

**FORT LEE BOARD OF EDUCATION
FORT LEE, NEW JERSEY**

MINUTES

**PUBLIC BUSINESS MEETING
March 7, 2022
Lewis F. Cole Intermediate School Cafetorium
and Zoom Meeting**

CALL TO ORDER BY THE PRESIDENT

The meeting was called to order at 6:30 p.m. by Board President, Ms. Colbath.

FLAG SALUTE

The Flag Salute was led by Mrs. Curry.

PUBLIC ANNOUNCEMENT

The Public Announcement was read by Mrs. Colbath.

ROLL CALL

Present: Ms. Elisa Cho, Mrs. Kim Curry, Mrs. Min Jeong Kim, Mrs. Holly Morell, Mrs. Kristen Richter, Mrs. Candace Romba, Mr. Michael Rubino, Ms. Julene Stassou, Ms. Paula K. Colbath

Also Present: Mr. Robert L. Kravitz, Ms. Haquisha Q. Taylor, Mrs. Diane Collazo-Baker, Mr. Lester E. Taylor III, Board Attorney, Vanessa Diaz, Student Representative

EXECUTIVE SESSION

MOTION by Mrs. Morell, seconded by Mr. Rubino, at 6:32 p.m., to move into Executive Session.

MOTION carried unanimously upon voice vote, 9-0.

The Board reconvened into the Public Meeting at 7:32 p.m.

Ms. Colbath introduced newly appointed Mr. Lester E. Taylor III as the new Board Attorney.

REPORT OF THE SUPERINTENDENT OF SCHOOLS

Mr. Kravitz shared that he and Mrs. Collazo-Baker visited classrooms and is looking forward to sharing the great things that have been happening. Mr. Kravitz then shared that he and Ms.

Taylor have been working on the budget and are eagerly awaiting the State Aid to move forward with plans on raising academic achievement. Mr. Kravitz thanked all administrators, teachers and staff for performing a fantastic job and looks forward to them sharing their vision of student success. Mr. Kravitz introduced Vanessa Diaz to share her student representative report.

Fort Lee High School Student Representatives Report: Ms. Diaz shared that the first day of the lifting of the mask mandate went well with students choosing what felt most comfortable. Ms. Diaz shared that the Student Council continues to help the Class of 2022, and underclassmen are fundraising for the prom.

COMMITTEE REPORTS

School Security Committee: Chairperson Michael Rubino was delighted to share that the Fort Lee Police Department hired its first Class III Officer. Mr. Rubino further shared that the Class III officer will commence his duties in our schools after a week or two of training.

Negotiations Committee: Chairperson Holly Morell shared that a lot of information was discussed at the March 2nd Negotiations internal meeting and that the committee members welcome the new Labor Attorneys.

PUBLIC WORK SESSION

Ms. Stassou shared that she would be abstaining from voting on topics unclear to her.

Mrs. Romba inquired if the the sick day payout dating back to 2017-2018 school year was accurate (Item #9P). Mr. Kravitz confirmed the 2017-2018 school year was accurate and the retired teacher is entitled to receive the sick day payout.

Ms. Colbath read the four walk-in resolutions (Items #3B through #6B). Items #3B and #4B pertained to residency ineligibility hearings. Ms. Colbath then shared resolution Items #5B and #6B, the termination of Cleary, Giacobbe, Alfieri, & Jacobs, LLC as Board Attorneys and Labor Counsel effective March 6, 2022 and approving the appointment of Florio Perrucci Steinhart Cappelli Tipton & Taylor LLC as Board Attorneys and Labor Counsel effective March 7, 2022 through January 5, 2023 (the next Reorganization meeting of the Board).

MOTION by Mrs. Morell, seconded by Mrs. Richter, that the Fort Lee Board of Education approves Walk-in Items #5B and #6B (Board Attorneys).

MOTION carried unanimously upon roll call vote, 9-0.

HEARING OF CITIZENS- QUESTIONS AND COMMENTS FROM THE PUBLIC ON ITEMS LISTED ON TONIGHT'S AGENDA AND ANY OTHER TOPIC OF CONCERN

MOTION by Mr. Rubino, seconded by Mrs. Morell, to open the floor to the public, 7:48 p.m.

MOTION carried unanimously upon voice vote, 9-0.

Public questions and comments included dissatisfaction that there are no pictures of the administrators and teachers on the website, a request to consider upgrading the Whiteman street playground, a request for clarification of student booster vaccination requirements, sharing that natural immunity is more effective than vaccination, and concern of the lack of a High School

biology teacher.

Mr. Kravitz, Mrs. Collazo-Baker and Ms. Colbath addressed all questions and concerns.

MOTION by Mr. Rubino, seconded by Mrs. Richter, to close the floor to the public, 8:12 p.m.

MOTION carried unanimously upon voice vote, 9-0.

Ms. Cho inquired if Item #5F will be moved to the next meeting. Ms. Cho then asked for an explanation of the Pre-K tuition increase pertaining to Item #7F.

Mr. Taylor shared that Item #5F will be administratively pulled. Ms. Taylor provided a detailed explanation of the Pre-K tuition increase.

RESOLUTIONS

<u>BOARD</u>	
1B	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, approves the following minutes : Public Business Meeting Minutes February 7, 2022 Private Executive Meeting Minutes February 7, 2022 Public Business Meeting Minutes February 23, 2022 Private Executive Meeting Minutes February 23, 2022

2B	<p>WHEREAS, the Fort Lee Board of Education has received the Superintendent's report of incident(s) of Harassment/Intimidation/Bullying ("HIB") within the District; and</p> <p>WHEREAS, the Board has had the opportunity to review the Superintendent's recommendations with respect to the incident(s) of HIB.</p> <p>NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent's recommendations.</p> <p>BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:37-15(d), the Superintendent of Schools shall inform the applicable parents/guardians of the students involved in these incidents with the following information within five school (5) days of this Board meeting:</p> <ol style="list-style-type: none">1. The nature of the investigation;2. Whether the District found evidence of HIB;3. Whether discipline was imposed;4. Whether services were provided to address the incident of HIB.		
3B Walk-In	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education hereby:</p> <p>permits the following non-resident student(s) to continue enrollment at the Fort Lee Public Schools for the remainder of the 2021-2022 school year at the advertised prorated tuition rate.</p> <table><tr><td>STUDENT ID #</td></tr><tr><td>27090070 (MS, Gr. 7)</td></tr></table>	STUDENT ID #	27090070 (MS, Gr. 7)
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27090070 (MS, Gr. 7)			
4B Walk-In	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education hereby:</p> <p>permits the following non-resident student(s) to continue enrollment at the Fort Lee Public Schools and waives tuition costs for the 2021-2022 school year</p> <table><tr><td>STUDENT ID #</td></tr><tr><td>27060467 (IS, Gr. 6) 33060192 (S1, Gr. K)</td></tr></table>	STUDENT ID #	27060467 (IS, Gr. 6) 33060192 (S1, Gr. K)
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5B Walk-In	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education terminates the appointment of Cleary, Giacobbe, Alfieri, & Jacobs, LLC as Board Attorneys and Labor Counsel effective March 6, 2022.
6B Walk-In	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education approves the appointment of Florio Perrucci Steinhardt Cappelli Tipton & Taylor LLC as Board Attorneys and Labor Counsel effective March 7, 2022 through January 5, 2023 (the next Reorganization meeting of the Board).
	<p>MOTION by Mrs. Romba, seconded by Mrs. Morell, that the Fort Lee Board of Education approves Items #1B through #4B.</p> <p>MOTION carried unanimously upon roll call vote, 9-0 for Items #1B and #2B, and Items #3B and #4B with a vote of 8-0-1. Ms. Stassou abstained on Items #3B and #4B only.</p>

BUILDINGS & GROUNDS

1B&G **WHEREAS**, Construction Services for the **Masonry Repairs at School #2**; was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

WHEREAS, on Tuesday, February 15, 2022, the following bids were received from potential bidders in accordance with N.J.S.A. 18A:18A-1, et seq.; and

Contractor	Base Bid	Alt. Bid #1	Alt. Bid #2	Total Bid
Spartan Construction	\$50,000	\$17,000	\$19,000	\$86,000
Michael J. Malpere	\$29,000	\$15,000	\$18,000	\$62,000
Hear Construction	\$40,000	\$15,250	\$26,500	\$81,750
Arista Renovation	\$60,000	\$25,000	\$25,000	\$110,000
Arista Builders	\$68,000	\$35,000	\$33,000	\$136,000
M&M Construction	\$39,786	\$11,000	\$15,000	\$65,786
M&N Construction	\$95,000	\$45,000	\$55,000	\$195,000
Punjab Restoration	\$27,000	\$17,000	\$10,900	\$54,900

WHEREAS, upon review of the bids submitted together with the bid specifications and N.J.S.A. 18A:18A-1 et seq., **Board Attorney, Cleary, Giacobbe, Alfieri, & Jacobs, LLC determined that bids submitted by the two lowest bidders, Punjab Restoration and Michael J. Malpere, respectively, must be rejected.**

NOW, THEREFORE, BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Board Architects, Environetics Group Architects, hereby **awards Construction Services for the Masonry Repairs at School #2 to M&M Construction as the lowest responsible bidder at the total amount of \$65,786, which includes the base bid of \$39,786 and Alternate #1 of \$11,000 and Alternate #2 of \$15,000.**

	<p>MOTION by Ms. Cho, seconded by Mrs. Morell, that the Fort Lee Board of Education approves Item #1B&G.</p> <p>MOTION carried unanimously upon roll call vote, 9-0.</p>
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CURRICULUM

1CUR	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves class trips listed on the attached summary. <i>Attachment:</i> <u>2022-03-07 CLASS TRIPS</u></p>
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2CUR

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **out-of-district placements** for the 2021-2022 school year:

OUT-OF-DISTRICT PLACEMENTS			
Student	Placement	Dates	Tuition/Costs
#27100066	Benway School 620 Valley Road Wayne, NJ 07470	3/7/22 - June 2022	Annual tuition cost of \$74,361.60, for 72 days \$413.12 per diem, prorated to \$29,744.64. Transportation TBD.

	<p>MOTION by Mrs. Romba, seconded by Mrs. Richter, that the Fort Lee Board of Education approves Items #1CUR and 2CUR.</p> <p>MOTION carried unanimously upon roll call vote, 9-0.</p>
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FINANCE

1F	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the payment of the claims on the current bills list in the amount of \$5,297,422.84 for March 2022 checks. <i>Attachment:</i> <u>2022-03-07 BILLS LIST</u></p>
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2F	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the payment of the claims on the current Cafeteria bills list in the amount of \$104,660.69 for March 2022 checks. <i>Attachment:</i> <u>2022-03-07 CAFETERIA BILLS</u>												
3F	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the payment of the claims on the current Athletic bills list in the amount of \$1,527.00 for March 2022 checks. <i>Attachment:</i> <u>2022-03-07 ATHLETIC BILLS</u>												
4F	THEREFORE BE IT RESOLVED , that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the updated 2022-2023 Budget Development Calendar as per the attached. <i>Attachment:</i> <u>2022-2023 UPDATED BUDGET DEVELOPMENT CALENDAR</u>												
5F Postponed	<p>WHEREAS, the Audit Report for the year ending June 30, 2019 as prepared by PKF O'Connor Davies, LLP, Certified Public Accountants, was accepted by this Board on February 23, 2022; and</p> <p>WHEREAS, the Audit contains recommendations which were read and discussed at the public meeting as indicated on the Corrective Action Plan attached to this resolution.</p> <p>NOW THEREFORE, BE IT RESOLVED, that the Business Administrator/Board Secretary of this Board is hereby directed to proceed as indicated in said Corrective Action Plan; and</p> <p>BE IT FURTHER RESOLVED, that a copy of this resolution, together with a copy of the synopsis of the Audit Report and the Corrective Action Plan, will be filed with the County Superintendent of Schools. <i>Attachment:</i> <u>TBD</u></p>												
6F	<p>THEREFORE BE IT RESOLVED, that the Board of Education, upon recommendation of the Superintendent, accepts the following donation.</p> <table><tr><th colspan="4"><u>DONATIONS</u></th></tr><tr><th>Item</th><th>Amount/Estimated Value</th><th>Donor</th><th>On Behalf Of</th></tr><tr><td>Fire Prevention Speaker</td><td>\$1,000</td><td>Fort Lee Fire Prevention 1355 Inwood Terrace Fort Lee, NJ 07024</td><td>"After the Fire Presentation" to FLHS Senior Class about fire safety on college campuses in May 2022.</td></tr></table>	<u>DONATIONS</u>				Item	Amount/Estimated Value	Donor	On Behalf Of	Fire Prevention Speaker	\$1,000	Fort Lee Fire Prevention 1355 Inwood Terrace Fort Lee, NJ 07024	"After the Fire Presentation" to FLHS Senior Class about fire safety on college campuses in May 2022.
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	<table><tr><td>20 - \$50 Gift Cards</td><td>\$1,000</td><td>GENYOUth 555 Madison Ave., 5th Fl. New York, NJ 10022 ACME Markets Foundation 75 Valley Stream Parkway Malvern, PA 19355</td><td>ACME Markets Foundation's Nourishing Neighbors Program</td></tr></table>	20 - \$50 Gift Cards	\$1,000	GENYOUth 555 Madison Ave., 5th Fl. New York, NJ 10022 ACME Markets Foundation 75 Valley Stream Parkway Malvern, PA 19355	ACME Markets Foundation's Nourishing Neighbors Program
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7F	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, authorizes the Board Secretary to advertise the General Education Preschool Lottery Program in all designated newspapers.</p> <p>BE IT FURTHER RESOLVED, that the Fort Lee Board of Education approves the tuition rates for the General Education Preschool Program for the 2022-2023 school year as follows:</p> <p style="text-align: center;">\$1,000.00 per month per student for full-day program</p>				
8F	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, authorizes the execution of an Interlocal Services Agreement between the Fort Lee Board of Education and the Borough of Fort Lee for the assignment of one Class III Special Law Enforcement Officer (“SLEO III”) according to the terms and condition of the attached agreement. <i>Attachment: INTERLOCAL SERVICES AGREEMENT-SLEO III</i></p>				
	<p>MOTION by Mrs. Romba, seconded by Mrs. Morell, that the Fort Lee Board of Education approves Items #1F through #4F and #6F through #8F.</p> <p>MOTION carried unanimously upon roll call vote, 7-2. Ms. Stassou and Ms. Cho voted no on Item #7F, and Item #5F was postponed.</p>				

PERSONNEL

1P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the attendance of staff members at the **staff trips/conferences** listed on the attached summary. Attachment: [2022-03-07 STAFF TRIPS](#)

2P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, hereby terminate Employee No. 7128, effective immediately, March 8, 2022, for job abandonment.

3P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **resignations**:

RESIGNATIONS			
Employee	Position	Location	Effective Date
Ransses Lopez	Health Care Assistant PT	LFCIS	2-19-2022
Jacobkutty Palamattom	PT Paraprofessional	S2	Declined Position

4P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **appointments** for the 2021-2022 school year, pending verification of employment:

APPOINTMENTS						
First Name	Last Name	Position	Loc	Position Control #	Annual Salary Prorated	Effective Date
Kathleen	Rothenbucher	School Behaviorist	School 2	02-3125-01	Step 15/MA+30 \$98,025.00	4-25-2022

5P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following additional **staff transfers** during the 2021-2022 school year.

TRANSFERS						
Name	From Location	From Position	To Location	To Position	Salary Change	Effective Date
Lesly Alfaro	HS	Part Time Health Care Assistant 07-3115-07	IS	Part Time Health Care Assistant 05-3115-05	N/A	2/24/2022
Tiffany Phinazee	S3	Personal Aide Grade K 1:1 03-9101-37	S2	Instructional Aide - Coverage 02-9101-124	N/A	3/4/2022

6P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **leaves**:

LEAVES OF ABSENCES								
Name	Position	Loc	Type	New or Amend	Paid Leave	Unpaid Leave with benefits	Unpaid Leave No Benefits	Return Date
Anastasia Findanis	Teacher Grade 2	S1	Maternity	Amend	5/27/20 to 6/30/20	9/1/20 to 2/28/21	3/1/21 to 6/30/22	9/1/22
Erica Cirone	Library Media Specialist	S1	Maternity	Amend	9/1/21 to 10/6/21	N/A	10/7/21 to 6/30/23	9/1/23
Yuri Resetovs	Teacher Music	LFCMS/IS	FMLA	Amend	4/4/22 to 4/17/22	4/18/22 to 6/30/22	N/A	9/1/22
Melanie Catalano	Teacher Graphic Design	HS	Maternity	Amend	3/14/22 to 4/22/22	4/23/22 to 1/1/23	N/A	1/2/23
Employee #7254	N/A	N/A	Admin	New	N/A	N/A	3/3/22 to 4/3/22	4/4/22

7P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the appointment of **leave replacements** during the 2021-2022 school year, as outlined below:

LEAVE REPLACEMENTS					
Nam	Grade/ Subject	Loc	Salary	Effective Dates	Reason for opening
Caitlin Schiano	Teacher Grade 2	S1	Sub pay for the first 60 days \$150 per day, day 61+ at the daily rate equal to a BA, Step 1; No Benefits	9/1/21 to 6/30/22 plus 3 days NTO (Amended)	Anastasia Findanis (Maternity)
Destinee Fornes	Teacher Grade 2	S1	Sub pay for the first 60 days \$150 per day, day 61+ at the daily rate equal to a BA, Step 1; No Benefit (pending certification)	3/3/22 to 6/30/22	Stefanie Homan (Maternity)

8P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the appointment of the following **Substitutes** for the 2021-2022 school year:

SUBSTITUTES

Ani Barsamian
Alexandra Braun
Rishika Mehta
Sara Rho

9P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, **approves the payment of unused sick days** for Wendy Gumberg, Retired Teacher 2017-2018 school year.

Attachment: UNUSED SICK DAY PAYOUT - WG

10P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **amended resolution for staff members to receive extra compensation** for the following district assignment, for the 2021-2022 school year, as deemed necessary.

Name	District Assignment	Extra Compensation
Dmitry Alkhazov Frankie Skrivanic Nicholas Coscia John Mayer Mohammed Obaid Ammar Obaid	Filming of Public Board Meetings	\$175.00 per meeting effective 2-1-2022

11P

THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves an **additional appointment of the following staff member as an Anti-Bullying Specialist for the 2021-2022 school year**:

Location	Anti-Bullying Specialist
Fort Lee High School	Nicole Clark

12P	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the Travel Request for the following staff members to attend the “2022 PESI Child & Adolescent Mental Health In An Uncertain Time” virtually to be held in March 2022 to be charged to Account #20-280-200-500-30-000. <i>Attachment:</i> <u>PESI TRAVEL REQUEST-March 2022</u></p> <table><tr><th colspan="2">CONFERENCE ATTENDEES</th></tr><tr><td>Lauren Carrubba</td><td>Andria Fusco</td></tr><tr><td>Katie Bublirer</td><td>Aimee DeSheplo</td></tr><tr><td>Krista Rambala</td><td>Matthew Addeo</td></tr><tr><td>Angela Waack</td><td>Debbie Brigida</td></tr><tr><td>Nicole Clark</td><td>Kaitlyn Clausman</td></tr><tr><td>Laura Caddell</td><td></td></tr></table>	CONFERENCE ATTENDEES		Lauren Carrubba	Andria Fusco	Katie Bublirer	Aimee DeSheplo	Krista Rambala	Matthew Addeo	Angela Waack	Debbie Brigida	Nicole Clark	Kaitlyn Clausman	Laura Caddell	
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Laura Caddell															
13P	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the Travel Request for the following staff members to attend the “Penn Relays” at the University of Pennsylvania to be held from April 28-30, 2022 to be charged to Account #11-402-100-580-08-000. <i>Attachment:</i> <u>PENN RELAYS TRAVEL REQUEST-April 2022</u></p> <table><tr><th>TRAVEL REQUEST ATTENDEES</th></tr><tr><td>Daniel Cirone</td></tr><tr><td>Nicole Pacciani</td></tr><tr><td>Nicole Piccinich</td></tr><tr><td>Demba Mane</td></tr><tr><td>Michael Raftery</td></tr></table>	TRAVEL REQUEST ATTENDEES	Daniel Cirone	Nicole Pacciani	Nicole Piccinich	Demba Mane	Michael Raftery								
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	<p>MOTION by Mrs. Morell, seconded by Mrs. Romba, that the Fort Lee Board of Education approves Items #1P through #13P.</p> <p>MOTION carried unanimously upon roll call vote, 9-0.</p>														

<u>POLICY</u>					
1POL	<p>THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the amended Reopening Plan linked in the following policy listed below: <i>Attachment: 2022-03-07 POLICY UPDATE</i></p> <table><tr><th>Policy/Reg No.</th><th>Topic</th></tr><tr><td>P1648.11</td><td>The Road Forward COVID-19 Health & Safety</td></tr></table>	Policy/Reg No.	Topic	P1648.11	The Road Forward COVID-19 Health & Safety
Policy/Reg No.	Topic				
P1648.11	The Road Forward COVID-19 Health & Safety				
	<p>MOTION by Mrs. Morell, seconded by Mr. Rubino, that the Fort Lee Board of Education approves Item #1POL.</p> <p>MOTION carried unanimously upon roll call vote, 9-0.</p>				

OLD BUSINESS

Mrs. Romba asked for an update on School #1 Principal position. Mr. Kravitz shared they are working to post the position in the near future.

NEW BUSINESS

None.

ADJOURNMENT

MOTION by Mr. Rubino seconded by Mrs. Morell, to adjourn, 9:22 p.m.

MOTION carried unanimously upon voice vote, 9-0.

RESPECTFULLY SUBMITTED,

Haquisha Q. Taylor

HAQUISHA Q. TAYLOR
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

HQT/toc 03/11/2022