

PLUMSTED TOWNSHIP BOARD OF EDUCATION
WORKSHOP MEETING
October 13, 2010
6:30 p.m. Executive Session
7:30 p.m. Anticipated Public Session
NEW EGYPT HIGH SCHOOL

I. CALL TO ORDER

Harry Miller, President, called the meeting to order at 6:30 PM.

II. OPEN PUBLIC MEETING ACT

In compliance with the Open Public Meeting Act, this is to announce that adequate notice of this meeting has been given in the form of an Annual Notice contained in Resolution No. 2010-1 which Resolution was immediately thereafter posted upon the bulletin board in the main office of all four schools and the Board Secretary's office and disseminated within seven (7) days of passage to the Asbury Park Press, and a copy of such resolution was filed with the Plumsted Township Clerk. No advance written notice of this meeting was requested and paid for by any person according to the record of the Secretary of the Board. I direct the Secretary of the Board to enter into the minutes of this meeting this public announcement.

III. ROLL CALL

Mr. Miller, President	Present
Mr. Hauge, Vice President	Present
Mr. Marinari	Present
Mr. Midgett	Present
Mr. Probasco	Absent
Mrs. Soles	Absent
Dr. DeMareo, Superintendent	Present
Mr. Gately, Business Administrator/ Board Secretary	Present
Mr. Stein, Board Attorney	Present

Mr. Marinari moved that the Board go into executive session at 6:35 PM for the purpose of discussing personnel, negotiations, student, litigation, and contracts.
Seconded by Mr. Midgett, Passed unanimously.

IV. EXECUTIVE SESSION

WHEREAS, the Open Public Meeting Act (N.J.S.A. 10:4-6 to 21) permits bodies to discuss certain matters in closed sessions, and

WHEREAS, the Board of Education has a need to hold a meeting on Unwarranted Invasion of Individual Privacy issues; and

WHEREAS, pursuant to the Open Public Meeting Act (N.J.S.A. 10:4 – 6-21), such a meeting may be held in private;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Board shall meet in closed session on these matters; and
2. The matters to be discussed in private may be shared with the public at such other time as the Board may determine that there is no longer any requirement for confidentiality.

Mr. Hauge made a motion to go out of executive session at 8:13 PM.
Seconded by Mr. Marinari, Passed unanimously.

V. ROLL CALL

Mr. Miller, President	Present
Mr. Hauge, Vice President	Present
Mr. Marinari	Present
Mr. Midgett	Present
Mr. Probasco	Absent
Mrs. Soles	Absent
Dr. DeMareo, Superintendent	Present
Mr. Gately, Business Administrator/ Board Secretary	Present
Mr. Stein, Board Attorney	Present

VI. FLAG SALUTE – Mr. Miller led all in the salute to the flag.

VII. APPROVAL OF AGENDA

Mr. Marinari made a motion to approve the regular meeting agenda for October 13, 2010.
Seconded by Mr. Hauge

Roll Call

Yes	Mr. Marinari, Mr. Hauge, Mr. Midgett, Mr. Miller
No	None
Absent	Mr. Probasco, Mrs. Soles

VIII. APPROVAL OF MINUTES

IX. DISTRICT HIGHLIGHTS

A. Board Meeting dates:

The remaining Board of Education meetings will be held:

Workshop meetings

December 8, 2010
January 12, 2011
February 9, 2011
March 16, 2011

Regular meetings

October 27, 2010
November 17, 2010
December 22, 2010
January 26, 2011
February 23, 2011
March 30, 2011 (Public Hearing on Budget)
May 4, 2011 (Reorganization Meeting starts at 7:30 p.m.)

IX. SUPERINTENDENT'S COMMENTS

Dr. DeMareo commented on the following:

The Interdistrict Public School Choice program was created by the NJ legislature in January 2000 as a 5-year pilot program designed to explore whether public School Choice would provide a viable educational option for NJ students and their families by offering flexibility in selecting a public school program that best meets the needs of an individual student.

In Ocean County, the Stafford School District volunteered to be part of this 5 year pilot program. They accepted 3-4 students yearly to be part of their Dance/Drama program at the elementary level. Once students are selected, they remain at the School of Choice until they graduate. The Choice school receives funding and the resident school district pays transportation costs under the new proposed program. A district is eligible to participate as a Choice district if it has classroom space available, completes an application in a timely manner (October 29) and receives DOE approval to participate.

Choice District Issues:

1. Classified pupils – Choice district may reject classified pupils with approved reasons.
2. Serious discipline issues – Choice district may reject pupil with record of serious disciplinary issues
3. Transportation – District of residence is responsible
4. Graduation – any choice district pupil must be allowed to graduate from choice district even if choice district terminates program

District of Residence Issues:

1. Can establish enrollment limitations for their pupils by adopting a Resolution
2. Board resolution establishing limits required or all pupils in the sending district are eligible
3. District of residence conduct lottery if more than established limits apply for choice program
4. District of residence cannot prevent or discourage pupils from participating in Choice program

So let me provide for you a concrete example: As a school of residence, we have 25 students that want to attend the Arts program at Rumson Fair Haven High School. We would need a Board resolution that indicates that we have a limit of 10 students that may attend a School of Choice so therefore we would hold a lottery. Those 10 students that were selected would have their transportation provided by us but they would be counted on the roll for Rumson Fair Haven and they would receive state funding.

In order for us to be a School of Choice, we have to apply by October 29th. At this time there are only 2 schools that are applying to be a School of Choice (due to such small enrollment in their elementary schools). We on the other hand have very limited room to take in additional students from other school districts. In addition, we also honor teacher requests to have their children attend our district without any charge from their school districts.

Therefore, I would like to put a hold on applying as a School of Choice until we can give it further consideration. If it is something that we feel would be of benefit to the district and students, we can move forward with an application next year.

I would now like to give an update on the Assistant Principal process. Mr. Farrell reviewed over 100 applicants. He then selected 29 candidates to be interviewed by a group of 4 staff members consisting of 2 administrators, 2 teachers and him. Next week Mr. Farrell will forward me the names of his top 3, 4, or 5 candidates who will then be interviewed by the Personnel Committee of the Board, the Board President, Mr. Farrell (for a second round) and myself on Thursday, October 21st.

Those top 3, 4, or 5 candidates will then be narrowed down to 2 candidates that the entire Board will interview on Monday, October 25th. That will be the second time I will have had the opportunity to interview the candidates and will then be making a recommendation to the Board for an appointment at the October 27th Regular Board meeting.

On October 21st, the high school will hold its annual Bonfire. I included in your packet tonight a handout which indicates adult supervision which will be available out on the field (handout).

District Goals: I would like to clarify one of the Board Goals:

Goal number 4 states “To review the current middle school curriculum in the core curricular areas and make recommendations to the Board for revisions and implementation. It should actually state “To review the current middle school curriculum in the ENRICHMENT curricular areas and make recommendations to the Board for revisions and implementation.

Mr. Miller stated he believed it should be CORE curricular areas.

Dr. DeMareo noted the change and said it will be on the next agenda for approval.

XI. STUDENT REPRESENTATIVE COMMENTS

XII. PRESENTATIONS/AWARDS

1. Innovative Designs for Education (IDE) Program presented by Jodie Greene, Supervisor of Special Services, Tanya Bosco and Cori Uray, of IDE Corporation

PRESENTATIONS/AWARDS (to be presented at the October 27, 2010 regular meeting)

1. New Egypt High School National Honor Society Induction Ceremony
2. Ocean First Foundation presentation by Gary Casperson, Vice President of Ocean First Bank and Kathy Durante from Ocean First Finance to Rita Williams, Kodi Sohl and Toni Ferry for “Go Green” grant awards of \$2,500.00 each
3. EVVRS Report and Emergency Management Update presented by James Osmond, Middle School Assistant Principal and Tom Farrell, High School Principal
4. State Assessments presented by Colleen Gravel, Director of Curriculum and Instruction

XIII. CORRESPONDENCE

Mr. Miller stated it is senior night at the field hockey game tonight and therefore, Mr. Probasco and Mrs. Soles are with their senior children and cannot be here tonight.

XIV. SUPERINTENDENT'S AGENDA

A. Finance Motions

Mr. Hauge moved with a second by Mr. Midgett that the following be approved:

1. Recommend approval of a contract between Kahwaty Joe DJ Entertainers and New Egypt High School for the 2010 Homecoming Dance to be held at the elementary school on October 23, 2010 from 7:00 p.m. – 11:00 p.m.

Roll Call

Yes

Mr. Hauge, Mr. Midgett,
Mr. Marinari, Mr. Miller

No

None

Absent

Mr. Probasco, Mrs. Soles

B. Personnel Motions

Mr. Marinari moved with a second by Mr. Midgett that the following be approved:

1. Recommend ratification of approval of Dennis Mallon as an Assistant Football Coach at a stipend of \$3,900.00 effective September 1, 2010 pending successful completion of the application process established by the Superintendent of Schools and criminal history clearance is obtained through the State of New Jersey in accordance with law.

Roll Call

Yes

Mr. Marinari, Mr. Midgett,
Mr. Hauge, Mr. Miller

No

None

Absent

Mr. Probasco, Mrs. Soles

G. Field Trips

Mr. Marinari moved with a second by Mr. Hauge that the following be approved:

1. Recommend approval of the middle school student council to take a trip to their annual NJASC Fall Business Meeting held at The College of NJ on Tuesday, October 19, 2010 at no cost to the district.

Roll Call

Yes

Mr. Marinari, Mr. Hauge,
Mr. Midgett, Mr. Miller

No

None

Absent

Mr. Probasco, Mrs. Soles

- A. Finance Motions (No action taken)
1. Recommend approval of all bills and claims for October 2010, which have been examined by the Finance Committee prior to this meeting and are presented for approval with the exception of P.O. #11-1093 in the amount of \$293.03.
 2. Recommend approval of payment of P.O. #11-1093 in the amount of \$293.03 to Harry Miller.
 3. Recommend approval of all bills and claims for September 2010, which required hand written checks after the September 2010 bills and claims list was approved, which have been examined by the Finance Committee and are presented for approval.
 4. Recommend approval of all bills and claims for October 2010, which required hand written checks prior to the October 2010 bills and claims list being approved, which have been examined by the Finance Committee and are presented for approval.
 5. Recommend ratification of the transferring of funds as attached.
 6. Recommend ratification from September 7, 2010 to approve a contract with Garden State Transport to provide transportation for the 2010-2011 school year for multi-contract number E/K10. This contract is for the new Kindergarten routes: K1 and K2 in the amount of \$8,640.00 and E1616 in the amount of \$14,940.00 for a total contract amount of \$32,220.00 and over under mileage cost of \$0.80 per mile.
 7. Recommend ratification from September 7, 2010 to approve a contract with Rick Bus Company to provide transportation for the 2010-2011 school year for route NH09 in the amount of \$11,160.00 for transportation to New Egypt High School with an over under mileage cost of \$ 2.00 per mile.
 8. Recommend approval of an agreement with Scholastic Books to hold a Book Fair at the New Egypt Primary School from February 4, 2011 – February 11, 2011.
 9. Recommend approval of an agreement with Scholastic Books to hold a Book Fair at the Dr. Gerald H. Woehr Elementary School from March 4, 2011 – March 11, 2011.
 10. Recommend approval of an agreement with Scholastic Books to hold a Book Fair at the Dr. Gerald H. Woehr Elementary School from June 9, 2011 – June 14, 2011.
 11. Recommend approval of an agreement with DJ Mazz Entertainment for the Junior/Senior Prom on June 3, 2011.
 12. Recommend approval of resolution 2010-2011 No. 21, Submission of Comprehensive Maintenance Plan.
 13. Recommend approval of a grant application for Plumsted Alcohol and Drug Alliance in the amount of \$1,500.00.

Discussion: Mr. Hauge stated agenda item A.6 and A.7 are part of the pre-negotiated rates and asked what the reason is that they are separated out at this point in time.

Mr. Gately responded that agenda item A.6 is new routes for E/K10, K1 and K2 due to kindergarten only being a half day so they were added. Mr. Gately also explained that agenda item A.7 is for a new high school route.

Mr. Hauge asked if this was over and above the original transportation costs that we had estimated or is this included.

Mr. Gately responded that these were in the budget and that most of the transportation routes were approved at prior meetings so these are new routes that were added. Mr. Gately also explained this would add to the overall expense but we are still within budget.

Mr. Hauge suggested on agenda item B.2, to change this to ratification.

Mr. Hauge questioned agenda item B.17 and B.18, and how these relate to the budget, if added or deleted.

Dr. DeMareo responded that they were taken out but will be supplementing this at no cost to the board and will add the cost to the yearbook.

Mr. Hauge asked if the stipend is coming through the district or is it going directly to them.

Dr. DeMareo responded that the money raised will go to the Business Administrator and they will deal with the taxes.

Mr. Hauge asked what happens if the fundraising does not cover the stipend position?

Dr. DeMareo responded that it would not go through.

Mr. Gately responded that he spoke with the two principals and they will be sending out a letter to the parents requesting whether they will purchasing the yearbook at "x" amount of dollars so they will know whether the cost of printing the yearbooks verses the revenues raised and whether they will have the remaining funds to pay the stipend of the advisor. Mr. Gately also stated they are brainstorming on additional fundraising such as added pages to the yearbooks. He stated they have been notified that the Board of Education has eliminated these two stipend positions and if they are going to continue that they have to be student funded or fundraised in order to be approved.

Mr. Hauge asked if the Business Office will keep track of that.

Mr. Gately responded "yes".

Mr. Miller asked if that is the same situation for agenda B.19.

Mr. Gately responded that the PTO advised the Board that the funds are already raised and they will be transferred over to the Board in order to pay the stipend.

Mr. Hauge asked if that was a new stipend position.

Dr. DeMareo responded "no" that it is an existing one that was cut.

Mr. Midgett asked if agenda items B.1 – B.4 are within the budget.

Dr. DeMareo responded that these are budgeted positions. He stated that agenda B3 is for the Community Education Program.

B. Personnel Motions (No action taken)

1. Recommend renewal of Jean DeSilvestri as a substitute teacher for the remainder of the 2010-2011 school year effective October 28, 2010.
2. Recommend approval of Douglas Grotto as the assistant band director for the 2010-2011 school year at a stipend of \$3,865.00.

3. Recommend approval of Craig Conk to be a floor hockey instructor for Community Education at the rate of \$40.00 per hour.
4. Recommend approval of Gary Conk as a part-time physical education teacher/basic skills teacher for the Primary School and Elementary School at a salary of \$45,000.00 per 180 day school year, prorated with no benefits, effective Monday, November 8, 2010. Payment will only be for actual days worked.
5. Recommend approval of Kelly Milnicuk as a substitute NEED Program counselor for the 2010-2011 school year at a rate of \$8.25 per hour pending successful completion of the application process established by the Superintendent of Schools and criminal history clearance is obtained through the State of New Jersey in accordance with law.
6. Recommend approval of Christina Hicks as a substitute teacher/paraprofessional for the 2010-2011 school year at the rate of \$80.00/\$60.00 per day, respectively, pending successful completion of the application process established by the Superintendent of Schools and criminal history clearance is obtained through the State of New Jersey in accordance with law.
7. Recommend renewal of Keith Strausman as a substitute teacher/paraprofessional at a rate of \$80.00/\$60.00 respectively, for the 2010-2011 school year effective October 23, 2010.
8. Recommend approval of Jeff Knight as a substitute teacher/paraprofessional for the 2010-2011 school year at the rate of \$80.00/\$60.00 per day respectively pending successful completion of the application process established by the Superintendent of Schools and criminal history clearance is obtained through the State of New Jersey in accordance with law.
9. Recommend approval for Jessica Marti, high school teacher to take a course at Nova Southeastern University entitled "Neuroanatomy & Physiology" for three (3) credits and be reimbursed one (1) credit at \$225.00 per credit as per the PTEA/PTBOE Collective Bargaining Agreement pending receipt of a grade of "B" or better, proof of payment and the availability of funds.
10. Recommend ratification and reapproval of the resignation of Michael Mendes, high school assistant principal, with regrets effective September 17, 2010.
11. Recommend approval of a one year child rearing leave for Shana Crinnian, middle school language arts teacher from November 17, 2010 – November 18, 2011.
12. Recommend approval of a FMLA/NJFLA leave of absence for Courtney Adelung, elementary school teacher to commence on or about December 6, 2010 and return on April 11, 2011 utilizing 33 accumulated sick days.
13. Recommend approval of a NJFLA/FMLA leave of absence for Susie Skowronski, first grade teacher from January 3, 2011 – April 8, 2011 returning April 11, 2011 utilizing 20 sick days.
14. Recommend approval of the following staff members to do extra curricular opportunities (dance chaperones, after school tutoring, detention monitors, homebound instruction, ticket takers/collectors, clock operators, chain gang, security and sports announcers) with payment as contained in the PTEA/PTBOE Collective Bargaining Agreement.

15. Recommend approval of Kellie Simunovich to move from a substitute NEED Counselor to a full-time NEED Counselor with no change in her rate of pay.
 16. Recommend approval of Joy Ottens and Shannon Cranmer to move from full-time NEED Counselors to substitute NEED Counselors with no change in their rate of pay.
 17. Recommend approval of _____ as yearbook advisor for the New Egypt Primary School for the 2010-2011 school year at a stipend of \$1,200.00 at no cost to the district.
 18. Recommend approval of _____ as yearbook advisor for the Dr. Gerald H. Woehr Elementary School for the 2010-2011 school year at a stipend of \$1,200.00 at no cost to the district.
 19. Recommend approval of _____ as safety patrol advisor for the Dr. Gerald H. Woehr Elementary School for the 2010-2011 school year at a stipend of \$700.00 at no cost to the district.
 20. Recommend approval of _____ as high school assistant principal for the remainder of the 2010-2011 school year at a salary of \$_____, prorated pending successful completion of the application process established by the Superintendent of Schools and criminal history clearance is obtained through the State of New Jersey in accordance with law, effective _____.
 21. Recommend approval of _____ as school accountant for the remainder of the 2010-2011 school year at a salary of \$_____, prorated pending successful completion of the application process established by the Superintendent of Schools and criminal history clearance is obtained through the State of New Jersey in accordance with law, effective _____.
 22. Recommend the appointment of _____ to serve as Board of Education member through April 27, 2011. The seat will be open for the election of a one-year term at the April 27, 2011 election. The seat is vacant due to the resignation of Keith Buckalew.
- C. Policy (No action taken)

Second Reading

1. Recommend approval on second reading of Board Policy 5512.01, Harassment, Intimidation, and Bullying.
2. Recommend approval on second reading of Board Policy 5533, Pupil Smoking.
3. Recommend approval on second reading of Board Regulation 5533, Pupil Smoking.
4. Recommend approval on second reading of Board Policy 6360, Political Contributions.
5. Recommend approval on second reading of Board Policy 6660, Student Activities.

6. Recommend approval on second reading of Board Policy 7434, Smoking on School Grounds.
 7. Recommend approval on second reading of Board Policy 8461, Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse.
 8. Recommend approval on second reading of Board Policy 9700, Special Interest Groups.
 9. Recommend approval on second reading of Board Policy 0142.1, Nepotism.
 10. Recommend approval on second reading of Board Policy 0174, Legal Services.
 11. Recommend approval on second reading of Board Policy 8600, Transportation.
 12. Recommend approval on second reading of Board Regulation 8600, Transportation.
- D. Professional Development/Travel Reimbursements (No action taken)
1. Recommend approval of staff members to attend professional development workshops/conferences.
- E. Other Motions (No action taken)
1. Recommend approval of the 2010-2011 District Goals as noted below:
 - (1) To develop new initiatives to address shortfalls in student performance and achievement so that all schools make AYP or safe harbor in 2011;
 - (2) To enhance and improve security processes and procedures;
 - (3) To research and begin to plan for implementation of 21st century learning and technology; and
 - (4) To review the current middle school curriculum in the core curricular areas and make recommendations to the Board for revisions and implementation.
 2. Recommend approval of the 2010-2011 Board of Education Goals as noted below:
 - (1) To investigate reduction of utility costs through expansion of green initiatives including solar, turbine and geothermal; and
 - (2) To develop a budget for 2011-2012 that implements all possible fiscal efficiencies (including expansion of shared services with municipality) that preserves programs.
 3. Recommend acceptance of a donation of dictionaries to the third graders at the Dr. Gerald H. Woehr Elementary by the Wrightstown Area Rotary Club.
 4. Recommend approval of Jennifer Rosenblum attending Simmons College to complete an internship with Karen Umsted for the 2010-2011 school year.
- F. Facilities (No action taken)
2. Recommend approval of the American Red Cross to use the high school cafeteria for a blood drive sponsored by the New Egypt Knights of Columbus to be held on December 8, 2010.

3. Recommend approval of the Friends of the New Egypt Library use the high school cafeteria to hold a book sale Thursday, November 4 – Saturday, November 6, 2010.
- G. Field Trips (No Action taken)
1. Recommend approval of the attached field trips.
 2. Recommend approval for students from the 12+ Transition Class (accompanied by their teacher and classroom paraprofessional) to travel to IGA Marketplace once a week from November 2010 through June 2011 to participate in community-based instruction.
 3. Recommend approval for students from 12+ Transition Class (accompanied by their teacher and classroom paraprofessional) to walk to the Plumsted Branch of the Ocean County Library once a week from November 2010 through June 2011 to participate in community-based instruction.

XV. PUBLIC COMMENT ON ANY SCHOOL RELATED TOPIC

Luisa Erich-Carr commented on Gary Conk's contract as a substitute then changing status from part-time to full-time.

Carolann Miller thanked Dr. DeMareo, Mr. Farrell and Mrs. Caldes for letting Mr. Wilno teach 8th grade tech. She stated Mr. Wilno treats students at a high level and with respect. Carolann Miller also commented that parents are happy their children are learning.

Carolann Miller commented on the tutoring and Title 1 funding.

Mrs. Gravel responded that some of the tutoring is Title 1 funding and we still have the Basic Skills program that we fund with local funds.

XVI. NEW BUSINESS

Mr. Midgett questioned the summer reading program.

Mrs. Gravel responded that last year they put together a task force which consisted of teachers, principals and vice principals who did not want to eliminate summer reading. They felt it is an important piece that will help our students compete when they go off to college.

Mr. Midgett questioned the amount of reading.

Mrs. Gravel responded that English Honors and US History Honors require two books each.

Dr. DeMareo responded that teachers could approve books they are suggested by a student that they might enjoy reading. He also responded that the AP curriculum is not negotiable because they get college credit for that. He stated there have been modifications made to summer reading.

Mr. Miller responded he will assume that whatever is assigned to a particular class has some pertinence to the class subject matter that continues through next fall.

Mrs. Gravel responded that the history requirements do pertain to the class subject but with English they use it for editing and skills.

Carolann Miller stated that all honors classes need to have summer work.

Mr. Miller commented on a powerpoint slide given by Jodie Greene.

Mrs. Greene responded they are trying to make it problem base, relevant and personal to the learners.

XVII. OLD BUSINESS

Mr. Hauge asked when fund balance numbers for the 2009-2010 will be forthcoming.

Mr. Gately responded they should have a better idea at the end of the month.

XVIII. BOARD OF EDUCATION COMMENTS

Mr. Midgett thanked Jodie Greene and staff for the presentation.

Mr. Midgett welcomed Mr. Gately and stated he looks forward to working with him.

Mr. Hauge welcomed Mr. Gately.

Mr. Hauge commented on the sporting events.

Mr. Marinari welcomed Mr. Gately.

Mr. Miller thanked Jodie Greene for the presentation.

Mr. Miller reminded everyone of the interviews for Board of Education candidate that will take place in the public session on October 27 beginning at 7:30 p.m.

Mr. Hauge moved that the Board go into executive session at 9:48 PM for the purpose of discussing personnel.

Seconded by Mr. Marinari, Passed unanimously.

XIX. EXECUTIVE SESSION

WHEREAS, the Open Public Meeting Act (N.J.S.A. 10:4-6 to 21) permits bodies to discuss certain matters in closed sessions, and

WHEREAS, the Board of Education has a need to hold a meeting on Unwarranted Invasion of Individual Privacy issues; and

WHEREAS, pursuant to the Open Public Meeting Act (N.J.S.A. 10:4 – 6-21), such a meeting may be held in private;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Board shall meet in closed session on these matters; and
2. The matters to be discussed in private may be shared with the public at such other time as the Board may determine that there is no longer any requirement for confidentiality.

Mr. Hauge made a motion to go out of executive session at 10:53 PM.

Seconded by Mr. Marinari, Passed unanimously.

Mr. Hauge made a motion to adjourn at 10:54 PM.

Seconded by Mr. Marinari, Passed unanimously.

Sean Gately
Business Administrator/Board Secretary