# CLIFFSIDE PARK BOARD OF EDUCATION CONSENT AGENDA FOR OCTOBER 25, 2023

- 1. Salute Flag
- 2. Roll Call
- 3. Superintendent
- 4. Committee Reports
- 5. Consent Agenda for OCTOBER 25, 2023
- 6. For Review and Discussion

Personnel

**Policies and Procedures** 

**Buildings and Grounds** 

Finance

- 7. Closed Session
- 8. Adjournment

#### CONSENT AGENDA - OCTOBER 25, 2023

# **PERSONNEL**

1. Resolution, recommended by the Superintendent of Schools, to approve the following staff professional development and reimbursement, through voucher for the 2023-2024 school year as follows:

NAME	DESCRIPTION	DATE	Estimated \$AMOUNT
Lauren Birdsall	Conquer Mathematics Training PD	10/06/23	\$22.56
Stephanie Brennan	WIDA Annual Conference – Virtual	10/18/23 &	\$195.00
		10/20/23	
Gina Carlucci	BER-Dyslexia: Help Children Who Struggle	1/23/24	\$279.00
	to Successfully Read, Write & Spell-Online		
	Course		
Grace Cho	Conquer Mathematics Training PD	10/06/23	\$10.34
Alyson Daleo	Conquer Mathematics Training PD	10/04/23	\$17.86
Andaleeb Hamad	Conquer Mathematics Training PD	10/06/23	\$22.56
Cheryl Khanukayev	BER Workshop Dyslexia: Help Children Who	1/23/24	\$279.00
	Struggle to Successfully Read, Write, and		
	Spell (Grades K-6) – Live Online		
Amy Matesic	Able Adaptive PE Program	10/30/23	\$12.36
Brianne Murray	Conquer Mathematics Training PD	10/05/23	\$26.13
Patricia Petermann	What's New in Young Adult Literature:	11/29/23	\$295.00
	2024 – Online/Virtual		
Andrea Romano	What's New in Young Adult Literature:	11/29/23	\$295.00
	2024 – Online/Virtual		
Candice Rowan	NJCSS Annual Conference	10/23/23	\$65.00
Angela Santhouse	Integrating Phonics & Vocab into Writing	11/20/23	\$300.00
Thiana Vazquez	MLL Supervisors Committee Meeting	10/27/23	\$32.73
Iveth Yelegen	NJ Association of School Librarians Fall	12/03/23 -	\$650.64
	Conference (Presenter)	12/05/23	

- 2. Resolution, recommended by the Interim Superintendent of Schools, to accept the resignation of Marelbys Erazo Vitora, ESL Teacher effective November 28, 2023.
- 3. Resolution, recommended by the Interim Superintendent of Schools, to accept the resignation of Lorenc Koroveshi, Full-Time Custodian-School #3 effective September 8, 2023.
- 4. Resolution, recommended by the Interim Superintendent of Schools, to accept the resignation of Karla Grande, Teacher Aide-School #4 effective October 6, 2023.

# **CONSENT AGENDA - OCTOBER 25, 2023**

# PERSONNEL, (Continued)

- 5. Resolution, recommended by the Interim Superintendent of Schools, to accept the resignation of Bridget Duffy, Teacher Aide-School #3 effective October 13, 2023.
- 6. Resolution, recommended by the Interim Superintendent of Schools, to accept the retirement of Chinee Baek, High School Mathematics Teacher effective January 1, 2024.
- 7. Resolution, recommended by the Interim Superintendent of Schools, to accept the retirement of Janene Parent, Teacher Aide-School #6 effective October 26, 2023.
- 8. Resolution, recommended by the Interim Superintendent of Schools, to appoint Josselyne Gonzalez, as a Teacher Aide assigned to the LLD grade 5 classroom at School #6 effective October 2, 2023 at an hourly rate of \$17.50 pending background check for the 2023-2024 school year. (Account#-11-204-100-106-06-00-0000-080)
- Resolution, recommended by the Interim Superintendent of Schools, to appoint Shala Flaka, as a Teacher Aide assigned to Shared Resource classroom at School #3 effective October 11, 2023 at an hourly rate of \$17.50 pending background check for the 2023-2024 school year. (Account#-11-213-100-106-03-00-0000-050)
- 10. Resolution, recommended by the Interim Superintendent of Schools, to appoint Aishe Nerguti, as a Teacher Aide assigned to the PreK PSD classroom at School #5 effective October 11, 2023 at an hourly rate of \$17.50 pending background check for the 2023-2024 school year. (Account#-11-216-100-106-05-00-0000-070)
- 11. Resolution, recommended by the Interim Superintendent of Schools, to appoint Cemre Zitouy, as a Teacher Aide assigned to the ABA classroom at School #4 effective October 30, 2023 pending background check for the 2023-2024 school year. (Account#-11-216-100-106-04-00-0000-060)
- 12. Resolution, recommended by the Interim Superintendent of Schools, to appoint Irene Raftopolous, to serve as a nonvoting high school student representative on the Board in accordance with N.J.S.A. 18A:12-1.3 and N.J.S.A. 18A:36A-11.2 for one school year term 2023-2024.
- 13. Resolution, recommended by the Interim Superintendent of Schools, to appoint Jodylynn Bachiman, as permanent Substitute Teacher (leave replacement) assigned to the Resource classroom at School #4 from October 11, 2023 through December 6, 2023 at a per diem rate of \$150.00. (Account#-11-120-100-101-09-04-0000-060)

# CONSENT AGENDA - OCTOBER 25, 2023 <u>PERSONNEL, Continued</u>)

- 14. Resolution, recommended by the Interim Superintendent of Schools, to appoint Josefina Villanueva, as Part-Time Custodian (nights) assigned to School #6 effective October 10, 2023 at an hourly rate of \$15.13 pending background check for the 2023-2024 school year. (Account#-11-000-262-100-01-00)
- 15. Resolution, recommended by the Interim Superintendent of Schools, to appoint Elif Birden, as Lunch Aide assigned to School #3 effective September 18, 2023 at an hourly rate of \$14.13 from 9/18/23-12/31/23 and \$15.13 per hour from 1/1/24-6/30/24 for the 2023-2024 school year. (Account#-60-000-200-107-00-00)
- 16. Resolution, recommended by the Interim Superintendent of Schools, to appoint Chloe Ballas, as a substitute teacher (as needed) for the District at a per diem rate of \$120.00 for the 2023-2024 school year.
- Resolution, recommended by the Interim Superintendent of Schools, to transfer Maria Valladares Flores, from Part-Time Bus Driver to Full-Time Bus Driver effective October 16, 2023 for the 2023-2024 school year. (Account#-11-000-270-161-01-00)
- 18. Resolution, recommended by the Interim Superintendent of Schools, to transfer Ioanna Dritsas from permanent substitute teacher (PreK Special Ed classroom) School #5 at \$150 per diem (pending certification) to Full-Time Teacher PreK-Special Ed classroom at School #5 effective October 18, 2023 at MA Step-4 \$61,100 (certification completed) with benefits for the 2023-2024 school year. (Account#-11-216-100-101-05-00-0000-070)
- 19. Resolution, recommended by the Interim Superintendent of Schools, to transfer Lynn Robinson, permanent substitute teacher at the High School to permanent substitute teacher in the PK PSD classroom at School #5 effective October 23, 2023 at a per diem rate of \$150.00 for the 2023-2024 school year. (Account#-11-120-100-101-09-05-0000-070)
- 20. Resolution, recommended by the Interim Superintendent of Schools, to transfer Zurie Palushi, permanent substitute teacher in the PK PSD classroom at School # 5 to teacher aide in the shared resource classroom at School #4 effective October 23, 2023 at an hourly rate of \$18.22 for the 2023-2024 school year. (Account#-11-213-100-106-04-00-0000-060)

# CONSENT AGENDA - OCTOBER 25, 2023

- 21. Resolution, recommended by the Interim Superintendent of Schools, to approve a medical leave of absence for Tatiana Prais, High School Counselor, utilizing four (4) sick days before due date (anticipated due date January 7, 2024) from January 2, 2024 through January 5, 2024; and twenty (20) sick days beginning January 8, 2024 through February 5, 2024. Unpaid NJ Family leave to commence on February 6, 2024 with an anticipated return to work date of September 1, 2024.
- 22. Resolution, recommended by the Superintendent of Schools, to approve the Athletic positions for the following staff members for the 2023-2024 school year, as per negotiated contract.

FIRST NAME	2023-2024 Athletic Positions	COMPENSATION
	High School - Winter	
Heather	Indoor Track, Assistant Coach	\$4,350
	High School - Spring	
Michael	Baseball, Head Coach	\$8,500
Matthew	Baseball, Assistant Coach	\$6,300
Steven	Baseball, Assistant Coach	\$6,300
Danielle	Softball, Head Coach	\$8,500
Kimberly	Softball, Assistant Coach	\$6,300
Mackenzie	Softball, Assistant Coach	\$6,300
Ivan	Tennis, Boys-Head Coach	\$6,350
Gabriela	Track & Field, Head Coach	\$8,500
Thomas	Track & Field, Assistant Coach	\$6,300
Heather	Track & Field, Assistant Coach	\$6,300
Erik	Track & Field, Assistant Coach	\$6,300
	Middle School - Spring	
Michael	Baseball, Head Coach	\$4,350
Jennifer	Softball, Head Coach	\$4,350
	Heather Michael Matthew Steven Danielle Kimberly Mackenzie Ivan Gabriela Thomas Heather Erik Michael	High School - WinterHeatherIndoor Track, Assistant CoachHigh School - SpringMichaelBaseball, Head CoachMatthewBaseball, Assistant CoachStevenBaseball, Assistant CoachDanielleSoftball, Assistant CoachKimberlySoftball, Assistant CoachMackenzieSoftball, Assistant CoachIvanTennis, Boys-Head CoachGabrielaTrack & Field, Head CoachThomasTrack & Field, Assistant CoachHeatherTrack & Field, Assistant CoachErikTrack & Field, Assistant CoachMiddle School - SpringMichaelMichaelBaseball, Head Coach

23. Resolution, recommended by the Superintendent of Schools, to approve the Co-Curricular positions for the 2023-2024 school year, as per negotiated contract.

		2023-2024 Co-Curricular	
LAST	FIRST NAME	POSITION	COMPENSATION
Petermann	Patricia	HS-Class Advisor-Grade 10	\$2,000
Romano	Andrea	HS-Class Advisor-Grade 10	\$2,000
Petermann	Patricia	I&RS/504 Coordinator - HS	\$2,000
Romano	Andrea	I&RS/504 Coordinator – HS	\$2,000

CONSENT AGENDA - OCTOBER 25, 2023

#### **PERSONNEL**

#### **RESOLUTION**

Resolution, recommended by the Interim Superintendent of Schools, to appoint Therese Sigrist, as consultant to the Payroll Secretary at an hourly rate of \$57.00 effective September 19, 2023.

ROLL CALL VOTE:

AYES:

NAYES:

**ABSTENTIONS:** 

#### **CERTIFICATION**

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its duly authorized meeting on <u>October 25, 2023</u>.

LOUIS ALFANO Business Administrator/Board Secretary

## **CONSENT AGENDA - OCTOBER 25, 2023**

#### POLICIES AND PROCEDURES

- 24. Resolution, recommended by the Interim Superintendent of Schools, to accept the Nurses' reports and Fire Drill/Security Drill reports for all schools, for the month of September 2023.
- 25. Resolution, recommended by the Interim Superintendent of Schools, to permit early dismissals on Tuesday, November 14, 2023 for Staff-In-Service day, beginning at 10:30 AM for Pre-K AM Program, 12:30 PM for Pre-K PM Program, 12:45 PM for Special Education Pre-K, and 12:45 PM for Grades K through Grades 6, Middle School students will be dismissed at 12:06 PM if they choose not to eat lunch at school and 12:45 dismissal for Middle School students who choose to eat lunch at school.
- 26. Resolution, recommended by the Interim Superintendent of Schools, to approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report for the 2022-2023 school year.
- 27. Resolution, recommended by the Interim Superintendent of Schools, to permit early dismissals, beginning at 10:30 AM for Pre-K AM Program, 12:30 PM for Pre-K Program, 12:45 PM for Special Education Pre-K, and 12:45 PM for Grades K 6, Middle School and High School at 12:30 PM on Wednesday, November 22, 2023 for observation of Thanksgiving recess.
- 28. Resolution, recommended by the Interim Superintendent of Schools, to accept the following scores for the 2022-2023 school year; WIDA, WIDA Alternative Access and Dynamic Learning Maps and NJSLA New Jersey Student Learning Assessment.
- 29. Resolution, recommended by the Interim Superintendent of Schools, to confirm the outcome of the bullying incident and investigation. (251497)
- 30. Resolution, recommended by the Interim Superintendent of Schools, to confirm the outcome of the bullying incident and investigation. (251567)
- 31. Resolution, recommended by the Interim Superintendent of Schools, to confirm the outcome of the bullying incident and investigation. (252869)
- 32. Resolution, recommended by the Interim Superintendent of Schools, to confirm the outcome of the bullying incident and investigation. (252422)
- 33. Resolution, recommended by the Interim Superintendent of Schools, to confirm the outcome of the bullying incident and investigation. (252445)
- 34. Resolution, recommended by the Interim Superintendent of Schools, to confirm the outcome of the bullying incident and investigation. (252574)

#### CONSENT AGENDA - OCTOBER 25, 2023

- 35. Resolution, recommended by the Interim Superintendent of Schools, to confirm the outcome of the bullying incident and investigation. (252970)
- 36. Resolution, recommended by the Interim Superintendent of Schools, to confirm the outcome of the bullying incident and investigation. (252839)
- 37. Resolution, recommended by the Interim Superintendent of Schools, to approve the following minutes:

September 20, 2023 – Work Session Meeting with Executive Closed Session September 27, 2023 – Regular Meeting

# CONSENT AGENDA - OCTOBER 25, 2023 POLICIES AND PROCEDURES

38. Resolution, recommended by the Interim Superintendent of Schools, to recognize a perfect score performance on the Spring 2023 New Jersey Student Learning Assessments (NJSLA) for the following students:

NAME	SCHOOL	GRADE	SUBJECT
Ashley Hurtado-Asencio	School #6	Sixth	ELA
Benjamin Luciano	Middle School	Seventh	ELA
Tiffany Aguilar	Middle School	Eighth	ELA
Yasmeen El Hindi	Middle School	Eighth	ELA
Lanamaria Mehetarian	Middle School	Eighth	ELA
Chloe Nunez	Middle School	Eighth	ELA
Brooklyn Pak	Middle School	Eighth	ELA
Solomon Pak	Middle School	Eighth	ELA
Benjamin Pumay	Middle School	Eighth	ELA
Marina Ryan	Middle School	Eighth	ELA
Catharina Santana	Middle School	Eighth	ELA
Roman Loh	School #4	Fourth	Mathematics
Enea Ferati	Middle School	Eighth	Mathematics
Yuditt Mehta	Middle School	Eighth	Mathematics
Ekin Bozer	Middle School	Eighth	ELA & Mathematics
Elshod Pirimkulov	Middle School	Eighth	ELA & Mathematics
Erik Turdiu	Middle School	Eighth	ELA & Mathematics
Joao DaPaz	High School	Eleventh	HS Science

#### CONSENT AGENDA - OCTOBER 25, 2023

#### POLICIES AND PROCEDURES

#### **RESOLUTION**

Resolution, recommended by the Superintendent of Schools to approve completion of emergency exit drill bus evacuation for school year 2023-2024 as follows:

1	Date of Drill	September 28, 2023
2	Time the Drill was Conducted	8:30 am
3	School Name	HIP Hackensack Union Street School
4	Location of the Drill	Union Street
5	Route Number(s) included in Drill	Bus #129
6	Name of School Principal or Assigned	Lisa Steward
	Person(s) who supervised the Drill	Gina Donatien

ROLL CALL VOTE:

AYES:

NAYES:

**ABSTENTIONS:** 

# **CERTIFICATION**

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its duly authorized meeting on <u>October 25, 2023</u>.

LOUIS ALFANO Business Administrator/Board Secretary

#### CONSENT AGENDA - OCTOBER 25, 2023

# POLICIES AND PROCEDURES

# **RESOLUTION**

Resolution, recommended by the Superintendent of Schools to approve completion of emergency exit drill bus evacuation for school year 2023-2024 as follows:

1	Date of Drill	October 4, 2023
2	Time the Drill was Conducted	9:05 am
3	School Name	BCSS (Springboard) School
4	Location of the Drill	BCSS (Springboard) School
5	Route Number(s) included in Drill	Bus # 135 – BCSS Paramus
6	Name of School Principal or Assigned	Robert Mortorano, Principal
	Person(s) who supervised the Drill	

# ROLL CALL VOTE:

AYES:

NAYES:

**ABSTENTIONS:** 

# **CERTIFICATION**

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its duly authorized meeting on <u>October 25, 2023</u>.

LOUIS ALFANO Business Administrator/Board Secretary

#### **CONSENT AGENDA - OCTOBER 25, 2023**

## POLICIES AND PROCEDURES

#### **RESOLUTION**

Resolution, recommended by the Superintendent of Schools to approve completion of emergency exit drill bus evacuation for school year 2023-2024 as follows:

1	Date of Drill	October 10, 2023
2	Time the Drill was Conducted	3:00 pm
3	School Name	Cliffside Park High School
4	Location of the Drill	Cliffside Park High School
5	Route Number(s) included in Drill	Bus #120
6	Name of School Principal or Assigned	Glenn Luciano, Transportation Coordinator
	Person(s) who supervised the Drill	

ROLL CALL VOTE:

AYES:

NAYES:

**ABSTENTIONS:** 

# **CERTIFICATION**

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its duly authorized meeting on <u>October 25, 2023</u>.

LOUIS ALFANO Business Administrator/Board Secretary

# CONSENT AGENDA - OCTOBER 25, 2023

# **BUILDINGS AND GROUNDS**

Resolution, recommended by the Superintendent of Schools, to permit the use of the following facilities for the 2023-2024 school year:

SCHOOL	FACILITY	DATES REQUESTED	TIME	PURPOSE	REQUESTED BY
High School	Cafeteria	09/27/2023* Form submitted day of event	5:30p.m 8:00p.m.	Football dinner	Thomas Mandile
High School	Cafeteria	10/05/2023	5:30p.m 8:00p.m.	Football dinner	Thomas Mandile
High School	Gymnasium & Cafeteria	10/17/2023	5:00p.m 9:00p.m.	College Fair	Alyce Cusano
High School	Gymnasium	10/18/2023	1:00 p.m 4:00p.m.	Open gym soccer	Thiana Vazquez
High School	Cafeteria	11/02/2023	6:00p.m 9:00p.m.	ML dept. family engagement	Thiana Vazquez
High School	Gymnasium lobby	10/11/2023- 10/31/2023	11:00a.m 12:00p.m.	Interact Club	Tracey Mascolo- Blomgren
Middle School	Gymnasium & Cafeteria	11/17/2023	6:00p.m 8:00p.m	Dance	Patricia Bonomo
High School	Cafeteria	12/20/2023	3:30p.m 6:00p.m.	Holiday karaoke	Tracey Rembecky
School #4	Gymnasium	09/19/2023 10/19/2023 11/16/2023 12/13/2023	6:30p.m 8:00p.m.	PTO meeting	Robin Pearl
School #4	Outdoor area	10/26/2023	4:00p.m 5:30p.m.	Table or Treat	Robin Pearl
School #3	Outdoor School Parking Lot	10/25/2023	6:00p.m. – 7:30p.m.	Trunk or Treat	Barbara Bracco
School #3	All Purpose Room	11/14/2023	6:00p.m. – 7:30p.m.	Meeting to Assist Parents with Parent Portal & Info on Title I	Barbara Bracco

#### **CONSENT AGENDA - OCTOBER 25, 2023**

#### **FINANCE**

- 39. Resolution recommended by the Interim Superintendent of Schools to approve the <u>**Revised Athletic Association**</u> bills for the month August 2023 in the amount of \$4,575.00 as follows:
- 40. Resolution recommended by the Interim Superintendent of Schools to approve September 29, 2023 payroll in the amount of \$1,753.893.42 which includes the After School/Enrichment Program.
- 41. Resolution, recommended by the Interim Superintendent of Schools to approve the transfer of monies from the Payroll Agency Account to the General Account, Reference Number H800006, in the amount of \$ 80,629.86 to cover Health Benefits Contributions from Employees to Reimburse Employer for the covered period of September 16, 2023 through September 30, 2023.
- 42. Resolution recommended by the Interim Superintendent of Schools to approve the interim checks and internal transfers from the General Account *to the Cafeteria Account, the Payroll Account and the Payroll Agency Account for the* month of September, 2023 as follows:

700015	September 29 <sup>th</sup> Salary	\$1,035,094.02
700016	September 29 <sup>th</sup> Agency	623,869.40
700017	September29 <sup>th</sup> Agency-FICA	94,930.00
DCRP0006	September 29th-Agency/DCRP-Pension	2,688.98

43. Resolution recommended by the Interim Superintendent of Schools to approve September 29, 2023 Cafeteria payroll in the amount of \$8,655.70 as follows:

600005	September 29 <sup>th</sup> Salary	\$6,166.00
600006	September 29 <sup>th</sup> Agency	2,489.70

- 44. Resolution recommended by the Interim Superintendent of Schools to approve Athletic Association bills for the month September 2023 in the amount of \$7,497.00 as follows:
- 45. Resolution recommended by the Interim Superintendent of Schools to approve October 13, 2023 payroll in the amount of \$1,947,571.93 which includes the After School/Enrichment Program.

#### **CONSENT AGENDA - OCTOBER 25, 2023**

#### **FINANCE**

- 46. Resolution, recommended by the Interim Superintendent of Schools to approve the transfer of monies from the Payroll Agency Account to the General Account, Reference Number H800007, in the amount of \$ 79,610.80 to cover Health Benefits Contributions from Employees to Reimburse Employer for the covered period of October 1, 2023 through October 15, 2023.
- 47. Resolution recommended by the Interim Superintendent of Schools to approve the interim checks and internal transfers from the General Account *to the Cafeteria Account, the Payroll Account and the Payroll Agency Account for the* month of October, 2023 as follows:

700018	October 13 <sup>th</sup> Salary	\$1,177,272.78		
700019	October 13 <sup>th</sup> Agency	676,904.15		
700020	October 13 <sup>th</sup> Agency-FICA	93,395.00		
DCRP0007	October 13 <sup>th</sup> -Agency/DCRP-Pension	2,896.82		
NJHB900004 NJ State Educators Health Benefits Program				
(October 1, 2023 through October 31, 2023) 653,258.09				

48. Resolution recommended by the Interim Superintendent of Schools to approve October 13, 2023 Cafeteria payroll in the amount of \$42,622.08 as follows:

600007	October 13 <sup>th</sup> Salary	\$34,278.38
600008	October 13 <sup>th</sup> Agency	8,343.70

- 49. Resolution recommended by the Interim Superintendent of Schools to approve the bill list for October 2023 in the amount of \$648,383.98 as follows:
- 50. Resolution, recommended by the Interim Superintendent of Schools to accept the Treasurer of School Monies financial report for the month of September 2023.
- 51. Resolution, recommended by the Interim Superintendent of Schools to accept the Board Secretary's financial report for the month of September 2023.

## CONSENT AGENDA - OCTOBER 25, 2023

#### **FINANCE**

- 52. Pursuant to N.J.A.C. 6:20-2.13(d)\*, the Business Administrator certifies that as of September 30 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8-1.
- 53. Resolution, recommended by the Interim Superintendent of Schools to approve the Monthly Transfer Report for the month of September 2023.

#### **CONSENT AGENDA - OCTOBER 25, 2023**

#### **FINANCE**

#### **RESOLUTION**

Resolution recommended by the Interim Superintendent of Schools to approve Joint Transportation Agreement between and Cliffside Park Board of Education (Host District) and Palisades Park Board of Education (Joiner District) for the 2023-2024 School Year.

#### ROLL CALL VOTE:

AYES: NAYS: ABSTENTIONS:

#### **CERTIFICATION**

I hereby certify that the within Resolution was adopted by the Cliffside Park Board of Education by a majority vote at its meeting on <u>October 25, 2023.</u>

LETIZIA PANTOLIANO

**Board President** 

LOUIS ALFANO

Business Administrator/Board Secretary

Dated: October 26, 2023