

Board of Education Public Meeting Agenda

Wednesday, March 13, 2024 at 7:00 pm
1st Floor Boardroom

https://sd38.zoom.us/webinar/register/WN_5Mx71KhyTkSHwZ_7owZO

After registering, you will receive a confirmation email containing information about joining the webinar.

on whose traditional and unceded territories we teach, learn and live.

1. Recognition of Visitors, Announcements and Special Recognition

- (a) Recognition of Visitors
- (b) Announcements
- (c) Any materials not included in packages available to the public

2. Adoption of Agenda

3. Presentations, Briefs, Special Recognition

- (a) Presentations
Nil.
- (b) Briefs
Nil.
- (c) Special Recognition
Nil.

4. Questions from the Public

Members of the public are invited to come forward with questions regarding agenda items.

5. Executive

DR

been recognized annually worldwide as a day to stand against bullying and to be advocates
 emphasizes how all forms of kindness contribute to building an inclusive and connected
 commitment to ensure that all of our students, families, and staff feel welcomed, are treated
 respectfully, and have a sense of belonging. This Pin
 the voices of all, take a stand against bullying, and be advocates for kindness, respect and
 inclusion.

(c) Any materials not included in packages available to the public

The Secretary Treasurer noted all materials had been made available to the public on the district website

2. Adoption of Agenda

026/2024 MOVED BY K. HAMAGUCHI AND SECONDED BY WONG

THAT the Wednesday, February 21, 2024 regular agenda of the Board of Education be adopted as circulated

CARRIED

3. Presentations, Briefs, Special Recognition

(a) Presentations

Nil.

(b) Briefs

(i) Budget Brief

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A budget brief was presented by Liz Baverstock, President, Ms. Baverstock highlighted the focus in her Budget Brief including the continued daily shortage of teachers and mentoring support

Trustees thanked Ms. Baverstock for her brief. She then responded to questions from trustees regarding her brief.

027/2024 MOVED BY D. SARGENT AND SECONDED BY HAMAGUCHI

THAT the Board of Education refer the RTA Brief to the budget process.

CARRIED

(ii) Budget Brief

Presented by Stacey Robinson, President, Canadian Union of Public Employees (CUPE) Local 716 and Nancy Williams, 1st Vice President, CUPE Local 716

A budget brief was presented by Stacey Robinson, President, CUPE Local 716 and Nancy Williams, 1st Vice President, CUPE Local 716. They highlighted the focuses in their Budget Brief including adding additional EA Consultants and Daytime Custodians, and additional support for recruitment and retention.

Trustees thanked Ms. Robinson and Ms. Williams for their brief. They then responded to questions from trustees regarding their brief.

028/2024 MOVED BY D. S. BY

DRAFT

(d) Regular meeting of the board held Wednesday, January 24, 2024

029/2024 MOVED BY D. YANG AND SECONDED BY TABLOTNEY

THAT the Board of Education approve the Minutes of Wednesday, January 24, 2024, regular meeting as circulated.

DRAFT

The Chairperson then read the second reading of the bylaw summary

The Amended Annual Budget Bylaw has been prepared in accordance with the School Act, Ministerial Orders, and Ministry policies. The total budget for the 2023/2024 fiscal year amounts to \$354,663,935. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

031/2024 SECOND READING MOVED BY ARGENT AND SECONDED BY BELLEZA

CARRIED

The Chairperson then read the third reading of the bylaw summary

The Amended Annual Budget Bylaw has been prepared in accordance with the School Act, Ministerial Orders, and Ministry policies. The total budget for the 2023/2024 fiscal year amounts to \$354,663,935. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

032/2024 THIRD AND FINAL READING MOVED BY WONG AND SECONDED BY D. TABLOTNEY

CARRIED

The 2023/24 Amended Annual Budget Bylaw having been read a first, second and third time, is passed and adopted this 21st day of February 2024.

8. New Business

- (a) A.R. MacNeill Secondary School Equivalency Covenant Bylaw Three Readings

The Secretary Treasurer spoke to her report as included in the agenda package.

AND WHEREAS:

- (a) The British Columbia Building Code provides for certain fire, building and safety protection measures for the current or intended use of buildings, and permits equivalent performance measures;
- (b) The Board has determined and hereby confirms that the granting of the Equivalency Covenant will not conflict with or detract from the regular or extracurricular program of a school or the current or future educational needs of the school district;
- (c) As a condition of granting the Application, the City requires the Board to grant an Equivalency Covenant to the City in favour of the City;
- (d) The Board has determined and hereby confirms that the granting of the Equivalency Covenant will not conflict with or detract from the regular or extracurricular program of a school or the current or future educational needs of the school district;
- (e) The Property is facility number 03838064; and
- (f) The address of the Property is 6611 No. 4 Road, Richmond, British Columbia, V6Y 1R4, and the legal description of the Property is:

Parcel Identifier: 02740-891
 Lot 2 Section 10 Range 6 West New Westminster District BC S9451.

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board grant the Equivalency Covenant to the City in the form required by the City and register the Equivalency Covenant against title to the Property.

BE IT FURTHER resolved that the Secretary be and is hereby authorized, on behalf of the Board, to execute and deliver the Equivalency Covenant and all related documents required to complete the registration of the Equivalency Covenant.

033/2024 FIRST READING MOVED AND SECONDED BY D. TABLOTNEY

CARRIED

The Chairperson then read the second reading of the bylaw summary

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AND WHEREAS the Board may dispose of land or improvements, or both, subject to the
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CARRIED

The Capital Bylaw 2024 Disposal of Real Property Adult Education Centre having been read a first, second and third time, is passed and adopted this 21 of February 2024

039/2024 MOVED BY A. WONG AND SECONDED BY K. HAMAGUCHI:

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- (i) Minutes of the meeting held on December 13, 2023, were attached for information.

A meeting was held on Wednesday, February 14, 2024. The next meeting is scheduled for Wednesday, April 17, 2024, at 6:00 pm.

- (c) Facilities and Building Committee
Chairperson Ken Hamaguchi
Vice Chairperson Debbie Tablotney

- (i) Minutes of the meeting held on January 10, 2024, were attached for information.

A meeting was held on Wednesday, February 7, 2024. The next meeting is scheduled for Wednesday, March 6, 2024, at 4:30 pm.

- (d) Finance and Legal Committee
Chairperson: Donna Sargent
Vice Chairperson: Ken Hamaguchi

- (i) RECOMMENDATION: Trustee Expenses for 3 Months Ended December 31, 2023.

041/2024 MOVED BY D. SARGENT AND SECONDED BY WONG

WHEREAS the Board of is paying for expenses incurred by the Trustees in the discharge of their duties,

BE IT RESOLVED that in accordance with the School Act, the Board of

DRAFT

THAT the regular meeting of Wednesday,

DRAFT

Date: March 13, 2024
From: Andy Wang, Secretary Treasurer
Subject: Record of an In-camera Board Meeting held February 21, 2024

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held February 21, 2024.

- | | |
|---|--------------------------------------|
| (a) Briefs and Presentations: | Nil. |
| (b) Executive: | Administrative items were discussed. |
| (c) Business Arising out of Minutes: | Administrative items were discussed. |
| (d) New Business: | Administrative items were discussed. |
| (e) Standing Committee Reports: | Administrative items were discussed. |
| (f) Board Committee and Representative Reports: | Administrative items were discussed. |
| (g) Correspondence: | Nil. |
| (h) Record of Disclosure: | Nil. |

Below find an excerpt from Board Policy which outlines those matters that constitute in-camera material.

Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;

201. In-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

Report to the Board of Education (Public)

Date: March 13, 2024
From: Cindy Wang Secretary Treasurer
Subject: Preliminary 2024/25 Annual Budget

The following report to the Board is for information only. No further action on the part of the Board is required at this time.

BACKGROUND

Preliminary Three Year Base Budget

The District's operating budget is developed based on a number of key assumptions for revenues and expenses. The driver of the provincial operating grant is domestic student enrolment, projected to grow by 2.3 per cent based on enrolment projection model incorporating grade progression and housing development in Richmond. The projection equates to over 400 additional students attending Richmond schools. The number of students requiring additional support is also projected to grow at a rate similar to the general enrolment growth. Other revenue streams including international education revenue, investment income and rental revenue are projected to remain stable.

The majority of the revenue increase will be used to cover staffing cost increases including additional teaching staff positions according to the collective agreement and educational assistants to accommodate the growing student population requiring additional support. The preliminary budget also incorporates salary increases due to collective agreement settlement costs. Benefit expenses are projected to increase significantly due to increases in benefit rates and usage. Expenses for supplies and services are projected to increase slightly due to inflationary factors in the economy. The budget also includes fund transfers to local capital to meet the requirement of capital leases and asset replacement.

While the District anticipates the Ministry funding announcement on March 15, 2024, the preliminary three-year base budget is projected to be balanced at this time. Information presented in the table below is subject to change pending the Ministry funding announcement.

Report to the Board of Education (Public)

Date: March 13, 2024
From: Chris Stanger, Assistant Superintendent, Human Resources
Subject: Strategic Plant Quarterly Update Strategic Priority 4

STRATEGIC PRIORITY FOUR PROGRESSIVE WORKPLACE

Goal One: Inclusion, equity and diversity are foundational to employment at every level of the district

Objective Two: Develop and provide opportunities for employees to learn about workplace equity, diversity and inclusion.

Identify /develop professional learning resources & modules for introduction into the district. All staff continue to work collaboratively with groups to develop training resources that meet the contextual learning needs of all employees:

- x September 2023 Non-Instructional Day: Truth and Reconciliation
- x October 2023 CUPE conference: Professional Learning

Goal Two: Professional learning, leadership and skill development for all staff is promoted, encouraged and supported

Objective One:

- x Conducting Respectful Workplace training sessions with certain employee groups where the need has been identified through administrators/managers and/or as a result of workplace investigations.

Ongoing collaboration with partner groups: HR staff continue to consult with an collaborative identifying learning, skill development and training needs for specific employee groups, and shared funding opportunities that guide future offerings as promoting EA mentoring opportunities

- x 1522 Users with 93 New signups in the last 8 months
- x 1,131 actively engaged
- x Total engagement rate: 74.3% which is an increase of 7.7% in the last 8 months

Targeted offerings While the district provides numerous health and wellness support offerings, employee feedback identified a desire to have access to small group, employee created opportunities. As a result, for the 2023/24 school year HR has supported:

- x Zumba Fitness Classes Mondays at Brighthouse
- x Monday Online Yoga which engages on average of 15 participants and has a capacity of 75 people.
- x Wednesday Grauer Yoga which average 11 participants each week.
- x Healthy Workplace Initiative Grants:
 - x Zumba Zumba Zumba 30 minutes of game play; 12 participants/week.
 - x Pickleball Club (Errington): Weekly drop ins; 1220 participants/week.
 - x Wellness Wednesday (Palmetto) different wellness activities for 10 consecutive weeks: Zumba, Clay making, volleyball, restorative yoga, kickboxing, healthy power bowl making, HIIT, Basketball, Flow Yoga, and movement snacks.
 - x Wellness Weekday (Talmey): Rotates on different weeks to include accommodate staff schedules; provides choice in exercise class followed by a healthy snack; provides monthly book club meetings facilitated by Connie Easton.

Health and Safety initiatives to attend to broad employee wellness needs include clinic offerings, hearing test clinics, mental health first aid, occupational first aid training (CPR/AED, level 1, 2).

Disability Management processes and supports to ensure timely return to work options. PESB (Public Education Benefits Trust) reports that SD38 is a leading district with respect to providing timely referrals and return to work options, scheduling, accommodations.

Objective Three Build supervisor/management capacity for acknowledging and supporting employee wellness

To date HR has worked in tandem with Learning Services and partner groups to develop and provide capacity building opportunities to support staff wellness across departments and facilities. These include:

- x February 2024 Managing Multiple Priorities, Promoting Mental Health Awareness: How to Create a Positive and Supportive

- x Administrators/manager capacity building: HR provides ongoing support to system leaders with having attendance and wellness conversations with employees, within a culture of caring.
- x Consult with partner groups: HR engages in ongoing collaboration to surface needs and opportunities for supervisors/managers support employees in their health and wellbeing.

Goal Four: High quality staff with growth potential are recruited and retained in all positions across the district.

Objective Two: Provide opportunities for management staff to build and enhance their assessment and hiring capabilities.

Identify and promote training opportunities for HR staff in recruitment and selection practices. Training opportunities are ongoing for all HR staff, with particular focus on those with recruitment responsibilities. HR staff track their participation and reflections and action items from each session which are discussed in one-on-one meetings with supervisors.

Objective Four: Highlight and promote our district as an employer of choice

Planning and designing a multi-pronged recruitment and retention strategy. In collaboration with partner group feedback, HR staff are implementing a variety of initiatives:

- x Attract and Source: improving recruitment branding, presence, and outreach to attract and source high quality applicants, online and social media recruitment strategy, engaging in job fairs, etc.
- x Improving the Candidate Experience: reviewing and improving recruitment processes, interview guides, support and resources for management staff, etc.
- x Plan for the future: increasing capacity for practicum placements (RTA/CUPE) and strengthening relationships with post-secondary institutions (City U Counselling cohort), as well as presentation opportunities within SD38 grade 11 and 12 career classes. Providing SD38 teacher practicum supplementary professional learning opportunities to foster affiliation and support readiness.
- x Optimization of Current Talent Pool: creating a strategy to optimize use of subs/TTOCs, refining employee onboarding processes, refreshing EA development and supports in partnership with partner groups, Learning Services staff and REAP program.

Goal Five All staffing allocations are determined equitably, responsibly, and responsively.

Objective One:

CONCLUSION

Human Resources staff are actively engaged in fulfilling the Boards commitments as outlined in the 2020-2025 Strategic Plan Priority four goals and objectives. This report is presented to highlight key

Report to the Board of Education (Public)

Date: March 13, 2024

From: Maryam Naser, Assistant Superintendent
David Sadler, Director of Communications and Marketing

Subject: Strategic Plan Quarterly Update Strategic Priority 5

This report is provided to the Board for information purposes. No further action on behalf of the Board is required at this time.

INTRODUCTION

The purpose of this report is to provide an update on the progress made towards Strategic Priority 5

BACKGROUND

At its December 2020 Public meeting, the Board of Education approved the strategic priorities, goals and objectives contained in the [2020-2025 Strategic Plan](#). Operational plans outlining the annual areas of focus for each strategic priority were then developed by senior staff. As part of the Strategic Plan reporting cycle, it was agreed that quarterly reports focussing on specific priorities will be provided to the Board each December, March, and June.

STRATEGIC PRIORITY FIVE CONNECTED LEARNING COMMUNITY

Goal One External communication practices effectively serve and inform the public.

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% Utilize data to improve website and social media performance.

A comprehensive reporting system has been established to evaluate website, social media, and intranet usage within the district schools. Tools and processes for analyzing traffic and engagement have been deployed, allowing for the collection of data and insights to enhance the user experience. A structured schedule for monitoring, reporting, and implementing updates based on data and feedback has been developed. Reporting templates have been created and integrated, facilitating the process to ensure adherence to best practices. Automated reporting mechanisms have been implemented for timely updates.

Objective Three: Provide equitable access to information.

% Implement accessibility improvements that provide equitable access to information.

Progress has been made in enhancing accessibility within the Richmond School District. Accessibility scans on the district website and digital platforms have been completed, resulting in actionable recommendations, now implemented to improve digital platform accessibility. This aligns with our commitment to ensuring equitable access to information for all.

STRATEGIC PLAN AREAS OF FOCUS 2024

Compared to the total district views of 618,518 for the year 2022/23, there is an increase of approximately 31 per cent. This rise in overall views indicates an enhancement in engagement and reach.

Content development within the district has notably increased, with a dedicated focus on crafting eight to 10 unique stories each month. This increased output reflects a commitment to delivering original content that resonates with our community. Strategic video production has also played a pivotal role in amplifying key messages and initiatives aligned with our strategic plan. By producing video each month, the district effectively conveys its vision and progress through dynamic visual storytelling, engaging our community in a meaningful manner.

Moreover, the embrace of new social media and marketing tools has enabled the district to enhance outreach efforts. Leveraging latest technologies and platforms, the district can maximize reach and engagement within the community, fostering a deeper connection.

STRATEGIC PLAN AREAS OF FOCUS 2024

Goal Three: All perspectives are valued, encouraged, and embedded

Actions supporting Goal 3:

• Expanding opportunities to activate student voice and diversify the range of perspectives:

- o District staff are supporting students in developing their leadership skills by supporting their exploration of ways to foster connection and belonging.
- o Leadership students are utilizing their skills to plan school-based initiatives to increase connection and belonging at the school level.
- o An increasing number of schools have established student voice groups enabling staff to garner student input, and providing students opportunities to bring forward items for discussion.
- o Students have opportunities in classroom to exercise agency over how they demonstrate their learning
- o Support is provided for the development of student groups that explore self-identity, finding common ground with peers, and sharing experiences (e.g. Rainbow Cafes, Diversity Clubs).
- o The Board of Education will host a dinner for members of the Board of Education to engage in dialogue and express appreciation for their leadership and achievements throughout the school year
- o The second annual Student Voice Forum, hosting over 100 students from diverse backgrounds will be held on May 1 event offers a valuable opportunity for staff and trustees to engage with students and discuss their experiences.

• Creating structures to support the use of student input in decision making

- o School and district staff are establishing formal and informal methods to gather student input on key decisions. These methods include surveys, suggestion boxes, and focus groups
- o Executive team members, trustees, and district leaders will participate in the Student Voice Forum to

CONCLUSION

Significant progress has been made on all Strategic Priority Five objectives scheduled for the current school year. Many steps have been taken to refine and improve both external and internal communication practices. Additionally, student voice is becoming an important aspect of school planning. Work will continue in each of the areas discussed in this report.

Respectfully submitted.

Maryam Naser, Assistant Superintendent
David Sadler, Director of Communications and Marketing

Facilities and Building Committee Public Meeting Minutes

1. Presentation of the minutes of the previous meeting.

2. Presentation of the minutes of the previous meeting.

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31. Presentation of the minutes of the previous meeting.

PROPOSED TIMELINE

Dates	Meeting	Comments
January 15, 2024	Policy Committee (In-camera)	Report submitted to Policy Committee (In-camera) with draft minor policy revisions attached. Opportunity for trustee review and feedback.
February 12, 2024	Policy Committee (Public)	Draft revised policy incorporating trustee feedback submitted to Policy Committee (Public). Recommendation for Notice of Motion at the next

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'((-,1",*-4*("##,-*)1,,(13)6*Y1,,(13)*8131*5\$%1"*8--#1"),':1)*,-9('\$.*,01\$2,-*-4*("##*23\$-3*
,-*"/*,31',/*-3*("##*15-,\$,\$-")*8\$,0*!"#\$51"-&)*J1-2(1)6*!,K)*.-31*223-23\$,1*,*-31413*,-*
!#\$51"-&)*J1-2(1)*')*2'3,"13)*3',013*,0""),':10-(#13)6*!"#\$51"-&)*J1-2(1)*31**-,*
),':10-(#13)k*,01/K31*7<-3\$5\$""(*3\$50,)*0-(#13)*80-)1*3\$50,)*31*23-,19,1#*&"#13*,01*
>-"),\$,&,\$-"-4*>""#6*

D9\$\$%1#\$:

G133\$,-3\$1)*,0',*+',\$-)*0%1*-99&2\$1#""#*9-,"\$&1*,*-99&2/*80131*,01/*10139\$)1*,01\$3*
!#\$51"-&)*3\$50,)6*

D\$9(1:*C911)939'1*E(',*0

="#)*\$#1",,\$4\$1#*&"#13*1*,31',/*-%13*80\$90*!*P\$3),*+',\$-"*0)*(\$85*!&,0-3\$,*/*##,\$,(16*

DF#G0H%\$%1

G8-H)2\$3\$, *21-2(1*31*2'3, *-4*,01*=XLGIEYm*9-..&"\$/A*)219\$4\$9*,-* ,01*!"#\$51"-&)*9-..&"\$/6*
G01*,13.*UG8-H)2\$3\$,;9""<1*!<<31%\$',1#*)*UEY6,*7"*-(#13*,13.A*UG8-H)2\$3\$,1#,*./*<1*2314133
</*)-.1*21-2(1*801"*314133\$5*,*-,01.)1(%1)6*

I5*J9/)(\$(1%#'*#'*129* @%&210*#;*<',%&9'#.0*B9#H)90*

K.1,(19,*19\$30*1#*(A#%,

7%-\$#*-&,#,1#*,13.)*&(1))*01;/;31*4-3.'(\$d1#*\$"-35"\$d,\$-'"(A*51-53'20\$9('"'1)A*-3*
(15\$)('\$-6*

¥ 7<-3\$5\$"'(*53-&2)*

¥ 7<-3\$5\$"'(*\$,131),*

¥ L"#*bF"(1))*314133\$5*,-'*(-9'(*+'M-"'0',*&)1)*,0\$)*,13.A*9019:*8\$,0*,01*+'M-"'R3),*
4-3*23-213*314131*91c

¥ a):\$.- *

¥ !"#*\$"bF"(1))*314133\$5*,-'*(-9'(*+'M-"'0',*&)1)*,0\$)*,13.A*)&90*)*U7#'.)*=':1*!"#\$"*
L"#;6*_3*\$,\$)*2'3,*-4*(15\$)('M-"'(\$:1*,01*U!"#\$"*79,;*-3*UY,')&)*!"#\$";c*

¥ +'M%1*bF"(1))*\$,,\$)*2'3,*-4*"*-35"\$d'M-"'1)*&90*)*U+'M%1*Q-.1";)*7)))-9\$'M-"'-4*
>"#';c*

¥ G3#\$M-"'(*b\$616*,3#\$M-"'(*:-8(1#51A*,3#\$M-"'(*,133\$, -3\$1)A*.:1)*\$,*)11.*(\$:1*\$,\$)*-"/(*
'22(\$9'<(1*,*,01*2'),*"#"*,*,01*231)1",6c*Q01"*314133\$5*,-*9131.-"\$1)A*2(1')1*9019:*
8\$,0*,01*(-9'(*+'M-";)*81<)\$,1*4-3*))\$,)"91*-"*801,013*,*-\$"9(#G1-"'(6*

¥ G3\$<1*bF"(1))*314133\$5*,-'*(-9'(*+'M-"'0',*&)1)*,0\$)*,13.A*)&90*)*U>-8\$90"*G3\$<1);6*
UG3\$<1;.*!/'(-)*<1*223-23\$,1*801"*8-3:\$"5*8\$,0*53-&2)*-3*\$"#\$%\$#&'()*\$"*01*F6Y676c*

_4413*9-",10,*80131*2-))\$<(1*801"*&)\$"5*,01*,13.)*(\$),1#*!<-%1A*)&90*)A*UY,')&)*!"#\$"*&"#13*
,01*!"#\$"*79,;6*

+9*3%';,;)*#;*129*F#\$,0*:#.L\$9*.0%*&

Y-.1*8-3#)*0%1*0\$),-3\$9'(*9-"'-,',,\$-)"80\$90*!'9&)1*&'1)1*-3*.\$),3&),6*78'31"1))*-4*
,0\$)*0\$),-3\$9'(*1")*\$)*\$.2-3,"*,801"*8-3:\$"5*8\$,0*!"#\$51"-&)*J1-2(1)6*P-3*10*.2(1[

¥ UaO19&M"5;*"#"U1O19&,1;*31*9-..."/(*&)1#"#"9"'"<1*312('91#*8\$,0*U\$.2(1.1",6;*
>-)"#\$13*,0,*\$"*BDopA*,01*23-%\$9\$'(*5-%13".1",*):1#*,*-.11,*01*G)\$(0`-,;*\$"*>0\$14)*

