

FLORHAM PARK BOARD OF EDUCATION

Regular Public Meeting, May 17, 2010
Board of Education Conference Room
67-71 Ridgedale Avenue

MINUTES

6:30 p.m.

Mission Statement: We are committed to the achievement of individual academic excellence through high quality teaching, learning and community involvement, which results in students being well prepared to meet future educational challenges and to contribute to society. They will achieve these goals in accordance and alignment with the New Jersey Core Content Curriculum Standards which guide our academic instruction.

Assistance for persons with disabilities for the purpose of attending this or any other district meeting/function can be obtained by contacting the Board Secretary's office at 973-822-3880 (x1005).

SUNSHINE STATEMENT

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., adequate notification of this meeting has been provided by advertising in the Morristown Daily Record and the Madison-Florham Park Eagle. In addition, notices were posted at the Municipal Clerk's Office, Public Library, and the Board Administration Office at 67-71 Ridgedale Ave at least 48 hours prior to the meeting.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

BOARD MEMBER	PRESENT	ABSENT
Mrs. Tobias (Joanne)	X	
Mr. Gaffney (John)	X	
Mrs. Haynes (Marianne)	X	
Mrs. Michalowski (Linda)	X	
Mr. Montuore (Patrick)	X	
Dr. Carollo (John)	X	
Mr. DeCoursey (Kevin)	X	

EXECUTIVE SESSION

WHEREAS, the Florham Park Board of Education seeks to adjourn to Executive Session in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.: and

WHEREAS, the Open Public Meetings Act provides that a public body may exclude the public from that portion of the meeting at which it discusses matters pertaining to personnel, negotiations, and /or litigation; now

BE IT RESOLVED, that the Florham Park Board of Education adjourns to Executive Session; and

BE IT FURTHER RESOLVED, that the minutes of the discussion of any of these items will be disclosed to the public when matters have been determined and confidentiality is no longer required.

Mr. Gaffney motioned to convene the Executive Session. Said motion was seconded by Mrs. Michalowski and carried by unanimous vote.

Motion was made by Mr. Montuore to adjourn the Executive Session and reconvene the Regular Meeting at 7:04 pm. Said motion was seconded by Mrs. Michalowski and passed by unanimous vote.

In attendance: District Administrators, a few members of the general public.

SUPERINTENDENT’S REPORT – Dr. Ronzitti reported on the following:

- Enrollment to date is 1,042 students.
- Two fire drills were conducted at all three schools in April 2010. Lockdown drills were conducted on at Brooklake Elementary School and Ridgedale Middle School. Dr. Ronzitti reported that next year only one fire drill per month will be required and in addition a Homeland Security Drill. Bus safety drills were conducted on 4/26 and 4/27.
- Dr. Ronzitti gave an update on consolidation. There has been no communications on any level from the date of the last meeting. However, Dr. Ronzitti reported that there is legislation moving to hold a state wide referendum in November 2011 to decided on a county by county basis the elimination of local public school districts and form county school districts. Dr. Ronzitti will continue to monitor the situation and report any updates at future meetings.
- Dr. Ronzitti recognized Kings Super Market for their donation to the Special Education Program. The experience for the students was terrific.
- Dr. Ronzitti reported that through collaboration between the Borough Police Department and the efforts of Mr. Phil Infantolino the district has completed a new Emergency Plan requested by the Morris County Prosecutor’s Office. The plan also meets the district’s FY10 Safety Committee Goal.
- Dr. Ronzitti reported that student _____ was awarded first place in the _____ for his efforts in the NJ Stock Market Game. Participation was scheduled through Mr. McParland’s Grade class.

- Dr. Ronzitti recognized student _____ who won the State of NJ Grade 4 handwriting contest sponsored by Zaner Bloser. The writing will now be submitted and judged nation wide.
- Dr. Ronzitti recognized students _____ for winning the “What Does Prejudice Mean to Me” contest.

PUBLIC COMMENT – (Petitioners who have requested to speak during the public comment portion of the meeting will be allotted three (3) minutes.)

Miss Ruppell invited the Board of Education and all in attendance to the upcoming Brooklake Drama production of “The Wizard of Oz”, to be held on June 1, 2010 at 7:00pm.

A member of the public commented that clarification should be made as to what “public comment” at board meetings constitutes. Dr. Ronzitti responded that “public comment” is designed for individuals to address the board about certain policies, resolutions and the like within their allotted three minutes, however the purpose is not open conversation or debate. Questions that are asked can be noted and the Superintendent or other administrator can follow up with a member of the public based upon the information provided on the signup sheet, if necessary. Board members are permitted to comment upon the conclusion of the “public comment” section.

A member of the public stated that with the budget defeat and reduction that teachers should not be laid off. In their opinion the district is administratively “top heavy”. The person commented that in past years the district operated with one principal for the two elementary buildings.

There was no further comment.

COMMITTEE REPORTS

Policy – Dr. Carollo reported the committee has not met since the reorganization.

Personnel – Mr. Montuore stated the committee has not met since the reorganization.

Curriculum – Mrs. Tobias stated that the committee met this evening to discuss the district’s curriculum committee’s review and solicitation of quotes for a new Language Arts Textbook series.

Finance and Facilities – Mr. Gaffney stated that the committee met this evening to discuss the 2010/11 final budget and tax levy. The resolution has been provided by way of an addendum this evening and will be adopted. The tax levy increase has been reduced from 4.00% to 2.37%. The committee also discussed the potential for the purchase of a new Language Arts Textbook series in the FY10 Budget and the restoration of the Emergency Reserve. Mr. Gaffney stated the committee reviewed the bid award under the ACES Program to Hess Corporation and the award of FY10 Extraordinary Aid. Mr. Gaffney stated that correspondence was received from Commissioner Schundler granting the appeal filed by Mr. Csatos seeking a reduction to the FY10 State Aid Withholding. The appeal filed saved the district \$6,313.00.

Transportation – Mrs. Haynes stated that the committee met this evening and reviewed the transportation complaint log. There have been no complaints since the end of September 2009. The committee reviewed the transportation misconduct log. All incidents reported have been addressed by the school administrators. The committee

is supporting Mr. Csatlos communicating with the Hanover Park Regional High School regarding an analysis on the sharing of transportation services.

POLICY

1. Approve the minutes of the May 3, 2010 Re-organization Meeting.

(Doc. PL1)

Motion; JC Second; PM

7 yes, 0 no

2. Approve the minutes of the Executive Session of the May 3, 2010 Re-organization Meeting.

(Doc. PL2)

Motion; JC Second; PM

7 yes, 0 no

3. Approve a revision to the schedule of Regular Meetings of the Florham Park Board of Education as follows:

Eliminate Monday, June 21, 2010
Revised to Monday, June 14, 2010

Discussion; Dr. Ronzitti stated the board meeting date was being moved due to the conflict with graduation. Mr. DeCoursey stated that Mrs. Borin from NJSBA was invited to the 6/21 meeting to present on School Board Member Ethics. Mr. DeCoursey will be reaching out to her to see if she could attend on 6/14.

Motion; JC Second; PM

7 yes, 0 no

PERSONNEL

1. Approve the following longevity stipends for completion of years of service per contract:

a. Connie Sarullo \$650.00

Motion; PM Second; JC 7 yes, 0 no

2. Approve Crystal Curry to the position of FT Staff Assistant (6.5), Brooklake Elementary School at Step 5 (\$14.23) for the 2009-2010 school year.

Motion; PM Second; JC 7 yes, 0 no

3. Accept with regret, the retirement of Malcolm MacNaught, Physical Education Teacher effective July 1, 2010.

Motion; PM Second; JC 7 yes, 0 no

4. Approve the following 2010-2011 student teaching assignments:

<u>Student / College</u>	<u>Purpose</u>	<u>Co-op Teacher</u>	<u>Dates</u>
Amy Klein Drexel University	Student Teacher Grade 3	Kathleen Cogan	9/1-12/31/10
Michele Chow Rutgers University	Student Teacher Grade 1 Special Ed	Michele Philips Mary McGovern	9/1-12/23/10
Stephanie Harris Montclair State University	Internship Special Services	Yvonne Pyziak	9/1-12/31/10
Jenna Volper Montclair State University	Internship Special Services	Dr. S. Caponegro	9/1-12/31/10
Jenna Stumph College of St. Elizabeth	Student Teacher Grade 2 & Special ED	Maggi Hausman Jane Chonowski	1/18-3/11/11 3/14-5/6/11
Valerie Tonini College of St. Elizabeth	Student Teacher Kindergarten & Special ED	Sharon Palmisano Dana Carsillo	1/18-3/11/11 3/14-5/6/11

Motion; PM Second; JC 7 yes, 0 no

5. Approve the adjustment in salary of Karen Holata, Grade 2 Teacher, Briarwood Elementary School from BA + 30 Step 9 (\$60,236.00) to MA Step 9 (\$62,695.00) effective 4/22/10.

Motion; PM Second; JC 7 yes, 0 no

6. Approve the following substitutes for the 2010-2011 school year, *pending criminal history background check*:

Gesa Nichols
Nicole McKinley
Christopher Bruon

Motion; PM Second; JC 7 yes, 0 no

7. Approve the posting of the position of Elementary Teacher, Grade 5 (Maternity Leave Replacement), Brooklake School, at an annual salary of BA Step 1 (\$46,000.00) for the period of 9/1/10-2/1/11. (No Benefits)

Motion; PM Second; JC 7 yes, 0 no

8. Approve the transfers of certificated personnel as per the attached list for the 2010-2011 school year. (Doc. P1)

Motion; PM Second; JC 7 yes, 0 no

9. Approve the appointments and assignments of the non-tenured certificated staff for the 2010-2011 school year as attached.

(Doc. P1)

Motion; PM Second; JC 7 yes, 0 no

10. Approve the appointments and assignments of the tenured certificated staff for the 2010-2011 school year as attached. (Doc. P1)

Motion; PM Second; JC 7 yes, 0 no

11. Approve the appointments and assignments for the 12 month secretaries for the 2010-2011 school year as attached. (Doc. P1)

Motion; PM Second; JC 7 yes, 0 no

12. Approve the elimination of all 2009-2010 custodial and maintenance positions effective June 30, 2010 and,

Approve the appointments and assignments of the custodians and maintenance staff for the 2010-2011 school year as attached. (Doc. P1)

Motion; PM Second; JC 7 yes, 0 no

13. Approve the elimination of all 2009-2010 staff assistant and bus aide positions effective June 30, 2010 and, Approve the appointments, assignments, and transfers of the full-time instructional and bus aides and part-time staff assistants and bus aides for the 2010-2011 school year as attached. (Doc. P1)

Motion; PM Second; JC 7 yes, 0 no

14. Approve the following revised co-curricular positions and hours for the ASAP Program (After School Achievement Program). (\$31.00/hour: Co-Curricular Rate)

ASAP Stipend #1	Kathleen Cogan	16 hours
ASAP Stipend #2	Donna Kuzemczak	16 hours
ASAP Stipend #3	Janice Vitiello	9 hours
ASAP Stipend #4	Roseanne Franklin	7 hours

Motion; PM Second; JC 7 yes, 0 no

15. Approve the following extended school year staff as well as the CST summer 2010 work as follows:

CST Summer 2010 Positions

<u>NAME</u>	<u>POSITION</u>	<u>STEP</u>
Lori-Jane Dolan	LDT-C (14 Days)	Per Contract
Shewa Hawkins	Psychologist (10 Days)	Per Contract
Cynthia Pappa	Psychologist (10 Days)	Per Contract
Lauren Krikorian	Psychologist (10 Days)	Per Contract
Yvonne Pyziak	Social Worker (10 Days)	Per Contract
Christe Cirelli	Spec.Ed/Behaviorist (10 Days)	Per Contract
Susan Kravetz	Speech/Language (5 Days)	Per Contract

ESY 2009 Positions

<u>NAME</u>	<u>POSITION</u>	<u>STEP</u>
Janice Vitiello	ESY-A Teacher(3.0 hours/day 30 Days)	Per Contract
Danielle Schur	ESY-B Teacher(3.0 hours/day 30 Days)	Per Contract
Christe Cirelli	ESY-C Teacher(4.5 hours/day 30 Days)	Per Contract
Charles Murray	ESY-D Teacher(4.5 hours/day 30 Days)	Per Contract
Jessica Cuskie	ESY-E Teacher(5.5 hours/day 30 Days)	Per Contract
Crystal Curry Thomas	ESY-A Aide(4.0 hours/day 30 Days)	Per Contract
Heidi Marrero	ESY-B Aide(4.0 hours/day 30 Days)	Per Contract
Sarah Wessling	ESY-C Aide(4.0 hours/day 30 Days)	Per Contract
Betty DiFazio	ESY-D Aide(4.0 hours/day 30 Days)	Per Contract
Kim Haynes	ESY-E Aide (4.0 hours/day 30 Days)	Per Contract
David Burrows	Speech/Language(4.0 hours/day 30 Days)	Per Contract
Marian Kentner	ESY Nurse(4.0 hours/day 30 Days)	Per Contract
Jump Start Therapeutics, LLC	Occupational Therapy(4.0 hours/day 30 Days)	Per Contract
Gina Cicarelli	Physical Therapist(4.0 hours/day 10 Days)	Per Contract
Fran Alvino	ESY Sub Teacher/Aide	Per Contract

Vincent Marchese	ESY Sub Teacher/Aide	Per Contract
Joe Aquino	ESY Sub Teacher/Aide	Per Contract
Cynthia Pappa	ESY Sub Teacher/Aide	Per Contract
Roseann Franklin	ESY Sub Teacher/Aide	Per Contract
Shannon DeCoursey	ESY Sub Teacher/Aide	Per Contract
Jean Vrablik	ESY Sub Nurse	Per Contract
Marie Cueman	ESY Sub Nurse	Per Contract
Susan Bierly	ESY Sub Nurse	Per Contract

Programs partially funded with ARRA Grant monies in the amount of \$28,302.72.

Motion; PM Second; JC 5 yes, 0 no, 2 abstain(MH, KD)

16. Approve the Superintendent to post, advertise and hire staff for anticipated openings for the 2010-2011 School Year.

Motion; PM Second; JC 7 yes, 0 no

17. Accept with regret, the resignation of Seth Clifford, Computer Teacher, Ridgedale Middle School, effective July 1, 2010.

Motion; PM Second; JC 7 yes, 0 no

CURRICULUM

1. Approve a change in the 2010-2011 school calendar for Spring Recess to April 18th through April 25th as a result in change for school elections next year.

Motion; JT Second; PM 7 yes, 0 no

FINANCE

1. Authorize the Business Administrator/Board Secretary to pay bills and claims through April 30, 2010. (Doc. F1)

Invoices 4/1-4/30/10	\$ 401,601.56
Payroll 4/15/10	\$ 36,997.93
FICA 4/15/10	\$ 481,300.47
Payroll 4/30/10	\$ 34,376.81
FICA 4/30/10	<u>\$ 447,038.26</u>
TOTAL	<u>\$1,401,315.03</u>

Motion; JG Second; MH 7 yes, 0 no

2. Accept the following District financial reports:

Board Secretary’s (A148) Report for the Month of April 2010.

Business Administrator/
Board Secretary
(Doc. F2)

Treasurer’s (A149) Report for the Month of April 2010.

Business Administrator /
Board Secretary
(Doc. F3)
7 yes, 0 no

Motion; JG Second; MH

3. Approve the transfers for April 2010 in the amount of \$117,946.51.

(Doc. F4)

Motion; JG Second; MH

7 yes, 0 no

4. Professional Development/Travel:

The Florham Park Board of Education is required pursuant to N.J.S.A. 18A:11-12 and 18A:12-24 to approve travel expenditures by district employees and board members that is educationally necessary and financially prudent.

The following list of workshops, seminars, conferences and other travel-related staff development has been reviewed by the Florham Park Board of Education and found to be (1) educationally necessary and fiscally prudent; (2) directly related and within the scope of the district employee or board members’ current responsibilities; (3) critical to the instructional needs of and furthers the efficient operation of the Florham Park School district; & (4) is in compliance with N.J.S.A. 18A:12-24.1.

	Name	Position	Description	Date(s)	Approx. Cost	Funding Source
A	Marguerite Aromando	Nurse	Workshop	5/18/10	N/A	Local
B	Cheryl Wasserman	Teacher	Workshop	5/25/10	N/A	Local
C	Roseann Franklin	Teacher	Workshop	4/16/10	N/A	Local
D	Philip Infantolino	Maintenance	Conference	3/29, 3/30, 3/31	N/A	Local
E	J. Summer Watkins	Teacher	Workshop	4/16/10	N/A	Local
F	Mark Majeski	Principal	Workshop	4/21/10	N/A	Local
G	Nicole Schneider	Spec. Ed. Teacher	Workshop	4/22/10	N/A	Local
H	Kathleen Cogan	Teacher	Workshop	5/14/10	N/A	Local
I	Vincent Marchese	Teacher	Workshop	5/7/10	N/A	Local
J	Marybeth Powers	Teacher	Workshop	5/21/10	N/A	Local

Motion; JG Second; MH

7 yes, 0 no

5. **BE IT RESOLVED**, that the Florham Park Board of Education certify, that as of April 30, 2010 after reviewing the Business Administrators/Board Secretary's financial report, to the best of our knowledge no major account of fund has been over-expended in violation of N.J.A.C. 6:20-2.10(b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the school year.

Motion; JG Second; MH

7 yes, 0 no

6. **BE IT RESOLVED**, that the Florham Park Board of Education accept the certification of the Business Administrator/Board Secretary that as of April 30, 2010, pursuant to N.J.A.C. 6:20-2A.10(d), no budgetary line item has been over-expended in violation of N.J.A.C. 6:20-2.10(b).

Motion; JG Second; MH

7 yes, 0 no

7. **WHEREAS**, The Florham Park School District is a member of ACES (Alliance for Competitive Energy Services) and,

WHEREAS, bids were received by Gable Associates on behalf of the Florham Park Board of Education for the purpose of awarding contracts for a period of 24 months for natural gas supply,

NOW THEREFORE BE IT RESOLVED, that the Florham Park School District approve an award of contract to Hess Corporation for a period of 24 months beginning June 1, 2010 at a rate of NYMEX + 1.25832/DTH.

Motion; JG Second; MH

7 yes, 0 no

8. Approve the authorization to create the Florham Park Board of Education Premium Only Plan, the "Plan", effective July 1, 2010 to allow eligible employees to elect to "opt out" of certain employee and dependent health care coverage under employer sponsored health plans, and provide for employee contributions as a percentage of their current pensionable compensation. This plan is intended to qualify as a "cafeteria plan" within the meaning of Section 125 of the Internal Revenue Code and,

Approve the proposal submitted by NJBCBS to prepare the "Plan" document at a cost not to exceed \$450.00.

Motion; JG Second; MH

7 yes, 0 no

9. Approve acceptance of FY10 Extraordinary Aid funding in the amount of \$224,281.00.

Motion; JG Second; MH

7 yes, 0 no

10. RESOLUTION AUTHORIZING FINAL ADOPTION OF THE PROPOSED 2010-2011 DISTRICT BUDGET

WHEREAS, the Florham Park Board of Education 2010-2011 District Budget was defeated by the voters on April 20, 2010; and

WHEREAS, the Borough of Florham Park has reviewed, recommended and adopted by resolution budgetary expenditure reductions creating a budgetary tax levy reduction of \$232,190.00,

NOW THEREFORE BE IT RESOLVED, the Florham Park Board of Education approves the 2010-2011 district school budget as follows;

General Fund	\$15,283,759
Special Revenue Fund	\$ 376,395
Debt Service Fund	<u>\$ 1,036,407</u>
 Total Base Budget	 <u>\$16,696,561</u>

BE IT FURTHER RESOLVED, that the Florham Park Board of Education make the following specific budgetary reductions consistent with the Borough of Florham Park Municipal Council recommendations;

Acct#	Description	Amount	Account Description
11000213100	Estimated contractual increase	\$5,416.00	NURSING SALARIES
11000216100	Estimated Contractual Increase	11,112.00	SPEECH/RELATED SALARIES
11000217100	Estimated Contractual Increase	3,139.00	EXTRAORDINARY SALARIES
11000218104	Estimated Contractual Increase	3,183.00	GUIDANCE SALARIES PROF.
11000218105	Estimated Contractual Increase	1,545.00	GUIDANCE CLERICAL
11000219104	Estimated Contractual Increase	6,554.00	CST PROFESSIONALS
11000219105	Estimated Contractual Increase	1,745.00	CST CLERICAL
11000221104	Estimated Contractual Increase	1,500.00	CURRICULUM PROFESSIONALS
11000222104	Estimated Contractual Increase	5,189.00	LIBRARY PROFESSIONALS
11000222105	Estimated Contractual Increase	1,595.00	LIBRARY CLERICAL
11000223104	Estimated Contractual Increase	1,500.00	PROFESSIONAL DEV. PROFES
11000230100	Estimated Contractual Increase	4,875.00	GENERAL ADMIN. PROF.
11000230105	Estimated Contractual Increase	2,613.00	GENERAL ADMIN. CLERICAL
11000240103	Estimated Contractual Increase	14,963.00	PRINCIPALS
11000240104	Estimated Contractual Increase	4,610.00	DIRECTORS
11000240105	Estimated Contractual Increase	4,535.00	SCHOOL ADMIN. CLERICAL
11000251100	Estimated Contractual Increase	3,780.00	CENTRAL SALARIES
11000251105	Estimated Contractual Increase	2,098.00	SALARIES CLERICAL
11000261100	Estimated Contractual Increase	5,290.00	MAINTENANCE SALARIES
11000262100	Estimated Contractual Increase	10,575.00	OPER. OF PLANT SALARIES
11000262105	Estimated Contractual Increase	1,049.00	SALARIES CLERICAL
11000270160	Estimated Contractual Increase	1,049.00	TRANS. REGULAR ED. ROUTE
11105100101	Estimated Contractual Increase	1,551.00	PRESCHOOL - SALARIES
11110100101	Estimated Contractual Increase	5,799.00	SALARIES PK-K
11120100101	Estimated Contractual Increase	54,999.00	SALARIES GR. 1-5
11130100101	Estimated Contractual Increase	39,858.00	SALARIES GR. 6-8
11190100106	Estimated Contractual Increase	4,591.00	OTHER SALARIES FOR INSTR

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11204100101	Estimated Contractual Increase	4,631.00	LLD SALARIES
11204100106	Estimated Contractual Increase	1,167.00	LLD AIDES
11213100101	Estimated Contractual Increase	17,789.00	RROOM SALARIES
11213100106	Estimated Contractual Increase	1,876.00	RROOM AIDES
11216100101	Estimated Contractual Increase	1,000.00	PSD SALARIES
11240100101	Estimated Contractual Increase	<u>1,014.00</u>	ESL SALARIES

TOTAL SPECIFIC LINE ITEM REDUCTIONS: **\$232,190.00**

BE IT FURTHER RESOLVED to acknowledge that the 2010-2011 budget as described above results in a general fund tax levy of **\$14,617,866**

The 2010-2011 proposed budget meets all requirements for implementing the New Jersey Core Curriculum Content Standards.

Motion; JG Second; MH 7 yes, 0 no

FACILITIES

1. Approve the following facility requests:

a. Girl Scouts	BKL Gym	May-2010
b. North Jersey Sport Club	RMS Gym	June-July, 2010
c. Hoop Heaven LLC	BKL Gym	May-2010
d. Girl Scouts #1015	RMS Art Room	May-2010

Motion; LM Second; PM 7 yes, 0 no

TRANSPORTATION

- Approve the scheduling of the field trip for Brooklake Elementary School, Grade 5, to the Ridgedale Middle School, Florham Park, NJ.
- Approve the scheduling of the field trip for Ridgedale Middle School, Grades 6-8, to New Providence High School, New Providence, NJ.
- Approve the scheduling of the field trip for Ridgedale Middle School, Grade 6-8, to Veterans Memorial Home, Menlo Park, NJ.

Mrs. Haynes asked Dr. Ronzitti for clarification on the second item. Dr. Ronzitti stated the middle school students often visit other middle and high schools.

Motion; MH

Second; LM

7 yes, 0 no

OLD BUSINESS

NEW BUSINESS

COMMUNICATIONS:

- Madison Senior Center Letter – Mr. Csatos stated that the district received a letter of thanks for the use of the board conference room during elevator repairs at the Madison complex.
- Mr. DeCoursey stated that the board received communication from the State of New Jersey outlining Governor Christie’s “tool kit”, 33 legislative items presented to the legislature. The information has been adequately reported in the local newspapers.

Respectfully Submitted,

Mr. John Csatos
Business Administrator/Board Secretary