

ORGANIZATIONAL MEETING-----November 13, 2018

Minutes of the Organizational Meeting of the Board of Education of the Chinook School Division No. 211 held on Tuesday, November 13, 2018 at 3:25 p.m. at the Chinook Education Centre.

PRESENT:

Shane Andrus
Allan Bridal
Larry Caswell
Dianne Hahn
Gwen Humphrey
Susan Mouland
Kimberly Pridmore
Tim Ramage
Katelyn Toney
Tim Weinbender

Kyle McIntyre – Director of Education
Rod Quintin – Chief Financial Officer
Joanne Booth – Communications Coordinator
Jackie Wiebe – Executive Assistant

The meeting was called to order at 3:25 p.m. by Director of Education, Kyle McIntyre. A call for nominations was made.

BD. CHAIR 129/18 Hahn THAT Kimberly Pridmore be nominated for the position of Board Chair.

NOM.CEASE 130/18 Toney THAT nominations for the position of Board Chair cease.

CARRIED

BD. CHAIR 131/18 Weinbender THAT Kimberly Pridmore be appointed as Board Chair.

CARRIED

Ms. Pridmore was declared Chairperson and assumed the Chair.

VICE-CHAIR 132/18 Mouland THAT Katelyn Toney be nominated for the position of Board Vice-Chair.

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NOM.CEASE 133/18 Caswell

THAT nominations for the position of Board Vice-Chair cease.

CARRIED

VICE-CHAIR 134/18 Bridal

THAT Katelyn Toney be appointed as Vice-Chair.

CARRIED

Ms. Toney was declared Vice-Chairperson.

SIGNING OFFICERS 135/18 Ramage

THAT all cheques of the Division drawn on its account be signed on its behalf by the Chairperson OR Vice-Chairperson AND countersigned by the Chief Financial Officer.

CARRIED

AUDITORS 136/18 Humphrey

THAT the firm of Stark and Marsh be appointed as Auditor for Chinook School Division No. 211 for the period September 1, 2018 to August 31, 2019.

CARRIED

MEETINGS 137/18 Hahn

THAT Regular Meetings be held on the second Monday of the month at 3:00 p.m. THAT when a regularly scheduled Board meeting falls on a statutory holiday, the meeting be held on the next business day.

CARRIED

PUBLIC SECTION/
SSBA 138/18 Toney

THAT Larry Caswell be appointed to the Public Board Section / SSBA Members' Council External Committee for 2018 – 2019.

CARRIED

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SW 139/18 Mouland THAT Shane Andrus be appointed to the South West
MUNICIPAL Municipal Government External Committee for 2018 – 2019.

CARRIED

SWAC 140/18 Weinbender THAT Tim Ramage be appointed to the SWAC External
Committee for 2018 – 2019.

CARRIED

SAMA 141/18 Caswell THAT Allan Bridal be appointed to the SAMA External
Committee for 2018 – 2019.

CARRIED

FINANCE 142/18 Andrus THAT Tim Weinbender, Allan Bridal and Dianne Hahn be
appointed to the Finance Standing Committee for 2018 – 2019.

CARRIED

TECH 143/18 Humphrey THAT Gwen Humphrey be appointed to the Technology Standing
Committee for 2018 – 2019.

CARRIED

FACILITIES 144/18 Ramage THAT Allan Bridal, Susan Mouland and Dianne Hahn be appointed
to the Facilities Standing Committee for 2018 – 2019.

CARRIED

TRANSPORT 145/18 Humphrey THAT Larry Caswell, Susan Mouland and Shane Andrus be
appointed to the Transportation Standing Committee for 2018 –
2019.

CARRIED

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SATISFAC 146/18 Andrus
& ENGAGEMENT

THAT Gwen Humphrey be appointed to the Employee Satisfaction and Engagement Committee for 2018 – 2019.

CARRIED

BALLOTS 147/18 Hahn

THAT the Ballots be destroyed

CARRIED

AGENDA 148/18 Weinbender

THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 149/18 Mouland

THAT the minutes of the Regular Meeting of October 9, 2018 be approved, as presented.

CARRIED

CONSENT 150/18 Toney
ITEMS

THAT the Consent Agenda Items be approved.

CARRIED

AP 501 151/18 Hahn

THAT the revised Administrative Policy 501 Recruiting and Placement be approved as attached.

CARRIED

Bob Vavra, Superintendent of Learning, presented the Home Schooling Status Report

HOME 152/18 Humphrey
SCHOOL

THAT the Home Schooling Status Report be received.

CARRIED

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CLOSED 153/18 Ramage THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

OPEN 154/18 Bridal THAT the Board of Education rise and report.

CARRIED

EMPLOYEE 155/18 Caswell THAT the Employee Contracts be ratified as contained in
CONTRACTS the Human Resources Report dated November 13, 2018.

CARRIED

SETA 156/18 Hahn THAT the Chinook Board of Education will endorse the Chinook School Division to become members of the Saskatchewan Educational Technology Association effective immediately.

CARRIED

SCCHS 157/18 Bridal THAT the Chinook Board of Education will accept the tender
ROOF from Plato's Superior Roofing Ltd., base bid of \$604,924.00 plus alternates, for the Swift Current Comprehensive High School Roof Replacement.

CARRIED

PMR 158/18 Mouland THAT the 3 year PMR plan commencing 2018-09-01 be approved as amended and attached.

CARRIED

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POWERSCH. 159/18 Weinbender
SOFTWARE
ENHANCEMENT

THAT Administration is mandated to proceed with implementation of a three-year plan to enhance PowerSchool software applications for processing of work in the Finance, Payroll and Human Resources departments.

AND

THAT the funds for the 2018/19 estimated cost of enhancements (Staff Notification Upgrade, Document Storage and Invoice Web) in the amount of \$64,500.00 be drawn from unrestricted reserves.

CARRIED

ADJOURN 160/18 Toney

THAT we do now adjourn.

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY NO. 501

RECRUITING AND PLACEMENT

All personnel appointed to staff are to be of exemplary character and possess competency in the skills required for their positions. It is understood that they have been hired to assist the Board of Education in carrying out its vision, mission, and goals in accordance with the Chinook School Division's beliefs and guiding principles.

PROCEDURES

1. Teaching Personnel

a. Role

- i. Chinook School Division teaching staff are to work toward achieving the vision, mission, and goals of the school division.
- ii. All teaching staff are to model behaviors that impress students to learn, to work, to play, and to live fully.
- iii. In addition to following the duties of a teacher as prescribed in *The Education Act, 1995*, teachers are to perform those professional duties assigned by the principal. Such duties are to be assigned following consultation with the teacher concerned.

b. Recruiting and Placement

- i. The Director or designate endeavors to employ the best-qualified personnel for the division. In all cases, the needs of students, the ability of the teacher, and the job description are to be matched as closely as possible.
- ii. The principal, under the supervision of the Director or designate, is responsible for placing and assigning teachers to specific teaching duties in the school.
- iii. Principals are to consider all in-school reassignments first when staffing their schools. Reassignments within the school may be initiated by a teacher or the principal. No reassignment within the school is to be made without discussing and informing the teachers involved.
- iv. When a vacancy exists, every effort is to be made to advertise the teaching position internally within the school division, and at times externally if deemed necessary by the Superintendent of Human

Resources. The Director or designate and principal are to consider all requests for transfers which result from the advertisements. Consideration is to be based first on teacher qualification for the position.

- v. The Director or designate is responsible for the hiring of all teachers. The recruitment and appointment procedures are determined by the Director or designate.

c. Teacher – Initiated Request for Transfer

- i. A teacher requesting a change in assignment for the subsequent school year is to submit a request to the Superintendent of Human Resources by May 1 and to notify his/her current principal of such a request.
- ii. If the request is met, the staff member must be prepared to accept it.
- iii. Requests for a change in assignment may be granted if:
 - A suitable vacancy exists or can be arranged,
 - A suitable replacement exists for the position vacated and,
 - A balance of experience and training is maintained for the school.
- iv. A teacher requesting an increase or a decrease in teaching time is to submit a request to the Superintendent of Human Resources by May 1 and to notify his/her principal. If a request for a change in teaching time is met, the staff member must be prepared to accept it. Factors identified above regarding a change in assignment shall apply.

d. Division-Initiated Transfers

- i. Consideration of reassignments of teaching duties through transfer to another school may be initiated by the Director of Education or designate, or by the principal.
- ii. The decision to transfer is to occur following consultation with the teacher. The consultation is to consider:
 - An indication of what is to be achieved through the transfer.
 - Reasons the transfer is selected
 - Travel distance.

A written record of the discussion items with signatures must be kept on file.

- iii. Any teacher having a disagreement with a teacher transfer is to attempt to settle the disagreement through appropriate channels,

either administratively, through the local Teachers' Association, or both.

- iv. If the dispute is not resolved, the teacher may refer the dispute for disposition under the provisions of *The Education Act, 1995*.

e. Redundant Positions

- i. If teaching positions become redundant in a school, staff members from that school are to be given priority for filling vacancies in other schools in the division.
- ii. Attempts to resolve any disagreement resulting from a teacher redundancy are to be in accordance with procedures outlined in (c.iii) and (c.iv) above.

2. In-School Administrators

a. Role of Principals

- i. All principals are to create environments in their schools that support the pursuit of excellence in the teaching and learning process by encouraging best instructional practices.
- ii. The role of the principal in the first instance is one of instructional leadership. The principal is:
 - To provide leadership in implementing the vision, mission, and goals of the Chinook School Division in accordance with its beliefs and *Guiding Principles*
 - To coordinate, facilitate, oversee, and evaluate the instructional program within the school and,
 - To supervise and evaluate all staff members in the school and encourage their professional development.
- iii. The role of the principal in the second instance is one of managerial leadership. The principal is:
 - To perform those duties required by law and by *Administrative Policy*, and as assigned by the Director of Education or designate.
 - To organize staff and delegate duties and responsibilities, following appropriate consultation, with the aim to achieve the best possible education for students and,
 - To guide the school toward achieving its goals through good planning, open communication, and effective decision making.

b. Role of Vice-Principals

- i. All vice-principals are to participate in the administration of their schools. As a member of the administrative team, the vice-principal is to demonstrate through actions that he/she works in a professional manner exemplifying the qualities necessary to fulfill the role of educational leader and manager.
- ii. The vice-principal is directly responsible to the principal for performance of assigned duties and responsibilities as established through consultation with the principal.
- iii. The role of vice-principal as educational leader requires that the vice-principal:
 - Provides supportive leadership required to achieve the vision, mission, and goals of Chinook School Division in accordance with its beliefs and *Guiding Principles*.
 - Participates in coordinating, facilitating, overseeing, and evaluating of staff members and encourages their professional growth.
- iv. The role of the vice-principal as an effective manager requires that the vice-principal:
 - Performs the duties assigned by the principal,
 - Participates in the organization of staff, and in decisions related to the delegation of duties and responsibilities, of staff and,
 - Shares in the responsibility of directing the school toward achieving its goals through good planning, open communication, and effective decision making.
- v. In the absence of the principal, the vice principal is to assume the principal's role. In schools not having a vice principal or in circumstances where both in-school administrators are absent, the principal is to appoint an acting principal from the teaching staff.

c. Recruiting and Placement

- i. The Director or designate is responsible for determining the process that will be used for filling vacant in-school administrative positions.
- ii. Every effort will be made to advertise positions internally and they may be advertised externally.
- iii. Administrative selections are to be reported to the Board of Education after appointments have been made.
- iv. Principals and vice-principals may request a transfer from their current assignment through written application to the Director or designate.

- v. The Director may initiate transfers of in-school administrators.
- vi. The Director or designate shall form a selection committee which may include the Superintendent of Human Resources, the Superintendent of Schools and the local trustee will be invited to be a member of the Committee, and may participate as desired.

3. Non-Teaching Support Staff—Central Office

a. Role

- i. The non-teaching central office staff provide the support and technical assistance required to maintain the operations and administrative functions of the division.
- ii. The role of Central Office non-teaching staff is to be of service and support to the public, to the schools, and to those personnel within their areas of responsibility that they serve directly. Each member of the Central Office non-teaching staff is:
 - To perform those duties as assigned by his or her supervisor.
 - To be knowledgeable of the operations and services of the school division as to direct inquiries from the public or within the division to the appropriate personnel, and
 - To share responsibilities with fellow members of the staff team when needed because of excessive workloads, absence of others, or training new staff.

b. Recruiting and Placement

- i. The Director or designate is responsible for hiring non-teaching central office staff.
- ii. The recruitment, appointment, and placement procedures are determined by the Director or designate.
- iii. Vacant positions are to be advertised within the bargaining unit whenever possible, and externally when necessary.
- iv. Staff members are to be employed under the conditions of the applicable employment contract with the division.

4. Non-Teaching Support Staff – School-Based

a. Role

- i. The non-teaching school-based support staff provides support and technical assistance to the administrative and instructional operations of the school.
 - ii. The role of school-based non-teaching support staff varies widely depending on the needs of the school administration and teachers. Each member of the school-based non-teaching support staff is to:
 - Perform those duties as assigned by the principal or designate.
 - Assist with other responsibilities when requested by the principal or designate.
- b. Recruiting and Placement
 - i. The Director or designate and principal are responsible for hiring school-based non-teaching support staff.
 - ii. The recruitment, appointment, and placement procedures are to be determined by the Director of Education or designate in consultation with the principal.
 - iii. Vacant positions are to be advertised internally and in the local community whenever possible, and externally when necessary to make provisions for both unionized and non-unionized positions.
 - iv. Staff members are to be employed under the conditions of the applicable contract with the division.

5. Caretaking and Maintenance

- a. Role
 - i. The caretaking and maintenance staff provide services to the Board, its schools, students, employees, and committees.
 - ii. The role of caretaking and maintenance staff is paramount to maintaining healthy, safe, and pleasant working and learning environments. Each member of the caretaking and maintenance staff is to:
 - Perform those duties as assigned by the Supervisor of Facilities and principal.
 - To assist with other related responsibilities when requested by the principal or Supervisor of Facilities.
 - To ensure that school, office, and shop facilities are maintained appropriately for the health and safety of all students, staff, and community members using the facilities.

b. Recruiting and Placement

- i. The Manager of Facilities is responsible for hiring or contracting caretakers and maintenance staff.
- ii. The Manager of Facilities in consultation with the Superintendent of Human Resources is responsible for determining appropriate selection, appointment, and placement procedures.
- iii. Vacant positions are to be advertised internally and locally whenever possible. Positions may be advertised externally when necessary. This is to make provisions for both unionized and non-unionized positions.
- iv. Caretakers and maintenance staff are to be employed under the conditions of their applicable employment contract, or through a services contract where applicable.

6. *Bus Drivers*

a. Role

- i. The bus driver's role in conveying students to and from school provides families safe access to school. Bus drivers are to:
 - Perform those duties as assigned by the Manager of Transportation
 - Abide by the directives for drivers contained in the school division's *Bus Drivers Manual*.

b. Recruiting and Selection

- i. The Manager of Transportation is responsible for recruiting and selecting bus drivers.
- ii. The Manager of Transportation in consultation with the Superintendent of Human Resources is responsible for determining appropriate recruiting and selection procedures.
- iii. Vacant positions are to be advertised if deemed necessary.
- iv. Bus drivers are to be employed under the conditions of the applicable employment contract with the division, or through a services contract.

7. *Criminal Records Check*

- a. An original, current (within one year) criminal records check, including a vulnerable sector check, is required from:

- Any applicant being recommended for employment with Chinook School Division.
 - Any person acting as a volunteer for school sponsored activities that has direct or sole responsibility for providing supervision of students.
 - Volunteers that are providing direct and ongoing service or support to students.
- b. The criminal records check as it pertains to recommendations for suitability of employment, or voluntarism includes:
- All criminal convictions, under *The Criminal Code of Canada*, *The Narcotics Control Act*, *The Controlled Drug and Substances Act, 1996*, and *The Food and Drugs Act, 1985*. Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty. Conviction does not include a final judgment which has been reversed, set aside, or otherwise rendered invalid.
 - A search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if the applicant has been convicted of, and has been granted a pardon for, any of the offences that are listed in the schedule to the *Criminal Records Act*.
- c. Failure to cooperate in providing a criminal records check, or submission of an inaccurate, false, misleading, or incomplete criminal records check, constitutes grounds for termination of employment, refusal to offer employment, or withdrawal of any offer of employment, or voluntarism.
- d. Applicants may attach a statement of explanation to the criminal records check submitted outlining relevant circumstances.
- e. In situations where the applicant has submitted the original criminal records search form completed by the RCMP, which indicates that a request for a criminal records search by fingerprints has been made and the applicant has provided satisfactory explanation of the need for the finger print verification, an extension of time may be granted.
- f. Criminal records checks submitted, which include conviction will be assessed by the Director and the Senior Leadership Team, taking into consideration matters such as:
- The nature and particulars of the criminal conviction;
 - The age of the individual when the events in question occurred;

- Any extenuating circumstances as provided by the applicant;
 - The time that has elapsed between the conviction and the employment application, and the activities of the individual during that interim period.
 - The rehabilitative measures undertaken by the individual since the conviction and the commitment the individual has to rehabilitation and to refraining from criminal activities; and
 - The relationship of the conviction to the position for which the person is applying.
- g. Any appeal of the decision of the Director and the Senior Leadership Team is to be made in writing to the Director within fifteen days of the notification of the termination of employment or voluntarism, the refusal to offer employment, or the withdrawal of any offer of employment.
- h. Results of the criminal record check are to be kept in the employee's personnel file.
- i. The applicant is responsible for any costs associated with the obtaining of the criminal records check.
- j. Any employee who receives a pardon, or who is successful in having a criminal conviction record expunged, may submit a new criminal records check. In such cases, the previously submitted criminal records check is to be returned to the employee upon request.
- k. The following question and statement are to be included on all application forms utilized for the recruitment of staff:

Have you ever been convicted of an offence or do you currently have any charges pending under *The Criminal Code of Canada*, *The Narcotics Control Act*, *The Controlled Drug and Substances Act, 1996* or *The Food and Drugs Act, 1985*?

_____ Yes _____ No

If yes, please indicate the nature of the offence(s), the date(s), and place(s) of the sentence(s) imposed (if applicable).

I will provide the results of a criminal records check, (including a vulnerable sector check).

Signature: _____

- l. When necessary, applicants who have not submitted a criminal records check may be placed in employment for up to seven days on a temporary basis, pending the division's receipt of the results of their criminal records check. That time may be extended in exceptional circumstances by the Director. Failure to provide the results of a criminal records check within the specified period of time shall result in the termination of employment of the temporary employee.
- m. In situations where the applicant is requesting casual employment or volunteer placement, the results of the criminal records search are to be submitted before any placement.

8. Reporting Criminal Charges

- a. All employees of Chinook School Division and all persons who have been required to provide a criminal records check are required to sign a statement indicating that they have received a copy of these procedures and that they understand their provisions.
- b. No later than two working days after having been charged with an offense, any person referenced in this procedural statement is to inform orally, and subsequently in writing, the Director of Education of all charges laid.
- c. A submission outlining relevant circumstances may be attached by the person to the written information.
- d. Upon receipt of the information, the Director or designate is to investigate the circumstances.
- e. Failure to disclose charges, provide a written statement, or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment, or refusal of permission to act as a volunteer for school sponsored activities.

- f. Subject to the provisions of *The Education Act, 1995* and the provisions of the relevant collective agreement or contract of employment, the Board may, in its discretion, transfer, reassign, or terminate the employment of an employee who is in compliance with the provisions of the procedures of this policy.
- g. Any action taken by the Board with respect to an employee is to be conveyed to the employee in writing, a copy of which is to be placed in the employee's personnel file.
- h. Any appeal of the decision of the Board is to be made in accordance with the provisions of the employee's collective agreement, or where no collective agreement applies, within fifteen days of notification of the Board's decision.
- i. If, at the conclusion of all proceedings, a criminal records check confirms no conviction(s) resulting from the incident giving rise to the original charge(s), any documentation which has been placed in the employee's personnel file related to the charge(s) for which discipline has not been effected is, at the request of the employee, to be removed and destroyed.
- j. Notwithstanding any of the above regulations, an employee may, at any time, seek legal advice or counsel from his/her employee group or from independent sources at the employee's expense. Should the employee so wish, he or she may be accompanied or represented by a representative of the employee or the appropriate employee group at any and all meetings that the employee attends regarding the process.

9. Substitute and Casual Staff

- a. Teachers may be offered employment as substitutes based on requirements of the schools, on a day-to-day basis.
 - i. Recommended applicants are placed on a substitute teacher list which is prepared by the Superintendent of Human Resources and circulated to principals.
 - ii. All substitute teachers must hold a valid teaching certificate.
 - iii. Principals are required to report the engagement of substitute teachers as directed by the Secretary Treasurer.
 - iv. Principals are to monitor and assess the performance of substitute teachers and communicate such information to the Superintendent of Human Resources.

- v. At the discretion of the principal, substitute teachers are to perform the duties of the teachers they are replacing.
- b. Support staff may be offered employment as casual staff based on requirements of the school division, on a day-to-day basis.
 - i. The Superintendent of Human Resources is responsible for establishing a list of available casual support staff.
 - ii. The list will be prepared annually and revised as needed throughout the year.
 - iii. Principals and immediate supervisors are to engage casual staff as directed by the Superintendent of Human Resources.

10. Job Sharing

- a. Employees of Chinook School Division may job share. Job sharing is defined as two employees contracting to perform the duties of a single position.
- b. Those employees wishing to job share must have at least two years of working experience, employment with Chinook School Division, or those boards which are amalgamated to form the current Chinook School Division.
- c. Employees wishing to job share are to obtain the approval of their immediate supervisor or principal prior to making application to the Director or designate.
- d. If approval to job share is granted, it is to be with the following understandings:
 - It is in the best interest of the students.
 - All employee benefits are to be on a prorated basis according to contract, e.g. one-half time.
 - The position shared is to be on a percentage basis, but not to exceed one hundred per cent. The schedule of sharing and time is to be assigned by the principal.
 - Employees are required to attend regular monthly staff meetings and other meetings as arranged by the principal including in-service and parent-teacher interview days.
 - Supervision duties are to be prorated.
 - Teachers are to attend on non-student days for the portion of the day they are employed.

11. Teacher Exchange

- a. The Director of Education will approve a limited number of applications from division teachers wishing to exchange with teachers from other provinces or countries, as provided through the Department of Learning program for teacher exchange.
- b. Applications should be prepared in consultation with the Superintendent of Human Resources.
http://www.sasked.gov.sk.ca/branches/prov_exams/teacher_services/teacherexchange.shtml

12. Interns and Field Experiences

- a. Teachers are to cooperate with the College of Education and the Faculty of Education in the placement of student teachers and interns in the schools of the division.
- b. Arrangements for placement are subject to the approval of the principal and the Superintendent of Human Resources.
- c. Request for placement by other colleges and post-secondary institutions are to be considered for acceptance and approval if satisfactory arrangements can be made.

13. Accreditation

- a. The Board endorses the accreditation of teachers in order to enhance the teaching-learning process.
- b. Accreditation of teachers is subject to the Department of Learning regulations as stated in *Accreditation (Initial and Renewal): Policies and Procedures*.
http://www.sasked.gov.sk.ca/branches/prov_exams/docs/accpolicyjune2002.pdf
- c. Teachers seeking to become accredited are to have completed a professional exchange seminar within one year prior to applying for accreditation status.

- d. Teachers are responsible for ensuring compliance with the *Accreditation (Initial and Renewal): Policies and Procedures*. The Superintendent of Human Resources will provide each school with notice of accredited status by May 31 of each year. Teachers are to ensure that they submit their applications for accreditation renewal to the principal no later than October 1 in the fifth year after accreditation.
- e. If a teacher is requested by the Board to become accredited or to renew accreditation, the costs of attendance at an accreditation seminar or accreditation renewal seminar will be covered by the school division.
- f. If a teacher opts to become accredited or renew accreditation, the costs of attendance at an accreditation seminar or accreditation renewal seminar will be covered by the school division. Costs will be in accordance with the Board's *Schedule of Fees*.

Revised – April 13, 2015

Revised – November 13, 2018

