

AGREEMENT

BETWEEN

COLEBROOK SCHOOL BOARD

AND

COLEBROOK SUPPORT STAFF ASSOCIATION

JULY 1, 2021 – JUNE 30, 2024

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ARTICLE 1 – RECOGNITION

1.1 The Colebrook School Board recognizes the Colebrook Education Association – NEA/NH for purposes of collective negotiations pursuant to RSA 273-A as the exclusive representative of all full-time and regular part-time Para Educators, Para Educators-Speech Assistants, Para Educators-Title I, Part-time Receptionists, Administrative Assistants, Custodian/Maintenance, Maintenance, Groundskeeper, Custodian Supervisor, and Media Specialist Assistants, hereinafter referred to as "employees" of the Colebrook School District, certified by the New Hampshire Public Employee Labor Relations Board. Except as otherwise stated in this Agreement, part-time employees shall receive prorated benefits based on the percentage of work performed

ARTICLE 2 – DEFINITIONS

Except as otherwise specified in this Agreement, the following terms shall have the following meanings:

2.1 "Full-time" means paraeducators and media specialist assistants who are regularly scheduled to work at least 7 hours per day for at least 182 days per year; receptionists who are regularly scheduled to work at least 8 hours per day for at least 200 days per year; and administrative assistants, custodian supervisor, custodians, maintenance, and groundskeeper employees who are regularly scheduled to work at least 8 hours per day for at least 261 days per year.

2.2 "Days" means school days, except that when school is not in session during the summer months, it shall mean Mondays through Fridays excluding holidays.

2.3 "Year round employees" means administrative assistants, custodian supervisor, custodians, maintenance, and groundskeeper employees.

2.4 "School year employees" means paraeducators, media specialist assistants and receptionists.

ARTICLE 3 – NEGOTIATIONS PROCEDURE

3.1 The Association and the Board agree to enter into collective negotiations in accordance with New Hampshire RSA 273-A.

3.2 The Association will notify the School Board of its intent to negotiate no later than September 10th of the year before expiration of this Agreement.

ARTICLE 4 – ASSOCIATION RIGHTS AND MANAGEMENT RIGHTS

4.1 Association Rights

4.1.1 The Association and its representatives shall have the right to use school buildings to conduct union business at reasonable hours provided there is no disruption to school activities, and subject to the approval of the building principal. Requests for use of school buildings will be made in advance.

4.1.2 As a professional courtesy, the Board agrees that the Association may utilize established procedures to distribute information concerning the Association and its members via the school mailboxes and school email provided there is no disruption of school activities. The Association shall

comply with District policies and procedures for computer, email and internet usage. The Association acknowledges that the administration monitors District computer, email and internet usage and that employees and the Association shall have no expectation of confidentiality in such usage.

4.1.3 The Association may post notices of Association activities and business on a designated bulletin board located in the staff room, or main office, provided a copy of such material is given in advance to the building principal.

4.1.4 The Association shall be granted, at its request, a one-half hour meeting during scheduled orientation activities prior to the start of the student year to meet with new employees for an orientation to the Association.

4.2 Management Rights

4.2.1 The School Board, subject only to the express language of this Agreement reserves to itself full jurisdiction and authority over matters of policy and retains the unrestricted right (a) to direct and manage all activities of the School District; (b) to direct the work of employees; (c) to hire, promote, transfer, assign, non-renew and retain employees in positions within the School District; (d) to act unilaterally, including by adoption of rule or regulation, on any and all matters not prohibited by RSA 273-A; (e) to maintain the efficiency of government operations; (f) to relieve employees from duties because of lack of work or for other reasons; (g) to determine the methods, means, personnel and number of personnel by which operations are to be conducted; and (h) to take actions as may be necessary to carry out the mission of the District in emergencies.

4.2.2 Notwithstanding any other provision in this Agreement, the School Board may, at its discretion, adopt either a days-based school year or an hours-based school year under N.H. Admin. R. Ed 306.18. The Board shall determine the number of student hours and days per year.

4.2.3 The parties understand that the School Board may not lawfully delegate the power or authority which, by law, is vested in it, nor may the Superintendent lawfully delegate the power or authority which, by law, is vested in him/her; and this Agreement shall not be construed so as to constitute a delegation of the power or authority of either. The term "law" as used above shall include, but not be limited to, regulations lawfully adopted by the New Hampshire State Board of Education.

4.2.4 As to every matter not covered by this Agreement, and except as expressly or directly modified by clear language of a specific provision in this Agreement, the School Board and the Superintendent retain exclusively to themselves all rights and powers that now or may hereafter be granted by law.

ARTICLE 5 - DUES AND DEDUCTIONS

5.1 It is agreed by and between the Colebrook School District and the Colebrook Support Staff Association that upon receipt of written authorization therefore, signed by the employee, the Board shall deduct dues for membership and assessments of the CSSA NEA/NH from the regular salary check of such employee in the amount certified to the School District by the treasurer of the Association. Deductions shall be in equal amounts for twenty (20) pay periods beginning September 1 or sixteen (16) pay periods starting November 1 each year. In order for the deductions to commence on September 1 for twenty {20} pay periods or November 1 for sixteen (16) pay periods, the Association must provide employees' written authorizations to the SAU #7 office by August 10th for the twenty {20} payments and

by October 15th for the sixteen {16} payments. Said deductions shall be made each pay period in which the employee's paycheck is large enough to satisfy the deduction, and the School District shall forward the amount so collected to the Association at least once per month. However, the School District shall not deduct dues from the wages of any employee who notifies the School District in writing that he/she is withdrawing a previous authorization for such deductions.

ARTICLE 6 – FAIR TREATMENT

6.1 Disciplinary action normally shall follow this order, but disciplinary action may be taken out of order depending on the severity of the infraction:

- a. Oral warning
- b. Written warning
- c. Suspension without pay
- d. Discharge

6.2 The bargaining unit member in question will read and sign all written warnings. His/her signature does not indicate that he/she agrees with the statements made within. An employee may submit a response in writing and have it attached to the written warning to be placed in his/her personnel file.

6.3 Bargaining unit members shall have the right to have Association representation at all stages of the actions described above.

ARTICLE 7 – GRIEVANCE PROCEDURE

7.1 Definition: "Grievance" is defined to be an alleged violation, misinterpretation, or misapplication of any provision of this agreement with respect to one or more public employees.

7.2 An employee may present an oral grievance to his/her employer or its agents without the intervention of the Association, or at his/her option may reduce the grievance to writing and be represented by the Association.

7.3 An employee may be represented by a representative of the Association. The District may be represented by counsel.

7.4 Steps

7.4.1 Step 1: Any employee covered by this Agreement who has a grievance shall first discuss it with the principal in an attempt to resolve the matter informally at that level.

7.4.2 Step 2: If the grievance is not mutually resolved in Step 1, the employee shall submit the grievance in writing on the form indicated in Appendix C to the principal within fourteen (14) school days of the occurrence of the grievance. The principal shall respond in writing within fourteen (14) school days to the employee as to the decision he has rendered.

7.4.3 Step 3: If the employee is not satisfied with the decision of the principal rendered at Step 2, he or she may appeal the grievance to the Superintendent of Schools or the Superintendent's

representative within fourteen (14) school days after receipt of the decision. The appeal shall be in writing using the form indicated in Appendix C. The Superintendent or the Superintendent's representative will investigate the grievance and communicate the decision in writing to the grievant within fourteen (14) school days from receipt of the written grievance.

7.4.4 Step 4: If the employee is not satisfied with the decision rendered by the Superintendent, the Association may file, within thirty (30) calendar days, a request for arbitration with the Superintendent.

7.5 The following procedure shall be used to secure the services of an arbitrator.

7.5.1 The parties will attempt to agree upon a mutually satisfactory third-party to serve as an arbitrator. If no agreement is reached within ten (10) days following receipt of the request for arbitration, either party may request the American Arbitration Association, pursuant to its rules, to submit to the Association and the Superintendent rosters of persons qualified to function as an arbitrator.

7.5.2 The arbitrator shall limit himself/herself to the issues submitted and shall consider nothing else. He/she shall be bound by and must comply with the terms of this Agreement. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this Agreement.

7.5.3 The cost for the services of the arbitrator, including per diem expenses, actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the School District and the Association.

7.5.4 The arbitrator's decision shall be advisory only. The arbitrator shall issue his/her recommendations for settlement of the grievance to the District and the Association within thirty (30) days after close of the arbitrator's hearing.

7.6 After consideration of the arbitrator's advisory recommendations for settlement of a grievance, the School Board may make a decision on the issue and shall so advise the grievant and the Association in writing. If the School Board fails to make a decision on the arbitrator's advisory opinion within thirty (30) days after receipt of it, the School Board's non-action shall be deemed to be a decision rejecting the arbitrator's recommendation and accepting the administration's last decision. The School Board's decision in response to the arbitrator's advisory recommendations shall be final and binding on the parties.

7.7 The time periods specified in this procedure may be extended by mutual written agreement of the parties.

7.8 An Association representative shall be present with the grievant at all formal steps of the grievance process if requested by the grievant.

7.9 The formal procedure for grievances of actions taken by the Superintendent or the School Board may begin at Step 3.

7.10 Failure at any step of the grievance procedure to communicate a decision in response to a grievance within the specified time limits, shall permit the aggrieved employee to proceed to the next step of the procedure. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits, shall be deemed to be acceptance of the decision rendered at this step.

ARTICLE 8 – TERMS OF EMPLOYMENT

8.1 The District shall provide by June 1 of each year, for employees whose employment is renewed, a notice of employment, including the expected position, expected rate of pay, expected hours per day, expected days per year, and expected certification, licensing, degree, and other qualifications required for the position. Such letter of agreement will specify that the School District or the employee may end the employment, for any reason or no reason, prior to the expiration date in the letter of agreement by providing 10 days written notice to the other. The letter of agreement for a position that is funded wholly or partially by a grant also will specify that the position is contingent upon the School District's receipt of the grant funds.

8.2 An employee who has received a letter of agreement shall sign and return the letter of agreement to the Superintendent or his/her designee by June 15. If the employee fails to do so, the employee will be deemed to have resigned voluntarily.

8.3 All employees who work more than five consecutive hours shall receive an unpaid thirty (30) minute, duty free, lunch period, except in an emergency.

8.4 Year round employees shall receive one (1) fifteen (15) minute paid break every day.

ARTICLE 9 - PERSONNEL FILES

9.1 No materials related to a employee's job performance or behavior, including complaints originating after initial employment, will be placed in the employee's personnel file unless the employee has had an opportunity to review the material. When an employee is requested to sign material placed in the file, the signature indicates that she/he has read the material, and the signature shall not be interpreted to mean agreement with the content of the material. An employee has the right to review their file by contacting the SAU and making arrangements to do so.

ARTICLE 10 - EVALUATIONS

10.1 Employees shall be evaluated according to the approved School Board policy on staff evaluations. The forms and procedures in use at the beginning of the school year will remain in effect throughout the year. Before forms or procedures for evaluation are changed and approved by the Board, the Association will be asked for its input. However, the Board will have final decision in any changes.

10.2 An employee will be evaluated at least once per full contract year. A written evaluation report must be completed by the employee's evaluator. If the employee disagrees with the evaluation report, he/she may so indicate in writing and shall be attached to the evaluation and placed in his/her personnel file.

ARTICLE 11 – LEAVES

11.1 Sick Leave

11.1.1 Full-time year round employees shall accrue sick leave at the rate of 10 days per school year, up to a maximum accumulation of 45 days. Full-time school year employees shall accrue sick leave at the rate of 6 days per school year, up to a maximum accumulation of 30 days.

11.1.2 Accrued sick leave may be used for the personal illness or injury of the employee, or the employee's medical appointments which can be made only during work hours. Up to 10 of an employee's accrued sick days per year may be used for illness or injury of the employee's spouse, child or parent.

11.1.3 The administration may require the employee to supply a doctor's note if an employee takes sick leave for three or more consecutive days.

11.1.4 Sick leave shall be used in no less than one-hour increments.

11.2 Personal Leave. Full-time year round employees shall be granted up to three days of personal leave during a contract year. Full-time school year employees shall be granted up to two days of personal leave during a contract year. Personal leave must be requested in advance and is subject to a supervisor's approval. Personal leave shall be limited to personal business that cannot be performed outside work hours and that is not subject to other leave listed in Sections 11.1-11.7. Personal leave shall not be taken on the workday immediately preceding or immediately following a vacation or holiday, except with the approval of the Superintendent or his/her designee. Unused personal leave may not be carried over to the next contract year, and will not be compensated when the employee's employment ends or at any other time.

11.3 Bereavement Leave. One day of bereavement leave may be used for the death of a member of the employee's immediate family (spouse, parents, children, siblings, grandchildren, grandparents, or parents-in-law) or of a person residing in the employee's household. Additional bereavement days may be granted at the Superintendent's discretion.

11.4 Leave Incentive

Unused personal days shall roll over into an employee's sick leave accrual for the next year. These rollovers will not affect the maximum accrual rates.

11.5 Jury Duty Leave. An employee selected for jury duty and serving in such capacity on scheduled work days shall be paid the per diem difference in monies earned, without charge to any leave days.

11.6 Military Leave. Any employee ordered by an authority of government to serve in the Armed Forces during the school year shall not lose any salary or benefits for up to a maximum of ten (10) days.

11.7 Association Leave

One (1) day of leave per year, non-cumulative, without loss of pay or benefits shall be granted to the Association president, or to such other Association representative as the president designates, for Association business. The building principal shall be notified in writing at least ten workdays prior to the leave date.

11.8 Other leave. An employee may request unpaid leave for reasons other than the leaves stated above. Such leave may be granted at the School Board's sole discretion, based on the Superintendent's recommendation. The Superintendent's recommendation and the Board's decision shall not be subject to the grievance process.

ARTICLE 12 – HOLIDAYS

12.1 Full-time school year employees shall receive nine (9) holidays with pay. These holidays include:

- Veteran’s Day
- Thanksgiving Day
- Christmas Day
- Civil Rights Day
- One floating holiday designated by the SAU
- Day before Thanksgiving
- Day after Thanksgiving
- New Years Day
- Memorial Day

12.2 Full-time year round employees shall receive eleven (11) holidays with pay. These holidays include:

- Fourth of July
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- Civil Rights Day
- One floating holiday designated by the SAU
- Labor Day
- Day before Thanksgiving
- Day after Thanksgiving
- New Years Day
- Memorial Day

12.3 The District shall inform the employees no later than September 15th of the date of the floating holiday.

ARTICLE 13 – VACATION

13.1 Full-time year round employees shall receive the following vacation:

- Ten (10) days after their first year of employment
- Fifteen (15) days after their 15th year of employment
- Twenty (20) days after their 30th year of employment

13.2 All vacations will be subject to the approval of the Principal.

13.3 Vacation time is non-cumulative and must be used by August 30; however, up to five days may be rolled over to be used between August 31 and October 31 if the time was unable to be scheduled by August 30. Otherwise, unused vacation time will be lost.

ARTICLE 14 – INSURANCE

14.1 Health Insurance

14.1.1 For employees who are regularly scheduled to work 30 or more hours per week, the District will offer health insurance coverage through the HealthTrust Plan ABSOS25/50/3KDED (R10/25/40 M10/40/70). For such 30-hour employees who are full-time and year-round (as defined in Article 2 of this Agreement), the District will pay 87% and the employee will pay 13% of the premium. For such 30-

hour employees who are not full-time and/or are not year-round (as defined in Article 2 of this Agreement), the employee will pay 100% of the premium.

14.1.2 For full-time year-round employees, the District agrees to provide a health insurance incentive plan which allows a medical insurance buy-back. The plan provides an annual buy-back stipend in an amount equal to 25% of the premium for the single person health insurance plan if the employee is eligible for the District's offered health insurance plan, but elects not to take that plan. In the event of a "qualifying event", a bargaining unit member will be allowed to re-enroll in the District health insurance plan by reimbursing the health insurance incentive through payroll deduction. This payment will be made in two installments, half at the first pay period in December and half at the last pay period in June.

14.1.3 A married couple or parent/child who both work in the Colebrook School District may, if eligible, take the District health insurance plan or the incentive plan, but not both.

14.1.4 The School District will implement a flexible spending account (IRS section 125 plan).

ARTICLE 15 - WAGES

15.1 Wage Schedules. Employees shall be paid wages at regular hourly rates in accordance with the wage schedules that are in Appendix A. Employees with the following education or certification also will be paid the highest hourly stipend for which they qualify from the following:

Bachelor's Degree related to position: \$1.80

Associate's Degree related to position or Paraeducator II Certification: \$0.90

30 College Credits or Paraeducator I Certification: \$0.45

Hourly stipends may not be combined; for example, an employee with a related Bachelor's degree and a Paraeducator II certification will qualify for \$1.80 (not \$1.80 + \$0.90).

15.2 Step numbers on the wage schedule do not necessarily match years of experience. Prior years of related experience by new hires will be considered when the Superintendent or the Superintendent's designee decides where to place new hires on the wage schedule. Generally, no new hire will be placed on a step higher than a currently employed bargaining unit member who possesses the same amount of related experience; however, exceptions may be made if the Superintendent or the Superintendent's designee determines that there is an unavailability of qualified candidates at the hourly rate set forth in the wage schedule, or that the new hire should receive extra credit for particular experience or license.

15.2.1 An employee who actually worked more than 50 percent of the work days for the employee's position during the prior year shall receive credit for one full year of experience.

15.2.2 An employee who was in this bargaining unit in 2020-21 will be placed on the wage schedule in 2021-22 at the step, or off-step, as stated in Appendix B. For a continuing employee who still is on-schedule and who received credit for one full year of service in the prior year, the employee will advance on the wage schedule one step in 2022-23 and one step in 2023-24. For a continuing employee who is off-schedule and who received credit for one full year of service in the prior year, the employee will receive the increase in wage rate that is set forth in Appendix A.

15.2.3 Seniority Adjustment. In addition to the step advancement on-schedule and the wage increase off-schedule that is described in Section 15.2.2, at the start of the 2022-23 contract year employees who completed more than 10 years of experience in the School District before July 1, 2022, will receive a seniority adjustment. For employees who completed at least 10, but less than 20, years of experience in the District before July 1, 2022, the seniority adjustment will equal 1 step on the salary schedule or \$.30 off-schedule. For employees who completed at least 20 years of experience in the District before July 1, 2022, the seniority adjustment will equal 2 steps on the salary schedule or \$.60 off-schedule.

15.3 Employees contracted to perform work for days in addition to their regularly scheduled contracted days, shall be paid at the employee's regular hourly rate for the additional hours worked.

15.4 Employees who are required to attend staff meetings in addition to their regularly scheduled contracted hours shall be paid at the employee's regular hourly rate for the additional hours worked.

15.5 Overtime. Employees who are authorized in writing by their supervisors to work overtime will be paid at 1 ½ times the employee's regular hourly rate for hours worked in excess of 40 per week, for hours worked on holidays which are observed Monday – Friday, and for hours worked on weekends. Only hours actually worked will be included in the overtime calculation; leaves that are not worked will not be included in that calculation.

ARTICLE 16 – LONGEVITY

16.1 Full-time year round employees and full-time school year employees who have completed the following years of service with the District as of July 1st shall receive the following longevity stipend in each subsequent contract year:

After 10 years	\$100
After 15 years	\$200
After 20 years	\$300
After 25 years	\$400

ARTICLE 17 – RETIREMENT INCENTIVE

17.1 For full-time year round employees who have completed at least one year of employment by the District, the District will match up to \$600 per year in employee contributions to a 403b TSA.

ARTICLE 18 - PROFESSIONAL DEVELOPMENT

18.1 Employees shall be reimbursed for workshops or conferences that are authorized in advance by the Superintendent or the Superintendent's designee. An employee will receive a maximum of one work day per year with pay to attend such a workshop or conference, but the Superintendent or the Superintendent's designee may limit the number of employees who are out of work on the same day. The costs eligible for reimbursement shall be limited to registration fees and mileage. Total reimbursement to an employee shall not exceed \$200 per year, and total reimbursement to all employees under this Section shall not exceed \$1000 per year.

ARTICLE 19 - REDUCTION IN FORCE

19.1 The School Board and administration shall have the authority to determine the number and qualifications of employees in each job classification listed in Section 1.1. If a reduction in force in this bargaining unit is being considered by the School Board, the Association president will be notified.

19.2 In the event the School Board and administration determine that it is necessary to conduct a reduction in force in one or more job classifications, the administration shall initially attempt to determine the number of any resignations and retirements within each job classification in order to avoid unnecessary layoffs.

19.3 A reduction in force may occur at any time during the contract year, but an employee who is laid off shall receive 10 days written notice of the layoff.

19.4 Employees who are laid off shall be offered recall to vacancies in the job classification from which they were laid off, in reverse order of layoff. There shall be a one-year limit on recall rights. Recall notices shall be mailed by the School District via Priority Mail with a receipt for delivery. Each employee shall be responsible for notifying the Superintendent in writing of his/her current address. An employee will have 10 days to respond to a recall notice. If an employee does not accept the offered recall within the 10 days, the employee shall be removed from the recall list.

ARTICLE 20 - JOB POSTINGS

20.1 The School District shall post on a bulletin board in each school, via email, and on the District's website notices of vacant positions within this bargaining unit. Except in an emergency, each notice shall be posted for at least five calendar days before the School District fills a position. Employees who desire to be considered for a posted job opening shall file a written statement of such desire with the Superintendent by the deadline specified in the notice.

20.2 All assignment, reassignments, and transfers shall be determined at the discretion of the Superintendent or his/her designee. When a transfer to another position (e.g., from paraeducator-speech assistant to paraeducator, from receptionist to administrative assistant, etc.) is necessary, the Superintendent or designee shall ask for volunteers, but the Superintendent and designee are not required to select the volunteer for transfer.

ARTICLE 21 – MISCELLANEOUS

21.1 No employee shall be required to transport a student. No employee shall be disciplined if they refuse to transport a student.

21.2 No employee shall be required to administer medication to a student unless training has been provided.

ARTICLE 22 – SEVERABILITY

22.1 If any article or part of this agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such tribunal, the remainder of the agreement shall not be affected thereby and the

parties may enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or part.

ARTICLE 23 – DURATION

23.1 This Agreement shall take effect July 1, 2021, and will remain in effect until June 30, 2024.

The parties have hereunto set their hands on the day and year written below.

FOR THE COLEBROOK SCHOOL BOARD

FOR THE COLEBROOK SUPPORT STAFF ASSOCIATION

Date: _____

Date: _____

APPENDIX B – WAGE SCHEDULE PLACEMENT FOR CONTINUING EMPLOYEES IN 2021-22

<u>Employee</u>	<u>Step in 2021-22</u>
Martunas, J	9
Germain, R	1
Britton, A	0
Radzik, A	1
Goodreau, S	1
Krowl, J	0
Whitney, C	1
Desaindes, M	3
Elliot, A	0
Riley, S	Off
Hebert, D	10
Howes, B	6
Klee, J	3
LeClair, J	0
Perreault, M	1
Thompson, L	6
Doyon, P	5
Devine, L	3
Vorron-Smith, J	3
Dagasse, M	3
Gilbert M	9
Hammond, S	9
Hart, J	Off
Harris, C	Off

APPENDIX C – GRIEVANCE FORM

COLEBROOK SCHOOL DISTRICT

Grievance # _____

Name of Grievant _____

Date Filed _____

Home Address _____

Telephone # _____

Building _____

Assignment _____

Name of Principal _____

School Telephone # _____

Date of alleged violation or misapplication _____

Section of Agreement allegedly violated _____

Statement of the grievance _____

Nature and extent of the injury or loss involved _____

Results of previous discussions of the grievance and dissatisfaction with decisions previously rendered

Remedy sought _____

Signature of Association Representative

Signature of Grievant

Disposition by: Principal

Superintendent

Date answered _____

Signature of Principal/Superintendent

Grievance settled on the basis of Principal's/Superintendent's answer

Signature of Grievant

parties may enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or part.


ARTICLE 23 – DURATION


23.1 This Agreement shall take effect July 1, 2021, and will remain in effect until June 30, 2024.

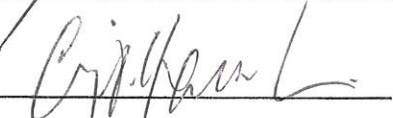
The parties have hereunto set their hands on the day and year written below.


FOR THE COLEBROOK SCHOOL BOARD

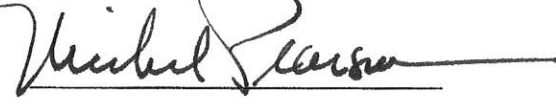
FOR THE COLEBROOK SUPPORT STAFF ASSOCIATION




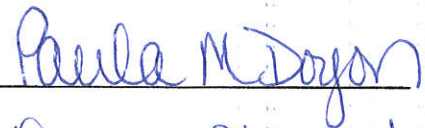


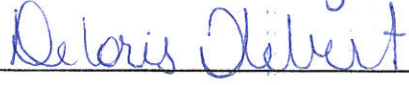


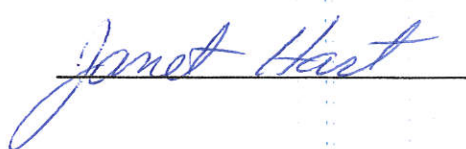












Date: 5-4-21

Date: 4-7-21