



NIXON NEWS

Nixon PTA Newsletter—Vol. 2004-2005 Issue No. 14—April 15, 2005
The L.M. Nixon Elementary School, 1711 Stanford Ave., Stanford, CA 94305 (650)856-1622 <http://www.nixon.palo-alto.ca.us>

CALENDAR

Thu. April 21
4:00-7:30p.m.
International Day

Fri. April 22
NO SCHOOL
Local Holiday

Fri. April 29, 5:30 p.m.
Family Storytelling

Mon. April 25-Fri. May 6
STAR Test

Mon. May 2, 2:40 p.m.
Site Council Mtg.

Sat. May 7, 9:40 a.m.
May Fete Parade

Mon. May 9-Fri. May 13
STAR Test Makeup
Staff Appreciation Week

Mon. May 16
Ocean Creature Feature
Assembly

**NEXT PUBLICATION
DATE:** May 6

DEADLINE:
Friday, April 29 at 5 p.m.

Principal: Barbara Welch

PTA Co-Presidents:
Cyndy Sandor and Tracy Stevens

Editor: Sharon Dally
Production: Yasuko Weyhrauch

Principal's Corner by Barbara Welch

Dear Families,

Since my first year at Nixon, I always plan to actually take a vacation over Spring Break rather than using it as a time to "catch up in my office". I have found that then I return refreshed and ready to tackle the many activities, planning sessions, and hiring interviews that arrive with spring. This year is no exception. During my week off I even had the opportunity to drive in a snowstorm, which I had not planned on. Nonetheless, it was a great break. I hope you also enjoyed your families during our break and you are ready for the busy pace at the end of the year.

STAR Testing

All students in grades 2 through 5 will be-

gin state standardized testing on Monday, April 25th. We will complete the process on Friday, May 6th. Make-up tests will be given from May 9th to May 13th. Many factors affect test scores. Students that are rested, arrive at school on time, are well fed, and take the tests with their peers produce scores that more closely reflect their ability than students who do not. Please do not plan doctor/dental appointments or trips during the first two weeks of testing. At Nixon we only administer one test section per day, so that children do not become over-taxed. Help us reassure your child that standardized testing is only one of many ways to assess their abilities. This frequently helps them relax and do better.

Continued on Page 2

PTA Presidents' Message by Cyndy Sandor and Tracy Stevens

International Day

The enthusiasm from last year's International Day is still with us. At this writing we have 15 confirmed countries that will be represented with Cultural Exchange Booths. In addition there are at least three entertainment acts: Korean Band, Folklorico Dancing, and our very own Orff. There may be another one or two entertainment surprises. The donations for the International Buffet are growing, but if anyone would like to bring a favorite family dish, your contribution would be welcome.

The festivities begin at 4:00 on April 21st with a full hour to visit the booths before the buffet table opens. The buffet is open (at 5:00) to everyone; there is a very nominal fee of \$3.00 for a general ticket and \$2.00 for all children in the 5th grade or under. You could never find such a feast anywhere except within our very own multicultural community.

Continued on Page 3

Se puede encontrar una edición de *Nixon News* en español en la oficina general de la escuela. Favor de avisar a Maria Cacho (cacho@stanford.edu) si usted desea añadir su nombre a la lista de distribución.

Principal's Corner *continued from page 1*

Tsunami Fundraising means much more than dollars and cents

A very special thanks goes to the families, students, and teachers who helped our children to understand the meaning of global caring. During our two-month UNICEF fundraising project, the students focused on how to exhibit a *caring spirit*. The funds they raised (over \$1900) were significant because they came in the form of change and small bills the students earned themselves. Thank you for giving them this opportunity and supporting them in the experience. The money will be sent to UNICEF and earmarked for school materials. We had a great student-led celebration assembly on Friday before our spring break. Several fifth graders translated a story about caring into a play.

May Fete Parade Saturday, May 7th

The May Fete is an opportunity for us to represent Nixon as a member of the Palo Alto community. On Saturday, May 7 at 9:40 a.m. Nixon students will be gathering at the corner of Emerson and University to carry our Nixon banner and dolphin signs, chant, and march in the parade. You are welcome to bring relatives, friends, siblings, and pets. We march for about 20 minutes. Our march terminates at Addison School. If you choose you may then attend the Partners in Education carnival at Addison School. This year's theme is "Leading the Way to Healthy Living." You may come dressed to support the theme or wear your Nixon T-shirt. To participate, each parent must fill out and return the permission slip in this issue of *Nixon News*. There will be additional permission slips in the school office.

Partners in Education Has Exceeded Its 2005 Goal!

Partners in Education is delighted to report that we have met and exceeded our goal, and will return over \$1,272,000 to Palo Alto elementary schools next year. In all, more than 1,650 families within the Palo Alto school district contributed to the PiE elementary schools campaign. Depending on enrollment, this will mean \$250-\$260 for every elementary school student.

What that means for Nixon is that we will receive at least \$100,000 from PiE for 2005/06. We (our Nixon families) donated approximately \$64,000 this year, and while deeply appreciated, we are fortunate to be receiving back a significant amount more than we actually contributed. Parents, now you can see how important it is to support our school through the Partners in Education fundraising efforts. The money at Nixon will be used to continue to pay the salaries

Parent Input Forms and Placement Procedure

Be sure to read the article on page 4, and then fill out and return the input form in this issue of *Nixon News*.

International Day

This is our second annual celebration. Last year was a huge success, and we are going to provide even more entertainment, booths, and yummy food this year now that we are back at our school home. Please read the flyer in this issue of *Nixon News* explaining all the opportunities for you and your family this evening. I will look forward to seeing all of you there on April 21st.

Barbara

of our reading teacher, computer lab instructor, math enrichment instructor, replace librarian time that was cut, and some instructional aide time.

This year's campaign was a joint venture of All Schools Fund and the Palo Alto Foundation for Education. But the merger of those two organizations is almost complete, and next year you will only see our permanent name: "Partners in Education."

From the entire Partners in Education team, thank you for supporting PiE and most importantly for supporting excellence in our children's educational environment.

Cyndy Sandor
PTA Co-President
and Partners in Education Site Chair

Presidents' Message *continued from page 1*

Once again, each child will be given a Passport to Travel. When they have answered the questions (answers found in each booth), they can turn in their passport for a special travel reward.

If you have any questions on the festivities or wish to volunteer, please contact Megan Cox at mcox@pausd.org or Tracy Stevens at trastevens@earthlink.net.

Changes on Campus

There is so much happening around Nixon that if you haven't been to the campus lately you should make a trip and see for yourself. The first thing you will notice is the new Nixon Sign. There it sits, right on Stanford Avenue. Now, not only parents but also the joggers, walkers, and our neighbors will know that Nixon is a happening place. The purpose of the sign is to easily announce special events, PTA meetings, or other important information. The sign was a joint project by William Cole, an Eagle Scout with Troop 76, and John Reister, a dedicated Nixon parent who coordinated and helped with the project. Many Thanks, William and John!

The next change that is very apparent is the landscaping projects that are underway. The grounds are being cleaned up, trees have been pruned or removed, ground cover is being planted, bark now covers the hillsides where mud used to run, and irrigation has been added to some areas. And we are not done yet. Over the next few months we will further spruce up the campus and add more plantings. This is a project that will continue into next year, and we would like to thank Leslie Fiedler, who is coordinating this project.

The other long anticipated addition to the campus is the shade canopies in the A & B eating pods. These canopies will provide some much needed shade during lunchtime for a substantial number of our children. A huge Thank You goes to Jan Rossi for sticking with this project. Due to the configuration of the eating pods, this has been a tough challenge. Jan also probably has learned more about school building requirements than she ever thought existed! The installation of the canopies was made possible due to the efforts of Rod Humble. The acquisition of the shade covers was mostly funded by a group donation under the efforts of Diana Go, and we would like to thank them for their contributions and support.

All three of these projects are wonderful examples of the excellent volunteer efforts that exist at Nixon. Without them and the many other volunteers, projects big and small that make a huge difference in our school environment could not occur.

Cyndy and Tracy

New Sign Enhances Communications

Nixon has a new sign at the Stanford Avenue entrance to provide information about upcoming events. We can also use the sign to inform the community about Nixon. Boy Scout Wills Cole built the sign as an Eagle Scout project with the help of Troop 76 and the Cole family.

We looked carefully at the signs at Palo Verde, Addison, Walter Hays, and Barron Park schools and incorporated the best design elements. Paid for by the Nixon PTA, the sign is made of redwood with a custom-made metal roof to protect it from sun and rain. The front features tempered glass instead of acrylic, which would yellow after a few years. The letters are high-visibility vinyl magnets. A new door in the chain link fence behind the sign allows easy access. A special thanks to Bruce Bauer Lumber and Kelly-Moore Paint for providing contractor discounts.

John Reister

Parent Input and Class Placement Process

Attached to this issue of *Nixon News* are the parent input forms for next year's class placement. I have included the Nixon policy to help new parents understand the process. If you have questions or concerns, do not hesitate to contact me.

During the summer, Nixon enrollment numbers greatly fluctuate. This can cause a classroom that is balanced in June to be unbalanced in August. For this reason, teachers do the preliminary placements before the close of this school year, but we will make no final decisions until the teachers return the third week of August. Class lists will not be sent home but will be posted at registration the Friday and Saturday before school starts. You will receive detailed information about registration the second week in August.

The Placement Process

There are a variety of factors that are considered when we place students in their classes. There are the needs of the individual child, the need to create balance within each classroom, and the need to create balance among classrooms at a grade level.

Individual Child

- Compatibility between the child's learning and working style and the classroom environment. (The style of a new teacher is gleaned through demonstration lessons.)
- The compatibility of the child and other children in the class.

Balanced Classroom Composition

- Learning Needs: Does each class reflect the range of learners, from independent to needing special support? Does each class reflect the range of academic abilities?
- Individual Relationships: Will the social dynamics of the class work to foster a positive learning environment?
- Gender: Is there a balance of boys and girls in each class?
- Ethnicity: Does each class reflect the diversity of all the children in that grade?
- Parental Participation: Does each class have parents who are interested in and able to help with in-class activities?

Balance Among Classrooms

Finally, is there equity among the classes so that all classes at the grade level have similar compositions of a balanced classroom?

We take the classroom placement process seriously. We always try to put the best educational interests of the children in the forefront, and we expect parents will trust and respect the judgment of the staff in making classroom placement decisions.

Parent input plays a part in this process, as well. Although your child's teachers are in the best position to see your child as a learner in the school setting, you bring a unique perspective as a parent, which is useful to the grouping process. Please put any information that you think is relevant in writing. I read every single input form and share it with the child's placing teacher. There is an input form in this issue of *Nixon News*, and they will be available in the front office from April 18th to May 9th.

On the input form, some parents request that their child be with or separated from a particular child. I believe giving children the opportunity to develop new "best friends" each year is a gift to them. When they go to middle school, they will have a wider circle of friends who help make their environment more secure. Also, teaching our children to make new friends, build relationships, and work out their differences are skills we owe them. If you have a unique request, include it on your input form.

Finally, teachers are sharing with me that some parents are still making requests for specific teachers. This is not helpful and puts the teacher in an uncomfortable situation when the teacher has to remind the parent of the school placement policy. If you feel that your child may have some "special needs" for next year that cannot be addressed on the parent input forms, please come and see me. Your advocacy for your child is always supported. My job is to advocate for all the student community and work with families to resolve conflicts.

Barbara

Jim Weiss Comes to Nixon!

Don't miss Family Storytelling Hour on Friday, April 29 with master storyteller Jim Weiss. A treat for the whole family! See the flyer attached to this newsletter for more details.

PTA Minutes in Brief

At the PTA meeting held on Tuesday, March 8 at 6:05 p.m., the members:

- Approved the January meeting minutes and the February transaction report which showed a current balance of \$88,970.
- Voted to accept the slate of 2005-06 PTA Board nominees.
- Voted to support the parcel tax, which will be on the June 7, 2005 ballot (Measure A).

The meeting adjourned at 6:30 p.m.

At the PTA meeting held on Monday, April 11 at 8:45 p.m., the members:

- Approved the March meeting minutes and transaction report, which showed a current balance of \$125,577.
- Approved the creation of a budget of \$3000 for landscaping. This money will be used for further improvements to the Nixon campus that are not being provided by the school district.
- Elected the following parents to be the 2005-06 PTA Board members:

- ◇ President – Tracy Stevens
- ◇ Vice President – Vicki Dempsey
- ◇ Secretary – Jan Rossi
- ◇ Treasurer – Gioia Allegretti
- ◇ Financial Secretary – Daisy Zook
- ◇ VP of Student Programs – Sharon Dally
- ◇ Co-VPs of Family Programs – Cheryl Foug and Neela Shukla
- ◇ Auditor – Mark Vernon
- ◇ VP of Fundraising - Cyndy Sandor
- ◇ VP of Communications – Leisa Waschura
- ◇ Historian - OPEN

Were given an update on Measure A (Parcel Tax for PAUSD) by Dianne Vernon and were encouraged to help out in some of the campaign activities (walk the precinct, community rally, phone bank) that are coming up in April and May. People interested in helping should contact Dianne at diannevernon@sbcglobal.net.

The meeting adjourned at 9:30 a.m.

Last Week for Portraits! Don't Miss Out!

Don't miss this great opportunity to have a professional portrait created for your family! Your entire cost, a donation of \$25 to the Nixon PTA, goes to our school, AND you get an amazing value! We cherish the portraits Jim and Linda Koski have taken of our family over the years and know you'll be happy you captured your precious memories, too. Your \$25 donation to Nixon's PTA will get you a "thank-you" gift of a free sitting with Koski Photography and a complimentary 8x10 portrait of your family. But time is running out! Fill out the flyer attached to this edition of *Nixon News* by April 21st, attach your check for \$25 made out to L.M. Nixon PTA, and turn it in to the office or your child's teacher. Do you know a family whose kids don't go to Nixon who would enjoy getting a family portrait? Copy the flyer, or come to the office for an extra. We're happy to spread the opportunity to your friends and family! Feel free to email me with any questions at vresults@pacbell.net. Please enter "Koski Fundraiser" in the subject line.

Chris Catlin

Need Girl Scout Cookies?

Both of Nixon's Girl Scout Troops still have Girl Scout Cookies available. All varieties are available, including two trans-fat free varieties (Caramel deLites and Peanut Butter Patties)! If you would like to buy cookies and support our Girl Scout troop activities, please contact either troop:

- Leslie Fiedler (ljfmm@earthlink.net)
Troop 388/955
(Combined Nixon 5th grade/Terman 6th grade troop)
- Sharon Dally (sharond@cva.stanford.edu)
Troop 296
(Nixon 3rd/4th grade troop)

Meet Laura Lajeunesse by Sylvia Sanders

First grade teacher Laura

Lajeunesse (some families may remember her as Laura Bauman) always knew she wanted to be a teacher. She remembers giving up her recesses to help grade papers or clean erasers. There were no educators in Laura's family, but her 5th and 6th grade teachers inspired her. They impressed her with their strong organization and clear expectations, qualities Laura brings to her own classroom. Since Laura grew up in San Jose, she is able to visit her elementary school teachers from time to time.

"The most exciting thing about teaching first grade is helping the children learn to read," Laura says. She also marvels at how much the children mature during the course of the year. Incoming students can find the structure and routines of first grade to be challenging, but by December Laura finds the children have made incredible progress. She is always sad to see them go at the end of the year. Laura is strongly grounded at Nixon, having taught here for nine years. Her first students are now freshmen in high school! She is looking forward to seeing what they make of their lives.

Laura and her husband, Dan, recently bought a house in San Jose. They work together on the house on weekends—redoing hardwood floors, picking and installing baseboards. Date night sometimes includes dinner out followed by a trip to Home Depot. Laura confesses she was pleasantly surprised by how handy Dan is!

Call for Nominations: Nixon School Site Council

Nixon School Site Council is an advisory body that represents the interests of all Nixon students. The School Site Council develops and reviews the School Improvement Plan (SIP) and votes on how SIP funds are allocated.

School Site Council meetings are generally held on the first Monday of each month, 2:40 - 4:30 p.m. All Site Council meetings are open to the public; time is set aside for an open forum at the end of each meeting.

Site Council consists of twelve members (six staff members and six parents) plus an alternate. Members are selected by their peers; staff members elect staff representatives and

"Hobby" seems too weak a word for another of Laura's passions. She is a triathlete. Laura typically makes a New Year's resolution to compete in a swimming/biking/running race, then trains toward it throughout the year. She was a competitive swimmer in school, which makes the events somewhat easier, though "easy" seems a poor adjective for a triathlon. Laura sometimes trains with fellow Nixon teachers Alison Curtis, Britt Brown, and Martha Waterhouse.

Laura doesn't see many movies or keep pets, but she and Dan enjoy traveling. They spent spring break in Cabo San Lucas with Laura's mom, sister, and niece. In the summers the family heads up to Maine, staying in a house that once belonged to Dan's uncle. Laura described an idyllic summer: swimming, boating, and berry picking, surrounded by loved ones.

Laura and Dan don't have kids of their own, but Laura is the beloved aunt of 5th and 8th grade girls. Both girls enjoy coming to Nixon with Aunt Laura, and the elder one is already showing signs of wanting to be ...a teacher.

parents elect parent representatives. Each representative serves a term of two years. In May, elections will be held to select two new parent representatives.

If you are interested in serving on Nixon's School Site Council, please contact Duncan MacMillan or Barbara Dunn Cherry for more information.

Classroom Happenings

1st Grade

As part of their study of balls and ramps, 1st graders experienced hands-on physics at Palo Alto Bowl. They practiced making the ramp do all the work and using force (their own energy) to do the work of knocking down the bowling pins. They all had fun and truly discovered that work is made easier with a ramp.

2nd Grade

Students in Sue Chakos and Lisa Lichtenstern's class are organizing a school-wide collection of towels and blankets for the animal shelter. They made posters, and then pairs of students made presentations to each classroom.

4th Grade

by JD (A-6 student)

On March 11, all four 4th grade classes boarded chartered buses and visited Mission San Juan Bautista for their California missions unit in Social Studies. The 4th graders saw the following: the garden, the kitchen, the church, the graveyard, the yellow house (Plaza Hall), the livery stable, the jail, and the Plaza Hotel. A park ranger told us about the history of the area and helped groups of students build models of what a well-designed mission should look like.

personally liked the animal tracks in the tile floor of the church that the builder purposely placed so that the animal tracks could be seen. I would highly suggest a visit to Mission San Juan Bautista.

5th Grade

by HR and MS (A-1 students)

Mrs. Manou and Mrs. Rumwell's 5th grade classes took a field trip to NASA on February 23rd. There the students in A-1 and A-2 learned about many things in the solar system. They also learned about NASA and our ecosystem.

For example, the children learned the four forces of flight: 1) gravity, 2) thrust, 3) lift, and 4) drag. Some students also got the opportunity to try out GPS (global positioning system). They also learned about reporting communications from the space station back to earth. All students were able to work in different stations that were similar to the space station. The stations involved studying geology, communications from space to earth, and earth observation.

Some of the informative activities that the students experienced were the conservation of angular momentum machine. At that center, the students spun in a circle, and when they leaned back, the machine slowed down. The slowing down was caused by the amount of area the momentum machine had to spin.

All in all, the students learned many things at NASA, and everyone had a blast there. They were all very excited about the trip and would like to do something similar in the future.

SAFE MOVES for Palo Alto Kids

by Penny Ellson, Palo Alto PTA Council Traffic Safety Representative

During March and April, PAUSD K-2 children participated in a fun (sometimes even uproarious) introduction to the basics of pedestrian safety given by energetic presenters from the Southern California program called Safe Moves.

Safe Moves educators take children for a safe walk through a child-scaled city street that is complete with sidewalks, streets, cars, driveways, traffic signs, and signals. The instructor teaches children how to safely navigate intersections, railroad crossings, driveways, and various signs and signals. His key message is STOP, LOOK FOUR WAYS, and LISTEN to be safer users of our streets. These lessons are reinforced with magic tricks and games that engage an enthusiastic audience.

Now that spring is here, parents can help their children practice these safety skills by walking or bicycling to school together as often as possible. Here are some suggestions:

- Practice safe street crossings. Use corners and crosswalks where drivers are more likely to be looking for pedestrians.
- Always STOP at the curb, then LOOK FOUR WAYS (not just left and right, but behind you and in front of you for drivers turning right or left). LISTEN for car engines starting up in driveways, or coming from behind.

- Always look drivers in the eye before crossing in front of them, and be sure they see you.
- Help your child learn to “read the street” by pointing out road signs and signals on your route to school or around your neighborhood.
- At traffic signals, use the pedestrian button and start across only when the white “walk” sign is showing – but don’t forget to STOP, LOOK FOUR WAYS, and LISTEN first.

Remember that your child’s best traffic safety instructor is you.

The Safe Moves assemblies are jointly funded by the City of Palo Alto Transportation Division and PAUSD and are offered in collaboration with the PTA Council Traffic Safety Committee.

A Final Word about the Mardi Gras Auction

Well the “final” count is in! Our annual auction grossed roughly \$68,000 this year! We would like to congratulate our community for reaching this amount. With district changes and the introduction of Partners in Education (PiE), this was an interesting year for fundraising, and we didn’t know what to expect. We are thrilled with the success of the auction and want to thank our teachers and staff, our parents, and friends of our community for their support. We also would like to extend a special thank you to Nixon parent Mukund Thapa who is a member of SwitchBladeNixon, the fantastic band who donated their talent and time for the auction, adding so much to the fun evening. We would also like to thank Rickey’s Hyatt for providing wonderful food, a festive atmosphere, a great deal, and excellent service, Frank Bizzaro and his auctioneering crew for donating their time, Dan Rusanowsky for providing the emcee talent, and Copy Factory for providing us with all our printing needs from beginning to end. With-

out the help and support from our Nixon “friends”, our auction would not have been as financially or socially successful! We will see you at the next Nixon event!

Carol Carbone and Sheryl Humble
Auction Co-chairs



Donate Your Used Clothing and Toys to Our Needy Families

Nixon will be holding its annual clothing drive in May. All toys and clean clothes will be donated to the Palo Alto PTA Wardrobe.

The PTA Wardrobe is an organization that provides used clothing and toys to needy families in our school district. The Wardrobe accepts gently worn clothes (infant through adult size), new underwear and socks, and toys. If the items are not clean, however, they cannot be used. Usable items are then given free to families going to Palo Alto Schools. The PTA Wardrobe also rents snow/cold weather clothes (e.g., jackets, bibs, coats, boots, gloves, related wear) for a small fee; if you are planning a trip to snow country you can rent these items for two weeks. The Wardrobe uses the proceeds to purchase socks and underwear for needy children; perhaps you could buy an extra pack for the Wardrobe when you are making these purchases for your own children. Tax deduction receipts are available. If you are a family in need, just visit the Wardrobe during its open hours.

During the month of May, please donate your items and put them in the boxes located near the Nixon office at the signs designated. At other times of the school year, you can drop the items during open hours at the Wardrobe. The PTA Wardrobe is located at:

Double portable (near the dumpsters)
Jordan Middle School
2263 Middlefield Road
Open Wednesdays 2-5 and Saturdays 10-1.

Thank you for your continued generosity.

Cheryl Foug

Beyond Nixon

ADHD Support Group Meeting

April 21, 2005, 7:30 to 9:00 p.m.
25 Churchill Ave., Room A

Come hear Dr. Brian Kleis, a Palo Alto Child Psychiatrist expert on ADHD, speak about medication issues. Dr. Kleis will speak and answer questions. Sponsored by the Community Advisory Committee for Special Education and PAUSD. Questions? Call 617-3822, Janet Dafoe, Ph.D.

Klutz Give-It-All-Away School Benefit Day

Saturday, May 7, 10 a.m. to 6 p.m.
Klutz Store, 572 College Ave., Palo Alto

After the May Fete Parade and PiE Town Fair at Addison School, head on over to Klutz for their annual School Benefit Event. The entertainment schedule includes:

11:00 Matt Hall, Master Diaboloist
12:00 Stanford Mendicants
1:00 Nancy Cassidy singer/songwriter
2:00 San Jose Taiko
3:00 Prescott Circus
4:00 Magic Mike's Friend
5:00 Stanford Band

And to top it all off, 101% of all purchases will be donated to the school of your choice! See the flyer attached to this newsletter for more details.

About Nixon News

Nixon News is a PTA funded newsletter, designed to serve as a parent educational and information resource. It is published every other Friday (except when holidays interfere). Submissions should be sent via e-mail to the editor, Sharon Dally, at sharond@cva.stanford.edu. Either type the text directly in the body of the e-mail or attach a Microsoft Word or Rich Text Format file. If your article is on paper and cannot be submitted electronically or if you have a photo or graphic, please contact the editor for instructions. Deadlines are announced on the front page of every issue. They are normally (but not always) the Friday before publication. Articles will be edited for spelling and grammar and for length, if space constraints require it. All submissions must include your name and contact information.

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