



# THIRTY-FIRST DISTRICT PTSA

# *Valley Views*

Volume 54 | Issue 1 | July 2019

"be the change you want to see in the world"

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## 2019-2021 VISION FOR 31<sup>ST</sup> DISTRICT

"I am really excited for our next two years together.

We are going to work together to build stronger units, start new ones and implement changes as they come at us. Together, we will take on the challenges that will come our way. We will support our schools' goals and missions. We will support programs that will benefit all of the kids in the 31st District."

# FROM THE PRESIDENT

Submitted by Barbara Smith

## **Be the change you want to see in the world!**

This requires a steady awareness that one person, alone, can't change anything; an awareness that unjust authority can be overturned only by great numbers of people working together with discipline and persistence.

1. **Change yourself:** Challenge yourself to learn new things.
2. **You are in control:** How you react and deal with challenge is up to you. Meet with your Boards over the summer. Plan out your calendars with your Administrations.
3. **Forgive and let go:** We might not always agree, but once we decide on a course of action - moving forward together will allow us to move mountains and achieve goals we never could have achieved alone.
4. **Without action you aren't going anywhere:** Now that you have a plan, entrust your committees to do their work. Encourage them to meet early and often. Have them on your agendas every month - get updated reports on their progress.
5. **Take care of the moment:** We are all here because of our children. Let us not forget they still need our attention. Balance is hard to achieve but it makes you a better volunteer when you know your children, family and work are taken care of too.
6. **Everyone is human:** We all make mistakes. Learning from them is a big part of the process.
7. **Persist:** Showing up to every meeting, reporting the progress, or lack of, is important. Keep asking questions. Grow a little every day.
8. **See the good in people and help them:** This one can be hard, especially if you are still struggling with number three - forgive. Remember, we all walked into our first PTA meeting for the same reason. We had a child in school and we wanted to make sure it was the best possible school experience ever.
9. **Be true to yourself:** Don't be a treasurer if at heart you are really a membership chair. You will do the best job if it is the one you really want.
10. **Continue to grow and evolve:** Keep learning. Check out the [CAPTA.org](http://CAPTA.org) website, check out the District website, call/email your Council PTA President, go to your Council Meetings, come to the District Meetings, attend State Convention! Be everything you can be and I will do the same for you.



I need your help at the District Level for committees. Most of the committees only meet 2-3 times over the year plus monthly at Board of Managers Meetings. I would like to open the door to everyone to get involved at a whole new level of PTA. Email me and let me know how you would like to work with me!

Thank you for this opportunity to be your 31st District PTA President. I will work very hard on your behalf.

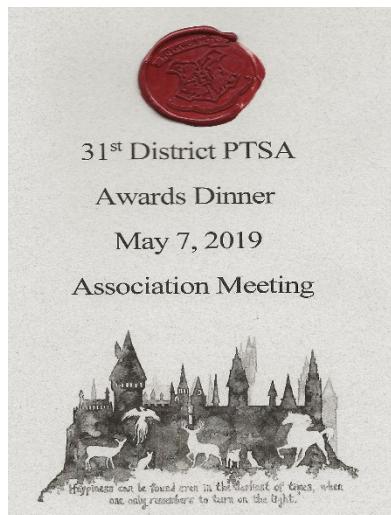
# 2019 AWARD DINNER AND INSTALLATION OF 2019 - 2021 BOARD OF DIRECTORS

My name is Nicholas Smith and as a student from this district, I have benefitted from the support of parents and teachers like yourselves in such a way that I can't even conceive of a world where I would not have succeeded in my many academic challenges without you.



Barbara Smith (right), Nicholas Smith (right) & Family

I began as a five-year old wandering aimlessly into kindergarten and now I stand before you, the result of decades of hard labor and volunteering, as a fourth-year college student from University of California Riverside who is due to get a bachelor's degree in just a few weeks.



"Happiness can be found in the darkest of times, if one only remembers to turn on the light."

I would like to invite the Board-Elect members to join me:

I am here to induct the Board of Directors for the 2019-2021 term of the 31st District PTSA. My sister, Jenny, will be presenting each member of the Board with a small token representing their respective roles.



Andrea Pichler (left)

[Andrea Pichler](#), Secretary is presented with the Rita Skeeter Quick Quotes Quill. Just as the famed reporter for the Daily Prophet documented the important goings-on of the wizarding world, so Andrea will record the meetings with the same attention to detail.

[Ira Weinreb](#), Treasurer is presented with the Gringotts Coin Collection, named for the bank trusted by witches and wizards from all over. As Gringotts is known for its top levels of security, beware the dragon, don't forget your keys, or in the case of Ira, please don't forget your forms, deadlines, taxes, and audits.



Ira Weinreb (center)



Colleen Ross (right) makes a special presentation to Kimberly Amado (left) as she ends her term.

[Colleen Ross](#), Vice President Membership and Organization is presented with Harry Potter's wand to lead the following committees; awards, Reflections, membership, music scholarship, fundraising, hospitality, and dinner committee.

[Mireira Moran](#), Executive Vice President is presented with the Marauders Map, a tool for supervision, insight, and occasionally mischief. She will be a second set of eyes, knowing all and seeing all. She will lead the District's amazing new social media outreach while maintaining the traditional

communication paths relied on.



Kimberly Amado (right) and children; channeling Harry Potter!

**Kimberly Amado**, Vice President Leadership is presented with Hermione Granger's wand because like Hermione, she is resourceful,

principled, and brilliant. She is easily the brightest witch of her generation. She will know all and have the answers to all your questions.



**Alice Orchanian**, Vice President

Community Involvement and Education is presented with the Ron Weasley wand, an instrument wielded to support friends and ensure the well-being of others. Alice will educate and inform us on how to be more involved and utilize the resource we have.



Alice Orchanian (right)



**Barbara Smith**, my mom, President is presented with Albus Dumbledore's wand. Dumbledore was loved by many, feared by some, and respected by all. He dedicated decades of his life towards the betterment of education for young witches and wizards of all backgrounds. Speaking from personal experience, I promise my

mother has done the same and will continue to do so for you as your next President.



Installation of 2019-2021 Board of Directors



Mireira Moran (incoming executive vice president)



# SO, YOU ARE A NEW UNIT TREASURER

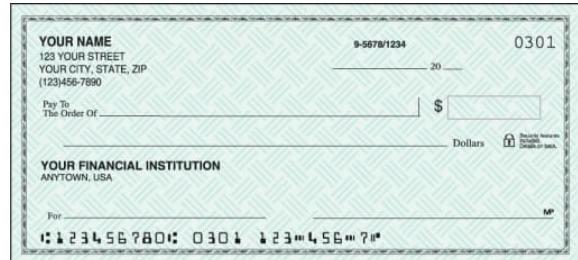
## WHAT SHOULD YOU BE DOING OVER THE SUMMER?

Submitted by Ira Weinreb

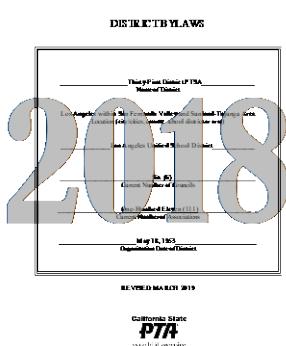
Congratulations! You have been elected as the new Treasurer for your PTA/PTSA Unit, and your first term of office begins July 1. And then you start to wonder: "hmmmmm, what should I be doing now (or soon)?"

So, let me help you with that:

1) **Change the signers on your bank account(s).** On or shortly after July 1, arrange to change the signers on your bank accounts. Your Bylaws specify which officers are to be check signers. Make an appointment to minimize waiting time. Typically, ALL new signers must appear together at the bank, each with two forms of ID. Bring a copy of the minutes signed by the Secretary showing who the new signers are to be. Usually now one current signer also needs to appear with the new signers.



2) **Meet with the current Treasurer, from whom you will be taking over.** They will give you a whole bunch of "stuff": Your Unit's books of accounting, the checkbook, deposit slips, check stamps, historical documents, and more. They should also give you (or set up for you) credentials to access the bank account(s) online. Hopefully, they are also willing to spend an hour or so with you showing you the records, how the books have been kept, and answering questions.



3) **Review your Bylaws.** Your Unit's Bylaws are like a constitution – it's the controlling governing document. Your Bylaws contain a lot of important information, such as which officers your Unit has, how many members or Board members must be present at a meeting to conduct business (the "quorum"), and how much your membership dues are. **Read the Bylaws!** Your Bylaws also list numerous identification numbers that will be important to you during the year, including your IRS Tax ID number, your Franchise Tax Board number, and your Charitable Trust ("CT") number.

4) **Know who is going to prepare certain documents that will be needed soon.** Once the fiscal year ends on June 30, there are several documents that can be prepared.

- **End-of-Year audit**, which should be done by your Auditor. They will need access to some of the financial records, including the checkbook register, bank statements, and payment authorization forms. So, coordinate with the Auditor to make those records available.
- **Tax Returns** are the responsibility of the outgoing Treasurer (but you need to make sure they get done). Tax returns are not due until November 15, and you will receive much more information about them later, so don't worry about those for now.

- **Annual Financial Report**, which should be prepared by your outgoing Treasurer (but if your outgoing Treasurer can't or won't do it, then you will need to).

**PTA**  
everychild, everyvoice

BUDGET (SAMPLE)		FISCAL YEAR	
Name of Unit	IRS EIN #	District PTA	
Council			
Bank Name			
Bank Address			
BALANCE ON HAND from previous year	\$		
ESTIMATED RECEIPTS			
Interest	\$		
Membership dues (unit portion only)	\$		
Fundraising (list individually)	\$		
RECEIPTS NOT BELONGING TO UNIT			
Council, district, State and National PTA membership per capita	\$		
Founders Day freewill offering	\$		
ESTIMATED DISBURSEMENTS			
Operating expenses			
Membership envelopes	\$		
Newsletter print and publicity	\$		
Council/district PTA leadership workshops	\$		
Council/district PTA leadership (non-PSTA)	\$		
Officers' and chairmen's reimbursement	\$		
Honorary Service Award	\$		
Program expenses			
Programs and assemblies	\$		
Referrals Program	\$		
Fair Management	\$		
Emergency preparedness	\$		
Hospitality	\$		
Fundraising	\$		
Carnival	\$		
Booth	\$		
Gift wrap	\$		
Gift basket	\$		
Unallocated reserves	\$		
DISBURSEMENTS NOT BELONGING TO UNIT			
Council, district, State and National PTA membership per capita	\$		
Founders Day freewill offering	\$		
TOTAL DISBURSEMENTS	\$		
TOTAL DISBURSEMENTS	\$		
BALANCE ON HAND	\$		
Date _____			

Reasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

- **Prepare a Budget** for the upcoming year, in conjunction with your Budget Committee (which as Treasurer you chair). The starting place for your Budget is your Annual Financial Report, which will tell you all the money you brought in and you spent. Think about what will be different for this year from the previous year, and voila -- you will have your Budget!

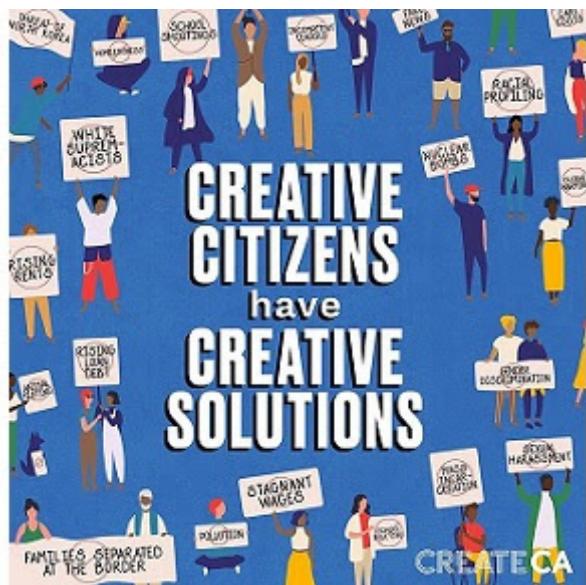
**PTA**  
everychild, everyvoice

ANNUAL FINANCIAL REPORT (SAMPLE)		FISCAL YEAR	
Name of Unit	RS EIN #	Council	District PTA
BALANCE ON HAND from previous year	\$		
RECEIPTS			
Interest (check interest)	\$		
Membership dues (unit portion only)	\$		
Fundraising (list individually)	\$		
etc.	\$		
etc.	\$		
RECEIPTS NOT BELONGING TO UNIT			
Council, district, state, and national PTA membership per capita	\$		
Founders Day freewill offering	\$		
TOTAL RECEIPTS	\$		
DISBURSEMENTS			
Membership envelopes	\$		
Newsletter print	\$		
Newsletter web (electronic)	\$		
Council/district PTA leadership (non-PSTA)	\$		
Officers' and chairmen's reimbursement	\$		
Honorary Service Award	\$		
Program expenses			
Programs and assemblies	\$		
Referrals Program	\$		
Fair Management	\$		
Emergency preparedness	\$		
Hospitality	\$		
Fundraising	\$		
Carnival	\$		
Booth	\$		
Gift wrap	\$		
Gift basket	\$		
Unallocated reserves	\$		
etc.	\$		
etc.	\$		
DISBURSEMENTS NOT BELONGING TO UNIT			
Council, district, state, and national PTA membership per capita	\$		
Founders Day freewill offering	\$		
TOTAL DISBURSEMENTS	\$		
BALANCE ON HAND	\$		
Signature _____ Date _____			

As you embark on this journey as Unit Treasurer, please always remember that help is available to you. Your Council Treasurers are available to answer your questions, as am I after you've tried them. I will be presenting trainings during the year, and your Council Treasurers may also do so.

The State PTA website ([www.captap.org](http://www.captap.org)) contains a lot of useful information. Please make use of these resources. Thank you for your service, and have a fantastic year.

## DEMAND AN ARTS EDUCATION NOW!



Every student has the right to a dynamic, creative education, and California Education Code requires it. Yet 88% of California schools are failing to meet this standard.

This must change! That's why California State PTA joined forces with Create CA to launch one of the most impactful public will campaigns for the arts in recent history to demand arts education for all students.

Have you seen arts make a difference in a student's life? Your stories will be used to help California State PTA advocate for a complete education that includes the arts for every child.

Tell California State PTA about your story at  
<https://captap.org/resource/pta-success-story-submission-form/>.

# CALIFORNIA STATE PTA 2019 CONVENTION

MONTEREY, CA

*drive change*



California State PTA 2017-2019 Board of Directors

**Your voice matters in the business of the association!** More than 1,000 parents, community members, PTA leaders and advocates joined California State PTA in Monterey for the 2019 convention.

Delegates had the opportunity to influence the direction of the organization with the adoption of two resolutions:

- Early Care and Education for all of California's Children – Resolved that the State Legislature develop a long-term master plan for the improvement and development of early care and education to close the achievement gap between California and other states.
- Temperature Control Standards in the School Setting – Resolved that California State PTA seek and support legislation to amend the California Education Code to establish indoor classroom maximum temperatures of 80 degrees.

Convention workshops and table talks provided a great selection of hands-on learning and training opportunities to enhance leadership skills and learn more about issues affecting children and families.



**Don't miss the 2020  
Convention  
Mark Your Calendars  
NOW!**



*accelerate learning*



31<sup>st</sup> District PTSA Convention  
Delegates join for dinner



31<sup>st</sup> District PTSA Convention  
Delegates at state event



# MINDFULNESS: REDUCING ANXIETY AND STRESS

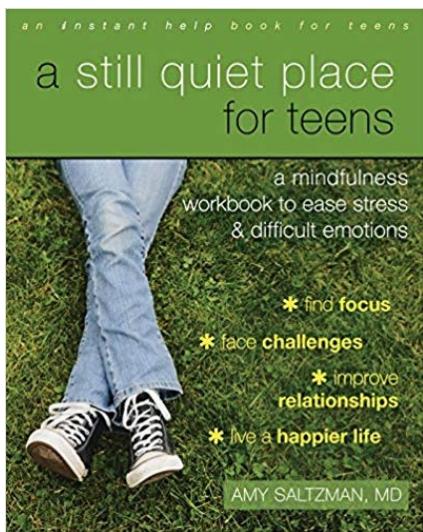
## AN EXCITING 2019 CONVENTION WORKSHOP

Submitted by Alice Orchanian

**We Need More Than Stress Balls! Stress and Your Teen.** The California State PTA offered a great workshop to help teens cope with stress, common causes of stress, and prevention strategies.

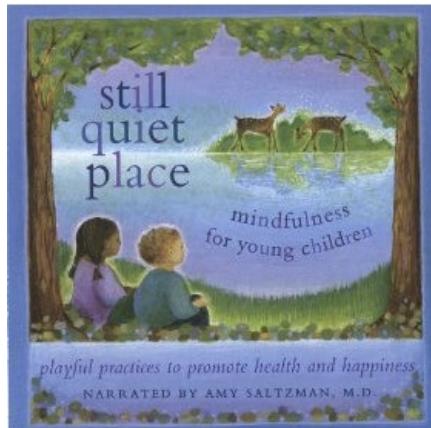
Mindfulness is paying attention:

- Here and now
- With kindness and curiosity
- So that we can choose our behavior



The Still Quiet Place is a comforting place to visit, especially if you are having a bad day – feeling angry, sad, scared, or lonely. As you learn to meet your thoughts and feelings in the Still Quiet

4. When our children are having a moment, give them some space.
5. Don't treat your kids as adults. They are still developing and learning social skills. Take a step back and treat them kindly.
6. Make a time in the day where they have your full attention.



Place, you may discover that they are not as powerful as they seem.

1. Don't hound your kids about getting A's. Help them feel good about what they can do.
2. Ask how can I help you without being critical.
3. Be kind to your kids when they are stressed. As parents we should tell our kids when we are stressed as well.

The workshop was presented by Dr. Amy Saltzman, Director of A Still Quiet Place, Director of the Association for Mindfulness in Education. She is a holistic physician, mindfulness coach and devoted student of transformation. Her passion is supporting people of all ages in achieving peak performance and finding flow. She is available in person and via the web to offer introductory presentations, workshops, and 8-week courses to teens and children in schools, after school programs, and in community settings. <http://www.stillquietplace.com>

7. Let your kids know that you don't always have the answers and in some of these situations it's the first time for you also.

Inclusion of all Abilities:

1. Make sure school events are wheelchair accessible.
2. Designate a quiet room for anyone who might need it.
3. Appoint a Special Education Chair on your board.
4. Have an abilities day and show students how noise and lights can affect people and how difficult it is to maneuver in a wheelchair.

# IMPORTANT MEMBERSHIP REMINDERS

## Who are Your New Leaders?

California State PTA is sending out valuable resources to all PTA leaders in early July, and we don't want your PTA to miss out. Be sure that the contact information for all of your PTA leaders is entered into PTAEZ. If you are a current PTA officer, share this with your incoming board. Let's all start the year with the most up-to-date information!

## Forward All Per-Capita Dues

Leaders, please forward all per-capita dues to California State PTA as soon as possible and before June 30th. To ensure membership accuracy, it is important that California State PTA receives the dues in the year the member joined. Check your records and remit as soon as possible.

## Make Sure Your PTA is Included on California State PTA's "Join" Webpage

Don't miss out on this opportunity! Check [www.captapta.org/join](http://www.captapta.org/join) to see if your PTA is included in our list of PTAs using electronic membership. Put your cursor in the "Find Your PTA" widget to check if your PTA is online. It uses geo-location to find local PTAs, so the closest PTA will appear in the list, or you can start typing the name of your PTA. Make sure you're not missing out on members who want to join electronically!



## Watch Your Email Inbox for an Invitation From TOTEM

Our partners at TOTEM are sending out invitations to PTA leaders to sign on to the e-membership system. You can change your officer positions, manage your online members and access a variety of customized reports. Accept the invitation and get started right away. Questions? Visit [www.captapta.org/electronic-membership-system](http://www.captapta.org/electronic-membership-system).

## E-membership Can Improve Your Summer Vacation

If your PTA is not yet using the electronic membership system, powered by TOTEM, you can get set up now so you'll be ready for the new school year. It's just five easy steps and can take less than 10 minutes. For more information, visit [www.captapta.org/electronic-membership-system](http://www.captapta.org/electronic-membership-system). Then members can be joining while you are on vacation!

## Electronic Membership System will be Offline June 18 – 30

To ensure membership accuracy, the TOTEM "join" button will be offline and unavailable from June 18 – 30. We are doing this to reduce accidental joins and give all PTAs an opportunity to reconcile membership. This means June 17, 2019 will be the last day (until the new membership year) to join a PTA electronically through the e-membership system powered by TOTEM. Units, councils and districts will still be able to access their TOTEM dashboards to make changes to leaders, or to gather information.

# CALIFORNIA STATE PTA ADVOCACY ALERT

With more and more school districts struggling with their finances, California State PTA supports efforts to increase needed funding for our schools. Below is legislation PTA supports as well as a funding initiative that has qualified for the 2020 ballot.

## Reduce Parcel Tax Vote to 55 Percent

**SCA 5 (Hill):** A proposed Constitutional amendment that allows a school or community college district to impose, extend or increase a parcel tax by 55% voter approval. The present vote requirement is two-thirds. This would make it easier to raise local money for education.



## Increase Corporate Taxes

**SB 37 (Skinner):** This would set a new floor of 10.84% as the state income tax rate for the top 0.2% of companies that do business in California. It would also add progressive increases to the large corporate tax rate based on the disparity between the company's executive pay and its average worker pay. These would generate about \$5.5 billion annually.

## Oil Industry Levy

**SB 246 (Wieckowski):** This would bring California in line with every other major oil producing state by imposing an oil and gas severance tax. This would generate an estimated \$900 million annually.

## Review of Tax Expenditures

**SB 468 (Jackson):** This will establish the California Tax Expenditure Review Board as an independent body to comprehensively assess major tax expenditures and make recommendations to the legislature. Tax expenditures such as tax credits and deductions impact the General Fund as well as Proposition 98 funding for schools.

## Proposition 13 Reform

California State PTA supports the Schools and Communities First Initiative qualified for the 2020 state ballot. This will restore over \$11 billion every year in revenue for our schools and local communities by assessing commercial and industrial property at fair market value. About \$4 billion will go to schools annually.

## Tax Conformity

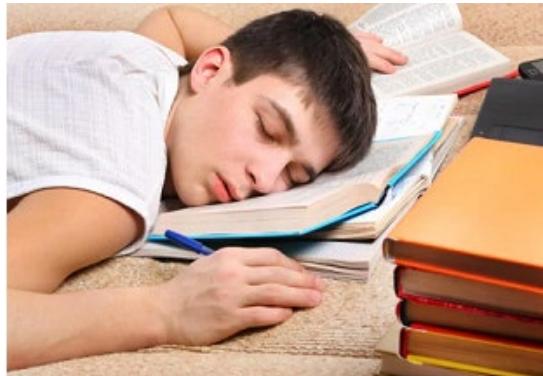
As a member of the Education Tax Coalition, PTA urges the legislature to closely examine the many tax changes passed by Congress and the Trump Administration in the Tax Cut and Jobs Act. We urge support of conformity regarding business and corporation taxes, which would result in the return of \$2 billion to the General Fund.

Learn more about California State PTA's advocacy efforts and how we take positions on legislation at [www.capta.org/advocacy](http://www.capta.org/advocacy).

# LATER START TIME BILL SB328 PASSES IN SENATE

With the help of the advocacy of PTA parents, SB 328 (Portantino) has passed in the California Senate and now will move to the Assembly for consideration.

SB 328 addresses the significant public health crisis of sleep-deprived teens by requiring high schools in California to start no earlier than 8:30 a.m. The bill has strong support from medical professionals, law enforcement and education advocates.



Based on recommendations of the American Academy of Pediatrics and the Centers for Disease Control and Prevention, SB 328 would require middle and high schools to start later in order to align school schedules to the biological sleep rhythms of adolescents, whose sleep-wake cycles begin to shift up to two hours later at the start of puberty.

School districts that have followed the recommendation and moved their start time later have seen increases in attendance, academic performance and graduation rates.

Car accidents, frequency of suicidal thoughts, depression, drug use and sports injuries have all seen decreases after schools shift their start time to 8:30 a.m. or later.

The research is clear. Later school start time improves the health, safety, and academic success of our teens. Thank you California Senate for supporting this science and voting for our kids.

Background research: [Let Them Sleep: AAP Recommends Delaying Start Times of Middle and High Schools to Combat Teen Sleep Deprivation](#)

## STARTING SMARTER: NEW RESOURCES FOR PARENTS

The California Department of Education in collaboration with Smarter Balanced and Educational Testing Service (ETS), have launched two new websites for parents called "Starting Smarter" for the California Assessment of Student Performance and Progress (CAASPP) and the English Language Proficiency Assessment for California (ELPAC).

### Starting Smarter



These family-focused websites provide resources to facilitate parents'/guardians' understanding of the scores presented on their child's Student Score Reports. Using these websites, families can learn more about the performance areas in each subject and grade, see sample test questions, prepare for parent-teacher conferences with a useful downloadable guide, and access high-quality resources to support learning at home. The websites are also available in Spanish.

Visit [ca.startingsmarter.org](http://ca.startingsmarter.org) and [elpac.startingsmarter.org](http://elpac.startingsmarter.org) to learn more

# THE 31<sup>ST</sup> DISTRICT AND DIGITAL MEDIA

## CHANGES ARE COMING...

Submitted by Mireira A. Moran

The way we communicate is constantly evolving. Gone are the days of snail mail and landlines, now it's all about FaceTime, text, and DMs.

In a perfect world, every unit would be at every meeting, every detail would be written down, and nothing would ever come up in-between meetings. We know that as PTA leaders we are bombarded with emails, phone calls, texts, and meetings, as a result, things can often get lost in the shuffle.

In an effort to ensure that all unit leaders receive the information they need, and receive it in a timely fashion, we are making a push to really take advantage of digital media including email, social media, and website.

With this new term we have taken the opportunity to revamp our digital media presence, including updates and changes to our:

1. **Website** - New pages have been added, others have been updated. Most importantly, we want to make the website a place where leaders can find all the relevant forms, flyers, training, and events calendar. We really want this to be a resource for our leaders. Visit our website at: <http://31stdistptsa.org/>.
2. **Valley Views** - This newsletter will now be published every other month instead of once a quarter. It will also include more information and resources, including articles from California State PTA.



3. **Social Media** - We also use social media, like Facebook, Twitter, and Instagram to share reminders, events, and interesting articles surrounding PTA, education, and parent involvement. More pictures, more posts, more engagement.
4. **"The Update"** - Lastly, we will be introducing a new email newsletter, "The Update", which is just a quick update of what you need to know, including upcoming events, reminders, and deadlines.

With all forms of digital media, we hope to bridge the information gap and ensure that every unit has every resource available to be a successful PTA. We are constantly looking for new ways to improve communication with our units and encourage feedback on how we can better serve our units. Email [31stdistrictptsa@gmail.com](mailto:31stdistrictptsa@gmail.com) to send us your feedback!

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# LIS<sup>T</sup>EN

By Leo Buscaglia

When I ask you to listen to me and you start giving me advice, you have not done what I asked.

When I ask you to listen to me and you begin to tell me why I shouldn't feel that way, you are trampling on my feelings.

When I ask you to listen to me and you feel you have to do something to solve my problem, you have failed me, strange as that may seem.

Listen! All I ask is that you listen.

Don't talk or do – just hear me. And I can do for myself; I am not helpless. Maybe discouraged and faltering, but not helpless.

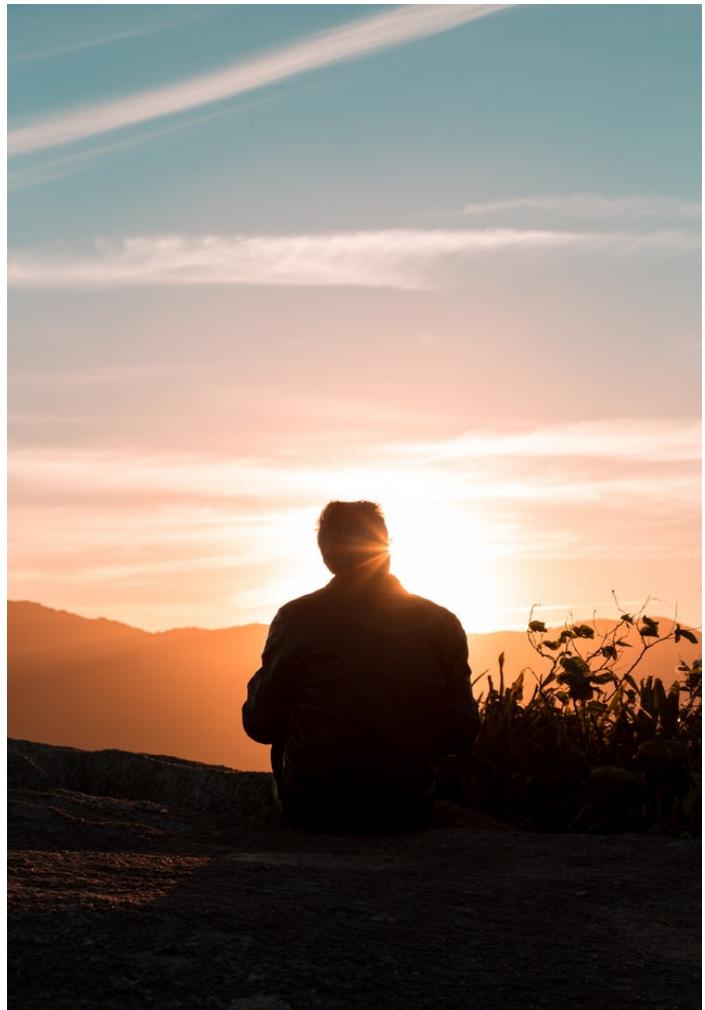
When you do something for me that I can and need to do for myself, you contribute to my fear and inadequacy.

But when you accept as a simple fact that I feel what I feel, no matter how irrational, then I can stop trying to convince you and get about this business of understanding what's behind this irrational feeling.

And when that's clear, the answers are obvious and I don't need advice.

Irrational feelings make sense when we understand what's behind them. So please listen, and just hear me.

And if you want to talk, wait a minute for your turn – and I will listen to you.





# THIRTY-FIRST DISTRICT PTSA

# *Valley Views*

"be the change you want to see in the world"

## BOARD OF DIRECTORS

**President:**

Barbara Smith  
b.smith.president.31dist@gmail.com

**Executive Vice President:**

Mireira Moran  
mireira.moran@gmail.com

**Vice President Leadership:**

Kimberly Amado  
kamado4pta@gmail.com

**Vice President****Membership and Organization:**

Colleen Ross  
colleenross4pta@gmail.com

**Vice President Community Involvement and Education:**

Alice Orchanian  
alice\_laff78@msn.com

**Secretary:**

Andrea Pichler  
secretaryptsa31district2019@gmail.com

**Treasurer:**

Ira Weinreb  
ira@fosterparents.com

**Council Roundtable Chair:**

Tali Lerea  
tlerea@gmail.com

## 31<sup>st</sup> District PTSA Office

**Address:**

17445 Cantlay St.,  
Van Nuys, CA 91406

**Business Hours:**

Monday – Friday  
9 a.m. to 4 p.m.

**Phone:**

Office: (818) 344-3581  
Fax: (818) 344-7230

**STAFF:****Marilyn Ickes**

Office Manager/ Bookkeeper  
[pta31dist@aol.com](mailto:pta31dist@aol.com)  
(818) 344-3581 ext. 3

**Anna Ruth Hernandez**

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