

FLORHAM PARK BOARD OF EDUCATION

Regular Public Meeting, September 29, 2020

Board Conference Room

67-71 Ridgedale Avenue

MINUTES

Mission Statement The Florham Park Schools are committed to the achievement of individual academic excellence through high quality teaching, learning and community involvement. This results in students being well prepared to meet future educational challenges and to contribute to society. They will achieve these goals in accordance and alignment with the New Jersey Student Learning Standards, which guide our academic instruction.

Assistance for persons with disabilities for the purpose of attending this or any other district meeting/function can be obtained by contacting the Board Secretary's office at 973-822-3880 (x1005).

2019-2020 Board Goals

- Monitor the effectiveness of all of our instructional programs, including but not limited to Special Education, based on student achievement data.
- Ensure that all funds are used in an effective and efficient manner to achieve the Board and District goals and meet the long-range facilities and curricular needs.
- Support effective and transparent communication with the community to develop an engaged, connected community, and a growing environment of local organizations and businesses.
- Support the development/implementation of the district's Social-Emotional Learning initiative.
- Recognize the accomplishments of staff and students.

2019-2020 District Goals

- Increase achievement of all students in the district including those who are not meeting grade-level benchmarks. (Supports Strategic Plan Goal 1)
- Continue to provide for the emotional well being and support for our students. (Supports Strategic Plan Goal 1)
- To assist in developing an engaged and connected environment within the community. (Supports Strategic Plan Goal 4)
- To create a learning environment that maximizes student access to 21st Century Tools. (Supports Strategic Plan Goal 3)

A. CALL TO ORDER

B. ROLL CALL

BOARD MEMBER	PRESENT	ABSENT
Ms. Cali (Yvonne)	X	
Ms. Crimi (Fabienne)	X	
Mr. Perillo (Brian)	X	
Ms. Rozek(Linda)		X
Ms. Heinold (Kristina)	X	
Ms. Thomas (Alita)		X
Mr. Ritrivi (Nicholas)	X	

C. EXECUTIVE SESSION

WHEREAS, the Florham Park Board of Education seeks to adjourn to Executive Session in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.: and

WHEREAS, the Open Public Meetings Act provides that a public body may exclude the public from that portion of the meeting at which it discusses matters pertaining to personnel, negotiations, and /or current and potential litigation; now

BE IT RESOLVED, that the Florham Park Board of Education adjourns to Executive Session; and

BE IT FURTHER RESOLVED, that the minutes of the discussion of any of these items will be disclosed to the public when matters have been determined and confidentiality is no longer applicable.

D. RECONVENE PUBLIC SESSION

Motion by Ms. Crimi to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 7:00 p.m. Said motion was seconded by Ms. Heinold.

E. FLAG SALUTE

F. SUNSHINE STATEMENT

In accordance with the Open Public Meetings Act, (Chapter 231, P.L. 1975), adequate notification of this meeting has been provided by advertising in the Morristown Daily Record and the Madison-Florham Park Eagle. In addition, notices were posted at the Municipal Clerk's Office, Public Library, and the Board Administration Office at 67-71 Ridgedale Ave at least 48 hours prior to the meeting.

G. SUPERINTENDENT'S REPORT - Dr. Caponegro reported the following:

- Current Enrollment
 - The current enrollment is at 968 students as of September 29, 2020
- HIB Report
 - There has been 0 HIB investigation(s) reported to the BOE for all 3 buildings since last month's meeting. BWD had 0, BKL had 0, RMS had 0. It should always be noted that though an HIB may be deemed as unfounded, intervention is always provided to address the incidences.
- Drill Report
 - BWD, BKL, & RMS conducted their mandatory drills this past month. To remind the public and as approved by the NJDOE, several of our drills will be conducted using a "table top" type training for our emergency drills during this time, rather than walkthroughs.
- Congratulations - Retirements (Mrs. Pompei & Mrs. Aromando)
 - Dr. Caponegro congratulated Mrs. Pompei and Mrs. Aromando on their retirements, provided information about their career and both Mrs. Pompei and Mrs. Aromando thanked the district and community. Dr. Caponegro also welcomed back Mr. Silkensen, Supervisor of Curriculum and Instruction from his leave.
- Referendum - Update
 - The district was pleased to provide the last installment of the 2019-20 referendum videos that displayed all of the work performed this spring and summer. The district is currently in the stages of developing a punch list for each of the projects performed by the architects, engineers and Mr. Infantolino (Supervisor of B&G). Dr. Caponegro then explained what a punch list was. Dr. Caponegro thanked Mr. Infantolino for his efforts with the referendum projects and indicated how crucial his efforts were to the reopening of school.
- SEL - Update
 - Dr. Caponegro discussed how the district welcomed the students back to the 2020-21 school year by orienting them to new procedures that were in place. District counselors and staff have provided daily lessons on social-emotional learning to support students' transferring back into the buildings and society. Dr. Caponegro indicated how pleased he was that Social emotional learning is also embedded in other avenues of our curriculum, including the health curriculum, the adoption of SEL standards in the Visual Arts curriculum, and the incorporation of best practices to support learning in a social emotional environment to provide the best atmosphere for our students to learn in. Also discussed was the district's new partnership with Committee for Children, developers of the Second Step Curriculum at RMS.

- Virtual Back To School Night
 - The district conducted its first virtual back to school night. Overall, it was a success. Thank you to the staff for providing a wonderful, live presentation for our parents and for the principals for their introductory videos, as well as the the PTA and Ed.Foundation for including information for parents during this this presentation
- Welcome - Mrs. Charlene Peterson, NJSBA
 - Dr. Caponegro welcomed Mrs. Charlene Peterson from NJSBA and indicated that she would be part of the Board of Education goal setting process that would take place during New/Old business
- Opening of School - Update
 - Dr. Caponegro spoke to how smoothly the start of the year has went and this was due to the efforts of us all and the planning involved. Dr. Caponegro thanked all stakeholders involved and reminded the public of his community statement made the week prior and that we as a community must stay vigilant and adhering to social distancing guidelines. Dr. Caponegro then showed a video from a BWD, BKL and RMS family displaying their gratitude and appreciation of the current brick and mortar model and virtual model. Dr. Caponegro then read an email expressing a teacher's appreciation of the district's efforts.
- Gratitude & Appreciation - Staff, BOE, Students, Families, FPPTA, FPEF, FPPD, Borough/Community
 - Dr. Caponegro thanked the listed stakeholders for the successful reopening of schools.

H. PUBLIC COMMENT-OPEN:

This portion of the meeting is open to any individuals for the purpose of addressing resolutions on this agenda or matters that they find is important to the Board of Education, and is governed by Board Policy 0167. Prior to making a comment, members of the public are required to state their names, addresses and subject matter of the comment. Comments are limited to three minutes per person. No participant may speak more than once on the same topic until all others who wish to speak on the topic have been heard. Comments made by members of the public may or may not be responded to by the Board. Any response that is provided will be made at the end of the public comment period, after all comments have been heard.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Students and employees have specific legal rights afforded by the laws of New Jersey. Therefore, comments regarding students and employees will not be responded to by the Board. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

Councilman Zuckerman asked if the district has had any positive CoVid-19 cases since opening. Dr. Caponegro replied no. Ms. Suebert asked for updates on providing special education related services in the hybrid model and will G&T be offered this year? Ms. Steffen explained the programming for related services and the determination of when grouping and individual sessions are appropriate, stressing

student's IEPs are the driving force. Mr. Silikensen stated yes, G&T will occur after the district is able to complete all assessments. Ms. Hausman congratulated Ms. Pompei and Ms. Aromando on their retirement. Ms. Karl congratulated Ms. Pompei and Ms. Aromando on their retirement.

I. COMMITTEE REPORTS

Policy- Ms. Heinold reported on the meeting of 9/21/20.

Personnel- Ms. Heinold reported on the meeting of 9/21/20.

Finance/Facility- Ms. Crimi reported on the meeting of 9/21/20.

Transportation - Ms. Crimi reported on the meeting of 9/21/20.

H.P.R.H.S Articulation- Ms. Crimi reported on the HPRHS proposed return to brick and mortar instruction as early November.

Teacher Administrator Board- No report.

Project Community Pride- No report.

Borough Liaison- No report.

J. RESOLUTIONS

POLICY

Upon recommendation of the Superintendent, move to:

1. **Approve** the minutes of the August 31, 2020 Regular Board Meeting.
Motion; NR Second; KH 5 yes, 0 no
2. **Approve** the minutes of the August 31, 2020 Regular Board Meeting Executive Session.
Motion; NR Second; KH 5 yes, 0 no
3. **Approve** the minutes of the September 21, 2020 Curriculum Work Session Meeting.
Motion; NR Second; KH 5 yes, 0 no
4. **Approve** the minutes of the September 21, 2020 Curriculum Work Session Meeting Executive Session.
Motion; NR Second; KH 5 yes, 0 no
5. **Be It Resolved**, that the board accepts and approves the Superintendent's current to date bullying report. *(On file in Administration Office)*
Motion; NR Second; KH 5 yes, 0 no

6. **Approve** the following events/fundraisers for the 2020-2021 school year;

Event/Fundraiser	School	Organization/Staff Member	Dates
Countryside Photos	BWD/BKL	PTA	10/6/20-10/9/20
Virtual Book Fair	DIST	PTA-Clark	10/12/20-10/25/20

Motion; NR Second; KH 5 yes, 0 no

7. **Approve** the second reading of the following policies and regulations.
 - 1581P&R Domestic Violence (M)
 - 1649P Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) (M)
 - 2270P Religion in Schools
 - 2422P Health and Physical Education (M)
 - 2431.3P Heat Participation Policy for Student-Athlete Safety (M)
 - 2622P Student Assessment (M)
 - 5111P&R Eligibility of Resident/Nonresident Students (M)
 - 5200P&R Attendance (M)
 - 5320P&R Immunization
 - 5330P&R Administration of Medication (M)
 - 5330.04P&R Administering an Opioid Antidote (M)
 - 5610P Suspension (M)
 - 5610R Suspension Procedures (M)
 - 5620P Expulsion (M)
 - 7243P Supervision of Construction (M)

8210 School Year
8220 School Day (M)
8320P&R Personnel Records (M)
8462P Reporting Potentially Missing or Abused Children (M)
Motion; NR Second; KH

5 yes, 0 no

PERSONNEL

1. Upon recommendation of the Superintendent, move to approve the following Personnel Items:

A. Additional Compensation:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/ Step	Salary	GAAP Code	Eff.	Term.
E	Baker, Ana	Appointment	RMS	Morning Supervision (15 mins / day)		\$34/hr		11-403-100-101	9/1/20	6/30/21
E	Crumm, Anna	Appointment	DIST	Curriculum Council Growth Mindset (SEL)	1	\$34/hr	\$850	11-000-221-110	9/1/20	6/30/21
E	Esteves, Erin	Appointment	RMS	Yearbook	60	\$34/HR	\$2,040.00	11-403-100-101	9/1/20	6/30/21
C	Gigantino, Dave	15 Yr. Longevity	BKL	Custodian / OMP.999.CUS.02	1	Step 12	\$900.00	11-000-262-100	9/1/20	
E	Hoffmann, Lauren	Appointment	RMS	Morning Supervision (15 mins / day)		\$34/hr		11-403-100-101	9/1/20	6/30/21
B	Karl, Beth	15 Yr. Longevity	BKL	Teacher / REG.001.MAT.04	1	MA / 14	\$900.00	11-130-100-101	9/1/20	
B	Keenan, Kathleen	15 Yr. Longevity	BKL	Teacher / REG.001.K25.08	1	MA+30/14	\$900.00	11-130-100-101 1	9/1/20	
E	Letchinger, David	Appointment	DIST	Curriculum Writing-Distance Learning Science 3-5	1	\$34/hr	\$1,700.00	11-000-221-110	9/1/20	6/30/21
E	Letchinger, David	Appointment	DIST	SY21 Virtual Prep	1	10 hours	\$455.50	11-120-100-101	7/1/20	8/31/20
E	McParland, Brian	Appointment	RMS	Morning Supervision (15 mins / day)		\$34/hr		11-403-100-101	9/1/20	6/30/21
E	Mierdierck,Christine	Appointment	DIST	SY21 Virtual Prep	1	10 hours	\$452.08	11-120-100-101	7/1/20	8/31/20
E	Munzer, Jennifer	Appointment	DIST	Curriculum Writing-Distance Learning Social Studies 3-5	50	\$34/hr	\$1,700.00	11-000-221-110	9/1/20	6/30/21
E	Putignano, Vincent	Appointment	RMS	Morning Supervision (15 mins / day)		\$34/hr		11-403-100-101	9/1/20	6/30/21
E	Tedesco, Wendy	Appointment	DIST	Curriculum Writing-Distance Learning Math 3-5	1	\$34/hr	\$1,700.00	11-000-221-110	9/1/20	6/30/21

B. Appointments/Resignations/Retirements/RIFS:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/ Step	Salary	GAAP Code	Eff.	Term.
C	Adesso, Denise	Resignation	BWD	Staff Assistant / SED.999.CLA.23	.75	Step 7	\$18,302.48	11-216-100-106	8/26/20	8/26/20
B	Aromando, Marge	Retirement	BKL	Nurse / SSP.001.NRS.03	1	BA / 22	\$89,560.00	11-000-213-100	10/1/20	10/1/20
B	DiLeo, Stephanie	Appointment	BKL	Nurse / SSP.001.NRS.03	1	BA / 1	\$53,435.00	11-000-213-100	9/29/20	9/29/20
F	Strathern, Samantha	Rescind Appointment	BKL	Student Teaching Drew University: Art (Russo)					9/8/20	9/8/20

C. Leave of Absences:

Code	Name	Action	Loc	Position/UPC	FTE	Degree/ Step	Salary	GAAP Code	Eff.	Term.
B	Enderle, Gina	Leave of Absence	BKL	Teacher / REG.001.K25.31	1.00	MA+30/7	\$67,950.00	11-120-100-101	2/22/21	5/31/21
B	Hipwell, Harry	Leave of Absence	BWD	Teacher / REG.001.TMC.03	1	BA / 5	\$54,770.00	11-120-100-101	9/1/20	12/1/20
B	Munzer, Jennifer	Leave of Absence	BKL	Teacher / SED.001.LLD.03	1.00	MA / 10-11	\$70,120.00	11-204-100-101	9/25/20	10/9/20
B	Ocejo, Lauren	Leave of Absence	BWD	Teacher / SED.001.RRM.12	1.00	BA / 9	\$61,130.00	11-213-100-101	2/8/21	6/30/21
B	Sabatino, Nicole	FFCRA Leave of Absence	BWD	IPS Teacher / SED.001.IPS.01	1	BA / 12	\$64,310.00	11-105-100-101	9/10/20	12/3/20
B	Serfozo, Jeremy	Leave of Absence	BWD	Teacher / REG.001.TMC.05	1	MA / 12	\$71,710.00	11-120-100-101	9/18, 9/21-25	10/2

Motion; NR Second; KH

5 yes, 0 no

CURRICULUM

Upon recommendation of the Superintendent, move to:

FINANCE

1. Professional Development/Travel:

The Florham Park Board of Education is required pursuant to N.J.S.A. 18A:11-12 and 18A:12-24 to approve travel expenditures by district employees and board members that is educationally necessary and financially prudent.

The following list of workshops, seminars, conferences and other travel-related staff development has been reviewed by the Florham Park Board of Education and found to be (1) educationally necessary and fiscally prudent; (2) directly related and within the scope of the district employee or board member's' current responsibilities; (3) critical to the instructional needs of and furthers the efficient operation of the Florham Park School district; & (4) is in compliance with N.J.S.A. 18A:12-24.1.

Date	Full Name	Notes to Administrator	Admin. Approval Date

Motion; NR Second; FC

5 yes, 0 no

2. Approve the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through August 31, 2020 in the amount(s) of \$2,732,168.27.

Motion; NR Second; FC

5 yes, 0 no

3. Approve the following District financial reports and submission to the Executive County Business Administrator.

Board Secretary's (A148) Report for the Month (s) of August 2020.

Business Administrator / Board Secretary

Treasurer's (A149) Report for the Month(s) of August 2020.

Business Administrator / Board Secretary

Motion; NR Second; FC

5 yes, 0 no

4. Approve the Report of Transfers submitted by the Business Administrator/Board Secretary for August 31, 2020 in the amount(s) of \$118,770.10.

Motion; NR Second; FC

5 yes, 0 no

5. BE IT RESOLVED, that the Florham Park Board of Education approves, that as of August 31, 2020 after reviewing the Business Administrators/Board Secretary's financial report, to the best of our knowledge no major account of fund has been over-expended in violation of N.J.A.C. 6:20-2.10(b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the school year.

Motion; NR Second; FC

5 yes, 0 no

6. **WHEREAS**, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Florham Park board of Education, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey. Florham Park Board of Education New Jersey Schools Insurance Group Educational Risk & Insurance Consortium – West Indemnity and Trust Agreement Resolution to Join / Renew Membership Page 2 of 5

NOW THEREFORE, BE IT RESOLVED, THAT: 1) This agreement is made by and between NJSIG and the Educational Institution; 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2020, and ending July 1, 2023 at 12:01 a.m.; 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation; 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations; New Jersey Schools Insurance Group Educational Risk & Insurance Consortium – West Indemnity and Trust Agreement Resolution to Join / Renew Membership Page 3 of 5 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable; 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG; 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith; 8) The Educational Institution agrees to be a participating member

of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management; 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely New Jersey Schools Insurance Group Educational Risk & Insurance Consortium – West Indemnity and Trust Agreement Resolution to Join / Renew Membership Page 4 of 5 fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management; 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand; 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and, 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

Motion; NR Second; FC 5 yes, 0 no

7. **Approve** accepting, with appreciation, a donation of 100 face shields from 1800Shields.com.

Motion; NR Second; FC 5 yes, 0 no

8. **Approve** the following change order on State Project#1530-020-19-2000/Local Project Contract#13 HVAC Instructional Areas/DDC Controls at Brooklake Elementary School;

- #13-001- Rerouting of Duct to Facilitate Electrical Conduit \$2,920.60

Motion; NR Second; FC 5 yes, 0 no

9. **Approve** the following change order on State Capital Project #1530-015-19-3000 Security Entrance at Briarwood School.

- #20-1346-001- Additional Removal/Replacement of Flooring in Main Office \$825.00

Motion; NR Second; FC 5 yes, 0 no

10. **Approve** the following Out of District Placement for the period SY21;

- #2021-002 ESC of Morris County/Central Park \$68,490.00
- #2021-007 ESC of Somerset County/New Dawn Academy \$46,820.00

Motion; NR Second; FC 5 yes, 0 no

11. **Approve** contracting with Mountain Lakes Public School District for Student Related Auditory Services for the period SY21:

- #2021-009 2-50 minutes session/week \$12,540.00

Motion; NR Second; FC 5 yes, 0 no

FACILITIES

1. **Approve** the following facility requests:

Organization	Location	Date
Florham Park Police Dept.	RMS Grounds	October 24, 2020

Motion; NR Second; FC 5 yes, 0 no

2. **Approve** submitting the following Applications to the State of NJ Department of Education, County Morris for the 2019-2020 School Year. *(On file in Administration Office)*

Ridgedale Middle School Dual Use of Educational Space Room 31/32

Motion; NR Second; FC 5 yes, 0 no

3. **Approve** submission of the Annual Health and Environmental Safety Checklist. *(On file in Administration Office)*

Motion; NR Second; FC 5 yes, 0 no

4. **Approve** the submission of the following plan(s)/document(s) for the 2020-2021 fiscal year; *(On file in Administration Office)*

- Integrated Pest Management
- Indoor Air Quality
- AHERA
- Right to Know Survey Update

Motion; NR Second; FC 5 yes, 0 no

TRANSPORTATION

K. OLD BUSINESS/NEW BUSINESS: Ms. Charlene Peterson of NJSBA reported on the progress of the Board's prior year goals and presented NJSBA's outline of creating and adopting a new set of goals. The Board discussed ideas for goals for FY21 and Ms. Peterson will report back at the next meeting. Mr. Ritrivi asked Dr. Caponegro to follow up on the prior year outstanding refund from the Ridgedale Middle School's Washington DC Trip vendor. Dr. Caponegro congratulated Mr. Serfoso and the Brooklake chorus for being awarded and selected to performed (via taped video from the Spring 2020) at the upcoming October NJSBA conference

L. CORRESPONDENCE/COMMUNICATIONS:

M. ADJOURNMENT

Mrs. Crimi motioned to adjourn the meeting at 8:23p.m. The motion received a second from Ms. Cali and was carried by unanimous vote.

Regular Public Meeting
September 29, 2020

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "J. Csatos". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

John Csatos
Business Administrator/Board Secretary