



**Minutes from the Regular Meeting of the Board of Directors
Monday, May 23, 2022**

The Board of Directors held a Regular Board Meeting on Monday, May 23, 2022. This meeting was held in-person and virtually via a Zoom link posted on the Mead School District website. Directors Burchard, Olson, Cannon and Gray were present. Director Denholm was excused. Also attending were Superintendent Shawn Woodward, Chief Financial Officer Heather Ellingson and Assistant Superintendents Heather Havens and Jared Hoadley.

I. Pledge of Allegiance

The meeting began with President Burchard asking all to rise for the Pledge of Allegiance.

II. Approval of Agenda

Director Cannon made a motion to approve the meeting agenda, as presented. Director Gray seconded the motion. The motion carried unanimously.

III. Approval of Minutes

Director Olson made a motion to approve the minutes of the May 9, 2022, Regular Board Meeting, as presented. Director Cannon seconded the motion. The motion carried unanimously.

IV. Remarks for the Good of the Schools - Public Comment

President Burchard first opened the floor for board comments followed by comments from the one individual who signed-up to speak.

Board Comments

Director Cannon, not wanting to inadvertently forget to mention any team or individual, was very complimentary of both high school athletic teams/participants on a tremendous run this spring. This strong athletic showing, coupled with strong academics, is the reason folks want to live in the Mead School District. Director Cannon additionally referenced the recent Prairie View Elementary School PTO sponsored carnival and the DLC Olympics. He extended a general *thank you* to all and noted he is proud to be a part of the Mead School District.

Director Olson, hearing great things about the Mead High School musical *All Shook Up*, took his family to see the production. He noted the lead singer is a freshman and shared all involved in the production “knocked it out of the park.”

Director Gray, who was also able to attend *All Shook Up*, noted, in particular, how well the entire cast and crew worked together. Regarding the DLC Olympics, she commented on the good weather and the impressive nature of the event.

President Burchard, talking about the DLC Olympics, referenced the moving Opening Ceremony and thanked, in particular, the Mead High School Breakthrough class for helping with this special event.

Public Comments

Ron McInerney, a resident of the Mead School District who was in attendance at the April 25, 2022, board meeting where Superintendent Woodward shared background financial information on why the district needs to modify its education program and make reductions in the range of

\$2-\$3.3 million in the 2022/23 school year, noted that current enrollment is 75 students lower than in 2017. In the April 25th presentation Superintendent Woodward shared, since 2017, the district has opened three new schools with associated operating costs totaling approximately \$3.3 million. Mr. McInerney suggested, since student enrollment is actually lower than in 2017, the district consider closing down all three of these new schools thereby saving the \$3.3 million in operating costs. The district was able to serve 10,265 students in 2017 with three fewer schools and, therefore, should be able to do the same now with an enrollment of 10,190.

V. Continuing Business

A. 2nd Reading Policy & Procedure 4311 Adoption School Safety & Security Services Program

Family & Student Services Director Josh Westermann presented the adoption of Policy & Procedure 4311, School Safety & Security Services Program, for second reading consideration. Having a school board approved policy/procedure that addresses the district's School Safety and Security Services Program is a requirement of Substitute House Bill 1214 passed by the state legislature in 2021. WSSDA Sample Policy 4311 and Sample Procedure 4311 are templates for the presented drafts. The presented policy and procedure comply with state/federal statutes and clearly outline the duties of a School Resource Officer.

The presented policy sets forth the purpose of the School Safety & Security Services Program, which includes the improvement of safety and the educational climate at school.

In the *Limitations* section the policy states, "The primary responsibility of maintaining proper order and conduct in the schools resides with school principals or their designee, with support of other school staff." The School Resource Officer (SRO) is prohibited from being involved in formal school discipline situations that are the responsibility of school administrators.

Other sections of the policy address *Requests for Intervention* and *Law Enforcement Activity & Immigration Enforcement*, as well as *Annual Review & Adoption of Agreements with Law Enforcement Agencies or Security Guard Companies*. Any agreement must include: 1) a clear statement regarding SRO duties and responsibilities as they relate to student behavior and discipline; 2) a jointly determined hiring and placement process and a performance evaluation process; and 3) an avenue to confirm the SRO has completed an appropriate training series. The agreement review and adoption process must involve parents, students and community members.

The presented procedure includes sections on *Safety & Security Staff Training*, *Complaint Resolution Process* and *Annual Data Collection & Reporting*. A comprehensive list of data to be collected is set forth in the procedure. This data, along with a copy of any signed agreements between the district and a law enforcement agency or security guard company, must be submitted annually to OSPI.

No first reading (May 9, 2022) changes were recommended. In preparation for the second reading a copy of the MOU between the school district and Spokane County regarding School Resource Officers was provided to board members.

Responding to a question from Director Olson, Mr. Westermann shared the committee comprised of parents, students and community members referenced in the policy/procedure has not yet been formed. This will be done once the policy/procedure has been adopted.

Mr. Westermann, following a question from Director Gray regarding SRO training, noted ESD 105, who is developing the trainings, is currently taking input on the teaching modules which will be ready by fall. When finalized, trainings will be accessed online by School Resource Officers. Current SROs have not previously participated in these particular types of trainings as they were not required.

President Burchard asked that the policy/procedure adoption be brought back for third reading at the next board meeting as an action item.

VI. New Business
A. Consent Agenda

In response to a question from Director Gray, Chief Financial Officer Heather Ellingson shared the \$9,349.20 payment to Healing Lodge of Seven Nations covered services for a student.

Director Cannon made a motion to approve the Consent Agenda, as presented. Director Olson seconded the motion. The motion carried unanimously.

Consent Agenda

1. Hired Certificated Personnel:

Erin O'Connor	Meadow Ridge	Cert	1.0 FTE Continuing Principal effective 7/1/22
Carmen Richardson	Learning & Teaching	Cert	1.0 FTE Leave Replacement LITS 21/22 school year effective 10/14/21 (amends previous hire from Continuing to Leave Replacement)
Claire Spring	Mead High School	Cert	.6 FTE Leave Replacement English Teacher 2 nd semester 21/22 (in addition to .4 FTE Continuing)

2. Hired Classified Personnel:

Andrea Jimenez	District Office	Class	8 hrs/day Leaves Specialist effective 5/2/22 (no longer serving as HR Executive Assistant)
Marcus Peschel	Transportation	Class	4.75 hrs/day Bus Driver effective 5/2/22
Dillon Lamb	Colbert	Class	8 hrs/day Custodian II effective 5/9/22
Kayla Geyer	Transportation	Class	4 hrs/day Bus Driver effective 5/16/22

3. Approved AP Vouchers for General Fund, Capitol Projects, Private Purpose Trust & ASB.

Vouchers audited and certified by auditing officers as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board. As of this day, **May 23, 2022**, the Board, by a unanimous vote does approve for payment the vouchers included in the above referenced list and further described as **Warrant Numbers 105972 to 106223** in the following amounts:

<u>Fund</u>	<u>Amount</u>
General Fund - AP	\$ 1,923,481.44
General Fund - PR	158,466.13
ASB Fund	89,451.80
Capital Projects Fund	72,495.17

4. Approved Extra-Curricular Contracts.

5. Accepted the Following Donations:

- District Office General Fund \$500 CoBank

6. Approved Requests for Unpaid Leave (i.e., parenting, medical, Good of the District, etc.):

Sheree Greenslitt | Evergreen | Class | 5/12/22 - 6/20/22 (Mondays & Fridays Only)

7. Approved Requests for Retirement/Resignation:

Maren Cummings	Colbert	Cert	Resignation effective 6/20/22 (Teacher)
Dylan Hance	District Office	Class	Resignation effective 5/31/22 (Lead Accountant)
Tom Shaw	Transportation	Class	Retirement effective 6/10/22 (Bus Driver)
Gloria Burton	Special Services	Class	Retirement effective 10/31/22 (Para Ed)
Laurie Chadwick	Mead High	Cert	Retirement effective 8/29/22 (Teacher - will continue coaching)
Steve Kiesel	Mead High	Cert	Retirement effective 6/20/22
Tyler Hauschild	Mountainside	Cert	Resignation effective 8/31/19 (Teacher - has been on leave the past three years)
Todd Mason	Transportation	Class	Resignation effective 5/10/22 (Bus Driver)
Willem Hatley	Mountainside	Class	Resignation effective 5/20/22 (Para Ed - will continue coaching)
Neal Anderson	Meadow Ridge	Cert	Retirement effective 8/31/21 (Teacher - has been on leave this year)
Erin Joyce	Mountainside	Cert	Resignation effective 8/29/22 (Counselor)

Dori Whitford	Mead High	Cert	Resignation effective 8/29/22 (Teacher)
Janice McQuilkin	Midway	Cert	Resignation effective 8/29/22 (Teacher)
Theodore Benson	Evergreen	Cert	Resignation effective 6/14/19 (Teacher - has been on leave the past three years)

**B. Student Travel Proposal
Mt. Spokane High School HOSA Club**

Darren Nelson, Director of Secondary Education, presented a request from three qualifying Mt. Spokane High School HOSA (Health Operations Students of America) students (Abigail Melin, Olivia Snyder & Madison Warner) and teacher Raeleen Epperson to travel to Nashville, Tennessee, June 21-26, 2022, to participate in the HOSA International Leadership Conference. No school will be missed as the competition takes place after school is out for the summer.

The estimated per student cost to attend the competition is \$1,450, which will be covered by HOSA ASB funds and student contributions. The travel costs for Ms. Epperson will be paid with district CTE funds.

Director Gray made a motion to approve the presented trip from Mt. Spokane High School HOSA to travel to Nashville, Tennessee, June 21-26, 2022, to participate in the HOSA International Leadership Conference. Director Cannon seconded the motion. The motion carried unanimously.

**C. 1st Reading Policy & Procedure 3241 Revision
Student Discipline**

Family & Student Services Director Josh Westermann presented a revision to Policy & Procedure 3241, Classroom Management, Discipline and Corrective Action, for first reading consideration. This policy/procedure was adopted on September 10, 2018, with no revisions approved since that time. While WSSDA Sample Policy 3241 and Sample Procedure 3241 were used as templates for the presented revisions, both of these WSSDA templates were reviewed by the district's attorney with recommended changes incorporated into the presented drafts. The presented revisions bring this policy/procedure into compliance with discipline changes approved by state legislators via SSHB 1191. Because of the extensive nature of the revisions, they were presented as standalone documents with current Policy 3241 and current Procedure 3241 provided to board members for reference.

The presented revisions align both the policy and procedure to current state law and current district practices. In addition to changing the policy/procedure name to "Student Discipline" the revisions contain definitions as set forth in SSHB 1191 including those specifically related to all forms of exclusionary discipline.

The presented policy places a focus on school discipline that supports students with best practices and strategies. For example, there is a focus on prevention and an individualized approach to meeting student needs. Additionally, schools must attempt other interventions before utilizing exclusionary discipline.

Included as a part of the procedure is a *Behavioral Violations - Best Practices and Strategies* matrix tool for the purpose of bringing consistency and an equitable approach to exclusionary discipline. The matrix clearly spells out what to do in specific circumstances.

Regarding the length of the presented draft revisions, Mr. Westermann shared they are comprehensive because when it comes to student discipline it is important to clearly set forth how situations should be handled.

In response to a question from Director Cannon, Mr. Westermann stated he will check into how *Codes of Conduct* for extra-curricular (athletics) and co-curricular (band, choir, orchestra, drama, debate) activities fit into the discipline situations referenced in the policy and procedure.

Referencing student conduct on social media and the destruction of school property such as in bathrooms, Director Gray inquired if the consequences set forth in the procedure matrix are more or less stringent than what currently exists. While consequences are similar, Mr. Westermann shared the presented revisions will result in more consistency and also set rails on consequences.

Responding to a question from President Burchard, Mr. Westermann briefly defined the following consequences ranging from least to most severe:

- Classroom Exclusion
- ISS - In-School Suspension
- OSS short - Out of School Suspension (up to 10 days)
- OSS long - Out of School Suspension (11+ days)
- Expulsion - only mandatory if a firearm is involved (Type Six)

He additionally reported all Type Five violations require a School-Based Threat Assessment referral.

Responding to a question/concern from Director Gray related to the section that talks about discipline being “culturally responsive” and how that might impact all students being held to the same standards, Mr. Westermann talked about looking at each situation individually with consideration for cultural nuances where appropriate. Discipline should be two pronged. Consideration should be given to each individual situation and there should also be consistency in consequences.

President Burchard asked that the policy/procedure revision be brought back for second reading at the next board meeting as a non-action item.

D. Resolution 22-05 WIAA Enrollment for 2022-2023

Director of Secondary Education Darren Nelson presented Resolution 22-05, WIAA Enrollment for 2022-2023, for board consideration. The Mead School District has been a participating member of the Washington Interscholastic Activities Association (WIAA) for many years. Only sanctioned WIAA sports are offered in district secondary schools. This annual resolution confirms the district’s participation and support for the rules and regulations of the WIAA.

The Mead School District, out of the General Fund, pays an annual service fee for all secondary schools of approximately \$7,000. Each school, out of their ASB account, pays an annual L&I assessment.

In response to a question from President Burchard, Mr. Nelson shared the transition to the 3A classification for Mead High School has gone very well. It is nice to have both Mead High School and Mt. Spokane High School competing as 3A schools. At some point, if enrollment increases and/or WIAA adjusts enrollment thresholds, both schools could become 4A. Regarding Title 9, Mr. Nelson reported the district has no barriers to participation and, when necessary, makes accommodations on a case-by-case basis.

In response to a question from Director Olson regarding potential WIAA redistricting, Mr. Nelson explained WIAA is looking to reduce the overall number of districts in the state. The impact of this is yet to be determined and will, most likely, be the subject of more conversation this summer.

Director Gray asked about the process for getting a new sport, like lacrosse, sanctioned by the WIAA. Mr. Nelson shared the WIAA can be petitioned at any time to have a sport/activity added.

Examples of things considered before for adding a sport or activity are cost and equity. Regarding lacrosse, field space availability would be one of the items considered by the WIAA.

Director Olson made a motion to adopt Resolution 22-05, WIAA Enrollment for 2022-2023, as presented. Director Gray seconded the motion. The motion carried unanimously. A copy of the resolution is attached.

E. Wednesday Late-Start Proposal

Learning & Teaching Assistant Superintendent Heather Havens, with assistance from Darren Nelson (Director Secondary Education), Mark St. Clair (Director Assessment & Program Effectiveness), Rob Haugen (Director Elementary Education) and Christine Spinnell (Midway Principal), presented information in support of a 40-minute late-start on Wednesday mornings. Ms. Havens shared providing teachers with an increased amount of dedicated time on Wednesday mornings to collaborate in a PLC format will pay dividends evidenced by closing achievement gaps and improvements in student learning. Additional information shared included the following:

- **Weekly Schedule** - At elementary, middle and high schools the school day will start 10 minutes earlier on Mondays, Tuesdays, Thursdays & Fridays. On Wednesdays the school day will start 40 minutes later. The net result is an additional 1200 minutes for teachers to work collaboratively, as well as an additional 412 minutes of direct student instruction each school year. This increase in instructional time (10 minutes each week) is due to the fact that the school start time on Wednesdays, while 40 minutes later based on the proposed new school start times, is only 30 minutes later than the current, 2021/22 school year, start times.
- **Why adjust the schedule?** - No one teacher possesses all of the skills, knowledge and time necessary to meet the needs of all of his or her students. By expanding current Learning Improvement Time by 40 minutes secondary teachers will have a 65 minutes block of time and elementary teachers will have an 80 minutes block of time, embedded into each week, to work together to meet the needs of students and improve student learning.
- **What do teachers do in teams?** - A short video highlighting the work of a 3rd grade team from another school district looking at student data was shared. In talking about current Wednesday morning Learning Improvement Time at Midway, Christine Spinnell noted the excellent collaborative PLC work she has witnessed taking place, while also sharing the frustration of having this work cut off because of time limitations. She and her staff would welcome the opportunity for more time on Wednesdays. Having adequate collaborative PLC time is essential, equitable and provides teachers with the tools to improve student learning and close achievement gaps.
- **Transportation & Childcare** - On late-start Wednesdays morning busses for all schools will run 40 minutes later than on regular school days. At the elementary level there will be the option for parents to bring students to school at 9 am for supervised activities until school starts at 9:40 am. At the secondary level libraries will be open where students can makeup tests and/or access additional supports on late-start days.
- **PLC Teacher Survey Responses** - Several comments from teachers directly related to the need for longer chunks of time to collaborate were shared. This information was obtained via a PLC Survey completed by teachers earlier in the current school year.

Regarding how the district will determine the success/impact of a late-start on student learning, Superintendent Woodward indicated more students would be performing at grade level and there would be more student growth. While confident after three years improvement in growth and performance would be evident, if that is not the case the late-start should be modified or discontinued.

Director Olson stated he cannot come up with any negative aspects to the proposal. He believes this plan is on the right track.

Director Cannon, noting he has spent considerable time thinking about the late-start concept, shared the following:

- When the idea of a late-start was broached a few years ago, prior to COVID, he was skeptical. Making a schedule change like this, that impacts more than 10,000 students and their families, is not a small ask.
- If you are not in the education business it is easy to get lost in the education verbiage and wonder why the type of collaborative planning that would take place during an extended amount of PLC time could not take place in the time already provided.
- Since the proposal was originally brought forward, he has taken a more critical look at the idea and asked questions. After talking with three different principals the “why” makes more sense to him now. Similar to strategic planning in the business world, a late-start would allow teachers adequate time to strategize around best practices. Teachers are currently able to do this one-on-one. A late-start would allow this collaboration to take place on a much larger scale resulting in district-wide benefits that could not be achieved via the smaller one-on-one model.
- In a system the size of Mead variations between what takes place in one 3rd grade class versus another exist. This is something he has observed first-hand during visits to various schools. The expanded time provided by a late-start would help mitigate these variations and provide more consistency.
- Using a cost/benefit analysis, approving a 40-minute late-start, one day each week, would negatively impact some families. On the other hand, more time for teacher collaboration would result in more consistency, less variation in instruction across the district and the identification/implementation of best practices. It would also allow the district to address the COVID declines faster and make a meaningful change in the district’s approach by providing teachers with the time and structure to do what they do best.

Understanding that making a change to the weekly schedule that incorporates a Wednesday late-start will be impactful to many families, Director Cannon noted the importance of conveying to the community that this has been a very thoughtful process.

In response to a question from Director Gray, Ms. Havens explained Wednesday was the day selected for the late-start as it aligns with Learning Improvement Time already provided in the teacher collective bargaining agreement. Adding the 40 minutes to the Wednesday Learning Improvement Time will provide 65 minutes for secondary teachers to collaborate and 80 minutes for elementary teachers. Director Gray, thinking of the impact on working families, wondered about selecting Monday or Friday rather than Wednesday.

Acknowledging the need for intervention, Director Gray inquired about timelines to gauge the effectiveness/impact on student learning from a late-start. Reference was made to the information that will be provided in the district's Report Card and Ms. Havens shared the district will regularly share student learning and growth data. The district wants to hold itself accountable for student outcomes.

President Burchard expressed his appreciation for the work the district is doing to align curriculum throughout the district and believes the district should be using a best practices model. He acknowledged there are some patrons who, if it is approved, will not like the late-start schedule. There are those in the community who take pride in the fact that Mead, unlike many other area school districts, does not currently have a late-start or early-release schedule.

President Burchard requested the district have a stellar communication plan ready to go regarding the late-start schedule. If the late-start schedule is approved all schools, as well as

board members, will need access to information that helps them clearly, concisely and consistently articulate the “Why” and “How”.

Regarding the 80-minute block of time for collaboration at the elementary level (15 minutes more than at the secondary level), Midway Principal Christine Spinnell reminded that each elementary classroom teacher teaches multiple subjects while at the secondary level a teacher typically teaches two-three different classes and most are in the same subject area.

On the subject of when the board should take action on the Wednesday Late Start Proposal, Director Cannon noted the importance of communicating with families before the end of the current school year and the need for building administrators to have as much time as possible to incorporate the new schedule, if approved, into plans for the upcoming school year.

Reiterating the board/district has been considering a schedule that allows for more teacher collaboration for some time, President Burchard requested the Wednesday Late Start Proposal be brought forward as an action item at the next board meeting.

VII. Reports

A. Financial Report for the Month of April 2022

Chief Financial Officer Heather Ellingson presented the April 2022 Financial Report. This report covered May 1st enrollment numbers, revenue impacts from enrollment stabilization, county property tax collections, state apportionment numbers, expenditures, General Fund balance and future planning. Enrollment for the 2021/2022 school year has stabilized at approximately 10,200 students, which is 100 over budget. Regarding the end of the current fiscal year, Ms. Ellingson shared revenues will be higher than anticipated with expenditures as budgeted. The district continues working on the 2022/2023 budget. Once staffing is finalized there will be a line item for each expenditure in the upcoming budget.

In response to a question from Director Cannon, Ms. Ellingson shared the receipt of levy and bond monies collected via property taxes is fairly stable. She additionally reminded that even as assessed values rise the levy and bond amounts collected do not increase. They are set dollar amounts. As assessed values rise the levy and bond rates (amount per \$1,000 of assessed value) decrease.

B. Superintendent’s Report

Superintendent Woodward, referencing the district’s recent Audit Exit Conference, thanked Chief Financial Officer Heather Ellingson and her team for their work throughout the year that resulted in a clean audit.

Regarding elementary MAP assessment data in reading and math from fall to winter, Superintendent Woodward, recognized the following teachers whose growth data was in the top 5% for the Mead School District:

Reading Growth

Liv Boschma
Kristin Busch
Maggie Cong
M’Liss Fackrell
Laura Fiske
Jennifer Gockley
Heather Hernandez
Andrea Schaefer
Natalie Wilkes
Andrew Williams
Luanne Williams
Melanie Wiser

Math Growth

Karen Bocksch-Jose
Maggie Cong
Ann Marie Edburg
M’Liss Fackrell
Jennifer Gockley
Ryan Hodl
Nicki McGregor
Josh Peterson
Andrea Schaefer
Natalie Wilkes
Andrew Williams
Jennifer Wrigley

So that best practices employed by these educators can be shared with others, Superintendent Woodward invited these teachers to share with him the specific strategies they utilize to get results, as well as any suggestions they might have regarding how to scale these strategies district-wide. Initial responses have been very encouraging with teachers, in their own voices, describing best practices.

Regarding the district's Score Card, Superintendent Woodward noted a draft was prepared prior to the pandemic. This draft Score Card, that incorporated community input on what should be included, will be reshared with the board.

VIII. Adjourn

The meeting was adjourned at 8 pm.

President

Secretary



**Resolution 22-05
WIAA Enrollment for 2022-2023**

WHEREAS Chapter 32 laws of 1975-76, 2nd Executive Session grants authority to each school district Board of Directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, laws of 1975-76, 2nd Executive Session authorizes school district Boards of Directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32 laws of 1975-76, 2nd Executive Session and has further been approved by the State Board of Education in action taken on August 17, 1977.


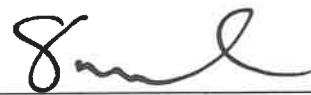
WHEREAS the Board of Directors of Mead School District #354 being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the Board of Directors of Mead School District #354 hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

Interscholastic Officials L&I Coverage Statewide

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools via classification rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities authorized and offered by School Board approval and listed on the school's WIAA membership form.

Dated this 23rd day of May 2022.

Signed:  / 
School Board President / School Board Secretary