RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
AUGUST 15, 2017

MINUTES

Call to Order – 5:05 p.m. – Middle School Media Center

SUNSHINE STATEMENT
Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed by resolution adopted January 3, 2017. Notice of this meeting was published in the *Asbury Park Press* newspaper per code and sent to the Municipal Clerk, Red Bank Borough, within 7 days per code.

Fire exits located in the direction indicated. In case of fire, you will be signaled by bell and/or public address system. If so alerted to fire, please move in a calm and orderly fashion to the nearest smoke-free exit.

ROLL CALL
PRESENT: Ben Forest, Tom Labetti, Juanita Lewis, Marjorie Lowe, Ann Roseman, Fred Stone, Suzanne Viscomi
ABSENT: Michael Ballard (arrived 5:44 pm), Janet Jones
ALSO PRESENT: Jared Rumage, Superintendent; Debra Pappagallo, Business Administrator/ Board Secretary

I. BOARD RETREAT – Lead by NJSBA Representative - Kathy Winecoff

Following Board Retreat the Board took a recess from 6:28 until 7:01 pm.

ROLL CALL – 7:01 PM
PRESENT: Michael Ballard, Ben Forest, Juanita Lewis, Marjorie Lowe, Ann Roseman, Fred Stone, Suzanne Viscomi
ABSENT: Janet Jones, Tom Labetti (returned 7:02 pm)
ALSO PRESENT: Jared Rumage, Superintendent; Debra Pappagallo, Business Administrator/ Board Secretary; Richard McOmber, Esq.

II. RESOLUTION FOR EXECUTIVE SESSION
At 7:01 pm Mr. Ballard motioned, seconded by Ms. Viscomi, to convene in Executive Session.
A. Personnel
B. Contract Negotiations

VOICE VOTE:
AYES: Mr. Ballard, Mr. Forest, Ms. Lewis, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: None ABSTENTIONS: None ABSENT: Ms. Jones, Mr. Labetti (returned 7:02 pm)

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CALL TO ORDER – 7:36 p.m.

SUNSHINE STATEMENT
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ROLL CALL
PRESENT: Michael Ballard, Ben Forest, Tom Labetti, Juanita Lewis, Marjorie Lowe, Ann Roseman, Fred Stone, Suzanne Viscomi
ABSENT: Janet Jones
ALSO PRESENT: Jared Rumage, Superintendent; Debra Pappagallo, Business Administrator/ Board Secretary; Richard McOmber, Esq.

FLAG SALUTE
Dr. Stone led the Salute to the Flag.

III. SUPERINTENDENT'S REPORT

A. QSAC Update - Dr. Rumage reported on QSAC review results.
B. EVVRS - Dr. Rumage reported on the EVVRS report.

At this time the Board moved to address resolutions 4149 through 4159 in the agenda.
Ms. Roseman motioned, seconded by Mr. Forest, to approve the following:

PERSONNEL – 4000
BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION that upon the recommendation of the Superintendent, the following PERSONNEL resolution(s) are approved as indicated:

4149. That the Board approves the appointment of *Rebecca Dobiesz* (replacing Colleen DeFilippis) as Preschool teacher, at an MA+15 Step 3 annual salary of $54,540.00, effective September 1, 2017 through June 30, 2018. Account #20-218-100-101-P18

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4150. That the Board approves the appointment of *Michelle Saldida* (replacing Mary Pat Buckley transferred to new ESL position) as Primary School Grade 2 teacher, at a BA Step 3 annual salary of $50,540.00, effective September 1, 2017 through June 30, 2018. Account #11-120-100-101-001

4151. That the Board approves the appointment of *Laura Tress* (replacing Dana Slipek transferred to new Literacy Interventionist position) as Primary School Grade 1 teacher, at a BA+15 Step 1 annual salary of $50,500.00, effective September 1, 2017 through June 30, 2018. Account #11-120-100-101-001

4152. That the Board approves the appointment of *Nicole Cartier* (replacing Megan Saraiva) as Primary School Grade 3 non-tenure track/long-term leave replacement teacher, at a BA Step 1 prorated annual salary of $49,500.00, effective September 1, 2017 through December 22, 2017. Account #11-120-100-101-001

4153. That the Board approves the appointment of *Kathy Kansky* (replacing Cynthia Bankowski) as Middle School Grade 8 math teacher, at a BA Step 16 annual salary of $62,550.00, effective September 1, 2017 through June 30, 2018. Account #11-130-100-101-002

4154. That the Board approves *Claudia O'Mullan* as Occupational Therapy, at an MA Step **6**-7 annual salary of $54,555.00, effective September 1, 2017 through June 30, 2018. Account #11-000-216-100-003

4155. That the Board approves the appointment of *Sharon Smallwood* as Primary School part-time special education teacher, at a BA Step 1 prorated annual salary of $35,145.00, effective September 1, 2017 through June 30, 2018. Account #11-213-100-101-RR1

4156. That the Board approves the appointment of *Dolores Cutler* as part-time Speech Therapist, at an MA Step 1 prorated annual salary of $31,500.00, effective September 1, 2017 through June 30, 2018. Account #11-100-216-100-003

4157. That the Board approves the appointment of *Barbara Scamardella* as Preschool instructional assistant, at a Step 1 annual salary of $27,265.00, effective September 1, 2017 through June 30, 2018. Account #20-218-100-106-P18

4158. That the Board approves the appointment of *Breanna Hartman* as Primary School instructional assistant, at a Step 1 annual salary of $27,265.00, effective September 1, 2017 through June 30, 2018. Account #11-212-100-106-MD1

4159. That the Board approves the appointment of *Chelsea Slater* as Preschool PSD instructional assistant, at a Step 1 annual salary of $27,265.00, effective September 1, 2017 through June 30, 2018. Account #20-218-100-106-P18

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ROLL CALL VOTE:
AYES: Mr. Ballard, Mr. Forest, Mr. Labetti, Ms. Lewis, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: None ABSTENTIONS: None ABSENT: Ms. Jones

Following the vote Dr. Rumage introduced new staff. The Board took recess from 7:44 through 7:52 pm.

ROLL CALL – 7:52 PM
PRESENT: Michael Ballard, Ben Forest, Tom Labetti, Juanita Lewis, Marjorie Lowe, Ann Roseman, Fred Stone, Suzanne Viscomi
ABSENT: Janet Jones
ALSO PRESENT: Jared Rumage, Superintendent; Debra Pappagallo, Business Administrator/ Board Secretary; Richard McOmber, Esq.

IV. PRESIDENT'S REPORT

COMMITTEE REPORTS:

- Ms. Roseman reported on the Curriculum Committee.
- Dr. Stone reported on the Facilities Committee.
  The Board discussed future facility needs, additional space, etc.; and having discussions with the Borough on future planning of Red Bank and new developments.

V. HEARING OF THE PUBLIC

Bylaw #0167 reads . . . "Any individual deciding to speak shall state their name and address. All comments will be directed to the Chair. Speakers shall be limited to one (1) turn of five (5) minutes with a total public participation not exceeding 60 minutes."

VI. STATEMENT TO THE PUBLIC

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Almost without exception, before a matter is placed on the agenda at a public meeting, the matter is thoroughly reviewed by the Superintendent of Schools and, when necessary, other school district administrators. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, and if the circumstances permit, it is then referred to the appropriate committee of the Board of Education. The members of the Board committee work with the Administration and the Superintendent to assure its understanding of the matter. When the Board committee and the Superintendent are satisfied that it may be presented to the Board of Education, the matter is placed on the agenda at a public meeting.

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VII. ACTION AGENDA

Mr. Forest motioned, seconded by Ms. Viscomi, to approve the following:

BUSINESS – 3000
BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION that upon the recommendation of the Superintendent the following FINANCE resolution(s) are approved as indicated:

3115. TRAVEL

Name	Date/Time	Location	Cost	Theme	Account #
Cathy Reardon	10/18/2017	Somerset, NJ	$197.00	NJAAP School Health Conference	11-000-213-580-000

3116. APPROVAL OF MINUTES
To approve the minutes from the July 18, 2017 Board of Education Meetings.

3117. APPROVE USE OF FACILITIES
That the Board approves the one-time and recurring building use requests according to Board Policy, as previously distributed to the Board.

3118. APPROVAL OF SECRETARY/TREASURER'S REPORT
Pursuant to 18A:6-59
To approve the June 2017 Report of the Treasurer and the June 2017 Report of the Secretary as being in balance for the month.

3119. BUDGET TRANSFERS
To ratify any budget transfers effective June 2017 per the transfer report.

3120. BILLS PAYMENT
To approve payment of final bills for June 2017 and July 2017 and for bills as of August 2017.

3121. NON-RESIDENT STAFF CHILDREN
That the Board approves the district attendance of non-resident staff children for the 2017-2018 school year.

- Student ID # 23066 - Grade 7
- Student ID # 10691 - Grade 3

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3122. APPROVAL OF LEASE ADDENDUM
That the Board approves the lease addendum between Middletown Reformed Church and the Red Bank Board of Education for Pre-Kindergarten classrooms, administrative space and common areas for the term of September 1, 2017 through August 31, 2018 upon final review and approval by the Board Attorney.

PERSONNEL – 4000
BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION that upon the recommendation of the Superintendent, the following PERSONNEL resolution(s) are approved as indicated:

4147. That the Board accepts the resignation of Colleen DeFilippis for personal reasons effective September 30, 2017 or sooner.

4148. That the Board accepts the resignation of Jill Williams for personal reasons effective October 10, 2017 or sooner.

4149. Taken Earlier in the Meeting.
4150. Taken Earlier in the Meeting.
4151. Taken Earlier in the Meeting.
4152. Taken Earlier in the Meeting.
4153. Taken Earlier in the Meeting.
4154. Taken Earlier in the Meeting.
4155. Taken Earlier in the Meeting.
4156. Taken Earlier in the Meeting.
4157. Taken Earlier in the Meeting.
4158. Taken Earlier in the Meeting.
4159. Taken Earlier in the Meeting.

4160. That the Board approves the reappointment of *Afsaneh Farkhondehrou* as Middle School lunch aide, up to 4.5 hours per day, at the hourly rate of $15.00, effective September 1, 2017 through June 30, 2018. Account #11-000-262-107-002

4161. That the Board approves the reappointment of *JePiera Boykin* as Primary School Hall Monitor/Copy Clerk, at an annual salary of $21,690.00, effective September 1, 2017 through June 30, 2018. Account #s 70% 11-000-266-107-001 and 30% 20-218-200-110-P17.

4162. That the Board approves the abolishment of the Preschool Hall Monitor position, effective August 16, 2017.

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4163. That the Board approves the following staff members' movement on the salary guide effective September 1, 2017.

Alyssa May	From:	MA+15 Step **8**-9 salary of $56,440.00
	To:	MA+30 Step **8**-9 salary of $57,440.00
Jessica Sevillano-Pierson	From:	BA Step **10**-11 salary of $53,445.00
	To:	BA+15 Step **10**-11 salary of $54,445.00

4174. RESOLUTION TO WITHHOLD INCREMENT

A. The Board of Education of the Borough of Red Bank ("Board of Education") employs Employee #4742, a Middle School teacher.

B. Employee #4742, has been advised by Jared J. Rumage, Ed.D., Superintendent of Schools, that a number of incidents took place during the Spring of 2017 which demonstrated a lack of professionalism and poor decision-making by Employee #4742.

C. By letter dated June 19, 2017, Employee #4742 received notice that the Board of Education would be meeting to discuss, and perhaps take action on the recommendation of the Superintendent of Schools to withhold the employment and adjustment increments of Employee #4742 which are scheduled to be added to his salary during the 2017-2018 school year.

D. The Board of Education has been advised by the Superintendent of Schools as to his reasons for recommending that the employment and adjustment increments for the 2017-2018 school year be withheld so that the 2017-2018 salary of Employee #4742 will be fixed at $51,895.00, the same salary received by Employee #4742 for the 2016-2017 school year.

E. The Board of Education finds that the performance of Employee #4742 evidenced a lack of professionalism and poor decision-making during the Spring of 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education that:

1. The Recitals set forth above are incorporated into and made a part of this Resolution.
2. The Superintendent of Schools is authorized to permanently withhold the employment and adjustment increments of Employee #4742 for the 2017-2018 school year which result in his salary for said year equaling $51,895.00.
3. The Superintendent of Schools shall notify Employee #4742 of this decision and the reasons therefor within ten (10) days of the date of this resolution.

4175. That the Board approves the job description for the ten (10) month Preschool Floating Instructional Assistant effective August 16, 2017

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EXTRA WORK/EXTRA PAY

4164. That the Board approves the appointment of *Mary Wyman* as AVID District Director for the 2017-2018 school year, at a stipend of $5,000.00. Account #20-235-100-100-CCS

4165. That the Board approves the following staff members' participation in the Primary School, School Improvement Team for the 2017-2018 school year, not to exceed 25 hours each, at the stipulated negotiated contractual rate of $33.00 per hour for teachers and $20.00 per hour for instructional assistants. Account #20-275-200-100-SI1

Samantha Avignone	*Joan McLaughlin*	*Mercedes Wall*
Erika Goldman	*Margaret Nerney*	*Maria Zuffanti*
Nicole Mancini	*Jackie Rivera*	

4166. That the Board approves the following staff members' participation in the Red Bank Middle School SIT (School Improvement Team) for the 2017-2018 school year, not to exceed 2 hours a month each, at the stipulated negotiated contractual rate of $33.00 per hour for teachers. Account #20-275-200-100-SI2

John Adranovitz	*Evangelia Dounis*	*Sophia Mierzwa*
Erin Carty	*Christina Grimaldi*	*Christina Vlahos*
Kevin Cuddihy	*Holcombe Hurd*	*Mary Wyman*

4167. That the Board approves all Middle School teachers and instructional assistants who hold a teacher or substitute teacher certification, to serve as before/after school Alternate Classroom Education (ACE) teachers, Monday through Thursday, not to exceed 4 hours per week total, at the stipulated negotiated contractual rate of $33.00 per hour, effective September 20, 2017 through June 22, 2018. Account #11-190-100-116-002

4168. That the Board approves the following appointments for the 2017-2018 school year. Compensation based on the stipulated negotiated contractual stipend of $2,500.00 for head coaches and $2,000.00 for assistant coaches. Account #11-402-100-100-002

John Adranovitz – Boys' Head Soccer Coach
Isaac Nathanson – Boys' Assistant Soccer Coach
Amy Campbell – Girls' Soccer Coach
Kevin Cuddihy – Girls' Assistant Soccer Coach

4169. That the Board approves the stipend of $250.00 for perfect attendance during the 2016-2017 school year for Gabrielle Coco.

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4170. That the Board approves *Samantha Avignone* to provide Special Education Home Instruction services for Student ID #10896 for the 2017-2018 school year, not to exceed 2 hours per week at the stipulated contractual rate of $33.00 per hour. Account #11-150-100-101-000

4171. That the Board approves *Alicia DeSanto* to provide Speech and Language Therapy Home-based services for Student ID #10896 for the 2017-2018 school year, not to exceed 2 hours per week at the rate of $75.00 per hour. Account #11-150-100-101-000

4172. That the Board approves the following staff members' participation in the New Teacher Orientation on August 24, 2017, not to exceed two hours each, at the stipulated negotiated contractual rate of $33.00 per hour for teachers. Account #11-000-221-110-004

Samantha Arauz	*Holly Kluck*	*Vaanessaa Vazquez*
Brandy Balthazar	*Holly LoCascio*	*Christina Vlahos*
Monique Cabrera	*Rick McGovern*	*Mercedes Wall*
Tiffany Fetter	*Jackie Rivera*	
Rosalyn Giallanza	*Dana Slipek*	

4173. That the Board approves the following staff members' participation in the AVID Site Team for the 2017-2018 school year, not to exceed 1 hour a month each, at the stipulated negotiated contractual rate of $33.00 per hour. Account #Title II

Amy Campbell	*Laura Gioia*	*Lara Wengiel*
Erin Carty	*Kristen Maiello*	*Kristyn Wykoff*
Justine Coppola	*Sophia Mierzwa*	
Alyssa Geary	*Kim Sherman*	

PUPIL PERSONNEL SERVICES- 5000

BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION that upon the recommendation of the Superintendent the following PUPIL PERSONNEL resolution(s) are approved as indicated:

5012. That the Board approves the contract with the Visiting Nurse Association Health Group (VNAHG) to provide services for students, not to exceed $5,000.00, effective September 1, 2017 through June 30, 2018. Account #11-000-213-300-003

5013. That the Board approves the continuation of services by the NJ Commission for the Blind and Visually Impaired for student ID#10896, at the rate of $1,900.00, for Level 1 Services for the 2017-2018 school year. Account #11-000-219-320-003

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5014. That the Board approves behavioral training and consultation services to be provided by Above and Beyond Learning Group, LLC at the rate of $132.50 per hour, not to exceed 50 hours per month effective September 7, 2017 through June 21, 2018. Account #11- 000-216-320-003 & 20-250-100-300-003

5015. That the Board approves Physical Therapy Services to be provided by EBS (Educational Based Services) at the rate of $82.00 per hour, not to exceed 16 hours per week, plus mileage between school assignments, effective September 7, 2017 through June 24, 2018. Account #s 11-000-216-320-003 & 20-250-100-300-003

5016. That the Board approves the following consultants and their fees for the 2017-2018 school year:

- Dr. Dorothy Pietrucha, Neurologist to conduct comprehensive neurological evaluations at the rate of $175.00 per evaluation. Account #11-000-219- 320-003
- Dr. Richard Worth, Psychiatrist at the rate of $550.00 per evaluation. Account #11- 000-219-320-003
- Meridian Pediatrics/Child Evaluation Center (Dr. Aloisio) at the rate of $395.00 per evaluation. Account #11-000-219-320-003

5017. That the Board approves the service agreement with Urgent Care Physicians of NJ, LLC for drug/alcohol screening related to student crisis situations at the rate of $200 per screening. Account #11-000-213-300-004

Comments:

- Ms. Lewis asked if this was a new service or a renewal of a vendor. It is a new service.
- Mr. Ballard inquired about who pays for the service, removal of student from school and if the student must go to this service providor. Mr. McOmber noted procedure per code and policy. Mr. Ballard was concerned that District is telling the parent where to go and uncomfortable with who would be making the decisions of testing necessity.
- Ms. Lewis was also concerned about the policy and procedure.
- Dr. Rumage clarified that they were voting on a contract only. Mr. McOmber stated that the policy and procedure could be visited later by the policy committee.
- Ms. Lowe stated that there was a program at the workshop in Atlantic City and a presenter on drugs stated, “Don’t think it can’t happen to you.”
- Ms. Roseman asked if this resolution was to control costs vs. having variable costs. Yes it was.

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5018. That the Board approves the agreement with Nursefinders Inc. (dba - Nova Home Care and Staffing) to provide Substitute Nursing Services on an as needed basis effective September 1, 2017 through June 30, 2018 upon final review and approval of the Board Attorney. Account #11-000-213-300-004

CURRICULUM AND PROGRAM – 6000

BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION that upon the recommendation of the Superintendent the following CURRICULUM AND PROGRAM resolution(s) are approved as indicated:

6032. That the Board approves the district participation in the Horizons Research project entitled "Examining the Long-Term Effects of the Horizons Student Enrichment Program on Student Academic Outcomes: Information for Executive Directors." That the Board approves the district's participation in The National Institute for Early Education Research (NIEER) at Rutgers University, proposed research project, "Understanding how public preschool can achieve and maintain high quality early education opportunities", with the Robert Wood Johnson Foundation (RWJF).

- Comment: Mr. Labetti asked if this placed an undue burden on the Preschool staff. Dr. Rumage answered, it would not.

6033. That the Board approves the contract for Dr. Pam Brett to provide consulting services for math in the amount of $12,325.00 for the 2017-2018 school year. (Title I & Title II)

6034. That the Board approves the NJDOE Statement of Assurance for the requirements of the District Professional Development Plan and District Mentoring Plan for the 2017-2018 school year.

6035. That the Board approves the following curricula as indicated:
21st-Century Life and Careers - K-8
AVID Elective, 7 & 8
AVID Special, 4-6
English Language Arts, K-3 (Integrated Science/Social Studies)
English Language Arts, 4-8
Mathematics, K-8
Accelerated Math, 6-7
Algebra 1, 8th
Comprehensive Health and Physical Education, K-8
Social Studies, 4-8
Science, 4-8
World Languages, K-8
Visual and Performing Arts, K-8
Technology, K-3
Project Lead the Way, 4-8

Tools of the Mind PreK
Guidance K-8

6036. That the Board approves the partnership agreement between the Red Bank Borough School District, the Count Basie Theatre Company, and the Kennedy Center Partners in Education.

6037. That the Board approves the following student teacher and cooperating teachers:

Student Teacher	College/ University	Cooperating Teacher	School/Grade	Hours/Dates
Jennifer Gonzalez	Brookdale	Ashley Hurley	Primary School -- PreK	30 Hours 9/7/17-12/15/17
Jennifer Gonzalez	Brookdale	Lucia Oubina	Primary School -- Kindergarten	30 Hours 9/7/17-12/15/17

6038. AVID Contract 2017-2018
That the Board approves the partnership between AVID College Readiness System and the district for the 2017-2018 school year in the amount of $4318.

6039. TOOLS OF THE MIND CONTRACT 2017-2018
That the Board approves the contract between Third Sector New England, on behalf of Tools of the Mind and the Red Bank Borough Board of Education, in the amount of $8,300, for the training and technical support for preschool teachers for Beyond the Core Training Courses and Year 1 Training; for the 2017-2018 School Year.

6040. CROSS COUNTRY TEAM
That the Board approves the establishment of a Boys' and Girls' Cross Country team to compete in the Fall of 2017 pending receipt of an anticipated $6,000 donation.

BYLAWS OF THE BOARD – 9000

BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION that upon the recommendation of the Superintendent the following BYLAWS OF THE BOARD resolution(s) are approved as indicated:

9008. That the Board approves the following policies and regulations for second reading and adoption:

Policy#	Policy
P1240	Evaluation of Superintendent
P3126	District Mentoring Program
P3221	Evaluation of Teachers

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P3222	Evaluation of Teaching Staff Members, Excluding Teachers & Administrators
P3223	Evaluation of Administrators, Excluding Principals, VP & AP
P3224	Evaluation of Principals, Vice-Principals and Assistant Principals
P3240	Professional Development for Teachers & School Leaders
P5610	Suspension
P5620	Expulsion
P8505	Local Wellness Policy/Nutrient Standards for Meals & Other Foods
P8550	Unpaid Meal Charges/Outstanding Food Service Charges

ROLL CALL VOTE:
AYES: Mr. Ballard, Mr. Forest, Mr. Labetti, Ms. Lewis, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi NAYS: Mr. Ballard on 5017 ABSTENTIONS: Mr. Ballard on 4174
ABSENT: Ms. Jones

VIII. HEARING OF THE PUBLIC - None

IX. OLD BUSINESS

- Mr. Ballard would like to revisit videotaping Board of Education meetings.
  Ms. Roseman asked if this topic should go through a committee.
  It was stated the topic was discussed last time at the Policy and Community Relations committees.

X. NEW BUSINESS - None

XI. EXECUTIVE SESSION #2

A. Personnel
B. Contract Negotiations

XII. ADJOURNMENT

At 10:07 pm Mr. Ballard motioned, seconded by Ms. Viscomi, to adjourn.

VOICE VOTE:
AYES: Mr. Ballard, Mr. Forest, Mr. Labetti, Ms. Lewis, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: None ABSTENTIONS: None ABSENT: Ms. Jones

Respectfully submitted,

Debra Pappagallo
Business Administrator/Board Secretary