

Date: January/2010 Month Year

| SCHOO | N DD |)EII E | | |
|---|-----------|--------|-----------|--------|
| School: Suddaby P.S | LINC | | | |
| Address: 151 Frederick Street, | Kitcher | ner | | |
| Grade Configuration | Tattorioi | 101 | | JK-6 |
| Age of Facility | | | 152 | |
| Site Size | 3 | .42 ac | l | 384 ha |
| Building Size – GFA | 57,48 | | 5339 | 2 |
| School Capacity (building only, Minis | | | 3333 | 493 |
| School Capacity (building and porta- | | 11200) | | 493 |
| Number of portables | Party | | | 2 |
| Current enrolment (Total/FTE) | | 429 | | 380 |
| Utilization (% Accommodation) | | | | 77 % |
| , | Year: | 2004 | Enrolment | 335 |
| Historic FTE Enrolment (past 5 | Year: | 2005 | Enrolment | 355.5 |
| years) | Year: | 2006 | Enrolment | 361 |
| Based on October 31 Enrolment | Year: | 2007 | Enrolment | 364.5 |
| | Year: | 2008 | Enrolment | 379.5 |
| | Year: | 2010 | Enrolment | 378.5 |
| Enrolment ETE Projection | Year: | 2011 | Enrolment | 375.5 |
| Enrolment FTE Projection (next 5 years) | Year: | 2012 | Enrolment | 356.5 |
| (Hext 5 years) | Year: | 2013 | Enrolment | 363.5 |
| | Year: | 2014 | Enrolment | 353 |
| Feeder Schools: | | | Grades: | |
| Margaret Avenue P.S. | | | 7-8 | |
| Courtland Avenue P.S. | | | 7-8 | |
| Kitchener-Waterloo Collegiate Institute | | | 9-12 | |
| Cameron Heights Collegiate Inst | titute | | 9-12 | |
| | | | | |
| Number of Out of Boundary Stud | dents | | 48 | |
| Number of Split Grades | | | 5 | |
| Is there a French Immersion Pro | gram? | | Yes 🔀 | No 🗌 |

Attachments: Site and Floor Plans with date of original building and any subsequent additions



| Section 1 – VALUE TO THE STUDENT | | | | | | |
|--|------------|-------|--|--|--|--|
| 1.1 Physical Space to Support Studen | nt Learnin | g | | | | |
| Number of standard sized classrooms in the scho | ol: | 19 | | | | |
| Is there currently sufficient permanent space to | Yes | No 🔀 | | | | |
| accommodate all students? | 169 | INO 🔼 | | | | |
| Is the school fully accessible? (if not, see details | Yes | No 🖂 | | | | |
| in section 1.6) | 163 | INO 🔼 | | | | |
| Does the school have a: | | | | | | |
| Library? | Yes 🔀 | No 🗌 | | | | |
| If yes, is it purpose built? | Yes | No 🔀 | | | | |
| Gymnasium? | Yes 🔀 | No 🗌 | | | | |
| If yes, how many? | | 1 | | | | |
| Change rooms? | Yes 🗌 | No 🔀 | | | | |
| Gym storage and equipment room? | Yes 🔀 | No 🗌 | | | | |
| Staff work room? | Yes 🔀 | No 🗌 | | | | |
| Art room? | Yes 🗌 | No 🔀 | | | | |
| Room for French language instruction | Yes 🗌 | No 🔀 | | | | |
| Instrumental music room? | Yes | No 🔀 | | | | |
| Special education room? | Yes 🔀 | No 🗌 | | | | |
| Suitable and sufficient washrooms? In basement | Yes 🗌 | No 🔀 | | | | |
| Cafeteria? | Yes 🗌 | No 🔀 | | | | |
| Lockers/cloak room area? | Yes 🗌 | No 🔀 | | | | |
| Other storage/room? | Yes 🔀 | No 🗌 | | | | |
| Theatre arts facilities/stage? | Yes 🔀 | No 🗌 | | | | |
| Computer lab? | Yes 🔀 | No 🗌 | | | | |
| Family studies room? | Yes 🗌 | No 🔀 | | | | |
| Auditorium? | Yes 🗌 | No 🔀 | | | | |
| Kitchen and/or tuck shop? | Yes 🗌 | No 🔀 | | | | |
| Staff and visitor parking? insufficient | Yes 🔀 | No 🗌 | | | | |
| If yes, how many spaces? | 2 | 25 | | | | |
| Staff room with kitchen facilities? | Yes 🔀 | No 🗌 | | | | |
| Student drop-off and pick-up area? | Yes 🗌 | No 🔀 | | | | |
| Bus loading zone? | Yes | No 🔀 | | | | |
| Property to accommodate development or additions? | Yes 🗌 | No 🔀 | | | | |



| 1.2 School Grounds for Healthy Physical Activity and Extracurricular Activities | | | | | |
|---|--------------|------------|--|--|--|
| Does the school have a: | | | | | |
| Hard surfaced outdoor play area(s)? | Yes 🔀 | No 🗌 | | | |
| Soccer field? | Yes 🔀 | No 🗌 | | | |
| Football field? | Yes 🗌 | No 🔀 | | | |
| Baseball field? | Yes 🔀 | No 🗌 | | | |
| Track? | Yes 🗌 | No 🔀 | | | |
| Basketball court(s)? | Yes 🗌 | No 🔀 | | | |
| Play structure(s)? | Yes 🔀 | No 🗌 | | | |
| Shaded area? | Yes 🔀 | No 🗌 | | | |
| Green space? | Yes 🔀 | No 🗌 | | | |
| Bicycle racks? | Yes 🔀 | No 🗌 | | | |
| Pool? | Yes | No 🔀 | | | |
| Arena? | Yes 🗌 | No 🔀 | | | |
| Other public recreation facility? | Yes 🗌 | No 🔀 | | | |
| Adjacent to public park or open space? | Yes | No 🔀 | | | |
| Describe the condition of school grounds (studen | t use): | | | | |
| Small area for soccer and ball diamonds | | | | | |
| Rink in the winter | | | | | |
| Some areas of asphalt play area needs repair | | | | | |
| Describe the condition of parking, driveways, side | ewalks: | | | | |
| Front sidewalks need to be repaired | | | | | |
| Parking lot is small, several staff have to park in a road | church lot a | across the | | | |

Describe additional amenities that may be attached to the school:



| 1.3 Range of Courses or Program Offerings | | | | | | | | |
|--|-------|-------|--|--|--|--|--|--|
| Does each class have access to gym for daily | Yes□ | No 🖂 | | | | | | |
| physical activity? | 163 | 140 | | | | | | |
| Does the school have a designated teacher for: | | | | | | | | |
| Music? | Yes 🔀 | No | | | | | | |
| Physical Education? | Yes | No 🔀 | | | | | | |
| Computers? | Yes | No 🔀 | | | | | | |
| Library? Library clerk | Yes 🔀 | No 💹 | | | | | | |
| French? | Yes 🔀 | No 🔙 | | | | | | |
| Resource? | Yes 🔀 | No 🗌 | | | | | | |
| Literacy resource? LST (itinerant) | Yes 🔀 | No 🗌 | | | | | | |
| Early reading intervention? | Yes | No 🔀 | | | | | | |
| Visual Arts/Drama? | Yes 🗌 | No 🔀 | | | | | | |
| English as a Second Language (ESL)? | Yes 🗌 | No 🔀 | | | | | | |
| Special Education (Spec Ed)? | Yes 🔀 | No 🗌 | | | | | | |
| Does the school have: | | | | | | | | |
| Classes with combined grades? | Yes 🔀 | No 🗌 | | | | | | |
| Classes with single grades? | Yes 🔀 | No 🗌 | | | | | | |
| French Immersion? | Yes 🔀 | No 🗌 | | | | | | |
| Special Needs area class(es)? If yes, | Yes□ | No 🖂 | | | | | | |
| specify: | 165 | INO 🔼 | | | | | | |
| Does the school offer: | | | | | | | | |
| Guidance and career education programs? | Yes 🗌 | No 🔀 | | | | | | |
| Culturally inclusive programs? | Yes 🗌 | No 🔀 | | | | | | |
| Student success programs? | Yes 🗌 | No 🔀 | | | | | | |
| Technology programs? | Yes 🗌 | No 🔀 | | | | | | |
| Programs and supports for students at risk? | Yes 🗌 | No 🔀 | | | | | | |
| An instrumental music program? | Yes 🗌 | No 🔀 | | | | | | |
| A vocal music program? | Yes 🗌 | No 🔀 | | | | | | |
| A visual arts program? | Yes 🗌 | No 🔀 | | | | | | |
| A drama program? | Yes 🗌 | No 🔀 | | | | | | |
| A communications media program? | Yes 🗌 | No 🔀 | | | | | | |
| Character Education program? | Yes 🔀 | No 🗌 | | | | | | |
| Where is the nearest access to similar programs? | | | | | | | | |



| 1.4 Range of Extracurricular Activities |
|---|
| List boys' intramural sports: |
| Running club, soccer, volleyball |
| |
| List girls' intramural sports: |
| Cooperative games, running club, volleyball |
| |
| List boys' interschool sports: |
| None |
| |
| List girls' interschool sports: |
| None |
| |
| List co-ed interschool sports: |
| |
| |
| List school clubs and activities/student involvement: |
| Robotics club |
| |
| Additional comments: |
| |
| |
| |



1.5 Student Outcomes at the School – Clarification Needed with Curriculum

Education Quality and Accountability Office (EQAO) Definition: Percentage of students at or above the provincial standard (levels 3 and 4)

| and T | | | | | | | | | | | |
|---------|----------------------------------|------|--------|----|----------|----------|-----|-------|-------------|-----|----------|
| | | | R | ea | ding | Writing | | Ма | Mathematics | | |
| | | | Grade | 3 | Grade 6 | Grade 3 | Gra | ade 6 | Grade | e 3 | Grade 6 |
| 2004- | Sch | loor | 46 | | 65 | 27 | | 65 | 36 | | 60 |
| 2005 | Boa | ard | 55 | | 64 | 53 | | 60 | 60 | | 61 |
| 2005- | Sch | nool | 58 | | 62 | 63 | , | 50 | 70 | | 40 |
| 2006 | Boa | ard | 60 | | 64 | 60 | , | 57 | 65 | | 60 |
| 2006- | Sch | nool | 44 | | 44 | 48 | , | 38 | 54 | | 33 |
| 2007 | Boa | ard | 59 | | 63 | 60 | , | 57 | 64 | | 58 |
| 2007- | Sch | nool | 58 | | 45 | 60 | | 47 | 58 | | 38 |
| 2008 | Boa | ard | 58 | | 63 | 62 | (| 64 | 64 | | 59 |
| 2008- | Sch | nool | 67 | | 67 | 64 | | 77 | 63 | | 51 |
| 2009 | Boa | ard | 57 | | 69 | 66 | (| 66 | 64 | | 63 |
| Total n | Total number of Grade 3 students | | | | | | | | | | |
| | | 200 | 4-2005 | 2 | 005-2006 | 2006-200 |)7 | 2007- | -2008 | 20 | 008-2009 |
| School | 1 | | 56 | | 43 | 48 | | 55 | | | 67 |

| | 2004-2005 | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |
|--------|-----------|-----------|-----------|-----------|-----------|
| School | 56 | 43 | 48 | 55 | 67 |
| Board | 4067 | 4050 | 4046 | 3996 | 3951 |
| | | | | | |

Total number of Grade 6 students

| | 2004-2005 | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |
|--------|-----------|-----------|-----------|-----------|-----------|
| School | 48 | 42 | 39 | 47 | 39 |
| Board | 4018 | 4260 | 4264 | 4178 | 4129 |

Additional Comments:



| 1.6 School Accessibility for Individuals with Disabilities | | | | | |
|--|-------|------|--|--|--|
| Is the school accessible for individuals with disabilities? Defined as compliant with the Ontario Disabilities Act (ODA) | Yes 🗌 | No 🔀 | | | |
| If not 100% accessible, provide details: | | | | | |
| Accessible basement only | | | | | |
| Does the school have: | | | | | |
| Accessible washrooms on every floor? | Yes | No 🔀 | | | |
| Elevator(s)? | Yes 🔀 | No | | | |
| Accessible change rooms? | Yes 🗌 | No 🔀 | | | |
| Appropriate ramps (ODA compliant)? | Yes 🗌 | No 🔀 | | | |
| Automated doors? | Yes 🔀 | No 🗌 | | | |
| Accessible playgrounds? | Yes 🗌 | No 🔀 | | | |
| Dedicated handicapped parking spaces? | Yes 🔀 | No 🗌 | | | |
| Appropriate signage? | Yes 🔀 | No 🗌 | | | |
| Appropriate hardware? | Yes 🔀 | No 🗌 | | | |
| Can special needs vehicles off load in a barrier free location? | Yes 🗌 | No 🔀 | | | |
| Is an entrance to the school barrier-free? | Yes 🔀 | No 🗌 | | | |
| Additional comments: This is limited barrier free to the basement only | | | | | |
| 1.7 Security | | | | | |
| Is the main entry door of the school visible from the main office? | Yes 🗌 | No 🔀 | | | |
| Are there portable classrooms on-site that would prevent any secondary doors from being locked? | Yes 🔀 | No 🗌 | | | |
| Are there areas of the school that can't be seen or are hidden? | Yes 🗌 | No 🔀 | | | |
| Are emergency response/fire access/drills/policies and regulations practiced regularly? | Yes 🔀 | No 🗌 | | | |
| Additional Comments: | | | | | |



| 1.8 Proximity of the School to Students/Length of Bus Ride to School | | | | |
|--|-------|------|--|--|
| What percentage of students walk to school? | | 79% | | |
| What percentage of students attend from outside | | 11% | | |
| the school boundary? | | | | |
| What percentage of students is bused to school? | | 21% | | |
| What is the average distance to school for students? | 0.798 | km | | |
| What is the average bus ride duration for students? | 7 | mins | | |

Additional Comments:

Out of boundary students attend French Immersion program Busing is hazard related

Nearly 100% of students not eligible for busing use active modes of transportation to get to school – there are very few parents who choose to drive their children at this school.

| 1.9 Supports | | | | | |
|---|-------|------|--|--|--|
| Does the school have: | | | | | |
| A full-time principal(s)? | Yes 🔀 | No 🗌 | | | |
| A vice-principal(s)? 0.5 FTE | Yes 🔀 | No 🗌 | | | |
| A full-time secretary(s)? | Yes 🔀 | No 🗌 | | | |
| A teacher librarian? | Yes 🗌 | No 🔀 | | | |
| A library clerk/technician? | Yes 🔀 | No 🗌 | | | |
| A full-time special education teacher? | Yes 🔀 | No 🗌 | | | |
| Full-time custodial staff? | Yes 🔀 | No 🗌 | | | |
| How many educational assistants does the school | have? | 5 | | | |
| Additional comments: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



East Kitchener-Waterloo Pupil Accommodation Review

| 1.10 School Councils and Funds | | | | | |
|---|------------|------|--|--|--|
| Does the school have a school council that meets regularly? (4 times per year is mandated) | Yes 🖂 | No 🗌 | | | |
| Does the school council fundraise? | Yes 🔀 | No 🗌 | | | |
| Corporate/bursaries or other donations over the past (details): RIM – Robotics Club Greening Small donations to support school council | st 3 years | | | | |
| Contributions by the school to the community (detail Terry Fox Run Jump Rope For Heart | ils): | | | | |

1.11 Summary

What is unique about this school?

- Heritage building
- Its location in downtown Kitchener
- Age of the building

| Are there school specific scholarships, bursaries, awards or funds? | | | | |
|---|--|--|--|--|
| None. | | | | |
| | | | | |
| Additional comments: | | | | |
| | | | | |
| | | | | |



| Section 2 – VALUE TO THE BOARD | | | | |
|--|----------------|--|--|--|
| 2.1 Condition of School | | | | |
| When was the school built? | 1857 | | | |
| What is the current Facility Condition Index (FCI)*? | 20.18% | | | |
| What will the FCI be in 5 years? | 40.05% | | | |
| What are the current renewal costs? | \$1,528,250.00 | | | |
| What will the renewal costs be in 5 years? | \$3,033,250.00 | | | |

Describe the conditions of the school grounds (student use):

Refer to Facility Condition Assessment Report

Small green area for soccer and baseball diamond

Rink in winter months

2 creative playgrounds at front area (one used by child care)

Describe the conditions of the other site facilities (parking, etc.), discuss:

Refer to Facility Condition Assessment Report

Parking lot is not large enough for staff – use the church across the street for additional parking

List capital improvements (if any) completed in the last 5 years:

Repaired a small section of asphalt play area

Accessibility Issues – other site facilities (parking, etc.), discuss:

Parking area very small and restricted

^{*} Facility Condition Index established by Ministry of Education



| 2.2 Enrolment vs. Available Space (Background Documentation Attached) | | | | | |
|---|--------------|--|--|--|--|
| Does the school's current enrolment exceed the | Yes 🗌 No 🔀 | | | | |
| available surplus space in adjacent schools? | I 65 🔝 INO 🔼 | | | | |
| What is the current enrolment of the school? | 428 | | | | |
| What is the projected enrolment in 5 years? | 404 | | | | |
| What is the projected enrolment in 10 years? | 420 | | | | |
| What is the capacity of the school? | 493 | | | | |
| What is the school capacity (building and porta- | 493 | | | | |
| pak)? | | | | | |
| How many portables? | 2 | | | | |
| What is the current utilization rate of the school? | 77% | | | | |
| What is the projected utilization in 5 years? | 82% | | | | |
| What is the projected utilization in 10 years? | 85% | | | | |
| Additional Comments: | | | | | |
| Ministry recognized capacity exceeds space used for regular | | | | | |
| programming at this school. Actual capacity closer to 368. | | | | | |
| | | | | | |
| | | | | | |

| 2.3 Cost to Operate the School (Annual) | | | | | |
|---|--------------|-----------------------|--|--|--|
| What are the costs for | Electric | 149,880 kWh | | | |
| utilities? | Gas | 63,191 m ³ | | | |
| What are the maintenan | \$ 45,000.00 | | | | |
| What are the maintenan grounds? | \$ | | | | |
| Additional Comments: | | | | | |
| City of Kitchener cuts the | e grass | | | | |



2.4 Summary

What is unique or noteworthy about this school?

Building is shared with McQuarrie Enrichment Program and Moppet Preschool (co-op)

The property is designated under Part IV of the Ontario Heritage Act, which means the entire legal property is designated. Alterations, demolitions and new construction require formal approval via a Heritage Permit Application.

Houses a Victorian Classroom Museum

Additional Comments:

Suddaby P.S. was the first institution established in the City of Kitchener exclusively for the purpose of public elementary education. The first kindergarten class in Canada was established in this school. The Heritage designation is in recognition of many distinguished graduates of the school, of the efforts of the men and women who dedicated their lives to the education of all those who attended the school and of its years of service to the community as a whole.

The school demonstrates the transition from original for room school to the present facility. Of special architectural significance is the fact that the original school is still an integral part of the present structure.



Section 3 – VALUE TO THE COMMUNITY 3.1 Community Use List the organized community groups which use the school/school grounds and the number of hours used for the school year: School Facilities (e.g. Fees paid # of **Group Name** gym, library, etc.) hours (if any) Mini Gym in 3 hrs/wk Learning Disabilities Association of KW Basement \$ 151.20 6 days (Workshop) **Learning Disabilities** Classroom 3 hrs Association of KW 54 days \$ 680.40 (Tutoring) **Grand Philharmonic** Classrooms/Gym 4 hrs \$ 2,436.00 Choir 29 days Millennium Choral Gym 2 hrs/wk \$ 955.50 35 days Organization Classroom Moppet Parent 32.00/ Participating Preschool day hrs/day Facility booked with Board's Rental Yes X No Department? Do members of the community/neighbourhood Yes X No use the school site on an informal basis? What other facilities/playing fields in the vicinity are used by community groups? None Is the school site the only neighbourhood open No 🔀 Yes space? Has the municipality identified a shortage of open space or built facilities in the vicinity, which Yes 🗌 No could be exacerbated by a school closing?

Additional Comments:

Refer to the City of Kitchener Parks Master Plan



| 3.2 Range of Program Offerings at the School that serve both Students and Community Members | | | | | | | |
|---|-------|------|--|--|--|--|--|
| Does the school have: | | | | | | | |
| A licensed child care? | Yes 🔀 | No 🗌 | | | | | |
| A child care program before the start of the school day? | Yes 🗌 | No 🔀 | | | | | |
| A child care program after the school day? | Yes | No 🔀 | | | | | |
| A play/activity program after school? | Yes 🗌 | No 🔀 | | | | | |
| A breakfast program in the school? Or nearby? Nearby | Yes 🖂 | No 🗌 | | | | | |
| If the school were not available, what programs would have to relocate? McQuarrie enrichment Centre KW Learning Disabilities Association Moppet Preschool Victorian Classroom | | | | | | | |
| Does the community have the facilities and/or capacity to accommodate these programs? Unknown | Yes 🗌 | No 🗌 | | | | | |
| Additional Comments: McQuarrie Enrichment is a WRDSB program and would need to locate in another building owned by the Board. | | | | | | | |



| 3.3 School as a Partner in Other Initiatives in the Community | | | | | | |
|---|--------------|--------|--|--|--|--|
| Is the school a partner in other government or community initiatives within the community? | No 🗌 | | | | | |
| If yes, list: | | | | | | |
| Central Frederick Neighbourhood | | | | | | |
| Bethany Church Are there plans for local partnerships for | | | | | | |
| delivering child care and other community social | Yes□ | No 🔀 | | | | |
| services? | | | | | | |
| If yes, list: | | | | | | |
| | | | | | | |
| List any significant ungrades to the school in the | aget five ve | \orc | | | | |
| List any significant upgrades to the school in the properties of completed in partnership with the community: | Jasi live ye | ais, | | | | |
| Playground in cooperation with Moppett Preschool | ol | | | | | |
| | | | | | | |
| | | | | | | |
| List all an anamana affanad at the each all the main a | | | | | | |
| List other programs offered at the school: (e.g. adult learning, summer school, non-curriculum instruction – such as Saturday | | | | | | |
| German Language instruction, etc.) | | | | | | |
| Learning Disabilities Association | | | | | | |
| | | | | | | |
| | | | | | | |
| Does the community have programs and | | \Box | | | | |
| supports for students at risk? | Yes 🔀 | No 🔙 | | | | |
| List any non-traditional day school operation (e.g. night school, | | | | | | |
| summer school, adult and continuing education program, etc.): | | | | | | |
| | | | | | | |
| | | | | | | |
| Additional Comments: | | | | | | |
| | | | | | | |
| | | | | | | |



3.4 Contributions to the Community (details)

List any other community initiatives and/or partnerships that the school is involved with:

3.5 Summary

What is the value of the school to the community?

- Age of school (154 years in this community)
- Place for people to come together; connection to the outside community (i.e. Bethany Church, children play here)

Additional Comments:

"It's a living museum"



Section 4 – VALUE TO THE LOCAL ECONOMY

4.1 Value to the Local Economy

What are the measurable impacts on the local economy (e.g. on local businesses or property values), from a local/regional perspective?

All schools have a positive impact on the local micro economy in the immediate area of the school where retail convenience and service uses benefit from the business generated from students and staff. Neighbourhood schools are also considered to have a positive impact on property values in the immediate area as close convenient schools are viewed as desirable by many individuals and families.

Official Plan designation is Community Institutional (Central Frederick Neighbourhood Secondary Plan)

| Is the school's location and continued/future operation consistent with municipal and/or regional planning objectives? | Yes 🔀 | No 🗌 |
|--|-------|------|
| Is there an expressed community interest to acquire the school at fair market value? | Yes 🗌 | No 🔀 |
| Has there been an interest expressed for this school during the last 5 years? | Yes 🗌 | No 🔀 |

| 4.2 Summary |
|---|
| What is the value of the school to the local economy? |
| The City of Kitchener does not have any data to provide a qualified estimate of economic impact |
| Additional Comments: |



Section 5 – VALUATION SUMMARY

| <i>5.1</i> | Please | summa | rize the | strengths, | weakn | esses, | opportun | ities |
|------------|---------|---------|----------|------------|---------|--------|-----------|-------|
| | and iss | sues of | concern | identified | in this | school | valuation |) |

Strengths:

- Diversity
- History
- Large classrooms

Weaknesses:

- Washroom facilities (only on lower level)
- Gym size does not facilitate number of students for daily physical activity
- Parking is insufficient for staff at the school, McQuarrie and visitor parking
- 3rd floor is inaccessible

| Opportunities: | | | | | | | |
|--------------------|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Issues of Concern: | | | | | | | |
| issues of Concern. | | | | | | | |
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