



KINGSWAY REGIONAL SCHOOL DISTRICT

Regular Meeting of the Board of Education

Date: February 25, 2021
Time: 7:00 p.m.
Location: Virtual

A. Open Meeting

Roll Call

James Mueller, Lauren Boerlin, Michele A Blair, Lisa Mordecai-Daniel, Deborah Cunningham, Christie Comerford, Jennifer Cavallaro-Fromm, Marilyn O'Rourke-Young, Kelly Bonapfel, Kristen Lombardo

Meeting called to order at 7:00 PM

Pledge of Allegiance

B. Student Recognition

Recognition: 1. Spotlight Students

Middle School Spotlight Students (January)

Team	Student
K	Jolie Abreu
I	Madelyn Benjaminson
N	Wil Finnan
G	Nolan Steurer
S	Mila Martinez-Morales
W	Mason Samra
A	Grace Hunter
Y	Kyle Nordone
N	Gavin Renner
Dragon	Jacob Reed

High School Spotlight Students (January)

Grade 9	Hannah Ferris
Grade 10	Alexandra Weatherby
Grade 11	Lauren Keefer
Grade 12	Juliana Amaradio

Recognition: 2. Seniors of the Month

Taylor Gary
Max Ma

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C. Staff Recognition

D. Presentations

Information: 1. Student Council Presentation - KRMS

Information: 2. Board Attorney Presentation

E. Public Participation

Procedural: 1. Public Comment

Gretchen Gallagher, Question regarding curriculum

F. Approval of Minutes

Action: 1. Minutes

Motion by Jennifer Cavallaro-Fromm, second by Lisa Mordecai-Daniel..

Resolved, that the Kingsway Regional School District Board of Education approve the minutes of the following meeting(s):

January 21, 2021 Work Session Minutes

January 28, 2021 Regular Meeting Minutes

January 28, 2021 Executive Session Minutes

Final Resolution: Motion Carries

Yes: James Mueller, Lauren Boerlin, Michele A Blair, Lisa Mordecai-Daniel, Deborah Cunningham, Christie Comerford, Jennifer Cavallaro-Fromm, Marilyn O'Rourke-Young, Kelly Bonapfel, Kristen Lombardo

G. Correspondence

H. Approval of Action Items

Approval of Action Items

Action (Consent): 1. Approval of Action Items

Motion by Jennifer Cavallaro-Fromm, second by Michele A Blair.

BE IT RESOLVED, that the Kingsway Regional School District Board of Education approve I1-5, J1-9, K1, and L2-7 as follows:

I. Personnel

Action (Consent): 1. Appointments and Reappointments

BE IT RESOLVED, that the Kingsway Regional School District Board of Education approve the Schedule "B" appointments, event staff workers and unpaid volunteers, as recommended by the Superintendent of Schools:

Name	Position	Department (Location)	Compensation	Reason	Effective date
Marrtin Quick	Long Term Sub (Spanish)	High School	\$135/day — paid through Kelly Services	Covering for Olga Perez-Wilchacky	02/25/2021 - 03/23/2021
Shushana Rucker	Long Term Sub (Art)	Middle School	\$120/day (1-60 days); \$258/day (61+ days) — paid through Kelly Services	Covering for Nick Magnotta	03/08/2021 - 06/30/2021



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Action (Consent): 2. Resignations, Retirements and Terminations

BE IT RESOLVED, that the Kingsway Regional School District Board of Education approve the resignation, retirements and terminations, as recommended by the Superintendent of Schools:

Name	Position	Location	Reason	Effective Date	Years of Service
Patricia Bradbury	Bus Driver	District	Retirement	1/26/2021	7 Years

Action (Consent): 3. Employment - Schedule "B", Staff Workers, Unpaid Volunteers

BE IT RESOLVED, that the Kingsway Regional School District Board of Education approve the Schedule "B" appointments, event staff workers and unpaid volunteers, as recommended by the Superintendent of Schools:

Name	Position	Location	Compensation	Reason	Effective Date
Dave Reiners	Game Club Advisor	Middle School	\$971.00	Appointment	2/25/2021
John Worthington	Debate Club Advisor	Middle School	\$971.00	Appointment	2/25/2021
Victoria Battelini	Circle of Friends Advisor	Middle School	\$971.00	Reappointment	2/25/2021
John Green	Assistant Baseball Coach	High School	\$4287	Reappointment	3/26/2021
David Stanton	Assistant Baseball Coach	High School	\$4287	Reappointment	3/26/2021
Dennis Burlingame	Assistant Baseball Coach	High School	\$4287	Reappointment	3/26/2021
William Alvaro	Head Baseball Coach	High School	\$6595	Reappointment	3/26/2021
Michael Collier	Head Golf Coach - Boys	High School	\$6019	Reappointment	04/01/2021
Jason Finlaw	Head Golf Coach - Girls	High School	\$6019	Reappointment	04/01/2021
Joseph Bittmann	Assistant Lacrosse Coach - Boys	High School	\$3899	Reappointment	04/01/2021
Kevin Miller	Head Lacrosse Coach - Boys	High School	\$6019	Appointment	04/01/2021
Amanda Silvesti	Assistant Lacrosse Coach - Girls	High School	\$3899	Reappointment	04/01/2021
Brianna Cormaney	Assistant Lacrosse Coach - Girls	High School	\$3899	Reappointment	04/01/2021
Jennie Hara	Head Lacrosse Coach - Girls	High School	\$6019	Reappointment	04/01/2021
Tracy Fagan	Assistant Softball Coach	High School	\$4287	Reappointment	04/01/2021
Erin Bernat	Assistant Softball Coach	High School	\$4287	Reappointment	04/01/2021
Alexandra Walek	Assistant Softball Coach	High School	\$4287	Reappointment	04/01/2021
Jill Ward	Head Softball Coach	High School	\$6595	Reappointment	04/01/2021
Tom Keating	Assistant Tennis Coach - Boys	High School	\$3899	Reappointment	04/01/2021
David Laverty	Head Tennis Coach - Boys	High School	\$6019	Reappointment	04/01/2021
Daniel Murray	Assistant Track Coach - Boys	High School	\$4287	Reappointment	04/01/2021



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Name	Position	Location	Compensation	Reason	Effective Date
Melvin Carter	Head Track Coach - Boys	High School	\$6595	Reappointment	04/01/2021
Alexandra Taylor	Assistant Track Coach - Girls	High School	\$4287	Reappointment	04/01/2021
Antwine Perez	Assistant Track Coach - Girls	High School	\$4287	Reappointment	04/01/2021
Caitlin Hess	Head Track Coach - Girls	High School	\$6595	Reappointment	04/01/2021
Ryan Novzen	Assistant Volleyball Coach - Boys	High School	\$3899	Reappointment	04/01/2021
Farid Syed	Assistant Volleyball Coach- Boys	High School	\$3899	Reappointment	04/01/2021
Brent Dodulik	Head Volleybal Coach I- Boys	High School	\$6019	Reappointment	04/01/2021
Mark Hendricks	Weight Room Monitor	High School	\$3402	Reappointment	03/01/2021
Bradley Bailey	Chess Club Advisor	High School	\$971	Appointment	02/25/2021
Michelle Carrocino	Athletic Aide	High School	\$2878	Appointment	04/01/2021
Marc Schaffer	Assistant Lacrosse Coach - Boys	High School	\$3899	Appointment	04/01/2021
Christie Butler	Professional Development	High School	\$37/hr	Appointment	05/20/21-06/08/21
Donna Carpenter	Professional Development	High School	\$37/hr	Appointment	05/20/21-06/08/21
Mike Coller	Professional Development	High School	\$37/hr	Appointment	05/20/21-06/08/21
Nicole Miller	Professional Development	High School	\$37/hr	Appointment	05/20/21-06/08/21
Ed Moody	Professional Development	High School	\$37/hr	Appointment	05/20/21-06/08/21
Samantha Simpson	Professional Development	High School	\$37/hr	Appointment	05/20/21-06/08/21
Kristian Ward	Professional Development	High School	\$37/hr	Appointment	05/20/21-06/08/21
Emily Wescott	Professional Development	High School	\$37/hr	Appointment	05/20/21-06/08/21
Kathleen Miles	AAP Tutor (Title 1)	High School	\$37/hr (Title 1)	Appointment	02/22/21-06/30-21
Nicholas Fiocco	Photography Club	High School	\$971	Appointment	current - 06/30/0021

Action (Consent): 4. Leaves of Absence

Resolved that the Kingsway Regional School District Board of Education approve the leaves of absence(s), as recommended by the Superintendent of Schools:



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Name	Position	Location	Reason	Effective Date
Olga Perez- Wilchacky	Spanish Teacher	High School	Leave of Absence (utilizing 21 sick days and 2 personal days concurrent with FMLA)	02/24/2021-04/07/2021
Nick Magnotta	Art Teacher	Middle School	Leave of Absence (utilizing sick and personal days concurrent with FMLA)	02/04/2021-08/01/2021
Anthony Cataldi	Custodian	High School	Leave of Absence (utilizing 12 sick days concurrent with FMLA)	02/22/2021-03/09/2021
Michael Mulligan	English Teacher	High School	Leave of Absence (utilizing 20 sick days)	03/05/2021-05/03/2021

Action (Consent): 5. Amendment to Minimum Wage

BE IT RESOLVED, that the Kingsway Regional School District Board of Education approve an increase to the minimum hourly wage from \$11.00 per hour to \$12.00 per hour in compliance with the New Jersey Division of Wage and Hour. The increase to minimum wage is effective 01/21/21-06/31/21.

Affected employees include:

- Substitute Bus Aides
- Substitute Cafeteria Workers
- Student Workers

Approval of Action Items

Action (Consent): 2. Approval of Action Items

Motion by Deborah Cunningham, second by Michele A Blair.

BE IT RESOLVED, that the Kingsway Regional School District Board of Education approve L6-7 as follows:

Action (Consent): 6. Resolution Directing Employee Physical Examination

WHEREAS, issues have arisen concerning the physical condition of Employee ID No. 4327 (“the Employee”), based upon direct communications from the employee and communications from a medical professional on the Employee’s behalf; and

WHEREAS, the Employee is a Teacher; and

WHEREAS, the District Administration requires additional medical information in order to evaluate fully certain requests for specific accommodations made by the Employee; and

NOW, THEREFORE, BE IT RESOLVED, for the reasons stated above, pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board hereby directs that Employee ID No. 4327 undergo a physical examination to determine fitness for duty; and it is further

RESOLVED, that the physical examination shall be by a physician selected by District Administration and that the Board of Education will bear the cost of the examination; and it is further

RESOLVED, that the District Administration shall give the Employee written notice of the required examination, together with the reasons for the required examination, as set forth in this Resolution, and shall advise the Employee that the Board will provide a hearing in advance of the examination, if requested.



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Action (Consent): 7. Adoption of Superintendent contract for the period 7/1/21 – 6/30/26

BE IT RESOLVED that Employment Contract between James J. Lavender, Superintendent of Schools and the Kingsway Regional Board of Education having been reviewed and approved by the Interim Executive Regional Superintendent in accordance with N.J.S.A. 18A:7-8 (j) and NJAC 6A:23A-3-1(a), be approved, for the period of July 1, 2021 through June 30, 2026, and that the Board President and School Business Administrator/Board Secretary be authorized to execute a copy of the Agreement, and that a copy of such Agreement be part of the minutes on file in the Board Secretary's Office.

Final Resolution: Motion Carries

Yes: James Mueller, Lauren Boerlin, Michele A Blair, Lisa Mordecai-Daniel, Deborah Cunningham, Christie Comerford, Jennifer Cavallaro-Fromm, Kelly Bonapfel, Kristen Lombardo
 Marilyn O'Rourke-Young abstention on I-7

J. Finance

Action (Consent): 1. Budget Line Item Transfers

Resolved that the Kingsway Regional School District Board of Education ratify the line item transfers listed below for the 2020-2021 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-000-252-600-60-051	11-150-100-320-20-043-050	\$800	Purchase technology/monitors
11-000-219-320-20-044	11-000-219-580-20-044	\$3000	Educational Evaluations
11-190-100-640-10-027-050	11-000-221-320-10-045-060	\$10344	MS Italian Program, Online resource for MS French and Spanish Teachers
11-190-100-640-10-027-050	11-000-221-320-20-045-050	\$4723	
11-000-223-320-10-027-050	11-000-221-320-20-045-050	\$777	

Action (Consent): 2. Payment of Claims

Resolved that the Kingsway Regional School District Board of Education certified the list of claims as set forth on the bill list dated 12/31/2020 for goods received and services rendered by approved for payment in the amount of \$101,370.60.

Resolved that the Kingsway Regional School District Board of Education certified list of claims as set forth on the bill list dated 1/14/2021 for goods received and services rendered by approved for payment in the amount of \$55,522.63.

Resolved that the Kingsway Regional School District Board of Education certified list of claims as set forth on the bill list dated 2/25/2021 for goods received and services rendered by approved for payment in the amount of \$1,638,107.02.

Action (Consent): 3. Board Secretary's Certification

Pursuant to N.J.A.C. 6:23-22.12(c)3, the Board Secretary hereby certifies that as of January 31, 2021 the total of encumbrances and expenditures for each line item account do not exceed the line item appropriation established by the Board of Education.

Action (Consent): 4. Receipt and Acceptance of Board Secretary's Monthly Report

Resolved that the Kingsway Regional School District Board of Education accept as filed the Business Administrator/Board Secretary's financial report as of December 31, 2020, and;



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Be it further resolved that pursuant to N.J.A.C 6A:23-2.11(c)4 no major account or fund has been over expended as of December 31, 2020 based upon the Board Secretary's certification and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Action (Consent): 5. Receipt and Acceptance of Student Activity and Athletic Account Financial Reports Resolved that the Kingsway Regional School District Board of Education accept as filed the Kingsway Regional Middle School Student Activities financial report for the period ending January 31, 2021.

Resolved that the Kingsway Regional School District Board of Education accept as filed the Kingsway Regional High School Student Activities financial report for the period ending January 31, 2021.

Resolved that the Kingsway Regional School District Board of Education accept as filed the Kingsway Regional School District Athletic Account financial report for the period ending January 31, 2021.

Action (Consent): 6. Use of Facility

BE IT RESOLVED, that the Kingsway Regional School District Board of Education waive the insurance requirement for the Senior Parent activities in the parking lots on the 21st of each month.

Action (Consent): 7. 2019-2020 CAFR

BE IT RESOLVED, that the Kingsway Regional School District Board of Education accept the Comprehensive Annual Financial Report ("CAFR") for the fiscal year ended June 30, 2020 and related documents for submission to the Executive County Superintendent of Schools.

Action (Consent): 8. Synopsis and Summary of Annual Audit

Synopsis and Summary of Annual Audit and Recommendations and Corrective Action Plan

WHEREAS, N.J.S.A. 18A-23.4 states that the Secretary of the Board of Education shall prepare a synopsis or summary of the annual audit and recommendations;

WHEREAS, the accounting firm of Holt, McNally & Associates audited the basic financial statements of the Kingsway Regional School District for the fiscal year ended June 30, 2020 in accordance with the Generally Accepted Audit Standards issued by the Comptroller General of the United States;

WHEREAS, the accounting firm of Holt, McNally & Associates did not have any findings or recommendations for the fiscal year ended June 30, 2020;

NOW THEREFORE BE IT RESOLVED, that the Kingsway Regional School District Board of Education accept and approve the Audit Synopsis, summary of audit recommendations and corrective action plan for the fiscal year ended June 30, 2020.

Action (Consent): 9. Reading Instructor Agreement

BE IT RESOLVED, that the Kingsway Regional Board of Education approve an agreement with Caroline Capasso, Reading Instructor to provide Orton Gillingham reading instruction at a cost of \$75.00 per hour beginning February 1, 2021 through June 30, 2021.



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K. Curriculum & Instruction

Action (Consent): 1. Professional Development - Staff Attendance at Trainings, Seminars, Conventions, and Conferences

Resolved that the Kingsway Regional School District Board of Education approve the staff attendance at trainings, seminars, conventions, and conferences be approved, as recommended by the Superintendent of Schools:

Title of Program	Location	Date(s)	Attendees	Educational Purpose	Cost to District
Strengthening Your Co-Teaching Program: Practical Co-Teaching Strategies to Increase All Student' Achievement	Live online institute	3/10/2021 - 3/11/2021	Kathryn Fransko, Laura Campbell, Amanda Hannigan, Tina Bullock, Whitney Widger, Tiffany Scurry, Regina Foody, Heather Haines, Ryann Braverman, Melanie Springer	Co-Teaching Strategies and partner development	\$5,450 (\$545 per attendee) (Title II)
Google Suite & Code Compliance	Virtual	2/25/2021 & 4/10/2021	Michael Shuster	Earn CEUs	\$242
Environmental Code Compliance and Sustainability	Rutgers Online	3/3/2021 3/8/2021 3/10/2021 3/15/2021 3/17/2021 3/22/2021 3/24/2021 3/29/2021	Andrew Kidder	CEFM	\$760
Energy Management	Rutgers Online	5/10/2021 5/12/2021	Andrew Kidder	CEFM	\$205
Preventive Maintenance	Rutgers Online	3/4/2021 3/9/2021 3/11/2021 3/16/2021 3/23/2021	Andrew Kidder	CEFM	\$483
Financial Management and Purchasing	Rutgers Online	4/9/2021 4/12/2021 4/13/2021 4/16/2021 4/19/2021	Andrew Kidder	CEFM	\$483

L. General Administration

Discussion: 1. Discussion Items

- Superintendent's Goals for 2020-2021



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Action (Consent): 2. Enrollment Report
 January 2021

School/Grade	Cohort A	Cohort B	Cohort AB	Virtual	Total
Middle School					
7 th	163	182	20	123	488
8 th	173	160	29	175	537
Total MS	336	342	49	298	1025
% of Total	33%	33%	5%	29%	
High School					
9	154	175	16	130	475
10 th	136	135	13	166	450
11 th	137	132	9	160	438
12 th	120	128	7	171	426
Total HS	547	570	45	627	1789
% of Total	31%	32%	2.5%	35%	

Action (Consent): 3. Emergency Drills

BE IT RESOLVED, that the Kingsway Regional School District Board of Education accept the emergency drills report as follows:

School / Date	Time	Drill
MS 01/21/2021	Start: 10:45 AM End: 10:53 AM	Fire Drill
MS 01/22/2021	Start: 11:27 AM End: 11:35 AM	Precautionary Lockdown Drill
MS 01/25/2021	Start: 10:45 AM End: 10:53 AM	Fire Drill
MS 01/28/2021	Start: 11:25 AM End: 11:35 AM	Precautionary Lockdown Drill
HS 01/19/2021	Start: 01:52 PM End: 01:53 PM	Fire Drill – Phase 2
HS 01/22/2021	Start: 11:20 AM End: 11:21 AM	Fire Drill – Phase 2
HS 01/25/2021	Start: 12:31 PM End: 12:32 PM	Shelter in Place
HS 01/28/2021	Start: 01:09 PM End: 01:11 PM	Shelter in Place

Action (Consent): 4. Student Discipline, Violence/Vandalism, HIB

Student Discipline, Violence/Vandalism, HIB

Infraction/Referrals/Reports	No. of Incidents this Month		2020-2021 Total To-Date		2019-2020 Total To-Date	
	(HS)	(MS)	(HS)	(MS)	(HS)	(MS)
Detentions-Lunch	0	1	0	10	174	56



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Infraction/Referrals/Reports	No. of Incidents this Month		2020-2021 Total To-Date		2019-2020 Total To-Date	
	Detentions-Before School	0	0	0	11	180
Detentions-Extended Day	N/A	N/A	0	0	61	50
Out of School Suspension (OSS)	0	0	0	1	99	17
Violence, Vandalism, Substance Abuse	0	0	0	0	47 violence 8 substance 5 vandalism	93 violence 38 substance 2 vandalism
Confirmed Harassment, Intimidation, or Bullying	0	0	0	0	3	7
Dating Violence	0	0	0	0	0	0

Action (Consent): 5. Fundraiser(s)

Resolved that the Kingsway Regional School District Board of Education approve the fundraiser(s), as recommended by the Superintendent of Schools:

School	Program/Group	Purpose	Product/Service	Dates
MS	Middle School Administration	To raise funds to donate to Ronald McDonald House	Penny Wars completion collection of coins	3/08/2021 – 3/18/2021

Action (Consent): 6. Strategic Plan Adoption, Vision 2022

Approval to extend and re-adopt the District's Strategic Plan, Vision 2022: Promising Excellence through FY2022:

WHEREAS, to ensure continuous improvement of the Kingsway Regional School District, Superintendent Lavender convened a strategic planning process to develop a three-year strategic plan; and,

WHEREAS, the strategic planning process was comprised of school leaders, Board of Education members, faculty, staff, students, parents and representatives from the community and students; and,

WHEREAS, the strategic planning process facilitated a comprehensive community outreach and engagement process that ensured the entire community had the opportunity to provide feedback, particularly those parents and families who have not historically participated in such a process; and,

WHEREAS, the strategic plan was first adopted by the Kingsway Regional School District Board of Education on May 26, 2016; and,

WHEREAS, due to changes in school funding and the impact funding had on pursuit of strategic planning goals and priorities, the strategic plan was extended and re-adopted through FY2021 on September 26, 2019; and,

WHEREAS, in response to the COVID pandemic as well as continual relevancy of the strategic planning goals and strategic priorities, it is recommended that the Plan be again extended and re-adopted by the Board of Education through FY2022; and,



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WHEREAS, the strategic plan will continue to serve as a roadmap and guidance instrument to make aligned and mission-driven decisions; empower the Board of Education and Superintendent to prioritize needs and allocate resources accordingly; and serve as a mechanism to hold the entire district accountable for specific, measurable goals.

NOW, THEREFORE, BE IT RESOLVED that the Kingsway Regional School District Board of Education, upon the recommendation of the Superintendent of Schools, hereby extends and re-adopts the District's Strategic Plan, Vision 2022: Promising Excellence through the FY2022, effective February 25, 2021.

Action (Consent): 7. 2019-2020 HIB Self-Assessment & HIB Grade Report

BE IT RESOLVED, that the Kingsway Regional School District Board of Education approve the 2019-2020 HIB Self-Assessment & HIB Grade Report, as recommended by the Superintendent of Schools.

Final Resolution: Motion Carries

Yes: James Mueller, Lauren Boerlin, Michele A Blair, Lisa Mordecai-Daniel, Deborah Cunningham, Christie Comerford, Jennifer Cavallaro-Fromm, Marilyn O'Rourke-Young, Kelly Bonapfel, Kristen Lombardo

M. Executive Session

Action: 1. Executive Session In

Motion by Lisa Mordecai-Daniel, second by Lauren Boerlin.

BE IT RESOLVED that the Kingsway Regional School District Board of Education desires to hold a closed Executive Conference Session at 7:48 p.m. prevailing time, for approximately 45 minutes as follows:

Item Discussion Item(s)*

1 Personnel

defined as excluded from requirements of Open Public Meetings Act of 1975, further it is anticipated that such discussions may be disclosed upon resolution

*Pursuant to the list of exceptions set forth in the Open Public Meetings Act 10:4-12

Final Resolution: Motion Carries

Yes: James Mueller, Lauren Boerlin, Michele A Blair, Lisa Mordecai-Daniel, Deborah Cunningham, Christie Comerford, Jennifer Cavallaro-Fromm, Marilyn O'Rourke-Young, Kelly Bonapfel, Kristen Lombardo

Action: 2. Executive Session Out

Motion by Michele A Blair, second by Jennifer Cavallaro-Fromm

BE IT RESOLVED, that the Kingsway Regional School District Board of Education adjourn executive session and reconvene the public meeting at 9:18 p.m.

Final Resolution: Motion Carries

Yes: James Mueller, Lauren Boerlin, Michele A Blair, Lisa Mordecai-Daniel, Deborah Cunningham, Christie Comerford, Jennifer Cavallaro-Fromm, Marilyn O'Rourke-Young, Kelly Bonapfel, Kristen Lombardo

N. Old Business

O. New Business



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P. Adjournment

Action: 1. Motion to Adjourn

Motion by Michele A Blair, second by Deborah Cunningham.

Resolved that the Kingsway Regional School District Board of Education adjourn the meeting at 9:30 pm.

Final Resolution: Motion Carries

Yes: James Mueller, Lauren Boerlin, Michele A Blair, Lisa Mordecai-Daniel, Deborah Cunningham, Christie Comerford, Jennifer Cavallaro-Fromm, Marilyn O'Rourke-Young, Kelly Bonapfel, Kristen Lombardo

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary



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