

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

REGULAR BUSINESS MEETING

JULY 23, 2015

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**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

DATE

July 23, 2015

PRESENT BOARD MEMBERS

Mrs. DiGiacomo
Mr. Goldstein
Mrs. Gordon
Ms. Parkinson
Mr. Mastrangelo

MEETING

Regular Business Meeting

ABSENT**TIME**

7:30 p.m.

ADJOURNED**OTHERS PRESENT**

Mrs. Gross
Mr. Bohm
Mr. Hughes
Ms. Thorn
Mr. McDonough
Mr. Burke
(9) Community Members

PLACE

Lester C. Noecker School

A-1 CALL TO ORDER**A-2 ROLL CALL****A-3 FLAG SALUTE****A-4 NOTICE OF MEETING**

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Roseland Board, in the County of Essex has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was mailed to the Progress (newspaper of record) and the Star Ledger and to those persons or entities requesting notification, filed with the municipal clerk of Roseland, and posted at the Lester C. Noecker School, Roseland, NJ.

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

A-5 APPROVAL OF MINUTES – Regular and Closed Session Meeting Minutes – June 15, 2015 and Regular and Closed Session Meeting Minutes – July 6, 2015

MOTION by Mrs. DiGiacomo, SECOND by Mr. Goldstein to approve the board minutes.

ROLL CALL: Mrs. Gordon Abstained. Mrs. DiGiacomo, Mr. Goldstein, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

A-6 GOAL SETTING

- Board and District Goal Setting

A-7 SUPERINTENDENT'S REPORT

- Source4Teachers Presentation
- HIB/EVVRS Review of Semi-Annual and Annual Submission
- Summer School Update
- Review Policy No. 5516-Use of Electronic Communication and Recording Devices (ECRD) (M)

A-8 BUSINESS ADMINISTRATOR'S REPORT

- Grant Applications – IDEA, NCLB and Extraordinary Aid
- Preparation for Audit
- Year End Close Out Preparations
- Capital Improvement
- Review Policy 5111-Eligibility of Resident/Nonresident Pupils (M)

A-9 BOARD COMMITTEE REPORTS

- a. President's Report
- b. Committee Reports

A-10 PUBLIC COMMENT – (on policies and/or agenda items only)

- Community members provided remarks concerning the goal setting session.
- Mrs. Gordon provided thoughts and comments on the recall election.
- Members of the community presented comments regarding Source4Teachers.
- A parent asked for clarification about agenda item A-8 capital improvements.
- A community member asked questions about summer school and curriculum.

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

B OLD BUSINESS

C NEW BUSINESS

C-1 Finance

a. Board of Education’s Monthly Certification Budgetary Major Account/Fund Status

It is the RECOMMENDED MOTION of the Superintendent: “that pursuant to N.J.A.C. 6:23-2.12(c)4, the district certifies that as of June 30, 2015 after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended with the exception of the Debt Service Fund (Fund 40) in violation of N.J.A.C. 6:23-2.12(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

It is the RECOMMENDED MOTION of the Superintendent: “RESOLVED that pursuant to N.J.A.C. 6A:23A-14.1(h)7, the Roseland Board of Education direct the business administrator to request authorization from the Essex County Executive Superintendent of Schools to withdraw \$20,000.00 from the district’s Capital Reserve Account and transfer the funds to the Debt Service Fund within the current budget to address an overexpenditure that was recently identified due to an under-budgeted 2014-2015 debt service payment.”

b. Acceptance of Report of Treasurer of School Monies –June 30, 2015

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Report of Treasurer of School Monies for the period ending June 30, 2015.”

c. Acceptance of Board Secretary’s Report – June 30, 2015

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Board Secretary’s Report for the period ending June 30, 2015.”

d. Approval for Payment of Bills and Claims – June 30, 2015

It is the RECOMMENDED MOTION of the Superintendent to: “to approve the payment of the Bills and Claims for the period ending June 30, 2015:

General Fund	\$68,242.22
Fund 60	\$137.90”

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

C NEW BUSINESS

C-1 Finance

e. Approval for Payment of Bills and Claims – July 23, 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following enclosed Payment of Bills and Claims for the period ending July 23, 2015:

General Fund	\$256,223.09
Fund 60	\$8,808.26”

f. Acceptance of Cafeteria Report – June 30, 2015

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Cafeteria Report for the period ending June 30, 2015.”

g. Line Item Transfers

It is the RECOMMENDED MOTION of the Superintendent: “to approve the Budget Transfers for the month of June 2015 in the amount of \$168,458.98 per the attached report.”

h. Resolution Increasing the Bid Threshold—Qualified Purchasing Agent

It is the RECOMMENDED MOTION of the Superintendent: “WHEREAS, Jason M. Bohm, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000.00 to \$40,000.00, and the quote threshold from \$5,400.00 to \$6,000.00;

NOW, THEREFORE BE IT RESOLVED that the Roseland Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000.00, and new quote threshold amount of \$6,000.00 (15% of \$40,000.00 bid threshold amount) for the board of education, and further authorizes Jason M. Bohm to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.”

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

C NEW BUSINESS

C-1 Finance

i. Approval of Submission of Extraordinary Aid for the 2015-2016 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to submit Extraordinary Aid for the 2015-2016 school year."

j. Acceptance of the Fiscal Year 2015 Extraordinary Aid Award

It is the RECOMMENDED MOTION of the Superintendent: "to accept the Fiscal Year 2015 Extraordinary Aid award in the amount of \$50,210.00."

k. Approve the Renewal of Maschio Food Services, Inc. Agreement for 2015-2016

It is the RECOMMENDED MOTION of the Superintendent: "to approve the renewal of the agreement with Maschio Food Services, Inc. for the 2015-2016 school year, commencing July 1, 2015 and ending on June 30, 2016."

l. Approve the Addendum to the Maschio Food Services, Inc.

It is the RECOMMENDED MOTION of the Superintendent: "The Roseland Board of Education shall pay Maschio Food Services, Inc. an annual management fee in the amount of \$8,902.00. The management fee shall be payable in monthly installments of \$890.20 per month commencing on September 1, 2015 and ending on June 30, 2016.

Maschio's guarantees a return to the Roseland Board of Education in the amount of \$5,000.00. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio Food Services, Inc. shall be responsible for any shortfall."

m. Approval of Federal Lunch Increase

It is the RECOMMENDED MOTION of the Superintendent: "to approve the federal lunch increase from \$2.55 to \$2.65, effective September 2015."

n. Approval of Signatory Changes to the Agency and Payroll Accounts at TD Bank

It is the RECOMMENDED MOTION of the Superintendent: "to approve the signatory changes to the Capital Project, Cafeteria, Accounts Payable-General, Agency and Payroll Accounts at TD Bank, as follows:

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

C NEW BUSINESS

C-1 Finance

- n. Approval of Signatory Changes to the Agency and Payroll Accounts at TD Bank - continued

Superintendent: Lisa Gross
Business Administrator: Jason M. Bohm
Treasurer of School Monies: Michael Falkowski”

- o. Approve the Renewal of Source4Teachers for the 2015-2016 School Year

It is the RECOMMENDED MOTION of the Superintendent: “to approve the renewal of Source4Teachers to provide substitute services to the district for the 2015-2016 school year at the following rates for daily teachers \$126.00/day, paraprofessionals \$105.00/day and half-day rates teachers \$63.00 and half-day paraprofessionals \$52.50/day.”

- p. Acceptance of a \$500.00 Grant from The John P. Salamone Foundation

It is the RECOMMENDED MOTION of the Superintendent: “to gratefully accept a \$500.00 (Five Hundred Dollar) grant from The John P. Salamone Foundation to be used for educational programs.”

- q. Accept a Donation from the Roseland Recreation Boosters Association, Inc.

It is the RECOMMENDED MOTION of the Superintendent: “to gratefully accept a donation in the amount of \$2,758.81 from the Roseland Recreation Boosters Association, Inc. to be used for a Yamaha YCL-221 bass clarinet and a Yamaha 7000 series concert bass drum 32” x 16.”

- r. Approve the Repurposing of a Donation from the Roseland Boosters

It is the RECOMMENDED MOTION of the Superintendent: “to approve the repurposing a portion of a donation from the Roseland Boosters, original amount \$8,000.00, in the amount of \$2,000.00 originally to be used for a scoreboard, but now to be utilized by the music department.”

- s. Approval of Assessment Innovations for Insights Testing Services

It is the RECOMMENDED MOTION of the Superintendent: “to approve the two-year contract with a one-year renewal option with Assessment Innovations for Insights testing services covering the following:

**BOARD OF EDUCATION
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REGULAR BUSINESS MEETING
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C NEW BUSINESS

C-1 Finance

- s. Approval of Assessment Innovations for Insights Testing Services - continued

2015-2016 Grades 2-6 No Cost
2016-2017 Grades 2, 5 \$10 per student
2017-2018 Grades 2, 5 \$10 per student”

- t. Approve the Video Purchase Agreement through the Sussex County Regional Transportation Cooperative **TABLED**

It is the RECOMMENDED MOTION of the Superintendent: “to approve the Video Purchase Agreement between the Student Transportation of America/Jordan Transportation and the Sussex County Regional Transportation Cooperative to purchase, in conjunction with other members of the West Essex Regional School District twenty (20) video cameras to be placed on the buses at a cost of \$2,778.24”

New Business Matters, Section C-1 Finance (MOTION by Ms. Parkinson, SECOND by Mrs. Gordon to approve Item(s) a. through s.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

C-2 Personnel

- a. Approve Lawrence V. Hughes, Interim Principal, Position Control No. 110

It is the RECOMMENDED MOTION of the Superintendent: “to approve Lawrence V. Hughes as Interim Principal, Position Control No. 110, at a salary of \$550.00/day, commencing July 24, 2015 to December 31, 2015 with the option for renewal at that time with no benefits.”

- b. Approve Julie Iannone as a Substitute Art Teacher through Source4Teachers

It is the RECOMMENDED MOTION of the Superintendent: “to approve Julie Iannone, as a maternity leave substitute art teacher for Shannon Kiernan-Goffan, commencing September 1, 2015 to December 23, 2015 through Source4Teachers.”

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

C NEW BUSINESS

C-2 Personnel

c. Approve Alison Minion as a Media Specialist Substitute through Source4Teachers

It is the RECOMMENDED MOTION of the Superintendent: "to approve Alison Minion as a maternity leave substitute Media Specialist from September 1, 2015 to the last day of school, June 2016 through Source4Teachers."

d. Approve Lisa Lapone as a 2015 Summer School Substitute Teacher

It is the RECOMMENDED MOTION of the Superintendent: "to approve Lisa Lapone as a 2015 Summer School Enrichment Program substitute teacher from 9:00 a.m. to 12:00 p.m., July 6-July 31, 2015, at a rate of \$80.00/day as needed."

e. Approve the Reassignment of Stephanie Tirado, Special Education Teacher Position Control No. 121

It is the RECOMMENDED MOTION of the Superintendent: "to approve the reassignment of Stephanie Tirado to a part-time special education teacher, Position Control No. 121 working 3.75 (three and three-quarters) hours a day, on Step 7, MA, at an annual salary of \$34,665.00, pending completion of contract negotiations, with no benefits, effective September 1, 2015."

f. Accept the Resignation of Rebecca Rivera, Position Control No.96

It is the RECOMMENDED MOTION of the Superintendent: "to accept the resignation of Rebecca Rivera, a classroom aide, Control Position No. 96, effective June 30, 2015."

g. Accept the Resignation of Jennifer Novick, Position Control No.91

It is the RECOMMENDED MOTION of the Superintendent: "to accept the resignation of Jennifer Novick, a classroom aide, Control Position No. 91, effective June 30, 2015."

h. Approve Kathleen Shelley, School Social Worker, Use of Paid Sick Days

It is the RECOMMENDED MOTION of the Superintendent: "to approve the use of thirty (30) paid sick days for Kathleen Shelley, School Social Worker, Position Control No. 18, commencing September 1, 2015 to October 16, 2015."

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

C NEW BUSINESS

C-2 Personnel

i. Approve Two (2) Additional Days in August for Amy Dahn, School Psychologist

It is the RECOMMENDED MOTION of the Superintendent: “to approve two (2) additional days in August for Amy Dahn, School Psychologist, Position Control No. 33, at a rate of \$76.65/hr. not to exceed thirteen (13) hours.”

j. Approve Lee DeVita, Supervisor of Special Services, Use of Paid Sick Days

It is the RECOMMENDED MOTION of the Superintendent: “to approve the use of seventy-eight (78) paid sick days for Lee DeVita, Supervisor of Special Services, Position Control No. 24, commencing July 29, 2015 (three days), no days in August as Mrs. DeVita is an eleven-month employee, commencing in September 1, 2015 to December 23, 2015.

New Business Matters, Section C-2 Personnel (MOTION by Mr. Goldstein, SECOND by Mrs. DiGiacomo to approve Item(s) a. through j.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

C-3 Miscellaneous

a. Harassment, Intimidation and Bullying and Violence & Vandalism Report – Period 2 January 1, 2015 – June 30, 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the 2014-2015 Harassment, Intimidation and Bullying and Violence & Vandalism Report for Period 2 January 1, 2015 through June 30, 2015 as submitted to the Department of Education.”

b. Harassment, Intimidation and Bullying and Violence and Vandalism Annual Report – September 1, 2014 – June 30, 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the 2014-2015 Harassment, Intimidation and Bullying and Violence and Vandalism Report for September 1, 2014 through June 30, 2015 as submitted to the Department of Education.”

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
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C NEW BUSINESS

C-3 Miscellaneous

New Business Matters, Section C-3 Miscellaneous (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Item(s) a. through b.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

C-4 Travel

a. Approval of Travel and Work Related Expenses

“RESOLVED that in accordance with the travel policy adopted at the public meeting on April 29, 2010, the Board hereby approves the payment of the following travel related expenses, which is effective as of the date set forth below:

Staff Member: Candace Draskovich
 Event: NJ Science Convention
 Location: Princeton, NJ
 Purpose: Professional Development
 Date: October 13, 2015
 Cost: Registration Fee: \$175.00
 Mileage at OMB rate

Staff Member: Lorraine Davidson
 Event: Certification Training
 Location: Morristown, NJ
 Purpose: Training Workshop
 Date: August 10, 2015
 Cost: Mileage at OMB rate

Staff Member: Lorraine Davidson
 Event: Determining Officials Training
 Location: Parsippany, NJ
 Purpose: Training Workshop
 Date: August 19, 2015
 Cost: Mileage at OMB rate

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ROSELAND, NEW JERSEY**

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C NEW BUSINESS

C-4 Travel

a. Approval of Travel and Work Related Expenses - (continued)

Staff Member: Marie Hardenberg
 Event: NJKEA Training
 Location: Trenton, NJ
 Purpose: Professional Development
 Date: August 25-27, 2015
 Cost: Mileage at OMB rate

Staff Member: Katherine Thorn
 Event: MY Learning Plan Training
 Location: Islandia, NY
 Purpose: Professional Development
 Date: July 28-29, 2015
 Cost: Fee: \$525.00
 Mileage at OMB rate

Staff Member: Jason M. Bohm
 Event: MEIG Meetings
 Location: Rockaway, NJ
 Purpose: Professional Development
 Dates: October 8, 2015, December 10, 2015, March 17, 2016, June 16, 2016
 Cost: Mileage at OMB rate

Staff Member: Jason M. Bohm
 Event: ECASBO Workshops
 Location: Belleville, NJ
 Purpose: Professional Development
 Dates: TBD – Monthly from September 2015 to May 2016
 Cost: Membership Fee: \$250.00
 Mileage at OMB rate

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
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C NEW BUSINESS

C-4 Travel

a. Approval of Travel and Work Related Expenses - (continued)

Staff Member: Jason M. Bohm
 Event: NJASBO Workshops
 Location: Rockaway, NJ
 Purpose: Professional Development
 Dates: TBD – Monthly from September 2015 to May 2016
 Cost: Registration Fee: \$525.00 for 15 workshops
 Mileage at OMB rate”

New Business Matters, Section C-4 Travel (MOTION by Mrs. Gordon, SECOND by Ms. Parkinson to approve Item a.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

C-5 Facilities

a. Building Use Requests

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following Building Use Requests:

Organization	Dates	Time	Day(s)	Purpose	Room/Area
MACS Funtastic Enterprises - Raptors	*7/7, 7/14, 7/21, & 7/28/15	6:00 PM-9:00 PM	Tuesdays	Basketball	New Gym
Raptors Softball	*7/6, 7/13, 7/17, 7/20, 7/22, 7/24, 7/27, 7/29, 7/31/15	6:00 PM-9:00 PM	Mon, Wed, & Fri.	Softball	Field
*Retroactive					

New Business Matters, Section C-5 - Facilities (MOTION by Mrs. Gordon, SECOND by Mr. Goldstein to approve Item a.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

C NEW BUSINESS

C-6 Curriculum and Instruction

a. Approval of Student Teachers/Field Observation(s), Fall 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve two (2) student teacher(s)/field observation(s) for the fall, 2015 as follows:

Student Name	College/University	Semester		Assigned to
		Hrs.	Date(s)	
Taylor Landis	Caldwell University	75 hrs	9/3/15-12/15/15	Mrs. Boggio
Lila Morreale	Caldwell University	40 hrs	9/3/15-12/15/15	Mrs. Garofano

b. Approval of 2015-2016 Class Trip(s)

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following 2015-2016 class trip(s):

Grade	Class Trip	Date	Purpose
2	Buehler Challenger & Science Ctr.	5/5/16	Science

c. Rescind Approval of Halle Bing Smith, Words Their Way Professional Development Consultant

It is the RECOMMENDED MOTION of the Superintendent: “to rescind approval of Halle Bing Smith as a Words Their Way professional development consultant at a cost of \$3,500.00.”

d. Approve Dr. Steve Sobel as a Professional Development Speaker on September 1, 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve educational speaker, Dr. Steve Sobel as a presenter for the Roseland Staff on September 1, 2015 with a presentation entitled "You're A Piece of Work! Celebrate Joy, Passion and Influence" at the rate of \$2,900.00.”

e. Approve NAMI New Jersey, Professional Development Consultants

It is the RECOMMENDED MOTION of the Superintendent: “to approve NAMI (National Alliance on Mental Illness) to present “Educating the Educators” program on October 12, 2015, a professional development day for the staff at a cost of \$750.00.”

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ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

C NEW BUSINESS

C-6 Curriculum and Instruction

New Business Matters, Section C-6 Curriculum & Instruction (MOTION by Ms. Parkinson, SECOND by Mrs. DiGiacomo to approve Item(s) a. through e.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

D CORRESPONDENCE

E PUBLIC COMMENTS

- A parent inquired about class scheduling and electives.

F ANNOUNCEMENT OF MEETING – Regular Monthly Meeting – August 27, 2015

G RESOLUTION FOR CLOSED SESSION

It is the RECOMMENDED MOTION: “that the following Resolution for Closed Session be approved:

RESOLVED by the Board of Education of the Borough of Roseland that it shall meet in Closed Session this evening following the regular business meeting to discuss matters relating to legal and personnel matters.

The Board will publicly disclose information pertaining to topics discussed as soon thereafter as possible and once the reasons for non-disclosure no longer exist.

The topics to be discussed are within the exemptions which are permitted to be discussed in private session pursuant to P.L. 1975, Chapter 231.”

MOTION by Mrs. Gordon, SECOND by Mrs. DiGiacomo to adjourn into closed session.

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

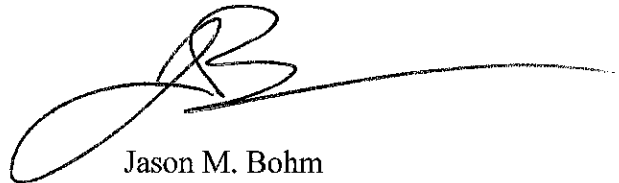
**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JULY 23, 2015**

H ADJOURNMENT TO CLOSED SESSION

Time: 10:45 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'JB', with a long horizontal flourish extending to the right.

Jason M. Bohm
Business Administrator/Board Secretary