brownies and similar groups;
8. employee organizations of the district which are recognized by the Board of Education;
9. purposes contributing to educational, cultural and civic life of the district not already provided above;
10. non-profit citizens' organizations of the district;
11. professional and technical groups; and
12. fund-raising when the entire proceeds are to be used for support of direct services to the students and/or citizens of the district without religious and/or political sponsorship.

Resident community organizations will have priority over non-resident groups. Large groups will normally have priority over small groups. District-wide participation will have priority over more limited participation.

Appeals

Denials for use of facilities may be appealed in writing to the Superintendent within five (5) school days. The Superintendent will respond in writing within five (5) school days. Applicants who have appealed to the Superintendent within the designated period of time and are not satisfied with the action taken may appeal to the Board of Education within ten school days after receiving the response from the Superintendent.

Approved Fees

Fees are payable by check and should be made payable to Farmingdale Union Free School District.

Fees are due in full ten (10) days prior to the event for groups that do not meet the residency requirement.

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The schedule of current fees is contained in regulation 1500-E.1 and 1500-E.2.

School facilities are not to be used by any group without district custodial/cafeteria/AV technical/security services. The assigned staff member will be regarded as the representative of the Board and will be responsible for opening and closing the facility and/or building, providing lights and other services that may be reasonably expected.

1. A fee will be charged for those activities which require additional services, such as custodian, security, lifeguard, AV, computer or other technician, and cafeteria personnel.
2. The use of the kitchen or of major kitchen equipment requires the services of a cafeteria worker(s).
3. The hourly fee for custodians will be attached to the Building Application Form.

The fee is based upon the time used by the organization, plus set-up" and clean-up" time required.

Safety

The Superintendent will ensure that every reasonable measure is taken to ensure safety in all activities. Safety precautions in the use of facilities must conform to the highest standards.

Any unsafe activities or dangerous procedures being used by any persons, groups, or organizations will be halted at once by the staff member present and a report made to the Superintendent.

The following activities are expressly prohibited on school grounds:

1. use of intoxicating beverages or drugs;
2. smoking except on such occasions and in such locations as may be specifically approved;
3. gambling;
4. use of profanity or loud or abusive language;
5. climbing of fences;
6. riding of bicycles, etc., on basketball and tennis courts;
7. flying of model airplanes;
8. driving of mini-bikes or go-carts;
9. walking of dogs;

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10. playing golf; and/or
11. anything else prohibited by District Policy, Code of Conduct and/or law.

Supervision

Student groups must be properly supervised at all times by the professional staff member assigned the responsibility for the student group. Out-of-school groups must be properly supervised at all times by the adult assigned the responsibility for such group.

Curfew

Curfew regulations must be adhered to. All buildings must be cleared by 10:30 p.m. when facilities are used in the evening, except when written permission to remain later is obtained from the Superintendent or his/her designee. All fields must be cleared by a quarter (1/4) hour past sunset, except when written permission to remain later is obtained from the superintendent or his/her designee.

Cancellations

1. Cancellations, except for inclement weather, must be made at least twenty-four (24) hours before the activity is to be held. Failure to notify the Board of cancellation within twenty-four (24) hours will result in billing **for fees and services**. ~~for custodial call-back time, if time has been arranged for as part of the application.~~
2. Activities scheduled for a day when it becomes necessary to close the school for any reason will be automatically canceled. It will be the sole responsibility of the organization to notify its members of said cancellation(s).
3. When a school function must take priority over a regularly scheduled non-school activity, the Building Principal will so advise the organization seven (7) days in advance, if circumstances so permit. It will be the sole responsibility of the organization to notify its members of said cancellation(s).

Loan of Property

1. The State Constitution prohibits school districts from giving or loaning school property to or in aid of any individual or private corporations.
2. Special school equipment, e.g., projectors, screens, etc., will not be made available for use.

Decorations

Decorations should be erected only in such a manner as will not be destructive of school property, and must be approved by the school staff member on duty. All decorations must be fireproof or

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flame resistant and must be removed from the building prior to 8:00 a.m. on the day following the final use of the facility.

Insurance

It is assumed that an organization has a responsibility for the actions that take place in a building or are under its charges whether or not those actions are carried out by the members of that organization. Public liability insurance must be provided by the organization indemnifying the district against any and all claims which might arise from use of the district facilities. The limits of said coverage are as follows: Community organizations that make application for use of school facilities for athletic activities, concerts and theatrical performances are required to furnish Comprehensive General Liability Insurance naming Farmingdale Union Free School District as an additional insured with no responsibility for payment of premiums. These policies must have a minimum coverage of \$3,000,000 per occurrence / \$3,000,000 aggregate, with no exclusions for athletic participants. Insurance certificates must be presented to the Superintendent or his/her designee along with the application for use of school facilities prior to the granting of a permit authorizing use of district facilities. It should be noted that ACCORD" or other blank certificates are not acceptable unless accompanied by a letter of transmittal from the insurance company. Said coverage must be in such form as approved by the Assistant Superintendent for Business and/or the district's insurance carrier/broker, and the organization releases on behalf of its members, the district, its officers and employees, from any liability for any injury occurring during the time the premises are being used by the organization during the term permission is granted.

Use of School Facilities by School Personnel

1. Any use of school facilities for school-related activities will be scheduled through the Building Principal.
2. No students are allowed in a school building unless a teacher is on duty.

In addition, the use of buildings, grounds, and facilities is governed by those rules listed on the Use of Building Application Form and the Rules and Regulations for Maintenance of Public Order on School Property, District Policy and Regulation, [Education Law section 414](#) and any and all other laws and regulations as may be applicable.

Adoption date: July 5, 1995; Revised: July 15, 2003; Revised: August 23, 2012;
Revised: January 11, 2017

**PUBLIC USE OF SCHOOL FACILITIES EXHIBIT
FACILITIES FEE SCHEDULE**

The Board encourages the use of its facilities by the community and has created a fee schedule that, in conjunction with an approved budget, supports that use.

Required Additional Service Fees:

Fees will be required for **if additional** supervision, technical assistance and support **is determined to be needed** when facilities are in use (custodian, security, lifeguard, AV, computer or other technician, cafeteria personnel), ~~as determined~~ **Such determination will be made** by the Superintendent or his/her designee:

- Required Additional Service Fees:**
- \$30 ~~40~~ per hour, per person (Mon-Fri)
 - \$45 ~~60~~ per hour, per person (Sat)
 - \$60 ~~80~~ per hour, per person (Sun)

FEES TO BE PAID BY GROUPS THAT DO NOT MEET THE RESIDENCY REQUIREMENT ARE AS FOLLOWS AND MUST BE PAID TEN (10) DAYS PRIOR TO THE EVENT:

- No Facility Fees
- No Facility Fees
- In-School Groups
- Community Groups

~~Use of Fields or Gyms - Season Permit Fees: (Not applicable for the use of synthetic turf field)~~

Summer	12 weeks/2 hours per week	\$150 per field, plus the cost of required additional services listed above
Fall	7 weeks/2 hours per week	\$100 per field, plus the cost of required additional services listed above
Spring	7 weeks/2 hours per week	\$100 per field, plus the cost of required additional services listed above

Occasional Use of Synthetic Turf Fields:

- \$50 ~~200~~ per hour for day time use plus the cost of required additional services
- \$75 ~~250~~ per hour for night time use plus the cost of required additional services

Occasional Use of Gymnasium:

\$50 ~~200~~ per hour, plus the cost of required additional services
The rate for tournaments and meets will be determined by the number of participants/spectators and the facilities required, plus the cost of required additional services.

Auditoriums: (includes large auxiliary spaces)

\$250 ~~350~~ per hour, plus the cost of required additional services

Classrooms:

~~Semester (15 weeks) — \$300 per room, plus the cost of required additional services—
 (7 weeks) — \$175 per room, plus the cost of required additional services
 Single uses — \$30 75 per hour~~

~~**Pool:** \$150 per 1.5 hrs. session, plus cost of required additional services.~~

~~**Competition Pool:** \$500 per hour, plus cost of required additional services~~

~~**Community Pool:** \$250 per hour, plus cost of required additional services~~

Tennis Courts:

~~\$10 — per hour/per court~~

~~**Cafeterias:** Single event - \$100 200 per hour, plus cost of required additional services.~~

~~**Farmingdale concession and restroom trailers are available for use by community groups only. An additional service fee of \$500 per day will be charged for each trailer. Please contact the district for additional information.**~~

Adoption date: July 5, 1995; Reaffirmed: July 15, 2003; Revised: December 2007;
 Revised: November 4, 2009

**PUBLIC USE OF SCHOOL FACILITIES EXHIBIT
FACILITIES FEE SCHEDULE IN THE ABSENCE OF AN
APPROVED BUDGET**

The Board recognizes its responsibility to let organizations know the facilities use fees that will be in place if the district does not have an approved budget.

The District will limit the use of facilities to 1-1/2 hours prior to the end of the regular work day for the employees who maintain the facilities.

Required Additional Service Fees:

Fees will be required for if additional supervision, technical assistance and support is determined to be needed when facilities are in use (custodian, security, lifeguard, AV, computer or other technician, cafeteria personnel). as determined Such determination will be made by the Superintendent or his/her designee:

- Required Additional Service Fees:** (Not applicable for the use of synthetic turf field)
- ~~\$30~~ 40 per hour, per person (Mon-Fri)
- ~~\$45~~ 60 per hour, per person (Sat)
- ~~\$60~~ 80 per hour, per person (Sun)

ALL COMMUNITY GROUPS AND NON-RESIDENT GROUPS ARE SUBJECT TO THESE FEES.

Use of Fields or Gyms—Season Permit Fees:

Summer	12 weeks/2 hours per week	\$500 per field, plus the cost of required additional services listed above
Fall	7 weeks/2 hours per week	\$300 per field, plus the cost of required additional services listed above
Spring	7 weeks/2 hours per week	\$300 per field, plus the cost of required additional services listed above

Occasional Use of Synthetic Turf Fields:

- ~~\$50~~ 200 per hour for day time use plus the cost of required additional services
- ~~\$75~~ 250 per hour for night time use plus the cost of required additional services

Occasional Use of Gymnasium:

~~\$50~~ 200 per hour, plus the cost of required additional services
The rate for tournaments and meets will be determined by the number of participants/spectators and the facilities required, plus the cost of required additional services.

Auditoriums: (includes large auxiliary spaces)

~~\$250~~ 350 per hour, plus the cost of required additional services

Attachment: Draft Policy #1500-R Packet BOE 11-6-19 (5930 : Draft Policy #1500-R, Public Use of School Facilities and Exhibits 1 and 2)

DRAFT #1500-E.2

Classrooms:

~~Semester (15 weeks) — \$300 per room, plus the cost of required additional services~~
~~(7 weeks) — \$175 per room, plus the cost of required additional services~~
 Single uses— \$30 75 per hour

Pool: ————— \$150 per 1.5 hrs. session, plus cost of required additional services.

Competition Pool: **\$500 per hour, plus cost of required additional services**

Community Pool: **\$250 per hour, plus cost of required additional services**

Tennis Courts:

\$10 — per hour/per court

Cafeterias: Single event - \$~~400~~ 200 per hour, plus cost of required additional services.

Farmingdale concession and restroom trailers are available for use by community groups only. An additional service fee of \$500 per day will be charged for each trailer. Please contact the district for additional information.

Adoption date: July 15, 2003; Revised: December 2007; Revised: November 4, 2009

PUBLIC USE OF SCHOOL FACILITIES

The Board of Education recognizes that district facilities belong to the school community. In addition, the Board supports the position that publicly-owned facilities should be made available for use by the community-based non-profit recreational and educational groups. Therefore, the Board encourages the use of school facilities for activities of an educational, civic, social, recreational or governmental nature which are sponsored by responsible community organizations, agencies, institutions, etc. School district facilities shall not be made available to profit-oriented private organizations, e.g., camps, schools, etc.

Notwithstanding this prohibition, school facilities may be used by such organizations for holding social, civic and/or recreational meetings and entertainments and other uses pertaining to the welfare of the community, providing no admission fees are charged and such meetings, entertainments and uses shall be non-exclusive and open to the general public.

The Board also recognizes that the school buildings and grounds are maintained for the education and recreation of the school children of the district, and at no time shall the use of any school facility be available to non-school organizations when such use would tend to disrupt or interfere with the normal functioning of the school and/or its related activities. Such use may take place during school hours only if, in the opinion of the Board, the use will not be disruptive of normal school operations. Both during and after school hours, all such use should pertain to the general welfare of the school and/or community, in compliance with the Education Law.

School sponsored functions shall have priority over non-school activities. All uses of school buildings and grounds shall be consistent with [section 414 of the Education Law](#). Any such use, however, shall not be deemed an endorsement of the activity or purpose for which the facilities are used.

Written permits shall be obtained before any and all groups may use school facilities. The Application/Permit should be submitted prior to the time of the activity and must receive initial approval by the Principal with final approval from the Superintendent or his/her designee. All groups must satisfy the Board that their program is of a nature suitable for presentation in a public school.

Residents and taxpaying businesses located within the district shall have priority over non-school activities. However, qualified non-resident groups shall not be denied use of district facilities. A non-resident group shall be defined as one having 25% or more of its membership from non-residents. A resident shall be required to sign as a sponsor for a non-resident group. The Board at its option may require that a roster of the names and addresses of the sponsors and participants be submitted.

Violation of any regulations or inaccurate or untruthful statements made in an application may place the responsible persons or organizations or both on an ineligible lists. Subsequent applications of such ineligible will be referred to the Board who will determine whether disbarments shall be temporary or permanent. The Board reserves the right to revoke the use of a facility at any time without liability should it be deemed advisable, prudent or necessary.

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Permission for use of school buildings and facilities may also be rescinded for just cause by the Superintendent.

Upon community approval of the school district budget three basic fee systems shall be in effect. These include:

1. no fee;
2. facility use *and/or*
3. additional services, fee only

The school district shall be responsible for providing proper building supervision. There shall be at least one custodian and/or additional school staff members on duty whenever a building facility is in use. This type and amount of coverage needed will be determined by the Director of Operations. Fees shall be charged for additional required services, e.g., custodial, security, lifeguard services, AV technician, or cafeteria personnel at rates established by the Board. (See [1500-E.1](#), [1500-E.2](#))

Facilities use fees will not be charged to district non-profit organizations and youth groups. All others will pay a use fee in accordance with the fee schedule adopted by the Board, [#1500-E](#). In the event that the district does not have an approved budget, the Facilities Use Schedule [1500-E.2](#) will be used.

The Board hereby authorizes the Superintendent or his/her designee to approve and arrange for scheduling the use of school facilities by applicants satisfying the criteria established by Board policies and regulations. Building Principals are authorized to schedule school connected activities in their own buildings and to make sure that they are adequately and properly supervised.

It shall be understood that those to whom permits are issued will guarantee orderly behavior. The using organization shall be required to pay for all vandalism, losses and damages for which it may be directly or indirectly responsible. Evidence of liability insurance shall be provided by the organization indemnifying the school district against any and all claims which might arise from use of district facilities, in an amount consistent with [Administrative Regulation 1500-R](#).

In the event of a mass disaster, the Board hereby authorizes the use of school facilities as mass shelters. Such use shall be authorized through the Superintendent.

Ref:

[Education Law §414](#)

Adoption date: July 5, 1995

Revised: July 15, 2003; Revised: January 11, 2017