

PLUMSTED TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING  
February 24, 2010  
6:30 p.m. Executive Session  
7:30 p.m. Public Session  
NEW EGYPT HIGH SCHOOL

I. CALL TO ORDER

Mr. Buckalew, President, called the meeting to order at 6:40 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. 2009-1 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. Buckalew, President	Present
Mr. Miller, Vice President	Present
Mr. Downs	Present
Mr. O'Donnell	Present
Mrs. Soles	Present
Mr. Hauge	Present
Mr. Probasco	Present
Dr. DeMareo, Superintendent	Present
Mr. Gripp, Business Administrator/ Board Secretary	Present
Mr. Stein, Board Attorney	Present

Mr. Downs made a motion to go into executive session at 6:43 PM.  
Seconded by Mr. Hauge, Passed unanimously.

IV. EXECUTIVE SESSION

Request resolution for Executive Session at this point in the meeting of the Plumsted Township Board of Education on February 24, 2010 for the purpose of discussing personnel;

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. Downs made a motion to go out of executive session at 7:47 PM.  
Seconded by Mr. Hauge, Passed unanimously.

V. ROLL CALL

Mr. Buckalew, President	Present
Mr. Miller, Vice President	Present
Mr. Downs	Present
Mr. O'Donnell	Present
Mrs. Soles	Present
Mr. Hauge	Present
Mr. Probasco	Present
Dr. DeMareo, Superintendent	Present
Mr. Gripp, Business Administrator/ Board Secretary	Present
Mr. Stein, Board Attorney	Present

VI. FLAG SALUTE

VII. APPROVAL OF AGENDA

Mr. Downs made a motion to approve the regular meeting agenda for February 24, 2010.  
Seconded by Mr. Hauge

Roll Call

Yes	Mr. Downs, Mr. Hauge, Mr. Probasco, Mr. Miller, Mrs. Soles, Mr. O'Donnell, Mr. Buckalew
No	None

VIII. APPROVAL OF MINUTES

Mr. Downs made a motion to approve the following:

- A. The minutes are presented for necessary correction and approval for the workshop meeting on January 13, 2010.

Seconded by Mrs. Soles

Roll Call

Yes

Mr. Downs, Mrs. Soles,  
Mr. Hauge, Mr. Probasco,  
Mr. Miller, Mr. O'Donnell,  
Mr. Buckalew

No

None

Mr. Downs made a motion to approve the following:

- B. The minutes are presented for necessary correction and approval for the regular meeting on January 27, 2010.

Seconded by Mr. Probasco

Roll Call

Yes

Mr. Downs, Mr. Probasco,  
Mr. Hauge, Mrs. Soles,  
Mr. Miller, Mr. Buckalew

No

None

Abstain

Mr. O'Donnell

IX. DISTRICT HIGHLIGHTS

- A. Board Meeting dates:

The remaining Board of Education meetings will be held:

March 17, 2010

March 25, 2010 (Thursday) Public

Hearing on Budget

April 28, 2010 (Reorganization Meeting starts at

7:30 p.m.)

X. SUPERINTENDENT'S COMMENTS

Dr. DeMareo commented on the two presentations that will take place tonight.

Dr. DeMareo commented on the possibility of a shortened day on February 25<sup>th</sup> due to the snowstorm coming our way.

Dr. DeMareo stated he will be presenting an update on district and board goals at the March regular board meeting.

Dr. DeMareo stated the public hearing on the budget will be held March 26<sup>th</sup>.

Dr. DeMareo stated they will hold a presentation on the budget the elementary school on April 13<sup>th</sup> at 7:00 p.m.

Dr. DeMareo thanked Mr. Steve Brandt for the donation to the New Egypt High School Music/Band Student Activities account.

Dr. DeMareo thanked Mr. Harry Miller for the donation of 30 books entitled “Who Grew My Soup” to the elementary school.

## XI. STUDENT REPRESENTATIVE COMMENTS

Caitlin Francis, student representative, commented on the following:

### New Egypt High School

- Students of the month: Emily Ruhl, 9<sup>th</sup> grade; Julie Ciak, 10<sup>th</sup> grade; Elizabeth Campbell, 11<sup>th</sup> grade; Dana Laute, 12<sup>th</sup> grade
- March 2-4 – HSPA Tests
- March 1 – Warrior Basketball State Tournament (Girls 5:00 p.m. and Boys 7:00 p.m.)
- 24 Winter Warrior Athletes selected as BCSL Allstars
- March 11 – Skylr the Hypnotist
- March 26 – Early Dismissal

### New Egypt Middle School

- Students of the month: Tanesha Bailey, 6<sup>th</sup> grade; Shaun Drury, 7<sup>th</sup> grade; Alexis Chambers, 8<sup>th</sup> grade
- High School REBEL will be conducting their Out of Reaches to the middle school 8<sup>th</sup> grade classes
- March 17 – PTO hosting an NJASK parent workshop
- March 18 – Parent/teacher conferences
- March 19 – School dance

### Dr. Gerald H. Woehr Elementary School

- March 5 – Read Across America
- March 8-12 – Scholastic Book Fair
- March 12 – Volleyball game between primary & elementary staff
- March 15 & 16 – PTO presenting Skydome program
- March 16 – Internet Safety Program
- March 17 – Spring picture day
- March 18 – Parent/teacher conferences
- March 19 – Progress reports

### New Egypt Primary School

- February 8 – Mrs. Williams hosted a second “Young Leonardos” night for first grade students and their parents
- February 25 – 100<sup>th</sup> Day of School
- March 1 – Second Leonardo da Vinci night for kindergarten
- March 2 – Read Across America Day
- NEPS Guidance Counselor will be teaching lesson on Empathy for first grade and Responsibility for kindergarten

- March 8 – Assembly entitled “Flight” put on by the Franklin Institute
- March 18 – Parent Teacher Conferences
- March 19 – Vision screening conducted by the Commission for the Blind
- March 25, 26, & 27 – Kindergarten Registration
- March 25 – Space Camp
- March 25 – Spring Bonnet Parade
- March 26 – Spring festivities in classrooms
- Thank you to Sarah Carey, Linda Howard, Andrea Merhi and Rita Williams for their time in writing the grants.

XII. PUBLIC COMMENT ON AGENDA ITEMS - none

XIII. PRESENTATIONS/AWARDS

- A. Lauren Dey - New Egypt High School to Work Program Presentation
- B. Michael Mendes, Jim Osmond and Tom Buffa - FEMA Seminar for Emergency Planning

XIV. CORRESPONDENCE - none

XV. SUPERINTENDENT’S AGENDA

A. Finance Motions

Mr. Hauge made a motion to approve the following:

1. Recommend approval of all bills and claims for February, which have been examined by the Finance Committee prior to this meeting and are presented for approval.
2. Recommend approval of all bills and claims for January, which required hand written checks after the January bills and claims list was approved, which have been examined by the Finance Committee and are presented for approval.
3. Recommend approval of all bills and claims for February, which required hand written check prior to the February bills and claims list being approved, which have been examined by the Finance Committee and are presented for approval.
4. Recommend ratification of the transferring of funds as attached.
5. Recommend approval of the Board Secretary’s Report for the period ending January 31, 2010 and the Treasurer of School Monies Report for the period ending January 31, 2010.
6. Recommend approval that Pursuant to N.J.A.C. 6A:23 – 2.12(c)3, the Business Administrator/Board Secretary, certifies that as of January 31, 2010, no budgetary line item

account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8, that the District financial accounts have been reconciled and are in balance.

7. Recommend approval that the Plumsted Township Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c)4 certifies that as of January 31, 2010, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the Business Administrator/Board Secretary and other appropriate district officials, that to the best of their knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(c)4 I-VI and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
8. Recommend approval of a contract between Kahwaty Joe DJ Entertainers and New Egypt High School for the Junior/Senior Prom on June 4, 2010.
9. Recommend approval of a grant application for NJEA HIPP Foundation Grant, “Young Leonardo’s II: Joyful Learning” in the amount of \$5,000.00.
10. Recommend approval of a grant application for NJEA HIPP Foundation Grant, “Literacy Without Borders” in the amount of \$10,000.00.
11. Recommend approval for a grant application for NJEA HIPP Foundation Grant, “Tracks and Traces of a Barrier Island Though the Year” in the amount of \$10,000.00
12. Recommend approval of the drawing for ballot positions for candidates of the Board of Education to be held on Wednesday, March 10, 2010, at 4:00 p.m. in the New Egypt High School IMC. (Filing deadline for petitions is Monday, March 1, 2010 at 4:00 p.m.)
13. Recommend approval of April 20, 2010 as the Annual School Election from 1:00 p.m. to 9:00 p.m.  
 Secoded by Mr. Downs  
 Roll Call  

Yes	Mr. Hauge, Mr. Downs, Mr. Probasco, Mrs. Soles, Mr. Miller, Mr. O’Donnell, Mr. Buckalew
No	None

Mr. Downs made a motion to approve the following:

14. Recommend approval of Dorothy Hendrickson and Nancy Hendrickson to work the school election at a rate of \$28.48 per hour and \$16.96 per hour on April 20, 2010.  
 Secoded by Mr. Hauge  
 Roll Call  

Yes	Mr. Downs, Mr. Hauge, Mr. Probasco, Mrs. Soles, Mr. Miller, Mr. O’Donnell,
No	None
Abstain	Mr. Buckalew

Mr. Hauge made a motion to approve the following:

- 15. Recommend approval of an agreement between the Plumsted Township School District and Demand Response Partners, Inc. for Customer Curtailment of Capacity and Energy under PJM’s Interruptible Load for Reliability Program, contingent upon attorney review.
- 16. Recommend approval of a grant application for NJEA HIPP Foundation Grant, “Goldilocks & The Just-Right Reading Room” in the amount of \$10,000.00.
- 17. Recommend approval of an application for the ING Unsung Heroes Awards Program titled “Goldilocks & The "Just-Right" Reading Room” in the amount of \$25,000.00.
- 18. Recommend approval of a grant application for the Quotes for Cash Teachers' Insurance Plan of NJ titled “Goldilocks & The "Just-Right" Reading Room” in the amount of \$1,000.00.
- 19. Recommend ratification of approval of a contract with Eagle Wolfington Bus Company for a wheelchair vehicle from February 23, 2010 to June 30, 2010 at a per diem rate of \$35.00 for approximately 82 days of school for a total cost of \$2,870.00.

Seconded by Mr. Downs

Roll Call

Yes

Mr. Hauge, Mr. Downs,  
Mr. Probasco, Mrs. Soles,  
Mr. Miller, Mr. O’Donnell,  
Mr. Buckalew

No

None

B. Personnel Motions

Mr. Miller made a motion to approve the following:

- 1. Recommend approval of the following as substitute teachers and paraprofessionals for the remainder of the 2009-2010 school year at the rate of \$80.00/\$60.00 respectively, per day 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.

Susan Masco  
Joseph Necci  
Corey Hribar  
Michelle Carroll

- 2. Recommend approval of a tuition reimbursement for Jessica Marti to take a spring course at Ocean County College entitled “American Deaf Culture & History” for 3 credits and be reimbursed at a per credit amount of \$225.00 per credit pending receipt of a grade of “B” or better, proof of payment and the availability of funds.

3. Recommend approval of a tuition reimbursement for Jessica Marti to take a spring course at Stockton College entitled “Phonology” for 4 credits and be reimbursed at a per credit amount of \$225.00 per credit pending receipt of a grade of “B” or better, proof of payment and the availability of funds.
4. Recommend approval for Kodi Sohl to perform and be paid for the following extra curricular duties as per the PTEA/PTBOE Collective Bargaining Agreement effective February 25, 2010 for the remainder of the 2009-2010 school year:

Dance chaperones, after school tutoring, detention monitors, home instruction, ticket sellers/collectors, announcers, timers, scorekeepers, chain gang and security  
 Seconded by Mr. Downs

Roll Call

Yes

Mr. Miller, Mr. Downs,  
 Mr. Hauge, Mr. Probasco,  
 Mrs. Soles, Mr. O’Donnell,  
 Mr. Buckalew

No

None

Mr. Downs made a motion to table the following:

5. Recommend approval of John Connor as the School Accountant for the remainder of the 2009-2010 school year at a salary of \$53,500.00 prorated, effective on or about March 22, 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.

Seconded by Mr. Probasco

Roll Call

Yes

Mr. Downs, Mr. Probasco,  
 Mr. Hauge, Mrs. Soles,  
 Mr. Miller, Mr. O’Donnell,  
 Mr. Buckalew

No

None

Mr. Miller made a motion to approve the following:

6. Recommend approval of Kathleen Book as High School Physical Education/Health teacher to fill a leave of absence from March 15, 2010 - June 30, 2010 and from September 2, 2010 - December 7, 2010 at a salary of \$47,536.00 prorated, equal to BA Step 1 of the PTEA/PTBOE Collective Bargaining Agreement, 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 ratification of approval of Jennifer Elko as a Related Arts Teacher at the New Egypt Middle School from February 16, 2010 - May 3, 2010 to fill the leave of absence of Joy Kubilewicz at a salary of \$47,536.00 prorated equal to BA Step 1 of the PTEA/PTBOE Collective Bargaining Agreement.



8. Recommend approval of the following community education instructors and their classes:

Kelly Mack	Children's Arts & Crafts/Math Facts	\$40.00 p/hr
Christa McLaughlin	Book Club/Arts & Crafts/Games for Kids	\$40.00 p/hr
Wendy MacMullen	Arts & Crafts/Games for Kids	\$40.00 p/hr

9. Recommend ratification of the acceptance of the resignation of Sarah Van Ness as a Facilitator for the remainder of the 2009-2010 school year effective December 1, 2009.
10. Recommend ratification of approval for Deanna Rodriguez as a facilitator for the remainder of the 2009-2010 school year effective December 2, 2009 for up to 26 hours at the rate of \$40.00 per hour.
11. Recommend approval of Kristin McKnight as a substitute NEED Counselor for the remainder of the 2009-2010 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.
12. Recommend approval of Lori DeMatteo as lunchroom/playground monitor for the New Egypt Primary School effective February 25, 2010 at a rate of \$7.51 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.
13. Recommend approval of the following coaches and assistant coaches for the Spring 2010 sports season to be paid according to the PTEA/PTBOE Collective Bargaining Agreement.

Head High School Girls Softball Coach	Kevin English
Asst. High School Girls Softball Coach	Lauren McClellan
Freshman High School Girls Softball Coach	Alyssa Worbetz
Head Middle School Girls Softball Coach	Michael Search
Head High School Baseball Coach	Rich Carroll
Asst. High School Baseball Coach	Matt Brogan
Freshman High School Baseball Coach	Richard DeMarco
Head Middle School Baseball Coach	Luke Sinkhorn
Head High School Boys Lacrosse Coach	Jay Corby
Asst. High School Boys Lacrosse Coach	Tom Corby
Head High School Girls Lacrosse Coach	Katie Nicholson
Asst. High School Girls Lacrosse Coach	Gabrielle Haspel
Freshman High School Girls Lacrosse Coach	Sarah Jo Galloway
Head Middle School Boys Lacrosse Coach	Sean McCarthy
Head Middle School Girls Lacrosse Coach	Patti Nicholson
Head High School Boys Track Coach	Sam Palumbo
Asst. High School Boys Track Coach	Jason Frable
Head High School Girls Track Coach	Renee Palumbo
Asst. High School Girls Track Coach	Kathy Chesmel
Head Middle School Track	Michael Hughes
Asst. Middle School Track	David Restaino
Head High School Golf Coach	Glenn Knigge

Spring Weightroom Coach	Tim Macaluso
Asst. Middle School Baseball Coach	Matthew Kukoda
Asst. Middle School Softball Coach	Corrine DeVirgilio
Asst. Middle School Girls Lacrosse Coach	Diane DeBenedictis
Asst. Middle School Boys Lacrosse Coach	George Konop

14. Recommend ratification of approval of Shannon Cranmer as a paraprofessional in the Middle School Media Center from February 22, 2010-May 3, 2010 at a salary of \$15,369.00 prorated.
15. Recommend acceptance of the resignation of Shannon Cranmer as a lunchroom/playground monitor at the Dr. Gerald H. Woehr Elementary School effective February 19, 2010 with regrets.
16. Recommend approval of Carrie Natalicchio as a substitute teacher, paraprofessional and secretary for the remainder of the 2009-2010 school year at a rate of \$80.00/\$60.00/\$75.00 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.

Seconded by Mr. Downs

Roll Call

Yes

Mr. Miller, Mr. Downs,  
Mr. Hauge, Mr. Probasco,  
Mrs. Soles, Mr. O'Donnell,  
Mr. Buckalew

No

None

C. Policy

Mr. Probasco made a motion to approve the following:

1. Recommend approval on first reading of Board Policy 5516, Remotely Activating Communication Devices.
2. Recommend approval on second reading of Board Policy 5530, Substance Abuse.
3. Recommend approval on second reading of Board Regulation 5530, Substance Abuse.
4. Recommend approval on second reading of Board Policy 8760, Pupil Accident Insurance.
5. Recommend approval on first reading of Board Policy 1100.01, Open Door Policy.

Seconded by Mrs. Soles

Roll Call

Yes

Mr. Probasco, Mrs. Soles,  
Mr. Hauge, Mr. Miller,  
Mr. O'Donnell, Mr. Downs,  
Mr. Buckalew

No

None

D. Professional Development/Travel Reimbursements

Mrs. Soles made a motion to approve the following:

1. Recommend approval of staff members to attend professional development workshops/conferences.

Seconded by Mr. Hauge

Roll Call

Yes

Mrs. Soles, Mr. Hauge,  
Mr. Probasco, Mr. Miller,  
Mr. O'Donnell, Mr. Downs,  
Mr. Buckalew

No

None

E. Other Motions

Mr. O'Donnell made a motion to approve the following:

1. Recommend approval of an *Admissions Agreement as to Non-Resident Student* from Kodi and Matthew Sohl to permit their child to attend the New Egypt Primary School, enrollment permitting, for the upcoming 2010-2011 school year according to stipulations contained in the 2009-2012 PTEA/PTBOE Collective Bargaining Agreement.
2. Recommend approval of an *Admissions Agreement as to Non-Resident Student* from Dannie and Eva Anna Valles to permit their child to attend the New Egypt Primary School, enrollment permitting, for the upcoming 2010-2011 school year according to stipulations contained in the 2009-2012 PTEA/PTBOE Collective Bargaining Agreement.
3. Recommend acceptance of a donation from Steve Brandt of \$500.00 to the New Egypt High School Music/Band Student Activities Account.
4. Recommend acceptance of a donation of a dental chair to the New Egypt High School Drama Department for use in their upcoming production of "*Little Shop of Horrors*" by Dr. Everitt and Dr. Maisel of General, Cosmetic and Implant Dentistry in Clark, NJ.

Seconded by Mr. Downs

Roll Call

Yes

Mr. O'Donnell, Mr. Downs,  
Mr. Hauge, Mr. Probasco,  
Mrs. Soles, Mr. Miller,  
Mr. Buckalew

No

None

Mr. Downs made a motion to approve the following:

5. Recommend acceptance of a donation from Harry Miller to the Dr. Gerald H. Woehr Elementary School of 30 story books entitled "Who Grew My Soup?"

Seconded by Mr. O'Donnell

Roll Call

Yes

Mr. Downs, Mr. O'Donnell,  
Mr. Hauge, Mr. Probasco,  
Mrs. Soles, Mr. Buckalew

No

None

Abstain

Mr. Miller

F. Facilities

Mr. Downs made a motion to approve the following:

1. Recommend approval of Tarheads Basketball Club to hold a girls AAU basketball tournament at the New Egypt Middle School and Dr. Gerald H. Woehr Elementary School on June 5 and 6, 2010 from 7:30 a.m. - 6:30 p.m.
2. Recommend approval of LAX for the Cure to use the athletic fields on July 9, 10 and 11, 2010 from 8:00 a.m. - 6:00 p.m. for a lacrosse tournament.
3. Recommend approval of LAX by the Sea to use the athletic fields on June 12 and 13, 2010 from 7:00 a.m. - 6:00 p.m. for a lacrosse tournament.

Seconded by Mr. Miller

Roll Call

Yes

Mr. Downs, Mr. Miller,  
Mr. Hauge, Mr. Probasco,  
Mrs. Soles, Mr. O'Donnell,  
Mr. Buckalew

No

None

G. Field Trips

Mr. Probasco made a motion to approve the following:

1. Recommend approval of field trips for students.

Seconded by Mr. Downs

Roll Call

Yes

Mr. Probasco, Mr. Downs,  
Mr. Hauge, Mrs. Soles,  
Mr. Miller, Mr. O'Donnell,  
Mr. Buckalew

No

None

XVI. PUBLIC COMMENT ON ANY SCHOOL RELATED TOPIC - none

XVII. NEW BUSINESS

Mr. Gripp updated the Board and Public on a newspaper article from the Asbury Park Press stating the surplus, state aid, and other financial matters pertain to the current 2009/2010 school year.

Mr. Gripp explained the timeframe of the Public Hearing on the Budget.

Mr. Hauge commented on the board philosophy of the cuts from the state.

Mr. Hauge commented on downplaying the Board of Education on musical program.

XVIII. OLD BUSINESS

XIX. BOARD OF EDUCATION COMMENTS

Mrs. Soles thanked the staff for writing the grants. She also thanked those involved with the presentations.

Mr. Probasco thanked the staff for their time in writing the grants.

Mr. Probasco stated the sports teams are doing well.

Mr. Probasco thanked everyone for their presentations.

Mr. O'Donnell stated that Monday, March 1<sup>st</sup> at 4:00 p.m. is the deadline to submit paperwork to be a candidate for the Board of Education.

Mr. Miller commented and thanked Dr. DeMareo on the article he wrote and sent to the Tri-Town News regarding federal impact aid money and what the district does with the money.

Mr. Hauge thanked everyone involved in grant writing. He also thanked everyone involved in the work they do through the storms and keeping up with the schools.

Mr. Downs encouraged everyone to come out and participate in the budget process. He stated the Board is doing the right thing in setting up a standard we could apply so it is transparent in terms of how to address difficult decisions.

Mr. Buckalew thanked everyone involved in the grants and also stated the presentations were outstanding.

Mr. Buckalew thanked everyone for their donations.

Mr. Downs made a motion to adjourn at 8:55 PM.

Seconded by Mr. Hauge, Passed unanimously.

---

Frank E. Gripp III  
Business Administrator/Board Secretary