

Texas Skyward Users Group Agenda

Date: May 2nd & May 3rd , 2013 9:00 am

Place of Meeting: Embassy Suites, San Marcos, TX

- Call to Order for Full Meeting Thursday, May 2nd Monica Irvin
- Pass attendance sheet around Janice Eisen
- Reading & Approval of Previous Meeting Minutes Janice Eisen
- Treasurer's Report Sharay Boynton
 - Financial Reports
 - Conference collections update
- Business Items Monica Irvin/Kyle Berger
 - Update on committee situation Monica Irvin
 - Steering Committee Vacancies Becky Haluska
 - Application Database Monica Irvin/Kyle Berger
 - 2013 Conference Monica Irvin/Kyle Berger
 - Registration Database Coordinator Contract
 - Sign-up sheet for conference duties
 - Session Schedule
 - Conference Sub-committee items
 - Technology Needs
 - Other Conference topics
 - Skyward Updates Scott Glinski & Tim Casey
- Lunch 12:00-1:00
- Breakout into sub-committees for conference session planning, filling of vacancies. Executive Committee Meeting
- Call to Order for Full Meeting Friday, May 3rd Monica Irvin
 - Voting for filling of vacancies
 - Any other business items to discuss for the full committee
- Breakout into sub-committees to discuss RFE's
- Adjournment of full committee
- Lunch 12:00-1:00
- Return to sub-committees if necessary.

February 4, 2013– Opening Meeting

Monica Irvin called the meeting to order at 9:25. Technical difficulties briefly delayed the meeting start time.

Minutes from Previous Meeting

Monica Irvin requested that all present register their attendance on the sign in sheet that was being passed around. Monica informed members that Secretary Janice Eisen had verified term election dates. Monica asked members to verify the information as they signed in on the sheet. See attachment **A**. Monica then requested that everyone review the minutes from the previous meeting (7/18-19/2012) and then to make a motion.

Motion: Stan Fountain moved to approve the minutes as written; Mary Newcomb seconded the motion. The motion was approved unanimously.

Treasurer's Report

Sharay Boynton gave the Treasurer's report and conference collections update. TSUG's checking and savings accounts had a balance of \$145,380.57. We have \$8,500.00 in outstanding registration fees from the 2012 conference. For more details see Attachment **B**.

Motion: Vickie Benbow moved to accept the financials as presented; Stan Fountain seconded the motion and it passed unanimously.

Committee Vacancies

Monica Irvin reported on committee vacancies.

Health – Amy Hillin moved to the chair position after Cathy Marsh left the committee at the end of her term due to other opportunities. New member Nichol Smithers from Rockwall ISD was introduced. Nicol has taught health sessions at the TSUG conferences in the past.

HR – The HR committee has two openings.

Food Service – The Food Service committee has one opening.

Student – The student committee has one opening and one position to renew.

Conference Report

Scott Weber thanked the committee for their work on the 2012 conference.

Conference Surveys

Rene Chavez reviewed the 2012 conference surveys with the committee. The overall satisfaction of the attendees was 4.4 out of 5 for the conference. Rene reported that the data is large and hard to analyze. Rene will work with the vendor to help improve the process for next year. Vickie Benbow asked to assist with the process. Monica Irvin thanked Rene for the hard work

Conference Registration

Katy McDaniel reported on the 2012 conference registration. TSUG had 1103 attendees and 52 Skyward employees at the 2012 conference. Katy reported that registration went well this year. For the 2013 conference committee members and Skyward employees need to remember to register. Registration had to be done manually as presenters were being added to the sessions.

Katy reported that a new conference session template was being supplied which will ease the uploading of information to the web site. The template is being given to Tom Priem and Lois King.

The possibility of a transfer fee was discussed. When conference registrations are transferred there is work involved in manually changing the sessions.

Katy reported that there are two options for our contract with Software Solutions Pro for the registration database. Option #1 is \$1600.00 and does not include end user support. Option #2 is \$2400.00 and does include end user support. When a user on the site emails a question or request, the company responds and takes care of the issue. Katy McDaniel made a motion to select Option #2 for our contract with Software Solutions Pro for the 2013 conference. Stan Fountain seconded the motion. The motion carried unanimously.

Monica Irvin congratulated the registration staff on a job well done.

Conference Information for 2013

Scott Weber gave the committee preliminary information on the 2013 conference venue. The Embassy Suites in Frisco, Texas will host the 2013 TSUG conference. Scott reviewed the rooms at the hotel and the conference center. At the conference center the inner rooms of the downstairs area will be set up in classroom style. The downstairs outer rooms will be setup as theater style as will the upstairs rooms in the conference center. More rooms are available on the 2nd floor of the hotel. Possible uses for the rooms at the hotel are meeting rooms for TEA and Skyward. More seating and more classrooms are being provided as requested by attendee feedback.

Scott reported that he met at the hotel with Skyward personnel concerning technology needs of the new venue. Scott will report more information at the next committee meeting. The committee discussed needs and concerns. 1600 attendees are expected. The Embassy Suites has 300 hotel rooms, the Hilton Gardens is across the street, a Hampton is 2 blocks away and another new hotel is being built nearby.

Scott reported on handouts for the conference. Handouts are very costly and the committee discussed various options for handouts. For the 2013 conference handouts printed by the committee for conference presenters will be limited to black and white and 10 pages.

Session counts will be: Monday 22, Tuesday 23 and Wednesday 23.

Scott reviewed the possibility of a 2nd conference on April 14 – 16, 2014. This conference would be held in San Marcos. Skyward and the San Marcos Embassy Suites have these dates reserved. More information will be presented at the May committee meeting.

New Applicants

The membership discussed the method used to process applications for TSUG membership.

It was determined that applications for membership would be sent to the TSUG Membership Chairman. The website was changed to reflect this change in procedure.

TSUG Webmaster

Shelley Debnam resigned as Webmaster because she went to work at a non-Skyward school district. Toan Vu volunteered to take over the responsibilities if he could remain on the student committee. Sharay Boynton made a motion to appoint Toan Vu as TSUG Webmaster. Stan Fountain seconded the motion. The motion carried unanimously.

Status of TSUG Operations Manual

Member Becky Haluska was absent from the meeting. President Monica Irvin will check on the status and report back.

The committee broke into sub committees to review new applicants and to work on conference session preparation at 11:35.

The committee broke for lunch.

The committee reconvened at 1:00 PM and continued meeting in subcommittees.

Committee members were advised to meet back the next day at 9:00 a.m.

February 5th, 2013

Monica Irvin welcomed everyone back at 9:10 a.m. Kevin Duda Skyward Student Product Owner and Kevin King Skyward HR/Finance Product Owner joined the meeting.

Membership Updates

Motion: Toan Vu made a motion to renew Kathy Leopold to place 6 with a term expiration of 10/2015 and to elect Joe Herrea from Eanes ISD to place 4 with a term expiration of 10/2015 to the student committee. Stan Fountain seconded the motion. The motion carried unanimously.

The Human Resources committee will wait to vote and requested that Skyward send an email out about openings on the committee.

The Food Service committee has one applicant that is checking with their district about serving on the committee. The committee would also like to have their opening listed on the email from Skyward. Janice Eisen confirmed that Susan LeBlanc is the chair of the Food Services committee.

Motion: Donna Pruitt made a motion to renew Mary Newcomb to place 3 on the finance committee. Kyle Berger seconded the motion. The motion carried unanimously.

Motion: Stan Fountain made a motion to move Amy Hillin to the Health Services chair position with a term expiration of 10/2015. Scott Weber seconded the motion. The motion carried unanimously.

Skyward Update

Kevin Duda Skyward Student Product Owner and Kevin King Skyward HR/Finance Product Owner reviewed the new Product Owner position at Skyward. The product owner will give direction to the software, help develop priority to the enhancements for the releases and will work with all user groups.

The committee members had a controversial discussion concerning the TEA enhancements and potential costs.

The committee members asked clarifying questions concerning the project owner position and the RFE process. Members would like to have the ability to email or send information to the RFE requestor.

Kevin King will be the project owner for HR and Finance systems. Kevin Duda will be the project owner of Student systems. Leslie Rogoski will be the project owner for the special services portion of the RTI, Special Ed, At Risk, GT and 504 areas of the student system.

The project owners discussed updates in their respective areas of the Skyward software.

Tom Priem and Lois King gave Skyward Austin and Dallas office staff changes and updates.

The committee adjourned and broke into conference session discussion groups at 10:37.

Lunch was served at 11:30.

Subcommittees continued reviewing 2013 conference sessions and working in the subcommittees on RFE's.

Janice Eisen
February 5, 2013

DRAFT

Place of Meeting:
 Embassy Suites, San Marcos
 Feb 4 5, 2013

TSUG
 Sign-In Sheets

Attachment A

Position	Name	District	Position Election	Term Expiration	District Enrollment	District ESC	Present 2/4	Present 2/5	Original Election
Steering Committee Officers:									
President	Monica Irvin	Godley ISD	10/2010	10/2013	1,552	11	<i>ML</i>	<i>ML</i>	05/2006
Vice-President	Kyle Berger	Cedar Hill ISD	01/2011	10/2013	8,812	10	<i>KB</i>	<i>KB</i>	05/2006
Secretary	Janice Eisen	Fort Bend ISD	07/2011	10/2014	68,948	4	<i>JE</i>	<i>JE</i>	01/2009
Treasurer	Sharay Boynton	Granbury ISD	01/2010	10/2015	6,600	11	<i>SB</i>	<i>SB</i>	05/2009
Webmaster	Vacant			10/2015					
Conference Coordinator	Scott Weber	Mansfield ISD	08/2006	10/2013	32,564	11	<i>SW</i>	<i>SW</i>	
Registration Data Coordinator	Katy McDaniel	Grapevine-Colleyville ISD	01/2012	10/2014	14,000	11	<i>KM</i>	<i>KM</i>	02/2008
Student Chairman	Donna Pruitt	Sheldon ISD	05/2010	10/2013	6,462	4	<i>DP</i>	<i>DP</i>	
Student Committee pl 2	Toan Vu	Eagle Mountain Saginaw ISD	05/2009	10/2015	16,400 17,700	11	<i>TV</i>	<i>TV</i>	05/2009
Student Committee pl 3	Daniel Casteel	Spring Branch ISD	01/2011	10/2014	32,948	4	<i>DC</i>	<i>DC</i>	01/2011
Student Committee pl 4	Vacant								
Student Committee pl 5	Becky Haluska	Hutto ISD	01/2012	10/2013	5,417	13			01/2011
(committee membership chair)									
Student Committee pl 6	Kathy Leopold	Dripping Springs ISD		10/2012	4,400	13	<i>KL</i>	<i>KL</i>	01/2011
Student Committee pl 7	Bonnie Schwarze	Allen ISD	01/2012	10/2014	18,363	10			01/2012
Finance Chairman	Vickie Benbow	Red Oak ISD	02/2008	10/2014	5,519	10	<i>VB</i>	<i>VB</i>	
Finance Committee pl 2	Lindy Finley	Jacksonville ISD	01/2011	10/2013	4,968	7			01/2010
Finance Committee pl 3	Mary Newcomb	Hutto ISD	01/2011	10/2012	5,417	13	<i>MN</i>	<i>MN</i>	01/2011
Finance Committee pl 4	Lisa LeMon	Marble Falls ISD	05/2010	10/2013	4,011	13			05/2010
Finance Committee pl 5	Anne Haehn	Lake Dallas ISD	05/2011	10/2015	4,104	11	<i>AH</i>	<i>AH</i>	

02/11

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 Embassy Suites, San Marcos
 Feb 4 5, 2013

TSUG
 Sign-In Sheets

Attachment A

Position	Name	District	Position Election	Term Expiration	District Enrollment	District ESC	Present 2/4	Present 2/5	Original Election
Human Resources Chairman	Angela Willis	Grand Prairie ISD	01/2012	10/2013	26,541	10	SM	AW	01/2011
H R Committee Pl 2	Vacant			10/2014					
H R Committee Pl 3	Stefanie Clevenger	Troup ISD	01/2012	10/2014	1,106	7			01/2012
H R Committee Pl 4	Stella Mendoza	Eagle Mountain Saginaw ISD	05/2010	10/2013	16,100 17,700	11	SM	SM	05/2010
H R Committee Pl 5	Rene Chavez	Clint ISD	05/2012	10/2015	11,186	19	RL	RL	05/2012
H R Committee Pl 6	Vacant								
Health Services Chairman	Amy Hillin	Wylie ISD	07/2012	10/2012	12,000	10	OH	OH	01/2011
Health Services Committee pl 2	Nichol Smithers	Rockwall ISD	07/2012	10/2013	13,800	10	MD	MD	07/2012
Food Services Chairman	Vacant								
Food Services Committee pl 2	Susan LeBlanc	Barbers Hill ISD	05/2010	10/2013	4,220	4	SL	SL	05/2010
Technology Chairman	Stan Fountain	Amarillo ISD	05/2006	10/2013	32,000	16	SL	SL	
Technology Committee pl 2	James Matthews	Cedar Hill		10/2015	12,000	10	SM	SM	
Technology Committee pl 3	Robert Rogge	Glen Rose ISD	05/2012	10/2015	1,723	11	ZLR	ZLR	05/2010
Technology Committee pl 4	Matt Yeager	Grand Prairie ISD		10/2014	26,541	10	MY	MY	01/2009

Place of Meeting:
 Embassy Suites, San Marcos
 Feb 4 5, 2013

TSUG
 Sign-In Sheets
 2/4 2/5

Attachment A

<u>Skeward</u>																			
President	Scott Gliniski																		
Branch Manager	Tom Priem																		
Student	Kate Thompson																		
CS Manager	Jeanne Arbuckle																		
CS Finance	Lois King																		
CS Mgr Student	Sheryl Mouden																		
Director	John Cecil																		
Financial Systems Owner	Kevin King																		
Student Systems Owner	Kevin Duda																		

Texas Skyward Users Group
Balance Sheet
As of February 1, 2013

	<u>Feb 1, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	2,858.00
Checking - Chase	50,292.78
Savings - Chase	92,229.79
Total Checking/Savings	<u>145,380.57</u>
Accounts Receivable	
Accounts Receivable	850.00
Total Accounts Receivable	<u>850.00</u>
Total Current Assets	<u>146,230.57</u>
TOTAL ASSETS	<u>146,230.57</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	795.84
Reserved for Scholarships	-9,700.00
Retained Earnings	69,642.86
Net Income	85,491.87
Total Equity	<u>146,230.57</u>
TOTAL LIABILITIES & EQUITY	<u>146,230.57</u>

Texas Skyward Users Group
Balance Sheet
As of May 1, 2013

	<u>May 1, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	2,858.00
Checking - Chase	45,519.95
Savings - Chase	92,244.84
Total Checking/Savings	<u>140,622.79</u>
Accounts Receivable	
Accounts Receivable	850.00
Total Accounts Receivable	<u>850.00</u>
Total Current Assets	<u>141,472.79</u>
TOTAL ASSETS	<u>141,472.79</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	795.84
Reserved for Scholarships	-9,900.00
Retained Earnings	69,642.86
Net Income	80,934.09
Total Equity	<u>141,472.79</u>
TOTAL LIABILITIES & EQUITY	<u>141,472.79</u>

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05/01/13

Accrual Basis

Texas Skyward Users Group Profit & Loss Budget vs. Actual August 1, 2012 through May 1, 2013

	Aug 1, '12 - May 1, 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Conference				
Contributions	0.00	0.00	0.00	0.0%
Exhibit Fees	23,000.00	15,863.00	7,137.00	145.0%
Registration Fees	297,491.50	278,250.00	19,241.50	106.9%
Annual Conference - Other	1,590.00	0.00	1,590.00	100.0%
Total Annual Conference	322,081.50	294,113.00	27,968.50	109.5%
Golf Tournament Income				
Entries	0.00	0.00	0.00	0.0%
Miscellaneous	0.00	0.00	0.00	0.0%
Sponsorships	0.00	0.00	0.00	0.0%
Golf Tournament Income - Other	0.00	0.00	0.00	0.0%
Total Golf Tournament Income	0.00	0.00	0.00	0.0%
Membership Dues	0.00	0.00	0.00	0.0%
Miscellaneous Income	2,585.00	0.00	2,585.00	100.0%
Scholarship Donations	0.00	0.00	0.00	0.0%
Total Income	324,666.50	294,113.00	30,553.50	110.4%
Expense				
Bank Service Charges	0.00	0.00	0.00	0.0%
Conference Expenses				
Audio/Visual	10,259.48	10,873.00	-613.52	94.4%
Conference Charges	0.00	0.00	0.00	0.0%
Conference Giveaways	28,422.86	26,316.00	2,106.86	108.0%
Conference Room Charges	21,226.88	16,800.00	4,426.88	126.4%
Conference Signs	529.00	500.00	29.00	105.8%
Conference Supplies	531.15	1,200.00	-668.85	44.3%
Contingency	164.37	0.00	164.37	100.0%
Credit Card Fees	0.00	0.00	0.00	0.0%
Door Prizes	1,375.26	1,500.00	-124.74	91.7%
Food	136,573.56	140,384.00	-3,810.44	97.3%
Guest Room Charges	27,145.79	21,580.00	5,565.79	125.8%
Internet Charges	-40.00	2,000.00	-2,040.00	-2.0%
Online Registration Fees	0.00	0.00	0.00	0.0%
Planning	0.00	0.00	0.00	0.0%
Presenter Gifts	0.00	0.00	0.00	0.0%
Printing	691.53	1,875.00	-1,183.47	36.9%
Speaker	0.00	0.00	0.00	0.0%
Speaker Travel Exp	0.00	0.00	0.00	0.0%
Technology Shirts	0.00	985.00	-985.00	0.0%
Truck Rental & Fuel	1,253.93	1,300.00	-46.07	96.5%
Vendor Fees	0.00	900.00	-900.00	0.0%
Conference Expenses - Other	0.00	0.00	0.00	0.0%
Total Conference Expenses	228,133.81	226,213.00	1,920.81	100.8%

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Accrual Basis

Texas Skyward Users Group Profit & Loss Budget vs. Actual August 1, 2012 through May 1, 2013

	Aug 1, '12 - May 1, 13	Budget	\$ Over Budget	% of Budget
Contributions	0.00	0.00	0.00	0.0%
CPE Fees	1,250.00	1,250.00	0.00	100.0%
Golf Tournament Expenses				
Awards	0.00	0.00	0.00	0.0%
Contingency	0.00	0.00	0.00	0.0%
Fees	0.00	0.00	0.00	0.0%
Giveaways	0.00	0.00	0.00	0.0%
Meals	0.00	0.00	0.00	0.0%
Golf Tournament Expenses - Other	0.00	0.00	0.00	0.0%
Total Golf Tournament Expenses	0.00	0.00	0.00	0.0%
Insurance	-6.00	1,100.00	-1,106.00	-0.5%
Miscellaneous	0.00	0.00	0.00	0.0%
National Conference Fees				
Travel	0.00	0.00	0.00	0.0%
National Conference Fees - Other	0.00	1,500.00	-1,500.00	0.0%
Total National Conference Fees	0.00	1,500.00	-1,500.00	0.0%
Office Supplies	102.95	400.00	-297.05	25.7%
Payroll Expenses	0.00	0.00	0.00	0.0%
Postage	210.00	120.00	90.00	175.0%
Professional Fees				
Accounting	0.00	0.00	0.00	0.0%
Consulting	0.00	0.00	0.00	0.0%
Legal Fees	75.00	0.00	75.00	100.0%
Professional Fees - Other	0.00	0.00	0.00	0.0%
Total Professional Fees	75.00	0.00	75.00	100.0%
Scholarship Fund	600.00	0.00	600.00	100.0%
Steering Committee Exp	13,274.85	50,000.00	-36,725.15	26.5%
TSUG Training	0.00	1,500.00	-1,500.00	0.0%
Users Group Meeting Expenses	0.00	0.00	0.00	0.0%
Web Hosting Fee	120.00	250.00	-130.00	48.0%
Total Expense	243,760.61	282,333.00	-38,572.39	86.3%
Net Ordinary Income	80,905.89	11,780.00	69,125.89	686.8%
Other Income/Expense				
Other Income				
Interest Income	28.20	0.00	28.20	100.0%
Other Income	0.00	0.00	0.00	0.0%
Total Other Income	28.20	0.00	28.20	100.0%

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Accrual Basis

Texas Skyward Users Group
Profit & Loss Budget vs. Actual
August 1, 2012 through May 1, 2013

	<u>Aug 1, '12 - May 1, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Expense				
Other Expenses	0.00	0.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	<u>28.20</u>	<u>0.00</u>	<u>28.20</u>	<u>100.0%</u>
Net Income	<u>80,934.09</u>	<u>11,780.00</u>	<u>69,154.09</u>	<u>687.0%</u>

Texas Skyward Users Group Check Detail February 1 through May 1, 2013

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	2100	2/5/2013	Embassy Suites H...		Checking - Chase		-12,339.33
					Steering Committee...	-12,339.33	12,339.33
TOTAL						-12,339.33	12,339.33
Check	2101	3/28/2013	US Postal Service		Checking - Chase		-210.00
					Postage	-210.00	210.00
TOTAL						-210.00	210.00
Bill Pmt -Check	2102	4/30/2013	Austin College		Checking - Chase		-200.00
Bill		4/30/2013			Reserved for Schol...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	2103	4/30/2013	Bullard Independe...		Checking - Chase		-530.00
Bill		4/30/2013			Registration Fees	-530.00	530.00
TOTAL						-530.00	530.00
Bill Pmt -Check	2104	4/30/2013	Hawkins Ind Scho...		Checking - Chase		-132.50
Bill		4/30/2013			Registration Fees	-132.50	132.50
TOTAL						-132.50	132.50
Bill Pmt -Check	2105	4/30/2013	Steven J Reid		Checking - Chase		-75.00
Bill		4/30/2013			Legal Fees	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	2106	4/30/2013	Uvalde Consolidat...		Checking - Chase		-85.00
Bill		4/30/2013			Registration Fees	-85.00	85.00
TOTAL						-85.00	85.00
Bill Pmt -Check	2107	4/30/2013	West Independent ...		Checking - Chase		-185.00
Bill		4/30/2013			Registration Fees	-185.00	185.00
TOTAL						-185.00	185.00

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05/01/13

Texas Skyward Users Group
Check Detail
February 1 through May 1, 2013

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill Pmt -Check	2108	4/30/2013	Wimberley Indepe...		Checking - Chase		-85.00
Bill		4/30/2013			Registration Fees	-85.00	85.00
TOTAL						-85.00	85.00

TSUG Balances Due

4/30/2013

Alvarado ISD	530.00	skyward
Anahuac ISD	800.00	
Belton ISD	265.00	skyward
Clear Creek ISD	795.00	skyward
Commerce ISD	450.00	
Copperas Cove ISD	2,915.00	skyward
Crowley ISD	85.00	
Eanes ISD	350.00	
Friendswood ISD	265.00	
Hereford ISD	530.00	skyward
Hudson ISD	265.00	
Kaufman ISD	350.00	
Kerrville ISD	265.00	
Kipp Austin Public Schools	265.00	Skyward
Lamar CISD	1,325.00	skyward
Lamesa ISD	1,855.00	
Marshall ISD	265.00	
Mercedes ISD	265.00	
Navasota ISD	795.00	Skyward
Progreso ISD	900.00	
Quinlan ISD	265.00	skyward
Ranch Academy	265.00	
Royal ISD	1,590.00	
Rusk ISD	265.00	
San Felipe Del Rio CISD	795.00	
Sequin ISD	530.00	skyward
Temple ISD	530.00	
Venus ISD	65.00	
Waller ISD	265.00	
Weatherford ISD	265.00	
White Settlement ISD	265.00	
	18,635.00	