

**GREENSBURG SALEM SCHOOL DISTRICT  
REGULAR SCHOOL BOARD MEETING OF SEPTEMBER 14, 2022**

**PRESENT:**

Mr. Brian Conway  
Mr. Frank Gazze  
Miss Lynn Jobe  
Mrs. Emily Miller  
Mr. Jeff Metrosky  
Mr. Jon O'Brien  
Mrs. Robin Savage  
Mrs. Heather Shearer  
Mr. Stephen Thomas (virtually)

**ABSENT:**

**NON-VOTING MEMBERS:**

Dr. Kenneth A. Bissell, Superintendent  
Mrs. Allison Willis, School Board Secretary  
Mr. Lee Demosky, Solicitor  
Mr. John Scales, Solicitor

**OTHERS IN ATTENDANCE**

Mr. James Baker, Coordinator of Technology Integration & Student Information  
Mr. Anthony Barbato, Hutchinson Elementary School Associate Principal  
Mr. Kevin Bringe, Director of Human Resources & Online Learning  
Dr. Justine Federico, Metzgar Elementary School Principal  
Mr. Ray Francis, Middle School Associate Principal  
Mrs. Ashley Kertes, Associate Administrator to the Superintendent & Community Outreach  
Mr. Todd McMillen, Coordinator of Student Services  
Dr. Lenni Nedley, Coordinator of Elementary Education, Federal Programs and Instruction  
Mr. Matt Sofran, Greensburg Salem Education Association Representative  
Mr. Karl Spudy, Coordinator of Institutional Facilities, Maintenance and Grounds  
Mr. David Zilli, High School Principal

Approximately ten (10) citizens of the community.

**CALL TO ORDER:**

Mr. Jeff Metrosky, School Board President, called the Meeting to Order at 7:30 P.M. Mrs. Ashley Kertes called the Roll, which is indicated above.

**BOARD WORKSHOP SESSION:**

A Board workshop session was held on August 29, 2022 to discuss roles and duties of Board members and administrators.

**EXECUTIVE SESSION:**

An Executive Session of the Board was held prior to the Board Voting Meeting on Wednesday, September 14, 2022 to discuss legal and personnel matters. The Regular School Board Meeting of September 14, 2022 convened at 7:30 P.M.

**INFORMATIONAL ITEMS**

Brian Conway thanked all Greensburg Salem teachers for doing a great job preparing our students for college, especially in math and science courses.

Lynn Jobe gave a special thank you to all teachers, staff for a very smooth start to the new school year.

Dr. Ken Bissell discussed details of the upcoming Homecoming game on September 23, 2022. There will be various tents set up at Offutt Field in order to enlist more substitute teachers, bus drivers, and other job opportunities within the District and DMJ Transportation.

**VISITORS**

Ms. Andrea Shissler of 124 Barrington Road, Delmont addressed the Board on behalf of the Greensburg Salem Band Parents Association (GSBPA). Ms. Shissler discussed the idea of selling old band uniforms and accessories and requested that the GSBPA retain the proceeds, putting it into a designated uniform fund for future use. Solicitor Lee Demosky suggested she share the information with the business manager, Allison Willis, to review prior to the October discussion meeting.

Ms. Shissler also announced the resignation of GSBPA president, Tom McGuire. Per district policy, a CDL licensed driver must drive the band vehicle/trailer. Mr. McGuire was one of those licensed drivers, which now leaves the band with one less CDL driver and difficulty finding someone to drive the trailer on Fridays. Ms. Shissler asked for guidance on next steps and requested the board review the insurance policy to see if a CDL driver is in fact a requirement.

Ms. Mecal McDade of 246 Shaw Court, New Alexandria addressed the Board on behalf of residents of Shaw Court regarding busing issues in the neighborhood. At the start of 2021 school year, there was a new bus driver about whom there were numerous complaints regarding the safety of the children on the bus. DMJ Transportation eventually dismissed the bus driver due to those complaints and safety concerns. However, according to Ms. McDade, DMJ Transportation did not notify parents of this dismissal and they only found out about it through their children telling them that that their route was to change, including new pickup and drop off times. Parents called DMJ Transportation and both parties agreed to a pickup time of 6:10 a.m. and a later drop off time instead of the original 6:40 a.m. pickup and 3:30 p.m. drop off. DMJ

**VISITORS CONT'D**

Transportation assured parents that within six to nine months the original pickup and drop off times would resume.

The first day of the new school year, parents received notification from DMJ Transportation that nothing changed. There are a number of people in the area who are doing pickup times of 6:00 am, forcing children to get up at 5:00 am. Therefore, Ms. McDade requested that the specific situation with Shaw Court is recognized and rectified by DMJ Transportation and the District. She also requested there be someone at the District with whom parents can work to reevaluate the bus routes. She thanked Dr. Bissell and Mr. Bringe for working with her thus far to help resolve the issue.

Dr. Ken Bissell addressed Ms. McDade's concerns. Mr. Kevin Bringe, Director of Human Resources and Online learning, is now the DMJ Transportation liaison for the District and has been working with DMJ on a solution to the problems at Shaw Court. Dr. Bissell announced that the Shaw Court pickup is now 6:50 a.m. starting on Monday and the drop-off time will be 3:38 pm. Mr. Bringe added that within the next two days, DMJ will be notifying parents of the changes to begin this Monday.

**REGULAR SCHOOL BOARD MEETING MINUTES**

**A motion was made by Jobe/Miller** to approve the minutes of the Regular School Board Meeting of August 10, 2022.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 1 – 14**

**PRESENTATIONS & DISCUSSIONS**

Nutrition Inc. presented their 2022-2023 Plan and Report.

**FINANCIAL MATTERS: REPORTS**

**A motion was made by Conway/O'Brien** to table item number 3.3, Capital Project Expenditure Report.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**A motion was made by Savage/Miller** to approve the following financial reports for July 2022 (Items 3.1 - 3.2 and 3.4 - 3.9): Treasurer's Report; Tax Collection Report; Grant Report; Financial Reports for the General Fund; Financial Reports for the Capital Project Fund; Financial Reports for the Food Service Fund; Middle School Activity Fund Report; High School Activity Fund Reports.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 15-34**

**FINANCIAL MATTERS: NEW BUSINESS**

**A motion was made by Savage/O'Brien** to recommend ratification of: Disbursements made since the August 10, 2022 Meeting: General Fund - \$1,473,106.29; Food Service Fund – \$152,101.73; General Fund Bill List - \$1,458,428.83

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 35-160**

**FEDERAL PROGRAMS REPORT**

Nothing to report at this time.

**BOARD REPORTS**

**Central Westmoreland Career and Technology Center Board** – Mrs. Robin Savage gave the CWCTC report. Enrollment numbers have increased to almost 1,300 students for both morning and afternoon classes at the CWCTC. All is well and things are moving along.

**Westmoreland Intermediate Unit** – Mrs. Heather Shearer gave the WIU report. It's been a successful start to the school year. Clairview Open House is scheduled for Tuesday, September 27 from 4:00 p.m. – 6:00 p.m.

**Greensburg Salem Education Foundation (GSEF)** – Lynn Jobe announced the GSEF Alumni Picnic scheduled for Saturday, September 24 at Mt. Odin Park from 1:00 – 4:00 pm. There is a \$15 fee to attend with an online payment option available through the GSEF website.

**COLA Participation** – Dr. Bissell announced that there is one open seat on the COLA board and to let him know if any of the Board members are interested in joining.

**SOLICITOR'S REPORT**

Nothing to report at this time.

**COMMITTEE REPORTS**

Nothing to report at this time.

**SUPERINTENDENT'S REPORT**

All appointments are pending governmental clearances, certification records, physical and tuberculin tests where applicable.

**RESIGNATIONS/RETIREMENTS**

**A motion was made by Conway/Savage** to accept the retirement of Mary Dee Fetter, Administrative Assistant for Student Services, effective December 31, 2022.

Mr. Jeff Metrosky recognized Ms. Fetter for her 42 years with the District.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**RESIGNATIONS/RETIREMENTS CONT'D.**

**A motion was made by Savage/O'Brien** to accept the following resignations:

- Resignation of Taley Dunaway as Girls' HS Basketball Assistant Coach effective immediately.
- Resignation of Beth Brady, custodian, on a date to be determined prior to the next meeting of the Board.
- Resignation of Alyssa Lukatch as strength and conditioning coach.
- Resignation of Sarah Frederick as Special Education Department Head effective immediately.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**TENURES**

**A motion was made by Jobe/Shearer** to grant tenure to the following educators:

- Rachel DeNino
- Hannah Mihalko
- Rachael Marion
- Ryan Gross
- Morgan Ferczak
- Ivy Cerra
- Melissa Sabella-Menoher

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**FAMILY MEDICAL LEAVES**

**A motion was made by Savage/Miller** to accept the following requests for family medical leaves and sabbaticals:

- Family and Medical Leave for Employee #1733 effective retroactive to August 25, 2022 and continuing for approximately four (4) to six (6) weeks.
- Family and Medical Leave for Employee #1736 effective retroactive to August 25, 2022 and continuing for approximately four (4) to six (6) weeks.
- Family and Medical Leave for Employee #1673 effective retroactive to August 25, 2022 and continuing for approximately four (4) to six (6) weeks.
- Family and Medical Leave for Employee #1452 effective retroactive to August 25, 2022 and continuing for approximately ten (10) to twelve (12) weeks.
- Family and Medical Leave for Employee #347 effective September 13, 2022 and continuing for approximately ten (10) to twelve (12) weeks.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**APPOINTMENTS**

**A motion was made by Savage/Miller** to hire Braden Hoffer, full-time English Language Arts Educator, salary per the negotiated contract of \$57,621, step one masters, prorated based on a start date upon release from the candidate's current employer.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 161-166**

**A motion was made by Jobe/Miller** to hire Lou Downey, full-time Business Computer Information Technology Educator, salary per the negotiated contract of \$54,221, step one bachelors.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 167-173**

**A motion was made by Savage/Shearer** to hire Brooke Stanko, full-time Special Education Educator, salary per the negotiated contract of \$54,221, step one bachelors.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 174-175**

**A motion was made by Miller/Savage** to hire Olivia Long, district full-time substitute educator for Special Education, salary per the negotiated contract of \$43,376.80, 80% of step one bachelors.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 176-178**

**A motion was made by Savage/Miller** to hire Brooke Armstrong, as a certified elementary teacher K-6, beginning August 25, 2022 at a salary set at \$54,221, Step one (1) Bachelors, per the GSEA contractual agreement.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**A motion was made by Savage/Conway** to hire Madison Kladnik as a district full-time substitute teacher for Elementary education (Metzgar) as of August 25, 2022 for the 2022-2023 school year at a salary set at \$46,096.80, 80% Step 1 Master's, per the GSEA contractual agreement.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**A motion was made by Savage/Miller** to hire Brienne Summy, full-time administrative assistant for Human Resources and Middle School, at the hourly rate of \$17.25/hour, per the Board policy for Administrative Assistants, Classroom Instructional Assistants, and Nurse Assistants.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**APPOINTMENTS CONT'D**

**A motion was made by Thomas/O'Brien** to hire for the following supplemental positions, agenda items 9.19 – 9.24:

- Hiring of the following individuals for before and after school bus duty supervision at Nicely Elementary for the 2022-2023 school year based on the negotiated supplemental rate of \$24.00/hour: Elizabeth Jamison, Sarah Novickoff, Keli Shevchik, Patti Neil, Holly Burnfield
- Hiring of the following individuals for before and after bus duty supervision at the Middle School for the 2022-2023 school year based on the negotiated supplemental rate of \$24.00/hour: Anthony Manley
- Hiring of the following individuals for Substitute Middle School before or after school bus duty/supervision for the 2022-2023 school year at the hourly rate of \$24.00 per hour, as per the GSEA contractual agreement: Liz Zeglin
- Hiring of the following individuals as Middle School detention and suspension supervisors for the 2022-2023 school year at the supplemental hourly rate of \$29.50: Barb Garofola, Liz Zeglin
- Hiring of the following individuals as Substitute Middle School detention and suspension supervisors for the 2022-2023 school year at the supplemental hourly rate of \$29.50: Erik Doran, Hannah Mihalko
- Hiring of the following individuals as Raising Readers teachers for the 2022-2023 school year at the supplemental hourly rate of \$29.50, as per the GSEA contractual agreement: Lucas Ali, Katie Firment, Lisa Giacomo, Miranda Mangery, Kylie McSwaney, Maddie Minahan, Emily Shelley, Sherry Thomas, Liz Tobay, Andrea Moffatt

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**A motion was made by Jobe/O'Brien** to hire Cameron Auld as the Varsity Boys' Basketball Head Coach to start with the 2022-2023 school year, with salary set at the supplemental rate of \$10,616 per the negotiated agreement.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 179-181**

**A motion was made by Savage/Miller** to approve the hiring of the following individuals:

- Hiring of Nathan Snider, David Keefer, and Luke Ewing as Strength and Conditioning Coaches for the 2022-2023 school year, at \$24.00/hour, per the negotiated contract.
- Hiring of Jeff Mankins as 7th Grade Girls' Basketball coach, at the supplemental rate of \$3,910 for the 2022-2023 school year, per the negotiated contract.
- Hiring of Lauren George as Assistant MS Track & Field Coach at the supplemental rate of \$2,753 for the 2022-2023 school year, per the negotiated contract.
- Hiring of Ethan Turnball as a Boys' Varsity Soccer Volunteer Coach for the 2022-2023 school year.

**APPOINTMENTS CONT'D**

- Hiring of Lexi Hahn as a volunteer Varsity Cheerleading coach for the 2022-2023 school year.
- Hiring of the following people as Athletic Event Workers effective for the 2022-2023 school year, set at \$35 - \$40 per event as per the Schedule for Athletic Event Workers: Tina Branthoover • Christine Burkhart • Luke Ewing • Steve Saunders

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 182-184**

**A motion was made by Jobe/O'Brien** to appoint Kristy Valotta as Lunchroom Supervisor at Amos K. Hutchinson Elementary School effective for the 2022-2023 school year, salary set at \$8.00 per hour.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**A motion was made by Miller/Shearer** to hire Brian Thompson as Afterschool Activity Van Driver at a rate of \$20.50 per hour.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**ADVERTISEMENTS**

**A motion was made by Savage/Miller** to approve the following advertisements:

- Advertise for the position of Basketball Girls' HS Assistant Coach for the supplemental pay of \$4,992 for the 2022-2023 school year.
- Advertise for the position of elementary after-school staff (ASSIST), salary set at \$29.50 supplemental hourly rate as per the negotiated Agreement paid using ESSER grant funds.
- Advertise for the position of full-time custodian, starting rate per the negotiated contractual agreement for custodial staff.
- Advertise for the position of Special Education Department Head.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**FINANCE**

**A motion was made by Thomas/Gazze** to approve the following finance items (10.1 – 10.6):

- Approval to enter Stipulation of Settlement to resolve the tax assessment case filed at Westmoreland County Court of Common Pleas Docket No. 4194 of 2020 - EW Investment Group, LLC, owner, adjusting the implied fair market value of the subject commercial property identified at Westmoreland County Tax Map No.: 10-02-15-4-010 to \$275,000 for tax assessment purposes based on the certified appraisal report produced by licensed commercial property appraiser John H. Lizza and the recommendation of the Westmoreland County Tax Assessment Office.



**FINANCE CONT'D.**

- Approval to accept a \$20,000 EITC grant through the Westmoreland Fayette Workforce Investment Board, and the Community Foundation of Westmoreland County to support high school pre-apprenticeship programs.
- Approval to submit the PCCD Grant Application for Safety and Security for a total amount of \$280,944.
- Retroactive approval to submit the PDE Mobile Science and Math Grant to support the High School Outdoor Classroom Project for a total amount of \$50,000.
- Retroactive approval to submit a grant application to the Richard King Mellon Foundation for the college in high school program in the amount of \$200,000.
- Retroactive approval to accept a \$20,000 EITC grant from the Community Foundation of Westmoreland County to support the High School Outdoor Classroom Project.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 185-186**

**A motion was made by Savage/O'Brien** to approve the following finance items 10.7 – 10.9:

- Approval for Allison Willis to act as the District's representative to the Westmoreland Intermediate Unit Joint Purchasing Consortium, with Dr. Kenneth A. Bissell acting as the alternate.
- Approval to authorize Dr. Kenneth Bissell and Mrs. Allison Willis to act on behalf of the Greensburg Salem School District for the purchase of Electric Utilities as recommended by Keytex Energy Solutions LLC.
- Approval for the District Business Manager and/or Superintendent to accept quotes for small purchases that fall within state and federal thresholds that would require three document quotes for purchase.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**CONTRACTS/CONTRACTED SERVICES**

**A motion was made by Jobe/Shearer** to approve the following contracted services items 11.1 – 11.4:

- Approval of the Educational Service Agreement between the Greensburg Salem School District and the Franklin Regional School District for emotional support services for the 2022-2023 school year as contained herein.
- Approval of the Tuition Agreement between New Story and Greensburg Salem School for a child(ren) with special education requirements, effective for the 2022-2023 school year as contained herein.
- Approval to acknowledge the following additional bus drivers for DMJ Transportation, Inc. for the 2022-2023 school year, pending receipt of all governmental clearances, certification

**CONTRACTS/CONTRACTED SERVICES**

records, safety training, physical examinations, and tuberculin tests where applicable:  
Thomas Atheson • Gerald Bair • Jocelyne Barnett • Robert Brasili • James Fazenbaker •  
Carol Hall • Timothy Howard • Tami Lewis • Ronald Stephenson • Nadine Taylor

- Approval of the addendum to the contractual agreement between Presley Ridge and Greensburg Salem School District for special education students.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 187-198**

**A motion was made by Savage/Conway** to approve to set the rate of pay for Personal Care Assistants (PCA) to reflect option \_\_\_\_\_, based on the options provided herein. Employment and pay will be through ESS Educational Services.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 199**

**STUDENT MATTERS**

**A motion was made by Miller/Conway** to approve the creation of a Greensburg Salem Running Club for grades K-6 sponsored by Mr. Snider and Mr. Sundry.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**CONFERENCES/WORKSHOPS**

**A motion was made by Conway/Miller** to approve the following conferences/workshops items 14.1 – 14.3:

- Approval for Cheryl Harper to attend the American Physical Society Division of Plasma Physics national meeting in Spokane, Washington, October 16 - 22, 2022. The cost to the District is for a day-to-day substitute teacher.
- Approval for Cheryl Harper to attend the 2023 AASA National Conference on Education, February 15 - 18, 2023, in San Antonio, TX. The cost to the District is for a day-to-day substitute teacher.
- Approval for Cheryl Harper to attend the KITP Teachers' Conference at the University of California at Santa Barbara Kavli Institute, March 30 through April 2, 2023. The cost to the District is for a day-to-day substitute teacher.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 199-205**

**ATHLETIC MATTERS**

**A motion was made by Savage/Miller** to approve the following athletic sponsorships for the fall 2022 season: Greensburg YMCA • PA State Representative Eric Nelson

Voting Aye: Conway, Gazze, Metrosky, Miller, O'Brien, Savage, Shearer, Thomas

Voting Nay: Jobe

Abstaining: No one.

Absent: No one.

**Motion passed 8 – 1.**

**A motion was made by Savage/Miller** to approve items 15.2 – 15.3:

- Approval for the use of the Middle School Gymnasium to host the GS Lady Lions Elementary Basketball League (GS students grades 3-6) on the following dates: September 24, October 1, October 8, October 15, and October 22 from 12:00 pm - 2:30 pm.
- approval for the superintendent or designee to allow voluntary practices on holidays or other days when school is not in session. This motion should include retroactive approval for voluntary practices held on September 5, 2022.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**GENERAL/MISCELLANEOUS MATTERS**

**A motion was made by Gazze/O'Brien** to approve the adoption of the updated Health & Safety Plan for September 2022 as contained herein. The plan is to be updated and approved every six months.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 205-212**

**A motion was made by Savage/Conway** to authorize Juvenile Probation Officers to carry firearms in and on Greensburg Salem properties during the commission of their official duties for defensive purposes for the 2022-2023 school year.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 213-214**

**A motion was made by Jobe/O'Brien** to authorize Administration to advertise and seek request for proposals (RFP) for a district-wide feasibility study and project management services. A brief discussion followed.

Voting Aye: Jobe, Metrosky, Miller, O'Brien, Shearer, Thomas

Voting Nay: Conway, Gazze, Savage

Abstaining: No one.

Absent: No one.

**Motion passed 6 – 3.**

**GENERAL/MISCELLANEOUS MATTERS CONT'D.**

**A motion was made by Conway/Savage** to authorize Administration to seek requests for proposals (RFP) for student information systems (SIS).

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**A motion was made by Jobe/O'Brien** to accept the quote for repairs to the Offutt Field elevator from Hadfield Elevator as contained herein.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**SEE ATTACHMENTS 215-217**

**A motion was made by Gazze/Miller** to authorize Administration to advertise and seek competitive bids for the high school air conditioning unit replacement project.

A brief discussion followed.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**A motion was made by Savage/Conway** to authorize Administration to advertise and seek competitive bids for the Nicely and Metzgar Elementary chiller replacement and air conditioning repair project.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**A motion was made by Savage/Shearer** to authorize the superintendent to advertise for budgeted positions when resignations, retirements, or leaves of absence are anticipated.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

**INFORMATIONAL ITEMS**

The next Board Discussion Meeting will be held October 5, 2022 at 7:00 P.M. in the GSMS staff administrative room. The next Board Voting Meeting will be held on Wednesday, October 12, 2022 at 7:30 P.M. in the GSMS Room 003. Committee meetings will be scheduled and announced via the school website, social media, and physical postings.

**ADJOURNMENT**

**A motion was made by Savage/Miller** to adjourn the meeting.

*Section 508 vote: All nine Board Members present voted in the affirmative.*

The Regular School Board Meeting of the Greensburg Salem School District Board of Education held on Wednesday, September 14, 2022, beginning at 7:30 P.M. at the Middle School in Room 003 was adjourned at 8:50 P.M.

ATTEST:

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Allison Willis, School Board Secretary

