

LINWOOD, NEW JERSEY
October 26, 2016

In compliance with the "Open Public Meetings Act" of the State of New Jersey adequate notice of this regular meeting has been provided. On May 17, 2016 written notice of this regular meeting was posted in two schools, City Hall, and the Linwood City Library. On that same date written notice was faxed and mailed to The Press and The Current.

The meeting of the Linwood Board of Education was called to order by **Mr. Sless**, Board President, in the Schiavo Auditorium, Belhaven Middle School, Linwood, New Jersey, **Wednesday, October 26, 2016 7:05 PM.**

Mr. Sless led all present in a flag salute.

MEMBERS PRESENT: Mrs. Zierys, Judge Todd, Mr. McLaughlin, Mrs. Gibson, Mrs. Scannell, Mr. Sless, and Mrs. DeMorat

MEMBERS ABSENT: None

OTHERS PRESENT: M. Cappelluti, Interim Superintendent, T. Weeks, School Business Administrator, K. Prinz, Solicitor, S. Speirs and G. Meister, Principals, MB McKenna, F. Pilerio, C. Spurlock, E. Franks, H. Franks, J. Franks, H. Franks, J. Byrnes, J. Cunniff, B. Matik, K. Glenn, T. Glenn, T. Glenn, T. Graziotto, B. Marino, D. Lamkin, T. Meister, A. Barrera, H. Derbyshire, C. Meade, T. Lhulier, C. Swan, A. Daily, G. Osbeck, J. Reese, C. Flanagan, S. Evinski, S. Marino, J. Goldstein, P. Davis, R. Yarfla, S. Coyle, P. Vaccarro

MINUTES OF THE REGULAR MEETING- Motion made by Mrs. Zierys, seconded by **September 26, 2016** Mrs. Gibson, to approve the minutes of the Regular Meeting, held September 26, 2016, as amended to note Judge Todd had abstained from the mentor motion.

Motion carried by roll call vote with all members present voting yes.

Motion approved.

SECRETARY & TREASURER'S REPORT - Motion made by Mr. McLaughlin, seconded by **SEPTEMBER 2016** Mrs. Zierys, to acknowledge the receipt and to file the Reports of the Secretary and Treasurer for the month of September 2016, which are in agreement.

Motion carried by roll call vote with all members present voting yes.

Motion approved.

COMMITTEE REPORTS

Instruction – Mrs. Scannell recapped the meeting agenda

Operations – Mrs. Zierys recapped the meeting agenda

Governance – Mrs. Gibson read a New Jersey School Boards article on Board Governance and Board roles. She also recapped the meeting agenda.

Negotiations – Mrs. Zierys announced that the LEA has ratified the contract on Board agenda.

COMMENTS FROM THE PUBLIC - None

SUPERINTENDENT'S REPORT

FOR INFORMATION

1. Enrollment: 836
2. Suspensions: None
3. Fire and Security Drills:

	<u>September</u>	<u>Seaview</u>	<u>Belhaven</u>
Fire	16	8, 14	
Security	21	8	
4. Annual Report of Violence and Vandalism for 2015-2016: Mrs. Speirs provided an overview of the second period report.
5. Reports: Linwood Education Foundation – Ms. Osbeck announced the LEF Gala date of March 25, 2017

ACTION REQUIRED

ANNUAL REPORT OF VIOLENCE AND VANDALISM FOR 2015-2016 SCHOOL YEAR AND HIB FOR JANUARY 1 THROUGH JUNE 30, 2016 - Motion made by Judge Todd, seconded by Mr. McLaughlin, to approve the Annual District Report of Violence and Vandalism for the 2015-2016 school year, submitted electronically to the New Jersey Department of Education by July 17, 2016, and the HIB report Period 2, January 1 through June 30, 2016, of the 2015-2016 school year as presented to the public at this meeting.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

AMEND RESIGNATION - Motion made by Judge Todd, seconded by Mr. McLaughlin, to amend Mrs. Gina Wenzel's resignation to be effective October 14, 2016.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

RESIGNATIONS - Motion made by Judge Todd, seconded by Mr. McLaughlin, to accept the following resignations:

Mr. Daniel Jackson, Part Time Custodian effective October 5, 2016

Ms. Stefanie Simon, Part Time Instructional Aide, effective October 14, 2016

Motion carried by roll call vote, all members present voted yes.

Motion approved.

LEAVE OF ABSENCES - Motion made by Judge Todd, seconded by Mr. McLaughlin, to approve Federal Family Intermittent Leave of Absence for Ms. Allison Phillips, Teacher, beginning on November 1, 2016 on as needed basis.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

CHANGE IN POSITION - Motion made by Judge Todd, seconded by Mr. McLaughlin, to approve a change in position for Ms. Angela Ianello From Part time Special Education Teacher to Full Time Special education Teacher effective October 26, 2016

Motion carried by roll call vote, all members present voted yes.

Motion approved.

NEW HIRES - Motion made by Judge Todd, seconded by Mr. McLaughlin, to approve the hiring, upon the recommendation of the superintendent for the 2016-2017 school year the following:

Mr. Carmine Bonanni, Part Time Instructional Aide, 60 credits

Ms. Rebecca Garofalo, Instructional Specialist, \$375 per diem

Discussion: Judge Todd stated the Instruction Committee discussed the Instructional Specialist position which will be used for professional development activities.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

INSTRUCTIONAL AIDE SUBSTITUTES - Motion made by Judge Todd, seconded by Mr. McLaughlin, to approve Susan Leopardi to be used as a substitute teacher as needed.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

SEAVIEW PLAYGROUND/SCHOOL VOLUNTEERS FOR 2016/2017 - Motion made by Judge Todd, seconded by Mr. McLaughlin, to approve the following playground volunteers for the Seaview Elementary School:

Michele Caucci	Pamela Guarini	Kelly Nirenberg	Jessica Goldstein
Nancy Connolly	Diana Gurwicz	Chris Osbeck	Jeremy Nirenberg
Ava Cocchi	Angela Harrison	Dana Petti	Carrie Wyzen-Gregory
Mariealena D'Agostino	Earl Hieb	Jennifer Pierce	Lauren Gibson
Amy Daily	Aolfe Larkin	Tito Reyes	Karen Miller
Lori Datti	Susanne Lockhart	Patty Reynolds	Jennifer Wildman
Kelly Day	Laura Long	Rosa Rodgers	Ricky Gerhardt
* Jessica DellaFave	Diana Lucca	Tania Ruzzo	Melissa Merlino
Bobbie Jo DiPierro	Arnold Lucchesi	Matt Simpson	Miosotri Espinal-Waller
Louise Donohoe	Ida Lucchesi	Judy Simpson	
Catherine Evinski	Stan Malcolm	Denise Stites	
Christine Falk	Allison Mann	Jill Thomas	
Margot Ferrin	Chrissy Meade	Kelli Thomas	
Lisa Gebhard	Tracee Melchior	Stephanie Timbrook	
* 2016-2017 Volunteer Coordinator			

Motion carried by roll call vote, all members present voted yes.

Motion approved.

2016-2017 SCHOOL YEAR STIPENDS - Motion made by Judge Todd, seconded by Mr. McLaughlin, to the following stipends for the 2016-2017 school year.

CLUBS AND SPONSORS		
Stipend: \$1,253 unless otherwise noted		
Per the LEA Agreement - Paid from general budgeted funds		
CLUB:	SPONSOR:	
8 th Grade Street Team	Mary Beth McKenna	
Art/Culture/Technology	David Lamkin	
Garden Club	Bernadette Getzler	
Girls on the Go	Christine Silverberg	
Girls on the Go	Tamara Pizagno	
Safety Patrol	David Wade	
STEM	Chrissy Riley	
Wise Guys	Marc Schnepf	
STAT	Tanya Arlington-Narvaez Angela Iannello Kim Savino Marilee Sobrinski	\$500 each

Motion carried by roll call vote, all members present voted yes.
Motion approved.

STAFF TRAVEL , PROFESSIONAL DEVELOPMENT AND WORK RELATED EXPENSES -

Motion made by Judge Todd, seconded by Mr. McLaughlin, to travel, professional development activities and work related expenses for employees as listed below. The attendance at stated function was previously approved by the Chief School Administrator, as work related and within the scope of the work responsibilities of the attendee. The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district and fiscally prudent. The travel and related expenses particular to attendance at this function is expected to exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter. The board finds the travel and related expense and the excess expenses particular to attendance at this previously approved function is necessary, and that the excess is justified and therefore reimbursable. All staff travel that applies to this motion is marked with an (*).

Name	Travel Date(s)	Location	Event	Registration	Mileage Expense
Patrick Childs	10/25/16 10/26/16	Atlantic City, NJ	NJASBA Convention	Group	Not to exceed \$10.00
Frank Pileiro	10/25/16 10/26/16	Atlantic City, NJ	NJASBA Convention	Group	Not to exceed \$40.00
Frank Pileiro	10/28/16	SRI & ETTC Galloway, NJ	Discovery Education Streaming Professional Learning Workshop	3 ETTC hours	Not to exceed \$10.00

Bernadette Getzler	11/16/16	Stockton University	Math/Literature Workshop	2 ETTC hours	N/A
Siobhan Grossman	11/18/16	Philadelphia, PA	ASHA Convention	\$275.00 IDEA/District funds	N/A N/A
Lauri Greenberg	11/18/16	Philadelphia, PA	ASHA Convention	\$85.00 District Funds	N/A
Jackie Baltozer	12/01/16	SRI & ETTC Galloway, NJ	Writing Effective HIB Reports	7 ETTC hours	N/A
Elizabeth Provenzano	12/08/16	Stockton University	Changing Thinking about Childhood Challenges	2 ETTC hours	N/A
Jean Matro Christine Spurlock	12/13/16	Cherry Hill, NJ	Makerspaces: Creating Motivating and Engaging Makerspaces in Your Classroom and School (Grades K-6)	\$245.00 Each	N/A

Motion carried by roll call vote, all members present voted yes.

Motion approved.

FIELD TRIPS - Motion made by Judge Todd, seconded by Mr. McLaughlin, to approve the following field trip for the students of the life skills classroom to attend the weekly Linwood Farmers Market at Central Square, Bernadette Getzler is in charge.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

2016-2017 NURSING SERVICES PLAN - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to approve the 2016-2017 Nursing Services Plan.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

CONCRETE REPAIRS PROJECT AWARD - Motion made by Mrs. Ziereis, seconded by Mrs. Scannell, to accept the proposal from MD Landscape Management, LLC in the amount of \$30,020 for concrete repairs at Seaview and Belhaven Schools. Proposals were also received from:

Hackney Concrete, Inc.	\$33,355
West Bay Construction, Inc.	\$58,375
MD Landscaping Management	\$30,020
Arthur Henry, Inc.	\$31,995
Charles Marrandino, LLC	\$32,520

Motion carried by roll call vote, all members present voted yes.

Motion approved.

NON PUBLIC GRANTS - Motion made by Mrs. Ziείς, seconded by Mrs. Scannell, to amend the non-public grant agreements for revised state funding received:

Non-Public Nursing	\$990
Non-Public Technology	\$286

Motion carried by roll call vote, all members present voted yes.
Motion approved.

SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN AND M1 - Motion made by Mrs. Ziείς, seconded by Mrs. Scannell, to approve the submission of the three year Comprehensive Maintenance plan for each building and the Annual Maintenance Plan pursuant to N.J.A.C. 6A:26A. The M-1 reports on prior and planned expenditure by building for required maintenance activities. The Comprehensive Maintenance plan provides detailed expenditure plans for the areas of required maintenance and capital improvements for the current year and the subsequent years.

**LINWOOD BOARD OF EDUCATION
 RESOLUTION
 SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN**

WHEREAS, the Department of Education required New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached documents known as the M-1 and the Comprehensive Maintenance Plan for the various school facilities of the Linwood School District are consistent with the requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their systems warranties valid;

NOW THEREFORE BE IT RESOLVED, that the Linwood School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan in compliance with the Department of Education requirements.

Motion carried by roll call vote, all members present voted yes.
Motion approved.

USE OF SCHOOL FACILITIES - Motion made by Mrs. Ziείς, seconded by Mrs. Scannell, to he following request for the use of our school facilities.

Organization	Facility	Date/Time	Fee
LASAR Basketball Basketball Sign-ups	Seaview Foyer	10/18/16 and 10/25/16 3:00-4:30 p.m.	No
Linwood Men’s Basketball Basketball	Belhaven One gym	10/08/16-4/08/17 Saturday mornings 7:00-9:00 a.m.	Yes
Linwood PTO Book Fair	Belhaven Foyer	10/13/16-10/21/16 8:30 a.m.-2:45 p.m.	No

Mainland United Soccer Assn. Monthly Meeting	Belhaven Library	10/13/16 7:30-8:30 p.m.	No
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Motion carried by roll call vote, all members present voted yes.

Motion approved.

QSAC STATEMENT OF ASSURANCE 2016-2017 - Motion made by Mrs. Scannell, seconded by Mrs. Ziereis, to submit the Quality Single Accountability Continuum (QSAC) Statement of Assurance for 2016-2017.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

BOARD POLICY AND REGULATIONS - Motion made by Mrs. Scannell, seconded by Mrs. Ziereis, to approve the first and second reading of the Policies, as listed below.

FIRST READING	
Policy 3216	Dress and Grooming
Policy 5200	Attendance (M)
SECOND READING	<i>All policies/regulations were approved at the First Reading – no changes</i>
Policy 1220	Employment of CSA
Policy 1310	Employment of School Business Administrator
Policy 2414	Programs for Students in High Poverty and in High Need School Districts
Policy 3111	Creating Positions
Policy 3124	Employment Contract
Policy 3125	Employment of Teaching Staff Members
Policy 3125.2	Employment of Substitute Teachers
Policy 3126 Regulation 3126	District Mentoring Program
Policy 3141	Resignation
Policy 3144 Regulation 3144	Certification of Tenure Charges
Policy 3159	Teaching Staff Member/School District Reporting Responsibilities
Policy 3231	Outside Employment as Athletic Coach
Policy 3240 Regulation 3240	Professional Development for Teachers and School Leaders

Policy 3244 Regulation 3244	In-Service Training (ABOLISHED)
Policy 4159	Support Staff Member/School District Reporting Responsibilities
Policy 4211	Attendance
Policy 4436	Personal Leave
Policy 5305	Health Services Personnel
Regulation 5330	Administration of Medication
Policy & Regulation 5350	Student Suicide Prevention
Policy 9541	Student Teachers/Interns
Policy 1140	Affirmative Action Program
Policy 1523	Comprehensive Equity Plan
P1530	Equal Employment Opportunities and Complaint Procedure
Policy 1550	Affirmative Action Program for Employment and Contract Practices
Policy 2200 Regulation 2200	Curriculum Content
Policy 2260	Affirmative Action Program for School and Classroom Practices
Policy 2411 Regulation 2411	Guidance Counseling
Policy 2423 Regulation 2423	Bilingual and ESL Education
Policy 2610	Education Program Evaluation
Policy 2622	Student Assessment
Policy 5750	Equal Educational Opportunity
Policy 5755	Equity in Educational Programs and Services
Policy 5339	Screening for Dyslexia
Policy 5460	High School Graduation
Policy 5514	Student Use of Vehicles on School Grounds

Regulation 5514	Student Use of Vehicles
Policy 7481	Unnamed Aircraft Systems
Policy 8441 Regulation 8441 (continued from prior page)	Care of Injured and Ill Persons
Policy 8454	Management of Pediculosis
Policy 8630 Regulation 8630	Bus Driver/Bus Aide Responsibility

Motion carried by roll call vote, all members present voted yes.
Motion approved.

DOCTRINE OF NECESSITY - Motion made by Mrs. Scannell, seconded by Mrs. Ziείς, to approve the Doctrine of Necessity included in the packet. The Doctrine is necessary to provide a quorum to vote on the Memorandum of Agreement between the Linwood Board of Education and the Linwood Education Association.

Motion carried by roll call vote, all members present voted yes.
Motion approved.

Communication – Included in the packet

BOARD SECRETARY MONTHLY CERTIFICATION - Motion made by Mrs. Ziείς, seconded by Mrs. Scannell, to accept the Board Secretary monthly certification, that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.S.A. 18A:22-8.1 -8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4. In accordance with N.J.A.C. 6A:23A-16.10, it is further certified that there are no changes in anticipated revenue amounts and sources for the month.

Motion carried by roll call vote, all members present voted yes.
Motion approved.

BOARD OF EDUCATION MONTHLY CERTIFICATION - Motion made by Judge Todd, seconded by Mrs. Ziείς, to approve the monthly Board of Education certification that after review of the board secretary and treasurer monthly financial reports, in the minutes of the board each month that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Motion carried by roll call vote, all members present voted yes.
Motion approved.

BILLS:

Batch 50	General Fund	\$475,264.38
Batch 55	Tuition and Assessments	\$13,047.22

Batch 59	Before and After School	\$19,831.33
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PAYROLLS:

Batch 72	September 30	\$375,502.66
Batch 70	October 14, 2016	\$376,128.19

TRANSFERS

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
11-000-216-320	Related Services - Purchase Professional	\$	\$ 47,500
11-000-216-100	Related Services - Salaries	47,500	
11-421-100-600	Before and After School Program Supplies		500
11-421-100-100	Before and After School Program Salaries	500	
	Total General Fund	\$ 48,000	\$ 48,000

OLD BUSINESS – None.

NEW BUSINESS – None.

COMMENTS FROM THE PUBLIC – C. Meade, Co-President of the LEA thanked the Board’s negotiating committee for helping find the common ground to get the contract done.

J. Byrnes commented on her families decision to move to Linwood and stay in Linwood. Their decision was based on the schools and she thanked the staff.

J. Goldstein commented that the Board meeting nights are in conflict with the City Council meetings and wondered if there could be a change.

A. Barrera commented on the Director of Special Education vacancy and concerns over the gap in coverage for this position. She inquired about full day kindergarten. She inquired why two staff have been hired to the curriculum position.

C. Spurlock inquired if there was a cap in the professional days that Ms. Garofalo would be working. She commented that the number of interims being hired and that the position should be filled with staff who can stay. She is upset with the direction the district is heading. She commented the children are number 1 but it is not shown with the current interim hiring.

P. McConville inquired about hiring within. She questioned the lack of internal posting for the interim position. She questioned the instructional coach and if there was a limit on the days.

P. Vaccarro asked if the Supervisor of Special Education was advertised properly and if it was standard procedure to hire interims. She inquired why the board is hiring interims. She inquired who will cover the Special Education position until the Board can hire for the position. She inquired if the Instructional coach had any Administrative experience. She inquired how many board members go into the classroom. She inquired if the Board was aware of the fourth grade class size. She inquired if the surplus could go the teacher positions.

M.B McKenna, Special Education Teacher, spoke favorably about Mrs. Yochim, who, she stated, is irreplaceable. She inquired if a chain of command has been established until the interim is hired. There are many tiers to the position and plans need to be set up.

C. Swan, Special Education Teacher, expressed her level of concern with the situation and who will

fill the cracks in the system until the replacement is hired. The team needs management and leadership to avoid litigation.

A. Barrerra, inquired if the surplus could be used to purchase 2E Student software.

COMMENTS FROM THE BOARD – Mr. Sless thanked everyone for their comments. He stated that the Board will review and respond on the issues. The Board will review the meeting nights in time for the annual organization meeting.

EXECUTIVE SESSION - Motion made by Mrs. Ziείς, seconded by Mrs. Scannell, to enter into Executive Session, 8:25 PM:

Resolved: At a public meeting of the Board of Education of Linwood, held this evening, pursuant to the “Open Public Meetings Act”, the following subjects to be discussed in a session of the Board closed to the public:

Student Confidentiality Matter – Reported Case of HIB

Contract Negotiations – Linwood Education Association and Linwood Board of Education Other Personnel Contracts

It is presently anticipated that the items mentioned in the resolution may be disclosed to the public upon final determination of the subject by the Board of Education.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

RATIFY CONTRACT WITH LINWOOD EDUCATION ASSOCIATION - Motion made by Mr. McLaughlin, seconded by Mrs. DeMorat, to ratify the agreement between the Linwood Education Association and Linwood Board of Education for the years beginning July 1, 2016 through June 30, 2019 which provides for a change in the base health benefit plan to Direct 15 MMRx, a combined health and prescription plan, in lieu of Direct 10 and a stand alone prescription plan. Support staff will receive a 3.5% increase all three years of the contract. Certified staff will receive 4% in 2016-2017, 3.5% in 2017-2018 and 3.25% in 2018-2019.

Discussion: Mrs. Ziείς recapped the settlement which included health benefit concession on the part of the LEA which effectuated savings to fund the salary increases. She thanked the LEA team for working together with the Board on this contract.

Motion carried by roll call vote, all members present voted yes.

Motion approved.

APPROVAL OF STAFF CONTRACTS - Motion made by Mrs. Ziείς, seconded by Mrs. DeMorat, to approve contracts with staff members, not part of the collective bargain unit, retroactive back to July 1, 2016 as included in the packet for the following staff:

- Kelly Batz, Treasurer, one year contract, with a 2% increase for a 2016-2017 salary of \$3,333
- Patrick Childs, Supervisor of Facilities and Security, a three year contract, with a \$2,500 increase in recognition of Certified Education Facilities Manager designation and 3.5% each of the three years

- Gerri Mazzeo, Assistant to the Supervisor of Facilities and Security, one year contract with a 3.5% increase for a new hourly rate of \$13.46
- James Forrest, Part Time Food Service Driver and Custodial Support, one year contract with a 3.5% increase for a new hourly rate of \$13.62
- Tia DeVita, Part Time Non-Instructional aide, one year contract with a 3.5% increase for a new hourly rate of \$11.98
- Melissa Schock, Part Time Non-Instructional aide, one year contract with a 3.5% increase for a new hourly rate of \$12.30
- Nicole Hamilton, Part Time Non-Instructional aide, one year contract with a 3.5% increase for a new hourly rate of \$13.23
- Mary Ellen Weeks, Part Time Non-Instructional aide, one year contract with a 3.5% increase for a new hourly rate of \$13.23

Motion carried by roll call vote, all members present voted yes.

Motion approved.

APPROVAL OF 2016-2019 CONFIDENTIAL STAFF CONTRACTS - Motion made by Mrs. Ziereis, seconded by Mrs. DeMorat, to approve contracts retroactive back to July 1, 2016 for the following confidential staff members:

- Diane Del Rossi, Executive Secretary to the Superintendent, a 3.5% increase each year.
- Denise Schmid, Board Clerk, a 3.5% increase each year. Sick leave upon retirement increased to \$100 per day with a \$12,000 maximum
- Jennifer Logan, Payroll Clerk, a \$1,500 increase in year one, and a 3.5% increase in years two and three, Sick leave upon retirement increased to \$100 per day with a \$12,000 maximum

Motion carried by roll call vote, all members present voted yes.

Motion approved.

ADJOURNMENT - Motion made by Mrs. Ziereis, seconded by Mrs. Gibson to adjourn. (10:00 PM).

Motion carried by roll call vote, all members present voted yes.

Respectfully submitted,

Teri J. Weeks, Business Administrator,
Board Secretary