

# WARREN HILLS REGIONAL BOARD OF EDUCATION

April 28, 2020

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

Due to the COVID-19 health crisis, this meeting of the Board of Education will not be physically open to the public. This is to ensure we follow best practices for social distancing. The board meeting will be live-streamed to the public via Zoom (<https://zoom.us>). The link to the meeting will be posted on the District's website. The link can also be found within the posted agenda for this meeting, which is on the District's website. During the meeting, an announcement will be made for any members of the public that wish to participate. At that time, type a question/comment into the chat feature of Zoom. All participants must provide their name and address, and your comment and/or question will be included in the Board's public record of the meeting, just as it would for a standard Board meeting and will be read aloud by the Board Secretary.

Join Zoom Meeting

<https://us04web.zoom.us/j/935791112?pwd=Yjhxb1JTMVRYN25vK00yK0M3NTFMQT09>

A. Call to Order - Mr. Christopher Hamler, President

B. Roll Call - Mrs. Donnamarie Palmiere, Business Administrator

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Christopher Cannavo, Christopher Hamler, Sam Knutson, Lisa Marshall, Sherri Musick, Christine Pi, Corey Piasecki, and Eric Walls. Also present were Earl Clymer, Dennis Mack and Donnamarie Palmiere.

C. Executive Session- 6:37 p.m.

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board of Education adjourns to closed session to discuss:

- 1) *Matters rendered confidential by Federal Law, State Law, or Court Rule*
- 2) *Pending Litigation*
- 3) *Personnel Matters*

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists. Action may be taken.

Motion by Mr. Piasecki and seconded by Mrs. Marshall to go into Executive Session at 6:37 p.m. with full board consent.

**D. Reconvene: 6:57 p.m.**

Motion by Mr. Piasecki and seconded by Mrs. Marshall to go into Open Session at 6:57 p.m. with full board consent.

President's Announcement: Adequate notice of this meeting in accordance with the Open Public Meeting Act has been given by posting one copy of a Notice of Meeting in the Warren Hills Regional Board of Education Office, by mailing copies to *The Express-Times*, *Warren-Reporter*, *Newark Star-Ledger* and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

Our Mission Statement

The Warren Hills Regional School District challenges and empowers a dynamic, diverse student body in a supportive learning environment by providing academic and co-curricular opportunities to become successful, productive members of the global community.

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Pledge of Allegiance

Approval of Board Minutes

Motion by Mr. Piasecki and seconded by Mr. Knutson to approve the minutes of the April 7, 2020, Regular and Executive Session meeting.

| MOTION: Corey Piasecki |      | SECOND: Sam Knutson |         |        |
|------------------------|------|---------------------|---------|--------|
| Name                   | Ayes | Nays                | Abstain | Absent |
| Joseph Bodenschatz     | X    |                     |         |        |
| Christopher Cannavo    | X    |                     |         |        |
| Sam Knutson            | X    |                     |         |        |
| Lisa Marshall          | X    |                     |         |        |
| Sherri Musick          | X    |                     |         |        |
| Christine Pi           | X    |                     |         |        |
| Eric Walls             | X    |                     |         |        |
| Corey Piasecki         | X    |                     |         |        |
| Christopher Hamler     | X    |                     |         |        |

F. Communications – Mr. Earl C. Clymer, III, Superintendent of Schools

G. Superintendent’s Report – Mr. Earl C. Clymer, III

- The permits are almost ready for the decommission of the dam.
- Virtual graduation plans are being discussed with a possible more formal graduation in the fall.
- Administration is working on plans to have students return to pick up personal items.
- Administration is working on the 20-21 master schedule.
- Superintendent evaluation is ready for the board to complete.

H. Presenter(s):

NJSLA Science Results: Spring 2019 Administration – Mr. Clymer  
2020-2021 School Budget – Mrs. Palmiere & Mr. Clymer

I. Goals:

**Warren Hills Board of Education District Goals for 2019-20**

1. Implement and support strategies to improve student achievement for ALL students, including but not limited to, Advanced Placement, Vocational Education, Gifted & Talented, General Education and Special Education through course offerings, the 1:1 technology initiative, and enhanced PLCs.
2. Continue vertical articulation within the WHRSD cluster with a focus on increased achievement for students in grades 6-9.
3. Create a comprehensive, collaborative plan, involving district stakeholders, focused on the systematic implementation of the revised Future Ready Schools initiative.

**Warren Hills Board of Education Board Goals for 2019-20**

1. Utilize resources to ensure the support of District Goals.
2. Recognize student achievement through student presentations at Board meetings.
3. Work towards building optimal Board communication and trust.

J. Committee Reports

| Committee                            | Date                | Discussion                |
|--------------------------------------|---------------------|---------------------------|
| Finance, Facilities & Transportation | No meeting held     | By Chair: Mr. Hamler      |
| Education & Policy                   | April 10 & 24, 2020 | By Chair: Mr. Piasecki    |
| Personnel & Student Activities       | April 13, 2020      | By Chair: Mr. Bodenschatz |
| Technology                           | No meeting held     | By Chair: Mr. Walls       |
| Negotiations                         | No meeting held     | By Chair: Mr. Cannavo     |
| Wall of Fame                         | monthly             | By Chair: Mr. Walls       |

Education & Policy met on April 10th and April 24th to focus on policies that may need to be revised or suspended based on remote learning.

Personnel committee met on April 13th and the information was discussed in Executive Session. Wall of Fame mentioned that the dinner has been postponed.

**K. Old Business**

Ad hoc committee for Apprenticeship reported that they have not heard back from Warren Tech.

CSA Evaluation

Mrs. Marshall reported that the Delegate Assembly has been moved to June and will most likely be virtual.

**L. New Business**

“Good & Welfare” – Mr. Hamler thanked the administrators, teachers, staff and all that work at Warren Hills.

Mrs. Marshall requested that we share some “virtual” student presentations during the board meetings.

**M. Public Comment – concerning action items.**

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to three (3) minutes per person. The second public comment length is determined by the board as per policy.

Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

Jennifer Knittel questioned why the coach’s stipends were on the agenda and suggested it was premature.

**N. ACTION ITEMS**

**I. PERSONNEL**

Motion by Mr. Bodenschatz and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.3** as described below:

\*1. Motion to approve/accept the following appointments / resignations / retirements as recommended by the Superintendent:

| Code No. | Name             | Nature of Action | Position                  | Salary      | Location    | Date Effective | Date Terminated | Discussion   |
|----------|------------------|------------------|---------------------------|-------------|-------------|----------------|-----------------|--|
| 1        | Marcus Gurdineer | Approve          | Special Education Teacher | \$66,845.00 | High School | 7/1/20         | 6/30/21         | Step E, MA+30- Pending receipt of required paperwork |

\*2. Resolved, upon the recommendation of the Superintendent that the Board of Education appoints the following coaches for the Fall, 2020 athletic season;

Be it further resolved, that said appointment is contingent on there being a regular athletic season in light of the current COVID-19 pandemic:

| Code No. | Name             | Nature of Action | Position                    | Salary     | Location    | Date Effective | Date Terminated | Discussion   |
|----------|------------------|------------------|-----------------------------|------------|-------------|----------------|-----------------|--|
| 1        | Marshall Cuomo   | Approve          | Assistant Football Coach    | \$7,636.00 | High School | 7/1/20         | End of Season   | Tier 1, Step 4   |
| 2        | Michael Howey    | Approve          | Assistant Football Coach    | \$7,636.00 | High School | 7/1/20         | End of Season   | Tier 1, Step 4   |
| 3        | Nicholas Sarlo   | Approve          | Assistant Football Coach    | \$7,636.00 | High School | 7/1/20         | End of Season   | Tier 1, Step 4   |
| 4        | Joseph Macho     | Approve          | Assistant Football Coach    | \$7,636.00 | High School | 7/1/20         | End of Season   | Tier 1, Step 4 – Pending receipt of required paperwork |
| 5        | Adam Latham      | Approve          | Assistant Football Coach    | \$6,068.00 | High School | 7/1/20         | End of Season   | Tier 1, Step 3 – Pending receipt of required paperwork |
| 6        | Jason Graf       | Approve          | Head Band Director          | \$9,221.00 | High School | 7/1/20         | End of Season   | Tier 2, Step 4   |
| 7        | Nicholas Rizzo   | Approve          | Assistant Band Director     | \$7,260.00 | High School | 7/1/20         | End of Season   | Tier 2, Step 4   |
| 8        | Nicole Clark     | Approve          | Assistant Coach Color Guard | \$7,260.00 | High School | 7/1/20         | End of Season   | Tier 2, Step 4   |
| 9        | Josephine Potter | Approve          | Head Field Hockey Coach     | \$8,720.00 | High School | 7/1/20         | End of Season   | Tier 3, Step 4   |

| <b>Code No.</b> | <b>Name</b>         | <b>Nature of Action</b> | <b>Position</b>                  | <b>Salary</b> | <b>Location</b> | <b>Date Effective</b> | <b>Date Terminated</b> | <b>Discussion</b> |
|-----------------|---------------------|-------------------------|----------------------------------|---------------|-----------------|-----------------------|------------------------|-------------------|
| 10              | Erica Chesniak      | Approve                 | Assistant Field Hockey Coach     | \$6,883.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 11              | Geri McKelvey       | Approve                 | Assistant Field Hockey Coach     | \$6,883.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 12              | Courtney Hoffman    | Approve                 | Head Field Hockey Coach          | \$5,432.00    | Middle School   | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 13              | Michael Quinto      | Approve                 | Head Boys Soccer Coach           | \$8,720.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 14              | Zachary Fisher      | Approve                 | Assistant Boys Soccer Coach      | \$5,444.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 3    |
| 15              | Matthew Dell Elbas  | Approve                 | Assistant Boys Soccer Coach      | \$4,302.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 1    |
| 16              | David Garcia        | Approve                 | Head Boys Soccer Coach           | \$5,432.00    | Middle School   | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 17              | Maria Forsythe      | Approve                 | Head Girls Soccer Coach          | \$8,720.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 18              | Megan Bublitz       | Approve                 | Assistant Girls Soccer Coach     | \$6,883.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 19              | Daniel Diveny       | Approve                 | Assistant Girls Soccer Coach     | \$6,883.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 20              | Toni Manfra         | Approve                 | Head Girls Soccer Coach          | \$5,432.00    | Middle School   | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 21              | Sarah Kaufman       | Approve                 | Head Girls Volleyball Coach      | \$7,404.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 3    |
| 22              | Reginald Pantophlet | Approve                 | Assistant Girls Volleyball Coach | \$6,883.00    | High School     | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 23              | Craig Green         | Approve                 | Head Girls Volleyball Coach      | \$5,432.00    | Middle School   | 7/1/20                | End of Season          | Tier 3, Step 4    |
| 24              | Robert Carroll      | Approve                 | Head Boys Cross Country Coach    | \$7,217.00    | High School     | 7/1/20                | End of Season          | Tier 4, Step 4    |
| 25              | Paul Irzinski       | Approve                 | Head Boys Cross Country Coach    | \$4,300.00    | Middle School   | 7/1/20                | End of Season          | Tier 4, Step 4    |
| 26              | Kimberly Kavcak     | Approve                 | Head Girls Cross Country Coach   | \$4,300.00    | Middle School   | 7/1/20                | End of Season          | Tier 4, Step 4    |
| 27              | Julia Henning       | Approve                 | Head Girls Tennis Coach          | \$7,217.00    | High School     | 7/1/20                | End of Season          | Tier 4, Step 4    |
| 28              | Daniel Montgomery   | Approve                 | Assistant Girls Tennis Coach     | \$4,055.00    | High School     | 7/1/20                | End of Season          | Tier 4, Step 2    |

\*3. Motion to approve the following medical / maternity leave of absence:

| Code No. | Employee | Reason                     | Position | Location      | Leave Start Date | Paid Days to be used | Unpaid FMLA Start Date | Unpaid NJFLA Start Date | Unpaid Leave without Benefits | Return Date        | Discussion |
|----------|----------|----------------------------|----------|---------------|------------------|----------------------|------------------------|-------------------------|-------------------------------|--------------------|------------|
| 1        | 75259689 | Maternity /Childcare Leave | Teacher  | Middle School | 8/24/20          | 34                   | 10/12/20               | 10/12/20                | N/A                           | On or about 5/3/21 | N/A        |

Approval of Personnel Motions

| MOTION: Scott Bodenschatz |      | SECOND: Corey Piasecki |         |        |
|---------------------------|------|------------------------|---------|--------|
| Name                      | Ayes | Nayes                  | Abstain | Absent |
| Joseph Bodenschatz        | X    |                        |         |        |
| Christopher Cannavo       | X    |                        |         |        |
| Sam Knutson               | X    |                        |         |        |
| Lisa Marshall             | X    |                        |         |        |
| Sherri Musick             | X    |                        |         |        |
| Christine Pi              | X    |                        |         |        |
| Eric Walls                | X    |                        |         |        |
| Corey Piasecki            | X    |                        |         |        |
| Christopher Hamler        | X    |                        |         |        |

**II. EDUCATION AND POLICY**

Motion by Mr. Piasecki and seconded by Mrs. Marshall to accept the recommendation of the Superintendent and approve and adopt motions **II. 1** through **II.7**, as described below:

Be it resolved, during the current emergency situation, following guidance from the State of New Jersey, the New Jersey Department of Education and the Warren County Office of Education, the Warren Hills Regional Board of Education shall waive and/or suspend the following Policies and Regulations, in portion or in whole, pending further guidance from the State of New Jersey, the New Jersey Department of Education and the Warren County Office of Education or until the emergency situation no longer exists.

\*1. Motion to suspend, in portion, Regulation 2624 “Grading System,” Letter E, “Meaning of Grades,” Letter “f.,” #1 & #2; #1 - #5; #3: “Grade of Incomplete,” letters a - c, until the emergency no longer exists.

\*2. Motion to suspend Policies & Regulations, and follow guidance prescribed by the New Jersey Department of Education: 3221 - Evaluation of Teachers; 3222 - Evaluation of Teaching Staff Members, excluding Teachers and Administrators; 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals; 3224 - Evaluation of Principals, Vice Principals, and Assistant Principals; until the emergency no longer exists

\*3. Motion to suspend, in portion, Regulation 5200 “Attendance,” Letter K - “Appeal”; #1, #2 & #3 a-f; until the emergency no longer exists

\*4. Motion to suspend Regulation 2464 Gifted & Talented Education, Letter B, #4, #6 & #7, until the emergency no longer exists.

\*5. Motion to accept the Warren Hills Regional Emergency Preparedness Plan that was submitted and accepted by the Warren County Office of Education.

\*6. Motion to approve a revision to the 2019-2020 school year calendar to reflect Friday, June 5, 2020, as the last day for students and staff with an early dismissal bell schedule.

\*7. Motion to affirm the administrative decision regarding the following HIB cases:

MS – 19-20 – None

HS - 19-20 - None

Approval of Education & Policy Motions

| MOTION: Corey Piasecki |      | SECOND: Lisa Marshall |         |        |
|------------------------|------|-----------------------|---------|--------|
| Name                   | Ayes | Nayes                 | Abstain | Absent |
| Joseph Bodenschatz     | X    |                       |         |        |
| Christopher Cannavo    | X    |                       |         |        |
| Sam Knutson            | X    |                       |         |        |
| Lisa Marshall          | X    |                       |         |        |
| Sherri Musick          | X    |                       |         |        |
| Christine Pi           | X    |                       |         |        |
| Eric Walls             | X    |                       |         |        |
| Corey Piasecki         | X    |                       |         |        |
| Christopher Hamler     | X    |                       |         |        |

**III. BUDGET AND FINANCE**

Motion by Mrs. Marshal and seconded by Mr. Knutson to accept the recommendation of the Superintendent to approve and adopt motions **III. 1** through **II. 10**, as described below:

\*1. The Warren Hills Regional Board of Education approves the March, 2020 Board Secretary and Treasurer’s Report as follows:

BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c)3, does hereby certify that as of the date of this report, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a);

BE IT FURTHER RESOLVED that the Warren Hills Regional Board of Education accepts the monthly financial report of the Secretary and the Treasurer for the month of March, 2020; in



compliance with N.J.A.C. 6A:23A-16.10(c)4, that the Board of Education certifies that no major account has been overexpended in violation of N.J.A.C. 6A:23A-16.10(b), and that as of this report sufficient funds are available to meet the District’s financial obligation for the remainder of the year.

\*2. Motion to approve the bill list for the period March 18, 2020 through April 28, 2020 in the amount of \$3,448,832.53.

\*3. Motion to approve transfers in the amount of \$74,992.96 for the month of March, 2020.

\*4. Motion to approve the cafeteria bill list for the period January 1, 2020 through March 31, 2020 in the amount of \$181,486.04.

\*5. Motion to approve Student Activities bill list for the period March 1, 2020 through March 31, 2020 in the amount of \$27,607.02.

\*6. **BE IT RESOLVED** to approve the 2020-2021 School District Budget as follows:

|                                   | <u>GENERAL<br/>FUND</u> | <u>SPECIAL<br/>REVENUES</u> | <u>DEBT<br/>SERVICE</u> | <u>TOTAL</u>        |
|-----------------------------------|-------------------------|-----------------------------|-------------------------|---------------------|
| <b>2020-21 Total Expenditures</b> | \$39,199,082            | \$473,646                   | \$2,317,321             | \$41,990,049        |
| <b>Less: Anticipated Revenues</b> | <u>\$16,321,848</u>     | <u>\$473,646</u>            | <u>\$17,293</u>         | <u>\$16,812,787</u> |
| <b>Taxes to be Raised</b>         | \$22,877,234            | 0                           | \$2,300,028             | \$25,177,262        |

And to advertise said tentative budget in the Express Times in accordance with the form suggested by the State Department of Education and according to law; and

**BE IT FURTHER RESOLVED**, that a public hearing be held on April 28, 2020 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year. Due to the COVID-19 health crisis, this meeting of the Board of Education will not be physically open to the public. This is to ensure we follow best practices for social distancing. The board meeting will be live-streamed to the public via Zoom (<https://zoom.us>). The link to the meeting will be posted on the district website.

**BE IT FURTHER RESOLVED**, that the Board of Education approves the following Capital Reserve Account Withdrawal for the 2020-2021 budget:

|  |                     |
|--|---------------------|
| District Office Excel Building Renovations | \$ 1,500,000        |
| Middle School Auditorium Lighting          | \$ 120,000          |
| Door Swipe/Keyscan Migration               | \$ 60,000           |
| <b>Total Capital Reserve Withdrawal</b>    | <b>\$ 1,680,000</b> |

**BE IT FURTHER RESOLVED**, that the Board of Education approves the following Maintenance Reserve Account Withdrawal for the 2020-2021 budget in the amount \$282,213.

Further approve, in accordance with N.J.S.A. 18A:19-1, that for the 2020-2021 school year the annual maximum for regular business travel shall be \$1,500 per employee.

Further approve, that for the 2020-2021 school year the Warren Hills Regional Board of Education shall set \$50,000 as the maximum travel expenditure amount for the budget year.

Further approve, in accordance with N.J.A.C. 6A:23A-5.2 and N.J.A.C. 6A-9.3 (c)14, the maximum dollar limit for public relations and professional services of: \$20,000 for printing services, \$152,500 for legal services, \$45,500 for auditing services, \$25,000 for Architect of Record services and \$10,000 for professional services related to public relations for the 2020-2021 school year.

Further approve, in accordance with N.J.A.C. 6A:23A-5.8 the dollar threshold for awards to recognize special accomplishments at \$35.00 per student for the 2020-2021 school year.

\*7. Motion to accept the FFA 2020 Case Grants for Growing Grant in the amount of \$6,905.43.

\*8. Motion to submit NJSIG Safety Grant in the amount of \$2900 to be used for Security Upgrades.

\*9. Motion to approve Maschio’s Food Services for the 2020-2021 school year with a guaranteed minimum unlimited profit of \$10,000.00, and a yearly management fee of \$15,261.50. The student lunch will be \$3.25. The middle school breakfast program will be \$1.75 for students and \$2.15 for staff. The reduced breakfast will remain at \$0.30 and reduced lunch at \$0.40.

\*10. Motion to approve the Letter of Understanding from Maschio's Food Service for emergency modifications due to the Coronavirus and to approve the district's operation under the Seamless Summer Option, which allows for the serving of reimbursable meals during an emergency school closure.

**Approval of Budget & Finance Motions**

| MOTION: Lisa Marshall |      | SECOND: Sam Knutson |         |        |
|-----------------------|------|---------------------|---------|--------|
| Name                  | Ayes | Nayes               | Abstain | Absent |
| Joseph Bodenschatz    | X    |                     |         |        |
| Christopher Cannavo   | X    |                     |         |        |
| Sam Knutson           | X    |                     |         |        |
| Lisa Marshall         | X    |                     |         |        |
| Sherri Musick         | X    |                     |         |        |
| Christine Pi          | X    |                     |         |        |
| Eric Walls            | X    |                     |         |        |
| Corey Piasecki        | X    |                     |         |        |
| Christopher Hamler    | X    |                     |         |        |

**O. Public Comment**

None

**P. Second Executive Session**

None

**Q. Adjournment**

Motion by **Mr. Piasecki** and seconded by **Mrs. Marshall** to adjourn at 7:47 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere  
Business Administrator/Board Secretary