

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**June 25, 2020  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, June 25, 2020, virtually.

- EXECUTIVE SESSION** At 8:00 a.m., the Capital Area Intermediate Unit Board of Directors entered into an Executive Session to discuss Personnel and Legal Matters.
- REGULAR BOARD MEETING** At 8:50 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Jean Rice.
- Pledge of Allegiance** All stood and pledged allegiance to the flag of the United States of America.
- Roll Call** **Members in attendance were:** Mrs. Paula Bussard, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, Dr. Layne Lebo, Mr. Christopher Lupp (arrived after roll call), Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Patricia Schaffer, Mrs. Tricia Steiner, Mrs. Ilecia Voughs, and Mr. J. Bruce Walter (14)  
**Members not in attendance were:** Mr. Brian Carter, Ms. Elizabeth Knouse, Dr. John Mallonee Mr. William Swanson, and Mr. Ford Thompson (5)  
**Non-Voting Members in attendance were:** Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary, Mr. Daren Moran, Board Treasurer  
**Staff/Public in attendance were:** Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Dave Martin, Dr. Thomas Calvecchio, Mr. Len Kapp, Ron Sims, Erin Waltz, Jaidyn Jackson, Sean Quinlan, Irma Baughman, Tylor Miller, Dennis Morgan, Karl Mohler, Timothy Greer, Ben Berry, Steven Knaub, Tim Kohler, Stefan Moyer, Adam Shank, Aaron Sica, Andrew Rhoads, Scott Loveless, David Nichols, Scott Kennedy, Matthew Brightbill, Dan Conway, Robert Hoover, Robert Stumpf, Eric Schneck
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed all staff and public in attendance to the meeting. Mrs. Jean Rice asked if there were any items specific to the agenda that the public would like to address.
- Public Comment** The following public comments were given:
- Scott Kennedy commented on item #13.13 – First Reading, New Position, Existing Description - Application Support Specialist. Mr. Kennedy shared his concerns about the removal of a tiered system for technology positions and asked that the board refuse approval of these changes until a new growth plan is proposed.
  - Rob Stumpf commented on item #13.14 – First Reading, Existing Position, New Description – Network Administrator. Mr. Stumpf emphasized the importance of the technology team and how the team continues to work tirelessly during the pandemic/closure. Mr. Stumpf stands on behalf of his colleagues and would like to see a growth model for the technology team. He shared his concerns about removing the current tiered growth model and feels there is a significant risk for turnover with the new proposal. He thanked the technology team leadership for their support and asked that the Board please reframe from passing this until more thought is given.

- Scott Loveless commented on item #13.12 – New Position, New Description – Application Support Specialist and #14.2 – Proposed Classified & Support Staff Position Titles. He shared his concerns about combining the current technology growth tiered positions into one position. He feels this will strip away skills that employees have acquired and create a position with no opportunity for growth. Mr. Loveless urged the Board not to pass these items as proposed.
- Dan Conway commented on item #14.2 – Proposed Classified & Support Staff Position Titles. Mr. Conway spoke on behalf of the entire support staff as many of his coworkers have received a pay freeze. Mr. Conway also shared his concerns with the removal of a technology tiered model and feels it would provide no opportunity for growth and would devalue staff. He commented that communication has been an issue and feels he has received backlash from administration.
- Board member Mrs. Barbara Geistwhite commented that after hearing these dedicated employee's comments she feels that this may be detrimental to the CAIU and would like to relook at the proposal before moving forward.
- Dr. Andria Saia commented that the leadership and teams were provided an opportunity to consider the plan. She intends to meet with staff individually and by teams for follow up conversations.
- Board member Mr. Eric Samples commented that he is concerned specifically about the comment related to the animosity and backlash from administration and that staff need to get the respect that they are due.

## Re-Organization

Appointment of  
Committee  
Chairs/Members

The proposed 2020-21 CAIU Board Committee Chairs/Members were available for the Boards review. Please contact Jean Rice, Dr. Andria Saia, or Rennie Gibson if you have any questions or changes.

Election of New  
Board Members

**Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi**, "that the following CAIU Board Members be elected:

For a new three-year term from July 1, 2020 - June 30, 2023:

- Mr. Bill Swanson, Big Spring School District
- Mr. Terry Cameron, Greenwood School District
- Mr. Eric Samples, Lower Dauphin School District
- Dr. Layne Lebo, Mechanicsburg Area School District
- Ms. Patricia Schaffer, Northern York County School District
- Ms. Jean Rice, West Perry School District.

To fill an unexpired term:

- **Ms. Paula Bussard, Carlisle Area School District** - beginning July 1, 2020 and ending June 30, 2021
- **Ms. Emily Hoffman, Halifax Area School District** - beginning July 1, 2020 and ending June 30, 2022
- **Ms. Elizabeth Knouse, South Middleton School District** - beginning July 1, 2020 and ending June 30, 2022
- **Ms. Tricia Steiner, Derry Township School District** - beginning July 1, 2020 and ending June 30, 2021."

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

## 2020-21 Election of Officers

Board Nominating Committee Report Mrs. Jean Rice (past President) called for the Nominating Committee Chair, Mrs. Judy Crocenzi to act as temporary President and to present their slate of officers for nomination of CAIU Board Officers for 2020-21.

Nomination of Officers Mrs. Judy Crocenzi, Nominating Committee chair, presented the following slate of officers for nomination to serve a one-year term of July 1, 2020 – June 30, 2021:  
 President – Mrs. Jean Rice  
 Treasurer - Mr. Daren Moran  
 Secretary - Mrs. Rennie Gibson

Mrs. Judy Crocenzi asked if there were any further nominations from the floor.

Closing of Nominations Hearing no further nominations from the floor, Mrs. Judy Crocenzi asks for a motion to close the nominations.

**Mr. Dennis Helm moved, seconded by Mr. Eric Samples, “that the nominations be closed.”**

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

2020-21 Election of Officers Mrs. Judy Crocenzi asked for a motion “that the following slate of officers be elected to a one year term of July 1, 2020 – June 30, 2021:  
 Mrs. Jean Rice is elected as President  
 Mr. Daren Moran is elected as Treasurer  
 Mrs. Rennie Gibson is elected as Secretary.”

**Mr. Dennis Helm moved, seconded by Mr. Eric Samples, “that the following slate of officers be elected to a one year term of July 1, 2020 – June 30, 2021:**

Mrs. Jean Rice is elected as President  
 Mr. Daren Moran is elected as Treasurer  
 Mrs. Rennie Gibson is elected as Secretary.”

**Motion passed with roll call vote:** Mrs. Paula Bussard, yes; Mrs. Judy Crocenzi, yes; Mrs. Barbara Geistwhite, yes; Mr. Dennis Helm, yes; Mrs. Emily Hoffman, yes; Dr. Layne Lebo, yes; Mr. Christopher Lupp yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mrs. Patricia Schaffer, yes; Mrs. Tricia Steiner, yes; Mrs. Ilceia Voughs, yes; and Mr. J. Bruce Walter yes; (14- yes; 0 - no)

Nomination of Vice President Mrs. Jean Rice, nominated Mrs. Judy Crocenzi to serve as Vice President for a one year term of July 1, 2020 – June 30, 2021.

Mrs. Jean Rice asked if there were any further nominations from the floor.

Closing of Nominations and election of Vice President Hearing no further nominations from the floor, Mrs. Jean Rice asked for a motion to close the nominations and that Mrs. Judy Crocenzi be elected to serve as Vice President for a one year term of July 1, 2020 – June 30, 2021.”

**Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the nominations be closed and that Mrs. Judy Crocenzi be elected to serve as Vice President for a one year term of July 1, 2020 – June 30, 2021.”**

**Motion passed with roll call vote:** Mrs. Paula Bussard, yes; Mrs. Judy Crocenzi, yes; Mrs. Barbara Geistwhite, yes; Mr. Dennis Helm, yes; Mrs. Emily Hoffman, yes; Dr. Layne Lebo, yes; Mr. Christopher Lupp yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mrs. Patricia Schaffer, yes; Mrs. Tricia Steiner, yes; Mrs. Ilecia Voughs, yes; and Mr. J. Bruce Walter yes; (14- yes; 0 - no)

Newspaper of  
General  
Circulation

**Mrs. Barbara Geistwhite moved, seconded by Mr. Christopher Lupp**, “that the Patriot News be designated as the newspaper of general circulation.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Approval of  
Minutes**

**Mrs. Barbara Geistwhite moved, seconded by Dr. Layne Lebo**, “that the May 28, 2020 Board Meeting Minutes be approved.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Board Committee  
Report**

There were no Board Committee Reports

**Treasurer’s  
Report**

**Mr. Dennis Helm moved, seconded by Mrs. Judy Crocenzi**, “that the following fiscal items be approved:

Treasurer’s Report  
– May 2020

May 2020 Treasurer’s Report – a total of \$7,583,734.99 in receipts and \$ 5,997,438.24 in expenditures.

Payment of Bills –  
May 2020

May 2020 Payment of Bills.

Summary of  
Operations – May  
2020

Summary of Operations for May 2020 showing revenues of \$91,347,969.37 and \$76,515,798.34 in expenditures.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Budget  
Administration**

**Mr. Dennis Helm moved, seconded by Mr. Eric Samples**, “that the following Budget Administration Items be approved:

Proposed 20-21  
Original Budgets

Proposed 2020-21 Original Budgets:

- Administrative Time Study (ATS) ACCESS Program
- Act 89 Nonpublic Schools
- Cafeteria Services
- Capital Area Mental Health
- Capital Area Online Association
- Diakon Center Point Program
- Early Intervention ACCESS Program
- IDEA 611 - Early Intervention
- IDEA 619 - Early Intervention
- Early Intervention
- Education Leading to Employment & Career Training (ELECT)
- English as a Second Language (ESL)
- Financial Software Application
- Review of Higher Ed Teacher Programs

- Hospital Education Program
- Institutionalized Children's Program
- IDEA 611 - School Age
- Loysville Youth Development Center
- Title I, Part D, Loysville Youth Development Center
- Entrepreneurial Transportation
- Non-Public Auxiliary Programs
- Non-Public Professional Development
- Professional Services
- School-Age Access Program
- Student Services
- Technology Entrepreneurial
- Transportation

Proposed 20-21  
Budget Revision

Proposed 20-21 Budget Revision - Comprehensive Planning.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Other Fiscal Matters**

**Mr. Eric Samples moved, seconded by Mr. Dennis Helm,** “that the following Other Fiscal Matters be approved:

Proposed 2020-21  
Cafeteria Rates

Proposed 2020-21 Cafeteria Rates.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Other Business Items**

**Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite,** “that the following Other Business Items be approved:

Contracts – June  
2020

Contracts – June 2020

Proposed 2020-21  
CAIU Board  
Meeting Dates

Proposed 2020-21 CAIU Board Meeting Dates.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Policies & Programs**

**There were no Policies & Programs.**

**Job Descriptions**

**Mrs. Paula Bussard moved, seconded by Mrs. Judy Crocenzi,** “that the following Job Descriptions were approved:

First Reading,  
Existing Position,  
Revised  
Descriptions

First Reading, Existing Position, Revised Descriptions:

- Cafeteria Worker
- Contract Child Accounting Specialist
- Department Coordinator Student Services
- Department Coordinator Tech Services
- Department Coordinator Ed Services
- Executive Assistant
- Head Cook

- Program Assistant CAOLA
- Program Assistant Ed Services

First Reading, New Position, Revised Description - Curriculum Materials Assistant

First Reading, New Position, New Descriptions:

- Application Developer
- Application Support Specialist

First Reading, Existing Position, New Descriptions:

- Technology Support Specialist
- Network Administrator.”

Mr. Dennis Helm asked that consideration be taken for the second readings of the technology positions. Quality and quantity of work needs to be taken into consideration so that we do not lose our best people. Tenure in technology doesn't always matter. Mrs. Barbara Geistwhite anticipates that additional feedback will be provided.

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Personnel Items** Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the following Personnel Items be approved:

- RESIGNATIONS
- **MICHELLE MARSHALL**, Program Secretary, Student Services Team, effective June 10, 2020. Reason: Personal.
- RECOMMENDED FOR EMPLOYMENT OR CONTRACT
- **LAURA BITNER**, Temporary Professional, effective July 1, 2020 Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$51,514 for 190 days of service with additional new hire days as required. This is a new position funded through the MAWA budget.
  - **ANNA DOWNEY**, Temporary Professional, effective July 1, 2020. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 2, \$52,014 for 190 days of service with additional new hire days as required. This is a new position funded through the MAWA budget.
  - **LINDSEY HENCH**, Temporary Professional, effective July 1, 2020. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$51,514 for 190 days of service with additional new hire days as required. This is a new position funded through the MAWA budget.
  - **VICTORIA SLEMMER**, Temporary Professional, effective July 1, 2020. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$51,514 for 190 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- CHANGE OF SALARY
- **MARI BENDER**, Teacher, change of salary for completion of Master's Degree, effective for the 2020-2021 school year. Salary will be based on a Masters, Step 11, \$64,043 for 190 days of service.
  - **KIRSTI DIETZ**, Teacher, change of salary for completion of Master's Degree, effective for the 2020-2021 school year. Salary will be based on a Masters, Step 7, \$56,953 for 190 days of service.

- **KELLY EVANS**, Guidance Counselor, change of salary for completion of Masters + 15 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 15, Step 8, \$59,808 for 190 days of service.
- **JUDY HOFFMAN**, Floater Teacher, change of salary for completion of Masters + 15 credits, effective for the 2020-2021 school year. Salary will be based on 80% of a Masters + 15, Step 14, \$71,953 for 190 days of service.
- **MEA MAGARO**, Remedial Specialist, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 15, \$75,720 for 190 days of service.
- **JENNIFER MCLAUGHLIN**, Teacher, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 15, \$75,720 for 190 days of service.
- **SHANA MONTGOMERY**, Educational Consultant, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 14, \$73,378 for 190 days of service.
- **JOANNE RUCHINSKI**, Service Coordinator, change of salary for completion of Masters + 60 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 60, Step 15, \$78,566 for 190 days of service.
- **MEREDITH SEIDEL**, Teacher, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 4, \$55,720 for 190 days of service.
- **ERIKA STIFFLER**, Social Worker, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 10, \$64,780 for 190 days of service.
- **SPENCER TURNER**, Teacher, change of salary for completion of Master's Degree, effective for the 2020-2021 school year. Salary will be based on a Masters, Step 9, \$60,235 for 190 days of service.

ISSUANCE OF  
TENURE:

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective June 25, 2020:

- Elizabeth Chiodo
- Megan Hart
- Shelby Josselyn
- Kathryn Manley
- Sarah Reitnour
- Kerrie Richardson
- Perri Rosen

Proposed  
Classified &  
Support Staff  
Position Titles

Proposed Classified & Support Staff Position Titles

Proposed 2020-21  
Salary Scale -  
Classified

Proposed 2020-21 Salary Scale for Classified, non-exempt positions - classifications and wage ranges."

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Reports &  
Updates**



Recognition of Departing Board Member	The Board recognized and thanked departing Board Member, Mrs. Brenda Myers, Susquenita SD, for her dedicated service and commitment to the students, staff, and region.
Announcement of CAIU Retirees	<b>The CAIU Board of Directors announced the following June 2020 CAIU Retirees: <i>Vickie Bern Guion</i>, S/L Clinician, retirement after 17 years of service; <i>Pamela Mayer</i>, Educational Paraprofessional, retirement after more than 18 years of service; <i>Christine Edmiston</i>, Program Secretary, retirement after more than 35 years of service; <i>Sallyan Thomas</i>, Teacher, retirement after 27 years of service; <i>Robin Garlick</i>, Reading Specialist, retirement after 35 years of service.</b>
CAIU Team Reports	<ul style="list-style-type: none"> <li>• <b>Mr. Daren Moran, Director of Business and Operations</b>, reported that as part of the CAIU Strategic Plan, we are currently undergoing a facility analysis for Enola. We have contracted with an outside agency, Crabtree Rohrbaugh, to conduct the analysis. Planning for this project began prior to the shut down and continues to move ahead with considerations for possible future impact on the plan due to the pandemic. Next month, Mr. Moran intends to present plans including pictures, drawings and numbers to the board.</li> <li>• <b>Ms. Alicia McDonald, Director of Student Services</b>, highlighted the Student Services report in the All In Newsletter. Ms. McDonald attended the end of the year ELECT event via zoom and learned so much. There is usually a Baby Buck store for the pregnant and parenting teens to use their earned “dollars” to purchase items for their children. This year they did their shopping virtually and staff delivered the bought items. We are working on developing the Student Services sections of the Health &amp; Safety Plan, addressing the various environments that the CAIU staff provide services to preschool and school aged children (community preschools &amp; daycares, CAIU preschool classrooms, Hill Top Academy, our district based preschool and school-age classes, in district itinerant services as well as services in homes and hospital settings, and the Youth Development Center). In addition, staff are working on various models of instruction for the fall - online, in person, and hybrid models. Summer professional development kicked off this week virtually.</li> <li>• <b>Mr. Len Kapp, Supervisor of Operations &amp; Transportation</b>, reported he is working on the summary of the Health and Safety Plan for approval at the July Board meeting. Mr. Kapp provided a safety report: the Cumberland County Safe Schools meeting will be held on July 7 to discuss reentry plans for the 2020-21 school year. The Regional PASBO Transportation meeting will be held next week - IU12, IU13 and IU15 participate in this meeting. Facilities report: he has been busy working diligently on a detailed plan for the building remodel and maintenance work since before the pandemic. The HVAC system at Enola is 30 years old and duct work continues to fail. The plan is to replace all of the duct work. In addition, we are repainting the entire lower level at Hill Top. Staff are busy doing classroom moves and preparing for the upcoming school year.</li> <li>• <b>Mr. Dave Martin, Director of Technology Services</b>, reported that the technology team is busy planning for tools to support the districts in whatever model of instruction they plan to use for reentry in 20-21 and will remain flexible as school districts continue to try to plan for the fall. On June 23, a Microsoft intune training was held with 40 people registered to attend. Recently implemented a new REM system - Connectwise Automate that allows for more functionality. Laptops have been ordered as part of the CAIU Lifecycle plan. There has been an increase in internet usage across the region and we have been able to accommodate our district’s increased needs. Mr. Martin reported on the All In Technology report on Telepresence Robots and shared how several of our districts have used these robots.</li> <li>• <b>Mr. Brian Griffith, Director of Educational Services</b>, reported that his team is taking the lead on the development of the “Rethink K-12 Education” grant on behalf of the PA Dept. of Education. This \$15 Million grant will focus on providing online course access to students who would otherwise not have access to courses and connectivity. Several school districts are working with the CAIU ESL program to provide summer learning opportunities to English Learners. Some of the activities planned for this summer include virtual field trips to Knoebels Amusement Park and the San Diego Zoo. The IU is in the process of transitioning</li> </ul>



to a new professional development registration system called Frontline Webreg. This will eventually replace the 48 CARATS system that has been in use since the 1990s.

- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided a Human Resources update: COVID continues to impact our processes and procedures. A safe/supportive return to work plan was completed and is in effect including daily safety tip announcements to provide continual updates and reminders on how to stay safe. The Human Resources team is working on a compliment to the salary survey which will include a hiring process that we hope to roll out at our July Leadership Retreat. Communication's report: In addition to the recently revealed CAIU Branding Guide, a CAIU Communications Guide will be revealed next month which will provide best practices and procedures, and the necessary tools for staff. This guide will be revised annually as needed.
- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. The theme of this month's newsletter is kindness. Dr. Saia highlighted the Champions for Children report and shared the many ways this organization has help children/families in need. We have been working closely with our school districts, meeting weekly, on reentry planning. Dr. Saia expressed gratitude for the staff feedback today and plans to report back to the board in July.

**Executive Director's Report**

Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review and provided an update under team reports.

**President's Report**

Mrs. Jean Rice thanked the Board for their efforts and service to their school districts during this challenging time.

**Board Member Sharing of Information**

Mrs. Tricia Steiner reported that she appreciates all of the sentiments of kindness and compassion and encourages all to push beyond this to do our part in taking action against racism in our districts, at the IU and in our communities. Tricia is working with the Equity Task Force on an anti-racist school climate resolution and asked that the Board please consider approving. In PSBAs recent PNN, an Equity policy #832 was released. She encouraged the Board to look into PSBAs equity resources.

Dr. Andria Saia reported that the CAIU is working to make a sustainable action plan.

**Information Items**

There were no information items.

**Other Business/Public Comment on**

There were no other business/public comments on items not specific to the agenda.

**Next Board Meeting Date**

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, July 23, 2020, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mr. Dennis Helm moved, seconded by Mrs. Paula Bussard, "that the meeting is adjourned."**

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

At 10:21 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary