

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
Oakland, New Jersey 07436
REGULAR PUBLIC MEETING MINUTES

September 8, 2025
Board of Education Conference Room
131 Yawpo Avenue, Oakland, NJ
Action to authorize Executive Session
Anticipated Public Session, 8:00 P.M.

1. Call to Order - Roll Call 7:04 PM

Ms. Ansh Absent Ms. Kiel Mr. Valenti
 Mr. Bogdansky Mr. Kinney Ms. Mariani, Vice Pres.
 Mr. DeLaite Absent Ms. Koulikourdis Ms. Souders, President

2. Closed Session 7:04 PM

BE IT RESOLVED, by the Ramapo Indian Hills Regional High School District this 8th day of September, 2025 at 7:02 PM as follows:

The Board recessed to closed session in accordance with the Open Public Meetings Law, N.J.S.A.10:4-12b. The general nature of the discussion involved personnel and matters confidential by law, and any investigations or tactics or techniques to protect persons or litigation, anticipated litigation and attorney-client matters.

These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.

Moved by: Mr. Bogdansky Seconded: Mr. DeLaite

Ms. Ansh Absent Ms. Kiel Mr. Valenti
 Mr. Bogdansky Mr. Kinney Ms. Mariani, Vice Pres.
 Mr. DeLaite Absent Ms. Koulikourdis Ms. Souders, President

Closed session was concluded at 7:48 PM, at which time the Board recessed and subsequently reconvened into public session at 8:01 PM.

3. Board President’s Announcement 8:01 PM

The meeting was called to order by the Board President at 8:01 P.M. Ms. Souders thanked everyone for attending the meeting. She announced that the New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend meetings of public bodies at which any business affecting their interest is discussed or acted upon. She also announced that in accordance with the provisions of this act, the Interim Business Administrator/Board Secretary caused notice of this meeting to be published by having the date, time, and place thereof posted in accordance with N.J.S.A. 10:4-8(b), and guidance from the New Jersey Department of Community Affairs, Division of Local Government Services. She read a public statement advising the public to be aware that employees of the Ramapo Indian Hills Regional High School District retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. Ms. Souders further stated that the Board shall not be held liable for comments made by members of the public and, in order to protect the privacy rights of employees in the District, the Board shall not respond to statements made by the public of or about District employees.

4. Roll Call

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Ms. Ansh | <input type="checkbox"/> Absent Ms. Kiel | <input checked="" type="checkbox"/> Mr. Valenti |
| <input checked="" type="checkbox"/> Mr. Bogdansky | <input checked="" type="checkbox"/> Mr. Kinney | <input checked="" type="checkbox"/> Ms. Mariani, Vice Pres. |
| <input checked="" type="checkbox"/> Mr. DeLaite | <input type="checkbox"/> Absent Ms. Koulikourdis | <input checked="" type="checkbox"/> Ms. Souders, President |

5. Pledge of Allegiance

Ms. Souders led the Pledge of Allegiance.

6. Board President’s Report

The Board President read a brief statement welcoming everyone back to school. She also noted the FLOW Community Day, Friday September 12, 2025 at 6:30 PM for the first home football game at Indian Hills and the grand opening of the IHHS Concession Stand.

7. Superintendent’s Report

Ms. DeMarco reported that the launch of the Rotating Drop Block Schedule (RDBS) has been a success

Ms. DeMarco highlighted various agenda items:

- Personnel
- Education and Student Services
- Policy

8. Business Administrator’s Report

Mr. Bouldin reviewed various construction projects

- Concession stand
- Team rooms
- HVAC @ IHHS
- RHS Auditorium HVAC unit

- Updating ESIP analysis
- Water grant for bottle filling stations

9. Board Committee Reports

Athletics, Arts, Extracurriculars & Communications - The chair reported the committee met on August 21, 2025 and highlighted the following:

- Fall sports
- Swimming co-op
- FLOW community day- ribbon cutting ceremony 6:30 PM
- Coach
- Medical service club
- RHS 50 year reunion
- Coffee and conversation dates TBD in October, March, and late May or June
- Next meeting September 17, 2025

Education & Personnel - The chair reported the committee met September 2, 2025 and highlighted the following:

- Agenda items E4 & E5
- BCSS- related services- budget neutral
- NJGPA support program
- NJGPA Job description
- Webinar held on August 27th-recording is posted to the website
- Next meeting, October 7, 2025

Finance & Facilities - The chair reported the committee will meet on September 10, 2025 in person at the Board Office

Negotiations - No report

Policy - The chair reported the committee met on September 4, 2025 and highlighted the following:

- First and second reads on the agenda

Ad-hoc Board Goals - The chair reported the committee met on August 26, 2025 and highlighted the following:

- Board goals
- The committee is setting plans for the second half of the year

10. Public Comment

A member of the public, Oakland commented on FLOW Follies and expressed gratitude to the District and its 40th anniversary. They noted that the program donated over 900K in scholarships. This year's performance will be held February 6, 7, & 8th 2026

11. Open Board Discussion

No comments

12. Action Items

Move to approve the following Meeting **Minutes**:

- August 18, 2025 Closed & Regular

13. Personnel

Motion by Ms. Souders, seconded by Mr. Bogdansky, to accept the recommendation of the Superintendent, the following persons be appointed to fill the position for the length of time and with the compensation noted, subject to all federal, state, county, and local regulations, governing said employment, and adopt motions P1 through P8, as described below:

P1. Move to approve the following reappointments of District Administrators, effective for the period July 1, 2025 - June 30, 2026. New Salary guide placement as follows:

A. ADMINISTRATION

	Name	Nature of Action	Position	Tenure Track/LOA or LT Replacement	Location	Guide/ Step	Salary	Effective Date
a.	Matthew Bushta	Approve	Assistant Principal	Tenured	IHHS	N/A	\$151,240	07/01/25-06/30/26
						Longevity	\$3,000	07/01/25-06/30/26
b.	Claudia Dargento	Approve	Assistant Principal	Tenured	RHS	N/A	\$167,343	07/01/25-06/30/26
						Longevity	\$4,000	07/01/25-06/30/26
c.	Daniel Guido	Approve	Assistant Principal	Tenured	IHHS	N/A	\$165,679	07/01/25-06/30/26
						Longevity	\$3,000	07/01/25-06/30/26
d.	Mariette Ng*	Approve	Assistant Principal	Non-Tenured	RHS	N/A	\$146,690	07/01/25-10/05/25
e.	Travis Smith	Approve	Principal	Tenured	RHS	N/A	\$204,342	07/01/25-06/30/26
						Longevity	\$3,000	07/01/25-06/30/26

	Name	Nature of Action	Position	Tenure Track/LOA or LT Replacement	Location	Guide/Step	Salary	Effective Date
f.	Dr. Gregory Vacca	Approve	Principal	Tenured	IHHS	N/A	\$194,512	07/01/25-06/30/26
						Doctorate Stipend	\$4,000	07/01/25-06/30/26
g.	Dr. James Heinegg	Appoint	Interim Assistant Principal	N/A	RHS	N/A	\$600/Diem	09/15/25-12/02/25***
h.	Darren Groh	Rescind	Affirmative Action Officer	N/A	District	N/A	N/A	09/09/25
i.	Mark Fasciana	Appoint	Affirmative Action Officer	N/A	District	N/A	N/A	09/09/25-06/30/26

* Non-tenured

*** Three transition days the week of 09/08/25

P2. Move to approve the following:

B. INSTRUCTIONAL

	Name	Nature of Action	Title	Tenure Track/LOA or LT Replacement	Location	Guide/Step	Salary	Replacing	Effective Date
a.	John Potestivo	Amend	Special Education Teacher, Social Studies	MA	RHS	MA, Step 16	\$85,516 Prorated		From 10/13/25-06/30/26 to 09/01/25-06/30/26
b.	Michael Ivanov	Amend Resignation	Social Studies		RHS				From 09/18/25 to 08/31/25
c.	Luke Miller	Amend Change in Assignment	From Special Services to Social Studies Teacher*	MA+30	RHS	MA+30/19	\$104,505		From 10/01/25-06/30/26 to 09/01/25-06/30/26
d.	Leslie Lesly	Amend	Family &		RHS				From

	Name	Nature of Action	Title	Tenure Track/LOA or LT Replacement	Location	Guide/Step	Salary	Replacing	Effective Date
		Resignation	Consumer Science						09/12/25 to 08/31/25
e.	Yanfei Li-McGurrin	Appoint	6th period Chinese 1, period 4	N/A	RHS		\$13,000		09/01/25-06/30/26
f.	Leo Castano	Appoint	6th Period Teaching Assignment, Italian Cinema, period 8		RHS		Prorated \$13,000		Retroactive 9/4/25-11/26/25
g.	Elisa Britnell	Appoint	6th Period Teaching Assignment, Italian 1, CPE, period 3		RHS		Prorated \$13,000		Retroactive 9/4/25-11/26/25
h.	Yanfei Li-McGurrin	Salary Adjustment	World Languages	From MA to MA+15	RHS	From MA/Step 18, to MA+15, Step 18	From \$92,883 to \$94,632	L. Huang	Retroactive 09/01/25-06/30/26
i.	Kelly Rowe	Appoint	Substitute		District	N/A	\$140/Diem		2025-26
j.	Giuliana Britnell	Appoint	Substitute		District	N/A	\$140/Diem		2025-26
k.	Joshua Fronefield	Appoint	Substitute		District	N/A	\$140/Diem		2025-26
l.	Zoe Alvarez	Appoint	Substitute		District	N/A	\$140/Diem		2025-26
m.	Karen Klingner	Appoint	Head Teacher (Lead Counselor)		IHHS	Flat Rate	\$2,701		2025-26
n.	Michael Walty	Appoint	Head Teacher (Lead		RHS	Flat Rate	\$2,701		2025-26

	Name	Nature of Action	Title	Tenure Track/LOA or LT Replacement	Location	Guide/Step	Salary	Replacing	Effective Date
			Counselor)						
o.	Elizabeth Johnson	Amend	Head Teacher, Social Studies/ UPISB		IHHS	Flat Rate	From \$2,701 to \$4,056		2025-26
p.	Cassandra Zalarick	Salary Adjustment	Mathematics	From BA+15, Step 8 to MA, Step 8	District	From BA+15, Step 8 to MA, Step 8	\$70,646		Retroactive 09/01/25-06/30/26
q.	Elizabeth Michels	Salary Adjustment	English, Teacher	From MA+15, Step 17 to MA+30, Step 17		From MA+15, Step 17 to MA+30, Step 17	\$95,956		Retroactive 09/01/25-06/30/26
r.	Ashley Murphy	Appoint	6th Period Assignment , UPSMR Honors Biomechanics (Semester 2)	N/A	IHHS		Prorated \$13,000		1/28/26 - 6/30/26
s.	Daniel Laner	Salary Adjustment	Social Studies	From MA to MA+15	RHS	From MA/ Step 16, to MA+15, Step 16	From \$85,516 to \$87,137		Retroactive 09/01/25-06/30/26
t.	Vincenzina Piccinno	Amend	6th Period Assignment , Business/ Financial Literacy		RHS		\$13,000 prorated	Period 3	From 09/01/25-01/27/26 to 09/01/25-06/30/26

C. NON-INSTRUCTIONAL

	Name	Nature of Action	Title	Tenure Track/LOA or LT Replacement	Location	Guide/ Step	Salary	Replacing	Effective Date
a.	Thomas Piazza	Rescind	Asst. Coach Boys' Soccer	N/A	IHHS	2	\$4,784		2025-26
b.	Craig Simko	Resignation	.85 Security Aide		RHS	Step 4	\$26,245.45		09/01/25
c.	Michael Paladino	Rescind	Asst. Coach, Girls' Soccer	N/A	IHHS	Step 4	\$5,871		2025-26
d.	Amber Reed	Appoint	Asst. Coach, Girls' Soccer	N/A	IHHS	Step 4	\$5,871	Michael Paladino	2025-26
e.	Michael Paladino	Appoint	Asst. Coach, Boys' Soccer	N/A	IHHS	Step 4	\$5,871	Thomas Piazza	2025-26
f.	Thomas Johnson	Appoint	.85 Security Aide	N/A	IHHS	Step 4	\$26,245.45	Craig Simko	09/09/25-06/30/26
g.	Andrew Wingfield	Appoint	Paraprofessional Aide/ Coach, Football	N/A	RHS	N/A	N/A		2025-26

P3. Move to approve the NJGPA Support Program which will provide additional instruction to seniors preparing for the NJGPA testing on October 8, 2025. The program consists of 45 minutes per day for 7 days in English Language Arts support and 45 minutes per day for 7 days in Mathematics support and instruction will be provided by two teachers per school, one in English Language Arts and one in Mathematics. Teachers will be compensated at the contractual rate of \$69.14 per hour.

P4. Move to approve the NJGPA Support Program Job Description.

P5. Move to approve, additional summer employment for Priya Basak, IHHS, School Social Worker, 5.75 additional hours, during the months of July and August 2025 for

performing professional services for case management, at the approved contractual hourly rate of pay (as calculated on the base pay plus longevity, if applicable).

P6. Move to approve, Christa Rausch, IHHS, 1:1 aide, not to exceed one (1) hour, to assist an incoming 9th grade student at Freshman Orientation, at the approved contractual hourly rate of pay (as calculated on the base pay plus longevity, if applicable).

P7. Move to approve the following staff for the School’s Threat Assessment Team as follows:

<u>Name</u>	<u>Position</u>	<u>School</u>
Travis Smith	Principal	RHS
Claudia Dargento	Assistant Principal	RHS
Mariette Ng followed by James Heinegg (Interim)	Assistant Principal/Interim Assistant Principal	RHS
Jasmen Mantashian	SAC	RHS
Rebecca Cornell	SAC	District
Mike Yasosky	Health & Physical Education Teacher	RHS
Dr. Gregory Vacca	Principal	IHHS
Matthew Bushta	Assistant Principal (oversees security team)	IHHS
Daniel Guido	Assistant Principal	IHHS
Paul Stetner	SLEO	IHHS
Andrea Saladino	SAC	IHHS
Dominic Mulieri	Health & Physical Education Teacher	IHHS
Charles Wolff	District School Security Coordinator & Liaison to the Police	District

P8. Move to accept **retirement**, with regret, effective January 1, 2026, as follows:

WHEREAS, Gale Fanale has dedicated herself to the Ramapo Indian Hills Regional High School District for 27 years as a Business Teacher, SAT/ACT Proctor, various Advisor positions (DECA, School Store, & Love Letters), and District Head Teacher, displaying an unselfish

commitment to our children; exemplifying the ideals of professionalism and the standard of excellence, and

WHEREAS, *the Ramapo Indian Hills Regional High School District Board of Education, together with its citizens, wishes to acknowledge exemplary service that Gale Fanale has provided our children,*

NOW, THEREFORE, BE IT RESOLVED THAT *the Ramapo Indian Hills Regional High School District Board of Education does hereby extend its appreciation and gratitude to Gale Fanale in recognition of her exemplary service to our school district.*

14. Education

Motion by Ms. Souders, seconded by Mr. Bogdansky, to accept the recommendation of the Superintendent to approve and adopt motions E1 through E8 as described below:

- E1. Move to approve District **student field trips and transportation costs** for the 2025-26 School Year as follows:

<u>Location</u>	<u>Group</u>	<u>Date(s)</u>	<u>Cost</u>
Six Flags	Cross Country	09/27/25	\$3,040

- E2. Move to approve changes to the [Student Calendar 2025-2026](#) to add delayed start times to accommodate the administration of the PSAT, NJGPA and NJSLA.
- E3. Move to approve the Agreement between PKS Education Consultants and the Ramapo Indian Hills Regional High School District Board of Education to conduct Educational Evaluations at \$400.00 per evaluation. Effective for the 2025-26 School Year.
- E4. Move to approve the Agreement between Bergen County Special Services and the Ramapo Indian Hills Regional High School District Board of Education to provide Speech Services for the Autism Program in the amount of \$31,748.00. Effective for the 2025-26 School Year.
- E5. Move to amend the Agreement between Bergen County Special Services and the Ramapo Indian Hills Regional High School District Board of Education to provide Staffing Consultant Services for the Autism Program in the amount of \$389,795.00. Effective for the 2025-26 School Year.
- E6. Move to approve the Agreement between Bayada Home Health Care, Inc. and the Ramapo Indian Hills Regional High School District Board of Education to provide Nursing Services for Student 428574 at \$75.00 per hour for an R.N. or L.P.N. Effective for the 2025-26 School Year.

- E7. Move to approve, in accordance with Chapter 46, Title 18A, New Jersey Statutes, and that tuition and/or related services be paid for the students listed below to attend the schools indicated and at the tuition costs indicated for the 2025-26 School Year as follows:

<i>Student Number</i>	<i>Placement</i>	<i>Tuition</i>
426632	Eastwick College - Hackensack Campus	\$9,900.00
426633	Eastwick College - Hackensack Campus	\$9,900.00
427075	Eastwick College - Hackensack Campus	\$9,900.00
426492	Ho-Ho-Kus School of Trade & Technical Sciences - Paterson Campus	\$9,900.00
425694	Ho-Ho-Kus School of Trade & Technical Sciences - Paterson Campus	\$9,900.00
426560	Ho-Ho-Kus School of Trade & Technical Sciences - Paterson Campus	\$9,900.00
427465	Ho-Ho-Kus School of Trade & Technical Sciences - Paterson Campus	\$9,900.00
426043	Ho-Ho-Kus School of Trade & Technical Sciences - Paterson Campus	\$9,900.00
427456	Ho-Ho-Kus School of Trade & Technical Sciences - Paterson Campus	\$9,900.00
426269	Ho-Ho-Kus School of Trade & Technical Sciences - Paterson Campus	\$9,900.00
425774	Ho-Ho-Kus School of Trade & Technical Sciences - Paterson Campus	\$9,900.00
426355	Ho-Ho-Kus School of Trade & Technical Sciences - Paterson Campus	\$9,900.00

- E8. WHEREAS, the Board is the respondent in a matter bearing OAL Docket Number EDU 01556-25, which currently is pending before the Commissioner of Education; and

WHEREAS, the Director of Special Services and the Superintendent have recommended resolution of this matter pursuant to the terms set forth in a Settlement Agreement; and

WHEREAS, the Settlement Agreement resolves issues involving the student’s transcript; and

WHEREAS, the Board finds that resolving this matter pursuant to the terms set forth in the Settlement Agreement is in the best interest of the District.

NOW, THEREFORE, BE IT RESOLVED by the Ramapo Indian Hills Board of Education that it hereby approves the Settlement Agreement in this matter and authorizes the Superintendent to sign the Agreement on its behalf.

15. Operations

Motion by Ms. Souders, seconded by Mr. Bogdansky, to accept the recommendation of the Superintendent to approve and adopt motion OP1 through OP2 as described below:

- OP1. Move to authorize the submission of the District’s Water Infrastructure Improvement Grant to the New Jersey Department of Education for FiscalYear 2026, and further move to accept the Grant Award of Funds in the amount of \$12,288; if awarded.
- OP2. Move to approve the **use of** the Ramapo Indian Hills Regional High School District **facilities** for the date(s) indicated in accordance with the rules and regulations governing said use as follows:

<i>Indian Hills High School</i>	
Bergen County Coaches Association	Basketball Tournament; Gymnasium; February 7, 2026; 1:30 - 8 P.M.

16. Finance

Motion by Ms. Souders, seconded by Mr. Bogdansky, to accept the recommendation of the Superintendent to approve and adopt motions F1 through F2 , as described below:

- F1. Move to authorize approval of bills drawn on the current account for the period August 16 - 31, 2025, in the total amount of \$764,743.36 for materials received and/or services rendered, including the August 18 and 30, 2025 payrolls, having been audited by the Business Administrator, be approved by the Board.
[Report of Summary Check Register August 16-31, 2025](#)
- F2. Move to approve the following resolution:

WHEREAS, District employees have submitted requests for reimbursement for **work-related travel** that is directly related to and within the scope of the employee’s current work responsibilities; and

WHEREAS, the Board has previously authorized such work-related travel, and the District’s school business administrator or designee has reviewed the documentation

submitted by the employee and found same to be in compliance with the Board’s policy provisions and approval requirements; and

WHEREAS, the travel request listed below specifies for each item of reimbursement the specific promotion of delivery of instruction or furtherance of the efficient operation of the school district, and the amount of each listed reimbursement does not exceed State travel reimbursement guidelines;








NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of Board Policy and *N.J.A.C. 6A:23B-1.1 et seq.*, that the Board of Education hereby approves work-related travel reimbursement to its employees as set forth below:

<u>Req. No.</u>	<u>Employee</u>	<u>Conference</u>	<u>Date</u>	<u>Expenses</u>
D26-07	Dr. Frank Mauriello	AASA NCE The Future is Ready Nashville, TN	2/11/2026 - 2/15/2026	\$3,145.00

17. Policy

Motion by Ms. Souders, seconded by Mr. Bogdansky, to accept the recommendation of the Superintendent to approve and adopt motion PO1 as described below:

PO1. Move to approve the first reading of District Policies/Regulations as follows:

<u>Policy Title</u>	<u>Policy Number</u>
Duties of Public School Accountant (Revised)	 P 0173 Duties of Public School Account...
Legal Services (Revised)	 P 0174 - Legal Services Revised
Professional Services (Revised)	 P 0177 Professional Services Revised
Internal Controls	 P 1570 Internal Controls Revised
Internal Controls	 R 1570 Internal Controls Revised
Administrative Employment Contracts	 P 1620 Administrative Employment Con...
Special Education Medicaid Initiative (SEMI) Program	 P 6111 Special Education Medicaid Initia...

<i>Policy Title</i>	<i>Policy Number</i>
Special Education Medicaid Initiative (SEMI) Program	R 6111 Special Education Medicaid Initia...
Budget Preparation	P 6220 Budget Preparation Revised
Budget Preparation	R 6220 Budget Preparation Revised
Board Member and Term (ABOLISH)	P 0141 Board Member and Term
Board Member Number and Term – Regional School District (New)- Replaces P0141	P 0141.3 Board Member Number and Te...
Notification of Promotion, New Job, and Transfer Opportunities (New)	P 1636.01 Notification of Promotion, Ne...
Recordkeeping for Healthcare Settings in School Buildings – Covid-19 (M)- (ABOLISH)	P 1648.15 Recordkeeping for Healthcare ...
Statutory Curricular Requirements (M)	P 2422 Statutory Curricular Requiremen...
Student Sun Protection (M) (New)	P 5339.01 Student Sun Protection (M) New

PO2. Move to approve, the second and final reading of District Policies/Regulations as follows:

<i>Policy Title</i>	<i>Policy Number</i>
Attendance	R 5200 Attendance for 20250818 BOE M...

Motion to approve all resolutions, contained in agenda sections as follows: Personnel, Education, Finance, Policy, and Minutes as a Consent vote.

Moved by Ms. Souders Seconded by Mr. Bogdansky

	Yes	No	Abstain	Absent
Ms. Ansh	X		See Below	
Mr. Bogdansky	X			
Mr. DeLaite	X			
Ms. Kiel				X
Mr. Kinney	X			
Ms. Koulikourdis				X
Mr. Valenti	X			

	Yes	No	Abstain	Absent
Ms. Mariani, Vice President	X			
Ms. Souders, President	X			

Ansh- ABSTAIN Closed & Regular Minutes, August 18, 2025

18. Public Comment

None

19. Board Comments

Kinney thank you to Shauna for dropblock schedule
SD thanked the team

20. Anticipated Future Meeting Dates

- Monday, September 29, 2025, RIH BOE Conference Room, 131 Yawpo Avenue, Oakland, NJ 07465.

21. Adjournment

Moved by Mr. Bogdansky Seconded: Mr. Kinney adjourned the meeting at 8:26 P.M.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Ms. Ansh | <input type="checkbox"/> Absent Ms. Kiel | <input checked="" type="checkbox"/> Mr. Valenti |
| <input checked="" type="checkbox"/> Mr. Bogdansky | <input checked="" type="checkbox"/> Mr. Kinney | <input checked="" type="checkbox"/> Ms. Mariani, Vice Pres. |
| <input checked="" type="checkbox"/> Mr. DeLaite | <input type="checkbox"/> Absent Ms. Koulikourdis | <input checked="" type="checkbox"/> Ms. Souders, President |

Respectfully submitted,

Matthew Bouldin, School Business Administrator/Board Secretary