

## Regular Board template

Wednesday, November 4, 2009 7:00 PM

Board of Education Auditorium, 129 Church Street, Bristol, CT 06010

1. **Call to Order, Pledge of Allegiance, Moment of Silence**

2. **APPROVAL OF MINUTES - October 7, 2009 - Regular Meeting**

3. **COMMITTEE REPORTS**

4. **CONSENT AGENDA**

4.1. Personnel

4.1.a. New Teacher Hire - Effective November 2, 2009

4.1.b. A-2 Teacher Resignation - Effective September 10, 2009

4.1.c. A-2 Teacher Appointment - Effective September 29, 2009

4.1.d. A-3 Teacher Appointment - Effective September 2, 2009

4.1.e. Certified Personnel Who Have Attained Tenure

4.1.f. Coaching Appointments

4.1.g. Volunteer Coaching Appointments

4.2. GRANTS

4.2.a. ARRA Stabilization Funds

4.2.b. Family Math Nights for Cubs Corner at O'Connell School

4.2.c. "Get SMART" Afterschool program at South Side School & Indian Rock Preserve

4.2.d. Investing & Personal Finance Education Grant

4.2.e. School Readiness Grant

5. **PUBLIC COMMENT**

6. **DELIBERATED ITEMS**

6.1. June 30, 2009 General Fund Financials - End of Year Report

6.2. October 1, Enrollment Count for the 2009-2010 School Year

6.3. CMT-CAPT 2008 Results and Cohort Analysis

6.4. Bristol Central HS Performing Arts Trip to Toronto, April 22 - 25, 2010

6.5. Teacher Retirement Incentive Program

6.6. POLICY REVISION

6.6.a. Reacting to Political Action/Issues -  
First Reading

7. **OLD BUSINESS**

8. **NEW BUSINESS**

9. **BUILDING COMMITTEE REPORTS**

10. **INFORMATION**

**Presenter:** Barbara  
Doyle

11. **VOTE TO CONVENE INTO EXECUTIVE SESSION**

**Presenter:** Barbara  
Doyle

12. **RECONVENE INTO PUBLIC SESSION**

**Presenter:** Barbara  
Doyle

13. **ADJOURNMENT**

**Presenter:** Barbara  
Doyle

**BOARD OF EDUCATION**  
Bristol, Connecticut  
**Regular Meeting – October 7, 2009**

The regular monthly meeting of the Bristol Board of Education was held on Wednesday, October 7, 2009, at 7:00 p.m., at the Board of Education Administration Building, 129 Church Street, Bristol, Connecticut.

**PRESENT:** Commissioners, Jane E. Anastasio, Margaret L. Bonola, Amy D. Coan, Barbara Y. Doyle, Julie M. Luczkow, Sherry A. Turcotte, Karen L. Vibert, Christopher C. Wilson; Philip A. Streifer, Superintendent of Schools, Susan Kalt Moreau, Deputy Superintendent of Schools, and Clifford Block, Council Liaison to the Board

**Excused:** Commissioner Thomas P. O'Brien

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE**

Chairman Doyle called the meeting to order at 7:03 p.m. and invited the audience to join her in reciting The Pledge of Allegiance. A moment of silence was observed for Theresa Fiondella, a Library Volunteer at Memorial Boulevard and Bristol Central High School from 1979 to 2009, Walter Petke a German Teacher and Coach from 1956 to 1980 and Estelle Therriault a Cafeteria Worker from 1971 to 1981.

**APPROVAL OF MINUTES**

On motion of Commissioner Luczkow seconded by Commissioner Turcotte, it was unanimously

**VOTED:** *That the minutes of the September 9, 2009 Regular Meeting be approved as written.*

**COMMITTEE REPORTS**

Commissioner Luczkow reported that the committee met on October 2, 2009. The committee received an overview of the AVID pilot program at Bristol Eastern. The first edition of the Bristol Public School Parent Toolkit was also presented and it will be placed on the Communication and Community Relations Committee agenda. The toolkit will be distributed to the parents in the community. Three AP courses and one Tunxis Community College Career Pathways course will be added to the high school Program of Studies for the 2010-2011 school year. The curriculum is being developed, and textbook reviews and recommendations will be made in the spring. Proposed Policy 6144.1 – Reacting to Political Actions/Issues was presented. This policy will be coming to the Board in November. Formation of a Team of One for Gymnastics at Bristol Central High School and Bristol Eastern High School was discussed. The committee voted to allow the formation of a Team of One at both high schools for the 2009-2010 school year at a cost of \$5,152.

Dr. Streifer updated the Board of further information concerning the Team of One for gymnastics that come to our attention since the committee met on Friday. Initially we believed we had two sites for each school. On Monday, we found out that one of the sites had a policy change, and would no longer accept Teams of One. We contacted the second site and asked if they would accept two Teams of One, and were notified that they would accept up to five gymnasts. We are working with Mrs. Benham, to distribute a statement to parents regarding these changes. The statement reads as followed:

*“On Friday, October 2<sup>nd</sup>, the Student Achievement Committee, a subcommittee of the Board of Education, approved the formation of a Team of One for gymnastics at both high schools for the 2009-2010 school year only. Normally a Team of One can have up to 3 members but no more under CIAC rules. We have secured a single school that will accept up to 5 athletes to join their program. Therefore if more than 3 students from one school and 2 students from the other express interest we will be unable to offer this opportunity...”*

## **COMMITTEE REPORTS (con't)**

The statement goes on to discuss other items about the gymnastics, but he wanted to update the board of the new developments.

## **CONSENT AGENDA**

Commissioner Vibert asked that Item 4.2.2. - Consolidated State Grant be held out for further discussion

### **New Administrative Hire – Effective October 29, 2009**

On motion of Commissioner Anastasio, seconded by Commissioner Vibert, it was unanimously

***VOTED: That the Board of Education approve the following Administrative Hire:  
Marlene Lovanio – BOE – Supervisor of Mathematics, K-12 - October 29, 2009***

### **New Teacher Hire**

On motion of Commissioner Anastasio, seconded by Commissioner Vibert, it was unanimously

***VOTED: That the Board of Education approve the following New Teacher Hires:  
Kristen Russo – City Wide – .5 Music – Effective September 30, 2009  
Claudine Tolbert – BCHS – English – Effective September 15, 2009***

### **A-2 Teacher Appointment**

On motion of Commissioner Anastasio, seconded by Commissioner Vibert, it was unanimously

***VOTED: That the Board of Education approve the following A-2 Teacher Appointment:  
Creighton Paquette-Claman – BEHS – Sophomore Class Co-Advisor – Effective September 22, 2009***

### **A-3 Teacher Appointment**

On motion of Commissioner Anastasio, seconded by Commissioner Vibert, it was unanimously

***VOTED: That the Board of Education approve the following A-3 Teacher Appointment:  
Stacey Pratt – MTV – Gifted Coach – Effective September 21, 2009***

### **Sixth Year Salary Credit**

On motion of Commissioner Anastasio, seconded by Commissioner Vibert, it was unanimously

***VOTED: That the Board of Education approve the following Sixth Year Salary Credit:  
Jennifer Silva – CTO – Grade 1 – September 1, 2009***

### **Coaching Appointments**

On motion of Commissioner Anastasio, seconded by Commissioner Vibert, it was unanimously

***VOTED: That the Board of Education approve the following Coaching Appointments:  
Matthew Gomes – Assistant Football Coach – BCHS – Effective September 9, 2009  
Jeffrey Papazian – Assistant Football Coach – BCHS – Effective September 9, 2009  
David Talmadge – Assistant Football Coach – BCHS – Effective September 9, 2009***

### **Volunteer Coaching Appointments**

On motion of Commissioner Anastasio, seconded by Commissioner Vibert, it was unanimously

***VOTED: That the Board of Education approve the following Volunteer Coaching Appointments  
John Couture – Girls Soccer Program – BCHS – Effective September 25, 2009  
Leigh Michaud – Girls Soccer Program – BCHS – Effective September 25, 2009***

### **GRANTS**

On motion of Commissioner Anastasio, seconded by Commissioner Vibert, it was unanimously

***VOTED: That the Board of Education approve the following Grants:  
Adult Education Grant and the Perkins Grant***

### **New Administrative Hire**

Dr. Streifer introduced the new Supervisor of Mathematics K-12, Marlene Lovanio. Mrs. Lovanio was present in the audience. She comes to Bristol from the Department of Education, She has a Bachelor's of Science Degree in Education from Central Connecticut State, a Masters of Arts in Liberal Studies from Wesleyan University. Prior to being the Education Manager at the Department of Education, she was the Mathematics Consultant, and the Supervisor of Mathematics and Technology for the City of Shelton. We look forward to working with Mrs. Lovanio.

### **Consolidated State Grant**

There was discussion regarding the loss of fund distribution for the Priority School Grant. We no longer will have certain programs based on our recent removal of Priority School District status.

On motion of Commissioner Luczkow, seconded by Commissioner Turcotte, it was unanimously

***VOTED: That the Board of Education approve the Consolidated State Grant.***

### **PUBLIC COMMENT**

There were no members of the public that wished to address the Board.

### **DELIBERATED ITEMS**

#### **Bristol Adult Education Program**

Maria Groody, Director of Adult Education/ESL Program was present to give a PowerPoint presentation regarding the Adult Education Program. Topics discussed were Connecticut State Department of Education evaluation criteria, credit diploma program requirements, program gains, ESL and a Literacy grant that will come before the Board next month. Dr. Streifer congratulated Mrs. Groody on an outstanding presentation and commended her on the hard work that she and her staff carry out.

#### **Purchase of Driver's Education Vehicles**

Dr. Moreau presented the **Purchase of Driver's Education Vehicles.**

In the past the district has leased Drivers Education vehicle for the self supporting program that the district runs. Our tuition is about \$200 less than other area schools, but we are still able to run the program solely on tuition. This year instead of leasing we have decided to purchase two Hybrid vehicles. There is enough money in our continuing Drivers Education account to purchase both vehicles. The vehicles will cost \$25,087.00 each with the special brake equipment added for the instructor. The current vehicles have high mileage. We will have three vehicles for the program, once the two vehicles are purchased.

On motion of Commissioner Anastasio, seconded by Commissioner Vibert, it was unanimously

### **Purchase of Driver's Education Vehicles (con't)**

***VOTED: That the Board of Education approve the Purchase of two Driver's Education Vehicles.***

Discussion followed, regarding the financial equity of the program.

### **Fund Transfer to Food Services**

Last month the Board approved a fund transfer to the Food Services Account in the amount of \$203,060 that amount was incorrect and the correct amount is \$209,000. This evening the Board will need to rescind last month's approval and approve the corrected figure.

On motion of Commissioner Wilson, seconded by Commissioner Vibert, it was unanimously

***VOTED: That the Board of Education rescind the motion authorizing Dr. Streifer to request the Finance Board transfer \$203,060 from the regular operating budget to the food services budget to offset the deficit.***

On motion of Commissioner Anastasio, seconded by Commissioner Turcotte, it was unanimously

***VOTED: That the Board of Education authorize Dr. Streifer to request the Finance Board transfer \$209,000 from the regular operating budget to the food services budget to offset the deficit.***

### **Old Business**

There was no Old Business to come before the Board.

### **New Business**

There was no New Business to come before the Board.

### **BUILDING COMMITTEE REPORTS**

The West Bristol Committee met on September 14<sup>th</sup> and the Forestville Building Committees met on September 21<sup>st</sup>. The architect contracts have been signed for Tai Soo Kim and DRA Associates. The land has been purchased with the exception of the Starlite Market. We are meeting with the State on Tuesday, to go over the rules and regulations for getting the wheels in motion to start building the two K-8 schools.

### **INFORMATION**

#### **Bristol Eastern Donation**

Dr. Moreau presented the Bristol Eastern Donation.

Donorschoose.org is an online donation site. Commissioner Coan is one of the people who brought the sight to our attention and our Community Relations/School Business Partner Liaison; Jeannie Audette published the site to all of our teachers. Teachers post their requests and public or foundation can go and fill those requests. Janet Birsch-Kenney, Library Media Specialist posted her request for audio-visual equipment in the amount of \$165.00 and she has been notified by the "DonorsChoose.org" Foundation that her request for funding has been approved. Bristol Eastern will be receiving a digital camcorder for use by students in the Library Media Center. The organization is open to all teachers in public schools.

Joanne Thomas, Citywide Music Department Head notified Dr. Streifer that Christine Sipes, a Music Teacher at Memorial Boulevard and Chippens Hill will have her drumming book published by Alfred Publishing. Alfred Publishing is a premier publisher in that field, so this is quite an achievement. Congratulations to Ms. Sipes.

Dr. Streifer was notified by the National Superintendents Association interested in the work that the Bristol Public Schools have done. They invited us to present at their national conference. Dr. Streifer, Dr. Wasta as well as Mary Gadd, Bristol Eastern English Department Chair, who is doing a doctoral thesis in some of the areas

**INFORMATION (con't)**

that we have made improvements, have agreed to present. They will highlight the last eight or nine years of our work and what we hope to do in the future. Bristol is prominently featured on the AASA website, regarding the upcoming presentation.

Commissioner Wilson brought up the topic of volunteers in our schools, following an article he read in the New York Times. He would like a report of how we implement volunteers in our schools. There seems to be a strong correlation in parent volunteerism and student success. He would like to see more parent volunteers, by letting them know what type of volunteer opportunities are available in our schools. Commissioners Vibert suggested that perhaps putting something in the next newsletter regarding volunteerism. Commissioner Wilson will provide a copy of the article to Dr. Streifer, Chairman Doyle and the Communications and Community Relations Committee.

**VOTE TO CONVENE INTO EXECUTIVE SESSION**

On motion of Commissioner Vibert, seconded by Commissioner Bonola, it was unanimously

***VOTED: That the Board of Education convene into Executive Session for the purpose of discussing, Student Expulsions. (7:47p.m.).***

**EXECUTIVE SESSION**

**PRESENT:** Commissioners, Jane E. Anastasio, Margaret L. Bonola, Amy D. Coan, Barbara Y. Doyle, Julie M. Luczkow, Sherry A. Turcotte, Karen L. Vibert, Christopher C. Wilson; Philip A. Streifer, Superintendent of Schools, Susan Kalt Moreau, Deputy Superintendent of Schools, and Clifford Block, Council Liaison to the Board

**Excused:** Commissioners Thomas P. O'Brien

Executive session was called to order at 7:55 p.m.

Dr. Moreau gave updates on three student expulsions.

**RECONVENE INTO PUBLIC SESSION**

On motion of Commissioner Coan, seconded by Commissioner Bonola it was unanimously

***VOTED: That the Board of Education reconvene into Public Session to vote on any items discussed in Executive Session. (8:30 p.m.)***

**ADJOURNMENT:**

On motion of Commissioner Wilson, seconded by Commissioner Vibert it was unanimously

***VOTED: That the Board of Education meeting be adjourned. (8:31 p.m.)***

Respectfully Submitted:

***Susan P. Everett***

Susan P. Everett  
Board of Education Secretary

# DRAFT

## BRISTOL BOARD OF EDUCATION

### SPECIAL MEETING COMMUNICATIONS & COMMUNITY RELATIONS COMMITTEE

#### Wednesday, October 14, 2009 Minutes

Present: Barbara Doyle, Peg Bonola, Amy Coan, Sherry Turcotte, Karen Vibert (chair), Jeanine Audette, Annemarie Sundgren, Sue Moreau

Excused: Jane Anastasio

The Communications & Community Relations Committee of the Board of Education, met on Wednesday, October 14, 2009. The meeting was called to order at 6:30 p.m.

#### 1. Community Newsletter

Jeanine Audette reviewed the articles that will appear in the fall community newsletter. This will be distributed through the Observer newspaper to all Bristol residences and is also available at our schools, Board of Education Building, the Senior Center and Bristol public libraries.

Jeanine also reported that the Business Education Foundation will be providing \$10,000 in mini-grants to staff to fund innovative programs that are not funded through the General Fund.

We are always looking for more mentors. More than 20 mentors from last year have relocated and Jeanine is looking to fill that gap. The newsletter will as always have a note about how residents may become mentors.

A discussion followed regarding the need to have school newsletters available and easily located on school websites and that this is the public's window into our schools. Jeanine will speak with Rich Gagliardi about attending a meeting of our Technology Leaders to share this message.

#### 2. Parent Involvement

##### a. Parent Toolkit

Annemarie Sundgren our NCLB parent coordinator shared the first edition of "The Parent Toolkit" a newsletter created by parents for parents. The newsletter will be distributed to all students' families who register in our school and was being made available at parent conferences this month. Additional copies will be available at the Bristol Community



Organization, public libraries and on our website. The newsletter is in the process of being translated into Spanish.

b. DSAC Survey results

Bristol participated in a computer based school improvement survey as part of the Supported Schools Program through the Department of Education. Results of the Community Section of this survey, completed by a group of Board members, parents and other community members, were distributed. Fostering Parent Involvement was an area of relative weakness for our schools with an average score of 2.1 on a 4 point scale and establishing communication rated as 2.6. However, our score was 3.3 in the area of promoting community partnerships. In the past year, the Board has hired a Communications and Community Relations staff member and a grant funded parent coordinator was hired. Having staff in these areas will allow us to expand our work in this area. The committee will use the survey questions as a springboard to understanding specific areas where improvement may be made.

3. Volunteers in our Schools – Who are they, How are they used?

At the October Board of Education meeting Commissioner Wilson asked who volunteers in our schools and the tasks in which they engage. He referred to a recent *New York Times* article that stated that students whose parents are involved in their schools have greater academic success. We are generally aware that we have RSVP – retired senior volunteers, parents, mentors and high school students volunteering, but a comprehensive look has never been made. The committee asked that Jeanine Audette and Annemarie Sundgren craft a brief survey of principals and secretaries to gather information on who volunteers in our schools, numbers of individuals and the tasks in which they are asked to engage.

4. Adjournment

Respectfully submitted,  
Susan Kall Moreau, Ph.D.

**Barbara Y. Doyle**, Chairman  
**Julie M. Luczkow**, Vice-Chairman  
**Karen L. Vibert**, Secretary  
Jane E. Anastasio  
Margaret L. Bonola  
Amy D. Coan  
Thomas P. O'Brien  
Sherry A. Turcotte  
Christopher C. Wilson



**Philip A. Streifer**, Ph.D.  
Superintendent of Schools

P.O. Box 450  
BRISTOL, CONNECTICUT 06011-0450  
(860) 584-7000 • Fax (860) 584-7611

## **BOARD OF EDUCATION**

### **SPECIAL OPERATIONS COMMITTEE MEETING**

#### **Wednesday, October 14, 2009 Minutes**

The Operations Committee of the Board of Education, acting as the Building Committee for the South Side School Roof Project met on Wednesday, October 14, 2009. The meeting was called to order at 6:03 p.m.

Present: Amy Coan (chair), Barbara Doyle, Peg Bonola, Sherry Turcotte, Julie Luczkow, Tim Callahan, Sue Moreau

1. Approval of July 29, 2009 minutes

*On a motion by Commissioner Bonola and seconded by Commissioner Doyle, it was unanimously*

**VOTED: to approve the minutes of the July 29, 2009 meeting.**

2. Review architectural firms design bids

Tim Callahan provided information on the 4 bids received for the architectural design of the South Side School roof. Tai Soo Kim Partners bid \$220,500, CJ Lawler bid \$48,000, Kaestle Boos Associates bid \$40,500 and The Lawrence Associates bid \$26,500.

3. Take any votes necessary related to recommending an architectural design firm for the South Side School Roofing Project to the Purchasing Agent for further action.

*On a motion by Commissioner Doyle and seconded by Commissioner Bonola, it was unanimously*

**VOTED:** The Operations Committee of the Board of Education request that the City Council authorize the Mayor or Acting Mayor award Contract 2P10-029 Architectural/Engineering Services for Replacement of Roof at South Side Elementary School to the Lawrence Associates, Architects/Planners, P.C. in the amount of \$19,500 for architectural fees and a structural analysis fee of \$7,000, for a total cost of \$26,500.00, and to authorize the Mayor or Acting Mayor to execute any and all necessary documents necessary to effect said contract.

4. Adjournment

*Having no other business, on a motion by Commissioner Luczkow and seconded by Commissioner Turcotte, it was unanimously*

**VOTED: to adjourn the meeting at 6:20 p.m.**

Respectfully submitted,  
Susan Kall Moreau, Ph.D.,  
Deputy Superintendent of Schools

DRAFT

**BRISTOL BOARD OF EDUCATION  
STUDENT ACHIEVEMENT COMMITTEE MEETING  
October 2, 2009 Minutes**

Present: Present: Julie Luczkow, Barbara Doyle, Karen Vibert, Chris Wilson, Margaret Bonala, Sue Moreau, Denise Carabetta, Ellen Benham, Kris Irvine, Phil Streifer

Excused: Jane Anastasio

The meeting called to order at 1:30 pm by Julie Luczkow, Chair

**1. Approval of the July 29, 2009 Student Achievement Committee minutes.**

*On a motion by Commissioner Wilson and seconded by Commissioner Vibert, it was unanimously*

**VOTED: to approve the minutes of the 7-29-09 meeting.**

**2. Overview of the AVID Program pilot at BEHS**

Kris Irvine presented an overview of the AVID Program pilot at BEHS. One AVID elective teacher and one team of freshman teachers are involved in the program. There is a guidance counselor assigned to the students/team. Students, who are candidates for this program, are B/C students, first generation college students, minority students, who may not have the tools for preparation for college. There is an application and acceptance process for students. Students are placed into higher level courses with a support system from the AVID Elective teacher and the teaching team. The AVID elective is focused on organizational skills, motivation skills, and use of Cornell notes; there is also a tutorial component to the AVID elective course. There are 18 students in the AVID program. The teachers meet monthly. The instructional strategies focus on reading, writing, inquiry, and communication. Next year, CHMS is planning to have one section of AVID. This program is grant funded.

**3. Overview of the Bristol Public Schools Parent Toolkit**

Kris Irvine presented the *Bristol Public School Parent Toolkit*. As a result of discussion with parents, the toolkit was developed by parents and teachers. The plan is to issue this three times a year. Commissioner Luczkow asked if this could be translated into Spanish; administration will pursue this. It was suggested that grandparents be included as they can be the child's caregiver and that this be given to parents as students are enrolled in the Bristol Schools. The toolkit will be available at parent conferences. It was suggested that these be placed in the libraries and other community sites. This will also be placed on the agenda for the next Communication and Community Relations Board of Education committee.

**4. Proposed addition of three AP Courses**

Denise Carabetta presented information on the proposed addition of the following AP courses: AP Language and Composition, AP Psychology, and AP Environmental Science. The courses are in the curriculum development phase; the curriculum for each course will be presented to the BOE in the spring. Then, a textbook review and recommendation will be made to the BOE. These courses will be listed in the Program of Studies for the 2010-2011 school year, which the BOE will approve this winter.

## **5. Business and Finance Education Course**

Denise Carabetta presented information on the proposed addition of the Business and Finance Education course. This course will be part of the Tunxis College Career Pathways program and students will be able to obtain college credit for this course. The course is in the curriculum development phase; the curriculum will be presented to the BOE in the spring. Then, a textbook review and recommendation will be made to the BOE. These course will be listed in the Program of Studies for the 2010-2011 school year, which the BOE will approve this winter.

## **6. Proposed policy 6144.1 - Reacting to Political Action/Issues**

Dr. Streifer reviewed the background regarding the need for this policy and summarized the policy. There was discussion about the policy.

*On a motion by Commissioner Wilson and seconded by Commissioner Vibert, it was unanimously*

**VOTED: to recommend to the full Board of Education approval of the proposed policy and to send this policy to the full Board of Education for a first reading at the October 9, 2009 meeting.**

## **7. Gymnastics**

Dr. Streifer presented information about gymnastics. Bristol offers full sports in all areas except gymnastics in the areas that the CIAC allows a Team of One. Three students would like to participate as of this time from BCHS. BEHS needs to be considered; there are one or two students interested meaning BEHS could also have a gymnastics Team of One. The most this would cost this year is \$5152. If there are three or fewer students at each school, there would be a Team of One; if there are more than three students per school, we would not go forward with this. There was discussion about this item.

*On a motion by Commissioner Vibert and seconded by Commissioner Doyle, is was*

**VOTED by a vote of 2 aye, 1 nay, and 1 abstention to accept the recommendation of the administration to allow the formation of a gymnastics Team of One at both high schools for the 2009-2010 school year.**

## **Adjournment:**

*On a motion by Commissioner Vibert and seconded by Commissioner Wilson, it was unanimously*

**VOTED to adjourn.**

**Meeting adjourned at 3:20 p.m.**

## **Submitted by:**

*Denise D. Carabetta*

**Denise D. Carabetta**

The next meeting is scheduled for November 6, 2009 at 1:30 p.m.