

Gloucester City Board of Education

August 9, 2022 8:01
Board Meeting Agenda

OPENING STATEMENT Open Public Meetings Act

This meeting is being held in accordance with the Open Public Meetings Act. Notice of this meeting has been posted on the district website and published through a written notice on the official school bulletin board at the Gloucester City High School Media Center, and at Gloucester City Middle School, and through written notice to the Gloucester City News, the Courier-Post, and the Gloucester City Clerk.

PLEASE RISE FOR THE FLAG SALUTE

Mission Statement

The Gloucester City School District is committed to providing an exceptional learning environment that exceeds the New Jersey Student Learning Standards. Our mission is to ensure that all students are prepared to excel in a nationally competitive and globally connected society through collaboration with home, school, and community.

Members Present: Mrs. Wright, Mrs. Borger, Mr. Harris, Mr. Smollock, Mrs. James, Mrs. Rivas, Mr. Ulmer, Mr. O'Donnell, Ms. Maass

Members Absent: Mrs. Flinn

Other Present: S. Gorman, Supt, S. Bell, Bus. Admin, Dr. Chiodi, Asst. Supt, D. Lacovarra, C. Louglin, K. Bobo, E. Rawley, W. O'Kane, R. Collins

APPROVAL OF MINUTES: Motion made by Mrs. Borger, seconded by Mr. Harris, to approve the following minutes:

[June 2, 2022 Caucus Meeting Minutes](#)

[June 7, 2022 Board Meeting Minutes](#)

[June 7, 2022 Executive Session Minutes](#)

[June 28, 2022 Board Meeting Minutes](#)

Motions approved by all members present, who voted yes.

Motion approved

PRESENTATIONS:

- **Introduction of new staff:**

Elizabeth Law - Elementary Teacher

Emily Griffith - Elementary Teacher

Deanna Struss - PreK Disabled Teacher

Athena Markakis - GHS Art Teacher

Stephen Morano - Asst. Business Admin.

Colleen Blake - Instructional Supervisor

Nicole Zearfoss - GMS Secretary

Kelli Lukasiak - GHS English Teacher

Katelyn Doherty - GMS Art/Media Teacher

Jacob Petrik - GMS Elementary Teacher

EXECUTIVE SESSION

Motion made by Mrs. Borger, seconded by Mr. Ulmer, to enter in to Executive Session at 8:00 PM for approximately 30 minutes:

WHEREAS, while Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Gloucester City Public Schools, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session," i.e. without the public being permitted to attend; and

WHEREAS, the Gloucester City Public Schools, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

August 9, 2022 Board Meeting Minutes

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the Gloucester City Public Schools Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

- Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public
- Any matter in which the release of the information would impair a right to receive funds from the federal government;
- Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance, and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly;
- Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body
- Any matter involving the purpose, lease, or acquisition of real property with public funds, the setting of bank 3 rates, or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;
- Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;
- Any investigations of violations or possible violations of the law;
- Any pending or anticipated litigation or contract negotiation in which the public body's or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;
- Any matter involving the employment, appointment, termination of employment, terms, and conditions of employment, evaluation of the performance, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public;
- Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act or omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is undetermined; however, Gloucester City Public Schools Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at ____ pm and the Gloucester City Public Schools Board of Education will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the Gloucester City Public Schools Board of Education will go into Executive Session for the above-stated reasons;

BE IT FURTHER RESOLVED that the Gloucester City Public Schools, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Gloucester City Public Schools, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to the said discussion.

BE IT FURTHER RESOLVED that the Gloucester City Public Schools, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

RETURN TO PUBLIC SESSION

Motion made by Mrs. Borger, seconded by Ms. Maass, to approve the Board of Education to enter Public Session at 8:32 PM

Motion approved by all members present who voted yes.

Motion approved

PUBLIC COMMENTS:

Motion made by Mrs. Borger, seconded by Mr. Ulmerto open the meeting for public comments:

Motions approved by all members present, who voted yes.

Motion approved

No Comment

August 9, 2022 Board Meeting Minutes

PUBLIC COMMENT CLOSE Motion made by Mrs. Borger, seconded by Ms. Maass, to close the meeting to public comments.

Motion approved by all members present who voted yes.

Motion approved

COMMITTEE REPORTS

Committee	Chair	Member	Member	Member
Athletics	Leon Harris	Michael Smollock	Bernadette James	Harry Ulmer
Discipline	Jackie Borger	Meredith Flinn	Keith O'Donnell	Kass Maass
Curriculum	Harry Ulmer	Kelly Rivas	Meredith Flinn	Leon Harris
Facilities	Leon Harris	Harry Ulmer	Keith O'Donnell	Michael Smollock
Finance	Jackie Borger	Michael Smollock	Bernadette James	Leon Harris
Policy	Michael Smollock	Harry Ulmer	Kelly Rivas	Bernadette James
Negotiations/Personnel	Meredith Flinn	Jackie Borger	Harry Ulmer	Leon Harris
Residency	Bernadette James	Michael Smollock	Jackie Borger	Meredith Flinn
Road Forward	Kelly Rivas	Bernadette James	Keith O'Donnell	Meredith Flinn
Sick Bank	Bernadette James	Kelly Rivas		
Technology	Meredith Flinn	Jackie Borger	Keith O'Donnell	Kelly Rivas

FINANCIAL ACTIONS:

Motion made by Mrs. Borger, seconded by Mr. Ulmer, to approve the following financial items:

The Business Administrator/Board Secretary recommends approval of the following financial items:

1. Payment of bills as listed:

Current Expenditures			
Bill List #1 (51)	August 2022		\$1,522,140.38
Bill List #2 (59)			\$2,335,064.73
Cafeteria Fund (60)			
Bill List #1	August 2022		\$3,021.33
Bill List #2			\$33,850.46
Grand Total			\$3,894,076.90

2. [Disposal of Assets](#) - Approve the disposal of media equipment with asset tag of 001586.
3. Purchase of Lu Board: [CDW - TEQ UNO Turn-Key Laser One](#) - \$29,314 using American Rescue Plan grant funds.
4. [Food Service - Meal Pricing](#) - to approve the attached student meal pricing (see linked prices) for the 22-23 school year and staff meals at \$3.50.
5. [Virtua Contract](#) - Approve contract with Virtua Hospital System for Football game coverage for the 2022-23 school year in the amount of \$4,000.
6. [State Contract Purchase - Chromebooks](#) - Motion to approve the purchase of 380 Chromebooks from ESSER funds through State purchasing NASPO-NJ PC4 (MNNVP-133-MO483-89974 in the amount of \$139,840.
7. 2022-2023 IDEA Grant to accept the following grant allocations and approve the application for funds.

IDEA BASIC PUBLIC	\$687,759
IDEA BASIC NON-PUBLIC	\$ 64,531
Total Basic	\$752,290
IDEA PRESCHOOL Public	\$ 28,621

August 9, 2022 Board Meeting Minutes

8. [Settlement](#) for SID#3741020454 in the amount of \$95,000 in counsel fees and \$15,000 payable in an irrevocable trust.
9. **Project Approvals to Bid** - Approve to submit to the Department of Education project applications for the following projects:

Gloucester City High School	Cold Springs School
Fields: Phase 01 & 02	Canopy
Industrial Arts	Masonry Repairs
Life Skills	
10. Accept the [22-23 CRESS Proposal - Social Worker Consult](#) contract.
11. Motion to approve updating our check signatory from the previous Business Administrator, Mrs. Teri Weeks, to our new Business Administrator Mrs. Sarah Bell.
12. [Amendment](#) to Existing Agreement with Block Line Systems (Telesystem) for the new phone system.
13. Approve [Change Order 5642D](#) from RYEBREAD for High School Main Entry.

Motions approved by all members present, who voted yes.

Motion approved

FACILITIES:

Pending the adherence of all COVID-19 protocols, motion made by Mrs. Borger, seconded by Mr. Ulmer, to approve the following facility items:

Group	Location	Date	Time
Mustangs Night	GHS Stadium	07/20/22	6PM-8PM
Holcomb Bus	GHS Auditorium/Cafeteria	07/17/22	9AM-2PM
TCNJ Basketball Men's Camp	GHS - Field House	07/28/22	8AM-12:PM
Centurion-Wresting	GHS - Multipurpose Room	Tuesday-Thursday 08/01/22-10/01/22	6:30PM-8:30PM
Brooklawn Legion	GMS - Turf Field	07/21/22	
Highland Park - Basketball League	GHS - Old Gym	Friday Nights 11/04/22-03/31/23	7PM-10PM
Gloucester City Youth Field Hockey	GMS - Turf Field	Monday-Thursday 08/15/22-10/31/22	5:15PM-8PM
Basketball Camp - Stefano Osuji	GHS - Field House	08/27/22	8AM-12PM
Gloucester City Wellness Society	GMS	08/15/22-08/19/22	9AM-11AM

Motions approved by all members present, who voted yes, except Ms. James who voted no on the TCNJ Basketball Men's Camp.

Motion approved

BOARD POLICIES AND PROCEDURES:

Motion made by Mrs. Borger, seconded by Mr. Ulmer, to approve the following policy and procedure items:

1. Policy - New Mandated Policies - First Reading
 - a. [P5722](#) - Student Journalism (M) (NEW)
2. Policy - Second reading of the New Policies
 - a. [P 1648.15](#) - Recordkeeping for Healthcare Settings in School Buildings – COVID-19 (M) (New)
 - b. [P 2415.50](#) - Title I – School Parent and Family Engagement (M) (New)

August 9, 2022 Board Meeting Minutes

3. Mandated Revised Policies\Regulations
 - a. [P0143.2](#) - High School Student Representative to the Board of Education (M) (Revised)
 - b. [P1511](#) - Board of Education Website Accessibility (M) (Revised)
 - c. [P2415](#) - Every Student Succeeds Act (M) (Revised)
 - d. [P5513](#) - Care of School Property (M) (Revised)
 - e. [R5513](#) - Care of School Property (M) (Revised)
 - f. [P5517](#) - School District Issued Student Identification Cards (M) (Revised)
4. Abolished Policy\Regulation
 - a. [P2432](#) - School Sponsored Publications
 - b. [R2432](#) - School Sponsored Publications

Motions approved by all members present, who voted yes.

Motion approved

STUDENT MATTERS:

Motion made by Mrs. Borger, seconded by Mr. Ulmer, to approve the following student matters:

1.	5664218271	Terminate Homebound Instruction	06/16/22	\$0.00
2.	9550901437	Terminate Homebound Instruction	06/16/22	\$0.00
3.	2608840130	Terminate Homebound Instruction	05/02/22	\$0.00
4.	3095515662	Terminate Homebound Instruction	06/16/22	\$0.00
5.	4254277151	Terminate Homebound Instruction	04/26/22	\$0.00
6.	1304575589	Terminate Homebound Instruction	06/01/22	\$0.00
7.	4593957670	Terminate Homebound Instruction	05/23/22	\$0.00
8.	6270737151	Terminate Homebound Instruction	06/16/22	\$0.00
9.	2608840130	Homebound Instruction	05/03/22-06/16/22	\$0.00
10.	5130040494	Homebound Instruction	05/31/22-07/25/22	\$0.00
11.	5389268421	Homebound Instruction	05/18/22-06/16/22	\$0.00
12.	3463456623	Homebound Instruction	05/20/22-06/16/22	\$0.00
13.	2882198530	Homebound Instruction	06/17/22-06/14/22	\$0.00
14.	1650438485	Homebound Instruction	06/07/22-06/14/22	\$0.00
15.	2631257246	Homebound Instruction	06/07/22-06/16/22	\$0.00
16.	6541149451	Homebound Instruction	06/08/22-06/15/22	\$0.00
17.	9424624225	Homebound Instruction	06/09/22-06/16/22	\$0.00
18.	2624002053	Homebound Instruction	06/03/22-06/10/22	\$0.00
19.	8291259163	Homebound Instruction	06/01/22-06/07/22	\$0.00
20.	5492025085	Homebound Instruction	06/07/22-06/16/22	\$0.00
21.	8278158779	Homebound Instruction	06/13/22-06/16/22	\$0.00
22.	5767365743	Homeschool	09/06/22-06/30/23	\$0.00
23.	Employee# 4890	Children of District Employee's	09/06/22-06/30/23	\$0.00
24.	Employee# 5683	Children of District Employee's	09/06/22-06/30/23	\$0.00
25.	7431171367	Begin Pineland Learning Center	07/01/2022	\$94,500
26.	7431171367	Begin Pineland Learning Center(ESY)	07/01/2022	\$15,750
27.	2998633959	Terminate Garfield Park Academy	07/01/2022	
28.	3741020454	Begin Y.A.L.E. School	09/01/2022	\$60,044
29.	9550901437	Homeschool	09/01/22-06/30/21	\$0.00

Motions approved by all members present, who voted yes.

Motion approved

August 9, 2022 Board Meeting Minutes

4. Fundraisers

- a. High School Girls Soccer - Snap! Online Fundraiser; August 2022 through October 2022
- b. District - Jeans Day to be approved throughout the district at the principal and superintendent's discretion.

Motions approved by all members present, who voted yes, except Mr. O'Donnell and Ms. Maass who abstained on item 2.g. as it relates to their conflict.

Motion approved

PERSONNEL:

Motion made by Mrs. Borger, seconded by Mr. Ulmer, to approve, on the recommendation of the Superintendent, approve the following personnel items:

1. Approve Sean Gorman to hire certified staff as needed for the start of 2022-2023 school year
2. Approve AFSCME Local 3858 Memorandum of Agreement 2022 through 2025.
3. [Robert Delengowski](#) - Approval from the county for Robert Delengowski's Interim Business Administrator contract.
4. [Sarah J. Bell](#) - Approval from the county for Sarah J. Bell's 2022-23 Business Administrator Contract.
5. Craig Speechley - Resignation effective 08/31/22
6. Greg Francis - Resignation effective 08/31/22.
7. Dana DeLeon - Resignation effective 09/30/22
8. Hire Mrs. Nicole Zearfoss at an annual salary of \$35,000 as a GMS Secretary.
9. William O'Kane - Cold Springs School Interim Principal.
10. Kelli Lukasiak - GHS English Teacher 08/29/22-06/30/23 MA09 \$59,324, pending negotiations
11. Athena Markakis - GHS Art Teacher 08/29/22-06/30/23 BA08 \$55,589, pending negotiations
12. Deanna Struss - PreSchool Disabled Teacher 08/29/22-06/30/23 BA01+15 \$52,148, pending negotiations
13. Katelyn Doherty - GMS Art Teacher 08/29/22-06/30/23 BA01 \$51,458, pending negotiations & certification
14. Jacob Petrik - GMS Elementary Teacher, BA01 \$51,458, pending negotiations
15. Stephan Morano - Assistant Business Administrator 08/15/22-06/30/23 \$105,000
16. Colleen Blake - Instructional Supervisor 08/29/22-06/30/22 \$65,000
17. Christina Lewis - Accepting the position of shipping and receiving in the Middle School; contracted AFSCME stipend is \$2,080
18. Paige Marks - Accepting the position of shipping and receiving in Cold Springs School; contracted AFSCME stipend is \$2,080
19. Robert Brangan - Substitute Custodian 08/10/22-06/30/23 \$15 per hour as needed *pending criminal history
20. 4162 - FMLA 06/27/22 through an anticipated return 09/19/22, using all sick time
21. 5124 - Workman's Comp 06/24/22-TBD
22. 5305 - FMLA 11/14/22 through an anticipated return 04/03/23, using 13 sick days
23. 5817 - FMLA 09/12/22 through an anticipated return 11/28/23, using 5 sick days
24. 4536 - FMLA 08/30/22 through an anticipated return 01/17/23, using 15 sick days
25. Jacqueline Martin - Move on salary scale from MA10 \$63,229 to MA10+15 \$64,579, pending negotiations effective 08/29/22
26. Pam Roney - Move on salary scale from BA15 \$86,194 to BA15+30 \$87,574, pending negotiations effective 08/29/22
27. Lisa Triantafillou - Move on salary scale from BA15 \$86,194 to BA15+15 \$86,884, pending negotiations effective 08/29/22
28. Jody McQuaid - Approval for substitute stipend of \$4,400.
29. CSS - Summer WIN Program
 - Amanda Trott - Substitute Teacher at \$35 per hour
 - Mary Goble - Substitute Teacher at \$35 per hour
 - Evette Fearon - Substitute Paraprofessional at \$21.33 per hour

August 9, 2022 Board Meeting Minutes

30. Cold Springs School ESSA Committee members for the 2022-23 school year:
- | | | |
|-------------------------|--------------------|--------------------|
| Laura Rebstock | Denise Bigham | Jennifer Cotollese |
| Jodie Pilla | Brenda VanArsdalen | Cynthia Kumpel |
| Jacqueline Martin-Davis | Ryann Frame | Kristina Vasquez |
| Kristine Muha | Sara Prepsel | |
| Mary BethReiners | Michelle Formiglia | |
31. Coaching Staff:
- | | |
|---|--|
| Myranda McCabe - GMS Head Field Hockey | Carly DeMarco - GHS Assistant Field Hockey |
| Jillian Stafford - GMS Assistant Field Hockey | Alyssa McFerren - GHS Assistant Field Hockey |
- Volunteer Coaches:
- | | |
|------------------------------------|-----------------------------------|
| Shayne Gismonde - GHS Field Hockey | Rachel Galante - GHS Field Hockey |
| Lisa Parry - GHS Field Hockey | Tom McConnell - Football |
32. [Robert McWilliams](#) - Teaching Web Design PD through CodeHS - Online 07/01/22-06/30/23 (40 Hours) at \$38.24 Title II Grant Funds
33. Briana Graham to attend Design and Modeling Project Lead the Way Training Online 08/01/22-08/05/22, \$38.24 per hour (35 Hours) Title IIA Grant Funds and attend Medical Detective Project Lead the Way Training 07/25/22-07/29/22 \$38.24 per hour (35 Hours) Title IIA Grant Funds
34. Raquel Cintron-Cardozo at GHS Summer School - \$38 per hour (on an as-needed basis) Title I ESSA Grant Funds/ARP ESSER Funds
35. Carly Shrader GHS Summer School \$38 per hour (on as needed basis) Title I / District Funds.
36. Kristina Vasquez - Orton-Gillingham Literacy Training PD - 8/1/22 - 8/4/22- \$38.24 per hour, total of 28 hrs.
37. [Robert McWilliams](#) to attend Online Training Course for FAA Part 107 Exam Remote Pilot Certificate 07/01/22-06/30/23, \$199
38. Approve the following staff to attend the AVID Pathway Training 07/26/22-07/27/22 \$38.24 per hour (14 hours) Title I ESSA Grant/CARES/ARP Funds
- | | | |
|----------------|-----------------|--------------------|
| Colleen Blake | Matt Anderson | Jamie Ritucci |
| Keith Gorman | Ryan Ruble | Crystal McAllister |
| Korey Jeffries | Julie Kramer | Kelly Malone |
| Sue Cipriani | Anna Peeke | |
| Jen Jackson | Rocco Tomasetto | |
39. CSS Staff members Trauma Informed\Calm Corner setup 08/10/22-08/11/22 \$38.24 per hour not to exceed 6 hours.
- | | | |
|----------------|---------------------|--------------------|
| Kimberly DiMео | Nicole Holmes | Karen Hoover |
| Sara Pittman | Rahila Bashir | Kate Kearney |
| Theresa Bonner | Dominique Uhlendorf | AnnaMaria Carrozzo |
| Kristine Muha | Marie Foley | |
40. District Staff to attend OnCourse Training 08/04/22 \$38.24 per hour, not to exceed 2 hours
- | | | |
|---------------------|--------------------|--------------------|
| Cari Poppa | Colin MacAdams | Matthew Whitecar |
| Catherine Francis | Ryan Ruble | Michelle Formiglia |
| Dominique Uhlendorf | Jennifer Cotellese | |
41. Stipend Position:
GHS Rachel Gorman - Senior Class Advisor
42. 2022-23 GMS Team Leaders
- | | |
|----------------------------|--------------------------------------|
| Julie Kramer - 4th grade | Colin MacAdams - 8th grade |
| Cassie Francis - 5th grade | Melissa Freedman - Special Education |
| Kelly Malone - 6th grade | Francis Alloway - Special Areas |
| Ryan Ruble - 7th grade | |

August 9, 2022 Board Meeting Minutes

Motions approved by all members present, who voted yes, except Mrs. James who abstained on items 38 and 42, Mr. O'Donnell who abstained on items 6 and 42, and Ms. Maass who abstained on items 40 and 42 as it relates to their conflict.

Motion approved

OLD BUSINESS: None

NEW BUSINESS:

1. The Board discussed student pick up/drop off at Cold Springs School. It will follow the same schedule as last year.
2. The Board discussed notifying parents that Free meals are no longer available to all students for the 2022-2023 School Year.
3. The Board discussed new damage to the Middle School football field goalposts, security in place, and alternate storage solutions.

DISCUSSION ITEMS: None

OTHER:

1. Student Attendance: [June 2022](#)
2. Health Reports: [GHS](#) [GMS](#) [CSS](#)

Motions approved by all members present, who voted yes.

Motion approved

PUBLIC COMMENT:

Motion made by Mrs. Borger, seconded by Ms. Maass, to open the meeting for public comments:

Motion approved by all members present, who voted yes.

Motion approved

No Comment

PUBLIC COMMENT CLOSE

Motion made by Mrs. Borger, seconded by Ms. Maass, to close the meeting to public comments.

Motion approved by all members present who voted yes.

Motion approved

EXECUTIVE SESSION: No items at this time.

ADJOURNMENT

Motion made by Mrs. Borger, seconded by Ms. Maass, to approve the Board of Education to adjourn the meeting at 8:52 PM

Motion approved by all members present who voted yes.

Motion approved

Respectfully Submitted



Sarah J. Bell
School Business Administrator/Board Secretary