

REGULAR MEETING
OF THE
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION
February 25, 2008

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, February 25, 2008 at 7:30 p.m. in the cafeteria of the Auten Road Intermediate School in the School District.

In accordance with the State's Sunshine Law, adequate notice of this meeting was provided in the Board's annual meeting notice. This notice was also provided to the Hillsborough Beacon, Somerset Messenger Gazette, and Courier News newspapers on February 21, 2008. The notice is also posted in the Board of Education office and a copy has been sent to the Township Clerk and Township Public Library.

ROLL CALL

MEMBERS PRESENT: Frank Blandino, John Donnadio, Gregory Gillette, Neil Hudes, David Kanaby, David T. Lin, Steven D. Paget, and Wolfgang Schneider

MEMBERS ABSENT: Marc J. Rosenberg

ALSO PRESENT: Dr. Edward Forsthoffer, III, Superintendent of Schools, Dr. Lisa M. Antunes, Assistant Superintendent of Schools, and Mr. Aiman Mahmoud, School Business Administrator

Approval of Minutes

A motion was made by Mr. Gillette and seconded by Mr. Kanaby that the board of education approve the minutes of the work/special meeting held on January 3, 2008.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Kanaby and seconded by Mr. Paget that the board of education approve the minutes of the regular meeting held on January 28, 2008.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Blandino and seconded by Mr. Gillette that the board of education approve the minutes of the executive session held on January 3, 2008.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Schneider and seconded by Mr. Donnadio that the board of education approve the minutes of the executive session held on January 28, 2008.

Upon call of the question, the motion carried unanimously.

None

Board Recognition/Awards

Dr. Forsthoffer introduced Clara Williamson, high school cheerleader coach. Ms. Williamson introduced the cheerleading squad and spoke about the squad's accomplishments. Ms. Williamson stated that the squad recently returned from a competition in Florida, where they placed eighth out of sixteen. She provided a video presentation of the competition. Dr. Forsthoffer congratulated all of the participants.

Drs. Forsthoffer and Antunes recognized the school nurses and principals for their work with the Pediatric Adult Asthma Coalition of New Jersey with regards to educational programs to manage asthma in a school setting. The nurses and respective principals were presented with a plaque in recognition of their outstanding work on behalf of the Pediatric Adult Asthma Coalition of New Jersey and the American Lung Association of New Jersey.

Dr. Forsthoffer introduced Ms. Karen Bingert, high school principal, who in turn announced the winners of the Edward J. Bloustein Scholarship Award as follows:

Stephen Abuschinow
Amanda Albin
Amna Baig
Ashleigh Cartmell
Angela Chen
Chester Chia
Qiaozhi Cui
Laura Disanto
David Dobrowolski
Andrew Douglas
Rebecca Doyle
Timothy Drozd
Jeffrey Dunn
Matthew Ennis
Stephen Fortin
David Fredericks
Shuye Guo
Leonard Haas
Leah Hanson
Kelsey Hurley
Victoria Ifan
Alyssa Jaakobs

Laura Kleiman
Amelia Lavranchuk
Steven Leblanc
Christopher Letso
Mary-Kate Lynch
John Marcsisin
Jordan Mazza
James Meisterich
Deanna Milano
Steven Mueller
Ashley Pira
Kelly Pultorak
Richard Schwalje
Neil Shah
Robert Skrabal
Kasey Smith
Kyle Smith
Ryan Stainken
Erin Suozzo
Denise Yu
Matthew Ziminski

This award is given to students with exceptional academic performance. Dr. Forsthoffer, on behalf of the board, congratulated all of the recipients.

Mr. Donnadio congratulated the varsity wrestling team for winning the District 18 Championship and wished them well in the upcoming playoffs.

Mr. Lin congratulated the high school debate team for their accomplishments in the competition at the Philadelphia Model UN Conference where the students won the best large delegation award among other awards.

Correspondence

No correspondence

New Business

None

Superintendent's Report

Dr. Forsthoffer presented the recommended budget for the 2008-2009 school year to the board of education highlighting the following:

- Budget below state mandate 4% cap
- State aid increase of \$4.2 million or 20%
- Student centered, decisions made based on student needs
- All existing programs maintained
- Add in-house Behaviorist
- Increase in Capital Projects by \$900,000 over current year
- Tax rate increase of only 1 cent for every \$100 of assessed value
- State aid will not increase for 2009-2010
- Minimal staffing increase
- 5 year curriculum plan is on target
- Budget \$106,334,906.00
- 52% of spending is for instruction

Time was allowed for questions and comments from the board and public on the superintendent's report.

Board questions and comments focused on administrative costs, staff modifications, strategic athletic plan, facilities projects, enrollment, and equity in regular education vs. special education costs.

Mr. Richard Burns spoke of his concern in relation to taxes and the value of real estate in Hillsborough.

Mr. Timothy Jordan supported the budget.

Lenny Haas, student, spoke of his concern that the board may consider charging student's to participate in athletics and extra-curricular activities in order to offset costs and hopes that the board is not considering this.

Action AgendaPublic Comments

Stephen Feldmen, student, voiced his opposition to the random drug testing policy stating that he believes it is ineffective.

Paul Corupis, parent, expressed his opposition to the random drug testing policy.

Marion Donohue, parent and teacher, believes the random drug testing policy is worthwhile if it can be used as a rehabilitation tool rather than a punitive one.

Richard Burn, parent, stated that studies show there is an increase in drug use in schools that have a random drug testing policy in place.

Ed Hornish, parent, spoke in support of random drug testing policy.

Michelle Horowitz, student representative to the board, wanted to commend her fellow students for speaking their minds on the random drug testing policy, whether they were for or against it. She believes that participation in sports and extra-curricular activities will decline if this policy is adopted. Parents are the real drug prevention.

Curriculum & Instruction

A motion was made by Mr. Donnadio and seconded by Mr. Paget that the board of education approve the curriculum and instruction agenda as follows:

Approval of Grant Application

Approve the following grant application:

| <u>Grant</u> | <u>Amount</u> |
|---|---------------|
| Inspiration Software, Inc. "Best Overall Visual Learning Project" (Woods Road School) | \$1,000 |

Approval of the following Curriculum :

K-4 ESL - Revised
 World Language Level 1 - Revised
 World Language Level 2 - Revised
 World Language Level 5 - Revised
 AP Psychology - Grades 11-12 - New

Approval of the following textbook - Social Studies

AP Psychology - Grades 11-12 - New

Approve the piloting of a new textbook - Social Studies

World Cultures: A Global Mosaic by Ahmad, Bodsky, Crofts and Ellis.
Prentice-Hall. 2004.

Upon call of the roll, the motion carried with a unanimous vote recorded.

Personnel

A motion was made by Mr. Kanaby and seconded by Mr. Paget that the board of education approve the personnel agenda as follows:

Retirements

Diane Adams, nurse supervisor, district, effective July 1, 2008. Ms. Adams has worked for the district for seventeen years.

Margaret Hewitt, secretary, Hillsborough High School, effective July 1, 2008. Mrs. Hewitt has worked for the district for fourteen years.

Leave of Absence

Annette Brucks, academic support instructor/math teacher, Auten Road Intermediate School, family leave of absence, effective January 28, 2008 through April 25, 2008.

Lisa Burgos, academic support instructor, Sunnymead School, disability/family leave of absence, effective April 28, 2008 through June 30, 2008.

Cynthia Fekete, special education/resource center teacher, Hillsborough High School, family leave of absence, effective February 12, 2008 through March 10, 2008.

Cassandra Luke-Fisher, health & physical education teacher, Hillsborough High School, disability/family leave of absence, effective April 15, 2008 through June 13, 2008.

Tina Pikulin, grade 7 math teacher, Hillsborough Middle School, disability/family leave of absence, effective April 28, 2008 through December 2, 2008.

Pam Rich, art teacher, Auten Road Intermediate School, intermittent family leave of absence, effective 2007-2008 school year.

Tracy Stephens, transitional primary teacher, Woods Road School, disability/family/child care leave of absence, effective May 19, 2008 through June 30, 2009.

Keri Krawski, grade 1 teacher, Amsterdam School, from disability/family leave of absence effective March 24, 2008 through June 30, 2008 to disability/family leave of absence effective March 10, 2008 through June 30, 2008.

Revised Long Term Substitute

Lisa Murphy, long term substitute instructional assistant, Triangle School, from effective December 13, 2007 through April 30, 2008 to effective December 13, 2007 through June 30, 2008 replacing Eileen Mitzak (leave of absence).

Revised Contract 2007-2008

Julie West, guidance counselor, Triangle School, from MA+45 step 20 to MA+45 (L-1) step 20, effective September 1, 2007 through June 30, 2008.

SALARY: \$78,090 MA+45 (L-1) Step 20

Change in Contract

Tammy DeLeo, permanent school aide, Woodfern School, from 1 hour per day/5 days per week to 2 hours per day/5 days per week, effective February 4, 2008 through June 30, 2008.

SALARY: \$14.56 per hour Step 1

Rescind Contracts

Susan Eckstein, co-curricular advisor for clubs PALS, Ping Pong and Freshman Transition (Peer Mentor) advisor, Hillsborough High School effective 2007-2008 school year.

Appointments for 2007 - 2008

Approve the appointment of the following personnel for the 2007-2008 school year. The appointment of those marked with an (*) will be contingent upon approval as per N.J.S.A. 18A:6-7.2 et. Seq.

Long Term Substitute

John Cassidy, long term substitute math teacher, Hillsborough High School effective April 7, 2008 through June 30, 2008 replacing Moira Smith (leave of absence).

SALARY: \$45,412 PRORATED BA Step 1

Teacher

Michelle Klink, academic support instructor, Sunnymeade School, effective February 1, 2008 through June 30, 2008, replacing R. Ryan (retired).

SALARY: \$45,412 PRORATED BA Step 1

Jacqueline Printon, .5 social worker, Hillsborough Elementary School, effective February 12, 2008 through June 30, 2008, new position.
SALARY: \$48,458 PRORATED MA Step 4

Instructional Assistant

Tracy Caudle, .5 instructional assistant, Woods Road School, effective February 19, 2008 through June 30, 2008, new position.
SALARY: \$23,300 PRORATED Step 1

Kristina Stump, instructional assistant, Hillsborough Middle School, effective February 26, 2008 through June 30, 2008, new position.
SALARY: \$23,300 PRORATED Step 1

Permanent School Aide

Dianne Verkade, permanent school aide, Woodfern School, effective February 11, 2008 through June 30, 2008, replacing Tammy DeLeo (transferred to another aide position).
SALARY: \$14.56/per hour Step 1

Co-Curricular Advisor - Stipend

Rebecca Balaguer, co-curricular advisor PUSH, Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$1,020.00

Rebecca Balaguer, co-curricular advisor REBEL, Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$1,020.00

Mary Dubberly, co-curricular advisor PALS, Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$273.25

Maggie Hanyok, co-curricular advisor Freshman Transition (Peer Mentoring), Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$318.50

Julia Lytwyn, co-curricular advisor Ping Pong Club, Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$435.00

Linda Migliore, co-curricular advisor Badminton Club, Hillsborough High School, effective 2007-2008 school year.
STIPEND: N/A

Gil Pilarte, co-curricular advisor REBEL, Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$1,020.00

Fred Salz, co-curricular advisor Musical Set Construction, Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$1,692.00

Substitute Teachers - \$80/day

| | |
|----------------------|----------------|
| Erin Becker | Jim Pickell |
| Christine Dombrowski | Daniel Rude |
| John Duer | Kevin Saunders |
| Melissa Freitag | David Stoddard |
| Tim Hannon | Nicole Torres |

Substitute Clerical - \$10.25/hour

Kathy Raichel

Substitute Permanent School Aide - \$7.90/hour

Shruti Raipara

Substitute Custodian - \$9.35/hour

Frank Adu
Halyna Malyhina

MentorsMentor

Diane Upshaw
Donald Adams
Christine Kirsche

Mentee

Michelle Klink
Caitlin O'Neill
Clare McEnroe

Group Changes

Approve the group changes for the following personnel effective February 1, 2008 through June 30, 2008.

Valerie Moore, special education/resource center teacher, Hillsborough High School, from \$54,412 BA+15 step 10 to:

SALARY: \$55,082 PRORATED BA+30 Step 10

MaryAnn Mullady, Principal, Amsterdam School, for attaining 15 graduate credits from \$114,553 to:

SALARY: \$116,553 PRORATED

Upon call of the roll, the motion carried with a unanimous vote recorded.

Finance

A motion was made by Mr. Paget and seconded Mr. Blandino that the board of education approve the finance agenda as follows:

Acceptance of Monthly Financial Reports

Accept the monthly financial reports of the Business Administrator /Board Secretary and the Treasurer of School Moneys for the month of January 31, 2008 and in compliance with N.J.A.C. 6:20-2.13 (e) that the Board of Education certify that no major account or fund has been overexpended and that as of this report sufficient funds are available to meet the district's financial obligation for the remainder of this fiscal year.

Approve the monthly bills as reviewed by the finance committee as follows:

General Operating \$ 9,958,208.85

Line Item Transfers

Approve the following line item transfers in the 2007-08 general fund budget:

FROM:

| <u>Account:</u> | <u>Description</u> | <u>Amount</u> |
|----------------------|--------------------------------|--------------------|
| 11-000-230-500-00-00 | Other Purchase Services | 300.00 |
| 11-190-100-610-01-06 | Inst.Supp.HHS Art | 358.00 |
| 11-000-100-566-00-00 | Private Schl. Handicap Tuition | 37,460.00 |
| 11-000-262-100-00-71 | Maint. Overtime | 6,995.00 |
| 11-000-270-503-00-00 | In Lieu of Reimbursement | 3,300.00 |
| | | <u>\$48,413.00</u> |

TO:

| <u>Account</u> | <u>Description</u> | <u>Amount</u> |
|----------------------|----------------------------------|--------------------|
| 11-190-100-610-01-07 | Inst.Supp. HHS Band | 300.00 |
| 11-000-221-600-09-11 | Imp. of Inst. Computer Ed. Supp. | 358.00 |
| 11-000-100-565-00-00 | Reg.Day/SSSD Tuition | 37,460.00 |
| 11-000-262-100-00-72 | Custodian Overtime | 6,995.00 |
| 11-000-270-390-00-00 | Transp.Software Maint. | 3,300.00 |
| | | <u>\$48,413.00</u> |

Approval of the 2008-2009 Budget

Approve the following 2008-2009 tentative budget as listed on *Schedule P* for advertising purposes:

| | |
|----------------------|---------------------|
| General Fund | \$99,144,229 |
| Special Revenue Fund | \$ 2,198,273 |
| Debt Service | <u>\$ 4,992,404</u> |
| Total | \$106,334,906 |

Upon call of the roll, the motion carried with a unanimous vote recorded.

Annual School Election Calendar

A motion was made by Mr. Gillette and seconded by Mr. Paget to approve the following annual school election calendar for the April 15, 2008 school election as follows with the amendment that the regular meeting scheduled for March 17 would be moved to the 24 to coincide with the public hearing:

1. Nominating petitions must be filed with the board secretary on or before 4:00 p.m. of the 50th day before the date of the election (February 25, 2008)

2. Establish February 29, 2008 as the last day for a candidate to withdraw his/her name from the ballot. The candidate must submit a signed notice in writing to the board secretary.
3. Authorize the board secretary to conduct the drawing for position on the ballot on March 5, 2008 at 10:00 a.m. in the board of education office. Establish March 7, 2008 as the last day for the board secretary to certify results of the drawing to the County Clerk.
4. Authorize the board secretary to place the required advertisement regarding the budget statement and the public hearing on the budget in the March 20, 2008 issue of the Hillsborough Beacon and the Courier News.
5. Hold the public hearing on the 2008-09 budget on March 24, 2008, at 7:30 p.m. in the Auten Road Intermediate School cafeteria.
6. Adopt the 2008-09 budget as a special public meeting held on March 24, 2008.
7. Designate the following buildings for posting election notices on April 4, 2008:

Amsterdam Elementary School, 301 Amsterdam Road
Auten Road Intermediate School, 281 Auten Road
Hillsborough Elementary School, 435 Route 206
Woodfern Elementary School, 425 Woodfern Road
Triangle Elementary School, 156 So. Triangle Road
Sunnymead Elementary School, 55 Sunnymead Road
Woods Road Elementary School, 401 So. Woods Road
Middle School, 260 Triangle Road
High School, 466 Raider Blvd.
Municipal Building, 379 South Branch Road
Hillsborough Fire Company #1, Equator Ave.
Hillsborough Fire Company #2, Route 206
Hillsborough Fire Company #3, Woods Road
Shop Rite, Route 206
Stop & Shop, Route 206

8. Designate the polling hours for the April 15, 2008 election to be from 2:00 p.m. to 9:00 p.m. and as long as may be necessary to permit those persons present at the designated closing time to cast their ballots.

Upon call of the roll, the motion carried unanimously.

Administrative

A motion was made by Mr. Paget and seconded Mr. Kanaby that the board of education approves the administrative agenda as follows:

Approve the Professional Travel Related Expenses as Listed

Approve the professional travel related expenses as listed on *Schedule A*.

Policies

The policy committee has recommended the following policies be included for consideration as follows:

Second Reading:

- Policy #5512 - Hazing - *Schedule G*
- Policy #5512.01 - Harassment, Intimidation, Bullying - *Schedule H*

Approval of Outside Employment as Athletic Coach

Pursuant to Policy #3231, approve the request of Jeffrey Panzarella, middle school physical education and health teacher, to coach baseball at Immaculata High School from March 2008 through June 2008.

Youth Arts Month Proclamation

Approve March 2008 as Youth Arts Month in the schools of Hillsborough Township. *Schedule I.*

Approve the Overnight Trips as Listed

| School | Group/Team | Destination | Dates | Schedule |
|--------|---|--|----------------------|----------|
| HHS | Robotics Team | Chesapeake Regional Competition Annapolis, MD | 3/12/08 - 3/25/08 | J |
| HHS | Robotics Team (sponsored by J&J) | Montreal, Canada | 3/29/08 - 4/1/08 | K |
| HHS | Swim Team | Glouster Cty Institute of Technology Sewell, NJ | 2/29/08 - 3/2/08 | L |
| HHS | Wrestling Team (pending qualification) | State Tournament Atlantic City, NJ | 3/7/08 - 3/9/08 | M |

Approval of Professional Services Contract

Approve a professional services contract with Nam Kim Park Architects for professional architectural services for the following projects in accordance with the contract on file in the office of the School Business Administrator/Board Secretary:

- Sunnymead Elementary School roofing project
- Ceiling fan installation at Auten Road Intermediate School
- Summer 2008-09 Capital Improvement Projects as per *Schedule N*

Participation Agreement for Cooperative Purchasing of Electricity

Approve an agreement between the board of education and Middlesex Regional Educational Services Commission to participate in seeking bids on a cooperative basis for the purchase of electricity as listed on *Schedule O.*

Contract Award for Custodial/Maintenance Management Services

WHEREAS, the Hillsborough Township Board of Education (hereinafter referred to as the "Board") advertised bids for Custodial, Grounds and Plant Operations and Maintenance Management Services (hereinafter referred to as the "Project"); and

WHEREAS, on or about January 23, 2008, the Board received three (3) bids for the Project; and

WHEREAS, Pritchard Industries, Inc. (hereinafter referred to as "Pritchard") submitted the apparent lowest responsible bid, in the amount of \$324,147.00; and

WHEREAS, Pritchard failed to include with its bid three (3) letters of reference from school districts listed on the reference list as required by Article A(1) of the Bidder's Qualifications Section on page 6 of the bid specifications; and

WHEREAS, Pritchard also failed to meet the requirements of Article A (1) of the Bidder's Qualifications Section page 6 of the bid specifications, namely that it must presently be providing on-site Custodial, Grounds and Plant Operations and Maintenance Management Services for at least ten (10) New Jersey public school districts, three (3) of which must be of equal or greater size in comparison to the Hillsborough Township School District; and

WHEREAS, Guardian Services Industries (hereinafter referred to as "Guardian") submitted the next apparent lowest responsible bid, in the amount of \$332,851.25; and

WHEREAS, Guardian failed to include with its bid three (3) letters of reference from school districts listed on the reference list as required by Article A (1) of the Bidder's Qualifications Section on page 6 of the bid specifications, failed to include a fully executed Affidavit of Non-Collusion as set forth on pages 8 and 77 of the bid specifications, and failed to include sample reports generated from the bidder's custodial and maintenance computerized maintenance software program as set forth on page 27 of the bid specifications; and

WHEREAS, Guardian also failed to meet the requirements of Article A (1) of the Bidder's Qualifications Section on page 6 of the bid specifications, namely that it must presently be providing on-site Custodial, Grounds and Plant Operations and Maintenance Management Services for at least ten (10) New Jersey public school districts, three (3) of which must be of equal or greater in size in comparison to the Hillsborough Township School district; and

WHEREAS, Aramark Facilities Services (hereinafter referred to as "Aramark") submitted the next apparent lowest responsible bid, in the amount of \$347,109.00; and

WHEREAS, the bid submitted by Aramark conforms in all material respects to the bid specifications;

NOW, THEREFORE, BE IT RESOLVED that the bids submitted by Pritchard and Guardian are hereby rejected as non-responsive for all the reasons set forth above; and

BE IT FURTHER RESOLVED that the contract for Custodial, Grounds and Plant Operations and Maintenance Management Services, is hereby awarded to Aramark in the amount of \$347,109.00. This award is

expressly conditioned upon Aramark furnishing the requisite insurance certificate and performance bond as required in their project specifications, within ten (10) days of the date hereof; and

BE IT FURTHER RESOLVED that the Board attorney is requested to prepare a contract consistent with the bids specifications and this resolution. The Board President and Business Administrator are hereby authorized to execute any and all documents necessary to effectuate this Resolution.

Upon call of the roll, the motion carried with a unanimous vote recorded.

Policies

A motion was made by Mr. Paget and seconded by Mr. Lin that the board of education approve the policy committee's recommendation that the following policies be included for consideration as follows:

First Reading

- Policy #3223 - Evaluation of Administrators - *Schedule B*
- Policy #6360 - Political Contributions - *Schedule C*
- Policy #8140 - Pupil Enrollments - *Schedule D*
- Policy #8330 - Pupil Records - *Schedule E*

A motion was made by Mr. Donnadio and seconded by Mr. Gillette to table the motion to approve the first reading of the above policies.

Upon call of the roll, the motion to table was approved with a unanimous vote recorded.

Policy #5131

A motion was made by Mr. Kanaby and seconded by Mr. Paget that the board of education approve the policy committee's recommendation that the following policy be included for consideration as follows:

Second Reading

- Policy #5131 - Pupil Random Drug and Alcohol Testing - *Schedule F*

A motion was made by Mr. Donnadio and seconded by Mr. Gillette to table the motion to approve the above policy.

Upon call of the roll, the motion to table was defeated with Messrs. Blandino, Donnadio, and Gillette voting in favor and five members voting against.

Upon call of the roll, the original motion to approve carried with five members voting in favor and Messrs. Blandino, Donnadio, and Gillette voting against.

Old Business

None

Executive Session

A motion was made by Mr. Paget and seconded by Mr. Blandino that the board adopt a resolution to go into executive session at adjournment.

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting of which the public body discusses certain matters for which confidentiality is required as permitted in Section 7B of the act.

RESOLVED, by the Board of Education of the Township of Hillsborough in the County of Somerset and State of New Jersey as follows:

1. The following matter to be discussed is contract negotiations with the Hillsborough Education Association.
2. The matter discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

Upon call of the roll, the motion carried with a unanimous vote recorded.

Adjournment

A motion was made by Mr. Paget and seconded by Mr. Kanaby to adjourn the meeting at 10:00 p.m.

Upon call of the question, the motion carried with a unanimous vote recorded.

At this time, the board convened in executive session.

Respectfully submitted,

Aiman Mahmoud
School Business Administrator/
Board Secretary