

NEW PALTZ CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ANNUAL ORGANIZATIONAL MEETING
July 8, 2020
5:30 PM Executive Session Subject to Board Approval
6:30 PM Remote Meeting via Zoom

1. CALL MEETING TO ORDER/ROLL CALL

The District Clerk, Sandra Ermo, will call the meeting to order and conduct roll call.

2. PLEDGE TO THE FLAG

3. AGENDA CHANGES – IF ANY, WILL BE ADDRESSED FOLLOWING ADMINISTERING OF OATHS AND ELECTION OF OFFICERS ARE COMPLETED.

4. BOARD OF EDUCATION ORGANIZATIONAL MATTERS

a.) *Administration of Oath to New Board Members*

The District Clerk will administer the oath of office to the newly elected members of the Board of Education:

- Brian Cournoyer
- Teresa Thompson

b.) *Election of President (Ed. Law 1701, 2504, 2563)*

The District Clerk will call for nominations from the Board members for the office of President of the New Paltz Central School District Board of Education for the fiscal 2020-2021 school year. Voting will be by verbal public vote.

c.) *Administration of Oath to New Board President (Ed. Law 1701, 2504, 2563)*

The District Clerk will administer the Oath of Office to the newly elected Board President.

d.) *Election of Vice President (Ed. Law 1701, 2504, 2563)*

The newly elected Board President will ask for nominations for the office of Vice President of the New Paltz Central School District Board of Education for the fiscal 2020-2021 school year. Voting will be by verbal public vote.

e.) *Administration of Oath to New Board Vice President (Ed. Law 1701, 2504, 2563)*

The District Clerk will administer the Oath of Office to the newly elected Board Vice President.

f.) *District Clerk (Ed. Law 2114, Commissioner's Regulations 1702)*

BE IT RESOLVED that the New Paltz Central School District Board of Education does hereby appoint Sandra Ermo as District Clerk for the 2020-2021 school year from July 8, 2020 through the Organizational Meeting of the Board of Education, July 2021.

g.) *Administration of the Oath to Newly Appointed District Clerk*

The Board President will administer the Oath of Office to the District Clerk.

h.) *Board Appointments*

BE IT RESOLVED, that the Board of Education appoint each of the individuals listed below to the designated Board appointments through the Organizational Meeting of the Board of Education, July 2021:

- District Treasurer - Debra Kosinski
- Central Treasurer (Student Activities) – Kimberly Brill
- Deputy Treasurer – Tina Long
- Collector of Taxes - TBD
- Claims Auditor – Amy Ludwigson
- External Auditor – Cooper, Arias, LLP
- Internal Auditor – Raymond G. Preusser
- School and Labor Attorney – Shaw, Perelson, May & Lambert, LLP
- School Physician – Institute for Family Health
- Chief Election Inspector – District Clerk
- Chairperson of Annual Meeting and Election – Denise Martino
- Custodian of Election Machines – TBD

- Receiver of Bids – Secretary to the Assistant Superintendent for Business
- Receiver of Service of Process in the absence of the District Clerk – Deputy Superintendent’s Secretary
- Civil Rights Compliance Officer – Director of Student Support Services
- Alternate Civil Rights Compliance Officer – Director of Pupil Personnel Services & Special Education
- Affirmative Action Officers – Deputy Superintendent and Assistant Superintendent for Business
- High School Dignity for All Coordinator – High School Assistant Principal
- Middle School Dignity for All Coordinator – Middle School Assistant Principal
- Lenape Elementary School Dignity for All Coordinator – Coordinator of Student Support Services, Elementary
- Duzine Elementary School Dignity for All Coordinator – Coordinator of Student Support Services, Elementary
- District DASA Coordinator – Director of Student Support Services
- Alternate District DASA Coordinator – Deputy Superintendent
- District DASA Investigator – Ulster County BOCES, Shaw Perelson May & Lambert, and Director of Student Support Services.
- Title IX Complaint Officers – Director of Student Support Services and Deputy Superintendent
- Title VI Complaint Officer – Director of Student Support Services
- Title VII Complaint Officers - Director of Student Support Services and Deputy Superintendent
- 504 Coordinators – Director of Student Support Services and Coordinators of Student Support Services
- Alternate 504 Coordinators - District Psychologists (K-12), Middle School Assistant Principal, and High School Assistant Principal
- McKinney-Vento Liaison for Homeless Children and Youth – Director of Pupil Personnel Services & Special Education
- Purchasing Agent – Assistant Superintendent for Business
- Fiscal Advisors – Sage Municipal Advisors, LLC
- Bond Counsel – Hawkins, Delafield & Wood
- ADA Compliance Officer – Director of Facilities and Operations
- Records Management Officer – Assistant Superintendent for Business
- Records Access Officer – District Clerk
- Alternate Records Access Officer – Secretary to the Deputy Superintendent
- Records Access Appeals Officer – Superintendent of Schools
- District Residency Officer – Superintendent of Schools
- Chief Emergency Officer – Superintendent of Schools
- Chemical Hygiene Officer – Ulster BOCES Health, Safety & Risk Management Program Administrator
- Chemical Health & Safety Officers (Right to Know Officers) – Director of Facilities and Operations
- Asbestos Hazard Emergency Response Agency (AHERA) - Ulster BOCES Health, Safety & Risk Management Program Administrator
- Asbestos Local Educational Agency (LEA) Designees – Director of Facilities and Operations
- OSHA Coordinator – Director of Facilities and Operations
- Safety Coordinator – Superintendent of Schools
- Supervisors of Attendance – Building Administrators
- Substitute Coordinator – Chris Sutton

5. BOARD DESIGNATIONS

a.) Official Bank Depositories

BE IT RESOLVED, that the Board of Education designate the following banks as the School District’s official bank depositories:

M & T Bank	Bank of New York
Key Bank	NYCLASS
NYLAF	

b.) Official Newspapers

BE IT RESOLVED, that the Board of Education adopt the newspaper listed below as the official newspapers of the New Paltz Central School District for fiscal year 2020-2021

- Daily Freeman
- New Paltz Times

c.) Indemnification under Section 18 Public Officer’s Law

BE IT RESOLVED, that the Board hereby adopts the provisions of Public Officers Law Section 18 for the defense and indemnification of School District officers and employees.

d.) Adoption of Policies and Code of Ethics in Effect during Previous Fiscal Year (Section 806, Municipal Law)

RESOLVED, that the Board of Education approve the adoption of the Board of Education policy manual as currently constituted.

e.) Establishment of Standard Work Day for ERS Employees

BE IT RESOLVED, that the New Paltz Central School District, Location Code 75103, hereby establishes 6 hours per day as the standard work day for its non-elected/non-appointed employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body.

f.) Designated Educational Official (DEO)

BE IT RESOLVED, that the Board hereby designates Building Principals as the Designated Educational Official to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.

g.) Authorization to Enter into Resolution Agreements

BE IT RESOLVED, that the Board hereby designates the Superintendent of Schools as the individual authorized to enter into Resolution Agreements pursuant to Part 200.5(j)(2)(iv) of the Commissioner's Regulations.

h.) School Pesticide Representative

BE IT RESOLVED, that the Board hereby designates the Director of Facilities and Operations as the School Pesticide Representative.

i.) Reviewing, Hearing and Verification Officials for Participation in the Federal Child Nutrition Program

BE IT RESOLVED, that the Board hereby designates the Director of Food Services as Reviewing and Verification Official and hereby designates the Assistant Superintendent for Business as Hearing Official for Participation in the Federal Child Nutrition Program.

6. COMMITTEE DESIGNATIONS, APPOINTMENTS, AND PURPOSE

a.) Committee on Special Education

BE IT RESOLVED, that the Board of Education authorize the following membership

- Chairperson - Coordinators of Special Education
- Alternate Chairperson:
 - Director of Pupil Personnel Services
 - School Psychologists
- Psychologists
- Parent - Parent of the Child Being Considered for Special Education
- Special Education Teacher/Provider
- Child's Teacher - General Education Teacher
- Physician - School Physician as Requested
- Medical Director – Marek Balutowski, M.D. as Requested
- Parent Member - Parent of a Resident Disabled Student – Upon Parent Request

b.) Committee on Pre-School Education

BE IT RESOLVED, that the Board of Education authorize the following membership:

- Chairperson - Coordinator of Special Education, PK-5
- Alternate Chairperson:
 - Director of Pupil Personnel Services
 - School Psychologists
 - Coordinator of Special Education, 6-8
- County Administrator - County Administrative Representative
- General Education Teacher - Whenever student is participating in regular educational environment
- Special Education Teacher/Provider
- Parent - Parent of the Child Being Considered for Special Education
- Early Intervention Transition Coordinator (if student is transitioning from early intervention services to preschool special education services)
- Parent Member - Parent of a resident disabled student - Upon Parent Request

c.) *Sub-Committee on Special Education*

- Chairperson - Coordinators of Special Education
- Alternate Chairperson – Director of Pupil Personnel Services, School Psychologists
Director of Pupil Personnel Services
School Psychologists
- Child's Teacher - General Education Teacher
- Special Education Teacher/Provider
- Parent - Parent of the student being considered for special education

d.) *Parent Member List*

Dafna Neiger	Quentin Dixon
Renee Brenner	Jessica Greenstein
Colleen Oremus	Susan Reeves

e.) *Health Advisory Committee (HAC)*

BE IT RESOLVED that the Board of Education reauthorizes the continuation of the Health Advisory Committee (HAC) through the Organizational Meeting of July 2021.

f.) *Impartial Hearing Officers*

BE IT RESOLVED, that the Board of Education shall adopt the most recent rotational list of impartial hearing officers established by the State Education Department, including any updates made by the Department during the school year. The District shall utilize the most recent rotational list in making all impartial hearing officer appointments. The Board of Education hereby gives the President or Vice President of the Board the authority to formally appoint a hearing officer by signing a letter of appointment. Compensation will be made the maximum hourly rate approved by the State Education Department pursuant to section 4404(1) of the Education Law.

g.) *Acting Principal Recommendations*

Recommendation – that the New Paltz Central Schools Board of Education, upon the recommendation of Angela Urbina-Medina, Superintendent of Schools, does hereby approve the following:

BE IT RESOLVED in the event that the Principal of the High School is not physically present in the New Paltz High School on one or more days (or portions thereof,) during the 2020-2021 school year, that the Middle School Principal, or Director of Heath/PE/Athletics be appointed “Acting Principal” for all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

BE IT FURTHER RESOLVED that the District Clerk shall forward a copy of this resolution to each of the above referenced persons.

Recommendation – that the New Paltz Central Schools Board of Education, upon the recommendation of Angela Urbina-Medina, Superintendent of Schools, does hereby approve the following:

BE IT RESOLVED in the event that Principal of the New Paltz Middle School is not physically present in the New Paltz Middle School on one or more days (or portions thereof,) during the 2020-2021 school year, that the High School Principal, or Director of Heath/PE/Athletics be appointed “Acting Principal” for all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

BE IT FURTHER RESOLVED that the District Clerk shall forward a copy of this resolution to each of the above referenced persons.

Recommendation – that the New Paltz Central Schools Board of Education, upon the recommendation of Angela Urbina-Medina, Superintendent of Schools, does hereby approve the following:

BE IT RESOLVED in the event that the Principal of Lenape Elementary School is not physically present in the Lenape Elementary School on one or more days (or portions thereof,) during the 2020-2021 school year, that the Duzine Elementary Principal or Deputy Superintendent, be appointed “Acting Principal” for all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

BE IT FURTHER RESOLVED that the District Clerk shall forward a copy of this resolution to each of the above referenced persons.

Recommendation – that the New Paltz Central Schools Board of Education, upon the recommendation of Angela Urbina-Medina, Superintendent of Schools, does hereby approve the following:

BE IT RESOLVED in the event that the Principal of Duzine Elementary School is not physically present in the Duzine Elementary School on one or more days (or portions thereof,) during the 2020-2021 school year, that the Lenape Elementary Principal or Deputy Superintendent, be appointed “Acting Principal” for all short-term student discipline matters pursuant to Section 3214 of the New York State Education Law; and

BE IT FURTHER RESOLVED that the District Clerk shall forward a copy of this resolution to each of the above referenced persons.

h.) Acting Superintendent Recommendation

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Angela Urbina-Medina, Superintendent of Schools, does hereby appoint the Deputy Superintendent as Acting Superintendent in the absence of the Superintendent.

i.) Maximum Income Eligibility Limits for Property Tax Exemption for Senior Citizens Effective for the 2020-2021 School Year

WHEREAS, the Board of Education has heretofore adopted the provisions of Section 467 of the Real Property Tax Law, as amended, regarding the granting of a partial exemption from taxation for school district purposes of real property situated in the School District and owned by a person or persons 65 years of age or older; and

WHEREAS, the Board of Education has heretofore adopted the provisions of Section 459-c of the Real Property Tax Law, regarding the granting of a partial exemption from taxation for school district purposes of real property situated in the School District and owned by an eligible person with a disability;

WHEREAS, the Board desires to amend such previous resolution consistent with such laws;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby establishes, effective for the 2020-2021 School Year, the maximum income eligibility limits for the partial real property tax exemption applicable to otherwise qualified taxpayers over the age of 65, regarding assessment rolls prepared on the basis of the taxable status date occurring on or after January 1, 2021, as follows:

Annual Income			Percent Exemption
\$0	to	\$29,000.00	50%
\$29,000.01	to	\$29,999.99	45%
\$30,000	to	\$30,999.99	40%
\$31,000	to	\$31,999.99	35%
\$32,000	to	\$32,899.99	30%
\$32,900	to	\$33,799.99	25%
\$33,800	to	\$34,699.99	20%
\$34,700	to	\$35,599.99	15%
\$35,600	to	\$36,499.99	10%
\$36,500	to	\$37,399.99	5%

AND BE IT FURTHER RESOLVED, that the Board hereby provides that any individual, otherwise qualified pursuant to the provisions of Section 467 of the Real Property Tax Law, shall be entitled to such property tax exemption if he/she becomes 65 years of age after the appropriate status date and before December 31st of the same year.

AND BE IT FURTHER RESOLVED, that the Board hereby adopts the provisions of Section 459-c of the Real Property Tax Law and hereby establishes the maximum income eligibility limits for the partial real property tax exemption applicable to otherwise qualified property owners with disabilities regarding assessment rolls prepared on the basis of taxable status dates occurring on or after January 1, 2021, as follows:

Annual Income			Percent Exemption
\$0	to	\$29,000.00	50%
\$29,000.01	to	\$29,999.99	45%
\$30,000	to	\$30,999.99	40%
\$31,000	to	\$31,999.99	35%
\$32,000	to	\$32,899.99	30%
\$32,900	to	\$33,799.99	25%
\$33,800	to	\$34,699.99	20%
\$34,700	to	\$35,599.99	15%
\$35,600	to	\$36,499.99	10%
\$36,500	to	\$37,399.99	5%

AND BE IT FURTHER RESOLVED, that the Board, after having conducted a public hearing on February 26, 2014 and having given the public an opportunity to be heard on the issue of the Board's proposed adoption of the Alternative Veterans' Exemption pursuant to Section 458-a of the Real Property Tax law, hereby adopts the Alternative Veterans' Exemption for assessment rolls prepared on the basis of the taxable status date occurring on or after January 1, 2021, at the following basic maximum levels:

1. Basic Exemption - Tax exemption of 15% of the assessed value of the property, not to exceed \$12,000 or the product of \$12,000 multiplied by the latest state equalization rate for the assessing unit, whichever is less.
2. Combat Zone - An additional tax exemption of 10% of the assessed value of qualifying residential property of veterans who are documented to have served in a combat zone, not to exceed \$8,000 or the product of \$8,000 multiplied by the latest state equalization rate, whichever is less.
3. Disabled Veterans - In addition to the above exemptions, where the veteran received a compensation rating from the Veterans' Administration or Department of Defense based upon a service related disability, the qualifying residential property will be exempt to the extent of the product of the assessed value multiplied by 50% of the veteran's disability rating, not to exceed \$40,000 or the product of \$40,000 multiplied by the latest state equalization rate, whichever is less; and

j.) Request for Approval of Revenue Anticipation Note and/or Tax Anticipation Notes and/or Bond Anticipation Notes

BE IT RESOLVED, by the Board of Education of the New Paltz Central School District, Ulster County, New York, as follows:

Section 1. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell, from time to time, revenue anticipation notes and/or tax anticipation notes, and bond anticipation notes of New Paltz Central School District, Ulster County, New York, including renewals thereof, in anticipation of the receipt of State aid and/or school taxes becoming due during any fiscal year of said School District, is hereby delegated to the President of the Board of Education, the chief fiscal officer or the Vice-President of the Board of Education in his/her absence. Such notes shall be of such terms, form and content and shall be sold in such manner as may be determined by said President of the Board of Education or the Vice-President of the Board in his/her absence, pursuant to the Local Finance Law.

Section 2. This resolution shall take effect immediately.

7. AUTHORIZATIONS

a.) Certification of Payrolls

BE IT RESOLVED, that the Board of Education authorize the Superintendent of Schools or the Assistant Superintendent for Business to certify the official payrolls of all certified and classified personnel.

b.) Authorization to Establish Petty Cash Funds

BE IT RESOLVED, that the Board of Education approve the establishment of the following petty cash funds:

- School Food Service Program \$ 50.00
- Transportation \$100.00

c.) Designation of Authorized Signatures on Checks

BE IT RESOLVED, that the Board of Education approve the facsimile signature of the School District Treasurer or Deputy Treasurer to be the authorized signature to appear on checks drawn on the New Paltz Central School District account.

d.) Mileage Allowance

BE IT RESOLVED, that the Board of Education authorize remunerative allowance, as per Internal Revenue Service mileage rates, to staff members who use their personal vehicle for school business with authorization of the Superintendent of Schools or the Assistant Superintendents.

e.) Transfer of Funds

BE IT RESOLVED, that the Board of Education authorize the Superintendent of Schools to make budget transfers during the 2020-2021 fiscal year. Such authorization would include responsibility that the Superintendent of Schools make full disclosure of all transfers at the next regularly scheduled Board of Education meeting. All transfers will be made in accordance with Education Law and Board policy. The limit of any such transfers shall be 0.3% of the budget.

f.) Signature for National School Food Services Program

BE IT RESOLVED, that the Board of Education authorize the Director of Food Services, Assistant Superintendent for Business, District Treasurer, and the Superintendent of Schools as the official signature for the renewal and monthly reports for participation in the National School Food Services Program, and that they be authorized to sign all forms relevant to any federal funds related to the school food services program.

g.) *Bonding of Personnel* (Ed. Law 2122, 2124, 2327)

BE IT RESOLVED, that the Board of Education bond the District Treasurer, District Deputy Treasurer, Claims Auditor, District Tax Collector, Assistant Superintendent for Business and the Superintendent of Schools each in the amount of \$1,000,000.

h.) *Request for Approval to Reimburse Fee for Fingerprinting*

BE IT RESOLVED that the Board of Education authorizes the reimbursement for fingerprinting costs to all part-time or substitute employees who earn less than \$13.50 per hour, provided they have worked at least 30 days for the New Paltz Central School District.

i.) *List of Official School-Related Organizations*

RESOLVED, that the Board of Education approve the following as official school-related organizations.

- Duzine/Lenape P.A
- Middle School PTA
- High School PTSA
- New Paltz Athletic Association
- New Paltz Arts in the Schools Association
- New Paltz Central School District Foundation for Student Enhancement, Inc.

j.) *Request for Approval to Sell/Dispose of Surplus Property*

RESOLVED, that the Board of Education authorize the Superintendent or Assistant Superintendent for Business to declare as surplus and dispose of school district property which is unusable or has a value of less than \$500.

k.) *Request to Establish the Capitalization and Depreciation Threshold for Fixed Assets*

RESOLVED, that the Board of Education does hereby establish \$5,000 as the threshold for reporting the capitalization and depreciation of fixed assets in accordance with GASB-34 regulations.

8. RATES

a.) *Rates of Pay for Substitutes and Other Personnel*

BE IT RESOLVED, that the Board of Education adopt the following rates of pay for the following positions for the 2020-2021 school year:

Mandated Positions

- \$291.67 per meeting District Clerk
- \$5,000 annual stipend Internal Claims Auditor
- \$1,000 annual stipend for Central Treasurer (student activities)

Substitutes

- \$120.00 per day for certified substitute teacher
- \$80.00 per day for uncertified substitute teacher
- \$120.00 per day for substitute nurse (Registered Nurse – RN) (Licensed Practical Nurse – LPN)
- \$100.00 per day for substitute LPN/Teacher Aide
- \$100.00 per day for certified substitute occupational therapist
- \$100.00 per day for certified substitute occupational therapist assistant
- \$100.00 per day for Certified Substitute School Counselor
- \$75.00 per day for all summer school substitute teachers and substitute nurses
- \$13.50 per hour for substitute clerical worker
- \$15.00 per hour for substitute District Office clerical worker
- \$15.00 per hour for substitute custodial worker
- \$20.00 per hour for substitute maintenance worker
- \$13.50 per hour for substitute teacher aide
- \$13.50 per hour for substitute school bus attendant
- \$13.50 per hour for substitute school building monitor
- \$13.50 per hour for substitute food service helper
- \$14.00 per hour for substitute school lunch cashier
- \$14.50 per hour for substitute cook manager
- \$13.50 per hour for substitute library clerk
- \$25.00 per hour for substitute bus driver
- \$25.00 substitute mechanic
- \$15.00 per hour for summer facilities & operations worker

\$15.00 per hour for substitute head custodian
\$25.00 per hour for substitute snow removal

Other Personnel

\$ 8,000 per year for Substitute Caller
\$10,000 annual stipend Acting Assistant Director of Facilities and Operations
\$ 2,000 per year for Registrar
\$12.00 per hour for Student Youth Worker
NPUT Member Attending Summer Impartial Hearing-Compensation at rate of 1/200 per diem, prorated by 1/6 for partial daily service.
\$50 per hour or \$75 for 2 hours for Wellness Center Supervision

Election/Business

\$675 per election for Chief Elections Inspector

Technology

\$20.00 per hour for Technology Assistant, Level III
\$12.00 per hour for AV Technician Assistant (high school student)
\$25.00 per hour for AV Technician
\$50.00 for first two (2) hours and \$20.00 per hour thereafter per board meeting for Videographer

Athletics

\$54.00 per event for football head downs & chains
\$30.00 per event for announcer
\$40.00 per event for Head Ticket Taker
\$40.00 per event for Clock Operator
\$30.00 per event for Ticket Taker
\$30.00 per event for Chaperones
\$30.00 per event for Timer
\$50.00 per event for Emergency Medical Technician

b.) Building Facilities Labor/Use Fees

BE IT RESOLVED, that the Board of Education adopt the following building facilities use fees for the 2020-2021 fiscal year as per Board policy. The stated hourly rate will be multiplied by the number of staff required.

Regular Time - \$30.00 per hour per staff member
Overtime - \$45.00 per hour per staff member
Sundays - \$60.00 per hour per staff member
Holidays - \$90.00 per hour per staff member
Building Use - \$10.00 per hour
Auditorium Lights & Sound - District Rates depending on Title - \$15 per hour/student – District Cost,
\$25 per hour/staff member

BE IT FURTHER RESOLVED, that the Board of Education exclude charges for facilities use to SUNY New Paltz, Town of New Paltz and Village of New Paltz excluding holidays, weekends, when the district is closed, or unless approved by the Superintendent for special circumstances.

c.) Records Access Copying Fee

BE IT RESOLVED, that the Board of Education establish the records access copying fee at \$.25 per copy as per Board policy.

d.) Food Service Prices

BE IT RESOLVED, that the Board of Education set the prices for the following:

	2020-2021	2019-2020
Elementary school breakfast	\$2.00	\$1.90
Secondary school breakfast	\$2.25	\$2.15
Elementary school lunch	\$3.00	\$2.90
Secondary school lunch	\$3.25	\$3.15
Milk	\$.60	\$.60

9. CLOSE OF ORGANIZATIONAL MEETING

THE BOARD PRESIDENT WILL ANNOUNCE THE CLOSING OF THE ORGANIZATIONAL MEETING AND CALL THE REGULAR BUSINESS MEETING TO ORDER.