



# PHASE I: Letter of Intent

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## Basic Contact and Application Information

### Page 1

**Applicant groups and Existing Education Corporations interested in submitting an application to establish Regents-authorized charter schools are asked to complete this brief information sheet. The Department will use this information to plan and coordinate peer review panels with appropriate expertise to evaluate all application materials.**

**Please indicate whether an Applicant Group or an Existing Education Corporation is submitting this Round 1 Letter of Intent.**

Applicant Group LOI to establish a single, brand new charter school

### **Proposed Charter School Name**

(Please write out the formal and full name for the school you proposed, and include the words "charter" and "school" in the proposed name(s)).

School Name	REACH Academy Charter School
Grades Served (K-5, .6-8, 9-12, etc.) During Initial Term	K-5
Number of Students During Initial Term	600

### **Proposed or Current Board Chair and Public Contact information, including mailing address, phone number, and email address.**

(The entire chart may not be visible on your screen. Use the "tab" key to move from column to column. The first column will remain static as you do so).

	First and Last Name	Best Phone Number (###-###-####)	Email Address
Proposed/Current Board Chair	Dolores Prezyna	██████████	██████████
Public/Media Contact Person	Robin Nellis	724-601-9099	<a href="mailto:rnellis77@gmail.com">rnellis77@gmail.com</a>

### **If available, please provide the URL to the website established for the proposed school or existing education corporation.**

[www.reachacademycharter.webs.com](http://www.reachacademycharter.webs.com) / [www.facebook.com/reachacademycharterschool](https://www.facebook.com/reachacademycharterschool)

### **Proposed Management and/or Partner Organization(s), such as a charter or educational management company or a university, academic program partner, or whole school change partner.**

(See pages 45-46 of the application kit for definitions and guidance as only "substantial" partnerships should be listed here).

Proposed Management Company	Not Applicable
Partner Organization 1	Catholic Charities of Western New York
Partner Organization 2	(No response)

**Proposed Board Chair Signature**

(Internet Explorer may not support this feature. Open the portal using Google Chrome, Firefox, or Safari).



**Date**

2015/06/19

**Thank you for completing this form.**

## I. Applicant Group Information

- A. Applicant Group Names:** See Table 1 in Attachment 5b.
- B. Applicant Group Roles:** See Table 1 in Attachment 5b.
- C. Public Contact Information: Name:** Robin Nellis **E-Mail:** rlnellis77@gmail.com **Phone:** 724-601-9099
- D. Application History:** Two applications have been submitted in support of REACH Academy Charter School. In February of 2014, the Applicant Group submitted a Letter of Intent during Round 1 to the SUNY Charter Schools Institute (CSI). The first full application was presented in March of that year. Reviewers identified key areas of the application that needed refinement and the Applicant Group submitted a full application to NYSED Charter School Office in Round 3 in November of 2014. Reviewers again offered valuable feedback that will assist the Applicant Group in refining the proposal for submission during the 2015 RFP process.

## II. Proposed Charter School Information

- A. Proposed School Name:** REACH Academy Charter School
- B. Proposed School Location:** City of Buffalo, New York
- C. Planned Grades and Enrollment in the 1<sup>st</sup> thru 5<sup>th</sup> Year of Operation**

Initial Term	School Year	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	Totals
Year 1	16-17	X	X					120
Year 2	17-18	X	X	X				240
Year 3	18-19	X	X	X	X			360
Year 4	19-20	X	X	X	X	X		480
Year 5	20-21	X	X	X	X	X	X	600

- D. Proposed Management and/or Partner Organization:** The Applicant Group is committed to the establishment of systems that fulfill the REACH Academy Charter School Mission and support the students, families and staff in overcoming the limitations often posed by poverty, disability and language barriers. For this reason, a partnership has been secured between the school and Catholic Charities of Western New York. This partnership will bring the *Closing The Gap* program to the school, which connects families with providers of tutoring, mental health, and other support services including food and clothing. In addition, the *Foster Grandparent Program* will bring older adults, from the community, who can make a difference in the lives of children by volunteering in the classrooms of REACH Academy Charter School.

**E. Proposed School Mission**

*~Our Mission, Our Promise~*

*The Mission of the REACH Academy Charter School is to ensure the achievement of high academic standards for City of Buffalo students through a hands-on authentic learning environment. Scholars of REACH Academy Charter School will learn the value of Service, Leadership, Character and Citizenship, along with effective Communication Skills as evident in reading, writing, mathematical and technological comprehension. REACH Academy Charter School will provide the tools for scholars to rise above the limitations often posed by poverty, disability and the struggle to achieve English Language Proficiency.*

- F. School Overview:** To close the gap on poverty, REACH Academy Charter School will provide rich language experiences designed specifically to develop language abilities in vocabulary and background knowledge for students at-risk for academic failure. The development of strong literacy skills make up the basic foundation for all learning. Scholars at REACH Academy Charter School will develop strong communication skills, as evident in reading, writing, mathematical and technological comprehension. While learning to read fluently and understand what is read is critical to academic success, it is not enough to bridge the gap for students in poverty. Building background knowledge and increasing vocabulary skills are essential to make up for the difference for students from impoverished homes (Snow K., 2013). REACH Academy Charter School will provide rich authentic opportunities for students to build the skills necessary to successfully compete in the 21<sup>st</sup> Century.

### REACH Academy Key Design Elements

These design elements are what will make REACH Academy Charter School a dynamic school of the 21<sup>st</sup> Century. Each of these are woven into every aspect of the schools rigorous program and provides students the opportunity for critical and reflective thinking throughout their educational experience to ensure high achievement.

- 1. Instructional Design – *The Six Point Plan to Increasing Student Achievement*** model encapsulates an effective way to ensure high student achievement by allowing for continuous evaluation of student progress

and requiring immediate modification to the students' learning plans as needed. The plan includes: Setting Up a Culture of High Expectations, Articulating the Curriculum, Ensuring Best Instructional Practices, Administering Common Assessments, Providing Research Based Interventions and Monitoring Progress.

2. **Authentic Classroom Learning Environments** – It's been clearly documented that student engagement increases when students are cognitively involved and thinking critically about the content. (Wilmington, 2007) Authenticity includes meaningful tasks that are real or have purpose, which increases student engagement. The classrooms at REACH Academy Charter School will be designed as "mini" real world familiar environments based upon developmentally appropriate themes. In order to bridge the gap for those in poverty, rich authentic language experiences and exposure to a wide range of books across a variety of genres are essential (Snow, C. and Shattuck, 2014) and will be evident throughout the school.
3. **Center-Based Learning**- Scholars at REACH Academy Charter School will spend the majority of their day engaged in meaningful learning through a center-based approach. Michael Bottini (2005) explains the benefits of this form of instruction. He states that centers provide children with opportunities for making choices, working with others, being involved in hands-on activities, and becoming fully engaged in learning.
4. **Six Week Modules Rotating to New Learning Settings** - Students will stay in a classroom learning environment for one unit of study for 5 - 6 weeks in length and will rotate through six different units or "thematic" classrooms.
5. **Literacy Focused** - A basic belief at REACH Academy Charter is that students in poverty need an enormous amount of rich language experiences to bridge the gap that poverty creates. The students will engage in focused, rich literacy experiences throughout their school day. Using Fountas and Pinnell's model for Guided Reading and Phonic Lessons and Lucy Calkin's model for Reader's/Writer's Workshop as the basic literacy curriculum, students will receive a highly personalized approach in literacy instruction.

**G. Target Population/Community Served:** The Targeted Population for REACH Academy Charter School is directed to the minority student coming from a depressed socio-economic background in the City of Buffalo. The location of the school is going to be on the East Side of Buffalo in either an area known as the Broadway-Fillmore District or in the city's Fruit Belt neighborhood. Both of these locations offer the challenge of lifting up an area with a high percentage of the population living below the poverty level and some of the lowest performing schools in the city. Buffalo Public School had a 76% free and reduced lunch rate as of 2014. With these locations, it is expected that the school will have over a 90% free and reduced lunch rate and a minority rate over 90%. The school curriculum is specifically designed to help reduce the poverty gap by providing rich language experiences designed to build background knowledge and vocabulary skills which have been shown to be delayed for students in poverty (Haty and Risely, 2004.)

**H. Replication of High Quality School Models:** Not Applicable

### III.A. School's Plan to Attract and Recruit Students

- A. **Targeted Population:** The Targeted Population is directed to the minority student coming from a depressed socio-economic background in Buffalo. Driven by our mission to *provide the tools for scholars to rise above the limitations often posed by poverty*, our entire program is geared toward helping the struggling student who might not otherwise find success in a typical underperforming city school. The key design elements demonstrate a highly engaging, academically rigorous environment involving center-based learning and small group instruction that is differentiated and specific to student needs. Advertising in community newspapers, the local radio, and television broadcasting events to promote the school will begin immediately upon approval. Brochures will be widely distributed anywhere parents might gather or do business. Several Open Houses will be hosted in the months prior to opening.
- B. **Students with Disabilities:** True to our mission, REACH Academy Charter School will recruit students with special needs by working closely with agencies that provide Preschool Programs, such as Bornhava and Baker Victory Services, for students with disabilities. Informational Sessions will be set up to specifically address how our program will meet the needs of students with special needs and for parents to tour and learn more about the services offered. Program Administrators, Social Workers, District CPSE Coordinators, Sp. Ed. Teachers, Parents and Students will all be invited to learn more about our school. Additionally, our recruitment brochures will specifically mention the special services offered and our philosophy on special

education will be shared during Open Houses/Parent Info. Nights.

- C. English Language Learners:** According to the New York State Report Card, 13% of the students in the Buffalo Public Schools were Limited English Proficient in 2013-2014. REACH Academy Charter School will visit ethnic community groups and offer presentations to their membership to invite prospective students to visit our school. Journey's End Refugee Services and Hope Refugee Center will be invited to tour our school. Printed promotional materials will be distributed both in English and in Spanish.
- D. Students who are Eligible Applicants for the Free and Reduced Price Lunch Program:** The very location of REACH Academy Charter School will be one of the biggest draws of students' who are eligible for the Free and Reduced Lunch Program (FRLP). In 2013-2014, the Buffalo Public Schools had an average of 76% of the population that qualified for FRLP. However, according the 2013-2014 New York State Report Card Data, schools located within a 1.2 mile radius of our proposed school's location had an average of 92% FRLP rate. While recruiting for our school, we will emphasize the location of the school to target the local impoverished neighborhood where we will be situated. Additionally, recruitment brochures will be distributed to local homeless shelters, food pantries and public housing projects.

### III.B. School's Plan to Retain Students

- A. Targeted Population:** In order to retain our targeted population, we will ensure students success and maintain a high level of parent satisfaction.
- ~ We will actively seek high quality minority teachers who share similar background and cultural understanding and sensitivity as our students. Professional Development will include diversity training and acclimating teachers to what life is like for students living in poverty.
  - ~ REACH Academy Charter School will establish a *Back Pack Program* for Kindergarten and 1<sup>st</sup> Graders providing engaging literacy activities, toys and books to be sent home with students and rotated monthly.
  - ~ Parents will be encouraged, but not required to volunteer in school and in the classroom.
  - ~ Anonymous Parent Surveys will assess satisfaction and gain feedback for improvement.
  - ~ Classes will be held in summer/over breaks for students to remediate academic weaknesses.
  - ~ 2<sup>nd</sup> Grade students and up will be given planners to manage assignments, class work, notes.
- B. Students with Disabilities:** The National Alliance for Public Charter Schools offers several strategies for retaining students with disabilities. REACH Academy Charter School will have a culture of high expectations for all students. This will be done through constant communication of the message that all students are welcome and expected to succeed. We will provide a robust curriculum designed by effective teachers who regularly monitor progress to formulate targeted and fluid interventions based on common formative assessment data. Having a structured Response to Intervention (RtI) model will ensure that teams of general and special education teachers meet students' needs as they arise, rather than waiting for students to fail. Classroom teachers will be a key participant in grade level teams that share in the accountability of all the students' success. By closely tracking success, we will ensure that required retention targets are met while demonstrating students' growth in their program.
- C. English Language Learners:** In order to retain our English Language Learners, the faculty and staff will integrate cultural traditions of ELL families throughout our school community. We will host an annual Cultural Night where all families in our school community are invited to share a special ethnic dish to be sampled by all. Cultural Night will also invite parents to share a special ethnic or cultural tradition or custom within the school community. Maps and flags will be displayed in a prominent place within the building to designate where our students are from. By creating a welcoming school environment that respects the cultural traditions and customs of our students and their families, we will build a strong sense of community within our building. The faculty and staff at REACH Academy Charter School will encourage the native language use at home and suggest that parents read and tell stories to their children in their native language which will also help their reading skills in English. Bilingual books will be available in the school library. One of our greatest challenges will be communicating with ELL parents. Creating a solid translation process will be paramount. We will offer staff training on how to communicate in simplified English on the phone when necessary. We will work with an agency such as The International Institute of Buffalo on providing Interpreter and Translation Services which they have available in more than 60 languages. Services will be provided for

Parent Teacher Conferences and other events as needed, in order to effectively communicate with families.

**D. Students who are Eligible for the Free and Reduced Price Lunch Program:** Understanding our population is critical to meeting their needs. The school will incorporate flexibility to help our students reach success and to lessen the stress often found in families living in poverty. The school will open at least 30 minutes earlier (longer if necessary) every day to provide free supervision for students whose parents must drop them off early in order to get to work. No student will be expected to wait outside in the cold Buffalo temperatures waiting for the school to open. A free quality after school program will run from the end of the school day until 5:15 pm daily so students are not left home alone unsupervised. A School Uniform Policy will be instituted to reduce the burden of shopping for designer clothing and the competition among students often associated with having the most fashionable items. A Uniform Swap will be facilitated annually where parents can trade gently worn uniforms each year for the appropriate size needed. A washer and dryer and a shower will be located in the building for the rare occasion when some students need to discretely receive a shower and clean clothes. Extra uniforms, socks, belts and underwear will be made available for students whose families don't have the basic means to provide these essentials. The Social Worker will lead a Winter Coat Drive for those parents struggling to purchase quality warm clothing. Monthly Spaghetti Dinners and an annual Chicken BBQ will be hosted to share a meal together while building a strong sense of school community. The Social Worker will pick up students who miss the bus and have no way of getting to school.

#### IV. Public Outreach and Community Support

**A. Public Outreach:** REACH Academy Charter School's plan for Public Outreach has employed a multi-faceted approach, beginning in December, 2013 and continuing beyond the date of this Letter of Intent. Over the past 18 months, it has taken the form of Public Forums, Discussions with Prominent Individuals and Community Organizations, and both Social Media and traditional public awareness campaigns.

**\*Six Public Forums** have been scheduled, advertised and completed to date. Sessions were held at Bethel Head Start, serving the East Side of Buffalo, on three occasions: 2/27/14, 3/5/14 and 3/20/15. To reach families in other portions of the community, a forum was held at Northwest Buffalo Community Center on 2/5/15. An information table was manned by the Applicant Group at the Walden Galleria Mall on 5/16/15 and 5/17/15. All forums featured a multi-media presentation, printed materials and one-on-one discussions with attendees. Those attending were also encouraged to complete a survey to assist the Applicant Group in tailoring the school's design to the needs of the community and families to be served. Three members of the Applicant Group were able to address the Buffalo Board of Education on 4/23/14, explaining plans for the school and answering questions from both the BOE members and the public in attendance. A follow-up discussion was held with one of the Board members who shared ideas on student and staff recruitment. The most recent outreach opportunity took place at the First Centennial Baptist Church's Youth Services on 6/21/15. Discussions are underway to schedule additional outreach forums at both the Seneca Babcock Community Center in South Buffalo and at The True Bethel Baptist Church on the East Side of Buffalo.

**\*Discussions** have been held with several prominent Educational Leaders. In August of 2014, telephone and e-mail communication and a follow-up meeting took place with Mr. Donald Ogilvie, Interim Superintendent of the Buffalo Public Schools and recently retired District Superintendent of Erie 1 BOCES. A meeting to gather input also took place with Mr. Kevin MacDonald, District Superintendent of Genesee Valley BOCES. Other local community leaders who participated in providing feedback on the charter school proposal include; Mr. William Mariani, current President of D'Youville College in Buffalo and Past President of Erie Community College; Dr. James Mills; Past President of the New York State Council of School Superintendents (NYSCOSS), retired School Superintendent and Professor in Educational Leadership at Niagara University; Dr. Stephen Phelps, Literacy Professor Emeritus from Buffalo State College, former charter school board member and published author in literacy development and Mr. James Sampson, Current Board President of the Buffalo Board of Education. In October, 2014 and again in March of 2015, telephone discussions took place with Mr. Robert M. Bennett, Chancellor Emeritus of the New York State Board of Regents. Telephone and e-mail correspondence between the Applicant Group and Mr. Dennis Walczyk, CEO of Catholic Charities began in January of 2015. This led to further correspondence with Catholic Charities' Program Leaders and a meeting between REACH Founders and Catholic Charities administration. These partnership initiatives led to a Letter of Support from Mr. Walczyk on 3/9/15 stating Catholic Charities "values opportunities to partner

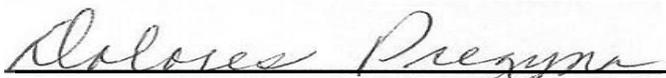
with schools who share the mission to enhance the lives of students and families and reduce poverty and crime.” Talks were also held with the Director of the local AmeriCorps office on 1/7/15, the Executive Director of Bethel Head Start on 1/29/15, representatives of the International Institute, an agency working with many immigrant families who settle in the City of Buffalo, on 1/30/15 and a representative from Erie County Sheriff Timothy Howard’s office who shared the department’s support for our proposal in January, 2014.

\***The Public Awareness** arm of outreach efforts has included a Press Release issued 2/19/14, a Stakeholder Letter mailed to 250 leaders and organizations on 1/6/14 and a second sent to 150 stakeholders on 10/6/2014, as well as an updated Press Release sent 11/19/14. A full color tri-fold flyer announcing the intent to seek a charter and offering opportunities to become a part of the effort was distributed to more than 50 preschool programs, daycare centers, churches and public bulletin boards on 3/1/14 and again on 1/20/15. Printed articles featuring REACH Academy Charter School appeared in the Buffalo News on 4/2/14 and in Business First Buffalo on 2/19/14. WIVB-TV did a story on one of the public forums in April of 2014.

\*The Applicant Group has made particular efforts to use **Social Media** to inform the public about the application and design process for the proposed school. An e-mail address, [reachacademycharter@gmail.com](mailto:reachacademycharter@gmail.com), was established on 12/6/13. On that same date, the REACH Academy website went on-line at [www.reachacademycharter.webs.com](http://www.reachacademycharter.webs.com), offering details on the school mission, proposed location, contact information and a questionnaire to help provide input on the development of the school and solicit parent and community volunteers. A Facebook page was created and launched on 2/8/14 to provide information on the proposed school and update the community on the application process and upcoming community outreach events. The e-mail address, website and Facebook page are maintained and current at all times.

**B. Community Support:** Community Support: Based on lengthy and diversified outreach spanning 18 months, the Applicant Group is confident enrollment targets can be met. Two hundred eighty seven surveys were collected at outreach events, with 69% stating they are likely to apply for enrollment at REACH Academy. Seventy nine percent of parents dissatisfied with their children’s current school were residents of the Buffalo Public School District. The survey responses, Social Media interactions, (2,987 hits on the website alone) and one-on-one discussions with parents have produced a list of elements of the school’s design that are of high or moderate importance to families looking for quality schools for their children. The Applicant Group used this input to develop the Key Design Elements of REACH Academy Charter School and incorporate what parents value. Small Class Sizes, Community Service Opportunities, Quality Leadership and Afterschool Programs are important to 72% of respondents. A Positive Behavior System, the Location of the School, a Nutritious Breakfast and Lunch and Family and Community Activities are valued by 65%. Lastly, a School Welcoming to all Cultures with Learning Labs during School Recesses are cited by 64%. The design of REACH Academy Charter School strongly aligns to what Buffalo parents want and will assure successful recruitment and enrollment. Since REACH Academy is to be located within the Buffalo district, the Applicant Group also looked at conditions that might foster a search by Buffalo parents for alternative placements from the home school. In recent years, there has been an increase in transfer requests for children attending low-performing schools. As of March, 2015, only 12 out of 57 Buffalo Public Schools were “in good standing.” As parents compete to get their children into those 12 schools, wait lists have grown and nearly 2,000 transfer requests have gone unfulfilled. Charter school wait lists offer further evidence of demand for quality schools. At the time of this Letter of Intent, more than 1,100 children are waiting for Kindergarten openings and more than 500 are on first grade wait lists for local charters. Additionally, legislation is being considered at the state level that would allow dismantling of the Buffalo Board of Education for Mayoral Oversight of the school system. In his letter this month to the governor, Buffalo Mayor Byron W. Brown argued that the Buffalo Public Schools have failed to show “substantive progress on behalf of 34,000 children.” Assessment of outreach efforts strongly supports the conclusion that Buffalo parents looking for a quality school will respond enthusiastically to REACH Academy Charter School’s aggressive recruitment campaign, creating sufficient demand to meet enrollment targets throughout the first five year charter term.

**V. Proposed Board Chair Signature and Date**

  
**Dolores M. Preznya – Proposed Board Chair**

**6/22/2015**  
**Date**

**TABLE 1: APPLICANT GROUP INFORMATION**

**\*Minimum of 5 members must be designated as Trustees**

NAME OF APPLICANT GROUP MEMBER	EMAIL ADDRESS	CURRENT EMPLOYMENT	RELEVANT EXPERIENCE, SKILLS, AND ROLE ON APPLICANT GROUP (Key Words)	PROPOSED ROLE (if any) (Trustee, Employee, Consultant, or None Continuing Role)	PROPOSED POSITION ON THE BOARD (e.g., officer, trustee, or constituent representative)	LENGTH OF INITIAL TERM	VOTING MEMBER (YES OR NO)
Dr. Dolores Prezyna	[REDACTED]	Adjunct Professor -SUNY Fredonia- Retired Principal Frontier Central School District	Academics, Board and Building Leadership and Supervision Literacy Specialist, Instructional Leadership, Teacher Evaluation, Union Negotiations, Evaluations	BOT Trustee	President	3-Years	Yes
Linda Marszalek	[REDACTED]	Nationally Certified Data Team Specialist - Genesee Valley BOCES	Educational Leadership, School Turnaround, Data Teams, Literacy and Academics, Curriculum Planning, Finance/Budget Planning, Instructional Improvement, Sp. Ed	Head of Schools	N/A	N/A	N/A
Michael Olsen	[REDACTED]	Teacher- Buffalo Public Schools Information Technology Coordinator- Enterprise Charter School	Facility Planning, Design and Maintenance, Instructional Technology Implementation and Coach, Chief Information Officer, Computer Networking, Student Management Systems, Procurement Experience	BOT Trustee	Vice President	1-Year	Yes
Christine Mann	[REDACTED]	National Presenter/Consultant – Xillix Advisor/Consultant - Jansen Biotech (Division of Johnson & Johnson)	Finance, Budget Oversight, Human Resources Experience, Contract Negotiations, Personnel Policy, Leadership, Operations, Marketing Specialist, Bi-Lingual/ German	BOT Trustee	Officer of the Board	2-Years	Yes
Leslie Scott	[REDACTED]	Assistant Federal Public Defender - United States Federal Public Defenders Office	Legal, Experience in Special Education and Criminal Law, Inner-City Youth Mentor, At-Risk Youth Advocate Community Leader and Minority Status	BOT Trustee	Board Secretary	1-Year	Yes

Ryan Caster		Certified Public Accountant - Freed Maxick CPAs, P.C	Financial Oversight, Budget Planning and Development, Procurement Procedures, Business Operations, Payroll, Benefits	BOT Trustee	Board Treasurer	2-Years	Yes
Parent Representative- TBA	TBA	TBA	Expected to Bring Parent Perspective to Governance and also a Liaison and Advocate to Individual Parents and Family Council	BOT Trustee	Officer of the Board	2-Years	Yes
Community Representative- TBA	TBA	TBA	Expected to Bring Community Perspective to Governance and also a Connection to Community Partners and Advocates for the School	BOT Trustee	Officer of the Board	3-Years	Yes
Lisa Rogers		Individualized Residential Alternative Specialist - People Incorporated	Educational Leadership Positive Behavior Intervention Specialist, Community Outreach, Youth Mentor, Special Education, CSE, IEP Development, Supervision	Dean of Students/ Director of Operations	N/A	N/A	No
Robin Nellis		District Data Clerk Global Concepts Charter School	Student Management Systems, Board Clerk Experience, Community Outreach Office Supervision, Daily Building Operations, Records Management, Student Attendance, Data Clerk	Intake Coordinator Board Clerk Chief Information Officer	N/A	N/A	No